BOARD OF COMMISSIONERS MEETING

Online and In-Person Meeting
June 07, 2022 at 11:00 AM

AGENDA

The public will be able to view the meeting on San Juan County's Facebook live and Youtube channel

CALL TO ORDER

ROLL CALL

INVOCATION

AGENDA APPROVAL

PUBLIC COMMENT

Public comments will be accepted through the following Zoom link https://us02web.zoom.us/j/3125521102 or One tap mobile +16699006833,,3125521102# US (San Jose)

There will be a three-minute time limit for each person wishing to comment. If you exceed that three-minute time limit the meeting controller will mute your line.

CONSENT AGENDA (Routine Matters) Mack McDonald, San Juan County Administrator

The Consent Agenda is a means of expediting the consideration of routine matters. If a Commissioner requests that items be removed from the consent agenda, those items are placed at the beginning of the regular agenda as a new business action item. Other than requests to remove items, a motion to approve the items on the consent agenda is not debatable.

1. Approval of the May 11, 2022 Special Commission Meeting Minutes
2. Approval of Commission Meeting Minutes for May 17, 2022
3. Approval of the Check Registers for May 14, 2022 to June 3, 2022
4. Approval of the Contract Renewal with Zions Way for Registered Nurse Services for Aging Waiver Services
5. Approval of the Contract Renewal to Purchase Case Management and Home Health Services with Zions Way

6. Approval of the Contract Renewal for Caregiver Respite Care with Zions Way

7. Approval of the Contract Renewal with Rocky Mountain Home Health for Registered Nurse Services for Aging Waiver Services

8. Approval of the Contract Renewal to Purchase Case Management and Home Health Services with Rocky Mountain Home Health

9. Approval of the Contract Renewal for Caregiver Respite Care with Rocky Mountain Home Health

10. Approval of the Contract Renewal to Purchase Case Management and Home Health Services with Comfort At Home Care

11. Approval of the Contract Renewal for Caregiver Respite Care with Comfort At Home Care

12. Approval of the Contract Renewal for Shelia Knight, a Registered Nurse for Aging Waiver Services

13. Approval of the Updates to the San Juan County Basic Emergency Operations Plan

14. Approval of the Small Purchase Order for $1,884.16 Steering Pump for the Road Department.

RECOGNITIONS, PRESENTATIONS, AND INFORMATIONAL ITEMS

15. Review and Discussion of the Management Plan Amendment Matching Language in the State of Utah's Management Plan, Nick Sandberg, County Public Lands Coordinator

16. Election Update and Information Items for Early Voting Dates and Centers

BUSINESS/ACTION

17. Consideration and Approval of the Outdoor Recreation Grant Agreement with the State of Utah Governor's Office of Economic Opportunity for $70,300 Awarded for the Installation of RV Hookups at the County Fairgrounds, Elaine Gizler, Economic Development, and Visitor Services Director.

18. Consideration and Approval of the San Juan County Student Scholarship Awards to San Juan County Students, Elaine Gizler, Economic Development and Visitor Services Director.

19. Consideration and Approval of a Letter of Support for the 2023 San Juan County Economic Development and Visitor Services 2023 Grant Funding with a Required Match from San Juan County in the amount of $250,000, Elaine Gizler, Economic Development and Visitor Services Director

20. Consideration and Approval of a Sole Source Contract with Latigic, LLC. for an amount not to exceed $15,000 for Grant Writing Services for the County, Elaine Gizler, Economic Development and Visitor Services Director.

21. Consideration and Approval of a Contract with Mon-Ami for $13,000 of Grant Funds for Aging Services, Tammy Gallegos, Aging Director

22. Consideration and Approval of the Updated San Juan County's National Incident Management System (NIMS) Implementation Plan, Tammy Gallegos, San Juan County Emergency Manager

23. CONSIDERATION AND APPROVAL OF A RESOLUTION OF THE SAN JUAN COUNTY BOARD OF COMMISSIONERS DECLARING THE EXISTENCE OF A DROUGHT EMERGENCY IN SAN JUAN COUNTY, UTAH PURSUANT TO U.C.A. 17-8-7, Tammy Gallegos, San Juan County Emergency Manager

24. Consideration and Approval of a Contract with Integrated Solutions Consulting for the San Juan County Building Resilient Infrastructure and Communities Mitigation Plan for $29,711.60, Tammy Gallegos, San Juan County Emergency Manager

25. Consideration and Approval of a Notice of Award and Intent to Negotiate a Contract with David Churchill for the Lease of the San Juan County Airport Hangar Located at Monticello Airport for $425 Per Month, Mack McDonald, Chief Administrative Officer

26. Consideration and Approval of an Interlocal Agreement with Moab Valley Fire District for Fire Protection Services for Spanish Valley for $46,000 Per Year, David Gallegos, San Juan County Fire Chief

BOARD OF EQUALIZATION

27. 2020 and 2021 Request for County Indigent Tax Abatement for Effie Paul

28. Commercial Property Abatement Request- Quality Manufacturing

COMMISSION REPORTS

ADJOURNMENT

The Board of San Juan County Commissioners can call a closed meeting at any time during the Regular Session if necessary, for reasons permitted under UCA 52-4-205

All agenda items shall be considered as having potential Commission action components and may be completed by an electronic method **In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for this meeting should contact the San Juan County Clerk's Office: 117 South Main, Monticello or telephone 435-587-3223, giving reasonable notice**

SPECIAL BOARD OF COMMISSIONERS MEETING

In-person and Electronic
May 11, 2022 at 10:00 AM

MINUTES

The public will be able to view the meeting on San Juan County's Facebook live and Youtube channel

Audio Links:
https://www.utah.gov/pmn/files/847577.MP3
https://www.utah.gov/pmn/files/847579.MP3
https://www.utah.gov/pmn/files/847581.MP3

Video Links:
https://www.youtube.com/watch?v=XdlF8AhBVdY
https://www.youtube.com/watch?v=on6ocSjGiuQ&t=47s

ONLINE PARTICIPATION

Join Zoom Meeting https://us02web.zoom.us/j/3125521102 Meeting ID: 312 552 1102 One tap mobile +16699006833

CALL TO ORDER

Meeting was called to order at 10:01 a.m.

ROLL CALL

PRESENT
Commission Chairman Willie Grayeyes
Commission Vice-Chair Bruce Adams
Commissioner Kenneth Maryboy

INVOCATION

APPROVE AGENDA

Mack reviewed the agenda for approval.

Motion made by Commissioner Maryboy, Seconded by Commission Vice-Chair Adams.
Voting Yea: Commission Chairman Grayeyes, Commission Vice-Chair Adams, Commissioner Maryboy

BUSINESS/ACTION

1. CONSIDERATION OF A RESOLUTION OF THE SAN JUAN COUNTY BOARD OF COMMISSIONERS APPOINTING _____ AS THE COUNTY ATTORNEY COMPLETING THE TERM VACATED OFFICIALLY ON MARCH 28, 2022 BY THE ELECTED COUNTY ATTORNEY KENDALL LAWS WHICH TERM EXPIRES DECEMBER 31, 2022.

Audio & Video Recording Part #1

Mack discussed the Resolution and explained that the Resolution is fairly a simple and straight to the point Resolution of appointment for the vacancy explaining the process and appointment. He mentioned it would probably be wise to stick with the original Resolution that he drafted rather than the second alternate Resolution that names specific individuals and is defamatory in nature. He stated that those County Attorneys were doing their jobs at the direction they received from their respective County Commissioners. The Board of County Commissioners are the ones who decides whether a County and the County Attorney pursues a lawsuit, hires outside Counsel, or continues in a lawsuit rather than settling. It is not the County Attorney's decision to make but the second alternate Resolution is suggesting that it is the fault of these Attorney's named. The second alternative Resolution would likely end us in another lawsuit by calling out these former County Attorney's by name.

Interim, Interim County Attorney Alex Goble made a comment that he has spoken with Craig Halls and asked if one of the four Attorneys were appointed into the position would he drop the lawsuit? He said Craig stated that if the first resolution was passed then he would drop the lawsuit but if the second alternate Resolution was the one to pass then he would not drop the lawsuit.

Commissioner Adams motioned to adjourn the meeting and proceed to District Court there was no call for a second. There was no recognition of the motion.

Commissioner Maryboy spoke up and made a motion over Commissioner Adams to recognize the second resolution and appoint Brittney Ivins as the Interim County Attorney.

Commissioner Adams called point of order and stated that he didn't feel it was appropriate for his motion to not be acknowledged. Commissioner Grayeyes stated he was not going to recognize the motion.

Commissioner Maryboy repeated his motion to appoint Brittney Ivins as the Interim County Attorney under the second alternative Resolution and stated that the contents and language in the alternative Resolution is purely a statement of facts in the Resolution.

Commissioner Adams called point of order again and asked again if his motion was going to go unrecognized. Commissioner Grayeyes said that is correct he is not recognizing the motion Commissioner Adams had made.

Commissioner Grayeyes seconded the motion Commission Maryboy presented. Commissioner Adams said he would like to make a comment, Commissioner Adams stated that at this point we are going to be sued. He proceeded to state that the two Commissioners in support of the alternate Resolution stated that when they got in office as Commissioners that they would not

be involved in another lawsuit. Commissioner Grayeyes stated that the contents of the alternate Resolution just states history here in the County, and that history hurts.

2. CONSIDERATION OF AN ALTERNATE RESOLUTION OF THE SAN JUAN COUNTY BOARD OF COMMISSIONERS APPOINTING _____ AS THE COUNTY ATTORNEY TO COMPLETE THE TERM VACATED MARCH 28, 2022 OF ELECTED COUNTY ATTORNEY KENDALL LAWS WHICH TERM EXPIRES DECEMBER 31, 2022

Motion by Commissioner Maryboy to approve the alternate resolution and appoint Brittney Ivins as the County Attorney, Seconded by Commission Chairman Grayeyes.

Voting Yea: Commission Chairman Grayeyes, Commissioner Maryboy

Commissioner Adams asked the Interim Interim County Attorney Alex Goble if a Commissioner can strike language from the Resolution and still approve appointing Brittney Ivins as the County Attorney and nothing else. Alex indicated that they could strike language and only keep that section of the Resolution. Commissioner Adams made a motion to that effect.

Motion Failed for a lack of a Second.

Commissioner Adams said he would like to vote no on the alternate Resolution

Motion passes two in favor and one opposed Commissioner Grayeyes and Commissioner Maryboy Yay. Commissioner Adams Nay.

3. Discussion and Direction Regarding the County, Board of County Commissioners' and County Staffs' Legal Representation for the Seventh Judicial District Court Case Number: 22070004 and Authorization of the County Administrator to Execute Retainer Agreements on Behalf of San Juan County Staff and the Board of County Commissioners.

Audio & Video Recording #1

Entered into a closed session to discuss pending litigation.

Audio & Video Recording # 2

Mack reviewed the legal representation to represent the Commission and for Administration and the County Clerk Auditor for the upcoming court hearing as well as asking for the authorization to execute the agreements once they are finalized with the respective attorney representation.

Commissioner Adams made a motion to have the County Administrator to continue with the route he is on to hire the attorneys.

Commissioner Maryboy asked how he is supposed to vote on this item when he wasn't involved in the Executive Session and didn't hear the discussion.

Deputy Attorney Alex Goble spoke up and said that if Commissioner Maryboy did not feel comfortable with voting then he does not have to take a vote in this on this item at this time..

Commissioner Adams acknowledged that he was not in agreement with the other Commissioners and voted in opposition of the other two Commissioners in their actions to solicit additional Attorneys, because of this he felt that he should have his own Attorney representing him, it was discussed utilizing the County's Public Defender Happy Morgan as Commissioner Adams representative in an effort to save County tax dollars, if she was not available then he could be represented by Administrators Attorney.

Commissioner Grayeyes asked if he could choose his own representation because Commissioner Adams chose Happy Morgan.

Mack explained the legalities behind selecting an Attorney for representation without going out to a Request for Proposal process, where Happy Morgan is already contracted through the County that is why she is being considered. It is a proper channel to go through UCIP for those Attorneys that can represent Counties and that is the resource used to find representation in past legal cases. Using that source is also where the Attorney he found to represent himself and Lyman and is using this same source in obtaining representation for Commissioner Maryboy and Commissioner Grayeyes.

A discussion took place regarding the representation, and the need to hurry and obtain representation prior to the hearing and using outside Attorneys between Mack, Commissioner Grayeyes and Commissioner Adams.

Commissioner Grayeyes requested to be represented by Steve Boos.

Mack stated that he would most likely be deposed and wouldn't be able to represent the County Commissioners where he has been used in their private individual capacities and where there would be a conflict.

Commissioner Grayeyes and Mack continued to discuss.

Commissioner Grayeyes brought the meeting back to Commissioner Adams motion.

Motion made by Commission Vice-Chair Adams, Seconded by Commission Chairman Grayeyes.

Voting Yea: Commission Chairman Grayeyes, Commission Vice-Chair Adams
Voting Abstaining: Commissioner Maryboy

Motion to enter back into Executive Session to discuss pending litigation.
Motion made by Commission Vice-Chair Adams, Seconded by Commission Chairman Grayeyes.

Voting Yea: Commission Chairman Grayeyes, Commission Vice-Chair Adams
Voting Abstaining: Commissioner Maryboy

ADJOURNMENT

Audio Recording #3

Motion made by Commission Vice-Chair Adams, Seconded by Commission Chairman Grayeyes.
Voting Yea: Commission Chairman Grayeyes, Commission Vice-Chair Adams

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APPROVED: _____ DATE: _____
San Juan County Board of County Commissioners

ATTEST: _____ DATE: _____
San Juan County Clerk/Auditor

BOARD OF COMMISSIONERS MEETING

In Person and Electronic Meeting
May 17, 2022 at 11:00 AM

MINUTES

The public will be able to view the meeting on San Juan County's Facebook live and Youtube channel

Audio Link: https://www.utah.gov/pmn/files/851669.MP3

Video Link: https://www.youtube.com/watch?v=QJHyMx1-tkk&t=38s

CALL TO ORDER

Time Stamp 0:00:04 (audio & video)

Commissioner Grayeyes called the meeting to order.

ROLL CALL

Time Stamp 0:00:25 (audio & video)

PRESENT
Commission Chairman Willie Grayeyes
Commission Vice-Chair Bruce Adams
Commissioner Kenneth Maryboy

INVOCATION

Time Stamp 0:00:43 (audio & video)

Commissioner Adams gave the prayer.

APPROVE AGENDA

Time Stamp 0:02:03 (audio & video)

Mack reviewed the agenda for the Commissioners' review and approval.

Motion made by Commissioner Maryboy, Seconded by Commission Vice-Chair Adams.
Voting Yea: Commission Chairman Grayeyes, Commission Vice-Chair Adams, Commissioner Maryboy

OATH OF OFFICE

1. Judge Lyon Hazleton to Perform Oath of Office for Brittney Ivins, to Office of County Attorney

   Time Stamp 0:06:25 (audio & video)

   Judge Hazleton performed the Oath of Office for County Attorney Brittney Ivins.

   Motion made by Commissioner Maryboy, Seconded by Commission Vice-Chair Adams. Voting Yea: Commission Chairman Grayeyes, Commission Vice-Chair Adams, Commissioner Maryboy

PUBLIC COMMENT

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There will be a three minute time limit for each person wishing to comment. If you exceed that three minute time limit the meeting controller will mute your line.

Time Stamp 0:08:16 (audio & video)

Stewart Smith - from Elk Meadows - He wanted to touch base and check on a resolution that was presented in January 2022. He wanted an update on the subdividing going on in Elk Meadows. Mack gave a lengthy answer to the zoning definitions.

Greg Culbreath - from Elk Meadows spoke on the same topic as Stewart and touched base on his concerns with the subdividing in Elk Meadows.

Eva Chris - Eva spoke on spot zoning and how she doesn't want the County to do it. She referred to Elk Meadows multiple times and talked about the lack of water in our County.

Joe Melon - Joe spoke about the spot zoning development out in Elk Meadows. He disagrees with it and would like to see it gone.

Scott Burton, spoke about the changes placed into the planning zoning ordinances.

Martha McLaughlin - Spoke in regards to concerns about Elk Meadows. Martha asked if a developer to post a Bond if they want to pass a road to the county.

CONSENT AGENDA (Routine Matters) Mack McDonald, San Juan County Administrator

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Time Stamp 0:45:31 (audio & video)

Motion made by Commission Vice-Chair Adams, Seconded by Commissioner Maryboy.
Voting Yea: Commission Chairman Grayeyes, Commission Vice-Chair Adams, Commissioner Maryboy

2. Approval of Commission Meeting Minutes for May 3 and May 5, 2022

3. Approval of Check Registers for May 1 through May 13, 2022

4. Approval of Contract with Peggy Scott, Navajo Language Translator for Election Materials, Radio Ads, and Staff Training

5. Approval of $36,274.58 in Small Purchases: $10,926.96 for Firefighter Gear, Fire Department, $5,109.15 for Dementia Education Materials, Aging, $13,011.53 for Caregiver Kit Supplies, Aging, $2,523.94 for First Aid/CPR Supplies, Public Health, $4,702.74 for New Laptops, Aging

6. Ratification of the Engagement Contract with Dentons, Durham, Jones, and Pinegar for Legal Representation for the Clerk Auditor and County Administrator

7. Ratification of an Agreement with Snow, Christensen and Martineau for Legal Representation for Commissioner Grayeyes and Commissioner Maryboy

RECOGNITIONS, PRESENTATIONS, AND INFORMATIONAL ITEMS

8. Update on 2022 Wildland Fire Risk, U.S. Forest Service, BLM and Forestry, Fire and State Lands

   Time Stamp 0:51:50 (audio & video)

   Ryan McCarther, San Juan Fire Warden, gave a brief update on the 2021 Fire Season and precautionary measures that they are putting in place to help reduce risks with the 2022 season.

   Terry Garner, Moab Fire Manager, Forest Service – Gave an update and provided some paper documentation about the year we are expecting. Terry also spoke about the multiple controlled burns and trimmings that they are in the process of doing or plan to do to reduce fuel for potential out of controlled fires.

   Clark Maughan, BLM employee, gave an update on BLM's efforts to reduce possible forest fires.

9. Presentation of Senate Bill 179 and Discussion Regarding the Creation of a County Criminal Justice Coordinating Council as Required Prior to January 1, 2023

   Time Stamp 1:22:27 (audio & video)

   Mack spoke on Senate Bill 179 which requires us to create a county criminal justice coordinating council and hire an employee by January 1, 2023, to implement a strategic plan to deal with recidivism, data sharing, and community re-entry goals. The Commissioner over the program will be identified in the next months.

BUSINESS/ACTION

10. Consideration and Approval of a Memorandum of Understanding with The Utah Division of Water Rights for a Utah Stream Gage to Collect and Publish Flow Data on Pack Creek Above Spanish Valley. Mack McDonald, Chief Administrative Officer

    Time Stamp 1:54:02 (audio & video)

    Mack reviewed the Utah Division of Water Rights Memorandum.

11. Consideration and Approval of the Transfer of FAA Entitlements to the Airport in Hanksville, Utah, Mack McDonald, Chief Administrative Officer

    Time Stamp 1:55:57 (audio & video)

    Mack presented the proposal of transferring entitlement FAA funds to the Hanksville Airport for $150,000. The entitlement will be returned back to the County in the future.

    Motion made by Commission Vice-Chair Adams, Seconded by Commissioner Maryboy. Voting Yea: Commission Chairman Grayeyes, Commission Vice-Chair Adams, Commissioner Maryboy

12. Consideration and Approval of the Memorandum of Understanding Between San Juan County and the State of Utah, Navajo Nation, Navajo Tribal Utility Authority, and the City of Blanding for the West Water Project, Mack McDonald, Chief Administrative Officer

    Time Stamp 1:57:51 (audio & video)

    Mack spoke about the West Water Project and Memorandum of Understanding with San Juan County, State of Utah, Drinking Water Division, and the Navajo Nation. Mack requested that the MOU be tabled for the time being until we have more of an understanding of what additional contributions each entity can contribute to the project.

    Motion to table item.

    Motion made by Commission Vice-Chair Adams, Seconded by Commissioner Maryboy. Voting Yea: Commission Chairman Grayeyes, Commission Vice-Chair Adams, Commissioner Maryboy

13. Consideration and Approval of San Juan Counseling FY23 Area Plan, Aaron Duke, Clinical Director

    Time Stamp 1:42:50 (audio & video)

    Aaron Duke, Clinical Director for San Juan Counseling, asked for approval of San Juan Counseling's 2023 fiscal year budget.

Motion made by Commission Vice-Chair Adams, Seconded by Commissioner Maryboy.
Voting Yea: Commission Chairman Grayeyes, Commission Vice-Chair Adams, Commissioner Maryboy

Mack asked a couple of questions regarding the area plan. The San Juan Counseling leadership will get back with Mack regarding future payments for the Sherriff's department.

COMMISSION REPORTS

Time Stamp 1:59:15 (audio & video)

Commissioner Adams - No report

Commission Vice-Chair Maryboy – no report

Commissioner Chair Grayeyes - A meeting coming up on the 26th regarding a meeting.

ADJOURNMENT

Time Stamp 2:01:46 (audio & video)

Adjourn at 1:02 p.m.

Motion made by Commission Vice-Chair Adams, Seconded by Commissioner Maryboy.

Voting Yea: Commission Chairman Grayeyes, Commission Vice-Chair Adams, Commissioner Maryboy

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APPROVED: _____ DATE: _____
San Juan County Board of County Commissioners

ATTEST: _____ DATE: _____
San Juan County Clerk/Auditor

San Juan County
Check Register
General Fund Checking - Zions 566101143 - 05/14/2022 to 06/03/2022

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
6-Star Installation & Sales	121630	1350	05/16/2022	05/17/2022	5,051.00	SJC Sheriff	104211610 - Miscellaneous Supplies
					$5,051.00		
Abbott Laboratories	121684	615338969	05/24/2022	05/25/2022	289.11	SJC Aging	104679610 - Miscellaneous Supplie
Abbott Laboratories	121684	615360123	05/24/2022	05/25/2022	34.05	SJC Aging	104679610 - Miscellaneous Supplie
Abbott Laboratories	121684	615365621	05/24/2022	05/25/2022	28.15	SJC Aging	104679610 - Miscellaneous Supplie
					$351.31		
					$351.31		
Acumen Fiscal Agent LLC	121685	31668.31736	05/24/2022	05/25/2022	1,903.61	SJC Aging	104685615 - Contracts
Acumen Fiscal Agent LLC	121685	APR22FEES	05/24/2022	05/25/2022	380.00	SJC Aging	104685615 - Contracts
					$2,283.61		
					$2,283.61		
Adams, Bruce	121631	BA20220517074	05/17/2022	05/17/2022	245.77	Travel Reimbursement	104111230 - Travel Expense
					$245.77		
Amazon Capital Services	121632	16VL-WMXQ-Y1	05/16/2022	05/17/2022	11.81	SJC Road Dept	214412250 - Equipment Operation
Amazon Capital Services	121632	1D6K-GPCD-H	05/16/2022	05/17/2022	-14.85	SJC Road Dept	214414140 - Other Employee Benefi
Amazon Capital Services	121632	1DNC-1G74-6JQ	05/16/2022	05/17/2022	31.12	SJC Road Dept	104256250 - Equipment Operation
Amazon Capital Services	121632	1DNC-1G74-6JQ	05/16/2022	05/17/2022	38.87	SJC Road Dept	214412250 - Equipment Operation
Amazon Capital Services	121632	1DNC-1G74-6JQ	05/16/2022	05/17/2022	129.55	SJC Road Dept	214414260 - Buildings and Grounds
Amazon Capital Services	121632	1VD4-DTTD-FT	05/16/2022	05/17/2022	88.56	SJC Road Dept	214412250 - Equipment Operation
					$285.06		
Amazon Capital Services	121686	13JC-PWDF-MG	05/24/2022	05/25/2022	66.44	SJC Public Health	255040.240 - Preventative Block Gr
Amazon Capital Services	121686	16Y6-T6CR-1C4	05/24/2022	05/25/2022	2,522.95	SJC Public Health	255040.610 - Preventative Block Gr
Amazon Capital Services	121686	1N9N-X11M-MJ	05/24/2022	05/25/2022	139.98	SJC Road Dept	214412250 - Equipment Operation
Amazon Capital Services	121686	1WVP-P4JN-9M	05/24/2022	05/25/2022	17.99	SJC Road Dept	214414480 - Special Department Su
					$2,747.36		
					$3,032.42		
Armstrong, Launa	121633	LA20220516113	05/16/2022	05/17/2022	15.11	TRAVEL REIMBURSMENT	724581251 - Gas, Oil and Grease
					$15.11		
Asphalt Systems Inc.	121634	34953	05/16/2022	05/17/2022	14,421.20	SJC Road Dept	214414410 - Road Supplies
Asphalt Systems Inc.	121634	34954	05/16/2022	05/17/2022	184,425.39	SJC Road Dept	214414410 - Road Supplies
					$198,846.59		
Asphalt Systems Inc.	121687	34974	05/24/2022	05/25/2022	121,688.19	SJC Road Dept	214414410 - Road Supplies
					$320,534.78		
Bastian, Brittney	121635	BB20220516204	05/17/2022	05/17/2022	20.00	Meal Reimbursement	264350230 - Travel Expense
Bastian, Brittney	121635	BB20221605245	05/17/2022	05/17/2022	20.00	Meal Reimbursement	264350230 - Travel Expense
					$40.00		
					$40.00		

San Juan County
Check Register
General Fund Checking - Zions 566101143 - 05/14/2022 to 06/03/2022

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
Bethea, Derek	121688	DB20220524074	05/24/2022	05/25/2022	138.00	Travel Reimbursement	104230230 - Travel Expense
					$138.00		
Blanding City	121636	BC20220425115	05/16/2022	05/17/2022	722.28	553343140 - San Juan Public Health	255007.270 - Indirect Admin Utilities
Blanding City	121636	BC20221005540	05/16/2022	05/17/2022	160.85	500790001 Blanding Ambulance Garage	264350270 - Utilities
					$883.13		
					$883.13		
Blue Mountain Foods	121637	116192	05/16/2022	05/17/2022	4.49	SJC Aging	104678323 - Meals - Monticello
Blue Mountain Foods	121637	116245	05/16/2022	05/17/2022	3.49	SJC Aging	104677323 - Meals - Monticello
Blue Mountain Foods	121637	116246	05/16/2022	05/17/2022	3.49	SJC Aging	104678323 - Meals - Monticello
Blue Mountain Foods	121637	116261	05/16/2022	05/17/2022	55.14	SJC Aging	104677323 - Meals - Monticello
Blue Mountain Foods	121637	116264	05/16/2022	05/17/2022	156.42	SJC Aging	104678329 - Meals - Bluff
Blue Mountain Foods	121637	116276	05/16/2022	05/17/2022	33.90	SJC Aging	104678323 - Meals - Monticello
Blue Mountain Foods	121637	116281	05/16/2022	05/17/2022	97.62	SJC Aging	104677328 - Meals - La Sal
Blue Mountain Foods	121637	116282	05/16/2022	05/17/2022	-55.92	SJC Aging	104677328 - Meals - La Sal
Blue Mountain Foods	121637	116284	05/16/2022	05/17/2022	31.41	SJC Aging	104677323 - Meals - Monticello
Blue Mountain Foods	121637	116297	05/16/2022	05/17/2022	27.95	SJC Aging	104678323 - Meals - Monticello
Blue Mountain Foods	121637	116303	05/16/2022	05/17/2022	13.85	SJC Aging	104677323 - Meals - Monticello
Blue Mountain Foods	121637	116318	05/16/2022	05/17/2022	190.89	SJC Aging	104677329 - Meals - Bluff
Blue Mountain Foods	121637	116323	05/16/2022	05/17/2022	97.79	SJC Aging	104678323 - Meals - Monticello
Blue Mountain Foods	121637	116328	05/16/2022	05/17/2022	91.18	SJC Aging	104679310 - Professional and Tech
Blue Mountain Foods	121637	116329	05/16/2022	05/17/2022	90.53	SJC Aging	104677323 - Meals - Monticello
Blue Mountain Foods	121637	116356	05/16/2022	05/17/2022	42.44	SJC Aging	104677329 - Meals - Bluff
Blue Mountain Foods	121637	116372	05/16/2022	05/17/2022	27.30	SJC Aging	104678323 - Meals - Monticello
Blue Mountain Foods	121637	116374	05/16/2022	05/17/2022	22.14	SJC Aging	104677323 - Meals - Monticello
Blue Mountain Foods	121637	116380	05/16/2022	05/17/2022	32.20	SJC Aging	104678323 - Meals - Monticello
Blue Mountain Foods	121637	116390	05/16/2022	05/17/2022	19.98	SJC Aging	104678328 - Meals - La Sal
Blue Mountain Foods	121637	116405	05/16/2022	05/17/2022	176.55	SJC Aging	104678329 - Meals - Bluff
Blue Mountain Foods	121637	116407	05/16/2022	05/17/2022	12.48	SJC Aging	104677323 - Meals - Monticello
Blue Mountain Foods	121637	116418	05/16/2022	05/17/2022	18.66	SJC Aging	104677328 - Meals - La Sal
Blue Mountain Foods	121637	116425	05/16/2022	05/17/2022	46.57	SJC Aging	104678323 - Meals - Monticello
Blue Mountain Foods	121637	116426	05/16/2022	05/17/2022	40.95	SJC Aging	104677323 - Meals - Monticello
Blue Mountain Foods	121637	116559	05/16/2022	05/17/2022	42.99	SJC COMMISH	104111610 - Miscellaneous Supplies
					$1,324.49		
Blue Mountain Foods	121689	116511	05/24/2022	05/25/2022	33.92	SJC Sheriff Dept	104230610 - Miscellaneous Supplie
Blue Mountain Foods	121689	116513	05/24/2022	05/25/2022	44.95	SJC Sheriff Dept	104230480 - Kitchen Food
Blue Mountain Foods	121689	116594	05/24/2022	05/25/2022	12.58	SJC Clerk	104173480 - Special Department Su
					$91.45		
					$1,415.94		
Blue Mountain Hospital	121638	2014	05/16/2022	05/17/2022	4,738.33	SJC Aging	104686615 - Contracts
					$4,738.33		
Blue Mountain Nursery	121690	0064330	05/24/2022	05/25/2022	252.00	SJC Admin	104161260 - Buildings and Grounds
					$252.00		

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Bound Tree Medical LCC	121691	84527176	05/24/2022	05/25/2022	108.82	SJC Ambulance Service	264350610 - Miscellaneous Supplie
					$108.82		
Brantley Distributing LLC.	121692	22163270	05/24/2022	05/25/2022	211.05	SJC Road	214412250 - Equipment Operation
Brantley Distributing LLC.	121692	22163360	05/24/2022	05/25/2022	692.10	SJC Road	214412250 - Equipment Operation
					$903.15		
					$903.15		
Burgess, Scott	121693	SB20220524074	05/24/2022	05/25/2022	169.00	travel reimbursement	264350230 - Travel Expense
					$169.00		
Carlson, Brittney	121639	BC50922	05/16/2022	05/17/2022	1,978.24	Travel Reimbursement	255193.230 - Home Visiting - PAT Tr
					$1,978.24		
Cressler, Clancy	121640	287R22	05/16/2022	05/17/2022	37.01	BOOT ALLOWANCE	214414480 - Special Department Su
					$37.01		
Curtis Blue Line	121694	INV593203	05/24/2022	05/25/2022	7.50	SJC Sheriff	104210480 - Special Department Su
Curtis Blue Line	121694	INV593225	05/24/2022	05/25/2022	7.50	SJC Sheriff	104210480 - Special Department Su
Curtis Blue Line	121694	INV593308	05/24/2022	05/25/2022	15.00	SJC Sheriff	104210480 - Special Department Su
					$30.00		
					$30.00		
Dell Marketing L.P.	121641	10571571490	05/16/2022	05/17/2022	219.67	SJC Ec Dev	104192240 - Office Expense
					$219.67		
Dobson, Ed	121642	ED20220516113	05/16/2022	05/17/2022	100.00	PLANNING AND ZONING	104114620 - Miscellaneous Services
					$100.00		
DTS - State of Utah	121695	2210R12400000	05/24/2022	05/25/2022	694.25	SJC Attorney	104232280 - Telephone
DTS - State of Utah	121695	2210R12400000	05/24/2022	05/25/2022	138.31	SJC Attorney	104145482 - Law Library Supplies
					$832.56		
					$832.56		
Earthgrains Baking Company	121696	85272225493	05/24/2022	05/25/2022	59.20	SJC Sheriff	104230480 - Kitchen Food
Earthgrains Baking Company	121696	85272225555	05/24/2022	05/25/2022	59.20	SJC Sheriff	104230480 - Kitchen Food
					$118.40		
					$118.40		
EFTPS - IRS	EFT	PR051522-575	05/20/2022	05/20/2022	7,915.54	Medicare Tax	102221000 - FICA Payable
EFTPS - IRS	EFT	PR051522-575	05/20/2022	05/20/2022	17,112.51	Federal Income Tax	102222000 - Federal Tax W/H Paya
EFTPS - IRS	EFT	PR051522-575	05/20/2022	05/20/2022	33,845.84	Social Security Tax	102221000 - FICA Payable
					$58,873.89		
					$58,873.89		
Election Systems & Software LLC	121697	CD2027299	05/24/2022	05/25/2022	6,260.00	SJC Election	104173242 - Software Maintenance
					$6,260.00		

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Emery Telcom	121643	ER20221005048	05/16/2022	05/17/2022	79.95	3324200 - SJC Admin Building	574424270 - Utilities
Emery Telcom	121643	ER20221005048	05/16/2022	05/17/2022	84.19	3324200 - SJC Admin Building	104151280 - Telephone
Emery Telcom	121643	ER20221005048	05/16/2022	05/17/2022	84.95	3324200 - SJC Admin Building	104255270 - Utilities
Emery Telcom	121643	ER20221005048	05/16/2022	05/17/2022	104.95	3324200 - SJC Admin Building	104230280 - Telephone
Emery Telcom	121643	ER20221005048	05/16/2022	05/17/2022	104.95	3324200 - SJC Admin Building	255007.280 - Indirect Admin Teleph
Emery Telcom	121643	ER20221005048	05/16/2022	05/17/2022	209.90	3324200 - SJC Admin Building	104672270 - Utilities
Emery Telcom	121643	ER20221005048	05/16/2022	05/17/2022	269.90	3324200 - SJC Admin Building	214414280 - Telephone
Emery Telcom	121643	ER20221005048	05/16/2022	05/17/2022	274.95	3324200 - SJC Admin Building	104151620 - Miscellaneous Service
Emery Telcom	121643	ET20220510213	05/16/2022	05/17/2022	110.38	3431000 SJC EMS	264350280 - Telephone
					$1,324.12		
					$1,324.12		
Empire Electric Assoc. Inc.	121698	EE20220523101	05/24/2022	05/25/2022	657.54	25395 - 885 E Center St	214414270 - Utilities
Empire Electric Assoc. Inc.	121698	EE20220524125	05/24/2022	05/25/2022	3,763.96	9579024 - 297 S Main	104166260 - Buildings and Grounds
					$4,421.50		
					$4,421.50		
Equitable Financial Equi-vest	121699	E202205240741	05/24/2022	05/25/2022	360.00	Payroll Deductions	102225000 - Equivest
					$360.00		
Farmers Telecommunications Inc	121700	FTC2022052015	05/24/2022	05/25/2022	54.99	6921 Cedar Point Volunteer Fire	104225270 - Utilities
					$54.99		
Fastenal Company	121644	COBAY70042-	05/16/2022	05/17/2022	-36.23	SJC Road	214412250 - Equipment Operation
Fastenal Company	121644	COBAY70247	05/16/2022	05/17/2022	316.57	SJC Road	214412250 - Equipment Operation
Fastenal Company	121644	COBAY70498	05/16/2022	05/17/2022	23.61	SJC Road	214414260 - Buildings and Grounds
Fastenal Company	121644	COBAY70498	05/16/2022	05/17/2022	46.31	SJC Road	214412250 - Equipment Operation
Fastenal Company	121644	COBAY70498	05/16/2022	05/17/2022	298.44	SJC Road	214412250 - Equipment Operation
					$648.70		
Fastenal Company	121701	COBAY70499	05/24/2022	05/25/2022	203.96	SJC Admin Building	104161260 - Buildings and Grounds
Fastenal Company	121701	COBAY70708	05/24/2022	05/25/2022	78.32	SJC WEED	104256250 - Equipment Operation
Fastenal Company	121701	COBAY70709	05/24/2022	05/25/2022	77.52	SJC Road	214414260 - Buildings and Grounds
Fastenal Company	121701	COBAY70709	05/24/2022	05/25/2022	690.02	SJC Road	214412250 - Equipment Operation
Fastenal Company	121701	COBAY70710	05/24/2022	05/25/2022	243.56	SJC Road	214412250 - Equipment Operation
					$1,293.38		
					$1,942.08		
Four States Tire & Service	121645	360490	05/16/2022	05/17/2022	495.96	SJC Road	214412250 - Equipment Operation
Four States Tire & Service	121645	360686	05/16/2022	05/17/2022	991.92	SJC Road	214412250 - Equipment Operation
Four States Tire & Service	121645	360705	05/16/2022	05/17/2022	1,328.84	SJC Road	214412250 - Equipment Operation
Four States Tire & Service	121645	360718	05/16/2022	05/17/2022	2,634.32	SJC Road	214412250 - Equipment Operation
					$5,451.04		
					$5,451.04		
Fuel Network	121646	F2210E00939	05/16/2022	05/17/2022	53.58	SJC Fuel Bill	255012.251 - Local General Health
Fuel Network	121646	F2210E00939	05/16/2022	05/17/2022	73.70	SJC Fuel Bill	104111251 - Gas, Oil and Grease

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Fuel Network	121646	F2210E00939	05/16/2022	05/17/2022	107.32	SJC Fuel Bill	104134251 - Gas, Oil and Grease
Fuel Network	121646	F2210E00939	05/16/2022	05/17/2022	140.76	SJC Fuel Bill	724581251 - Gas, Oil and Grease
Fuel Network	121646	F2210E00939	05/16/2022	05/17/2022	150.68	SJC Fuel Bill	104220251 - Gas, Oil and Grease
Fuel Network	121646	F2210E00939	05/16/2022	05/17/2022	169.73	SJC Fuel Bill	104151251 - Gas, Oil and Grease
Fuel Network	121646	F2210E00939	05/16/2022	05/17/2022	274.35	SJC Fuel Bill	104256251 - Gas, Oil and Grease
Fuel Network	121646	F2210E00939	05/16/2022	05/17/2022	299.24	SJC Fuel Bill	104193251 - Gas, Oil and Grease
Fuel Network	121646	F2210E00939	05/16/2022	05/17/2022	362.00	SJC Fuel Bill	574424251 - Gas, Oil and Grease
Fuel Network	121646	F2210E00939	05/16/2022	05/17/2022	445.73	SJC Fuel Bill	104225251 - Gas, Oil and Grease
Fuel Network	121646	F2210E00939	05/16/2022	05/17/2022	540.52	SJC Fuel Bill	104242251 - Gas, Oil and Grease
Fuel Network	121646	F2210E00939	05/16/2022	05/17/2022	596.41	SJC Fuel Bill	255012.251 - Local General Health
Fuel Network	121646	F2210E00939	05/16/2022	05/17/2022	597.44	SJC Fuel Bill	104166251 - Gas, Oil and Grease
Fuel Network	121646	F2210E00939	05/16/2022	05/17/2022	705.27	SJC Fuel Bill	104111251 - Gas, Oil and Grease
Fuel Network	121646	F2210E00939	05/16/2022	05/17/2022	839.50	SJC Fuel Bill	214412251 - Gas, Oil and Grease
Fuel Network	121646	F2210E00939	05/16/2022	05/17/2022	1,382.75	SJC Fuel Bill	104672251 - Gas, Oil and Grease
Fuel Network	121646	F2210E00939	05/16/2022	05/17/2022	1,468.32	SJC Fuel Bill	264350251 - Gas, Oil and Grease
Fuel Network	121646	F2210E00939	05/16/2022	05/17/2022	11,771.93	SJC Fuel Bill	104210251 - Gas, Oil and Grease
Fuel Network	121646	F2210E00939	05/16/2022	05/17/2022	42,516.14	SJC Fuel Bill	214412251 - Gas, Oil and Grease
					$62,495.37		
					$62,495.37		
Gallegos, Alicia	121702	AG20220524074	05/24/2022	05/25/2022	80.00	Travel Reimbursement	104210230 - Travel Expense
Gallegos, Alicia	121702	AG20220524074	05/24/2022	05/25/2022	80.00	Travel Reimbursement	104210230 - Travel Expense
					$160.00		
					$160.00		
Gallegos, Megan	121703	MG2022205240	05/24/2022	05/25/2022	13.79	Purchase Reimbursement	104173610 - Miscellaneous Supplie
					$13.79		
GHA Technologies Inc	121704	101209193	05/24/2022	05/25/2022	7,955.00	SJC EMA	104255740 - Equipment Purchases
					$7,955.00		
Grand Junction Peterbilt	121647	211706	05/16/2022	05/17/2022	180.14	SJC Road Dept	214412250 - Equipment Operation
Grand Junction Peterbilt	121705	210914	05/24/2022	05/25/2022	225.32	SJC Road Dept	214412250 - Equipment Operation
Grand Junction Peterbilt	121705	212350	05/24/2022	05/25/2022	284.04	SJC Road Dept	214412250 - Equipment Operation
					$509.36		
					$689.50		
Grand Water & Sewer Service Age	121648	GWSSA2022051	05/16/2022	05/17/2022	300.00	SJC ROAD	214414410 - Road Supplies
					$300.00		
Grayeyes, Willie	121649	WG2022051707	05/17/2022	05/17/2022	1,100.07	Travel Reimbursement	104111230 - Travel Expense
					$1,100.07		
Halls, Craig C.	121706	8823	05/24/2022	05/25/2022	372.32	SJC Attorney	104126615 - Contracts
Halls, Craig C.	121706	8847	05/24/2022	05/25/2022	612.00	SJC Attorney	104126615 - Contracts
					$984.32		
					$984.32		

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Hazleton, Lyon W. II	121650	LH20220517074	05/17/2022	05/17/2022	1,087.64	Travel Reimbursement	104122230 - Travel Expense
					$1,087.64		
inContact Inc.	121707	7060022	05/24/2022	05/25/2022	16.74	SJC Economic Devel.	104193280 - Telephone
					$16.74		
Ivins, Brittney	121708	BI202224057648	05/25/2022	05/25/2022	177.40	TRAVEL REIMBURSEMENT	104126230 - Travel Expense
					$177.40		
JB Restoration & Fabrication	121651	3948	05/16/2022	05/17/2022	234.00	SJC Road Dept	214412250 - Equipment Operation
					$234.00		
JCI Billing Services	121709	11723	05/24/2022	05/25/2022	828.00	SJC Ambulance Services	264350310 - Professional and Tech
					$828.00		
Johnston, William	121652	WJ20220516113	05/16/2022	05/17/2022	100.00	Planning & Zoning Meeting	104114620 - Miscellaneous Services
Johnston, William	121652	WJ20220516113	05/16/2022	05/17/2022	103.50	Planning & Zoning Meeting	104114230 - Travel Expense
					$203.50		
					$203.50		
JViation	121710	U96-016-14	05/24/2022	05/25/2022	84,130.86	Cal Black Airport	105430620 - Miscellaneous Service
					$84,130.86		
Kenworth Sales Company	121711	PRICM17306637	05/24/2022	05/25/2022	-135.00	SJC Road	214412250 - Equipment Operation
Kenworth Sales Company	121711	PRIIN5126690	05/24/2022	05/25/2022	2,811.62	SJC Road	214412250 - Equipment Operation
Kenworth Sales Company	121711	PRIIN5162135	05/24/2022	05/25/2022	22.22	SJC Road	214412250 - Equipment Operation
					$2,698.84		
					$2,698.84		
Kilgore Companies LLC	121712	2600401-5	05/24/2022	05/25/2022	1,840.00	SJC ROAD	214414615 - Contracts
Kilgore Companies LLC	121712	U96 AIP NO. 3-4	05/24/2022	05/25/2022	2,068,521.56	CAL BLACK AIRPORT	105430620 - Miscellaneous Service
					$2,070,361.56		
					$2,070,361.56		
Knight, Katie	121713	KK51822	05/24/2022	05/25/2022	218.33	Travel Reimbursement	255111.230 - WIC Administration Tra
					$218.33		
KS Statebank	121714	53216-7-2022	05/24/2022	05/25/2022	13,937.64	SJC Sheriff	104230242 - Software Maintenance
					$13,937.64		
Kunz, Angela	121653	AK51622	05/17/2022	05/17/2022	2,058.42	Travel Reimbursement	255193.230 - Home Visiting - PAT Tr
					$2,058.42		
Lake, Jennifer	121715	JL20220524074	05/24/2022	05/25/2022	20.00	Transport	264350230 - Travel Expense
					$20.00		

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Lane, LaDona	121654	LL202205161130	05/16/2022	05/17/2022	100.00	OVERPAYMENT	103511000 - Justice Court Fines
					$100.00		
Larry H. Miller	121655	2479305	05/16/2022	05/17/2022	209.65	SJC Road Dept	214412250 - Equipment Operation
Larry H. Miller	121655	2488239	05/16/2022	05/17/2022	-209.65	SJC Road Dept	214412250 - Equipment Operation
Larry H. Miller	121655	2490571	05/16/2022	05/17/2022	68.47	SJC Road Dept	214412250 - Equipment Operation
					$68.47		
					$68.47		
Long, Roxy	121716	RL20220524074	05/24/2022	05/25/2022	1,350.00	Nursing Services	104230350 - State Prisoner Expens
					$1,350.00		
Lumen	121717	289311763	05/24/2022	05/25/2022	84.30	5107XQC1S3	104232280 - Telephone
					$84.30		
Main Street Drug and Boutique	121718	181110	05/24/2022	05/25/2022	131.90	San Juan County Jail	104230312 - Medical Expenses
Main Street Drug and Boutique	121718	181365	05/24/2022	05/25/2022	97.46	San Juan County Jail	104230312 - Medical Expenses
					$229.36		
					$229.36		
McDonald, Trey	121656	TM20220516113	05/16/2022	05/17/2022	219.00	Travel Reimbursement	104211230 - Travel Expense
					$219.00		
MCI	121719	MCI2022052015	05/24/2022	05/25/2022	27.20	Cal Black Airport - 435-684-2419	105430280 - Telephone
					$27.20		
Melissa Argyle RD CD	121720	INV0197	05/24/2022	05/25/2022	300.00	Nutrition Consulting	104677615 - Contracts
					$300.00		
MetLife Group Benefits	121721	ML20220524073	05/24/2022	05/25/2022	10,007.46	Dental Customer # 5955986	104965134 - Health Insurance
					$10,007.46		
Mexican Hat Special Serv Dist.	121722	522-24	05/24/2022	05/25/2022	66.93	SJC Fire/Rescue	104225270 - Utilities
					$66.93		
Monticello Mercantile	121657	C237861	05/16/2022	05/17/2022	9.07	SJC Public Safety	104166260 - Buildings and Grounds
Monticello Mercantile	121657	C237958	05/17/2022	05/17/2022	14.54	SJC Ambulance	264350610 - Miscellaneous Supplie
Monticello Mercantile	121657	C237981	05/17/2022	05/17/2022	39.91	SJC Ambulance	264350610 - Miscellaneous Supplie
Monticello Mercantile	121657	C238453	05/16/2022	05/17/2022	17.99	SJC Admin Building	104161260 - Buildings and Grounds
Monticello Mercantile	121657	C238748	05/16/2022	05/17/2022	58.98	SJC Fair	104620260 - Buildings and Grounds
Monticello Mercantile	121657	C239251	05/16/2022	05/17/2022	56.45	SJC Public Safety	104166260 - Buildings and Grounds
Monticello Mercantile	121657	C239282	05/16/2022	05/17/2022	17.99	SJC Admin Building	104161260 - Buildings and Grounds
Monticello Mercantile	121657	C239283	05/16/2022	05/17/2022	23.37	SJC Library	724581920 - Grant Expenses
Monticello Mercantile	121657	C239285	05/17/2022	05/17/2022	53.99	SJC Ambulance	264350610 - Miscellaneous Supplie
Monticello Mercantile	121657	C243339	05/16/2022	05/17/2022	16.39	SJC Road	214412250 - Equipment Operation
Monticello Mercantile	121657	C245339	05/16/2022	05/17/2022	51.96	SJC ITS	104151240 - Office Expense
Monticello Mercantile	121657	C245354	05/16/2022	05/17/2022	39.99	SJC ITS	104166260 - Buildings and Grounds

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Monticello Mercantile	121657	C245370	05/16/2022	05/17/2022	59.53	SJC Ambulance	264350610 - Miscellaneous Supplie
Monticello Mercantile	121657	C245371	05/16/2022	05/17/2022	20.99	SJC Weed Dept	104256250 - Equipment Operation
Monticello Mercantile	121657	C245380	05/16/2022	05/17/2022	19.73	SJC Public Safety	104166260 - Buildings and Grounds
Monticello Mercantile	121657	C245386	05/16/2022	05/17/2022	7.98	SJC Public Safety	104166260 - Buildings and Grounds
Monticello Mercantile	121657	C245499	05/16/2022	05/17/2022	3.99	SJC Public Safety	104166260 - Buildings and Grounds
Monticello Mercantile	121657	C245573	05/17/2022	05/17/2022	12.98	SJC Ambulance	264350610 - Miscellaneous Supplie
Monticello Mercantile	121657	C245696	05/16/2022	05/17/2022	4.49	SJC Public Safety	104166260 - Buildings and Grounds
Monticello Mercantile	121657	C245848	05/16/2022	05/17/2022	1.99	SJC Public Safety	104166260 - Buildings and Grounds
Monticello Mercantile	121657	C245894	05/16/2022	05/17/2022	44.99	SJC Public Safety	104166260 - Buildings and Grounds
					$577.30		
Monticello Mercantile	121723	C245583	05/24/2022	05/25/2022	7.49	SJC Admin Building	104161260 - Buildings and Grounds
Monticello Mercantile	121723	C246641	05/24/2022	05/25/2022	13.99	SJC Admin Building	104161260 - Buildings and Grounds
Monticello Mercantile	121723	C246681	05/24/2022	05/25/2022	17.99	SJC BUILDING INSP	104242610 - Miscellaneous Supplie
					$39.47		
					$616.77		
Morris, Suzette	121658	SM006	05/16/2022	05/17/2022	12.32	Board Travel Reimbursement	255007.230 - Indirect Admin Travel
					$12.32		
Navajo Tribal UtilityAuthority	121659	34001398980	05/16/2022	05/17/2022	37.88	60378368 4000 W HWY 163	214414270 - Utilities
Navajo Tribal UtilityAuthority	121659	34001398981	05/16/2022	05/17/2022	160.96	60378370- 300 N 1200 E TVBOST	104574270 - Utilities
Navajo Tribal UtilityAuthority	121659	34001398982	05/16/2022	05/17/2022	26.10	60378371 Along Hwy 162	104850730 - Improvements Other T
Navajo Tribal UtilityAuthority	121659	34001398983	05/16/2022	05/17/2022	4.81	60378372 Abt HWY 162	104850270 - Utilities
Navajo Tribal UtilityAuthority	121659	34001398984	05/16/2022	05/17/2022	4.44	60378373 - Abt State Road 162	104850270 - Utilities
					$234.19		
Navajo Tribal UtilityAuthority	121724	31001880062	05/24/2022	05/25/2022	109.86	60378369	104574270 - Utilities
Navajo Tribal UtilityAuthority	121724	34001398985	05/24/2022	05/25/2022	35.68	60378374 101 S 100 E	104225270 - Utilities
Navajo Tribal UtilityAuthority	121724	34001398986	05/24/2022	05/25/2022	6.01	60378375 Hwy 162 and Hwy 262	104850730 - Improvements Other T
Navajo Tribal UtilityAuthority	121724	34001398987	05/24/2022	05/25/2022	5.83	60378376 Front Fire Station	104850730 - Improvements Other T
Navajo Tribal UtilityAuthority	121724	36001229114	05/24/2022	05/25/2022	422.00	60271007 - SJC Fire	104225270 - Utilities
Navajo Tribal UtilityAuthority	121724	39000962447	05/24/2022	05/25/2022	141.13	60040657 MZC Fire Station East	104225270 - Utilities
					$720.51		
					$954.70		
Nelson, Melvin	121660	MN20220516113	05/16/2022	05/17/2022	50.00	Planning and Zoning	104144620 - Miscellaneous Service
					$50.00		
New Technology Solutions	121661	4513	05/16/2022	05/17/2022	40.00	SJC Public Health	255007.260 - Indirect Admin Buildin
New Technology Solutions	121661	4521	05/16/2022	05/17/2022	40.00	SJC Public Health	255007.260 - Indirect Admin Buildin
					$80.00		
					$80.00		
Nicholas & Company	121662	7951603	05/16/2022	05/17/2022	1,404.70	SJC Aging	104678328 - Meals - La Sal
Nicholas & Company	121725	7947537	05/24/2022	05/25/2022	2,833.44	SJC Sheriff	104230480 - Kitchen Food
Nicholas & Company	121725	7947541	05/24/2022	05/25/2022	1,731.65	SJC Aging	104678323 - Meals - Monticello

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Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
Nicholas & Company	121725	7947543	05/24/2022	05/25/2022	1,079.77	SJC Aging	104678325 - Meals - Blanding
Nicholas & Company	121725	7951605	05/24/2022	05/25/2022	605.46	SJC Sheriff	104230480 - Kitchen Food
Nicholas & Company	121725	7954837	05/24/2022	05/25/2022	2,438.90	SJC Sheriff	104230480 - Kitchen Food
Nicholas & Company	121725	7954841	05/24/2022	05/25/2022	1,446.93	SJC Aging	104678323 - Meals - Monticello
Nicholas & Company	121725	7954843	05/24/2022	05/25/2022	1,049.59	SJC Aging	104678325 - Meals - Blanding
					$11,185.74		
					$12,590.44		
Nielson, Cody	121663	CN20220516113	05/16/2022	05/17/2022	51.75	Planning & Zoning	104114230 - Travel Expense
Nielson, Cody	121663	CN20220516113	05/16/2022	05/17/2022	100.00	Planning & Zoning	104114620 - Miscellaneous Services
					$151.75		
					$151.75		
ODP Business Solutions LLC	121726	240740709001	05/24/2022	05/25/2022	98.25	SJC Public Health	255040.240 - Preventative Block Gr
ODP Business Solutions LLC	121726	242889804001	05/24/2022	05/25/2022	14.43	SJC Recorder	104144240 - Office Expense
ODP Business Solutions LLC	121726	243434177001	05/24/2022	05/25/2022	141.13	SJC Assessor	104146240 - Office Expense
ODP Business Solutions LLC	121726	243853609001	05/24/2022	05/25/2022	1,125.09	SJC Road Dept	214414240 - Office Expense
ODP Business Solutions LLC	121726	243937483001	05/24/2022	05/25/2022	6.96	SJC Assessor	104146240 - Office Expense
					$1,385.86		
					$1,385.86		
Packard Wholesale Co.	121664	CREDT100528	05/16/2022	05/17/2022	35.94	SJC Library	724168260 - Buildings and Grounds
Packard Wholesale Co.	121664	INV185668	05/16/2022	05/17/2022	129.34	SJC Public Health	255007.260 - Indirect Admin Buildin
Packard Wholesale Co.	121664	INV186016	05/16/2022	05/17/2022	90.18	SJC Aging	104678328 - Meals - La Sal
Packard Wholesale Co.	121664	INV186056	05/16/2022	05/17/2022	239.00	SJC Aging	104678325 - Meals - Blanding
Packard Wholesale Co.	121664	INV186071	05/16/2022	05/17/2022	45.19	SJC Aging	104678329 - Meals - Bluff
Packard Wholesale Co.	121664	INV186073	05/16/2022	05/17/2022	980.10	SJC Aging	104678329 - Meals - Bluff
Packard Wholesale Co.	121664	INV186103	05/16/2022	05/17/2022	30.24	SJC Admin Building	104161260 - Buildings and Grounds
Packard Wholesale Co.	121664	INV186117	05/16/2022	05/17/2022	301.67	SJC Aging	104678323 - Meals - Monticello
					$1,851.66		
Packard Wholesale Co.	121727	CREDT100528-	05/23/2022	05/25/2022	-71.88	SJC Library	724168260 - Buildings and Grounds
Packard Wholesale Co.	121727	FCHRG100529	05/24/2022	05/25/2022	2.32	SJC Aging	104678323 - Meals - Monticello
Packard Wholesale Co.	121727	FCHRG100535	05/24/2022	05/25/2022	6.43	SJC Aging	104678323 - Meals - Monticello
Packard Wholesale Co.	121727	INV181310	05/24/2022	05/25/2022	428.34	SJC Aging	104678323 - Meals - Monticello
Packard Wholesale Co.	121727	INV185579	05/24/2022	05/25/2022	221.24	SJC Sheriff's Office	104230350 - State Prisoner Expens
Packard Wholesale Co.	121727	INV185619	05/24/2022	05/25/2022	123.26	SJC Sheriff's Office	104230350 - State Prisoner Expens
Packard Wholesale Co.	121727	INV185622	05/24/2022	05/25/2022	364.55	SJC Sheriff's Office	104230350 - State Prisoner Expens
Packard Wholesale Co.	121727	INV185623	05/24/2022	05/25/2022	165.00	SJC Sheriff's Office	104230480 - Kitchen Food
Packard Wholesale Co.	121727	INV186052	05/24/2022	05/25/2022	92.00	SJC Public Health	255007.260 - Indirect Admin Buildin
Packard Wholesale Co.	121727	INV186062	05/24/2022	05/25/2022	274.98	SJC Sheriff's Office	104230350 - State Prisoner Expens
Packard Wholesale Co.	121727	INV186076	05/24/2022	05/25/2022	76.50	SJC Sheriff's Office	104230350 - State Prisoner Expens
Packard Wholesale Co.	121727	INV186548	05/24/2022	05/25/2022	877.88	SJC Aging	104678323 - Meals - Monticello
					$2,560.62		
					$4,412.28		
Page Steel	121665	109999	05/16/2022	05/17/2022	549.21	SJC Road	214412250 - Equipment Operation
					$549.21		

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Palmer, Payton	121728	PP20220524074	05/24/2022	05/25/2022	80.00	TRAVEL REIMB	104210230 - Travel Expense
					$80.00		
Perkins, Nicole	121729	NP20222405564	05/25/2022	05/25/2022	71.36	Travel Reimbursement	724581230 - Travel Expense
					$71.36		
Personnel Evaluation Inc	121730	44086	05/24/2022	05/25/2022	40.00	SJC Sheriff	104230310 - Professional and Tech
					$40.00		
Peters Scofield	121731	4TH QUARTER	05/24/2022	05/25/2022	5,403.13	San Juan County Clerk	104146310 - Professional and Tech
					$5,403.13		
Petty Cash - Monticello Library	121666	PC20220516113	05/16/2022	05/17/2022	15.50	PETTY CASH	724581240 - Office Expense
					$15.50		
Petty Cash- Public Health	121667	EVPH05092022	05/16/2022	05/17/2022	132.21	PETTY CASH	255013.241 - Vital Statistics Postag
					$132.21		
Pitney Bowes	121732	1020627499	05/24/2022	05/25/2022	80.74	SJC SHERIFF	104230250 - Equipment Operation
Pitney Bowes	121732	PP20220524074	05/24/2022	05/25/2022	849.33	SJC SHERIFF	104230241 - Postage
					$930.07		
					$930.07		
PurFoods, LLC dba Moms Meals	121668	MM01312022	05/16/2022	05/17/2022	4,225.30	SJC AGING	104678325 - Meals - Blanding
					$4,225.30		
Quill Corporation	121733	24990980	05/24/2022	05/25/2022	277.96	SJC Aging	104671240 - Office Expense
Quill Corporation	121733	25053987	05/24/2022	05/25/2022	902.47	SJC Treasurer	104143240 - Office Expense
Quill Corporation	121733	25058504	05/24/2022	05/25/2022	16.98	SJC Treasurer	104143240 - Office Expense
					$1,197.41		
					$1,197.41		
Rahm Transport LLC	121669	0486	05/16/2022	05/17/2022	15,738.71	SJC Road Dept	214414410 - Road Supplies
Rahm Transport LLC	121734	0488	05/24/2022	05/25/2022	20,071.91	SJC Road Dept	214414410 - Road Supplies
					$35,810.62		
Rasmussen Equipment Comp.	121735	10145213	05/24/2022	05/25/2022	117.20	SJC Road Dept	214412250 - Equipment Operation
					$117.20		
Redd's Ace Hardware	121670	855395	05/16/2022	05/17/2022	15.86	SJC Public Health	255740.241 - State LHD Eviron Post
Redd's Ace Hardware	121670	855975	05/16/2022	05/17/2022	8.37	SJC Road	214412250 - Equipment Operation
Redd's Ace Hardware	121670	856341	05/16/2022	05/17/2022	51.98	SJC Road	104161260 - Buildings and Grounds
					$76.21		
Redd's Ace Hardware	121736	856277	05/24/2022	05/25/2022	14.38	SJC Weed Dept	104256250 - Equipment Operation
Redd's Ace Hardware	121736	856353	05/24/2022	05/25/2022	45.97	SJC Road	214414260 - Buildings and Grounds
Redd's Ace Hardware	121736	856664	05/24/2022	05/25/2022	19.99	SJC Aging	104676610 - Miscellaneous Supplie
					$80.34		
					$156.55		

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Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
RegenceBlueCross BlueShield UT	EFT	221370000679	05/17/2022	05/17/2022	43,652.82	Claims Expense	104965134 - Health Insurance
RegenceBlueCross BlueShield UT	EFT	221440000809	05/24/2022	05/24/2022	40,183.80	Claims Expense	104965134 - Health Insurance
					$83,836.62		
					$83,836.62		
Rocky Mountain Power	121671	RMP2022051611	05/16/2022	05/17/2022	126.02	59288636-0037 Mexican Hat TV	104574270 - Utilities
Rocky Mountain Power	121737	RMP202205201	05/24/2022	05/25/2022	73.61	59288636-0086 Mex Hat Fire Station	104225270 - Utilities
Rocky Mountain Power	121737	RMP202205201	05/24/2022	05/25/2022	78.35	73241784-0038	104225270 - Utilities
Rocky Mountain Power	121737	RMP202205201	05/24/2022	05/25/2022	61.69	59288636-0045 Fire House/	104225270 - Utilities
					$213.65		
					$339.67		
Rush Truck Centers of Utah Inc	121672	3027071573	05/16/2022	05/17/2022	226.47	SJC Road Dept	214412250 - Equipment Operation
					$226.47		
San Juan Hospital	121738	8408208	05/24/2022	05/25/2022	1,253.77	SJC Sheriff Dept	104230312 - Medical Expenses
San Juan Hospital	121738	8545212	05/24/2022	05/25/2022	75.84	SJC Sheriff Dept	104230312 - Medical Expenses
San Juan Hospital	121738	8545221	05/24/2022	05/25/2022	391.62	SJC Sheriff Dept	104230312 - Medical Expenses
					$1,721.23		
					$1,721.23		
San Juan Record	121739	161169	05/24/2022	05/25/2022	171.50	SJC Admin	104111220 - Public Notices
					$171.50		
Schafer, Trent	121673	TS20220516113	05/16/2022	05/17/2022	100.00	Planning & Zoning Meeting	104114620 - Miscellaneous Services
					$100.00		
Shed, Sue	121740	SS20220520150	05/24/2022	05/25/2022	90.40	MEDICAL TRANSPORTATION	104672615 - Contracts
					$90.40		
SJC Inmate Account	121741	1013_001	05/24/2022	05/25/2022	2,265.63	Trustee Payroll	104230352 - Inmate Humanitarian E
					$2,265.63		
Sorenson Advertising, dba Relic A	121742	207175	05/24/2022	05/25/2022	22,858.32	SJC Economic Dev	104193490 - Advertising and Promot
Sorenson Advertising, dba Relic A	121742	207259	05/24/2022	05/25/2022	60.00	SJC Economic Dev	104192490 - Advertising and Promot
					$22,918.32		
					$22,918.32		
Southeastern Utah District	121674	SE5102022	05/16/2022	05/17/2022	75.00	SJC Public Health 40700	255620.310 - DEQ Water Quality Pr
					$75.00		
Sunada, Grant	121743	GS51722	05/25/2022	05/25/2022	736.48	Travel Reimbursement	255022.230 - Epidemiology Travel e
					$736.48		
Suttlemyre, Gary	121675	GS007	05/16/2022	05/17/2022	24.64	Board Travel Reimbursement	255007.230 - Indirect Admin Travel
					$24.64		

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SWANA Beehive Chapter	121676	13713666	05/16/2022	05/17/2022	899.00	SJC Landfill	574424330 - Employee Education
					$899.00		
The Advertiser	121744	A202204046	05/24/2022	05/25/2022	247.50	SJC Ec Dev	104192490 - Advertising and Promot
					$247.50		
Three-B Repair	121745	SJCC05192022	05/24/2022	05/25/2022	1,100.00	SJC ADMIN	104574615 - Contracts
Three-B Repair	121745	SJCC05202022	05/24/2022	05/25/2022	108.20	SJC ADMIN	104574251 - Gas, Oil and Grease
Three-B Repair	121745	SJCC05202022	05/24/2022	05/25/2022	900.00	SJC ADMIN	104574250 - Equipment Operation
					$2,108.20		
					$2,108.20		
Tiefenbach North America LLC	121677	433432	05/16/2022	05/17/2022	17.96	SJC Road Dept	214412250 - Equipment Operation
Tiefenbach North America LLC	121677	433433	05/16/2022	05/17/2022	140.61	SJC Road Dept	214412250 - Equipment Operation
					$158.57		
					$158.57		
U.S. Bank Equipment Finance	121746	472399807	05/24/2022	05/25/2022	411.10	1080852	104150240 - Office Expense
					$411.10		
USU	121747	A35629-22-03-	05/24/2022	05/25/2022	54.06	A35629-584500	104610240 - Office Expense
USU	121747	A35629-22-03-	05/24/2022	05/25/2022	90.00	A35629-584500	104610210 - Subscriptions and Me
USU	121747	A35629-22-03-	05/24/2022	05/25/2022	275.40	A35629-584500	104610610 - Miscellaneous Supplie
USU	121747	A35629-22-03-	05/24/2022	05/25/2022	561.87	A35629-584500	104610230 - Travel Expense
USU	121747	A35629-22-03-	05/24/2022	05/25/2022	2,724.42	A35629-584500	104610620 - Miscellaneous Service
					$3,705.75		
					$3,705.75		
Utah Communications Authority	121748	INV-2152	05/24/2022	05/25/2022	2,310.00	SJC Sheriff	104232310 - Professional and Tech
					$2,310.00		
Utah State Treasurer	121749	UST2022052407	05/24/2022	05/25/2022	479.48	DECEMBER SHORT PMT	103511000 - Justice Court Fines
Utah State Treasurer	121749	UST2022052407	05/24/2022	05/25/2022	70.00	Childrens Defense Fund	103222000 - Marriage Licenses
Utah State Treasurer	121749	UST2022052407	05/24/2022	05/25/2022	19,068.88	Childrens Defense Fund	103511000 - Justice Court Fines
					$19,618.36		
					$19,618.36		
Utah Telehealth Network	121678	36220	05/16/2022	05/17/2022	481.00	San Juan Public Health	255007.280 - Indirect Admin Teleph
					$481.00		
Verizon Wireless	121679	9904090199	05/16/2022	05/17/2022	266.01	265507612-00003	104151280 - Telephone
Verizon Wireless	121679	9904100417	05/16/2022	05/17/2022	265.95	365507784-00001	104574280 - Telephone
					$531.96		
Verizon Wireless	121750	9905471156	05/24/2022	05/25/2022	25.11	742063425-00001 - Public Health	104146280 - Telephone
Verizon Wireless	121750	9905471156	05/24/2022	05/25/2022	52.95	742063425-00001 - Public Health	255008.280 - Indirect Nursing Telep
Verizon Wireless	121750	9905471156	05/24/2022	05/25/2022	52.95	742063425-00001 - Public Health	255010.280 - Indirect Health Insp Te

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Verizon Wireless	121750	9905471156	05/24/2022	05/25/2022	52.95	742063425-00001 - Public Health	255193.280 - Home Visiting - PAT T
Verizon Wireless	121750	9905471156	05/24/2022	05/25/2022	52.95	742063425-00001 - Public Health	255281.280 - EED - Epidemiology T
Verizon Wireless	121750	9905471156	05/24/2022	05/25/2022	57.10	742063425-00001 - Public Health	255310.280 - PHEP Preparedness T
Verizon Wireless	121750	9905900131	05/24/2022	05/25/2022	294.48	365552000-00001	104672280 - Telephone
Verizon Wireless	121750	9906460481	05/24/2022	05/25/2022	76.30	565508016-00001	104161280 - Telephone
					$664.79		
					$1,196.75		
Waste Management of Colorado	121680	0393734-4889-1	05/16/2022	05/17/2022	153.40	19-36095-03000 SJC Public Health	255007.270 - Indirect Admin Utilities
					$153.40		
Wheeler Machinery Company	121681	PS001315536	05/16/2022	05/17/2022	281.87	SJC Road Dept	214412250 - Equipment Operation
Wheeler Machinery Company	121681	PS001320774	05/16/2022	05/17/2022	143.80	SJC Road Dept	214412250 - Equipment Operation
					$425.67		
Wheeler Machinery Company	121751	EM10639	05/24/2022	05/25/2022	2,990.00	SJC Road Dept	214414210 - Subscriptions and Me
Wheeler Machinery Company	121751	PC000125981	05/24/2022	05/25/2022	-13.75	SJC Road Dept	214412250 - Equipment Operation
Wheeler Machinery Company	121751	PS001320773	05/24/2022	05/25/2022	13.75	SJC Road Dept	214412250 - Equipment Operation
Wheeler Machinery Company	121751	RS0000209062	05/24/2022	05/25/2022	20,000.00	SJC Road Dept	214414255 - Equipment Rental
					$22,990.00		
					$23,415.67		
Wilbur-Ellis Company	121752	14912991	05/24/2022	05/25/2022	24,110.50	SJC Weed Dept	104256480 - Special Department Su
					$24,110.50		
Wilson, Lloyd	121682	LW20220516113	05/16/2022	05/17/2022	100.00	Planning & Zoning Meeting	104114620 - Miscellaneous Services
Wilson, Lloyd	121682	LW20220516113	05/16/2022	05/17/2022	115.00	Planning & Zoning Meeting	104114230 - Travel Expense
					$215.00		
					$215.00		
Young, Lois	121683	LY004	05/16/2022	05/17/2022	29.12	Board Travel Reimbursement	255007.230 - Indirect Admin Travel
					$29.12		
Zwahlen, Phillip Joseph	121753	PJZ2022052407	05/24/2022	05/25/2022	530.00	ROB	103511000 - Justice Court Fines
					$530.00		
					$2,945,368.13		

COMMISSION STAFF REPORT

MEETING DATE: June 7, 2022

SUBMITTED BY: Tammy Gallegos, Aging Director

TITLE: Zions Way RN Contract

RECOMMENDATION: Approval

SUMMARY

We contract with Zions Way to provide RN-Care plan services for our Aging Waiver program. This is a renewal of the contract for RN services for the Aging Waiver program.

HISTORY/PAST ACTION

Renewal of Contract

FISCAL IMPACT

This is paid for by the Aging program budget which comes from State, and Federal funding.

San Juan County
Independent Contractor Agreement

ARTICLE 1: PARTIES AND TERM OF CONTRACT

1.01. This Agreement is entered into by and between the San Juan County (hereinafter "County") and Red Rock Healthcare. Inc. DBA Zion's Way Home Health & Hospice (hereinafter "Contractor"). This agreement will become effective on July 1. 2022 and will continue in effect until June 30, 2023.

ARTICLE 2: SERVICES TO BE PERFORMED BY CONTRACTOR

2.01. Contractor agrees to perform duties related to the San Juan County Aging Waiver Program by providing care plans and assessments assigned to them by the San Juan County Case Manager(s).

2.02. Contractor enters into this Agreement, and will remain throughout the term of this agreement as an independent contractor. Contractor is responsible for providing, at Contractor's expense, any insurance necessary or required for Contractor to perform the services under this contract including but not limited to general liability, automobile, disability, unemployment, and worker's compensation.

2.03. Contractor is responsible for paying when due all income taxes, including estimated taxes, incurred as a result of the compensation paid by County to Contractor for services under this Agreement. Contractor agrees to indemnify County for any claims, costs, losses, fees, penalties, interest, or damages suffered by Contractor resulting from Contractor's failure to comply with this provision.

2.04 Contractor may not subcontract any services to be provided under this Agreement without the express consent of the San Juan County Case Manager.

2.05 Contractor agrees that it will provide information for, submit to, and authorizes the County to conduct a background check prior to providing service under this Agreement. County may at its sole discretion, terminate this Agreement based on the results of the background check.

ARTICLE 3: COMPENSATION

3.01 As compensation for the services rendered by the Contractor under this Agreement, the County shall pay Contractor the rate of $350.00 for every assessment/reassessment and care plan for in home clients in San Juan County with the exception of clients that live at Navajo Mountain the rate then will be $400 per assessment/reassessment and care plan. For every 15 minute increment that does not deal

with an assessment but with care plan follow up there will be a rate of 5.21 per 15 minute for a total of $20.84 an hour.

3.02 Contractor shall not be required to devote full time attention and energy to the performance of Contractor's services pursuant to this Agreement, and this Agreement does not restrict the Contractor from providing similar or other services to the County or others during the term of this Agreement.

3.03 Contractor shall submit to the County, by the 10th day of the month following the month in which services were provided, an itemized bill for services rendered. All billing for the previous year needs to be turned in by January 20th of the new year for payment.

ARTICLE 4: BUSINESS EXPENSES

4.01 It is recognized and agreed that in connection with the services to be performed for the County, Contractor may be obligated to expend money for travel or other business expenses. Contractor shall be solely liable and responsible for payment of same, and shall indemnify and hold the County harmless from claims made by any entity for payment for such expenses incurred.

ARTICLE 5: GENERAL PROVISIONS

5.01 Entire Agreement. This Agreement supersedes any and all agreements, either oral or in writing, between the parties hereto with respect to the hiring of Contractor by the County, and contains all the covenants and agreements between the parties with respect to that hiring in any manner whatsoever. Each party to this Agreement acknowledges that no representation, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding on either party, except that any other written agreement signed by both parties and dated concurrent with or after this Agreement shall be valid as between the signing parties thereto.

5.02 Modifications. Any modification to this Agreement will be effective only if it is in writing and signed by both parties.

5.03 Severability Clause. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

5.04 Indemnity Clause. Contractor agrees to indemnify, hold harmless, and release San Juan County, and all its agents and volunteers from and against any and all

loss, damage, injury, liability, suits and proceedings arising out of the performance of this Agreement by the Contractor.

5.05 Governing Law. This Agreement shall be governed by the laws of the State of Utah.

This Agreement is executed in the City of Monticello, County of San Juan State of Utah on

_____



Cortney Mathews, Executive Director
Zion's Way Home Health & Hospice

COMMISSION STAFF REPORT

MEETING DATE: June 7, 2022

SUBMITTED BY: Tammy Gallegos, Aging Director

TITLE: Zions Way Alternatives Contract

RECOMMENDATION: Approval

SUMMARY

We contract every year with several home health agencies to provide in home care for our home and community based programs. This is a renewal of the contract for in home care for the Alternatives program.

HISTORY/PAST ACTION

Renewal of Contract

FISCAL IMPACT

This is paid for by the Aging program budget which comes from State, Federal and County funding.

CONTRACT TO PURCHASE CASE MANAGEMENT
AND HOME HEALTH SERVICES
(Home and Community Based Alternatives program - HCBA)

CONTRACT PRINCIPLES: San Juan County, San Juan County Courthouse, P.O. Box 9, Monticello, Utah 84535, hereinafter referred to as COUNTY, and Zions Way, hereinafter referred to as CONTRACTOR.

II. CONTRACT PERIOD: July 1, 2022 thru June 30, 2023. This contract may be canceled by either party upon 30 days written notice.

III. METHOD OF CONTRACTOR PAYMENT: The CONTRACTOR shall be reimbursed by the COUNTY, rates specified in Attachment A, for services provided in accordance with the terms and conditions of the contract. The CONTRACTOR shall submit to the COUNTY, by the 10th day of the month following the month in which services were provided, an itemized bill for services rendered. All billing for the previous year needs to be turned in by January 20th of the new year for payment; any invoices turned in from the past year after this time will not be processed for payment.

IV. PURPOSE OF CONTRACT: To provide to eligible residents of San Juan County who are at high risk of nursing home admission, skilled nursing, home health aide, personal care aide and homemaker services.

V. ATTACHMENTS:

A. Prices
B. CONTRACTOR'S Responsibilities
C. COUNTY'S Responsibilities
D. Budget Attachment

VI. POLICY(s):

Any changes made to the policies concerning this contract will take effect no later than 90 days after adoption of the policy, or sooner upon agreement by both parties.

SIGNATURES:

In witness whereof, the parties sign and cause this contract to be executed:

CONTRACTOR: 
Administrator, Zions Way

Date 5/10/2022

COUNTY:_____
Chairman, San Juan County Commission

Date_____

COUNTY:_____
Tammy Gallegos, Director, Area Agency on Aging

Date_____

ATTACHMENT A

COST OF SERVICE	Unit	Fee
Skilled Nursing Service	1 visit	$80.00
Home Health/Personal Care Aide	1 hour	$40.00
Homemaker	1 hour	$40.00
Travel	Per mile	$0.54
	1/4 hour	$10.00

ATTACHMENT B

CONTRACTOR

RESPONSIBILITIES The

CONTRACTOR agrees to:

Comply with the Home and Community Based Alternatives (HCBA) Standards and Procedures (UCA R510-400) and Title 3-B of the Older Americans Act, and SSBG with greatest concern for rural elderly, those with greatest economic and social need, particularly low-income minority, and those with severe disabilities with the objective of informing such persons of the availability of services.

II. Provide the following services:
- A. Skilled Nursing
- B. Home Health Aide
- C. Personal Care Aide
- D. Homemaker
- E. Other services as deemed appropriate and necessary

III. Recruit, hire, train and supervise qualified staff.

IV. Title to all work, records of work, documents, and equipment purchased with HCBA funds are property of the COUNTY thru the duration of this contract.

V. Keep financial records and records of client progress in strictest confidence and provide access only to county, state or federal officials regarding these records. In addition, financial records indicating the collection of fees shall be maintained as required by county, state and/or federal regulations. Records will be released according to CONTRACTOR's policies and procedures.

VI. Keep on file, fiscal and other records necessary for reporting and accountability required by the COUNTY and shall retain such records for at least five (5) years after last payment has been made on this contract, or until all audits initiated prior to five (5) years after contract termination have been completed. All patient records and documents are property of the COUNTY in relation to this contract.

VII. Hold harmless, defend, and indemnify the COUNTY for all claims made against the COUNTY as a result of the acts or omissions of any employee or person retained by the CONTRACTOR, or, arising out of work performed by the CONTRACTOR under authority of this agreement.

IX. VIII. Allow for site visits by county, state, or federal officials for the purpose of monitoring services and/or resolving consumer complaints of this agreement.

X. Meet all applicable licensing or other standards required by Federal or State laws or regulations and ordinances of the City and County in which the services and/or care is provided and continue to comply with such licensing for duration of the contract period.

XI. Shall maintain general liability insurance coverage in the amount of $100,000 and automobile insurance coverage with a combined single limit, or the equivalent of not less than $300,000.

XII. Bring to the attention of the COUNTY the protective service needs of persons served.

XIII. Submit to the COUNTY, by the 10th day of the month following the month in which services were provided, an itemized bill for services rendered.

XIV. Attend training provided by the State Division of Aging and Adult Services.

ATTACHMENT C

COUNTY

RESPONSIBILITIES The

COUNTY agrees to:

I. Conduct eligibility and assessment activities for current and potential HCBA program clients as provided in State Policy.
II. Provide referrals to CONTRACTOR.

III. Maintain fiscal audit trail tied to the individual client.

IV. Assist applicants or recipients in following procedures for a Fair Hearing regarding delivery of services.
V. Make and document periodic monitor reviews of contract provisions.

VI. Provide program development.

VII. Conduct on-going program evaluation with a written annual report.

VIII. Provide technical assistance and training on requests.

IX. Authorize individual waivers to approve services for clients with extenuating circumstances.

X. Maintain inventory of all equipment purchased thru HCBA program. All equipment purchased thru this contract will be the property of the COUNTY. Arrange for clients to access the equipment needed on case by case basis.

COMMISSION STAFF REPORT

MEETING DATE: June 7, 2022

SUBMITTED BY: Tammy Gallegos, Aging Director

TITLE: Zions Way Caregiver Contract

RECOMMENDATION: Approval

SUMMARY

We contract every year with several home health agencies to provide in home care for our home and community based programs. This is a renewal of the contract for in home care for the Caregiver program.

HISTORY/PAST ACTION

Renewal of Contract

FISCAL IMPACT

This is paid for by the Aging program budget which comes from State, Federal and County funding.

CAREGIVER RESPITE CARE CONTRACT

CONTRACT PRINCIPLES: San Juan County, San Juan County Courthouse, P.O. Box 9, Monticello, Utah 84535, hereinafter referred to as COUNTY, and Zions Way hereinafter referred to as CONTRACTOR

II. CONTRACT PERIOD: July 1, 2022 thru June 31, 2023. This contract may be canceled by either party upon 30 days written notice.

III. METHOD OF CONTRACTOR PAYMENT: The CONTRACTOR shall be reimbursed by the COUNTY, rates specified in Attachment A, for services provided in accordance with the terms and conditions of the contract. The CONTRACTOR shall submit to the COUNTY, by the 10th day of the month following the month in which services were provided, an itemized bill for services rendered. All billing for the previous year needs to be turned in by January 20th of the new year for payment; any invoices turned in from the past year after this time will not be processed for payment.

IV. PURPOSE OF CONTRACT: To provide eligible residents of San Juan County intermittent and/or time limited relief to Caregivers of adults who are suffering chronic long term illnesses or conditions where the level of such caregiving responsibilities creates extreme stress and other sources of informal relief are not sufficient.

V. ATTACHMENTS

A. Cost of Service
B. CONTRACTOR'S responsibilities
C. COUNTY'S responsibilities
D. Budget

VI. POLICY(s):

Any changes made to the policies concerning this contract will take effect no later than 90 days after adoption of the policy, or sooner upon agreement by both parties.

SIGNATURES:

In witness whereof, the parties sign and cause this contract to be executed:

CONTRACTOR: 
Administrator, Zions Way

Date 5/10/2022

COUNTY:_____
Chairman, San Juan County Commission

Date_____

COUNTY:_____
Tammy Gallegos, Director, Area Agency on Aging

Date_____

ATTACHMENT A

COST OF SERVICE	Unit	Fee
Respite service	1 hour	$40.00
Travel		
Mileage	1 mile	$0.54
Staff	1/4 hour	$10.00

ATTACHMENT B

CONTRACTOR RESPONSIBILITIES

The CONTRACTOR agrees to:

Comply with the Caregiver Respite Care Policy (UCA R510-401), with greatest concern for rural elderly, those with greatest economic and social need, particularly low-income minority, and those with severe disabilities with the objective of informing such persons of the availability of services.

II. Provide caregiver respite service along with information and assistance.

III. Recruit, hire, train and supervise qualified staff to provide caregiver respite services.

IV. Title to all work, records of work, and documents become property of the COUNTY upon termination of the contract.

V Keep financial records and records of client progress in strictest confidence and provide access only to county, state or federal officials regarding these records. In addition, financial records indicating the collection of fees shall be maintained as required by county, state and/or federal regulations. Records will be released according to CONTRACTOR's policies and procedures.

VI. Keep on file, fiscal and other records necessary for reporting and accountability required by the COUNTY and shall retain such records for at least four (4) years after last payment has been made on this contract, or until all audits initiated prior to three (3) years after contract termination have been completed.

VII. Hold harmless, defend, and indemnify the COUNTY for all claims made against the COUNTY as a result of the acts or omissions of any employee or person retained by the CONTRACTOR, or, arising out of work performed by the CONTRACTOR under authority of this agreement.

VIII. Allow for site visits by county, state, or federal officials for the purpose of monitoring services and/or resolving consumer complaints of this agreement.

IX. Meet all applicable licensing or other standards required by Federal or State laws or regulations and ordinances of the City and County in which the services and/or care is provided and continue to comply with such licensing for duration of the contract period.

X. Shall maintain general liability insurance coverage in the amount of $100,000 and automobile insurance coverage with a combined single limit, or the equivalent of not less than $300,000.

XI. Bring to the attention of the COUNTY the protective service needs of persons served.

XII. Submit to the COUNTY, by the 10th day of the month following the month in which services were provided, an itemized bill for services rendered.

XIII. Accept that all caregiver and patient files through this contract shall be COUNTY property:

XIV. Attend training provided by the State Division of Aging and Adult Services.

ATTACHMENT C

COUNTY RESPONSIBILITIES

The COUNTY agrees to:

Conduct eligibility and assessment activities for current and potential caregiver respite program clients as provided in State Policy

II. Provide referrals to CONTRACTOR

III. Maintain fiscal audit trail tied to the individual client.

IV. Maintain inventory of equipment purchases and provide equipment storage if necessary.

V Assist applicants or recipients in following procedures for a Fair Hearing regarding delivery of services.

VI. Make and document periodic monitor reviews of contract provisions.

VII. Provide program development.

VIII. Conduct on-going program evaluation with a written annual report.

IX. Provide technical assistance and training on requests.

SAN JUAN COUNTY

COMMISSION STAFF REPORT

MEETING DATE: June 7, 2022

SUBMITTED BY: Tammy Gallegos, Aging Director

TITLE: Rocky Mountain Home Health RN Contract

RECOMMENDATION: Approval

SUMMARY

We contract with Rocky Mountain home health to provide RN-Care plan services for our Aging Waiver program. This is a renewal of the contract for RN services for the Aging Waiver program.

HISTORY/PAST ACTION

Renewal of Contract

FISCAL IMPACT

This is paid for by the Aging program budget which comes from State, and Federal funding.

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San Juan County
Independent Contractor Agreement

ARTICLE 1: PARTIES AND TERM OF CONTRACT

CONTRACT PRINCIPLES: San Juan County, San Juan County Courthouse, P.O. Box 9, Monticello, Utah 84535, hereinafter referred to as COUNTY, and BCBU Inc, dba Rocky Mountain Home Care, 598 W 900 S, Suite 220, Woods Cross, UT 84010, hereinafter referred to as CONTRACTOR.

CONTRACT PERIOD: July 1, 2022 thru June 30, 2023. This contract may be canceled by either party upon 30 days written notice.

ARTICLE 2: SERVICES TO BE PERFORMED BY CONTRACTOR

2.01. Contractor agrees to perform duties related to the San Juan County Aging Waiver Program by providing care plans and assessments assigned to them by the San Juan County Case Manager(s).

2.02. Contractor enters into this Agreement, and will remain throughout the term of this agreement as an independent contractor. Contractor is responsible for providing, at Contractor's expense, any insurance necessary or required for Contractor to perform the services under this contract including but not limited to general liability, automobile, disability, unemployment, and worker's compensation.

2.03. Contractor is responsible for paying when due all income taxes, including estimated taxes, incurred as a result of the compensation paid by County to Contractor for services under this Agreement. Contractor agrees to indemnify County for any claims, costs, losses, fees, penalties, interest, or damages suffered by Contractor resulting from Contractor's failure to comply with this provision.

2.04 Contractor may not subcontract any services to be provided under this Agreement without the express consent of the San Juan County Case Manager.

2.05 Contractor agrees that it will provide information for, submit to, and authorizes the County to conduct a background check prior to providing service under this Agreement. County may at its sole discretion, terminate this Agreement based on the results of the background check.

ARTICLE 3: COMPENSATION

3.01 As compensation for the services rendered by the Contractor under this Agreement, the County shall pay Contractor the rate of $350.00 for every assessment/reassessment and care plan for in home clients in San Juan County with the

DocuSign Envelope ID: 19215F23-F165-4008-8127-14FD6FBD9EFE

exception of clients that live at Navajo Mountain the rate then will be $400 per assessment/reassessment and care plan. For every 15 minute increment that does not deal with an assessment but with care plan follow up there will be a rate of 5.21 per 15 minute for a total of $20.84 an hour.

3.02 Contractor shall not be required to devote full time attention and energy to the performance of Contractor's services pursuant to this Agreement, and this Agreement does not restrict the Contractor from providing similar or other services to the County or others during the term of this Agreement.

3.03 Contractor shall submit to the County, by the 10th day of the month following the month in which services were provided, an itemized bill for services rendered. All billing for the previous year needs to be turned in by January 20th of the new year for payment.

ARTICLE 4: BUSINESS EXPENSES

4.01 It is recognized and agreed that in connection with the services to be performed for the County, Contractor may be obligated to expend money for travel or other business expenses. Contractor shall be solely liable and responsible for payment of same, and shall indemnify and hold the County harmless from claims made by any entity for payment for such expenses incurred.

ARTICLE 5: GENERAL PROVISIONS

5.01 Entire Agreement. This Agreement supersedes any and all agreements, either oral or in writing, between the parties hereto with respect to the hiring of Contractor by the County, and contains all the covenants and agreements between the parties with respect to that hiring in any manner whatsoever. Each party to this Agreement acknowledges that no representation, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding on either party, except that any other written agreement signed by both parties and dated concurrent with or after this Agreement shall be valid as between the signing parties thereto.

5.02 Modifications. Any modification to this Agreement will be effective only if it is in writing and signed by both parties.

5.03 Severability Clause. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

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5.04 Indemnity Clause. Contractor agrees to indemnify, hold harmless, and release San Juan County, and all its agents and volunteers from and against any and all loss, damage, injury, liability, suits and proceedings arising out of the performance of this Agreement by the Contractor.

5.05 Governing Law. This Agreement shall be governed by the laws of the State of Utah.

This Agreement is executed in the City of Monticello, County of San Juan State of Utah on this Date_____.

_____
County Administrator
San Juan County

DocuSigned by:
Sheena Christensen
6B0B44A031C64DA...
Contractor

COMMISSION STAFF REPORT

MEETING DATE: June 7, 2022

SUBMITTED BY: Tammy Gallegos, Aging Director

TITLE: Rocky Mountain Home Health Alternatives Contract

RECOMMENDATION: Approval

SUMMARY

We contract every year with several home health agencies to provide in home care for our home and community based programs. This is a renewal of the contract for in home care for the Alternatives program.

HISTORY/PAST ACTION

Renewal of Contract

FISCAL IMPACT

This is paid for by the Aging program budget which comes from State, Federal and County funding.

DocuSign Envelope ID: 19215F23-F165-4008-8127-14FD6FBD9EFE

CONTRACT TO PURCHASE CASE MANAGEMENT
AND HOME HEALTH SERVICES
(Home and Community Based Alternatives program - HCBA)

CONTRACT PRINCIPLES: San Juan County, San Juan County Courthouse, P.O. Box 9, Monticello, Utah 84535, hereinafter referred to as COUNTY, and BCBU Inc, dba Rocky Mountain Home Care, 598 W 900 S, Suite 220, Woods Cross, UT 84010, hereinafter referred to as CONTRACTOR.

II. CONTRACT PERIOD: July 1, 2022 thru June 30, 2023. This contract may be canceled by either party upon 30 days written notice.

III. METHOD OF CONTRACTOR PAYMENT: The CONTRACTOR shall be reimbursed by the COUNTY, rates specified in Attachment A, for services provided in accordance with the terms and conditions of the contract. The CONTRACTOR shall submit to the COUNTY, by the 10th day of the month following the month in which services were provided, an itemized bill for services rendered.

IV. PURPOSE OF CONTRACT: To provide to eligible residents of San Juan County who are at high risk of nursing home admission, skilled nursing, home health aide, personal care aide and homemaker services.

V. ATTACHMENTS:

A. Prices
B. CONTRACTOR'S Responsibilities
C. COUNTY'S Responsibilities
D. Budget Attachment

VI. POLICY(s):

Any changes made to the policies concerning this contract will take effect no later than 90 days after adoption of the policy, or sooner upon agreement by both parties.

DocuSign Envelope ID: 19215F23-F165-4008-8127-14FD6FBD9EFE

SIGNATURES:

In witness whereof, the parties sign and cause this contract to be executed:

CONTRACTOR: DocuSigned by: Sheena Christensen 6B0B44A031C64DA...
Sheena Christensen**,** Administrator, Rocky Mountain Home Care

Date 5/16/2022

COUNTY:_____
Chairman, San Juan County Commission

Date_____

COUNTY:_____
Tammy Gallegos, Director, Area Agency on Aging

Date_____

DocuSign Envelope ID: 19215F23-F165-4008-8127-14FD6FBD9EFE

ATTACHMENT A

COST OF SERVICE	Unit	Fee
Skilled Nursing Service	1 visit	$ 64.89
Home Health/Personal Care Aide	1 hour	$ 59.75
Homemaker	1 hour	$59.75
Travel	Per mile 1/4 hour	$13.40

DocuSign Envelope ID: 19215F23-F165-4008-8127-14FD6FBD9EFE

ATTACHMENT B

CONTRACTOR

RESPONSIBILITIES The

CONTRACTOR agrees to:

Comply with the Home and Community Based Alternatives (HCBA) Standards and Procedures (UCA R510-400) and Title 3-B of the Older Americans Act, and SSBG with greatest concern for rural elderly, those with greatest economic and social need, particularly low-income minority, and those with severe disabilities with the objective of informing such persons of the availability of services.

II. Provide the following services:
- A. Skilled Nursing
- B. Home Health Aide
- C. Personal Care Aide
- D. Homemaker
- E. Other services as deemed appropriate and necessary

III. Recruit, hire, train and supervise qualified staff.

IV. Title to all work, records of work, documents, and equipment purchased with HCBA funds are property of the COUNTY thru the duration of this contract.

V. Keep financial records and records of client progress in strictest confidence and provide access only to county, state or federal officials regarding these records. In addition, financial records indicating the collection of fees shall be maintained as required by county, state and/or federal regulations. Records will be released according to CONTRACTOR's policies and procedures.

VI. Keep on file, fiscal and other records necessary for reporting and accountability required by the COUNTY and shall retain such records for at least five (5) years after last payment has been made on this contract, or until all audits initiated prior to five (5) years after contract termination have been completed. All patient records and documents are property of the COUNTY in relation to this contract.

VII. Hold harmless, defend, and indemnify the COUNTY for all claims made against the COUNTY as a result of the acts or omissions of any employee or person retained by the CONTRACTOR, or, arising out of work performed by the CONTRACTOR under authority of this agreement.

IX. VIII. Allow for site visits by county, state, or federal officials for the purpose of monitoring services and/or resolving consumer complaints of this agreement.

DocuSign Envelope ID: 19215F23-F165-4008-8127-14FD6FBD9EFE

X. Meet all applicable licensing or other standards required by Federal or State laws or regulations and ordinances of the City and County in which the services and/or care is provided and continue to comply with such licensing for duration of the contract period.

XI. Shall maintain general liability insurance coverage in the amount of $100,000 and automobile insurance coverage with a combined single limit, or the equivalent of not less than $300,000.

XII. Bring to the attention of the COUNTY the protective service needs of persons served.

XIII. Submit to the COUNTY, by the 10th day of the month following the month in which services were provided, an itemized bill for services rendered.

XIV. Attend training provided by the State Division of Aging and Adult Services.

DocuSign Envelope ID: 19215F23-F165-4008-8127-14FD6FBD9EFE

ATTACHMENT C

COUNTY

RESPONSIBILITIES The

COUNTY agrees to:

I. Conduct eligibility and assessment activities for current and potential HCBA program clients as provided in State Policy.
II. Provide referrals to CONTRACTOR.

III. Maintain fiscal audit trail tied to the individual client.

IV. Assist applicants or recipients in following procedures for a Fair Hearing regarding delivery of services.
V. Make and document periodic monitor reviews of contract provisions.

VI. Provide program development.

VII. Conduct on-going program evaluation with a written annual report.

VIII. Provide technical assistance and training on requests.

IX. Authorize individual waivers to approve services for clients with extenuating circumstances.

X. Maintain inventory of all equipment purchased thru HCBA program. All equipment purchased thru this contract will be the property of the COUNTY. Arrange for clients to access the equipment needed on case by case basis.

COMMISSION STAFF REPORT

MEETING DATE: June 7, 2022

SUBMITTED BY: Tammy Gallegos, Aging Director

TITLE: Rocky Mountain Home Health Caregiver Contract

RECOMMENDATION: Approval

SUMMARY

We contract every year with several home health agencies to provide in home care for our home and community based programs. This is a renewal of the contract for in home care for the Caregiver program.

HISTORY/PAST ACTION

Renewal of Contract

FISCAL IMPACT

This is paid for by the Aging program budget which comes from State, Federal and County funding.

DocuSign Envelope ID: 19215F23-F165-4008-8127-14FD6FBD9EFE

CAREGIVER RESPITE CARE CONTRACT

CONTRACT PRINCIPLES: San Juan County, San Juan County Courthouse, P.O. Box 9, Monticello, Utah 84535, hereinafter referred to as COUNTY, BCBU Inc. dba Rocky Mountain Home Care, 598 W 900 S, Suite 220, Woods Cross, UT 84010, hereinafter referred to as CONTRACTOR

II. CONTRACT PERIOD: July 1, 2022 thru June 31, 2023. This contract may be canceled by either party upon 30 days written notice.

III. METHOD OF CONTRACTOR PAYMENT: The CONTRACTOR shall be reimbursed by the COUNTY, rates specified in Attachment A, for services provided in accordance with the terms and conditions of the contract. The CONTRACTOR shall submit to the COUNTY, by the 10th day of the month following the month in which services were provided, an itemized bill for services rendered.

IV. PURPOSE OF CONTRACT: To provide eligible residents of San Juan County intermittent and/or time limited relief to Caregivers of adults who are suffering chronic long term illnesses or conditions where the level of such caregiving responsibilities creates extreme stress and other sources of informal relief are not sufficient.

V. ATTACHMENTS

A. Cost of Service
B. CONTRACTOR'S responsibilities
C. COUNTY'S responsibilities
D. Budget

VI. POLICY(s):

Any changes made to the policies concerning this contract will take effect no later than 90 days after adoption of the policy, or sooner upon agreement by both parties.

DocuSign Envelope ID: 19215F23-F165-4008-8127-14FD6FBD9EFE

SIGNATURES:

In witness whereof, the parties sign and cause this contract to be executed:

CONTRACTOR: DocuSigned by: Sheena Christensen 6B0B44A031C64DA... _____
Sheena Christensen, Administrator, BCBU Inc. dba Rocky Mountain Home Care

Date 5/16/2022 _____

COUNTY: _____
Chairman, San Juan County Commission

Date _____

COUNTY: _____
Tammy Gallegos, Director, Area Agency on Aging

Date _____

DocuSign Envelope ID: 19215F23-F165-4008-8127-14FD6FBD9EFE

ATTACHMENT A

COST OF SERVICE	Unit	Fee
Respite service	1 hour	$58.75
Travel		
Mileage	1 mile	$13.40
Staff	1/4 hour	

DocuSign Envelope ID: 19215F23-F165-4008-8127-14FD6FBD9EFE

ATTACHMENT B

CONTRACTOR RESPONSIBILITIES

The CONTRACTOR agrees to:

Comply with the Caregiver Respite Care Policy (UCA R510-401), with greatest concern for rural elderly, those with greatest economic and social need, particularly low-income minority, and those with severe disabilities with the objective of informing such persons of the availability of services.

II. Provide caregiver respite service along with information and assistance.

III. Recruit, hire, train and supervise qualified staff to provide caregiver respite services.

IV. Title to all work, records of work, and documents become property of the COUNTY upon termination of the contract.

V Keep financial records and records of client progress in strictest confidence and provide access only to county, state or federal officials regarding these records. In addition, financial records indicating the collection of fees shall be maintained as required by county, state and/or federal regulations. Records will be released according to CONTRACTOR's policies and procedures.

VI. Keep on file, fiscal and other records necessary for reporting and accountability required by the COUNTY and shall retain such records for at least four (4) years after last payment has been made on this contract, or until all audits initiated prior to three (3) years after contract termination have been completed.

VII. Hold harmless, defend, and indemnify the COUNTY for all claims made against the COUNTY as a result of the acts or omissions of any employee or person retained by the CONTRACTOR, or, arising out of work performed by the CONTRACTOR under authority of this agreement.

VIII. Allow for site visits by county, state, or federal officials for the purpose of monitoring services and/or resolving consumer complaints of this agreement.

IX. Meet all applicable licensing or other standards required by Federal or State laws or regulations and ordinances of the City and County in which the services and/or care is provided and continue to comply with such licensing for duration of the contract period.

X. Shall maintain general liability insurance coverage in the amount of

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$100,000 and automobile insurance coverage with a combined single limit, or the equivalent of not less than $300,000.

XI. Bring to the attention of the COUNTY the protective service needs of persons served.

XII. Submit to the COUNTY, by the 10th day of the month following the month in which services were provided, an itemized bill for services rendered.

XIII. Accept that all caregiver and patient files through this contract shall be COUNTY property:

XIV. Attend training provided by the State Division of Aging and Adult Services.

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ATTACHMENT C

COUNTY RESPONSIBILITIES

The COUNTY agrees to:

Conduct eligibility and assessment activities for current and potential caregiver respite program clients as provided in State Policy

II. Provide referrals to CONTRACTOR

III. Maintain fiscal audit trail tied to the individual client.

IV. Maintain inventory of equipment purchases and provide equipment storage if necessary.

V Assist applicants or recipients in following procedures for a Fair Hearing regarding delivery of services.

VI. Make and document periodic monitor reviews of contract provisions.

VII. Provide program development.

VIII. Conduct on-going program evaluation with a written annual report.

IX. Provide technical assistance and training on requests.

COMMISSION STAFF REPORT

MEETING DATE: June 7, 2022

SUBMITTED BY: Tammy Gallegos, Aging Director

TITLE: Comfort At Home Care Alternatives Contract

RECOMMENDATION: Approval

SUMMARY

We contract every year with several home health agencies to provide in home care for our home and community based programs. This is a renewal of the contract for in home care for the Alternatives program.

HISTORY/PAST ACTION

Renewal of Contract

FISCAL IMPACT

This is paid for by the Aging program budget which comes from State, Federal and County funding.

CONTRACT TO PURCHASE CASE MANAGEMENT AND HOME HEALTH SERVICES
(Home and Community Based Alternatives program - HCBA)

CONTRACT PRINCIPLES: San Juan County, San Juan County Courthouse, P.O. Box 9, Monticello, Utah 84535, hereinafter referred to as COUNTY, and Comfort At Home Care, hereinafter referred to as CONTRACTOR.

II. CONTRACT PERIOD: July 1, 2022 thru June 30, 2023 This contract may be canceled by either party upon 30 days written notice.

III. METHOD OF CONTRACTOR PAYMENT: The CONTRACTOR shall be reimbursed by the COUNTY, rates specified in Attachment A, for services provided in accordance with the terms and conditions of the contract. The CONTRACTOR shall submit to the COUNTY, by the 10th day of the month following the month in which services were provided, an itemized bill for services rendered. All billing for the previous year needs to be turned in by January 20th of the new year for payment; any invoices turned in from the past year after this time will not be processed for payment.

IV. PURPOSE OF CONTRACT: To provide to eligible residents of San Juan County who are at high risk of nursing home admission, skilled nursing, home health aide, personal care aide and homemaker services.

V. ATTACHMENTS:

A. Prices
B. CONTRACTOR'S Responsibilities
C. COUNTY'S Responsibilities
D. Budget Attachment

VI. POLICY(s):

Any changes made to the policies concerning this contract will take effect no later than 90 days after adoption of the policy, or sooner upon agreement by both parties.

SIGNATURES:

In witness whereof, the parties sign and cause this contract to be executed:

CONTRACTOR: Jana Bailey
Administrator, Comfort At Home Care

Date 5/10/22

COUNTY: _____
Chairman, San Juan County Commission

Date _____

COUNTY: _____
Tammy Gallegos, Director, Area Agency on Aging

Date _____

ATTACHMENT A

COST OF SERVICE	Unit	Fee
Skilled Nursing Service	1 visit	$ N/A
Home Health/Personal Care Aide	1 hour	$ 24.50
Homemaker	1 hour	$ 24.50
Travel	Per mile	$ 1.00
	1/4 hour	$ 6.13

ATTACHMENT B

CONTRACTOR

RESPONSIBILITIES The

CONTRACTOR agrees to:

Comply with the Home and Community Based Alternatives (HCBA) Standards and Procedures (UCA R510-400) and Title 3-B of the Older Americans Act, and SSBG with greatest concern for rural elderly, those with greatest economic and social need, particularly low-income minority, and those with severe disabilities with the objective of informing such persons of the availability of services.

II. Provide the following services:
- A. Skilled Nursing
- B. Home Health Aide
- C. Personal Care Aide
- D. Homemaker
- E. Other services as deemed appropriate and necessary

III. Recruit, hire, train and supervise qualified staff.

IV. Title to all work, records of work, documents, and equipment purchased with HCBA funds are property of the COUNTY thru the duration of this contract.

V. Keep financial records and records of client progress in strictest confidence and provide access only to county, state or federal officials regarding these records. In addition, financial records indicating the collection of fees shall be maintained as required by county, state and/or federal regulations. Records will be released according to CONTRACTOR's policies and procedures.

VI. Keep on file, fiscal and other records necessary for reporting and accountability required by the COUNTY and shall retain such records for at least five (5) years after last payment has been made on this contract, or until all audits initiated prior to five (5) years after contract termination have been completed. All patient records and documents are property of the COUNTY in relation to this contract.

VII. Hold harmless, defend, and indemnify the COUNTY for all claims made against the COUNTY as a result of the acts or omissions of any employee or person retained by the CONTRACTOR, or, arising out of work performed by the CONTRACTOR under authority of this agreement.

IX. VIII. Allow for site visits by county, state, or federal officials for the purpose of monitoring services and/or resolving consumer complaints of this agreement.

X. Meet all applicable licensing or other standards required by Federal or State laws or regulations and ordinances of the City and County in which the services and/or care is provided and continue to comply with such licensing for duration of the contract period.

XI. Shall maintain general liability insurance coverage in the amount of $100,000 and automobile insurance coverage with a combined single limit, or the equivalent of not less than $300,000.

XII. Bring to the attention of the COUNTY the protective service needs of persons served.

XIII. Submit to the COUNTY, by the 10th day of the month following the month in which services were provided, an itemized bill for services rendered.

XIV. Attend training provided by the State Division of Aging and Adult Services.

ATTACHMENT C

COUNTY

RESPONSIBILITIES The

COUNTY agrees to:

I. Conduct eligibility and assessment activities for current and potential HCBA program clients as provided in State Policy.
II. Provide referrals to CONTRACTOR.

III. Maintain fiscal audit trail tied to the individual client.

IV. Assist applicants or recipients in following procedures for a Fair Hearing regarding delivery of services.
V. Make and document periodic monitor reviews of contract provisions.

VI. Provide program development.

VII. Conduct on-going program evaluation with a written annual report.

VIII. Provide technical assistance and training on requests.

IX. Authorize individual waivers to approve services for clients with extenuating circumstances.

X. Maintain inventory of all equipment purchased thru HCBA program. All equipment purchased thru this contract will be the property of the COUNTY. Arrange for clients to access the equipment needed on case by case basis.

COMMISSION STAFF REPORT

MEETING DATE: June 7, 2022

SUBMITTED BY: Tammy Gallegos, Aging Director

TITLE: Comfort At Home Care Caregiver Contract

RECOMMENDATION: Approval

SUMMARY

We contract every year with several home health agencies to provide in home care for our home and community based programs. This is a renewal of the contract for in home care for the Caregiver program.

HISTORY/PAST ACTION

Renewal of Contract

FISCAL IMPACT

This is paid for by the Aging program budget which comes from State, Federal and County funding.

CAREGIVER RESPITE CARE CONTRACT

CONTRACT PRINCIPLES: San Juan County, San Juan County Courthouse, P.O. Box 9, Monticello, Utah 84535, hereinafter referred to as COUNTY, and Comfort at Home Care hereinafter referred to as CONTRACTOR

II. CONTRACT PERIOD: July 1, 2022 thru June 31, 2023. This contract may be canceled by either party upon 30 days written notice.

III. METHOD OF CONTRACTOR PAYMENT: The CONTRACTOR shall be reimbursed by the COUNTY, rates specified in Attachment A, for services provided in accordance with the terms and conditions of the contract. The CONTRACTOR shall submit to the COUNTY, by the 10th day of the month following the month in which services were provided, an itemized bill for services rendered. All billing for the previous year needs to be turned in by January 20th of the new year for payment; any invoices turned in from the past year after this time will not be processed for payment.

IV. PURPOSE OF CONTRACT: To provide eligible residents of San Juan County intermittent and/or time limited relief to Caregivers of adults who are suffering chronic long term illnesses or conditions where the level of such caregiving responsibilities creates extreme stress and other sources of informal relief are not sufficient.

V. ATTACHMENTS

A. Cost of Service
B. CONTRACTOR'S responsibilities
C. COUNTY'S responsibilities
D. Budget

VI. POLICY(s):

Any changes made to the policies concerning this contract will take effect no later than 90 days after adoption of the policy, or sooner upon agreement by both parties.

SIGNATURES:

In witness whereof, the parties sign and cause this contract to be executed:

CONTRACTOR: Jana Bailey
Administrator, Comfort at Home Care

Date 5/6/2022

COUNTY: _____
Chairman, San Juan County Commission

Date _____

COUNTY: _____
Tammy Gallegos, Director, Area Agency on Aging

Date _____

ATTACHMENT A

COST OF SERVICE	Unit	Fee
Respite service	1 hour	$ 22.58
Travel		
Mileage	1 mile	- $1.00
Staff	1/4 hour	- $5.65

ATTACHMENT B

CONTRACTOR RESPONSIBILITIES

The CONTRACTOR agrees to:

Comply with the Caregiver Respite Care Policy (UCA R510-401), with greatest concern for rural elderly, those with greatest economic and social need, particularly low-income minority, and those with severe disabilities with the objective of informing such persons of the availability of services.

II. Provide caregiver respite service along with information and assistance.

III. Recruit, hire, train and supervise qualified staff to provide caregiver respite services.

IV. Title to all work, records of work, and documents become property of the COUNTY upon termination of the contract.

V Keep financial records and records of client progress in strictest confidence and provide access only to county, state or federal officials regarding these records. In addition, financial records indicating the collection of fees shall be maintained as required by county, state and/or federal regulations. Records will be released according to CONTRACTOR's policies and procedures.

VI. Keep on file, fiscal and other records necessary for reporting and accountability required by the COUNTY and shall retain such records for at least four (4) years after last payment has been made on this contract, or until all audits initiated prior to three (3) years after contract termination have been completed.

VII. Hold harmless, defend, and indemnify the COUNTY for all claims made against the COUNTY as a result of the acts or omissions of any employee or person retained by the CONTRACTOR, or, arising out of work performed by the CONTRACTOR under authority of this agreement.

VIII. Allow for site visits by county, state, or federal officials for the purpose of monitoring services and/or resolving consumer complaints of this agreement.

IX. Meet all applicable licensing or other standards required by Federal or State laws or regulations and ordinances of the City and County in which the services and/or care is provided and continue to comply with such licensing for duration of the contract period.

X. Shall maintain general liability insurance coverage in the amount of $100,000 and automobile insurance coverage with a combined single limit, or the equivalent of not less than $300,000.

XI. Bring to the attention of the COUNTY the protective service needs of persons served.

XII. Submit to the COUNTY, by the 10th day of the month following the month in which services were provided, an itemized bill for services rendered.

XIII. Accept that all caregiver and patient files through this contract shall be COUNTY property:

XIV. Attend training provided by the State Division of Aging and Adult Services.

COUNTY RESPONSIBILITIES The
COUNTY agrees to:

Conduct eligibility and assessment activities for current and potential caregiver respite program clients as provided in State Policy

II. Provide referrals to CONTRACTOR

III. Maintain fiscal audit trail tied to the individual client.

IV. Maintain inventory of equipment purchases and provide equipment storage if necessary.

V Assist applicants or recipients in following procedures for a Fair Hearing regarding delivery of services.

VI. Make and document periodic monitor reviews of contract provisions.

VII. Provide program development.

VIII. Conduct on-going program evaluation with a written annual report.

IX. Provide technical assistance and training on requests.

COMMISSION STAFF REPORT

MEETING DATE: June 7, 2022

SUBMITTED BY: Tammy Gallegos, Aging Director

TITLE: Shelia Knight RN Contract

RECOMMENDATION: Approval

SUMMARY

We contract with Shelia Knight to provide RN-Care plan services for our Aging Waiver program. This is a contract for RN services for the Aging Waiver program.

HISTORY/PAST ACTION

Renewal of Contract

FISCAL IMPACT

This is paid for by the Aging program budget which comes from State, and Federal funding.

San Juan County
Independent Contractor Agreement

ARTICLE 1: PARTIES AND TERM OF CONTRACT

1.01. This Agreement is entered into by and between the San Juan County (hereinafter "County") and Sheila Knight (hereinafter "Contractor"). This agreement will become effective on May 17, 2022 and will continue in effect until _____.

ARTICLE 2: SERVICES TO BE PERFORMED BY CONTRACTOR

2.01. Contractor agrees to perform duties related to the San Juan County Aging Waiver Program by providing care plans and assessments assigned to them by the San Juan County Case Manager(s).

2.02. Contractor enters into this Agreement, and will remain throughout the term of this agreement as an independent contractor. Contractor is responsible for providing, at Contractor's expense, any insurance necessary or required for Contractor to perform the services under this contract including but not limited to general liability, automobile, disability, unemployment, and worker's compensation.

2.03. Contractor is responsible for paying when due all income taxes, including estimated taxes, incurred as a result of the compensation paid by County to Contractor for services under this Agreement. Contractor agrees to indemnify County for any claims, costs, losses, fees, penalties, interest, or damages suffered by Contractor resulting from Contractor's failure to comply with this provision.

2.04 Contractor may not subcontract any services to be provided under this Agreement without the express consent of the San Juan County Case Manager.

2.05 Contractor agrees that it will provide information for, submit to, and authorizes the County to conduct a background check prior to providing service under this Agreement. County may at its sole discretion, terminate this Agreement based on the results of the background check.

ARTICLE 3: COMPENSATION

3.01 As compensation for the services rendered by the Contractor under this Agreement, the County shall pay Contractor the rate of $350.00 for every assessment/reassessment and care plan for in home clients in San Juan County with the exception of clients that live at Navajo Mountain the rate then will be $400 per assessment/reassessment and care plan. For every 15 minute increment that does not deal

with an assessment but with care plan follow up there will be a rate of 5.21 per 15 minute for a total of $20.84 an hour.

3.02 Contractor shall not be required to devote full time attention and energy to the performance of Contractor's services pursuant to this Agreement, and this Agreement does not restrict the Contractor from providing similar or other services to the County or others during the term of this Agreement.

3.03 Contractor shall submit to the County, by the 10th day of the month following the month in which services were provided, an itemized bill for services rendered. All billing for the previous year needs to be turned in by January 20th of the new year for payment.

ARTICLE 4: BUSINESS EXPENSES

4.01 It is recognized and agreed that in connection with the services to be performed for the County, Contractor may be obligated to expend money for travel or other business expenses. Contractor shall be solely liable and responsible for payment of same, and shall indemnify and hold the County harmless from claims made by any entity for payment for such expenses incurred.

ARTICLE 5: GENERAL PROVISIONS

5.01 Entire Agreement. This Agreement supersedes any and all agreements, either oral or in writing, between the parties hereto with respect to the hiring of Contractor by the County, and contains all the covenants and agreements between the parties with respect to that hiring in any manner whatsoever. Each party to this Agreement acknowledges that no representation, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding on either party, except that any other written agreement signed by both parties and dated concurrent with or after this Agreement shall be valid as between the signing parties thereto.

5.02 Modifications. Any modification to this Agreement will be effective only if it is in writing and signed by both parties.

5.03 Severability Clause. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

5.04 Indemnity Clause. Contractor agrees to indemnify, hold harmless, and release San Juan County, and all its agents and volunteers from and against any and all

loss, damage, injury, liability, suits and proceedings arising out of the performance of this Agreement by the Contractor.

5.05 Governing Law. This Agreement shall be governed by the laws of the State of Utah.

This Agreement is executed in the City of Monticello, County of San Juan State of Utah on this Date May 17, 2022

_____
County Commissioner
San Juan County

S. R., RN
Contractor

COMMISSION STAFF REPORT

MEETING DATE: June 7, 2022

SUBMITTED BY: Tammy Gallegos, Emergency Manger

TITLE: Basic Emergency Operations Plan

RECOMMENDATION: Approval

SUMMARY

This is the San Juan County Basic Emergency Operations Plan. It is updated bi-annually. The County Attorney has looked at the plan and has found no issues.

HISTORY/PAST ACTION

We have had this approved every 2 years.

FISCAL IMPACT

None

SAN JUAN
COUNTY

Utah

Emergency Operations Plan 2022

PROMULGATION

This plan was approved by the San Juan County Commission on _____

WHEREAS, San Juan County recognizes it is at risk to a wide range of natural, technological, and man-made hazards and there is a need for ongoing emergency operations planning by all jurisdictions of government within San Juan County; and

WHEREAS, the San Juan County Commission has directed the staff to utilize the resources of the county in a resourceful and effective manner in the provision of emergency management; and

WHERAS, staff has drafted the 2020 Emergency Operations Plan to assist the county and its residents to be prepared for and effectively respond to an emergency; and

WHERAS, this Emergency Operations Plan is needed to coordinate and support county response efforts in the event of an emergency or disaster and during the aftermath thereof; and

WHEREAS, this plan will provide a framework for the departments of the county to plan, and perform their respective emergency functions during a Local, County, State or National emergency or disaster.

WHEREAS, in accordance with the Homeland Security Presidential Directive 5, all agencies, departments, and organizations having responsibilities delineated in this Emergency Operations Plan will use the National Incident Management System; and

WHERAS, this plan is promulgated as the San Juan County Emergency Operations Plan and designed to comply with all applicable San Juan County regulations and provides the policies and procedures to be followed in response to emergencies, disasters and terrorism events.

NOW THEREFORE, BE IT RESOLVED by the Commission of San Juan County, this Emergency Operations Plan as updated is officially adopted,

PASSED AND ADOPTED BY THE SAN JUAN COUNTY COMMISSION, STATE OF UTAH, THIS ____ DAY OF _____

_____ ATTEST:
Commission Chairman

_____ _____
County Commissioner County Clerk

_____
County Commissioner

APPROVAL AND IMPLEMENTATION

This document is the updated integrated emergency operations plan (EOP) for San Juan County This EOP supersedes any previous emergency management plans promulgated by San Juan County. It provides a framework for County departments to plan and perform their respective emergency functions during a disaster or national emergency. This EOP recognizes the need for ongoing emergency operations planning by all County departments. This plan addresses the four goals identified in the National Strategy for Homeland Security:

- Prevent and disrupt terrorist attacks.
- Protect the American people, our critical infrastructure, and key resources.
- Respond to and recover from incidents.
- Continue to strengthen the foundation to ensure our long-term recovery success.

By integrating planning efforts in these four areas, San Juan County can produce an effective emergency management and homeland security program. In accordance with the Homeland Security Presidential Directive (HSPD)-5, all agencies, departments, and organizations having responsibilities delineated in this EOP will use the National Incident Management System (NIMS). This system will allow proper coordination between local, state, and federal organizations. As part of NIMS, the Incident Command System (ICS) will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. All on-scene incident management will be coordinated using ICS. This EOP is in accordance with existing federal, state, and local statutes. The San Juan County Commission has approved this plan. The plan will be revised and updated as required.

Under Title 53-2a-208 the San Juan County Commission and officials are hereby vested with the authority to declare a local state of emergency. The San Juan County Emergency Operations Plan has been duly adopted by the San Juan County Commission.

Minor modifications of the plan can be made by San Juan County Emergency Manager through a delegation of authority by approval of this plan and acknowledged below without the senior official's signature during any emergency event. I acknowledge that I, or a representative have reviewed this plan and agree to the tasks and responsibilities assigned herein. It is also agreed upon if necessary to upgrade this Emergency Operations Plan as it relates to responsibilities on a bi-annual basis and submit any changes to San Juan County Commission for their review and updates.

DATE APPROVED: _____

_____ County Commission Chairman

_____ County Commissioner

_____ County Commissioner

_____ County Emergency Manager

PLAN IMPLEMENTATION

Once promulgated by the County Commission, this EOP is in effect and may be implemented in whole or in part to respond to:

- Incidents in or affecting the County
- Emergencies within the County
- Non-routine life-safety issues affecting the County

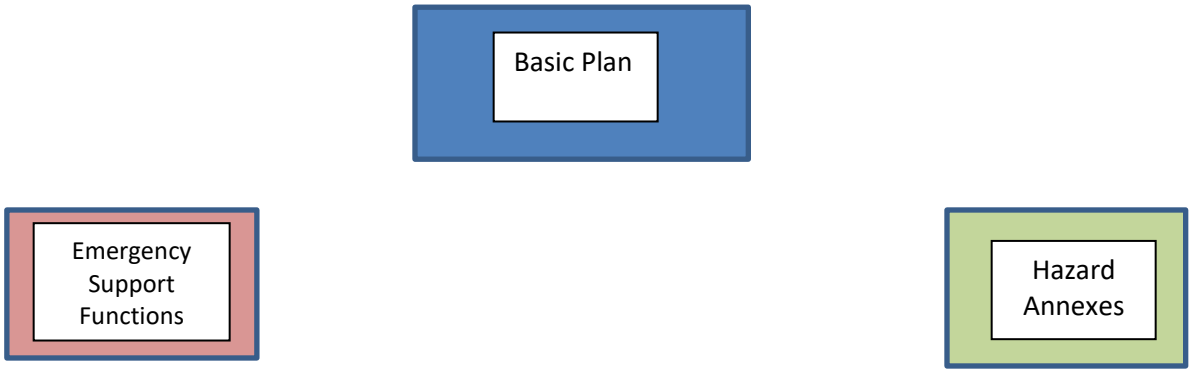
An emergency declaration is not required in order to implement the EOP or activate the Emergency Operations Center (EOC). The Emergency Manager may implement the EOP as deemed appropriate for the situation or at the request of an on-scene Incident Commander.

PLAN ORGANIZATION

The County EOP is composed of three main elements:

- Basic Plan (with appendices)
- Emergency Support Functions (ESF's)
- Hazard-Specific Annexes (HA's)

San Juan County Emergency Operations Plan Organization



BASIC PLAN

The purpose of the Basic Plan is to provide a framework for emergency operations and information regarding the County's emergency management structure. It serves as the primary document outlining roles and responsibilities of elected officials during an incident. Specifically, the Basic Plan identifies:

- A concept of operations for the County that describes how the County will conduct its emergency operations and coordinate with other agencies and jurisdictions.
- Roles and responsibilities for elected officials, County departments, and key response partners.
- The County's emergency response structure, including activation and operation of the County EOC and implementation of ICS.
- Hazards and threats facing the community, including planning assumptions based on the County's response capabilities.
- Disaster Intelligence
- Communications
- Administration, Finance, and Logistics
- The County's protocols for maintaining and reviewing this EOP, including training, exercises, and public education components

- Legal authorities, including the emergency declaration process, activation of mutual aid agreements, and requests for resources and emergency spending powers.

ESF ANNEXES

ESF Annexes group county resources and capabilities into functional areas that are most frequently needed in a county response. Support Annexes describe essential supporting aspects that are common to all incidents. In the event of an incident for which the County's capabilities and/or resources are limited or exhausted, each annex clearly defines escalation pathways and procedures for requesting additional resources from mutual aid agencies, followed by State agencies.

HAZARD SPECIFIC ANNEXES

While this EOP has been developed as an all-hazards planning document, some hazards may require unique considerations. To that end, HA's supplement the Basic Plan to identify critical tasks particular to specific natural, technological, and human-caused hazards identified in the County's most current Hazard Identification and Vulnerability Assessment.

Phases of Emergency Management

This EOP describes basic strategies that will outline the mobilization of resources and emergency operation activities that support local emergency management efforts. This EOP addresses disasters through the four mission areas identified in the National Strategy for Homeland Security: to prevent, protect against, respond to and recover from natural, technological or human-caused emergencies.

- Prevention consists of actions that reduce risk from human-caused events. Prevention planning identifies actions that minimize the possibility that an event will occur or adversely impact the safety and security of a jurisdiction's critical infrastructures and its inhabitants.
- Protection reduces or eliminates a threat to people and places. The protection of critical infrastructure and key resources is vital to local jurisdictions, national security, public health and safety, and economic vitality. Protection safeguards citizens and their freedoms, critical infrastructure, property, and the economy from acts of terrorism, natural disasters or other emergencies. Protective actions may occur before, during, or after an incident and prevent, minimize, or contain the impact of an incident.
- Mitigation is a vital component of the overall preparedness effort and represents the sustained actions a jurisdiction takes to reduce or eliminate long-term risk to people and property from the effects of hazards and threats. The purpose of mitigation is twofold: (1) to protect people and structures and (2) to minimize the costs of disaster response and recovery.
- Response embodies the actions taken in the immediate aftermath of an event to save lives, meet basic human needs and reduce the loss of property and impact to the environment. Response planning provides rapid and disciplined incident assessment to ensure response is quickly scalable, adaptable and flexible.
- Recovery encompasses both short-term and long-term efforts for the rebuilding and revitalization of affected communities. Recovery planning must be a near seamless transition from response activities to short-term recovery operations, including restoration of interrupted utility services, reestablishment of transportation routes, and the provision of food and shelter to displaced persons. More specific information concerning prevention, protection, response and recovery is addressed in the emergency support function section and hazard annex appendices to this EOP.

RECORD OF PLAN CHANGES

The County Emergency Manager will coordinate review, revision, and re-promulgation of this plan every two years or when changes occur, such as lessons learned from exercises or events. Changes to the annexes and appendices, and non-substantive changes to the Basic Plan, may be made by Emergency Manager without formal County Commission approval. All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure that the most recent version of the plan is disseminated and implemented by emergency response personnel.

Section Title	Page Number	Department	Date	Summary of Change

PLAN DISTRIBUTION LIST

Copies of this plan will be provided to the following jurisdictions, agencies, and persons electronically, unless otherwise indicated. Updates will be provided electronically, when available. Recipients will be responsible for updating their Emergency Operations Plans when they receive changes. The County Emergency Manager is ultimately responsible for dissemination of all plan updates.

DEPARTMENT/AGENCY	TITLE	Number Distributed

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Section 1 PURPOSE, SCOPE, SITUATIONS, AND ASSUMPTIONS

1.1 PURPOSE

The primary purpose of the EOP is to outline San Juan County's all-hazard approach to emergency operations in order to protect the safety, health, and welfare of its citizens throughout all emergency management mission areas. Through this EOP the County designates NIMS and the Incident Command System (ICS) as the framework within which all emergency management activities will be conducted.

1.2 SCOPE

The EOP is implemented whenever the County must respond to an emergency incident or planned event whose size or complexity is beyond that normally handled by routine operations. Such occurrences may include natural, technological, or human-caused disasters and may impact unincorporated areas of the County, incorporated municipalities, or a combination thereof. This plan is intended to guide the County's emergency operations while complementing and supporting the emergency response plans and procedures of responding agencies, other local governments, special districts, and other public, nonprofit/volunteer, and private-sector entities.

A community's emergency management infrastructure is a complex network of relationships. The EOP establishes roles, responsibilities, and relationships among agencies and organizations involved in emergency operations, thereby facilitating multi-agency and multi-jurisdiction coordination. Using this framework, County departments and agencies that operate under this plan are expected to develop and keep current lines of succession and standard operating procedures (SOPs) that describe how emergency tasks will be performed. Training and equipment necessary for response operations should be maintained by County departments and agencies.

The primary users of this plan are elected officials, department heads and their senior staff members, emergency management staff, coordinating response agencies, and other stakeholders that support emergency operations. The general public is also welcome to review non-sensitive parts of this plan to better understand how the County manages emergency operations.

1.3 SITUATION

San Juan County is located in the southeast corner of the State of Utah. It is the largest county in the state with over 7,500 square miles of desert and mountain country. Being the largest county in the State it takes roughly 5-6 hours to drive from the first community in the county in the north to the furthest most remote community at Navajo Mountain. The County forms one of the four corner counties in which the States of Utah, New Mexico, Arizona and Colorado come together. San Juan County is bordered by more counties than any other county in the United States: 14.



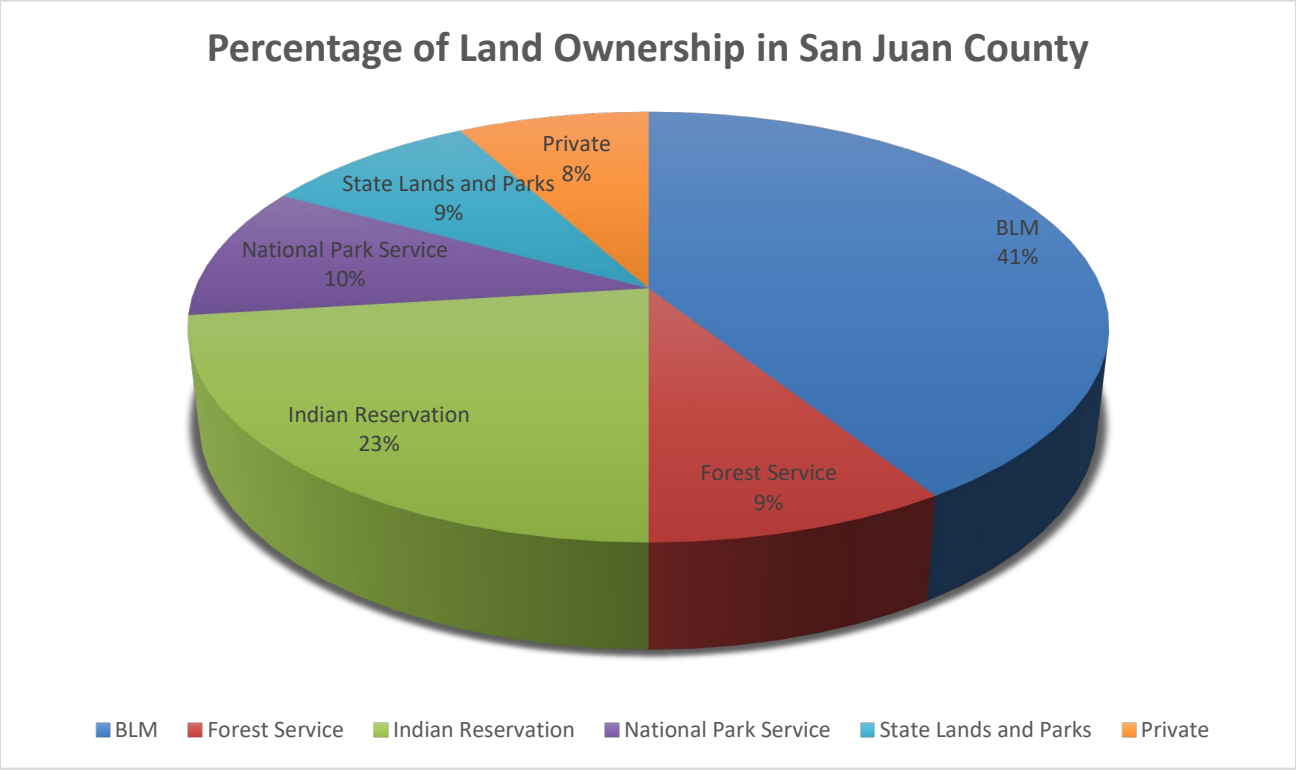
San Juan County has a portion of the Navajo Nation within its boundaries as well as the Ute Mountain Ute Tribe and the Southern Paiute Tribe. The response to an Emergency or disaster on the Navajo Nation is coordinated through the Navajo Nation Department of Emergency Management in Window Rock. The Utah Navajo Chapters work with the Navajo Nation Department of Emergency Management for their needs. The Navajo Nation Department of Emergency Management then coordinates with the State of Utah for assistance. The same process is followed for the Ute Mountain Ute Tribe and the Southern Paiute Tribe. The State of Utah has a designated Tribal Liaison Officer who works with the Tribes, State and Local jurisdictions to help coordinate efforts in response to an emergency or disaster.

History and settlement

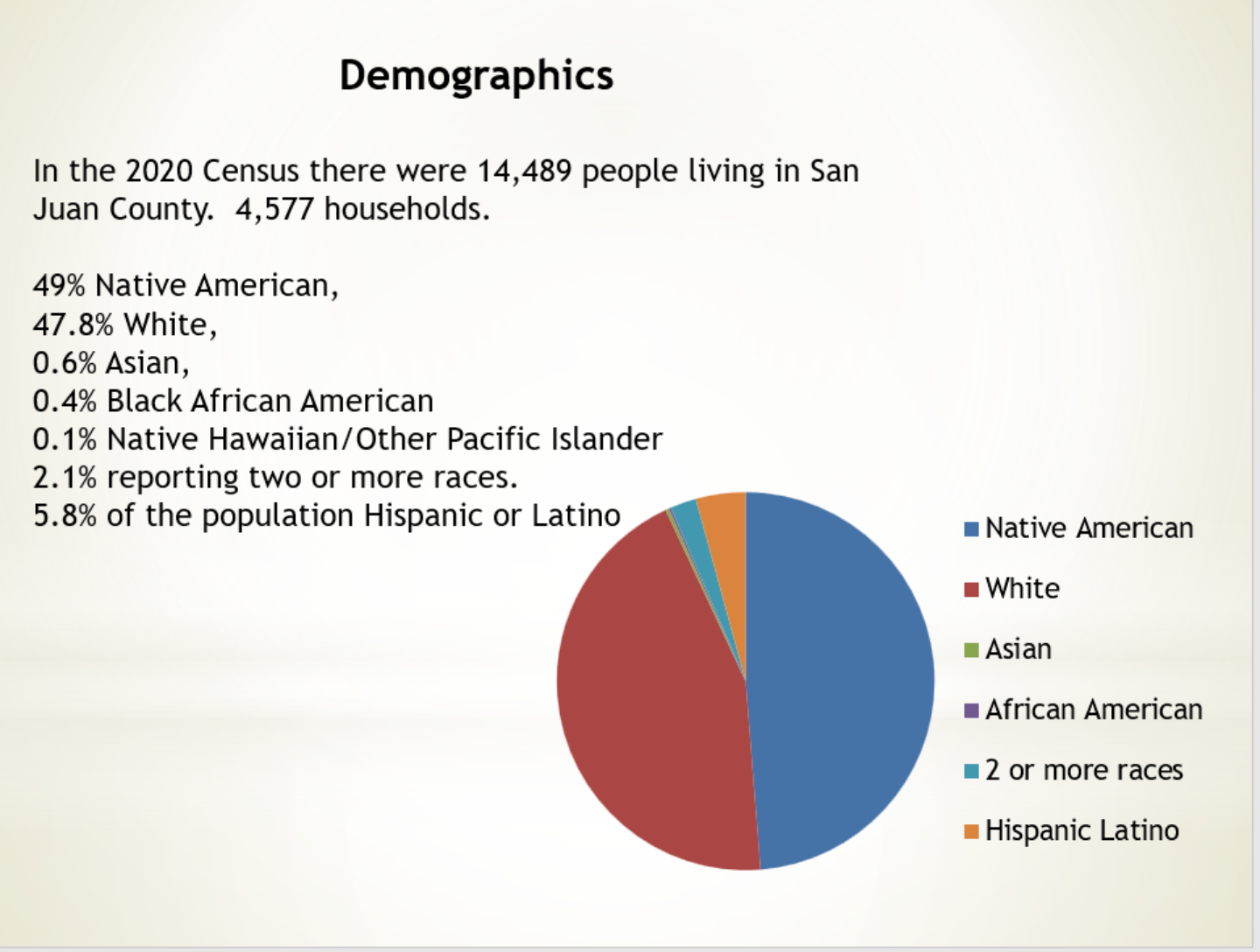
In the 1880's the territorial legislature carved San Juan County from Iron, Kane, Sevier, and Piute counties. The name comes from the SanJuan River. The Navajo Indian Reservation occupies much of the southern part of the county. Early white settlers in the 1870's viewed livestock ranching as more profitable than farming in the harsh desert country. Later, sporadic mining activity brought some economic gain-most significantly with the development of San Juan County's uranium deposits in the 1950s.

Geography

The county's terrain generally slopes to the west and the south, with its highest point being, Mount Peal, at 12,726 feet. The Blue (Abajo) Mountains and the La Sal Mountains exceed 12,000 feet. The elevation changes from the mountains to Lake Powell which is roughly 10,000 feet. The county has a total area of 7,933 square miles. Of which 7,820 miles is land and 113 square miles is water. It is the largest county by are in Utah.



There are three incorporated municipalities within the County. The County seat is Monticello, City of Bla and Bluff Town. In addition, the following communities are not incorporated: Spanish Valley, La Sal, Eastland, Ucola, Pack Creek, Halls Crossing, Mexican Hat and Cedar Point. The following are tribal communities within San Juan County: White Mesa (Ute Mountain Ute Tribe), Montezuma Creek, Aneth, Halchita, Navajo Mountain, Oljato, Teec Nos Pos, Dennehotso and Monument Valley (Navajo Nation) and Westwater. As of the 2020 Census projections the population of the county is estimated to be 14,489.



As of 2017 San Juan County was the poorest county (per capita) in the state and one of the poorest in the United States

The largest employer in San Juan County is the San Juan County School District. Major medical services employers include Four Comers Regional Care Center, San Juan Health, Blue Mountain Hospital, and Utah Navajo Health Services. Other major employers are San Juan County, Utah State University in Blanding Utah, State of Utah, and the Federal Government. The Navajo Nation, is also a significant employer in San Juan.

There are several airports in the County located at Monticello, Blanding, andHalls Crossing (Cal Black Memorial Airport). In addition, there is a paved strip at Bluff and Monument Valley. There are dirt/gravel strips at Montezuma Creek, Navajo Mountain and Hite.

The nearest commercial airline service is located at Moab Utah, Cortez, Durango, and Grand Junction, Colorado, and Farmington, New Mexico.

State Route 191 traverses San Juan County from the North to the South. State Route 491, 163, 261, 262, 95, 46, and 276 are major traffic routes for tourists and commercial travel throughout the County. Either the Utah Department of Transportation or San Juan County almost exclusively maintain the public roadways within San Juan County.

Several bridges provide key access to portions of the county; these are the Mexican Hat Bridge on State Route 163, the bridge at Bluff/San Juan Island on State Route 191, the Montezuma Creek Bridge on State Route 163, and the bridge crossing the San Juan River at Montezuma Creek, the Oljato Bridge near Oljato, the Paiute Creek Bridge at Navajo Mountain and the bridges on State Route 95 near Hite. If the bridge crossing the Colorado River near Moab became dysfunctional, there would be a significant impact on the County.

It is recognized that San Juan County is vulnerable to natural, technological and human-caused hazards that threaten the health, welfare and security of our citizens. The cost of response to and recovery from potential disasters can be substantially reduced when attention is turned to mitigation action and planning. Although San Juan County is vulnerable to winter storms, drought, and flooding, other hazards such as wildfires, and landslides pose risks to San Juan County's population and property.

1.4 HAZARD ANALYSIS SUMMARY

The County is exposed to many hazards, all of which have the potential to disrupt the community, cause damage and create casualties. Potential hazards(natural, technological and national security) for the County include:

- Drought/Floods
- Forest or Wild-Land Fire
- Large Structure Fire, Fire Storm
- Severe Thunderstorms
- Severe Winter Storm
- Severe Cold Weather
- Extreme Heat
- Hazardous Materials
- Transportation Incidents
- Fixed Facility Incidents
- Unidentified Spills or Dumping Activity
- Severe Bridge Damage
- Aircraft Crashes
- Mass Casualty Incidents
- Civil Disorder/Riot/Vandalism
- Sabotage/Terrorism National Security Emergency
- Commercial Vehicle Incidents (Tour Bus, Large Truck)
- School Violence

The occurrence of one or more of the previously listed emergency/disaster events could result in a catastrophic disaster situation, which could overwhelm local and state recourses.

It is necessary for the County to plan for and to carry out coordinated disaster response and short-term recovery operations utilizing local resources; however, it is likely that outside assistance would be necessary in most major disaster situations affecting the County.

Emergency and disaster occurrences could result in disruption of government functions. This necessitates that all levels of local government and departments develop and maintain standard operating procedures to ensure continuity of government. These procedures will address depth of staffing, lines of succession, and mode of operation.
Most natural disasters will leave at least some part of the county isolated and on its own for a period of time. The County responds to Emergencies as they happen, providing resources that are available, then reaching out to our region, state and non-governmental organizations when we need more assistance

Officials of the County are aware of the threat of major emergency or disaster and will fulfill identified responsibilities as needed to the extent possible.

1.4.1 Natural Hazards

Numerous natural hazards exist in San Juan County that can constrain land use. Severe Drought, Wildland Fire, Flooding and Winter Storms

- **Wildland Fire:** Utah's typical fire season is the dry period from May through October. A large number of wildfires are caused by lightning. The wildland/urban interface is defined as the area where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuels.
- **Urban Fires:** The risk of an urban conflagration has been reduced with the establishment and implementation of fire prevention codes and inspection programs. Arson and institutional fires may require major commitments of fire suppression resources leaving the community vulnerable to other emergency responses.
- **Drought:** Even in normal years, Utah has a limited water supply. It is the second driest state in the nation. Most of Utah is classified as a desert receiving less than 13 inches of annual precipitation. Drought is a normal and recurring feature of climate and is a result of a deficiency of precipitation over an extended period of time, resulting in a water shortage that impacts normal water usage. The severity of a drought depends on the degree of moisture deficiency, its duration and the size of the affected area. Because it is so hard to develop a quantitative definition for drought, it is difficult to determine precisely when a drought starts and ends.
- **Landslide:** Are common natural hazards in Utah. They often strike without warning and can be destructive and costly. Common types of landslides in Utah are debris flows, slides, and rock falls. Many landslides are associated with rising groundwater levels due to rainfall, snowmelt and landscape irrigation.
- **Epidemic:** Epidemics and Public Health Emergency Emerging and reemerging infections such as pandemics, mosquito-borne illnesses, hemorrhagic fevers, and the resurgence of tuberculosis and cholera in new, more severe forms, and the economic and environmental dangers of similar occurrences in animals and plants attest to our continuing vulnerability to infectious diseases throughout the world.
- **Flooding:** Although located in a semi-arid region, San Juan County is vulnerable to severe thunderstorms and snowmelt floods.
- **Snow:** Snowstorms over southeastern Utah have a dramatic effect on regional commerce, transportation and daily activity.

- **Lightning:** Each year, hundreds of Americans are hit by lightning, resulting in dozens of deaths and injuries. Lightning causes more deaths per year in the United States than those from tornados or hurricanes.

1.4.2 Technological Hazards

Include hazardous materials incidents and nuclear power plant failures. Usually, little or no warning precedes incidents involving technological hazards.

- **Hazardous Materials:** Incidents can occur anywhere there is a road, rail line, pipeline or fixed facility storing hazardous materials. Virtually the entire county is at risk to an unpredictable incident of some type.
- **Fixed Sites:** The Emergency Management Department conducts annual review of facilities that store or use chemicals that are considered extremely hazardous substances by the U.S. Environmental Protection Agency. The Emergency Management Department maintains and updates the hazard analysis and facility emergency response information every two years.

1.4.3 Human-Caused Hazards

San Juan County may not be able to prevent a human-caused hazard from happening, but it is well within the county's ability to lessen the likelihood and/or the potential effects of an incident

- **Transportation Incidents:** Involve the interruption or failure of transportation systems, including air, rail, and ground vehicles. San Juan County has no public railway, bus, or passenger air transportation. The major U.S Highways include 191 and 491. State highway 191 extends from the northern San Juan County line south through Monticello, Blanding, Bluff, and Mexican Water on into Arizona. State highway 491 extends from the Colorado State line west through Monticello. State highway 163 runs perpendicular to US 191, extending from Montezuma Creek west through Bluff, and then southwesterly through Mexican Hat and on to the Arizona state line.
- The movement of motorized vehicles in San Juan County is a common everyday occurrence. Due to the rural/frontier nature of the county, a majority of our residents depend on vehicular transportation as their primary mode of transportation. Due to the frequency of vehicular movement, there are a significant number of accidents that occur within the county. In the instance of an isolated incident or a "typical" multi-vehicle incident, the normal emergency procedures of the County Sheriff's Department and Local Police Department(s) EMS, and Volunteer Fire & Rescue Departments will address the situation. However, in the instance of mass casualties, extended closure of major transportation routes, injuries that exceed the ability of local medical providers to provide adequate triage or similar disaster level instances, a more intensive response is necessary. If this situation occurs mutual aid agreements with other agencies will be utilized.
- **Civil Unrest**: While rare, incidents such as riots, protests, looting and other public displays can have an impact on a community. Typically, these incidents can be adequately addressed through normal public safety procedures. If an incident of civil unrest rises to a level that warrants a more intensive response from San Juan County. The County Emergency Manager with consultation with public safety officials may take any measures necessary to protect the health, safety, property and general welfare of residents and businesses in the community. These situations are unique, very dynamic and can change very quickly. The County Emergency Manager is hereby authorized to use all resources to protect the interests of the residents and businesses of the county, as allowed by law. Each incident may require a unique response from San Juan County.
- **Domestic Terrorism**
- Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion or ransom. Terrorists often use threats to

create fear among the public, to try to convince citizens that their government is powerless to pr terrorism, and to get immediate publicity for their causes. The Federal Bureau of Investigation (FBI) categorizes terrorism in the United States as one of two types: domestic terrorism or international terrorism.

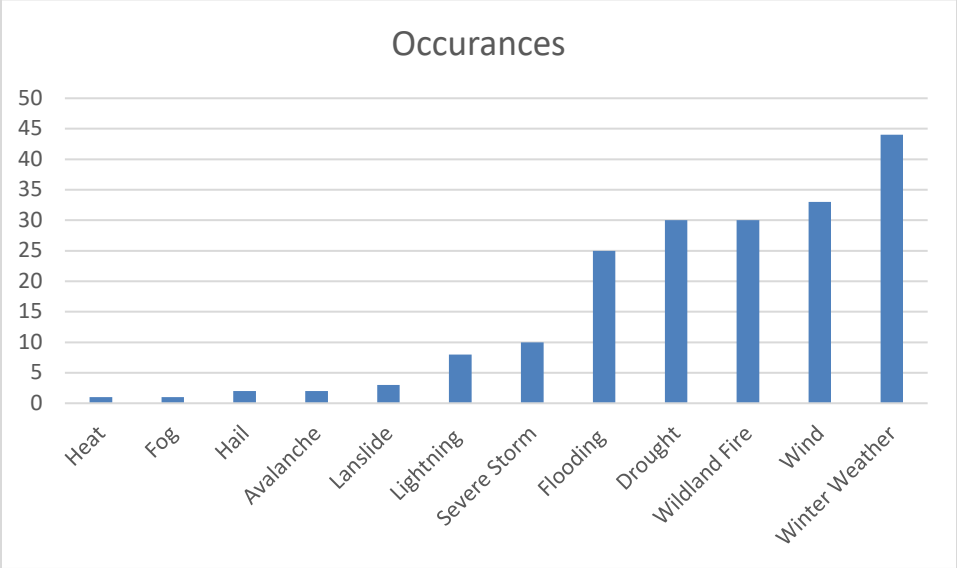
  - Domestic terrorism involves groups or individuals whose terrorist activities are directed at elements of our government or population without foreign direction.
  - International terrorism involves groups or individuals whose terrorist activities are foreign based and/or directed by countries or groups outside the United States or whose activities transcend national boundaries.

- A terrorist attack can take several forms, depending on the technological means available to the terrorist, the nature of the political issue motivating the attack, and the points of weakness of the terrorist's target. Bombings are the most frequently used terrorist method in the United States. Other possibilities include an attack at transportation facilities, an attack against utilities, other public services or an incident involving chemical or biological agents
- **Biological and Chemical Weapons:** Biological agents are infectious microbes or toxins used to produce illness or death in people, animals or plants. Biological agents can be dispersed as aerosols or airborne particles. Terrorists may use biological agents to contaminate food or water because they are extremely difficult to detect. Chemical agents kill or incapacitate people, destroy livestock, or ravage crops. Some chemical agents are odorless and tasteless and are difficult to detect. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect (several hours to several days).
- **Regional and National Incidents:** The potential exists for an emergency situation or disaster, whether located in San Juan County or not, to occur that extends beyond the county boundaries but can have significant impact on the community. These regional or national incidents vary in severity and often involve interagency efforts. Each incident may require a unique response from San Juan County.
- **Utility Outages or Shortages:** San Juan County Residents rely on public and private utility companies to satisfy their needs. Temporary or extended utility outages or shortages can cause significant disruptions in the operations of essential government services, public and private business operations, medical equipment and services, and the daily lives of residents. Although many critical facilities have emergency standby power supplies, they are designed for temporary events and subject to disruption or failure. One of the primary concerns in relation to the potential loss of utilities is the harsh climate in our community. San Juan County can experience very hot summer conditions and very cold winter weather. Both of these extremes can be life threatening in a short period of time; sometimes within just hours. San Juan County will continue to make preparations for providing critical government services during a utility outage or shortage.
- **Communications Disruptions:** On a constant basis, advances in communication devices allow people, business owners, and government to correspond in faster and more lifelike methods. Along with these improvements comes a heavier reliance on communication devices and traditional means of communication are discarded. Although providers go to great lengths to ensure reliability, there are instances when these methods are not available. Not surprisingly, the likelihood of these methods failing is significantly higher during an emergency situation or disaster, especially if the situation involves geologic or seismic hazards. For these reasons, San Juan County is working on implementing redundancy in the emergency preparedness communication devices used in emergency situations and in the emergency operations center (EOC) in the instance of prolonged loss of communication methods.

1.5 Hazard Assessment

The Spatial Hazard Events and Losses Database for the United States (SHELDUS) Version 20.0 was utilized to assess the following hazards: avalanche, drought, flooding, hail, landslide, lightning, severe storm/thunderstorm, wildfire, wind, and winter weather. CEMHS, 2022. Spatial Hazard Events and Losses Database for the United States, Version 20.0. [Online Database]. Phoenix, AZ: Center for Emergency Management and Homeland Security, Arizona State University. SHELDUS is a county-level dataset that allows for consistent comparison of losses across hazards. SHELDUS utilizes data from 1960 to 2010. The County experienced more winter weather events (44) than any other hazard. This is followed by wind events (33). The Wildland Fire Events was taken from the 2018 County CWPP Plan. Total number of events by hazard is displayed below.

San Juan County recognizes the pre-disaster mitigation plan developed by San Juan County Emergency Management. This pre-disaster mitigation plan serves to reduce the county's vulnerability to natural hazards. The pre-disaster mitigation plan is intended to promote sound public policy and protect or reduce the vulnerability of the citizens, critical facilities, infrastructure, private property and the natural environment within the region.



The hazard analysis table below provides information to understand risks and their corresponding likelihood and consequences in San Juan County.

High	Medium	Low
• Wildfire • Drought • High Winds • Winter Storm • Flooding	• Severe Storm • Lightning	• Landslide • Avalanche • Hail • Fog • Heat

1.5.1 PROTECTION OF CRITICAL INFRASTRUCTURE AND KEY RESOURCES

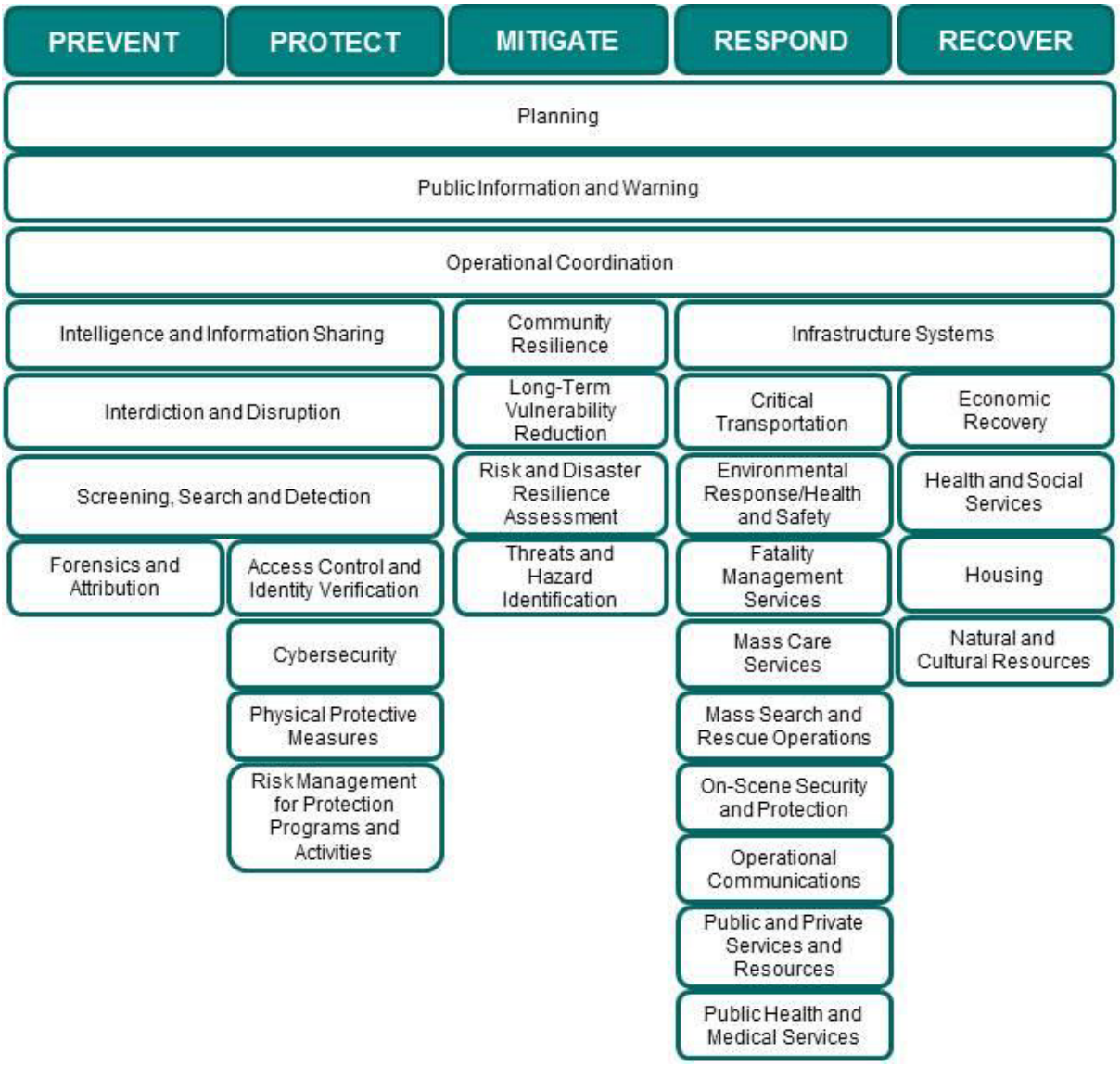
Critical Infrastructure and Key Resources (CIKR) support the delivery of critical and essential services that ensure the security, health, and economic vitality of the county. CIKR includes the assets, systems, networks, and functions that provide vital services to cities, states, regions, and, sometimes, the nation, disruption to which could significantly impact vital services, produce cascading effects, and result in large-scale human suffering, property destruction, economic loss, and damage to public confidence and morale.
Key facilities that should be considered in infrastructure protection planning include:

- Structures or facilities that produce, use, or store highly volatile, flammable, explosive, toxic, and/or water-reactive materials.
- Government facilities, such as departments, agencies, and administrative offices.
- Hospitals, nursing homes, and housing likely to contain occupants who may not be sufficiently mobile to avoid death or injury during a hazard event.
- Police stations, fire stations, vehicle and equipment storage facilities, and EOCs that are needed for disaster response before, during, and after hazard events.
- Public and private utilities and infrastructure that are vital to maintaining or restoring normal services to areas damaged by hazard events
- Communications and cyber systems, assets and networks such as secure servers and fiber optic communications lines.

1.6 CAPABILITY ASSESSMENT

The availability of the County's physical and staff resources may limit its capability to conduct short- and long-term response actions on an independent basis. County response capabilities are also limited during periods when essential staff is on vacation, sick, or under furlough due to budgetary constraints.

CORE CAPABILITIES LIST



1.7 MITIGATION OVERVIEW

Based on the hazard analysis and hazard assessment above, San Juan County has designed mitigation activities to reduce or eliminate risks to persons or property and to lessen the actual or potential effects or consequences of an incident. These mitigation activities are detailed in the San Juan County Pre-Disaster Hazard Mitigation Plan. Mitigation activities may be implemented prior to, during, or after an incident, as appropriate, and can be conducted at the federal, state, county, or jurisdictional level. This section outlines the mitigation activities at each level of government as they pertain to the San Juan County mitigation strategy to reduce exposure to, probability of or potential loss from hazards. The plan is intended to promote sound public policy designed to protect citizens, critical facilities, infrastructure, private property and the natural environment.

1.7.1 Mitigation Planning Process and Coordination

The San Juan County Emergency Manager is responsible for coordinating the development of the San Juan County Pre-Disaster Mitigation Plan. The county plan is a result of a planning process that involved entities from local, city, county, state, and federal partners. Every attempt was made to coordinate other planning efforts to reduce duplication of effort. The plan was posted to the Web site upon completion and comments were solicited. The plan was also submitted to FEMA region VIII for approval. Please see the Hazard Mitigation Plan to see the goals identified within the plan.

1.8 PLANNING ASSUMPTIONS

This EOP is based on the following assumptions and limitations:

- It is possible for a major disaster to occur at any time and any place in or near San Juan County. While in some cases, timely dissemination of warnings and increased readiness measures may be possible, many disasters occur with little or no warning;
- Incidents begin at the County or local government level (this includes special districts) and will remain the responsibility of the local government throughout the incident and through the recovery phase. Higher levels of government may agree to share some of the responsibility within an agreed upon scope. Generally, local jurisdictions (up through the county) should not plan on the arrival of significant State resources ordered for 24 to 36 hours after the incident. Federal resources may not arrive until 48-72 hours after the incident.
- An emergency or disaster can occur at any time and any location. It may create a significant degree of human suffering and loss of life, property damage and economic hardship to individuals, government, public services, the environment and the business community.
- Collaborating and sharing information across multiple levels of government, the response community and the private sector is essential for the successful stabilization and common operating picture of any emergency or disaster.
- The public Depending upon the magnitude and catastrophic nature of the emergency and disaster there is a potential that any and all county offices and departments could be mission tasked to respond and perform certain functions during an emergency or disaster event. The transition to emergency work would be under the direction of the Board of County Commissioners and managed by the County Administrator.
- Hazardous conditions may continue for some time following a major disaster thereby increasing the risk of casualties or fatalities.
- Evacuation plans lend themselves to events that are predictable and have adequate warning time. All other events are impromptu and situation dependent requiring evacuation or shelter-in-place decisions based on the hazard. Effective evacuation plans should be phased or tiered based on at-risk populations, and should include trigger points, pre-designated routes and timelines. They may also include pre-designated safe areas for specific hazards (such as flood), which could be reached on foot when evacuation routes are damaged, impassable or gridlocked with traffic. Many of the County's disasters and emergencies are non-predictable with little to no warning time. When a local evacuation order is given, the City, Town, County and localities shall provide available assets to support that evacuation. Some mitigating factors in a mass evacuation include the physical location of the incident and the timeframe of the incident.
- Essential County services will be maintained as long as conditions permit.
- An emergency will require prompt and effective response and recovery operations by County emergency services, disaster relief, volunteer organizations, and the private sector.
- All emergency response staff are trained and experienced in operating under the NIMS/ICS protocol.

- Each responding County agency will utilize existing directives and procedures in responding to m… emergencies and disasters.
- Environmental, technological, and civil emergencies may be of a magnitude and severity that require State and federal assistance.
- The County will be responsible for utilizing all available local resources, along with initiating mutual aid and cooperative assistance agreements before requesting assistance from the State.
- Considering shortages of time, space, equipment, supplies, and personnel during a catastrophic disaster, self-sufficiency will be necessary for the first hours, days, or weeks following the event.
- Local emergency planning efforts focus on accommodating residents while preparing for changes in population trends throughout the year. However, significant increases to the local population may introduce challenges in meeting the needs of non-residents and other travelers during an emergency or disaster.
- All or part of the County may be affected by environmental and technological emergencies.
- The United States Department of Homeland Security provides threat conditions across the United States and identifies possible targets.
- A terrorist-related incident or attack may occur without warning. If such an attack occurs, the County could be subject to radioactive fallout or other hazards related to weapons of mass destruction
- Outside assistance will be available in most major emergency/disaster situations that affect the County. It is essential for the County to be prepared to carry out disaster response and short-term actions on an independent basis until outside assistance can arrive.
- Control over County resources will remain at the County level even though the Governor has the legal authority to assume control in a State-declared emergency.
- County communication and work centers may be destroyed or rendered inoperable during a disaster. Normal operations can be disrupted during a general emergency; however, the County can still operate effectively if public officials, first responders, employees, volunteers, and residents are:
- Familiar with established policies and procedures
- Assigned pre-designated tasks
- Provided with assembly instructions
- Formally trained in the duties, roles, and responsibilities required of them during emergency operations.
- Emergency management coordination in San Juan County is based on a bottom-up approach to response and recovery resource allocation (that is, local response efforts followed by county response efforts, then state response efforts, and finally federal government assistance) with each level exhausting its resources prior to elevation to the next level. Homeland security statute or regulations may govern certain response activities. The recovery of losses and/or reimbursements of costs from federal resources will require preparation and compliance with certain processes.
- The county will make every reasonable effort to respond in the event of an emergency or disaster. However, county resources and systems may be damaged, destroyed or overwhelmed.
- The responsibilities and functions outlined in this plan will be fulfilled by actual agency capabilities and resources that are available at the time.
- Damages to infrastructure will likely be manifested in direct physical and economic damages to facilities and systems, emergency response abilities will be diminished due to inaccessible locales, and may cause inconvenience or overwhelming distress due to temporary or protracted service interruptions and will result in long-term economic losses due to the economic and physical limitations of recovery operations.

- The San Juan County EOC will be staffed with representatives from county agencies and private organizations grouped together under the ESF concept. The primary agency for each ESF will be responsible for coordinating the planning and response activities of the support agencies assigned to that ESF.
- Effective preparedness requires ongoing public awareness and education programs so that citizens will be prepared, when possible, and understand their own responsibilities should a major disaster or emergency event occur.
- Time of occurrence, severity of impact, weather conditions, population density, building construction, and secondary events such as fires, explosions, structural collapse, contamination issues, loss of critical infrastructure and floods are a few of the significant factors that will affect causalities and damage.
- Disaster relief from agencies outside the county may take up to 2 weeks to arrive.
- The County response to emergencies will be as immediate as possible, outside resources will take longer. We strongly encourage families to prepare to provide for themselves for the basic human needs, for at least two weeks after a disaster.

1.9 Individuals with Access and Functional Needs

At-risk individuals are people with access and functional needs that may interfere with their ability to access or receive medical care before, during, or after a disaster or emergency. Irrespective of specific diagnosis, status, or label, the term “access and functional needs” is a broad set of common and cross-cutting access and function-based needs.

- Access-based needs require resources that are accessible to all individuals, such as social services, accommodations, information, transportation, medications to maintain health, etc.
- Function-based needs refer to restrictions or limitations an individual may have that requires assistance before, during, and/or after a disaster or public health emergency.

The 2013 Pandemic and All-Hazards Preparedness Reauthorization Act defines at-risk individuals as children, older adults, pregnant women, and individuals who may need additional response assistance. Examples of these populations may include but are not limited to individuals with disabilities, individuals who live in institutional settings, individuals from diverse cultures, individuals who have limited English proficiency or are non-English speaking, individuals who are transportation disadvantaged, individuals experiencing homelessness, individuals who have chronic medical disorders, and individuals who have pharmacological dependency.

At-risk individuals may have a number of additional needs that must be considered in planning for, responding to, and recovering from a disaster or emergency. A recommended approach for integrating the access and functional needs of these individuals is as follows:

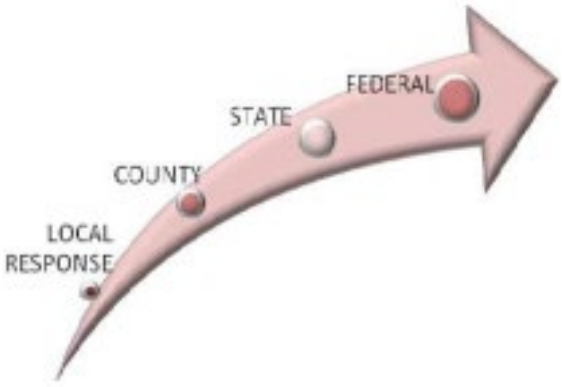
- **Communication** – Individuals who may have limitations that interfere with the receipt of and response to information require information be provided in an appropriate and accessible format. This can include individuals who are deaf or hard of hearing, individuals who speak American Sign Language, individuals who have limited or no English proficiency, individuals who are blind or have low vision, and individuals who have cognitive or physiological limitations.
- **Maintaining Health** – Individuals who may require Personal Assistance Services (or personal care assistance) in maintaining their activities of daily living such as eating, dressing, grooming, transferring, and toileting. Independence – Includes individuals who function independently if they have their

assistive devices, such as consumable medical supplies (diapers, formula, bandages, ostomy supp
etc.), durable medical equipment (wheelchairs, walkers, scooters, etc.), and/or service animals.

- **Services and Support** – Includes support for individuals with behavioral health needs, those who have psychiatric conditions (such as dementia, Alzheimer's disease, Schizophrenia, severe mental illness), pregnant women, nursing mothers, and infants, and children.
- **Transportation** – Includes individuals with transportation needs because of age, disability, temporary injury, poverty, addiction, legal restriction, or those who do not have access to a vehicle. This requires coordination to ensure access to accessible vehicles.

While most individuals with access and functional needs do not have acute medical needs requiring the support of trained medical professionals, many will require assistance to maintain health and minimize preventable medical conditions. These individuals may require more time and assistance during an evacuation. According to the US Census Bureau, 12.5% of the County's population under the age of 65 has some form of disability. This number warrants special attention from planners and emergency managers.

SECTION 2 CONCEPT OF OPERATIONS



Phases of Emergency Management
Emergency operations involve much more than merely responding to an incident when it occurs. Regardless of the type of hazard, there are five stages in the emergency management process: prevention, mitigation, preparedness, response, and recovery.



In the absence of a declared disaster or state of emergency, the emergency response forces of the community (EMS, fire, law enforcement, emergency management and public works) will respond to emergencies within their jurisdictions with the authorities vested to them by law and local policy. Mutual aid and shared response jurisdictions are addressed through local agreements and do not require a local declaration of a state of emergency to enable them. San Juan County Emergency Management monitors local emergencies and provides EOC operational assistance as required. Notifications of reportable events are made to the appropriate agencies and warning points. Severe weather watches and warnings are relayed to agencies when issued by the National Weather Service. The county EOC levels may be escalated without a local declaration of a state of emergency to support local agencies in normal response or community emergencies.

2.1 Emergency Operations Plan Implementation

This plan is continually operational with changes in levels occurring under the following conditions:

- An incident occurs or is imminent
- A state of emergency is declared
- As directed by the County Emergency Manager or designee

2.2 Declaring a Local State of Emergency

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (referred to as the Stafford Act - 42 U.S.C. 5721 et seq.) authorizes the president to issue major disaster or emergency declarations before or after catastrophes occur. Emergency declarations trigger aid that protects property, public health and safety, and lessens or averts the threat of an incident becoming a catastrophic incident.
An incident may start out small and escalate quickly or a major incident may occur at any time. The following is an example of steps leading to a disaster declaration.

- As soon as an incident occurs, San Juan County Emergency Management begins monitoring the situation.
- The EOC may be put on standby or minimally staffed.
- An initial assessment of damages is provided if available.

When conditions warrant, the San Juan County Emergency Manager, will request a declaration that a local state of emergency exists in San Juan County. Under Title 53-2a-208 authorizes the County Commission to declare an emergency and is the elected official(s) charged with overall responsibility for the response and recovery during a declared local state of emergency. After 30 days, the declaration will expire unless it is ratified by the County Commission. Nothing in this section is intended to preclude the declaration of an emergency and the exercise of emergency powers as long as those actions are consistent with the requirements of declaring an emergency outlined herein.

The proclamation declaring an emergency situation will be filed with the County Clerk and will include, at a minimum, the following:

- The nature of the emergency
- The area or areas of the community that are threatened
- The various conditions which cause the emergency to be declared
- The anticipated or initial period of the emergency

The declaration will be kept on file with the Clerk Auditor’s office including other supporting documentation of the need for a declaration, which will be the official record of the situation and may be used to justify the disbursement of disaster assistance funds or a reallocation of available funding to meet the needs of the disaster.

The San Juan County EOP will be fully activated upon declaration of a local state of emergency.
Damage assessment updates from the affected areas should follow at regular intervals to the State EOC
As specific assistance requests are received, San Juan County departments may respond with available resources to assist in response, recovery, and mitigation efforts.
The federal disaster law restricts the use of arithmetical formulas or other objective standards as the sole basis for determining the need for federal supplemental aid. As a result, FEMA assesses a number of factors to determine the severity, magnitude, and impact of a disaster. In evaluating a governor's request for a major disaster declaration, a number of primary factors along with other relevant information are considered in

developing a recommendation to the president for supplemental disaster assistance. Primary factors considered include the following:

- Amount and type of damage (number of homes destroyed or with major damage)
- Impact on the infrastructure of affected areas or critical facilities
- Imminent threats to public health and safety
- Impacts to essential government services and functions
- Unique capability of federal government
- Dispersion or concentration of damage
- Level of insurance coverage in place for homeowners and public facilities
- Assistance available from other sources (federal, state, local, voluntary organizations)
- State and local resource commitments from previous, undeclared events
- Frequency of disaster events over recent time period
- The very nature of disasters—their unique circumstances, the unexpected timing, and varied impacts—precludes a complete listing of factors considered when evaluating disaster declaration requests. However, the above lists most primary considerations.

2.3 Local Government Resources

Local governments shall use their own resources first in an emergency or disaster situation and may call for assistance from San Juan County Emergency Management during events that overwhelm or threaten to overwhelm their own response and recovery resources.
State and Federal relief may be overwhelmed when damage is widespread and severe therefore, the local jurisdiction must develop and maintain an ongoing program of mitigation preparedness, response and recovery.

Federal Emergency Management Agency (FEMA) coordinates the Federal government's role the State coordinates their role in preparing for, preventing, mitigating the effects of, responding to and recovering from all domestic disasters, whether natural or human-caused, including ac of terror.

When required, the county's declaration will take into account the primary factors required by FEMA for their declaration process.

2.4 Emergency Operations Center

The San Juan County EOC will serve as the county's coordination center for all disaster response operations it is located at 881 E Center Street, Monticello, UT. If a disaster or emergency situation prevents the use of the primary facility, an alternate EOC will be activated at the 684 Hideout Way in Monticello in the shared building with the City of Monticello.

The EOC serves as a centralized management and command center during an emergency situation or disaster. EOC personnel will keep the County Commission updated with all information so decisions and plans can be made based on up-to-date information. An emergency situation is not an ideal time for debate and discussion. Therefore, the direction of the County Commission should be implemented without delay and discussion should only occur if the safety of responders is in jeopardy.

The Emergency Manager is responsible to ensure that the EOC is properly equipped and that the equipment operates correctly. The Emergency Manager will submit an annual budget that indicates the items needed to maintain the proper function of the EOC. The Emergency manager shall also seek any grant funding available

which may assist in purchasing equipment of supplies to successfully operate an EOC. The Emergency Manager will maintain an inventory of all EOC equipment and a schedule of replacement and regular maintenance. On at least a bi-annual basis, the EOC will be assembled and each Emergency Response Team will participate in an EOC training exercise. Following the exercise, the list of necessary items will be reviewed, updated, and submitted for consideration.

2.5 Escalation of Levels in the Emergency Operations Center

The EOC activation level may be elevated by the Commission, the County Emergency Manager, or their designees during any situation where the need for EOC-level coordination is evident. Escalation of levels may also extend to the following:

San Juan County Emergency Management may also utilize the EOC in preparation for planned events in which EOC-level coordination is needed. If a department recognizes a need for EOC support during pre-event planning, a request may be submitted to the Emergency Manager. Examples of planned events may include, but are not limited to, protests and demonstrations, political event parades, fairs, concerts, rodeos and holiday events.

2.6 EOC Levels of Operation

Emergencies or disasters that can potentially affect San Juan County are divided into three levels of readiness to establish emergency operations. These levels are outlined below.

San Juan County is constantly monitoring events within the county. How severe an event is will directly affect the level of activation. Increasing or decreasing levels of activation will be directly decided by The San Juan County emergency manager. The EOC activation levels provide a means for a centralized response and recovery, with operational plans and activities focused on efficiency, quality and quantity of resources. There are three levels of activation:

- Level I: Full-Scale Activation.
- Level II: Partial Activation.
- Level III: Limited
- Level IV: Daily Operations/Monitoring

See below for a concise depiction and summary of the levels of emergencies or disasters and corresponding San Juan County Emergency Management EOC operational level.

2.7 Levels of Emergencies/Disaster and Corresponding Actions

2.7.1 Level 1: Full Activation: Full activation of the EOC. All ICS EOC support positions and Emergency Support Functions (ESFs) report to the EOC. Major natural or manmade event – All departments assisting in response. Citizens in need of assistance and/or sheltering. Recovery may be long-term. TYPE I and II events.

In a full-scale activation, all primary and support ESF agencies under the county plan are notified. San Juan County Emergency Management staff and all primary ESFs will report to the county EOC. When an event warrants a Level I activation, the EOC will be activated on a 24-hour, 7-day schedule due to the severity of the event or an imminent threat. All staff and all ESFs are activated and will be contacted to provide representatives at the EOC. ICS is implemented and all sections and branches are activated, the EOC Planning Section initiates the incident support planning process to establish operational objectives and priorities. It is

expected at this level of activation that response and recovery operations will last for an extended perio county resources are exhausted, the state Division of Emergency Management (DEM) will be contacted for assistance and the State will then notify FEMA of the response operations and status of needs.

2.7.2 Level 2: Partial Activation: Partial activation of the EOC, only requested ICS EOC support positions and ESF's report to the EOC for short term operations involving limited agencies, such as Public Works, Fire and Law Enforcement agency representation as needed. Type II and III Events.

Level II is limited agency activation. Coordinators of primary ESFs that are affected will be notified by San Juan County Emergency Management staff to report to the EOC. All other ESFs are alerted and put on standby. All agencies involved in the response will be requested to provide a representative to the county EOC. Some ESFs may be activated to support response/recovery operations. Emergency Management staff will report to the EOC as well as the local agencies involved in the response and recovery. This level can warrant a 24-hour schedule. The ICS system is activated and all sections and branches are activated as required.

2.7.3 Level 3: Limited Activation

Emergency Management staff and ICS EOC support positions as needed, monitoring potential hazard development when there is advance notice and/or a planned event. Center is open; gaining situational awareness and monitoring the event(s). Conference calls may be occurring with Emergency Management and/or other county agencies. Type III and IV Events

Limited agency activation. Coordinators of primary ESFs that are affected will be notified by San Juan County Emergency Management staff to report to the EOC. All other ESFs are alerted and put on standby. All agencies involved in the response will be requested to provide a representative to the county EOC. Some ESFs may be activated to support response/recovery operations. Emergency Management staff will report to the EOC as well as the local agencies involved in the response and recovery.

2.7.4 Level 4: Monitoring

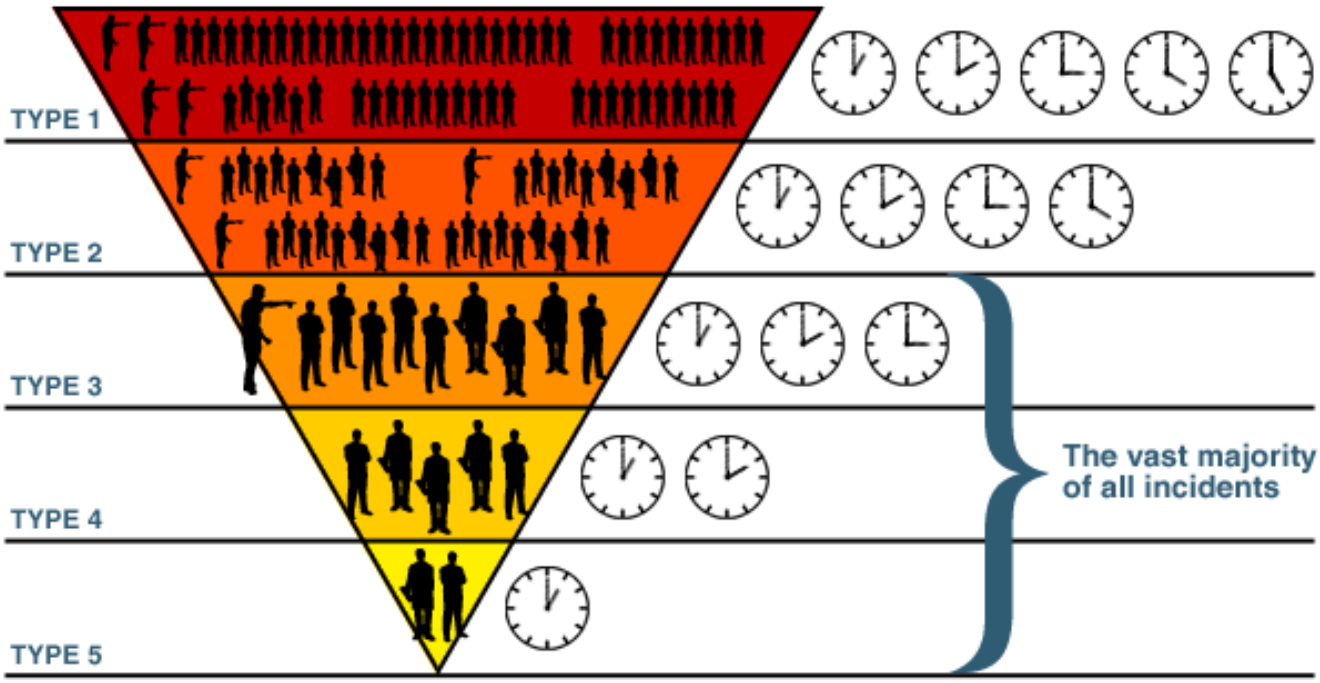
Activation is virtual Gaining situational awareness and monitoring the event(s). Type IV and V Events

Monitoring phase in which events are typically handled by jurisdictional response agencies. San Juan County Emergency Management Staff monitor and follow-up on situations, threats or events and report to the EOC as needed to assess the situation and escalate activation level when necessary. Notification will be made to those local agencies and ESFs who would need to take action as part of their everyday responsibilities. This level typically involves observation, verification of appropriate action, and follow-up by San Juan County Emergency Management staff. Most events can be resolved in a small amount of time using small amounts of resources. The day-to-day operations are typically not altered and the management structure stays the same. Emergency Management Staff apprised of the event evaluate the situation and, if conditions warrant, appropriate individuals and agencies are alerted and advised of the situation and instructed to take appropriate action as part of their everyday responsibilities. At the conclusion of the event, the staff verifies completion of the actions taken and document the incident. Incident action planning is not necessary, although it may be necessary to provide briefings or meetings for response or mitigation efforts for the event.

The Federal NIMS/ICS: System establishes a typing system for incident response as an aid to categorize size and magnitude of an emergency/disaster. San Juan County will utilize these levels when describing an incident to responders, state and federal officials and the media.

A Type 5 incident is the smallest and least complex incident, and a Type 1 incident is the most complex. These types illustrate the different levels of responsibility for the emergency and are based on the premise that unless the incident is an act of terrorism under investigation by the Federal Government or occurs on State and/or Federal lands, the local agency and first responders will be supported by state and federal agencies.

FEMA Incidents Types



Type 5 Incident

Local first responders and on-scene incident commander if any.

Characteristics

- One or two single response resources with up to 6 response personnel, the incident is expected to last only a few hours, no ICS and General Staff positions activated other that Incident Commander;
- Emergency Manager may be notified and monitor response and assist with coordination and/or dispatch efforts and notifications to Command Staff and Elected Officials;
- Everyday incidents and response to emergencies throughout San Juan County. This may involve fire, EMS and law enforcement. The incident is typically resolved within a few hours;
- Examples: Two Vehicle Accident Scene, Trapped Person, Isolated Power Outages from Storms, Minor police investigation;
- San Juan County EOC may be activated at a level 4 to monitor the incident.
- Written Incident Action Plan (IAP) is not generated or required.

Type 4 Incident

Command Structure

- Several single response resources required, select ICS Command and General Staff activated only as needed;

- On-Scene Incident Commander;
- First Responders;
- Additional Responders requested;
- San Juan County EOC may be activated at a level 4 to monitor the incident.
- San Juan County Incident Management Team may be activated

Characteristics

- Incident Commander runs scene and additional positions are only activated if needed;
- Emergency Manager should be notified and Emergency Manager monitor response and assist with coordination and/or dispatch efforts and notifications to Command Staff and Elected Officials;
- Incident is limited to one operational period;
- A written IAP is not generated but the incident should be documented and a log of all personnel generated.
- An agency administrator may have briefings, and complete a complexity analysis on the event. The agency administrator is responsible for operational planning such as objectives and priorities for the Incident.
- Example: Multi-Vehicle accident, small grass fires, minor search and rescue call out for injured or missing person.

Type 3 Incident

Command Structure

- Some or all ICS Command and General Staff are activated;
- First Responders;
- Additional resources requested;
- Mutual Aid agreements activated;
- San Juan County EOC may be activated at limited level. Emergency Management staff and ICS EOC support positions as needed

Characteristics

- Resource requirements will exceed the initial response resources;
- May extend into multiple operational periods;
- Incident is likely to have significant community impact and is likely to cause local municipalities and/or the county to declare a local emergency disaster;
- ICS positions are added to match the complexity of the incident;
- San Juan County EOC is activated and PIO is handling incident public affairs and the JIC may be established;
- The incident is extending into multiple operational periods;
- Mutual aid is required and state or federal partners are requested to assist;
- A written IAP is required for each operational period;
- Examples: Large Wildfire/grass fire, winter storm, widespread power outage, domestic water outage or boil orders, hostage situation, officer involved shooting, school shooting, etc.

Type 2 Incident

Command Structure

- All ICS Command and General Staff positions are filled;
- San Juan County EOC is at partial or full activation;
- PIO is handling incident public affairs and the JIC shall be established;
- Initial Responders;

- Additional Responders;
- Mutual Aid is activated.

Characteristics

- Regional or National resources will be required;
- The incident will extend into multiple operational periods;
- Incident exceeds the capabilities for local control and is expected to last an extended duration and multiple operational periods;
- May become a declared state emergency or disaster;
- The Joint Information Center is activated full time and staffed by local, county, state and possibly federal partners. A designated JIC manager is appointed;
- A written IAP is required for each operational period and a large incident command post is required to support the incident;
- If on private/county owned property, the Board of County Commissioners and Policy group retain oversight for the incident. There will be County management briefings and a delegation of authority from the County to the IMT for management of the incident (except for duties that can't be delegated by law);
- If on state or federal land, the agency with jurisdiction will maintain oversight for the incident and will involve the County Commissioners and Administration in briefings (i.e. – Fire on BLM or USFS lands that then spreads to private lands);
- Guideline for operations personnel is less than 200 per operational period and typically less than 500 personnel on the incident total;
- Examples: large wildfire that is threatening structures, uncontained and possibly already burned structures. Acts of terrorism, major flooding where a large number of citizens are affected and/or damage to critical infrastructure.

Type 1 Incident

Command Structure

- National level resources are required;
- All ICS Command and General Staff positions are utilized and Branches shall be established;
- Local responders are assisting agencies requested for mutual aid and regional and state-wide resources are hired to assist;
- San Juan County EOC is fully activated.

Characteristics

- This incident is the most complex and is an incident of national significance and requires federal assistance and resources to safely and effectively manage;
- The incident will extend into multiple operational periods;
- The incident will have a significant impact on the County and additional staff are needed to support Emergency Management, administrative and support functions;
- Evacuations of large areas and large shelter activations are likely with significant threat to human life and personal property;
- Operations personnel often exceed 500 per operational period or total;
- Examples: massive wildfire burning thousands of acres with no containment, national pandemic, major dam failure, major act of terrorism.

2.8 ICS Forms

In the event of an incident progressing beyond normal day-to-day operations or elevation in the EOC activation an Incident Support Plan (ISP) should be prepared. This ISP should be created as the transition is made from initial response to operational periods and incident support objectives are established. The initial EOC incident response activities should be documented on an ICS 201 form.

2.9 Emergency Support Functions

The EOC is organized based on the Incident Command System (ICS) structure, which provides EOC staff with a standardized operational structure and common terminology. The EOC is organized into Emergency Support Function (ESF) annexes. ESFs are composed of local agencies and voluntary organizations that are grouped together to provide needed assistance.

These categories or types of assistance constitute San Juan County ESFs and will serve under a section as designated under ICS, within the EOC structure. ESFs, in coordination with San Juan County Emergency Management, are the primary mechanism for providing response and recovery assistance to local governments through all disaster levels. Assistance types are grouped according to like functions.

- County agencies and organizations have been designated as primary and support agencies for each ESF according to authority, resources and capability to coordinate emergency efforts in the field of each specific ESF.
- Primary agencies, with assistance from one or more support agency, are responsible for coordinating the activities of the ESF and ensuring that tasks assigned to the ESF by San Juan County Emergency Management are completed successfully.
- ESF operational autonomy tends to increase as the number and complexity of mission assignments increases following an emergency event. However, regardless of circumstance, the ESFs will coordinate within the EOC in executing and accomplishing their missions.

2.10 Community Lifelines

San Juan County will utilize Community Lifelines during emergency response:

According to FEMA, a lifeline enables continuous operation of critical government and business functions and is essential to human health and safety or economic security. Lifelines are considered the most fundamental services in a community that, when stabilized, enable all other aspects of society to function. When disrupted, decisive intervention (e.g., rapid service re-establishment or employment of contingency response solutions) is required to stabilize an incident.

Community Lifelines consist of:

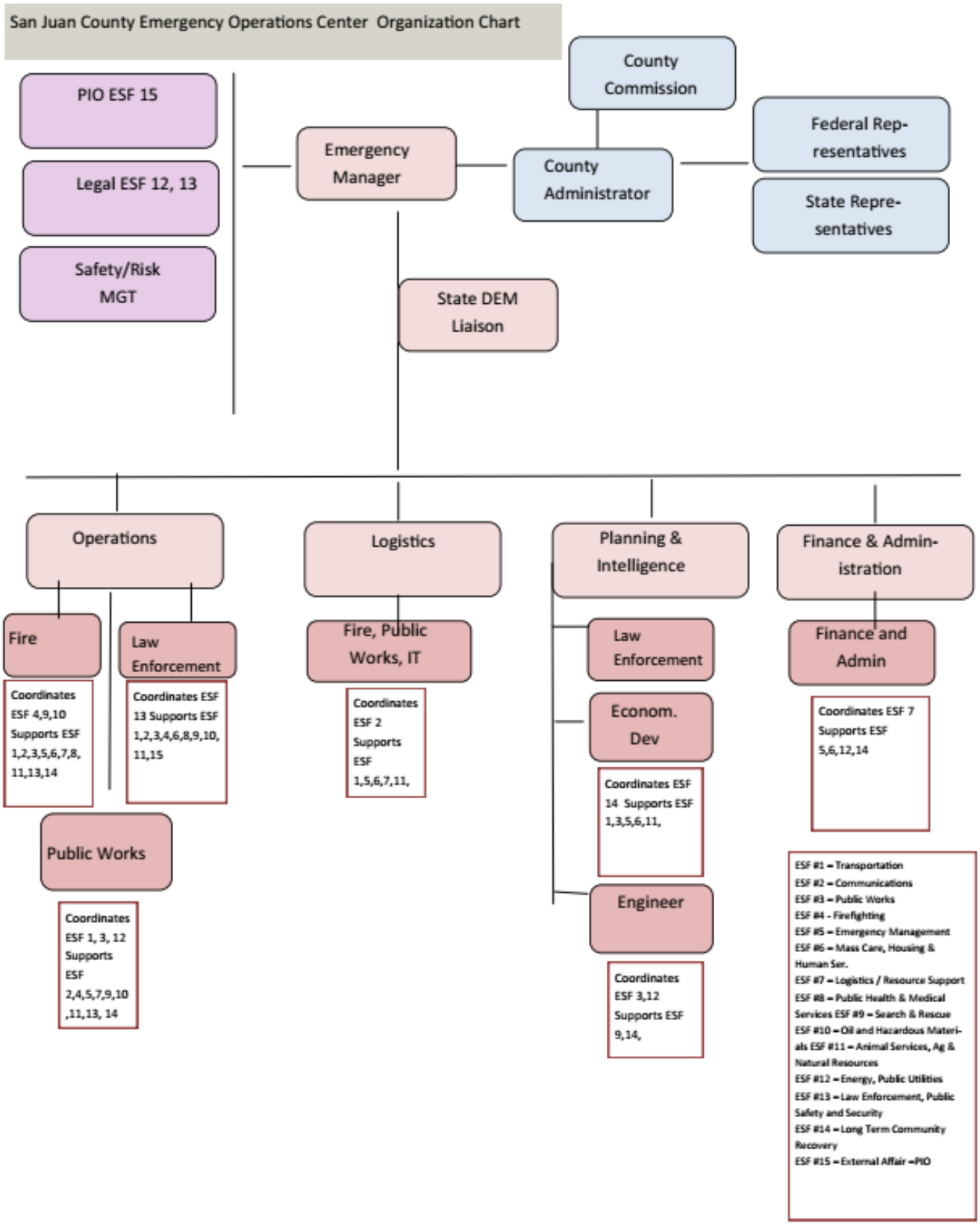
- Safety and Security
- Food, Water, Shelter
- Health and Medical
- Energy
- Communications
- Transportation
- Hazardous Materials (Not every incident will impact all lifelines or components.)

While lifelines were developed to support response planning and operations, the concept can be applied across the entire preparedness cycle. Efforts to protect lifelines, prevent and mitigate potential impacts to them, and building back stronger and smarter during recovery will drive overall resilience of the county, state and nation.

Community Lifelines Image



2.11 EOC Coordination



San Juan County Emergency Management is responsible for emergency operations and coordination before, during and after an event. Resource management and policy coordination take place in the EOC. San Juan County's response to and recovery from an emergency and/or pending disaster is carried out through the County Emergency Management Organization. ESFs are grouped by the types of assistance provided. Each ESF is led by a primary agency or agencies and is supported by other county agencies and volunteer organizations. The principles of this plan conform to the National Incident Management System (NIMS), which provides a core set of common concepts, principles, terminology and technologies. The EOC will especially be needed when incidents cross disciplinary boundaries or involve complex scenarios.

The EOC utilizes ICS to develop a structured method for identifying priorities and objectives to support an incident or event. These priorities serve as guidance for the allocation of resources and enable the EOC to coordinate requests. The EOC utilizes ICS to manage ESF coordination. The use of distinct titles for ICS positions allows for filling ICS positions with the most qualified individuals rather than by seniority. Standardized position titles are useful when requesting qualified personnel. Local and county agencies and responders may have various roles and responsibilities throughout the duration of an emergency. Therefore, it is particularly important that the local command structure established to support response and recovery efforts maintain significant flexibility in order to expand and contract as the situation changes. Typical duties and roles may also vary depending on the severity of impacts, size of the incident(s), and availability of local resources. It is imperative to develop and maintain depth within the command structure and response community.

2.12 EOC Support Planning

The planning section is responsible for developing the ISP and facilitating planning meetings. EOC support plans are developed for a specified operational period, which may range from a few hours to 24 hours. The operational period is determined by establishing an initial set of priority actions to be performed. A reasonable timeframe is then determined for the accomplishment of those actions. EOC support plans should be sufficiently detailed to guide EOC elements in implementing the priority actions but do not need to be complex. EOC support plans provide designated EOC personnel with knowledge of the objectives to be achieved and the steps required for their achievement. EOC support plans also provide a basis for measuring achievement of objectives and overall system performance. Planning is an important management tool that involves the following:

2.13 After Action Reports Prepared

As immediate threats to life and property subside and the need for sustained ESF operations diminishes, the debriefing of responsible individuals and the documentation of lessons learned will begin. Resulting information will be consolidated and reviewed by San Juan County Emergency Management personnel and a written report will be prepared. Matters requiring corrective action will be forwarded to San Juan County Emergency Management planning staff to be addressed as needed.

2.14 Notification and Warning

San Juan County response agencies are dispatched by the Price Public Safety Dispatch Center 24/7. Price Dispatch is responsible for after-hours notification of the Emergency Management staff, responders. The County Commission and Emergency Manager may request notifications and warnings take place if conditions warrant. Conditions to be considered include threat to life and property and safety of the responders.

2.15 Response Functions

Routine emergencies will be managed using the Incident Command System. As an emergency escalates Incident Commander will coordinate with County officials to ensure all public safety functions are being provided. When required by incident complexity, San Juan County will either assign an agency representative to command and/or open a County Emergency Operations Center (EOC). The EOC will manage issues including, but not limited to:

- Damage Assessment,
- Coordination of outside agencies and volunteers,
- Intergovernmental relations

As a result of an emergency or disaster event and declaration, county, state or federal **funding assistance is not guaranteed**.

SECTION 3 ORGANIZATION AND RESPONSIBILITIES

Local and county agencies and response partners may have various roles and responsibilities throughout the duration of an emergency. Therefore, it is particularly important that the local command structure established can support response and recovery efforts maintain significant flexibility in order to expand and contract as the situation changes. Typical duties and roles may also vary depending on the severity of impacts, size of the incident(s), and availability of local resources. Each agency and department are responsible for ensuring that critical staff are identified and trained at levels that enable effective Implementation of existing response plans, procedures and policies. Agencies and organizations tasked by this plan with specific emergency management responsibilities should complete the following:

Maintain current internal personnel notification rosters and standard operating procedures to perform assigned tasks (notifications, staffing, etc.).

- Negotiate, coordinate and prepare mutual aid agreements, as appropriate.
- Analyze need and determine specific communication resource needs and requirements.
- Provide the San Juan County Emergency Manager with current contact information. Identify potential sources of additional equipment and supplies.
- Provide for continuity of operations by taking action to:
    - Ensure lines of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.
    - Protect records, facilities, and organizational equipment deemed essential for sustaining government functions and conducting emergency operations.
    - Ensure, if practical, that alternate operating locations are available should the primary location suffer damage, become inaccessible, or require evacuation.
    - Protect emergency response staff. Actions include:
      Obtain, as required, personnel protective equipment for responders
    - Provide security at facilities
    - Rotate staff or schedule time off to prevent fatigue and stress
    - Make stress counseling available
    - Encourage staff to prepare family disaster plans including arrangements for the safety and welfare of emergency worker's families if sheltering is required

The following are county agencies tasked with primary or support responsibilities as detailed by the Emergency Operations Plan. More specific assignments can be found in the emergency support function section and incident annex appendices to this EOP. Sheriff's Office, Fire, EMS, Emergency Management, Road Department, County Administration, Human Resource, County Clerk, County Treasurer, County Recorder, County Assessor, County Surveyor, County Attorney, County Health Department.

EOC Manager

- The EOC Manager is typically the Emergency Manager but in large incidents, may be delegated to a trained EOC manager from a Type III or larger Incident Management Team.
- The duties of the EOC Manager are to ensure the EOC is running smoothly, ESF leads and agency
- representatives have the equipment and supplies needed to accomplish their duties and collaborate with agencies and communicate the objectives of Incident/Unified Command to the EOC. The EOC Manager delegates tasks, receives requests for assistance/equipment from the field and assigns them to logistics or the appropriate ESF to fill. The EOC Manager provides leadership, direction and oversight to the EOC as it relates to activity tracking, objectives, document and records management, adhering to finance procedures and cost tracking, ensuring finance and legal and policy group members are

involved in discussions. The EOC manager also serves as the point of contact for the policy group (County Administrator, Board of County Commissioners, Mayors, etc.) and communicates their needs, questions and complaints to the EOC and respective agencies;

- The EOC manager assesses information, runs complexity analysis and ensures information is correct and if additional assistance or activation levels are warranted requests additional assistance;
- The EOC/Emergency Manager assembles team members in the EOC and through virtual operations, sets meetings, and establishes a clear communication and command structure. The two top priorities for the EOC manager are: up to date information and a current operational plan.

Public Information Officer (PIO)

- As stated in more detail under roles and responsibilities, The PIO coordinates and manages the County's public information to internal and external messaging including local, regional and federal agencies and local, state and national media if required. The PIO develops press releases, coordinates information sharing through the JIC/JIS, clears official releases through incident command and manages media briefings and interviews as well as monitors/posts information's to social media.

EOC Safety Officer

An EOC Safety Officer has the same roles for the EOC and the ICS Safety Officer has for the Command Team:

- Identify and mitigate hazardous situations;
- Ensure safety messages and briefings are made;
- Exercise emergency authority to stop and prevent unsafe acts;
- Review the Incident Action Plan for safety implications;
  Assign assistants qualified to evaluate special hazards;
- Initiate preliminary investigation of accidents within the incident area;
- Review and approve the Medical Plan;
- Participate in planning meetings.

Liaison Officer

- Liaisons should serve as the central point of contact with critical organizations that aren't necessarily ESF leads such as non-profits, the volunteer manager, public utility companies and medical facilities.
- Act as a point of contact for agency representatives;
- Maintain a list of assisting and cooperating agencies and agency representatives;
- Assist in setting up and coordinating interagency contacts;
- Monitor incident operations to identify current or potential interorganizational problems;
- Participate in planning meetings, providing current resource status, including limitations and capabilities of agency resources.

The Operations Section will be determined by the emergency or incident, it could be Sheriff's Office, Fire, EMS or Public Works. In the event of an emergency situation or disaster, the Operations Section Chief is hereby authorized to use all authority provided by federal, state, and local law to protect the lives and property of citizens.

3.1 Operations Section:

- Provide regular updates to the Emergency Manager or designee about the safety conditions of the community
- Provide advice to the Emergency Manager or designee about actions that should be taken to protect life and property in the county

- Coordinate public safety efforts of local, county, state, and federal law enforcement from a local government perspective
- Identify and provide emergency services to medical, functional and access needs residents.

Operations Section Chief Responsibilities

- The Operations Section Chief is responsible for managing all tactical operations at an incident. The Incident Action Plan (IAP) provides the necessary guidance. The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by span of control considerations. The Operations Section Chief is typically filled by the lead agency managing response activities for the specific type of incident. Major responsibilities of the Operations Section Chief are to:
- Assure safety of tactical operations;
- Manage tactical operations;
- Develop the operations portion of the IAP;
- Supervise execution of operations portions of the IAP;
- Request additional resources to support tactical operations;
- Approve release of resources from active operational assignments;
- Make or approve expedient changes to the IAP;
- Maintain close contact with IC, subordinate Operations personnel, and other agencies involved in the incident;
- The Operations Section Chief directs and receives reports from the seven (7) community lifelines which represent Operations Branches – Public Safety, Health & Medical, Communications, Transportation, Hazardous Materials, Energy and Food, Water and Shelter. Each of these Community Lifeline Branches is led by a lead Emergency Support Function (ESF) and supporting ESFs who will develop and implement plans for their respective fields of expertise.

3.2 Logistics Section

In addition to the assigned daily duties the Road Department shall have specific responsibilities during an emergency situation or disaster:

- Complete tasks as assigned by the Emergency Manager or designee
- Provide the Emergency Manager or designee with an initial damage assessment of municipal infrastructure and facilities including all roads and bridges.
- Identify and properly indicate traffic control and evacuation routes, and manage all other transportation-related issues in cooperation with the Sheriff's Department, including procurement of fuel for municipal and emergency vehicles.
- Provide equipment and resources as assigned by the Emergency Manager or designee
- Provide assistance to other departments with the compilation of emergency-related financial information.
- Assist in identifying sources of emergency funds if departmental budgets are exceeded.
- Coordinate emergency-related purchases and expenditures.
- Coordinate the disposal of solid waste and other tasks to ensure a clean and sanitary environment in the community during an emergency situation or disaster.

The Logistics Section is responsible for providing:

- Facilities;
- Transportation;

- Communications;
- Supplies;
- Equipment maintenance and fueling;
- Food services (for responders);
- Medical services (for responders);
- All off-incident resources.

Major responsibilities of the Logistics Section Chief are to:

- Provide all facilities, transportation, communications, supplies, equipment maintenance and fueling, food and medical services for incident personnel, and all off-incident resources;
- Manage all incident logistics;
- Provide logistical input to the IAP;
- Brief Logistics Staff as needed;
- Identify anticipated and known incident service and support requirements;
- Request additional resources as needed;
- Ensure and oversee the development of the Communications, Medical, and Traffic Plans as required;
- Oversee demobilization of the Logistics Section and associated resources.

The Road Department shall work with the Emergency Manager to create a complete list of municipal resources that could be used in the case of an emergency situation or disaster. The list will include items already owned by the county and those needed to provide effective emergency response and mitigation.

3.3 Finance and Administration Section

In addition to the assigned daily duties, the County Administrator/County Clerk/Treasurer/Recorder/Assessor shall have specific responsibilities during an emergency situation or disaster. These duties include:

- Complete tasks as assigned by the Emergency Manager or designee
- With the assistance of the County Recorder, identify and preserve essential records of all local emergency situations. In order to create final reports, all records, messages and logs will be compiled and submitted to the Emergency Manager following deactivation of the EOC.
- The provision of assistance to other departments with the compilation of emergency-related financial information including all accounting/reimbursement items.
- Assistance in identifying sources of emergency funds if departmental budgets are exceeded.
- Coordination of emergency-related contracts, purchases and expenditures.

Finance/Administration Section Chief Responsibilities

The Finance/Administration Section Chief is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for finance services will the Section be activated. Major responsibilities of the Finance/Administration Section Chief are to:

- The Finance Section Chief and finance section receives all requests for equipment, personnel and specialized equipment/services and reviews the cost and budget and determines if the item(s) requested fall within purchasing policy for the County or if the item is the responsibility of another agency. If the responsibility of an agency, finance will coordinate with the agency head/representative with spending authority to approve or deny the request for the item(s) or personnel;

    - If requests are denied, Finance Section Chief should work with IC and the requesting Agency/ESF/Lifeline to come up with a budget to solve the solution for the problem being denied assistance;
- Provide financial and cost analysis information as requested;
- Ensure compensation and claims functions are being addressed relative to the incident;
- Gather pertinent information from briefings with responsible agencies;
- Develop an operating plan for the Finance/Administration Section and fill Section supply and support needs;
- Determine the need to set up and operate an incident commissary;
- Meet with assisting and cooperating agency representatives as needed;
- Maintain daily contact with agency(s) headquarters on finance matters;
- Ensure that personnel time records are completed accurately and transmitted to home agencies;
- Ensure that all obligation documents initiated at the incident are properly prepared and completed;
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up;
- Provide input to the IAP.
- The default Finance Section Chief will be the County's Clerk Auditor. If multiple agencies/jurisdictions are involved in the incident response with financial obligations, each agency or special district should designate their finance director or another employee authorized to act on behalf of the agency with financial authority to serve in the EOC. Together, these individuals shall comprise the Finance Section and be responsible for reviewing and approving or denying financial purchases and maintaining documentation to FEMA standards. The purpose of shared finance section roles is each agency is responsible for the costs incurred by their agency or the costs per a signed cost-share agreement and a shared-finance section ensures proper review and approval/denial of purchase or contract requests.

The Finance and Administration Section shall work with the Emergency Manager to create an emergency finance plan for review by the County Administrator and consideration by the County Commission. The plan will include emergency contingencies for emergency operations, payroll and hospitality during emergencies and other emergency finance-related matters.

3.4 Planning and Intel/Community Development Section

In addition to the assigned daily duties, the Planning and Intel Section shall have specific responsibilities during an emergency situation or disaster.

- Complete tasks as assigned by the Emergency Manager or designee
- With the assistance of the Building Official, conduct initial damage assessment for all affected structure and determine if structures are inhabitable or if building should remain unoccupied until further assessment can be completed.
- Provide expertise and recommendations for reconstruction, demolition, condemnation and structural mitigation during emergency recovery and response.
- Provide maps, plans, and other information that will allow rapid identification of municipal infrastructure, roads, neighborhoods, and other specific locations.
- Create a streamlined permit process for disaster recovery efforts.
- Coordinate land use, environmental protection, and economic development mitigation issues during emergency recovery.

Planning Section Chief Responsibilities

The Planning Section Chief is responsible for providing planning services for the incident. Under the direction of the Planning Section Chief, the Planning Section collects situation and resources status information, evaluates it, and processes the information for use in developing action plans. Dissemination of information can be in the form of the IAP, in formal briefings, or through map and status board displays. Major responsibilities of the Planning Section Chief are to:

- Collect and manage all incident-relevant operational data;
- Supervise preparation of the IAP;
- Provide input to the IC and Operations in preparing the IAP;
- Incorporate Traffic, Medical, and Communications Plans and other supporting materials into the IAP;
- Conduct and facilitate planning meetings;
- Reassign personnel within the ICS organization;
- Compile and display incident status information;
- Establish information requirements and reporting schedules for units (e.g., Resources and Situation Units);
- Determine need for specialized resources;
- Assemble and disassemble Task Forces and Strike Teams (or law enforcement Resource Teams) not assigned to Operations;
- Establish specialized data collection systems as necessary (e.g., weather);
- Assemble information on alternative strategies;
- Provide periodic predictions on incident potential;
- Report significant changes in incident status;
- Oversee preparation of the Demobilization Plan.

Planning and Intel / Community Development Section will review the development ordinances of the county to ensure that all practicable regulations that will eliminate or reduce the impact of disasters have been included and are implemented.

3.4 Authority and Role of Support Staff

In addition to normal department functions, each department in the county will have specific emergency functions. Under the direction of the Department Head, each department is responsible for developing and maintaining its own emergency management procedures. These procedures will be coordinated with the Emergency Manager and shall consider the elements of the EOP. In any instance where a department procedure is in conflict with the provisions of this document, the provisions of this document shall take precedent. Each Department Head is responsible to educate their employees on the procedures of the EOP and the emergency management procedures of the department.

With assistance from the Emergency Manager, each department will conduct training and preparation exercises that will familiarize employees with the EOP and the procedures of the department. In addition to departmental training, designated employees elected and appointed officials of San Juan County shall complete a minimum of the ICS-100- and ICS-700 training in the National Incident Management System (NIMS). Some employees will be required to complete additional training depending on their emergency role and responsibilities.

3.5 Direction and Control

Notwithstanding the contents of this chapter, during an emergency situation or disaster, the elected officials will be available to interact with constituents and forward community concerns, provide emergency policy direction and enact emergency legislation.

General Responsibilities of County Departments, each department will create internal emergency management standard operating procedures (SOPs) which are consistent with the provisions of this EOP.

The SOPs for each department will include, at a minimum:

- Specific departmental and individual responsibilities and tasks coordinated with other departments in the county to avoid redundancy and enhance cooperation
- Specific education and training programs and exercises that will result in adequate knowledge of responsibilities and tasks and the ability to perform such without hesitation in an emergency situation
- A complete list of all department resources that could be of benefit in an emergency situation or disaster and information on all personnel trained to utilize the resources of the department
- Specific procedures for inter-department communication and reporting to the Emergency Manager or designee. These procedures will include notification and employee activation methods, suspension of normal business activities, release of non-essential employees, evacuation procedures and similar communication challenges
- A checklist identifying the working order or damage to all department assets
- An updated line of succession for key management positions to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions
- Methods to protect records, facilities, and organizational equipment deemed essential for sustaining government functions and conducting emergency operations
- A budget plan to obtain necessary equipment to protect employees in an emergency situation and funding to rotate staff to prevent fatigue and stress, and make stress counseling available

Coordination with Outside Agencies and External Parties If it is determined that County resources have been exhausted or that the County is not able to adequately respond to a disaster, assistance from outside agencies will be requested. Requests for assistance from outside agencies and/or external parties shall be consistent with all negotiated mutual aid agreements; memorandums of understanding; established local, state, and federal emergency assistance protocols; and any other governing agreements. In the absence of an effective agreement, the County Attorney shall negotiate expense and reimbursement agreements for emergency consideration by the County Commission. The Emergency Manager, with assistance from the County Administrator shall determine the extent of aid necessary to address the emergency situation or disaster. The following sections identify the general roles of federal, state, county, nonprofit, and other potential partners in an emergency situation. The roles and responsibilities listed herein are for reference only in recognition that San Juan County has no jurisdiction or authority to compel adherence to the responsibilities listed herein

State Agencies Consistent with the emergency declarations of the County Commissioners, the Emergency Manager may choose to request assistance from the State of Utah when local resources have been exhausted or the significance of the emergency situation or disaster warrants a request for services beyond the capacity of San Juan County. Requests for assistance will be forwarded to the Utah Department of Emergency Management through the Liaison Officer, who can orchestrate outside resources and materials to meet the situation at hand.

Local Control

Initial response is provided by local first responders and directed by on-scene incident command. Activit may include rescue, firefighting, emergency medical services, crime scene investigations, traffic control, evacuations, and emergency public information releases. On-Scene command may establish Unified Command to integrate jurisdictional authority and responsibilities of participating organizations such as fire, EMS and law enforcement.

Incorporated Areas

When an incident that occurs within the boundaries of an incorporated town/city, and falls within the legal authorities of an incorporated town; the town has the jurisdictional authority and primary incident management responsibility and is responsible for costs incurred during the incident.

Federal/State Public Lands

The state or federal agency with ownership/jurisdiction over public lands in unincorporated San Juan County will maintain management over any incident on their lands. County departments/agencies may provide initial response efforts until federal/state agency resources can arrive and relieve local resources.

Public Health Event

San Juan County Public Health has responsibility for all incidents that impact both personal and environmental health in San Juan County.

Regional Support

Regional support for incidents can be requested/come from organizations such Region 7 and Region 6 partners (Grand, Carbon, and Emery) Additionally, the Southeast Healthcare Coalition are available to provide support at a regional level during an incident.

During an incident affecting San Juan County, these entities may be called upon as an individual group or as a cohort to assist San Juan County agencies during the incident. Assistance may be in the form of logistical support, expertise, operational planning, resources or public information assistance.

Regional partners will be secondary to local jurisdictions and in a supporting role unless their agency/group has a stake in the incident and jurisdiction (such as regional public health) who will then be involved in Unified Command.

3.5.1 Utah Division of Emergency Management

The Utah Department of Emergency Management should be notified of an incident and coordinated with as the incident progresses during the response phase through the Liaison. Every disaster or emergency is different and the extent of state agency involvement will vary based upon the nature and severity of the incident.

- Coordinate the State's response to disasters.
- Supports San Juan County Emergency Management efforts when local resources are fully committed and found to be inadequate to cope with the situation and when a particular capability or resource is required and not available.
- Contact the Federal Government for assistance if the State is unable to fulfill the request.

3.5.2 Federal Agencies/Federal Emergency Management Agency

During response to an incident, federal agencies may provide aid or have jurisdiction and control over response to an incident or emergency. Wildfires on Bureau of Land Management (BLM) or U.S. Forest Service Land (USFS) are emergencies that will be federal jurisdiction.

Other emergencies and disasters may fall under the jurisdiction of federal agencies, who are likely to have an extended response due to our geographic location. An example includes: plane crashes which fall under the Federal Aviation Administration (FAA) and National Transportation Safety Board (NTSB). Explosions or of terrorism fall within the jurisdiction of the ATF, FBI and Division of Homeland Security.

Most these agencies are located in Denver and/or Salt Lake City and some have satellite offices in Grand Junction. If an incident commander, elected official, emergency management or other responder believes an emergency/disaster falls within the jurisdiction of a federal agency, the appropriate agencies should be notified as soon as possible. Local law enforcement and first responders should be aware than an extended delay of up to 72-hours may take place before federal partners arrive on-scene.

Local jurisdictions should be aware that federal law dictates the response and involvement of federal agencies such as the Federal Emergency Management Agency (FEMA) in local and state emergencies. FEMA will NOT respond and provide assistance unless an emergency/disaster arises to the level of a major disaster and there is a Presidential Declaration.

The Federal Emergency Management Agency (FEMA) and other federal agencies will then work in support of the State and local jurisdictions.

- Coordinate the federal government's role in preparing for, preventing, mitigating the effects of, responding to, and recovering from all domestic disasters, whether natural or human-caused, including acts of terror.
- When warranted, federal agencies will provide assistance to San Juan County through established protocols and recognized programs.

3.5.3 National Weather Service

- Issue severe weather watches and warnings.

3.5.4 Non-governmental Organizations/American Red Cross/VOAD (Volunteer Organizations Active in Disasters)

Volunteer organizations such as the American Red Cross, and other Voluntary Organizations Active in Disasters (VOAD) will coordinate with the EOC for operations and needs for volunteers.

During an emergency or disaster in San Juan County, the private sector will be critical to effective response and to minimize loss or destruction of property and life. The private sector includes public utilities, water companies, construction companies with heavy equipment, delivery companies, restaurants, hotels and more. The private sector will be critical to providing resources during the response and recovery phase and keeping businesses open during an emergency will be a priority.

The Regions 3 VOAD and ARC's nearest location to San Juan County is 4 hours away. A delayed response is expected.

Following a disaster, the American Red Cross (ARC) provides emergency shelter, food, medicine, and first aid to provide for basic human needs. ARC workers distribute food and home clean-up items throughout the

affected areas in an effort to enable victims of disasters to resume living independently. ARC also helps when all other resources, such as insurance benefits and government assistance, are not available or are inadequate to meet disaster-related needs. ARC aid is provided on an individual basis, based on verified disaster-caused needs, and, at no cost. The ARC's nearest location to San Juan County is 4 hours away. A delayed response is expected. ARC disaster relief work also includes the following:

- Feeding emergency workers
- Referring those affected by disaster to other available resources
- Handling inquiries from concerned family members outside the disaster area
- Providing disaster-related mental health services and specialized counseling
- Providing staff to work daily at the EOC in support of mass care and sheltering activities
- Providing subject-matter expertise on regulations, policies, and all relevant ARC issues, including general mass care planning, preparedness, response, and recovery activities as ARC-specific activities in these areas
- Providing information on current ARC mass care activities as required
- Supporting reunification efforts through its Safe and Well website and in coordination with government entities as appropriate
- Provide public health and safety, and lessen or avert the threat of an incident becoming a catastrophic incident.

External Parties

Because each emergency situation or disaster is different, there is a wide array of external parties that may be asked for assistance. The parties listed below are not intended to be a complete list, but are included herein as a resource and reference.

3.5.7 General Public

As stated in the Assumptions portion of this plan: The County responds to Emergencies as they happen, providing resources that are available, then reaching out to our region, state and non-governmental organizations when we need more assistance. Our response will be as immediate as possible, outside resources will take longer. We strongly encourage families to prepare to provide for themselves for the basic human needs, for at least two weeks after a disaster.

3.5.8 Business and Industry

Businesses and Industries based in San Juan County are responsible for the development of their own Emergency Operating Plan and Continuity of Operations Plan. Businesses and Industries should be prepared to survive the immediate consequences of disasters, initially take care of on-site employees, and take necessary steps to ensure the long-term viability of their organization.

3.5.9 County

An incident that occurs in unincorporated San Juan County will fall to the management of the County. If an incident impacts both unincorporated and incorporated areas of San Juan County, unified command will be established between the affect municipalities and the County and they will share responsibility.

Commission's Office: The Commission is responsible for ensuring the public safety and welfare of the people of that jurisdiction. Specifically, they provide strategic guidance and resources during preparedness, response, and recovery efforts. Emergency management, including preparation and training for effective response, is a core obligation of local leaders. Chief elected or appointed officials must have a clear understanding of their roles and responsibilities for successful emergency management and response. At times, these roles may

require providing direction and guidance to constituents during an incident, but their day-to-day activiti not focus on emergency management and response. On an ongoing basis, elected and appointed officials may be called upon to help shape or modify laws, policies, and budgets to aid preparedness efforts and to improve emergency management and response capabilities.

3.6 Delegation of Authority

If the County Commission determines that all or portions of the Incident Management should be managed by a third party, a specific Delegation of Authority shall be negotiated and executed in written form by the County Commission or designee and the responsible official of the proposed managing entity. Transfer of authority may occur through a documented transfer of all or part of the operational command but shall be supported by a specific written Delegation of Authority.

SECTION 4 DIRECTION, CONTROL, AND COORDINATION

The emergency response forces of the community (EMS, fire, law enforcement, emergency management and public works, public health) are the primary forces of the county in response to community emergencies and disasters.

When the local emergency response forces are unable to meet the immediate demands of the event or require EOC functions, the EOC will be activated to the appropriate level. San Juan County Emergency Management coordinates resources to support response to major events when required. The County Emergency Manager, in collaboration with the County Commission, will focus on a declaration of a local state of emergency when county resources are inadequate.

If the emergency exceeds locally available resources of the emergency response forces, San Juan County will request mutual aid under the statewide mutual aid agreement. The County Emergency Manager may also request state assistance from DEM, which is the state agency charged with coordinating the State of Utah's response to disasters.

Coordination of the EOP components will be as follows:

- This promulgated EOP is effective immediately upon approval and implementation.
- All departments, agencies and organizations involved in the implementation of this EOP will be organized, equipped and trained to perform all designated responsibilities contained in this plan and it's implementing instructions for preparedness, response and recovery activities.
- All organizations are responsible for the development and maintenance of their own internal operating and notification procedures.
- All responding organizations are responsible for filling any important vacancies; recalling personnel from leave, if appropriate; and alerting those who are absent due to other duties or assignments.
- Unless directed otherwise, existing organization/agency communications systems and frequencies will be employed.
- Unless directed otherwise, the release of information to the public or media will be handled through the county's joint information system, using the concepts outlined in Emergency Support Function (ESF) #15 – Public Information.
- Personnel designated to the EOC will make prior arrangements to ensure that their families are provided for in the event of an emergency to ensure a prompt, worry-free response and subsequent duty.

At the EOC, organizational and agency representatives will:

- Report to EOC check-in immediately upon arrival for an update on the situation and to confirm table/telephone assignments.
- Provide name, agency and contact information on EOC staffing chart.
- Ensure adequate 24/7 staffing for long-term EOC activations.
- Ensure that their departments/agencies are kept constantly informed of the situation, including major developments, decisions and requirements.
- Maintain coordination with other appropriate organizations/agencies.
- Thoroughly brief incoming relief personnel and inform the EOC appropriate section chief of the changeover prior to departing. The briefing will include, at a minimum, information on what has happened, problems encountered, actions pending, and the location and phone number of the person being relieved.

The safety of both the affected population and response or recovery personnel will be a high priority throughout an emergency. All actions contemplated will consider safety prior to implementing any decision, and safety will be constantly monitored during the operation itself.

4.1 Rapid Damage Assessment

Is a rapid assessment that takes place within hours after an incident and focuses on lifesaving needs, imminent hazards, and critical lifelines?

4.2 Preliminary Damage Assessment

Is conducted within the framework of a declaration process and identifies and affixes a dollar amount to damages. The preliminary damage assessment assists the Commission in determining resources available and additional needs that may be required. Damage assessments are to be conducted in areas affected by the disaster and relayed to the EOC through the call center

A preliminary damage assessment team may be composed of personnel from FEMA, the state emergency management agency, county and local officials, and the U.S. Small Business Administration. The team's work begins with reviewing the types of damage or emergency costs incurred by the units of government, and the impact to critical facilities, such as public utilities, hospitals, schools and fire and police departments.

They will also look at the effect on individuals and businesses, including the amount of damage and the number of people displaced as well as the threat to health and safety caused by the event. During the assessment, the team will collect estimates of the expenses and damages compiled by the EOC.

This information can then be used by the governor to support a declaration of a state of emergency request that will outline the cost of response efforts, such as emergency personnel overtime, other emergency services shortfalls, community damage and citizenry affected, and criteria to illustrate that the needed response efforts are beyond state and local recovery capabilities. The information gathered during the assessment will help the governor certify that the damage exceeds state and local resources. At the time of the writing of this plan for an emergency to be declared within the County a threshold of $57, 361.94 in damages needs to occur for a disaster declaration.

FEMA Disaster Declaration Process

- Disaster
- State identifies the disaster
- Damage Assessments are done
- Government Officials review the damage and determine the extent of the disaster and its impact.
- The Governor decides if the State has enough resources to respond to the disaster
- If not, they determine the type and amount of federal assistance they need.
- The State, Tribe or Territory submits a major disaster declaration request.
- The President reviews the request and determines whether the State and Local Government will need federal assistance to recover from the disaster

- A disaster is declared
- When the request is approved FEMA begins to support disaster response with funding, supplies and personnel
- FEMA and local authorities work together to help communities respond, recover and rebuild.

4.3 Response Procedures

San Juan County Emergency Management will monitor impending emergencies and actual occurrences. If the readiness level indicates, the San Juan County Emergency Management staff will notify any key response organizations. When events are such that normal response procedures and/or local resources are inadequate, the San Juan County Emergency Manager will direct the operations of the EOC and activate the appropriate response personnel.

For those situations where response is beyond the capability of San Juan County due to the severity or the need for special equipment or resources, the county will declare a State of Emergency and request assistance from the State through DEM. For such, the governor may declare a state of emergency activating state assistance Title 53-2a-206. Further, where response is beyond the capability of the state and county, the governor will request assistance from the federal government.

Title 53-2a-208 authorizes San Juan County to declare a state of emergency within its boundaries. All executive proclamations or resolutions shall indicate the nature of the emergency, the area or areas (including countywide) threatened or involved, and the conditions creating the threat or emergency. The contents of such proclamations or resolutions shall be promptly disseminated to the public and filed with the county clerk. Copies shall be maintained in the San Juan County Emergency Management office and the county attorney's office.

The EOC serves as the central location for coordination of resources and information sharing activities. When the EOC is fully activated, it will be staffed by the county's emergency management staff and personnel from each of the emergency support functions that are activated. Each ESF will designate a lead who will direct that ESF operation. These individuals will report to the County Emergency Manager. Emergency response actions may be undertaken and coordinated on-scene or at the County EOC, depending on the severity of the impending or actual situation. The decision to escalate the level of activation will be made by the San Juan County Emergency Manager in conjunction with field command staff. The priorities of response will focus on life safety; then basic survival issues (water, food, basic medical care, shelter); restoration of the community's vital infrastructures (water/waste systems, electric, phones, roads); clean up and emergency repairs; and then recovery.

When the county requires shelter facilities, ESF #6 will be notified to coordinate sheltering operations. The Joint Information Center (JIC) will organize notifications to the public, business community, and other parties of developments and activities via all available communication systems. Local resources will be utilized fully before requesting mutual aid or state/federal assistance. If county resources are overwhelmed and become inadequate to cope with an emergency, the county will request mutual aid or state assistance.

San Juan County is a participant in the Statewide Mutual Aid Act. All requests for mutual aid and State/Federal assistance will be coordinated by the county EOC and forwarded to the state EOC. The State liaison will assist the county with appropriate procedures to accomplish these efforts.

4.4 Response Recovery

County Emergency Management and the County personnel, volunteers, humanitarian organizations, and other private interest groups provide emergency assistance required to protect the public's health and safety and to meet immediate human needs.

The County EOC will conduct a preliminary damage assessment immediately after a disaster occurs. This assessment shall identify resources required to respond and recover from the disaster. This will form the basis for the request of state and federal assistance. ESF agencies shall report to the county EOC as their first priority. They will prioritize their needs as quickly as possible accordingly:

1. **Life Safety**
2. **Property Preservation Environmental Preservation.**

An important success factor is the ability of the County to efficiently and effectively access and analyze the level and magnitude of damage resulting from an emergency situation and how quickly recovery efforts are underway. Early assessments are important in order for the Incident Commander to evaluate the potential impact on the community and the socioeconomic system of San Juan County. The damage assessment will also determine the declared level of emergency and whether outside resources are necessary.

Initial damage assessment will be focused on critical life safety facilities such as hospitals, roads and bridges, public safety buildings, and similar locations. If more detailed assessments are necessary to determine the status of these facilities, a concentrated effort will be placed on this task. Where possible, pictures or videotape media will be used in compiling the preliminary damage assessment. State, and federal teams may be dispatched to assist in completing the damage assessment if the preliminary damage assessment indicates that the damage is severe and widespread or if a financial estimate (best completed by experienced personnel) is necessary.

In some instances, a walk-through inspection may be required. A walk-through inspection involves a structure-by-structure damage assessment, which will be completed by county/city building inspectors who may engage the assistance of county and state inspectors.

Determining the extent and level of damage is important in supporting a disaster declaration. County records, appraisals, real estate records and other means may be used to determine monetary damage and to assess economic injury.

4.5 Incident Reporting

During an emergency, situation reports should be forwarded to the EOC as quickly as they become available. The information provided in the initial and subsequent reports should outline a sequential record of actions taken from the point of first response through restoration activities. Although the degree of detail will vary with the type and severity of the incident, reports should include enough detail to create an accurate record of the emergency. The information should be consistent, non-inflammatory, and complete. In general, initial situation reports should include:

- The location and nature or degree of the damage
- The anticipated economic impact on the community
- The type of response actions necessary to address the situation and if San Juan County is capable of providing the assistance or if supplemental state and federal assistance is needed

All members of the EOC staff will maintain and complete an ICS Form 214 Activity log. This process may be repeated several times to allow the Incident Commander to modify and coordinate the response as conditions change.

4.6 Reports and Record Keeping

During a declared emergency, an accurate record of conditions, expenses, actions, and mitigation must be maintained at all times. Although state and federal agencies may assist San Juan County or retain redundant records, they will often rely on the initial assessment and situation reports generated at the local level. These documents will be important in the identification of state and federal financial assistance, declaration of a state or national emergency as well as for incident review and mitigation.

4.7 Federal Records: The Federal Emergency Management Agency (FEMA) is responsible for coordinating and administering all federal disaster relief programs subsequent to a presidential declaration. The Federal Coordinating Officer will establish a field office in the disaster area to administer disaster relief programs according to Public Law 93-288, the Robert T. Stafford Disaster Relief and Emergency Assistance, and the Code of Federal Regulations, Title 44, Part 206. All contracts must follow the procurement guidelines found in Title 44 of the Code of Federal Regulations Part 13.36. 6.4.3.2.

4.8 State Records on behalf of the State of Utah for state and federal disaster assistance including the certification of any applications for public assistance. In addition, the Governor's Authorized Representative will provide guidance and assistance to county officials involved in the preparation and maintenance of their required reports and records.

4.9 Post Assessment Communication and Reporting

Following the initial damage assessment and implementation of the appropriate and measured response, communication between the various Emergency Response Teams is critical. It is during this period that plans are established to return the county to a state of normalcy and residents are allowed to engage in the activities of daily life. Each Emergency Response Team is assigned to a specific and important element of emergency management and is responsible to report their findings to the Incident Commander in a timely and complete fashion.

The Incident Commander will organize a meeting between Emergency Response Team leaders to discuss the most current status of the incident and the existing efforts of San Juan County. At these meetings, suggestions and analysis for addressing particular issues may be provided to the Emergency Manager. Following the meetings, new instructions and direction will be provided to team leaders and future meetings times will be scheduled.

Requesting State and Federal Resources Requests for assistance will be forwarded to the Liaison of the Utah Division of Emergency Management from the County Emergency Manager or designee. When County resources are exhausted or capabilities are unable to meet the need. The Utah Division of Emergency Management can orchestrate and bring to bear outside resources and materials to meet the situation. The State of Utah is able to contact the federal government for assistance if it is unable to fill the request.

4.10 Determination of Recovery Strategy

Each emergency situation or disaster is unique and an appropriate recovery strategy is highly dependent on the damage that occurs during the emergency. The general concept for San Juan County recovery operations

is based upon a coordinated effort of county, state, federal, and private resources during the recovery p
In some instances, outside assistance may not be necessary and in a more catastrophic situation, significant federal resources may be needed.

The Emergency Manager, with consultation with the County Administrator, County Commission, and outside officials will create an appropriate and measured recovery strategy. The strategy will include cost estimates, equipment needed to complete the work, anticipated staff hours, a projected time line, and any other information necessary to ensure there is a clear scope of work and obligations.

4.11 Continuity of Government

Continuity of government is an essential function of emergency management and is vital during a community emergency or disaster situation. All levels of government (federal, state, and local) share a constitutional responsibility to preserve life and property of its citizenry. Local continuity of government is defined as the preservation and maintenance of the local civil government ability to carry out its constitutional responsibilities. Ordinances, administrative rules, and departmental procedures address continuity of government in San Juan County.

The County Administrator is appointed to provide oversight to the administrative functions of the county. Under the direction of the County Administrator the Emergency Manager will be assigned to administer the emergency management program of San Juan County. The Emergency Manager will complete all training necessary to function as an effective Emergency Manager and recommend all training, purchases, and other actions necessary to prepare the community for a potential emergency situation or disaster.

SECTION 5 DISASTER INTELLIGENCE

Disaster intelligence relates to collecting, analyzing and disseminating information and analyses that describe the nature and scope of hazards and their impacts. Intelligence and information sharing in the EOC is important, especially for each emergency support function (ESF) that is activated. It will be vital in evaluation of ESF resources, capabilities and shortfalls (for example, availability of trained personnel, equipment and supplies) and will help to determine the level of assistance that is needed, according to each ESF group. This information will become part of the planning and response process as ESF shortfalls are relayed to the county EOC command staff.

ESF #5 - Emergency Management is responsible for establishing procedures for coordination of overall information and planning activities in the EOC. The EOC supports local emergency response and recovery operations, provides a nerve center for collection and dissemination of information to emergency management agencies in order to qualify for state and federal assistance. It also gauges required commitment of resources, and supports other emergency response organizations in their assigned roles.

Disaster intelligence incorporates essential elements of information, which include but not limited to the following:

- Information element
- Specific requirements
- Collection method
- Responsible element
- Deliverables

The Rapid assessment includes all immediate response activities that are directly linked to preliminary damage assessment operations in order to determine life-saving and life-sustaining needs. It is a systematic method for acquiring life-threatening disaster intelligence after a disaster has occurred. In an event that occurs without warning, this assessment must be conducted, at least initially, with county resources. This assessment will lay the foundation for determining immediate response efforts and provide adequate local government response. Coordinated and timely assessments allow for prioritization of response activities, allocation of resources, criteria for requesting mutual aid and state and federal assistance.

San Juan County Emergency Management staff monitors events 24/7, which provides immediate information management. The county will coordinate preliminary damage assessments following any event where disaster intelligence is needed. This assessment involves teamwork and requires personnel who are in place and know their responsibilities. This assessment will be organized for information flow to the Joint Information Center (JIC).

Assessments are accomplished in three phases:

- Rapid assessment, which takes place within hours and focuses on life-saving needs, hazards, and critical lifelines
- Preliminary damage assessment, reviewed by legal authority, which affixes a dollar amount to damage
- Combined verification, which includes a detailed inspection of damage to individual sites by specialized personnel

Development of preliminary assessment procedures will provide guidance to all participating agencies t
be involved in the process. Procedures will include:

- Development of a county profile
- Sectoring the county and performing an assessment by sector
- Look at county staffing patterns and possible resource needs
- Develop communication procedures
- Testing and exercising

Development of preliminary assessment forms will assist pre-identified personnel as they collect intelligence. These checklists will ensure uniformity for information gathered, disseminated and collected.

SECTION 6 COMMUNICATIONS

Emergency communications is defined as the ability of emergency responders to exchange information via data, voice and video. Emergency response at all levels of government must have interoperable and seamless communications to manage emergencies, establish command and control, maintain situational awareness, and function under a common operating picture for a broad spectrum of incidents. Emergency communications consists of three primary elements:

- Operability - The ability of emergency responders to establish and sustain communications in support of the operation.
- Interoperability - The ability of emergency responders to communicate among jurisdictions, disciplines and levels of government using a variety of communication mediums. System operability is required for system interoperability.
- Continuity of communications - The ability of emergency response agencies to maintain communications in the event of damage to or destruction of the primary infrastructure.

6.1 Common Operating Picture

A common operating picture is established and maintained by the use of integrated systems for communication, information management, intelligence and information sharing. This allows a continuous update of data during an incident and provides a common framework that covers the incident life cycle across jurisdictions and disciplines.

A common operating picture accessible across jurisdictions and functional agencies should serve the following purposes:

- Allow incident managers at all levels to make effective, consistent decisions.
- Ensure consistency at all levels of incident management.

Critical aspects of local incident management are as follows:

- Effective communications
- Information management

Information and intelligence sharing a common operating picture and systems interoperability provide the information necessary to complete the following:

- Formulate and disseminate indications and warnings
- Formulate, execute, and communicate operational decisions
- Prepare for potential requirements and requests supporting incident management activities
- Develop and maintain overall awareness and understanding of an incident within and across jurisdictions

An Emergency Operations Center uses a combination of networks to disseminate critical information that constitutes a common operating picture, including the following:

- Indications and warnings
- Incident notifications
- Public communications

Notifications are made to the appropriate jurisdictional levels and to private sector and nongovernmental organizations through the mechanisms defined in the Emergency Operations Plan.

The types of communication used in an incident or event will vary depending on the complexity of the incident or event and consist of both internal communications and external communications. They may cross a broad spectrum of methods such as:

Internal Communications

- Landline
- Cellular phone
- Texting
- Paging/notification
- 800 MHZ
- Internet/WebEOC
- Amateur Radio Emergency Service (ARES)

External Communications

- Landline
- Fax
- Cellular phone
- Text
- 800 MHZ
- Internet/WebEOC
- Joint Information System/Joint Information Center
- Emergency activation system
- Reverse 911
- Press releases
- News media
- Facebook
- Twitter

Agencies must plan for the effective and efficient use of information management technologies such as computers and networks for the following purposes:

- Tie together all command, tactical, and support units involved in incident management
- Enable these entities to share information critical to mission execution and the cataloguing of required corrective actions prior to an incident.

Entities responsible for taking appropriate pre-incident actions use communications and information management processes and systems to inform and guide various critical activities. These actions include the following:

- Mobilization or pre-deployment of resources
- Strategic planning by:
    - Preparedness organizations
    - Multiagency coordination entities
    - Agency executives
    - Jurisdictional authorities
    - EOC personnel

During an incident, incident management personnel use communications and information processes and systems to inform preparedness organizations, multiagency coordination entities, agency executives,

jurisdictional authorities, and EOC personnel of the formulation, coordination, and execution of operatio decisions and requests for assistance. Sustained collaborative effort over time will result in common communication and data standards and systems interoperability.

Routine Information for Public

During routine, daily operations of emergency management, the Sheriff's Office and county departments, information will be shared with the public via several sources. County departments have the ability to have information releases posted to the County website, to departmental Facebook/Instagram pages, through press releases to local media and articles or paid advertisements in the local newspaper.

Information for the public during routine and emergency information will be shared on the following websites and social
media pages:

- San Juan County website—sanjuancounty.org
- San Juan County Facebook—
- Sa Juan County Emergency Management Facebook—
- San Juan County Sheriff's Office Facebook—
- San Juan County Public Health Facebook—
- San Juan County Aging Services Facebook—
- San Juan County will also request the Municipalities share information on their websites and Facebook pages:
- City of Blanding:
- City of Blanding Facebook—
- Bluff Town:
- Bluff Town Facebook—
- Monticello City
- Monticello City Facebook—

Emergency Alerts for Public

Integrated Public Alert and Warning System (IPAWS)

The IPAWS program was established in 2006 by Presidential Executive Order 13407. According to FEMA, there are now over 1,500 federal, state, local, tribal and territorial alerting authorities that can use the IPAWS console to send public alerts and warnings in their jurisdictions.

The Integrated Public Alert & Warning System (IPAWS) is FEMA's national system for local alerting that provides authenticated emergency and life-saving information to the public through mobile phones using Wireless Emergency Alerts, to radio and television via the Emergency Alert System, and on the National Oceanic and Atmospheric Administration's Weather Radio.

State, local, territorial, and tribal alerting systems such as emergency telephone networks, giant voice sirens, and digital road signs may also receive alerts from IPAWS-OPEN, and future alerting technologies and systems can easily be integrated into IPAWS.

Use of the IPAWS system by local jurisdictions is limited to life-threatening emergencies and only Emergency Management has access to the IPAWS console to launch alerts due to strict training and message composition

requirements. The West Region Emergency Managers all have access to the console and can launch an I alert for a neighboring jurisdiction.

Emergency Alert System

The Emergency Alert System (EAS) is a national public warning system that requires radio and TV broadcasters, cable TV, wireless cable systems, satellite and wireline operators to provide the President with capability to address the American people within 10 minutes during a national emergency.

Broadcast, cable, and satellite operators are the stewards of this important public service in close partnership with state, local, tribal, and territorial authorities.

FEMA, in partnership with the Federal Communications Commission and National Oceanic and Atmospheric Administration, is responsible for implementing, maintaining and operating the EAS at the federal level.

EAS Details:

- Messages can interrupt radio and television to broadcast emergency alert information;
- Messages cover a large geographic footprint. Emergency message audio/text may be repeated twice, but EAS activation interrupts programming only once, then regular programming continues;
- Messages can support full message text for screen crawl/display, audio attachments in mp3 format, and additional languages;
- It is important for authorities who send EAS messages to have a relationship with their broadcasters to understand what will be aired via radio, TV and cable based on their policies. Policies vary from station to station.

Wireless Emergency Alerts

Wireless Emergency Alerts (WEAs) are short emergency messages from authorized federal, state, local, tribal and territorial public alerting authorities that can be broadcast from cell towers to any WEA-enabled mobile device in a locally targeted area. Wireless providers primarily use cell broadcast technology for WEA message delivery. WEA is a partnership among FEMA, the Federal Communications Commission (FCC) and wireless providers to enhance public safety.

WEAs can be sent to your mobile device when you may be in harm's way, without the need to download an app or subscribe to a service. WEAs are messages that warn the public of an impending natural or human-made disaster. The messages are short and can provide immediate, life-saving information.
Types of WEAs:

- **Presidential Alerts** are a special class of alerts only sent during a national emergency.
- **Imminent Threat Alerts** include natural or human-made disasters, extreme weather, active shooters, and other threatening emergencies that are current or emerging.
- **Public Safety Alerts** contain information about a threat that may not be imminent or after an imminent threat has occurred. Public safety alerts are less severe than imminent threat alerts.
- **America's Missing: Broadcast Emergency Response (AMBER) Alerts** are urgent bulletins issued in child abduction cases. Rapid and effective public alerts often play a crucial role in returning a missing child safely. An AMBER Alert instantly enables the entire community to assist in the search for and safe recovery of the child.
- **Opt-in Test Messages** assess the capability of state and local officials to send their WEAs. The message will state that this is a TEST.

FEMA Tips for EEAs:

- Follow the action advised by the alert. The message will show the type and time of the alert, any action you should take, and the agency issuing the alert. The message will be no more than 360 characters. You can get more details from your local authorities, local news or trusted social media sources;
- WEAs have a unique tone and vibration, both repeated twice. WEA messages are free and will not count towards texting limits on your wireless plan;
- Wireless providers are selling devices with WEA capability included. To find out if your phone can receive
- WEA alerts, contact your wireless provider. All the major providers participate in WEA on a voluntary basis;
- If you are on a phone call when a WEA is sent in your area, the message will be delayed until you finish your call;
- WEAs do not track your location. They are broadcast from area cell towers to mobile phones within the defined geographic location. Every WEA-capable phone within range receives the message;
- WEAs are not affected by network congestion.

NOAA Weather Radio

NOAA Weather Radio All Hazards (NWR) is a nationwide network of radio stations broadcasting continuous weather information directly from the nearest National Weather Service office. NWR broadcasts official Weather Service warnings, watches, forecasts and other hazard information 24 hours a day, 7 days a week.

Working with the Federal Communication Commission's (FCC) Emergency Alert System, NWR is an "All Hazards" radio network, making it your single source for comprehensive weather and emergency information. In conjunction with Federal, State, and Local Emergency Managers and other public officials, NWR also broadcasts warning and post-event information for all types of hazards – including natural (such as earthquakes or avalanches), environmental (such as chemical releases or oil spills), and public safety (such as AMBER alerts or 911 Telephone outages).

Known as the "Voice of NOAA's National Weather Service," NWR is provided as a public service by the National Oceanic and Atmospheric Administration (NOAA), part of the Department of Commerce. NWR includes more than 1000 transmitters, covering all 50 states, adjacent coastal waters, Puerto Rico, the U.S. Virgin Islands, and the U.S.

Pacific Territories. NWR requires a special radio receiver or scanner capable of picking up the signal. Broadcasts are found in the VHF public service band at these seven frequencies (MHz): 162.400 MHz ; 162.425 MHz ; 162.450 MHz ; 162.475 MHz ; 162.500 MHz ; 162.525 MHz ; and 162.550 MHz.

Local Emergency Notification System (ENS)

San Juan County has subscribed to an Emergency Notification System (ENS) provider to send telephone, text message and email-based emergency notifications for local emergencies. Our contract is with AlertSense to provide emergency notifications. Emergency Notifications can be launched by Emergency Management 24/7 when a public threat, life safety or other emergency is occurring in Ouray County and critical, timely information needs to be communicated to residents within a defined area of the County or the entire County.

Emergency alerts are sent by San Juan County to the public for:

- Missing/endangered children or adults;

- Law enforcement activity such as shots fired, barricaded suspects, an armed suspect fleeing from enforcement, dangerous individuals, etc.;
- Gas leaks ;
- Major water main breaks or domestic water boil orders;
- Emergency road closures;
- Wildfire evacuations and pre-evacuation notices;
- Flooding or potential for flooding;
- Public Health Orders affecting a large group of residents (Stay at home orders)
- Other emergency situations which may affect life safety or personal property.

The local ENS System sends alerts to all landline telephones in San Juan County but residents, business owners and visitors with cell phones and VOIP phones must register their devices and addresses with AlertSense to receive alerts. Registration for alerts is free and available online at sanjuancounty.org. Residents without access to the internet or who require assistance in registering, can contact Emergency Management or the Sheriff's Office front desk in person or via telephone for assistance during normal business hours.

San Juan Ready APP

San Juan County has also worked with a technology firm to develop the San Juan Ready App that is available free for download to apple or android. This has emergency information specific to San Juan County Utah as well as alerting capabilities. It also includes a See Something Say Something reporting element.

SECTION 7 ADMINISTRATION, FINANCE, AND LOGISTICS

7.1 Administration Information

The EOC monitors continuously 24/7 and is administered by San Juan County Emergency Manager. Day-to-day operations are under the direction the County Emergency Manager.

The operational readiness of the EOC is the responsibility of San Juan County Emergency Manager.

- Narratives and operational journals of response actions will be kept.
- All written records, reports, and other documents will follow the principles of the National Incident Management System (NIMS).
- Contracts, agreements and memorandums of understandings/mutual aid agreements must be entered into by duly authorized officials and should be formalized in writing whenever possible prior to emergencies.

Organizations tasked with responsibilities in the implementation of this plan are responsible for providing their own administrative and logistical needs and for the preparation and maintenance of a resource list for use in carrying out their emergency responsibilities.

7.1.2 Records Preservation and Restoration

All affected departments in San Juan County must ensure protection of their records so normal operations can continue after the emergency. Such records may also be vital to the rapid recovery from the effects of an emergency, with the maintenance of plans for the safety, recovery and restoration of the county's data, network, and telecommunication systems during a disaster.

7.1.3 Reports and Records

General - The planning and activation of an effective emergency response requires timely and accurate reporting of information and the maintenance of records on a continual basis.

7.1.4 Reporting guidelines - San Juan County will submit consolidated reports to DEM to include information from local municipalities. Local governments will submit situation reports, requests for assistance, and damage assessment reports to San Juan County Emergency Management by the most practical means and in a timely manner. San Juan County will use pre- established bookkeeping and accounting methods to track and maintain records of expenditures and obligations. Narrative and written log-type records of response actions will be kept by the municipal emergency management agency. The logs and records will form the basis for status reports to the county and state.

7.1.5 Initial reports (needs assessment) are the necessary basis for the governor's decision to declare a state of emergency and to request a presidential disaster declaration. These reports determine the specific types and extent of assistance made available to the affected area.

7.1.6 Updates - Situation reports outlining new developments and more complete information will be forwarded as often as necessary in the most expeditious manner available. At a minimum, a daily situation report will be forwarded to the state EOC duration a local activation.

7.1.7 Post emergency reports – San Juan County Emergency Management will submit the appropriate post emergency reports to the:
Utah Division of Emergency Management
4315 S 2700 W 2nd Floor, Suite 2200

7.1.8 Reports and Record Keeping

Record keeping is a key element of effective emergency management. Accurate records are needed for the county to be eligible for emergency funding or reimbursement.

7.1.9 Reports and Records the planning and activation of an effective emergency response requires timely and accurate reporting of information and the maintenance of records on a continuous basis. San Juan County will submit comprehensive reports that address, at a minimum, the following items:

Training of personnel and exercises completed to prepare the community for an effective response to an emergency; list of trained personnel, equipment and other emergency resources shall be filed with the County Emergency Manager

- Initial damage assessments and reports of the severity of the incident
- Initial needs assessments necessary to declare the appropriate emergency declaration and to request assistance from the state and federal government
- Approved Incident Response Plans and mitigations plans
- Situation reports outlining new developments and more complete information as a situation progresses
- Post-emergency reports that include a complete review of the situation which will also be submitted to the Utah Department of Emergency Management and Homeland Security as appropriate

7.2 Financial Management

For each agency assigned to an emergency support function (ESF) that agency is responsible for mobilizing existing personnel, equipment, materials, supplies and other resources under their control. When agencies require additional resources, these requests will be referred to ESF #7 – Logistics Management and Resource Support in the county EOC. ESF #7 is tasked with identifying the most appropriate and economical method of meeting the resource request. There are several basic methods of meeting a resource request as follows:

- Local forces are those resources under direct control of the county EOC. They can be assigned based on priorities established by the EOC organizational response agencies.
- Mutual aid can be requested by the county EOC to augment local forces during a locally declared state of local emergency.
- San Juan County is a signature party of the Utah Mutual Aid Agreement for Catastrophic Disaster Response and Recovery. All requests for mutual aid must follow the procedures established by the State Division of Emergency Management (DEM) under this agreement.
- A preferred method of meeting temporary disaster demands is utilizing the County Administration Office, who can issue contracts to meet resource requirements.
- State and federal agencies' response may be required when either mutual aid or contracting can meet the resource request. It is anticipated that this response would occur early in the disaster for short time periods.
- All ESF procurements and expenditures will be documented. All receipts and invoices with explanations and justifications will be forwarded to the Clerk Auditor's office in a timely fashion. The Clerk Auditor will ensure all documentation is complete, recorded on appropriate forms and proper in all respects. If the County was federally declared, the Clerk Auditor will submit for reimbursement. If the County was not declared, the documentation will serve as a recorded history of activity with expenditures.

7.3 Emergency Procurement: As anticipated in the County's Purchasing Policy, emergency procurement is appropriate when an emergency condition exists that limits the capability of the County to obtain competitive bids and to follow the financial limit without going to Commission for approval. An emergency condition is a situation which creates a threat to public health, welfare, or safety such as may arise by reason of floods, epidemics, riots, equipment failures, or such other reason as may be proclaimed by the Emergency Manager. During such an event Emergency procurement using other than normal bid or price quotation procedures may be made only by the County Administrator, Emergency Manager or his/her designee. Procurements shall be made according to policy as near as possible and still assure that the required supplies, services, or construction items are procured in time to meet the emergency. During times of Emergency there is no spending limit for the Emergency Manager however care will be taken to only purchase or procure needed and essential items. This will ensure that the emergency situation can be taken care of in a timely manner. All expenditures and anticipated procurements shall be requested and tracked using requests made on the ICS-209 form.

7.4 Accounting

Complete and accurate accounts of emergency expenditures and obligations, including personnel and equipment costs, will be maintained. Such records are essential to identify and document (1) costs for which no Federal reimbursement will be requested and (2) those costs eligible for reimbursement under major emergency project applications. When Federal public assistance is provided under the Disaster Relief Act, local projects approved by FEMA are subject to both state and Federal audit. The County Clerk Auditor will coordinate the reimbursement documentation for the FEMA Public Assistance program during a presidentially declared disaster for county government.

7.5 Fiscal Agreements

A clear statement of agreement between all major agencies responding to an emergency concerning payment or reimbursement for personnel services rendered, equipment costs and expenditures of materials used in response to an emergency is crucial for accurate cost accounting.

7.6 Logistics

San Juan County Emergency Management maintains current resource information on supplies, equipment, facilities and skilled personnel available for emergency response and recovery operations.

ESF # 7 - Logistics Management and Resource Support provides logistical and resource support, including locating, procuring, and issuing resources (such as food, water, ice, supplies, office space, office equipment, fuel and communications contracting services, personnel, heavy equipment and transportation) to local entities involved in delivery emergency response and recovery efforts.

The Commission or designee has the authority to appropriate services and equipment from citizens as necessary in response to a disaster.

Unless covered in a mutual aid agreement/memorandum of understanding, emergency resources may not be sent outside San Juan County unless the Commission, the San Juan County Emergency Manager or other designated representative grants approval.

7.8 Training and Mitigation

Disaster preparedness training and education is essential for public, private and volunteer disaster agencies and all residents and businesses in the county. The two primary goals of San Juan County emergency

preparedness training are to 1) encourage individual and family preparedness, and 2) develop personnel expertise to become effective and responsive in an emergency. Individuals and agencies with assigned tasks under this EOP must receive preparatory training and participate in exercises reflective of situations that could occur in San Juan County. Effective training will be ongoing and current to ensure that San Juan County emergency responders are prepared and qualified to act in an emergency situation or disaster.

7.9 Training Opportunities: In addition to participating in the training necessary to administer the emergency management activities of the county, it is the responsibility of the Emergency Manager to organize training opportunities and exercises that mimic emergency situations and the challenges faced in these unique circumstances. Training can be accomplished through attendance at seminars and conferences, participation in exercises at the local, county, state, and federal level, emergency preparedness classroom and correspondence courses and similar opportunities. San Juan County will also train staff members in NIMS.

Emergency Exercises: On a semi-annual, annual or as need basis, the Emergency Manager will organize an emergency exercise design to mimic an emergency situation or disaster that could happen in San Juan County. The exercise will include participation from emergency and public safety providers, and any other appropriate public safety entity, medical service providers including hospitals and clinics, and any other entity that would increase the reality of the simulation.

The Emergency Manager will concentrate on emergency situations that are most likely to occur in the community rather than those with a low likelihood of occurrence. In addition to the emergency exercise, the Emergency Manager will evaluate yearly the Emergency Operations Center to test all equipment and update or replace what is needed.
Some, but certainly not all, of the purposes of emergency exercises include:

- To take every opportunity to prepare for an emergency that will serve to protect life and property.
- Opportunities for interaction and development of cooperation with other agencies in order to broaden emergency response and recovery capabilities.
- To increase familiarity with emergency management equipment and operations and allow personnel to gain experience in employing these tools during an actual incident.
- Evaluation of training exercises for effectiveness and clarity of purpose.
- Implementation of corrective actions and improvements to better respond in an emergency situation.

7.10 Public Education and Awareness

A high level of public consciousness, awareness and education are crucial to effective emergency management. Informed and knowledgeable residents respond in a more efficient and safer manner in emergency situations. Public education about the potential vulnerabilities and hazards will also result in an opportunity to develop individual and family preparedness plans. In cooperation with community volunteer organizations, the Emergency Manager will organize public education opportunities.

Public training opportunities may include public safety fairs, educational workshops and other public/private presentations and speaking engagements.

Preparedness activities develop response capabilities needed if an emergency situation or disaster occurs as well as the ability of individuals to be self-reliant for short periods of time during a disaster. Related to mitigation, preparedness differs because activities are focused on efforts to educate, organize, train and practice for emergencies rather than the completion of improvements intended to reduce or limit damage. Perhaps more than any other emergency management activity, preparedness requires participation from

entities and individuals outside of the County structure. In particular, San Juan County will rely heavily u
the following groups and entities in order to be properly prepared to address an emergency situation:

- San Juan County Emergency Management
- San Juan County Sheriff
- San Juan County Commissioners
- Federal Emergency Management Administration (FEMA)
- Utah Department of Emergency Management and Homeland Security
- San Juan County Fire and Local Fire Departments
- San Juan County EMS
- Religious and congregational
- Non-Governmental Entities

Although preparation includes many groups and individual residents, County employees must also be prepared to act in an emergency situation. Department heads should take necessary actions to educate and train appropriate staff members to coordinate and implement emergency and disaster procedures and instructions.

SECTION 8 PLAN MAINTENANCE

San Juan County Emergency Management is responsible for the overall maintenance (review and update) of this EOP and for ensuring that changes and revisions are prepared, coordinated, published and distributed. Each functional annex and incident annex describes the organization or agency responsible for those documents.

This EOP will be reviewed annually and updated bi-annually based on deficiencies identified in simulated or actual use or due to organizational or technological changes. All changes shall be recorded by San Juan County Emergency Management.

Revisions to the EOP will be forwarded to all organizations or agencies assigned responsibilities in the plan. Contact names and telephone numbers (for EOC staff, departments, agencies, special facilities, schools, etc.) shall be maintained by appropriate departments and agencies.

8.1 EOP Multiyear Strategy

The EOP Multiyear Strategy includes the objectives and key strategies for developing and maintaining the EOP including the support for short- and long-term initiatives. The objectives, key strategies and short and long-term initiatives are summarized below:

EOP Multiyear Strategy

- Ensure San Juan County is prepared for any emergency or disaster.
- Protect essential facilities, equipment, records and other assets.
- Reduce or mitigate disruptions to operations.
- Reduce loss of life and minimize damage and losses.
- Achieve timely and orderly recovery from an emergency and resumption of full services.
- Develop a clear understanding of San Juan County Emergency Management's current emergency preparedness capabilities.
- Develop initial EOP capabilities outside current San Juan County Emergency Management locations.
- Establish an effective ability to execute the EOP.
- Continue to work on EOP ESF primary and support agencies.
- Conduct training and exercises.
- Conduct training and tabletop exercises to reinforce knowledge of the plan.
- Perform annual reviews of plans and assessments.
- Ensure compliance with the National Incident Management System and the Incident Command System.
- Standard operating procedures for ESF, incident, and functional annexes
- Coordinate plans and procedures with local, state and federal agencies.

SECTION 9 AUTHORITIES AND REFERENCES

9.1 Authorities

Under the provisions of HSPD-5, the Secretary of Homeland Security is the principal federal official for domestic incident management.

9.2 Federal Authorities: Federal Civil Defense Act of 1950, (PL 81 -950), as amended Disaster Relief Act of 1974, (PL 93-288) as amended. Title III, of the Superfund Amendments and Reauthorization Act of 1986, (SARA), (PL 100- 700). Code of Federal Regulations (CFR), Title 44. Emergency Management and Assistance October 1, 2008.

The authorities under which this plan is developed include the following:

9.3 State of Utah: Title 53, Chapter 2, "Emergency Management Act."
Ordinance 2.86.010-120 State of Utah, Emergency Operations Plan National Response Framework

9.4 Supporting Documents/Plans

- State of Utah Emergency Operations Plan
- State of Utah Hazard Mitigation Plan
- FEMA 501, National Incident Management System
- FEMA 501-3, NIMS Basic – Preparedness
- FEMA 501-7, NIMS Basic - Ongoing Management and Maintenance
- Comprehensive Preparedness Guide (CPG) 101
- San Juan County Pre-Disaster Mitigation Plan
- Navajo Nation Department of Emergency Operations Plan
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended. (42 U.S.C. §§ 5121-5206)
- National Incident Management System (NIMS).
- National Response Framework, 2008. Sets forth roles and responsibilities of Federal and certain non-Federal entities after catastrophes overwhelm State and local government. Transportation is found in the Emergency Support Function (ESF) #1.
- Homeland Security Act of 2002
- Presidential Policy Directive / PPD-8: National Preparedness
- Post-Katrina Emergency Management Reform Act of 2006
- Pets Evacuation and Transportation Standards Act of 2006
- Americans with Disabilities Act (ADA) of 1990
- San Juan County Fire Policy for Approved Development

9.5 Agreements

San Juan County has entered into the Statewide Mutual Aid Act, 53-2-501 for Catastrophic Disaster Response and Recovery

SECTION 10 GLOSSARY

All-Hazards: Describes all incidents, natural or human-caused, that warrant action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities

County Commission: Chief Executive Officer of the County

County Liaison Officer: Point of contact for assisting and coordinating county agencies. The Liaison Officer should establish relationships with county agencies and be able to communicate information effectively with them.

Emergency Management: The preparation for, the mitigation of, the response to, and the recovery from emergencies and disasters. Specific emergency management responsibilities include, but are not limited to the following:

- Reduction of vulnerability of people and communities of this state to damage, injury, and loss of life and property resulting from natural, technological, or human-caused emergencies or hostile military or paramilitary action
  Preparation for prompt and efficient response and recovery to protect lives and property affected by emergencies
- Response to emergencies using all systems, plans, and resources necessary to preserve adequately the health, safety, and welfare of persons or property affected by the emergency
- Recovery from emergencies by providing for the rapid and orderly start of restoration and rehabilitation of persons and property affected by emergencies

Emergency Manager: Emergency Management Bureau Chief is assigned the role of Emergency Manager and has the responsibility of overseeing county emergency management programs, planning and activities, as well as coordinating all aspects of the county's mitigation, preparedness, response, and recovery capabilities. The Emergency Manager directs all county EOC coordination before, during and after an emergency.

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected state can request and receive assistance from other member States quickly and efficiently, resolving two key issues up front: liability and reimbursement.

Emergency Operations Center (EOC): A designated site from which public, private or voluntary agency officials can coordinate emergency operations in support of on-scene responders.

Emergency Operations Plan (EOP): Overview of San Juan County emergency response organization and policies. It cites the legal authority for emergency operations, summarizes the situations addressed by the EOP, explains the general concept of operations and assigns responsibilities for emergency planning and operations.

Emergency Support Function (ESF): A functional emergency management responsibility established to facilitate assistance required during mitigation, preparedness, response, and recovery to save lives, protect health and property, and maintain public safety.

Emergency Support Function (ESF) Assignment Matrix: Organizational grouping of all primary and support ESF agencies.

Emergency Support Function (ESF) Coordinator: The primary ESF coordinator is the entity with management oversight for that particular ESF. The coordinator has ongoing responsibilities throughout the preparedness, response and recovery phases of incident management. Responsibilities of the ESF coordinator include:

- Coordination before, during, and after an incident, including pre-incident planning and coordination
- Maintaining ongoing contact with ESF primary and support agencies
- Conducting periodic ESF meetings and conference calls
- Coordinating efforts with corresponding private-sector organizations

- Coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness, as appropriate

Emergency Support Function (ESF) Primary Agency: Agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated based on their having the most authorities, resources, capabilities or expertise relative to accomplishment of the specific emergency support function.

Emergency Support Function (ESF) Support Agency: Entities with specific capabilities or resources that support the primary agency in executing the mission of the ESF.

Federal Emergency Management Agency (FEMA): Agency of the U.S. government tasked with disaster mitigation, preparedness, response and recovery planning.

Finance/Administration Section: Responsible for tracking incident costs and reimbursement accounting.

Homeland Security Presidential Directive (HSPD) 5: Enhances the ability of the United States to manage domestic incidents by establishing a single, comprehensive National Incident Management System.

Incident Command System (ICS): An all-hazard, on-scene functional management system that establishes common standards in organization, terminology and procedures.

Incident Support Plan (ISP): The ISP includes the overall incident objectives and strategies established by the Emergency Manager for EOC operations. The Planning Section is responsible for developing and documenting the ISP.

Joint Information Center (JIC): The primary location for the coordination of media relations located in or near the Emergency Operations Center.

Joint Information System (JIS): Provides the public with timely and accurate incident information and unified public messages. This system employs Joint Information Centers and brings incident communicators together during an incident to develop, coordinate and deliver a unified message. This will ensure that federal, state, and local levels of government are releasing the same information during an incident.

Local Government: Local municipal governments, the school board and other government authorities created under county or municipal legislation.

Local Nonprofits: Nonprofit agencies active in providing local community services that can either provide assistance during an emergency or would require assistance to continue providing their service to the community. United Way Agencies are an example of local nonprofits under this category.

Logistics Section: Provides facilities, services and materials, including personnel to operate the requested equipment for the incident support.

Municipality: Legally constituted municipalities are authorized and encouraged to create municipal emergency management programs. Municipal emergency management programs shall coordinate their activities with those of the county emergency management agency. Municipalities without emergency management programs shall be served by their respective county agencies. If a municipality elects to establish an emergency management program, it must comply with all laws, rules and requirements applicable to county emergency management agencies. Each municipal Emergency Operations Plan must be consistent with and subject to the applicable county Emergency Operations Plan. In addition, each municipality must coordinate requests for state or federal emergency response assistance with its county. This requirement does not apply to requests for reimbursement under federal public disaster assistance programs.

National Incident Management System (NIMS): A systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

National Response Framework: The guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies. It establishes a comprehensive, national, all-hazards approach to domestic incident response.
Operations Section: Directs and coordinates all operations and assists the county coordinating officer in development of incident operations.
Planning Section: Responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources.
Policy Group: Consists of executive decision-makers that are needed to collaborate to manage the consequences of the disaster. This group makes critical strategic decisions to manage the emergency.
Policy Group Liaison: Individual assigned to act as liaison to coordinate county policy group and readiness and decision-making processes. Effectively communicate executive level concerns and decisions during emergency operational periods to and from the County Coordinating Officer.
Public Information: Emergency information that is gathered, prepared, and coordinated for dissemination during a disaster or major event.
Safety/Security: Safety/security is monitored and measures are developed for ensuring a safe and secure environment in which to run emergency operations.
State Liaison: Individual appointed by the Utah Division of Emergency Management to act as liaison during emergency periods to coordinate state actions for providing effective coordination and communications during the event.
Standard Operating Procedures (SOPs): States in general terms what the guideline is expected to accomplish.

Section 11
ACRONYMS

ARC-American Red Cross
ARES – Amateur Radio Emergency Service
COG – Continuity of Government
CFR – Code of Federal Regulations
CIKR -Critical Infrastructure and Key Resources
COOP – Continuity of Operations
DEM – Division of Emergency Management
EMAC – Emergency Management Assistance Compact
EMS – Emergency Medical Service
EOC - Emergency Operations Center
EOP - Emergency Operations Plan
ESF - Emergency Support Function
FEMA - Federal Emergency Management Agency
HAZMAT - Hazardous Materials
HSPD – Homeland Security Presidential Directive
ICS - Incident Command System
ICP - Incident Command Post
ISP - Incident Support Plan
JIC - Joint Information Center
JIS – Joint Information System
NIMS – National Incident Management System
NRF – National Response Framework
SARA – Superfund Amendment and Reauthorization Act
SJC – San Juan County
SOP – Standard Operating Procedures
VOAD-Volunteer Organizations Active in Disasters

Section 18

Emergency Preparedness Local Homeless Coordinating Committee Plan

2022

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Introduction - Emergency Preparedness Plan Purpose and Summary

Introduction - Emergency Preparedness Plan Purpose

The San Juan County Local Homeless Coordinating Committee has developed this Emergency Preparedness Plan for two purposes.

1. The Emergency Preparedness Plan was developed by the LHCC to develop and assess annually a local Emergency Preparedness Plan in accordance with the terms set forth in Utah Code 35A-8-602, which states that LHCCs will develop a nonbinding locally appropriate emergency response plan in coordination with the council of governments of the County in which the local oversight body provides.
2. To evaluate the abilities of local organizations to meet the needs of homeless persons during an emergency event. To this end, it is necessary to evaluate the scope of the local homeless population, identify potential risks and needs of this population during an emergency, and to assess the capacity of local organizations to respond effectively to these risks and needs.

Summary

The Emergency Preparedness Plan for the San Juan County LHCC is designed to provide guidance for governmental and non-governmental service providers in the event of an emergency or disaster.

The Emergency Preparedness plan consists of two (2) main parts:

1. Material developed by the San Juan County LHCC. The purpose of this section is to bring forth issues specific to working with homeless individuals and families. To this end we emphasize a trauma-informed approach which is outlined in this part of the plan. Information for homeless service providers and advocates is also presented here.
2. An Emergency Action Plan developed by the San Juan County Emergency Manager. This part details specific guidance for responding to an emergency or disaster. This section will provide information on who to contact in case of an emergency and steps to be taken to mitigate the effects, as well as how to stay safe in various situations. Pre-planning and preparation steps are also included.

Lessons from the COVID 19 Pandemic

The Emergency Preparedness Plan was developed after the COVID 19 Pandemic. The global health crisis showed that more is required to mitigate the effects of such emergency situations

or potential for emergency situations directly affecting the homeless population or potential homeless individuals and families. To that end, we have identified seven key areas where local providers identified stresses at the organizational level.

1. Local preparedness.
2. Emergency Procedures.
3. Personal Protective Equipment (PPE) and necessary supplies.
4. Establishment and distribution of contact information for services/resources.
5. Reliance on information provided by experts.
6. Communicating information to staff and the public.
7. Safety of clients and staff is first priority.

The Emergency Preparedness Plan was developed using the lessons learned during the initial response to the COVID 19 pandemic.

Trauma Informed Approach

A key guiding principle during the formulation of the Emergency Preparedness Plan was that of using a Trauma Informed lens when finding solutions to gaps in emergency preparedness.

People experiencing homelessness have likely experienced some form of trauma. A trauma-informed approach to disaster response recognizes this history of trauma and how it may have a continued effect on those who come to us for services and access to resources. Knowledge of the effects of trauma can aid communication between shelter staff, medical staff, first responders and the homeless population. Providing accurate information to homeless persons using a trauma informed approach will facilitate compliance with public health guidelines.

Emergency Plan will include:

Network of local organizations within the LHCC's jurisdiction that will provide assistance to homeless persons during an emergency and what services they provide.

A list of Access Points where homeless persons can gain access to shelter, food and care.

Inventory of resources available to homeless persons. This will include material items (tents, sleeping bags, etc…) as well as organizations that will provide care and support.

Outreach component: Finding local homeless persons in order to direct them towards resources.

Annual Assessment

Upon completion of the Emergency Preparedness Plan, yearly reviews will focus on the following elements:

Annual Risk Assessment & Emergency Planning

Policies & Procedures

Communication Plan

Training & Testing

The purpose of this yearly review is to identify new risks which may affect the local homeless population and allow the LHCC to update the Emergency Preparedness plan accordingly. Furthermore, this process will provide an opportunity to review and revise policies and procedures to ensure that we as a community are better able to provide assistance and care for the homeless during emergency situations.

"With limited resources and fewer connections to their communities, people experiencing homelessness are often the most vulnerable and at-risk in a disaster or other emergency situation. A community's capacity to prepare for and respond to a disaster or emergency affects its ability to aid this population. Communities need a strong preparedness, response, and recovery plan to adapt to a dynamic event while continuing to serve one of the most vulnerable populations by ensuring that they receive essential services such as meals, prescription medicine management, housing, and other basic necessities. This page provides emergency preparedness, response, and recovery resources for CoCs, ESG recipients and subrecipients, shelters, and other homeless service providers." - HUD Exchange https://www.hudexchange.info/homelessness-assistance/disasters/ Accessed on 06/03/2022

Section 1: Trauma Informed Approach to Disaster Planning

Trauma Informed Approach: People experiencing homelessness have likely experienced some form of trauma. A trauma-informed approach to disaster response recognizes this history of trauma and how it may have a continued effect on those who come to us for services and access to resources. Knowledge of the effects of trauma can aid communication between shelter staff, medical staff, first responders and the homeless population. Providing accurate information to homeless persons using a trauma informed approach will facilitate compliance with public health guidelines.

Assisting Homeless Persons in an Emergency Situation: In an Emergency Situation the most vulnerable people will likely be affected most severely. During the first few months of the Coronavirus Pandemic local organizations dealing with homeless populations saw an increase in demand for services. During this time, San Juan County assisted several individuals and families who were affected with the loss of employment, needs for rental assistance and general homelessness in the Southern portion of the County.

With this information in mind, we would like to outline a basic approach to assisting homeless people during a crisis or emergency situation. The first steps taken should focus on safety and

stabilization for homeless people.

First steps towards safety and stabilization:

- Ensure that homeless individuals and families are physically safe.
- Provide basic emotional and tangible psychological support.
- Provide information regarding the National Domestic Violence Hotline (1-800-799-SAFE) and the Disaster Distress Helpline (1-800-985-5990) to sheltered persons.
- Keep families together during a disaster to help children and their parents maintain stability.
- Address a homeless individual or family's immediate and unique needs.
    - Arrange for food, shelter, and **transportation**.
    - Provide case management for homeless persons during an emergency situation.
    - Provide referrals to local organizations that can aid them during the emergency situation. Referrals should focus on the specific needs of individuals and families (medical assistance, mental health services, domestic violence shelter and advocacy, access to state and federal resources).
    - Connect homeless disaster survivors with service providers who will provide ongoing care after their physical and psychological wellbeing has been safeguarded.

Section 2: Plan Guide and Terms

DISASTER PLANNING TERMS

Emergency/Disaster Situation/Disaster/Incident/Event: Refer to natural or human-caused events that require a response to protect life and or property.

Emergency Preparedness Plan: For purposes of this manual, Emergency Preparedness Plan or EPP refer to the local response plan formulated by the San Juan County Local Homeless Coordinating Committee (LHCC). The EPP is evaluated annually by the LHCC and provides strategies and a list of resources to meet the needs of the local homeless population during an emergency.

Evacuation, Shelter-in-Place: In the event of a disaster, residents have two choices: stay in their homes or other current location (shelter-in-place) or leave their homes to seek safer shelter elsewhere (evacuation). FEMA defines an evacuation as "the organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas." It further recognizes that there are three kinds of evacuation: a spontaneous evacuation (residents leave the threatened area without any official word of a threat or instructions to do so); a voluntary evacuation(residents are warned of a potential threat or risk to property or life and are encouraged to leave); and a mandatory evacuation(residents are told they must leave because of the severity of the threat).

For the LHCC Emergency Preparedness Plan, we must recognize that homeless persons may not have the ability to shelter-in-place, and that self-evacuation may not be possible. Shelter-in-place options for homeless persons may be provided through the establishment of emergency shelters located throughout the County.

FEMA: The Federal Emergency Management Agency (FEMA) is an agency of the U.S. Department of Homeland Security, initially created in 1978. The agency's primary purpose is to coordinate the response to a disaster that has occurred in the United States and that overwhelms the resources of local and state authorities.

Preparedness, Response, Recovery: These terms generally refer to the phases and/or different types of responses to a disaster. When used together in this Toolkit, these phases are meant to represent the full range of potential responses. FEMA describes these terms as follows:

Preparedness - Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents and developing jurisdiction-specific plans for delivering capabilities when needed for an incident. The LHCC EPP will

Response - Immediate actions to save and sustain lives, protect property and the environment, and meet basic human needs. Response also includes the execution of plans and actions to support short-term recovery.

Recovery - The development, coordination, and execution of service and site restoration plans; the reconstitution of government operations and services; individual, private sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration

HOMELESS SERVICE DELIVERY TERMS

Very precise definitions apply when operating a program funded under HUD’s Continuum of Care (CoC) or Emergency Solutions Grants (ESG) homeless programs. This glossary provides simplified ‘plain English

Supportive Services
Supportive services assist homeless individuals and families in the transition from the streets or shelters into permanent housing and assist persons with maintaining housing. The term “supportive services” includes a range of services such as case management, health and mental health care, and transportation. They can be facility-based or provided as street outreach (e.g.,mobile vans for health care).

Street outreach

Street outreach programs proactively reach out to unsheltered homeless persons on the street and in places not meant for human habitation to connect them with emergency shelter, housing, or critical services. In cases where unsheltered homeless people are not willing or able to access emergency shelter, housing, or an appropriate health facility, the goal is to provide urgent, non-facility-based care.

Coordinated Entry

Coordinated entry means a centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals. Each CoC designs their coordinated entry system to meet the needs of the community. Access points can vary from a single point of entry to multiple points, from physically going to a shelter to calling a referral number. The agencies charged with administering the coordinated entry system can range from homeless service providers to government social service agencies.

Domestic Violence Shelters in San Juan County

Gentle Iron Hawk: Domestic Violence Shelter located in Blanding, Utah

Services Provided:
Emergency Shelter
Case Management
Outreach

Emergency Shelter Contact: Cynthia Atine, Program Manager- 435-678-0777

Section 3: Scope of Homeless Population in San Juan County and Surrounding Areas.

Utah Homelessness Statistics

As of January 2019, Utah had an estimated **2,798** experiencing homelessness on any given day, as reported by Continuums of Care to the U.S. Department of Housing and Urban Development (HUD). Of that Total, **260** were family households, **211** were Veterans, **163** were unaccompanied young adults (aged 18-24), and **512** were individuals experiencing chronic homelessness.

Public school data reported to the U.S. Department of Education during the 2017-2018 school year shows that an estimated **13,838** public school students experienced homelessness over the course of the year. Of that total, **703** students were unsheltered, **967** were in shelters, **467** were in hotels/motels, and **11,701** were doubled up.

Local Homeless Population

During the last fiscal year, San Juan County LHCC performed a Point In Time Count (PIT) and realized that we had multiple homeless individuals who were residing in the County. The PIT count resulted in 6 total individuals who classified themselves as being homeless. There are also homeless individuals who reside in surrounding Counties such as in Dolores and Grand County.

Locating some of the homeless individuals where much of this area is rural and mountainous. The geography of mountains and valleys makes surveying the homeless population in a PIT Count difficult. The annual (PIT) Count survey takes place in January, when the area is subject to inclement weather, including snow, further impeding the ability of local organizations to get accurate data.

San Juan County LHCC is aware of many families and individuals living doubled-up or couch-surfing. There is a lack of attainable/affordable housing in San Juan and Grand Counties. The 2019 State of Utah Affordable Housing Report shows that Housing Stability and Housing Cost Burdens are an ongoing problem, leading many to live with family and friends. This leaves people at risk of homelessness. A disaster or emergency situation would likely exacerbate this problem leading many more to become homeless.

Section 4: Emergency Resources - Emergency Contacts

This section contains information on Emergency Resources in the community and a list of Emergency Contacts:

Emergency Contact Numbers

San Juan County Emergency Management (435) 587-3225

San Juan County Sheriff and Search and Rescue 911 or (435) 587-2237

San Juan County School District (435) 678-1200

San Juan County Counseling (435) 678-2992

In the event of an emergency, please call 911 for assistance. If you are reporting an emergency and feel that a homeless advocate should be present, please contact San Juan County's Emergency Manager, Tammy Gallegos

Section 5: EPP Annual Assessment Policy

Annual Assessment

Upon completion of the Emergency Preparedness Plan, yearly reviews will focus on the following elements:

Annual Risk Assessment & Emergency Planning

Policies & Procedures

Communication Plan

Training & Testing

The purpose of this yearly review is to identify new risks which may affect the local homeless population and allow the LHCC to update the Emergency Preparedness plan accordingly. Furthermore, this process will provide an opportunity to review and revise policies and procedures to ensure that we as a community are better able to provide assistance and care for the homeless during emergency situations.

Annually, the LHCC will:

1. Perform a review of the Emergency Preparedness Plan annually. This review will include a risk assessment that will identify potential impacts of emergency situations on the local homeless population and will revise the EPP accordingly.

2. Evaluate policies and procedures outlined in the EPP in order to assess their effectiveness and make appropriate revisions.

3. Evaluate the Communication Plan and revise where appropriate.

4. Implement a training and testing plan to ensure that the plan is implemented across the LHCC in a comprehensive manner.

Section 6: Appendix of Resources and Emergency Response Contact List

This section contains information on Emergency Resources in the community and a list of Emergency Contacts for Homeless Persons

Blanding City -

Monticello City -

Town of Bluff -

Navajo Nation Emergency Operations -

San Juan County
117 So Main Street
Monticello, UT 84535
Ph: 435-587-3225

SAN JUAN COUNTY

Purchase From
Vendor Name Geffs ☐ State Contracted
Street Address Manufacturing
City, State, Zip Pocatello ID 83205
Phone: 208-232-1100
Attention To : Frank Loftus

Deliver To
Deliver To Name SJC Road
Street Address
City, State, Zip Monticello, ut 84535
Phone: 435-587-3230
Attention To : Ked

Purchase Order
P. O. No#
Date
Your Ref#
Our Ref#
Credit Terms Cash

Product ID	Description	Quantity		Unit Price	Amount
W20-0	Power steering pump	1		1825.74	1825.74

Sub Total	1825.74
Tax	Exemept
Freight	58.42
Invoice Total	1884.16
Amount Paid	
Balance Due	

Approved:

Department Head: Todd Ald

County Admin: Mack McDonald

Terms and Conditions:

RECEIVED
MAY 31 2022
APPROVED

GEFFS MANUFACTURING, INC.

REMIT TO: P.O. BOX 4885
POCATELLO, ID 83205
PHONE: 208-232-1100

Invoice

Customer No. SANJA
Invoice No.: 406360

Bill To: **SAN JUAN CTY ROAD DEPT**
P.O. BOX 188
MONTICELLO, UT 84535

Ship To: **SAN JUAN CTY ROAD DEPT**
885 E CENTER ST
MONTICELLO, UT 84535

Customer: Phone (801) 678-2429 Customer: Fax

Date	Ship Via	F.O.B.	Terms
05/26/2022	FEDEX GROUND	Origin	Net 10 Days

Purchase Order Number	Order Date	Sales Person	Our Order Number
54768	05/26/2022	FRANK LOFTUS	8088

Quantity Req	Quantity Shipped	Quantity B.O.	Item Number	Description	Serial Number	Unit Price	Amount
1	1		W20-0	POWER STEERING PUMP (CORE ON THIS ITEM W20-0C) FOR SPLIINE TYPE REFER TO		1825.74	1825.74
1	1		W20-0C	CORE PN W20-0 PUMP		750.00	750.00
1	1		W20-6	SEAL,PUMP TO FLANGE		24.00	24.00

Invoice subtotal	2599.74
Shipping and Handling	58.42
Invoice total	2658.16

RETURNED ITEMS SUBJECT TO 25% RESTOCKING FEE

SPECIAL ORDER - NON STOCK PARTS AND ANY ELECTRICAL ITEMS ARE NON-REFUNDABLE AND NON-RETURNABLE

COMMISSION STAFF REPORT

MEETING DATE: June 7, 2022

ITEM TITLE, PRESENTER: County Resource Management Plan Amendment, Nick Sandberg, County Public Lands Coordinator

RECOMMENDATION: Briefing and Discussion

SUMMARY

In 2021 the Utah Legislature mandated that the Utah Resource Management Plan and County Resource Management Plans be updated on the topics of Public Lands Access, Renewable Energy, Critical Minerals and Rare Earth Elements and add two new topics: Utility Corridors and Pipelines and Infrastructure. The State Plan was updated/amended and adopted through H.B. 160 which was signed by Governor Cox on March 21, 2022. County staff with the assistance of the Public Lands Policy Coordinating Office have been working on preliminary draft narratives of these topics with specifics for San Juan County consistent with the State Plan and Legislative mandate. The amendment process would include input from the Planning and Zoning Commission including a public hearing as well as input from the Board of Commissioners, a public hearing and final modification/adoption by the Board of Commissioners.

HISTORY/PAST ACTION

The County Resource Management Plan was completed and approved by the County Commission in 2017.

FISCAL IMPACT

Work on the amendments is included in regular staff workload.

June 7, 2022

San Juan Resource Management Plan (RMP) Amendment Summary

Summary of legislative required additions and effect on current County RMP: All listed changes are draft proposals.

Public Lands Access
- Little change needed to current RMP
- Emphasize safe and equitable access including traditional and cultural access to public lands

Minerals
- Add section on critical minerals and Rare Earth Elements and importance for national and economic security
- Critical minerals found in San Juan County: lithium, vanadium, manganese and cobalt
- Rare Earth Elements unlikely to be found in County but White Mesa Mill processes some
- No change in objectives and policies for mineral resources

Renewable Energy
- Already a part of current RMP
- Add policy to discourage placement of solar farms on prime agricultural lands

Utility Corridors
- New resource section
- Protect and maintain existing corridors
- Support federal agencies in providing corridors needed to supply power, communications and water to all County residents and meet needs for transport and delivery of mineral resources

Pipelines and Infrastructure
- New resource section
- Includes all types of pipelines, electrical power and communication lines and related infrastructure
- Support a network of pipelines for transport and delivery of petroleum products and water
- Support a network of power lines and communication lines and facilities for transmission and delivery of power and communications to County residents

SAN JUAN COUNTY

COMMISSION STAFF REPORT

MEETING DATE: June 7, 2022

ITEM TITLE, PRESENTER: Informational Election, Early Voting Dates, and Centers - Megan Gallegos

RECOMMENDATION:

SUMMARY Information Regarding the Upcoming June 28th Primary Election.

HISTORY/PAST ACTION N/A

FISCAL IMPACT N/A

SAN JUAN COUNTY

JUNE 28th 2022 PRIMARY ELECTION

WHO WILL GET A BALLOT

- Only individuals who are registered Republican or reside within School Board District 3 will receive a ballot.

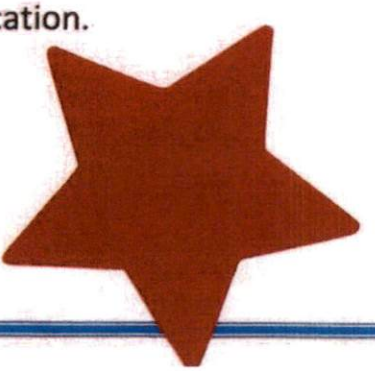
DATES TO LOOK FORWARD TO

- Primary election ballots should be mailed out by May 27,2022
- Early Voting will be available in various locations starting May 31, 2022 (see page 2 for locations and times)
- If a voter wants to mail the ballot back to the County Clerk's Office, it must be postmarked by June 27, 2022
- Voters can cast their ballots during the early voting period at any of the satellite locations and on election day June 28, 2022

VOTER REGISTRATION DEADLINES

- Individuals may register to vote at early voting sites and receive a ballot on location from May 31, 2022 until June 27, 2022
- Individuals may register to vote on the day of the election and vote a provisional ballot with a valid form of identification.







EARLY VOTING LOCATIONS

(Navajo Language Assistance will be available at Bluff, Montezuma Creek, Monument Valley and Navajo Mountain. Ute Language Assistance will be available in White Mesa)

Bluff Community Center: June 1st, 15th, 22nd from 10:00 a.m. until 2:00 p.m.

Montezuma Creek Dine' Building: May 31st June 6th, 13th 21st from 10:00 a.m. until 2:00 p.m.

Monument Valley Welcome Center: June 3rd, 10th, 17th, 24th from 10:00 a.m. until 2:00 p.m.

Navajo Mountain Chapter House: June 8th from 10:00 a.m. until 2:00 p.m.

Monticello Admin Building: During regular scheduled business hours.

Blanding City Offices: June 27th from 3:00 p.m. to 7:00 p.m.

White Mesa Community Center: June 2nd, 9th 16th from 10:00 a.m. to 2:00 p.m.

ELECTION DAY POLLING LOCATIONS

(Navajo Language Assistance will be available at Montezuma Creek, Monument Valley and Navajo Mountain. Ute Language Assistance will be available in White Mesa)

JUNE 28th 2022 from 7:00 a.m. to 8:00 p.m.

Montezuma Creek - Dine Professional Building

Monument Valley - Welcome Center

Navajo Mountain - Chapter House

White Mesa – Community Center

Monticello - Administration Building

For more information contact San Juan County Clerk's Office at (435) 587-3223 Ext: 4 or go to For Navajo Language Assistance, contact one of the local Navajo Liaison's Carl Holiday: 928-605-7745 or Elsie Dee: 970-529-0101

May 30- June 24, 2022 – Early Voting Sites

Monday	Tuesday	Wednesday	Thursday	Friday
May 30th	May 31st	June 1st	June 2th	June 3rd
Memorial Holiday	Montezuma Creek Dine' Bldg. 10:00 a.m. – 2:00 p.m.	Bluff Community Center 10:00 a.m. – 2:00 p.m.	White Mesa Community Center 10:00 a.m. – 2:00 p.m.	Monument Valley Welcome Center 10:00 a.m. – 2:00 p.m.
June 6th	June 7th	June 8th	June 9th	June 10th
Montezuma Creek Dine' Bldg. 10:00 a.m. – 2:00 p.m.		Navajo Mountain Chapter House 10:00 a.m. – 2:00 p.m.	White Mesa Community Center 10:00 a.m. – 2:00 p.m.	Monument Valley Welcome Center 10:00 a.m. – 2:00 p.m.
June 13th	June 14th	June 15th	June 16th	June 17th
Montezuma Creek Dine' Bldg. 10:00 a.m. – 2:00 p.m.		Bluff Community Center 10:00 a.m. – 2:00 p.m.	White Mesa Community Center 10:00 a.m. – 2:00 p.m.	Monument Valley Welcome Center 10:00 a.m. – 2:00 p.m.
June 20th	June 21th	June 22th	June 23rd	June 24th
Juneteenth Holiday	Montezuma Creek Dine' Bldg. 10:00 a.m. – 2:00 p.m.	Bluff Community Center 10:00 a.m. – 2:00 p.m.	White Mesa Community Center 10:00 a.m. – 2:00 p.m.	Monument Valley Welcome Center 10:00 a.m. – 2:00 p.m.

June 28th Election Day

COMMISSION STAFF REPORT

MEETING DATE: June 7, 2022

ITEM TITLE, PRESENTER: Review of the Outdoor Recreation Grant for $70,300 awarded for the Campgrounds at the County Fairground for any changes or requested revision, by Elaine Gizler, Economic Development, and Visitor Services Director.

RECOMMENDATION: Business Action/ Approve

SUMMARY: A grant application was submitted by Elaine Gizler for $70,300 from the Utah Office of Outdoor Recreation for the construction of 18 campground spots with infrastructure at the San Juan County Fairgrounds where the proposed future San Juan County Event Center will be constructed. Construction of these spots will be the first step and initial phase for the future Event Center complex. Commissioners to review the contract for any requested changes. If requests are made they will be submitted and the OOR will update the contract for final signature by the Commissioners.

HISTORY/PAST ACTION. The plans for these Camping spots are within the Jones and DeMille engineering plan for the Event Center that was submitted for the EDA grant.

FISCAL IMPACT $70,300 from the Economic Development and Tourism 2023 Budget cash and inkind.

STATE OF UTAH CONTRACT
The Governor's Office of Economic Opportunity
Utah Outdoor Recreation Grant (UORG)

1. **CONTRACTING PARTIES:** This contract is between the State of Utah, Governor's Office of Economic Opportunity ("Go Utah"), Office of Outdoor Recreation, referred to as the State,[1] and the following Grantee:

   San Juan County Government
   117 South Main St.
   PO Box 490
   Monticello, Utah 84535

   Federal Tax ID: 876000305
   Legal Status of Contractor: Governmental Agency
   Vendor #: VC0000114664

   Contact Person: Elaine Gizler
   Phone #:(435) 587-3235
   Email: egizler@sanjuancounty.org

2. **GENERAL PURPOSE OF CONTRACT:** The general purpose of this contract is to provide terms and conditions under which the Grantee may obtain and maintain eligibility for Utah Outdoor Recreation Grant (UORG) funding.

3. **AUTHORITY:** This contract is entered pursuant to the State's authority to administer funds under Utah Code § 63N-9-2 and Utah Administrative Code R357-16.

4. **CONTRACT PERIOD:**
   Effective Date: May 19, 2022
   Termination Date: May 19, 2024, unless terminated early or extended in accordance with the terms and conditions of this contract.

5. **CONTRACT AMOUNT:** The State awards and the Grantee accepts a potential grant award of up to $70,300.00.
   Fund: 2306
   Unit: 6272
   Appropriation: 2306
   Commodity Code: 99999

6. **ATTACHMENTS INCLUDED AND MADE PART OF THIS CONTRACT:**
   Attachment A – Standard Terms and Conditions for Grants
   Attachment B – Utah Outdoor Recreation Grant (UORG) Terms and Conditions
   Attachment C – Scope of Work

7. **DOCUMENTS INCORPORATED BY REFERENCE BUT NOT ATTACHED:**
   All governmental laws, regulations, or actions applicable to the grant authorized by this contract, including but not limited to Utah Code § 63N-9-2 and Utah Administrative Rule R357-16.

8. **CONTRACT EXECUTION:**
   Each person signing this contract represents and warrants that he/she is duly authorized and has legal capacity to execute and deliver this contract and bind the parties hereto. Each signatory represents and warrants to the other that

[1] In the 2022 General Legislative Session, HB 305 passed, and was signed into law by the Governor. HB 305 merges the Office of Outdoor Recreation with the Utah Division of Natural Resources ("DNR"), effective July 1, 2022. Consequently, after that date, the Office of Outdoor Recreation will officially relocate to DNR.

the execution and delivery of the contract and the performance of each party's obligations hereunder have been duly authorized and that the contract is a valid and legal contract binding on the parties and enforceable in accordance with its terms. This contract is not fully executed until all parties, including but not limited to the Utah Division of Finance, have signed this contract.

BY SIGNING THIS CONTRACT, THE GRANTEE HEREBY ACKNOWLEDGES THAT THE GRANTEE HAS READ, UNDERSTOOD, AND AGREES TO THE TERMS AND CONDITIONS OF THIS CONTRACT.

THE STATE OF UTAH

_____

Name:

Title:

Date:

Governor's Office of Economic Opportunity

SAN JUAN COUNTY GOVERNMENT

_____

Name:

Title:

Date:

_____

Name:

Title:

Date:

Governor's Office of Economic Opportunity

_____

Date:
Division of Finance
State of Utah
Contract Number: 220630323

Attachment A: Standard Terms and Conditions for Grants between Government Entities

1. **DEFINITIONS:** The following terms shall have the meanings set forth below:
    1. "**Contract**" means these terms and conditions, the cover pages, and all other attachments and documents incorporated by reference.
    2. "**Grant Money**" means money derived from State fees or tax revenues that are owned, held, or administered by the State.
    3. **"Grantee"** means the individual or entity which is the recipient of Grant Money from the State. The term "Grantee" includes Grantee's agents, officers, employees, and partners.
    4. "**Non-Public Information**" means information that is deemed private, protected, controlled, or exempt from disclosure under the Government Records Access and Management Act (GRAMA) or as non-public under other applicable State and federal laws. Non-public information includes those records the State determines are protected after having properly received a written claim of business confidentiality as described in Utah Code § 63G-2-309. The State reserves the right to identify additional information that must be kept non-public under federal and State laws.
    5. "**State**" means the State of Utah Department, Division, Office, Bureau, Agency, or other State entity identified on the Contract providing the Grant Money.
    6. "**SubGrantees**" means persons or entities under the direct or indirect control or responsibility of Grantee, including, but not limited to, Grantee's agents, consultants, employees, authorized resellers, or anyone else for whom Grantee may be liable at any tier, including a person or entity providing or performing this Contract, including Grantee's manufacturers, distributors, and suppliers.
2. **GOVERNING LAW AND VENUE:** This Contract shall be governed by the laws, rules, and regulations of the State of Utah. Any action or proceeding arising from this Contract shall be brought in a court of competent jurisdiction in the State of Utah. Venue shall be in Salt Lake City, in the Third Judicial District Court for Salt Lake County.
3. **LAWS AND REGULATIONS:** At all times during this Contract, Grantee and all acts performed under this Contract will comply with all applicable federal and State constitutions, laws, rules, codes, orders, and regulations, including applicable licensure and certification requirements.
4. **RECORDS ADMINISTRATION:** Grantee shall maintain or supervise the maintenance of all records, receipts and any other documentation necessary to properly account for payments made by the State to Grantee under this Contract. This includes documentation related to Grantee's performance of the Contract terms, scope of work, project-specific requirements, and outcomes reported to the State by Grantee. These records shall be retained by Grantee for at least six (6) years after final payment, or until all audits initiated within the six (6) years have been completed, whichever is later. Grantee agrees to allow, at no additional cost, State of Utah and federal auditors, State staff, and/or a party hired by the State, access to all records necessary to account for all Grant Money received by Grantee as a result of this Contract and to verify that Grantee's use of the Grant Money is appropriate and has been properly reported.
5. **INDEPENDENT CAPACITY:** Grantee and SubGrantees, in the performance of this Contract, shall act in an independent capacity and not as officers or employees or agents of the State of Utah agency effectuating this Contract.
6. **INDEMNITY:** Both parties to this Contract are governmental entities as defined in the Utah Governmental Immunity Act (Utah Code Ann. 63G-7-101 et. seq.). Nothing in this Contract shall be construed as a waiver by either or both parties of any rights, limits, protections or defenses provided by the Act. Nor shall this Contract be construed, with respect to third parties, as a waiver of any governmental immunity to which a party to this Contract is otherwise entitled. Subject to and consistent with the Act, each party will be responsible for its own actions or negligence and will defend against any claims or lawsuit brought against it. There are no indemnity obligations between these parties.

7. **EMPLOYMENT PRACTICES:** Grantee agrees to abide by federal and State employment laws, including: (i) Title VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e) which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on the basis of race, religion, color, or national origin; (ii) Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; (iii) 45 CFR 90 which prohibits discrimination on the basis of age; (iv) Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of disabilities; and (v) Utah's Executive Order, dated December 13, 2006, which prohibits unlawful harassment in the workplace. Grantee further agrees to abide by any other laws, regulations, or orders that prohibit the discrimination of any kind by any of Grantee's employees.
8. **AMENDMENTS:** This Contract may only be amended by the mutual written agreement of the parties, which amendment will be attached to this Contract. Automatic renewals will not apply to this Contract even if listed elsewhere in this Contract.
9. **TERMINATION:** Unless otherwise stated in this Contract, this Contract may be terminated, with cause by either party, in advance of the specified termination date, upon written notice being given by the other party. Any material violation of the terms of the program or Contract may give rise to for-cause termination.
10. **NONAPPROPRIATION OF FUNDS, REDUCTION OF FUNDS, OR CHANGES IN LAW:** Upon thirty (30) days written notice delivered to Grantee, this Contract may be terminated in whole or in part at the sole discretion of the State, if the State reasonably determines that: (i) a change in Federal or State legislation or applicable laws materially affects the ability of either party to perform under the terms of this Contract; or (ii) that a change in available funds affects the State's ability to pay under this Contract. A change of available funds as used in this paragraph, includes, but is not limited to, a change in Federal or State funding, whether as a result of a legislative act or by order of the President or the Governor.
11. **WORKERS COMPENSATION INSURANCE:** Grantee shall maintain during the term of this Contract, workers' compensation insurance for all its employees, as well as any SubGrantees as required by law.
12. **PUBLIC INFORMATION:** Grantee agrees that this Contract and invoices will be public records in accordance with the State of Utah's Government Records Access and Management Act (GRAMA). Grantee gives the State express permission to make copies of this Contract, related documents, and invoices in accordance with GRAMA. Except for sections identified in writing by Grantee and expressly approved by the State of Utah Division of Purchasing and General Services, all of which must be in accordance with GRAMA, Grantee also agrees that non-protected portions of Grantee's Application will be a public document, and copies may be given to the public as permitted under GRAMA. The State is not obligated to inform Grantee of any GRAMA requests for disclosure of this Contract, related documents, or invoices.
13. **PAYMENT:** The acceptance by Grantee of final Grant Money payment, without a written protest filed with the State within ten (10) business days of receipt of final payment, shall release the State from all claims and all liability to Grantee. No State payment is to be construed to prejudice any claims that the State may have against Grantee. State may withhold, adjust payment amount, or require repayment of any Grant Money under this Contract that is: provided in reliance on an inaccurate or incomplete representation, unsupported by sufficient invoices or other documentation, not used by Grantee for the project identified, used for any purpose in violation of the terms of this Contract or in violation of the law, or paid in excess of what is actually owed.
14. **REVIEWS:** The State reserves the right to perform reviews, and/or comment upon Grantee's use of the Grant Money. Such reviews do not waive the requirement of Grantee to meet all of the terms and conditions of this Contract.
15. **ASSIGNMENT:** Grantee may not assign, sell, transfer, subcontract or sublet rights, or delegate any right or obligation under this Contract, in whole or in part, without the prior written approval of the State.
16. **NON-PUBLIC INFORMATION:** If Non-Public Information is disclosed to Grantee, Grantee shall: (i) advise its agents, officers, employees, partners, and SubGrantees of the obligations set forth in this Contract; (ii) keep all Non-Public Information strictly confidential; and (iii) not disclose any Non-Public Information received by it to any third parties. Grantee will promptly notify the State of any potential or actual misuse or misappropriation of Non-Public Information. Grantee shall be responsible for any breach of this duty of confidentiality, including any required remedies and/or notifications under applicable law. Upon termination or expiration of this Contract and upon request by the State, Grantee will return all copies of Non-Public Information to the State or certify, in writing, that the Non-Public Information has been destroyed. This duty of confidentiality shall be ongoing and survive the termination or expiration of this Contract.

17. **PUBLICITY:** Grantee shall submit to the State for written approval all advertising and publicity matters relating to this Contract. It is within the State's sole discretion whether to provide approval, which must be done in writing.

18. **INDEMNIFICATION RELATING TO INTELLECTUAL PROPERTY:** Grantee will indemnify and hold the State harmless from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities, and costs in any action or claim brought against the State for infringement of a third party's copyright, trademark, trade secret, or other proprietary right. The parties agree that if there are any limitations of Grantee's liability, such limitations of liability will not apply to this section.

19. **OWNERSHIP IN INTELLECTUAL PROPERTY:** The State and Grantee each recognize that they have no right, title, interest, proprietary or otherwise in the intellectual property owned or licensed by the other, unless otherwise agreed upon by the parties in writing.

20. **WAIVER:** A waiver of any right, power, or privilege shall not be construed as a waiver of any subsequent right, power, or privilege.

21. **ORDER OF PRECEDENCE:** In the event of any conflict in the terms and conditions in this Contract, the order of precedence shall be: (i) this Attachment A; (ii) Contract signature page(s); (iii) the State's additional terms and conditions, if any; (iv) any other document listed or referenced in Contract; and (v) Grantee's terms and conditions that are attached to this Contract, if any. Any provision attempting to limit the liability of Grantee or limits the rights of the State must be in writing and attached to this Contract or it is rendered null and void.

22. **SURVIVAL OF TERMS:** Termination or expiration of this Contract shall not extinguish or prejudice the State Entity's right to enforce this Contract with respect to any default or defect in the Services that has not been cured.

23. **SEVERABILITY:** The invalidity or unenforceability of any provision, term, or condition of this Contract shall not affect the validity or enforceability of any other provision, term, or condition of this Contract, which shall remain in full force and effect.

24. **ENTIRE AGREEMENT:** This Contract constitutes the entire agreement between the parties and supersedes any and all other prior and contemporaneous agreements and understandings between the parties, whether oral or written.

(Revision date: 21 March 2019)

Attachment B: Utah Outdoor Recreation Grant (UORG) Program Terms and Conditions

1. PROJECT DESIGN, SCOPE OF WORK, AND USE OF FUNDS:

a. The scope of work for this grant contract is outlined in Attachment C. The Grantee hereby agrees to complete that scope of work, and shall use the grant funding provided to achieve the goals and benchmarks set forth therein.
b. Successful completion of the scope of work will be determined by the State, based on documentation of the completion of goals and benchmarks outlined in Attachment C.
c. The Grantee shall comply with all applicable Federal and State statutes and regulations and will be responsible for obtaining and maintaining any necessary permits and approvals prior to commencement of the project.
d. All requirements listed in the application and program guide for eligibility and required attachments are incorporated here by reference though not attached hereto.
e. The scope of work is hereby termed the Grantee's project, which shall commence within one-hundred eighty (180) calendar days from the contract effective date and be completed on or before the contract termination date.
f. The Grantee agrees that the project area acquired, developed or improved pursuant to this contract shall not be converted to other than public recreational use without written notice and approval from the Director of the Utah Office of Outdoor Recreation. Furthermore, if the infrastructure developed with the Utah Outdoor Recreation Grant program funds is converted to other use, the other use must be of comparable value and may not be converted until both parties agree in writing to the converted use. The converted use must be in the same general location and will be provided by the Grantee.
g. The Grantee shall maintain or ensure appropriate maintenance as determined by the State of all facilities and property covered by this contract in a safe, usable, and attractive condition. The project area shall be kept reasonably open, accessible and safe for public use. Structures, trail and trail infrastructure should be kept maintained throughout their estimated lifetime to prevent undue deterioration and to encourage public use. The State makes no claims to ownership or management interests of facilities constructed pursuant to this contract on lands legally owned by the Grantee.
h. The Grantee shall provide evidence that the infrastructure project has county, city or tribal approval and endorsement. A contract must be signed with the party who will maintain the recreational infrastructure for at least the next ten (10) years. Evidence supplied in the Grantee's application may fulfill this requirement. The State reserves the right to request updated documentation and proof on continued support and maintenance contracts at any time. The Grantee shall give the State reasonable notice of any change in the contract or endorsement status. Loss of endorsement or maintenance contract may constitute an event of default and result in a recapture of the grant funds.
i. If the project is on Federal lands, the Grantee must receive approval from the lead agency responsible for compliance with the National Environmental Policy Act (NEPA). Loss of approval from or any violation of Federal regulations shall constitute an event of default and result in the recapture of the grant funds. The Grantee shall give the State reasonable notice in the event that approval for the appropriate public entity has been rescinded or denied. Proof of approval shall be provided and updated as requested by the State.
j. All property on which Utah Outdoor Recreation Grant infrastructure funded projects are located must be owned by or under the control of the Grantee (e.g. local government or conservancy) or public agency that has partnered with the Grantee. If the project crosses private property, as in the case of a trail, a contract must be reached with the property owners to allow the general public right-of-way. This should be documented with a Grant of Easement and Right-of-Way. Proof of ownership and all relevant contracts shall be provided to the State before completion of the project. Lack of proof shall constitute an event of default and may result in the recapture of the grant funds.
k. The infrastructure project must have an endorsement from the local economic development office or designated local tourism office stating that the project will have the ability to attract growth and retention in the community/area and/or have the potential for increased visitation to the area. The project shall meet the qualifications of Utah Section 63N-3-109. This requirement can be fulfilled by the endorsement provided in the Grantee's Application. If the status of the endorsement changes the Grantee may provide reasonable notice in writing of such change to the State. The State reserves the right to recapture all grant funds if the endorsement is rescinded and it is determined by the State that the project has no or little economic impact.
l. The Grantee must check with the Utah Department of Wildlife Resources (DWR) to ensure the project is not in a special management area for endangered species such as the Sage Grouse. If the project is in or

close to a special management area it must first secure written approval from the DWR. DWR may continually add or remove species from the list of species requiring a special management area. The Grantee is responsible for maintaining the project in a way that is current with all DWR regulations and requirements. If the project is found to be in violation of any regulation regarding the management of species within the project, it shall constitute an event of default and may result in the recapture of the grant funds.

m. The Grantee agrees to make the project accessible to the general public, including compliance with the Americans with Disabilities Act (ADA). No fees or other restrictions shall be prohibitive to the extent that portions of the public at large will not be able to access the project. All fees charged by the Grantee or others in granting access to the project shall be disclosed to the State in writing. The State reserves the right to determine if such fees are considered prohibitive and thus a violation of this paragraph. If a fee is found to be prohibitive to public access the Grantee shall have thirty (30) days to change the fee to be reasonable or this will constitute an event of default and the State may recapture the grant funds.
n. The Grantee shall notify the State of the public opening date, and upon the public opening of the project, the Grantee shall make every effort to make the public aware of the project's existence with appropriate publicity and marketing. Such publicity can include but is not limited to, a grand opening ceremony, press release to the local media or social media outlets to appropriately promote the public use of the project.

2. NATURE OF ENTITY:

a. The Grantee is a municipality, county, tribal government, or non-profit corporation classified under U.S. Code § 501(c) and is physically located within the State.
b. The Grantee is not a for-profit entity; for-profit entities may not receive a Utah Outdoor Recreation Grant.

3. REPORTING:

a. Reports shall be provided by the Grantee to the State at least every six (6) months, and no later than sixty (60) days after the contract termination date. Each report shall include the following:
    i. Assurances that all monies paid to the Grantee were used towards completion of the project outlined in Attachment C: Scope of Work;
    ii. A brief synopsis of the work completed in the previous six months; and
    iii. An outline of the work anticipated to be completed in the next six months.
b. If Grantee fails to provide the first two scheduled reports to the State, as described herein, Grantee shall waive any consideration by the State for potential contract extension should such extension be necessary to complete Grantee's project.

4. FUNDING:

a. The Grantee shall not receive any grant funds until this contract is fully signed and executed.
b. Up to 75% of the Contract Amount may be reimbursed prior to full completion of the Grantee's project. The remaining 25% of funds are contingent on completion of the Grantee's project, a final on-site inspection, and submission of the Final Report as outlined in the 2021 Office of Outdoor Recreation Grant Programs Guide, which is available to the Grantee from the State and incorporated by reference to this contract.
c. In no event shall payments from the State to the Grantee exceed in sum the Contract Amount.
d. All funds are to be distributed in a post-performance manner, as reimbursement for dollars spent by the Grantee within the scope of the Grantee's project.
e. The State will not fund more than 50% of the eligible costs of the project's eligible costs. The Grantee must provide matching funds in an amount of at least 50% of the project's eligible costs.
f. At least 50% of the Grantee's required matching funds must be paid in cash.
g. Up to 50% of the Grantee's required matching funds may be provided through an in-kind contribution if:
    i. Approved in advance by the State;
    ii. The Grantee is a non-profit corporation or governmental entity; and
    iii. The in-kind donation is for services or materials that are directly related to the construction of the Grantee's project, defined in Attachment C: Scope of Work.

5. REIMBURSEMENT REQUESTS:

a. Reimbursement requests received by the State after the contract termination date WILL NOT BE ELIGIBLE FOR REIMBURSEMENT.

b. The following documentation shall, at minimum, be provided upon reimbursement request, and additional documentation may be required by the State:
    i. Copies of invoices and evidences of payment (checks, bank statements, etc.) for work done on the project;
    ii. Records of volunteer labor or other in-kind donations for work done on the project;
    iii. Several photos to show the project is complete;
    iv. A final report with the description of the project and other data requested by the State;
    v. A description and an itemized report detailing the expenditure of the grant or the intended expenditure of any grant funds that have not been spent;
    vi. The grant program's provided reimbursement request document or a letter of request on letterhead of the Grantee specifying the grant amount requested.
c. Requests shall be submitted to the State electronically, to the Program Manager in the Office of Outdoor Recreation and/or the Compliance Department of the Governor's Office of Economic Opportunity. A link to the online portal will be sent to the Grantee upon the completion of the processing of this contract. The Grantee shall document that all of the grant money received by the Grantee for this project was spent on efforts towards the project.

6. SITE VISITS: The Grantee shall cooperate with reasonable requests for site visits during the process of completion and after completion of the project.

7. AUDIT:
a. The Grantee shall allow State auditors to make audits and inspections of all records relating to this Grant.
b. The Grantee shall make available for audit and inspection the records of expenditures relating to this contract until all State audits are completed or for a period of up to five (5) years from the date of this contract.
c. The Grantee shall refund to the State any grant funds spent that did not meet the requirements of this contract and determined by audit to be ineligible under the terms hereof or in accordance with State and Federal law.

8. EVALUATION: The State reserves the right to conduct an independent evaluation of the use of the grant funding and of the activities covered by this contract, including achievement of goals and benchmarks, location of the Grantee, and achievement of outcomes and economic development. Such evaluation may employ qualitative as well as concrete measures of outcomes. The State reserves the right to engage consultants or others to carry out this evaluation. The Grantee agrees to allow the State or its representatives access to, and will make its personnel, facilities, records, and sponsors available to State evaluators, subject to reasonable notice.

9. BREACH OF CONTRACT: The State reserves the right to demand a refund of the full amount of the grant or a portion thereof, or to terminate this contract and pay no further funds, in the event that the Grantee breaches any of the terms of this contract or those in documents incorporated by reference but not attached.

10. ATTRIBUTION: The Grantee shall make appropriate and reasonable efforts to ensure that the Utah Outdoor Recreation Grant is recognized as a partner in the project. Such efforts may include recognition of the State in fundraising materials, use of the Utah Outdoor Recreation Grant name and official logo, and other appropriate attribution for the funding made possible by the office.

11. ACCESS TO DATA: At the State's request, the Grantee shall allow the State access to data and information about the project to assess progress and ensure that grant funding is being spent on the project specified within the Grantee's project proposal.

12. STATE CONTACT PERSON: The State designates the Director of the Office of Outdoor Recreation at the State, or their designee, as the contact person at the Utah Governor's Office of Economic Opportunity or Division of Natural Resources to consult with the Grantee on an ongoing basis. The contact person will provide the Grantee with any additional guidelines, standards, procedures, and reporting requirements on which the State will review progress and evaluate performance hereunder.

13. **LICENSE TO PROMOTE:** The Grantee gives to State a perpetual, irrevocable, worldwide, transferable, royalty-free, and non-exclusive license to publicly display the Grantee and its project for any reasonable purpose, including display on State websites, without any attribution or compensation to the Grantee. The Grantee agrees to acknowledge State funding in publications or presentations.

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Attachment C: Scope of Work

This project is planned to be constructed in Monticello, Utah, on a county-owned property located in the north-central portion of San Juan County. The region to be served is identified within one and two hours drives from Monticello City, Utah. Specifically, the project will benefit all of San Juan County, Utah, the majority of Grand County, Utah, a portion of southwestern Colorado, northeastern Arizona, northwestern New Mexico, and the Navajo Nation in Utah and Arizona.

Attendees will utilize at the scheduled events the 12 camping stalls constructed. This Multi-Use Event Center will provide a Director Position, along with 2 to 3 full-time maintenance employees and 2-3 part-time employees during events.

From 2016 Utah State Department of Workforce Services data, San Juan County has the highest percentage of persons below poverty in the state:

- 27.6% of the population in 2016 was below the poverty level.
- 33.2% of the children in poverty
- 19% of the population receive SNAP
- 2017 statistics for 2 Bedroom FMR# of minimum Wage Hours to Afford $650/69

San Juan County has not returned to pre-pandemic employment levels. Most of the 344 jobs lost were in the leisure and hospitality industries. San Juan County continues to have one of the highest unemployment rates in the state and significant employment losses over the past year. The county's unemployment rate peaked in April at 16.6%, and the county's employment saw the most significant decrease, 17.3%, between May 2019 and May 2020.

As a county with a large leisure and hospitality sector, there is expected to be a delay in rebounding from the past year's economic downturn. The development of the Event Center will spur further growth of jobs in the hospitality and leisure industry. More events will draw more visitors to San Juan County weekly and will employ more people.

COMMISSION STAFF REPORT

MEETING DATE: June 7, 2022

ITEM TITLE, PRESENTER: San Juan County Student Scholarship Awards to San Juan County Students Elaine Gizler, Economic Development, and Visitor Services Director.

RECOMMENDATION: Business Action/ Approve

SUMMARY: The Community Economic Development Committee agreed to award two scholarships for $1500 each to Dayhenoa Yazzie, Monument Valley, and Brett James, White Mesa.

HISTORY/PAST ACTION. None

FISCAL IMPACT $3000 total will come out of the Rural Grant Funding allocated to San Juan County from the Governor's Office of Economic Opportunity.

SAN JUAN COUNTY COMMISSION

Willie Grayeyes Chairman
Bruce Adams Vice-Chair
Kenneth Maryboy Commissioner
Mack McDonald Administrator

Jun 7, 2022

Utah Office of Tourism

CO-Op Marketing Committee

Council Hall/ Capitol Hill

Salt Lake City, UT 84114

RE: San Juan County, Utah's Canyon Country Co-Op Grant 2023 Application

This letter signifies support for the Co-op grant funding application submitted to promote San Juan County-Utah's Canyon Country.

As San Juan County Board of Commissioners, we support these efforts and commit to the matching funds totaling $250,000.

The funding is focused on the following areas:

Retaining the same Forever Mighty Content " Love Mother Nature" for Sustainability and Visitor Education for full-year 2023

Specific targeting for Social Media to increase traffic to Utah's Canyon Country website from 164,000 to 300,000.

Improving the Website Content for Sustainability, Trails, Lodging, Activities, Videos, and Photography.

Develop QR Codes, and continue the San Juan NOW Podcast. The podcast features monthly interviews with Land Agencies and Community Leaders. Support for the Podcast will benefit the visitors and locals learning more about San Juan County.

Sincerely,

Willie Grayeyes, Commission Chair

San Juan County, Utah

2023 Marketing

San Juan County Econmic Development and Visitor Services

PRODUCT / MEDIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	ANNUAL TOTAL
Digital												**Total:**	**$ 168,950.00**
Facebook/Instagram Prospecting			$1,500.00	$1,500.00	$1,500.00	$1,500.00	$1,500.00	$1,500.00	$1,250.00				$ 10,250.00
Marketing Automation IN-STATE	$875.00	$875.00	$875.00										$ 2,625.00
Facebook/Instagram Prospecting		$1,000.00	$2,000.00	$3,000.00	$1,500.00	$2,000.00	$3,000.00	$3,000.00	$3,000.00	$2,850.00	$2,000.00	$1,000.00	$ 24,350.00
Marketing Automation	$875.00	$1,000.00	$875.00	$1,875.00	$1,750.00	$1,875.00	$1,750.00	$1,875.00	$1,750.00	$1,875.00	$1,750.00	$1,875.00	$ 19,125.00
SEO	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$ 12,000.00
Geo-Retargeting - SLC		$1,250.00	$1,250.00	$1,250.00	$1,250.00				$1,250.00	$1,250.00			$ 7,500.00
Paid Search			$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00			$ 8,000.00
Social/Display Retargeting					$1,000.00	$1,000.00	$1,000.00	$1,000.00					$ 4,000.00
Geo-Retargeting Monuments (7k max)				$1,166.66	$1,166.66	$1,166.66	$1,166.66	$1,166.66	$1,166.70				$ 7,000.00
Premium Promo Homepage, Premium Promo		$20,100.00											$ 20,100.00
GoTravel Sites/maintenance of Website		$5,000.00			$5,000.00			$6,000.00	$6,000.00				$ 22,000.00
International Campaign						$10,000.00							$ 10,000.00
Website updates Trail pages, and upgrades			$22,000.00										$ 22,000.00
Print												**Total:**	**$ 81,850.00**
ROVA-Other Print-International Travel Companies		$5,000.00		$3,800.00					$5,000.00	$3,500.00			$17,300.00
Hudson Printing				$20,000.00									$20,000.00
Hudson Printing				$3,000.00							$2,000.00		$5,000.00
BrandUSA						$5,750.00							$5,750.00
Moab Happenings			$175.00		$175.00	$175.00	$175.00	$175.00	$175.00	$175.00	$175.00		$1,400.00
101 Ways to Experience San Juan County					$5,000.00								$5,000.00
Guest Guide Ad				$2,000.00									$2,000.00
Guest Guide				$14,600.00									$14,600.00
Guest Guide				$10,800.00									$10,800.00
TV												**Total:**	**$28,750.00**
OTT + Display (one market)			$5,500.00	$5,500.00	$5,500.00				$4,100.00	$4,100.00	$4,050.00		$28,750.00
Outdoor												**Total:**	**$11,250.00**
Digital Outdoor			$7,500.00	$3,750.00									$11,250.00
Radio												**Total:**	**$18,250.00**
KSL Radio		$3,000.00	$3,250.00	$3,000.00	$3,000.00				$3,000.00	$3,000.00			$18,250.00
PR												**Total:**	**$28,749.94**
SJRecord-Radio				$1,000.00	$1,000.00			$1,000.00	$1,000.00	$1,000.00			$5,000.00
QRCodes	$2,000.00		$2,000.00										$4,000.00
Content Writing (6 NL, content includes itineraries)	$1,000.00	$1,000.00	$1,000.00	$1,041.66	$1,041.66	$1,041.66	$1,041.66	$1,041.66	$1,041.66	$1,041.66	$1,041.66	$1,041.66	$12,374.94
PR Retainer	$1,000.00	$1,000.00	$1,000.00	$625.00	$625.00	$625.00	$625.00	$625.00	$625.00	$625.00			$7,375.00
Other												**Total:**	**$162,600.00**
Campaign Design	$1,750.00	$1,750.00	$1,750.00	$1,750.00	$1,750.00	$1,200.00	$1,200.00	$1,200.00	$1,200.00	$1,200.00	$1,200.00	$1,200.00	$17,150.00
Account Management	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$12,000.00
Podcast	$750.00	$750.00	$750.00	$750.00	$750.00	$750.00	$750.00	$750.00	$750.00	$750.00	$750.00	$750.00	$9,000.00
Podcast Digital Spend	$750.00	$750.00	$750.00										$2,250.00
Podcast Transcripts	$200.00	$200.00	$200.00	$200.00	$200.00	$200.00	$200.00	$200.00	$200.00	$200.00	$200.00	$200.00	$2,400.00
TBD- Relic			$3,300.00										$3,300.00
Photography-Crowdriff-Social Media		$5,000.00			$5,000.00	$5,000.00			$5,000.00				$20,000.00
NHA		$1,500.00											$1,500.00
Trail Content on Website	$25,000.00												$25,000.00
IPW			$6,000.00										$6,000.00
Vanessa - design Trail Maps		$2,000.00	$1,000.00				$1,000.00						$4,000.00
Drive				$10,000.00									$10,000.00
Video- Sustainability- Education- Bears Ears	$10,000.00	$10,000.00				$10,000.00			$10,000.00	$10,000.00			$50,000.00
GRAND TOTAL	**$46,200.00**	**$63,175.00**	**$65,675.00**	**$93,608.32**	**$40,208.32**	**$45,283.32**	**$16,408.32**	**$22,533.32**	**$49,508.36**	**$34,566.66**	**$15,166.66**	**$8,066.66**	**$500,399.94**
											CO	CO-OP	
											SJC Match		**$250,199.00**

STANDARD SERVICE PROVIDER CONTRACT

This standard service provider contract is between San Juan County, a political subdivision of the State of Utah, and the following person or entity (the "Service Provider"):

Service Provider:	Latigic, LLC	Contact Phone Number:	(385) 298-3798
Contact Person:	Talia Hansen	Contact Email Address:	talia@latigic.com
Address:	1760 West 2100 South #25603 Salt Lake City, UT 84125	Type of Service:	Grant Writing Services

San Juan County (County) desires to obtain the services of a professional and competent service provider to provide the contractual services under this contract.

The Service Provider, who has represented to San Juan County that it is a competent and experienced service provider, desires to provide the contractual services under this contract.

The parties therefore agree as follows:

1. Scope of Services. The Service Provider agrees as follows:

A. **Grant Readiness Consulting and Prep Services.** Latigic will provide to the Client, Grant Readiness Consulting and Prep Services, as outlined in the attached proposal (Exhibit A), which shall include the following:

Grant Readiness Consultation

i) Phase 1: Research and Discussions
ii) Phase 2: Grant Template Recommendations
iii) Phase 3: Grant Template Design and Copy

at the completion of the Grant Readiness Consulting and Prep Services. San Juan County will receive ongoing assistance with grant writing services as listed in B. Grant Writing Services.

B. **Grant Writing Services.** Latigic will provide to the Client:

Grant Writing services

i) Attend meetings in person, by phone, or virtual meetings to facilitate communication with staff and/or accomplish the required work.

C. During the term of this agreement, San Juan County may wish to assign additional projects, products, or services to the Service Provider beyond the Services outlined in the proposal ("Out-of-Scope Assignments"). Service Provider agrees to accept such Out-of-Scope Assignments only upon a separate written agreement with San Juan County regarding additional compensation to be paid to the Service Provider and other relevant terms and conditions.

D. **Subcontractors.** San Juan County acknowledges that the Service Provider may, in the rendition of the Services hereunder, engage third-party suppliers and other vendors and subcontractors ("Subcontractors") from time to time to provide certain services. The Service Provider shall supervise such services and endeavor to guard against any loss to San Juan County as the result of the failure of Subcontractors to properly execute their commitments, Service Provider shall not be responsible for their failure, acts or omissions, except where such failure, acts or omissions are due to the Service Providers negligence or willful misconduct.

E. **San Juan County Approval of Materials.** Service Provider shall submit to San Juan County for its approval all elements of any materials to be produced or placed hereunder, including, but not limited to, all copy, layouts, slogans, websites artworks, graphic materials, and photography (collectively, "Materials"). Submission for prior approval of Materials will not be required to the extent that they are preliminary only. Client will be allowed three (3) revisions of the Materials before final renditions of work are delivered and final payment is required.

2. Compensation.

A. Upon the Service Provider's completion of its duties under Section 1 of this contract, San Juan County will Service Provider a total not to exceed Fifteen Thousand Dollars and No/100's ($15,000.00)
B. Payment for services will be made first as a nonrefundable deposit of $4,900 due upon execution of the agreement. The remaining due incrementally and billed during routine billings based on work completed.
C. Payment for grant writing services will be charged at a rate of Forty-Five Dollars and No/100's ($45) an hour.
D. San Juan County shall reimburse Service Provider for reasonable out-of-pocket travel expenses, including transportation, lodging, mileage, and meals incurred in rendering Service Providers professional services, as well as all necessary incidental expenses (collectively, "Expenses") Incidental expenses include all expenses incurred for San Juan County's account in connection with the Service Provider's rendition of services and performance of duties hereunder, including but not limited to the cost of packaging material for shipment, postage, messenger, shipping charges, copyright or trademark charges, website hosting, and any advertisement buys associated with radio, print, or other media and online sources. Service Provider shall obtain San Juan County's prior written authorization before incurring any individual Expense or cost in excess of $50.00. All Expense reimbursements shall be made at the Service Provider's direct out-of-pocket costs, without any markup for overhead, administrative costs, or otherwise.
E. San Juan County shall mail its payment to the Service Provider within 30 days after the Service Provider completes its duties under section 1 of this contract, unless the parties agree, in writing, to alternative payment arrangements.
F. Service Provider shall disclose its tax identification or Social Security number to San Juan County before a check or payment will be made by San Juan County to Service Provider.
G. If this contract is terminated early, San Juan County will pay the Service Provider for the duties completed under section 1 of this contract through the date of early termination.
H. The Service Provider is responsible for any taxes, contributions, assessments, or fees, which arise from payments made by San Juan County to the Service Provider.
I. The Service Provider is responsible for paying all subcontractors, material providers, jobbers, or any other person who or entity that provides materials, services, equipment, utilities or otherwise at the request of Service Provider and in connection with or relating to this contract.

3. Effectiveness, Date, and Termination. This contract will become effective when all parties have signed it. The date of this agreement will be the date this agreement is signed by the last party to sign it (as indicated by the date associated with that party's signature). This contract will terminate on June 7, 2023 at 11:59 p.m. This contract may be amended for an additional term terminating on December 31, 2024 if needed and upon availability of funding.

4. Early Termination.

A. San Juan County may terminate this contract if annual appropriations, as part of San Juan County's annual public budgeting process, are not made or are insufficient to pay the Service Provider. This termination will be effective at the time that San Juan County's notice is effective under section 8.
B. San Juan County may terminate this contract due to its dissatisfaction with the Service Provider's services, which termination will be effective at midnight on the fifth day after San Juan County's notice is effective under section 8.
C. San Juan County may terminate this contract for any reason, which termination will be effective at midnight on the 30th day after San Juan County's notice is effective under section 8.
D. San Juan County may terminate this contact, which termination will be effective at the time San Juan County's notice is effective under section 8, if:
   (1) The Service Provider engages in or permits any unlawful or disruptive conduct or any activity not permitted by law, regulation, ordinance, this contract, and/or the policies of San Juan County; and
   (2) The Service Provider fails to immediately cease such conduct or activity after notification by law enforcement, San Juan County, or otherwise.
E. Either party may terminate this contract after a material breach of this contract by the other party, which termination will be effective after the notice is effective under section 8.

5. Warranties.

A. The Service Provider warrants to San Juan County that:
   (1) All materials and equipment furnished under this contract shall be:
      (a) New;
      (b) Under manufacturer's warranty;
      (c) Of reasonable quality; and
      (d) Free from faults and defects; and
   (2) All services performed under this contract shall:
      (a) Be of reasonable quality;

(b) Conform with reasonable professional standards; and
(c) Conform to codes, regulations, and laws.
(d) Materials, Plans, Artwork, Drawings, Brochures, Maps, and Documents produced under this contract will be owned by San Juan County upon completion. San Juan County may use these items in future projects or opportunities as the County needs arise without written consent or authorization from any other party.

B. Service Provider shall correct or replace any materials or equipment that do not satisfy subsections 5.A.(1)(a)-(d) within 30 days after San Juan County's notice is effective under section 8.
C. Service Provider shall correct any services performed that do not satisfy subsections 5.A.(2)(a)-(c) within 30 days after San Juan County's notice is effective under section 8.
D. The parties acknowledge that the warranties set forth in Title 70A, Chapter 2, Part 3, Utah Code Annotated, apply to this contract.
E. The Service Provider shall assign and deliver to San Juan County all manufacturers' warranties relating to the materials and equipment furnished under this contract as soon as reasonably possible, but in no event later than 10 days after this contract terminates.

6. Insurance. The Service Provider shall maintain for the duration of this contract and for six years after the termination of this contract, the following types of insurance:

A. A valid occurrence form commercial general liability insurance policy, which covers contractual liability and contractual agreements, with minimum limits as follows:
(1) Each occurrence - $1,000,000.00;
(2) Damage to Rented Premises - $300,000.00;
(3) Medical Exp. (Any one person) - $5,000.00;
(4) Personal and Adv. Injury - $2,000,000.00;
(5) General aggregate - $2,000,000.00; and
(6) Products – Comp/Op aggregate - $2,000,000.00;
B. A valid automobile liability insurance policy that satisfies the minimum amounts required by Utah law; and
C. A valid Workers Compensation and Employers' Liability insurance policy with minimum limits as required by Utah law. If any proprietor, partner, executive, officer, member, or other person is excluded from the Workers Compensation and Employers' Liability insurance policy, the Service Provider shall provide San Juan County with the applicable state issued waiver.

For the duration of this contract and for six years after the termination of this contract, San Juan County may request the Service Provider to provide San Juan County with certificates or other records that demonstrate that the Service Provider is in compliance with the insurance requirements set forth in this section (the "Certificates/Records"). If the Service Provider fails to provide San Juan County with the requested Certificates/Records within three business days of San Juan County's request, San Juan County may immediately terminate this contract. If the Service Provider fails to have the insurances required by this contract, San Juan County may immediately terminate this contract.

7. Indemnification. With respect to any judicial, administrative, or arbitration action, suit, claim, investigation, or proceeding ("Proceeding") against San Juan County, San Juan County's officers, employees, agents, consultants, advisors, and other representatives, and each of their heirs, executors, successors, and assignees ("San Juan County Indemnitees") that arises out of this contract or the acts or omissions of Service Provider (each, a "Claim"), Service Provider shall, for the duration of this contract and for a period of six years after the termination of this contract, indemnify those San Juan County Indemnitees against any amount awarded in, or paid in settlement of any Proceeding, including interest ("Loss") and any out-of-pocket expense incurred in defending a Proceeding or in any related investigation or negotiation, including court filing fees, court costs, arbitration fees, witness fees, and attorneys' and other professionals' fees and disbursements ("Litigation Expense") (Loss and Litigation Expense means "Indemnifiable Losses") arising out of that Proceeding, except to the extent that San Juan County negligently or intentionally caused those Indemnifiable Losses.

8. Notices. All notices must be in writing and must be delivered personally, by a nationally recognized overnight courier, or by United States mail, postage prepaid and addressed to the parties at their respective addresses set forth below, and the same shall be effective upon receipt if delivered personally, on the next business day if sent by overnight courier, or three business days after deposit in the United States mail, if mailed. The initial addresses of the parties shall be:

San Juan County		Service Provider
San Juan County Attn: Mack McDonald PO Box 9 Monticello, UT 84535	With a copy to: San Juan County Attn: Attorney's Office PO Box 9 Monticello, UT 84535	Talia Hansen 1760 West 2100 South #25603 Salt Lake City, Utah 84125

9. **Independent Contractor**. The Service Provider shall perform this contract as an independent contractor. The Service Provider acknowledges that it and its representatives are not employees of San Juan County, and, thus, have no right to and shall not be provided with any San Juan County benefits.

10. **Conflict of Terms**. In the event of any conflict between the terms of this contract and any documents referenced in this contract or incorporated into this contract by reference, including exhibits or attachments to this contract, this contract shall control.

11. **Assignment Restricted**. Except with the prior written consent of the other party, each party shall not transfer, including by merger (whether that party is the surviving or disappearing entity), consolidation, dissolution, or operation of law:

    A. Any discretion granted under this contract;
    B. Any right to satisfy a condition under this contract;
    C. Any remedy under this contract; or
    D. Any obligation imposed under this contract.

    Any purported transfer in violation of this section will be void.

12. **Waiver**. No waiver of satisfaction of a condition or nonperformance of an obligation under this contract will be effective unless it is in writing and signed by the party granting the waiver.

13. **Entire Contract; Amendment**. This contract, including all attachments, if any, constitutes the entire understanding between the parties with respect to the subject matter in this contract. Unless otherwise set forth in this contract, this contract supersedes all other agreements, whether written or oral, between the parties with respect to the subject matter in this contract. No amendment to this contract will be effective unless it is in writing and signed by both parties.

14. **Governing Law; Exclusive Jurisdiction**. Utah law governs any Proceeding brought by one party against the other party arising out of this contract. If either party brings any Proceedings against the other party arising out of this contract, that party may bring that Proceeding only in a state court located in San Juan County, Utah (for claims that may only be resolved through the federal courts, only in a federal court located in Salt Lake City, Utah), and each party hereby submits to the exclusive jurisdiction of such courts for purposes of any such proceeding.

15. **Severability**. The parties acknowledge that if a dispute between the parties arises out of this contract or the subject matter of this contract, the parties desire the court to interpret this contract as follows:

    A. With respect to any provision that it holds to be unenforceable, by modifying that provision to the minimum extent necessary to make it enforceable or, if that modification is not permitted by law, by disregarding that provision; and
    B. If an unenforceable provision is modified or disregarded in accordance with this section, by holding that the rest of the contract will remain in effect as written.

16. **Counterparts, Digital Signatures, and Electronically Transmitted Signatures**. If the parties sign this contract in counterparts, each will be deemed an original but all counterparts together will constitute one contract. If the parties digitally sign this contract or electronically transmit signatures by email, such signatures will have the same force and effect as original signatures.

Each party is signing this contract on the date below the party's signature.

SAN JUAN COUNTY	LATIGIC, LLC
By:_____ San Juan County Board of County Commissioners Date:_____ ATTEST: _____ Lyman Duncan San Juan County Clerk/Auditor Date:_____	By:_____ Founder & Consultant Date:_____

EXHIBIT A
PROPOSAL

COMMISSION STAFF REPORT

MEETING DATE: June 7, 2022

SUBMITTED BY: Tammy Gallegos, Aging Director

TITLE: Mon-Ami Contract

RECOMMENDATION: Approval

SUMMARY

The State is moving to a specialized reporting program for Aging Services. We have been working with Mon-Ami for the Dash Grant that we applied for we would like to continue utilizing Mon-Ami to be our reporting program for our services.

HISTORY/PAST ACTION

Contract

FISCAL IMPACT

This is paid for by the Aging program budget which comes from State, and Federal funding. $13,000

Mon Ami Order Agreement

Customer	**San Juan County Area Agency on Aging**
Customer Contact / Email	Tammy Gallegos tgallegos@sanjuancounty.org
Billing Contact / Email	[ ]

Licensed Products	In-home Programs Case Management Meal Delivery Management Telephone Reassurance Volunteer Management Events Management
Contract Start Date	January 1, 2023
Contract End Date	3-year license from start date
Annual Amount	**$,000 / year for 3 years**
Implementation Fee	WAIVED
Payment Terms	Annual payment due on invoice

Included with Service
Training sessions for new users (administrators and volunteers) with recordings Email, live chat, and phone support Templated reporting and unlimited report generation

Order Agreement Terms
This Order Agreement expires in 30 days. Upon signature, the terms of the Order Agreement expire 3 years from the contract start date. Automatic annual renewal unless cancellation notice is provided within 60 days of renewal date. This order is governed by the Mon Ami terms of use located at this link.

Mon Ami	Joy Zhang	Customer	
Signature		Signature	
Date		Date	

Proposal for San Juan Area Agency on Aging

Modern operating system for aging & disability services

Delivered: May 31, 2022

Contact: Madeline Dangerfield-Cha
Mon Ami
madeline@monami.io
(440) 673-3209

Website: www.monami.io

Dear Tammy,

Mon Ami is thrilled to share with San Juan Area Agency on Aging our proposal to implement our technology solution to help deliver essential services to older adults.

About Mon Ami
Founded in 2018, Mon Ami is building a **comprehensive software solution** for public entities serving older adults and adults with disabilities. Our interfaces are designed in partnership with aging and disability service providers to perfectly fit their workflows, saving precious time on admin and returning it to clients in need.

Mon Ami is women-led with a team of former aging services professionals and top product engineers who together understand the unique challenges of your work and how to address them through technology. We are the only solution of our kind in incorporating the most critical features to manage large-scale volunteer workforces for essential social service delivery.

Proposed solution for San Juan
We propose a 3-year software licensing agreement for San Juan to have access to the following Mon Ami products.

- In-home Programs Case Management
- Meal Delivery Management
- Telephone Reassurance
- Volunteer Management
- Events Management

The bigger picture
Mon Ami has been working with the Utah Association of Area Agencies on Aging and the Utah Commission on Aging to develop this single workflow system for AAAs across the state. This will enable San Juan to benefit from the collective action of the majority of AAAs in developing integrations with existing systems like PRISM, Jump, Compass, and others as needed.

Due to that collective effort, all activity between Mon Ami and San Juan in 2022 will be funded by UCOA and other statewide grants. This proposal outlines Mon Ami's commitments to San Juan and the contracting terms that will go into effect Jan 1, 2023.

Outcome: increased efficiency, capacity to grow, and better data

Organizations leveraging Mon Ami's software solutions achieve greater efficiencies across the organization and improvements to staff and volunteer satisfaction. We anticipate for your organization:

- **Reduction in administrative workload by 60% or more**, eliminating much of the manual tracking and back-and-forth communication required for coordination
- **Increase capacity by 3x or more** to serve additional clients without expanding staff
- **Improved data capture** on quantitative and qualitative aspects of aging services across programs by having everything, including events and volunteer services, in a single system

What's unique about Mon Ami

Because Mon Ami is not general purpose software but *Aging and Disability* only, there are several benefits to agencies.

- **Mon Ami's software is the only one designed in partnership with AAAs.** No other off-the-shelf solution offers the integrated suite of features needed for this work.
- **Higher usability for staff and volunteers,** as a result of a purpose-built solution for aging and disability services workflows vs. general purpose solutions. User friendliness is a high priority, which is why you'll see top-notch visual design and intuitive interfaces.
- **Mon Ami's technology embeds the highest level of security and privacy to serve vulnerable populations.** We designed the technology with seniors in mind. That's why all personal phone numbers are masked, data is encrypted, and access controls are built-in.

We believe that Mon Ami can offer the strongest combination of technological features, team experience, and support to deliver an innovative system for volunteer management and service delivery. We would be delighted to work with San Juan in supporting this community.

Sincerely,

Madeline Dangerfield-Cha, Co-CEO

About Mon Ami Products

In-home Programs Case Management

Streamlined workflow tools for the delivery of client care coordination

Core features include:

- Care plan & service authorizations
- Provider portal
- Audit protection
- Client case notes
- HIPAA compliance

Meal Delivery Management In Development

Coordinate meal delivery with volunteer drivers from meal ordering to dropoff

Core features include:

- Senior center access
- Meal ordering
- Route management
- Maps integration
- Volunteer driver tools with dropoff tracking

Volunteer Management

Integrate your volunteer services to see all touchpoints in one place

Core features include:

- Client and volunteer database
- Digital onboarding tools
- End-to-end service tracking
- Volunteer portal (web or app)
- Data collection and reporting

Telephone Reassurance

Uniquely designed for phone-based programs to address isolation and loneliness

Core features include:

- Masking of personal phone numbers
- Ability to match 1:1 between volunteers and clients
- Auto-tracking of calls made
- Feedback feature for volunteers

Events Management

Host virtual and in-person events on your website

Core features include:

- Public events calendar
- Customer access and sign-up
- Seamless attendance tracking
- Automated confirmation emails for attendees
- Track instructor hours

Pricing Guide

CONFIDENTIAL: DO NOT DISTRIBUTE

Annual Package Rate: $13,000

San Juan Area Agency on Aging	
Licensed Products	In-home Programs Case Management Meal Delivery Management Telephone Reassurance Volunteer Management Events Management
Annual Amount	~~$46,500/year~~ **$13,000/year for 3-year license** **Starting Jan 1, 2023**
Implementation Fee	~~**$1.250**~~ **WAIVED**
Payment Terms	30 days due on invoice

Mon Ami Products	**Individual Pricing Starts At**
Volunteer Management	$7,500 / annual
Telephone Reassurance	$7,500 / annual
Meal Delivery Management	$12,000 / annual
Case Management	$12,000 / annual
Events Management	$7,500 / annual

Contractual Agreement
The agreement is based on a 3-year term starting Jan 1, 2023. This proposal and quote expires in 30 days. This order is governed by the Mon Ami terms of use located at this link.

COMMISSION STAFF REPORT

MEETING DATE: June 7, 2022

SUBMITTED BY: Tammy Gallegos, Emergency Manger

TITLE: Nations Incident Management System (NIMS) Implementation Plan

RECOMMENDATION: Approval

SUMMARY

This is the NIMS Implementation plan. It was initially approved in 2005. We are just renewing the adoption of the plan.

HISTORY/PAST ACTION

This has been approved previously but it is time for a renewal.

FISCAL IMPACT

None

National Incident ManagementSystem (NIMS) Implementation Plan



San Juan County
Office of Emergency Management
National Incident Management System (NIMS) ImplementationPlan

FOREWORD

On December 17, 2003, President Bush called for the development of a national goal to enhance National Homeland Security objectives. The Department of Homeland Security(DHS) published the National Preparedness Goal (Goal) on March 31, 2005, calling for thenationwide, phased-in adoption and implementation of National Preparedness Goal initiatives.

Part 1: NIMS Implementation Plan

The Goal calls for the nationwide implementation of the National Incident Management System (NIMS) and National Response Plan (NRP). In Homeland Security Presidential Directive - 5 (HSPD-5), *Management of Domestic Incidents*, the President directed the Secretary of Homeland Security to develop, submit for review to the Homeland Security Council, and administer NIMS and NRP.

NIMS provides a consistent nationwide approach for Federal, State, local, and tribal governments to work effectively and efficiently together to prepare for, prevent, respond to,and recover from domestic incidents, regardless of cause, size, or complexity. NRP is anall-discipline, all-hazards plan for incident management. Together NIMS and NRP providea nationwide template for incident response, regardless of cause, size, location, or complexity of the incident. Implementing NIMS strengthens San Juan County's capability and resolve to fulfill its responsibilities to its citizens in times of emergency.

Part 1: NIMS Implementation Plan of the San Juan County National Preparedness Goal Project outlines countywide NIMS implementation strategies and timeframes.

Beginning in Federal fiscal year (FFY) 2005, Federal DHS requires a phased-in adoptionand implementation of NIMS by State and local governments as a condition of receipt ofFederal preparedness funds, including Homeland Security grants. San Juan County developed this Plan to comply with the recommendation of developing a strategy for full NIMS implementation," San Juan Emergency Management will take the lead in assisting all County Departments with NIMS adoption, compliance, and implementation.

This *NIMS Implementation Plan* meets the following objectives:

- Assists San Juan County in providing the guidance and assistance necessary for full NIMS compliance by all County departments.
- Ensures the County of San Juan has fully incorporated NIMS into the County's emergency response plans, procedures, and policies.
- Provides guidance for all County departments to ensure all personnel receive NIMS training.
- Provides guidance for all County departments to ensure all personnel are prepared to effectively and efficiently execute the County of San Juan' duties under the NRP at all times.

County of San Juan

Purpose

This document establishes the San Juan County NIMS Implementation Plan in order to ensure the County complies with HSPD-5, *Management of Domestic Incidents*. HSPD-5 requires all Federal, State, local, and tribal jurisdictions to adopt NIMS and use it in their individual domestic incident management, emergency prevention, preparedness, response, recovery, and mitigation activities, as well as in support of all actions taken to assist local entities. This Plan also illustrates San Juan County's intended methods of incorporation of NIMS into the County of San Juan' plans, procedures, policies, and training programs.

Authorities

San Juan County NIMS Resolution.

References

Homeland Security Act of 2002.
HSPD-5, *Management of Domestic Incidents*.
HSPD-8, *National Preparedness*.
Federal DHS, *National Incident Management System*, March 1, 2004.

Scope

This document outlines how the County of San Juan plans to implement NIMS.
The provisions of this document apply to all San Juan County Emergency Management plans, procedures, policies, and training programs, including those fulfilling Emergency Support Functions under the NRP.
The provisions of this document apply to all San Juan County departments.

Responsibilities

San Juan County Emergency Manager shall:

- Oversee all aspects of NIMS implementation, including compliance ofNIMS-related standards and guidelines.
- Ensure the County fully adopts, complies with, and implements NIMS.

San Juan County Emergency Manager shall be:

- Responsible for the day-to-day coordination of NIMS implementation.
- Validate countywide compliance with NIMS and NRP responsibilities,standards, and requirements.

San Juan County Emergency Manager shall:

- Ensure San Juan Emergency Management plans are NIMS compliant.
- Provide NIMS awareness training, education, and publications.
- Provide NIMS user training, guidance, and tools.
- Identify existing capabilities, NIMS initiatives, and resources.
- Provide routine NIMS Implementation Plan maintenance.
- Document all San Juan NIMS compliance requirements

Each elected office (official)/department head is the contact person for implementingNIMS within their department. They will also serve as the key contact for San Juan County Emergency Management regarding all NIMS implementation correspondence.

Departmental key contact information.

Department/ Position Title	Point of Contact	Office Telephone	Email

SECTION III: STAFF TRAINING

Staff Training

The table in this section identifies current NIMS compliance training requirements. The San Juan County Emergency Manager will update these tables asFederal DHS or OES issues further NIMS implementation training requirements. Departmental personnel with responsibility over NIMS training requirements must ensureall employees in their respective departments complete NIMS training requirements, in addition to incorporating NIMS into all current training programs where appropriate. Individual departments may conduct and/or participate in additional meetings, training, andexercises to facilitate NIMS compliance.

NIMS Training Guidelines	
Entry level employees/first responders/disaster workers-All county departments	ICS-100-Introduction to ICS or equivalent ICS 700 NIMS and Introduction
Department Heads/First line supervisors, single resource leaders field supervisors and other emergency management response personnel that require a higher level of ICS/NIMS Training	ICS-100-Introduction to ICS or equivalent ICS-200 Basic ICS or equivalent ICS 700 NIMS and Introduction
Mid-Level management/Command and general staff, select department heads with multi-agency coordination system responsibilities. Emergency Operations Center Staff and Managers	ICS-100-Introduction to ICS or equivalent ICS-200 Basic ICS or equivalent ICS-300 Intermediate ICS or equivalent ICS-400 Advanced ICS or equivalent ICS-700 NIMS and Introduction ICS-800 A National Response Plan (NRP) An Introduction
Elected Officials (Scheduled by Emergency Manager)	ICS-402 Incident Command System Overview for Executives/Senior Officials

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF SAN JUAN COUNTY, UTAH, ESTABLISHING THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE STANDARD FOR INCIDENT MANAGEMENT IN SAN JUAN COUNTY, UTAH.

WHEREAS, The President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity; and

WHEREAS, the collective input and guidance from all Federal, State, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary and desirable that all Federal, State, local, and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the county's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the county, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System; and

WHEREAS, a specific individual needs to be designated as Local Point of Contact (LPOC) to coordinate NIMS activities and to ensure compliance;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of San Juan County, Utah, that the National Incident Management System (NIMS) is hereby established as the standard for incident management in San Juan County, Utah.

BE IT FURTHER RESOLVED that the Emergency Manager, is hereby designated as the Local Point of Contact (LPOC).

PASSED, APPROVED AND ADOPTED this _____ day of _____, year_____, by the Board of Commissioners of San Juan County, Utah.

_____

Chairman

ATTEST:

_____

County Clerk

(Seal)

COMMISSION STAFF REPORT

MEETING DATE: June 7, 2022

SUBMITTED BY: Tammy Gallegos, Emergency Manager

TITLE: CONSIDERATION AND APPROVAL OF A RESOLUTION OF THE SAN JUAN COUNTY BOARD OF COMMISSIONERS DECLARING THE EXISTENCE OF A DROUGHT EMERGENCY IN SAN JUAN COUNTY, UTAH PURSUANT TO U.C.A. 17-8-7, Tammy Gallegos, Emergency Manager

RECOMMENDATION: Approval

SUMMARY

This is a declaration declaring a local emergency due to continuing drought conditions.

HISTORY/PAST ACTION

This has been approved previously when there has been a drought

FISCAL IMPACT

None

SAN JUAN COUNTY UTAH
RESOLUTION NO 2020-___

A RESOLUTION OF THE SAN JUAN COUNTY BOARD OF COMMISSIONERS DECLARING THE EXISTENCE OF A DROUGHT EMERGENCY IN SAN JUAN COUNTY, UTAH PURSUANT TO U.C.A. 17-8-7

WHEREAS, the drought conditions thus far in 2022, creating a threat to human health and safety, the environment, the agricultural industry, potential wildfire rise, impacts to culinary, secondary and agriculture water supplies; as well as the general economy of San Juan County; and

WHEREAS, the ongoing drought will likely cause many livestock producers in San Juan County to reduce the size of their herds and force many of them to import feed from other states which will create a major financial impact on livestock producers; and

WHEREAS, the continued lack of adequate precipitation, coupled with insect infestations and plant stress, will likely result in less than normal agricultural production upon San Juan County farms and ranches through 2022, as well as a reductions of forage growth on the public and private rangelands within San Juan County; and

WHEREAS, the use of public and private rangelands within San Juan County will likely be severely restricted or even temporarily suspended as a result of the continued lack of precipitation; and

WHEREAS, the long range weather forecast does not predict significant increases in precipitation in San Juan County and the State of Utah in general during 2022; and San Juan County is in the category of extreme drought; and

WHEREAS, with the current conditions fire restrictions will be put in place and that the availability for firefighting resources are expected to be limited; and

WHEREAS, fire restrictions and drought conditions will likely impact the visitor and tourism industry as many will make plans to go to other areas; and

WHEREAS, drought conditions will impact the ability of the San Juan County Road Department to properly and adequately maintain the County's roads; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of San Juan County Commissioners resolve and declare as follows:

Section 1. Declaration of Drought Emergency. Pursuant to 17-8-7, Utah Code Annotated, 1953, as amended, we, the Board of San Juan County Commissioners, do hereby declare that a drought emergency exists within the jurisdictional boundaries of San Juan County, Utah.

Section 2. The provisions of this declaration and the provisions adopted or incorporated by reference are severable and the provisions of other Resolutions in conflict with this Resolution are hereby repealed.

Section 3. In the opinion of the Board of San Juan County Commissioners, it is necessary for the preservations of the peace, health and safety of the County and the inhabitants thereof that this resolution take effect immediately after approval and adoption.

Section 4. In consideration of the extreme drought situation this declaration will expire upon the Board of San Juan County Commissioners decision instead of the 30-day default.

PASSED, ADOPTED, AND APPROVED by the Board of San Juan County Commissioners this 7th day of June, 2022, by the following vote:

Those voting aye:
Those voting nay:
Those absent or abstaining:

BOARD OF SAN JUAN COUNTY COMMISSIONERS

_____
Willie Grayeyes, Chair

ATTEST:

_____
Lyman Duncan, Clerk/Auditor

####

COMMISSION STAFF REPORT

MEETING DATE: April 19, 2022

ITEM TITLE, PRESENTER: Consideration and Approval of a Contract with Integrated Solutions Consulting for the San Juan County Building Resilient Infrastructure and Communities Mitigation Plan for $29,711.60, Tammy Gallegos, San Juan County Emergency Manager

RECOMMENDATION: Make a Motion Approving the Contract

SUMMARY

HISTORY/PAST ACTION

In March, we released an RFP seeking a firm who can assist the County in developing and renewing the Building Resilient Infrastructure and Communities Mitigation Plan. This plan will explore existing hazards throughout the County and establish a mitigation plan and propose solutions to mitigate the hazards. The County had two companies submit their proposals, one by Integrated Solutions Consulting and the other by Rural Community Consultants/Jones & DeMille Engineering. A Selection Committee was formed to evaluate the proposals; Integrated Solutions Consulting was ranked as the most responsive proposal.

On April 19th meeting the Board of Commissioners approved the Notice of Award and Intent to Negotiate a Contract with Integrated Solutions Consulting.

FISCAL IMPACT

$27,711.60 of Grant funds.

STANDARD SERVICE PROVIDER CONTRACT

This standard Service Provider contract is between San Juan County, a political subdivision of the State of Utah, and the following person or entity (the "Service Provider"):

Service Provider:	Integrated Solutions Consulting Inc.	Contact Phone Number:	(847) 278-2305
Contact Person:	Dan Martin	Contact Email Address:	Dan.Martin@i-s-consulting.com
Address:	220 S. Buchanan St. Edwardsville, IL 62025	Type of Service:	Communities Mitigation Plan

San Juan County desires to obtain the services of a professional and competent service provider to provide the contractual services under this contract.

San Juan County issued a Request for Proposal on March 3, 2022 for the contracted services to assist the County in developing the San Juan County Building Resilient Infrastructure and Communities Mitigation Plan.

On March 28, 2022, Service Provider provided a proposal response which was evaluated and determined to be the apparent most responsive and responsible bid as attached as Exhibit "A" Proposal.

On April 19, 2022, the Board of San Juan County Commissioners authorized a Notice to Award and Intent to Negotiate a Contract with the Service Provider in which the Service Provider accepted and acknowledge the Notice of Award on May 12, 2022.

The Service Provider, who has represented to San Juan County that it is a competent and experienced service provider, desires to provide the contractual services under this contract.

The parties therefore agree as follows:

1. **Scope of Services.** The Service Provider agrees as follows:

   A. The Service Provider will develop the San Juan County Building Resilient Infrastructure and Communities Plan Working Group in conjunction with the Utah Division of Emergency Management (DEM) Liaison, the San Juan County Emergency Manager, and the Local Emergency Planning Committee (LEPC).
   B. The Working Group should include but not be limited to: 1. County Emergency Manager; 2. Public Works Officials; 3. Watershed Management; 4. Floodplain Administrators; 5. Planners; 6. City and Township Representatives; and 7. Public.
   C. Service Provider will be responsible for arranging and conducting at minimum four (4) meetings with the Working Group during the contract period. Meetings should correspond with the planning process. For example: 1. Kick-off Meeting; 2. Risk Assessment Review Meeting; 3. Mitigation Development Meeting; and 4. Final Review and Pre-promulgation Meeting Plan Review.
   D. Service Provider will review the current document with Working Group. The Working Group will look for what is good, what is outdated and what needs to be changed.
   E. Service Provider will incorporate the comments from the plan review tool.
   F. Service Provider will review, discuss, document and update the risk assessment portion of the current San Juan County Building Resilient Infrastructure and Communities Plan using HAZUS, GIS, City and County parcel and County Assessor data (where available) for the vulnerability assessment.
   G. This must include, but not be limited to: 1. Identifying hazards that impact the planning area; 2. Profiling hazards that can impact the area to understand consequences; 3. Identifying infrastructure that is vulnerable to losses and or damages by the identified hazards; and 4. Estimating the potential losses that can result from the occurrence of the identified hazards.
   H. Service Provider will review, discuss, document and update County and City changes in development and will review, discuss, document and update mitigation efforts and activities.
   I. Service Provider will review, discuss, document and update public and local participation in identifying local mitigation priorities and mitigation strategies.
   J. Service Provider will complete the draft plan update and send completed draft plan to DEM and San Juan County Emergency Manager for review and will review and revise the draft plan. ALL comments from the public, DEM, the Working Group and FEMA will be documented and addressed during the plan review process and the public comment period. Service Provider will send the completed plan to FEMA for review and will then work with DEM and FEMA to address all FEMA review comments and return a completed FEMA approved plan to FEMA.

K. Service Provider will establish, promote, discuss and document all coordination, as defined in Disaster Mitigation Act of 2000 during the formal adoption process to include public meetings and formal presentations. The promulgation process must be done in coordination with the San Juan County Emergency Manager. Service Provider will propose a process for continued plan maintenance. Service Provider must be able to understand applicable regulations, laws, and guidance and considerations as they apply to the mitigation plan (e.g., requirements of Disaster Mitigation Act of 2000, State, Tribal and local ordinances, and NFIP requirements, 44 Code of Federal Regulations (CFR) Part 201 Mitigation Planning as well as the Mitigation Plan Review Guide, and any other FEMA planning guidance (as some new guidance is expected in the near future).

L. Service Provider will need to demonstrate a knowledge of San Juan County, its demographic, geographic and political considerations and demonstrate a knowledge of surrounding counties; be skilled in developing community risk assessments and helping communities identify appropriate actions to mitigate their risks; be familiar with emergency management and multi-hazard mitigation concepts; demonstrate approved plans that are considered models or best examples; demonstrate quality; understand long term risk reduction, resiliency and sustainability; have experience with developing successful strategies; and demonstrate plan reviews that were successful.

M. The Service Provider's final deliverable will be a FEMA-approved Local Hazard Mitigation Plan that is adopted prior to April 1, 2023.

2. Compensation.

A. Upon the Service Provider's completion of its duties under section 1 of this contract, San Juan County will pay the Service Provider Twenty-Nine Thousand Seven Hundred Eleven Dollars and Sixty Cents ($29,711.60).

B. San Juan County shall mail its payment to the Service Provider within 30 days after the Service Provider completes its duties under section 1 of this contract, unless the parties agree, in writing, to alternative payment arrangements.

C. Service Provider shall disclose its tax identification or Social Security number to San Juan County before a check or payment will be made by San Juan County to Service Provider.

D. If this contract is terminated early, San Juan County will pay the Service Provider for the duties completed under section 1 of this contract through the date of early termination.

E. The Service Provider is responsible for any taxes, contributions, assessments, or fees, which arise from payments made by San Juan County to the Service Provider.

F. The Service Provider is responsible for paying all subcontractors, material providers, jobbers, or any other person who or entity that provides materials, services, equipment, utilities or otherwise at the request of Service Provider and in connection with or relating to this contract.

3. Effectiveness, Date, and Termination. This contract will become effective when all parties have signed it. The date of this agreement will be the date this agreement is signed by the last party to sign it (as indicated by the date associated with that party's signature). This contract will terminate on May 1, 2023 at 11:59 p.m.

4. Early Termination.

A. San Juan County may terminate this contract if annual appropriations, as part of San Juan County's annual public budgeting process, are not made or are insufficient to pay the Service Provider. This termination will be effective at the time that San Juan County's notice is effective under section 8.

B. San Juan County may terminate this contract due to its dissatisfaction with the Service Provider's services, which termination will be effective at midnight on the fifth day after San Juan County's notice is effective under section 8.

C. San Juan County may terminate this contract for any reason, which termination will be effective at midnight on the 30th day after San Juan County's notice is effective under section 8.

D. San Juan County may terminate this contact, which termination will be effective at the time San Juan County's notice is effective under section 8, if:

(1) The Service Provider engages in or permits any unlawful or disruptive conduct or any activity not permitted by law, regulation, ordinance, this contract, and/or the policies of San Juan County; and

(2) The Service Provider fails to immediately cease such conduct or activity after notification by law enforcement, San Juan County, or otherwise.

E. Either party may terminate this contract after a material breach of this contract by the other party, which termination will be effective after the notice is effective under section 8.

5. Warranties.

A. The Service Provider warrants to San Juan County that:

(1) All services performed under this contract shall:

(a) Be of reasonable quality;

(b) Conform with reasonable professional standards; and
(c) Conform to codes, regulations, and laws.
(d) Materials, Plans, Artwork, Drawings, Brochures, Maps, and Documents produced under this contract will be owned by San Juan County upon completion. San Juan County may use these items in future projects or opportunities as the County needs arise without written consent or authorization from any other party.

B. Service Provider shall correct or replace any materials that do not satisfy subsections 5.A.(1)(a)-(d) within 30 days after San Juan County's notice is effective under section 8.
C. Service Provider shall correct any services performed that do not satisfy subsections 5.A.(2)(a)-(c) within 30 days after San Juan County's notice is effective under section 8.

6. Insurance. The Service Provider shall maintain for the duration of this contract and for six years after the termination of this contract, the following types of insurance:

A. A valid occurrence form commercial general liability insurance policy, which covers contractual liability and contractual agreements, with minimum limits as follows:
(1) Each occurrence - $1,000,000.00;
(2) Damage to Rented Premises - $300,000.00;
(3) Medical Exp. (Any one person) - $5,000.00;
(4) Personal and Adv. Injury - $2,000,000.00;
(5) General aggregate - $2,000,000.00; and
(6) Products – Comp/Op aggregate - $2,000,000.00;
B. A valid automobile liability insurance policy that satisfies the minimum amounts required by Utah law; and
C. A valid Workers Compensation and Employers' Liability insurance policy with minimum limits as required by Utah law. If any proprietor, partner, executive, officer, member, or other person is excluded from the Workers Compensation and Employers' Liability insurance policy, the Service Provider shall provide San Juan County with the applicable state issued waiver.

For the duration of this contract and for six years after the termination of this contract, San Juan County may request the Service Provider to provide San Juan County with certificates or other records that demonstrate that the Service Provider is in compliance with the insurance requirements set forth in this section (the "Certificates/Records"). If the Service Provider fails to provide San Juan County with the requested Certificates/Records within three business days of San Juan County's request, San Juan County may immediately terminate this contract. If the Service Provider fails to have the insurances required by this contract, San Juan County may immediately terminate this contract.

7. Indemnification. With respect to any judicial, administrative, or arbitration action, suit, claim, investigation, or proceeding ("Proceeding") against San Juan County, San Juan County's officers, employees, agents, consultants, advisors, and other representatives, and each of their heirs, executors, successors, and assignees ("San Juan County Indemnitees") that arises out of this contract or the acts or omissions of Service Provider (each, a "Claim"), Service Provider shall, for the duration of this contract and for a period of six years after the termination of this contract, indemnify those San Juan County Indemnitees against any amount awarded in, or paid in settlement of any Proceeding, including interest ("Loss") and any out-of-pocket expense incurred in defending a Proceeding or in any related investigation or negotiation, including court filing fees, court costs, arbitration fees, witness fees, and attorneys' and other professionals' fees and disbursements ("Litigation Expense") (Loss and Litigation Expense means "Indemnifiable Losses") arising out of that Proceeding, except to the extent that San Juan County negligently or intentionally caused those Indemnifiable Losses.

8. Notices. All notices must be in writing and must be delivered personally, by a nationally recognized overnight courier, or by United States mail, postage prepaid and addressed to the parties at their respective addresses set forth below, and the same shall be effective upon receipt if delivered personally, on the next business day if sent by overnight courier, or three business days after deposit in the United States mail, if mailed. The initial addresses of the parties shall be:

San Juan County		Service Provider
San Juan County Attn: Tammy Gallegos PO Box 9 Monticello, UT 84535	With a copy to: San Juan County Attn: Attorney's Office PO Box 9 Monticello, UT 84535	Integrated Solutions Consulting Inc. Attn: Dan Martin 220 S. Buchanan St. Edwardsville, IL 62025

9. **Independent Contractor**. The Service Provider shall perform this contract as an independent contractor. The Provider acknowledges that it and its representatives are not employees of San Juan County, and, thus, have no right to and shall not be provided with any San Juan County benefits.

10. **Conflict of Terms**. In the event of any conflict between the terms of this contract and any documents referenced in this contract or incorporated into this contract by reference, including exhibits or attachments to this contract, this contract shall control.

11. **Assignment Restricted**. Except with the prior written consent of the other party, each party shall not transfer, including by merger (whether that party is the surviving or disappearing entity), consolidation, dissolution, or operation of law:

    A. Any discretion granted under this contract;
    B. Any right to satisfy a condition under this contract;
    C. Any remedy under this contract; or
    D. Any obligation imposed under this contract.

    Any purported transfer in violation of this section will be void.

12. **Waiver**. No waiver of satisfaction of a condition or nonperformance of an obligation under this contract will be effective unless it is in writing and signed by the party granting the waiver.

13. **Entire Contract; Amendment**. This contract, including all attachments, if any, constitutes the entire understanding between the parties with respect to the subject matter in this contract. Unless otherwise set forth in this contract, this contract supersedes all other agreements, whether written or oral, between the parties with respect to the subject matter in this contract. No amendment to this contract will be effective unless it is in writing and signed by both parties.

14. **Governing Law; Exclusive Jurisdiction**. Utah law governs any Proceeding brought by one party against the other party arising out of this contract. If either party brings any Proceedings against the other party arising out of this contract, that party may bring that Proceeding only in a state court located in San Juan County, Utah (for claims that may only be resolved through the federal courts, only in a federal court located in Salt Lake City, Utah), and each party hereby submits to the exclusive jurisdiction of such courts for purposes of any such proceeding.

15. **Severability**. The parties acknowledge that if a dispute between the parties arises out of this contract or the subject matter of this contract, the parties desire the court to interpret this contract as follows:

    A. With respect to any provision that it holds to be unenforceable, by modifying that provision to the minimum extent necessary to make it enforceable or, if that modification is not permitted by law, by disregarding that provision; and
    B. If an unenforceable provision is modified or disregarded in accordance with this section, by holding that the rest of the contract will remain in effect as written.

16. **Counterparts, Digital Signatures, and Electronically Transmitted Signatures**. If the parties sign this contract in counterparts, each will be deemed an original but all counterparts together will constitute one contract. If the parties digitally sign this contract or electronically transmit signatures by email, such signatures will have the same force and effect as original signatures.

Each party is signing this contract on the date below the party's signature.

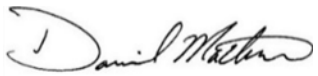
SAN JUAN COUNTY	INTEGRATED SOLUTIONS CONSULTING INC.
By:_____	 By:_____
San Juan County Board of County Commissioners	Integrated Solutions Consulting, Corp
Date:_____	Date: 05/20/2022
ATTEST: _____ Lyman Duncan San Juan County Clerk/Auditor Date:_____	

Exhibit “A”
Proposal

INTEGRATED SOLUTIONS CONSULTING

SAN JUAN COUNTY

Building Resilient Infrastructure and Communities Mitigation Plan

Request for Proposals

314.474.1499 | www.i-s-consulting.com

BUILDING A MORE RESILIENT FUTURE

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San Juan County Form

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Attachment A

San Juan County RFP Form

Respondent Information: Provide the following information about yourself and your company.

Respondent Name: Integrated Solutions Consulting
(Note: give exact legal name as it will appear on the contract, if awarded)

Address: 220 S Buchanan St.

City: Edwardsville State: IL Zip: 62025

Business Structure:
_____ Individual or Sole Proprietorship
_____ Partnership
__X__ Corporation
_____ Limited Liability Company
_____ Other, list business structure _____

Insurance Certificate: _____ Copy of insurance certificate, or __X__ You are willing to get the proper insurance requirements if awarded the contract during contract negotiation.

Contact Information: List the one person who San Juan County or their representative may contact concerning your proposal.

Name: Integrated Solutions Consulting
Telephone Number: 618.531.1097
E-Mail: Bid.Opportunities@i-s-consulting.com

Final Bid/Pricing Structure:
$29,711.60
Please see proposal for detailed information on pricing.

By submitting this proposal, Integrated Solutions Consulting hereby certifies our willingness to enter into a contract with San Juan County, if selected.

Signature _____ Date March 28, 2022

Introduction

March 28, 2022

San Juan County
Attn: Purchasing Agent
117 South Main Street
PO Box 9
Monticello, UT 84535

Greetings,

Thank you for providing **Integrated Solutions Consulting (ISC)** with the opportunity to respond to the San Juan County's (the County) *Request for Proposals (RFP), Building Resilient Infrastructure and Communities Mitigation Plan*. As a leading provider of hazard mitigation planning services, the ISC Team is specifically qualified to perform the entire range of activities, as described in the RFP Scope of Work.

We believe the proposed ISC Team offers a unique, unmatched, and valuable team of committed and experienced individuals that will provide a structured, proven, and integrated approach to the Hazard Mitigation Plan (HMP) that encompasses the County, it's three municipalities and 11 non-incorporated communities, that is supported by local knowledge and recognized emergency management expertise. We believe that our team embodies all the elements critical to the success of this project, and offer consulting services, which include:

- ✓ **Hazard Mitigation Planning as a core competency**. For the past 15 years, ISC has been a single-source provider for hazard mitigation planning. During this tenure, *ISC has a perfect track record of success with over 50+ HMP Clients nationwide, with plans that were approved by both the state and FEMA, and complied with all Federal, State, and local requirements.*
- ✓ **Knowledgeable and Experienced Staff:** Our proposed staff for this solicitation includes both full-time consulting staff, and Subject Matter Experts (SMEs) in conducting Hazard Mitigation Plans.
- ✓ **Highly rated emergency management and homeland security consulting services.** ISC is a Dun & Bradstreet Top Supplier, with a *97.1% score for reliability, cost, timeliness, quality, personnel, customer support, and responsiveness*.



With our extensive knowledge and experience developing HMPs, we are confident that the ISC Team will deliver an updated HMP ahead of schedule, and within the allocated budget. I can confirm that ISC understands the scope of the project, and will comply with all terms and conditions, as indicated in the RFP.

We appreciate the opportunity to submit this proposal and look forward to the potential of being of service to the County.

Daniel Martin, Ph.D., CEM, CFM, Integrated Solutions Consulting, Inc.
220 S. Buchanan St.
Edwardsville, IL 62025
dan.martin@i-s-consulting.com, 847-477-6542

Executive Summary

The County's goals are ISC's goals. Based on our prior experience developing HMPs, we have learned that success means more than gaining FEMA and state approval and municipal adoptions: The County defines success. Accordingly, ISC believes it is essential to establish a clear understanding of goals and objectives upon contract execution.

As such, our proposal provides not only an approach and methodology to meet the required services, as per the Scope of Work, as defined in the RFP, but also summarizes background information on our range of experience developing Multi-Jurisdiction Hazard Mitigation Plans, introduces our proposed key staff, and their qualifications, provides professional references, and detailed pricing.

ISC's approach to developing the Hazard Mitigation Plan is a five-task method, consistent with the Scope of Work (SOW), compliant with industry best practices, federal and state requirements, and lessons learned from our past engagements. The five tasks are:

Task 1: Project Management
Task 2: Mitigation Action Planning and Organization of Resources
Task 3: Community Capabilities & Risk Assessment
Task 4: Hazard Mitigation Strategy
Task 5: Plan Submission, Adoption, and Maintenance

Details, including specific sub-tasks, for each of the five tasks above can be found in the Proposal Pricing section, per the requirements in the RFP.

It is important to note that while the narrative in this proposal summarizes our recommended approach, our methodology is flexible to meet the needs of the County. ISC anticipates that changes will be made during the interview and scope development process, however the project approach below will provide the County with a baseline understanding of ISC's San Juan County Hazard Mitigation Plan development methodology.

Benefits of this Proposal to the County

As a leading provider of emergency management-professional services, ISC is specifically qualified to perform the entire range of activities, as described in the Scope of Work. We are confident that no other firm can match our team's extensive experience, and locally focused approach to this project.

To best encapsulate the benefits, we believe ISC brings to the County for this endeavor, we have provided the table below which highlights ISC's experience, expertise, and capacity to deliver an update to the County's Hazard Mitigation Plan.

INTEGRATED SOLUTIONS CONSULTING - OVERALL BENEFITS TO THE COUNTY	
Our Experience	✓ ISC has *completed over 50+ Hazard Mitigation Plans*, of similar size and scope, for government entities nationwide.

INTEGRATED SOLUTIONS CONSULTING - OVERALL BENEFITS TO THE COUNTY	
Performance and Capacity to Perform	✓ Our intent is to provide the County with an HMP that is aligned with the State of Utah, while meeting ▪ *National Flood Insurance Program (NFIP),* ▪ *Community Rating System (CRS)* ▪ *Floodplain Management Planning requirements (Activity 510)* ▪ *Code of Federal Regulations for Local Mitigation Plans (44 CFR 201.6)* ✓ ISC's has a superior record of developing mitigation plans that are not only *accepted upon the initial submission to the state/FEMA*, but also *positioned communities to secure funding for implementing hazard mitigation projects*.
References and Recommendations	✓ *Repeat business is the best compliment for a consulting firm.* We encourage you to contact our references, who are all repeat customers, to ensure the county can receive a comprehensive picture of our team's experience and solutions.
Qualifications of Staff	✓ ISC *maintains a cadre of 250+ emergency management professionals* with experience completing services similar in size and scope to the San Juan County Hazard Mitigation Plan. ✓ ISC's proposed team is *available immediately* upon award of the project.

Project Team

The ISC Team maintains a cadre of **250+ emergency management professionals** with experience completing services similar in size and scope to the San Juan County Hazard Mitigation Plan.

ISC has drawn from this extensive pool of highly experienced and qualified resources, and specifically identified key personnel for this project. **The ISC Team offers Certified Floodplain Managers, Community and Mitigation Planning Subject Matter Experts, and Certified HAZUS Practitioners.** All our proposed key personnel have consistent records of successful leadership, innovation, client-service, and technical expertise.

The table below summarizes the organization of our proposed team, as well as their roles, qualifications, and relevant experience, relative to the details requested in the RFP. Resumes can be found included in Appendix A.

Key Staff		
Staff & Role	**Qualifications**	**Relevant Experience**
Daiko Abe *Principal-in-Charge* Colorado Springs, Colorado	• MS, Emergency Management • Certified Floodplain Manager • Project Manager for over 20 FEMA-approved hazard mitigation plans across the nation, in addition to providing subject matter and planning	• Salt Lake County, UT, MJHMP • Cook County, IL MJHMP • Hamilton County, OH HMP • Extensive local knowledge and familiarity with the San Luis Valley and extended family residing in Alamosa, La Jara, Manassa, and Sanford.

Key Staff		
Staff & Role	**Qualifications**	**Relevant Experience**
	support to multiple other mitigation plans.	
Matt Stanley *Project Manager*	• Program Manager for multiple MJHMPs nation-wide	• City of Detroit HMP • LENOWISCO Tri-County Planning District, VA MJHMP • Mississippi State Community Colleges, HMP • San Miguel County, NM MJHMP
Jake Halley *Lead Planner*	• Lead planner for multiple MJHMPs nation-wide • HAZUS-MH Professional	• City of Detroit HMP • City of Galveston, TX HMP • St Charles Parish, LA MJHMP • San Miguel County, NM MJHMP • UTMB Galveston.404 and 406 mitigation activities
Isaac Magdaleno *Planner*	• MA, Emergency & Disaster Management	• Umatilla Tribal MJHMP • LENOWISCO Tri-County Planning District, VA MJHMP
Cassandra L. Wolff *GIS Planner*	• MS, Executive Leadership • HAZUS-MH Professional	• Salt Lake County, UT, MJHMP • LENOWISCO Tri-County Planning District, VA MJHMP • Portage County, WI, MJHMP

The ISC Team understands that availability of key staff for task assignments is critical to moving programs and projects forward. The ISC Team's proposed staff is available immediately, upon award of the project. Moreover, we are prepared to commit our proposed key staff for the duration of the project and will not replace any key staff without prior consultation with, and approval of the County.

For those circumstances beyond our control, the ISC Team will submit the replacement key staff's qualifications to the County for review. If any additional resources are required the ISC Team will provide additional staff, as necessary, with the approval of the County.

Executive Staff and Subject Matter Specialists

With every project engagement, ISC's executive staff will be intimately involved to help guide the engagement and ensure that our consulting services comply with applicable professional standards, consistent with our standards of excellence, and conform with the firm's mission, vision, and values. ISC's executive staff not only possess an unmatched track record of success on over 2,000 client engagements, but also deliver high-level of expertise and experience in emergency management.

Executive Staff		
Name & Role	**Qualification**	**Relevant Experience**
Daniel Martin, CEM, PhD *President*	• PhD, Emergency Management • BS, Environmental Engineering • Certified Emergency Manager	• Managed over 200 emergency management consulting engagements • Supported over 30 post-disaster community recovery operations • Multiple Presidential awards and recognition
Lauren Martin *Director of Controls*	• Master of Public Administration • Public Health Graduate Studies	• Budget and performance management on over 100 ISC engagements • Subject Matter Specialist in the Implementation of Post-Disaster Mitigation • Responded to Over 15 Disaster Operations

References

Repeat business is the best compliment for a consulting firm. We encourage you to contact our references as they can attest to our superior level of technical knowledge and expertise, high-quality deliverables, adherence to schedule and budget, and our unwavering commitment to customer service.

Hazard Mitigation Plan Oakland County, MI	
LOCATION	Oakland County, MI
REFERENCE	Thomas Hardesty, Manager 1200 Telegraph Rd. Pontiac, MI 48341 hardestyt@oakgov.com 248.452.9578
PROJECT SUMMARY	
The Oakland County HMP was completed with the assistance of the Oakland County Homeland Security Division, members of the Oakland County Local Emergency Planning Committee (LEPC), members of the community, representatives, and leaders from each of the 62 communities and many of the 28 school districts in the County, the Michigan State Police Emergency Management and Homeland Security Division Mitigation Recovery Section. Over 150 individuals were involved in the preparation, evaluation, and community outreach components of this Plan. The HMP evaluated over 50 hazards during the 2017 Oakland County HMP Update. Plan participants assessed over 300 hazard mitigation strategies. A hazard mitigation and preparedness questionnaire was developed to gauge household preparedness for all hazards and the level of knowledge of tools and techniques that assist in reducing risk and loss. The 30-question survey reached 1,150 residents and resulted in 854 completed responses. On average, it took respondents 16 minutes to complete the survey. Multiple Webinars were conducted between August 29, 2017, and September 8, 2017. In total, seven webinars were offered to municipal and school district representatives. Webinars lasted about one hour. Four workshops were held strategically throughout the County for the identification and prioritization of hazards, hazard mitigation strategies and action plans. The workshops were specifically geared for municipal and school district stakeholders. The Plan received State and FEMA approval.	

Multi-Jurisdictional Hazard Mitigation Plan
Hamilton County, OH

LOCATION	Hamilton County, OH
REFERENCE	Thomas Hardesty, Manager 1200 Telegraph Rd. Pontiac, MI 48341 hardestyt@oakgov.com 248.452.9578

PROJECT SUMMARY

The Hamilton County Emergency Management Agency (EMHSA) requested ISC to develop the MJ-HMP. The ISC Team facilitated nine webinars over two weeks to introduce the mitigation planning process to local officials, engaging 47 of the County's 48 jurisdictions to participate in at least one webinar. Next, ISC planned and facilitated seven hazard mitigation planning workshops throughout the County to identify hazards and update and consider new mitigation strategies, gaining full participation from each of the County's 48 jurisdictions. Our Team then designed and distributed a comprehensive public survey that reached 1,825 residents and resulted in 1,328 completed responses.

ISC leveraged survey data to inform the hazard risk prioritization process, ensuring the MJ-HMP addressed the public's concerns and priorities. ISC also planned, advertised for, and executed two public forums sharing the MJ-HMP draft with County residents, providing all members of the community with an opportunity to provide input for review and comment. MJ-HMP participants assessed over 300 hazard mitigation strategies/actions, resulting in a prioritized list of 111 new strategies/actions, in addition to 180 ongoing/updated mitigation strategies/actions from the 2013 Plan, and 47 completed strategies/actions. The County's MJ-HMP received Ohio Emergency Management Agency (EMA) and FEMA approval.

Multi-Jurisdictional Hazard Mitigation Plan Update
Cook County Department of Emergency Management and Regional Security (EMRS)

LOCATION	Cook County, IL
REFERENCE	Gene Ryan, Chief Planner Cook County DEMRS 69 W. Washington St., Suite 2600 Chicago, IL 60602 gene.ryan@cookcountyil.gov 312-603-8180

PROJECT SUMMARY

The ISC Team recently completed the nation's largest HMP Update within five months. ISC was recently engaged by the Cook County Department of Emergency Management and Regional Security (DEMRS) to conduct its 2019 MJ-HMP Update, covering a total of 136 jurisdictions. The ISC Team worked closely with Cook County DEMRS, Illinois Emergency Management Agency (IEMA), and personnel to accomplish significant improvements in their 2014 MJ-HMP. Our Team increased participation in public outreach activities by over 230% and gained participation by previously non-participating counties. Recently, IEMA and FEMA formally approved this Plan.

Projects Performed

The projects below provide a representative list of projects, of a scale and complexity similar to the County's needs. In each case identified, ISC's support, services, expertise, and integrated approach resulted in developing Hazard Mitigation Plans that were accepted by the state and FEMA, but also successfully positioned these communities to secure funding for implementing hazard mitigation projects.

Summary of ISC HMP Projects				
Client	**Date**	**Type of Contract**	**Project Manager**	**Description**
Detroit, MI	2021	HMP	Matt Stanley	City Hazard Mitigation Plan Update
Dawson Co. MT	2021	HMP	Daiko Abe	4-county Hazard Mitigation Plan Update
Lenowisco Planning District, VA	2020-2021	HMP	Matt Stanley	Regional Hazard Mitigation Plan Update
Campbell Co. TN Dept. of Finance	2019-2020	HMP	Ed Wolff	County Hazard Mitigation Plan Update
Cook Co. IL DHSEM	2020	HMP	Daiko Abe	County Hazard Mitigation Plan Update | 136 participating jurisdictions | Plan initiated, approved, and adopted within a 5-month timeframe.
Milwaukee Co. WI OEM	2017	HMP	John Rogan	County Hazard Mitigation Plan Update
Kootenai Co. ID OEM	2020	HMP	Daiko Abe	County Hazard Mitigation Plan Update and Wildfire Mitigation Plan
Salt Lake United Fire Authority, UT	2019-2020	HMP	Daiko Abe	County Hazard Mitigation Plan Update | Level 3 HAZUS
Portage Co. WI	2019-2020	HMP	Ed Wolff	County Hazard Mitigation Plan Update
Madison Co. ID	2018-2019	HMP	Daiko Abe	County Hazard Mitigation Plan Update
Franklin Co. OH EM & HS	2017-2018	HMP	Daiko Abe	County Hazard Mitigation Plan Update
Hamilton Co. OH OEM & HS	2017-2018	HMP	Daiko Abe	County Hazard Mitigation Plan Update
Royal Oak, MI	2017-2018	HMP	Daiko Abe	City Hazard Mitigation Plan Update
Oakland Co. MI	2017-2019	HMP	Daiko Abe	County Hazard Mitigation Plan Update
Carter Co. TN	2016-2018	HMP	Daiko Abe	County Hazard Mitigation Plan Update
Hardin Co. IA EM	2016-2018	HMP	Daiko Abe	County Hazard Mitigation Plan Update
City of Beverly Hills, CA	2018-2019	HMP	Daiko Abe	City Hazard Mitigation Plan Update
City of Santa Monica, CA	2016-2018	HMP	Daiko Abe	City Hazard Mitigation Plan Update

Vendor Qualifications and Experience

Firm's Qualifications



ISC is a professional services firm specializing in homeland security, emergency management, public safety, hazard mitigation, and disaster recovery consulting services. ISC has a proven track record of successfully evaluating, developing, and integrating complex disaster/emergency management planning doctrine that follow relevant federal, state, and local programmatic directives and requirements. We are staffed with highly experienced emergency management, law enforcement, public health, disaster recovery, and related public safety professionals.

Throughout our 15+ years of service, ISC has had the privilege of supporting diverse communities nationwide as a single-source provider of emergency planning services. Unlike our competitors, we are **exclusively** focused on providing emergency management and homeland security consulting services to the private and public sector. Our focus in these services provide our staff a wealth of experience and lessons learned, granting Team ISC the ability to not just meet our clients' needs, but deliver services that go above and beyond.

Company Mission

Our mission is to **provide consulting solutions from a professional emergency management perspective for public and private entities.** This mission is carried out by our extensive experience in the operational fields of emergency management, homeland security, law enforcement, healthcare systems, environmental, and critical infrastructure engineering; and is supported by our reputation of providing exceptional professional service. We accomplish our mission from our regional offices, located throughout the nation.



Emergency Management Services

ISC has a proven track record of successfully evaluating, developing, and integrating complex emergency management planning doctrine that follows relevant federal, state, and local emergency management programmatic directives and requirements. Our plans have been highlighted as industry best-practices and have received significant client recognition.

Our emergency management services include:

- **Comprehensive Emergency Management Planning**
- **Hazard Mitigation Planning**
- **Community Disaster Recovery Planning**
- **Emergency Action Planning**
- **Strategic Planning**
  - Operational Planning
  - Continuity of Operations Planning
  - Evacuation Planning
  - Debris Management
  - Environmental Response Planning
- **Emergency Preparedness Training & Exercises**
  - Natural Disaster
  - Active Shooter
  - Terrorism
  - Public Health Emergencies
  - Special Events
- **Comprehensive Disaster Recovery Services**
  - FEMA Public Assistance
  - Local Recovery Planning
  - Project Closeout

Hazard Mitigation Planning Experience

At ISC our success in hazard mitigation planning is more than a function of experience and expertise. Our success is driven by our dedication and passion for creating disaster-resilient communities that hold strong against adversity.



Since 2005, ISC has prepared, updated, and delivered HMPs, per the requirements of the Disaster Mitigation Act of 2000 (DMA 2000), Section 322 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), and Title 44 Code of Federal Regulations (CFR) §201.6.1, for communities, agencies, and jurisdictions of all sizes, scopes, and types, throughout the United States. Additionally, ISC has assisted counties and participating Community Rating System (CRS) communities in identifying repetitive loss structures and developing and integrating mitigation actions that will reduce future impacts from flooding or other natural disasters. Consistent with federal guidance, ISC incorporates the information into the community's National Flood Insurance Program (NFIP) application.

Following a disaster, ISC works with county and jurisdictional clients to implement their HMP per Section 404 and Section 406 of the Stafford Act. Our comprehensive HMP capabilities and proven subject matter expertise result in HMPs that are consistently accepted upon initial submission to the state and FEMA, successfully positioning our clients to secure funding for implementing future hazard mitigation projects.

Our unprecedented success in hazard mitigation planning is more than a function of experience and expertise; dedication and passion for creating more disaster-resilient communities drives our success. In each case identified below, ISC's support, services, expertise, and integrated approach resulted in developing hazard mitigation plans that were accepted by the state and FEMA, but also successfully positioned these communities to secure funding for implementing hazard mitigation projects.

Qualifications

The direct delivery of customized hazard mitigation plans is our team's core competency.

Since 2006, ISC has been a single-source provider of single and multi-jurisdiction hazard mitigation plans, for jurisdictions across the U.S. Over our fifteen-year history, ISC has conceptualized, designed, developed, planned, prepared, and delivered 50+ local and multi-jurisdiction hazard mitigation plans, similar in size, scope, and complexity to that requested in the RFP.

Provided below are some notable examples of hazard mitigation plans (along with reference information) that ISC has previously delivered to other agencies and jurisdictions, of similar size and scope. We are happy to provide additional information, on any of the examples below, upon the county's request.

Some notable examples of our team's extensive experience successfully completing HMPs, at the County-level, are provided below.

Hazard Mitigation Plan Update
Salt Lake County, UT

In 2019, ISC was engaged by Salt Lake County Office of Emergency Management (SLCo EM) to update its 2015 Salt Lake County Multi-Jurisdictional Multi-Hazard Mitigation Plan, set to expire March 2020. Our Team worked closely with SCLo EM staff and the wider Salt Lake County Mitigation Planning Team (comprised of stakeholders from most jurisdictions, including Cottonwood Heights and West Valley) to review and revise significant changes the County has undergone over the past five years.

In addition to leveraging the previous HMP, ISC reviewed other Countywide and relevant municipal plans to inform their approach to the update. ISC's HMP Update was recently approved by the Utah Division of Emergency Management (DEM) and received APA by FEMA Region VIII.

Hazard Mitigation Plan Update
Kootenai County, ID

Recently, the Kootenai County Board of Commissioners selected ISC to update the County's Multi-Jurisdictional All-Hazard Mitigation Plan. Our Team worked closely with County representatives to update community profiles and hazard analyses, review and amend mitigation initiatives, and review, modify and improve preexisting mitigation actions. To ensure adequate public participation and stakeholder input in the plan update, hazard mitigation, and preparedness questionnaire was developed to gauge household and business preparedness and mitigation priorities within the County. The questionnaire helped guide the Team in prioritizing hazards/risk and in selecting goals, objectives, and mitigation strategies that best reflected the needs of the County.

ISC leveraged our Odysseus Enterprise System and specifically, the Knowledge Management System (KMS) and Computer-based Training (CBT) components, which ensured all stakeholders had real-time access to the Plan and maintained a shared understanding of the goals and objectives of the project. Utilization of the KMS resulted in real-time comments and feedback from County and municipal representatives. ISC's novel approach to updating the County's Multi-Jurisdictional All-Hazard Mitigation Plan resulted in approval by Idaho Office of Emergency Management (IOEM) and FEMA.

Proposal

The County's goals are ISC's goals. Based on our prior experience developing HMPs, we have learned that success means more than gaining FEMA and Utah Division of Emergency Services (DEM) approval and municipal adoptions: *the county defines success*. Accordingly, ISC believes it is essential to establish a clear understanding of goals and objectives upon contract execution.

ISC's approach to developing the HMP is a five-task method consistent with the Scope of Work (SOW), and compliant with industry best practices, federal and state requirements, and lessons learned from across the homeland security enterprise. Our approach for preparing, and subsequent adoption of, the County's HMP is detailed in the following pages. ISC is happy to provide additional information, upon the County's request.

Task 1: Project Management

Subtask 1.1 Project Initiation

Best Practice #1

ISC offers a customized interactive mitigation planning participation module that allows committee members and stakeholders to learn about the mitigation process and provide real-time feedback and input in the plan development. Data analytics track and document your team's participation in the planning process

Upon notification of contract award, the ISC Team Program Manager will immediately contact the designated County Program Manager to set up a Program Initiation Meeting. *The ISC Team will be prepared to schedule and conduct this meeting within seven days of contract award.* Additionally, the ISC Program Manager will request contact information for additional participants, and confirm with the designated County Program Manager the desired format or location for this meeting (i.e., in-person, remote, preferred platform, etc.). Once these elements are confirmed, the ISC Team will schedule participants to the Project Initiation Meeting via MS Outlook Calendar Invitations.

During the initial meeting, we will introduce the proposed ISC Team, present the Project Work Plan (PWP), identify initial data requests, and establish processes for collecting data, the designation of control, points of contact, and quantity of and schedule for project deliverables. Additionally, we will discuss and define administrative requirements for the project, including correspondence, invoicing, and other related project issues. This project kick-off meeting will outline expectations and responsibilities.

Subtask 1.2 Project Work Plan Development & Internal Controls

Central to ISC's project management approach is the development of the Project Work Plan.

Simply put, the PWP is a formal, approved document used to guide both project execution and project control borne out of consultant and client collaboration.

The ISC Project Manager will utilize the PWP to guide the execution of all project tasks and to manage the quality of the overall project engagement. The PWP will guide the execution of the project, measure progress, and depict the proposed team structure with assigned functions, duties, and responsibilities that will meet the project needs.



Subtask 1.3 Project Reporting & Meeting Planning

From our experience completing similar projects, ISC believes that, given the importance of project reporting, all associated activities must be clearly defined, precisely completed, and evaluated, and agreed upon by both our Team and the Client. Key project reporting tasks are included below.


Scope Management

1. Scope Management identifies the project description, goals, and objectives; evaluates the project structure, scope management, and controls; supports quality assurance procedures; and manages project risks and mitigation.


Resource Management

2. ISC has selected our most qualified staff for this project. In the unfortunate event these key personnel become unavailable, ISC has alternate staff available. These changes would be implemented only with the approval of the County.


Communications & Information

3. ISC and its team have invested in advanced technologies to facilitate communication and information sharing between our key personnel and staff. These include video conferencing, cloud-based file repositories, and desktop sharing capabilities


Potential Risks & Mitigation Strategy

4. Our methodology includes identifying project risks as early as possible, to minimize, or eliminate, the impacts to the project. Preventive and corrective treatment will be implemented to reduce the severity and probability of the occurrence of these risks.


Quality Assurance & Control

5. ISC's Quality Assurance Plan: 1) Identifies processes that will be applied to assure quality; 2) Defines roles and responsibilities to ensure a successful, timely project; 3) Provides the indicators to allow appropriate decisions and tracks/reports progress; 4) Describes software management practices: procedures, rules, and applicable methods; and 5) Outlines documentation management/delivery.


Project Status Reports

6. The ISC Project Manager will provide a "Project Status Report" to the designated the County representative(s) at the agreed-upon interval (at least biweekly or monthly). The Report will include a summary of accomplishments by task, project progress assessment, major deliverables for the reporting period, a summary of the tasks due during the next reporting period, any foreseeable project risks and solutions, and financial status for individual tasks as well as the overall project budget.


Invoices & Quarterly Grant Reporting

7. The ISC Project Manager will provide invoices to the designated County representative(s), which will be done monthly per the RFP. To ensure the County meets all compliance and reporting requirements, the ISC Team will maintain detailed records of work and expenditures and submit financial and contract performance reports following the grant reporting schedule.

Task 2: Organizing Resources

As earlier noted, by defining the County's vision of success and expectations at the onset of the project, our Team will readily collaborate with the County to ensure the complete realization of all objectives.

Subtask 2.1 Formation of the County Planning Team & Initial Meetings

At a minimum, there should ideally be at least one representative for each relevant County department and each municipality. However, given departmental overlap, a single representative with authority to represent multiple departments can be accommodated for each participating jurisdiction.

Best Practice #2

ISC provides analytical reports of each committee member's time in the system reviewing the plan, collaborating with committee members, and participating in the mitigation planning tools. This participation is shared and reported in a format that is consistent with FEMA's quarterly reporting requirement.

ISC will record the name of every person invited, their email, the date of the invitation, the method of the invitation, whether the person agreed to participate, and whether the person provided feedback on the HMP. The plan will also include copies of all meeting invitations, a list of everyone invited to each meeting (along with their positions, the departments they represent, and if they attended), and meeting sign-in sheets (and minutes, if desired).

Subtask 2.2 Documentation of the Planning Process

As part of the overall planning process, ISC will coordinate, schedule, facilitate, and support all meetings and conferences with the County Planning Team (both formal planning meetings, program or project status meetings, and any ad hoc meetings or briefings). ISC will:

- ✓ Coordinate the scheduling of meeting rooms with the designated the County Project Lead and any designated facility representatives, and send/manage invitations, reminders, and registration (via MS Outlook Calendar appointments)
- ✓ Reserve, establish and ensure functionality of any conference lines and/or any web-based meeting platforms (i.e., webinars, GoToMeeting, RingCentral, Microsoft Teams, WebEx, etc.)
- ✓ Disseminate conference line and/or web-based meeting access information, such as call-in numbers, URLs, etc., and access instructions to remotely participating individuals
- ✓ Develop for each meeting an agenda, presentation slide deck, and appropriate read ahead or draft HMP content or materials
- ✓ Distribute, electronically, all written planning meeting materials to the Planning Team, including read ahead, meeting handouts, and/or draft materials, no later than seven days prior to the meeting
- ✓ Provide hard copies of all written planning meeting materials, in sufficient quantity, for each planning meeting
- ✓ Provide and affix all signage, as well as provide, set up, test for functionality, and operate any audio/visual equipment (i.e., projectors, public address, etc.), as needed or requested
- ✓ Facilitate all meetings, conferences, orientations, and/or briefings
- ✓ Record and publish meeting minutes to the participants and designated POCs, no later than one week following the meeting

Subtask 2.3 Public & Stakeholder Outreach Strategy

A hallmark of ISC's HMP process is robust public involvement, including advertisements in local newspapers, preparation of public service announcements, online surveys, distribution of brochures, newsletters, and fliers and posting information and announcements on local government websites and social media platforms.

For the County's HMP planning, ISC will facilitate two public outreach workshops in addition to developing and distributing a HMP Survey. ISC will work with local stakeholders to increase public awareness and encourage public participation, especially in the review process.

In addition to the two public meetings, ISC will facilitate HMP workshops for representatives from relevant County departments and local jurisdictions.

During these workshops, we will review the risk assessment report and composite maps. The emphasis of the workshop is

ISC will work directly with the County stakeholders to ensure the identified mitigation actions are effective, efficient, scalable, and pragmatic.

knowledge and understanding of the causes of the hazards and better preparation for determining mitigation actions.

Ultimately, ISC recommends conducting eight meetings throughout the hazard mitigation planning process. These meetings will occur as part of a documented project schedule presented to the Planning Team. Our Team will take all the necessary steps to engage participants, educating them on the importance of the HMP, and including interactive activities throughout the meetings.

Though this is inexhaustive, the meetings will address the following key points:

- ✓ Address FEMA's requirements for mitigation plans, as identified in the DMA 2000, CFR Part 201.6, the American Planning Association's Hazard Mitigation: Integrating Best Practices into Planning, and the most current FEMA "how-to" planning guidance.
- ✓ Address DEM requirements for mitigation plans
- ✓ Identify members' contribution to the planning process.
- ✓ Address preliminary goals and objectives.
- ✓ Identify (and debrief) meetings with key community stakeholders and any other bodies that may seem appropriate.
- ✓ Distribute questionnaires that will assist in identifying resources that will be needed for successful completion of the project.
- ✓ Highlight the progress-to-date and the schedule for the remainder of the planning process
- ✓ Solicit input from members throughout the planning process

Task 3: Hazard Identification and Risk Assessment

A community's hazard risk assessment is a critical document that defines a community's strategic common operational picture to mitigate, as well as prepare, protect, respond, and recover to emergencies and disasters.



Our team's proven methodology ensures:

- ✓ Ensures uniformity among hazard categories
- ✓ Utilizes empirical values applicable to all communities, facilities, and systems
- ✓ Employs complex GIS modeling and analysis of probable scenarios to provide planning considerations of social, political, and physical impacts
- ✓ Grants the flexibility needed to integrate the vulnerability assessments of critical assets accurately and systematically
- ✓ Provides consistency between the State's approach while addressing the unique characteristics and attributes of the County.

As part of the community's overall risk assessment, the ISC Team will provide an analysis of the natural, technological, and political hazard categories by elaborating upon and defining the specific types of hazards; identifying recent events that have occurred locally and/or regionally; updating the hazard profiles, parameters, and characteristics; assessing possible vulnerabilities not addressed in the previous version; determining probable scenarios, and modeling select hazards.

Subtask 3.1 Hazard Identification and Profiles

The ISC Team will help the Planning Team identify and review all the hazards that might affect the community and will narrow the list to the hazards that most likely will impact the community. Our team will obtain this information through various avenues, including, but not limited to:

(1) **Research of historical documents and data:** By accessing newspapers, historical societies, database searches, etc., the ISC Team will gather records that may contain dates, the magnitude of the events, damage, and further evidence of the past natural disasters in the community.

(2) **Review of existing plans and reports:** To ensure the County is covering all the possible hazards, our team will collect and review plans and documents that may have information on hazard planning. These documents will be reviewed to identify a list of disasters and potential issues that have occurred in the past. Also, local comprehensive plans, land use plans, capital improvement plans, as well as building codes, land development regulations, and flood ordinances will be reviewed to identify hazard provisions that indicate the presence of local hazards.

Best Practice #3

ISC documents the planning process, provide a method of on-going committee collaboration, offer an archival repository of planning meeting minutes and information, and ensure the active participation of committee members and key stakeholders throughout the life cycle of the Hazard Mitigation planning process.

(3) **Inventory Assets:** Using GIS data management and analysis, an inventory of the County's assets will be developed based on the categories defined in the DHS/FEMA protocol. This inventory of assets will assist in identifying areas that are subject to the various natural hazards in the subject area. These categories are:

- ✓ Transportation Systems
- ✓ Lifeline Utility Systems
- ✓ High Potential Loss Facilities (financial institutions, government buildings, etc.)
- ✓ Hazardous Waste/Materials Facilities

(4) **Profile Hazards:** Per FEMA, each hazard profile will include a description of the hazard, previous occurrences, locations, and extents, and the probability of future occurrences.

In close coordination with the Planning Team, the ISC Team will reach out to local, state, and federal governments to obtain hazard information, development trends, known vulnerabilities, and past experiences mitigating, responding, and recovering from disasters. These efforts may include (as appropriate):

- ✓ Interviewing pre-identified local officials and FEMA officials; and,
- ✓ Contacting other resources such as Natural Hazards Center, Hazard Disaster Center, National Weather Service, Association of State Floodplain Managers, International Association of Emergency Managers, etc.

Many sections (at a minimum, flooding, drought, and extreme temperatures) will also consider how climate change may exacerbate the hazard, notably how it may impact vulnerability, frequency, or severity.

Subtasks 3.2 and 3.3 Hazard Mapping & Vulnerability Assessment

Led by our GIS/HAZUS Analyst, our Team will work directly with the Planning Team to conduct a GIS-HAZUS Analysis, modeling varying hazard scenarios depicted by the client.

For these tasks, an initial inventory of the County assets will use the baseline data contained in HAZUS-MH and supplemented by GIS data provided by the County. The effort includes developing and mapping a general inventory of assets in the applicable planning area. Using a base map, the ISC Team will identify the assets inside areas for each identified hazard that has a defined physical geographic boundary.

Selected sections of the Hazard Profile (at a minimum, flooding, wildfire, drought, and extreme temperatures) will also consider how climate change may exacerbate the hazard, notably how it may impact vulnerability, frequency, or severity

Our team will review the inventory to ensure that all facilities, infrastructures, and sectors critical to the continuity of government, operations, and services provided by the County are included in the mitigation planning process. Additionally, our team will conduct GIS-HAZUS Analysis Models of varying hazard scenarios.

The loss estimation process will utilize HAZUS-MH modeling (or other modeling program), GIS analysis, historical disaster data and information, and quantitative analysis to estimate the losses to natural and human-induced hazard events in a defined area. The analysis will include the following:

- Estimation of the losses to structures.
- Estimation of the losses to contents.
- Estimation of the losses to structure use and function.
- Projection of human losses; and,
- Estimation of the primary direct and indirect loss.

Best Practice #4

ISC's proprietary CVR2 Model is a prioritized indication of planning risk considerations and dashboard analytics that can be incorporated into the community's preparedness efforts, that will increase programmatic efficiency, operational effectiveness, and a unified common operational picture.

Our team will use HAZUS-MH (or other modeling programs) and GIS analysis to determine which individual assets could sustain the largest potential losses, by adding the structure loss, content loss, and function loss for each asset to determine the total loss. This process will produce the following:

- Calculation of the losses to each asset.
- Calculation of the estimated damages for each hazard event; and,
- Creation of a map that shows a composite of the areas of highest loss.

To ensure the GIS mapping effort is as comprehensive as possible, an inventory of critical facilities will be developed, and may include the following:

- Key end users (Special population centers, such as daycare facilities, nursing homes/elderly housing, medical, and prisons)
- Water and wastewater treatment plants and associate pumping stations.
- Power generation, transmission, and delivery facilities.
- Hazardous material facilities.
- Repetitive loss properties.
- Population density; and,

- Structures delineated by use (residential, commercial, industrial, institutional, and others as appropriate).

As part of the vulnerability assessment, our team will look at future development trends and special considerations (i.e., historical property, environmentally sensitive areas, etc.) that can have a significant impact on a community's risk of hazards. The impact of these trends and special considerations on the community's risk is directly proportional to the size of the community, community values, and the significance of the development trend or special consideration.

Best Practice #5

Unlike our competitors, ISC offers FAA-licensed operators to conduct drone flights per 14 CFR part 107. Incorporating aerial analysis gives a new perspective on existing hazard risks & hazard mitigation actions. Aerial imagery analysis and modeling of high hazard areas, recovering communities, and vital infrastructure assets can be incorporated into your MJHMP.

With input from the Planning Team, our team will analyze the effect of any significant future development trends and special considerations identified by the County to determine their positive or negative impacts on hazard profiles, inventoried assets, or projected losses.

Subtask 3.4 Capabilities Assessment

ISC will conduct an in-depth and comprehensive review of the mitigation capabilities and tools currently available to the County to implement the mitigation strategy. The assessment will include an inventory of existing plans, policies, and procedures that the County has in place to mitigate the effect of hazards. Our team will also look at fiscal, staffing, and organizational capabilities.

Task 4: Developing a Mitigation Strategy

Identifying and prioritizing mitigation actions are the fundamental components of an HMP. In the previous tasks, ISC redefined hazards, reassessed vulnerabilities, and the losses were estimated. Our Team will craft a prioritized list of mitigation actions that will reduce future risks and losses. This task will allow ISC to identify goals and objectives; identify and reevaluate mitigation actions, and develop the capabilities assessment, and identify mitigation strategies.

This effort will also include a progress update on the mitigation actions taken during the last five years, regardless of inclusion in the previous HMP or funding source. This progress update will provide context and ideas for new projects.

Subtask 4.1 Develop Hazard Mitigation Goals

Based upon the hazard profiles, hazard loss, vulnerability, and risk assessment, the Planning Team will identify mitigation goals that articulate the County's desire to protect people and structures, reduce the cost of disaster response and recovery, and minimize disruption to the community following a disaster.

ISC will prepare a memorandum stating the identified Mitigation Goals and Objectives, as identified by the Planning Team and schedule and conduct a meeting to review draft mitigation goals and objectives with the Planning Team and the public. ISC will solicit feedback to gain buy-in and consensus.

Information revealed in the hazard profiles, and loss estimation will be used to develop clear mitigation goals. ISC will host the planning meeting and review the hazard profiles with details on the causes of hazards, the likelihood of occurrence, the potential severity, and the extent of areas affected. ISC will review the loss estimation dollar amount of damages for hazard events, as well as related economic information like business interruptions and revenue losses.

Subtask 4.2 Develop, Evaluate, and Prioritize Mitigation Actions

ISC will reevaluate mitigation actions consistent with the goals and objectives that were previously defined, and will evaluate the mitigation actions to determine the action's effectiveness and efficiency for preventing, protecting, and reducing damages to the community's assets from natural hazards. Input will be considered from relevant state and federal agencies, as well.

ISC will work directly with the County stakeholders to ensure the identified mitigation actions are effective, efficient, scalable, and pragmatic.

Evaluation of these mitigation actions will be based on, but not limited to, the following criteria:

- Technical feasibility
- Economic benefits
- Environmental impacts
- Community acceptance
- Staffing and funding (Administrative)
- Maintenance needs
- Political support
- Legal authority
- Historic projects of similar scope and magnitude

All mitigation actions, regardless of their criterion, will be assessed and discussed.

Each mitigation action will include the following:

- ✓ Project Name and Number
- ✓ Goal and/or Objective being met
- ✓ Hazard to be mitigated
- ✓ Description of the Problem
- ✓ Project Description
- ✓ Estimated Timeline
- ✓ Lead Agency responsible for implementation
- ✓ Estimated Costs
- ✓ Estimated Benefits
- ✓ Potential Funding Sources
- ✓ Whether or not the project is related to a Critical Facility (and if so, assurance that the facility will be protected to the 500-year event or greatest damage scenario).

Subtask 4.3 Mitigation Actions Implementation Plan

The implementation strategy identifies how the County proposes to achieve its mitigation goals and objectives. The mitigation action implementation strategy will redefine, identify, and confirm mitigation actions, partners, resources, and schedules.

This implementation strategy will also cover potential funding sources. The sources will be described and include a website link for further information.

ISC will prepare a draft Mitigation Implementation Strategy for review by the Planning Team. Once reviewed, ISC will incorporate changes to the newly created Mitigation Implementation Strategy.

The strategies proposed by ISC will ensure compliance with DMA 2000 and will delineate between pre-disaster (FEMA's BRIC program) and post-disaster (HMGP 404 and 406) actions. The ISC Team will provide technical support to the six-hazard mitigation and preparedness categories, as defined by FEMA: prevention, property protection, public education and awareness, natural resources protection, emergency services, and structural projects.

Task 5: Assisting in Plan Adoption, Monitoring, and Evaluation

The ISC Team will write a complete final draft of the HMP for the County. The plan will include a risk assessment and mitigation strategy as well as a process for maintaining the plan so that it continues to be a useful document for the rapidly growing and urbanizing communities.

ISC will deliver final drafts to the County officials and relevant stakeholders. These deliverables will integrate with the business flow at the County and be compliant with federal, state, and local regulations.

Subtask 5.1 Maintenance Strategy

The Plan Maintenance section, included in the final plan, will ensure that the document continues to be viable and is compliant with both state and federal directives, and that the plan moves toward implementation over the next 5 years.

The maintenance strategy will detail how the County will monitor, evaluate, implement, and update the Plan. Updates or changes to the plan will be made periodically to accommodate evolving needs and to respond to actual disasters. ISC has developed multiple year-by-year implementation strategies, which ensures the plan remains viable and relevant.

Subtask 5.2 Incorporation into Existing Planning Mechanisms

ISC will work in concert with the Planning Team to incorporate the HMP into existing planning mechanisms. We will consider community development plans, local capital improvement budgets, floodplain management plans, emergency management doctrine, and other planning mechanisms that are relevant to each community's hazard mitigation strategy.

Subtask 5.3 Implementation Schedule

Each mitigation project will include an implementation schedule per the "Implementation Plan."

Subtask 5.4 Continued Public Involvement

In past engagements, we have developed robust and detailed public involvement campaigns and schedules to ensure continued public feedback. We also have the capability to encourage real-time and continuous feedback through virtual tools (i.e., surveys, social media, web sites, etc.)

Subtask 5.5 Draft Plan

The project team will prepare a draft of the County's HMP that will document the mitigation planning process and address the elements required by 44 CFR 201.6(d)(3) and CPG 101.

ISC will assemble information, comments, and reports from the previous tasks. Informational databases, graphics, and maps will also be included in the final plan to visualize the geographic, functional, or systematic relationship between the loss estimation and the mitigation activity chosen.

To meet DMA 2000 requirements, the document will include a description of the planning process; a definition of the planning area identifying who was involved in the process, how they were involved, and

methods of public participation that were employed; and a detailed description of the decision-making and prioritization process.

ISC will distribute the copies to the Planning Team for review. A public review draft will be also released for public comment before the HMP is finalized.

The Planning Team will meet to review the HMP draft. ISC will incorporate all the Committee's final revisions and will submit the plan to the County officials within two weeks after the receipt of final review comments (we can provide printed, electronic, or both formats).

Best Practice #6

ISC leverages our library of compliance metric tools to allow clients to validate their plans against federal, state, and industry requirements, include DMA 2000. Our data-driven assessment gives emergency management professionals the opportunity to evaluate compliance systematically & comprehensively.

Subtask 5.6 Final Plan & Submission to DEM & FEMA

ISC will complete the final draft of the plan, and will develop the appropriate Plan Review Tool.

ISC will submit copies of the final draft to DEM for approval. Upon State approval, ISC will submit the County's HMP to FEMA. When approved by FEMA, the County Project Lead will present the plan before the County leadership for formal adoption.

After FEMA indicates the County's HMP is approvable pending adoption (APA), ISC will assist in preparing the plan to be adopted by the County, with copies of the adoption resolutions provided to the State and FEMA by the County and ISC.

Closeout

Upon completion of this project and finalization of the proposed deliverable, the ISC Project Manager will provide a "Project Close-Out" report. This report will incorporate the final "Monthly Status of Accomplishments and Costs" report information, summarize this project effort, and recommend improved methodologies for future initiatives of a similar nature.

The "Project Close-Out" report will be submitted as draft copies to the County Project Lead within 45 days of completion of the County's HMP.

Project Timeline

The project timeline is executable immediately upon the notice-to-proceed. The timeline does not account for any unforeseen, uncontrollable delays to the project. ISC has developed this project timeline with the intention to foster full collaboration with the project's key stakeholders and principals. This schedule will ensure the State and FEMA have adequate time to formally review and approve the plan. This nine-month schedule ensures timely completion.

Our team is capable to initiate the project upon notice of contract award, but will be prepared to begin immediately.

Month	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Task 1: Project Management									
1.1 Project Initiation	X								
1.2 PWP & Internal Controls	X								
1.3 Project Reporting	X	X	X	X	X	X	X	X	X
Task 2: Plan Update & Outreach Activities									
2.1 Planning Team & Meetings		X			X			X	
2.2 Documentation of Process		X			X		X	X	
2.3 Public Outreach		X			X			X	
Task 3: Hazard Identification and Risk Assessment									
3.1 Hazard Identification & Profiles		X	X	X					
3.2 Hazard Mapping			X	X					
3.3 Vulnerability Assessment				X	X				
3.4 Capabilities Assessment					X				
Task 4: Hazard Mitigation Strategy									
4.1 Develop Mitigation Goals					X				
4.2 Prioritize Mitigation Actions					X	X	X		
4.3 Implementation Plan							X		
Task 5: Plan Review, Evaluation, and Implementation									
5.1 Maintenance Strategy							X	X	
5.2 Incorporation into Existing Planning								X	
5.3 Implementation Schedule								X	
5.4 Continued Public Involvement								X	
5.5 Draft Plan							X	X	
5.6 Final Plan								X	X
5.7 Submission to State and FEMA								X	X
Project Closeout									X

A. Fee Proposal

As a recognized small business, ISC works diligently to keep costs as competitive as possible, while maximizing the return on investment for our clients. With our extensive knowledge and experience developing HMPs, we are confident that we can deliver an HMP ahead of schedule, and under budget, as described in this proposal.

Fee Schedule

Based on the scope of work, the estimated cost for this project will be $29,711.60 This is a firm fixed price, inclusive of all labor, materials, travel expenses, and all other costs, direct and indirect, necessary for each task identified in the Scope of Work. ISC will bill monthly or by deliverable, as directed by the client.

Task	Price:
Task 1: Project Management	**$3,362.88**
Task 2: Draft Annex	**$5,643.24**
Task 3: Revise Annex	**$5,752.76**
Task 4: Finalize Annex and Submit	**$6,943.16**
Task 5: Project Closeout	**$8,009.56**
Total NTE Price	**$29,711.60**

Appendix A: Resumes

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DAIKO ABE

Director of Operations

PROFILE

As an experienced consultant and Director of Operations for Integrated Solutions Consulting (ISC), Mr. Abe has excelled in providing comprehensive all-hazard services in all phases of emergency management. As a thought leader and innovator, Mr. Abe brings expertise in the following areas: program management, technological/innovative solutions, organizational leadership, risk and vulnerability analysis, emergency planning, and public health preparedness. His disaster experience includes supporting COVID-19 response operations for the second largest county in the U.S.; supporting major flooding incidents in FEMA Regions VIII and V; recovery support for Hurricane Sandy (New York City); recovery support for Hurricane Maria (Puerto Rico); various tornadoes across the Midwest; and H1N1 response operations. Additionally, Mr. Abe personally and professionally experienced first-hand the devastating impacts of the 2011 earthquake and tsunami in Japan.

Mr. Abe is a leader in emergency management with a successful track record of supporting clients to prevent, protect against, mitigate, respond to, and recover from the multiple threats and hazards facing our nation. Mr. Abe has managed and supported over 100 consulting engagements, and currently oversees operations for all preparedness and recovery engagements for ISC. Clients have continuously recognized Mr. Abe for his professionalism, dedication, and work ethic. His aptitude and expertise have resulted in developing regional disaster response, recovery and administrative strategies; hazard mitigation plans; evacuation strategies; and a wide variety of other emergency management projects that have been recognized by the client, respective states, FEMA region and FEMA HQ. Mr. Abe received a master's degree in Emergency Management.

WORK EXPERIENCE

- Lead Planner Hamilton County, OH COVID-19 Reopening Strategy; Lead Planner and Project Manager; Ohio; 2020
- Cook County, IL COVID-19 Response Operations; Mass Fatality Team; Illinois; 2020
- Salt Lake County, UT Hazard Mitigation Plan; Project Manager; 2020
- Cook County, IL Hazard Mitigation Plan; Project Manager; Illinois; 2019
- Phoenix Region, AZ Phoenix UASI Strategic Plan; Project Manager and Planner; Arizona; 2018
- Franklin County, OH Hazard Mitigation Plan; Lead Planner and Project Manager; Ohio; 2017-2018
- Hamilton County, OH Hazard Mitigation Plan; Lead Planner and Project Manager; Ohio; 2017-2018
- FEMA HQ Catastrophic Emergent Behavior Planning; Planner; Washington, D.C.; 2016-2017
- Oakland County, MI Hazard Mitigation Plan; Lead Planner; Michigan; 2017

CONTACT

Daiko.Abe@i-s-consulting.com
LinkedIn.com

EDUCATION

- Emergency Management (MS)
- Communications (BA)

AREAS OF EXPERTISE

- Certified Floodplain Manager
- Comprehensive Emergency Management Planning
- Hazard Mitigation Planning
- Hazard Risk & Vulnerability Assessments
- Emergency Management Research Methods
- Computer-Based Training
- Long-term Recovery
- Stakeholder Engagement

DAIKO ABE

Director of Operations

WORK EXPERIENCE

- Kansas City Region Community Service Provider/Functional & Access Needs Technical Assistance; Planner/SME; Kansas City Region; 2016
- Coolidge Dam BIA Emergency Action Plan; Lead Planner; Arizona; 2015
- Active Shooter/Assailant Interactive Course and Storyboard Development; Developer/Planner; Oakland County, MI; 2015
- Threat and Hazard Identification & Risk Assessment Update; Planner; Miami-Dade County, FL; 2014-2015
- Regional Emergency Support Function (ESF 8) and Regional Healthcare Coordination Plan; Project Manager; Kansas City Region; 2014
- Statewide Hospital Hazard Vulnerability Analysis; Planner; Illinois; 2014
- Miami-Dade County Emergency Preparedness Study; Project Manager; Miami, FL; 2014
- Navajo Nation – Charley Day Dam BIA Emergency Action Plan; Lead Planner; Arizona; 2013-2014
- Santa Monica All Hazard Mitigation Plan; Project Manager; Santa Monica, CA; 2013
- Kansas City Regional Coordination Plan; Project Manager; Kansas City Region; 2013
- Kansas City Regional Recovery Strategy; Planner; Kansas City Region; 2013
- Tribal Hazard Response Plan; Project Manager; NW United States; 2012-2013
- Kansas City Regional Evacuation Plan; Senior Consultant and Project Manager; Kansas City Region; 2012
- Minnesota Region Hazard Identification & Risk Assessment and CIKR Assessment; Planner; South Florida; 2012
- South Florida Threat and Hazard Identification & Risk Assessment and CIKR Assessment; Planner; South Florida; 2012
- THIRA; Senior Consultant and Lead Planner; Miami-Dade County, FL; 2011-2012
- Bonneville County Emergency Operations Plan (EOP) Update; Project Manager; Bonneville County, ID; 2012
- NE Idaho EOC Go-Kit Development; Project Manager; Eight (8) counties in NE Idaho; 2011
- Kansas City Emergency Pet Services Plan; Lead Planner; Kansas City, MO; 2011
- NE Idaho Regional Coordination Plan - Evacuation & Mass Care Annexes; Project Manager; 2010
- MN Region 2 Critical Infrastructure & Key Resources; Senior Consultant; Minnesota; 2009-2010

MAJOR RESEARCH INITIATIVES & PUBLICATIONS

- **Vulnerability Analyses**: Mr. Abe has undertaken multiple research initiatives to identify the social, physical, political, and environmental factors contributing to community and organizational vulnerability in times of disaster.
- **Capability Analyses**: Mr. Abe has participated in multiple research initiatives to understand why mitigation, preparedness, and disaster recovery strategies and program policies are oftentimes met with great resistance by local and State governments and jurisdictions. These studies provide an in-depth analysis of the social, economic, and political factors, as it relates specifically to capacity/capability, that influence the adoption and implementation of disaster policies and practices. The purpose of these studies is to identify practical solutions and explanations that can further improve buy-in to federal disaster policies, programs, and standards throughout all phases of emergency management.
- Martin, D., Abe, D., & Kemp, M. (2013). Integrated THIRA & Regional CIKR Assessment. White Paper.
- Yoon, D. K., Youngs, G. A., & Abe, D. N. (2012). Examining Factors Contributing to the Development of FEMA-Approved Hazard

JACOB HALLEY

MANAGING CONSULTANT

PROFILE

Mr. Halley has approximately 17 years of experience in emergency management/disaster response and recovery assisting in the development and execution of all-hazards community mitigation, preparation, response and recovery programs with a specialized emphasis in GIS mapping analyses. He has extensive experience in developing homeland security exercise programs for public and private sector entities an has also been involved in leadership roles in community team building, project development and technology integration.

WORK EXPERIENCE

Witt O'Briens – Washington D.C (2012-2017) Resumed employment January 2018- April 2021

- Disaster Recovery Specialist in the Hazard Recovery Division Hazard Mitigation Section as a Geographic Information Systems (GIS) Specialist with expertise in the FEMA HAZUS-MH software program. Project related work consists of providing technical assistance to the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) Hazard Mitigation Planning Section (2011-2013), University of Texas Medical Branch (UTMB) and City of Galveston, TX HMPs (2016) Auburn University HMP (2015), University of Minnesota HMP/THIRA (2015), Mountrail County, ND HMPU (2015), Jefferson County, AR HMPU (2015), Niagara County NY Hazard Mitigation Plan Update , State of MN, USDA Avian Influenza, Emergency Operations Center Management (2015), Cities of Tallahassee, FL Savannah GA and Brunswick GA Debris Monitoring Field Supervisor and GIS Specialist (2016), San Miguel County NM Hazard Mitigation Plan Update as well as provided planning support to the State of North Dakota following the 2011 floods. November, 2009 – June 2014, State of VA HMP Update (2017) GIS/HAZUS MH Specialist, State of MS Hazard Mitigation plan update (2018), MS Regions 4 and 8 and St Charles Parish Hazard Mitigation Plan updates (2019). Fulltime 40 hrs per week. Worked most recently with clients in TX and Florida utilizing 404 and 406 mitigation along with latest CDBG Mit funding opportunities for UTMB Galveston.FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

DCMC Partners – Virginia (September 2017-December 2017)

- Project Specialist for Public Assistance with emphasis in Geographic Information Systems (GIS). Provided support to Puerto Rico Office of Emergency Management (PREMA) following hurricanes Irma and Maria. Assisted state agencies throughout the Commonwealth procure FEMA funding opportunities for response and recovery efforts. 70-80hrs per week.

Halley GIS Solutions LLC– Farmerville, LA

- Owner/Operator of upstart company providing digital mapping and consulting services for local government, private nonprofit and for-profit organizations. Completed FAA Part 107 certification in September 2018, in order to provide drone mapping services. Completed project for D'Arbonne water system in Union Parish consists of mapping infrastructure and teaching client to use Arc GIS software. Contracted through Witt Associates of Washington D.C from November 2009-January 2012.

CONTACT

Jacob.Halley@i-s-consulting.com
LinkedIn.com

EDUCATION & TRAINING

- Louisiana Tech University
  Geographic Information Science (GISc) Major
- Federal Aviation Administration:
  Small Unmanned Aircraft (SUAS) Part 107 Certified
- Federal Emergency Management Agency:
  (HSEEP) Train the Trainer Certified
  NIMS/ICS 100, 200, 300,400, 700 and 800
- National Weather Service Training
- University of Louisiana Monroe
  Active Shooter Train the Trainer Certified
- GPS (Mapping)
- Hardware:
  Trimble Geo XT and Trimble Juno ST
  Garmin 4 and 12
- Software
  ArcGIS Desktop and Online, TerraSync and ESRI ArcPad
  FEMA HAZUS-MH

JAKE HALLEY

WORK EXPERIENCE CONT.

Ouachita Parish Office of Homeland security and Emergency Preparedness– West Monroe, LA

- Served the citizens of Ouachita Parish as Administrative Assistant/Assistant Director for OPOHSEP. Duties consisted of assisting local entities apply for public assistance, individual assistance application development following Hurricanes Gustav and Ike, Emergency Operations Center management, administrative duties, and reviewing local emergency plans. May 2007 - October 2009. Full time 40 hrs per week.

Hatch Mott MacDonald – Monroe, LA

- Served as project technician for all emergency planning and recovery projects in Louisiana. In addition to providing specified planning products, provided GIS mapping support and assisted multiple local parish clients with disaster recovery services ranging from developing public assistance project worksheets to assisting in intial damage assessments following Hurricanes Katrina and Rita. October 2004 – October 2006 Full time 40 hrs per week.

Federal Emergency Management Agency- Atlanta, GA

- Community Relations Officer 2004 Hurricanes

MATT STANLEY

MANAGING DIRECTOR

PROFILE

A professional leader with 20+ years of experience in emergency and crisis management, Mr. Stanley's expertise includes crisis and risk communication, threat and risk assessments, emergency, continuity, and mitigation planning, and more. Mr. Stanley developed standardized national disaster management programs in the Middle East and assisted the state of North Dakota in improving resiliency to seasonal flooding and crude oil transportation risks.

WORK EXPERIENCE

Witt O'Brien's, Senior Director, Preparedness Programs

2012-2020

Manages and develops resilience-focused emergency and crisis management preparedness projects in the United States, Caribbean Islands, and Middle East. Ensures projects are completed on-time and on-budget. Business lines include national, state, and local government, healthcare, higher education, utilities, and transportation. Develops business opportunities and maintains relationships with multi-million dollar accounts. Leads proposal development for preparedness projects, manages project staff, provides marketing and program development counsel to executive leadership.

Cumulus Lividus, Emergency Management Consultant

2006-2012

Provided consulting services related to crisis communication, public education, inter-agency relations, administration, and emergency management. Clients included Witt Associates, FEMA Region IV - Hurricane Liaison Team, Emergency Management Institute, National Information Officers Association, Natural Hazard Mitigation Association, the Carl Vinson Institute of Government/ University of Georgia, and the United States Army.

Chatham Emergency Management Agency, Emergency Management Specialist-Chief Planner

2008-2010

Managed the Planning Section for the agency and provided technical support to municipalities. Coordinated ESF-5, ESF-11, and ESF-14 functions, hazard mitigation, continuity of operations, training and exercise, and overall agency plan maintenance. Maintained Duty Officer responsibilities and directed EOC activations for special events.

Savannah Fire and Emergency Services, Public Information Officer – Command Staff Captain

2004-2008

Coordinated all public affairs for the fire department. Additional responsibilities included management of public fire and life safety education programs. Provided Command Staff support for Task Force Five of the Georgia Search and Rescue Team. Supported and augmented fire inspection and investigation staff as needed. Trained and managed assistant Public Information Officers and Fire Safety Educators.

CONTACT

matt.stanley@i-s-consulting.com
LinkedIn.com

EDUCATION

- Bachelor's Degree, Communications Arts

SKILLS

- Crisis and Risk Communication
- Threat and Risk Assessments
- Emergency, Continuity, and Mitigation Planning
- Capability Studies
- Program Assessments
- After-Action Reviews
- Training and Exercise

MATT STANLEY

MANAGING DIRECTOR

WORK EXPERIENCE

Georgia Public Safety Training Center, Public Safety Training Instructor III 2001-2004

Provided instruction and coordination of state and national certification courses, developed courses for national certification, researched and developed new practices for the fire service. Course programs included live fire training, fire investigation, fire inspection, life safety and ADA code enforcement, public education and outreach, public information/media relations, fire command, and technical rescue.

White Co. Fire Department, Training Coordinator 1997-2001

Created, conducted, and coordinated fire and emergency management training programs for the department. Maintained training records as required by the State of Georgia and the Insurance Services Office (ISO). Conducted fire, rescue, and emergency management response operations. Responsibilities also included staff supervision, budget preparation, purchasing, and grant writing.

JAZMINE CURENO

PROFILE

Ms. Cureno is an experienced emergency management consultant with with experience in Higher Education emergency management, nonprofits, and state agencies. She holds her Master of Public Health in Community Health Sciences with a specialization in disasters and preparedness and has works with the California Office of Emergency Services, the American Red Cross, the Homeland Security Advisory Council, and more.

WORK EXPERIENCE

Homeland Security Advisory Council, Los Angeles
Crisis Management Intern (Paid) **March 2020 – July 2020**

- Performed crisis management research to develop and design reports related to the COVID-19 pandemic
- Transferred evidence-based research into effective and accessible pre, trans, and post-crisis solutions
- Supported the annual Crisis Leadership and Emergency Management Workshop that allows public safety professionals, crisis managers, business leaders, and others to share best practices

Office of Emergency Management, UCLA
Intern (Paid) **July 2019 – January 2020**

- Developed a Defend-In-Place wildfire response plan to supplement campus emergency protocols
- Presented preparedness trainings to more than 150 staff to promote campus readiness and tracked their attendance
- Participated in training exercises for campus departments to practice their response and recovery procedures
- Ensured campus departments met state disaster preparedness standards, and complied state regulations by having training exercises to practice their response and recovery procedures
- Evaluated departmental Emergency Operations Plans rubrics for proper use of facilities, personnel and equipment
- Attended tabletop exercises that utilize emergency personnel and resources for response purposes
- Learned the mechanics of the campus' mass notification system: Everbridge

American Red Cross, Los Angeles
California Safe Corps Member (Paid) **August 2016 - July 2018**

- Deployed internationally to Puerto Rico to assist with Hurricane Maria recovery efforts through supply distribution
- Responded to over 50 local disaster incidents such as house fires, floods, wildfires, and addressed recovery concerns
- Opened shelters for people affected by local disasters and allocated supplies to the affected communities
- Managed the Sound the Alarm Campaign which donated over 5,000 smoke alarms to households
- Taught monthly affordable CPR / First Aid classes to low income families and have certified over 500 individuals
- Facilitated community outreach efforts to the public, religious groups,

CONTACT

Jazmine.cureno@i-s-consulting.com
LinkedIn.com

EDUCATION

- *Master of Public Health*, Fielding School of Public Health, UCLA – Community Health Sciences, Specialization in Disasters and Preparedness
- *Bachelor of Arts*, California State University Channel Islands, Anthropology

SKILLS

- License: HAM armature radio
- Languages: Spanish - Professional Proficiency (Reading, Writing, Speaking, Presenting) Homeland Security Exercise & Evaluation Program (HSEEP) completed
- Federal Emergency Management (FEMA) Independent Study Program courses: ICS 100, IS-200.B, IS-700.A, IS-800.B Computer: Microsoft Office Word, Microsoft Office, PowerPoint, Adobe, Social Media (Facebook, Twitter, Instagram) Instructor: Community Emergency Response Training (CERT)
- Certified: CPR / AED

JAZMINE CURENO

WORK EXPERIENCE

Governor's Office of Emergency Services (Cal OES), Los Alamitos, CA
Intern **July 2017 - April 2018**

- Provided maintenance and organization of administrative data files for research projects
- Outreached to local governments and agencies to promote the annual Great California Shake Out press event
- Implemented business continuity by maintaining associate contact information updated
- Participated in Regional Emergency Operations Center (REOC) activations for wildfire incidents

CASSANDRA WOLFF

CONSULTANT AND GIS ANALYST

PROFILE

Ms. Cassandra L. Wolff is a graduate of the University of Tennessee, Knoxville where she received a Bachelor of Arts degree in Geography and Cartography with an emphasis in emergency management. She earned her Master of Science degree in Executive Leadership at Champlain College and is now pursuing her PhD in Emergency Management from Capella University. Her career in emergency management started as a geospatial intelligence analyst and intern for an all hazards resiliency team supporting the Department of Defense out of the Pentagon. It was during this time that Cassandra decided to broaden the focus of her career from GIS and Cartography to include emergency and crisis management. Cassandra is a fifth-generation public safety and emergency management professional so to her this is not a job, it is a passion, and her lifelong career. Cassandra has developed Hazard Mitigation Plans (HMPs), Continuity of Operations (COOP) Plans, Emergency Operations Plans (EOPs) and Business Continuity Plans (BCPs) for government and private sector agencies and organizations across the United States.

Cassandra has completed FEMA HAZUS training and certification at the professional and practitioner levels, and she is slated to officially be recognized this March as one of approximately 100 FEMA certified HAZUS Practitioners in the world. Cassandra has completed Floodplain Management training and will soon complete the Floodplain Manager certification exam. As part of her skillset in emergency and crisis management and planning Cassandra facilitates workshops and exercises across the spectrum of emergency management disciplines using the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines. Cassandra uses her passion for emergency management, her outgoing personality, and her knowledge of emergency management when working on-site with clients and when supporting them remotely to ensure that all ISC's clients walk away with an HMP, COOP, EOP and/or a BCP plan that are real world and functional in design.

WORK EXPERIENCE

Exercise & Training

- Ms. Wolff has written and conducted tabletop and functional exercises at the County and State level. She has written and delivered course curriculum for Higher Edu. Preparedness and planning.

Planning & Coordination

- Ms. Wolff has a myriad of all hazards, comprehensive emergency planning experience for local, county, tribal, state, and private industry clients.

Emergency Response

- Ms. Wolff has experience as a first responder at the local level and has supported major sporting events as a medical care giver and planner.

Hazard Mitigation

- Ms. Wolff was the project manager for numerous rural, tribal, urban and state-level hazard mitigation planning efforts where she uses her extensive GIS skill set to maximize the real-world abilities of a plan.

HAZUS-MH

- Ms. Wolff is a FEMA certified HAZUS-MH analyst and ESRI GIS analyst who will soon be one of approx. 100 FEMA certified HAZUS Practitioners in the world.

CONTACT

cassandra.wolff@i-s-consulting.com
LinkedIn.com

EDUCATION

- Ph.D., Emergency Management, Capella University (in progress)
- MS, Executive Leadership, Champlain College
- BA, Geography and Cartography, University of Tennessee
- Homeland Security Exercise Evaluation Program (HSEEP)-certified
- Certified Business Continuity Professional (CBCP)

SKILLS

- Geospatial Intelligence Analysis
- HAZUS Certified
- ESRI Certified
- Hazard Mitigation Planning
- Hazard Vulnerability Assessments
- Government and Business Continuity Planning

DANIEL MARTIN

PRINCIPAL

PROFILE

Daniel Martin is the world's first to hold a PhD in Emergency Management and recognized internationally for bridging the disciplines of emergency management and environmental sciences (climate change). He is a seasoned emergency manager whose experience covers all fundamental areas of the discipline to include response, recovery, mitigation, and preparedness to include planning, training, and exercises. Dr. Martin is a seasoned program manager and consultant, managing over 300 consulting engagements and managing several large FEMA and other U.S. Federal emergency management contracts totaling over $2.5 billion. His project experience ranges from development of hazard mitigation plans for some of our Nation's largest communities to conducting tabletop and functional exercise on a wide variety of hazard topics and special events such as the Super Bowl. He has developed community disaster recovery plans, community preparedness surveys, hurricane preparedness commercial video to the creation of a community vulnerability and hazard risk analysis tool with over 4,500 scientifically based measurements. His experience in emergency management is extensive and maintains a high standard of performance for every client he serves.

In addition to his planning and preparedness experience, over the course of his career, Dr. Martin has responded to over 50 U.S. Nationally declared disasters and has been instrumental in many of FEMA's programmatic initiatives to improve the United States emergency management system since 9/11. His disaster experience includes all the major United States disasters to include 9/11, Hurricanes Katrina (New Orleans), Sandy (New York City), Harvey (Houston), and Maria (Puerto Rico) where he served in various leadership roles during disaster recovery operations. He has prepared, provided oversight, and/or managed the development, reconciliation, final closeout, and appeals of over $5 billion in disaster recovery and mitigation grants under the FEMA Public Assistance, FEMA Hazard Mitigation Grant, and HUD CDBG-DR programs. In 2018, Dr. Martin served as the lead Subject Matter Expert to investigate the Puerto Rico Recovery Operation following Hurricane Maria, help resolve operational and programmatic issues. Dr. Martin's efforts resulted in putting Puerto Rico on the correct path for disaster recovery.

Dr. Martin's contributions to the emergency management industry has been recognized by two former Presidents of the United States and has received commendation from FEMA Headquarters, senior client officials, and emergency management scholars for his extensive knowledge of the field of emergency management as well as the federal programs, regulations, policies, and disaster operational practices.

WORK EXPERIENCE

- National Response & Recovery Directorate Planning & Coordination Program; DHS - Federal Emergency Management Agency (FEMA); Program Director; 2010 to Present.
- National Catastrophic Planning Technical Assistance Program; DHS - Federal Emergency Management Agency (FEMA); Managing Principal; 2015 to Present.
- Nationwide Infrastructure Response & Recovery - Public Assistance TAC Support; DHS - Federal Emergency Management Agency (FEMA); Managing Principal; 1998 to Present.

CONTACT

dan.martin@i-s-consulting.com
LinkedIn.com

EDUCATION

- Emergency Management (M.A. & Ph.D.)
- Environmental Engineering (B.S.)
- Public Health & Sociology (Graduate Studies)
- Critical Infrastructure Engineering (Minor)
- Completed and developed course curriculum for EMI as well as graduate and doctorate level courses on various topics

SKILLS

- Comprehensive Emergency Management Planning
- Disaster Ops & Assistance Programs
- Community Disaster Recovery
- Hazard Vulnerability, Risk & Resiliency
- Critical Infrastructure Engineer
- Emergency Management Research Methods
- Certified Emergency Manager
- Certified Homeland Security Professional

DANIEL MARTIN

PRINCIPAL

WORK EXPERIENCE

- Department of Interior: Bureau of Indian Affairs Emergency Management Services; Managing Principal; 2014 - Present.
- Miami-Dade Emergency Management & Homeland Security Consulting Services; Managing Principal; 2009-Present.
- San Diego As-Needed Emergency Planning Services; Managing Principal; 2015-Present.
- Houston-Galveston Area Council All Hazards Preparedness, Planning Consulting, and Recovery Services; Managing Principal; 2012-Present.

SPECIAL APPOINTMENTS

- International Association of Emergency Managers; Certified Emergency Manager Commission; Chair, 2006 – 2011
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- Guest Lecturer for the Academy for International Disaster Preparedness at Florida International University
- Professor for Emergency Management Graduate Studies at Capella University
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PROFESSIONAL CONTRIBUTIONS

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- "The shifting paradigms of a profession: Calming conflicts between homeland security and emergency management". Journal of Emergency Management, Vol. 9 (5). [Paper]
- "10 Years Later: A National Survey of Public Safety Professionals". The Emergency Management Summit; New York, New York, September 2011 [Panel Discussion]
- "Developing the Emergency Managers of the Future", 13th Annual FEMA Higher Education Conference; Emmitsburg, MD, June 2010 [Presentation]
- "Trends in Emergency Planning: An Exploratory Research into the Constraints, Limitations, and Challenges of Comprehensive Emergency Planning", FEMA Higher Education Conference; Emmitsburg, MD, June 2008 [Presentation]

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CERTIFCATIONS

- Certified Emergency Manager
- Institution Review Board Certified
- American Society of Civil Engineers; Rebuilding the New Orleans Region: Infrastructure Systems and Technology Innovation Forum; Guest Lecturer

RECOGNITIONS

- President Barack Obama Letter of Recognition
- President George Bush Letter of Appreciation
- 2003 President's Award

DANIEL MARTIN

PRINCIPAL

PROFILE

Daniel Martin is the world's first to hold a PhD in Emergency Management and recognized internationally for bridging the disciplines of emergency management and environmental sciences (climate change). He is a seasoned emergency manager whose experience covers all fundamental areas of the discipline to include response, recovery, mitigation, and preparedness to include planning, training, and exercises. Dr. Martin is a seasoned program manager and consultant, managing over 300 consulting engagements and managing several large FEMA and other U.S. Federal emergency management contracts totaling over $2.5 billion. His project experience ranges from development of hazard mitigation plans for some of our Nation's largest communities to conducting tabletop and functional exercise on a wide variety of hazard topics and special events such as the Super Bowl. He has developed community disaster recovery plans, community preparedness surveys, hurricane preparedness commercial video to the creation of a community vulnerability and hazard risk analysis tool with over 4,500 scientifically based measurements. His experience in emergency management is extensive and maintains a high standard of performance for every client he serves.

In addition to his planning and preparedness experience, over the course of his career, Dr. Martin has responded to over 50 U.S. Nationally declared disasters and has been instrumental in many of FEMA's programmatic initiatives to improve the United States emergency management system since 9/11. His disaster experience includes all the major United States disasters to include 9/11, Hurricanes Katrina (New Orleans), Sandy (New York City), Harvey (Houston), and Maria (Puerto Rico) where he served in various leadership roles during disaster recovery operations. He has prepared, provided oversight, and/or managed the development, reconciliation, final closeout, and appeals of over $5 billion in disaster recovery and mitigation grants under the FEMA Public Assistance, FEMA Hazard Mitigation Grant, and HUD CDBG-DR programs. In 2018, Dr. Martin served as the lead Subject Matter Expert to investigate the Puerto Rico Recovery Operation following Hurricane Maria, help resolve operational and programmatic issues. Dr. Martin's efforts resulted in putting Puerto Rico on the correct path for disaster recovery.

Dr. Martin's contributions to the emergency management industry has been recognized by two former Presidents of the United States and has received commendation from FEMA Headquarters, senior client officials, and emergency management scholars for his extensive knowledge of the field of emergency management as well as the federal programs, regulations, policies, and disaster operational practices.

WORK EXPERIENCE

- National Response & Recovery Directorate Planning & Coordination Program; DHS - Federal Emergency Management Agency (FEMA); Program Director; 2010 to Present.
- National Catastrophic Planning Technical Assistance Program; DHS - Federal Emergency Management Agency (FEMA); Managing Principal; 2015 to Present.
- Nationwide Infrastructure Response & Recovery - Public Assistance TAC Support; DHS - Federal Emergency Management Agency (FEMA); Managing Principal; 1998 to Present.

CONTACT

dan.martin@i-s-consulting.com
LinkedIn.com

EDUCATION

- Emergency Management (M.A. & Ph.D.)
- Environmental Engineering (B.S.)
- Public Health & Sociology (Graduate Studies)
- Critical Infrastructure Engineering (Minor)
- Completed and developed course curriculum for EMI as well as graduate and doctorate level courses on various topics

SKILLS

- Comprehensive Emergency Management Planning
- Disaster Ops & Assistance Programs
- Community Disaster Recovery
- Hazard Vulnerability, Risk & Resiliency
- Critical Infrastructure Engineer
- Emergency Management Research Methods
- Certified Emergency Manager
- Certified Homeland Security Professional

DANIEL MARTIN

PRINCIPAL

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- 2003 President's Award



Integrated Solutions Consulting, inc. (ISC) is a professional services firm focused on developing and implementing comprehensive crisis and consequence management solutions. We are recognized as innovative problem solvers, dedicated to the profession of emergency management and proficient in the disciplines that support it. As recipients of the Dun & Bradstreet top supplier performance rating for reliability, cost, order accuracy, timeliness, quality, business relations, personnel, customer support, and responsiveness, ISC proudly offers your community over 775+ years of experience, technical expertise, and unparalleled performance.

SAN JUAN COUNTY COMMISSION

Willie Grayeyes Chairman
Bruce Adams Vice-Chair
Kenneth Maryboy Commissioner
Mack McDonald Administrator

Via United States Mail June 07, 2022

David Churchill
501 Pack Creek Rd
Moab, Utah 84532

Re: Notice of Award and Intent to Negotiate a Contract (San Juan County Airport Hangar Lease)

You are hereby notified that the Board of San Juan County Commissioners has found that your response to the Request for Letters of Interest, issued on March 23, 2022 until April of 2022, for anyone wishing to lease the County's airport hangar located at the Monticello Airport which used to house the County plane.

Based on the response to the Letters of Interest and the monthly bid proposed rates, David Churchill, is the apparent most responsive and responsible bid. The Board of San Juan County Commissioners has authorized the award of a future negotiated lease agreement based upon the proposal for a monthly lease rate of $425.00.

San Juan County will prepare a lease agreement regarding this subject matter for your review and signature. Upon approval of the contract by the Board of San Juan County Commissioners you will be notified when to begin providing these services for San Juan County.

SAN JUAN COUNTY

_____
Willie Grayeyes, Chair
San Juan County Commission

ATTEST:

_____
Lyman Duncan
San Juan County Clerk/Auditor

ACCEPTANCE OF NOTICE

Receipt this day of the *Notice of Award* authorized by the Board of San Juan County Commissioners upon your bid to lease the County Airport Hanger, is hereby accepted and acknowledged.

David Churchill
Contractor

By:_____

Title:_____

Date:_____

COMMISSION STAFF REPORT

MEETING DATE: June 7, 2022

SUBMITTED BY: David Gallegos, San Juan County Fire Chief

TITLE: Consideration and Approval of an Interlocal Agreement with Moab Valley Fire District for Fire Protection Services for Spanish Valley for $46,000 Per Year, David Gallegos, San Juan County Fire Chief

RECOMMENDATION: Approval

SUMMARY

Consideration and Approval of an Interlocal Agreement with Moab Valley Fire District for Fire Protection Services for Spanish Valley. We are currently working with volunteers in the area for Spanish Valley but we are not yet ready for that Department to be fully deployed until they are fully trained.

HISTORY/PAST ACTION

We have had a contract in the past that required the County to increase the costs based on property tax growth in the area. This last property tax growth increased the old contract amount to over $80,000 for Protection Services. The previous contract dated to the 90's; this is a new contract that also includes training for our volunteers.

Staff met with the Moab Valley Fire District and they have agreed to keep costs at $46,000.

Several years ago, the County purchased property from SITLA for the future location for a Fire/Ambulance/Sheriff building in which we have ranked for possible CIB funding this year.

FISCAL IMPACT

This will cost the County $46,000 per year. This is the only fire department that we directly pay for services. All of the other County and City fire departments are all volunteer.

AGREEMENT BETWEEN SAN JUAN COUNTY AND MOAB VALLEY FIRE DISTRICT FOR FIRE PROTECTION SERVICES

This Agreement is made and entered into pursuant to § 11-13-101 et all, Utah Code Annotated, 1953, as amended, commonly referred to as the Interlocal Cooperation Act, by and between San Juan County, a body corporate and politic of the State of Utah, hereinafter referred to as "County", and the Moab Valley Fire Protection District, a Special District in the State of Utah, hereinafter referred to as "MVFD".

WITNESSETH

Recital

WHEREAS, the northern end of San Juan County is situated in an area referred to as Spanish Valley and the nearest firefighting facility in San Juan County is located at LaSal, Utah; and,

WHEREAS, MVFD is located in Moab, Utah; and,

WHEREAS, it would be in the public interest for San Juan County to contract with MVFD until such time as San Juan County fire protection services can be located in Spanish Valley; and,

WHEREAS, MVFD is able and willing to provide fire protection services in Spanish Valley in San Juan County; and,

WHEREAS, such services would be provided in an area defined in Exhibit A being south of the Grand-San Juan County line to Blue Hill, or located on the LaSal Loop Road from the point it exits Spanish Valley. For purposes of this agreement the defined area is collectively referred to as “Spanish Valley.”

NOW THEREFORE, pursuant to the Utah Interlocal Cooperation Act the parties hereby agree as follows:

SECTION ONE: AGREEMENT

1.01 MVFD shall provide fire protection services at all times during the term of this agreement to the residents of that portion of Spanish Valley that is situated in San Juan County, as defined in the above recital. Fire protection services means the same services that MVFD provides for its defined boundaries of operation.

1.02 The County shall pay to MVFD a sum of money equal to $46,000 per year each year during the term of this agreement.

SECTION TWO:
INDEMNIFICATION

2.01 MVFD shall be responsible for all damages to persons or property that occurs as a result of the negligence or fault of the MVFD in connection with the performance of this Agreement.

2.02 The County shall be responsible for all damages to persons or property that occurs as a result of the negligence or fault of the County in connection with the performance of this Agreement. The County shall indemnify and hold MVFD free and harmless from all claims that arise as a result of the negligence or fault of the County, its officers, agents and employees. In the event that MVFD or any of its officers or employees are named as co-defendants with the County or any of its offices or employees in any civil action based upon the delivery of services under the terms of this Agreement, the County agrees to undertake the defense of MVFD or any of its officers or employees so named under a reservation of rights agreement until such time as they have been successfully dismissed from the action or it has been determined by the County that a conflict of interest exists, at which time MVFD will be notified of its duty to independently undertake and pay for the defense of MVFD or its officer or employee named as a co-defendants in such civil actions.

SECTION THREE:
PERIOD OF AGREEMENT

3.01 This agreement shall remain in full-force for two (2) years from date of the final signature to this agreement unless and until terminated by one of the parties by providing written notice to the Board of the other party ninety (90) days before the termination may take effect.

3.02 In the event the parties desire to extend this Agreement for a succeeding two year period, the County, by February 28 of the year of the expiration date of this Agreement, shall notify MVFD that it wishes to renew the agreement, whereupon the MVFD, not later than April 15, shall notify the County in writing of its determination concerning the renewal for an additional two (2) year period together with any readjusted rates for the new extended agreement and a new agreement shall be executed. If these notifications are not made, this agreement shall be deemed renewed and shall remain in force for an additional two (2) year period.

3.03 Notwithstanding the provisions of this Section, either party may terminate this Agreement at any time consistent with section 3.01.

SECTION FOUR:
COST OR PAYMENT

4.01 The County agrees to pay $46,000 annually no later than March 31 of each year this agreement is in effect. The payment shall be a single lump-sum. In the event the agreement is terminated early, a pro-rated refund shall be issued to the County based on the date the termination takes final effect.

4.02 If the County is the party that unilaterally terminates the agreement prior to its completion of the current year, a 10% fee of the remaining balance to be pro-rated may be retained by MVFD to offset any incurred costs to MVFD caused by the early termination.

4.03 If MFVD is the party that unilaterally terminates the agreement, the entire pro-rated balance from the current year shall be issued to the County.

SECTION FIVE:
REPORTS AND RECORDS

5.01 Records will be maintained by MVFD of all fire protection activity and services in the County and the records will be accessible to the County at all reasonable times. Records will be provided upon request for any reports or in response to any government records request the County has received.

IN WITNESS WHEREOF, MVFD, by resolution duly adopted by its Board, caused this Agreement to be signed and attested, and San Juan County, by resolution of its County Commissioners, has caused this Agreement to be signed by the Chairman of said Commission and attested by its Clerk, all on the day and year appearing below their respective signatures.

MVFD

By _____
Chair

Date _____

ATTEST:

_____
Clerk

Approved as to form and for compliance with state law:

_____

BOARD OF COUNTY COMMISSIONERS OF SAN JUAN COUNTY

By _____
Chairman Willie Grayeyes

Date _____

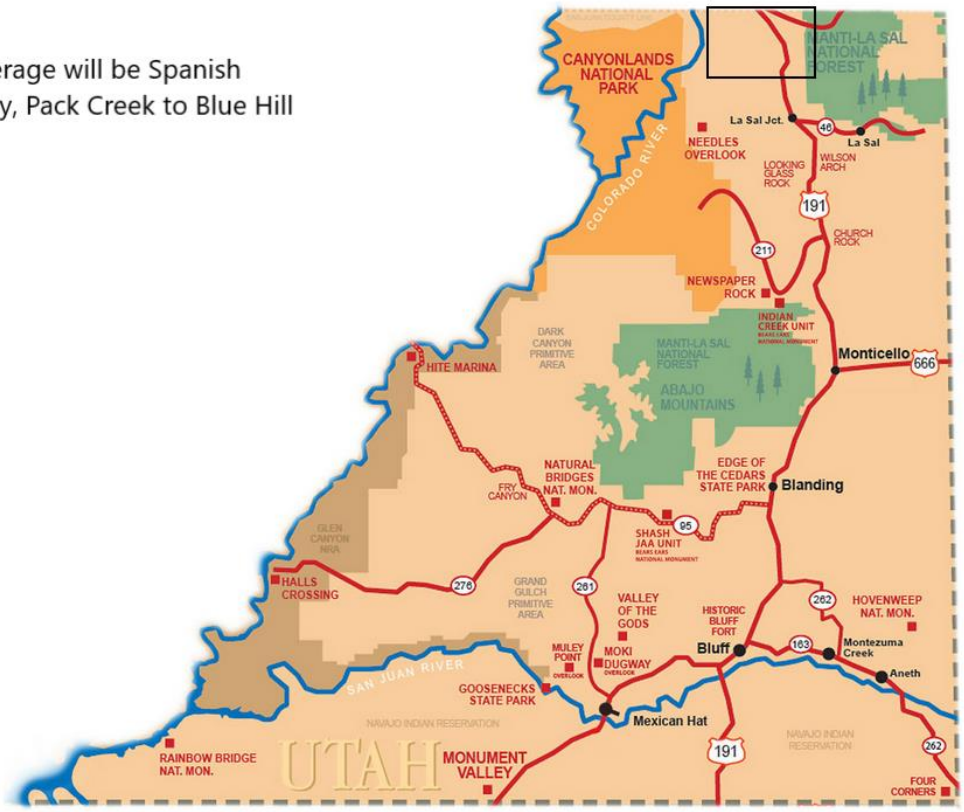
ATTEST:

_____
San Juan County Clerk

Approved as to form and for compliance with state law:

_____
San Juan County Attorney

Coverage will be Spanish Valley, Pack Creek to Blue Hill



Response Protocol

This protocol is between the Moab Valley Fire Protection District and San Juan County, Utah.

RESPONSE AREA

Response Area - Geographic Limits. This protocol shall apply to incidents requiring the need of a fire department including structure fires in residential, commercial, recreational and rural properties, requests for reported hazardous materials incidents, smoke or odor investigations, motor vehicle crashes (with or without injuries) and any other incident ("Emergency Incidents") where the first response is provided by a local fire department. This protocol applies to Emergency Incidents received by the dispatch Communications Center for south of the Grand-San Juan County line to Blue Hill, or located on the La Sal Loop Road from the point it exits Spanish Valley.

2020

County Application

Low Income Abatement and Homeowner's Tax Credit Application

(For low income, elderly, and widows/widowers)

TC-90CY
Rev. 1/20

Homeowners and Mobile Homeowners applying for property tax credit must file this form with the county where the home is located by Sept. 1, 2020.

Renters and Mobile Homeowners applying for lot rental refund, file the TC-90CB application with the Utah State Tax Commission by Dec. 31, 2020.

Applicants who check box 2 in Section 5 (back of form) must file this form in person.

Section 1 - Applicant's Name

If more than one person lives in a household, only one person may file an application.

Applicant's last name	Applicant's first name	Middle initial	Birth date	Social Security number
PAUL	~~Teddy~~ Effie		1-2535	528-50-2011
Spouse's last name (if spouse is living)	**Spouse's first name**	**Middle initial**	**Birth date**	**Social Security number**

Address	City	County	State	ZIP code	Daytime telephone number
143 N. 300 W.	BLANDING	SJ.	UT	84511	

Enter your property serial/account number(s) from your most recent property tax billing notice: B000008001A

Section 2 - Household Income

Household income must include **ALL household members' incomes.**

Complete and add lines 1 through 10 and enter the total on line 11. **Household income** is income received during 2019 from all members living in the household as of Jan. 1, 2020, **not just the applicant.** A **"household"** is an association of all people living in the same dwelling, sharing furnishings, facilities, accommodations and expenses. **Send supporting income documentation for information provided below.**

Total members in household as of Jan. 1, 2020 1

1. Wage/salaries/tips/other compensation (W-2, 1099Misc, etc.) — 1
2. Total interest income, dividends (taxable/nontaxable) — 2
3. Pensions, annuities – include IRAs (taxable/nontaxable) (include a copy of federal return and all schedules. This amount will be reviewed.) — 3
4. Social Security/Railroad retirement (taxable/nontaxable) (send supporting documentation) — 4 9836.
5. Current year capital gain or loss (Include copy of federal return and all schedules. This amount will be reviewed.) — 5
6. Government assistance — 6
7. Unemployment, worker's compensation — 7
8. Business. rental, farm income (Include copy of federal return and all schedules. This amount will be reviewed.) — 8
9. Depreciation on claimed residence (Include copy of federal return and all schedules. This amount will be reviewed.) — 9
10. Other income received under UC §59-2-1202 such as alimony, nontaxable interest, etc. (send supporting documentation) — 10
11. Total 2019 household income from all sources (add lines 1 through 10) — 11 9 636.

You do not qualify if the amount on line 11 is greater than $34,167. The Tax Commission will review your application and determine eligibility for refund. You may be required to submit additional information to support your claims.

Section 3 - Low Income Abatement

To qualify for low income abatement, applicant must answer all three questions below.

1. Will you be age 66 or older on or before Dec. 31, 2020, or under age 66 and disabled, or under age 66 and it would be an extreme hardship to pay the tax? If you are disabled and applying for the first time, attach a medical statement signed by your doctor. If you are under extreme hardship, attach an explanation of hardship. ☒ Yes ☐ No
2. Was the total household income (from Section 2, line 11) less than $34,167? ☒ Yes ☐ No
3. Will you reside in the home for which you are claiming the abatement for ten months during 2020? ☒ Yes ☐ No

If the answer to all three questions is "Yes," you qualify for the low income abatement.
If you qualify for the low income abatement, you may also qualify for the homeowner's tax credit on the back of this form.

For more information, contact your county government listed below:

Beaver County	435-438-6446	Garfield County	435-676-1109	Rich County	435-793-5155	Utah County	801-851-8109
Box Elder County	435-734-3211	Grand County	435-259-1321	Salt Lake County	385-468-8300	Wasatch County	435-657-3190
Cache County	435-755-1590	Iron County	435-477-8332	San Juan County	435-587-3223	Washington County	435-634-5712
Carbon County	435-636-3233	Juab County	435-623-3410	Sanpete County	435-835-2142	Wayne County	435-836-1300
Daggett County	435-784-3310	Kane County	435-644-2458	Sevier County	435-893-0401	Weber County	801-399-8400
Davis County	801-451-3867	Millard County	435-743-5227	Summit County	435-336-3016		
Duchesne County	435-738-1148	Morgan County	801-845-4030	Tooele County	435-843-3311		
Emery County	435-381-2450	Piute County	435-577-2840	Uintah County	435-781-5361		

Section 4 - Homeowner's Tax Credit

Applicant must answer all 4 questions.

1. Will you be age 66 or older on or before **Dec. 31, 2020, OR** are you a widow or widower? If you are a widow or widower, enter your spouse's date of death: _____ ☒ Yes ☐ No
2. Was the total household income (from Section 2, line 11) less than $34,167? ☒ Yes ☐ No
3. Will you furnish your own financial support for 2020 (You cannot be claimed as a dependent on someone else's tax return for 2020)? ☒ Yes ☐ No
4. Will you live in Utah for the entire year of 2020? ☒ Yes ☐ No
   You must be domiciled in Utah for the entire 2020 calendar year to be eligible.

If your name is not listed as the property owner of the Property Tax Billing Notice, attach legal documentation of ownership.
Only property tax on applicant's primary residence is eligible for property tax credit.

Is the home located on property that exceeds one acre?	☐ Yes	☒ No	If yes, total number of acres
Is any portion of the home rented out?	☐ Yes	☒ No	If yes, what percent is rented
Is a portion of the home used for business?	☐ Yes	☒ No	If yes, what percent is used

You must have owned the home on Jan. 1, 2020 to qualify.
If you qualify for property tax credit, you may also qualify for low income abatement, on the front of this form.

Section 5 - Residency Status of Applicant

Under state and federal law we are prohibited from processing this application or issuing a credit to any person who fails to provide this information.

Check one (providing false information subjects the signer to penalties for perjury):

1. ☒ I am a U.S. citizen and have provided my Social Security number on the front of this form.
2. ☐ I qualify under 8 U.S.C. 1641 and I am present in the U.S. lawfully. I-94 Number*: _____

If you checked box 2, you must file this form in person and bring proof of your I-94 Number and/or Alien Registration Number.

Alien Registration Number*: _____

*The I-94 (arrival/departure) number and/or the Alien Registration Number are issued by the U.S. Citizenship and Immigration Service.

Under penalties of perjury, I declare that I am a U.S. citizen OR that I qualify under 8 U.S.C 1641 and am present in the United States lawfully.

Signature of applicant

X Eddie Baez

Date signed 6/29/2020

Section 6 - Certification and Signature

Read certification, sign and date.

Under penalties of perjury, I declare to the best of my knowledge and understanding, this information is true, correct and complete.

Signature of applicant	Date	Signature of spouse (spouse must sign if home is owned in joint tenancy)	Date
X		X	

Preparer's name and address or signature (if not applicant) | Preparer's telephone number

For Tax Commission Use Only		For County Use Only
CB used by county	CB available (max-used)	Tax amount
CB rent possible	CB entitlement = CB available	Blind and/or veteran
		Homeowner's valuation reduction (additional 20%)
		Circuit breaker
		Low income abatement
		Net tax due
		County government approval / Date approved

Property Tax Credit Refund Schedule		
2019 Household Income		Maximum Property Tax Credit
$0	$11,616	$ 348
11,617	15,490	374
15,491	19,361	788
19,362	23,233	599
23,234	27,107	779
27,108	30,750	450
30,751	[illegible]	0

March 8, 2022

SAN JUAN COUNTY CORPORATION

Tax Roll Master Record

9:43:55AM

Parcel: B0000008001A
Name: LOPEZ MARILYN
c/o Name: PAUL EFFIE T
Address 1: 3353 S CELEBRATION DR
Address 2:
City State Zip: WEST VALLEY CITY UT 84128-6923
Mortgage Co:

Entry: 109625

Property Address
193 N 300 W
BLANDING 84511-0000
Acres: 0.25

Status: **Active** Year: **2021** District: **005 BLANDING CITY** **0.014952**

Owners	Interest	Entry	Date of Filing	Comment
LOPEZ MARILYN		109625	02/12/2010	(0916/0315)
PAUL EFFIE T		109625	02/12/2010	(0916/0315)

Property Information	2021 Values & Taxes Units/Acres	Market	Taxable	Taxes	2020 Values & Taxes Market	Taxable	Taxes
BR15 MANUFACTURED HOME-RESIDENTAL	0.00	116,735	64,204	959.98	87,116	47,914	732.99
LP01 LATE PENALTY	0.00	0	0	27.39	0	0	0.00
LR01 RESIDENT LOT	0.25	16,500	9,075	135.69	16,500	9,075	138.83
Totals:	0.25	133,235	73,279	1,123.06	103,616	56,989	871.82

Property Type	Year Built	Square Footage	Basement Size	Building Type
BR15 MANUFACTURED HOME-RESIDENTA	2009	1,352		MANUFACTOR HOME

****** ATTENTION !! ******

Tax Rates for 2021 have been set and approved. All levied taxes and values shown on this printout for the year 2021 should be correct.

2021 Taxes:	1,095.67
Special Fees:	0.00
Penalty:	27.39
Abatements:	(0.00)
Payments:	(0.00)
Amount Due:	1,123.06

2020 Taxes: 871.82

Review Date
05/19/2021

BACK TAXES OWING!

Back Tax Summary

Year	Principal	Specials Total	Penalty	Interest Due	Interest Rate	Total Payments	Total Due
2021	1,095.67	0.00	27.39	14.63	7.00%	0.00	1,137.69
2015	0.00	0.00	0.00	0.00	7.00%	984.00	0.00
2002	0.00	0.00	0.00	0.00	6.75%	135.17	0.00
Totals:	1,095.67	0.00	27.39	14.63		1,119.17	1,137.69

DO NOT USE THIS TAXING DESCRIPTION FOR LEGAL PURPOSES OR OFFICIAL DOCUMENTS. For taxing purposes only. Consult property deeds for full legal description.

Taxing Description

BLANDING TOWNSITE SURVEY, BLOCK 8, LOT 1: BEG AT THE NE COR OF LOT 1, BLOCK 8, BLANDING TOWNSITE SURVEY, AND RNG TH S 105 FT, W 105 FT, N 105 FT, E 105 FT TO POB. (.25 AC) B0000008001A

History

QCD FROM LARRY R RICHMOND ET UX 12/5/2001. 800/449. QCD FROM EFFIE T. PAUL ET AL 3/17/2006. 853/411. QCD FROM EFFIE T. PAUL, 11/25/2009, 914/720. AFFIDAVIT TO TERMINATE JT TENANCY, 916/313. QCD FROM EFFIE T. PAUL, ET AL, 2/12/2010, 916/315.

Social Security Administration

Item 27.

007034
1/1

Date: March 9, 2022
BNC#: 22BC042A83707
REF: A ,AS

T12 P1 147869-7-3-3 - 7034 BEV 0309

EFFIE T PAUL
193 N 300 W
007034 BLANDING UT 84511-4102

You asked us for information from your record. The information that you requested is shown below. If you want anyone else to have this information, you may send them this letter.

Information About Current Social Security Benefits

Beginning December 2021, the full monthly Social Security benefit before any deductions is $ 699.90.

We deduct $0.00 for medical insurance premiums each month.

The regular monthly Social Security payment is $ 699.00.
(We must round down to the whole dollar.)

We pay Social Security benefits for a given month in the next month. For example, Social Security benefits for March are paid in April.

Suspect Social Security Fraud?

Please visit http://oig.ssa.gov/r or call the Inspector General's Fraud Hotline at 1-800-269-0271 (TTY 1-866-501-2101).

If You Have Questions

We invite you to visit our web site at www.socialsecurity.gov on the Internet to find general information about Social Security. If you have any specific questions, you may call us toll-free at 1-800-772-1213, or call your local office at 888-472-6115. We can answer most questions over the phone. If you are deaf or hard of hearing, you may call our TTY number, 1-800-325-0778. You can also write or visit any Social Security office. The office that serves your area is located at:

SOCIAL SECURITY
SUITE 120
103 SHEPPARD DRIVE
DURANGO, CO 81303

See Next Page

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2021	County Application **Low Income Abatement and Homeowner's Tax Credit Application** (For low income, elderly, and widows/widowers)	TC Rev. 3/21

Homeowners and Mobile Homeowners applying for property tax credit must file this form with the county where the home is located by Sept. 1, 2021.

Renters and Mobile Homeowners applying for lot rental refund, file the TC-90CB application with the Utah State Tax Commission by Dec. 31, 2021.

Applicants who check box 2 in Section 5 (back of form) must file this form in person.

Section 1 - Applicant's Name

If more than one person lives in a household, only one person may file an application.

Applicant's last name	Applicant's first name	Middle initial	Birth date	Social Security number
PAUL	[redacted] / EFFIE		1-25-35	
Spouse's last name (if spouse is living)	**Spouse's first name**	**Middle initial**	**Birth date**	**Social Security number**

Address	City	County	State	ZIP code	Daytime telephone number
193 N. 300 W.	BLANDING	SAN JUAN	UT	84511	

Enter your property serial/account number(s) from your most recent property tax billing notice

Section 2 - Household Income

Household income must include **ALL household members' incomes.**

Complete and add lines 1 through 10 and enter the total on line 11. **Household income** is income received during 2020 from all members living in the household as of Jan. 1, 2021, **not just the applicant.** Do not include income of children under 18 or your (or your spouse's) parents and grandparents, even if they live with you. A **"household"** is an association of all people living in the same dwelling, sharing furnishings, facilities, accommodations and expenses. **Send supporting income documentation for information provided below.**

Total members in household as of Jan. 1, 2021 1

1.	Wage/salaries/tips/other compensation (W-2, 1099Misc, etc.)	1	6.	Government assistance	6
2.	Total interest income, dividends (taxable/nontaxable)	2	7.	Unemployment, worker's compensation	7
3.	Pensions, annuities – include IRAs (taxable/nontaxable) (Include a copy of federal return and all schedules. This amount will be reviewed.)	3	8.	Business, rental, farm income (Include copy of federal return and all schedules. This amount will be reviewed.)	8
4.	Social Security/Railroad retirement (but not Social Security Disability) (taxable/nontaxable) (send supporting documentation)	4 7768.00	9.	Depreciation on claimed residence (Include copy of federal return and all schedules. This amount will be reviewed.)	9
5.	Current year capital gain or loss (Include copy of federal return and all schedules. This amount will be reviewed.)	5	10.	Other income received under UC §59-2-1202 such as alimony, nontaxable interest, etc. (send supporting documentation)	10
			11.	Total 2020 household income from all sources (add lines 1 through 10)	11 7768.00

You do not qualify if the amount on line 11 is greater than $34,666. The Tax Commission will review your application and determine eligibility for refund. You may be required to submit additional information to support your claims.

Section 3 - Low Income Abatement

To qualify for low income abatement, applicant must answer all three questions below.

1. Will you be age 66 or older on or before Dec. 31, 2021, or under age 66 and disabled, or under age 66 and it would be an extreme hardship to pay the tax? If you are disabled and applying for the first time, attach a medical statement signed by your doctor. If you are under extreme hardship, attach an explanation of hardship. ☒ Yes ☐ No
2. Was the total household income (from Section 2, line 11) less than $34,666? ☒ Yes ☐ No
3. Will you reside in the home for which you are claiming the abatement for all of 2021? ☒ Yes ☐ No

If the answer to all three questions is "Yes," you qualify for the low income abatement.
If you qualify for the low income abatement, you may also qualify for the homeowner's tax credit on the back of this form.

For more information, contact your county government listed below:

Beaver County	435-438-6463	Garfield County	435-676-1109	Rich County	435-793-5155	Utah County	801-851-8109
Box Elder County	435-734-3317	Grand County	435-259-1321	Salt Lake County	385-468-8300	Wasatch County	435-657-3190
Cache County	435-755-1706	Iron County	435-477-8332	San Juan County	435-587-3223	Washington County	435-634-5712
Carbon County	435-636-3221	Juab County	435-623-3410	Sanpete County	435-835-2142	Wayne County	435-836-1300
Daggett County	435-784-3210	Kane County	435-644-2458	Sevier County	435-893-0401	Weber County	801-399-8400
Davis County	801-451-3367	Millard County	435-743-5227	Summit County	435-336-3016		
Duchesne County	435-738-1228	Morgan County	801-845-4030	Tooele County	435-843-3311		
Emery County	435-381-3550	Piute County	435-577-2840	Uintah County	435-781-5361		

Section 4 - Homeowner's Tax Credit

Applicant must answer all 4 questions.

1. Will you be age 66 or older on or before **Dec. 31, 2021, OR** are you a widow or widower? If you are a widow or widower, enter your spouse's date of death: _____ ☒ Yes ☐ No
2. Was the total household income (from Section 2, line 11) less than $34,666? ☒ Yes ☐ No
3. Will you furnish your own financial support for 2021 (You cannot be claimed as a dependent on someone else's tax return for 2021)? ☒ Yes ☐ No
4. Will you live in Utah for the entire year of 2021? ☐ Yes ☐ No
   You must be domiciled in Utah for the entire 2021 calendar year to be eligible.

If your name is not listed as the property owner of the Property Tax Billing Notice, attach legal documentation of ownership.
Only property tax on applicant's primary residence is eligible for property tax credit.

Is the home located on property **that exceeds one acre?**	☐ Yes ☒ No	If yes, total number of acres	
Is any portion of the home rented out?	☐ Yes ☒ No	If yes, what percent is rented	
Is a portion of the home used for business?	☐ Yes ☒ No	If yes, what percent is used	

You must have owned the home on Jan. 1, 2021 to qualify.
If you qualify for property tax credit, you may also qualify for low income abatement, on the front of this form.

Section 5 - Residency Status of Applicant

Under state and federal law we are prohibited from processing this application or issuing a credit to any person who fails to provide this information.

Check one (providing false information subjects the signer to penalties for perjury):

1. ☐ I am a U.S. citizen and have provided my Social Security number on the front of this form.
2. ☐ I qualify under 8 U.S.C. 1641 and I am present in the U.S. lawfully. I-94 Number*: _____

If you checked box 2, you must file this form in person and bring proof of your I-94 Number and/or Alien Registration Number.

Alien Registration Number*: _____

*The I-94 (arrival/departure) number and/or the Alien Registration Number are issued by the U.S. Citizenship and Immigration Service.

Under penalties of perjury, I declare that I am a U.S. citizen OR that I qualify under 8 U.S.C 1641 and am present in the United States lawfully.

Signature of applicant	Date signed
X [signature]	8-4-21

Section 6 - Certification and Signature

Read certification, sign and date.

Under penalties of perjury, I declare to the best of my knowledge and understanding, this information is true, correct and complete.

Signature of applicant	Date	Signature of spouse (spouse must sign if home is owned in joint tenancy)	Date
X		X	

Preparer's name and address or organization (if not applicant)	Preparer's telephone number

For Tax Commission Use Only		For County Use Only
CB used by county	CB available (max-used)	Tax amount
CB rent possible	CB rent issue <= CB available	Blind and/or veteran
		Homeowner's valuation reduction (additional 20%)
		Circuit breaker
		Low income abatement
		Net tax due
		County government approval / Date approved

Property Tax Credit Refund Schedule

2020 Household Income		Maximum Homeowner Tax Credit
$0	$11,785	$1,067
11,786	15,716	936
15,717	19,643	808
19,644	23,572	615
23,573	27,503	488
27,504	31,198	296
31,199	34,666	166

March 21, 2022

SAN JUAN COUNTY CORPORATION

Tax Roll Master Record

10:54:49AM

Parcel: B0000008001A
Name: LOPEZ MARILYN
c/o Name: PAUL EFFIE T
Address 1: 3353 S CELEBRATION DR
Address 2:
City State Zip: WEST VALLEY CITY UT 84128-6923
Mortgage Co:

Entry: 109625

Property Address
193 N 300 W
BLANDING 84511-0000
Acres: 0.25

Status: **Active** Year: **2021** District: **005 BLANDING CITY** **0.014952**

Owners	Interest	Entry	Date of Filing	Comment
LOPEZ MARILYN		109625	02/12/2010	(0916/0315)
PAUL EFFIE T		109625	02/12/2010	(0916/0315)

Property Information	2021 Values & Taxes Units/Acres	Market	Taxable	Taxes	2020 Values & Taxes Market	Taxable	Taxes
BR15 MANUFACTURED HOME-RESIDENTAL	0.00	116,735	64,204	959.98	87,116	47,914	732.99
LP01 LATE PENALTY	0.00	0	0	27.39	0	0	0.00
LR01 RESIDENT LOT	0.25	16,500	9,075	135.69	16,500	9,075	138.83
Totals:	0.25	133,235	73,279	1,123.06	103,616	56,989	871.82

Property Type	Year Built	Square Footage	Basement Size	Building Type
BR15 MANUFACTURED HOME-RESIDENTA	2009	1,352		MANUFACTOR HOME

****** ATTENTION !! ******

Tax Rates for 2021 have been set and approved. All levied taxes and values shown on this printout for the year 2021 should be correct.

2021 Taxes:	1,095.67
Special Fees:	0.00
Penalty:	27.39
Abatements:	(0.00)
Payments:	(0.00)
Amount Due:	1,123.06

2020 Taxes: 871.82

Review Date
05/19/2021

BACK TAXES OWING!

Back Tax Summary

Year	Principal	Specials Total	Penalty	Interest Due	Interest Rate	Total Payments	Total Due
2021	1,095.67	0.00	27.39	17.47	7.00%	0.00	1,140.53
2015	0.00	0.00	0.00	0.00	7.00%	984.00	0.00
2002	0.00	0.00	0.00	0.00	6.75%	135.17	0.00
Totals:	1,095.67	0.00	27.39	17.47		1,119.17	1,140.53

DO NOT USE THIS TAXING DESCRIPTION FOR LEGAL PURPOSES OR OFFICIAL DOCUMENTS. For taxing purposes only. Consult property deeds for full legal description.

Taxing Description

BLANDING TOWNSITE SURVEY, BLOCK 8, LOT 1: BEG AT THE NE COR OF LOT 1, BLOCK 8, BLANDING TOWNSITE SURVEY, AND RNG TH S 105 FT, W 105 FT, N 105 FT, E 105 FT TO POB. (.25 AC) B0000008001A

History

QCD FROM LARRY R RICHMOND ET UX 12/5/2001. 800/449. QCD FROM EFFIE T. PAUL ET AL 3/17/2006. 853/411. QCD FROM EFFIE T. PAUL, 11/25/2009, 914/720. AFFIDAVIT TO TERMINATE JT TENANCY, 916/313. QCD FROM EFFIE T. PAUL, ET AL, 2/12/2010, 916/315.

Social Security Administration
Retirement, Survivors and Disability Insurance
Important Information

Western Program Service Center
P.O. Box 2000
Richmond, California 94802-1791
Date: March 17, 2022
BNC#: 22T2241K97827-A

0041364 00289528 1 AB 0.461 0310M1T2R5PN T776 P30

EFFIE T PAUL
193 N 300 W
BLANDING UT 84511-4102

We are writing to you about your Social Security benefits.

What You Should Know

We changed your monthly benefit to $700.30 as of March 2022. We found that your prior amount was incorrect.

What We Will Pay And When

We pay Social Security benefits for a given month in the next month. For example, Social Security benefits for March are paid in April.

- You will receive $700.00 for March 2022 around April 1, 2022.
- After that you will receive $700.00 on or about the third of each month.

If You Disagree With The Decision

If you do not agree with this decision, you have the right to appeal. We will review your case and look at any new facts you have. A person who did not make the first decision will decide your case. We will review the parts of the decision that you think are wrong and correct any mistakes. We may also review the parts of our decision that you think are right. We will make a decision that may or may not be in your favor.

- You have 60 days to ask for an appeal in writing.
- The 60 days start the day after you receive this letter. We assume you got this letter 5 days after the date on it unless you show us that you did not get it within the 5-day period.

C

See Next Page

SAN JUAN COUNTY

Item 28.

Duncan, Lyman <lduncan@sanjuancounty.org>

Quality Mfg. 232 Horsehead Dr.

Mickie Vaill <mickiev@htop.org>
To: "lduncan@sanjuancounty.org" <lduncan@sanjuancounty.org>

Thu, Jun 2, 2022 at 3:14 PM

Good Morning Lyman,

I am writing with regards to a difficult situation concerning my parents, Calvin (Sonny) and Helen Felkins, who own Quality Manufacturing, 232 Horsehead Dr., Monticello Utah. They have owned and operated their business from this location since 2001.

Sonny and Helen are both in their early 80's and their health has been deteriorating over the last few years. They tried to maintain their business and livelihood, despite their difficulties, believing they would "get better" and be able to turn things around. It has become very apparent (and diagnosed) in the recent months that my parents both have Alzheimer's disease and my sisters and myself had to step in to take control of their situation. We have uncovered quite a mess and are in the process of sorting through it all.

There are many debts that need to be paid, which also include unpaid property taxes for their shop in San Juan County. I would like to ask the San Juan County Commission for consideration of forgiving the added penalty and interest that has accrued on this property and accept the principal taxes payment amount of $10,286.97. This payment could occur by the 20th of June, 2022.

[Quoted text hidden]

March 22, 2022

SAN JUAN COUNTY CORPORATION

Tax Roll Master Record

11:31:28AM

Parcel: A00220030010
Name: QUALITY MFG INC
c/o Name:
Address 1: PO BOX 1244
Address 2:
City State Zip: MONTICELLO UT 84535-1244
Mortgage Co:

Entry: 062444

Property Address
232 S HORSEHEAD DR
MONTICELLO 84535-0000
Acres: 0.98

Status: **Active** Year: **2021** District: **004 MONTICELLO CITY** **0.015330**

Owners	Interest	Entry	Date of Filing	Comment
QUALITY MFG INC		062444	11/03/2000	(0790/0540

Property Information	2021 Values & Taxes Units/Acres	Market	Taxable	Taxes	2020 Values & Taxes Market	Taxable	Taxes
BC01 COMMERCIAL BLDG	0.00	94,560	94,560	1,449.60	94,560	94,560	1,470.22
LC01 COM'L IMPROVD LOT	0.98	14,000	14,000	214.62	14,000	14,000	217.67
LP01 LATE PENALTY	0.00	0	0	41.61	0	0	42.20
Totals:	0.98	108,560	108,560	1,705.83	108,560	108,560	1,730.09

Property Type	Year Built	Square Footage	Basement Size	Building Type
BC01 COMMERCIAL BLDG	2001	2,580		Commercial Building

****** ATTENTION !! ******

Tax Rates for 2021 have been set and approved. All levied taxes and values shown on this printout for the year 2021 should be correct.

2021 Taxes:	1,664.22	2020 Taxes:	1,687.89
Special Fees:	0.00		
Penalty:	41.61	**Review Date**	
Abatements:	(0.00)	**02/26/2020**	
Payments:	(0.00)		
Amount Due:	1,705.83	**BACK TAXES OWING!**	

Back Tax Summary

Year	Principal	Specials Total	Penalty	Interest Due	Interest Rate	Total Payments	Total Due
2021	1,664.22	0.00	41.61	26.87	7.00%	0.00	1,732.70
2020	1,687.89	0.00	42.20	148.36	7.00%	0.00	1,878.45
2019	1,722.55	0.00	43.06	304.46	7.75%	0.00	2,070.07
2018	1,737.70	0.00	43.44	485.38	8.45%	0.00	2,266.52
2017	1,670.79	0.00	41.77	524.58	7.25%	0.00	2,237.14
2016	1,803.82	0.00	45.10	676.24	7.00%	0.00	2,525.16
2015	0.00	0.00	0.00	0.00	7.00%	1,891.52	0.00
2014	0.00	0.00	0.00	0.00	7.00%	1,784.60	0.00
2013	0.00	0.00	0.00	0.00	7.00%	1,816.68	0.00
Totals:	10,286.97	0.00	257.18	2,165.89		5,492.80	12,710.04

DO NOT USE THIS TAXING DESCRIPTION FOR LEGAL PURPOSES OR OFFICIAL DOCUMENTS. For taxing purposes only. Consult property deeds for full legal description.

Taxing Description

HORSEHEAD SUBDIVISION AMENDED, BLOCK 3, LOT 1. (.98 AC) A00220030010

History

QC DEED FROM CITY OF MONTICELLO. 11/3/2000. 790/540.