

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan
District I

Douglas B. Monger
District II

M. Elizabeth Melton
District III

Commissioners' Daily COVID-19 Agenda July 17, 2020

Times listed on the agenda are approximations and may be longer or shorter, or being earlier than scheduled, with no notice. Agendas are subject to change 24 hours before the meeting start time. To ensure you have the most up-to-date information, please check the agenda after 24 hours of its start time.

If you are joining the meeting for a specific item, please join 10 minutes before the item to ensure you are present for the beginning of the item.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85106670945?pwd=UXZZSGx1O01Mc0s2cklGVk13Qld5UT09>

Password: 522

Or Telephone:

Dial(for higher quality, dial a number based on your current location)

US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Webinar ID: 851 0667 0945

Password: 522

The Routt County Board of County Commissioners or Board of Health may enter executive session pursuant to C.R.S. 24-6-402(4)(b) to receive legal advice related to specific legal questions concerning Routt County's COVID-19 response.

- 1. 9:30 A.M. CALL TO ORDER**
- 2. 9:30 A.M. WEEKLY UPDATE FROM EMERGENCY OPERATIONS DIRECTOR**
David DeMorat, County Emergency Operations Director, will give a weekly update on the COVID-19 crisis to the Board of Commissioners.
- 3. 10:00 A.M. HUMAN RESOURCES**
Human Resources Director, Kathy Nelson

REQUEST TO HIRE A PATROL SERGEANT ABOVE STEP 1
Consideration to hire a new Patrol Sergeant above Step 1.

Documents:

BCC AGENDA FORM - PATROL SERGEANT - HIRE ABOVE STEP 1.PDF
BRENT HUNSTAD - REQUEST TO HIRE AT STEP 5.PDF
SO REQUEST TO HIRE B. HUNSTAD AT STEP 5.PDF
PATROL SERGEANT.PDF
2020 PATROL SERGEANT PAY SCALE.PDF

4. 10:10 A.M. 2020 CAPITAL PROJECTS REQUEST

Consideration to approve budget requests for certain capital projects that were cut from the 2020 Budget during the budget revision process because of COVID-19. The capital projects being requested include:

1. Partial completion of the remodel of the former Communication Center: \$300,000 (Note: Approximately \$130,000 will be included in the 2021 Budget to complete the remodel project).
2. Asphalt overlay for a total of three miles of road to include CR-18 and CR-36: \$520,000.
3. Gravel for shouldering for item #2 above; six lane-miles total on CR-18 and CR-36: \$25,000.
4. Chip and seal of three miles of road to include CR-129: \$105,000.
5. Road striping of sections of CR-36 to be overlaid and CR-129 to be chip and sealed: \$11,000.
6. Crack sealing of paved roads throughout the County: \$15,000.

Presenters: Ray DuBois, Public Works Director and Dan Strnad, Finance Director

Documents:

BCC AGENDA COMMUNICATION FORM - 2020 CAPITAL PROJECTS REQUEST, 07.17.2020.PDF

5. 11:10 A.M. COVID-19 WORK SESSION

The Commissioners will address critical items for regular county and emergency operations related to the COVID-19 pandemic. Action may be taken and direction to staff may be given in relation to any of these items.

6. 12:00 P.M. MEETING ADJOURNED

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85106670945?pwd=UXZZSGx1Q01Mc0s2cklGVk13Qld5UT09>

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All programs, services and activities of Routt County are operated in compliance with the Americans with Disabilities Act. If you need a special accommodation as a result of a disability, please call the Commissioners Office at (970) 879-0108 to assure that we can meet your needs. Please notify us of your request as soon as possible prior to the scheduled event. Routt County uses the Relay Colorado service. Dial 711 or TDD (970) 870-5444.

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: 7/17/2020		ITEM TIME:	
FROM:		Kathy Nelson, Human Resources Director	
TODAY'S DATE:		July 14, 2020	
AGENDA TITLE:		Request to Hire a Patrol Sergeant at Step 5 of the Pay Scale.	
CHECK ONE THAT APPLIES TO YOUR ITEM:			
<input checked="" type="checkbox"/> ACTION ITEM			
<input type="checkbox"/> DIRECTION			
<input type="checkbox"/> INFORMATION			
I. DESCRIBE THE REQUEST OR ISSUE:			
Request approval to hire a Patrol Sergeant at Step 5 of the pay scale.			
II. RECOMMENDED ACTION:			
Consideration to approve a request to hire a Patrol Sergeant at Step 5 of the pay scale.			
III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):			
PROPOSED REVENUE: None			
PROPOSED EXPENDITURE: The annual base salary at step 5 is \$80,983; the Patrol Sergeant will earn approximately \$35,430 in salary through the end of the year. This position has been budgeted.			
FUNDING SOURCE: General Fund			
IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):			
None Known.			
V. BACKGROUND INFORMATION:			
Undersheriff Scherar is requesting to hire Brent Hunstad at Step 5 of the Patrol Deputy pay scale.			
Mr. Hunstad meets the educational and work experience requirements to be hired at Step 5. He has a Bachelor of Science, is P.O.S.T certified, and has over 12 years of relevant experience, 7 years more than is required. In addition, he has earned numerous law enforcement certifications.			
The County Manager has reviewed this request and has approved placing this request on the agenda for your consideration and approval.			
VI. LEGAL ISSUES:			
None known.			
VII. CONFLICTS OR ENVIRONMENTAL ISSUES:			
None known.			

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

VIII. SUMMARY AND OTHER OPTIONS:

Mr. Hunstad meets the requirements to be hired at Step 5. The Board can approve this option, recommend Mr. Hunstad be hired at a different step or deny this request.



MEMORANDUM

TO: Mark Collins, County Manager
FROM: Kathy Nelson, Human Resources Director
DATE: July 14, 2020
RE: Request to Hire Brent Hunstad at Step 5 of the Patrol Sergeant pay scale.

Undersheriff Scherar is requesting to hire Brent Hunstad at Step 5 of the Patrol Deputy pay scale.

Education, certification and license requirements for this position include:

- Associates degree
- Five years of patrol experience as a full time POST certified sworn peace officer.
- Degree requirements may be substituted with a total of seven years of patrol experience as a full time POST certified sworn peace officer.

Mr. Hunstad's education and certifications include:

- Bachelor of Science in Sociology/Criminology
- Attended Crisis Intervention Team Academy
- Field Training Officer Certified
- P.O.S.T. Certified
- Standard Field Sobriety Testing Certified
- Krav Maga Certified
- Taser Certified
- Policy Academy P.O.S.T. Certified
- Crisis Intervention Team Training Certificate
- Standardized Field Sobriety Testing Qualified

His work experience includes:

- Police Officer Supervisor, City of Steamboat Springs, Steamboat Springs, CO, July 2013 – Present
- Dispatcher, Johnson County Kansas Sheriff, New Century, Kansas, 2009 – June 2013
- Detention/Dispatch, Johnson County Kansas Sheriff, New Century, Kansas, December 2007 – 2009

In order to be considered to be hired above Step 1 a candidate must have a) equivalent experience of two to three years above the minimum requirement to be hired at Step 2, or equivalent experience of three to six years above the minimum requirement to be hired at Step 3; b) additional education above the minimum requirement to hire at Step 2 or Step 3; c) already obtained special training and certificates that are normally required to be obtained within a period of time after employment.

Mr. Hunstad meets the educational and work experience requirements to be hired at Step 5. He has a Bachelor of Science, is P.O.S.T certified, and has over 12 years of relevant experience, 7 years more than is required. In addition, he has earned numerous law enforcement certifications.

I agree with and support Undersheriff Scherar's request to hire Mr. Hunstad at Step 5 of the Patrol Deputy pay scale and request approval to hire Mr. Hunstad at Step 5.

County Manager Comments:

Garrett Wiggins
Sheriff



Doug Scherar
Undersheriff

2025 Shield Drive, Steamboat Springs, CO 80487, Telephone 970.870.5503 FAX 970.870.5525

July 2, 2020

To: Kathy Nelson, Human Services Director

Re: Brent Hunstad

Kathy,

The Routt County Sheriff's Office has extended an offer of employment to Brent Hunstad to fill the position of Patrol Sergeant. Brent comes to us with 12 years of law enforcement experience with the Steamboat Springs Police Department and the Johnson County Kansas Sheriff's Office. Brent has worked in all aspects of law enforcement to include detentions, patrol, communications and supervision. He is POST certified, current on all his firearms and all Colorado Rule 28 training requirements. Brent has completed numerous law enforcement trainings to include Defensive Tactics Instructor, Standardized Field Sobriety Instructor, Taser Instructor, SWAT School, Field Training Officer training, and School Resource Officer training. Brent also has a Bachelor's Degree in Sociology/ Criminal Justice from Kansas State University. We feel that his education and twelve years of prior law enforcement experience qualify him to start at a higher rate than step one. We are respectfully requesting he start at a sergeant step level five.

I have additional documentation to verify Brent's education and prior experience that I will provide when the matter goes before the BCC.

Thank you,
Doug Scherar
Undersheriff
Routt County Sheriff's Office

ROUTT COUNTY

POSITION TITLE: Patrol Sergeant

Revised: June 1999, March 2011, July 2014

FAMILY: Public Safety

DEPARTMENT: Sheriff

APPROVED: County Manager

SCALE: Sergeant

FLSA STATUS: Non-Exempt

DATE: 03/07/2011

SUMMARY OF POSITION:

Perform administrative and first line supervisory duties in the operations and law enforcement functions of the office. Perform the duties of Patrol Lieutenant when so designated. Perform and supervise law enforcement, crime prevention and related work of Patrol staff. Directly responsible for all of the activities of their assigned shift.

ESSENTIAL FUNCTIONS:

- Apply knowledge and reasoning to make prompt and effective decisions quickly in both routine and non-routine situations. Evaluate alternative courses of action and select the most appropriate alternative that not only affects life and death, but could have extreme criminal or civil liability consequences.
- Pursue fleeing suspects and perform rescue operations and other duties which may involve quickly entering and exiting secured areas; lifting, carrying or dragging heavy objects, climbing up to and down from elevated surfaces, climbing through openings, jumping over obstacles, crawling in confined areas, and using physical force to gain entry.
- Respond to calls for public safety services, including general enforcement of municipal, county and state laws and applicable ordinances.
- Apply appropriate interview and interrogation techniques to obtain relevant information from witnesses, victims, suspects and other persons at the scene.
- Determine whether incidents are criminal or civil in nature by evaluating pertinent information.
- Determine priority of actions to be taken at the scene and determine proper preliminary investigative procedures to apply and necessary assistance required.
- Conduct structure searches, protect scene, locate, identify, gather and preserve evidence and property.
- Through implementation and knowledge of law enforcement procedures and techniques gained as a result of experience, education and training, perform patrol activities such as beat patrol, suspect approach, vehicle stops and prisoner transportation.
- Approach and detain suspects, make arrests, restrain and subdue suspects when necessary to effect physical arrests, search people. Apply appropriate use of force in compliance with governing statutes and office regulations.
- Apply appropriate safety precautions in hazardous and potentially dangerous situations; maintain a safe position when dealing with suspects.

Patrol Sergeant
Page Two

- Explain procedures, laws, complaints, etc.; provide assistance and information to the public, advise victims, complainants, violators, etc., mediate disputes, effectively controls crowds.
- Prepare accurate, legible and pertinent reports (written and tape recorded), memos, employee evaluations, citations, activity logs, etc.; summarize statements from victims, witnesses, complainants, etc.
- Operate patrol vehicle under routine and emergency conditions, in all types of weather conditions both day and night.
- Maintain patrol equipment, participate in briefings.
- Demonstrate in-depth knowledge of laws, codes and legal procedures (i.e., accurately detect crimes and violations and apply all appropriate codes, comply with legal requirements when making arrests, conduct searches and obtain evidence).
- Demonstrate in-depth knowledge of department policies, regulations and procedures (i.e., verbalize and apply them appropriately).
- Cooperate with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders to include Colorado State Patrol, Colorado Department of Parks and Wildlife, Steamboat Springs Police Department, Hayden Police Department, Oak Creek Police Department and other state and federal agencies.
- Serve and execute warrants, subpoenas and civil documents.
- Participate in austere Search and Rescue operations.
- Respond to Wildland Fires and participate in evacuations or investigations.
- Investigate skier accidents, snowmobile accidents and other recreational vehicle/activity accidents.
- Adhere to the recognized Law Enforcement Code of Ethics.
- Responsible for all evaluations and fitness reports on all deputies under their supervision.
- Review all grievances or disciplinary reports and investigate same, of those personnel under their supervision, before submitting to the Patrol Lieutenant.
- Review status of all cases, including felony criminal actions, Class I crimes and unattended deaths. Respond as soon as possible to all major crime scenes. Assist in investigations as deemed necessary.
- Responsible for establishing training for personnel supervised and for any special training classes, school programs, lectures and special programs assigned by the Patrol Lieutenant, Undersheriff or Sheriff.
- Responsible for overseeing the Field Training and Evaluation Program.
- Administer grants that involve law enforcement/patrol augmentation, i.e., DUI grant, etc. as assigned by the Patrol Lieutenant or Undersheriff.
- Take charge of all incidents or calls that require a response.
- Ensure constant communications are maintained between command staff and deputies on their shift.

Patrol Sergeant
Page Three

- Respond to subpoenas to appear in court to testify on behalf of either the prosecuting attorney or defense attorney regardless of time of day or days off.

OTHER RESPONSIBILITIES:

- Maintain CPR/ First Aid certification and administer basic emergency medical assistance when necessary.
- Assist Detention deputies in court security, prisoner transports, booking and inmate control.
- Available for call-outs when off duty.
- May be assigned to the Combined Emergency Response Team that would require additional training to fill the role of Sniper, Explosive/ Mechanical Breacher, EMT/ Medic, Team Leader, Chemical Munitions Instructor, Distraction Device Instructor etc. and be required to maintain certifications.
- May be assigned to supervise the Site Safety Assessment Team to mitigate emergency events.
- May be assigned as department Firearms Instructor or Department Firearms Armorer and be required to maintain certification.
- May be assigned as Defensive Tactics Instructor and be required to maintain certification.
- May be assigned as department Driving Instructor and be required to maintain certification.
- May be assigned as department Taser Instructor and be required to maintain certification.
- May be assigned as the department Training Coordinator.
- May be assigned to the Mounted Patrol Unit.
- May be assigned as the department Search and Rescue liaison.
- Perform other job-related duties as required.

EDUCATION, TRAINING AND EXPERIENCE LEVEL:

Associates degree and five years of patrol experience as a full time POST certified sworn peace officer.

Degree requirements may be substituted with a total of seven years of patrol experience as a full time POST certified sworn peace officer.

OTHER REQUIREMENTS:

Must also pass the following:

- Physical fitness test
- Doctor physical
- Psychological evaluation
- Background investigation
- Written test

Patrol Sergeant
Page Four

- Public speaking
- Report writing
- Oral Board review
- Complete eight to ten weeks F.T.O. Program with three more written tests and numerous practical tests.

LICENSES AND CERTIFICATIONS:

At a minimum, a Patrol Sergeant will possess a valid Colorado Certified Peace Officer P.O.S.T. certification, CPR/First Aid certification and hold a valid Colorado Drivers License in order to operate a County vehicle.

TECHNICAL SKILLS:

- Know and understand basic principles and procedures of law enforcement, including knowledge of a variety of major and minor provisions in criminal and civil law procedures, and a variety of techniques used in law enforcement to effectively carry out patrol, investigation and crime prevention.
- Know and understand Routt County Sheriff's Office policies and procedures, operation and maintenance of equipment and emergency first aid techniques.
- Must have basic computer based skill to be able to navigate a department records management system (Spillman,) Colorado Bureau of Investigations inquiries, DMV/CCIC queries etc.
- Must be proficient in the use of aerosol pepper spray, ASP baton, flashlight, taser, handcuffs, firearms, and weapons retention.
- Knowledgeable in the use of different levels of force, up to and including deadly force.

WORKING ENVIRONMENT AND PHYSICAL EFFORT:

Must be able to perform ALL of the above job functions, unassisted and at a pace and level of performance consistent with the actual job performance requirements. This necessitates a high level of physical ability to include vision, hearing, speaking, flexibility, strength, etc. See accompanying Essential Job function and Physical Demands Checklist.

ORGANIZATIONAL RELATIONSHIPS:

Receive direct supervision from the Patrol Lieutenant. Supervise and evaluate the Corporal and all of the patrol deputies assigned to shift (4 – 5). May exercise direct supervision over Reserves, Explorers, or trainees in the Field Training Program. May exercise indirect supervision over technical or clerical staff.

COMMUNICATIONS:

Must have excellent writing skills, public speaking and report writing skills. Must successfully communicate within the Sheriff's Department, with other County employees and officials as well as with the general public.

Patrol/Detention Sergeant**2020 Market Midpoint = 40.12**

- (Surveyed 1999/Implemented 2000)
- (2001 - 7% across the board increase)
- (2002 - 2001 SurveyResults + 2%)
- (2003 - 3% across the board increase)
- (2004 - 30% of 2003 Salary Survey Market Increase)
- (2005 - Received remaining 70% of 2003 Salary Survey Market Increase)
- (2006 - 2005 Market Survey Increase)
- (2007 - 4% across the board increase)
- (2008 - 2007 Market Survey + 2%)
- (2009 - 2% across the board, no step increases)
- (2009 - Effective 4/2/09 10% pay reduction)
- (2010 - 10% pay reduction was reduced to a 5% pay reduction, no step increases)
- (2011 - 2012 - Compensation remains at 2010 level, no step increases)
- (2013 - Remaining 5% pay reduction returned. Compensation at 1/1/2009 level, no step increases)
- (2014 - 2% across-the-board increase + 2014 step increase on DOM + up to 2 "catch-up steps if eligible)
- (2015 - 2.8% across-the-board increase + 2015 step increase on DOM + up to 2 "catch-up steps if eligible)
- (2016 - Salary Survey Results, limited to 15%, if applicable plus 1.5% across the board increase)
- (2016 - 2016 step increase on DOM + final "catch-up" step on 1/1/16, if eligible)
- (2017 - 2% across-the-board increase + 2016 step increase on DOM if eligible)
- (2018 - 3% across-the-board increase + 2018 step increase on DOM if eligible)
- (2019 - 3% across-the-board increase + 2019 step increase on DOM if eligible)
- (2020- 2% across-the-board increase + 2020 step increase on DOM if eligible)

<u>STEP/LEVEL</u>	<u>HOURLY RATE</u>	<u>S/M SALARY</u>	<u>ANNUAL SALARY</u>
1	\$34.11	\$2,956.08	\$70,945.82
2	\$35.32	\$3,061.09	\$73,466.07
3	\$36.51	\$3,164.25	\$75,941.96
4	\$37.72	\$3,269.30	\$78,463.30
5	\$38.93	\$3,374.31	\$80,983.54
6	\$40.12	\$3,477.48	\$83,459.43
7	\$41.34	\$3,582.53	\$85,980.77
8	\$42.53	\$3,685.69	\$88,456.65
9	\$43.75	\$3,791.65	\$90,999.63
10	\$44.95	\$3,895.76	\$93,498.24
11	\$46.14	\$3,998.92	\$95,974.13

All tables are subject to rounding differences



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: July 17, 2020	ITEM TIME:

FROM:	Ray DuBois and Dan Strnad
TODAY'S DATE:	July 15, 2020
AGENDA TITLE:	2020 Capital Projects Request

CHECK ONE THAT APPLIES TO YOUR ITEM:	
<input checked="" type="checkbox"/> ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input type="checkbox"/> INFORMATION	

I. DESCRIBE THE REQUEST OR ISSUE:
<p>Reconsideration and request for approval to move forward with select Capital Projects that were deferred to a future year during the revision of the 2020 Budget.</p>

II. RECOMMENDED ACTION (<i>motion</i>):
<p>Motion to approve budget requests for certain capital projects that were cut from the 2020 Budget during the budget revision process because of COVID-19. The capital projects being requested include:</p> <ol style="list-style-type: none"> 1. Partial completion of the remodel of the former Communication Center: \$300,000 (Note: Approximately \$130,000 will be included in the 2021 Budget to complete the remodel project). 2. Asphalt overlay for a total of three miles of road to include CR-18 and CR-36: \$520,000. 3. Gravel for shouldering for item #2 above; six lane-miles total on CR-18 and CR-36: \$25,000. 4. Chip and seal of three miles of road to include CR-129: \$105,000. 5. Road striping of sections of CR-36 to be overlaid and CR-129 to be chip and sealed: \$11,000. 6. Crack sealing of paved roads throughout the County: \$15,000.

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):
PROPOSED REVENUE (<i>if applicable</i>): N/A
CURRENT BUDGETED AMOUNT: \$0
PROPOSED EXPENDITURE: Approximately \$976,000
FUNDING SOURCE: Pool Reserves
SUPPLEMENTAL BUDGET NEEDED: YES X NO



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

**IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS
(IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):**

V. BACKGROUND INFORMATION:

VI. LEGAL ISSUES:

N/A

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VIII. SUMMARY AND OTHER OPTIONS:

N/A

IX. LIST OF ATTACHMENTS:

None