



Teton County Idaho - Commissioners Meeting Agenda
Monday, October 28, 2012
LOCATION: 150 Courthouse Drive, Driggs, ID 83422 (208-354-8775)

Individuals addressing the Board will approach the podium and state their name for the record.
If you have handouts, please provide the Clerk or staff with that document in advance.

***** PLEASE SILENCE ALL CELL PHONES *****

9:00 AM **Meeting Called to Order** – Chairman Park
Pledge of Allegiance & amendments to agenda if any.

“Open Mic” – Public Q & A

(If no one volunteers to speak, the Board will conduct Administrative Business)

9:30 **DEPARTMENT BUSINESS**

Planning & Building – Staff

1. Teton Scenic Byway Visitors Center – Doug Self
 - a. Provision for Building Plan Review & Inspections
2. Contract Planner
 - a. Revised Scope of Work & Compensation
3. Planning & Building Staff Report
4. Application Approvals, *if necessary*

Public Works – Jay Mazalewski, Engineer

1. Forsgren CAP Update
2. LEC Update – Tom Davis

Clerk – Mary Lou Hansen

1. Quarterly Financial Review
2. County Policy Review

11:15 Juvenile Probation – Brittany Campbell

RECESS Lunch with Rudd & Company (Auditors)

1:00 **American Insurance** – Travis Argyle

Ambulance Service District

1. Review Current Contract & Timeline for RFQ/RFP Process 2014

Administrative Business *will be dealt with as time permits.*

- Approve Available Minutes
- Discuss Correspondence & Sign Documents
 1. Tri-County Sheriff's Mutual Assistance Compact
 2. Greenwood Mapping Contract – 2013/2014
- Other Business
 1. Property Disposition – 2002 Impala
 2. Upcoming Meetings
 - a. Nov. 6th – 6th District CEO
 - b. Nov. 12th – BOCC in am & WY Rescheduled for noon (?)
 - c. Nov. 13th – IAC Webinar: Personnel Mgmt
 - d. Nov. 25th – BOCC Regular Meeting
- Committee Reports
- Claims

Executive Session per IC § 67-2345 (1)(d) indigent.

Adjourn

TETON COUNTY – CITY OF DRIGGS INTERAGENCY AGREEMENT
FOR PROVISION OF PLAN REVIEW AND BUILDING INSPECTION SERVICES
BY TETON COUNTY BUILDING OFFICIAL FOR TETON SCENIC BYWAY
VISITORS CENTER

This AGREEMENT FOR PROVISION OF PLAN REVIEW AND BUILDING INSPECTION SERVICES BY TETON COUNTY BUILDING OFFICIAL FOR TETON SCENIC BYWAY VISITORS CENTER (the “Agreement”) is made and entered into this ___ day of _____, 2013 by and between the **City of Driggs, Idaho**, a municipal corporation (hereinafter referred to as “City”), and **Teton County, Idaho**, a political subdivision of the State of Idaho (hereinafter referred to as “County”).

WITNESSETH:

WHEREAS, the City requires an independent certified building official to perform plan review and inspection services for the Teton Scenic Byway Visitors Center (also known as the Teton Geotourism Center), a construction project located at 60 S Main St in Driggs, on which the City is the project owner, hereafter referenced as the “Project”; and

WHEREAS, Teton County employs a properly certified building official who is capable of performing such plan review and building inspection duties;

NOW THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by this reference, the covenants and promises set forth herein, and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. The Teton County Building Official will fulfill the plan review and building inspection duties required by the Project.
2. The City of Driggs will pay Teton County two hundred dollars (\$200) for the Project’s required plan review, upon execution of this agreement, plus fifty dollars (\$50) for each inspection required by the Project, to be billed to the City monthly.
3. The City of Driggs will provide for all other requirements of administering the Project’s building permit.
4. The parties agree that the relationship created by this Agreement is solely that of a County and City. Nothing in this agreement shall create the County or City as an agent, employer, employee, legal representative, partner or subsidiary of the other.
5. This Agreement may only be modified in writing and shall be executed by all parties hereto.
6. The failure of any party to insist upon strict performance of any term of this Agreement shall not be considered a waiver of any term of this Agreement. All terms of this Agreement shall remain in full force and effect.
7. All notices in connection to this Agreement shall be in writing and shall be deemed delivered to the addresses when delivered in person on a business day at

the address set forth under the signatures of this agreement below or on the same day as deposited in the United States Mail, postage prepaid, certified or registered mail, return receipt requested, addressed to the address set forth under the signatures of this agreement below.

8. This Agreement shall be construed and enforced pursuant to the laws of the State of Idaho.
9. If any party shall bring suit against another party to enforce this Agreement, the prevailing party shall be entitled to reasonable attorney fees and costs.
10. If any term of this Agreement is declared invalid, illegal or unenforceable, the remainder of this Agreement shall remain operative and binding.
11. This Agreement shall be signed in duplicate originals. Each party shall receive one original of this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

CITY OF DRIGGS, IDAHO

ATTEST:

By: Mayor
City of Driggs
PO Box 48
Driggs, ID 83422

By: City Clerk

TETON COUNTY, IDAHO

ATTEST:

By: Chairman
Board of County Commissioners
89 N Main Street
Driggs, ID 83422

By: County Clerk

Dawn Felchle

From: Stephen Loosli <stephen.loosli@gmail.com>
Sent: Wednesday, October 23, 2013 3:13 PM
To: Kelly Park; Sid Kunz; Kathy Rinaldi; Kathy Spitzer
Cc: Dawn Felchle; Lee Einsweiler
Subject: Contractor Status - My Resignation

Dear Chairman Park and Commissioners Rinaldi and Kunz,

I am formally terminating my services to Teton County, effective upon delivery of the draft development code (Titles 08 and 09) to your new Planning Administrator and to your Planning and Zoning Commission.

I will provide shortly a final fixed bid amount to complete this work and include all work from October 1st in that fixed bid. The following actions will be included in that fixed bid, which, combined with the draft, shall constitute the completion of my services to the County:

- I will deliver to the Administrator all original digital documents in Microsoft Word format, as well as any supporting documents relevant to the project.
- I will provide to the Board a final written report detailing the draft document.
- I will provide an in-person orientation to the Planning and Zoning Commission unless you direct otherwise.

I am confident that the draft that I will deliver to you addresses the three guiding principles set forward for this work:

- Enable the Comprehensive Plan into legislative policy.
- Abide the constraints of Idaho Statute.
- Advance the interests agreed to in the HUD grant.

As I have said before, this draft is just a starting point of discussion. The Planning and Zoning Commission will move it through public involvement by refining and adjusting as needed, finally delivering to the Board a document that can be adopted (or not). Your new administrator is more than capable of taking it from here.

Thanks,
Stephen G. Loosli

email: stephen.loosli@gmail.com
phone: [208.557.9898](tel:208.557.9898)

THIRD AMENDMENT TO PROFESSIONAL PLANNER AGREEMENT

THIS THIRD AMENDMENT TO PROFESSIONAL PLANNER AGREEMENT is made and entered into as of the 28th day of October, 2013 (the "Amendment") by and between Stephen Loosli (Contractor) and Teton County, Idaho (Client).

WHEREAS, a Professional Planner Agreement between the Contractor and the Client was entered into on April 23rd 2013 (the "Agreement"), and Exhibit "A" was amended on July 22nd 2013 and August 15, 2013.

WHEREAS, the parties desire to amend the body of the Agreement and the current Scope of Work (Exhibit "A") to that Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, it is hereby agreed that the Agreement will be amended as follows:

1. Paragraph 3, Term, shall be amended to read:

This Agreement shall remain in force until the end of the 2013 calendar year, or until Contractor provides the deliverable described in Exhibit A (the draft rural zoning and subdivision code), whichever happens sooner. This Agreement may be terminated by the Client or Contractor at any time and for any reason or for no reason at all by delivering written notice of such termination by hand delivery, express delivery service, e-mail, facsimile, or U. S. Mail.

2. Paragraph 5, Compensation and Payment, shall be amended to read:

In exchange for providing the deliverable described in Exhibit A, Contractor shall be paid the total sum of \$ _____; this amount includes all payments made to date by Client to Contractor. As of the date of this Amendment Contractor has been paid \$ _____. Client shall pay to Contractor the remaining \$ _____ upon delivery of the draft rural zoning and subdivision code described in Exhibit A.

3. The attached "Exhibit A" Scope of Work shall supersede and replace the

"Exhibit A" Scope of Work that was amended on July 22nd 2013 and August 15th 2013 and originally adopted on April 23rd 2013. This October 21, 2013 "Exhibit A" Scope of Work is hereby incorporated into and made a part of the Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands on the date first above written.

<p>CLIENT</p> <p>By: _____ Kelly Park, Chairman</p>	<p>CONTRACTOR</p> <p>BY: _____ Stephen Loosli</p>
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Attest:

Mary Lou Hansen, County Clerk

EXHIBIT A
SCOPE OF WORK

DELIVERABLE:

Draft Rural Zoning and Subdivision Code for Teton County

Contractor shall draft a sample Title 8 (Zoning) and Title 9 (Subdivision) for Teton County, Idaho for the rural areas of the County. Rural areas are defined as the Mixed Agriculture/Rural Neighborhood, Mixed Agriculture/Wetland, Rural Agriculture, Waterway Corridor, and Foothill land use designations in the Framework Map in the Comprehensive Plan. The City Area of Impact, Scenic Corridor, Industrial/Research, Town Neighborhood, and Rural Neighborhood land use designations will be drafted by Code Studio of Austin Texas, as part of the US Department of Housing and Urban Development (HUD) Sustainable Communities Grant issued to the 4-County Consortium of Madison, Fremont, and Teton County, Idaho and Teton County, Wyoming. The draft rural code will implement the current Teton County Comprehensive Plan. In drafting, Contractor shall utilize the Teton County Comprehensive Plan, the information developed during Code Studio's Design Charettes (held during the summer of 2013), the Consortium Audit, and the Greater Yellowstone Framework for Sustainable Development. The zoning code for the rural areas of the County shall include the following: permitted, administratively approved, conditional, and special uses; development options in each zoning district; density and dimensional standards; environmental standards; standards specific to use; landscaping/screening standards; parking standards; subdivision and development design standards; outdoor lighting standards; signage standards; transportation and road standards; grading, drainage, and erosion control standards; utility standards; development review and platting procedures; nonconforming use/structure standards; definitions, enforcement procedures, and any other standards necessary to carry out Comprehensive Plan goals.

DELIVERABLE DUE DATE:

No later than December 31, 2013



FROM: Planning & Building Staff, Wendy Danielson
TO: Board of County Commissioners
RE: Planning & Building Department Update
DATE: October 24, 2013
MEETING: October 28, 2013

Building Department

5 Building Permits issued so far FY2014; no new single family residences yet but there are 2 pending.

Planning Department

Under Review

- 3 One-time-only applications
- 5 Boundary adjustment applications

- Conditional Use Permits –
 - As previously discussed, the Conditional Use Permit for *Grand Teton Vodka* will be scheduled for the Board's public hearing in December. It will be held on the 12th.
 - The application from NOLS for a CUP to expand has been on hold since the end of July. Staff will be in contact with them to let them know of the new PA and advise that they should hear from him about moving the application forward. The first hearing will be with the PZC when the application is ready.

Approvals

- 2 One-time-only splits and 3 boundary adjustments have been approved. We are waiting for final documents and mylars from the applicants and their engineers. They have been notified that the 2013 tax roll has been run so they will need to pay the entire year in full before we can record.

Floodplain Manager

- The two pending permits for new residences are both in the Floodplain. Staff will coordinate with Harmony Design for their review.

Code Compliance

The Planning & Building Departments are in regular communication with Lindsey Moss and Kathy Spitzer with regards to ongoing investigations. Lindsey Moss will be set up soon with a profile on iWorQ, the online tracking system used for Code Compliance. Once he is trained, he will be able to use the system to track time spent on each investigation, enter notes, check on previous issues, and retain photos.

Day-to-Day Operations

The Building Department is in the midst of what will likely be the last “rush” for permits before the weather turns. The projects permitted through the summer months are far enough along that the Building Official will remain busy through the winter with inspections.

NEED BOCC ACTION:

- Merle Lofthouse One Time Only Split application. Staff is requesting that the Board approve the split with the understanding that the County Engineer will need to finish his review before the applicant is authorized to print final documents. The Fire Marshall and County Survey Reviewer have completed their review and are satisfied.
- Boyd Smith & Jill Johnson-Smith Boundary Adjustment application. Staff is requesting that the Board approve the boundary adjustment with the understanding that the county Engineer will need to finish his review before the applicant is authorized to print final documents. The County Review Surveyor has completed his review and is satisfied.
- Any other approvals as needed



WK: 208-354-0245
CELL: 208-313-0245

Teton County Engineer
MEMO

150 Courthouse Drive
Driggs, ID 83422

October 23, 2013

TO: Board of County Commissioners
FROM: Jay T. Mazalewski, PE
SUBJECT: Public Works Update

The following items are for your review and discussion at the October 28, 2013 meeting.

SOLID WASTE

1. Forsgren Engineering will be presenting their cap analysis results and recommendations at the meeting. Attached is a color map showing investigation results.

ROAD & BRIDGE

1. R&B completed 1-mile of the Rammel Mtn. Rd. rebuild. The final 0.5 mile will be completed in the spring. This took longer than expected due to wet fall and members of the crew wanting to use up PTO/Comp time before the end of the fiscal year.
2. R&B crews are attending to minor project (signs, minor road repairs, culverts, etc) and grading roads in anticipation of winter.
3. S1000E Gravel Overlay (3000S-4000S): If weather and time allows, this mile of road will receive a 4-inch gravel overlay, per the 2013 project list.
4. S2000W/Smith Canyon: The road was brushed back last week by Allred Tree Service (\$3,600, \$400 under the estimated cost). R&B will remove the illegal parking area and re-align the road adjacent to the Park/Warnkie/Marshall house this week. The parking area on the USFS land will be completed next spring.
5. Snowplowing: I will include the proposed 2013-2014 snowplowing map in my packet for the board to review at the November 12 meeting. I am meeting with the school district and the cities next week to review routes.
6. Stateline Rd/Teton Creek bridge has a washout/erosion issue on the south east side. I am working with Biota (Badger Cr & Teton Creek designer) to design a stabilization plan for the stream bank and bridge abutment for implementation this fall.

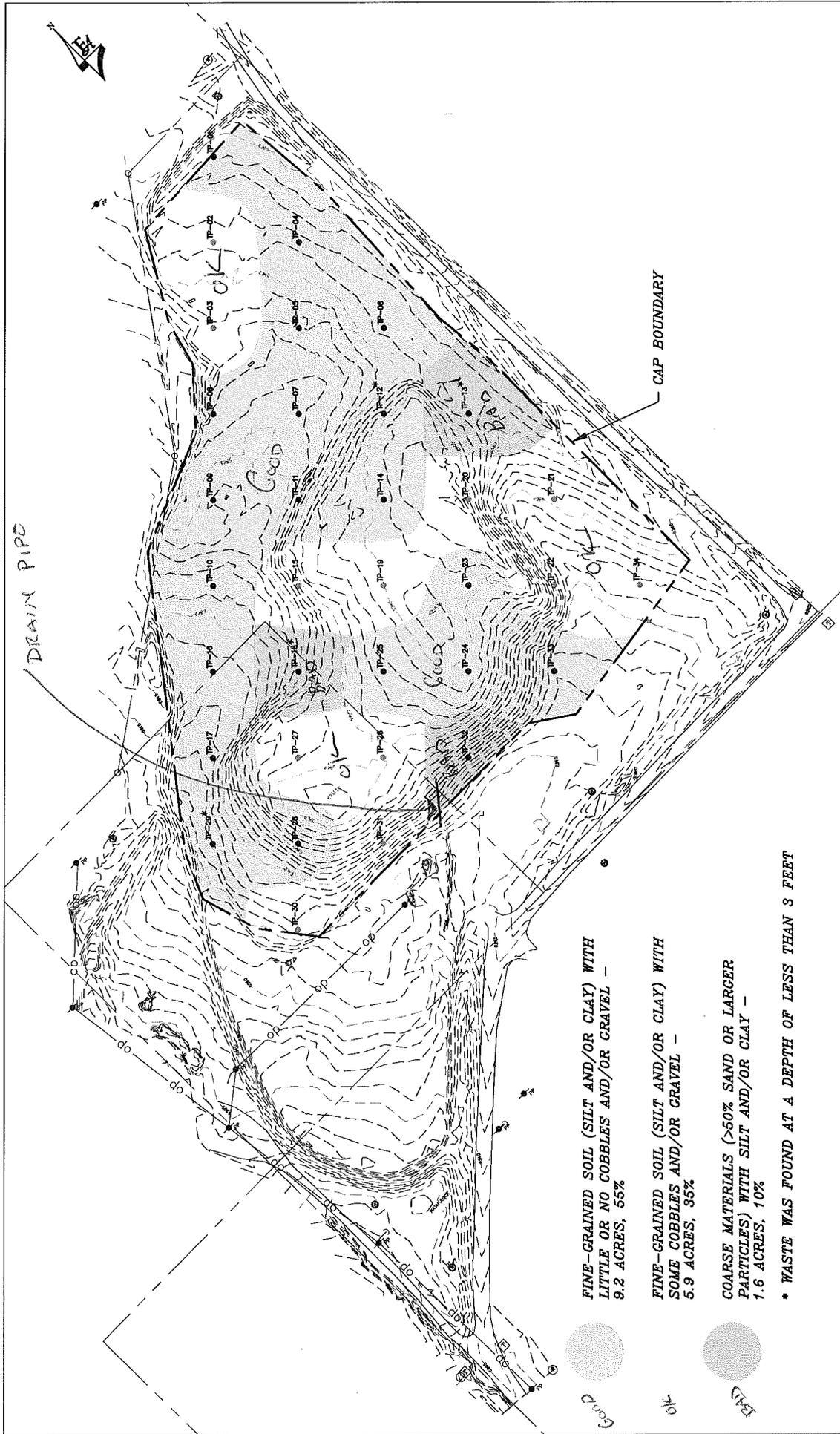
PUBLIC WORKS:

1. I attended the Idaho Parks & Recreation Grant workshop on Thursday 10/24. Does the BoCC have any suggestions for grant submissions (attached is a quick summary of each category)? Some ideas I have are: Horseshoe Canyon Chip Seal, Teton Creek Bike Path Bridge Repair, Old RR ROW/Teton River Fishing Access.

ACTION ITEMS:

1. 2014 Road Work, Work Session: This was originally scheduled for Thursday 11/14 and was then re-scheduled for Tuesday 11/12 due to the IACERS convention. This date still conflicts with the convention (I didn't realize Monday was a holiday and the BoCC meeting was on Tuesday). Would the Board like to reschedule this for the December 9 meeting or schedule a special work meeting to review next year's road projects?
2. November BoCC Meetings: I reviewed the November BoCC meeting schedule and realized I am due to miss both meetings due to the IACERS Convention and vacation. I will submit my regular written updates for these meetings. Additionally I can:
 - a. *Miss the first day of the IACERS Convention and present to the BoCC in person.*
 - b. *Call/Skype into the meetings, if needed.*
3. Fuel Farm: The county fuel farm software and associated hardware for tracking fuel use and dispensing fuel is outdated and no longer supported by the manufacturer (not the pumps just the tracking system). \$7,600 was budget for FY 2014 for a new system based on preliminary cost estimates. Attached are quotes for two different systems, both of which are over the estimated costs. I am working with staff to determine the best system for the county. I request the BoCC:

approve the purchase of a new fuel control system not to exceed \$12,500 with \$7,600 from fund 02-802 and the remaining balance from the BoCC Contingency Account.
4. R&B Diesel Fuel: The R&B Department needs to purchase diesel fuel before November 5. Our preferred product is #2 Diesel with the additive BG DFC Plus (BG 230). Two purchasing options are:
 - a. *Release RFB's for the purchase of #2 Diesel with BG DFC Plus at a per gallon cost. This will require a special BoCC meeting next week to award the bids.*
 - b. *Piggyback on the State of Idaho Fuel Bids. This will cost the county more as we will need a 50/50 blend of #1 & #2 Diesel.
(Current Opis Price: #1=\$3.60, #2=3.20 for a combined gallon price of \$3.40)
(BG DFC Plus = 0.09/gal)*



FINE-GRAINED SOIL (SILT AND/OR CLAY) WITH
LITTLE OR NO COBBLES AND/OR GRAVEL -
9.2 ACRES, 55%

FINE-GRAINED SOIL (SILT AND/OR CLAY) WITH
SOME COBBLES AND/OR GRAVEL -
5.9 ACRES, 35%

COARSE MATERIALS (>50% SAND OR LARGER
PARTICLES) WITH SILT AND/OR CLAY -
1.6 ACRES, 10%

* WASTE WAS FOUND AT A DEPTH OF LESS THAN 3 FEET

FORSGREN
Associates, Inc.

EXISTING SOIL TYPES

TETON COUNTY
LANDFILL

PROJECT NUMBER	01-13-0001
PROJECT MANAGER	K. HARRIS
DATE	JUNE 2013



Officers

President
Eric Shanley

Vice President
John Zamora

Sec/Treas.
Cindy Roberson

Past President
Kelly Brownsberger

Member at Large
John Pankratz

November 11th 2013 (Monday)

5:00 P.M.-7:00 P.M. Early Registration

November 12th 2013 (Tuesday)

7:00 A.M.- 8:30A.M. Early Registration

7:00 A.M - 8:30A.M. Breakfast

8:30 A.M.-9:00A.M. Opening Ceremonies
Color Guard & Posting of Colors (Ada
County Sherriff Honor Guard)
Pledge of Allegiance (Eric Shanley)
National Anthem (Bailey Barker)
Invocation (Rod Rudolph)

9:00A.M.-9:30A.M. Updates
LHTAC
T2 Center
NACE
District Reports

9:30A.M.-10:00 A.M. Break

10:00A.M.-Noon Funding, Budgeting, Legal
Issues
(Stuart Davis, IAHD & Seth Grigg, IAC)

Noon-1:00P.M. Lunch

1:00P.M.-3:00P.M. Oil/Sealcoating
(Steve Vandebougart)

3:00P.M.-3:30P.M. Break

3:30P.M.-4:30P.M. Bridges
(Stan Crawforth)

November 13th 2013 (Wednesday)

7:00A.M.-8:30A.M. Breakfast

8:30A.M.-9:30A.M. Pmnt Mgmt
(Ryan Luttman)

9:30A.M.-10:30A.M. Gravel Roads
(Jeff Dobson)

10:30A.M.-10:45A.M. Break

10:45A.M.-Noon Safety
(Caterpillar)

Noon-1:00P.M Lunch

1:00P.M.-2:00P.M. Breakout Sessions
Roadway Safety LHSIP
(Laila Kral)

Full Depth Reclamation & Other Low
Cost Construction Alternatives
(Wayne Felix)

2:00P.M.-3:00P.M.
Driving America for Better Roads
(Blair Barnhardt)

3:00P.M.-3:30P.M. Break

3:30P.M.-4:30P.M. The Bull
(Elected Officials to introduce a 10 mi-
nute topic of their choice.)

4:30P.M.-5:00P.M. Business Meeting

85th annual

IAHD
CONVENTION

We're All In This Together

THURSDAY
Nov. 14

TENTATIVE

6-8:00AM BREAKFAST and REGISTRATION

Sponsored by J-U-B ENGINEERS

8:00 WELCOME to Boise

Gilbert Hofmeister, IAHD President

Presenting of the Colors and Performance of The Idaho State Song

8:15 Convention Kick Off - Partnering for Success

Brad Little, Lieutenant Governor

8:45 Legislative Transportation Committees: Who is on this session's committee and what topics are expected to be heard? How can IAHD members help?

INVITED:

*Senator Bert Brackett, Chairman Senate Transportation Comm.
Representative Clark Kauffman, House Trans. Comm.*

9:30 Political Landscape

Dan Popkey, Idaho Statesman

9:45 BREAK

Sponsored by WESTERN STATES ASPHALT, RIEDESEL ENGINEERING and T-O ENGINEERS

10:15 Revenue Enhancement: We need it, but it's going to take a grass-roots approach to make it happen. Learn about revenue enhancement, how it can happen, the fiscal options and share your ideas.

*Stuart Davis, IAHD • ITD Representative/Board Member
Wayne Hammon, AGC Ex. Director • Dave Butzier, URS*

11:15 Right of Way - Update and Q&A: Walk through HB321 and understand how this could affect your district.

*Stuart Davis, IAHD President • Steve Price, ACHD
Dave Wynkoop, Sherer & Wynkoop Law*

Noon LUNCH

Sponsored by CESCO

1:15 - 2:30 SESSION 1 Workshops

Workshop A: Commissioner 101

Dave Wynkoop, Sherer & Wynkoop Law

Workshop B: ICRMP: Meetings, Roles & Responsibilities

*Jim McNall and Mary Kummer
ICRMP Risk Management*

Workshop C: Taking Advantage of Federal Grants LHSIP and LHRIP: NEW APPLICATION Updates

*Lisa M. Bachman, AICP, PCED JUB Engineering
Laila Kral, T2 Manager and Safety Engineer*

Workshop D: ROW and Irrigation Canals

Bill Gigray, White Peterson

Workshop E: The Safety Journey- Reduce Risk, Manage Cost

CAT Safety & Sales Team, Western States Equipment

2:30 BREAK

Sponsored by FORSGREN ASSOCIATES, METROQUIP & KELLER ASSOCIATES

3 - 4:00 SESSION 2 Workshops

Workshop F: Legal Issues: Bring your questions

Dave Wynkoop, Sherer & Wynkoop Law

Workshop G: Public Information Officer Training- Dealing with the community and media about crisis communication.

Craig Quintana, ACHD Public Information Officer

Workshop H: Using Your Resources Wisely - Not only doing things right, but doing the right things.

Stephen Frieburger, Paragon Consulting

Workshop I: Asphalt Recycling & Full Depth Reclamation Bareground Weed Control Options for HDs

*Shane Beck, Asphalt Zipper
Rick Erickson, Helena Chemical Company*

Workshop J: John Deere - GIS Technology

Jardie Lauinger, John Deere Technology Field Consultant

7:00

VENDOR HOSPITALITY SUITES: HMH Engineering • NW Equipment Sales • Western States CAT • Utility Truck Equipment Sales • CESCO

Hospitality Suites are located on the 4th Floor of the Grove Hotel.

85th
annual

IAHD

CONVENTION
We're All In This Together

WEDNESDAY
Nov. 13

TENTATIVE

8:00AM-5:00PM IACERS final day

10:00 AM 85th Annual IAHD Registration starts in the Meadow Lobby

CLERK PROGRAM

Sponsored by J-U-B Engineers

9:30AM Team Building Ice Breaker

Mary Kummer
ICRMP Risk Management

10:00 L2s - Bring your completed form for review.

Gary Houde,
Idaho State Tax Commission

11:00 Road & Street Reports - Are you doing it correctly?

Lance Holmstrom, LHTAC

11:30 Peer Question and Answer Session

Facilitated by *Laura Lantz, IAHD*

12:00 Lunch Speaker - Grant Applications & Record Keeping

Stephen Freiburger,
Paragon Consulting

1:00 Claims: It's gone wrong! Now What?

Jim McNall and Mary Kummer
ICRMP Risk Management

1:45 Title VI Compliance

Russ Rivera, ITD Civil Rights
Contract Compliance Officer

2:15 15 Minute BREAK

2:30 LEGAL DISCUSSION

Stuart Davis, IAHD Exec. Director
Dave Wynkoop, Sherer &
Wynkoop Law

Public Records Request Review
Question & Answers

4:00 Clerk Meeting Concludes

IAHD CONVENTION KICK OFF

5:15 OPENING BANQUET - Western BBQ

7:04 Hockey Game... discount tickets available through IAHD



C. L. "Butch" Otter
governor

Nancy C. Merrill
director

.....
IDAHO PARK AND
RECREATION BOARD
.....

Tom Crimmins
region one

Randy Doman
region two

Susan Buxton
region three

Charles H. Correll
region four

Jean S. McDevitt
region five

Robert Hansen
region six

.....
IDAHO DEPARTMENT OF
PARKS AND RECREATION
.....

p.o. box 83720
boise, idaho 83720-0065

(208) 334-4199

fax (208) 334-3741

tdd 1-800-377-3529

street address
5657 warm springs avenue
boise, idaho 83716

www.parksandrecreation.idaho.gov

DATE: September 10, 2013

TO: Potential Grant Applicants

FROM: Idaho Department of Parks and Recreation
State & Federal Grant Program

The Idaho Department of Parks and Recreation (IDPR) will accept applications for funds from the recreational programs listed below until January 31, 2014.

The **Recreational Vehicle Program (RV)** is used to provide facilities, programs, or services for the health, safety or enjoyment of recreational vehicle users. Recreational vehicles are motor homes, travel trailers, pickup campers, tent trailers, and van conversions.

The **Waterways Improvement Fund (WIF)** is used for the protection and promotion of safety, waterways improvement, creation and improvement of parking areas for boating purposes, boat ramps and moorings, marking of waterways, search and rescue, and all things incidental to such purposes including the purchase of property.

The **Off-Road Motor Vehicle Fund (ORMV)** is used to acquire, purchase, improve, repair, maintain, furnish, and equip off-road vehicle facilities on public or private land and to assist with the enforcement of laws and regulations governing the use of off-road vehicles.

The **Motorbike Fund (MB)** is for securing, maintenance, construction or development of trails and other recreational facilities for off-highway vehicle use on state and federal lands.

The **Recreation Trails Program (RTP)** is used to acquire, purchase, improve, repair and maintain trails, trail facilities and sites for **both motorized and non-motorized** trail uses.

The **Recreational Road and Bridge Fund (R&B)** is to develop, construct, maintain and repair roads, bridges and parking areas within and leading to parks and recreation areas of the state.

The **Cutthroat License Plate Fund** is for the construction and maintenance of non-motorized boating access facilities for anglers.

If you are considering a project that may qualify for IDPR grant funding, it is recommended that you contact your regional Grants Specialist now. For northern Idaho call Tami Johnson at (208) 769-1511; for southwest Idaho call Jill Murphey at (208) 514-2432; and for eastern Idaho call Jennifer Park at (208) 525-7121.

On the reverse side of this memo is a notice announcing the upcoming IDPR grant workshops for the above-listed programs. Agency representatives that plan to apply for funding from any of these programs are **strongly encouraged** to attend. If you plan to attend one of these workshops, **please RSVP prior to October 4, 2013.**



Teton County Road and Bridge
70 W North Buxton
Driggs, ID 83422
(209) 354-2932

Thursday, October 17, 2013

Regarding: Fuel Farm Upgrade

Cardmaster \$12,345.00

- In Stock
- (2) year warranty
- No annual cost for software
- Requires (2) units, either side by side on fuel island or mounted on pumps
- Additional wiring, cable, conduits and labor may be required for installation
- Requires insulated & thermostatically controlled heater for each unit (as noted in quote)
- Limited expandability – can only add additional hose to unleaded pump before requiring additional unit

Islander Plus \$9960.00

- 5-6 lead time
- (1) year warranty
- Annual Software Support \$810.00
- (1) unit mounted where existing unit is located
- Should not require additional wiring, cable, conduits or labor for installation
- Free standing unit, storage temp -40° to +158°
- Unlimited expandability



MEMO

DATE: Oct. 24, 2013

TO: Board of County Commissioners
FROM: Tom Davis
SUBJECT: Law Enforcement Center

PROGRESS REPORT

- The masons will finish the exterior masonry on Sat. They will move inside on Mon. to complete the interior masonry on the vestibule columns.
- The Electrician has pulled the wires for the emergency generator and we will move the generator onto its pad next week.
- I will meet with Clark Wireless next Tue. to go over the details of how we will run the antenna wiring through the building. They will install all of the antennas, the antenna wire, and the wire trays.
- I have proposed to Ormond Builders that whoever gets the county contract to pull all of the data wire include the installation of the wiring trays in their contract. The tray installation on the original estimate has been credited back to the county.
- We are installing conduit for future dish TV in the building.
- The stainless steel siding is being installed.
- We have the final approval from the City on the revised landscape plan.

Trade Contract Change Notification

TCCO No. 30

TETON COUNTY, IDAHO

150 Courthouse Drive
Driggs, Idaho 83422

Ph: (208)354-8775
Fax: (208)354-8410

Date: October 18, 2013
To: Standard Drywall, Inc.
P.O. Box 7439
Jackson WY 83001
Attention: Monty Davis
Subject: Teton County Law Enforcement Center
Driggs, Idaho
Trade Contract No. 17:

Trade Contract Change Order (TCCO) No. 30 dated October 18, 2013 has been accepted.
This work includes:

Furnish and install "T" grid metal suspension in larger rooms as indicated and as per Proposal Request No. 7.

You are authorized to proceed with this work. Your contract value is adjusted as follows:

Increase your Trade Contract Value: \$ 4,125.00 Idaho sales/use tax included
Decrease your Trade Contract Value: \$ ----- Idaho sales/use tax included

Authorized:

OWNER

Teton County, Idaho
150 Courthouse Drive
Driggs, Idaho 83422

Acknowledgment and Acceptance:

TRADE CONTRACTOR

Standard Drywall, Inc.
P.O. Box 7439
Jackson WY 83001

By: _____
Kelly Park, Chairman

By _____

Printed Name: Kelly Park

Printed Name: Monty Davis

Date: _____

Date: _____

cc: Accounting



Trade Contract Change Notification

TCCO No. 21

TETON COUNTY, IDAHO

150 Courthouse Drive
Driggs, Idaho 83422

Ph: (208)354-8775
Fax: (208)354-8410

Date: October 18, 2013

To: Standard Drywall, Inc.
P.O. Box 7439
Jackson WY 83001

Attention: Monty Davis

Subject: Teton County Law Enforcement Center
Driggs, Idaho

Trade Contract No. 17:

Trade Contract Change Order (TCCO) No. 21 dated October 18, 2013 has been accepted.
This work includes:

Ceiling revisions as per Proposal Request No. 7 including:

- Delete gypsum wallboard ceilings and turned edge at ceiling transitions.
- Substitute specified acoustical tile system including drop header and soffit framing.

You are authorized to proceed with this work. Your contract value is adjusted as follows:

Increase your Trade Contract Value:	<u>\$ 4,093.00</u>	Idaho sales/use tax included
Decrease your Trade Contract Value:	<u>\$ -----</u>	Idaho sales/use tax included

Authorized:

Acknowledgment and Acceptance:

OWNER

TRADE CONTRACTOR

Teton County, Idaho
150 Courthouse Drive
Driggs, Idaho 83422

Standard Drywall, Inc.
P.O. Box 7439
Jackson WY 83001

By: _____

By: _____

Kelly Park, Chairman

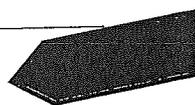
Printed Name: Kelly Park

Printed Name: Monty Davis

Date: _____

Date: _____

cc: Accounting



Trade Contract Change Notification

TCCO No. 29

TETON COUNTY, IDAHO

150 Courthouse Drive
Driggs, Idaho 83422

Ph: (208)354-8775
Fax: (208)354-8410

Date: October 18, 2013
To: All American Yards, Inc.
P.O. Box 1444
Idaho Falls ID 83403
Attention: Dane Weber
Subject: Teton County Law Enforcement Center
Driggs, Idaho
Trade Contract No. 21:

Trade Contract Change Order (TCCO) No. 29 dated October 18, 2013 has been accepted. This work includes:

Make revisions to landscape as per ASI No. 37 revised landscape plan dated September 12, 2013.

You are authorized to proceed with this work. Your contract value is adjusted as follows:

Increase your Trade Contract Value: \$ 3,030.00 Idaho sales/use tax included
Decrease your Trade Contract Value: \$ ----- Idaho sales/use tax included

Authorized:
OWNER
Teton County, Idaho
150 Courthouse Drive
Driggs, Idaho 83422

Acknowledgment and Acceptance:
TRADE CONTRACTOR
All American Yards, Inc.
P.O. Box 1444
Idaho Falls ID 83403

By: _____
Kelly Park, Chairman

By _____

Printed Name: Kelly Park

Printed Name: Dane Weber 

Date: _____

Date: _____

cc: Accounting

EXPENSE BUDGET to ACTUAL as of September 30, 2013

Department	Budgeted Expense (as changed during year)	Actual Expenses to Date	% of Budget Spent	
GENERAL FUND (Current Expense)				
Clerk/Auditor	114,345	112,273	98.2%	
Assessor	195,631	191,340	97.8%	3rd qtr budget transfers will correct overage
Treasurer	141,765	136,175	96.1%	
Sheriff	723,822	700,320	96.8%	
Commissioners	148,767	147,931	99.4%	
Coroner	25,490	25,629	100.5%	autopsies/labs cost more than budgeted
Prosecutor	177,639	174,911	98.5%	
Public Works Director	79,551	76,643	96.3%	
New Crthse Bldg & Grounds	96,800	92,514	95.6%	
Old Crthse Bldg & Grounds	17,350	16,900	97.4%	
Emergency Mgt	48,839	48,444	99.2%	
County Agent	46,661	49,549	106.2%	budget should have been increased to reflect U of I grant received for 4-H assistant
Information Technology	220,935	198,906	90.0%	
Elections	43,760	43,864	100.2%	
General	934,295	825,341	88.3%	
Dispatch	231,844	200,575	86.5%	
Jail	107,000	70,838	66.2%	
Planning	133,687	117,910	88.2%	
Building	94,882	94,240	99.3%	
GIS	74,654	73,833	98.9%	
Emergency Services Bldg	5,700	3,403	59.7%	
GENERAL FUND TOTAL	\$3,663,417	\$3,401,540	92.9%	
Road & Bridge	1,166,265	1,091,285	93.6%	
Court & Probation	489,836	467,639	95.5%	
Elections - State Funds	60,000	44,814	74.7%	
Indigent & Charity	102,724	44,438	43.3%	
Revaluation	116,800	116,800	100.0%	
Special Planning Projects	6,500	5,500	84.6%	
Solid Waste	1,194,016	1,114,834	93.4%	
Tort	110,032	108,529	98.6%	
Weeds	86,443	72,118	83.4%	
Road, Special	1,259,000	1,056,438	83.9%	
Prosecutor's Special Drug	15,000	0	0.0%	
Building	2,708,500	1,393,548	51.5%	
Road Improve-Devel Donations	100,000	16,901	16.9%	
Emergency 911 Commun	109,778	104,864	95.5%	
Ambulance Service District	638,827	602,496	94.3%	
Mosquito Abatement District	311,000	280,125	90.1%	
Waterways/Vessel Fund	9,230	6,875	74.5%	
Grants - FEMA Restoration	800,000	105,446	13.2%	
Grants - Idaho E911	126,000	16,990	13.5%	
Fair Board	32,700	31,492	96.3%	
Arena	246,000	564	0.2%	
Grants - All other	202,019	148,039	73.3%	
Impact Fees	162,000	0	0.0%	
GRAND TOTAL	\$13,716,087	\$10,231,275		

REVENUE BUDGET to ACTUAL as of September 30, 2013

	Budgeted Revenue	Actual Revenue to Date	% of Budget	Notes
001 GENERAL FUND/CURRENT EXPENSE				
PROPERTY TAXES, penalty & interest	2,429,726	2,822,000	116%	includes 93.6% of 2012 taxes + \$257,000 due from previous years + penalties & interest
LIQUOR ALLOCATION	75,000	79,086	105%	
SALES TAX - Inventory Phase Out	145,000	165,013	114%	
SALES TAX - Revenue Sharing	265,000	289,484	109%	
State Ag Replacement	25,000	26,092	104%	
EMPG & 4H Grant	12,000	12,729	106%	
ASSESSOR'S FEES	68,600	71,218	104%	
RECORDING FEES, PASSPORTS	106,700	104,641	98%	
GIS USER FEES	9,225	9,225	100%	
SHERIFF'S FEES	48,500	56,680	117%	
INTEREST ON INVESTMENTS	5,000	10,356	207%	
FEE FOR ADMINISTRATIVE SERVICES	165,020	164,228	100%	
LAW ENFORCEMENT CONTRACTS	97,500	98,000	101%	
PAYMENTS FOR DISPATCH SERVICES	178,514	177,323	99%	
SALE/RENTAL OF COUNTY PROPERTY	8,400	9,000	107%	
ELECTRICITY PROP TAX IN LIEU	40,000	54,977	137%	
LICENSES (Marriage, Beer/Wine)	7,700	9,084	118%	
BUILDING PERMIT FEE	50,000	77,024	154%	
P&Z APPLICATION FEES	6,000	10,825	180%	
SUBDIVISION PLAT/DEVELOPMENT FEE	1,000	0	0%	
PASS THRU REVIEW FEES	5,000	8,019	160%	Pass-through funds that are not spent if not received
LEGAL NOTICES PAID BY DEVELOPER	500	0	0%	Pass-through funds that are not spent if not received
PAYMENTS FOR PROSECUTOR SERVICE	14,400	14,400	100%	
OTHER REVENUE	12,700	25,000	197%	
General Fund Totals	\$3,776,485	\$4,294,404	114%	
02 ROAD AND BRIDGE				
REMAINING CASH	131,265	131,265	100%	
PROPERTY TAXES, penalty & interest	0	10,000	n/a	no current tax levy
HIGHWAY USERS ALLOCATION	900,000	888,223	99%	
FOREST APPORTIONMENT	80,000	93,687	117%	
GRANTS	0	0	0%	
REIMBURSEMENT OF ROAD LEVY EXP	35,000	20,380	58%	Victor payment for summer 2012 chip seal
FEES & MISCELLANEOUS REVENUES	2,000	5,446	272%	
Road & Bridge Fund Totals	\$1,148,265	\$1,149,001	100%	

06 DISTRICT COURT & JUVENILE PROBATION				
PROPERTY TAXES, penalty & interest	358,261	379,000	106%	includes 93.6% of 2012 taxes + \$27,000 due from previous years + penalties & interest
CIGARETTE & TOBACCO TAX	23,000	27,573	120%	
JUVENILE CORRECTIONS GRANT	27,000	27,610	102%	
MILLENNIUM FUNDS (STATUS OFF)	1,775	1,387	78%	
JAIBG & CIP Grants	4,500	577	13%	
JUVENILE SUPERVISION FEES	5,000	5,347	107%	
JUVENILE LOTTERY MONIES	2,000	4,580	229%	
DRUG TEST FEES	2,000	2,498	125%	
MENTAL HEALTH CARE GRANTS	0	6,050		
ANKLE MONITORING & CLASS FEES	3,700	0	0%	Pass-through funds are spent only if received
MOTOR VEHICLE FINES	35,000	39,854	114%	
FILING FEES - COUNTY SHARE	8,000	6,988	87%	
RESTITUTION	5,500	10,741	195%	
ADMINISTRATIVE SURCHARGE FEE	5,000	5,404	108%	
MISCELLANEOUS REVENUES	9,100	5,000	55%	
Court & Probation Fund Totals	\$489,836	\$522,609	107%	
23 SOLID WASTE				
SOLID WASTE FEES, penalties & interest	693,000	729,000	105%	
GRAND TARGHEE SOLID WASTE FEE	10,901	10,901	100%	
INTEREST ON INVESTMENTS	0	0		
FRANCHISE FEES	25,000	17,748	71%	
TIPPING FEES	400,000	479,253	120%	
ALTA SOLID WASTE	28,682	28,682	100%	
SALVAGE & RECYCLING REVENUE	34,000	50,945	150%	
MISCELLANEOUS	200	2,233	1117%	
Solid Waste Funds Totals	\$1,191,783	\$1,318,762	111%	
41 BUILDING				
PROPERTY TAXES, penalty & interest	365,121	383,000	105%	includes 93.6% of 2012 taxes + \$8,000 due from previous years + penalties & interest
REMAINING CASH	1,871,971	1,871,971	100%	
TRANSFERS APPROVED 12/24	325,000	325,000	100%	
PILT (Payment in Lieu of Taxes)	163,000	152,334	93%	
Building Fund Totals	\$2,383,379	\$2,349,305	99%	
44 EMERGENCY COMMUNICATIONS				
IDAHO 911 FEES	35,000	32,427	93%	
WYOMING 911 FEES	6,000	11,469	191%	
911 CELL FEES	75,000	66,969	89%	
Emergency Comm. Fund Totals	\$116,000	\$110,865	96%	
50 AMBULANCE				
PROPERTY TAXES, penalty & interest	567,500	594,000	105%	includes 93.6% of 2012 taxes + \$63,000 due from previous years + penalties & interest
REMAINING CASH	16,250	16,250	100%	
COUNTY EMS FEES -collected by DMV	2,500	1,833	73%	
WYOMING AMBULANCE FEES	50,000	58,470	117%	
Ambulance Fund Totals	\$636,250	\$670,553	105%	

Remaining Cash as of Sept. 30, 2013

Fund	Remaining Cash on 7/15/13	PLUS Projected Revenue thru 9/30	Less Projected Expenses thru 9/30	7/15 Estimate of 9/30/13 Remaining Cash Amounts	Amount of Approved Fund Transfer	Actual Remaining Cash on 9/30/13 (after Fund Transfers)	FY 2014 Approved Budget	Remaining Cash as % of FY 2014 Budget
01 General *	2,100,777	300,000	1,090,000	1,310,777	\$381,000 into R&B, Special Planning Projects & Indigent	1,426,604	4,015,918	36%
02 Road & Bridge	285,231	210,000	320,000	175,231	\$60,000 into R&B reserve	447,994	1,237,912	36%
03 Road & Bridge Reserve	27,215	0		27,215		87,215		
06 Court & Probation	296,742	25,000	140,000	181,742		256,695	522,130	49%
15 Election-State Funds	61,260	0	0	61,260		63,496	63,000	101%
16 Indigent & Charity	97,078	0	0	97,078		111,801	103,550	108%
20 Revaluation	59,265	0	35,000	24,265		37,362	116,800	32%
21 Special Planning Projects	1,000	0	0	1,000		73,001	72,000	101%
22 Solid Waste Self Assuranc	300,000			300,000		300,000		
23 Solid Waste	776,530	95,000	450,000	421,530		809,625	1,449,583	56%
24 Tort	72,773	0	0	72,773		76,736	116,607	66%
25 Solid Waste Reserve	240,668	0	0	240,668	\$240,000 out of SW reserve	668		
27 Weeds	102,709	1,000	50,000	53,709		59,112	81,300	73%
33 Road, Special	850,072	2,000	500,000	352,072		510,439	1,228,653	42%
36 Prosecutor's Spec. Drug F	20,360	0	0	15,000		20,360	15,000	136%
41 Building	2,239,219	0	600,000	1,639,219		1,331,308	1,826,500	73%
43 Road Improve Developer C	117,926	0	0	117,926		103,826	100,000	104%
44 Emergency Comm.	107,282	33,000	20,000	120,282		117,931	185,654	64%
50 Ambulance	440,247	7,000	130,000	317,247		391,499	630,636	62%
51 Mosquito Abatement	245,974	2,000	65,000	182,974	\$40,000 into MAD reserve	150,935	309,172	49%
52 Mosquito Abate Reserve						40,000		
54 Waterways Vessel	14,187	1,500	5,000	10,687		15,373	15,000	102%
60 Housing Authority	10,750	0	0	10,750		10,750	0	#DIV/0!
61 FEMA Teton Creek	(34,139)	40,000	400,000	-394,139		(38,228)	956,000	-4%
62 Idaho E911 Grants						(16,990)	76,218	-22%
75 County Hospital Operation	17,500	0	0	17,500		17,500		
82 Fair Board	8,350	8,350	15,000	1,700		1,601	34,700	5%
84 Arena Fund	247,129	0	0	247,129		247,390	247,000	100%
86 Grants	14,347	16,000	16,000	14,347		51,642	303,159	17%
90 Impact Fees - Rec	13,701	500	0	14,201		14,655	12,000	122%
91 Impact Fees-Sheriff	27,493	2,500	0	29,993		29,392	30,000	98%
92 Impact Fees-EMS	3,603	200	0	3,803		3,853		
93 Impact Fees-Circulation	135,432	6,000	0	141,432		144,365	125,000	
	\$8,900,681	\$750,050	\$3,836,000	\$5,814,731		\$6,897,910	\$13,873,492	50%



Fringe Benefits

Revision: 23

Date: 10/29/11

Original Issue Date: 6/15/11??

Number of Pages: 1

Approved: BOCC

Vehicle Use. Certain County employees may be assigned a vehicle that is driven home. Such personal use, if allowed, may be a taxable benefit. The taxable value of the personal use of a county vehicle will be determined by using one of the methods outlined below, as authorized by the Internal Revenue Service (IRS). Every employee authorized to use a county vehicle for commuting must sign the appropriate Certification form (Attachment A or B), which must also be signed by the responsible Elected Official or Department Head, and a County Commissioner.

QUALIFIED NON-PERSONAL USE VEHICLE. An employee's use of this type of vehicle is a working condition fringe benefit and is excludable from the taxable wages of an employee. Examples of this type of vehicle include a clearly marked police vehicle and, under limited circumstances, an unmarked police vehicle.

COMMUTING VALUE RULE. Under this rule, the taxable value of the county-provided vehicle is \$1.50 per one-way commute. The employee may not drive the county vehicle from work to lunch and then back to work under this rule. The employee must be required to commute in the vehicle for a valid non-compensatory business reason.

Uniforms. Clothing items purchased by the County for use by employees are not a taxable fringe benefit if they are: (1) part of a recognizable uniform required by the department; (2) clearly display the county logo or a department name. Ordinary wear clothing may not be purchased with County funds.

Cell Phones. Employees required to carry a cell phone as a condition of their employment will be issued a county cell phone or will receive a monthly cell phone stipend. Employees may be required to carry a cell phone for the following reasons: (1) Must be available on a 24/7 basis; or (2) GPS units on phone provide required data; or (3) Duties require frequent absences from the office.

Employees will not receive a data plan or data plan stipend unless necessary for one of the following reasons: (1) GPS Units on phone provide required data; or (2) Job responsibilities require near instantaneous receipt of email correspondence.

The County's annual budget must include a list of all positions eligible to receive a county cell phone or cell phone stipend, and the yearly stipend amount. County cell phones and cell phone stipends will not be considered a taxable benefit.

Employees issued a county cell phone become responsible for the phone, which is not insured by the county. If a county cell phone is lost or damaged, it will be replaced at the employee's expense. Employee use of a county cell phone may be restricted to a specified number of minutes and/or text messages.

Employees issued a county cell phone must remember that all information on the county phone is subject to the public records law. This means that employees have no right to privacy when using county phones.

Employees receiving a data plan stipend in order to use their personal phones to send or receive county emails must understand that all such emails become a matter of public record.

10/28/13 - what do you think? what else needs to be changed? -MLL

Cell Phone Stipends & County Cell Phones: Approved for FY 2014 (July 22, 2013 BOCC)

Department	Name	Position	STIPEND		COUNTY PHONE		
			\$22 Basic Cell	\$52 Data Plan	Basic Cell	Data Plan	Provider
Ambulance	2 phones w/2 tablets					2	AT&T
Building	Tom Davis	Building Official	1				
Commission	all	Commissioner		3			
Commission	Dawn Felchle	Assistant, Facilities Mgr, Data Mgr		1			
Coroner	Tim Melcher	Domestic Violence Investigator		1			
Court/Probation	Brittany Campbell	Chief JPO				1	AT&T
Court/Probation	Colin Luke	Magistrate Judge		1			
Court/Probation	Phyllis	Court Supervisor		1			
Court/Probation	Gabby & Susan	Court Clerks	2				
Emergency Mgt	Greg Adams	Emergency Mgt Coord				1	AT&T
Extension	Ben Eborn	Extension Agent	1				
Facilities	Troy Jones	Custodian	1				
Fire District	On county plan, but paid 100% by Fire District				1	3	AT&T
Information Tech	John Leidorf	IT Technician		1			
Prosecutor	Kathy Spitzer	Prosecutor		1			
Prosecutor	Chris Lundberg	Deputy Prosecutor		1			
Prosecutor	Lindsey Moss	Prosecutors Investigator	1				
Public Works	Jay Mazalewski	Director				1	AT&T
Road & Bridge	Clay Smith	Supervisor				1	Verizon
Road & Bridge	8 equip operators	Equipment Operators				8	Verizon
Road & Bridge	Denise	Office Manager				1	Verizon
Sheriff	Tony Liford	Sheriff				1	
Sheriff	Valee Wells	Admin. Mgr. of Ops				1	
Sheriff	Kelly Wells	Chief Deputy				1	
Sheriff	various	Sworn Deputies			8		
Solid Waste	Saul Varela	Solid Waste Supervisor				1	
	TOTALS		6.0	10	9	22	

Teton County offers a number of employee benefits for Regular full-time employees. These benefit offerings are subject to change or termination at the sole discretion of the Board of County Commissioners. Each benefit offering is subject to the specific terms of its respective insurance policy and/or official resolution of the Board of County Commissioners.

10/28 Will you be ok with these proposed change? ML

1. Paid Time Off (PTO)

Paid Time Off is available to all qualifying Regular Employees (Salaried Employees) according to the schedule shown below. PTO provides an employee This page was updated on 10-29-12. time off to meet personal needs, while recognizing an employee’s individual responsibility to manage such absences. Each employee will accumulate a specified amount of PTO each pay period, and the employee is able to determine how to use those hours: for vacation, illness, caring for children, school activities, medical/dental appointments, personal business or emergencies. The amount of PTO earned will depend on the employee’s length of service with the County. Employees will not accrue PTO while on leave of absence or suspension by the County. The amount of PTO earned by exempt employees may be subject to negotiation.

Years of Service	PTO Accrual (per year)	PTO Accrual (per bi-weekly pay period)
0-5 full years (60 months)	13 days	.50 day
After completion of 5 full years	17 days	.66 day
After completion of 10 full years	21 days	.81 day

A “day” of PTO equals 1/5 of the hours worked by an employee during their *typical* work week, with an 8-hour maximum. For example, a 35-hour employee will earn thirteen 7-hour days of PTO (91 hours), while a 40-hour per week employee will earn thirteen 8-hour days (104) hours. PTO begins accruing at the start of the first pay period after the employee has worked four full weeks on the employee’s first day of work. PTO stops accruing if an employee takes an unpaid leave of absence or is placed on any type of administrative leave. PTO accrues on a bi-weekly basis.

At the end of the fiscal year, any PTO in excess of 80 hours will be forfeited, without right of compensation. PTO forfeiture will be calculated on the paycheck that includes all hours worked through September 30. This rule may be subject to an exception upon written permission of the responsible department head or elected official, and the Board of County Commissioners, which must be obtained prior to the end of the fiscal year and cannot be obtained in two consecutive years. No PTO hours may be used before they are accrued.

Whenever possible, use of PTO must be scheduled in advance with consent of the responsible elected official or department supervisor. When an employee has accrued balances of both Paid Time Off and Comp Time, any Comp Time in excess of 40 hours shall be used before Paid Time Off hours. In the absence of any timesheet notations to the contrary, PTO hours will be utilized if Comp hours do not exceed 40. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of affected departments. Upon separation from employment, unused PTO will be compensated by a lump-sum payment at the then-current hourly rate or salary. The PTO lump-sum payment will be included in the final paycheck received by the employee for hours actually worked.

2. Long Term Illness (LTI)

Long Term Illness is available to all qualifying Regular Employees according to the following schedule:

Years of Service	LTI Accrual (per year)	LTI Accrual (per bi-weekly pay period)
0-5 full years (60 months)	3 days	.12 day
After completion of 5 full years	5 days	.20 day

A "day" of LTI equals 1/5 of the hours worked by an employee during their *typical* work week, with an 8-hour maximum. For example, a 35-hour employee will earn three 7-hour days of LTI (21 hours), while a 40-hour per week employee will earn three 8-hour days (24) hours. LTI begins accruing on the employee's first day of work. ~~at the start of the first pay period after the employee has worked four full weeks.~~ LTI stops accruing if an employee takes an unpaid leave of absence or is placed on any type of administrative leave. LTI accrues on a bi-weekly basis.

LTI may be used after an injury, illness or pregnancy requires an employee to miss more than two consecutive scheduled work days. An employee must miss at least two-thirds of a scheduled shift to be considered a missed work day for this purpose. However, after an illness lasting long enough to qualify for use of LTI hours, or after surgery, the employee may return to work on a part-time basis and continue using LTI hours while recuperating. The part time use of LTI hours may continue no longer than 30 days after the employee returns to work on a part-time basis. The supervisor, elected official, or Board of County Commissioners may require documentation to verify the appropriate use of LTI hours. LTI may not be used for days the employee was not scheduled to work.

Whenever an employee uses LTI, their timesheet must include a brief note stating why the time off qualified as LTI. If LTI hours are used by an employee who has not missed two consecutive scheduled workdays, the notation must provide sufficient detail to justify the use of LTI. If LTI hours are used due to bereavement, or the illness or injury of a member of the employee's "Immediate Family," the written notation must include the family member's name and relationship to the employee. (All health information provided to substantiate appropriate use of LTI hours will remain confidential.)

If required notations are not provided, hours will be paid from PTO or Comp Time, until documentation is received.

If an employee is hospitalized overnight, gives birth or takes maternity leave, or undergoes outpatient surgery, the employee may begin using LTI hours immediately. Under all other circumstances, the first two days of missed work will be unpaid, or paid with PTO or Comp hours.

LTI hours may also be used by an employee who misses work due to the illness or injury of a member of the employee's "Immediate Family" or if a member of the employee's "Immediate Family" has given birth. The same two-day waiting period will apply, except in cases of hospitalization, birth or surgery, as outlined above. LTI hours may be used on a part time basis by an employee helping an immediate family member to recuperate from a serious illness or injury. The part time use of LTI hours must end within 30 days of the date the family member was released from the hospital.

Up to 24 LTI hours may be used, without the two-day waiting period, to attend the funeral of a member of the employee's Immediate Family.

Immediate Family is hereby defined to include:

- Spouse or domestic partner
- Parent or step-parent of employee or spouse/domestic partner
- Legal guardian or person for whom the employee or spouse/domestic partner is the legal guardian
- Child or step-child of employee or spouse/domestic partner
- Sibling or step-sibling of employee or spouse/domestic partner
- Grandparent or step-grandparent of employee or spouse/domestic partner
- Grandchild or step-grandchildren of employee or spouse/domestic partner
- Relative living in the employee's household

No more than 120 hours of LTI time may be accumulated. Any employee with 120 hours of accumulated LTI will stop accumulating additional hours until the balance drops below 120 hours. In lieu of additional LTI hours, employees with 120 hours of accumulated LTI will accrue additional PTO hours at the LTI accrual rate. In case of employee termination or loss of full time status, the employee will forfeit all accrued LTI hours.

If an employee uses LTI because of an illness or injury compensable under the Workers' Compensation Law, the employee shall reimburse the county for any Workers' Compensation payments received for the days paid with LTI hours.

3. Holidays



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Teton County Administrative Policies have been adopted by the Board* in order to standardize and simplify County administrative tasks by providing clear, written guidelines. The Policies are also intended to increase citizen confidence in County government and prevent the misuse of public resources and funds. Elected Officials may adopt further policies and procedures to meet the unique needs of the departments they administer, provided the additional policies do not conflict with the Teton County Administrative Policies or the Teton County Personnel Policy. Each policy listed below is a discreet document that may be changed independently of any other policy.

**The term "Board" is used throughout these policies to refer to the Board of County Commissioners.*

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Computers, Technology & Information Security

Teton County email, computer, internet, copier, phone and voice mail systems are County property provided to further County business. Employees are expected to use these various information technologies in a responsible manner and to use good judgment to protect the physical and electronic integrity of all equipment, networks, software and information.

Employees should have no expectation of privacy when utilizing any of the County's information systems. The County reserves the right to intercept, monitor, copy, review and download any communication or files created or maintained on the County's Information Technology (IT) systems. Incidental personal use is allowed provided it does not interfere with work, consume County resources or create potential County liabilities.

Teton County maintains two separate computer networks: one for the Sheriff's departments and another for all other departments. The County may hire an employee, or contract with outside firm(s), to administer and maintain the county's computer network(s), equipment and software. At least annually, the Board of County Commissioners will designate who is currently serving as IT Administrator.

Purchase & Installation of Computer Equipment and Software. Teton County maintains a standard configuration for all networks and systems. Purchase and proper installation of network-compatible hardware and software is critical for the proper operation of the county's networks and efficient use of county dollars. In order to maintain network integrity, written approval must be received from the IT Administrator *before* the purchase of any computer, software, printer, scanner or other peripherals*.

In general, computers should be replaced every four years. ~~used for at least five years before being replaced.~~

10/28/13 ↑ as decided during FY 2014 budget process.

The County's IT staff and contractors are the only personnel authorized to add or remove computer hardware, software or peripherals from computers connected to the County networks. Employees who perform unauthorized work on the county networks may be subject to disciplinary action.

**Peripherals include laptop computers, wireless access points, mp3 players, digital recording devices, etc.*

Disposal of Computers and other IT Equipment. Any personal property no longer necessary for county use must be disposed of by the Board according to Idaho Code 31-808, or 31-829 if the Board determines the asset has greatest value as a trade-in. Idaho law allows personal property valued at \$250 or less to be sold at private sale without notice. The IT Administrator shall take custody of all surplus computer equipment in order to remove all county-specific data and software and determine its estimated value. Equipment valued more than \$250 must be sold at a public auction. A notice of such auction must be published at least 10 days prior to the date of auction. Equipment valued less than \$250 may be sold to employees via a county-wide lottery or auction. Failure to dispose of personal property as described above may result in criminal penalties. *No computer may be disposed of until all county-specific information is permanently deleted from the hard drive.*

Software. Teton County purchases and licenses the use of various computer software programs for business purposes and does not own the copyright to this software. Unless authorized by the software developer, Teton County does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple computers according to the software license agreement. Illegal duplication of software and its related documentation for personal use is prohibited.

Internet. Employees must remember that internet access is provided to enhance County functions. Incidental personal use is allowed only as described above. Downloading of copyrighted, protected materials or software is strictly prohibited. Streaming videos and/or music is prohibited unless necessary to complete a required task. (This activity diminishes internet response time county-wide and allows viruses to enter the system.) Prohibited internet sites include, but are not limited to, those containing offensive graphics, images and language. The County reserves the right to monitor all internet activity.

Social Networking. Use of social networking sites during work hours is not allowed unless required for a specific work task. Employees using social networking sites during personal time away from work are



Emergency Closure

Revision: 42

Date: 6/15/11 10/28/13

Original Issue Date: 11/24/08

Number of Pages: 1

Approved: BOCC

From time to time, all or part of County offices and/or operations may be closed or suspended due to emergencies such as power failure, hazardous weather, or unsafe workplace conditions. Authority for county-wide suspension of operations rests with the Board. Authority for closure of court offices rests with the Administrative Judge. If an emergency arises, the Board will consult via phone or other means and will notify the Clerk and Risk Manager if a decision to close is made.

When a decision to close is made, radio station Q102 will be asked to make a public service announcement, and a notice will be placed on the county website. If the decision to close is made after 9 am, the County Commissioners office and/or the County Clerk's office shall notify each Department Head and Elected Official, who will be responsible for notifying their employees. If court offices are closed for an emergency, the Administrative Judge will notify the Supreme Court and court clerks will maintain a record of the date and time of the office closure and subsequent re-opening.

In the absence of an announcement, it should be assumed that County offices and/or operations are not suspended. However, non-essential employees may be excused from work upon their request and at the discretion of the Department Head or Elected Official. Individual Elected Officials may also exercise their discretion to close their particular offices if they deem it necessary. Employees so released will not be paid, except through use of PTO or Compensatory Time.

Certain essential services are required to be maintained during any emergency closing. The employees involved in these essential services are excused from work only with the specific authorization of their supervisors, regardless of radio or other announcements. *Department Heads and Elected Officials should make clear beforehand who are essential employees in emergencies*, what their obligations are, and establish procedures to let them know whether they will be needed at work. Failure to report to work during emergencies by employees required for essential services may be cause for disciplinary action.

The nature and effect of emergencies may vary, so the pay policy to be followed may also vary. If an emergency closing occurs, all employees will not necessarily receive an equal amount of time off and employees who take time off may or may not be paid. While the County strives to be fair and reasonable in payment for closings, there is no legal obligation to reimburse employees when work is not available because of emergency conditions.

The County reserves the right to determine on a case-by-case basis: (1) Whether to close; (2) Whether employees will be paid; and (3) If employees will be paid, on what basis.

10/28/13

needed to clarify authority of Judge



Hiring New Employees

Revision: 23

Date: 10/24/11 10/28/13

Original Issue Date: 9/27/10

Number of Pages: 1

Approved: BOCC

The following steps must be utilized by every Elected Official and Department Head whenever a new employee is hired.

- Vacancies created by the resignation or retirement of a current employee cannot be filled without prior consultation with the County Commissioners to verify that the current Departmental workload has not changed and that the current status of the County budget will allow the vacancy to be filled.
- Review the approved Job Description for the position you need to fill. If the Job Description is no longer accurate, work with the County Clerk to have the Job Description updated by the county's Human Resource consultant.
- Refer to the most current Pay Grade Chart to determine the pay grade for the position you need to fill.
- Refer to the current Salary Schedule to determine the Hiring pay rate for the vacant position (86-90% of the Market Point). In general, the salary for all newly hired employees will be 86% of the Market Point.
- Follow your departmental policies to advertise, interview and select your new employee. -If a new employee will be hired (rather than promoted from within your department), you must notify the payroll clerk, who will post the position on the county website and send an email notice of the posting to all county employees. ~~The Board recommends that vacancies are advertised in the local newspapers and on the county website.~~
- A newly-hired employee may not be offered a salary greater than 86% of the Market Point without prior written approval from the Board. If you believe that your new employee should receive a starting salary greater than 86% of the Market Point due to his/her special qualifications, experience, and/or education, you must write a brief explanatory memo to the Board. Your memo will be reviewed and discussed during a regular meeting.
- If your new employee will earn 86% or less of the Market Rate, and if you are certain that your budget includes funding for the position, you may make an offer contingent upon completing the Supervisor's Portion of the Payroll Form and obtaining an approval signature from one of the County Commissioners.
- After an employee accepts a position, deliver the Payroll Form to the Payroll Office within 5 working days so payroll becomes aware that a new employee has been hired and can be prepared on their initial date of employment.
- Be sure your newly hired employee completes all required payroll forms at least 7 days prior to the date of their first paycheck.

10/28/13

Seems like a good common-sense idea. If BOCC likes idea,
let's discuss with CEOs before changing policy

9. PROOF OF INSURANCE

Employee drivers must make sure that the current insurance card is kept in the vehicle at all times.

10. ACCIDENT REPORTING

- A. In the event of an accident, the driver shall call 911 immediately. When possible, first check on the safety and welfare of all persons involved and seek immediate medical attention should it be required for themselves or others. If possible, move the vehicle to a safe location out of the way of traffic.
- B. Driver shall always have a police officer investigate any accident that involves a County vehicle. This will help protect the County from unwarranted claims. Do not discuss fault with, or sign anything from anyone, except from a police officer, a representative from ICRMP, or an authorized representative of Teton County, preferably the Risk Manager.
- C. Driver shall notify his supervisor as soon as possible of the accident and report the extent of the injuries and property damage involved.
- D. If a county employee is involved in an accident while driving a county or personal vehicle for county business, the employee should undergo a blood alcohol test in order to protect the county and the employee.
- DE. Driver shall cooperate fully with ICRMP Claims Department in the handling of the claim.

10/28/13
 AS recommended by
 ICRMP *
 Prosecutor

11. TRAFFIC VIOLATIONS

All fines and other criminal penalties due to violations of the law by the driver are the personal responsibility of the driver of any County vehicle. These costs are not reimbursable by Teton County and must be paid promptly by the driver.

12. VEHICLE MAINTENANCE AND REPAIR

- A. If the County vehicle is in need of repairs, the vehicle should be taken to the mechanic of record.
- B. Prior to scheduling major repairs or major maintenance needs, the driver must consult with their supervising Elected Official or Department Head. Major repairs needed as the result of an accident should not be initiated without approval of the County's Risk Manager.

13. VEHICLE SAFETY COURSE

Employees and volunteers who regularly use county-owned equipment/vehicles shall complete at least one safe driver training course every calendar year. This may be an approved course through ICRMP, Idaho Transportation Department or the Idaho State Police. Course completion certification must be submitted to the County Risk Manager by December 31st each year.



Records Retention & Destruction

Teton County records must be retained according to Idaho Code 31-871, contractual requirements, and county policies. County records may only be destroyed according to applicable law and only upon Resolution by the Board after receiving advice from the County Prosecutor.

All questions regarding the retention or destruction of records should be directed to the responsible Department Head or Elected Official. The Department Head or Elected Official should review the 2012 Records Retention Manual and Records Retention Schedule prepared by the Idaho Association of Counties in order to decide whether the records may be disposed of. If the Department Head or Elected Official determines that the records may be disposed of, a records destruction request must be sent to the County Prosecutor for review. The request shall include a detailed listing of the records to be destroyed. The County Prosecutor will review the request and provide advice concerning the length of time that specific records must be retained. If the records may be disposed of, a Resolution authorizing the destruction of such records must be prepared and approved by the Board prior to the destruction of the records.

However, if a digital version of a paper document has been created, filed and is retained, the paper version may be destroyed without regard to the retention schedule and without a Resolution by the Board.

Master copies of all paper and electronic records relating to Teton County business must be stored, kept or saved on property owned or leased by Teton County. All email relating to Teton County business should be done on the Teton County email system. Employees should not use personal email accounts for Teton County business. If an employee creates electronic records, such as Word or Excel documents, on hardware or software not owned by Teton County, the employee must ensure that a final version of such electronic record is saved on the Teton County network.

Emails in an *employee's* "deleted" folder are automatically deleted from that folder after 60 days and are permanently deleted from the server after 90 days. Emails in an *elected official's* "deleted" folder are automatically deleted from that folder after 120 days and are permanently deleted from the server after 150 days. Emails in a "sent" folder are automatically deleted after 360 days.

The destruction of any county record that is related to ongoing, potential, threatened or reasonably anticipated litigation is strictly prohibited. The destruction of any county record that must be retained for any legal or contractual reason is also strictly prohibited. If any employee knows of ongoing, potential, threatened or reasonably anticipated litigation that may be related to any county record, including any electronic record, that is set to be destroyed or disposed of, that employee must inform the person scheduling the records for destruction and the Department Head or Elected Official.

10/28/13

Still need Prosecutor approval of the "digital docs" wording. - mch



TETON COUNTY JUVENILE PROBATION

89 N MAIN Ste 4 • DRIGGS ID 83422 • P208-354-3862 • F208-354-2994

Brittany Campbell
Chief Juvenile Probation Officer

Commissioner Report

ON Sep 30th 2013

Total number of Juveniles on formal PROBATION – 14

Male – 9

Female -5

Total number of Juveniles on DIVERSION – 5

Male – 1

Female -4

Interstate Compact – 3

Juveniles supervised in Teton County through ICJ – 0

Juveniles supervised in other states through ICJ -3

Courtesy Supervision – 1

Juveniles supervised in Teton County -1

Juveniles supervised in other counties – 0

Juveniles in Department of Juvenile Corrections – 0

**The following information has been compiled for the past THREE months
(July 1-September 30 2013)**

Number of drug tests done – 40

Positive – 9

Negative – 30

How many times each drug came up positive

Nicotine – 10

THC (Marijuana)-1

Opiates-1

CREATININE-2

Probation violations filed – 4

Juveniles whose probation was revoked due to noncompliance – 1

Days Juveniles spent in 5-C – 25 days

Days Juveniles over 18 years of age spent in Madison County Jail – 0

Juveniles released from probation/diversion – 3/3

Cases transferred to Adult Misdemeanor Probation – 0

Money collected from cost of supervision fee – \$2,326.00

Money collected from drug testing fee - \$ 619.00

Offenses committed by Juveniles currently on probation

- Alcohol minor consumption – 7
- Battery – 2
- Disturbing the peace – 1
- Fraudulent use of a transaction card-2
- Littering- 1
- Possession of drug paraphernalia – 4
- Possession of controlled substance- 1
- Property-malicious injury to property –3
- Theft-petit –3
- Unlawful Entry-1

JABG GRANT

The JABG Funds are now funding a Restorative Justice Program.

3 juveniles attended the RJ program with 3 juveniles successfully completed the program.

These juveniles completed a Victim Awareness Packet on their own and met with Willy Warner to process the booklet with them.

MILLENNIUM FUNDS – Millennium Funds are used to fund a smoking cessation class.

Juveniles successfully completed the program – 0

Juveniles unsuccessfully completed the program – 0

Smoking program for first time offenders. Juvenile who received a smoking ticket will have a chance to complete the Not on Tobacco class and pay a fee in lieu of the diversion program.

Teton County Juvenile Probation now offers the following programs.

N-O-T Not on Tobacco- This is a smoking class

TFAC Thinking for a Change – This is a cognitive approach to decision making.

Project Towards no Drugs- This is an educational class for any juvenile using and kind of illegal substance.

QUARTERLY REPORT ON JUVENILE PROBATION NUMBERS

	Drug Tests			Percent Positive	Probation Violations	Days Juveniles Spent at 5-C	Releases from JV Probation
	Done	Positive	Negative				
JAN-JUN 08	103	43	55	42%	13	120	17
JULY-SEPT 08	86	36	50	42%	10	55	8
OCT-DEC 08	92	39	53	42%	10	79	5
08 YTD TOTALS	281	118	158	42%	33	254	21
JAN-MAR 09	118	61	57	52%	6	90	5
APR-JUN 09	166	96	70	58%	5	87	8
JUL-SEPT 09	117	61	56	52%	6	106	7
OCT-DEC 09	72	18	54	25%	3	145	7
09 YTD TOTALS	473	236	237	50%	20	428	27
JAN-MAR 10	44	12	32	27%	1	5	12
APR-JUN 10	39	20	19	51%	2	9	3
JUL-SEPT 10	32	19	13	59%	3	21	4
OCT-DEC 10	46	23	23	50%	5	78	3
10 YTD TOTALS	161	74	87	46%	11	113	22
JAN-MAR 11	73	39	34	53%	5	95	2
APR-JUNE 11	57	36	21	63%	6	41	3
JUL-SEPTE 11	48	39	9	81%	5	120	4
OCT-DEC 11	55	43	12	78%	1	19	6
11 YTD TOTALS	233	157	76	67%	17	275	15
JAN-MAR 12	97	68	29	70%	3	135	1
APR-JUNE 12	95	60	35	63%	6	15	6
JUL- SEPT 12	94	38	26	40%	0	16	4
OCT-DEC 12	40	9	31	29%	2	5	2
12 YTD TOTALS	326	175	121	69%	11	171	13
JAN-MAR 13	24	1	23	0.04%	1	5	4
APR-JUNE 13	39	9	30	0.3	2	14	8
JUL-SEPT 13	40	14	26	0.35%	4	25	6
OCT-DEC 13							
13 YTD TOTALS	103	24	79	14%	7	44	18

Due "November 15, 2013"

**County Annual Juvenile Justice Report to the Idaho Department of Juvenile Corrections
(Due date: November 15)**

County TETON JUVENILE PROBATION

Reporting from October 1, 2012 to September 30, 2013

1. Supervised Diversion:	
1 day snapshot	
a) Number of juveniles on diversion as of Sept 30 th broken out by race/ ethnicity. If your county does not provide diversion services proceed to section 2.	
1. Total number of White	4
2. Total number of Black or African American	
3. Total number of Asian	
4. Total number of Native Hawaiian or other Pacific Islander	
5. Total number of American Indian or Alaska Native	
6. Total number of Hispanic or Latino	1
7. Total number of other/unknown	
Annual reporting	
b) Juveniles who have been placed under diversion contracts by your county during the reporting period by gender.	
1. Total number of males	7
2. Total number of females	8
c) Age of juvenile being placed on a diversion contract at point of intake during the reporting period	
1. <10	
2. 11 – 13	
3. 14 – 16	10
4. 17	3
5. 18 and older	2
d) Juveniles discharged from diversion contract during the reporting period	
1. Total number of juveniles discharged successfully	15
2. Total number of juveniles discharged unsuccessfully	0
2. Supervised Probation:	
1 day snapshot to include informal/formal/courtesy supervision/intestate compact. Do not include juveniles in IDJC custody or who have absconded.	
a) Number of juveniles on supervision as of Sept 30 th broken out by race/ethnicity	
1. Total number of White	11
2. Total number of Black or African American	
3. Total number of Asian	
4. Total number of Native Hawaiian or other Pacific Islander	
5. Total number of American Indian or Alaska Native	

6. Total number of Hispanic or Latino	1
7. Total number of other/unknown	1
b) Total number of suspended commitments as of Sept 30 th	
Annual reporting	
c) Juveniles placed under informal, formal, courtesy and interstate compact supervision by your county during the reporting period by gender. If the juvenile is currently on probation within your county and the juveniles receives a new adjudication do not include in this count.	
1. Total number of males	4
2. Total number of females	5
d) Age of juvenile being placed on probation at point of intake during the reporting period	
1. <10	
2. 11 – 13	1
3. 14 – 16	5
4. 17	2
5. 18 and older	1
e) The number of juveniles supervised by probation during the year, who have a new suspended commitment to the Idaho Department of Juvenile Corrections.	
f) Juveniles discharged from probation during the reporting period	
1. Total number of juveniles discharged successfully	23
2. Total number of juveniles discharged unsuccessfully	1
3. Petitions filed during reporting period:	
a) Total number of petitions filed during reporting period	22
b) Total number of probation violations filed on juveniles with the court during the reporting period	5
c) Total number of contempt or show cause orders filed on parent(s) with the court during the reporting period	
d) Crime listed on Petition filed under JCA with the court during reporting period	
1. Total number of Felonies listed on petition	
2. Total number of Misdemeanors listed on petition	22
3. Total number of Status offenses listed on petition	
a. If you included tobacco and alcohol offenses filed as a petition or transferred under the JCA you will need to put a check in the box.	<input checked="" type="checkbox"/>
4. Recidivism	
a) Total number of juveniles in your cohort group. Do not include courtesy supervision, interstate compact, or juveniles placed on probation for alcohol and tobacco offenses.	17

b) Total number of juveniles who have been “Adjudicated” of a new misdemeanor or felony within 24 months of being placed under supervision in your county prior to the reporting period. See full definition in policy.	
	4
<u>The following sections track accountability and community protection of the juveniles under probation supervision, to include diversion, informal, formal courtesy and interstate compact supervision:</u>	
5. Restitution:	
a) Total amount of restitution collected during the reporting period.	1574
6. Community Service:	
a. Total number of juveniles that performed community service during reporting period.	20
b. Total number of community service hours performed during reporting period.	479
7. Drug testing:	
a. Total number of drug tests administered during the reporting period.	165
b. Total number of non-duplicated juvenile’s drug tested during the reporting period.	31
c. Total number of juveniles <u>identified in section 7b</u> tested during the reporting period that had a confirmed positive drug test, <u>which could result in a probation violation filed with the court.</u>	11

Please indicate that the review and approval process has been completed by checking the appropriate box.

The Board of County Commissioners has reviewed and approved this report

The presiding Magistrate Judge has reviewed and approved this report.

See “County Juvenile Justice Report to the Idaho Department of Juvenile Corrections Policy & Forms” for definitions of data sets, located at www.idjc.idaho.gov

**Buy Down Account Balances
per Brett Cooke's office**

	Balance on Sept. 30	Balance on Dec. 31
2003	\$126,415	\$129,686
2004	\$143,814	\$142,697
2005	\$133,620	\$134,551
2006	\$178,152	\$172,128
2007	\$191,235	\$209,510
2008	\$235,671	\$239,368
2009	\$235,257	\$227,851
2010	\$205,522	\$173,476
2011	\$158,320	\$158,500
2012	\$171,754	\$155,455
2013	as of 9-30-13:	\$161,145
2014		

On June 30, we had: 58 employees
20 spouses
43+ children

enrolled in the County's health insurance plan.

out of 68 FTE who are eligible for health insurance

Mary Lou Hansen

From: John Simmons [jsimmons@ida.net]
Sent: Thursday, October 17, 2013 5:45 PM
Subject: Mary Lou Hansen; Kathy Spitzer
Attachments: Obamacare UPDATE: New, federal Employee Counting Rules
20131017 EE Counting Rules TetonCounty 0860-500 Obamacare.pdf
Importance: High

Hi, Mary Lou and Kathy,

We're yet in a 'holding pattern' for the specific 'minor adjustments' to the Employee Counting Rules (26 Code of Federal Regulations § 54.4980H-1 et seq; 144 pages) that the IRS might make. It's not tipped its hand one way or the other.

Nonetheless, as time is actually drawing near for counting—we may actually already be in measuring periods now—I thought I would address in a memorandum to you on a high level look what probably won't change at all.

That's what the memorandum attached is. It should help give you some idea of what the chore will look like, and perhaps you'll want to get down to specifics now, even though there could be some slight changes to the regulations.

After you look the memorandum over, let me know what questions you have and if you want to re-start this effort now, even before we know for certain if there will be some minor tweaks to the rules.

Thanks,

JOHN SIMMONS
JD LL.M. PROF. CO.
ATTORNEY AT LAW
208.528.9901x203

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- (b) **for the purpose of** avoiding penalties under the Internal Revenue Code

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MEMORANDUM

To: Mary Lou Hansen and Kathy Spitzer, Teton County Idaho (0860-500)
From: John Simmons *Esq.*, 208-528-9901x203/jsimmons@ida.net
Re: Obamacare//Full-time Employee//**Employee Counting Rules**, 26 C.F.R. § 54.4980H-1 *et seq*
Date: 2013-10-17

What's Required and What's at Stake with the New, Federal *Employee Counting Rules*?

Employer penalties under Obamacare are measured by how many *Full-time Employees* the County has. Avoiding the employer penalties requires for each calendar month beginning January 2015 that the County offer 'minimum essential coverage' to at least 95% of its *Full-time Employees* and their dependent children (but not necessary to offer to their spouses to avoid the penalty). The County could so offer coverage and yet face a penalty if the *Full-time Employee* must pay more than 9.5% of his or her household income for employee-only coverage through the County's group health plan. Properly identifying and then treating employees as *Full-time Employees* is, then, important to avoiding or reducing the amount of the County's employer penalties, whether it 'plays or pays' under Obamacare.

Each January the County will be required to file a new IRS form to report for the recently ended calendar year its monthly counts of *Full-time Employees*. IRC § 6056. (Month-by-month information about which employees and children were in fact covered will also be due, IRC § 6055.) This reporting will first be due by 1/31/2016 for the 2015 calendar year, which will require monthly counts from January 2015 forward.

To be able to make these reports and to know that the County is offering its group coverage to at least 95% of its *Full-time Employees*, the County will need to average weekly hours (both worked and PTO) for each employee, make individual determinations as *Full-time Employee* or not, and offer minimum essential coverage to at least 95% of them for the calendar month. If not offered to at least 95% of the County's *Full-time Employees*, the County will not only face the cost to provide health coverage, but also owe a monthly penalty equal to \$167*(# of *Full-time Employees* for the month – 30).

How is *Full-time Employee* Status Determined and How Long Does it Last?

Obamacare imposes a uniform definition of *Full-time Employee* as those that work 30 or more hours per week. Proposed Treasury Regulations § 54.4980H-1 *et seq* (12/28/2012) explain how employers must track employees' hours, time frames in which weekly hours must be tracked and then averaged, and for then how many consecutive months the employee must treat as a *Full-time Employee* those that average 30 or more hours per week. A worker determined to be a *Full-time Employee* must be treated as such for all such application months, even if there is a drop in work schedule to less than 30 hours per week before those application months have come to an end.

The County may set its recurring tracking periods from 3 to 12 consecutive months in length. Generally, it will be advantageous to use 12 months. It also makes sense to have the 12-month recurring tracking periods end 2 full calendar months before the County's group health policy year renews, for example, on November 1. The 'baseline' suggestion for consideration for the County would, then, be recurring tracking periods of 9/1-8/31.

For example, the County would track the hours of each employee that was employed on 7/1/2013, throughout all 12 months of the 9/1/2013-8/31/2014 tracking period. Then, in early September 2014, the County would determine a weekly average hours worked for each such employee. Certain leaves and other absences must be ignored in arriving at the weekly average if the County and employee have prearranged for the employee's return to active work (e.g., after a leave of absence is expected to end).

Those that average 30 or more hours per week during the tracking period must be counted as *Full-time Employees* for each of 12-consecutive application months, which would be the County's group policy year, i.e. 11/1/2014-10/31/2015. The County must continue to treat such an employee as a *Full-time Employee* until 10/31/2014, even if the employee's paid hours might drop to below 30 hours before then.

(Since the County does not have to begin keeping monthly counts for months before 2015, the significance the *first* recurring tracking period of 9/1/2013-8/31/2014 would actually be only for the months January-October 2015. For 2014 only, the County would not have to keep count or offer *Full-time Employee* for November and December of 2014 coverage to avoid any penalty. Beginning January 2015, the County would have to count such employee to make sure it is offering group coverage to at least 95% of its *Full-time Employees* for the month and for reporting monthly counts to the IRS.)

If an employee averages less than 30 hours paid per week during that recurring tracking period 9/1-8/31, then the County does not count him or her as a *Full-time Employee* for any of the associated, 12 consecutive application months (11/1-10/31). Even if the associated, 12 application months have ended the employee begins working a schedule of 30 or more hours per week, the County does not have to offer him or her medical coverage through October, the last of the 12 application months associated with that recurring tracking period.

How are New Hire Treated Before the First Recurring Tracking Period for Him or Her has Ended?

If as of a new employee's start date the County expects that he or she will be paid for at least 1560 hours in the first full 12 calendar months employed, the County must treat him or her as a *Full-time Employee* from the month of his or her start date through August of the year after his or her start date if it was from 1/1-8/31, or through October of the second year after his or her start date if it was 9/1-12/31.

If considering all the facts and circumstances on the start date (except the chance he or she will quit before 12 full calendar months beginning on or after start date), the County reasonably believes that the employee will not be paid for 1560 or more hours in those 12 months, the County can put the employee on a probationary tracking period of those first full 12 calendar months. This might be because

- A the work schedule for which hired is less than 30 hours per week (*part-time* hire),
- B the job is just for a matter of months such as 40 hours per week but only for 7 months (*temporary* hire), or
- C the new hire's hours are expected to vary so much that it defies reasonable expectation that the employee will be paid for 1560 or more hours in those first full 12 calendar months (*variable hours* hire).

In these situations—and whenever hiring an employee for strictly *seasonal* duties—the County may impose a 12-month probationary tracking period before treating this new hire as a *Full-time Employee*. If in that 12-month probationary tracking period the new employee had at least 1560 paid hours, the County must then treat him or her as a *Full-time Employee* for 12 months beginning with the 3rd month after his or her probationary tracking period ended. For example, a new employee starts on 7/13/2013. He or she had 1560 or more paid hours as of 7/12/2014. He or she would count as a *Full-time Employee* for October 2014–September 2015, regardless of what his or her paid hours totaled from his or her first recurring tracking period of 9/1/2013–8/31/2014. (If during 9/1/2013–8/31/2014 he or she also has averaged 30 or more hours per week, he or she would also be a *Full-time Employee* for October 2015—since already so for November 2014–September 2015, the other 11 associated application months, by reason of the 7/13/2013–7/12/2014 probationary tracking period. For November 2015–October 2016 would depend on if he or she averaged 30 or more hours from 9/1/2014–8/31/2015. For November 2016–October 2017 would depend on if he or she averaged 30 or more hours from 9/1/2015–8/31/2016. And so on and so forth.)

Also, if before October 2014 (the beginning of the application months associated with his or her probationary tracking period of 7/13/2013–7/12/2014), the County's expectation of his or her employment changes, it may have to treat him or her as a *Full-time Employee* from that point in time.

And despite being put on the probationary tracking period, the County must also track his or her hours separately from the date of the first recurring tracking period (9/1/2013) after his or her start date (7/13/2013), even though that first recurring tracking period (9/1/2013–8/31/2014) would overlap some with the probationary tracking period (7/13/2013–7/12/2014). If after any tracking period, his or her weekly average hours is 30 or more, the County must treat him or her as a *Full-time Employee* for all the 12 consecutive application months associated with that tracking period (i.e., the 3rd through the 14th calendar months after the tracking period ended).

An employee that has no hours worked and does not take any PTO in a calendar month, he or she does not count as a *Full-time Employee* for that month even if it is otherwise one of the application months associated with a tracking period from which determined to be a *Full-time Employee*.

How Must Re-hired Employees be Treated?

If an employee works no hours and takes no PTO during a week, but then later does, how must he or she be treated? It depends on how many weeks consecutively the employee had no paid hours (for work or taking PTO). You may treat him or her as a new hire, with a new start date, when he or she resumes if the number of consecutive weeks in the break with no paid hours was

- i. 26 or more such consecutive weeks, or
- ii. both 4 or more and at least 1 more than the total number of weeks prior to the break in which he or she had paid hours.

You must treat him or her as a continuing employee, keying off of the pre-break start date, if the break with no paid hours was only 1, 2 or 3 consecutive weeks, or if he or she resumes paid hours both

- i. before 26 consecutive weeks of no paid hours, and
- ii. before the break extends 1 week longer with no paid hours than all pre-break weeks combined in which he or she had any paid hours.

What Steps Does the County Need to Take to Comply with these new Employee Counting Rules?

1. Identify new hiring practices and strategies that will work with the County's hiring needs, even with respect to how the open job postings read,
2. Design, draft and sign a policy setting specific tracking periods and associated application months, as well as addressing other issues that sync this up with existing payroll practices,
3. Coordinate the eligibility for the County's group health policy so that coverage under it is available to employees and dependent children for at least each month he or she is a *Full-time Employee*,
4. Have payroll IT configure for accepting data inputs to be able to process them with other payroll data to generate monthly reports for HR to use,
5. Properly categorize each new hire to impose the 12-month probationary tracking period only on seasonal, part-time, temporary or variable employees before counted as a *Full-time Employee* and offered health coverage,
6. HR reviews the monthly payroll IT reports and notices form managers and department heads of when the expectation for an employee in a probationary recurring period might change so that he or she is then expected to average 30 hours and must be treated as a *Full-time Employee*,
7. After each June 30, compute the weekly hours average of each employee that was active and on payroll the prior September 1, notify and enroll the newly eligible for November 1 coverage.
8. Prepare the January reports under IRC § 6055 and § 6056 for the months of the prior calendar year, beginning with the reports for 2015 calendar months that will be due 1/31/2016.

I have expertise in employee benefits law, Obamacare and these new employee counting rules. With my assistance, the County may gear up and be ready to count and report *Full-time Employees* pursuant to these new federal laws in a streamlined and efficient way, leveraging off of IT. Let me know when you'd like to take the first steps towards compliance.



208-354-8780
FAX: 208-354-8410

Teton County Clerk

150 Courthouse Drive #208
Driggs, Idaho 83422

October 24, 2013

TO: County Commissioners
FROM: Mary Lou
SUBJECT: Ambulance Service RFP

We failed to convene as the Ambulance Service district on Oct. 15 so you need to re-do the decision to change the end date of the existing ambulance service contract from December 2014 to Sept. 30, 2014.

On Oct. 15 you discussed the need to hire a professional to create an RFP for the upcoming ambulance contract.

Since that time I talked with Dean from the Idaho Emergency Medical Services Bureau, who said they provide technical and regulatory assistance but are unable to help with our RFP. He referred me to Boundary County. I spoke with the Clerk there and obtained the ambulance RFP they recently created for their latest ambulance contract.

I also talked with Bill Stipp of the Mercer Group who submitted the attached proposed scope of work. He will be available for a phone consultation Monday afternoon if you want to call him at 623-536-6261.

A handwritten signature in cursive script, appearing to read "ML".

Mary Lou Hansen

From: Dawn Felchle
Date: Friday, November 18, 2011 9:17 AM
To: Mary Lou Hansen
Subject: RE: 2012 Schedule

8-8-12 Commissioners: I think this schedule proposed

by Dawn last year is still reasonable, but don't know how it will mesh with the Emergency Services Study & results. I hope you will discuss timing of next bid process (if any) while wearing your Ambulance hats on

Depending upon where we are heading with the Hospital & TVH, the ASD should probably do the following, which will mean more than the normal quarterly meetings:

- RFQ for service provider in October ~~2012~~ 2013
- RFP goes out December ~~2012~~ 2013
- RFP's due mid-February ~~2013~~ 2014
- Interviews March & April ~~2013~~ 2014
- Award Contract late April Early May for budget meetings in June ~~2013~~ 2014

With Jim Gaines gone, I am not sure who has the expertise to write an RFQ and/or RFP for services? That should probably start being drafted in August & September.

Monday - ML

Dawn Felchle
Assistant to County Commissioners
Risk Manager
150 Courthouse Drive
Driggs, ID 83422
208-354-8775
www.tetoncountyidaho.gov

From: Mary Lou Hansen
Sent: Thursday, November 17, 2011 4:24 PM
To: Dawn Felchle
Subject: 2012 Schedule

I highlighted dates on my calendar that should also appear on the BOCC calendar. Guess we need to coordinate our BOE schedules some time.

Mary Lou

Mary Lou Hansen
Teton County Clerk
208-354-8771
150 Courthouse Drive #208
Driggs, ID 83422
FAX: 354-8410



*Teton County
2008 info*

Request for Bid Ambulance Service Teton County, Idaho

The Governing Board of the Teton County Ambulance Service District is accepting bids for the operation of ambulance service within Teton County, Idaho, on public lands surrounding the county, and in the adjoining community of Alta, Wyoming, beginning October 1, 2008.

The entity which is awarded the contract for ambulance services will be expected to do the following, which should be addressed in the proposal:

- Prepare an annual expense/revenue budget
- Provide consumable medical supplies
- Establish policies and procedures for ambulance services
- Provide 24/7 operation by qualified emergency medical personnel
- Responsible for billing and collecting fees for services rendered
- Provide a schedule of fees
- Follow applicable laws and regulations
- Provide medical liability insurance
- Provide applicable employee insurance for personnel assigned to Teton County Ambulance Service District
- Provide ambulance service from time to time for special events

A contract for two years or more is anticipated.

Sealed bids should be sent to:

Teton County Ambulance Service District
89 N. Main, Ste. 1
Driggs, ID 83422
208-354-8776 (FAX)

Inquiries and additional details may be obtained by calling 208-354-8775 or emailing dfelchle@co.teton.id.us. Sealed bids must be received at the above address no later than 10:00 am July 14, 2008:

Teton County Ambulance Service District reserves the right to accept or reject any or all bids and to accept the bid deemed to be in its best interest.

Published May 23 & 30, 2008

Mary Lou Hansen

From: Glenda Poston [gposton@boundarycountyid.org]
Sent: Thursday, October 24, 2013 10:11 AM
Mary Lou Hansen
Subject: RE: Ambulance Services?
Attachments: SKMBT_C552D13102408560.pdf

Boundary County info

Mary Lou – I have attached the RFP and then the current contract that we ended up with (after much negotiation). Please keep in mind that this is not the agreement that the commissioners wanted, but due to circumstances this is our agreement for the next couple of years. It is for Basic Life Support (BLS) and NOT Advanced Life Support (ALS) as our current provider does not have a license for ALS.

We worked with our Emergency Service Coordinator as a mediator between all interested parties, which was very beneficial. Our legal counsel, Tevis Hull, was also very instrumental in it and the final agreement.

I would suggest if your commissioners have questions or concerns that they could talk with Commissioner Dan Dinning.

Please let me know if you need anything further and hope that this helps.

Glenda

From: Mary Lou Hansen [mailto:mlhansen@co.teton.id.us]
Sent: Wednesday, October 23, 2013 3:23 PM
To: Glenda Poston; Betty Thomas
Subject: Ambulance Services?

Glenda & Betty:

We have an Ambulance Service District that has historically contracted with our hospital to provide ambulance services. However, our 5-year contract is ending and our fire district wants to submit a bid on a new contract. So we're looking for direction/help on wording of an RFP.

I seem to remember that the ambulance service in your counties is somewhat similar to ours. If that's correct, do you have a recent RFP that we can copy? Or any other advice?

Thanks,

Mary Lou

Mary Lou Hansen
Teton County Clerk
208-354-8771
150 Courthouse Drive #208
Driggs, ID 83422
FAX: 354-8410

REQUEST FOR PROPOSALS (RFP)

SAMPLE

FOR PROVIDING BASIC LEVEL AMBULANCE SERVICES FOR BOUNDARY COUNTY

**Issued by:
Boundary County Commissioners**

Boundary County is soliciting proposals from qualified providers for the delivery of Basic Level Ambulance service for the geographic area of Boundary County, with a response capability of 24/7. The Provider may provide these services with paid staff, volunteers, mutual aid, or sub-contracts as long as the Providers of the service meet State requirements.

Ten (10) copies of the Proposal shall be submitted and must be received no later than September 13, 2013 by 2pm to the following address:

**Boundary County Commissioners
6452 Kootenai St. (Courthouse)
PO Box 419
Bonners Ferry, Idaho 83805**

Questions on the project should be addressed to Boundary County Commissioners at the above address, or (208) 267-7723

Boundary County reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

SAMPLE

BACKGROUND

Information:

Boundary County covers a large primarily Rural area, with the Cities of Bonners Ferry and Moyie Springs located within its boundaries. It is also home to the Kootenai Tribe of Idaho and covers several tribal owned grounds.

Boundary Community Hospital is a designated Critical Access Hospital located in Bonners Ferry, and is a primary point of transport for most responses by an Ambulance Service.

Request for Proposals:

Boundary County is soliciting proposals for an Independent Contractor to provide at a minimum a Basic Level Ambulance Service to the County. It is anticipated that the primary funding would come directly to the Provider through billing patients for ambulance transport services and responses, with additional funding being paid to the Provider by Boundary County. It is expected that the Provider would be responsible for the overall operation of the ambulance service, staffing, equipment and meeting State license requirements, along with billing and collection of fees generated from the transportation of patients. The County would not be involved in any of the billing or collecting of fees, or receive any funds from the transportation of patients.

The County could provide a building location with 3 bays for ambulances, and an office area along with 911 Dispatching through Boundary County Sheriffs Office. The Provider would be responsible for radio communications equipment to receive the notifications from Sheriffs Dispatch.

The County would expect a 24/7 available response, with a minimum of three ambulances, and Ambulance response capabilities on a 24/7 basis, it would be up to the Provider to make arrangements to handle this response, either through a combination of paid employees, volunteers, mutual aid agreements or sub-contracts, as long as any of the service providers meet the State requirements for EMS and at a minimum Basic ambulance standard.

SAMPLE

Ambulance Service:

Ambulance Service (an agency licensed by the EMS Bureau operated with the intent to provide personnel and equipment for medical treatment at an emergency scene, event standby, during transportation, or during transfer of persons experiencing physiological or psychological illness or injury who may need medical attention during transport.) The applicant must meet as a minimum the State requirements for providing Basic Level Ambulance Service.

Requests for Proposals:

- Should include any current license held by the Provider, or documentation that you would be able to obtain a Basic Ambulance Service Provider license, with a time frame to obtain the license.
- Amount requested from the County for providing a Basic Ambulance Service available to respond 24/7.
- Documentation of a Medical Director licensed by State of Idaho.
- Documentation of experience in billing and collecting practices.
- Plan for providing coverage to Boundary County
- Plan for Accountability of operation and service