AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
Draft BOCC Minutes; 1-27-15

Action Requested: Motion

Parties to the Agreement:

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:
Attached are the draft 1/27/15 Regular Meeting minutes for consideration.

Fiscal Impact: None.

Submitted by: Katherine Haase **Submitter's Email Address:** khaase@gunnisoncounty.org

Finance Review: ○ Required ◉ Not Required

Comments:

Reviewed by: Discharge Date:

County Attorney Review: ○ Required ◉ Not Required

Comments:

Reviewed by: Discharge Date: Certificate of Insurance Required

Yes ○ No ○

County Manager Review:

Comments:

Reviewed by: GUNCOUNTY1\mbirnie Discharge Date: 2/12/2015

○ Consent Agenda ◉ Regular Agenda ○ Worksession Time Allotted:

Agenda Date: 2/17/2015 Follow Up Agenda Date:

Revised April 2013

GUNNISON COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING MINUTES
January 27, 2015

The January 27, 2015 meeting was held in the Planning Commissioners' boardroom in the Blackstock Government Center located at 221 N. Wisconsin Street, Gunnison, Colorado. Present were:

Paula Swenson, Chairperson
Phil Chamberland, Vice-Chairperson
Jonathan Houck, Commissioner
David Baumgarten, County Attorney
Matthew Birnie, County Manager
Katherine Haase, Clerk to the Board
Others Present as Listed in Text

CALL TO ORDER: Chairperson Swenson called the meeting to order at 8:32 am.

AGENDA REVIEW: There were no changes made to the agenda.

MINUTES APPROVAL:

1. 1/20/2015 Special Meeting. **Moved** by Commissioner Houck, seconded by Commissioner Chamberland to approve the 1/20/15 Special Meeting minutes. Motion carried unanimously.

CONSENT AGENDA: Commissioner Chamberland requested that Item #10 be pulled for further discussion. **Moved** by Commissioner Houck, seconded by Commissioner Chamberland to approve the Consent Agenda, excluding Item #10. Motion carried unanimously.

1. Memorandum of Agreement; Midwestern Colorado Mental Health Center; Operational Costs; 1/1/15 thru 12/31/15; $11,000
2. Memorandum of Agreement; Gunnison-Hinsdale Youth Services, dba Gunnison Country Partners; Operational Costs; 1/1/15 thru 12/31/15; $7,500
3. Memorandum of Agreement; Six Points Evaluation and Training, Inc.; Operational Costs; 1/1/15 thru 12/31/15; $12,000
4. Memorandum of Agreement; Project Hope of Gunnison Valley; Operational Costs; 1/1/15 thru 12/31/15; $10,000
5. Acknowledgment of County Manager Signature; Contractor Agreement; Crested Butte Faux Finishing; Bank Safe Restoration Services; 1/1/15 thru 12/31/16; $7,000
6. Agreement; Board of Trustees of Gunnison Valley Hospital; Professional Services Regarding Transportation of Seniors; 1/1/15 thru 12/31/15; $68,000
7. Options for Long Term Care Agency Subcontract; Delta County Board of County Commissioners d/b/a Delta County Department of Social Services and the Board of County Commissioners for Gunnison County, Colorado, on behalf of Gunnison/Hinsdale Health and Human Services; 7/1/14 thru 6/30/15
8. Acknowledgment of County Manager Signature; Owner Change Order #007; GE Johnson Construction Company; Gunnison County Courthouse Project; $7,762
9. Out-of-State Travel Request; Contraceptive Technologies Conference; San Francisco, CA; 3/17/15 thru 3/22/15; $1,946
10. **Pulled for Discussion and Separate Action:** Arbitration-Clause; Sigma Planning Corporation
11. US Department of Transportation, Federal Aviation Administration, Airport Improvement Program Sponsor Certification, Real Property Acquisition; Gunnison-Crested Butte Regional Airport; Acquisition of Land for Approaches (Parcel 38), Including Removal of Former Public Works Building; AIP No. 3-08-0030-47

CONSENT AGENDA ITEM #10: Commissioner Chamberland asked for further information about this contract, and County Manager Birnie explained that this contract will allow the County to handle any disputes that arise from our investments. **Moved** by Commissioner Chamberland, seconded by Commissioner Houck to approve Consent Agenda Item #10 as presented. Motion carried unanimously.

SCHEDULING: The Upcoming Meetings Schedule was discussed and updated.

COUNTY MANAGER'S REPORT: County Manager Birnie was present for discussion.

1. Annual Colorado Department of Transportation Highway Users Tax Fund Report. County Manager Birnie informed the Board that this report is due on 2/2, so Deputy County Manager Marlene Crosby requested that it be signed now. The Board signed the form, and it will be placed on a future agenda for ratification of the signatures.
2. Staffing Update. County Manager Birnie informed the Board that the finalists for the Health and Human Services Director position were interviewed and the he hoped to announce the results soon. HR Director Amy Sharkey started work last Tuesday.

STATEMENT OF WORK; STATE OF COLORADO, DEPARTMENT OF NATURAL RESOURCES; CONSULTING AND APPRAISAL SERVICES FOR GUNNISON SAGE-GROUSE HABITAT CONSERVATION IN GUNNISON COUNTY; 12/1/14 THRU 6/30/15; $50,000: The Board

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acknowledged that this will involve 11 properties, half of which are in Saguache County, and close to 1,000 acres. **Moved** by Commissioner Chamberland, seconded by Commissioner Houck to approve the Statement of Work for the State of Colorado, Department of Natural Resources for consulting and appraisal services for Gunnison Sage-grouse habitat conservation in Gunnison County in the amount of $50,000. Motion carried unanimously. County Attorney Baumgarten indicated that he had sent an email to the Board on 1/26 outlining some background work that will need to be completed. He opined that the costs should be covered, and the Board agreed and asked that approval be scheduled on the next agenda.

RESOLUTION; AMENDING GUNNISON COUNTY EMERGENCY AND DISASTER MANAGEMENT PROCEDURES: Emergency Manager Scott Morrill and Deputy Emergency Manager Bobbie Lucero were present for discussion.

Emergency Manager Morrill explained that the primary reasons to update the resolution were to reflect all of the recent organizational changes that have happened and to add a reference to incident management teams.

Commissioner Chamberland asked what would happen if the County Manager were not available to declare an emergency, and County Manager Birnie explained that there is a deep line of succession to follow if he were not available. Emergency Manager Morrill informed the Board that the State considered the County's resolution to be one of the best in the State as far as line of authority.

County Manager Birnie asked for approval of the resolution and the authorization for the use of signature stamps once the resolution was ready for signature. **Moved** by Commissioner Houck, seconded by Commissioner Chamberland to approve Resolution #2015-2, a Resolution Amending Gunnison County Emergency and Disaster Management Procedures, and allow the use of our signature stamps once all of the necessary information has been completed. Motion carried unanimously.

ONE VALLEY PROSPERITY PROJECT PARTNERSHIP AGREEMENT BETWEEN GUNNISON COUNTY AND THE SONORAN INSTITUTE; $125,000: Community Development Director Russ Forrest was present for discussion.

Community Development Director Forrest informed the Board that a Western State Colorado University Master's Degree student has been engaged to work on this project as an intern, and that the Community Foundation of the Gunnison Valley will be partnering with the County on the project. He confirmed that Better Cities was hired to consult on this project, and that representatives from Better Cities have been in the area since yesterday.

Community Development Director Forrest explained that this complex project will be organized around defining the state of the community and arriving at actionable long-range goals. The group will be approaching the community to determine the elements of our community that make people want to live and do business here. This project will necessitate a lot of staff time throughout the community, and it will involve many stakeholder groups. He also indicated that the use of these small planning grants should enable the County to tap into larger capital grants in the future.

Community Development Director Forrest requested approval of the contract, and he noted that the purpose of the contract was to delineate responsibilities. Colorado Department of Local Affairs approved $20,000 in grant funding for this project. Commissioner Chamberland indicated that he had several grammatical changes to suggest, and that he would work with Community Development Director Forrest after the meeting to share his suggestions. The Board went through the document and agreed upon several other ministerial changes. **Moved** by Commissioner Houck, seconded by Commissioner Chamberland to approve the One Valley Prosperity Partnership agreement between Gunnison County and the Sonoran Institute, with the amendments as noted in the discussion, in the amount of $125,000, and authorize the County Manager's signature. Motion carried unanimously.

UNSCHEDULED CITIZENS:

1. Ramone Reed. Mr. Reed stated that the draft Environmental Impact Statement (EIS) relative to the Bull Mountain Master Plan was released about a week ago. The County has participant status, and he asked for the name of the representative who will participate. The Board explained that Assistant Community Development Director Neal Starkebaum has been the lead and will continue to participate as the County representative. Mr. Reed suggested that the Board and the Planning Commission evaluate portions of the Oil and Gas Regulations since related projects are on the horizon. Commissioner Chamberland stated that the EIS is part of the overall plan, and that the Board is staying on top of what is being planned in the County. Chairperson Swenson added that Gunnison Energy has filed a comprehensive plan.

COMMISSIONER ITEMS:

Commissioner Houck:

1. Public Lands Partnership. Commissioner Houck informed the Board that, during recent meetings, he has advocated for a balance of timber sales along with active management and

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treatments on the ground. Another meeting is scheduled to take place in the beginning of February. He feels that, eventually, the County may want to submit formal comments to the Forest Service.

2. Gunnison Basin Sage-grouse Strategic Committee Update; Watchable Wildlife Area. Commissioner Houck informed the Board that the watchable wildlife area on the road to Waunita Hot Springs was discussed at the recent meeting. He will serve on a subcommittee to evaluate the issue.

Commissioner Chamberland:

1. Club 20 Executive Committee Meeting. Commissioner Chamberland attended this recent meeting, during which the budget was discussed.
2. Meeting with Judge J. Steven Patrick. Commissioner Chamberland informed the Board that he and Judge Patrick met on 1/26 to discuss the contents of the lengthy correspondence that the Board received. There may be issues with pretrial services, and a Bond Services Commission may be necessary to set realistic bond amounts. While the recent cases have been complicated, the overall number of cases has decreased, and the number of people representing themselves without the aid of council has increased. There are currently 1,700 people on probation in the 7th Judicial District, which is an increase of 200 from the previous year. Gunnison County ranks among the top few counties in the State in which people are successfully completing probation.
3. Region 10 Meeting. Commissioner Chamberland attended a recent meeting, during which broadband and the economic development grant were discussion.
4. Broadband Update. Commissioner Chamberland stated that the regional plan through Region 10 is coming together. He noted that a great deal of the planning that is occurring will require public/private partnerships, which is not allowed via SB 152. The Board agreed that having the capability of forming local public/private partnerships will be important. Chairperson Swenson suggested that the Board pursue adding something to the upcoming ballot to repeal SB 152, depending on what comes out of the legislative session. Other communities on the western slope have successfully repealed SB 152, and they have indicated their willingness to share their ballot language.
5. Correspondence; Colorado State School Lands. Commissioner Chamberland informed the Board that he received this correspondence regarding 37 acres of State-owned property, which includes a maintenance shed and had Hwy 135 running through it. Commissioner Houck also received this correspondence, but Chairperson Swenson and County Manager Birnie had not, so he agreed to scan it and forward it to the group. Rocky Mountain Wild nominated a portion of the land for protection because of its value to wildlife. Commissioner Houck agreed to reach out to Rocky Mountain Wild for further information.

Commissioner Swenson:

1. Gunnison Country Chamber of Commerce Update. Chairperson Swenson attended a chamber meeting earlier in the day. The chamber is working closely with the Gunnison-Crested Butte Tourism Association, and the conversations have been positive.
2. Marijuana Retail Sales Ballot Measure. Chairperson Swenson informed the Board that this is going forward with support from Colorado Counties, Inc (CCI). The Colorado Municipal League (CML) would prefer that towns be capable of taxing marijuana, but not counties. County Manager Birnie indicated that this issue was also discussed at a recent Colorado Association of Ski Towns (CAST) meeting.
3. Off-Highway Vehicle Ballot Initiative. Chairperson Swenson informed the Board that this CCI ballot initiative may die in committee because there is a lot of disagreement between parties.
4. Public Lands Traveling Committee. Chairperson Swenson stated that a good traveling committee will be attending National Association of Counties (NACO) meetings.
5. Pay Increase for County Elected Officials. Chairperson Swenson informed the Board that a 30% pay increase is slated to occur in 2017, which can be phased. County Manager Birnie opined that this increase should include a discussion related to qualifications since many elected officials run departments that require specific expertise, including relevant education and experience. He noted that, in many counties, additional knowledgeable staff must be hired in order to compensate for the lack of expertise at the elected official level.
6. Future CCI Meetings and Procedures. Chairperson Swenson informed the Board that, during a recent CCI meeting, several ideas passed. The agenda for the winter conference will be finalized 30 days in advance from this point forward, and a minority opinion will be allowed if there is at least 25% minority. As well, all CCI votes must pass with 65% or better in order to move forward.

ADJOURN: Chairperson Swenson adjourned the meeting at 10:13 am.

_____

Paula Swenson, Chairperson

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_____
Phil Chamberland, Vice-Chairperson

_____
Jonathan Houck, Commissioner

Minutes Prepared By:

_____
Katherine Haase, Deputy County Clerk

Attest:

_____
Kathy Simillion, County Clerk

GUNNISON COUNTY BOARD OF COMMISSIONERS TEXT INCLUSION INTO MINUTES

BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GUNNISON, COLORADO
RESOLUTION NO. 2015-2

A RESOLUTION AMENDING GUNNISON COUNTY EMERGENCY AND DISASTER MANAGEMENT AND PROCEDURES
This resolution supersedes Resolution 2008-15.

WHEREAS, on May 8, 2008, the Board of County Commissioners of the County of Gunnison, Colorado approved and adopted Resolution 2008-15, A Resolution Establishing Gunnison County Emergency and Disaster Management and Procedures to provide for the effective direction, control and coordination of Gunnison County government during an emergency or disaster; and

WHEREAS, on June 4, 2013, the Board of County Commissioners of the County of Gunnison, Colorado approved and amended Section D.1.b. of Resolution 2008-15 by Resolution No: 2013-10; and

WHEREAS, the Board desires to amend Resolution 2008-15 to add a new paragraph 5 to Section C. Direction and Control, to include the Delegation of Authority;

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Gunnison County, Colorado that Gunnison County adopts the amendments identified in italics to the Gunnison County Emergency and Disaster Management and Procedures and reaffirms all other provisions and amendments thereto, as fully restated below, of Resolution No: 2008-15 as follows:

A. GENERAL OPERATIONS.

1. This plan is based on the concept that emergency functions for various groups involved in Gunnison County government will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both non-emergency and emergency circumstances.

2. In an emergency circumstance, it is desirable, and always attempted, to maintain organizational continuity and to assign familiar tasks to personnel. In large scale disasters, it may be necessary to draw on people's basic capacities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Personnel and resources that would normally be required of those functions may be redirected to accomplish the emergency task.

3. In keeping with the current strategy of integrated emergency management, this Resolution is concerned with all types of emergency situations that may develop. It also accounts for activities before, during, and after emergency operations.

4. Each department and office has emergency functions in addition to its normal duties. Each department is responsible for developing and maintaining its own procedures and continuity of operations plans. In addition, each department is responsible for maintaining the appropriate level of National Incident Management System/Incident Command System competencies.

B. PHASES OF EMERGENCY MANAGEMENT.

1. Preparedness. Preparedness activities, programs and systems are those that exist prior to an emergency, and are used to support and enhance response to an emergency or disaster. Planning, training, and exercising are among the activities conducted under this phase.

2. Response. Response is activities and programs designed to address immediate and short-term effects of the onset of an emergency or disaster. It helps to reduce casualties and damage and to speed recovery. Response activities include direction and control, warning, evacuation and other similar operations.

3. Recovery. Recovery is the phase that involves restoring systems to normal. Short-term recovery actions are taken to assess damage and return vital public health, safety and welfare systems to at least minimum operating standards; long-term recovery actions may continue for many years.

4. Mitigation. Mitigation activities are those designed to either prevent the occurrence of an emergency or long-term activities to minimize the potentially adverse effects of an emergency from happening again.

C. DIRECTION AND CONTROL.

1. The Board, consistent with C.R.S. 24-32-2109, Local Disaster Emergencies, identifies the County Manager as the only person with authority to declare a Gunnison County emergency. That declaration shall not be continued or renewed for a period in excess of seven days except by or with the consent of the Board of County Commissioners. In all events, the County Manager shall make all reasonable efforts to convene, by any reasonable methods, a quorum of the Board within 24 hours of the initial declaration of emergency; and shall continue those efforts until a quorum is convened. Any order or proclamation declaring, continuing, or terminating a Gunnison County emergency or disaster shall be given prompt and general publicity and shall be filed promptly with the Gunnison County Clerk and Recorder and with the State of Colorado Division of Emergency Management. Each Gunnison County Department Head and staff shall provide support to and cooperation with the County Manager.

2. a. Until a quorum of the Board has been convened, pursuant to a declaration of emergency by the Gunnison County Manager, the Manager shall have the full legal authority of the Board of County Commissioners. In addition, the County Manager shall have the authority to activate the Gunnison County Emergency Operations Plan and to request assistance from each appropriate entity through the activation of their respective plans.

b. After twenty-four hours has elapsed from the initial declaration of emergency, the succession of authority to act for the Board shall be the following in order:

i. A majority of the Board;
ii. The chairperson;
iii. The vice chairperson;
iv. The third commissioner;
v. County Manager;
vi. Deputy County Manager;
vii. Assistant County Manager
viii. County Attorney

3. A template for a declaration of emergency by the County Manager is attached hereto and incorporated herein as Appendix A.

4. A template for an order, by the Board of County Commissioners, continuing or renewing the Emergency Declaration in excess of seven days is attached hereto and incorporated herein as Appendix B.

5. In the event that the incident has exceeded (or is expected to exceed) Gunnison County's capacity and capability to effectively respond to and manage the incident, it may be necessary to request operational assistance from an incident management team (IMT). Requests for an IMT should be initiated through the Colorado Division of Homeland Security and Emergency Management, and will require a written ***Delegation of Authority****, to be signed by the IMT Incident Commander and the appropriate Gunnison County representative as designated in section D.1 "Succession of Operational Command" in this resolution. In some cases it may be advisable to have jurisdictions with overlapping operational responsibility (i.e. a fire district) also sign the delegation.*

The Delegation of Authority assigns incident related operational and tactical activities and responsibility for those activities to the IMT. The Delegation should reflect all issues and objectives County leadership determines to be in its best interests, as determined by the County Policy Group, which may consist of, but not limited to, Commissioner(s), County Manger, Finance, Department having operational control etc. The delegation should specifically identify date and time of transfer/delegation. The Incident Commanders (outgoing and incoming) are responsible for ensuring that all involved agencies and personnel are notified of the delegation. The Delegation does not preclude the County from participating in incident planning, nor does it absolve the County of its responsibilities during the incident. Typically, the Delegation will not include IMT management of peripheral incident activities such as management of shelters, evacuations, road closures, donations and volunteers, as these activities usually remain the responsibility of the county.

The Delegation is amendable, as incident conditions and strategies change. The Delegation is revocable, should the IMT not perform to the County's expectations. At the conclusion of the incident, or at which time the County determines it has sufficient capacity and capabilities to manage the incident, the IMT shall be released by termination of the Delegation.

A template for a Delegation of Authority is attached hereto and incorporated herein as Appendix C.

D. CONTINUITY OF OPERATIONS.

1. Succession of Operational Command.

(a) All authority vested in the County Manager by Resolution No. 1988-10, Resolution No. 2007-26, and any other then current delegation of authority to the County Manager shall be exercised, first, by the County Manager.

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(b) The emergency, interim line of succession, in the absence of the County Manager ("Chain of Command"), shall be the Deputy County Manager, Assistant County Manager, then the Public Works Fleet Manager, then the Health and Human Services Director; each of those persons shall have the full authority, in succession, as the County Manager. These emergency, interim successors shall relinquish such authority as directed by a person higher in the Chain of Command when such person becomes available.

(c) The line of succession in each department is according to the written continuity of operations procedures established by that department.

E. EFFECTS OF DECLARATION OF EMERGENCY.

The effects of an Emergency Declaration shall include but not be limited to:

1. Enhanced County Manager Authority.
   (a) Authority to redeploy personnel from normal job duties to assist in emergency response;
   (b) Authority to suspend or temporarily alter Personnel Policies;
   (c) Increase in contracting authority to $250,000;
   (d) Authority to delegate all or a portion of operational authority to Incident Command.
2. Ability to request and authorize assistance from all appropriate entities and individuals (e.g. local elected officials, other local governments, State of Colorado, federal government).

F. PUBLIC INFORMATION OFFICER.

1. The Incident Commander shall designate a Public Information Officer.
2. If a multi-agency event occurs, or multiple events occur, simultaneously, the Gunnison County Manager or next in chain of command may appoint a County PIO to coordinate with the Incident(s) PIO.
3. Only the designated Public Information Officer is authorized to speak on behalf of Gunnison County.
4. Each Commissioner shall defer to the designated Public Information Officer relative to public announcements.
5. All Gunnison County staff shall defer to the designated Public Information Officer relative to public announcements.

INTRODUCED by Commissioner Houck, seconded by Commissioner Chamberland, and passed on this 27th day of January 2015.

BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GUNNISON, COLORADO

Chamberland – yes; Houck – yes; Swenson – yes.

Appendix A
DECLARATION OF EMERGENCY GUNNISON COUNTY, COLORADO

WHEREAS, _____ has reported to the Gunnison County Manager, or the next person in the Gunnison County chain-of-command pursuant to Gunnison County Resolution 2015-_____, the following:

1. _____
2. _____
3. _____
4. _____; and

WHEREAS, _____ has confirmed to a reasonable degree the accuracy of the reports identified above; and

WHEREAS, the public health, safety and welfare of Gunnison County citizens and the public at large in Gunnison County currently is in danger; and

WHEREAS, persons and/or property are or will be damaged unless immediate efforts are undertaken to reduce the threat to life and/or property; and

WHEREAS, there is an emergency present which necessitates activation of the use of emergency powers granted by C.R.S. 24-32-2109, Local Disaster Emergencies, and Board of County Commissioners, Gunnison County, Colorado, Resolution No. 2015-_____.

NOW, THEREFORE, IT IS DIRECTED:

Section 1.

That it is hereby declared that there is an emergency/disaster due to the following conditions:

a. _____
b. _____
c. _____

Dated this _____ day of _____, _____.

_____
Gunnison County Manager (or next in chain-of-command)

Attest: _____
Deputy Clerk

Appendix B
BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GUNNISON, COLORADO
DECLARATION OF CONTINUATION EMERGENCY GUNNISON COUNTY, COLORADO

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WHEREAS, on _____, the County Manager, or the next person in the Gunnison County chain-of-command pursuant to Gunnison County Resolution 2015-_____ declared an emergency; and

WHEREAS, the Board of County Commissioners has confirmed to a reasonable degree the continued existence of such emergency; and

WHEREAS, the public health, safety and welfare of Gunnison County citizens and the public at large in Gunnison County currently is in danger; and

WHEREAS, persons and/or property are or will be damaged unless continued efforts are undertaken to reduce the threat to life and/or property; and

WHEREAS, there is an emergency present which necessitates continuation of the use of emergency powers granted by C.R.S. 24-32-2109, Local Disaster Emergencies, and Board of County Commissioners, Gunnison County, Colorado, Resolution No. 2015-_____.

NOW, THEREFORE, IT IS DIRECTED:

Section 1.

That it is hereby declared that there continues to be an emergency/disaster due to the following conditions:

a. _____
b. _____
c. _____

Dated this _____ day of _____, _____.

_____
Board of County Commissioners of the County of Gunnison, Colorado

Attest: _____
Deputy Clerk

Appendix C
BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GUNNISON, COLORADO
DELEGATION OF AUTHORITY

PURPOSE AND SCOPE OF THE DELEGATION OF AUTHORITY

The purpose of the *Delegation of Authority* is to transfer the responsibility and authority for incident management (i.e., legal command and incident decision authority) to the recipient; in this case, to a designated IC. The *Delegation of Authority* is a written transfer of authority vesting the designated IC with the control and management of the incident in accordance with prescribed instructions and limitations.

The *Delegation of Authority* provides...

- Delegation (from agency administrator/unified agency administrator group) of full responsibility and authority for incident management under prescribed terms and conditions
- Terms, conditions, and limitations of the authority granted
- Local incident management policy (established in view of legal, financial, and political considerations)
- Delineation of line of authority (source of continuing local direction)
- Priorities for incident control
- Direction for unified command
- Documentation requirements
- Direction for media relations
- Direction for incident management reporting
- Termination conditions
- Other terms and conditions established by the local jurisdiction administrator

A *Delegation of Authority* may only be granted by action of the political governing body of the local jurisdiction. However, it may, by appropriate resolution, entrust the power to make that delegation to a specified jurisdiction official (e.g., a city manager, mayor, or fire chief) upon certain conditions, thus assuring timeliness and continuity of effective management and control. For maximum effectiveness, a procedure for the timely granting of a *Delegation of Authority* should be in place as an emergency planning measure.

It is important to understand that a *Delegation of Authority* is not an abdication of responsibility or authority, but rather a means of assuring them in an unusual emergency setting by providing for an assignment with prescribed conditions and limitations. The authority granted must be broad enough to ensure that local fire policy and priorities can be effectively implemented, accountability must be provided for, limitations as to scope, time, and/or incident may be included, and the power of review and termination retained.

INCIDENT COMMANDER

_____
Incident Commander Name

DRAFT

As IC, you are hereby delegated full responsibility and authority to manage:

_____
Incident Name

under the following terms and conditions.

1. **Incident Priorities**
   Incident management and strategies shall be pursuant to the primary incident priorities established by (any attached documents):
2. **Incident Management**
   Incident management and operations shall be conducted as efficiently and effectively as possible, given the prevailing conditions and circumstances.
3. **Unified Command**
   As IC, you shall operate in unified command with the designated command personnel of other authorities with jurisdiction.
4. **Local Personnel**
   When possible, local personnel shall be utilized within the incident management organization.
5. **Documentation**
   Complete and comprehensive incident documentation shall be maintained, including initial damage claims investigations.
6. **Media Relations**
   The incident management team will handle media relations through:
7. **Reporting**
   Incident management reports shall be directed to:
8. **Other Terms and Conditions**

9. **Termination**
   This Delegation of Authority shall terminate upon notice from the undersigned granting authority.

This transfer becomes effective at _____ time on the date of _____, 20____, and may be changed or updated as conditions change.

_____
Gunnison County Representative

Attest: _____
Deputy Clerk

_____
Incident Commander

Attest: _____
Deputy Clerk

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