

Teton County Idaho Commissioners' Meeting Agenda

Tuesday, October 13, 2015 - 9:00 am

150 Courthouse Drive, Driggs, Idaho - 1st Floor Meeting Room

9:00 AM Meeting Called to Order - Bill Leake, Chair (*Amendments to Agenda*)

TREASURER - TAX COLLECTOR - Beverly Palm, Treasurer

1. Quarterly Report

TETON VALLEY BUSINESS DEVELOPMENT CENTER - Brian McDermott

1. Quarterly Report

9:30 AM **Open Mic** (*proceed to next agenda items if no speakers*)

DEPARTMENT BUSINESS

PUBLIC WORKS - Darryl Johnson, Public Works Director

1. Solid Waste - Saul Varela, Supervisor

a. Landfill Cap Update

b. Solid Waste & Recyclable Collection Ordinance

c. Household Waste Minimum Fee Update

2. Road & Bridge - Clay Smith, Supervisor

a. Road & Bridge Update

3. Engineering

a. W6000S Update

b. LHTAC ocal Rural Highway Investment Program

4. Facilities

a. Facilities Manager/Engineering Tech Hire

PLANNING & BUILDING - Jason Boal, Planning Administrator

1. Solid Waste User Fee

a. Process of Combining Lots for Solid Waste User Fee

b. Press Release and Fact Sheet

2. Long-Range Projects

a. Land Use Code Revision Process

3. Fiscal Year End Reports

4. Recreation Planner Position

5. Law Enforcement Center Art Display

11:45 AM EMERGENCY MANAGEMENT/IT - Greg Adams, ER Management Coordinator/ IT Administrator

TETON COUNTY SEARCH AND RESCUE - Kelly Circle, SAR Commander

1. Teton County Search and Rescue Snow Machines

12:00 PM ELECTED OFFICIAL & DEPARTMENT HEAD MEETING

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

1. Approve Available Minutes

2. Other Business

a. Animals at Large Discussion Relative to County's role

b. Communication Efforts, Meeting Postings and General Public Information Dissemination

c. Policies Review

d. Bond Language for Exclusive Waste Hauler Agreement

e. Sheriff's Contract with the City of Driggs

f. Idaho's Congressional Delegation From Healthy Forests

3. Committee Reports

4. Claims

5. Executive Session Indigent Per IC 74-206(1)(d)

- 1:00 PM CONGRESSIONAL DELEGATION
1. Ethan Huffman, Regional Director for Representative Simpson
 2. Amy Taylor, Regional Director for Senator Risch
 3. Kathryn Hitch, Regional Director Senator Crapo
- 2:15 PM AMERICAN INSURANCE - Employee Insurance Renewals
- 3:15 PM AMBULANCE SERVICE DISTRICT
1. Approve Available Minutes
 2. Status of contract between TVHC and Fire District

UPCOMING MEETINGS

- Oct 26 9:00 am Regular BoCC meeting
- Nov 9 9:00 am Regular BoCC meeting
- Nov 19 Sixth District CEO meeting in Rexburg at 11 am
- Nov 23 9:00 am Regular BoCC meeting
- Dec 14 9:00 am Regular BoCC meeting
- Dec 28 9:00 am Regular BoCC meeting



Teton County

Emergency Management & Mosquito Abatement & IT

Department Report 9/9-10/8/2015



Projects Accomplished

In order to provide better service to our users we will be implementing an IT help desk over the next week. This will allow us to better document what service requests we are having, the fixes for each issue, how much time is involved to fix each issue, and provide more visibility to our users on who is handling their issue and what is being done on it. This will also guide us in the decisions we make on how we can make our IT system better, by more easily showing us where we are falling short. We are using a free tool to accomplish this so there will be no expense to implement this project.

We have been unable to get the VMWare expert from Jackson to come and assist us so I have turned to Dell and JCorp for their expertise on how to fix our server issues. With Dell we performed a 24 hour scan of all server activities to guide us in how much hardware we would need, and JCorp used their experience to provide us with a path forward. Both entities came pretty close to each other in their recommendations. Basically, we are going to need about \$25,000 to procure the hardware and software we need. I have \$5,500 set aside to purchase one new server this year, but that is not going to be enough. Either we could use the BOCC contingency funding to make up the additional \$20,000 or we could postpone the Office 2016 upgrade for everyone until next year and utilize that funding for the project. How would you like me to proceed? To reiterate the need for this project we can't backup our servers, (we can backup the data across the network but not the servers), so instead of a failure taking 30 minutes to fix, it will take at least a week, (and even after that we will have lost some data), our servers are so underpowered that doing a simple file copy locks them up, and they are routinely failing performing their normal functions.

Other IT issues that we are facing is that there is an additional warranty cost that wasn't budgeted for this year that is going to be about \$5,000, we have two additional workstations that are going to need to be replaced this year that somehow slipped through the cracks, and we will need to replace or augment our network storage array next year. In addition many of our IT services are in Computer Arts' name including our domain name and I will be working to establish those as our own. Barring any additional issues coming up I shouldn't need any additional funds to take care of these this year, however some shuffling between funds will have to take place.

JCorp has been doing well and I would like to proceed with a contract with them for IT services. May I do so?

Future Projects

We have scheduled our Severe Winter Storm tabletop exercise for February 17th. We will begin the planning phase for the exercise at our next LEPC meeting, but what I would like to test is our Continuity of Operations Plan and specifically how we will function with limited staff over multiple days from roads being blocked.

This spring we will be having a regional Ebola exercise that lasts for an entire day. We are just beginning to plan it and so far I am uncertain of how much involvement our local entities will have.

I have applied and been accepted to participate in the local IT training grant project that Isabel Waddell is leading and will use that training to complete my network + certification instead of studying for it on my own. I will have one year to complete the training and may be able to get my A+ certification as well. The online classes will begin on October 14th.

Future Appointments

10/27 Regional Health Care Meeting with Federal Partners 9 to 5
11/3 Teton County Radio/LEPC meeting 2:30-5



Teton County Search And Rescue, Inc.

Post Office Box 842 • Driggs, Idaho 83422
An Idaho Non-profit Corporation Dedicated to the Service of Others

September, 4th 2015

Board of county Commissioners,

Teton County Search and Rescue requests permission to trade in two **2006 Polaris RMK Snowmobiles (vin # SN1PK6FS56C617838 and SN1PK6FS26C617845)** toward the purchase of two new replacements. Both Snowmobiles are in good working order and have value but technology is pushing people further and further into the backcountry and Teton Search and Rescue is making an effort to upgrade their equipment on a more regular intervals. **There will be no additional cost to the county for the new snowmobiles.** We have submitted for a grant and we have raised funds to cover additional costs.

A handwritten signature in black ink, appearing to read "Kelly Circle", with a long horizontal flourish extending to the right.

Kelly Circle
Commander
teton.search.rescue@gmail.com
(208)351-2591



FROM: County Prosecutor, Kathy Spitzer
TO: Board of County Commissioners
RE: Search and Rescue Snow Mobile Discussion
MEETING: October 13, 2015

31-829. SALE OR REPLACEMENT OF PERSONAL PROPERTY. Whenever any elective county officer has under his jurisdiction or control any personal property belonging to the county which, in his judgment, is of no further use to the county, he may, with the consent of the board of county commissioners, in the name of the county, sell such personal property. Whenever any such official has any personal property belonging to the county under his jurisdiction or control which, in his judgment is obsolete, worn or damaged so as to require replacement and is of greater value on a trade in or exchange for replacements than upon the sale as above permitted he may, incident to purchase of such replacements and with the consent of the board of county commissioners, trade in or exchange such personal property and apply its trade in or exchange value on the purchase price of replacements. If the purchase of such replacements requires calling for bids, the call shall include bids with proposed allowances for such obsolete, worn or damaged property. All cash received from the sale of personal property must be turned in to the county treasury.

Board of Teton County Commissioners

MINUTES: September 25, 2015

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

9:00 AM Meeting Called to Order - Bill Leake, Chair (*Amendments to Agenda*)

EXTENSION OFFICE UPDATE - Tammy Sachse

1. 4H Financials
2. 2015 4H Program Report
3. Extension Educator Hiring

EXECUTIVE SESSION *indigent per IC 74-206(1)(d)*

9:30 AM **Open Mic** (*proceed to next agenda items if no speakers*)

DEPARTMENT BUSINESS

SHERIFF - Tony Liford, Sheriff

1. FY2016 Sheriff Office funds to Hire Patrol Deputy

PUBLIC WORKS - Darryl Johnson, Public Works Director

1. Solid Waste
 - b. Waste & Recyclable Collection Contract
 - c. Solid Waste & Recyclable Collection Ordinance
 - d. Household Waste Minimum Fee Update
2. Road & Bridge
 - a. Maintenance Update
 - b. Culvert Inventory Re-Stocking
3. Engineering
 - a. E5000S Reconstruction Update
 - b. W6000S Design Update

PLANNING & BUILDING - Jason Boal, Planning Administrator

1. Land Use Code Revision Process
2. Position 7 & 8 on Planning and Zoning Commission

EMERGENCY MANAGEMENT/IT - Greg Adams

1. FY 2016 IT Contract
2. All-Hazard Mitigation Plan (AHMP)

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

1. Approve available minutes
2. Other Business
 - a. Process of re-establishing the Housing Authority Commission
 - b. Sending County Representative to IHFA conference
 - c. Link on County website for TV Magazine Re: Centennial
 - d. Solid Waste Disposal Fee Fact Sheet
3. 2016 Alcohol Beverage Licenses
4. 2016 Non-profit Contracts
5. Resolution 2015-0925A Quarterly Budget Transfers for Q4 FY2015
6. Committee Reports
7. Priorities Check-Up
8. Certificates of Residency
9. Claims

11:30 AM PUBLIC HEARING - FY 2015 Budget Opening

1. Resolution 2015-0925B Opening FY 2015 Budget

ADJOURN

COMMISSIONERS PRESENT: Bill Leake, Cindy Riegel, Kelly Park

OTHER ELECTED OFFICIALS PRESENT: Clerk Mary Lou Hansen, Prosecutor Kathy Spitzer, Sheriff Tony Liford

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

EXTENSION OFFICE UPDATE

Extension Assistant Tammy Sachse reviewed information included in the notebooks (Attachment #1). She said there is an annual \$15-25 4H participation fee, regardless of the number of clubs participated in. The fee covers the \$5 per participant paid to the University of Idaho for overall coordination of the program. The fee also covers the \$2 per volunteer "leader" fee, \$200 annual 4H on-line fee and other 4H expenses. Some clubs, such as the cooking club, charge an extra fee to cover needed expenses. Most livestock clubs start meeting in January, other clubs meet during the spring and summer. Meeting dates and locations are determined by the leader. Ms. Sachse is continually seeking additional leaders and participants. Many volunteers are needed for the exhibits and 4H events that take place during the annual county fair. Commissioner Riegel said the county needs to do a better job of advertising 4H programs in order to involve more kids and adult volunteers.

Ms. Sachse said the financial information for all extension office programs and classes, including 4H, are entered into single QuickBooks accounting system set up by the previous Extension Agent. There are no sub-accounts to distinguish the expenses/revenues related to specific programs. Clerk Hansen said the system should include more detail to avoid having large dollar amounts classified as "Miscellaneous." Ms. Sachse explained that scholarships are awarded to Teton High School graduates who participate in 4H activities during their final three years of high school. The scholarships are funded via the annual scholarship dinner, pig wrestling event and other activities. Donations received through the annual Tin Cup Challenge are not used for scholarships.

The Board inquired about the 4H Endowment Fund established with the Idaho Community Foundation in 2013 with a current balance of \$48,704 (Attachment #2). Ms. Sachse said the fund was set up to earn more interest than possible via the savings account and to insure that the 4H program has funding for continued operation. The money in the account has been raised through events such as the scholarship dinner, rodeos, 4H pig, quilt and pig wrestling event. She said \$8,500 within the 4H Endowment fund belonged to the Teen Leadership program.

Commissioner Riegel said the process to replace former Extension Agent Ben Eborn is ongoing. She also explained that the University of Idaho has been putting more resources into the 4-H program and recently hired a Regional Director to cover southeast Idaho. Regarding duties of this new position, she read from a Sept. 22 email received from Scott Nash of the University of Idaho (Attachment #3).

OPEN MIC

No one present wished to speak at Open Mic.

SHERIFF

Sheriff Tony Liford discussed the county contract with the City of Driggs for law enforcement services. He said Mayor Hyrum Johnson is preparing a contract for the same dollar amount as FY 2015 but is eliminating the 40 hour per week requirement. Sheriff Liford anticipates no hindrance to executing a FY 2016 contract with Driggs. During the past few months his Chief Deputy and one patrol sergeant have resigned. Those vacancies have been filled by promoting from within, leaving him short two patrol deputies. Andy Sewell was recently hired to fill one position and the Sheriff hopes to fill the other position shortly. Another opening will exist if the Board authorizes the hiring of an additional patrol deputy as included in the FY 2016 budget.

● **MOTION.** Chairman Leake made a motion to release the funding for the Sheriff's Office to hire a new deputy as conditionally approved within the FY 2016 budget. Motion seconded by Commissioner Riegel and carried unanimously.

Sheriff Liford acknowledged his understanding that the approval is contingent upon a contract with the City of Driggs.

PUBLIC WORKS

The Board reviewed the update memo provided by Public Works Director Darryl Johnson (Attachment #4).

SOLID WASTE. Work is progressing on the landfill cap rehabilitation with an anticipated completion date of November 3, weather permitting. Mr. Johnson is confident sufficient cap material is on hand and said the re-seeding would also be completed before winter. The three test sections will be built after the cap rehabilitation is complete. RAD Curbside is on schedule for the November 1 implementation of the new waste & recycling collection contract. VSL is unable to provide addresses for their rural county customers for legal reasons. The Board approved Mr. Johnson's suggestion to use solid waste contingency funds to send a postcard mailer to every postal patron to be sure folks are aware of the upcoming change.

SOLID WASTE & RECYCLABLE MATERIAL COLLECTION & HAULING ORDINANCE. Mr. Johnson said the City of Driggs has provided a draft copy of their proposed Secured Load Ordinance and asked the county to include similar wording in the county's new Solid Waste/Recyclables ordinance. Prosecutor Spitzer said the wording in the covered-load ordinance is more detailed than needed for the county ordinance, but that nothing in the proposed county ordinance would conflict with the city's proposed covered load ordinance. She said the city, not transfer station employees, should be responsible for enforcement of a future city covered load ordinance. The Board discussed several changes to the draft document, which were incorporated before the following motion was made later in the meeting:

- **MOTION.** Chairman Leake made a motion to approve adding the new Title 4 Chapter 8 "Solid Waste and Recyclable Material Collection, Hauling, Management, Transportation and Transfer Ordinance" to the Code of Teton County. Motion seconded by Commissioner Park and carried unanimously. (Attachment #5)

ROAD & BRIDGE. Mr. Johnson said the crew is working on drainage and re-construction of N3000W and other projects. He requested approval to purchase an additional \$13,000 worth of culverts. Clerk Hansen said other accounts within the Road & Bridge Fund would include sufficient unspent amounts to fund this purchase without increasing the overall budget total.

- **MOTION.** Commissioner Park made a motion to approve an increase of \$13,000 in the Road & Bridge culvert account #02-0-645 to purchase culverts. Motion seconded by Commissioner Riegel and carried unanimously.

E5000S RECONSTRUCTION. Mr. Johnson said the contractor is completing final punch list items. Several overages occurred during the project due to changes in the design approved by Mr. Johnson during construction. The approved changes increased the project cost by less than 7% and included items such as installing irrigation sleeves for Rocky Road Irrigation to accommodate future irrigation line maintenance under #5000S, paving 50' on intersecting road approaches on S1000E and S2000E, over-excavating some areas as necessary to reach suitable soils, and correcting seeding quantities that were under-estimated. Mr. Johnson provided a spreadsheet itemizing the budget transfers requested in order to pay the final bill for the project (Attachment #6).

- **MOTION.** Commissioner Park made a motion to approve the transfer of funds as outlined in Mr. Johnson's spreadsheet in order to pay the final bill. Motion seconded by Commissioner Riegel and carried unanimously.

W6000S RECONSTRUCTION. This project will require the county to mitigate 1.7 acres of wetland. The Board discussed the mitigation planning project as proposed by Alder Environmental (Attachment #7) and whether the road needed to be widened. Mr. Johnson said W6000S is one of just 3 roads crossing the south end of the valley from east to west and must eventually be re-built to county standards. This will require wetland mitigation either now or in the future. The Board tabled the topic until more information about possible mitigation projects is available.

PLANNING & BUILDING

Administrator Jason Boal said a graphic designer has been hired to help format the new code, which will be reviewed by the Planning & Zoning Commission beginning in October. The PZC may review the new code line-by-line, or may use scenarios to understand how the new code would work.

- **MOTION.** Commissioner Park made a motion to approve Mr. Boal's attendance at the Nov. 16-20 Greenbuild Conference in Washington D.C. using scholarship funds awarded to Mr. Boal by the conference organizers. Motion seconded by Commissioner Riegel and carried unanimously.

The Board discussed the size of the Planning & Zoning Commission and agreed that all 9 positions should remain until the new code is completed. The next time a term expires, or a member resigns, the Board could revisit whether the PZC should be down-sized.

- **MOTION.** Chairman Leake made a motion to reappoint Pete Moyer and Marlene Robson to 3-year terms on the Planning & Zoning Commission expiring September 30, 2018. Motion seconded by Commissioner Park and carried unanimously.

IT, EMERGENCY MANAGEMENT & MOSQUITO ABATEMENT

Coordinator Greg Adams reviewed his monthly report (Attachment #8). He plans to continue working with JCorp Services for a couple more weeks before making a final decision regarding an IT contract for FY 2016. Mr. Adams said the county's current IT infrastructure has many issues which he is working to analyze and propose changes to. This is taking about 70-80% of his time, making it impossible for him to complete the revision of the county's All Hazard Mitigation Plan on schedule.

In order to be eligible for the next Federal grant cycle, the AHMP must be completed by January. Therefore, Mr. Adams requested approval to pay Integrated Solutions Consulting \$4,000 to help complete the county's AHMP. Commissioner Riegel questioned whether a consultant should be hired, or whether Mr. Adams should be relieved of his responsibilities with the Mosquito Abatement District to free up additional time. Mr. Adams said his IT-related time crunch is temporary and that his MAD duties require very little time during the winter months.

- **MOTION.** Commissioner Park made a motion to approve \$4,000 from the FY 2016 contingency account to pay a consultant to help complete the AHMP revision. Motion seconded by Commissioner Riegel and carried unanimously. (Attachment #9)

The Board briefly discussed the detailed 2015 Mosquito Surveillance and Control Report provided by Vector Disease Control International. No West Nile virus was detected in Teton County this year. Jefferson and Bingham counties were the only two counties in southeast Idaho reporting signs of the virus this summer.

11:53 am PUBLIC HEARING: FY 2015 Budget Opening

Clerk Hansen said the public notice itemized the changes being proposed to the county's FY 2015 expense budget and the revenue sources available to fund those changes (Attachment #10).

Chairman Leake said no public persons were present to discuss the budget opening.

- **MOTION.** Commissioner Riegel made a motion to approve Resolution 2015-0925B opening the FY 2015 budgets for several funds. Motion seconded by Commissioner Park and carried unanimously. (Attachment #11)

ADMINISTRATIVE BUSINESS

- **MOTION.** Commissioner Park made a motion to approve the minutes of September 14 after correcting the vote regarding the FY 2016 fee schedule. Motion seconded by Commissioner Riegel and carried unanimously.

- **MOTION.** Commissioner Riegel made a motion to approve the minutes of September 16 as presented. Motion seconded by Commissioner Park and carried unanimously.

HOUSING AUTHORITY COMMISSION. The Board discussed Prosecutor Spitzer’s memo regarding the Housing Authority (Attachment #12). Clerk Hansen clarified that the only money in the Housing Authority “fund” consisted of about \$13,900 in the Teton County Home Equity Partnership Fund held in trust by the Home Partnership Foundation of the Idaho Housing & Finance Association. Prosecutor Spitzer said the law allows for establishment of a Housing Authority created jointly by a county and cities. Such a Housing Authority would be an “independent public body corporate” per IC 31-4205. The initial members would be appointed by the County and City, but the Board would be autonomous afterward. This means they would be responsible for obtaining their own funding and carrying out their own priorities. Planning Administrator Jason Boal and Prosecutor Spitzer believe a joint, autonomous Housing Authority would be the best option for the County. Chairman Leake said the Mayors should discuss this during their Nov. 12 Council of Governments meeting. The Housing Authority discussion will be noticed as a public meeting of the Board of County Commissioners so more than one Commissioner can participate.

SENTRY EAGLE. Chairman Leake met recently with MD Nursery representatives to discuss installation of the Sentry Eagle and plaza located near the northeast corner of the courthouse parking lot. Public works Director Darryl Johnson will coordinate moving the eagle from Dale Burr’s studio to the Road and Bridge garage and will design a suitable post for mounting the eagle. MD Nursery will provide a bid for installing pavers.

OTHER BUSINESS. Commissioner Park will attend the October 6-7 meeting of the Idaho Housing and Finance Association in Boise. The Board agreed to add a link to the county website so folks could access the County Centennial articles available on the *Teton Valley Magazine* website. The Board critiqued a first draft version of the solid waste fee fact sheet and asked Prosecutor Spitzer and Mr. Boal to meet with Assessor Bonnie Beard to clarify the parcel-combination process.

- **MOTION.** Commissioner Park made a motion to approve 2016 Retail Alcoholic Beverage Licenses for the businesses listed in Exhibit A (Attachment #13), provided they submit the appropriate application and all required supporting documents. Motion seconded by Commissioner Riegel and carried unanimously.

- **MOTION.** Chairman Leake made a motion to approve FY 2016 contracts for several non-profit organizations, including: Family Safety Network, Seniors West of the Tetons, Teton Valley Mental Health Coalition, Targhee Regional Public Transit Authority, Teton Valley Community Animal Shelter, Teton Valley Community Recycling and Teton Valley Food Pantry. Motion seconded by Commissioner Park and carried unanimously. (Attachment #14)

- **MOTION.** Commissioner Park made a motion to approve Resolution 2015-0925A transferring budgets for the fourth quarter of FY 2015. Motion seconded by Commissioner Riegel and carried unanimously. (Attachment #15)

- **MOTION.** Commissioner Park made a motion to approve Certificates of Residency for the students listed (Attachment #16). Motion seconded by Commissioner Riegel and carried unanimously.

COMMITTEE REPORTS. Chairman Leake said he attended the quarterly meeting of Eastern Idaho Public Health where he learned that the state is moving forward with plans to establish regional clinics for primary care services.

EXECUTIVE SESSION

- **MOTION.** At 1:15 pm Commissioner Riegel made a motion for Executive Session to discuss indigent issues pursuant to IC 74-206(1)(d). Motion seconded by Commissioner Park and a roll call vote showed all in favor. The Executive Session ended at 1:20 pm.

- **MOTION.** Commissioner Park made a motion to deny indigent case 1T-2016-10001 due to a lack of cooperation. Motion seconded by Commissioner Riegel and carried unanimously.

CLAIMS

● **MOTION.** Commissioner Park made a motion to approve the claims as presented. Motion seconded by Commissioner Riegel and carried unanimously.

General Fund	29,129.93
Road & Bridge.....	375,937.81
Court.....	782.24
Court-Bonds	2,943.74
Consolidated Elections	213.00
Revaluation.....	8,320.00
Solid Waste.....	125,632.44
Weeds	(12.90)
Road Levy	156,251.55
Ambulance.....	41,540.25
Waterways/Vessel	320.00
Fairgrounds & Fair	3,152.25
Grants	17,700.00
Auditor’s Trust	1,706.25
 TOTAL.....	 \$763,616.56

● **MOTION.** At 1:48 pm Commissioner Riegel made a motion to adjourn. Motion seconded by Commissioner Park and carried.

 Bill Leake, Chairman

ATTEST

 Mary Lou Hansen, Clerk

- Attachments: #1 4H financial and participation information
 #2 Teton County 4H Endowment Fund
 #3 Scott Nash memo regarding Extension Agent
 #4 Public Works update
 #5 Title 4 Chapter 8 Solid Waste . . . Ordinance
 #6 Budget transfers for E5000S Reconstruction Project
 #7 Adler Environmental proposal for wetlands mitigation assessment and plan
 #8 Monthly report re IT, Emergency Mgt., and Mosquito Abatement
 #9 Scope of Services for AHMP update – Integrated Solutions Consulting
 #10 Legal notice for FY 2015 Budget Opening
 #11 Resolution 2015-0925B Opening FY 2015 budgets for several funds
 #12 Prosecutor memo regarding Housing Authority
 #13 Alcohol Beverage licenses approved for 2016
 #14 Non-Profit contracts for FY 2016
 #15 Resolution 2015-0925A Quarterly Budget transfers: Q4 FY 2015
 #16 Certificates of Residency approved 9-25-15



FROM: County Executive Assistant, Holly Wolgamott
TO: Board of County Commissioners
RE: Public Information Enhancements
MEETING: October 13, 2015

One of the current BoCC Priorities is to improve Teton County government communication with the public. From my experience as a PIO, I have several ideas of how public information dissemination could be enhanced.

1. Social Media Presence
 - a. Social media has become one of the fastest ways to communicate to the public. This is not only important during emergencies but it has proven effective for all kinds of public information dissemination simply because so many people use it. Whereas using the County website or reading the local newspaper is effective for some, it still takes the conscious effort of logging on to our site or opening up a newspaper. Social media has a much more instant effect because it goes directly to those who follow it.
 - b. Using social media also provides the opportunity to stay ahead of rumors or to correct ones that surface. This is especially important during emergencies when life safety is threatened but it also helps in correcting misinformation about Teton County government to the public.
 - c. Possible Social Media outlets: Facebook, Twitter, Nixel
2. Monthly E-newsletters
 - a. Monthly e-newsletters sent to subscribers could enhance communication efforts. I've used Mail Chimp in the past and it is free and pretty user friendly. An e-mail sign-up could be placed on our website. We could not only provide information on regular County business but we could also feature departments and certain employees at different times of year. E-newsletters can automatically be posted to social media sites as well.
3. Internal Communications with County Staff
 - a. Teton County employees should play a key role in public information dissemination as we are all voices to our community. Sending out e-news that is just for County employees could be a great way to make sure staff is prepared to answer questions from the public whether during or outside of work.
4. Meeting notifications could be improved by all of the above.



Table of Contents

Revision: 43

Date: ~~10/28/13~~ 11/23/15

Original Issue Date: 6/15/11

Number of Pages: 2

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.*

Table of Contents

Appointment of Board & Committee Members UPDATED 5-26-15

Attachment A. Questions to Ask Yourself

Attachment B. Application for Board Appointment

Appropriate Use of County Funds CHANGES PROPOSED 10-13-15

Capital Assets (see "Purchasing & Contracts") CHANGES PROPOSED 10-13-15

Attachment A. County Inventory

Cash Receipts

Claims (Accounts Payable)

Attachment A. Claim

Attachment B. Verification of Lost Warrant

Computers, Technology & Information Security

Credit Cards UPDATED 5-11-15

Drug-Free Workplace

Emergency Closure

Employee Emergency Procedures *(to be determined)*

Ethics

Fringe Benefits

Attachment A. Certification of Use of a County Vehicle for Commuting as a Non-Taxable Fringe Benefit

Attachment B. Certification of Use of a County Vehicle for Commuting as a Taxable Fringe Benefit

Grants CHANGES PROPOSED 10-13-15

Attachment A. Grant Application Proposal

Grants: Proper County Financial Tracking NEW POLICY PROPOSED 10-13-15

Hiring New Employees

Investment UPDATED 5-11-15

Non-Profit Funding NEW POLICY PROPOSED 10-13-15

Petty Cash

Public Hearing Procedures UPDATED 3-9-15

PW Inter-Agency Emergency Notification

PW Private Work on Public Roads

PW Recycling

PW Resolving Conflicts of Interest Associated with County Engineer Reviews

PW Salvaging

Attachment A. Permit Application

PW Snowplowing

Purchasing & Contracts (*see "Capital Assets"*)

CHANGES NEEDED PER B. LEAKE E-MAIL?

Attachment A. Public Works Contractor License

Attachment B. Other Procurement Information

Records Retention & Destruction

Safety

Salary Plan Administrative Guidelines

Sandbags

TASERS™

NEW POLICY PROPOSED 10-13-15

Travel Reimbursement

CHANGES PROPOSED 10-13-15

Use of County Resources

Use of Courthouse Facilities

Attachment A. Agreement for Use of Courthouse Facilities

Vehicle Use Policy

Attachment A. Acknowledgement of Receipt of Teton County Vehicle Use Policy & Vehicle Assignment

**Plus several changes
to Personnel Policy**



TETON COUNTY ADMINISTRATIVE
POLICIES

Appropriate Use of County Funds

Revision: 42
Date: 11/4/2015
Original Issue Date: 6/15/11
Number of Pages: 1
Approved: BOCC

The use of Teton County funds for purchases other than official expenditures is strictly prohibited.

Professional Dues and Memberships. Membership dues and fees for organizations and associations directly related to the official operation and mission of Teton County are an allowable county expense. Individual professional membership dues will be an allowable expense for organizations that have a clear and direct relationship to the employee's area of work responsibility with the county. No dues will be paid or reimbursed by the county for membership in organizations which are generally and primarily social, civic or fraternal in nature. Payments for membership or professional dues will be made directly to the professional organization or association and not to the employee.

Meals. It is generally not acceptable to purchase meals with county funds, other than those authorized pursuant to the county's Travel Reimbursement policy. However, certain exceptions are allowable, for example: (1) meals provided to staff so they can work through the lunch hour to meet a project deadline; and (2) meals for board meetings.

Gifts, Plants, Cards, Refreshments. County funds may not be used to purchase gifts, plants, cards, or refreshments for individual employees, other governmental officials, or members of the public. Departments and/or employees wishing to celebrate special occasions or send condolences are encouraged to do so by means of individual employee contributions. However, the following exceptions are allowed:

VOLUNTEER BOARD MEMBERS. Gifts may be given to individual volunteer board members (e.g. end of term gift, holiday party) as long as the value is less than \$30. A \$25 gift card will be presented to every volunteer board member who terminates his service after completing his term(s) of office.

ELECTED OFFICIAL RETIREMENT. Upon retirement of an elected official, minimal snacks may be provided at County expense. Plaques are also appropriate. The longer the tenure of the retiring official, the more appropriate the expense.

RECOGNITION OF EMPLOYEE LONGEVITY. Small gifts and/or celebrations, at County expense, may be appropriate to honor individual employees in recognition of 20-year, 25-year, 30-year, etc. milestones. The longer the tenure of the employee, the more appropriate the expense.

Clothing. County funds may not be used to purchase clothing for ordinary wear. Uniforms and clothing with the county logo are not considered clothing for ordinary wear. The value of uniforms and safety-related clothing purchased with county funds may be considered a taxable fringe benefit.

		START	YEARS OF SERVICE
HANSEN, PHYLLIS	Full Time	3/25/1988	27.49
JARDINE, MAEDENE H	Full Time	10/23/1995	19.92
SMITH, J. CLAY	Full Time	6/7/1999	16.29
GREEN, MAUREEN O	Full Time	12/10/2001	13.79
HERMOSILLO, GABRIELA M	Full Time	10/21/2002	12.92
BEARD, BONNIE K	Full Time	11/25/2002	12.83
MELCHER, TIMOTHY V	Full Time	12/1/2003	11.81
HALE, FRED R	Full Time	1/4/2006	9.72
FULLMER, BRYAN BLAKE	Full Time	9/25/2006	8.99
DAVIS, THOMAS L	Full Time	1/4/2007	8.72
HANSEN, MARY LOU	Full Time	1/8/2007	8.71
ZOHNER, BRUCE	Full Time	2/5/2007	8.63
SACHSE, TAMMY	Full Time	4/16/2007	8.44
ADAMS, GREG	Full Time	7/1/2007	8.23
VANMEETEREN-SHAUM, JENIFER	Full Time	12/15/2007	7.77
KAELBERER, DENISE E	Full Time	5/12/2008	7.36
DANIELSON, WENDY A	Full Time	8/13/2008	7.11
BEARD, MICHAEL D	Full Time	9/8/2008	7.04
HENRY, RICHARD S	Full Time	9/23/2008	7.00
CLEMONS, JAN	Full Time	1/12/2009	6.70
LIFORD, TONY M	Full Time	1/12/2009	6.70
SPITZER, KATHLEEN H	Full Time	1/12/2009	6.70
MOSS, LINDSEY K	Full Time	2/9/2009	6.62
GOLDEN, MITCHELL S	Full Time	8/3/2009	6.14
VARELA, SAUL L	Full Time	8/25/2009	6.08
LUNDBERG, CHRISTOPHER J	Full Time	1/1/2010	5.73
LEIDORF, RENEE J	Full Time	1/25/2010	5.66
ABBOTT, THOMAS J	Full Time	5/17/2010	5.35
VESTAL, CHRISTOPHER R	Full Time	6/1/2010	5.31
MOULTON, JENNY L	Part Time	6/14/2010	5.28
OLSEN, RICHARD M	Full Time	9/3/2010	5.06
BAIRD, ROBERT D	Full Time	9/20/2010	5.01
WINDER, ANDREW J	Full Time	9/20/2010	5.01
HILL, SUSAN J	Full Time	9/27/2010	4.99
SMITH, DEBRA S	Full Time	11/3/2010	4.89
PARK, KELLY C	Full Time	1/10/2011	4.70
BURR, JANETTE R	Full Time	3/8/2011	4.54
WENGER, JULIE A	Full Time	5/2/2011	4.39
CLIFTON, WILLIAM J	Full Time	6/13/2011	4.28
MARIN, ROBERT C	Full Time	8/1/2011	4.14
KAY, JESSICA L	Full Time	10/17/2011	3.93
WISE, WILLIAM A	Full Time	11/16/2011	3.85
LEMIEUX, CLINTON D	Full Time	4/2/2012	3.48
EGBERT, NATHAN A	Full Time	5/1/2012	3.39
LARSON, TAMMIE	Full Time	5/21/2012	3.34
NICHOLS, TODD M	Full Time	6/5/2012	3.30
LAFFERTY, KAYLA M	Full Time	7/16/2012	3.19
JONES, TROY N	Full Time	9/17/2012	3.02
LEIDORF, JOHN M	Full Time	10/15/2012	2.94
SMITH, BRIDGER A	Full Time	10/15/2012	2.94
HEUSEVELDT, RACHAEL	Full Time	12/12/2012	2.78
BALL, BLAINE A	Full Time	5/20/2013	2.34
YODER, JEANA K	Full Time	7/22/2013	2.17
FREI, HEATHER A	Full Time	10/5/2013	1.97
BOAL, JASON	Full Time	11/7/2013	1.88
EGBERT, BLAKE J	Full Time	12/9/2013	1.79
CHRISTENSEN, KIM M	Full Time	2/18/2014	1.60
SCAFE, NYAL R	Full Time	5/12/2014	1.36
RADER, KRISTIN M	Full Time	5/27/2014	1.32
SMITH, AMY C	Full Time	6/30/2014	1.23
PARSONS, ALICIA F	Full Time	8/16/2014	1.10
JOHNSON, DARRYL	Full Time	10/31/2014	0.90
FOSTER, ANDREW D	Full Time	12/1/2014	0.81
LEAKE, WILLIAM H	Full Time	1/12/2015	0.70
PALM, BEVERLY A	Full Time	1/12/2015	0.70
RIEGEL, CYNTHIA J	Full Time	1/12/2015	0.70
SASSER, DEV D	Full Time	5/23/2015	0.33
EGBERT, JACOB R	Part Time	5/26/2015	0.33
MCKITRICK, ROBERT A	Part Time	6/1/2015	0.31
JONES, MONICA J	Part Time	6/9/2015	0.29
ROWBURY, ASHLEY	Part Time	6/12/2015	0.28
WILSON, WENDY	Part Time	6/22/2015	0.25
EGBERT, LINDSAY M	Full Time	7/13/2015	0.19
OLMEDO, RAMON R	Full Time	7/18/2015	0.18
HUERIGO, JASON C	Full Time	8/25/2015	0.08
SEWELL, ANDREW J	Full Time	8/31/2015	0.06
WOLGAMOTT, HOLLY S	Full Time	8/31/2015	0.06

Teton County
 Employees +
 Years of Service
 as of 9-30-15



Capital Assets

See "Purchasing & Contracts" also

Revision: 42

Date: 10/24/11/23/15

Original Issue Date: 6/15/11

Number of Pages: 1

Approved: BOCC

Capital Assets are individual items with an initial ~~individual~~ cost of ~~more than~~ \$15,000 or greater which ~~have and~~ an estimated useful life ~~of greater than more than~~ two years. Capital Assets ~~shall~~ must be purchased with a capital budget account, budgeted as a capital expenditure in the annual budget Capital Assets costing less than \$5,000 may be purchased on the open market. Capital Assets costing \$5,000 or more should be ~~and~~ purchased through a semi-formal or formal process as described in the county's Purchasing Policy.

The purchase of any Capital Asset requires prior approval by the Board, unless the item: (1) Costs less than \$5,000; (2) Is specifically itemized within the current budget; and (3) The total cost of the item does not exceed the budgeted amount. ~~The purchase of any Capital Assets with a value greater than \$5,000 requires specific approval by the Board, after completion of the appropriate bid process, even if the item is itemized within~~ ~~included in~~ the current budget.

Resolution 111003, adopted by the Teton County Commissioners November 10, 2003, establishes Teton County's "fixed asset threshold" at \$5,000 for financial statement purposes.

Inventory. The county maintains an inventory of ~~All~~ Capital Assets ~~costing \$5,000 or more which should be reviewed~~ shall be itemized and tracked on an Inventory file maintained in the county Clerk's office. The Inventory shall be audited annually for accuracy. ~~On or before August 1 of each year, the County Clerk will provide each office, department or board with a current inventory to be verified and returned to the County Clerk by September 1. The e-Capital Asset inventory is used to update the County's insurance policy each year, so must be kept accurate.~~

ADDITIONS. New Capital Assets costing \$5,000 or more shall be reported to the County Clerk within 30 days of acquisition by completing the "County Inventory" form ~~of an Inventory form~~ (Attachment A).

DELETIONS. Assets included on the County Inventory can only be disposed of by the Board after following the requirements contained in Idaho Code 31-808, which requires a public auction to be held, or Idaho Code 31-829, which allows the Board to determine that the asset has greatest value as a trade-in. A notice of auction must be published at least 10 days prior to the date of ~~any~~ the auction. The disposal of a Capital Asset shall be reported to the County Clerk within 30 days of disposal by completing of an Inventory form ~~of an Inventory form~~ "County Inventory" form (Attachment A).

Lease or Purchase. All requests for capital acquisitions shall be incorporated into a departmental budget request as a purchase. During the budget process ~~(, and~~ after consultation with the County Clerk, ~~and~~ County Treasurer, and department requesting the capital item) the Board will decide whether the asset should be leased or purchased.

County Inventory

Please complete and return to the County Clerk within 30 days of purchase or disposal of a Capital Asset.

Department: _____

Person Completing Form: _____

Add the following item to the County Inventory

Description of Item: _____

Identifying Number(s): _____

Make & Model: _____

Purchase Price: _____

Date Purchased: _____

Remove the following item from the County Inventory

Description of Item: _____

Identifying Number(s): _____

Make & Model: _____

Date of Auction* or Trade: _____

To Whom: _____

Sales Price/Trade-In Value: _____

**Please attach a copy of the required published legal notice.*

Signed: _____ Date: _____



Grants

Revision: 01

Date: 6/15/11

Original Issue Date: 6/15/11

Number of Pages: 1

Approved: BOCC

The Board encourages all departments to identify and pursue appropriate grant opportunities. However, since the Board is the County's only legal signature authority, the Board must sign all grant applications and grant acceptance documents.

Any Elected Official, Department Head or appointed Board intending to apply for grant funds must first obtain pre-approval from the Board, regardless of the source or amount of the grant. Pre-approval will require submission of a Grant Application Proposal form (Attachment A), containing basic information about the proposed grant. The Board will review the Grant Application Proposal during a regularly scheduled meeting and may request further review by the Prosecutor.

After pre-approval is received, the department may complete the grant application, which must be submitted for final review and approval by the Board.

The need for pre-approval will be waived for two types of grants: (1) Grants which do not require a monetary match; and (2) Grants from the State of Idaho or other government entities that are awarded annually and have been specifically itemized within a department's approved annual budget. Such grant applications will still require Board review and signature prior to submittal.

Grant opportunities will occasionally arise at the last minute. The need for pre-approval and final approval by the Board will be waived for last-minute grant applications, provided that: (1) The grant does not require a monetary match; (2) At least one member of the Board has reviewed and signed the Grant Application; and (3) The grantee office, department or board provides an informational Grant Application Proposal to the Board at the first regular meeting after the grant application has been signed and submitted.

If the grant is awarded, the acceptance document must be signed by the Board.

The grantee office, department or board is solely responsible for: (1) Compliance with all performance requirements of the grant; (2) Providing all information necessary for financial compliance; (3) Proper tracking within the county's financial system; and (4) Maintaining a complete copy of all documents pertaining to the grant as a permanent county record.

The Elected Official, Department Head or appointed Board must designate a project grant manager for every grant awarded. The project grant manager will be responsible to ensure that all project reporting requirements and deadlines for submission are observed. The project manager shall maintain a record of all grant transactions (revenues and expenditures) and shall coordinate with the County Clerk to ensure that all grant funds are correctly receipted and disbursed (see "Grants: Proper County Financial Tracking"). If allowed by the granting agency, all grant revenues and expenses should be processed through the county's account-financial system and not paid directly to vendors.

Grant Application Proposal

Please complete and return this form to the Commissioner's office.

Department or Board applying for Grant: _____

Contact Person: _____ Intended Project Manager: _____

Grant Title: _____

Granting Agency: _____

Date of Award Decision: _____

Grant Timeline: _____

Dollar Amount of Grant Request: _____

Teton County obligations if grant is awarded (*match, continuing maintenance, reporting schedule*):

Other contingencies of grant: _____

Other agencies involved in the grant and their obligations: _____

Brief written overview of grant: _____

Benefit of grant to citizens Teton County: _____

Signed: _____
(Contact Person Listed Above)

Date: _____

Signed: _____
(Responsible Elected Official or Department Head)

Date: _____

Board of Commissioners Decision: Approved (Applicant may prepare a grant application on behalf of Teton County. The completed application must be submitted to the Board for review and signature.)

Denied

Signed: _____
(Commissioner)

Date: _____



Grants: Proper County Financial Tracking

Revision: 0
Date: 11/23/15
Original Issue Date: 11/23/15
Number of Pages: 1
Approved: BOCC

Several departments receive recurring grants from the State of Idaho or other government entities that are used to fund salaries and/or operating expenses. Such grants include the Federal Emergency Management Program Grant, DUI and seat-belt enforcement grants, and Idaho Department of Juvenile Corrections grants. *These types of recurring grants should be itemized within the departmental budgets approved each year.*

All other grants should be tracked within one of the County's "grant" funds. This provides the most transparent accounting record possible. Segregating grant funds will prevent the inflation of annual budgets due to one-time grants. This allows annual operating budgets to reflect ongoing expenses accurately which enables managers to make sound financial decisions.

However, all required cash match amounts must be budgeted within a departmental budget, because they must originate with local funds. Cash match amounts will be transferred into the appropriate grant fund so that all grant-related payments are made out of a single fund.

Upon receiving a notification of grant award, the departmental grant manager should deliver a one-page financial budget summary to the County Clerk, who may schedule an appointment to discuss grant logistics and grant account numbers. The grant manager is responsible for using the correct budget account numbers for all grant revenues and disbursements and should notify the County Clerk whenever grant reimbursements funds are requested. The manager is also responsible for actively tracking payment status and shall keep the Clerk's office apprised of payment status. The grant manager must also ensure that all compliance requirements from the granting agency are met.



Non-Profit Funding

Revision: 0
Date: 11/23/15
Original Issue Date: 11/23/15
Number of Pages: 1
Approved: BOCC

Contracts. Teton County funding may be available to qualified 501(c)(3) non-profit organizations who contract with the county for the performance of specific services: (1) as allowed by state statute; (2) in lieu of county employees providing such services; or (3) which reduce the burden on county departments and employees.

Non-profit organizations wishing to provide services to the county must submit a completed “Non-Profit Funding Request” form (Attachment A) to the County Clerk during the county’s annual budget process, which begins in April/May of each year. The form must be accompanied by: (1) the ?? pages of the organization’s most recent IRS Form 990; (2) financial statements for the most recent year; and (3) current year-to-date financial statements.

Funding requests will be evaluated based upon authorizing statutes, services needing to be performed by the county, tax dollars potentially saved, available funds, whether other resources are available, and overall community needs. If county funding is approved, organizations must sign a contract for services with Teton County. There should be no expectation of continued annual funding.

Donations. Teton County funding or in-kind services may be available to qualified 501(c)(3) non-profit organizations or local governmental entities in need of assistance with a particular project or event. ? ??? (Snowfest? or other requests that occur outside of the county’s budget process??)



Non-Profit Funding Request for Fiscal Year _____

Organization:

Contact Person:

Title:

Mailing Address:

Phone:

Email:

OVERALL AGENCY FUNCTIONS & GOALS

ANNUAL UNITS OF SERVICE and/or ANNUAL NUMBER OF RESIDENTS SERVED and/or SPECIFIC PROJECTS or GOALS FOR THE COMING YEAR

BUDGET INFORMATION

Total Projected Budget for Upcoming Fiscal Year	Amount from Client Fees	% from Client Fees	Amount from Fundraising	% from Fundraising	Amount Requested from County	% from County	Other Funds*	% from Other

**Please use the space below to list the source and amount of your organization's OTHER funds, including GRANTS.*

BUDGET REQUEST JUSTIFICATION

Please describe exact benefits to Teton County taxpayers and provide specific deliverables with measurable results.

BRIEF REPORT OF PREVIOUS YEAR'S ACTIVITIES

If funding was received the previous year, please provide specific information about units of service, number of residents served and/or projects/goals accomplished. You may also want to describe activities currently under way and any challenges or problems that have been encountered.

CURRENT BOARD MEMBERS

Chair/President:	Member:
Vice Chair/President:	Member:
Secretary:	Member:
Treasurer:	Member:

Mary Lou Hansen

From: Bill Leake
Sent: Friday, September 25, 2015 05:47 PM
To: Teton Search and Rescue; Greg Adams
Cc: Kathy Spitzer; Tony Liford; Jason Boal; Cindy Riegel; Kelly Park; Holly Wolgamott; Mary Lou Hansen
Subject: RE: Surplus of Items

Kelly,

Thanks for getting back to us on the basis for trading in the motorcycles.

I looked up the NADA Price (blue book) and it shows low retail being \$530, average retail \$700. Since neither was running, it seems reasonable to think that the value is at best half of the low retail which is about \$250. For the one in pieces, it would have minimal, if any, value.

Since the cost of getting rid of it otherwise would have to be taken into account, the trade in of \$250 seems to be reasonable.

Idaho Statue 31-829 allows such property to be sold or traded in with approval of the BoCC. In this case the BoCC did approve the trade in.

If the trade hasn't been made and there is interest by someone for purchasing them, the BoCC should reconsider and, based on advice from our PA, look into doing a sale. Let me know if the trade in has been completed. If it hasn't, let's revisit our options. If not, we'll know next time that we have other options.

In light of this, I will ask Holly to put on our list an action to consider adding this to our county administrative policy so that we make sure we utilize all avenues for the disposition/disposal of county property.

Thanks, Bill

*please discuss desired changes to
"Capital Assets" and/or
"Purchasing + Contracts"*

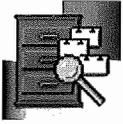
Thanks, Bill

Bill Leake
Chair, Teton County Idaho Board of Commissioners
208-521-4689
bleake@co.teton.id.us

From: Teton Search and Rescue [teton.search.rescue@gmail.com]
Sent: Monday, September 21, 2015 12:42 PM
To: Greg Adams
Cc: Bill Leake; Kathy Spitzer; Tony Liford
Subject: RE: Surplus of Items

Thank you all for taking an interest in Search and Rescue.

As stated in the memo sent to the BOC the motorcycles were inoperable when they were traded in to a licensed dealer, I do not know what they did to fix them but one of the had a box of parts that needed to be added back to the bike. The non-profit of search and rescue provided them originally to the county at no taxpayer cost. We used them for several years (probably too long) and the non-profit wanted to replace them. We bought a used motorcycle about 3 years ago to replace one of the bikes and we saved and fundraised until we could buy a new one, without taxpayer money. We



Idaho Statutes

TITLE 31 COUNTIES AND COUNTY LAW

CHAPTER 8 POWERS AND DUTIES OF BOARD OF COMMISSIONERS

31-829. SALE OR REPLACEMENT OF PERSONAL PROPERTY. Whenever any elective county officer has under his jurisdiction or control any personal property belonging to the county which, in his judgment, is of no further use to the county, he may, with the consent of the board of county commissioners, in the name of the county, sell such personal property. Whenever any such official has any personal property belonging to the county under his jurisdiction or control which, in his judgment is obsolete, worn or damaged so as to require replacement and is of greater value on a trade in or exchange for replacements than upon the sale as above permitted he may, incident to purchase of such replacements and with the consent of the board of county commissioners, trade in or exchange such personal property and apply its trade in or exchange value on the purchase price of replacements. If the purchase of such replacements requires calling for bids, the call shall include bids with proposed allowances for such obsolete, worn or damaged property. All cash received from the sale of personal property must be turned in to the county treasury.

History:

[(31-829) I.C.A., sec. 30-708A, as added by 1939, ch. 76, sec. 1, p. 130; am. 1989, ch. 73, sec. 17, p. 125.]



Purchasing & Contracts

See "Capital Assets" also

Revision: 3
Date: 2/14/13
Original Issue Date: 6/15/11
Number of Pages: 2
Approved: BOCC

Teton County does not have a central purchasing department. Each Elected Official, Department Head and appointed Board manages its own procurement of goods and services as approved through adoption of the annual budget. However, the Board has sole legal authority for the approval of any expenditure of county funds and the sale of any county property. All purchases must be made in compliance with Idaho Code and this policy. Public works construction procurement can only take place under direction of the County Engineer. Attachment A, Public Works Contractor License, and Attachment B, Other Procurement Information, contain information provided by the Idaho Public Works Contractor Licensing Bureau. (*"Real property" refers to land and buildings; "personal property" refers to all other types of property.*)

The objective of this policy is to comply with Idaho and Federal laws and provide the citizens of Teton County with the best value for products and services acquired by their government. The Board believes that patronizing local businesses is in the county's best interest. Whenever permitted by law, goods and services may be purchased from local vendors, provided that the county pays no more than a 10% premium to support local businesses.

Contracts. All contracts, agreements, leases or other documents that legally bind Teton County must be approved as to form and content by the Prosecutor prior to the Commissioner meeting at which the documents are to be formally approved and signed. The Board must have an opportunity to review such documents prior to a regularly scheduled meeting. The Elected Official, Department Head or appointed Board or Committee which requested the contract or agreement is responsible for retaining the original, signed contract. A copy of the signed contract must be submitted to the Clerk, who will archive the document in the county's digital filing system.

Legal Signature Authority. The Board is the County's only legal signature authority able to sign contracts of agreements on behalf of the County. Such contracts can only be signed after a formal motion in a public meeting. No other Elected Official, Department Head, or appointed Board may obligate the County without specific prior approval from the Board. However, the Public Works Director is hereby granted approval to approve contracts less than \$5,000, provided the expense is included in a Public Works budget.

Capital Budgets & Purchases Greater than \$1,000. In order to provide consistent, accurate budget information: (1) Single items costing less than \$500 each *may not* be purchased through a capital budget account; and (2) Single items costing more than \$1,000 each and having a useful life of more than two years *must* be purchased through a capital budget account.

The purchase of any single item costing more than \$1,000 requires prior approval by the Board, unless the item is specifically itemized within the current budget and the total cost of the item does not exceed the budgeted amount. *This policy is not intended to apply to routine repair and maintenance of vehicles, equipment or building facilities.*

In general, vehicles must have traveled at least 150,000 miles before being replaced.

Please refer to the Capital Asset policy for additional information about items costing greater than \$5,000 and having a useful life of more than two years.

Purchase & Installation of Computer Equipment and Software. See Administrative Policy entitled "Computers & Information Technology (IT).

Disposal of County Personal Property. Any personal property no longer necessary for county use must be disposed of by the Board according to Idaho Code 31-808 (public auction) or 31-829 (if Board determines asset has greatest value as a trade-in). Personal property valued at \$250 or less may be sold at

private sale without notice. Personal property with a value greater 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.

Procuring Services or Personal Property. Idaho Code 67-2806 allows items with a value of \$25,000 or less to be purchased on the open market. Items with a value of \$25,000-\$50,000 may be purchased after a semi-formal procurement process involving the written solicitation of bids from three vendors. The County is not obligated to accept bids submitted by vendors other than those solicited. Items or services valued in excess of \$50,000 can only be purchased after a formal competitive sealed bid process.

However, in order to guarantee the best value for taxpayers, it is Teton County's policy to follow the semi-formal procurement process for the purchase of any item valued in excess of \$5,000, unless the process is modified by a vote of the Board for a specific purchase, prior to the purchase.

Idaho Code 67-2807(1) allows the County to enter into Joint Purchasing agreements (to "piggyback") with the State of Idaho or other political subdivisions.

Procuring Construction Professionals. Architects, engineers, landscape architects, surveyors, and construction managers must be selected based upon qualifications (Idaho Code 67-2320). If fees will total less than \$25,000 the county can use a selection process based on criteria determined by the County. If fees will total over \$25,000, the county must use a formal publication process and selection criteria from Idaho Code 67-2320(2). A construction professional's fee schedule may be requested, but may not be used as a selection criteria. The county may retain the same construction professional for subsequent phases of a project without re-doing the quality based selection process. Construction professionals must possess the appropriate, current license.

Licensed Public Works Contractors. Idaho Code 67-2805 requires the County to hire a licensed public works contractor for any project with a total value greater than \$10,000. This means that if a specific project costs \$10,001 and involves multiple sub-contractors (such as a plumber, electrician and carpenter) every sub-contractor must be a licensed public works contractor.

If there are no licensed public works contractors willing to perform work with a value less than \$50,000, IC 67-2805 provides an alternative procedure.

Public Works Construction Projects. Idaho Code 67-2805 allows public works projects costing less than \$10,000 to be purchased based on the county's best interest as determined by the Board. Projects greater than \$10,000 but less than \$25,000 may be purchased from a licensed public works contractor based on the county's best interest as determined by the Board. Projects with a value of \$25,000-\$100,000 can be contracted after conducting a semi-formal procurement process involving the written solicitation of bids from three licensed public works contractors. The County is not obligated to accept bids submitted by contractors other than those solicited. The lowest responsive bid must be accepted. Projects valued in excess of \$100,000 require a formal competitive sealed bid process. The lowest responsive bid must be accepted.

All construction or repair of public buildings requires written plans and specifications (Idaho Code 67-2309).

However, in order to guarantee the best value for taxpayers, it is Teton County's policy to follow the semi-formal procurement process for the purchase of any construction valued in excess of \$5,000.

The Teton County Engineer must supervise all public works construction procurement activities, even those undertaken by a Board or Committee appointed by the County Commissioners. For projects requiring a formal competitive sealed bid, the County Engineer will determine whether the County's best interests will be served by pre-qualifying bidders as allowed by state statute.

**TASERS**

Revision: 0

Date: 11/23/15

Original Issue Date: 11/23/15

Number of Pages: 3

Approved: BOCC

*this is copied from the Sheriff's policy book +
has been reviewed by Prosecutor. -meh*

When properly applied in accordance with this policy, the TASER™ device is considered a non-deadly control device which is intended to incapacitate a violent or potentially violent individual without causing serious injury. It is anticipated that the appropriate use of such a device will result in fewer serious injuries to deputies and suspects.

Policy. Personnel who have completed training approved by this office may be issued a TASER for use during their current assignment. Personnel leaving a particular assignment may be expected to return their issued device. Court Security Officers, Bailiffs and Deputies shall only use authorized TASERS and cartridges. The device may be carried either in an approved holster or secured in the driver's compartment of an official vehicle so that it is readily accessible at all times.

- (a) If the TASER is carried in a holster, the TASER shall be carried on the opposite side as the duty weapon.
- (b) All TASERS shall be clearly and distinctly marked to differentiate them from the duty weapon and any other devices.
- (c) Whenever practical, two or more TASER cartridges shall be carried on their person at all times while carrying a TASER.
- (d) Personnel shall be responsible for insuring that their issued TASER is properly maintained and in good working order at all times.

Verbal and Visual Warnings. Unless it would otherwise endanger personnel or public safety, or is impractical due to circumstances, a verbal announcement of the intended use of the TASER shall precede the application of TASER in order to:

- (a) Provide the individual with a reasonable opportunity to voluntarily comply.
- (b) Provide others with warning that a TASER may be deployed.

If after a verbal warning, an individual continues to express an unwillingness to voluntarily comply with lawful orders and it appears both reasonable and practical under the circumstances, the operator may, but is not required to, display the electrical arc (provided there is not a cartridge loaded into the TASER) or laser in a further attempt to gain compliance prior to the application of the TASER. The aiming laser should never be intentionally directed into the eyes of another as it may permanently impair their vision.

The fact that a verbal and/or other warning was given or reasons it was not given shall be documented in any related reports.

Use of the Taser. As with any law enforcement equipment, the TASER has limitations and restrictions requiring consideration before its use. The TASER should only be used when its operator can safely approach the subject within the operational range of the TASER. Although the TASER rarely fails and is generally effective in subduing most individuals, operators should be aware of this potential and be prepared with other options in the unlikely event of such a failure.

Authorized personnel may use the TASER when circumstances known to the operator at the time indicate that the application of the TASER is reasonable to subdue or control.

- (a) A violent or physically resisting subject or,
- (b) A potentially violent or physically resisting subject if:

1. The subject has verbally or physically demonstrated an intention to resist;
2. The operator has given the subject a verbal warning of the intended use of the TASER followed by a reasonable opportunity to voluntarily comply;
3. Other available options reasonably appear ineffective or would present a greater danger to the operator or subject.

(c) Although not absolutely prohibited, personnel should give additional consideration to the unique circumstances involved prior to applying the TASER to any of the following individuals:

1. Pregnant females
2. Elderly individuals or obvious juveniles
3. Individuals who are handcuffed or otherwise restrained.
4. Individuals who have been recently sprayed with alcohol based Pepper Spray or who otherwise in close proximity to any combustible material.
5. Passively resisting subjects.
6. Individuals whose position or activity may result in collateral injury (e.g. falls from height, operating vehicles).

(d) Individuals suspected of being under the influence of drugs/alcohol or exhibiting symptoms of “excited delirium” (e.g. nudity, profuse swearing, irrational behavior) may be more susceptible to collateral problems and should be closely monitored following the application of the TASER until they can be examined by paramedics or other medical personnel.

(e) Because the application of the TASER in the “Drive Stun” mode (i.e. direct contact without darts) relies primarily on pain compliance and requires close proximity to the subject, additional caution should be exercised and the controlling effects may be limited.

The TASER shall not be used to torture, psychologically torment or inflict undue pain on any individual. The display of the electric arc as authorized in this policy shall not constitute torture or torment.

Multiple Applications of the TASER. If, after a single application of the TASER, an operator is still unable to gain compliance from an individual and circumstances allow, the operator should consider whether or not the probes or darts are making poor contact, or if the use of the TASER is limiting the ability of the individual to comply or if the other options or tactics may be more appropriate. This however, shall not preclude multiple, reasonable applications of the TASER on an individual.

Report of Use. All TASER displays to obtain compliance and discharges shall be documented in the related arrest/incident report. Accidental discharges of a TASER cartridge will also be documented. Any report documenting the discharge of a TASER, cartridge will include the cartridge’s serial number and an explanation of the circumstances surrounding the discharge.

Medical Treatment. Absent extenuating circumstances or unavailability, only Taser trained personnel, or qualified medical personnel, including certified paramedics, should remove TASER darts from a person’s body. Used TASER darts shall be considered a sharp biohazard, similar to a used hypodermic needle, and universal precautions should be taken accordingly.

All persons who have been struck by TASER darts or who have been subjected to the electric discharge of the device shall be immediately cleared prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel.

- (a) The person is suspected of being under the influence of controlled substances and/or alcohol.

- (b) The person may be pregnant.
- (c) The person reasonably appears to be in need of medical attention.
- (d) The TASER darts are lodged in a sensitive area (e.g. groin, female breast, near the eyes).
- (e) The person requests medical treatment.

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse swearing, extraordinary strength beyond physical characteristics, imperviousness to pain or who require a protracted physical encounter with multiple personnel to bring under control may be at an increased risk of sudden death and should be examined by qualified medical personnel as soon as practicable. Any individual exhibiting signs of distress after such an encounter shall be medically cleared prior to booking.

If any individual refuses medical attention, such a refusal should be witnessed by at least two authorized personnel, and/or medical personnel, and shall be fully documented in related reports. If any audio recording is made of contact or an interview with the individual, any refusal should be included if possible.

The transporting officer shall inform any person receiving custody or any person placed in a position of providing care, that the individual has been subjected to the application of the TASER.

Training. Only those personnel who have received the initial training and annual re-certification can carry and/or use a TASER device. A reassessment of an operator's knowledge and/or practical skill may be required at any time deemed appropriate by the instructor or supervisor, and/or their designee.



Travel Reimbursement

All travel and/or attendance at an overnight training or conference event by county employees must be authorized in advance by the responsible Elected Official or Department Head. Overnight travel for Department Heads who report directly to the Board must be authorized in advance by the Board. While traveling, all employees are expected to minimize expenses as much as possible out of respect for the taxpayers funding the travel.

When planning a trip, employees should utilize the most cost-effective means of travel. Alternatives to consider include flying, renting a vehicle and carpooling. If an employee chooses to travel by means other than the most cost-effective method, the employee will only be reimbursed at the most cost-effective amount.

Mileage. The County maintains administrative vehicle(s) for use by employees traveling on official business. These vehicles should be utilized whenever possible. If an appropriate county vehicle is available, but not used, the mileage reimbursement rate will be 50% of the amount set by the IRS. If an employee is required to use a personal vehicle because an appropriate county vehicle is not available, mileage will be paid in accordance with rates set by the IRS.

Employees driving to the same meeting or training are expected to carpool. If one employee chooses to drive their own vehicle, their mileage reimbursement rate will be 50% of the amount set by the IRS.

Mileage reimbursement is not allowed for any portion of travel that is for personal use.

Meals. The County will reimburse actual meal expenses, including tips, up to a maximum of \$50 per day, broken down to \$10 for breakfast, \$15 for lunch and \$25 for dinner. Employees traveling out of the county to participate in a one-day meeting or training will be reimbursed only for their noon meal, and only if it is not provided as part of the training event. If an employee chooses not to consume a meal included in the event registration fee, they will not be reimbursed for that meal purchased separately.

If an employee prefers to be reimbursed in advance of their travel, or prefers not to keep receipts, they may request a per diem rate of \$30, broken down to \$5 for breakfast, \$10 for lunch and \$15 for dinner. All claims for advance per diem reimbursement must be submitted in a timely manner and approved receive approval during a regular Board meeting. If per diem payment is received, no further meal reimbursement will be allowed.

↑ this was removed a couple years ago, but never seemed right to do so.

Every travel expense reimbursement claim, including per diem requests, must include the name(s) of the traveling employee(s) and be accompanied by a copy of the meeting agenda.

Time. Time spent by an employee traveling to another city for a special one-day assignment or training shall be considered work time. Travel time related to trips that keep an employee away from home overnight is also considered work time. Travel time entered on an employee's time sheet cannot significantly exceed the travel time as calculated by using Mapquest. ~~when it cuts across the employee's regular work hours on any day of the week. Travel time outside an employee's regular work hours while traveling on an airplane, train, automobile or public transportation is generally not considered work time under the FLSA unless the employee is the driver. However, such time will be compensated when in the best interest of the department/office as determined by the elected official or department head. If compensated, such travel time will not be considered work time for purposes of overtime calculation.~~

Reimbursement. Reimbursable travel expenses are limited to those that are directly related to official business. Reimbursement shall be for actual expenses only, and not based on a per diem rate, except as described under "Meals" above. Use of direct billing for hotel costs is strongly encouraged whenever possible to ensure the county receives tax exempt status. A Claim accompanied by original receipts must be submitted for reimbursement. The number of miles submitted for reimbursement cannot significantly exceed the distance as calculated by using Mapquest.

Non-reimbursable travel expenses include, but are not limited to, those incurred for the sole benefit of the employee such as travel insurance, alcoholic beverages, extra meals, in-room movies, laundry, room service, entertainment, personal long distance telephone calls, etc.

If a spouse or other non-County employee accompanies the employee, reimbursement shall be based on the employee's expenses only, i.e. single room rate. Rental cars are reimbursable only when it is not practical to use taxis, buses, shuttle, or limousine service. The County reserves the right to adjust unreasonably high expenses.

I. GENERAL POLICIES

A. THE ORGANIZATION IN WHICH YOU WORK

Thank you for being a part of Teton County government. Employees are the County's most valuable asset; without you there would be no County services. Whether you are a newly hired employee, or a veteran employee, your skills, experience and knowledge are valued and appreciated.

Working for Teton County may be somewhat different from any employer for which you may have worked in the past. Teton County is a political subdivision of the State of Idaho, but is not a part of state government. The Board of County Commissioners serves as the governing body for Teton County, carrying out local legislative duties and fulfilling other obligations as provided by law. The Board of County Commissioners is the general policymaker for Teton County and has primary authority to establish terms and conditions of employment with Teton County. The Board of County Commissioners appoints personnel to help carry out its administrative responsibilities.

As with all elected public officials, the Board of County Commissioners is ultimately responsible to the voters of Teton County. The terms set forth herein reflect County policy at the time of its adoption, but the terms are subject to change at any time, without prior notice, and at the sole discretion of the Board of County Commissioners.

Only the Board of County Commissioners has authority to establish general policy for Teton County employees. Each employee should recognize that although he/she may serve as an employee in the office of an elected or appointed official, he/she remains an employee of Teton County, not of the official who supervises his/her work. The terms and conditions set forth in this Policy, and in the resolutions and policy statements which support it, cannot be superseded by any other official's pledge, without the express written agreement of the Board of County Commissioners. That is particularly true for terms or conditions which would establish a financial obligation for Teton County, now or in the future.

You may work for a department with an operational policy that provides additional direction to employees concerning expectations and procedures unique to that department.

B. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

All selection of Teton County employees and all employment decisions, including classification, transfer, discipline, and discharge, will be made without regard to race, religion, sex, age, sexual orientation, national origin, or disability that does not affect job performance. No job or class of jobs will be closed to any individual except where a mental or physical attribute, gender, or age is a bona fide occupational qualification. All objections to application of Teton County's policy in this regard shall be brought to the attention of the elected official or department head, or in the case of objection to actions undertaken by that person, to legal counsel for the County.

C. VETERAN'S PREFERENCE

Teton County will accord a preference for employment to veterans of the U.S. Armed Services in accord with provisions of Idaho Code § 65-502 or its successor. In the event of equal qualifications for an available position, a veteran or family member who qualifies for preference pursuant to Idaho Code § 65-502 or its successor will be employed.

D. CONFLICT OF INTEREST

No person shall be employed by Teton County when said employment would result in a violation of provisions found in Idaho Code § ~~59-70174-401~~ et seq., §18-1359 or their successors. Any such appointment may be void. An employee whose relative is subsequently elected may be eligible to retain his/her position as allowed in Idaho Code §18-1359(5).

III. RULES OF EMPLOYEE CONDUCT

The most important duty of Teton County employees is to perform all tasks and conduct all affairs consistently in a manner that merits public trust and confidence. A reputation of integrity can only be achieved through the collective and individual conduct of every employee.

Violation of any of the rules set forth below shall be grounds for disciplinary action, including possible dismissal from employment. The list of "Prohibited Workplace Conduct" included herein is not all-inclusive and other acts of misconduct not specifically set out below may also be grounds for disciplinary action. *Among these rules, the most important is the rule addressing attitude and cooperative behavior.*

A. EXPECTATIONS FOR PERSONAL PERFORMANCE & BEHAVIOR

Each employee of Teton County is expected to successfully perform the duties for which they were hired and to conduct him/herself in a manner that is helpful, productive, and reflects positively upon the County. Each employee must recognize that public employees are subject to additional public scrutiny in their public and personal lives because the public's business requires the utmost integrity and care. In order to accomplish the goals of Teton County as a public institution, each employee is expected to scrupulously avoid personal behaviors which would bring unfavorable public impressions upon Teton County and its officials. In order to accomplish this, each employee must comply with the following expectations:

1. *Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity.* This is the first priority for all employees.
2. Be prompt and regular in attendance at work or other required employer functions.
3. Comply with dress standards established in the department for which the employee works. Dress standards shall be set by the managing official, but in the absence of any departmental dress standards, clothing shall be appropriate for the functions performed and present a suitable appearance to the public.
4. Dedicate primary efforts to Teton County employment with secondary employment subject to approval by the appointing official. Each employee must notify the appointing official of any other employment, self-employment or other business interests. Secondary employment should not conflict with duties performed for the County in any meaningful way. Individual department rules may spell out permissible examples of "moonlighting" wherein employees may hold additional positions.
5. Avoid conflicts of interest, and the appearance of conflicts of interest, in appointments and working relationships with others. No employee shall engage in conduct which violates the laws of the State of Idaho, including but not limited to I.C. §18-1356 (accepting gifts that exceed a value of \$50), I.C. §§~~5974-401-701~~ et seq. (Ethics in Government Act), I.C. §§~~59-20174-501~~ (Prohibitions Against Contracts) and I.C. §18-1359 (Using Public Position for Personal Gain).
6. Not accept gifts or gratuities in any personal or professional capacity which could create the impression that the giver was seeking favor from the employee or official in violation of I.C. § 18-1356 or § 18-1357.
7. Not serve on any board or commission which regulates or otherwise affects the official duties or personal interests of said official or employee in a way that could create disadvantage for other members of the public or advantage for the employee.
8. Not release any public record without the express authority of the public official responsible for custody of the record or without an order from a court or public agency of competent jurisdiction.
9. Not release any personnel record without the concurrence of the public official responsible for custody of the record and after consulting with legal counsel for the County or without an order from a court or public agency of competent jurisdiction.
10. Not engage in conduct away from work which, although not criminal, may reflect adversely upon Teton County or its officials or otherwise impair the employee's ability to perform.
11. Not use any substances, lawful or unlawful, which will impair the employee's ability to function as a valued and competent part of the Teton County work force. Should the employee be prescribed a lawful substance that may impair the employee's ability to safely do his/her job, the employee is required to provide

Overtime will be allowed only when authorized by an appropriate supervisor or when absolutely necessary in an emergency. Authorization of overtime shall be indicated by the supervisor's initials next to the date on which the approved overtime was worked, along with a brief explanation of the overtime emergency and why a particular employee was required to work overtime in order to respond to that emergency. Written timesheet notations are required when any employee exceeds their regular work week schedule, not just for 40-hour per week employees.

Time not worked (such as Paid Time Off, Long Term Illness, Compensatory Time, Holidays) is not considered as time worked for purposes of computing overtime compensation.

G. COMPENSATORY TIME POLICY

It is the policy of Teton County that hourly employees who work more than 40 hours in a seven-day work period will accrue Compensatory Time in lieu of being paid for overtime. Such Comp Time shall be computed at 1½ hours for each hour worked in excess of 40 hours per week.

Hourly employees with regular work schedules of fewer than 40 hours per week will accrue Compensatory Time in lieu of being paid for hours in excess of their regular schedule unless the excess hours are approved for payment by their supervisor. Such Comp Time hours shall be computed at 1 hour for each hour worked unless the hours worked are in excess of 40 hours per week, in which case the comp time shall be computed at 1½ hours for each hour worked in excess of 40 hours per week.

Sworn law enforcement officers subject to a 28-day work period will be paid for up to 171 hours worked per 28-day work period, provided that the position is budgeted for 42.75 hours per week. If sworn law enforcement officers work more than 171 hours during a 28-day work period, Comp Time shall be accrued at the rate of 1½ hours for each hour worked in excess of 171.

Comp Time will accrue on payroll records following the work period during which it was earned. Exempt (salaried) employees are not eligible to receive Compensatory Time. Upon separation from employment, unused Comp Time will be compensated by a lump-sum payment at the then-current hourly rate or salary. The Comp Time lump-sum payment will be included in the final paycheck received by the employee for hours actually worked.

~~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 whenever Comp hours do not exceed 40.

1. Comp Time Maximum for All Employees Except Road & Bridge

The Board of County Commissioners has set a maximum Comp Time accumulation of 80 hours. Any Comp Time over that amount shall be paid in the next pay period unless an exception is approved by the Board of County Commissioners prior to that pay period. At the end of the fiscal year, hourly employees may carry a maximum of forty (40) hours of accrued Comp Time into the new fiscal year. Any accrued Comp Time in excess of 40 hours at the end of the fiscal year shall be paid with the last pay check of the fiscal year.

2. Comp Time Maximum for Road & Bridge Employees

Federal law mandates a maximum Comp Time accumulation of 240 hours. Any Comp Time over that amount shall be paid in the next pay period. By June 1 of each year, Road & Bridge employees must reduce their Comp Time to 120 hours or less. By December 1 of each year, Road & Bridge employees must reduce their Comp Time to 40 hours or less. Between June 1 and December 1, any Comp Time in excess of 120 hours shall be paid in the next pay period. Any accrued Comp Time in excess of 40 hours after December 1 shall be paid in the next pay period. Whenever a Road & Bridge employee has accrued balances of both Paid Time Off and Comp Time, any Comp Time in excess of 120 hours shall be used before Paid Time Off hours.

3. Comp Time Maximum During a Declared Disaster

The county's Comp Time policy will be suspended when a disaster has been declared pursuant to Idaho Statute. During such a declared disaster, all employees will be paid the overtime rate for hours worked in excess of 40 hours per week (171 hours per 28-day work period for sworn law enforcement officers) provided those overtime hours are directly related to the disaster, and are properly documented by the employee.

considered work time under the FLSA unless the employee is the driver. However, such time will be compensated when in the best interest of the department/office as determined by the elected official or department head. If compensated, such travel time will not be considered work time for purposes of overtime calculation.

Q. WORKERS COMPENSATION / ON-THE-JOB INJURIES

All on-the-job injuries shall be reported to the employee's supervisor and the Human Resource Clerk as soon as practicable, but no later than 10 days after the occurrence of the injury. An accident report must be completed and returned to the supervisor within 24 hours. The Human Resource Clerk is responsible for filing all workers' compensation claims in the proper manner. If an employee is disabled temporarily by an on-the-job accident, he/she may be eligible for workers' compensation benefits. Return to employment will be authorized on a case-by-case basis upon consultation with the supervising official and the physician. Concerns associated with injured worker status may be brought before the appropriate elected official(s) for review.

Injured employees should be returned to work as soon as possible, ~~in order to minimize the County's workers compensation insurance rate.~~ If "light duty" tasks are available, they should be assigned to a recovering employee.

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

Employees collecting workers compensation benefits ~~will be considered to be on FMLA leave, if eligible.~~ Employees collecting workers compensation benefits who are not eligible for FMLA leave, will be considered to be on a Leave of Absence, provided they are not using PTO or LTI hours, and all accruals will cease until the employee returns to work. Employees on Leave of Absence for two weeks or more must coordinate with the payroll department to be sure the employee's portion of all insurance costs are paid in a timely manner.

The County will handle workers' compensation claims for sworn law enforcement officers injured on the job while responding to an emergency, or when in the pursuit of an actual or suspected violator of the law, pursuant to Idaho Code, Title 72, Chapter 11.

R. PERFORMANCE REVIEW

Employees shall participate in a performance review system established by the Board of County Commissioners or by an individual department. Such review systems may be the basis for allocating changes in compensation in each budget year. Records of any such reviews shall be kept in the employee's official personnel file in custody of the County Clerk or supervising elected official. Performance reviews are expected to be completed every six months during the first year of employment and annually thereafter. More frequent reviews are recommended and should be performed at the discretion of the department head or elected official.

S. TELECOMMUTING & REMOTE ACCESS

Telecommuting (working from home or elsewhere), requires the specific, written pre-approval of a department head or elected official. Such written approval must be obtained before the employee begins working off-site and a copy must be given to the Human Resource Clerk. Employees may not remove any original files or documents from the worksite.

T. EMPLOYEE BENEFITS

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.

1. Paid Time Off (PTO)

Paid Time Off is available to all qualifying Regular Employees (Salaried & Hourly) according to the schedule shown below. PTO provides an employee with more flexibility to use his/her 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 on the first day of a new employee’s first full pay period. 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 first day of a new employee’s first full pay period. 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

schedule may be changed at any time by the Board of County Commissioners. Employees become eligible for Holiday pay after their first day of work.

Employees utilizing accrued LTI or PTO shall receive holiday pay for holidays which occur during their absence. Holiday pay is not available for employees on leave of absence, FMLA leave, or any type of administrative leave.

If their departmental budget includes funds earmarked for holiday pay, public safety employees required to work on holidays may choose whether to receive Holiday pay or Comp Time in addition to being paid for the hours actually worked on the holiday. If an eligible employee desires to receive Holiday pay instead of Comp Time, they must make a written notation on their timesheet. If such a notation is absent, the holiday hours will be accrued as Comp Time.

All employees required to work Christmas Day shall be paid time and a half for the hours actually worked on that day. Recognized holidays are:

New Year's Day	Columbus Day
Martin Luther King, Jr./Human Rights Day	Veteran's Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving Day
Independence Day	Christmas Eve Half-Day**
Labor Day	Christmas Day

***When Christmas Eve falls on a Monday, Tuesday, Wednesday or Thursday, all non-essential public service offices shall close at 1 pm, unless the responsible elected official determines they shall remain open. All county employees shall receive an extra one-half day of holiday pay.*

4. Leave of Absence

Teton County defines a leave of absence as a minimum of one full working day taken off without pay. If an employee takes time off for less than one full working day, PTO, LTI, or Comp Time must be used. No unpaid leave of absence may be taken unless the employee has used all their PTO and Comp Time, and all their LTI (if applicable), except in case of an injury covered by workers compensation. No unpaid leave of absence may be taken without prior written approval, unless it is the result of a work-related injury. Such approval which must clearly state the dates for which unpaid leave has been approved and which must be provided to the Human Resource Department prior to commencement of such leave. Up to thirty (30) days unpaid leave may be granted by the elected official or department head for any justifiable purpose. Unpaid leave in excess of thirty days shall require written approval of the Board of County Commissioners. An employee will not accrue LTI or PTO, or receive holiday pay, during an unpaid leave of absence. Holiday pay is not available for an employee beginning or ending a leave of absence unless the employee works at least one day between the leave of absence and the Holiday. Employees approved for two weeks or more of unpaid leave must reimburse the county for the pro-rated county's portion of the employee's insurance costs accrued during their unpaid leave.

5. Administrative Leave

Teton County defines administrative leave as the situation when an employee is temporarily relieved of his or her normal work responsibilities. An employee may be placed on administrative leave with or without pay. An employee will not accrue LTI or PTO, or receive holiday pay, while on administrative leave. Holiday pay is not available for an employee beginning or ending administrative leave unless the employee works at least one day between the administrative leave and the Holiday (or uses PTO or Comp Time). The supervisor of an employee placed on administrative leave should provide the employee and payroll department with a document outlining the purpose and conditions of the administrative leave.

6. Family Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) provides an entitlement of up to 12 weeks of job-protected, unpaid leave during any 12-month period to eligible, covered employees for the following reasons:

- *To care for a child following a birth or placement of a child with the employee for adoption or foster care.
- *To care for a sick child, spouse or parent who has a "serious health condition."
- *If the employee is unable to perform his/her own work responsibilities because of his/her own serious health condition.

CITY OF DRIGGS
ADDITIONAL COVERAGE AGREEMENT WITH TETON COUNTY SHERIFF
For fiscal year ending September 30th, 2016

This Agreement made and entered into this 6th day of October, 2015, by and between Teton County Idaho, a political subdivision of the State of Idaho, hereinafter referred to as "County", and the City of Driggs, a municipal corporation of the State of Idaho, hereinafter referred to as "City."

RECITALS

WHEREAS the County maintains a law enforcement department in the Teton County Sheriff's Office, which is comprised of the Sheriff and his/her deputies and all requisite equipment and facilities necessary to the proper and established policing of the County in accordance with Idaho Statutes; and,

WHEREAS, the City maintains no police department or equipment and desires to keep its law enforcement expenses at a minimum; and,

WHEREAS, the City desires to provide its citizens with additional police services beyond those delineated under Idaho Statutes as duties of the County Sheriff;

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties agree to the following terms:

1. Police Services. The Teton County Sheriff's Office shall assume responsibility for protection and law enforcement within the corporate boundaries of the City of Driggs, in combination with its statutory duty to police the entire County. Final oversight of all police and law enforcement activity undertaken within the corporate limits of the City lies with the Mayor of the City except for those administrative operations and duties occurring at the facilities of the County which reside within the City, which are not related to law enforcement activity within the City.
2. Additional coverage.
 - a. Security checks. The Sheriff's Office shall conduct nightly security checks of City infrastructure and facilities. These shall include, but not be limited to the following: City Airport, Wastewater Treatment Plant, City Shop and Public Works Yard, City Parks, City Building and Plaza, Visitor's Center, Industrial Building, City Parking Lots, and City Water Facilities.
 - b. Enforcement of City ordinances. The Sheriff's Office shall enforce the ordinances of the City as requested by the Mayor, in addition to the general criminal and traffic law enforcement already conducted pursuant to Idaho Statutes. Violations which would constitute violations of either state law or ordinances of the City shall be brought as violations of state laws and all such violations shall be brought before the county magistrates.
 - c. Directed patrols. Upon written or emailed request of the Mayor, the Sheriff's Office shall conduct directed patrols in specific areas of the City. Upon notification of areas of concern Sheriff's Office will work with the Mayor to develop a patrol plan for the area of concern and appropriate reporting arrangements.
3. Consideration. The City agrees to pay the County an annual sum of fifty-seven thousand US Dollars (\$57,000) in consideration for the services heretofore set forth. Said

CITY OF DRIGGS
ADDITIONAL COVERAGE AGREEMENT WITH TETON COUNTY SHERIFF
For fiscal year ending September 30th, 2016

sum is to be paid in quarterly installments following the regular submittal of the following reports from the Sheriff's Office on the police activity in the preceding quarter.

4. Reporting. Quarterly written reports detailing numbers of calls for service, violations of municipal ordinances and State Statutes including civil citations issued, incidents handled, and security checks within the City shall be submitted to the Mayor by the 15th of January, April, July, and October for the preceding quarter. Additionally, the Sheriff or his designee, shall report to the City Council on a quarterly basis to answer any questions regarding law enforcement in the City. Generally this report is anticipated to take place at the second regular City Council Meeting in the months noted above.
5. Administration. Copies of all ordinances of the City which it desires to have enforced shall be provided by the Mayor to the Sheriff's office. The City shall also provide City ticket stock for civil citations.
6. Term and Renewal. This Agreement shall continue in full force and effect for a period of one year, commencing on the 1st day of October, 2015, and continuing through the 30th day of September, 2016. This Agreement shall automatically renew for successive annual periods, unless terminated by either party giving thirty (30) days notice. If either party wishes to modify the terms of the contract, it must give the other party thirty (30) days written notice of the intent to modify prior to the anniversary date. If either party wishes to modify the consideration to be paid for said law enforcement services at the time of renewal, it must give such notice by July 1st so said modification can be part of the budgeting process, unless modification is done by mutual consent of the parties at any time.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed on the 6th day of October, 2015, pursuant to the approval by the respective governing bodies.

For **TETON COUNTY, IDAHO**

By: _____ ATTEST: _____
Bill Leake, Chairman Mary Lou Hansen, County Clerk
Board of County Commissioners

By: _____
Tony Liford, Sheriff

For **CITY OF DRIGGS, IDAHO**

By: _____ ATTEST: _____
Hyrum Johnson, Mayor Kreslyn Schuehler, City Clerk

October 13, 2015

The Honorable Jim Risch
United States Senate
Washington, DC 20510

The Honorable Mike Crapo
United States Senate
Washington, DC 20510

The Honorable Raul Labrador
U.S. House of Representatives
Washington, DC 20115

The Honorable Mike Simpson
U.S. House of Representatives
Washington, DC 20115

Dear Idaho Congressional Delegation:

Idaho is experiencing another devastating fire season with over 730,000 acres burned. Many Idahoans have lost everything in the blazes, which has created a life changing event to these families as they can only rebuild a portion of what was lost. As you continue working on legislation to improve federal wildfire funding policies, we urge you to include reforms that would increase the pace and scale of needed forest management to restore the health and resiliency of federal forests, reduce the risk of future catastrophic wildfires, and contribute to the economic and revenue needs of local communities.

As you know, 42 percent of Idaho's total land area is forest land, and the federal government, primarily through the U.S. Forest Service, controls 74 percent of it. Over the last two decades, federal regulations, lawsuits, and the resulting "analysis paralysis" have caused a rapid decline in federal forest management activities. In fact, today only 10 percent of Idaho timber harvests come from federal forest lands.

As a result, our federal forests have become unnaturally dense, overstocked and more vulnerable to insects, disease, and catastrophic wildfires. National forests in Idaho are thirty-five percent more dense than other forest ownerships in the state. This increased density leads to increased competition for water, sunlight and nutrients making these forests more susceptible to insect and disease outbreaks and increased fire risk. Almost twice the number of trees die on national forests in Idaho than on other forest ownerships, and that buildup of dead trees increases the fuel load in the forest, and with it the potential for catastrophic wildfire.

Although wildfire suppression efforts are also critical, we ask that you look yet another step further to stop the causes of these fires. Stopping the causes of these fires requires actively managing forests, and increasing sustainable timber harvests can do just that. Not only that, increasing sustainable timber harvests can create jobs, generate revenue for local counties which provide access and essential emergency services, benefit the state's outdoors industry, expand hunting opportunities, and revitalize other sectors that depend on healthy, vibrant forests and watersheds.

Congress should take swift action on solutions that restore the health of our federal forests and reform our approach to fighting wildfires, including ending the nonsensical practice of “fire borrowing” when the Forest Service exhausts its wildfire suppression budget. The House of Representatives recently passed comprehensive wildfire funding and federal forest management legislation that builds on bipartisan reforms included in the 2014 Farm Bill. It earned the support of over 170 organizations, including conservation, sportsmen, outdoor, counties and forestry groups that recognize the benefits of these reasonable reforms. There is also growing bipartisan support in the Senate for improving wildfire and forest management policies.

Active forest management and restoration is one of the few effective, long-term solutions for improving the health of our forests and rural communities. The primary factor limiting active forest restoration on federal lands is the cost and time required for the Forest Service to satisfy exhaustive analytic requirements driven by conflicting regulations and litigation. The Forest Service currently expends over \$350 million annually on environmental reviews, limiting the money available for on-the-ground projects. Those reviews also take an average of 19-37 months to complete, delaying needed projects to get ahead of the growing threat. Fortunately, it is possible to streamline the environmental review process to improve the pace and scale of forest management projects without sacrificing conservation values.

We urge you to work together on a bipartisan basis to support the reforms we need to effectively fight wildfires, rehabilitate burned forests, and actively manage our federal forests to meet the needs of local communities and reduce the size and severity of wildfires in the future.

Sincerely,

Hello Ethan, Kathryn, and Amy,

Please see topics of interest for the Congressional Delegation on Tuesday October 13th at 1:00 PM:

1. Federal Land ownership in the West – We are constantly hearing from other county commissioners in Idaho that the state could do a better job of managing federal lands which would be more efficiently and economically advantageous to the state. To date, the state has spent considerable funds to pursue taking over ownership. Do you think this is worth the efforts the state is expending or should our focus be on working to identify specific shortcomings and solutions?
2. Sage Grouse not warranted determination and Waters of the U.S. – This has resulted in considerably more regulation than what seems necessary. What would be the most effective way to move this legislation in a manner that achieves the intended outcomes but is considerably less bureaucratic and costly?
3. What is the solution for federal funding for highways and transportation and do Senator Crapo and Representative Simpson support an increase in the federal gas tax?
4. Does Senator Crapo still support the deficit-reduction/budget balancing recommendations of the Simpson-Bowles Commission? What are the odds that the recommendations will ever be implemented?

If you have any questions please let me know. We look forward to seeing you on Tuesday.

Thank you,

Holly S. Wolgamott, CMC

County Executive Assistant/Risk Manager

150 Courthouse Drive, Driggs, ID 83422

1-208-354-8775

www.tetoncountyidaho.gov



Teton County

Presented by American Insurance Service

Medical Renewal Updated Options Effective 1/1/2016

Benefit	Regence Current In/Out of Network	Regence Renewal Option 1 Pref / Trad / Out	Regence Innova Renewal Option 2 Pref / Trad / Out
Deductible per family	\$5,000 3 x	\$5,000 3 x	\$5,000 3x
Coinsurance	70% / 50% / 50%	70% / 50% / 50%	70% / 50% / 50%
Out-of-Pocket	\$6,350	\$6,350	\$6,350
Physician Co-Pay	\$30 / \$45	\$30 / \$45	\$40/\$55
Diagnostic	\$400 First Dollar	\$400 First Dollar	\$400 First Dollar
Drug Co-Pay	\$10 Generic/ \$250 Ded. 35%/50% Combined Medical	\$10 Generic/ \$250 Ded. 35%/50% Combined Medical	\$10 Generic/ \$500 Ded. 35%/50% Combined Medical
Maternity	Yes	Yes	Yes
EAP	4 Visits	4 Visits	4 Visits
Complimentary Care	None	None	None
Wellness/Preventive	100%	100%	100%
Mental Health- Out	\$30/\$30/None	\$30/\$30/None	\$30/\$30/None
Mental Health- In	70% / 50% / 50%	70% / 50% / 50%	70% / 50% / 50%
Monthly Total	\$35,878.40	\$39,069.80	\$38,163.90
Employee	20 \$344.60	\$370.60	\$362.00
Employee + Spouse	8 \$802.60	\$879.90	\$859.40
Employee + 1 child	3 \$492.50	\$529.50	\$517.20
Employee + children	6 \$655.00	\$704.40	\$688.10
Family	17 \$1,009.30	\$1,106.10	\$1,080.50
		8.90%	6.37%
Annual Increase		\$38,296.80	\$27,426.00



December 1, 2015

TO: All Employees
FROM: County Commissioners
SUBJECT: Wellness Program *(Signature Required)*

Teton County has adopted a wellness program in order to help minimize future insurance premium increases by discovering health problems in their early stages. The 2016 wellness program consists of basic blood testing and a wellness visit with your health care provider. This will enable you to know the status of your overall health and whether any intervention is needed. The blood testing and follow-up visit must be completed by March 1. We appreciate your support and hope you find the testing to be helpful.

Premiums for employees choosing not to participate in the wellness program will increase by 20% effective March 1, 2016. The County will not cost-share this premium increase. **Spouses who are covered under an employee's plan must also participate in wellness testing in order to avoid a 20% premium increase.**

In order to obtain your blood test and wellness visit you should: (1) Call your health care provider and schedule an appointment; (2) Tell your provider where you would like your blood test done & ask him/her to issue an order for the specific tests listed below, plus any others you might need (knowing they may not be covered by the Regence wellness plan); (3) Obtain your blood test - your results will be sent to your provider; (4) Attend your wellness appointment; (5) Have your provider complete and sign the form on the bottom of this page; (6) Return the form to the payroll department no later than March 1, 2016.

All expenses related to this wellness program will be covered 100% by Regence insurance if you: (1) use an In-Network physician and facility, (2) obtain only the tests listed below, and (3) tell your health care provider that the blood test and visit is part of a wellness program so that the bill is coded properly.

The following blood tests are required. *(NOTE: Additional blood tests may not be covered by Regence.)*

Men's Wellness
Basic Lipid Panel
PSA
Hemoglobin A1c
Blood Pressure

Women's Wellness
Basic Lipid Panel
Hemoglobin A1c
Blood Pressure

***** Please return this signed form to the Teton County Payroll Department immediately after your visit!*****

I _____ hereby acknowledge that I have reviewed, met with, and
(Printed Name of Health Care Provider)
discussed the results of my patient's _____ wellness blood test, and
(Printed Name of Patient)
he/she is aware of what steps need to be taken to improve his/her health.

_____ (Signature of Health Care Provider) _____ (Date)

2015 IAC Salary Survey

STATE-WIDE COMPARISON OF
COUNTY HEALTH INS. COSTS

County	Health Insurance Provider	Monthly Cost - Employee, no dependents	Monthly Cost Paid by County	Monthly Cost Paid by Employee	Monthly Cost - Employee, Spouse, 2 Children	Family Cost Paid by County	Family Cost Paid by Employee	Dental Insurance ?	Vision Insurance ?
Ada	Self-Insured	\$ 529	\$ 489	\$ 40	\$ 1,641	\$ 1,418	\$ 223	Yes	Yes
Adams	GemPlan	\$ 752	\$ 752	\$ -	\$ 2,061	\$ 752	\$ 1,309	Yes	No
Bannock	Blue Cross	\$ 340	\$ 330	\$ 10	\$ 624	\$ 70	\$ 554	Yes	Yes
Bear Lake	GemPlan	\$ 788	\$ 788	\$ -	\$ 1,940	\$ 1,652	\$ 288	No	No
Benewah	Blue Cross	\$ 800	\$ 800	\$ -	\$ 2,450	\$ 2,082	\$ 368	Yes	Yes
Bingham	GemPlan-BlueCross	\$ 771	\$ 771	\$ -	\$ 1,324	\$ 912	\$ 412	Yes	Yes
Blaine	Blue Cross	\$ 505	\$ 505	\$ -	\$ 1,369	\$ 864	\$ 432	Yes	Yes
Bonner	Regence Blue Shield	\$ 414	\$ 308	\$ 106	\$ 1,253	\$ 895	\$ 358	Yes	Yes
Bonneville	Blue Cross	\$ 523	\$ 523	\$ -	\$ 1,500	\$ 1,286	\$ 214	Yes	Yes
Boundary	GemPlan	\$ 673	\$ 673	\$ -	\$ 1,771	\$ 1,771	\$ -	Yes	Yes
Butte	GemPlan	\$ 584	\$ 584	\$ -				Yes	Yes
Camas	GemPlan	\$ 373	\$ 373	\$ -	\$ 1,114	\$ 929	\$ 185	Yes	Yes
Canyon	Blue Cross	\$ 741	\$ 741	\$ -	\$ 1,097	\$ 741	\$ 356	Yes	Yes
Caribou	GemPlan	\$ 859	\$ 859	\$ -	\$ 2,275	\$ 2,118	\$ 157	Yes	Yes
Cassia	MBA Associates	\$ 807	\$ 649	\$ 158	\$ 2,097	\$ 1,736	\$ 361	Yes	Yes
Clark	Blue Cross	\$ 490	\$ 490	\$ -	\$ 1,312	\$ 490	\$ 821	Yes	No
Clearwater	GemPlan	\$ 698	\$ 698	\$ -	\$ 1,607	\$ 698	\$ 1,234	Yes	No
Custer	GemPlan	\$ 819	\$ 819	\$ -	\$ 1,344	\$ -	\$ 1,344	Yes	Yes
Elmore	Blue Cross	\$ 554	\$ 554	\$ -	\$ 1,459	\$ 554	\$ 905	Yes	Yes
Franklin	Self-Insured	\$ 268	\$ 168	\$ 100	\$ 268	\$ 168	\$ 100	Yes	Yes
Fremont	PacificSource	\$ 613	\$ 564	\$ 49	\$ 1,632	\$ 1,501	\$ 131	Yes	Yes
Gem	GemPlan	\$ 465	\$ 465	\$ -	\$ 1,149	\$ 465	\$ 684	Yes	Yes
Gooding	Blue Cross	\$ 730	\$ 730	\$ -	\$ -	\$ -	\$ -	Yes	Yes
Idaho	Regence Blue Shield	\$ 522	\$ 522	\$ -	\$ 1,448	\$ 1,217	\$ 232	Yes	Yes
Jefferson	Blue Cross	\$ 516	\$ 444	\$ 72	\$ 1,376	\$ 1,043	\$ 333	Yes	Yes
Jerome	Blue Cross	\$ 407	\$ 407	\$ -	\$ 721	\$ 407	\$ 314	Yes	Yes
Kootenai	Regence Blue Shield	\$ 451	\$ 412	\$ 39	\$ 1,443	\$ 1,222	\$ 221	Yes	Yes
Latah	Blue Cross	\$ 551	\$ 551	\$ -	\$ 916	\$ 551	\$ 365	Yes	Yes
Lemhi	GemPlan	\$ 551	\$ 551	\$ -	\$ 1,530	\$ 551	\$ 979	Yes	Yes
Lincoln	GemPlan-BlueCross	\$ 539	\$ 539	\$ -	\$ 1,474	\$ 539	\$ 935	Yes	Yes
Madison	Blue Cross	\$ 432	\$ 401	\$ 31	\$ 1,114	\$ 1,029	\$ 85	Yes	Yes
Minidoka	GemPlan	\$ 685	\$ 685	\$ -	\$ 1,549	\$ 1,046	\$ 503	Yes	Yes
Nez Perce	Regence Blue Shield	\$ 517	\$ 517	\$ -	\$ 830	\$ 415	\$ 415	Yes	Yes
Oneida	Blue Cross	\$ 638	\$ 638	\$ -	\$ -	\$ -	\$ -	Yes	Yes
Owyhee	GemPlan	\$ 601	\$ 581	\$ 20	\$ 1,031	\$ 601	\$ 430	Yes	Yes
Payette	GemPlan	\$ 773	\$ 773	\$ -	\$ 2,153	\$ 773	\$ 1,380	Yes	Yes
Power	Blue Cross	\$ 541	\$ 541	\$ -	\$ 1,471	\$ 1,396	\$ 75	Yes	Yes
Shoshone	Blue Cross	\$ 414	\$ 399	\$ 15	\$ 1,114	\$ 994	\$ 120	Yes	Yes
Teton	Regence Blue Shield	\$ 428	\$ 386	\$ 42	\$ 1,106	\$ 691	\$ 403	Yes	No
Twin Falls	Blue Cross	\$ -	\$ 400	\$ -	\$ 1,139	\$ 400	\$ 739	Yes	Yes
Valley	GemPlan-BlueCross	\$ 552	\$ 552	\$ -	\$ 1,524	\$ 1,135	\$ 389	Yes	Yes
Washington	GemPlan	\$ 575	\$ 575	\$ -	\$ 668	\$ -	\$ 668	Yes	Yes

2015 IAC Salary Survey

*Sort = Employee Cost for Family

County	Health Insurance Provider	Monthly Cost Employee, no dependents	Monthly Cost Paid by County	Monthly Cost Paid by Employee	Monthly Cost - Employee, Spouse, 2 Children	Family Cost Paid by County	Family Cost Paid by Employee	Dental Insurance ?	Vision Insurance ?
Boundary	GemPlan	\$ 673	\$ 673	\$ -	\$ 1,771	\$ 1,771	\$ -	Yes	Yes
Power	Blue Cross	\$ 541	\$ 541	\$ -	\$ 1,471	\$ 1,396	\$ 75	Yes	Yes
Madison	Blue Cross	\$ 432	\$ 401	\$ 31	\$ 1,114	\$ 1,029	\$ 85	Yes	Yes
Franklin	Self-Insured	\$ 268	\$ 168	\$ 100	\$ 268	\$ 168	\$ 100	Yes	Yes
Shoshone	Blue Cross	\$ 414	\$ 399	\$ 15	\$ 1,114	\$ 994	\$ 120	Yes	Yes
Fremont	PacificSource	\$ 613	\$ 564	\$ 49	\$ 1,632	\$ 1,501	\$ 131	Yes	Yes
Caribou	GemPlan	\$ 859	\$ 859	\$ -	\$ 2,275	\$ 2,118	\$ 157	Yes	Yes
Camas	GemPlan	\$ 373	\$ 373	\$ -	\$ 1,114	\$ 929	\$ 185	Yes	Yes
Bonneville	Blue Cross	\$ 523	\$ 523	\$ -	\$ 1,500	\$ 1,286	\$ 214	Yes	Yes
Kootenai	Regence Blue Shield	\$ 451	\$ 412	\$ 39	\$ 1,443	\$ 1,222	\$ 221	Yes	Yes
Ada	Self-Insured	\$ 529	\$ 489	\$ 40	\$ 1,641	\$ 1,418	\$ 223	Yes	Yes
Idaho	Regence Blue Shield	\$ 522	\$ 522	\$ -	\$ 1,448	\$ 1,217	\$ 232	Yes	Yes
Bear Lake	GemPlan	\$ 788	\$ 788	\$ -	\$ 1,940	\$ 1,652	\$ 288	No	No
Jerome	Blue Cross	\$ 407	\$ 407	\$ -	\$ 721	\$ 407	\$ 314	Yes	Yes
Jefferson	Blue Cross	\$ 516	\$ 444	\$ 72	\$ 1,376	\$ 1,043	\$ 333	Yes	Yes
Canyon	Blue Cross	\$ 741	\$ 741	\$ -	\$ 1,097	\$ 741	\$ 356	Yes	Yes
Bonner	Regence Blue Shield	\$ 414	\$ 308	\$ 106	\$ 1,253	\$ 895	\$ 358	Yes	Yes
Cassia	MBA Associates	\$ 807	\$ 649	\$ 158	\$ 2,097	\$ 1,736	\$ 361	Yes	Yes
Latah	Blue Cross	\$ 551	\$ 551	\$ -	\$ 916	\$ 551	\$ 365	Yes	Yes
Benewah	Blue Cross	\$ 800	\$ 800	\$ -	\$ 2,450	\$ 2,082	\$ 368	Yes	Yes
Valley	GemPlan-BlueCross	\$ 552	\$ 552	\$ -	\$ 1,524	\$ 1,135	\$ 389	Yes	Yes
Teton	Regence Blue Shield	\$ 428	\$ 386	\$ 42	\$ 1,106	\$ 691	\$ 403	Yes	No
Bingham	GemPlan-BlueCross	\$ 771	\$ 771	\$ -	\$ 1,324	\$ 912	\$ 412	Yes	Yes
Nez Perce	Regence Blue Shield	\$ 517	\$ 517	\$ -	\$ 830	\$ 415	\$ 415	Yes	Yes
Owyhee	GemPlan	\$ 601	\$ 581	\$ 20	\$ 1,031	\$ 601	\$ 430	Yes	Yes
Blaine	Blue Cross	\$ 505	\$ 505	\$ -	\$ 1,369	\$ 864	\$ 432	Yes	Yes
Minidoka	GemPlan	\$ 685	\$ 685	\$ -	\$ 1,549	\$ 1,046	\$ 503	Yes	Yes
Bannock	Blue Cross	\$ 340	\$ 330	\$ 10	\$ 624	\$ 70	\$ 554	Yes	Yes
Washington	GemPlan	\$ 575	\$ 575	\$ -	\$ 668	\$ -	\$ 668	Yes	Yes
Gem	GemPlan	\$ 465	\$ 465	\$ -	\$ 1,149	\$ 465	\$ 684	Yes	Yes
Twin Falls	Blue Cross	\$ -	\$ 400	\$ -	\$ 1,139	\$ 400	\$ 739	Yes	Yes
Clark	Blue Cross	\$ 490	\$ 490	\$ -	\$ 1,312	\$ 490	\$ 821	Yes	No
Elmore	Blue Cross	\$ 554	\$ 554	\$ -	\$ 1,459	\$ 554	\$ 905	Yes	Yes
Lincoln	GemPlan-BlueCross	\$ 539	\$ 539	\$ -	\$ 1,474	\$ 539	\$ 935	Yes	Yes
Lemhi	GemPlan	\$ 551	\$ 551	\$ -	\$ 1,530	\$ 551	\$ 979	Yes	Yes
Clearwater	GemPlan	\$ 698	\$ 698	\$ -	\$ 1,607	\$ 698	\$ 1,234	Yes	No
Adams	GemPlan	\$ 752	\$ 752	\$ -	\$ 2,061	\$ 752	\$ 1,309	Yes	No
Custer	GemPlan	\$ 819	\$ 819	\$ -	\$ 1,344	\$ -	\$ 1,344	Yes	Yes
Payette	GemPlan	\$ 773	\$ 773	\$ -	\$ 2,153	\$ 773	\$ 1,380	Yes	Yes
Butte	GemPlan	\$ 584	\$ 584	\$ -				Yes	Yes

2015 IAC Salary Survey

*Sort = Monthly Cost for Entire Family

County	Health Insurance Provider	Monthly Cost Employee, no dependents	Monthly Cost Paid by County	Monthly Cost Paid by Employee	Monthly Cost - Employee, Spouse, 2 Children	Family Cost Paid by County	Family Cost Paid by Employee	Dental Insurance ?	Vision Insurance ?
Franklin	Self-Insured	\$ 268	\$ 168	\$ 100	\$ 268	\$ 168	\$ 100	Yes	Yes
Bannock	Blue Cross	\$ 340	\$ 330	\$ 10	\$ 624	\$ 70	\$ 554	Yes	Yes
Washington	GemPlan	\$ 575	\$ 575	\$ -	\$ 668	\$ -	\$ 668	Yes	Yes
Jerome	Blue Cross	\$ 407	\$ 407	\$ -	\$ 721	\$ 407	\$ 314	Yes	Yes
Nez Perce	Regence Blue Shield	\$ 517	\$ 517	\$ -	\$ 830	\$ 415	\$ 415	Yes	Yes
Latah	Blue Cross	\$ 551	\$ 551	\$ -	\$ 916	\$ 551	\$ 365	Yes	Yes
Owyhee	GemPlan	\$ 601	\$ 581	\$ 20	\$ 1,031	\$ 601	\$ 430	Yes	Yes
Canyon	Blue Cross	\$ 741	\$ 741	\$ -	\$ 1,097	\$ 741	\$ 356	Yes	Yes
Teton	Regence Blue Shield	\$ 428	\$ 386	\$ 42	\$ 1,106	\$ 691	\$ 403	Yes	No
Shoshone	Blue Cross	\$ 414	\$ 399	\$ 15	\$ 1,114	\$ 994	\$ 120	Yes	Yes
Madison	Blue Cross	\$ 432	\$ 401	\$ 31	\$ 1,114	\$ 1,029	\$ 85	Yes	Yes
Camas	GemPlan	\$ 373	\$ 373	\$ -	\$ 1,114	\$ 929	\$ 185	Yes	Yes
Twin Falls	Blue Cross	\$ -	\$ 400	\$ -	\$ 1,139	\$ 400	\$ 739	Yes	Yes
Gem	GemPlan	\$ 465	\$ 465	\$ -	\$ 1,149	\$ 465	\$ 684	Yes	Yes
Bonner	Regence Blue Shield	\$ 414	\$ 308	\$ 106	\$ 1,253	\$ 895	\$ 358	Yes	Yes
Clark	Blue Cross	\$ 490	\$ 490	\$ -	\$ 1,312	\$ 490	\$ 821	Yes	No
Bingham	GemPlan-BlueCross	\$ 771	\$ 771	\$ -	\$ 1,324	\$ 912	\$ 412	Yes	Yes
Custer	GemPlan	\$ 819	\$ 819	\$ -	\$ 1,344	\$ -	\$ 1,344	Yes	Yes
Blaine	Blue Cross	\$ 505	\$ 505	\$ -	\$ 1,369	\$ 864	\$ 432	Yes	Yes
Jefferson	Blue Cross	\$ 516	\$ 444	\$ 72	\$ 1,376	\$ 1,043	\$ 333	Yes	Yes
Kootenai	Regence Blue Shield	\$ 451	\$ 412	\$ 39	\$ 1,443	\$ 1,222	\$ 221	Yes	Yes
Idaho	Regence Blue Shield	\$ 522	\$ 522	\$ -	\$ 1,448	\$ 1,217	\$ 232	Yes	Yes
Elmore	Blue Cross	\$ 554	\$ 554	\$ -	\$ 1,459	\$ 554	\$ 905	Yes	Yes
Power	Blue Cross	\$ 541	\$ 541	\$ -	\$ 1,471	\$ 1,396	\$ 75	Yes	Yes
Lincoln	GemPlan-BlueCross	\$ 539	\$ 539	\$ -	\$ 1,474	\$ 539	\$ 935	Yes	Yes
Bonneville	Blue Cross	\$ 523	\$ 523	\$ -	\$ 1,500	\$ 1,286	\$ 214	Yes	Yes
Valley	GemPlan-BlueCross	\$ 552	\$ 552	\$ -	\$ 1,524	\$ 1,135	\$ 389	Yes	Yes
Lemhi	GemPlan	\$ 551	\$ 551	\$ -	\$ 1,530	\$ 551	\$ 979	Yes	Yes
Minidoka	GemPlan	\$ 685	\$ 685	\$ -	\$ 1,549	\$ 1,046	\$ 503	Yes	Yes
Clearwater	GemPlan	\$ 698	\$ 698	\$ -	\$ 1,607	\$ 698	\$ 1,234	Yes	No
Fremont	PacificSource	\$ 613	\$ 564	\$ 49	\$ 1,632	\$ 1,501	\$ 131	Yes	Yes
Ada	Self-Insured	\$ 529	\$ 489	\$ 40	\$ 1,641	\$ 1,418	\$ 223	Yes	Yes
Boundary	GemPlan	\$ 673	\$ 673	\$ -	\$ 1,771	\$ 1,771	\$ -	Yes	Yes
Bear Lake	GemPlan	\$ 788	\$ 788	\$ -	\$ 1,940	\$ 1,652	\$ 288	No	No
Adams	GemPlan	\$ 752	\$ 752	\$ -	\$ 2,061	\$ 752	\$ 1,309	Yes	No
Cassia	MBA Associates	\$ 807	\$ 649	\$ 158	\$ 2,097	\$ 1,736	\$ 361	Yes	Yes
Payette	GemPlan	\$ 773	\$ 773	\$ -	\$ 2,153	\$ 773	\$ 1,380	Yes	Yes
Caribou	GemPlan	\$ 859	\$ 859	\$ -	\$ 2,275	\$ 2,118	\$ 157	Yes	Yes
Benewah	Blue Cross	\$ 800	\$ 800	\$ -	\$ 2,450	\$ 2,082	\$ 368	Yes	Yes
Butte	GemPlan	\$ 584	\$ 584	\$ -				Yes	Yes

2015 IAC Salary Survey

*Sort = Monthly Cost for Employee									
County	Health Insurance Provider	Monthly Cost Employee, no dependents	Monthly Cost Paid by County	Monthly Cost Paid by Employee	Monthly Cost - Employee, Spouse, 2 Children	Family Cost Paid by County	Family Cost Paid by Employee	Dental Insurance ?	Vision Insurance ?
Twin Falls	Blue Cross	\$ -	\$ 400	\$ -	\$ 1,139	\$ 400	\$ 739	Yes	Yes
Franklin	Self-Insured	\$ 268	\$ 168	\$ 100	\$ 268	\$ 168	\$ 100	Yes	Yes
Bannock	Blue Cross	\$ 340	\$ 330	\$ 10	\$ 624	\$ 70	\$ 554	Yes	Yes
Camas	GemPlan	\$ 373	\$ 373	\$ -	\$ 1,114	\$ 929	\$ 185	Yes	Yes
Jerome	Blue Cross	\$ 407	\$ 407	\$ -	\$ 721	\$ 407	\$ 314	Yes	Yes
Bonner	Regence Blue Shield	\$ 414	\$ 308	\$ 106	\$ 1,253	\$ 895	\$ 358	Yes	Yes
Shoshone	Blue Cross	\$ 414	\$ 399	\$ 15	\$ 1,114	\$ 994	\$ 120	Yes	Yes
Teton	Regence Blue Shield	\$ 428	\$ 386	\$ 42	\$ 1,106	\$ 691	\$ 403	Yes	No
Madison	Blue Cross	\$ 432	\$ 401	\$ 31	\$ 1,114	\$ 1,029	\$ 85	Yes	Yes
Kootenai	Regence Blue Shield	\$ 451	\$ 412	\$ 39	\$ 1,443	\$ 1,222	\$ 221	Yes	Yes
Gem	GemPlan	\$ 465	\$ 465	\$ -	\$ 1,149	\$ 465	\$ 684	Yes	Yes
Clark	Blue Cross	\$ 490	\$ 490	\$ -	\$ 1,312	\$ 490	\$ 821	Yes	No
Blaine	Blue Cross	\$ 505	\$ 505	\$ -	\$ 1,369	\$ 864	\$ 432	Yes	Yes
Jefferson	Blue Cross	\$ 516	\$ 444	\$ 72	\$ 1,376	\$ 1,043	\$ 333	Yes	Yes
Nez Perce	Regence Blue Shield	\$ 517	\$ 517	\$ -	\$ 830	\$ 415	\$ 415	Yes	Yes
Idaho	Regence Blue Shield	\$ 522	\$ 522	\$ -	\$ 1,448	\$ 1,217	\$ 232	Yes	Yes
Bonneville	Blue Cross	\$ 523	\$ 523	\$ -	\$ 1,500	\$ 1,286	\$ 214	Yes	Yes
Ada	Self-Insured	\$ 529	\$ 489	\$ 40	\$ 1,641	\$ 1,418	\$ 223	Yes	Yes
Lincoln	GemPlan-BlueCross	\$ 539	\$ 539	\$ -	\$ 1,474	\$ 539	\$ 935	Yes	Yes
Power	Blue Cross	\$ 541	\$ 541	\$ -	\$ 1,471	\$ 1,396	\$ 75	Yes	Yes
Latah	Blue Cross	\$ 551	\$ 551	\$ -	\$ 916	\$ 551	\$ 365	Yes	Yes
Lemhi	GemPlan	\$ 551	\$ 551	\$ -	\$ 1,530	\$ 551	\$ 979	Yes	Yes
Valley	GemPlan-BlueCross	\$ 552	\$ 552	\$ -	\$ 1,524	\$ 1,135	\$ 389	Yes	Yes
Elmore	Blue Cross	\$ 554	\$ 554	\$ -	\$ 1,459	\$ 554	\$ 905	Yes	Yes
Washington	GemPlan	\$ 575	\$ 575	\$ -	\$ 668	\$ -	\$ 668	Yes	Yes
Butte	GemPlan	\$ 584	\$ 584	\$ -				Yes	Yes
Owyhee	GemPlan	\$ 601	\$ 581	\$ 20	\$ 1,031	\$ 601	\$ 430	Yes	Yes
Fremont	PacificSource	\$ 613	\$ 564	\$ 49	\$ 1,632	\$ 1,501	\$ 131	Yes	Yes
Oneida	Blue Cross	\$ 638	\$ 638	\$ -	\$ -	\$ -	\$ -	Yes	Yes
Boundary	GemPlan	\$ 673	\$ 673	\$ -	\$ 1,771	\$ 1,771	\$ -	Yes	Yes
Minidoka	GemPlan	\$ 685	\$ 685	\$ -	\$ 1,549	\$ 1,046	\$ 503	Yes	Yes
Clearwater	GemPlan	\$ 698	\$ 698	\$ -	\$ 1,607	\$ 698	\$ 1,234	Yes	No
Gooding	Blue Cross	\$ 730	\$ 730	\$ -	\$ -	\$ -	\$ -	Yes	Yes
Canyon	Blue Cross	\$ 741	\$ 741	\$ -	\$ 1,097	\$ 741	\$ 356	Yes	Yes
Adams	GemPlan	\$ 752	\$ 752	\$ -	\$ 2,061	\$ 752	\$ 1,309	Yes	No
Bingham	GemPlan-BlueCross	\$ 771	\$ 771	\$ -	\$ 1,324	\$ 912	\$ 412	Yes	Yes
Payette	GemPlan	\$ 773	\$ 773	\$ -	\$ 2,153	\$ 773	\$ 1,380	Yes	Yes
Bear Lake	GemPlan	\$ 788	\$ 788	\$ -	\$ 1,940	\$ 1,652	\$ 288	No	No
Benewah	Blue Cross	\$ 800	\$ 800	\$ -	\$ 2,450	\$ 2,082	\$ 368	Yes	Yes
Cassia	MBA Associates	\$ 807	\$ 649	\$ 158	\$ 2,097	\$ 1,736	\$ 361	Yes	Yes
Custer	GemPlan	\$ 819	\$ 819	\$ -	\$ 1,344	\$ -	\$ 1,344	Yes	Yes
Caribou	GemPlan	\$ 859	\$ 859	\$ -	\$ 2,275	\$ 2,118	\$ 157	Yes	Yes

Teton County Ambulance Service District Minutes: August 24, 2015

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

AGENDA

1. Approve available minutes
2. Public Hearing for FY 2016 Budget
3. Quarterly Report
4. Quality Performance Measures

COMMISSIONERS PRESENT: Kelly Park, Bill Leake, Cindy Riegel

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

Chairman Leake called the meeting to order at 11:16 am.

● **MOTION.** Chairman Leake made a motion to approve the minutes of August 10, 2015. Motion seconded by Commissioner Park and carried.

11:19 am **FY 2016 COUNTY BUDGET HEARING.** Chairman Leake described the public hearing process and asked Clerk Hansen to present the budget. She distributed a sheet showing the hospital's original request and subsequent \$144,677 adjustment, resulting in an annual payment of \$465,204 for FY 2016 (Attachment #1). Clerk Hansen said the proposed budget will be funded solely by revenues received during FY 2016, leaving the entire fund balance available for a future needs, including a new ambulance. Hospital CEO Keith Gnagey said the hospital discounted their contracted amount in order to match the ASD funds available

Chairman Leake opened the hearing for public comment. No one was present to speak in favor, neutral, or opposed to the budget. He closed the public comment portion of the budget.

● **MOTION.** Commissioner Riegel made a motion to approve Resolution 2015-0824A to adopt the \$633,082 ASD budget. Motion seconded by Commissioner Park and carried unanimously. (Attachment #2)

QUARTERLY REPORT. Hospital EMS Director Rob Veilleux reviewed his quarterly report (Attachment #3). Ambulance #4 has had the engine replaced and is currently having service on the transmission. It should be back in operation by August 26.

QUALITY PERFORMANCE MEASURES. Hospital CEO Keith Gnagey described their quality performance measures program which will be implemented in order to achieve better patient results, identify training opportunities, and show the board the value they are receiving for their tax dollar (Attachment #4). He introduced new board member Dr. Robert Whipple who explained that a quality assurance committee will be formed. They hope to start collecting data by December 1st. That data will be included in future quarterly reports.

● **MOTION.** At 11:40 am Chairman Leake made a motion to adjourn the meeting and reconvene as the Board of County Commissioners. Motion seconded by Commissioner Park and carried.

ATTEST: _____

Bill Leake, Chairman

Mary Lou Hansen, Clerk

Attachments: #1 Hospital request and FY 2016 payment amount
#2 Resolution 2015-0824A adopting FY 2016 budget
#3 Quarterly ambulance report
#4 Pre-hospital Quality Initiative

AMBULANCE SERVICE AGREEMENT

The Ambulance Service District (“ASD”) desires to enter into a contract to provide ambulance service to citizens and visitors within the Ambulance District and in the adjoining Wyoming lands. The Teton County Protection District (“Fire District”) and Teton Valley Health Care, Inc. (“TVHC”) have entered into a joint agreement to provide ambulance services meeting the requirements and needs of the ASD. The joint agreement provides a higher level of service, an increased level of training, and an increased number of staffed ambulances compared to what either entity could provide on their own. The ASD wishes to provide those higher levels and capabilities to its constituents. The ASD is therefore contracting for these services, as provided in this Agreement between the ASD and TVHC.

Therefore

This Ambulance Service Agreement (the “Agreement”) is entered into by and between Teton County Ambulance Service District (the “Ambulance District”) and Teton Valley Health Care, Inc. (Operator).

SECTION ONE: Obligation of Operator to Provide Emergency Medical Services and Ambulance Services.

1. Operator agrees to provide Emergency Medical Services (EMS) and ambulance services to the Ambulance District on the following terms and conditions:

- a. Operator will provide ambulance services in coordination and cooperation with the Teton County Fire Protection District (the “Fire District”). Operator agrees that all services provided by TCAS will meet the terms and conditions specified in this contract.
- b. Operator will provide ambulance services to citizens within the boundaries of the Ambulance District (Teton County, Idaho), on the public lands surrounding the Ambulance District, and in the adjoining Wyoming lands on the west side of the Tetons, subject to agreement between Teton County, Wyoming Board of County Commissioners and Teton County Ambulance Service District Board of Commissioners. Operator agrees to comply with all duties, terms and conditions of the current agreement and similar successor agreements between Teton County, Wyoming and Teton County Ambulance Service District. The current agreement between Teton County Wyoming and Teton County Ambulance Service District is attached hereto and incorporated herein.
- c. Operator and the Governing Board of the Ambulance District will prepare an annual budget for the delivery of EMS and ambulance services within the specified service area.
 - (1) Operator will develop an annual capital equipment reinvestment budget to be submitted concurrently with the annual operating budget.
- d. All consumable medical supplies will be provided by Operator.

2. Provision of Ambulance Service.

- a. Staffing. Operator will establish and maintain a schedule of qualified emergency medical personnel that are available to operate the ambulance service around the clock each day of the year (24/7/365). Two Advanced Life Support ambulances will be staffed at all times. One of these ambulances will be based in Victor and one in Driggs. A portion of these personnel will also

provide on-site Emergency Room Technician support to healthcare provider staff at Teton Valley Hospital on a 24/7/365 basis and shall be supervised by the Director of the Emergency Medical Services Department.

- (1) There shall be available a minimum of two (2) ALS level ambulances with at least one paramedic per ambulance to provide emergency medical services at all times; and the requirements of Idaho Code § 56-1016 shall be met at all times.
- (2) In addition to the above, there shall be at least one (1) additional crew member on each ambulance for emergency response, patient transport, or transfer, with the crew member delivering patient care being, at a minimum, a licensed emergency medical technician (EMT) - Basic level (Idaho Standards) or higher level. Operator shall have a twenty-four (24) hour dispatch arrangement and shall respond to calls on a twenty-four (24) hour basis.
- (3) Operator will provide emergency patient transfer services, on a 24/7/365 basis. This crew will also be available to support Search and Rescue call-outs and other multi-casualty incidents as needed.

- b. Vehicles and Equipment. The vehicles required to provide EMS services outlined in this agreement shall be four (4) ambulances. The Ambulance District shall furnish said ambulances for the use of Operator. The ambulances shall be equipped by the Ambulance District to at least the minimum standard set by the State of Idaho, Department of Health and Welfare, Bureau of Emergency Medical Services. Further, the ambulances shall be equipped to Alaska Standards for cold weather emergencies.
- c. Billing and Collection. Operator shall be responsible for billing and collecting fees for all EMS services rendered by Operator.
- d. Regulatory Compliance. Operator shall be responsible for ensuring that ambulance service complies with, and is provided in accordance with, all Federal, State, local and any other applicable laws and regulations.
- e. Medical Direction. Operator shall provide a licensed, privileged Medical Doctor to serve as Medical Director for the ambulance service.
- f. Insurance. Operator will ensure that all staff providing the described services shall have appropriate medical liability insurance, including HIPAA coverage
- g. Non-Transferable. This Agreement shall not be assigned or transferred by Operator without the express written permission of the Ambulance District.

SECTION TWO: Obligation of Teton County Ambulance Service District.

1. Ambulances and Equipment.

- a. It shall be the responsibility of the Ambulance District to provide all necessary ambulances and equipment to be utilized by Operator in the provision of emergency medical services.
- b. All ambulances and equipment will be supplied at least at the minimum EMS service level (Paramedic) as required by the State of Idaho, Department of Health and Welfare, Bureau of Emergency Medical Services; and as required by the local scope of practice as determined by the Medical Director and/or Director of the Emergency Department at TVHC.
 - (1) Operator will provide a capital equipment budget and requisitions to the Ambulance District on an annual basis, or as necessary during interim periods. Providing funds are available, the Governing Board of the Ambulance District shall approve all capital