AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item:

Action Requested:

Parties to the Agreement:

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

Summary:

Attached are the draft 5/2/17 meeting minutes for consideration.

Fiscal Impact:

Submitted by: Josh Ost **Submitter's Email Address:** jost@gunnisoncounty.org

Finance Review: ○ Required ◉ Not Required

Comments:

Reviewed by: Discharge Date:

County Attorney Review: ○ Required ◉ Not Required

Comments:

Reveiwed by: Discharge Date: Certificate of Insurance Required

Yes ○ No ○

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 5/11/2017

○ Consent Agenda ◉ Regular Agenda ○ Worksession Time Allotted: 1

Agenda Date: 5/16/2017

Revised April 2015

GUNNISON COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING MINUTES
May 2, 2017

The May 2, 2017 meeting was held in the Board of County Commissioners' meeting room located at 200 E. Virginia Avenue, Gunnison, Colorado. Present were:

Phil Chamberland, Chairperson
Jonathan Houck, Vice-Chairperson
John Messner, Commissioner
Matthew Birnie, County Manager
Josh Ost, Deputy County Clerk
Others Present as Listed in Text

CALL TO ORDER: Chairperson Chamberland called the meeting to order at 8:30 am.

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

CONSENT AGENDA: **Moved** by Commissioner Houck, seconded by Commissioner Messner to approve the consent agenda as presented. Motion carried unanimously.

1. Acknowledgment of County Manager Signature; Systems Building and Colorado Shines Quality Improvement Grant Application and Transmittal Letter; $51,270
2. Acknowledgment of County Manager Approval to Electronically Submit; Grant Application; Temple Hoyne Buell Foundation; Gunnison-Hinsdale Early Childhood Council Operational Costs; $15,000
3. Acknowledgment of County Manager Approval to Electronically Submit; Grant Application; Temple Hoyne Buell Foundation; Nurturing Parenting Program; $10,000
4. Memorandum of Agreement; Lotus Engineering & Sustainability, LLC; Colorado Affordable Residential Energy Program Development; 5/1/17 thru 12/31/17; $5,000
5. Ratification of Correspondence; US Secretary of the Interior Ryan Zinke, US Forest Service Chief Tom Tidwell, Senator Michael Bennet, Senator Cory Gardner, Representative Scott Tipton, Senator Kerry Donovan, Representative Barbara McLachlan, Representative Millie Hamner; Secure Rural Schools and Community Self-Determination (SRS) Act Funding
6. Resolution 2017-19; Amending Gunnison County Emergency and Disaster Management Procedures, This Resolution Supersedes Resolution 2015-2
7. Contract Amendment #2; Colorado Department of Human Services, Office of Early Childhood Original Contract #17 IHIA 90547; Extension of Contract Expiration Date from 6/30/17 to 9/30/17; $15,956

SCHEDULING: The Upcoming Meetings Schedule was discussed and updated.

COUNTY MANAGER'S REPORTS:

1. Brush Creek Parcel: The development teams had their presentations last Thursday. Larimer Associates and Gates Co. were selected to move forward. A Request for Proposals will be sent out in the near future.

DEPUTY COUNTY MANAGER'S REPORT AND PROJECT UPDATES: Deputy County Manager Marlene Crosby was present for discussion.

1. Temporary Road Use Agreement; Crested Butte/Mt. Crested Butte Chamber of Commerce; Chainless Race Event; Portion of County Road 12; June 23, 2017 from 3:00 – 6:00 pm: DCM Crosby explained the agreement and the location of the closure for the race. **Moved** by Commissioner Houck, seconded by Commissioner Messner to approved the agreement and authorize the Deputy County Manager's signature on the agreement. Motion carried unanimously.
2. Colorado Counties Inc.: The Board will be getting an email from CCI encouraging the County to send people to the road conference.
3. Pitkin Town Council Meeting: DCM Crosby will be attending the council meeting next Tuesday evening.
4. Recycle Center: The project is coming along nicely. There has been more dirt work than anticipated.
5. Whitewater Park: A private contractor will be working on pulling a tree from the Whitewater Park today.
6. Dos Rios Water Distribution Leak: The leak on the island has been located and fixed.

APPOINTMENTS:

Gunnison County Boards and Commissions: **Moved** by Commissioner Houck, seconded by Commissioner Messner to appoint the following individuals. Motion carried unanimously.

1. Extension Advisory Committee. Cindy Kint to a regular position for a three-year term.
2. Western Regional Emergency Medical and Trauma Advisory Council (WRETAC). Robert Weisbaum to fill Mike Scott's term expiring 2/1/2018.

Addendum to the Development Improvements Agreement for Shady Island Subdivision:
Attorney Marcus Lock was present for the discussion. He explained the location of the subdivision and the reasoning and terms of the addendum.
Moved by Commissioner Houck, seconded by Commissioner Messner to approved the Addendum to the Development Improvements Agreement for Shady Island Subdivision and authorize the Chairperson's signature. Motion carried unanimously.

UNSCHEDULED CITIZENS: The Gunnison High School Speech and Debate class was present for the meeting. They explained why they were at the meeting and asked the Board multiple questions pertaining to public speaking. A conversation between the Board and the Speech and Debate class ensued.

COMMISSIONER ITEMS:

Commissioner Houck:

1. Gunnison Sage Grouse: There were meetings in Denver last week regarding the litigation pertaining to the federal listing of the species. Discussion of the litigation status ensued.
2. Colorado Counties Inc.: May 21st was the last CCI call for this legislative session.
3. Gunnison Public Lands Initiative: The Community roll out will be May 23rd. There will be presentations to the different municipalities. Commissioner Houck asked if the Board would like a presentation given to them. The Board stated they would like a presentation at some point. Commissioner Houck will work with staff on scheduling.
4. WSCU Student Chris Nutgrass: Commissioner Houck will work with Chris and staff to get Chris on a future agenda to present.

Commissioner Chamberland:

1. Wildland Fire Conference: Chairperson Chamberland reported that he attended the conference with Emergency Manager Scott Morrill. It was a very interesting conference and was eye opening on things the County could be doing to help prevent home loss during wild fires.
2. Region 10: The executive committee meeting was held. Topics of the meeting where discussed amongst the Board.

Commissioner Messner:

1. Gunnison Valley Regional Housing Authority: Commissioner Messner asked if the Board would like to place a discussion on partner funding for the Housing Authority on a future agenda. The Board discussed the current partner funding in place and what the vision for the future looks like. Staff will schedule the item for a future agenda.
2. Energy Smart Colorado/Gunnison County Energy Efficiency Programs: There will be a meeting this afternoon on the next steps in the process.
3. Out of the Darkness Suicide Prevention Walk: Commissioner Messner attended the walk and stated it was a great event that was well attended.
4. ICELab: The Accelerator program information session will be held on Friday for potential businesses that would like to be involved.
5. Commissioner Messner will be going on an oil and gas tour with Brad Robinson on May 17th in the North Fork Valley.

ADJOURN: **Moved** by Chairperson Chamberland, seconded by Commissioner Houck to adjourn the regular meeting. Motion carried unanimously. The meeting adjourned at 10:25 am.

_____
Phil Chamberland, Chairperson

_____
Jonathan Houck, Vice-Chairperson

_____
John Messner, Commissioner

Minutes Prepared By:

_____
Josh Ost, 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. 2017-19

A RESOLUTION AMENDING GUNNISON COUNTY EMERGENCY AND DISASTER MANAGEMENT AND PROCEDURES

This resolution supersedes Resolution 2015-2.

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 this Resolution, including the authorities and requirements set forth herein regarding emergency and disaster management and procedures, shall be in full force and effect upon the adoption of the instant Resolution, shall thereafter govern the management and procedures during an emergency or disaster within Gunnison County, repealing and superseding Resolution No. 2008-15 and 2015-2.

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. 24-33.5-709, 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. 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.

   (b) The emergency, interim line of succession, in the event the County Manager is completely unavailable by any means ("Chain of Command"), shall be:

      i. Deputy County Manager
      ii. Health and Human Services Director
      iii. Facilities Maintenance Manager
      iv. Finance 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 Gunnison County personnel or equipment from normal job duties to assist in emergency response;

   (b) Authority to repurpose Gunnison County facilities to support the emergency;

   (c) Authority to suspend or temporarily alter Personnel Policies;

   (d) Increase in contracting authority to $250,000;

   (e) 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. 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 Messner, and passed on this 2nd day of May 2017.

BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF GUNNISON, COLORADO

Chamberland – yes; Houck – yes; Messner – yes.