

Request for Proposals Emergency Services Study Teton County, Idaho



**TETON VALLEY
HEALTH CARE**
Partners in Health for a Lifetime
120 East Howard Avenue, Driggs, Idaho 83422
208-354-2383



Teton County Emergency Services Study

Problem Statement

Teton County, Idaho spends approximately \$4.7 million per annum to provide emergency services (defined as police, fire, rescue¹, hazmat, ambulance/EMS, inter-facility transfer, and dispatch) to its 10,200 citizens and the citizens of nearby Wyoming. Those funds are provided through the County general fund, the collection of taxes in two taxing districts (one for fire and one for the ambulance), fees collected through vehicle registration, 911 fees on phones, and grants². Teton County currently provides those services using separate paid fire, rescue, and hazmat; ambulance and inter-facility transfer; and, police and dispatch organizations. The County has not defined and measured our service levels. Teton County seeks to determine how to set goals for our levels of emergency service and to define those levels of service in a way understandable to the community. The County wants to identify other communities with characteristics similar to ours, and to identify how and at what cost those communities provide emergency services. Using those examples, the County will utilize community, professional, and political input to build the goals to improve our emergency services.

Background and Scope of Work

Teton County, Idaho was established January 26, 1915, with its county seat at Driggs. It was named for the adjacent Teton Mountains and valley. The valley was formerly known as Pierre's Hole where Indians held their councils and trappers met for their rendezvous. The county consists of approximately 459 square miles (293,760 acres). Most of the County is in private holdings (65%), with Federal or State managed lands constituting approximately 34% of the County. The remaining 1% of land base consists of waterways. The topography ranges from the high elevation (6,000 ft. average) Teton Basin that drains the Teton River and its tributaries, to the Big Hole Mountains in the southwest portion of the County, where peaks reach 9,000 feet. Counties that border Teton County include Bonneville, Madison, and Fremont Counties, as well as the State of Wyoming's own Teton County. Areas on the west slope of the Teton Range, including the town of

¹ Note that rescue, as defined in this document, includes extrication.

² The Fire District is also currently pursuing the implementation of impact fees in the cities of Driggs and Victor and Teton County, ID.

Alta, WY and Grand Targhee Resort, are only accessible through Teton County, ID. Therefore these areas are part of the service area for emergency services. Services have been provided through contracts with Wyoming on a cost reimbursable basis.

Although current practice has been to consider and manage the individual components of providing emergency services to Teton County residents, the County and its citizens desires to take a holistic approach to the problem of how best to provide emergency services to Teton County residents. Each major entity involved in providing emergency services to the County is participating in this study and all parties have a common desire to determine how to define and most effectively provide the right level of emergency services to the citizens.

Fire, rescue, and hazmat services are currently provided by fire department staff. Teton County Fire Protection District (the District) was created in 1997 as a separate legal entity to levy tax and provide fire protection services. Although it was created in 1997, the District was unable to levy tax until 1998. The basic operations are financed through property and sales tax revenues collected by Teton County and the State of Idaho and remitted to Teton County Fire Protection District.

The Fire District is run by three elected Commissioners, each elected to four year terms. Their names and terms are listed in Appendix A. The Fire Commissioners develop an annual budget, subject to Idaho laws and the laws governing the fire district; and use those funds for the provisioning of personnel, equipment, buildings, and other necessities to provide fire and extrication services. See Appendix B for information on Taxing Districts and Property Tax collection.

The Fire Department is responsible for responding to all emergency calls based on notification by the County dispatch group, and managing all fire, extrication, non-medical rescue, and hazmat activities. If equipment and personnel are not otherwise dispatched on other calls, the Teton County Fire Protection District also responds to all medical emergencies along with the Teton Valley Ambulance Service and staffs a non-transport Advanced Life Support (ALS) service. Additionally, the Fire District, in conjunction with the Teton County Sheriff's Office, investigates all fires, including suspected cases of arson.

The Teton County Fire Protection District works hand in hand with the Sheriff's Search and Rescue team for Search and Rescue, based on a Memorandum of Understanding dated June, 2009. This MOU outlines how the Teton County Fire Protection District will respond first and will set up an Incident Management Team as appropriate. As members of the Search and Rescue team arrive on scene, they will be directed to tasks as outlined by the Incident Commander. This MOU includes Rope Rescue (Low Angle, Steep Angle, and High Angle), Ice Water Rescue, Open Water Rescue, Swift Water Rescue, Trench Rescue and Confined Space Rescue. This MOU does not include situations where an extended search is required. The Teton County Fire Protection

District's responsibilities are also limited to technical rescues that are accessible by the District's apparatus.

Police and dispatch services are under the County Sheriff, an elected position. The Sheriff serves a four year term, with the current term expiring in January of 2013. More information on the current Sheriff is in Appendix A. The Sheriff is responsible for public safety and providing dispatching services for all emergency services (supporting fire and ambulance through an interagency contract). The Sheriff reports to the County Board of Commissioners for budget.

The Sheriff's office provides service to the incorporated County as well as the cities of Driggs and Victor on a contract basis. The Sheriff's Office also has an interagency agreement with the Forest Service to patrol Federal campgrounds in the County. The jurisdiction for emergency response includes the entire county, including Federal lands.

The County Dispatch is responsible for staffing the county 911 center and responding to all emergency calls. The center is staffed 24x7 and is responsible for calls in all of Teton County Idaho and Alta and Grand Targhee in Wyoming. For calls received at the Teton County Idaho dispatch for an emergency response in Teton County Wyoming:

- Fire and ambulance calls are handled per the MOU's in the Appendices
- For police and public safety calls, Teton County, Idaho dispatch will direct Teton County Idaho Sheriff's staff to respond immediately if a life or the public safety is at risk¹. Otherwise calls requesting police assistance in Wyoming are referred to the Wyoming dispatch center for response³.

For other types of calls (fish and game issues, forest land use issues, emergency management) received by Teton County Idaho dispatch, the dispatch passes the call onto the appropriate agency with responsibility.

Ambulance and inter-facility transfer services are under the auspices of the Ambulance Service District (ASD), a taxing entity created in 2003 by the Board of County Commissioners. The Commissioners of the County are also the Commissioners of the ASD. Again, more information on the Commissioners and their terms may be found in Appendix A. The ASD has, since its creation, requested bids for interested parties to provide ambulance and inter-facility transport services. The current contract holder and also the holder of the prior contract, is the Teton Valley Health Care, a county-owned hospital. That contract expires in September of 2013.

³ Note that the MOU governing this relationship is currently under review. Until that review is completed, Teton County Idaho is not responding to calls in Wyoming for police and public safety; those calls are being serviced by Wyoming public safety staff.

Ambulance and inter facility transfer services include:

- Responding to all emergency calls in the geography
- Providing Paramedic level staffing on the ambulances
- Equipping the ambulances with the necessary medical and other supplies
- Providing transport to and from other hospitals and facilities, especially after a patient is stabilized at the Teton Valley Hospital
- Managing medical care and rescue at accident sites
- Transitioning care to emergency room providers when patients are brought to the Teton Valley Hospital

Other emergency services, not within the scope of this study, are provided by:

- State and Federal law enforcement agencies.
- Teton County, Idaho Search and Rescue -- operating under the authority of the Teton County Sheriff's Office, they are responsible for inland water, wilderness and urban search and rescue in an area bounded by the County jurisdiction and they also provide assistance to Teton County, Wyoming, Caribou Targhee National Forest. This primary area includes some of the most popular and accessible terrain for winter and summer outdoor enthusiasts. As a non-profit organization they are supported through private donations and small amount of property tax money (\$2,000). See www.tcsosar.org
- Emergency Management and Civil Defense -- whose purpose is to mitigate, prepare, respond, and recover from any disaster or emergency that can happen to the community, act as a liaison between all local response agencies, the County Commissioners, citizens, and State and Federal response agencies, and advise local government officials in disaster situations and notify them of the occurrence of disaster situations. This group is managed by the Emergency Management Coordinator and reports to the County Commissioners.
- Teton County Idaho Local Emergency Planning Committee and Citizen Corps Council -- a volunteer group whose mission is to prepare and involve volunteers to serve our community. Representatives from all emergency agencies also sit on this council. This group is also managed by the Emergency Management Coordinator.
- Idaho Department of Lands -- administers fire protection plans for wildfires. The objective of the Teton County Wildfire Protection Plan is to identify and prioritize hazards and needs associated with wildfire within Teton County. This objective will be accomplished by public and official participation in identifying and documenting areas at risk from wildfire. Actions identified to decrease wildfire hazards and risk within Teton County are focused on public safety, emergency services, county infrastructure, natural resources, and property protection. Additionally, this plan should provide Teton County residents, public and private organizations with assistance and recommendations to reduce risk and hazards

brought about by wildfires within Teton County. Action items are focused on wildfire mitigation and as appropriate, all hazard mitigation.

- Teton Valley Hospital -- a county owned hospital that received the federal designation of a Critical Access Hospital in 2002. The hospital is licensed to operate as a 13-bed primary care facility, additionally providing a selection of specialty services. The hospital includes a 24/7 staffed Emergency Room consisting of two ER suites with a total of three ER exam areas. In addition to the hospital, TVHC also includes Driggs Health Clinic and Victor Health Clinic. Both clinics are designated Rural Health Clinics. The Hospital currently holds the contract to provide ambulance and inter-facility transport for the ASD.

The specific scope of work envisioned in this study includes the levels of service, organizational structure, and estimated costs for the police, fire, rescue, hazmat, dispatch of all emergency services, and ambulance/EMS services and inter-facility transfer providers. Given the small size and staffing of the hospital, this study will also specifically include hospital transitioning from pre-hospital care providers to hospital staff (transition being defined as the point where responder/transport staff is no longer needed to assist with patient care in the ER). While the County understands that there are other groups and individuals that assist in providing emergency services, this scope should address the most commonly used service providers.

The definitions of levels of service must use existing national standards and reflect their adoption by similar communities. Specifically included in level of service standards must be metrics on response times, what is provided within those response times, the capability or level of service provided by the personnel, and the frequency of occurrence and geographic coverage.

The geography served by these emergency providers will remain constant and changes are excluded from the study. That geography is currently all of Teton County, Idaho; Alta and surrounding areas of Wyoming; Grand Targhee Ski Resort; and Teton Pass to the Wilson Fire Station. Please note that providing ambulance services to Alta and Grand Targhee are covered by the Ambulance Services Contract between Teton County, Wyoming and the ASD (see Appendix C). Dispatch services are provided to Alta and Grand Targhee pursuant to the Dispatch Services Contract between Teton County, Idaho and Teton County, Wyoming (see Appendix D). Fire protection services are provided to Alta and Grand Targhee are provided pursuant to the MOU included in Appendix E.

The County is providing and expects the contractor to utilize population and demographic information from publicly available resources such as: 2010 Census, 2008 Agricultural census, and City-data.com. Where privately developed data is used, its source and accuracy/validity must be documented. The contractor should assume growth in population is no more than 3% per year over each of the next five years.

In identifying similar communities the contractor must take into account the following types of characteristics: population, population density, seasonality of population, geographical coverage, projected growth, income characteristics, economic conditions, recreational (e.g., ski area, national park) areas, property tax base, and land use. The contractor may also propose additional characteristics by justifying their affect on or relationship to the provisioning of emergency services.

Proposed Approach

There are two beliefs driving the proposed approach:

1. Teton County is not unique and other communities have and do face similar issues in providing emergency services. The County wishes to learn from the experience of those communities and use that to establish goals for our emergency services, with expected costs and benefits.
2. Once provided with the goals, the County has sufficient expertise to implement and operate in a way that achieves those goals.

Hence, our purpose in conducting this analysis is to learn from the exemplars, establish level of service and budget goals that fit our community, and define a plan to achieve those goals.

Phase 1

The purpose of Phase 1 is to develop and recommend goals for the levels of service and approximate costs for providing those services in Teton County. The contractor will approach this in a stair step fashion, with incremental deliverables, review and approval of the deliverables, and agreement before moving onto the next level of analysis.

Task 1: Identify and Assess Exemplars -- In this task, the contractor will identify like communities, standards of service in those like communities and, using accepted metrics, quantify the costs for providing those services. The like communities should be identified using the characteristics included in the Background and Scope section, as well as any others proposed and approved. For each "like" community, the contractor will identify the standards of service provided and the costs and necessary staffing for those services. The County recognizes that not all communities publicize or know levels of service provided. The contractor will need to cull service data from "like" communities that provide it, as well as utilize the publicly reported incident data to infer such levels. The County anticipates in excess of 20 "like" communities to be identified and profiled with levels of service. Levels of service must be defined for each emergency service provided.

- *Deliverable -- List of like communities, rationale for choosing those communities, and level of service provided by those communities.*

Task 2: Define Levels of Service and Cost Ranges -- The contractor will identify a reasonable range of expected standards that are achieved by the exemplar "like" communities, and extrapolate the costs that would apply to Teton County, if it were to adopt such standards. Extrapolation may involve such factors as adjusting to fit the Teton County population, number of towns, geographic size, or personnel costs. The

contractor will first identify and recommend metrics that can be used to measure the costs of the services. Then, using the defined metrics, the contractor will develop cost ranges for each level of service for Teton County.

- *Deliverable -- For each emergency service, recommended metrics and Teton County specific cost estimates for standards used by similar communities*

Task 3: Assess community, political, and professional views on standards of service and desired cost/benefit -- Through a series of interviews, the contractor will assess local views and attitudes on the levels of service and expected associated costs. The Teton County Steering Committee will identify at least 10 interviewees for the professional (e.g., firefighter, EMT, deputy) and for the political (e.g., Fire Commissioner, County Commissioner, Hospital Trustee, mayors, political party members) groups. Each interview must be conducted individually. In addition, the Teton County Project Manager will arrange at least 2 two hour community events to solicit general community viewpoints.

- *Deliverable -- Interview instrument and list of questions to be asked at community events*

Task 4: Recommend a level of service and cost estimate to Steering Committee -- Based on input received in the prior task, contractor will develop and recommend level of service goals and cost estimates for achieving those goals.

- *Deliverable -- Recommended benchmark levels of service for Teton County, cost estimates for providing such services, and rationale for choice*

Phase 2

After receiving approval for the recommended levels of service and costs estimates, the contractor will develop organizational recommendations for most efficient method of achieving level of service when running in a steady state. Organizational recommendations must include:

- Consolidation/separation of each emergency service under a single or separate management structure(s) or funding structure(s);
- Overall staffing levels, including a staffing plan; and
- Issues and risks in the proposed structure

All recommendations must be able to be effected without change to Idaho or Federal laws. If any proposed changes would require changes to Teton County laws or policies, those changes must be specifically identified.

In addition the contractor will develop a 3 year conversion cost estimate (assume conversion to new structure is complete within 2 years and the third year is used to measure the results). The contractor will also recommend an approach to make the recommended changes.

- *Deliverable - Recommended organizational structures*
- *Deliverable -- Recommended approach and rationale (including costs, political issues, and conversion issues)to effect recommended organizations*

Phase 3 (optional)

Contractor will develop a conversion and Implementation plan to effect conversion to proposed and accepted structure.

- *Deliverable -- Conversion and Implementation Plan*

Teton County Requirements

To effectively manage and to help ensure the success of the project, Teton County will:

- Establish and provide a single project manager to serve as counterpart to contractor project manager.
- Establish and maintain a Steering Committee to manage direction of project, review and act on recommendations, and approve Change Orders.
- Provide a single written response to each deliverable, detailing any comments or requested changes.
- Identify interviewees and provide their contact information.
- Arrange and manage 2 Community events and be responsible for attendance.

Materials to be provided by County

- Relevant laws regarding creation and execution of each emergency services group -- both Idaho and Teton County
- Wyoming service agreements (attached)
- June 2009 Updated Teton County Wildfire Protection Plan
- 2008 Teton County All Hazard Mitigation Plan
- For police and dispatch, fire, rescue, and hazmat, and ambulance and inter-facility transport:
 - Bylaws, charters, policies, procedures
 - MOU's and service agreements
 - Lists of relevant qualifications, licenses, and training for county and state
 - Organization charts for each group
 - Staffing for FY2010 through FY2012
 - Budgets for FY 2012
 - Actual results for 2010 and 2011, including audits, for each group
 - Minutes, public meeting notes and other data available due to Public Law

Evaluation Criteria

- Demonstrated understanding of problem and experience in solving similar problems
- Experience of proposed staff and company
- Cost

Proposal requirements:

General Proposal Requirements

Five paper copies and one electronic copy in PDF format of all proposals must be submitted to the Teton County Idaho Board of County Commissioners prior to July 25, 2012 at 12:00 noon local time as directed and shall be subject to all requirements of this Request for Proposals (RFP) unless otherwise specified. All proposals must be regular in every respect and no alterations or special conditions shall be made or included in the proposal by the contractor other than as indicated.

Proposals shall be enclosed in an envelope which shall be sealed and clearly addressed and labeled as follows:

*Addressed to: Teton County Board of Commissioners
150 Courthouse Drive, Room 107
Driggs, ID 83422
Labeled as: Proposal for Emergency Services Study*

The Request for Proposals, evaluation and contracting schedule includes the following dates:

- Advertisement of Request for Proposals- June 25, 2012
- Last day to guarantee an answer to questions – July 13, 2012, at 5:00pm.
- Proposals Due – July 25, 2012, 12:00 noon – no late applications will be accepted
- Selection – on or near August 8, 2012

Any questions on the RFP, proposal format, or study itself should be emailed to TetonEMS@aol.com .

Technical proposal

The contractor must respond using the following outline:

- Proposed Approach
 - A detailed description of how the contractor will develop each of the proposed deliverables
 - Measurable acceptance criteria for each deliverable
 - A project plan, showing both contractor and any necessary County resources. Contractor must provide a 14 calendar day timeframe for the review of each deliverable, with the exception of the interview questions. Teton County will provide a single written response to each deliverable, detailing any comments or requested changes.

- A work breakdown structure (WBS), with resource names, for execution of work.
- A description of any expected risks and issues that the contractor thinks might occur and a risk mitigation strategy for both those risks and any others identified during the project
- The quality assurance process the contractor will use to prepare and respond to comments on deliverables, manage schedule and cost control, and manage scope change control.
- Qualifications
 - Introduce your team and identify a single point of contact
 - A statement detailing why the contractor and proposed staff have the qualifications to do the requested work. Contractor must cite prior work efforts performed by contractor and staff and present how those efforts are relevant to the proposed tasks.
 - Include a statement that commits the personnel and resources needed for this project
 - An organizational chart that includes key personnel, their role, location, and experience for all members of your team
 - The project manager should be identified and his/her skills, qualifications and experience related to projects of this type highlighted.
 - Include the Contractor's experience working in Teton Valley or communities similar to it.
 - Resumes of key personnel that include specific project experience similar to this study and their expertise in areas that will enhance the study
 - A statement of the contractor's Affirmative Action Policy
 - Two sample deliverables from prior projects that were performed by the contractor, by the staff proposed. Contractor must cite the relevance of the two sample deliverables to the proposed project.
 - References that may be contacted to validate prior work performed by company and staff bid on this project. Please provide contact information for three (3) professional references that members of your team have worked with in the past and can give solid information about your skills and abilities.
- Any deviations or changes from the requested work that are proposed.
- An itemized list of tasks the County staff will be expected to accomplish, with an expected timeframe for each task.

Work for phase 1 must be completed within 90 days of project signing, phase 2 within 45 days after the Phase 1 recommendation is approved. Four hard copies and one soft copy (in Microsoft® Word 2007 or greater) must be provided with each deliverable.

Cost Proposal

The cost proposal must be provided separately from the technical proposal, in a separate sealed envelope. The contractor must bid on a firm fixed price (FFP) basis for Phase 1 and for Phase 2. The contractor will be paid based on completion of milestones proposed. It is expected that milestones will correspond to the deliverables required. The contractor cost proposal must detail the cost and acceptance criteria for each milestone payment. The cost proposal must also detail any additional costs proposed by the Contractor, including, but not limited to, travel costs, reproduction and document production costs, and supplies.

Phase 3

Although the contractor is encouraged to submit a technical and cost proposal for Phase 3, no award will be made on Phase 3 until the successful completion of Phases 1 and 2.

Rejection of Proposals

Proposals may be considered irregular and may be rejected for the following reasons:

- If the contractor does not respond using the outline provided
- If the team qualifications or experience requirements are not clearly described or if any supporting documentation is missing
- If the project approach substantially differs from the one articulated in this RFP
- If the acceptance criteria are not measurable
- If the Contractor does not provide references to prior relevant work

Withdrawal of Proposals

Proposals may be withdrawn with a written letter, email, or FAX request from the Contractor.

Award of Contract- Rejection of Proposals

The Selection of a contractor shall be made on or about August 8, 2012. The County reserves the right to reject any or all proposals for any reason.

Contract

Contract Documents

The following materials shall be furnished by the Contractor to the County after Notice of Award:

- Insurance Certificate of Worker's Compensation Coverage

Terms and Conditions

- The opening of a submittal does not constitute acceptance of the submitting team as a responsible, qualified respondent.
- The County reserves the right to request clarification of information submitted, and to request additional information from any respondent.
- Any submittal may be withdrawn up until the date and time of contract award
- The County reserves the right, in its sole discretion, to reject any and all submittals and to waive any technicality, informality, or irregularity in any submittal received for any reason at any time prior to entering into a contract to perform services.
- The County reserves the right to reject a submittal if the respondent fails to furnish the data required by this RFP or if the submittal is in any way incomplete or irregular.
- The County shall not be responsible for any costs incurred by the firm in preparing, submitting, or representing its response to the RFP.
- The County shall be given ownership of all deliverables and work products produced by the Contractor as part of the execution of this Study.
- The County encourages minority and women-owned firms to submit qualifications consistent with the County's policy to ensure that minority and women-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for services.
- The Contractor shall comply with all applicable local, state, and federal laws, ordinances and regulations. Failure to properly comply with the laws and regulations shall be cause for the County to send written notice of improper practice to the Contractor. Failure of the Contractor to correct the improper practice within five (5) business days of receipt of the notice shall be cause for immediate termination of contract.
- The Contractor shall comply with all fair labor laws.
- The Contractor shall carry, with a company authorized to do business in the State of Idaho, a policy of insurance fulfilling all requirements of the Worker's Compensation Act of Idaho. The Contractor shall also comply with all Idaho State Prevailing Wage Rates. The Contractor shall be responsible for obtaining the statutes and paying the prevailing wage rates, including overtime as required by

any applicable state or federal regulations. Proof of such insurance shall be furnished by Certificate of Insurance.

- No assignment of this contract shall be made in whole or part by the Contractor without the express written consent of the County. In the event of any assignment, the assignee shall assume the liability of the Contractor.
- The Contract Documents will constitute the entire agreement and understanding of the two parties and shall not be modified, altered, changed, or amended in any respect unless in writing, signed by the parties, and attached hereto.
- If any provision of this contract be declared illegal, void, or unenforceable, the other provisions shall not be affected, but shall remain in full force and effect.

Compensation

Within ten (10) calendar days of the successful completion of each milestone, the Contractor shall prepare an Invoice to the County. Each Invoice shall include the fixed cost for the milestone and any additional non-labor charges associated with the milestone (e.g., travel, printing). Each Invoice shall be reviewed and approved by the County for completeness, accuracy, and possible retainage or withholding. Upon approval (or approval of a partial amount of payment) by the County, payment shall be made by the County, to the Contractor, on or before the twenty-fifth (25th) day of the following month, for such invoice submitted.

Changes to the Scope of Work

The County and the Contractor shall each have the right to request reasonable changes in the Scope of Work. In the event that the County or the Contractor determines it necessary to modify the project approach or scope of work, the County and Contractor may renegotiate the terms to the mutual satisfaction of both parties. In the event that both parties are not able to mutually agree, the contract shall remain unchanged, provided that the County shall have the right to terminate the contract if laws or regulations applicable to the project require a change and the Contractor is unwilling to agree to necessary changes.

Conflict of Interest

Contractor must disclose any prior dealings, relationships, contracts, or work performed for the following entities and current or prior management within these entities:

- Teton County Idaho Board of County Commissioners
- Teton County, Idaho
- Teton County Idaho Fire Protection District
- Teton County Idaho Ambulance Services District
- Teton Valley Hospital in Teton County, Idaho

Appendix A -- Teton County Elected Officials Involved in Emergency Services

Organization	Name	Selection Method	Term	Term Expiration
Fire District	Kent Wagener	County-wide election	4	Jan 2016
	Jason Letham	County-wide election	4	Jan 2014
	Ruby Parsons	County-wide election	4	Jan 2016
Sheriff	Tony Liford	County-wide election	4	Jan 2013
Board of County Commissioners/Ambulance Service District	Bob Benedict	County-wide election	4	Jan 2013
	Kelly Park	County-wide election	2	Jan 2013
	Kathy Rinaldi	County-wide election	4	Jan 2015

Appendix B -- Teton County Taxing Districts and Property Taxes

Teton County has a total of 14 different taxing districts. Six are county-wide: county, school, fire, ambulance, mosquito and library. Every piece of taxable property² in the county is assessed taxes to fund the budgets of these six districts.

Eight taxing districts have specific boundaries within the county. Their budgets are funded only by properties within their boundaries. The non-county-wide taxing districts include three cities: Victor, Driggs and Teton; and five cemetery districts: Bates, Cache-Clawson, Driggs-Darby, Haden and Victor-Cedron.

Each of the county's 14 taxing districts is managed by an elected governing board³ which determines the annual budget. Officials responsible for one taxing district have no authority over the budget of any other taxing district.⁴

Idaho law requires every taxing district to have a balanced budget and strictly limits a district's ability to borrow money. State law also requires districts to publish their proposed budget and to hold a public hearing before adopting a budget. Finally, state laws limit the maximum tax rate for each type of taxing district and/or a 3% total dollar increase per year, plus an allowance for new construction, plus the ability to collect "foregone" taxes from previous years.

As long as these state laws are followed, the governing board has total discretion over the budget for their taxing district. The board determines the amount of money needed to provide the services and infrastructure for which the district was organized. In order to adopt a balanced budget, the board must evaluate the district's fiscal needs against its ability to raise revenue. The governing board must also ensure the proper expenditure of all funds.

Teton County Property Tax Distribution for FY 2012 (Tax Year 2011)

Organization	Total Budget	Property Tax Portion of Budget	% of all Property Taxes Collected
Cemeteries	\$160,493	\$134,184	1.0%
Library	\$228,000	\$200,450	1.5%
Mosquito	\$310,018	\$301,170	2.2%
Ambulance	\$622,469	\$558,636	4.1%

Cities	\$11,491,213	\$705,886	5.2%
2-year Hospital Levy	\$1,000,000	\$1,000,000	7.4%
2-year Road & Bridge Levy	\$1,000,000	\$1,000,000	7.4%
Fire	\$2,475,053	\$1,845,053	13.6%
County	\$10,808,920	\$3,447,543	25.5%
School	\$15,266,177	\$4,352,815	32.1%
TOTAL	\$43,362,343	\$13,545,737	100

Appendix C -- Wyoming Ambulance Service Agreement

AMBULANCE SERVICES CONTRACT

This agreement made and entered into this 1st day of January, 2012, by and between the County of Teton, a duly organized county of the State of Wyoming, of P.O. Box 1727, Jackson, Wyoming 83001, hereinafter referred to as "the County", and the Teton County Ambulance Service District, a duly organized ambulance district in the State of Idaho, of 150 Courthouse Drive, Driggs, Idaho 83422, hereinafter referred to as "the District," both of whom understand and agree as follows:

WITNESSETH:

WHEREAS, it is the desire of the Teton County, Wyoming Board of County Commissioners, hereinafter referred to as the "Board", to provide ambulance services to the Teton County Wyoming lands adjacent to Idaho on the West side of the Tetons; and

WHEREAS, the County desires to contract the services of the District for ambulance services in the adjacent Wyoming area on the West side of the Tetons; and

WHEREAS, the District desires to provide ambulance services to the adjacent Wyoming area on the West side of the Tetons,

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

1. AMBULANCE SERVICE CONTRACT PROVISIONS

- a. The District will respond to calls for emergency medical services occurring in adjacent Wyoming areas on the West Side of the Tetons.
- b. In consideration of the ambulance services given to the Wyoming area, the County agrees to pay the District for all services rendered hereunder, the payment called for herein. It is understood that the District may charge fees for service to Wyoming patients transported by their ambulances and that those fees collected shall be controlled and used by the District to support the ambulance system. Patient billing shall be the responsibility of the District.
- c. It is further understood and agreed that for and in consideration of the monies paid by the County pursuant to this contract the District shall defend, indemnify and hold harmless the County for any and all liability, causes of action and damages, malpractice, loss or expense incurred by the District arising out of the District's operations including any loss or damage to or expenses incurred in the operation of apparatus or other equipment belonging to the District and the cost of any materials used in connection with any call for assistance.
- d. The District, as owner of the apparatus and equipment to be used in answering calls for assistance in the Wyoming area, agrees that it will assume full responsibility for injuries to persons or property or deaths resulting from negligence in the operations of any such apparatus or equipment while answering any such calls, and will obtain liability insurance for its vehicles and equipment. Each year that this contract is renewed, the District shall provide the County with a Certificate of Insurance evidencing the existence of such insurance. If the District ever cancels or fails to renew their policy they shall immediately notify the County.
- e. It is expressly understood and agreed that the number of Emergency Medical Technicians and the nature of apparatus and equipment dispatched in answer to

calls, the manner of providing medical care, and other operations at the scene of a medical emergency, accident or other incident to which the District is called, are matters within the judgment of Teton Valley Health Care's EMS Director and Medical Staff or other officers of the ambulance service who may be in charge at the time. The District shall maintain a current State of Wyoming Ambulance License.

- f. The District shall immediately notify the Chief of Jackson Hole Fire/EMS or the assigned Duty Officer of any mass casualty incident to which the District responds within Wyoming. A mass casualty incident is any incident in which emergency medical services personnel and equipment at the scene are overwhelmed by the number and severity of casualties at that incident.
- g. The District shall provide Jackson Hole Fire/EMS with all incident reports generated for calls within the Wyoming area, for all patients that originate in Teton County, Wyoming, in order to allow Jackson Hole Fire/EMS to complete required State of Wyoming reporting. Such reports shall be submitted not more than 30 days from the date of service, but not more than 10 days from the date of service upon direct request by the County. Such reports may be in the form of a standard Patient Care Report, or shall provide adequate information to complete such reports.
- h. The County understands that the District contracts with Teton Valley Health Care which provides all the Emergency Medical Services (EMS) and ambulance services for the District. Accordingly, Teton Valley Health Care is responsible for all regulatory compliance issues, including all reporting requirements of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The District shall be identified as a HIPAA Covered Entity and shall comply with the HIPAA Business Associate Agreement that they have provided to Teton County Wyoming EMS. In return, the Teton County Wyoming EMS, will be the business associate and must comply with any HIPAA/HITEC requirements wherein protected health information is shared.
- i. It is hereby mutually covenanted and agreed that the relation of the District to the services to be performed by it under this contract shall be that of an independent contractor.
- i. The District agrees that it will not assign, transfer, convey, sublet or otherwise dispose of this agreement, its right, title or interest in this agreement, or its power to execute this agreement, to any other person, company or corporation without the previous consent in writing of the County. Notwithstanding the previous sentence, the County understands and agrees to the fact that the District contracts with Teton Valley Health Care and its DBA, Teton Valley Ambulance, for the providing of emergency medical services and ambulance services for the District.
- j. Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to have been inserted herein. If any such provision is not inserted through mistake or otherwise, then upon the application of either party, this contract shall be physically amended.

- k. The District shall at all times comply with all applicable laws, statutes, codes, rules and regulations of the State of Wyoming while in performance of this contract.

2. TERMINATION AND TERM

- a. For the purpose of this agreement, termination shall occur when:
 - i. The Teton County Wyoming Board of County Commissioners votes to terminate the Contract at a duly authorized public meeting.
 - ii. The Teton County Idaho Ambulance Service District Board votes to terminate the Contract at a duly authorized public meeting.
 - iii. In the event that either party seeks to terminate this contract, a minimum of 60 days written notice to the parties shall be provided, unless the parties agree otherwise.
- b. The term of this agreement shall be one (1) year.
- c. Unless written notice of a desire to terminate this agreement is given by either party at least ninety (90) days prior to the termination date as provided herein, this agreement shall be extended on the same terms and conditions herein provided, for an additional period of one year. A new contract must be executed every two years.

- 3. PAYMENT. The County agrees to make an annual payment to the District for services rendered. The amount will be calculated by pro-rating the District's Annual Operating Expenses according to the percent of runs made to Wyoming. By March 31 each year, the District shall provide an invoice and signed voucher to Jackson Hole Fire/EMS for the annual amount due. The County understands that the District's Annual Operating Cost represents the net expenses after offset by ambulance revenue. The County also understands that the District is unable to determine the exact cost per specific ambulance run nor the amount of ambulance revenue generated by Wyoming patients vs. Idaho patients. Operational costs shall be defined as payroll, fuel, supplies, equipment and consumable expenses. Fixed asset purchases or depreciation shall not be included as operational costs.

- 4. NOTICES. Notices pursuant to this agreement shall be given by personal delivery or through certified mail of the United States Postal Service, postage prepaid and addressed as follows:

For the County
Teton County Fire/EMS
Teton County, Wyoming
P.O. Box 901
Jackson, WY 83001

For the District
Teton County Ambulance Service District
150 Courthouse Drive
Driggs, ID 83422

Notices shall be deemed given as of the date of personal service or written evidence of the execution of return receipt in the course of transmission through the United States Postal Service.

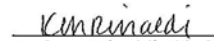
5. GENERAL PROVISIONS.

- a. This agreement constitutes the complete understanding of the parties. No modifications of any provisions thereof shall be valid unless in writing and signed by both parties.
- b. No waiver of any breach of any condition of the agreement shall be binding unless in writing and signed by the party waiving said breach. No such waiver shall in any way affect any other term or condition of this agreement or constitute a cause or excuse for a repetition of such or any other breach unless the waiver shall include the same.
- c. This agreement shall become effective commencing January 1, 2010.
- d. If any provision, or any portion thereof contained in this agreement is held unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, and shall be affected and shall remain in full force and effect.

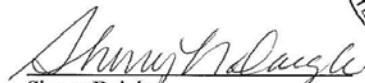
COUNTY
County of Teton, Wyoming

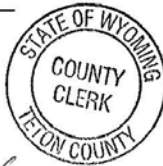
DISTRICT
Teton County Ambulance
Service District


Ben Ellis, Chair

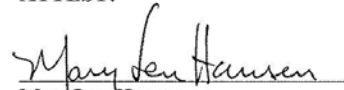

Kathryn Rinaldi, Chair

ATTEST:


Sherry Daigle,
Teton County, Wyoming Clerk



ATTEST:


Mary Lou Hansen
Teton County, Idaho Clerk

Appendix D -- Wyoming Dispatch Agreement

DISPATCH SERVICES CONTRACT

This agreement made and entered into this 1st day of January, 2012, by and between the County of Teton, a duly organized county of the State of Wyoming, of P.O. Box 1727, Jackson, Wyoming 83001, hereinafter referred to as "TC, Wyoming," and the County of Idaho, a duly organized county of the State of Idaho, of 150 Courthouse Drive, Driggs, Idaho 83422, hereinafter referred to as "TC, Idaho," both of whom understand and agree as follows:

WITNESSETH:

WHEREAS, it is the desire of the Teton County, Wyoming Board of County Commissioners, hereinafter referred to as the "Wyoming Board," to provide dispatch services to the Teton County Wyoming lands adjacent to Idaho on the West side of the Tetons; and

WHEREAS, the Wyoming Board desires to contract TC, Idaho for dispatch services in the adjacent Wyoming area on the West side of the Tetons; and

WHEREAS, TC, Idaho desires to provide such dispatch services,

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

1. DISPATCH SERVICE CONTRACT PROVISIONS
 - a. TC, Idaho dispatchers will answer 911 calls made from Wyoming lands adjacent to Idaho on the West side of the Tetons.
 - b. In consideration of the dispatch services given to the Wyoming area, the Wyoming Board agrees to pay TC, Idaho as described in Paragraph #3.
 - c. It is mutually covenanted and agreed that the relation of TC, Idaho to the services to be performed by it under this contract shall be that of an independent contractor.
 - j. Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to have been inserted herein. If any such provision is not inserted through mistake or otherwise, then upon the application of either party, this contract shall be physically amended.
2. TERMINATION AND TERM
 - a. For the purpose of this agreement, termination shall occur when:
 - i. The Wyoming Board votes to terminate the Contract at a duly authorized public meeting.
 - ii. The Teton County, Idaho Board of County Commissioners votes to terminate the Contract at a duly authorized public meeting.
 - iii. In the event that either party seeks to terminate this contract, a minimum of 60 days written notice to the parties shall be provided, unless the parties agree otherwise.
 - b. The term of this agreement shall be one (1) year.
 - c. Unless written notice of a desire to terminate this agreement is given by either party at least ninety (90) days prior to the termination date as provided herein, this agreement shall be extended on the same terms and conditions herein provided, for an additional period of one year. A new contract must be executed every two years.
3. PAYMENT. TC, Wyoming agrees to pay TC, Idaho once a year for services rendered. The amount due will be calculated by subtracting all E911 surcharge revenues from the annual dispatch expenses and then pro-rating the resulting net dispatch expenses according to the

percent of calls made from the Wyoming area adjacent to Idaho on the West side of the Tetons. By March 31 each year, TC, Idaho shall provide an invoice and signed voucher to Jackson Hole Fire/EMS for the annual amount due. The invoice will be paid prior to July each year. Annual dispatch expenses shall include payroll, supplies, equipment maintenance and consumable expenses. Fixed asset purchases or depreciation shall not be included as operational expenses.

4. NOTICES. Notices pursuant to this agreement shall be given by personal delivery or through certified mail of the United States Postal Service, postage prepaid and addressed as follows:

For TC, Wyoming
Teton County Fire/EMS
Teton County, Wyoming
P.O. Box 90, Jackson, WY 83001

For TC, Idaho
Teton County Idaho
150 Courthouse Drive, Driggs, ID 83422

Notices shall be deemed given as of the date of personal service or written evidence of the execution of return receipt through the United States Postal Service.

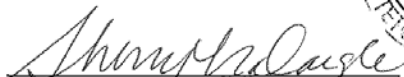
5. GENERAL PROVISIONS.

- a. This agreement constitutes the complete understanding of the parties. No modifications of any provisions thereof shall be valid unless in writing and signed by both parties.
- b. No waiver of any breach of any condition of the agreement shall be binding unless in writing and signed by the party waiving said breach. No such waiver shall in any way affect any other term or condition of this agreement or constitute a cause or excuse for a repetition of such or any other breach unless the waiver shall include the same.
- c. This agreement formalizes the verbal understanding which has been in effect for several years.
- d. If any provision, or any portion thereof contained in this agreement is held unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, and shall be affected and shall remain in full force and effect.

TETON COUNTY, WYOMING

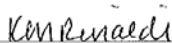

Ben Ellis, Chair

ATTEST:

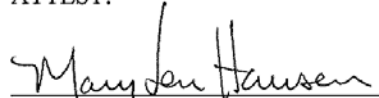

Sherry Daigle,
Teton County, Wyoming Clerk



TETON COUNTY, IDAHO


Kathryn Rinaldi, Chair

ATTEST:


Mary Lou Hansen
Teton County, Idaho Clerk

Appendix E -- Wyoming Fire Agreement

FIRE PROTECTION SERVICES CONTRACT

This agreement made and entered into this 15th day of September, 2009, by and between the County of Teton, a duly organized county of the State of Wyoming, of P.O. Box 1727, Jackson, Wyoming 83001, hereinafter referred to as "**County**", and the Teton County Fire Protection District, a duly organized fire protection district in the State of Idaho, of P.O. Box 474, Driggs, Idaho 83422, hereinafter referred to as "**District**", both of whom understand and agree as follows:

WITNESSETH:

WHEREAS, it is the desire of the Teton County, Wyoming Board of County Commissioners, hereinafter referred to as the "Board", to provide fire protection to the citizens of Alta, Wyoming and the surrounding Teton County, Wyoming area; and

WHEREAS, Teton County, Wyoming desires to contract the services of the Teton County (Idaho) Fire Protection District for fire suppression and emergency response in the Alta, Wyoming area; and

WHEREAS, the Teton County Fire Protection District desires to provide fire protection to the Alta, Wyoming area.

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

1. FIRE PROTECTION CONTRACT PROVISIONS. The District will respond to any call for the extinguishment of a fire or to any call for its rescue resources occurring in the Alta, Teton County, Wyoming area, which is generally described as the area within Teton County, Wyoming on the Western Slope of the Teton Range (referred to as **Alta, Wyoming** hereinafter). It is understood that there may be times when all of the District's resources are assigned to other emergency calls, which will limit response to fires in Alta, Wyoming. In such cases, the

District shall notify the Chief of Jackson Hole Fire/EMS or the assigned Duty Officer at the Jackson Hole Fire/EMS, if the situation will significantly delay response to a fire in Alta, Wyoming.

- a. In consideration of the fire protection and rescue service given to the Alta, Wyoming area, the County agrees to pay the District for all services rendered pursuant to Paragraph 3.
- b. It is further understood and agreed that for and in consideration of the monies paid by the County pursuant to this contract the District shall defend, indemnify and hold harmless the County for any and all liability, causes of action and damages, loss or expense incurred by the District arising out of the District's operations including any loss or damage to or expenses incurred in the operation of fire apparatus or other equipment belonging to the District and the cost of any materials used in connection with any call for assistance.

- c. The District as owner of the apparatus and equipment to be used in answering calls for assistance in the Alta, Wyoming area, agrees that it will assume full responsibility for injuries to persons or property or deaths resulting from negligence in the operations of any such apparatus or equipment while answering any such calls, and will obtain liability insurance therefor. The District shall provide the County with a Certificate of Insurance evidencing the existence of such insurance, which Certificate shall name the County as an additional insured. Such Certificate shall also provide for fifteen (15) days written notice to the County of the cancellation or failure to renew such policy.
- d. It is expressly understood and agreed that the number of firefighters and the nature of apparatus and equipment dispatched in answer to calls, the manner of fighting fires, and other operations at the scene of a fire, accident or other incident to which the District is called, are matters

within the judgment of the Chief of the District and other officers of the District who may be in charge at the time.

- e. The District shall notify the Chief of Jackson Hole Fire/EMS or the assigned Duty Officer of any fire that causes damage to which the District responds in the Alta, Wyoming area. Such notification shall be made prior to the District leaving the scene of the fire. Should the Chief of Jackson Hole Fire/EMS or the assigned Duty Officer determine that investigation is necessary, and that custody of the scene must be maintained, the District agrees to retain such custody until such time that an investigator with Jackson Hole Fire/EMS or a duly sworn Deputy of the Teton County (Wyoming) Sheriff's Office arrives to accept custody of the scene. In maintaining custody of the scene, the District shall deny entry to all persons not authorized by the investigating officer of Jackson Hole Fire/EMS.
- f. The District shall provide Jackson Hole Fire/EMS with all ~~incident reports generated for calls within the Alta,~~ Wyoming area, not more than 48 hours from the date of service. Such reports may be in the form of a standard NFIRS report, or shall provide adequate information to complete such reports. If the District chooses to provide NFIRS reports to the County, such reports shall be coded with an FDID Number of 39405, which is that of Jackson Hole Fire/EMS.
- g. The County agrees that for the duration of this contract, the District shall have use of Station 5, Alta for storage of apparatus and/or equipment. It is further agreed that the County shall be responsible for general maintenance and utilities for the structure. The District agrees that it shall be responsible for damage caused to the structure as a result of its use.
- h. It is hereby mutually covenanted and agreed that the relation of the District to the services to be performed by it under this contract shall be that of an independent contractor.

- i. The District agrees that it will not assign, transfer, convey, sublet or otherwise dispose of this agreement, its right, title or interest in this agreement, or its power to execute this agreement, to any other person, company or corporation without the previous consent in writing of the County.
- j. The District shall at all times comply with all applicable laws, statutes, codes, rules and regulations of the State of Wyoming while in performance of this contract.

2. TERMINATION AND TERM. For the purpose of this agreement, termination shall occur when:

- a. The Teton County, Wyoming Board of County Commissioners votes to terminate the Contract at a duly authorized public meeting.
- b. The Teton County Fire Protection District Board votes to terminate the Contract at a duly authorized meeting.
- ~~c. In the event that either party seeks to terminate this~~ contract, a minimum of 60 days written notice to the parties shall be provided, unless the parties agree otherwise.
- d. Unless written notice of a desire to terminate this agreement is given by either party at least ninety (90) days prior to the termination date as provided herein, this agreement shall be extended on the same terms and conditions herein provided, for an additional period of one year.

3. PAYMENT. The County agrees to pay the District a base rate of \$5,000.00 annually and on a per incident cost basis in accordance with the apparatus and personnel rate schedule in Attachment A of this agreement. The base rate shall be payable on August 1st of each fiscal year. The per incident costs shall be payable on the 1st of each month following submittal of invoices by the District to the County. In all cases, the District shall provide an itemized invoice and signed Teton

County, Wyoming Voucher to the County prior to payments being processed. Such invoices and vouchers shall be submitted to Jackson Hole Fire/EMS.

4. NOTICES. Notices pursuant to this agreement shall be given by personal delivery or through certified mail of the United States Postal Service, postage prepaid and addressed as follows:

- a. For the County: Jackson Hole Fire/EMS, P.O. Box 901, Jackson, WY 83001
- b. For the District: Teton County Fire Protection District, P.O. Box 474, Driggs, ID 83422
- c. Notices shall be deemed given as of the date of personal service or written evidence of the execution of return receipt in the course of transmission through the United States Postal Service

~~5. GENERAL PROVISIONS.~~

- a. This agreement constitutes the complete understanding of the parties. No modifications of any provisions thereof shall be valid unless in writing and signed by both parties.
- b. No waiver of any breach of any condition of the agreement shall be binding unless in writing and signed by the party waiving said breach. No such waiver shall in any way affect any other term or condition of this agreement or constitute a cause or excuse for a repetition of such or any other breach unless the waiver shall include the same.
- c. This agreement shall become effective commencing October 1, 2009.
- d. If any provision, or any portion thereof contained in this agreement is held unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, and shall be affected and shall remain in full force and effect.

ATTACHEMENT A

APPARATUS/EQUIPMENT RATES

(ALL RATES ARE HOURLY AND REFLECT AN UNSTAFFED CONDITION)

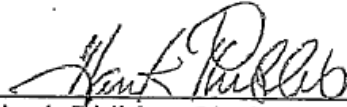
<u>Apparatus</u>	<u>TYPE</u>	<u>Contract Rate</u>
FEPP 6x6	Type 4	73.50
FEPP 4x4	Type 6	31.50
AWD 500-750 gpm (Wildland)	Types 3/4	85.50
AWD 150-400 gpm (Wildland)	Type 6	61.00
Structure 1000 gpm/300 gal	Type 1	115.50
Structure 500-750 gpm/300 gal	Type 2	95.00
Tender, 4000 gal	Type 1	106.00
Tender, 2500-3000 gal	Type 2	89.00
Tender, 1000-2500 gal	Type 3	72.50
Truck, 1500 gpm/300 gal (Proposed)	Type 1	135.00
Rescue, Heavy (Proposed)	Type 1	96.00
Rescue, Medium (Proposed)	Type 2	80.00
Rescue, Light (Proposed)	Type 3	64.00
Command, ½ ton		6.50
Command, ¾ ton		7.50

PERSONNEL RATES

(ALL RATES ARE HOURLY)

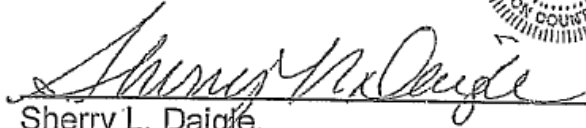
<u>Rank</u>	<u>Contract Rate</u>
Firefighter	17.48
Driver/Operator	20.91
Captain	24.48
Chief/Asst Chief	36.95

TETON COUNTY, WYOMING



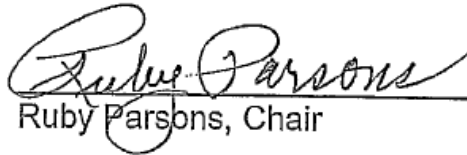
Hank Phibbs, Chair
Teton County Board of County Commissioners

ATTEST



Sherry L. Daigle,
Teton County Clerk

TETON COUNTY FIRE PROTECTION DISTRICT



Ruby Parsons, Chair
