

9:00AM CONVENE

PRESENT: Steve Baldwin, Chairman; Deb Ranum, William L. Randash, Members; Lani DeBuhr, Clerk

GUEST: Dave Havens, Member of the Public

FALLON COUNTY COURTHOUSE

9:00AM TORNADO DISASTER/FEMA PROJECT WORKSHEETS REVIEW

Present: Tom Barnard, FEMA Representative; Chuck Lee, 911/DES Coordinator; Rich Menger, Sanitarian; Mary Grube, Planner Administrative Assistant

Present by Conference Call: Jason Rittal, County Development Advisor

Tom Barnard gave the Commission the Project Worksheets (PWs) he drafted for the Baker Lake Clean-Up to review. Tom said once the Commission approves the PWs they will be sent to FEMA for approval. Tom said once the work begins the engineers and contractors will deal directly with the Commission or their agent who in turn will deal with Tim Thennis, State DES Recovery Bureau Chief. Tom reviewed the scope of work in each PW with the Commission:

PW FalCo1G- This PW is for the dewatering of Baker Lake and will include the estimated costs for engineering services and construction costs to dewater the Lake. Tom said he combined the engineering services and construction services in one PW to avoid having to do an amendment after the engineering is complete. Tom said the engineering will be done to determine the best way to dewater the Lake and where to send the water when it is drained. Tom said once the engineering is complete the County will choose the method to dewater the Lake and forward that information onto the State. Tom said the costs in the PW are only estimates and if the work turns out to cost more than expected the additional costs can be included in the PW by an amendment. Chuck Lee asked Tom to include costs to secure the Lake once it starts being drained so public members wouldn't have access to it. Tom said he can include it although the cost estimates in the PW would cover everything related to dewatering the Lake, including security measures taken. Tom said FEMA is not concerned on how the Lake is dewatered but the County must ensure no flooding will occur when the water is moved to another location.

PW FalCo2G- This PW is for removing the debris from Baker Lake and includes engineering services to determine the best way to remove the debris, including where the debris should be staged and where to place the sediment. Tom said the actual removal of the debris is not included in this PW. Tom said it wasn't included because it's impossible right now to know the total scope of the work and what will qualify for FEMA assistance. Tom said once the dewatering of Lake is complete they will know the full scope of work and can begin the process to request funding for the actual debris removal. Tom said FEMA has currently agreed to remove debris and 6" of sediment from 26 acres in the southeast area of Lake but once the Lake is dewatered and all debris can be seen this may change. Tom said if after assessing the real damage it is determined more than 26 acres qualify for public assistance the County would contact Tim Thennis with MT DES who in turn will contact FEMA to request funding for the actual clean-up. Tom said this process could take 3 months and is hoping it can be done over the winter months if the Lake is dewatered in the fall. Jason Rittal asked if they could put the construction costs to clean up the 26 acres FEMA has already approved in the PW so they could start on it right away if they had a nice winter. Tom said they could but he is concerned it would drag the process out longer because they would have to spend time estimating and justifying cleaning out the 26 acres in the PW which may eventually change. Tom said the other thing to consider is the time it would take to get all the permits in place since they are required before the PW can be submitted to FEMA. Tom said it is possible to submit it without the permits but then you would be asking FEMA to approve the PW with "conditions" and if one of the conditions set forth isn't met the County would lose all funding. The Commission said they would rather not include the 26 acres in this PW. Chuck said he is concerned about people walking out into the Lake once it is dry and asked if security measures were included in the estimates. Commissioner Baldwin said securing the Lake would be the contractor's responsibility and could be addressed during the pre-construction meeting. Tom suggested also putting that component in the bid specs, by requiring installation of a temporary fence around the entire Lake or putting language in the bid that states of "it is the contractor's responsibility to ensure the security and safety of the Lake."

Tom said once the PWs are approved and the work begins the Commission must keep track of all costs for each PW separately and keep all records for at least three years. Commissioner Randash asked if the engineer who helped them in assessing the damage could submit a bid for the engineering services included in the PWs and Tom said yes, they would have the opportunity to submit a bid like all other engineers during the

procurement process. Tom said the County isn't required to award the engineering bid to the lowest bidder but they do have to identify the criteria they will be using in selecting the engineer prior to it going out to bid.

9:40am- Pat Ehret, Fair Board Chairman, joined the meeting.

The Commission said they would like to email the PWs to Jason Rittal for review and then they will let Tom know if they approve of them. Commissioner Randash asked if they could specify how they want the contractor to clean the Lake and Tom said yes, they can state the method in the bid specs but would need to be able to give good reasons why they are requiring that method to be used.

9:50am- Jason Rittal ended the phone call and thereby left the meeting.

Commissioner Ranum said she wanted it noted in the minutes that the Commission needs to receive copies of all permits received and applied for. Tom said Category G will include costs associated with mitigation to avoid this from happening again. Commissioner Ranum asked how they could prevent something like this from happening again. Tom said mitigation would deal with permanent items such as fastening down garbage cans, picnic tables and purchasing heavier canopies in the County parks.

10:00am- Tom Barnard, Chuck Lee, Mary Grube and Rich Menger left the meeting.

Pat Ehret told the Commission they would like to prohibit parking in the ditch by the Fairgrounds since they now have the south parking lot available and asked the Commission for approval to do this. The Commission gave approval and told Pat to make sure it is announced on the radio and newspaper. Pat said they are also going to put barriers in the ditch so the public knows they can't park there. Commissioner Ranum told Commissioner Baldwin and Commissioner Randash they will not drive the trolley at the Fairgrounds this year because it needed more planning.

10:10am- Pat Ehret left the meeting.

10:00AM ROAD UPDATES

Present: Alba Higgins, Shop Foreman; Bobby Wiedmer, Road Supervisor

SHOP UPDATES- Alba Higgins gave the Commission updates on the vehicles and equipment being serviced or repaired this week.

ROAD UPDATES- Bobby Wiedmer said the Road Crew starting mowing today and will be working on the Green Acres Road this week. Alba said he noticed on the agenda the City of Baker was going to discuss using the landfill grinder and wanted the Commission to be aware the grinder needs to be operated in a wide open space since it throws debris quite a distance. Alba said if the Commission lets the City of Baker use the grinder he suggests they use it out at the Landfill so nothing in the City gets damaged from the debris. The Commission agreed and said they will discuss it with Luke Holstine later this afternoon.

Alba said he and Debbie Wyrick will be coming in on Wednesday to discuss and determine what the Commission wants to do with the vehicles that received hail damage now that the insurance estimates are in. Commissioner Ranum said she would like to wait to purchase any new vehicles until they put up a building to put vehicles in so they can avoid future hail damage. Alba said he understood but in the mean time they could put the fleet vehicles that go out of town in the Search and Rescue building for protection.

Bobby said now that they started mowing they will have to deal with people wanting to pick and choose what and how they want their roads mowed. Bobby said it is too difficult for his crew to keep track of what they are or are not supposed to do on each road and thinks the landowners need to decide if they are going to have their road maintained not. Bobby said if a landowner doesn't want things done on their road then they need to give the County their easement back and the Commission agreed.

10:34am- Alba Higgins and Bobby Wiedmer left the meeting.

10:45am- Shannon Hewson and Bobby Wiedmer joined the meeting.

PROJECT UPDATES- Coal Bank Bridge- Shannon Hewson gave the Commission the signed Grant of Easement and the Grant of Temporary Construction Easement between the Holst Land and Cattle Company, LLC and Fallon County for the Coal Bank Bridge project. The Commission reviewed and signed the easements.

11:00am- Shannon Hewson and Bobby Wiedmer left the meeting.

11:00AM LIBRARY STAFF RECRUITMENT

Present: Julie Straub, Human Resource Manager; Stacey Moore, Library Services Director

Julie Straub said one of the Library Staff Members is retiring at the end of September and Stacey Moore would like to start recruiting for the position. Julie gave the Commission the job description for the position to review. The Commission asked if the position was needed and Stacey said yes since it would be difficult to man the library with three people especially if the Library Board votes in favor of having the Library opened one

evening a week at their next meeting. Julie said the position is a 30 hour week employee and would like it to remain this way. The Commission asked why Julie would want to hire someone at 30 hours since her and Debbie Wyrick, Deputy Clerk and Recorder, told them the County should only hire 20 hour or 40 hour employees. Julie said it is because this position has always been a 30 hour a week position and Debbie said it would be ok. Julie said she has researched wages for this type of entry position and recommends starting the wage at \$12/hr, with a 6 month increase to \$12.50/hr and a one year increase to \$13/hr. Stacey said the Library Board approved of recruiting for the position at this wage also. The Commission gave permission to begin recruiting for this position.

Commissioner Ranum said the Library basement was built to be an Emergency Operating Center (EOC) and if Chuck Lee, 911/DES Coordinator, needs it to conduct his business he should be given preference. Julie and Stacey agreed and Commissioner Ranum asked Stacey to present this to the Library Board.

Stacey told the Commission the Alien Vault System Andy Fujimori, IT Tech, is proposing cannot be installed or used on the public computers in the Library. Stacey said this is because they cannot monitor patron's use of the computers which Alien Vault System would do. The Commission and Stacey discussed the Library computers not being filtered and what the Library Staff does to monitor the use of them.

11:15am- Stacey Moore left the meeting.

11:15AM AMBULANCE PERSONAL PROTECTIVE EQUIPMENT (PPE) REIMBURSEMENT DISCUSSION

Present: Lisa Mitchell, Ambulance Director; Julie Straub, Human Resource Manager

Lisa Mitchell said the Ambulance Board passed a motion in 2014 to reimburse EMTs for shoes. Lisa said one of her volunteers recently purchased a pair of tactical boots and when he submitted a reimbursement form she was told she needed to meet with the Commission to discuss it. The Commission asked if the shoes are only used when they are working or if they can wear them all the time. Lisa said they don't have to leave them at the Ambulance Garage and they can wear them out of the station. The Commission asked if this type of boot is required and Lisa said they have to wear boots/shoes that have certain specs and these boots meet those specs since they are puncture resistant and are protection from blood borne pathogens. Lisa said she is working on her policy manual and will be including the requirement of this type of a boot in it. Julie asked if the boots should be taxed since the PPE items covered under the Safety Incentive Program are not. The Commission said they did not have to be taxed and gave permission for the County to reimburse EMTs for their boots.

11:30am- Lisa Mitchell and Julie Straub left the meeting.

11:45AM PUBLIC COMMENT

No one appeared for public comment.

12:00pm- Dave Havens left the meeting.

12:00PM NOON RECESS

Commissioner Ranum made the motion to take a noon recess. Commissioner Randash seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.

1:15PM RECONVENE

PRESENT: Steve Baldwin, Chairman; William L. Randash, Member; Lani DeBuhr, Clerk

ABSENT: Deb Ranum, Member

GUEST: Dave Havens, Member of the Public

FALLON COUNTY COURTHOUSE

1:15PM WELLNESS INCENTIVE FOR 2017

Present: Insurance Committee Members: Debbie Wyrick, Selena Nelson, Alba Higgins

The Insurance Committee Members met with the Commission to give their recommendation for the new Wellness Incentive Program that will begin July 1, 2017. Debbie Wyrick said the current incentive is \$30/month for the employee and \$30/month for their spouse. The Committee said they would like to see the employee incentive increased by \$20 next year for a total of a \$50 incentive. Alba Higgins said if the individual premium which is currently \$50 isn't increased next year and the employee is in the Wellness Incentive Program their monthly premium would be \$0. Selena Nelson said they are hoping that may be a big enough enticement for them to join the program. Selena said the increased cost to the County would be \$10,000-\$11,000 per year and although this may seem high one less claim would cover the cost. Debbie agreed and said the Wellness Program is designed to bring claims down which it has done with those who are a part of it. The Commission asked if there would be a push back from those who don't participate in the program. Alba said there shouldn't be any push back because employees aren't required to be a part of it, the decision is theirs. Selena said the people who are in the Wellness Program are the ones driving the premiums down because of their reduced number of claims and should be rewarded. Commissioner Baldwin asked if the incentive could be changed if the County took a big revenue hit. The Committee said it could but would recommend the premiums be increased if

need be rather than taking the incentive away. Selena said their goal has always been to provide affordable health coverage and the Wellness Program is a way for employees to make their coverage even more affordable if they choose. The Commission asked if good results have come from the Wellness Programs and the Committee said yes and gave examples. Debbie said EBMS gave a report showing the improvements in the number of claims and said the reason premiums haven't increased since 2012 except for this year was because of the success of their Wellness Program. Debbie said if the Commission approves of their recommendation they will present it to the Wellness Committee today but a final decision won't need to be made on it until the FY2017-18 budget and insurance premiums are set. The Commission approved of their recommendation.

1:40pm- Debbie Wyrick, Alba Higgins and Selena Nelson left the meeting.

1:45PM AUGUST CLAIMS APPROVAL

The Commission reviewed and approved the August Mid-Month Claims in the amount of \$575,795.89 and they are filed in the Clerk and Recorder's Office.

2:30pm- Commissioner Ranum joined the meeting.

3:15PM COMMISSION WORK SESSION

Statement of Values from EMC Insurance- The Commission reviewed and Commissioner Baldwin, as Chairman, signed the Statement of Values from EMC Insurance for the County's buildings.

Insurance- Debbie Wyrick, Deputy Clerk and Recorder, asked the Commission if they wanted to insure the concrete, outdoor bathrooms at the Rifle Range and they said no.

Rate of Pay Approval- Julie Straub, Human Resource Manager, inquired about the Rate of Pay Approval Form she submitted to them for Andy Fujimori, IT Tech. The Commission gave Julie the Rate of Pay Approval form in which Commissioner Randash signed it, Commissioner Ranum noted on form that she would not sign it and Commissioner Baldwin noted on form he will not sign it until training is complete.

Upper and Lower Baker Lake/Wetlands- The Commission received a letter from the Montana Department of Environmental Quality (DEQ) giving authorization for a Short-Term Water Quality Standard for Turbidity Related to Construction Activity Pursuant to 75-5-318, MCA for the Upper and Lower Baker Lake/Wetlands.

Board Resignation- Sandra N. Kinsey submitted a letter of resignation from the Eastern Montana Community Mental Health Center Board of Directors.

Commissioner Ranum made the motion to accept Sandra Kinsey's resignation from the Eastern Montana Community Mental Health Center Board of Directors. Commissioner Randash seconded the motion. Commissioner Baldwin asked for any other discussion and there was none. 3 Ayes. 0 Nays. The motion carried unanimously.

BOARD AGENDAS/MINUTES- The Commission reviewed Board Agendas and Minutes.

REVENUES- The Commission reviewed revenues received during the week.

DEPARTMENT REPORTS/NOTICES- The Commission reviewed Department Reports, Newsletters and Notices.

EMAILS- The Commission reviewed emails sent to them from State agencies and other entities that required no discussion, action or decision.

4:00PM CITY OF BAKER PUBLIC WORKS

Present: Luke Holestine, City of Baker Acting Public Works Director; Tom Kachel, Landfill Manager

Tree Limb Disposal from Storms- Luke Holestine said they have a large pile of tree limbs that have accumulated over the last two storms. Luke said they would like to use the Landfill's tub grinder to grind them down so they don't have to take so many trips out to the Landfill when disposing of them. Luke said this would save them money in fuel and time his crew would be in the trucks hauling. Tom said if they brought the grinder to the City Shop it would take about three straight days to grind them all and Luke would have to have dedicated workers doing it. Tom said if the limbs were brought out to the Landfill he could grind them at his own pace and Luke's crew wouldn't have to spend three days doing it. After much discussion Luke said it would be better to send the limbs out to the Landfill to be ground since the savings in fuel and time in trucks would be a wash with the amount of time his crew would have to be operating the grinder. Luke said he will get a quote from G&G Garbage to bring 4-6 containers to put the limbs in and take them to the Landfill. The Commission told Luke to talk to Chuck Lee, 911/DES Coordinator, about cost reimbursement for this since most of the limbs are from the tornado.

Reynolds Parking Lot Drainage- Luke said there is a drain coming from somewhere behind Get Em' Here in the Reynolds Parking Lot that is causing the drainage bank in that area to erode. Luke said he thinks the debris from the pavement has caused the pipe to get clogged and because of that the water seeps out slowly across

the bank face causing erosion. Luke said Diamond J Construction was unable to locate the pipe when doing the drainage project and his crew hasn't been able to locate it either. Luke said they sent a water jet into the drain but made very little progress showing it is very clogged and asked what the Commission thinks should be done about it. The Commission said the drain, bank and parking lot is the property owner's responsibility and not a County issue and advised Luke to contact the property owner about the issue. Mary Grube said if the property owner has to do work on the drain it would be considered maintenance and most likely wouldn't need a permit. Luke said he will contact the property owner about this. Mary and Luke discussed the gravel that is currently in the channel and Mary said she would contact Forrest Sanderson, Contracted Planner, about it and then will contact Luke about what Forrest advises should be done about it.

4:30pm- Luke Holestine, Mary Grube and Tom Kachel left the meeting.

4:35PM MINUTES APPROVAL

The Commission reviewed the Commission Minutes for the week of August 1-5, 2016.

Commissioner Ranum made the motion to approve the Commission Minutes from August 1-5, 2016 with corrections. Commissioner Randash seconded the motion. Commissioner Baldwin asked if there was any other discussion. Commissioner Ranum asked what they were going to do about Andy Fujimori's evaluation since she hadn't seen it and Commissioner Baldwin said it's done and Julie has it. 3 Ayes. 0 Nays. The motion carried unanimously.

5:00pm- Dave Havens left the meeting.

5:00PM EVENING RECESS

Commissioner Randash made the motion to recess for the evening. Commissioner Ranum seconded the motion. 3 Ayes. 0 Nays. The motion carried unanimously.

WEDNESDAY, AUGUST 17, 2016

9:00AM RECONVENE

PRESENT: Steve Baldwin, Chairman; William L. Randash, Member, Lani DeBuhr, Clerk

ABSENT: Deb Ranum, Member

FALLON COUNTY COURTHOUSE

9:00AM HAIL DAMAGE REVIEW MEETING

Present: Alba Higgins, Shop Foreman; Debbie Wyrick, Deputy Clerk & Recorder; Trent Harbaugh, Sheriff

Debbie Wyrick gave the Commission the Auto Hail Loss Report showing the amount of damages and insurance payment received for each vehicle. Debbie said all vehicle insurance assessments are complete except the Sheriff's vehicles and the Road Department's Sterling Truck. Debbie said they are still waiting for decal replacement information for the Sheriff's vehicles and once they are received it will be a supplemental item to the claim.

The Commission and all present reviewed the Sheriff's vehicle assessments. Trent Harbaugh said he is concerned about the time it will take for his vehicles to be repaired since they are needed to do their jobs. Debbie said the Dodge Magnum was totaled but the County could buy it back for a backup vehicle to use while the other vehicles are being repaired. Trent said the majority of the damages to his truck was from the 2013 hail storm so he would rather not have it repaired now. Debbie said all Sheriff vehicles need to have full coverage and to continue to have full coverage all repairs need to be done. Trent said he has to make sure he and his Deputies are not without vehicles to do their jobs. Debbie and the Commission said they understood, especially with how busy the body shops are with everyone's hail damages. Alba Higgins said if the Commission was considering purchasing a new vehicle for the Sheriff's Department now would be a good time to do it. Debbie suggested Trent call local and outlying area body shops to see how long it would take to have his vehicles repaired and then they can meet again to decide what to do with them and the Commission agreed.

9:15am- Trent Harbaugh left the meeting.

The Commission, Debbie and Alba reviewed the other County vehicle assessments and the Commission made the following decisions regarding them:

- 2008 Chevy 1500 Commissioner Pickup- Only do necessary repairs and take full coverage off of vehicle.
- 2011 Chevy 1500 Fleet Pickup- Only do necessary repairs and take full coverage off of vehicle.

-2012 GMC Acadia Fleet Vehicle- This vehicle was totaled. The County will buy it back and only do necessary repairs and take full coverage off of vehicle. This vehicle will be given to the Health Department to replace the GMC Jimmy they currently use.

-2008 Chevy Colorado Extension Pickup- This vehicle was totaled. The County will buy it back and only do necessary repairs and take full coverage off of vehicle. This vehicle will be put into the Fleet since it is only needed to haul items locally and the 2011 Chevy 1500 Fleet Pickup will be given to the Extension office to use.

-2010 Ford Fusion Airport Vehicle- This vehicle was totaled. The County will buy it back and only do necessary repairs and take full coverage off of vehicle.

-2006 Ford F150 Community Service Pickup- This vehicle was totaled. The County will buy it back and only do necessary repairs and take full coverage off of vehicle.

-2005 Sterling Tractor Truck- The assessment for this vehicle is not complete but all repairs will be done once assessment is received.

-2012 Ford F550 Road Pickup- All repairs will be done for this vehicle and full coverage will be kept on it.

-2011 Chevy Silverado Ambulance Pickup- All repairs will be done for this vehicle and full coverage will be kept on it.

-2003 Dodge 2500 Landfill Pickup- This vehicle was totaled. The County will buy it back and only do necessary repairs and take full coverage off of vehicle.

-2014 Ford 4x4 DES Pickup- All repairs will be done for this vehicle and full coverage will be kept on it.

Debbie said she will contact the Department Heads to let them know the decisions the Commission made about their vehicles and will tell them they can contact the Commission if they want to discuss it further. Alba suggested the Commission purchase two new fleet vehicles since they will be down to only the Chevy Colorado for the fleet which shouldn't be taken on long trips. The Commission said they will need to do something about the fleet vehicles and Alba said he will start doing research on vehicles and they can discuss it at their next meeting on August 29th.

10:00am- Debbie Wyrick and Alba Higgins left the meeting.

10:00AM FEMA TORNADO DISASTER COORDINATOR MEETING

Present: Tom Barnard, FEMA; Nancy Casper, FEMA; Chuck Lee, 911/DES Coordinator; Mary Grube, Planner Administrator Assistant

All present discussed the coordination of the Baker Lake Clean-Up Project once it begins. Nancy Casper said procurement violations are the #1 OIG finding from FEMA audits and told the Commission it is imperative they follow the guidelines set forth for procurement. Chuck Lee asked if Brenda Wood, Clerk & Recorder, could join the meeting to discuss procurement since she is the person who puts projects out to bid.

10:07am- Brenda Wood joined the meeting.

Nancy said a lot of entities have lost funding due to not following the procurement guidelines and because of this FEMA created a Permanent Disaster Assessment Team (PDAT) to offer help in this area. Nancy said PDAT offers online courses and materials to help people in the procurement process. Nancy said once the County has their procurement papers in place PDAT can also review them to ensure they are done correctly. Nancy said if they come across something that needs to be done but wasn't included in the PW they will need to contact FEMA to get approval to do the work before the work begins. Nancy said they should continue to work on mitigation items their community could use because anytime an area in the State of Montana is in an "emergency status" funding becomes available for communities who qualify for the Hazard Mitigation Program, even if the emergency didn't happen in their area. Nancy said FEMA also has a program that offers funding to remove a large amount of debris so in the event the County ever has another event like this they could apply for that funding. Nancy said the only requirement is the County would have to have an approved Debris Management Plan in place so they may want to consider creating one. Tom Barnard said he is working with Scott Rabbitt, Parks Director, to mitigate the Iron Horse Park via a 406 and it will be added to the PW when complete.

10:30am- Nancy Casper, Tom Barnard, Chuck Lee, Mary Grube and Brenda Wood left the meeting.

10:30AM ADJOURN