

**Teton County Idaho Commissioners' Meeting Agenda**  
**Monday December 14, 2015 9:00 am**  
150 Courthouse Drive, Driggs, ID – 1<sup>st</sup> Floor Meeting Room

---

**9:00 Meeting Called to Order** – Bill Leake, Chair  
*Amendments to Agenda*

- 9:00**     Public Works – Darryl Johnson
1. Solid Waste – Saul Varela, Supervisor
    - a. Transfer Station Holiday Schedule
    - b. Solid Waste Fee
  2. Road & Bridge – Clay Smith, Supervisor
    - a. Equipment Operator Hire Recommendation
    - b. Equipment Purchase – Post Driver
    - c. Utility Permit Application
  3. Engineering
    - a. Grant Application Proposals
    - b. Annual Road and Street Financial Report
    - c. Scenic Parkway Information Packet
  4. Facilities
    - a. County Auction Results
    - b. Facilities Supervisor's Priorities and Opportunities

**9:30 Open Mic**  
*(if no speakers, go to next agenda items)*

**DEPARTMENT BUSINESS**

- 9:45**     Planning & Building – Jason Boal
1. Long-Range Projects
    - a. Land Use Code Revision Process
    - b. Affordable Housing
  2. Staff
    - a. Recreation Planner Position Discussion
  3. Fees
    - a. Boundary Line Adjustment Fee Waiver

4. Code Enforcement
  - a. 12/10/15 Code Enforcement Meeting Review

Information Technology – Greg Adams

1. AHMP Revision Contract

- 11:00**    Ambulance Service District – Keith Gnagey
1. Teton Valley Ambulance Report
    - a. Approval of available minutes
  2. Quality Measure Report
  3. Ambulance Service Contract with Wyoming

**12:00 Elected Officials and Department Heads Meeting**

**ADMINISTRATIVE BUSINESS** *(will be dealt with as time permits)*

1. Hospital Lease Quarterly Report
2. Approve Available Minutes
3. Other Business
  - a. Beer and Wine Licenses
  - b. Priorities Check Up
  - c. Commissioner Districts – Follow Up to November 23<sup>rd</sup> Discussion
  - d. Scheduling Work Session with Assessor and BoCC Re: Assessing Practices
4. Committee Reports
5. Claims
6. Executive Session for indigent per IC74-206(1)(d)

**ADJOURNMENT**

---

**Upcoming Meetings**

Dec 28     9:00 am Regular BoCC Meeting  
Jan 11     9:00 am Regular BoCC Meeting

Jan 25 9:00 am Regular BoCC Meeting



---

**FROM:** Planning Staff, Jason Boal  
**TO:** Board of County Commissioners  
**RE:** Planning & Building Department Update  
**MEETING:** December 14, 2015

---

**Long-Range Projects:**

- Land Use Code Revision Process-
  - PZC was asked to start identifying their “Guiding Principles” and examples of how those are being implemented in an effort to provide the background the BoCC asked for in the 12/7 work meeting. This is to flush out the individual perspectives on the strategies the PZC is utilizing in the process.
  - The second part of the document we talked about was to focus on several goals and/or policies from the Comprehensive Plan. In reviewing the minutes and recalling the meeting, it seems like staff was to select those goals/policies to focus. I would like to suggest that the BoCC identify those select principle they have the most interest in at this time, as staff will be working on the whole list to be ready for the public outreach with the Public Review Draft.
- Affordable Housing- Attached are recommendations from the City of Driggs’ staff. Teton County staff reviewed these comments several weeks ago and feels this is a very viable approach. The creation of a Housing Authority has been identified by the two housing studies that have been completed in the valley. Teton County has allocated funds for this year to utilize towards affordable housing.

**Staff:**

- Recreation Planner position discussion.
  - Attached is a revised Job Description based on the 12/7 work meeting.
  - I am proposing a Pay Grade 8...Full time hiring range- \$20.09 (86%)- \$21.26 (91%) due to:
    - the project management responsibilities
    - grant writing responsibilities
    - technical writing responsibilities
    - Interaction with the other agencies and the public
  - The budgeted amount for this position was \$30,000 a year. At 20 hours a week, that would equate to \$28.85 an hour.
    - Dropping the hours to 20 a week would eliminate the need for providing benefits (the option is still there to offer them I believe)

**Fees:**

- Discussion of fee reductions for Boundary Line Adjustments and Plat Amendments.
  - Current fees-

	Current Application Fee	Survey Review Fee
Boundary Line Adjustment (non-subdivision)	\$206	\$200
Insignificant Plat Amendment	\$395	\$200
Substantial Change- Decrease in Scale (Plat Amendment)	\$1,700	\$200

- If possible I would like to update and present what the fees area based on and how application fees cover the costs of the planning and building department on a future agenda.

**Code Enforcement:**

- 12/10/15 Code enforcement meeting review:
  - Follow up to discuss from the BoCC work meeting on the 7<sup>th</sup>
  - Table Rock Auto- Has the Fire District completed an inspection of the violations that were identified last year? They are supposed to be working on correcting those violations
    - Building issues- cabins at Fox Creek, Blake Lyle, etc.
    - Zoning Issues- PEI construction, BYU-Idaho, Blake Lyle,
    - Old Complaints- Calderwood Road
  - Pine Dr.- We have numerous manufactured homes that have been placed “illegally” in this area. I would like to discuss a plan to move forward to remedy the situations.

**Other:**

I am planning on utilizing some vacation time later this month (12/24-12/31). This would mean I would miss the 12/28 mtg.

exist, however, and visitors are encouraged to be in control and pay attention to possible hazards. Those interested in saving a few dollars on opening weekend lift passes can participate in Targhee's annual food drive, which benefits the local Teton Valley Food Pantry. Just bring two

for the holidays, and Rider said overall bookings for the 2015-2016 season are up significantly over past years. He thinks outsiders are starting to

**Opening Day** continued on A10

# Council of Governments pledges quick response to workforce housing

**Teresa Mull**  
TVN News

Teton Valley needs workforce housing so that business can grow and develop, but how that housing materializes is a matter of some debate.

The Board of County Commissioners (BOCC) and the Council of Governments met at a joint meeting last Thursday in Victor to

added a few special touches this year. Over the summer, they completed construction on a private locker room, complete with 56 new lockers, couches, a TV

## Housing continued from A1

something. We need to establish a framework that incentivizes [private businesses] so they can step up."

A Housing Authority was created in Teton Valley around 2007-08 as a late reaction to the housing crisis, but disbanded in 2009-10 as the recession hit, people disappeared and housing was no longer an issue.

The board agreed that the county needs a person or entity dedicated to the task of addressing workforce housing. The disadvantage of a Housing Authority, they said, is that once members are appointed, they are independent, and the Council of

address the housing issue. Among the questions posed by the board were: Is it the government's role to interfere in this matter? What incentives can it provide to encourage private enterprise? Would establishing a Housing Authority be an effective step toward solving the problems developers face in this unique area? If not, who should be tasked with addressing

the housing issue, and what exactly would they be expected to do? Driggs Mayor Hyrum Johnson said people who think government has no role in the affordable housing issue need to "pull [their] heads out of the ground."

"It's not going to be lucrative for businesses," Johnson said. "Clearly, yes, we as government need to do

**Housing** continued on A10

groups of powerhouses to unregulated territory on the south side of the resort.

They've also added new machinery to their snow-sculpting fleet, including new

Governments has minimal influence.

Teton County has budgeted \$5,000 to do something about housing. In response to the suggestion that the county use the money to hire a consultant, Victor Mayor Zach Smith said he'd rather see someone take the job who is "local [and] whose concerns are in the valley."

Mayor Smith also recommended including city planners in the discussion, as well as Valley Advocates for Responsible Development (VARD), noting that VARD's executive director, Shawn Hill, has in his back-ground valuable experience helping Jackson

"[Hugo] brings a wealth of knowledge from the cooking industry, including a focus on farm-to-table style dining, sustainable

deal with its housing problem.

Speaking of Jackson, the council also agreed that this valley needs to do more research and learn how other similar places, such as Coeur d'Alene, Sun Valley and Teton County, Wyoming, have overcome housing obstacles.

In Jackson, Wyoming, for instance, there is an application process for affordable housing, and priority is given to workers with the most valuable impact on the community, such as nurses and teachers.

Mayor Johnson said providing tax incentives and a holiday from impact fees could

5. Never forget this is the community's news source and listen to their needs.

As I got more involved in the community I added to this list but always kept in mind to remember the community.

With those key points as our guide and support from advertisers, we saw steady growth year after year. We have been able to do this during a time when many newspapers struggle. I have no doubt a caring and engaged community made this possible. I strongly believe there is a correlation between an engaged, educated community and readers of the local newspaper. If you care about your community you want to know what's going on and get involved. What better way than keeping up on local news?

As I am sure many of you realize, many days our job is thankless. We hear the bad, print our mistakes, and allow space in our paper for others to voice their frustrations. I've had death threats,

**Publisher's Letter** continued on A10

be effective in spurring on a public-private partnership in the housing sector.

"We need to do this now," he said. "We want housing for the workforce we want here."

Members of the board resolved to draft very specific questions about what is keeping them from moving forward on addressing housing in the valley. They will also compile a list of expectations about goals and how to reach them for the next board meeting, scheduled for Dec. 1. Everyone from the public is invited to attend and is encouraged to provide their input.

at the public hearing, all in favor of the proposed nuisance ordinance. The other two were O'Neill's wife, Charlotte, and Steve

the ordinance does not change it." Kerbs was referring to the fact that council member Ralph Mossman introduced

O'Neill raised the issue of who would enforce the re-ramped ordinance and how. He wondered why the new rules would be enforced based on citizen complaints

the ordinance or houses themselves. Mayor Hyrum Johnson said the changes would be run past the Nuisance Ordinance Working Group before the next meeting.



# Teton County

## Emergency Management & Mosquito Abatement & IT

Department Report 11/9-12/8/2015



### Projects Accomplished

I have the contract for help with the All-Hazard Mitigation Plan revision project attached to this report. Upon review of our Prosecuting Attorney may we proceed with this contract?

We have been given some additional funding for our Badger Creek bridge grant project. The feds had some leftover funds and the State was aware that we were overmatched for that grant so they passed along an additional \$14,475.13 that can now be used for public works projects. We need signatures on the revised grant paperwork.

I finished my Network + class with a 94%, now I just need to schedule the test, study hard for it, and pass it in order to be certified.

We have installed the new servers, Uninterruptible Power Supplies, switches and firewall, designed and setup a new way for the title companies to connect to our network, re-setup the iSCSI initiators on the old servers. We are probably about 1/3 to 1/2 of the way done with the server upgrade project, we still have to upgrade the operating systems on the servers, setup the new VMware server, setup the iSCSI initiators on the new host servers, archive the old GIS server, setup a new virtual server for Laserfiche and then have them migrate to it, move the GIS server storage to the SAN from the old host server, and then migrate the virtual servers to the new hosts. I'm sure there will be several other items that pop up along the way, but I'm hopeful we can finish all of this within 3 months.

Miicor upgraded the Operating System (OS) on our AS400 server which caused some minor downtime and a few printer issues that we were able to resolve. We hadn't upgraded the OS on that server since we purchased it when we moved to the new courthouse.

I have come across a malware issue on several computers on the network that we will have to take a look at as soon as time permits.

### Future Projects

In order to make the password policy transition easier we would like to propose to make the switch on January 15<sup>th</sup>. Is that ok?

In preparation for our February 17<sup>th</sup> exercise, our January LEPC meeting will be devoted to a briefing on our Continuity Of Operations Plans, (COOP's). It will be an opportunity for everyone to review their COOP and make any updates to it before our exercise.

### Future Appointments

- 1/5 Teton County Radio/LEPC Meeting 2:30-5
- 1/15 1<sup>st</sup> Annual Teton County Password Change Party!!!

## PROFESSIONAL SERVICES AGREEMENT

This AGREEMENT ("Agreement") is effective as of the \_\_\_\_\_ day of November 2015, and is entered into by and between **Teton County, Idaho**, ("Client") and Integrated Solutions Consulting, ("ISC" or "Contractor").

### RECITALS

WHEREAS, the Client desires that Contractor render certain services more fully described herein; and

WHEREAS, the Contractor has demonstrated expertise in providing such services, has represented that it has the requisite knowledge, skill, experience and other resources necessary to perform such services and is desirous of providing such services for the Client.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants contained herein, the parties hereby agree as follows:

1. **Incorporation of Recitals**: The matters recited above are hereby incorporated into and made a part of this Agreement.

2. **Term**: This Agreement, except for the provisions of any section intended to survive this Agreement, shall remain in effect until the Contractor has completed the contracted services as described in the Scope of Work, or one of the following occurs:

2.1 The Parties agree in writing to terminate this Agreement;

2.2 There is a material breach by either party of the provisions contained herein.

2.3 The performance of this contract takes longer than two (2) years in which case the Client may, at its option, terminate this Agreement.

3. **Scope of Services**: Contractor agrees to provide the services required and, set forth in the Proposal attached hereto and incorporated herein as "Scope of Work" including the deliverables set forth therein ("Services"), in accordance with the terms and conditions of this Agreement. The Client may, from time to time, request changes in the Scope of Services. Any such changes, including any increase or decrease in Contractor's fees, shall be documented by an amendment to this Agreement.

4. **Compensation and Payment**: All fees and payment schedule are subject to the terms listed in the Fee Schedule: Estimated Costs of the Proposal in the amount of \$4,000.00.

5. **Events of Default and Remedies**:

5.1 **Events of Default**. Events of default include, but are not limited to, any of the following: (i) Any material misrepresentation by Client or Contractor in the inducement of this

Agreement or the performance of Services; (ii) Breach of any agreement, representation or warranty made by Client or Contractor in this Agreement; (iii) Failure of Contractor to perform in accordance with or comply with the terms and conditions of this Agreement, or (iv) failure of Client to pay fees according to the Fee Schedule, as outlined in the Proposal.

5.2 **Remedies.** In the event Client or Contractor defaults under this Agreement and such default is not cured within thirty (30) calendar days after written notice is given, the non-breaching party may terminate this Agreement immediately. The remedies stated herein are not intended to be exclusive and the Client and Contractor may pursue any and all other remedies available at law or equity.

6. **Standards of Performance:** Contractor agrees to devote such time, attention, skill, and knowledge as is necessary to perform Services effectively and efficiently. Contractor acknowledges and accepts a relationship of trust and confidence with the Client and agrees to cooperate with the Client in performing Services to further the best interests of the Client.

7. **Assignment:** This Agreement shall be binding on the parties and their respective successors and assigns, provided however, that neither party may assign this Agreement or any obligations imposed hereunder without the prior written consent of the other party.

8. **Confidentiality and Ownership of Documents:**

8.1 **Confidential Information.** "Confidential Information" refers to any information provided by one party to the other which is marked "Confidential," described as "proprietary" or "confidential," or which may be part of a trade secret, whether disclosed orally or in writing, or any other information which should reasonably be understood by the receiving party to be confidential information of the disclosing party. "Proprietary Information" is all information and any idea in whatever form, tangible or intangible, pertaining in any manner to the business of the parties, or its employees, clients, consultants, or business associates, which was produced by any employee or consultant of the parties in the course of his or her employment or consulting relationship or otherwise produced or acquired by or on behalf of the parties. All Proprietary Information not generally known outside of the parties' organizations, and all Proprietary Information so known only through improper means, shall be deemed "Confidential Information." By example and without limiting the foregoing definition, Proprietary and Confidential Information shall include, but not be limited to:

8.1.1 formulas, algorithms, logic, functionality, research and development techniques, processes, trade secrets (including as defined in 765 ILCS 1065/2(d)), computer programs, software, electronic codes, mask works, inventions, innovations, patents, patent applications, discoveries, improvements, data, know-how, formats, test results, and research projects;

8.1.2 information about costs, profits, markets, sales, contracts and lists of customers, and distributors;

8.1.3 business, marketing, and strategic plans;

- 8.1.4 forecasts, unpublished financial information, budgets, projections, and customer identities, characteristics and agreements; and
- 8.1.5 employee personnel files and compensation information.

Confidential Information is to be broadly defined, and includes all information that has or could have commercial value or other utility in the business in which ISC is engaged or contemplates engaging, and all information of which the unauthorized disclosure could be detrimental to the interests of the parties, whether or not such information is identified as Confidential Information by either party.

8.2 Existence of Confidential Information: ISC owns and has developed and compiled, and will develop and compile, certain trade secrets, proprietary techniques and other Confidential Information which have great value to its business. This Confidential Information includes not only information disclosed by ISC to Client, but also information developed or learned by Client during the course of his/her relationship with ISC, including but not limited to the development of the software or the completion of the deliverables under the Statement of Work.

8.3 Protection of Confidential Information: Each party agrees to maintain all Confidential Information in confidence to the same extent that it protects its own Confidential Information and shall not use, disclose, provide, or otherwise make available, in whole or in part, such Confidential Information to any person or entity, except as necessary to execute the Statement of Work. Subject to the foregoing, a party may disclose the Confidential Information of the other party to any of its employees, agents, or contractors with a need to know such information to the extent necessary for that party to perform its obligations under this Agreement, provided the individuals to whom disclosure is made are bound to protect the confidentiality of such Confidential Information and comply with the limitations of this Agreement

Further, Client agrees not to, directly or indirectly, use, make available, sell, disclose or otherwise communicate to any third party, other than in its assigned duties and responsibilities under the Statement of Work and for the benefit of ISC, any of ISC's Confidential Information, either during or after Client's relationship with ISC. Client agrees not to publish, disclose or otherwise disseminate such information without prior written approval of the Principle of ISC. Client acknowledges that it is aware that the unauthorized disclosure of Confidential Information of ISC may be highly prejudicial to ISC's interests and an improper disclosure of trade secrets.

Client agrees to execute, and to cause its employees and contractors to execute, such agreements, waivers, and other documents as may be reasonably required by ISC and/or any of ISC's customers, contractors, and/or any other third-party that ISC may identify, in order to complete any software, deliverables, and works as identified by this Agreement and within subsequent Statement of Work.

8.4 Delivery of Confidential Information: Consistent with this Agreement, and except as provided in Paragraph 9 below, upon request or when Client's relationship with ISC terminates, Client will immediately deliver to ISC all copies of any and all materials and writings

received from, created for, or belonging to ISC including, but not limited to, those which relate to or contain Confidential Information.

Neither Contractor nor Client shall issue publicity news releases nor grant press interviews, except where first agreed upon by the parties or as may be required by law, during or after the performance of the Services, nor shall Contractor or Client disseminate any information regarding Services without the prior written consent of the parties. Contractor and Client agree to cause its personnel, staff and/or subcontractors, if any, to undertake the same obligations of confidentiality agreed to by Contractor and Client under this Agreement.

The terms of Section 8 of this Agreement, shall survive the expiration or termination of this Agreement.

**9. Ownership:** Except as otherwise specified in the Proposal, any deliverables developed in accordance with the Scope of Work shall be considered works for hire in accordance with the United States Copyright Act, 17 U.S.C. §101, and shall be the sole property of the Client. Any software, confidential information, or other work product developed independently by ISC before the effective date of this Agreement, and improved upon, modified, or otherwise developed or expanded upon, during the Term of this Agreement, shall remain the sole and exclusive property of ISC. In the event that the deliverables or works specified within the Scope of Work, or any part or portion thereof shall be deemed not to constitute works made for hire, or in the event that the Client should otherwise, by operation of law, be deemed to retain any rights (whether moral rights or otherwise) to any deliverables or works specified within the Scope of Work, or any part or portion thereof, ISC agrees to assign to Client, without further consideration, its entire right, title and interest in and to each and every such part or portion of the deliverables or works specified within the Scope of Work, subject to its rights and interests identified in this Section.

**10. Representations and Warranties of Contractor:** Contractor represents and warrants that the following shall be true and correct as of the effective date of this Agreement and shall continue to be true and correct during the Term of this Agreement.

10.1 Compliance with Laws. Contractor is and shall remain in compliance with all local, state and federal laws relating to this Agreement and the performance of Services. Further, Contractor is and shall remain in compliance with all Client policies and rules.

10.2 Good Standing. Contractor is not in default and has not been deemed by the Client to be in default under any other Agreement with the Client during the five (5) year period immediately preceding the effective date of this Agreement.

10.3 Authorization: Client represents that it has taken all action necessary for the approval and execution of this Agreement (or will take within thirty days) and execution by the person signing on behalf of Client is duly authorized by Client and has been made with complete and full authority to commit Client to all terms and conditions of this Agreement which shall constitute valid, binding obligations of Client.

10.4 **Financing:** Client warrants that they have taken steps necessary to secure financing and warrants they will be able to pay all fees due.

11. **Disclaimer of All Other Warranties:** THE WARRANTY PROVIDED HEREIN IS EXCLUSIVE AND IS IN LIEU OF ALL OTHER WARRANTIES WHETHER EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY ORAL OR WRITTEN REPRESENTATIONS, PROPOSALS OR STATEMENTS MADE ON OR PRIOR TO THE EFFECTIVE DATE OF THIS AGREEMENT. IN THE EVENT THAT ANY PRODUCT, PART, OR OTHER SERVICE IS PROVIDED TO CLIENT BY ISC, ISC SHALL PASS ON WARRANTY COVERAGE TO THE CLIENT FOR ITS BENEFIT. THE SOLE AND EXCLUSIVE REMEDY TO CLIENT SHALL BE REPLACEMENT OF THE ALLEGEDLY DEFECTIVE GOOD, OR REWORK OR REPLACEMENT/REPEAT PERFORMANCE OF THE ALLEGEDLY DEFECTIVE SERVICES. IN ANY EVENT, CLIENT SHALL NOT BE ENTITLED TO ANY INCIDENTAL, CONSEQUENTIAL, LOSS OF PROFIT, LOSS OF OPPORTUNITY, OR PUNITIVE OR EXEMPLARY DAMAGES FOR ANY BREACH OF THIS AGREEMENT BY ISC, EVEN IF WILLFUL.

12. **Contractor:** It is understood and agreed that the relationship of Contractor to the Client is and shall continue to be that of an independent contractor and neither Contractor nor any of Contractor's employees shall be entitled to receive Client employee benefits. As an independent contractor Contractor agrees to be responsible for the payment of all taxes and withholdings specified by law, which may be due in regard to compensation paid by the Client. Contractor agrees that neither Contractor nor its employees, staff or subcontractors shall represent themselves as employees or agents of the Client. Contractor hereby represents that Contractor's valid taxpayer identification number as defined by the United States Internal Revenue Code (social security number or federal employer identification number) will be provided upon request prior to payment.

13. **Indemnification:** Parties agree to defend, indemnify and hold harmless each other, their members, trustees, employees, agents, officers and officials, from and against any and all liabilities, taxes, tax penalties, interest, losses, penalties, damages and expenses of every kind, nature and character, including costs and attorney fees, arising out of or relating to, any and all claims, liens, damages, obligations, actions, suits, judgments, settlements, or causes of action of every kind, nature and character, in connection with or arising out of the acts or omissions of the parties or their employees or its subcontractors under this Agreement. The indemnities set forth herein shall survive the expiration or termination of this Agreement. Notwithstanding the foregoing, the Contractor and Client shall not be deemed to have waived any rights, protections or immunities under 745 ILCS 10/1-101, et. seq.

14. **Insurance:** At all times during the term of the contract, the Contractor and its independent contractors shall maintain, at their sole expense appropriate insurance coverage for the Contractor, its employees, officers and independent contractors.

15. **Employee Non-Recruit:** The Client will not, directly or indirectly, solicit, recruit or induce any employee to (i) terminate his or her employment relationship with the Contractor,

or (ii) work for any other person or entity engaged in the Contractor's industry for the duration of the term of this agreement and at least two years thereafter.

**16. Notices:** All notices required under this Agreement shall be in writing and sent to the addresses and persons set forth below, or to such other addresses as may be designated by a party in writing. All notices shall be deemed received when (i) delivered personally; (ii) sent by confirmed telex or facsimile (followed by the actual document); or (iii) one (1) day after deposit with a commercial express courier specifying next day delivery, with written verification of receipt

**17. Entire Agreement and Amendment:** This Agreement, including all exhibits and referenced documents, constitutes the entire agreement of the parties with respect to the matters contained herein. All attached exhibits are incorporated into and made a part of this agreement. No modification of or amendment to this Agreement shall be effective unless such modification or amendment is in writing and signed by both parties hereto. Any prior agreements or representations, either written or oral, relating to the subject matter of this Agreement are of no force or effect. Headings are for convenience only, and shall not be deemed to create or waive any substantive rights.

**18. Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the State of Idaho without regard to any conflict of law or choice of law principles.

**19. Waiver:** No delay or omission by ISC to exercise any right hereunder shall be construed as a waiver of any such right and ISC reserves the right to exercise any such right from time to time as often and as may be deemed expedient.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date fast above written

CLIENT  By: _____	INTEGRATED SOLUTIONS CONSULTING  BY: 
-------------------------	---

**POINT OF CONTACT:**

Daiko N. Abe, CFM  
9800 Mount Pyramid Court, Suite 400  
Englewood, CO

PHONE: 208.390.2021  
FAX: 877.684.0557  
E-MAIL: [Daiko.abe@i-s-consulting.com](mailto:Daiko.abe@i-s-consulting.com)

Attachment: Proposal

Scope of Services  
for All Hazard Mitigation  
Plan Update  
Technical Support

Teton  
County  
Idaho

Integrated Solutions Consulting

---

# SECTION I. EXECUTIVE SUMMARY

Like most states and local jurisdictions, Teton County and the State of Idaho are not immune to hazards that may impact the community. Each year brings new concerns and an increasing probability of a natural or manmade disaster occurring, such as flooding, drought, and terrorism. In fact, the severe weather events in past years that have occurred throughout the state serve as a constant reminder that every community, including Teton County, is vulnerable to all types of hazards.

Over the past three decades, the nation has witnessed an alarming increase in the frequency and impact of large-scale emergencies and disasters. Congress has witnessed a significant increase in direct and indirect costs, as well as economic disruption and loss of life, from disasters.

As part of our commitment to assist Teton County, Integrated Solutions Consulting (ISC) understands the funding constraints facing local jurisdictions, and can leverage our programmatic knowledge and experience to assist the County in meeting both the short and long-term goals as it relates specifically to mitigation planning and, more importantly, implementation. Furthermore, we recognize and advocate that the sincere investment in the development and maintenance of all-hazard mitigation plans on the part of all levels of government will provide the foundation for effective pre- and post-disaster mitigation actions; and ultimately greater resilience.

## OUR TEAM'S CAPABILITIES

We believe the proposed Integrated Solutions Consulting (ISC) Team offers Teton County a unique, unmatched, and valuable team of committed and experienced individuals, and a contractor that will provide Teton County with a structured, proven, and integrated approach to hazard mitigation planning projects supported by local knowledge and recognized emergency management expertise. Our intent is to provide Teton County with a Multi-Jurisdictional Hazard Mitigation Plan that is programmatically and operationally effective.

**DESIGNATED PROJECT OFFICE  
LOCATION AND POINT OF  
CONTACT**

5800 Mount Pyramid Court, Suite 4000  
Englewood, CO

Daiko Abe, CFM  
Telephone: 877.437.4271  
Mobile: 208.390.2021  
Fax: 877.684.0557

E-mail: [daiko.abe@i-s-consulting.com](mailto:daiko.abe@i-s-consulting.com)  
[www.i-s-consulting.com](http://www.i-s-consulting.com)

# SECTION II. CORPORATE BACKGROUND AND RELATED EXPERIENCE

## *A Client-focused Firm with National Expertise*

Integrated Solutions Consulting (ISC) was organized in the State of Illinois in 2005. Since the inception of ISC, we have become leaders committed to taking an all-hazard, integrated approach to help solve complex challenges facing communities to develop comprehensive solutions and plans for an increasingly volatile world. ISC is a NAICS defined small business enterprise that provides emergency management, mitigation and comprehensive planning, training, and recovery support services to a variety of governmental and industrial clients. Specifically, ISC is focused on developing and implementing comprehensive crisis and consequence management solutions for local governments. This is accomplished by providing top tier consultants that are recognized national leaders in the field of emergency management and possess extensive operational disaster and mitigation programmatic experience. The principles of ISC are based on our combined 100+ years of practical experience and educational attainment in the fields of emergency management, homeland security, law enforcement, health, and environmental sciences; and are supported by our reputation of providing exceptional professional consulting services.

**ISC is a NAICS defined small business enterprise that provides emergency management, mitigation and comprehensive planning, training, and recovery support services to a variety of governmental and industrial clients.**

ISC has obtained the recognition of providing exceptional, client-focused services and celebrated for its integrated “best-practices” approach to all-hazards mitigation planning. ISC has leveraged its founding partners’ strive for excellence into every project initiated. Our commitment to excellence has resulted in maintaining a **perfect track-record** of receiving FEMA-approval on the initial submission of some of the nation’s most complex hazard mitigation planning initiatives.

- ✓ Number of Employees: **16**
- ✓ Number of Years in Business: **9**

### OUR PEOPLE

At ISC, we recognize that our past and future success is directly attributed to hiring and continuously investing in outstanding people. We take great care in recruiting seasoned consultants that possess a consistent record of success and demonstrate a commitment to the emergency management profession. Our team is comprised of a complementary group of professionals whose skill sets are based on a mix of academic achievement and proven experience. The skill sets range from a wide variety of fields necessary to offer a complete and comprehensive delivery of technical expertise on any emergency management related project. Although education is highly valued at ISC, we recognize that providing seasoned, real-world professionals is an important component of delivering our clients comprehensive solutions that work.

Our consultants range from ambitious professionals with advanced academic degrees and real-world experience to seasoned professionals with over 20 years of experience.

- ✓ Two of our key employees hold PhDs in Emergency Management from an accredited land grant university, which is a distinction only held by a very select few in the world.
- ✓ Integrated Solutions Consulting (ISC) currently employs two (2) Certified Emergency Managers and two (2) Certified Flood Plain Managers.

**DOCTORATE OF EMERGENCY MANAGEMENT (PH.D.)**

- Dan Martin, PhD, CEM, CFM
- Micheal Kemp, PhD, CEM

**CERTIFIED EMERGENCY MANAGERS (CEM)**

The following are the ISC staff members that have their Certified Emergency Managers (CEM)

(Note: Verification is available at

<http://www.iaem.com/certification/generalinfo/documents/CEMLIST.pdf>)

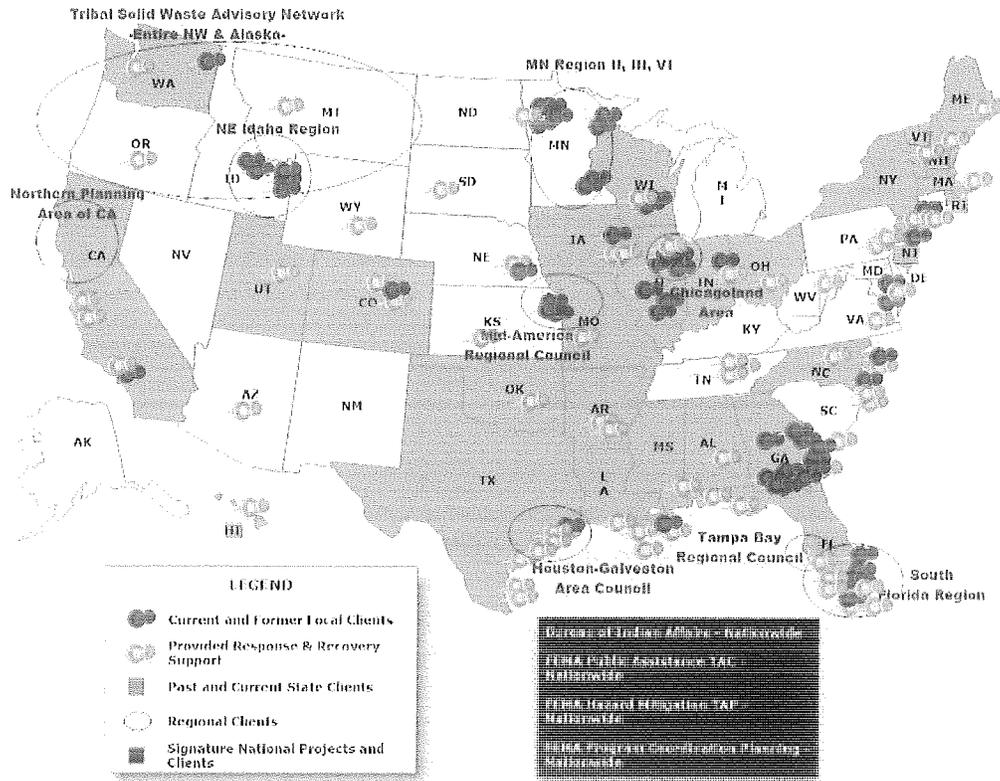
- Dan Martin, PhD, CEM, CFM
- Micheal Kemp, PhD, CEM

**CERTIFIED FLOODPLAIN MANAGER (CFM)**

The following are the ISC staff members who are Certified Floodplain Manager

- Dan Martin, PhD, CEM, CFM
- Daiko Abe, CFM

## RELATED EXPERIENCE



### Current Mitigation or Related Projects:

- Multiple Mitigation Plan Updates in Minnesota, Montana and North Dakota (i.e. Cass County, Clay County, Becker County, Marshall County, Roseau County, Hubbard County)
- Fremont County, ID
- Waukesha County, WI
- Miami-Dade County, FL THIRA Update 2014
- Seminole Tribe Mitigation Plan Update 2014

---

# SECTION III. PROJECT APPROACH & SCOPE OF WORK

---

## *Demonstrated Project Methodology that Ensures Programmatic Success*

Integrated Solutions Consulting (ISC) will work closely with Teton County throughout this mitigation planning process. ISC's active participation will help to ensure that the mitigation plan development process meets the requirements as defined by DMA 2000.

### **SCOPE OF WORK**

#### **Task 1: Coordination, & Public Participation**

##### **Subtask 1.1: Coordinate with Mitigation Planning Team**

ISC will work with the designated County and Local Planning Committee. Coordinating with this core group is important to ensure support of the planning process and implementation once the plan is completed. The planning committee will further coordinate with neighborhood groups and other non-profit organizations, state, regional, and local government representatives, businesses and development organizations, federal representatives, elected officials, academic officials, and individuals from neighboring jurisdictions.

##### **Subtask 1.2: Public Involvement**

During the planning/update process, ISC will conduct one public forum to review the draft of the mitigation plan upon completion. ISC will conduct the presentation and will assist in answering questions. ISC recognizes that previous meetings were already conducted to help form the key tenets of the plan.

The County survey will also be analyzed and incorporated into the Public Participation section of the plan.

#### **Task 2: Threat, Hazard Identification and Risk/Vulnerability Analysis**

##### **Subtask 2.1: Update & Identify Hazards**

The ISC team will help the County's planning team review all of the hazards that might affect the County. The SC team will take the existing draft risk assessment and ensure compliance and integrate the section into the overall plan. Improvements and enhancements will be made, as appropriate.

#### **Task 3: Develop and Prioritize Mitigation Goals and Actions**

Effective mitigation actions and preparedness activities are complementary of one another and provide a holistic approach that aligns multiple state and federal directives and funding. The strategies proposed by ISC will ensure compliance with DMA 2000, and will delineate between pre-disaster (FEMA's PDM

program) and post-disaster (HMGP 404 and 406) actions. The ISC team will provide technical support to the six hazard mitigation and preparedness categories, as defined by FEMA: prevention, property protection, public education and awareness, natural resources protection, emergency services and structural projects.

Identifying and prioritizing mitigation actions are the fundamental components of a Hazard Mitigation Plan. In the previous tasks, hazards were redefined, vulnerabilities were reassessed, and the losses were estimated. Development of a prioritized and updated list of mitigation actions will be developed that will reduce future risks and losses.

### ***Subtask 3.1: Identification and Reprioritization of Mitigation Actions***

Mitigation actions consistent with the goals and objectives that were previously defined will be reevaluated. The hazard mitigation plan defines the action plan to reduce community loss from future hazard events. In order to update a plan that can be integrated into other emergency management operational phases, it is important to acknowledge the interdependencies of mitigation with response, recovery, and preparedness functions of emergency management. ISC will assess previously identified mitigation actions relevant to:

- Prevention
- Property protection
- Public education and awareness
- All resources protection
- Emergency services
- Structural project

The mitigation actions updated will be evaluated to determine the action's effectiveness and efficiency for preventing, protecting, and reducing damages to the community's assets from natural hazards. Evaluation of these mitigation actions will be based on, but not limited to, the following criteria:

- Technical feasibility
- Economic benefits
- Environmental impacts
- Community acceptance
- Staffing and funding
- Maintenance needs
- Political support
- Legal authority
- Historical projects of similar scope or magnitude

### ***Subtask 3.2: Review the Implementation Strategy***

The implementation strategy identifies how Teton County proposes to achieve its Mitigation goals and objectives. The mitigation action implementation strategy will redefine, identify, and confirm mitigation actions, partners, resources, and schedules.

ISC will prepare a draft Mitigation Implementation Strategy for review by the Local Planning Committee and County. Once reviewed, ISC will incorporate changes to the newly updated Mitigation Implementation Strategy.

## **Task 4: Complete Hazard Mitigation Plan Update**

The Planning Committee, with assistance from ISC, will prepare the Mitigation Plan. The County will assume authorship of the updated plan, and can rely on ISC's dedicated partnership and expertise throughout the process. Although the analyses and compilation of the plan will largely be completed by ISC, the County will exercise final decision regarding the outcome of the plan and will be responsible for any additional updates. Final drafts will be delivered to Teton County and relevant stakeholders. These deliverables will integrate with the business flow at Teton County and be compliant with Federal, State and local regulations.

### ***Subtask 4.1: Write, Print, and Distribute Draft of the Plan***

The project team will prepare a draft of Teton County's Multi-Hazard Mitigation Plan that will document the updated mitigation planning process and address the elements required by 44 CFR 201.6(d)(3).

ISC will assemble information, comments, and reports from the previous tasks, and from the work previously completed. Informational databases, graphics, and maps will also be included in the final plan update in order to visualize the geographic, functional, or systematic relationship between the loss estimation and the mitigation activity chosen. The implementation strategy and overall plan will be supported by a set of plan maintenance and updating procedures for the county. These procedures will be incorporated into the final report. The Plan Maintenance section will ensure that the document continues to be viable and is compliant with both state and federal directives.

To meet DMA 2000 requirements, the document will include a description of the process; a definition of the planning area identifying who was involved in the process, how they were involved, and methods of public participation that were employed; and a detailed description of the decision-making and prioritization process.

ISC will print the draft plan and distribute the copies to the planning committee members for review.

***Subtask 4.2: Review the Documented Planning Process***

The county planning committee will meet to review the draft of the plan. ISC will also review the final revisions from the planning team. Upon completion of the draft, a public forum will be held to gather input from the public.

## **Task 5: Finalize Plan, Plan Adoption, Submittal and Other Actions**

ISC will incorporate all of the committee's final revisions and will print the plan to submit to Teton County within two (2) weeks after the receipt of final review comments. ISC will then submit copies of the final draft to the Idaho Bureau of Homeland Security for approval. The State will then submit the plan to FEMA. When approved by FEMA, the Teton County Mitigation Planning Committee will present the plan before the County Commissioners for formal adoption.

ISC will work with the committee until the plan has received formal approval and adoption.

## SECTION IV. COST

The estimated cost for this project will be **\$4,000.00**. We welcome the opportunity to establish a collaborative working relationship with Teton County. The Project Pricing estimate provided is a Lump Sum (Not to Exceed) fee estimate for each task of the work described in this Scope of Work. ISC's hourly rate replicates a reasonable salary similar to that of a public employee plus benefits and the associated expenses of self-employment (i.e. overhead).

The title and number of ISC personnel assigned to a task will be dependent upon the unique nature of the task itself. With regard to the unique needs of our clients, ISC always provides a team that can technically and tactically complete the project in the most efficient and effective manner.

## SECTION V. SCHEDULE

### Proposed Project Timeline

The team recognizes that the key project timeline is created with the intention to foster full collaboration with the project's key stakeholders and principals to ensure that the project is completed in the most efficient manner possible. While various variables outside the control of ISC can influence the time it takes to complete a project, county mitigation updates typically take anywhere from nine to twelve months to complete. **However, because a lot of the work has been completed by county staff, ISC will complete the project in 6 months.** Our staff is capable and ready to initiate the project and will have the mitigation plan completed in order to meet the deadline and timely approval from FEMA. While we feel our proposed team can meet and/or exceed expectations, ISC is prepared to allocate additional resources and qualified staff to the project, if necessary.

The project timeline demonstrates ISC work plan and is arranged around a **six-month** schedule. Again, the timeline does not account for any unforeseen or uncontrollable delays to the project, nor does the timeline account for any expedience and efficiencies that may exist. The plan is executable within ten business days of the notice-to-proceed.

*ISC will continue having a project management role while the Plan is undergoing State and FEMA review.*

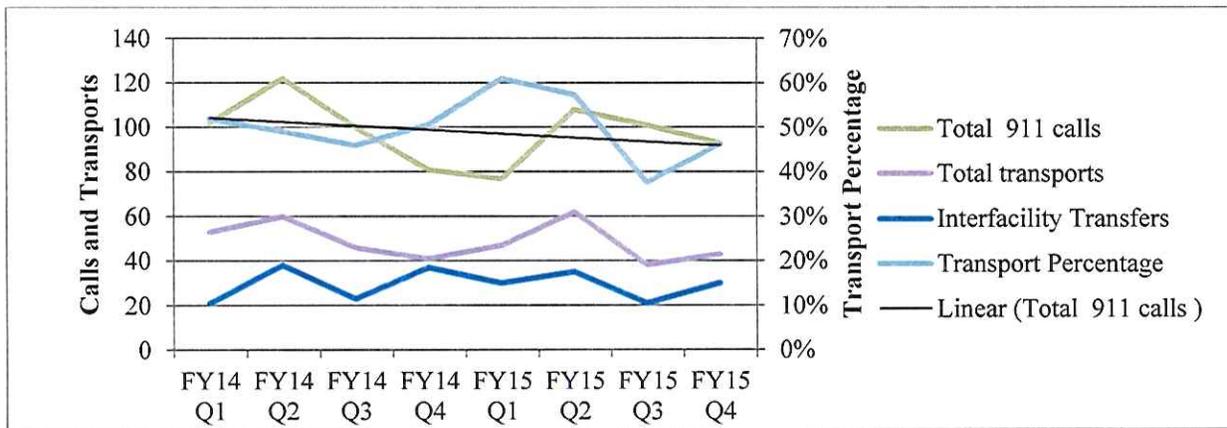
**NOTE: ISC will, in conjunction with the Emergency Manager, help organize and facilitate the 1<sup>st</sup> "Annual Review and Update (Year 2) of the All-Hazard Mitigation Plan at no cos**

## Teton County Ambulance System Quarterly Report

### 4<sup>rd</sup> Quarter for FY 2015

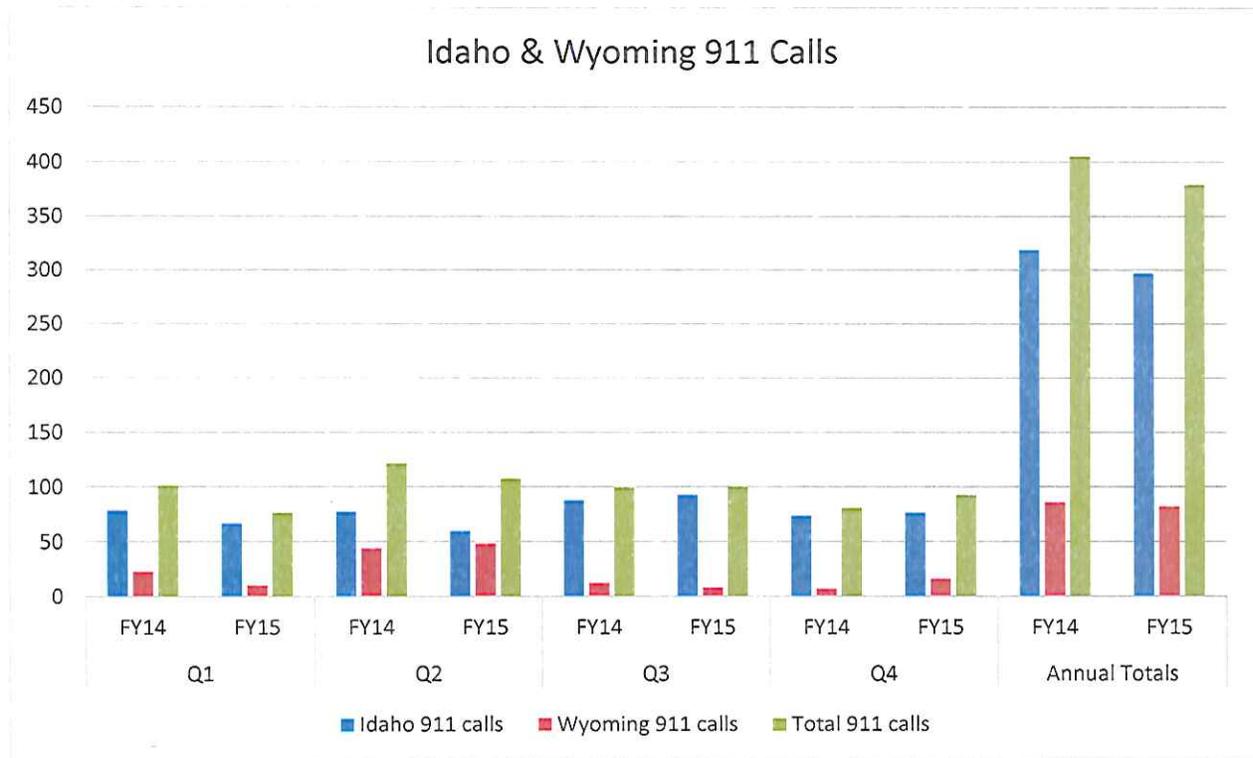
**Overview:** When comparing YoY Q4 numbers Wyoming 911 calls almost doubled and transports almost tripled in Q4. Transport percentages continued to be lower than in the prior year. Interfacility transfers were also lower in Q4 of 2015.

Year end results show a decline in the total 911 calls of 6%; with transport percentages fairly constant (although transport percentage was lower in H1 and higher in H2). Interfacility transfers were relatively flat.



TOTALS	Q1		Q2		Q3		Q4		ANNUAL TOTALS	
	FY14	FY15	FY14	FY15	FY14	FY15	FY14	FY15	FY14	FY15
Idaho 911 calls	79	67	78	60	88	93	74	77	319	297
Idaho Transports	43	40	34	32	40	36	38	34	155	142
Idaho Transport Percentage	54%	60%	44%	53%	45%	39%	51%	44%	49%	48%
Wyoming 911 calls	23	10	44	48	12	8	7	16	86	82
Wyoming Transports	10	7	26	30	6	2	3	9	45	48
Wyoming Transport Percentage	43%	70%	59%	63%	50%	25%	43%	56%	52%	59%
Total 911 calls	102	77	122	108	100	101	81	93	405	379
Total transports	53	47	60	62	46	38	41	43	200	190
Transport Percentage	52%	61%	49%	57%	46%	38%	51%	46%	49%	50%
Interfacility Transfers	21	30	38	35	23	21	37	30	119	116
Total transfers and Calls	123	107	160	143	123	122	118	123	524	495

This table and chart reports the comparison breakdown between Idaho and Wyoming 911 calls. As this chart demonstrates, the majority of the decline in 911 calls was in Idaho.



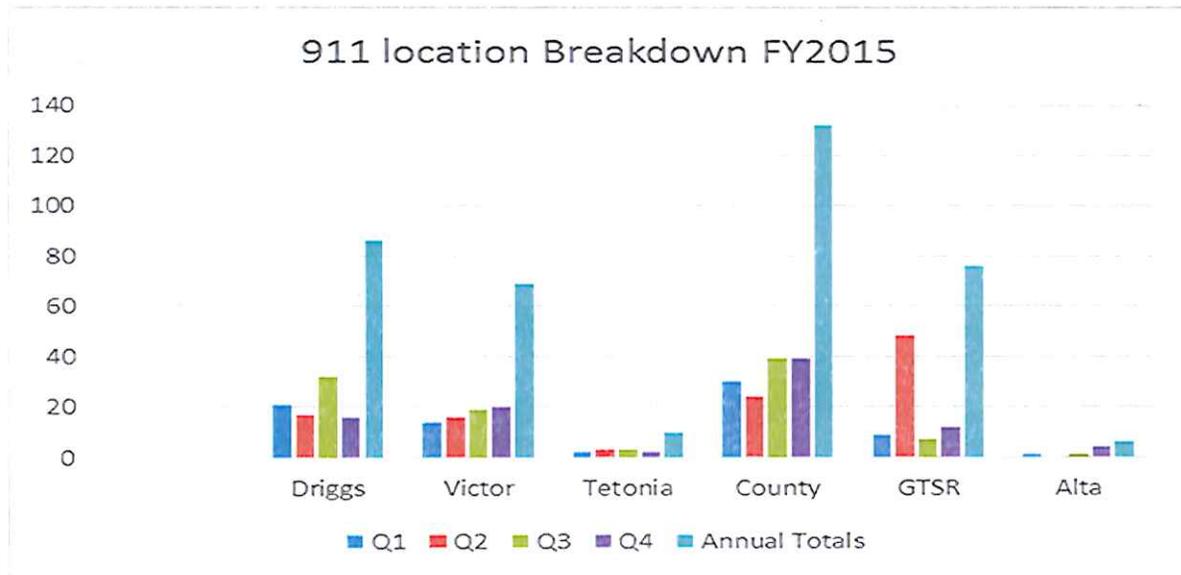
### Teton County Ambulance System ALS response goals

Advanced Life Support (ALS) response metric is to measure time from dispatch to arrival time, for 80% of calls by response area and goal.

Below is the breakdown of the response goals per area:

- 5 minutes within city limits of Driggs -- goal met
  - Response time met 93.75% of the time
- 5 minutes within city limits of Victor -- goal met
  - Response time met 90% of the time, 22% improvement from Q3
- 11 minutes within city limits of Tetonina -- goal met
  - Response time met 100% of the time
- 22 minutes to all other outlying areas in the Teton County, Idaho and Wyoming
  - Teton County Idaho response times met 92% of the time -- goal met
  - Teton County Wyoming/GTSR response times met 81.5% of the time -- goal met

Totals	Q1	Q2	Q3	Q4	Annual Totals
	FY15	FY15	FY15	FY15	FY15
Driggs	21	17	32	16	86
Victor	14	16	19	20	69
Tetonia	2	3	3	2	10
County	30	24	39	39	132
GTSR	9	48	7	12	76
Alta	1	0	1	4	6



**Vehicles and equipment: Ambulance inventory, mileage, and age.**

Item	Mileage
Ambulance 1: 2009 Ford	70,161
Ambulance 2: 2004 Ford	108,892
Ambulance 3: 1999 Ford	77,192
Ambulance 4: 1992 Ford	73,650
EMS 1: 2008 Chevy Trailblazer	90,467

The motor in Ambulance 4 was replaced in August 2015 at 73,600 miles.

## Billings (Gross revenue): Fiscal Year 2015 Quarterly report of ambulance runs billing:

1 <sup>st</sup> Quarter	\$91,090
2 <sup>nd</sup> Quarter	\$104,179
3 <sup>rd</sup> Quarter	\$66,397
4 <sup>th</sup> Quarter	\$89,083

### Training:

Fourth quarter trainings continued with the Centre Learn online assignments followed up with our monthly training meetings.

### Special events and Trainings:

- High school football games: 2 in September.
- Figure 8 races: Held August 8<sup>th</sup>
- Happy Trails Horse Rescue trail ride fundraiser: Held Sept 19<sup>th</sup>.
- Kids Rodeo: Held July 18th
- Friday night Rodeos: 5 covered.
- ACLS training: 3 providers, accomplished by a combination of an online session followed by a session with an instructor to verify skills.
- PALS training: 0
- CPR training: 21 providers, accomplished by a combination of an online session followed by a session with an instructor to verify skills.
- Flight Paramedic Certification (FP-C): 2 TVA paramedics achieved this accomplishment. TVA now has 3 paramedics with their FP-C. Each completed and funded this education and certification.

### Public Education and Outreach:

- TVHC community health fair: Blood pressure checks and high blood pressure education.

### Mutual Aid Agreement/Protocols

- Response received from Andy Gienapp, Wyoming Manager of EMS regarding the interstate agreement between Idaho and Wyoming.
- County Prosecutor working with Wyoming to resolve whether or not TCAS providers will need to acquire a Wyoming EMS provider license.

### Grants and fundraising:

- TCAS was awarded \$12,000 from the 2016 Idaho State EMS dedicated grant for a Stryker power gurney and an Oxygen cylinder load system. Both pieces of equipment have been delivered and are in service.



# TETON VALLEY AMBULANCE

## Quality Report

As we have reported in previous meetings, TVA and TVHC would establish the Skills, Procedure Practice, and Experience and Performance goals to track and report to the ASD as part of our quarterly reporting. We would invite the TCFD to participate in this tracking and reporting as well. Below is the form that we will use to track each providers quarterly numbers. The numbers will include all skills that are performed pre-hospital and in-hospital. The numbers will be presented in a chart and a graph.

<b>Ambulance System</b>		
<b>Skills/Procedure Practice / Experience and Performance Goals*</b>		
Name of EMS Staff		
	<b>Required</b>	<b>% success</b>
<i>Initial vitals (BP, pulse, SPO2, respirations)</i>	24/yr.	100
<i>Intubations (run, ER, OR, Simulated)</i>	6/yr., including at least one live patient	90
<i>Start IV or venous draw(actual)</i>	24/yr.	90
<i>IO (simulated or actual)</i>	4/yr.	90
<i>Perform 12 lead EKG (actual or simulated)</i>	12/yr.	100
<i>Hours in ER / month ** (Skills and ER Protocols, i.e. trauma, etc.)</i>	4/mo.	100
<i>Codes (actual or simulated)</i>	4/yr.	100
<i>Stroke (actual or simulated)</i>	2/yr.	100
<i>High Performance CPR (simulated)</i>	2/yr.	100
<i>Pharmacology Test</i>	1/yr.	100

As part of our QA/QI process for all ambulance calls we will be looking at specific protocols to see if they were followed and to track and measure if certain skills were completed. Below is the data that we will track on every ambulance call. These Quality measures will be summarized and reported each month at TVHC. We will report to the ASD Quarterly on one Quality measure with a description and explanation of that particular quality measure. We will add a new Quality measure each quarter. Some of the Quality measures we have chosen are: Notifying the receiving hospital prior to arrival, Arrived at receiving hospital with blood glucose >60, Patient aged >35 with non-traumatic chest pain that received Aspirin (ASA) in the field, Arrived at receiving facility with Blood Oxygen Saturation Greater than 90 Percent (SPO2>90%, and has documented Glasgow Coma Scale(GCS).

Our goal is to recognize any areas that need improvement and then implement training to facilitate improvement.

<b>Ambulance Quality Data Report</b>										
Fiscal Year 2016										
Charts reviewed by: Medical Director & Director Services	September		Q1 FY 2016		Q2 FY 2016		Q3 FY 2016		Q4 FY 2016	
	Hospital Based EMS	Fire Based EMS								
1 Notified receiving facility prior to arrival (based only on # of transports)	6/9									
<b>PROTOCOLS USED</b>										
<b>A. Universal Patient Care</b>										
1 Followed protocol	12/12									
2 Had appropriate outcome	10/10									
3 Listed current medications	10/10									
<b>B. Altered Mental Status / Behavioral / Hyper/Hypo Glycaemia</b>										
1 Followed protocol	0/0									
2 Arrived with blood glucose >60	0/0									
3 Transported patient required restraints	0/0									
<b>C. Acute coronary syndrome / cardiac arrest</b>										
1 Followed protocol	0/0									
2 Survived to reach the ER	0/0									
3 Patient aged >35 with non-traumatic chest pain that received ASA in the field	0/0									
<b>D. Respiratory Distress/Failure</b>										
1 Followed protocol	0/0									
2 Arrived at receiving facility with SPO2>90%	0/0									
3 Received medication in the field	0/0									
<b>E. General Trauma</b>										
1 Followed protocol	2/2									
2 Arrived in ER bandaged and splinted appropriately for bleeding and fractures	2/2									
3 Arrived in ER with IV access	0/2									
4 Have "on scene" time of < 15 minutes	1/2									
5 Have documented Glasgow Coma Scale	2/2									
<b>Skills and Procedures</b>										
1 Attempted intubations	0/0									
2 Successful intubations	0/0									
3 Attempted IV insertions or venous draws	1/2									
4 Successful IV insertions or venous draws	1/1									
5 12 lead EKG's performed	0/0									

Revised 12/7/15

# Teton County Ambulance Service District Minutes: October 13, 2015

*Commissioners' Meeting Room, 150 Courthouse Drive, Driggs, Idaho*

## AGENDA

1. Approve available minutes
2. Status of contract between TVHC and Fire District

---

**COMMISSIONERS PRESENT:** Bill Leake, Cindy Riegel

**OTHER ELECTED OFFICIALS PRESENT:** Clerk Mary Lou Hansen, Fire Commissioner Kent Wagener

Chairman Leake called the meeting to order at 3:15 pm.

● **MOTION.** Commissioner Riegel made a motion to approve the minutes of August 24, 2015 as presented. Motion seconded by Chairman Leake and carried.

CEO Keith Gnagey said Teton Valley Health Care and the Fire District have agreed on the outline of a new contract for FY 2016; contract terms have been under negotiation for several months.

**MERCER STUDY.** Chairman Leake said the Mercer Study completed in August 2013 recommended formation of an Emergency Services Council and asked why such a Council had not been established. Fire Commissioner Wagener said the variety of agencies and officials recommended to be included in the proposed group would have been too complex and difficult to coordinate. Also, that the county's Local Emergency Planning Council (LEPC) already serves the recommended purpose.

Fire Chief Bret Campbell added that the county's current Radio Operability Committee should spend more time discussing local emergency response issues since there are very few operability issues to discuss. He also suggested that the county LEPC meetings be held quarterly rather than monthly in order to get better participation and more relevant presentations and discussions.

Fire Commissioner Wagener asked the Board to remember the context in which the Mercer Study was made. At that time the hospital and Fire District did not cooperate and there was total dysfunction between the Sheriff and Board. When the Board initiated the Study, they hoped that a "silver bullet" would be found to overcome these problems. However, he said the Mercer Study did not propose a good, final solution.

**OTHER BUSINESS.** Mr. Gnagey alerted the Board to the fact that Wyoming may have a problem with the "Interstate Compact Agreement" that allows Idaho-licensed EMTs and Paramedics to practice within Wyoming. Fire District Captain Ed Schauster said this is not a new or narrow issue and applies to other border counties. The long-standing agreement has never been tested in court. Mr. Gnagey said Prosecutor Spitzer has advised that the current situation is fine unless the county receives a formal letter from Wyoming saying that it is not legal.

● **MOTION.** At 3:47 pm Chairman Leake made a motion to adjourn the meeting and reconvene as the Board of County Commissioners. Motion seconded by Commissioner Riegel and carried.

---

Bill Leake, Chairman

ATTEST: \_\_\_\_\_  
Mary Lou Hansen, Clerk

To: ASD Board  
From: Teton Valley Hospital Board of Directors  
Regarding: Ambulance Service Contract Best Value  
Date: December 7, 2015

The purpose of this presentation is to continue to educate the Teton Board of County Commissioners (who also serve as the Commissioners of the Teton County Ambulance Service District) as to why the Teton Valley Hospital Board of Directors feels so strongly about TVHC maintaining the primary contract for EMS services in Teton County. We believe that the community will receive the best care if TVHC manages the contract now and, because of the changes that are currently taking place in healthcare delivery and the payment for those services, in the future. How efficiently, safely, and effectively we are able to deliver and **document** healthcare in Teton Valley will directly affect our ability to maintain a hospital and to continue to provide local, high quality health care services. Here are the issues.

In order to decrease the portion of the United States GDP that is spent on healthcare to treat disease; to promote health and preventative healthcare; to improve the safety of our health care system for patients; and, to attempt to cover the cost of insuring all Americans, our governmental and private payment system is shifting from reimbursement that is driven by volume to a system that is driven by value and quality. Value and quality in this scenario is defined as **quantitative proof** of: 1) Improved patient safety, 2) Improved patient outcomes and, 3) Improved patient experience at reasonable costs.

Payment in the primary health care setting will be dollars/month/patient to prevent disease and/or manage a chronic disease cost effectively, following established care guidelines, with the least number of complications and hospitalizations. Complications and issues will be measured through quality metrics (e.g., number of hospital readmissions within x days, number of hospital acquired infections). Acute care episodes requiring operations, procedures and/or hospitalizations will be paid for per episode without itemization. Under this payment system, if an individual is admitted to the hospital for appendicitis and has an appendectomy, the **hospital** will receive one fixed payment that has to be shared between the hospital, surgeon, anesthesiologist and other non-hospital based services. The chart will eventually be reviewed by the payer and if certain standards have not been met and documented the payer may ask for part of their payment back. If a complication occurs, the cost of dealing with it is included in the initial, fixed payment. From a payer's point of view (especially Medicare and Medicaid) adherence to clinical standards, quality assurance, and improvement only occurred if they are **documented**.

The focus on quality means that all components of the patient's care are important to document, control, and manage; both for the patient's health and for reimbursement. Information provided to the patient, home care, pre-hospital care via EMT's, clinic care, and hospital care will be all part of the same treatment and care of the patient and the same reimbursement. The lines between what the patient does at home, field care via EMT's, and hospital care will be blurred – since the goal of improving patient health and reducing costs is blind to the differences in location.

At TVHC, we believe in and focus on quality, not just because our regulators require it, but because we believe it improves patient care and patient health. We regularly document and measure care – using process documentation and quality metrics in all departments. We have augmented the quality measures we use for the ambulance service because we believe that these measures are indicators of how we treat the patients and how successful we are in treating them. As we move more into the world of being reimbursed for value and quality, we must have, as part of our culture and operations, a focus on measuring how we perform, documenting those measures, and reporting those measures – in all aspects of the health care that is provided. The measures must be those that are commonly accepted as having impact on performance and that are applicable to TVHC (i.e., we would not measure statistics for services that we, as a small hospital, do not perform).

For us, this type of documentation is already required to:

- Maintain our Critical Access Hospital designation with Centers for Medicare and Medicaid Services (CMS, the Medicare administrator);
- Establish and then maintain our Level IV Trauma designation with the State;
- Follow the requirements for enrollment with payers like Blue Cross, Regence (Blue Shield), etc.;
- Meet CMS quality and reporting requirements; and,
- In general, to meet our licensure and reporting requirements with State, Federal, and private entities with which we contract.

The business of healthcare is highly regulated, and will become more regulated.

However, as a community hospital we also believe in transparency. We have and continue to publish our key metrics to ensure that patients can make informed choices in selecting their health care providers. We championed reporting response time goals for the ambulance service, since we believe the taxpayers who pay for the service need to understand how their money is being spent. We believe that how many ambulances we have, how many calls we respond to, and how many training sessions we attend are only measures of what we do – they are not quality measures. Quality measures measure performance against a goal, and there must be a correlation between performance on the quality measure and success/performance on the job. The community needs to know the quality they are getting for their money and for their patronage. We are a service to the community and must earn their trust by documenting

our performance and helping them understand how to evaluate healthcare providers. Our mission is to promote healthcare in the community.

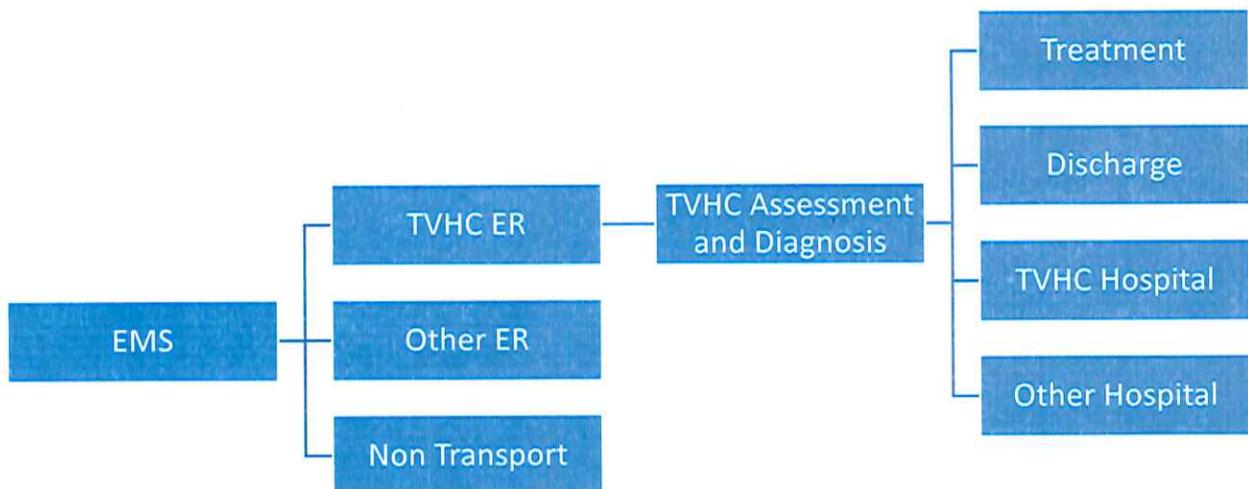
So for today and the future, the Teton Valley Hospital Board of Directors feels that it is important for TVHC to be the contract holder for Teton County Ambulance Service District because:

- It will provide better patient care
  - Patient care is a continuum, from care in the home, to transport, to hospital. The best patient care requires a single team, with one set of processes, metrics, management, and policies. Here in Teton County we are fortunate that an entity can support this – TVHC;
  - Even though the operation of the ambulance service is not a money maker for TVHC, we believe that it is just as important to community health as our operation of the Emergency Room (and we wouldn't recommend contracting with another entity to run the ER);
  - Evidence shows that one of the largest sources of risk in patient care is in the transition of care from one team to another. By integrating our EMT's into the hospital team we lessen the issues of transition. We also ensure that the EMT's are trained and practice in hospital procedures; work day-to-day with clinical staff; know where all of the supplies are; and, get the necessary training that ambulance runs, given the low number of runs we have in the Valley, cannot provide;
  - It allows earliest involvement of highest level primary provider to improve outcomes
  - It will activate the highest trained TEAM for the best care of the critical patient;
  - It allows for implementation of enhanced care in the field via telemedicine; and,
  - It allows the EMS employees as team members to participate in the management of patients with chronic diseases who are in a Patient-Centered Medical Home Model and are "capitated" resulting in improved efficiency of care and avoidance of excess expenses.
- It will better help to ensure the viability of the hospital
  - TVHC is going to be measured and receive hospital reimbursement partially based on the care provided by EMT's, whether we run the program or not. If the right measures and performance against those measures is not sufficient, the hospital will lose reimbursement.
  - TVHC is the "owner" of Idaho State Level IV Trauma Center title which will lead to increased reimbursement (currently in application process).

- TVHC already does and understands billing and collections and, therefore generates more revenue from payer sources to save taxpayer dollars
- It is a more efficient use of staff
  - It allows more efficiency by training and having “multi-use” employees.
  - EMT’s will need to become multi-use medical staff (like our community paramedic program pilot) and work more closely with clinic and hospital based staff. We would rather that the multi-use includes medical functions, not fire functions, since medical multi use will be better for our patients.
  - It allows more efficiency and better team performance by allowing team trained emergency and EMS personnel to extend their roles for critical emergency patients such as EMT to Trauma Team or Cardiac Arrest Team.

These are the reasons why the Teton Valley Hospital Board of Directors feels strongly that the community will be best served and receive the highest quality for their taxpayer dollars by keeping management of ambulance and emergency medical services under the contractual control of Teton Valley Hospital. Through our “Team of Teams” model, our ability to cross train between teams, and development of our Patient-Centered Medical Home Model, Teton Valley Hospital will have the best opportunity to provide the citizens of Teton Valley with an outstanding healthcare system. Thank you for your time, effort and representation of the citizens of Teton County.

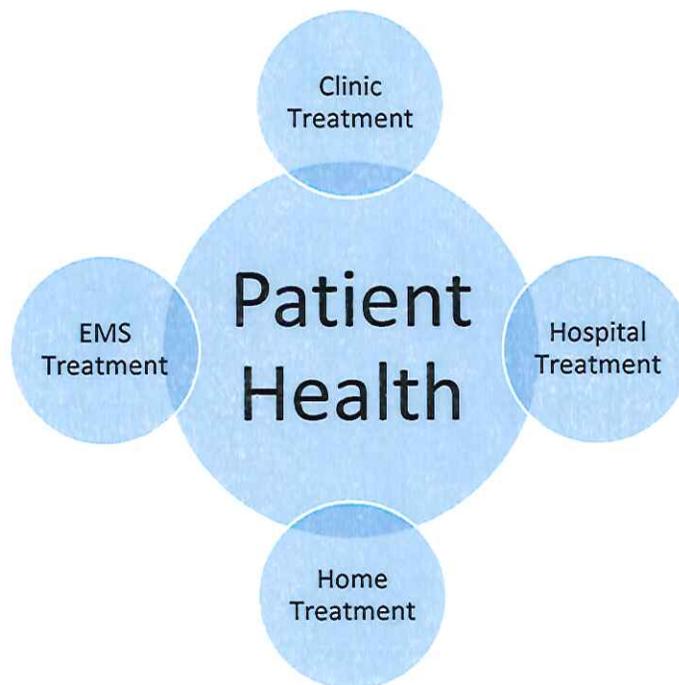
## PATIENT ENCOUNTER TODAY



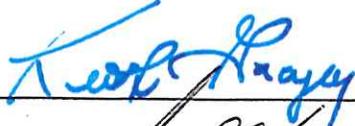
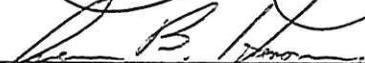
- **Linear Process**

- Payments based on actions taken (e.g., volume of miles transported, number and type of tests given, number of days as inpatient)
- Few inter-related metrics (e.g., hospital readmissions)
- Response not intervention and prevention
- Acute care

## PATIENT ENCOUNTER TOMORROW



- Continuous cycle
- Payments based on results, adherence to clinical standards of care
- All inter-related metrics since payments based on health and prevention (i.e., every contact should improve health and reduce ambulance transports, admissions, and acute episodes)
- Intervention and prevention, response as last resort
- Preventative and wellness care

Bob Benedict, Chairman	
Steven Dietrich, Chairman Emeritus	
Keith Gnagey, Vice Chair	
Nathan Levanger, D.O. Chief of Staff	
Aaron Hansen, Treasurer	
Gil Hundley, Secretary	
Dr. Bob Whipple, Board Director	



**TETON VALLEY  
HEALTH CARE**

*Your Healthcare — Elevated*

120 East Howard Avenue, Driggs, Idaho 83422  
208-354-2383 www.tvhcare.org

December 14, 2015

Teton County Board of Commissioners  
150 Courthouse Drive  
Driggs, ID 83422

RE: Lease Report to Lessor: 2015 Calendar and Teton Valley Health Care, Inc. Fiscal Quarter 4

Teton County Commissioners,

Pursuant to the Hospital Lease Agreement and associated Liquid Asset Transfer Agreement (LATA), as commenced January 1, 2013 between Teton County, Idaho and Teton Valley Health Care, Inc. (TVHC) enclosed please find the following documents and updates:

**Article 4 / Operation and Use of Hospital**

**4.1) Reports to Lessor:**

- Balance Sheet as of 09/30/2015 as compared to same period prior year
- Cash Flow Statement as of 9/30/2015
- Income Statement for Calendar Quarter 3, Fiscal Year Quarter 4 as compared to same period prior year

**Article 4.18 / Incurrence of Indebtedness**

No indebtedness as defined by the Lease has occurred in this quarter.

**Liquid Asset Transfer Agreement**

**Schedule 2 / Payment 1**

The hospital audit field work has been completed and the audited financial statements will be received in January. The payment will be determined after the audit is finalized.

RE: 2015 Calendar Q3 – Teton Valley Hospital Fiscal Quarter 4: Lease / Report to Lessor, continued

**Fiscal Year Financial Performance:**

The hospital experienced positive Operating Income and was ahead of budget for the fiscal year ended September 2015. Operating Income was \$149,252 compared to a breakeven budget.

**Statement of Revenues & Expenses Comments:**

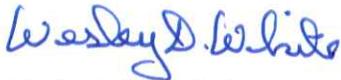
Gross Patient Revenue was \$322,271 less for the quarter in 2015 than in 2014. Calendar Quarter 3 in 2014 had exceptionally high revenue as a result of the revenue generated in July 2014.

**Balance Sheet Comments:**

Total Assets decreased \$79,154 or 0.7% during the fiscal year ended September 2015. Not a significant change during the fiscal year.

We sincerely appreciate the opportunity to deliver quality health care to the community and visitors of Teton County, Idaho. Please direct inquiries to me at (208) 354-6340 or via email [wwhite@tvhcare.org](mailto:wwhite@tvhcare.org).

Sincerely,



Wesley White, CHFP

V.P. Finance and Administration

**TETON VALLEY HEALTH CARE, INC.**  
**COMPARATIVE BALANCE SHEET**  
**CALENDAR 2015 QTR 3**

ASSETS	Sept 2015	Sept 2014	Variance
<b>Current Assets</b>			
Cash & Cash Equivalents	\$ 2,829,524	\$ 3,855,721	(1,026,197)
Restricted Cash	935,430	879,114	56,316
ST Investments 1 Yr TCD	1,174,780	168,622	1,006,158
<b>Receivables</b>			
Patient Receivables, Net of Estimated Reserves	2,339,571	2,242,369	97,202
Estimated Third-Party Payor Settlements	0	47,000	(47,000)
Other Receivable/Unrestricted Tax Levy	79,578	18,285	61,293
Capital Tax Levy	6,025	17,494	(11,469)
Supplies Inventory	764,527	848,545	(84,018)
Prepaid Expenses	112,253	84,563	27,690
<b>Total Current Assets</b>	<b>8,241,688</b>	<b>8,161,713</b>	<b>79,975</b>
<b>Noncurrent Assets</b>			
Capital Contribution	0	0	-
Deferred Financing Costs	0	0	-
Net pension benefit	0	0	-
Capital Assets, Net	2,496,427	2,484,807	11,620
LT Investment 2- 5 Yr TCD's	365,431	536,180	(170,749)
<b>Total Noncurrent Assets</b>	<b>2,861,858</b>	<b>3,020,987</b>	<b>(159,129)</b>
<b>Total Assets</b>	<b>\$ 11,103,546</b>	<b>\$ 11,182,700</b>	<b>(79,154)</b>
<b>LIABILITIES AND NET ASSETS</b>			
<b>Current Liabilities</b>			
Accounts Payable & Accrued Expenses	\$ 486,294	\$ 412,222	74,072
Accrued Salaries & Benefits	907,828	1,221,894	(314,066)
Accrued Interest Payable	76	111	(35)
Estimated Third-Party Payor Settlements	175,000	327,000	(152,000)
Deferred Tax Levy Revenue	0	0	-
Current Maturities Bond	0	0	-
Current Maturities of Capital Lease Obligations	12,804	12,373	431
<b>Total current Liabilities</b>	<b>1,582,002</b>	<b>1,973,600</b>	<b>(391,598)</b>
<b>Noncurrent Liabilities</b>			
Note Payable	401,162	571,855	(170,693)
Long-term Debt Less Current Maturities.	0	0	-
Capital Lease Obligations Less Current Maturities	13,250	26,054	(12,804)
Net Pension Obligation	0	0	-
<b>Total Noncurrent Liabilities</b>	<b>414,412</b>	<b>597,909</b>	<b>(183,497)</b>
<b>Net assets</b>			
Invested in capital assets, net of related debt	1,719,020	1,623,778	95,242
Restricted for capital acquisition	0	0	-
Unrestricted	941,455	896,608	44,847
<b>Total Net Assets</b>	<b>6,446,657</b>	<b>6,090,805</b>	<b>355,852</b>
	<b>9,107,132</b>	<b>8,611,191</b>	<b>495,941</b>
			-
<b>Total Liabilities and Net Assets</b>	<b>\$ 11,103,546</b>	<b>\$ 11,182,700</b>	<b>(79,154)</b>
Current Ratio:	5.2	4.1	

**TETON VALLEY HEALTH CARE, INC.**  
**Statement of Cash Flows**  
**CALENDAR 2015 QTR 3**  
**September 30, 2014 to September 30, 2015**

		Fiscal YTD
1	<b>Change in Net Assets</b>	495,941
2		
3	<b>Cash flows from Operating Activities:</b>	
4	<b>Add (deduct) to reconcile net income to net cash flow:</b>	
5	Depreciation & Amortization	560,808
6	Changes in Accounts Receivable	\$ (111,495)
7	Changes in Capital Levy Receivable	11,469
8	Changes in Inventory	84,018
9	Changes in Prepaid Expenses	(27,690)
10	Changes in Accounts Payable & Accrued Expenses	74,072
11	Changes in Accrued Salaries & Benefits	(314,066)
12	Changes in Interest Payable	(35)
13	Changes in Third-Party Payor Liability	(152,000)
14	Changes in Deferred Tax Levy	-
15	Changes in net pension	-
16	Changes in Current Debt	431
17	<b>Net cash inflow from Operating Activities</b>	<b>125,512</b>
18		
19	<b>Cash flow from Capital &amp; Investing Activities:</b>	
20	Capital Expenditures	(572,428)
21	Change in Capital Contributions from Foundation	-
22	Change in Investments (short & long term)	170,749
23	Deferred financing costs	-
24	<b>Net cash outflow from Investing Activities</b>	<b>(401,679)</b>
25		
26	<b>Cash flow from Financing Activities</b>	
27	Principal paid on Note Payable	(170,693)
28	Capital lease obligations paid	(12,804)
29	Net Pension Obligation	0
30	<b>Net cash outflow from Financing Activities</b>	<b>(183,497)</b>
31		
32	<b>Net Increase (decrease) in cash during period</b>	<b>36,277</b>
33		
34	Cash Balance start of period (unrestricted and restricted) 09/30/2014	4,903,457
35	Cash Balance end of period (unrestricted and restricted) 09/30/2015	4,939,734
36		
37	<b>Net Increase (decrease) in cash during period</b>	<b>36,277</b>

**TETON VALLEY HEALTH CARE, INC.**  
**STATEMENT OF REVENUES & EXPENSES**  
**CALENDAR QUARTER 3**  
**FISCAL YEAR 2015**

	Q3 2015 Actual	Q3 2014 Actual	Q3 Variance
<b>1 Patient Revenue:</b>			
2 Clinic Revenue	994,767	1,033,396	(38,629)
3 In-Patient Revenue	587,822	1,202,342	(614,520)
4 Out-Patient Revenue	3,450,807	3,119,929	330,878
<b>5 Gross Patient Revenue</b>	<b>5,033,396</b>	<b>5,355,667</b>	<b>(322,271)</b>
<b>6 Deductions from Revenue:</b>			
7 Contractual Allowances	1,235,940	1,161,141	(74,799)
8 Charity Care	55,586	5,827	(49,759)
9 Bad Debt	219,211	269,258	50,047
<b>10 Total Deductions from Revenue</b>	<b>1,510,737</b>	<b>1,436,226</b>	<b>(74,511)</b>
<b>11 Net Patient Revenue</b>	<b>3,522,659</b>	<b>3,919,441</b>	<b>(396,782)</b>
<b>13 Other Revenue</b>			
14 Other Revenue	1,331	14,699	(13,368)
15 Day care Revenue	0	0	0
16 Teton County Ambulance District contract	124,248	112,599	11,649
<b>17 Other Revenue</b>	<b>125,579</b>	<b>127,298</b>	<b>(1,719)</b>
<b>18 Total Net Revenue</b>	<b>3,648,238</b>	<b>4,046,739</b>	<b>(398,501)</b>
<b>21 Operating Expenses</b>			
22 Salaries	2,131,208	2,164,711	33,503
23 Benefits	126,154	258,952	132,798
24 Supplies/Minor Equipment	547,979	476,627	(71,352)
25 Contracted Services	465,897	376,099	(89,798)
26 Physician Services	128,194	124,238	(3,956)
27 Utilities & Telephone	39,244	45,542	6,298
28 Maintenance & Repairs	65,285	74,568	9,283
29 Insurance	18,654	24,351	5,697
30 Depreciation & Amortization	138,898	141,542	2,644
31 Other Expense	190,013	261,889	71,876
<b>32 Total Expenses</b>	<b>3,851,526</b>	<b>3,948,519</b>	<b>96,993</b>
<b>34 Operating Income</b>	<b>(203,288)</b>	<b>98,220</b>	<b>(301,508)</b>
<b>36 Non Operating Revenue &amp; Expense</b>			
37 Interest income	7,711	6,206	1,505
38 Interest Expense	(3,266)	(4,544)	1,278
39 Grants/Noncapital Contributions from TVHF	23,877	5,513	18,364
40 Grants/Noncapital Contribution to TVHC	4,904	28,893	(23,989)
41 Teton County Tax Levy	(33)	872	(905)
42 License HH	0	0	0
43 Gain (loss) disposal of capital assets	0	0	0
<b>44 Total Non Operating Income</b>	<b>33,193</b>	<b>36,940</b>	<b>(3,747)</b>
<b>46 Excess of Revenue over Expenses</b>	<b>(170,095)</b>	<b>135,160</b>	<b>(305,255)</b>
47 Grants/Capital Grants from TVHF	130,000	135,599	(5,599)
49 Grants/Capital Contributions to TVHC	8,696	(605)	9,301
<b>51 Change in net assets</b>	<b>(31,399)</b>	<b>270,154</b>	<b>(301,553)</b>
52			
53 Excess Revenue over Expense Margin	-4.7%	3.3%	
54 Change in Net Asset Margin	-0.9%	6.7%	

# Board of Teton County Commissioners

## MINUTES: November 23, 2015

Commissioners' Meeting Room, 150 Courthouse Drive, Driggs, Idaho

**9:00 Meeting Called to Order** – Bill Leak, Chair (*Amendments to Agenda*)

Planning and Building – Jason Boal

1. Land Use Code Revision Process
2. Review of Recreation Planner Position
3. Weed Supervisor/Natural Resource Specialist

**9:30 Open Mic**

*(if no speakers, go to next agenda items)*

### DEPARTMENT BUSINESS

**9:45 TVBDC/TVCC Management** – Kristi Baughman

1. Agreement: Economic Development Plan Support

Public Works – Darryl Johnson

1. Solid Waste – Saul Varela, Supervisor
  - a. Thanksgiving weekend hours of operation
  - b. Landfill Cap Update
  - c. Waste and Recycle Collection Contract
  - d. Solid Waste Fee
2. Road & Bridge – Clay Smith, Supervisor
  - a. Road & Bridge Update
3. Engineering
  - a. LHRIP Grant Application
  - b. Review Snowplowing Policy
  - c. Scenic Parkway
4. Facilities – Equipment Auction

Clerk – Mary Lou Hansen

1. Final Review and Approval of New and Updated Policies
2. Commissioner District Boundaries
3. Reconsideration of County Dental Insurance
4. Final Agenda for Dec. 3 Employee Meeting
5. Annual Juvenile Justice Financial Report
6. Annual Vessel Fund Report

**1:00 Southeast Idaho Council of Governments** – David Doran

**ADMINISTRATIVE BUSINESS** (*will be dealt with as time permits*)

1. Approve Available Minutes
2. Other Business
  - a. Solid Waste System Town Hall Meeting
  - b. Beer and Wine Licenses
  - c. Motorized vs. Non-motorized Pathways
  - d. Priorities Check Up
3. Committee Reports
4. Claims
5. Executive Session for Personnel Matters per IC74-206(1)(a) & (b)

ADJOURN

**COMMISSIONERS PRESENT:** Cindy Riegel, Kelly Park, Bill Leake

**OTHER ELECTED OFFICIALS PRESENT:** Prosecutor Kathy Spitzer, Clerk Mary Lou Hansen

Chairman Leake called the meeting to order at 9:00 am and led the Pledge of Allegiance.

## **PLANNING & BUILDING**

**LAND USE CODE PROCESS.** Planning Administrator Jason Boal said the Planning & Zoning Commission began their review of the proposed zoning map this month. They also discussed the third party review provided by the University of Idaho and made a list of comments and suggestions, which Mr. Boal said the U of I is eager to incorporate into their final document. Commissioner Riegel said she attended the PZC meeting and learned that most of the PZC Commissioners felt the U of I study as presented was not very useful; she did not know it was a draft document. She also learned the PZC did not expect to have a public review draft document available until April, 2016. Commissioner Riegel said the code revision process has been quite slow and asked if anything could be improved. Chairman Leake said he has reviewed the U of I document and found it lacking.

Mr. Boal said the April date did not surprise him since the PZC wants to be totally comfortable with the code before releasing it for public review. He said the U of I would provide a final version of their review document prior to the January PZC meetings. Mr. Boal stressed that the PZC was working diligently to create a code that will meet the goals and policies of the Comprehensive Plan and be accepted by the community. He recommends that the Board let the PZC follow their process. If the Board isn't satisfied with the progress currently being made by the staff and PZC, Mr. Boal asked the Board to provide clear direction about what to do differently.

The Board discussed Mr. Boal's 11-13-15 Revision Process flow chart (Attachment #1), in particular, "Additional review decision" listed as item #3 in the "cloud." Commissioner Riegel said the Board had previously made it very clear that they need a third party review to help them decide whether they are comfortable releasing the public review draft document. She believes the U of I review is inadequate because it simply pointed out where in the code the various policies were identified, but did not state whether the policies were adequately or accurately addressed. Commissioner Riegel thinks a third party review by a professional planner with a non-local perspective is needed. The review should focus on big picture policies and whether the ordinances being proposed meet industry standards and will achieve the goals and policies set forth in the Comp Plan. Mr. Boal said an outside consultant would not have a clear understanding of the Comp Plan goals and policies and that the 9-member PZC, planning staff and 3-member Board understand both the goals and the community. He believes the problem with outside consultants is that they may conclude the code meets all standards, but will not be able to judge whether it's acceptable to the local community. Commissioner Park said the Board should trust their planning staff and give them time to work through the process. It was agreed to hold a Dec. 7 work meeting to continue discussing the land use code process and other planning-related items.

**WEED SUPERVISOR/NATURAL RESOURCE SPECIALIST.** Mr. Boal said the position has been filled. Amanda Williams will begin work December 1.

**RECREATIONAL PLANNER.** Mr. Boal recommended that the position be filled if implementation of the Recreation & Public Access Plan is a Board priority. Commissioners Park and Riegel said they were ready to fill the part time position. However, Commissioner Riegel wants the Board to identify specific project priorities before beginning the hiring process. This topic will be discussed further on Dec. 7.

## **OPEN MIC**

Lori Spoelhof described the industrial "creep" occurring near her home and in other rural areas and asked the Board for better enforcement of existing ordinances and adoption of future ordinances that would give landowners predictability and protect property values.

Alice Stevenson agreed that the new code must do a better job of addressing nonconforming uses, but said existing ordinances already restrict "grandfathered" uses and should be enforced.

Shawn Hill, Executive Director for Valley Advocates of Responsible Development, agreed that the industrial/commercial creep along Highway 33 and elsewhere in the county must be dealt with in the new code. He urged the county to follow a transparent and thorough selection process for any future consultants.

Dave Hudasko of RAD Curbside said some of their equipment was temporarily located on property referenced by Mrs. Spoelhof but has since been moved to their new location. He said RAD has doubled the number of their recycling customers and is working to resolve several start-up challenges.

## MANAGEMENT AGREEMENT

Kristi Baughman (Teton Valley Chamber of Commerce, TVCC) and Fletcher White (Teton Valley Business Development Center, TVBDC) said their respective Boards have developed a proposed Management Agreement for implementation of the Tourism component of the Teton County Economic Development plan (Attachment #2). They envision receiving a lump sum payment of \$10,000 from the county for implementation of the tourism component and will provide quarterly activity reports. Mr. White said TVBDC and TVCC are now co-located within the Geotourism Center. Legal consultations are underway regarding how the three different entities might be combined in order to focus their efforts through a single website, marketing plan and activities.

## PUBLIC WORKS

Public Works Director Darryl Johnson reviewed his bi-monthly update (Attachment #3).

**SOLID WASTE.** The transfer station will be closed on Thanksgiving Day. The lysimeter test pad will be constructed in the spring, per request of DEQ. All other work on the landfill cap is complete. The Board discussed the proposal for calculation and payment of the Franchise Fee required per the Waste & Recyclable Collection and Hauling contract.

● **MOTION.** Commissioner Park made a motion to approve *quarterly* Franchise Fee payments based on a \$10 per ton fee for all *landfill bound waste* delivered to the transfer station from non-incorporated customers as determined by RAD using the process outlined in this Public Works Report (Attachment #3). Motion seconded by Commissioner Riegel and carried unanimously.

**SOLID WASTE PUBLIC FORUM.** The Board discussed the format and agenda for the Dec. 2 public meeting. They agreed the meeting should be informational and that folks must understand that this year's fees can only be canceled due to a county mistake. Chairman Leake will start the meeting with a brief history of the county's solid waste fee and explanation of changes implemented this year. The public will be asked to provide examples of problems with this year's fees and suggestions for how to re-structure the fee next year. The Board will decide whether to waive county fees for parcel consolidation and/or boundary adjustments during a future meeting.

**ENGINEERING.** After the Board's Nov. 9 meeting, Mr. Johnson learned that the county cannot submit two LHRIP grant applications (one for improvements to Val View Road and another for a new transportation plan). Therefore, he is completing an application for a \$100,000 construction grant to fund a triple shot asphalt chip wearing surface on Val View Road.

Mr. Johnson said he has received a request from a landowner wanting the county to plow 10,000S and would like to have objective, logical guidelines for responding to such requests. He said the county currently plows about 265 miles of road with 9 personnel and cannot expand the road mileage without additional resources. The Board reviewed the county's current Snowplowing Policy along with memos and Snowplow Criteria written by the county engineer in 2009 (Attachment #4). Prosecutor Spitzer said the county should adopt clear, objective guidelines and apply them uniformly to all roads. The Board asked Mr. Johnson to use the 2009 draft criteria to rank all roads currently being plowed. That information will be reviewed in January and will help the Board determine whether the draft criteria should be modified before being adopted. They agreed that any changes to current snowplow routes should be finalized by August 2016.

Mr. Johnson has mailed letters to residents and agencies potentially impacted by the proposed Packsaddle Scenic Parkway road. He was asked to also solicit comments from property owners along W4000. He plans to compile their responses and comments for review by the Board in December.

The meeting recessed for lunch at 12:18 pm and resumed at 1:00 pm.

### SOUTHEAST IDAHO COUNCIL OF GOVERNMENTS

David Doran of the Southeast Idaho Council of Governments said he was asked to discuss public transportation with county leaders in order to create awareness, support and usage of those systems. He said there is a lot in the works in Teton County, including a proposal to build a facility to house buses. Mr. Doran said transportation is funded by city, county and federal governments, along with user fees, and thanked the Board for their support.

### ADMINISTRATIVE

● **MOTION.** Commissioner Park made a motion to approve the minutes of November 9, 2015. Motion seconded by Commissioner Riegel and carried.

● **MOTION.** Commissioner Park made a motion to approve the minutes of November 11, 2015. Motion seconded by Commissioner Riegel and carried.

● **MOTION.** Commissioner Park made a motion to approve a beer and wine license for the Teton Valley Foundation’s 10<sup>th</sup> Annual Spaghetti Feast and a liquor license for Natural Retreats LLC in Teton Springs. Motion seconded by Commissioner Riegel and carried unanimously

**COMMITTEE REPORTS.** Commissioner Riegel attended a Teton Area Advisory Forum meeting. TAAF has recently worked on projects for the Forest Service relating to fuel reduction and trails in the southern valley. TAAF would like to facilitate a future meeting between Teton Counties Idaho and Wyoming to discuss housing and transportation issues. Commission Riegel will develop a draft agenda prior to identifying a January/February meeting date.

**COMMISSIONER PRIORITIES.** The Board reviewed their September 21 priority list. Executive Assistant Holly Wolgamott said the county’s Facebook page will be ready shortly. She will update the form for property owners wishing to claim an agricultural exemption for less than 5 acres and will follow up with the Facilities Maintenance Supervisor regarding the Centennial Eagle project. Commissioner Park asked that “Investigation of future shared landfill site” be added to the list, pursuant to a request made by the Madison County commissioners.

### EXECUTIVE SESSION

● **MOTION.** At 1:30 pm Chairman Leake made a motion for Executive Session to discuss personnel matters pursuant to IC 74-206(1)(a) and (b). Motion seconded by Commissioner Park and a roll call vote showed all in favor. (The Executive Session ended at 2:39 pm.)

### CLAIMS

● **MOTION.** Commissioner Riegel made a motion to approve the following claims as presented, with the exception of the Sheriff’s \$55.25 Broulim’s claim. Motion seconded by Commissioner Park and carried unanimously. Chairman Leake will discuss the Broulim’s claim with the Sheriff.

General .....	\$59,794.13
Road & Bridge .....	36,375.33
Court & Probation .....	3,392.90
Court-Bonds .....	6,498.50
Election – State .....	630.00
Revaluation.....	10,660.00
Solid Waste .....	278,962.42
Road Levy .....	8,152.32

E911 .....	3,777.46
Ambulance.....	119.98
Waterways/Vessel .....	320.00
Fairgrounds & Fair .....	1,083.14
TOTAL.....	\$406,766.18

**CLERK**

The Board reviewed Clerk Hansen’s Nov. 18 memo and finalized the agenda for the Dec. 2 employee meeting (Attachment #5).

- **MOTION.** Commissioner Riegel made a motion to void the November 9 decision regarding dental insurance and approve the LifeMap proposal for 2016 dental insurance.
- **MOTION.** Chairman Leake made a motion to approve the new and updated policies as presented, with minor changes as discussed. Motion seconded by Commissioner Park and carried unanimously. (Attachment #6)
- **MOTION.** Commissioner Riegel made a motion to approve the county’s FY 2015 Vessel Fund report and request carryover of surplus funds for future upgrades to the boat ramps. Motion seconded by Commissioner Park and carried unanimously. (Attachment #7)
- **MOTION.** Chairman Leake made a motion to approve the FY 2015 Juvenile Justice Financial Report. Motion seconded by Commissioner Riegel and carried unanimously. (Attachment #8)

**COMMISSIONER DISTRICT BOUNDARIES.** Idaho Code 31-704 requires the Board to establish three commissioner districts during January 2016. The Board reviewed the minutes and maps from the Board’s 2014 re-districting process. Commissioner Park said the current alignment should be revised because it would not be fair to have three commissioners from Victor, which could occur with the current boundaries. He recommends having a commissioner from northern Teton County, central Teton County and southern Teton County. GIS Manager Rob Marin said having horizontal district boundaries would require splitting the City of Driggs and may put Commissioners Park and Leake into the same district. Commissioner Riegel said the current boundaries result in two urban districts and one rural district, which seems like a logical approach. Chairman Leake said the Board should decide whether they preferred districts representing a north-middle-south split, or an urban/rural split. The Board agreed to discuss their philosophical preferences again on December 14 before asking Mr. Marin to create new options.

**MOTION.** At 4:56 pm Commissioner Park made a motion to adjourn. Motion seconded by Commissioner Riegel and carried.

\_\_\_\_\_  
 Bill Leake, Commissioner

ATTEST \_\_\_\_\_

\_\_\_\_\_  
 Mary Lou Hansen, Clerk

- Attachments: #1 Land Use Development Code Revision Process, 11-13-2015  
 #2 Management Agreement between TVBDC and TVCC  
 #3 Public Works update  
 #4 Snowplowing policy and information  
 #5 Clerk memo  
 #6 New and updated policies  
 #7 Annual Vessel Fund report for FY 2015  
 #8 Annual Juvenile Justice Financial Report for FY 2015

# Teton County Commissioners Work Session

## Minutes: December 7, 2015

*Commissioners' Meeting Room, 150 Courthouse Drive, Driggs, Idaho*

---

### AGENDA

1. New Planning and Zoning Code Process
  2. Project Priorities for New Recreation Planner
  3. Enforcement of County Codes
  4. Temporary Fee Waiver for Parcel Consolidation/Boundary Adjustments
  5. Non-Buildable Parcel Clarification
- 

**COMMISSIONERS PRESENT:** Kelly Park, Bill Leake, Cindy Riegel

**OTHER STAFF AND COMMUNITY REPRESENTATIVES PRESENT:** Jason Boal, Planning and Building Director; Kathy Spitzer, County Prosecutor; Holly Wolgamott, County Executive Assistant; Shawn Hill, VARD Executive Director; Cleve Booker, Vice Chair Planning and Zoning Commission

Chairman Leake called the meeting to order at 9:07 am.

1. New Planning and Zoning Code Process- (this conversation focused on the Supporting Documents found on the [tetonvalleycode.org](http://tetonvalleycode.org) website)

Jason Boal began the meeting by reviewing the Stakeholder Meeting notes from November 2012. The meeting occurred prior to his employment with the County and was conducted by Code Studio who was contracted to create the Draft Code for Teton County. He explained that the meeting notes from November 2012 help provide a solid background of where the work began. Commissioner Riegel asked what the more emotional conclusions from stakeholders were from that meeting. Mr. Boal explained that he was not prepared to comment on that specifically but that the importance of the meeting was in providing the different perspectives of the stakeholders. Commissioner Riegel felt like they should look at issues that could come up with key stakeholders in the future. Mr. Boal felt that those issues could be addressed once they have a public review document of the Draft Code to present. He also noted that the stakeholders identified in this document will be contacted and invited to participate in the public review of the draft code.

Mr. Boal then discussed the original process for the Land Use Code Revisions (Process for Land Use Code revision document 3-20-14) and the present status of that process. Mr. Boal stated that the original timeline was not met. The biggest change to the plan was that the draft Zoning Map is now being worked on in unison with the Draft Code.

The Planning and Zoning Commission (PZC) reviewed the action items found in the Comprehensive Plan, which created the Findings Report in April of 2014. Mr. Boal explained that PZC members agreed on the new approaches for large lot splits, the scenic corridor, and open space.

Commissioner Riegel asked if this process was what Mr. Boal had envisioned. Mr. Boal replied that indeed it was. He stated that he attempted to work with Code Studio to develop the process for developing the Draft Code. Code Studio provided the steps. Unfortunately that scope of work evolved through 2014-2015 with Code Studio failing to follow through with the scope of work. The overall practice of PZC and staff reviewing concepts and the code and providing feedback to Code Studio was the original process.

Commissioner Riegel commented that the first Code Studio product had to be re-done. Mr. Boal indicated that it was not re-written rather it was refined. Planning and Zoning Commissioner Cleve Booker wished that the process with Code Studio would have moved along more quickly. He felt Code Studio set them back about a year in the process. Commissioner Riegel stated that regardless of whether or not it is exactly as they had hoped it would be, they have to be transparent to the public with short comings.

Chairman Leake questioned if there is a disconnect between the Comprehensive Plan and the Draft Code today and if they should go through and identify differences as well as strategies for the Draft Code. Planning and

Zoning Commissioner Booker stated that they had already done that. Mr. Boal explained the University of Idaho study provides a map of where the Comprehensive Plan goals/policies are found in the new code, and staff is working to further explain how those goals and policies are being met in the new code.

Mr. Boal felt that once they have a public revision Draft Code they can more clearly explain the strategies. He felt that the problem has been that the focus has been too heavily weighted on the process and not on the outcome (the code). The goal is to review the Comp Plan goals/policies and the action items that need to be addressed as the PZC works through the final review.

Chairman Leake felt that the strategies used to implement the key goals and policies from the Comprehensive Plan into the new code should be defined and provided to the public. Mr. Boal explained that he is in the process of creating that exact document. Shawn Hill stated that he became frustrated in the process because there was not a clear strategy from the beginning and there still does not seem to be one. Chairman Leake felt that a document explaining how key principles from the Comprehensive Plan are being addressed in the Draft Code is needed. Commissioner Riegel stated she would also like to have the strategies the planning staff and PZC members are using identified in the document as well. This document needs to show how the new Draft Code is following these strategies. Mr. Boal agreed to provide this by late January or early February.

Planning and Zoning Commissioner Booker stated that though he recognized why the Board of County Commissioners were asking for this to be done, he would keep moving forward. He said that the identified strategies would not change the way he is moving through the code process.

## **2. Project Priorities for New Recreation Planner**

Mr. Boal presented a list of short term goals and possible projects for the proposed Recreation Planner position. He mentioned that one of the short term goals for the position is to complete an Economic Impact Study which would be key in moving recreation forward in Teton County. Commissioner Riegel questioned if the person hired would be able to complete a study of that magnitude. She stated that the inventory and analysis of recreation options in the county would be feasible for the position. Chairman Leake felt that the Chamber of Commerce could possibly house the position because businesses would benefit from it. Mr. Boal felt that there is a substantial benefit to keep the position within the County. Commissioner Park felt that keeping the position within the County is the way to go as it will centralize everything in one place and other organizations can then contribute their part. The proposed website could be created for all recreation opportunities in Teton County. The group felt as though the website could be hired out and the Recreation Planner would be responsible for managing the site after it is created.

Commissioner Riegel stated that the person who fills the role needs to be a strong grant writer as there are plenty of grant funded opportunities for recreation. Chairman Leake questioned how the role of the newly appointed Facilities Manager could contribute to the facilities portion of recreation planning. The commissioners agreed to discuss this with Darryl Johnson, Public Works Director, at the next BoCC meeting.

Commissioner Park felt that we should hire the position as soon as possible so the person could be on board before upcoming recreation opportunities this spring and summer begin. Mr. Boal offered to modify the job description to focus on recreation inventory, grant writing, and website management. He also indicated that he would have a salary recommendation and hours per week at the next BoCC meeting.

## **3. Enforcement of County Codes**

Chairman Leake explained that he has received nuisance complaints from people about certain properties in the County. Mr. Boal explained the process of dealing with these issues. Complaints are filled out in his office. A site visit is then completed to verify the complaint and whether or not it is something the County can enforce. Code enforcement meetings are regularly held to resolve issues. Mr. Boal described some of the open cases they are currently working on.

Mr. Boal indicated that if cities have enforcement questions or issues they can contact him or the County Prosecutor, Kathy Spitzer. Prosecutor Spitzer stated that if the County really wants to get into code enforcement that they need a full time person committed to that task. They currently only enforce those properties they receive

complaints on due to limits in staff time. Both Mr. Boal and Prosecutor Spitzer stated that they work with individuals as much as possible to get them into compliance before resorting to legal procedures.

Commissioner Riegel asked why staff had not asked for a full time code enforcement position before. Mr. Boal explained that it has been an issue of political will. He also explained that enforcement has been limited due to the current code, resources, and public opinion. Chairman Leake hoped the new code would help address these issues. Shawn Hill felt that rather than waiting for new code they should change existing code. Mr. Boal indicated that this was possible but did not feel that it was the best use of staff time since the new code will hopefully be completed soon.

Chairman Leake felt that they should not make decisions now but rather look at the language of the new code and see how it will address these issues in the future. In the meantime, if complaints come in, they should be directed to the Planning and Zoning department.

**4. Temporary Fee Waiver for Parcel Consolidation/Boundary Adjustments**

Fee waivers were discussed for parcel consolidation/boundary adjustments in order to reduce the amount paid for Solid Waste Fees for multiple parcel owners.

Mr. Boal indicated that he has received no Boundary Adjustment parcel consolidation requests. Commissioner Riegel felt that the code should be changed to clarify the revision process and also, there should be a decrease in fees when vacating lots in subdivision because it follows the Comprehensive Plan. Mr. Boal explained the new code does revise the process and that the fees are established on workload, noticing and stipends for volunteers. He also stated that if the fees are changed, the BoCC needs to be comfortable with having tax payers pay for the process.

Prosecutor Spitzer suggested a fee waiver for now until the code is changed for two or more parcels. All present agreed to put a temporary fee reduction for boundary adjustments and plat agreements for decreasing lots on the agenda for the next BoCC meeting on December 14, 2015.

**5. Non-Buildable Parcel Clarification**

Mr. Boal explained that part of the problem has arisen because of the way things have been done in the past. It used to be legal to deed portions of property to new owners and the new deed was considered buildable. People have bought properties and because it says on the deed that it is buildable, they assume that it is. Instead of going back and trying to correct every deed created, Planning and Zoning now holds all deeds created after June 14, 1999 to the current code. The Planning and Zoning staff have made significant efforts to increase public knowledge of building rights so that these issues do not continue to arise. Prosecutor Spitzer felt that when the County Assessor receives a new deed that she should find out if it is buildable or not. Mr. Boal indicated that his office is willing to help land owners determine building rights, but it would be nice if the Assessor's office utilized a building right determination process when assessing parcels.

Chairman Leake asked that an agenda item be placed on the December 14<sup>th</sup> BoCC agenda to schedule a work session on this issue with the County Assessor.

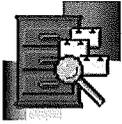
**1. ADJOURNMENT**

● **MOTION.** At 3:33 pm Commissioner Park made a motion to adjourn the meeting. Motion seconded by Commissioner Riegel and carried.

\_\_\_\_\_  
Bill Leake, Chairman

ATTEST: \_\_\_\_\_  
Mary Lou Hansen, Clerk

Attachments: None.



# Idaho Statutes

## TITLE 31 COUNTIES AND COUNTY LAW

### CHAPTER 7 BOARD OF COUNTY COMMISSIONERS

31-704. COMMISSIONERS' DISTRICTS. At the regular meeting in January, preceding any general election, the board of commissioners must district their county into three (3) districts, as nearly equal in population as may be, to be known as county commissioners' districts, numbers one (1), two (2) and three (3) respectively; provided, that when a new county shall have been created, or the boundary lines of a county shall have been changed, then the board of commissioners of such county may district their county at any general or special meeting of such board.

#### History:

[(31-704) R.S., sec. 1748; am. 1893, p. 3, sec. 1; reen. 1899, p. 164, sec. 1; am. R.C. & C.L., sec. 1907; C.S., sec. 3405; I.C.A., sec. 30-604; am. 1943, ch. 69, sec. 1, p. 147; am. 1972, ch. 132, sec. 1, p. 261.]

E911 .....	3,777.46
Ambulance .....	119.98
Waterways/Vessel.....	320.00
Fairgrounds & Fair .....	1,083.14
TOTAL .....	\$406,766.18

**CLERK**

The Board reviewed Clerk Hansen’s Nov. 18 memo and finalized the agenda for the Dec. 2 employee meeting (Attachment #5).

- **MOTION.** Commissioner Riegel made a motion to void the November 9 decision regarding dental insurance and approve the LifeMap proposal for 2016 dental insurance.
- **MOTION.** Chairman Leake made a motion to approve the new and updated policies as presented, with minor changes as discussed. Motion seconded by Commissioner Park and carried unanimously. (Attachment #6)
- **MOTION.** Commissioner Riegel made a motion to approve the county’s FY 2015 Vessel Fund report and request carryover of surplus funds for future upgrades to the boat ramps. Motion seconded by Commissioner Park and carried unanimously. (Attachment #7)
- **MOTION.** Chairman Leake made a motion to approve the FY 2015 Juvenile Justice Financial Report. Motion seconded by Commissioner Riegel and carried unanimously. (Attachment #8)

**COMMISSIONER DISTRICT BOUNDARIES.** Idaho Code 31-704 requires the Board to establish three commissioner districts during January 2016. The Board reviewed the minutes and maps from the Board’s 2014 re-districting process. Commissioner Park said the current alignment should be revised because it would not be fair to have three commissioners from Victor, which could occur with the current boundaries. He recommends having a commissioner from northern Teton County, central Teton County and southern Teton County. GIS Manager Rob Marin said having horizontal district boundaries would require splitting the City of Driggs and may put Commissioners Park and Leake into the same district. Commissioner Riegel said the current boundaries result in two urban districts and one rural district, which seems like a logical approach. Chairman Leake said the Board should decide whether they preferred districts representing a north-middle-south split, or an urban/rural split. The Board agreed to discuss their philosophical preferences again on December 14 before asking Mr. Marin to create new options.

**MOTION.** At 4:56 pm Commissioner Park made a motion to adjourn. Motion seconded by Commissioner Riegel and carried.

\_\_\_\_\_  
 Bill Leake, Commissioner

ATTEST \_\_\_\_\_

Mary Lou Hansen, Clerk

- Attachments: #1 Land Use Development Code Revision Process, 11-13-2015  
 #2 Management Agreement between TVBDC and TVCC  
 #3 Public Works update  
 #4 Snowplowing policy and information  
 #5 Clerk memo  
 #6 New and updated policies  
 #7 Annual Vessel Fund report for FY 2015  
 #8 Annual Juvenile Justice Financial Report for FY 2015