

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan
District I

Timothy Redmond
District II

M. Elizabeth Melton
District III

Work Session
September 13, 2021

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.

All regular meetings are open to the public unless otherwise noted. All meetings will be held in the Routt County Historic Courthouse - 522 Lincoln Avenue, Hearing Room, Steamboat Springs - or otherwise noted. Please click the link below to join the webinar via Zoom:

<https://us02web.zoom.us/j/85106670945?pwd=UXZZSGx1Q01Mc0s2ckIGVk13Qld5UT09>

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 Health or Board of Commissioners may enter executive session pursuant to C.R.S. 24-6-402(4)(b) to receive legal advice related to any of the below items.

1. 9:30 A.M. COUNTY MANAGER/ LEGAL/ COMMISSIONERS' COMMITTEES UPDATE

Mark Collins, Interim County Manager

Erick Knaus, County Attorney

2. 11:00 A.M. INFORMATION TECHNOLOGY

Robert Felinczak, Director

A. INFORMATION TECHNOLOGY UPDATE

Update on departmental activity.

Topics: Office 365, Northwest Colorado Broadband

Documents:

[MICROSOFT 365 ENTERPRISE.PDF](#)

3. 11:30 A.M. EMERGENCY MANAGEMENT

David 'Mo' DeMorat, Emergency Operations Director

A. EMERGENCY MANAGEMENT BUDGET DISCUSSION

Documents:

[OEM BUDGET RECOMMENDATION_2 BCC COMMUNICATION FORM.PDF](#)
[OEM BUDGET RECOMMENDATION_2.PDF](#)

4. 12:00 P.M. LUNCH BREAK

5. 1:00 P.M. PLANNING

Kristy Winser, Interim Planning Director

A. PL-19-107: PRESENT AND DISCUSS THE COMMUNITY ENGAGEMENT PLAN FOR THE MASTER PLAN PROJECT

Cushing Terrell to present and discuss the Community Engagement Plan for the Master Plan Project to the Board of County Commissioners and Planning Commission. Discuss project goals and objectives, desired outcomes, and measures of success for the planning process.

Documents:

[BCC_PC KICK-OFF_9.13.21.PDF](#)

6. 2:00 P.M. MEETING ADJOURNED

All regular meetings are open to the public unless otherwise noted. All meetings will be held in the Routt County Historic Courthouse - 522 Lincoln Avenue, Hearing Room, Steamboat Springs - or otherwise noted. Please click the link below to join the webinar via Zoom:

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

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

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.

Microsoft 365 Enterprise – Provides intelligent tools that allows organizations and employees work where and how they want. It facilitates mobility and the hybrid work environment and keeps managers and teams connected. Allows for Emails, shared files and live document editing from anywhere.

Major Components:

- Exchange\Email\Calendar\Shared Folders\Archiving\Security and Compliance
- Microsoft Office Applications\Cloud and Local
- Communication\Collaboration – Microsoft Teams\Chat\One Drive\SharePoint

Project Phases:

- Planning
- Implementation
- Migration

Estimate Costs: Project \$80,000. Ongoing annual Licensing \$45,000.
Annual Costs Offset (\$21,000 Office, Microsoft Exchange\SQL \$3500)
Other potential longer term savings (Email Archiving\Discovery\Filtering)

Project has significant support from Department Heads and Staff. Project length is 18 months and I am recommending that we begin the planning phase in 4th quarter 2021 which would require a supplemental budget.



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

ITEM DATE: Sep 13, 2021	ITEM TIME: 1130
-------------------------	-----------------

FROM:	Mo DeMorat, Emergency Operations Director
TODAY'S DATE:	Sep 7, 2021
AGENDA TITLE:	OEM Budget Discussion
CHECK ONE THAT APPLIES TO YOUR ITEM:	
<input type="checkbox"/> ACTION ITEM	
<input type="checkbox"/> DIRECTION	
<input checked="" type="checkbox"/> INFORMATION	
I. DESCRIBE THE REQUEST OR ISSUE:	
Restructuring of OEM budget to align with emergency spending requirements and authorities specified in Emergency Operations Plan	
II. RECOMMENDED ACTION (<i>motion</i>):	
Provide any concerns or guidance for the preparation of 2021 budget for OEM	
III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):	
PROPOSED REVENUE (<i>if applicable</i>):	
CURRENT BUDGETED AMOUNT:	
PROPOSED EXPENDITURE:	
FUNDING SOURCE:	
SUPPLEMENTAL BUDGET NEEDED:	
IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):	



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA COMMUNICATION FORM

V. BACKGROUND INFORMATION:

The only hazard response that is budgeted for OEM and the County are wildland fires and the suppression actions required. However, this budgeted amount has consistently been less than required, requiring supplemental budgets each year. Additionally, other hazards do exist in Routt County which will require emergency response actions (floods, hazardous material incidents, extensive gas leaks), yet there is no budget for these incidents. The Emergency Operations Plan (EOP) provides emergency spending authority for the Emergency Operations Director up to \$100,000, or if this amount is exceeded prior to an emergency declaration, then the Emergency Operations Director may request an increase in emergency spending up to \$250,000. Since this authority is already provided, there seems little value in arbitrarily budgeting for emergency response for these incidents. And while the amount budgeted is based on total costs from previous years, it is only from a single hazard (wildland fires), and difficult to predict the costs for these unknown and unplanned events. All planned costs under the suppression budget (supplies, equipment, etc.), are not emergency expenses and would continue to be budgeted.

OEM would maintain an accurate accounting of all emergency response expenditures, as we have for the wildland fires since 2017. This would be a function of the Finance Section of the Incident Management Team (IMT) or Emergency Operations Center (EOC).

Additionally, the OEM and Wildfire budget are separate, with the OEM budget falling under Communications budget and the Wildfire budget under OEM. From a management perspective it would be more effective to manage a single budget under OEM.

VI. LEGAL ISSUES:

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

VIII. SUMMARY AND OTHER OPTIONS:

This recommendation would combine the OEM and current wildfire suppression budget into a single and more easily manageable budget under OEM. The response actions would be funded using the Emergency Operations Director's emergency spending authority against the County's emergency reserves. All known or planned costs would continue to be budgeted. The alternative is to continue the OEM budget process as is.

IX. LIST OF ATTACHMENTS:

2022 OEM Budget Recommendation

2022 OEM Budget Recommendation

Previous OEM Budget (2021)

• Advertising	\$300
• Clothing & Uniforms	\$500
• Continuing Education	\$1,000
• Public Education	\$500
• Dues & Memberships	\$200
• Volunteer Insurance	\$1,575
• Business Meals	\$1,400
• Postage & Shipping	\$25
• Supplies	\$5,000
• Supplies AED	\$0
• Supplies – Minor Equipment	\$1,000
• Telephone – Basic	\$200 (we don't set this number)
• Telephone – Cell	\$1,750
• Travel – Lodging	\$650
• Travel – Meals	\$650
• Travel – Motor Pool	\$20,160 (we don't set this number)
• Travel – Transportation	\$900
• Exercises	<u>\$1,000</u>

Total 2021 OEM Budget **\$36,810**

Previous Wildland Fire Suppression Budget (2021)

• Fire Fund	\$22,000
• Liability Insurance Reimbursement	\$600
• COOP Truck Agreements	\$600
• Supplies	\$600
• Supplies – Protective Clothing	\$1,600
• Suppression	<u>\$40,000</u>

Total 2021 Wildland Fire Suppression Budget **\$65,400**

Total 2021 OEM and Wildland Fire Suppression Budget **\$102,210**

Supplemental Budgets:

- 2017 --- \$349,000 (wildfire Suppression)
- 2017 --- \$37,000 (personnel costs for wildfire suppression)
 - **2017 Total --- \$386,000**
- 2018 --- \$79,265 (wildfire suppression)
- 2018 --- \$8,512 (personnel costs for wildfire suppression)
 - **2018 Total --- \$87,777**
- 2019 --- \$136,000 (wildfire suppression)
- 2019 --- \$3,100 (personnel costs for wildfire suppression)
 - **2019 Total --- \$139,100**
- 2020 --- \$8,000 (personnel costs for wildfire suppression)
 - **2020 Total --- \$8,000**

Proposed Budget:

- Consolidated into single budget, with four sections: Salaries/Benefits, Capability Building, Mitigation, and Response
- Separate **unknown** costs used for emergency response activities which would be expended via the Emergency Operations Director’s emergency spending authority, as defined in the Emergency Operations Plan (EOP)

1.	All-Hazard Capability Building	\$68,685
	• Advertising	\$1,000
	• Clothing and Uniforms	\$500
	• Public Education	\$500
	• Volunteer Insurance	\$1,575
	• Business Meals	\$1,000
	• Supplies (OEM)	\$3,000
	• AED Supplies	\$0
	• Minor Equipment	\$1,000
	• Telephone – Basic	\$200 (we don’t set this number)
	• Telephone – Cell	\$1,750
	• Travel – Lodging	\$650
	• Travel – Meals	\$650
	• Travel – Motor Pool	\$20,160 (we don’t set this number)
	• Travel – Transportation	\$500
	• Exercises	\$1,000

• Salamander licensing	\$2,000	
• Major Equipment (Response)	\$5,000	
• Training	\$1,000	
• FEPP Vehicle (Response)	\$600	
• Emergency Fire Fund (EFF)	\$22,000	
• Supplies/Minor Equipment (Response)	\$2,500	
• Liability Insurance Reimbursement	\$600	
• Drone Insurance	\$1,500	
2. All-Hazard Mitigation		<u>\$20,000</u>
• Routt County Wildfire Mitigation Council	\$5,000	
• Community Wildfire Protection Plan (CWPP)	\$15,000	
--- total estimated cost \$60,000; applied for BRIC grant; if awarded then 75% is reimbursed by FEMA		
3. Total (Known Budgeted Expenses)		<u>\$88,685</u>
4. All-Hazard Emergency Response		<u>\$100,000</u> (Emergency Spending Authority)
5. Total		<u>\$188,685</u>

Discussion:

1. OEM and Wildland Fire Suppression combined into single budget
2. Wildland Fire Suppression Budget converted to All-Hazard Emergency Response
3. Four categories for OEM Budget: (1) Salaries/Benefits; (2) All-Hazard Capability Sustainment and Building; (3) All-Hazard Mitigation; and (4) All-Hazard Emergency Response
4. All known and recurring expenses placed under Capability Building. These lines provide the funding for expenses incurred *prior* to any large emergency or disaster. Some of these expenses have traditionally been under the Wildfire Suppression line which was also used for actual suppression support reimbursement, which is an unknown expense and dependent on wildfire activity. Some categorization is still required as response activities are not eligible for inclusion in EMPG.
5. Projects identified in Hazard Mitigation Plan (HMP), which are normally large products and may be multi-year, are included in Mitigation line. These would be included in the most appropriate department. The CWPP, since it is focused on wildfire mitigation and no other Routt County Department has this responsibility, is included in the OEM budget for 2022. Projects identified in the HMP are grant eligible, but dependent on grant availability.

6. The Emergency Response line is for unknown and unplanned emergency expenses. Emergency Response expenses would be paid via the Emergency Operations Director's emergency spending authority identified in the Emergency Operations Plan (EOP). The actual amount spent is dependent on the number and size of emergency incidents occurring each year.



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

ITEM DATE: September 7, 2021	ITEM TIME: 1:00pm – 2:00pm

FROM:	Kristy Winser, Planning Director
TODAY’S DATE:	September 7, 2021
AGENDA TITLE:	Present and discuss the Community Engagement Plan for the Master Plan Project

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

I. DESCRIBE THE REQUEST OR ISSUE:
 Cushing Terrell to present and discuss the Community Engagement Plan for the Master Plan Project to the Board of County Commissioners and Planning Commission. Discuss project goals and objectives, desired outcomes and measures of success for the planning process.

II. RECOMMENDED ACTION (*motion*):
 N/A

III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):
PROPOSED REVENUE (*if applicable*): \$
CURRENT BUDGETED AMOUNT: \$
PROPOSED EXPENDITURE: \$
FUNDING SOURCE:
SUPPLEMENTAL BUDGET NEEDED: YES NO
Explanation:

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



ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA COMMUNICATION FORM

V. BACKGROUND INFORMATION:

N/A

VI. LEGAL ISSUES:

N/A

VII. CONFLICTS OR ENVIRONMENTAL ISSUES:

N/A

VIII. SUMMARY AND OTHER OPTIONS:

N/A