



**Disaster Management**  
 1710 Red Soils Ct., Ste. 225  
 Oregon City, OR 97045

T 503-655-8378  
[clackamas.us](http://clackamas.us)

June 28, 2021

Board of County Commissioners  
 Clackamas County

Members of the Board:

Approval of Memorandum of Agreement between Clackamas County and the Theophilus Church for emergency/disaster related use of Theophilus Church.

<b>Purpose/Outcomes</b>	This Memorandum of Agreement (MOA) allows Clackamas County to use Theophilus Church for post-emergency/disaster points of distribution.
<b>Dollar Amount and Fiscal Impact</b>	The MOA has no monetary value. The County agrees to pay for expenses to ensure facilities are returned to their pre-use condition, as well as any facility-related expenses incurred during the time the County is making use of the facility. The County is only responsible for expenses that are additional expenses incurred by the school district.
<b>Funding Source</b>	None
<b>Duration</b>	Until terminated by either party.
<b>Previous Board Action</b>	The Board has approved similar agreements with other churches, school districts and local municipalities. Disaster Management and Public Health are working to implement the vaccination equity plan by holding clinics in diverse geographic locations to make the vaccine more accessible.
<b>Strategic Plan Alignment</b>	<ol style="list-style-type: none"> <li>1. Coordination and Integration of Planning and Preparedness</li> <li>2. Ensure Safe, Healthy and Secure Communities</li> </ol>
<b>Counsel Review</b>	Approved by Counsel – AN on 5/3/21
<b>Contact Person</b>	Daniel Nibouar, Interim Director, 503-650-3381
<b>Contract No.</b>	None

**BACKGROUND:**

This agreement allows the County to use Theophilus Church as a point of dispensing site for pharmaceuticals and commodities needed by county residents after a major emergency or disaster. Public Health and Disaster Management collaborated to develop this agreement for use of Theophilus Church owned by the Theophilus Church to administer COVID-19 vaccinations through indoor community clinics.

**RECOMMENDATION:**

Staff respectfully recommends Board approval of the Memorandum of Understanding between Clackamas County and Theophilus Church.

Respectfully submitted,

Daniel Nibouar, Interim Director

## FACILITIES USE AGREEMENT

between the

THEOPHILUS

and

Clackamas County

This Facilities Use Agreement (this “Agreement”) is entered into this 25 day of June 2021, by and between the THEOPHILUS hereinafter referred to as Partner, and Clackamas County, hereinafter referred to as County.

WHEREAS, Clackamas County is the Local Public Health Authority under ORS Chapter 431 for all cities and unincorporated areas within its borders; and

WHEREAS, the County is authorized by ORS Chapter 401 to establish procedures to prepare for and carry out any activity to prevent, minimize, respond to or recover from an emergency; and

WHEREAS, the County and Partner desire to establish a relationship of cooperation in the event of a natural or human-caused public health or other emergency in Clackamas County where mass care, vaccination, medication, commodity (e.g., food, water) distribution centers and/or other activities become necessary for emergency activities; and

WHEREAS, the Partner is the owner of certain real property described as THEOPHILUS (the “Property”) that can accommodate mass care, vaccination, medication, commodity distribution, and other activities that, in the event of a public health and/or other related regional emergency, would assist the County in performing its functions described above; and

WHEREAS, the County and Partner desire to establish an agreement for use of Partner’s Property in advance of potential public health or natural disasters;

NOW, THEREFORE, in consideration of the mutual obligations as described in this Agreement, the parties understand that:

- A. Use of Property: Partner hereby grants County the right to use the Property for the following purposes, together with any use reasonably related to the same:

- Point of distribution (vaccines, medication, commodities (e.g. food, water))
- Sheltering for community members
- Sheltering for small animals
- Sheltering for large animals
- Long-term housing trailers
- Landing zones
- Community reception / reunification / assistance centers
- Children disaster services
- Community meetings
- General emergency response/ coordination

B. Term: this Agreement shall be effective upon execution and shall terminate (1) upon mutual written consent of the parties; (2) for convenience following thirty (30) days' written notice to the other party, or (3) upon breach of the terms of this Agreement.

C. Compensation: County shall compensate Partner as follows:

- Partner agrees not to charge any fee for County's use of the Property.
- County will pay Partner the sum of \$.

D. Dates of Use: Upon notice by County of the occurrence of an emergency or other event necessitating County's requested use of the Property, Partner shall vacate the Property, or portions thereof, at a date and time mutually agreed upon by the parties.

E. Partner's Responsibilities: Partner's responsibilities for County's use of the Property are as follows:

- a) Partner makes no warranty or representation about the Property. County accepts the Property "AS IS." The parties will jointly conduct a pre-occupancy survey of the Property before County takes possession, and agree to record any existing damage or conditions.
- b) Partner shall make personnel available, at County's expense, to address facility-related issues that may occur during the time the County is making use of the Property.
- c) Partner shall identify and maintain a current contact list, attached hereto as Attachment A and incorporated by this reference herein, for the following applicable Property-related contacts:
  1. Security systems;
  2. Electrical systems;
  3. Refrigeration systems;
  4. Heating and cooling; and
  5. Facilities Management.
- d) Unless otherwise agreed to by the parties in writing, Partner shall be responsible for all utility services, and associated fees and charges, to the Property.

- F. County's Responsibilities: County's responsibilities for use of the Property are as follows:
- a) County agrees to leave the Property in its original, clean condition. County will remove all equipment and personal property brought onto the Property. County will use reasonable care to prevent damage to the Property. County shall be responsible for any cleaning, repair, or remediation costs arising from or related to County's use of the Property.
  - b) The County will not make any changes or modifications to the facilities without Partner's prior written approval.
  - c) The County will notify Partner as soon as practicable when the Property has been cleared and is available for re-occupancy by the Partner.
- G. Indemnification: Subject to the limitations of the Oregon Tort Claims Act (ORS 30.260 – 30.300) and the Oregon Constitution, Article XI, Section 10, County agrees to defend, indemnify and hold the Partner harmless from any loss, damage, injury, claim, or demand caused by the negligent or willful acts of the County or its officers, elected officials, employees, agents, or anyone over which the County has a right to control.
- H. Insurance. The parties agree to maintain levels of insurance, or self-insurance, sufficient to satisfy their obligations under this Agreement and all requirements under applicable law.
- I. Oregon Law and Forum. This Agreement, and all rights, obligations, and disputes arising out of it will be governed by and construed in accordance with the laws of the State of Oregon. Any claim between County and Partner that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Clackamas County for the State of Oregon; provided, however, if a claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.
- J. Compliance with Applicable Law. Both Parties shall comply with all applicable local, state and federal ordinances, statutes, laws and regulations. All provisions of law required to be a part of this Agreement, whether listed or otherwise, are hereby integrated and adopted herein. Failure to comply with such obligations is a material breach of this Agreement.
- K. Debt Limitation. This Agreement is expressly subject to the limitations of the Oregon Constitution and Oregon Tort Claims Act, and is contingent upon appropriation of funds. Any provisions herein that conflict with the above referenced laws are deemed inoperative to that extent.
- L. Integration, Amendment and Waiver. Except as otherwise set forth herein, this Agreement constitutes the entire agreement between the parties. There are no

understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties and all necessary approvals have been obtained. The failure of either party to enforce any provision of this Agreement shall not constitute a waiver by such party of that or any other provision.

- M. Independent Contractor. Each of the parties hereto shall be deemed an independent contractor for purposes of this Agreement. No representative, agent, employee or contractor of one party shall be deemed to be a representative, agent, employee or contractor of the other Party for any purpose, except to the extent specifically provided herein. Nothing herein is intended, nor shall it be construed, to create between the parties any relationship of principal and agent, partnership, joint venture or any similar relationship, and each party hereby specifically disclaims any such relationship.
- N. No Third-Party Beneficiary. Partner and County are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.
- O. Counterparts. This Agreement may be executed in several counterparts (electronic or otherwise), each of which shall be an original, all of which shall constitute the same instrument.
- P. Necessary Acts. Each Party shall execute and deliver to the others all such further instruments and documents as may be reasonably necessary to carry out this Agreement.
- Q. Successors in Interest. The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective authorized successors and assigns.
- R. Contact Information

Unless specified otherwise, for purposes of this Agreement the following persons will serve as the official points of contact for each party:

Clackamas County Disaster Management  
Daniel Nibouar  
Interim Director  
1710 Red Soils Ct. Ste.#225  
Oregon City, OR 97045  
(503) 655-8378  
dnibouar@clackamas.us

Theophilus Church  
Cameron Marvin  
Pastor  
16575 SE Webster Rd.  
Milwaukie, OR ZIP 97267  
360-901-6953  
cameron@theophiluschurch.com

S. Third Parties.

County may use one or more third parties to assist in performing the mass care, vaccination, medication, commodity distribution, and other public health or related regional emergency activities described above. Partner hereby acknowledges and agrees that County may permit such third parties to use the Property, subject to the terms and conditions permitted under this Agreement.

*(Signature Page Follows)*

SIGNATURE PAGE TO MEMORANDUM OF AGREEMENT BETWEEN CLACKAMAS  
COUNTY AND THEOPHOLIS FOR USE OF THEOPHOLIS FACILITY

CLACKAMAS COUNTY  
BOARD OF COUNTY COMMISSIONERS

Gary Schmidt Digitally signed by Gary Schmidt  
Date: 2021.07.09 14:46:00  
-07'00'

Chair

ATTEST:

  
Clerk of the Board *Charon Bays*

THEOPHILUS CHURCH



Cameron Marvin

Pastor

**APPROVED AS TO FORM:**

Approved as to form via email - Andrew Naylor, 07/09/2021

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**County Counsel**

## ATTACHMENTS

### THEOPHILUS CHURCH

**Facility Physical Address:**

16575 SE Webster Rd.  
Milwaukie, OR ZIP 97267

The following are primary decision maker contacts for the above listed facility in order of first responsibility as of January 1, 2020:

Call down order	Name	Title/Role	Office Phone	Cell Phone	Email
1	Cameron Marvin	Pastor	360-901-6953	" "	Cameronmarvin@gmail.com
2	Melanie Hiestand	Community Partnership Director	267-994-3524	" "	Melanie@theophiluschurch.com
3	Megan Ashlock	Worship Pastor	503-886-9591	" "	Megan@theophiluschurch.com
4	Christy Thomas	Elder	503-481-6599	" "	crthomas78@gmail.com
5	Beth Skinner	Administrator	267-206-0641	" "	Beth@theophiluschurch.com
6	Bill Jastram	Council Member	503-805-9080	" "	bjtfc@mac.com

Contacts for key facility systems are:

System	Name	Title/Role	Office Phone	Cell Phone	Email
Security					
Electrical					
Refrigeration					
Heating and cooling					
Facilities Management					