KIT CARSON COUNTY COMMISSIONERS

MINUTES
OCTOBER 1, 2014

7:45 A.M. – 8:00 A.M. ALL DRAFT BUDGETS DUE TO ADMIN OFFICE
8:00 A.M. WORK SESSION
- **Minutes**
- **Side Items**

10:30 A.M. COMMISSIONER MEETING TO CONVENE
REVIEW & APPROVE CONSENT AGENDA ITEMS
11:00 A.M. EMS – REVIEW BUDGET AND POLICY
12:00 P.M. LUNCH
1:00 P.M. RANDY GORTON – CORONER & SOLID WASTE BUDGET
1:30 P.M. PRESENTATION BY HOLSCHER, MAYBERRY & CO.
2:30 P.M. TOM RIDNOUR – WEBSITE AND OVERTIME FOR JAIL
3:00 P.M. RON MEYER – COUNTERTOP BIDS
5:00 P.M. MEETING TO ADJOURN

CONSENT AGENDA ITEMS:
- **Accounts Payable**
- **Minutes**

NEW ITEMS:
- **Open Records Request Policy Update**
- **Drug & Alcohol Policy review**
- **Resolution to correct an expenditure**
- **2015 Health Insurance Options – Due Oct. 3, 2014**

SIGNATURES:
OLD ITEMS:
EMPLOYEE ITEMS:
- **New hires for ambulance**
- **New part time hire for district 1 mowing**

Meeting called to order by Chairman Gary Koop at 10:30 A.M. Those present Gary Koop, Dave Hornung, Dave Gwyn, Paula Weeks, and Della Calhoon.

PURCHASE ORDERS – PUBLIC HEALTH

The Board of County Commissioners reviewed purchase orders for Public Health as follows:

Flu vaccine, syringe & Nasal Spray $10,660.11

Vaccine for Meningitis for students going to college $1,231.80. This vaccine will not be charged until the vaccine is administered. If not all the vaccine is used it will be returned.

Motion to approve PO's for Public Health was made by Dave Gwyn, seconded by Dave Hornung, motion carried by unanimous vote of Gary Koop.

ORANGE SHEETS – AMBULANCE SERVICE

Jeremiah Prusha - .90/hr + run pay Ambulance Service
Marcus Powers - .90/hr + run pay Ambulance Service
Susan Corliss - $12.00 per hour at Clerk's Office
Vernon Bauer - $12.00 per hour for District 1 mowing
Diana L. Gilley change .5 Human Service $14.20 & .5 Connect for Health $16.00

Kristie Robles change .19 Human Services, .36 Nursing, .25 WIC, .05 CVP, .05 Family Planning and .1 WWC at an hourly rate of $12.24

Diane Mettling .5 Connect for Health @ $16.00 (1040 hrs) and .5 $24.50 (1040 hrs)

Andrea Jenkins .18 Prenatal, .21 CVP, .18 Family Planning, .18 Environmental Health and .25 Health Promotions at $20.00 per hour for an annual wage of $41,600.00.

Krista Davis with a salary adjustment to $19.00 per hour with an annual amount of $39,510.86.

Motion to approve was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

14-056

RESOLUTION – COLORADO OPEN RECORDS REQUESTS

Paula presented a resolution for the Colorado Open Records Requests for Kit Carson County. There was legislation that had passed where we cannot charge for the first hour of service. The request must be in writing and provide sufficient information so that the documents may be located. Documents will be provided within 3 working days if possible. If the documents are not located the custodian shall notify the requestor and must provide the document within seven working days. If requestor would like a copy they will be charged .25¢ per page. Email is not a reliable way of receiving a request since it could end up in the junk mail or viewed as spam.

Motion to adopt the amended Colorado Open Records Request was made by Dave Gwyn, seconded by Dave Hornung, motion carried by unanimous vote of Gary Koop.

RESOLUTION NO. 14-056

STATE OF COLORADO)
) ss.
COUNTY OF KIT CARSON)

At a regular meeting of the Board of County Commissioners for Kit Carson County, Colorado, held at the Court House in Burlington on Wednesday the 1st day of October, there were present:

Gary Koop..... Chairman
Dave Hornung .....Commissioner
Dave Gwyn..... Commissioner
Della Calhoon ..... County Clerk
Paula Weeks.....Administrator

when the following proceedings, among others, were had and done, to-wit:

A RESOLUTION TO ADOPT A RESOLUTION FOR COLORADO OPEN RECORDS REQUESTS AS BELOW:

Colorado Open Records Requests

Kit Carson County, Colorado

Procedures for Making and Responding to Requests for Information to Kit Carson County Under the Colorado Open Records Act (CORA)

1) These procedures apply to all requests, submitted pursuant to C.R.S. 24-72-201 *et seq.*, to inspect public records in the custody or control of Kit Carson County. Requests must be submitted in accordance with the policy of Kit Carson County.

2) All requests to inspect public records must be submitted in writing to the official custodian. Request made to any person other than the proper custodian will not be accepted.

3) Requests may be mailed or sent via facsimile. **Requests made via electronic mail will not automatically be accepted.** The **custodian**, *at the custodian's sole prerogative*, may accept requests sent via e-mail upon request. If a request is sent via e-mail to anyone other than the custodian, it will not be considered as received by the County and the statutory time for response to the requests will not begin until a confirmation has been sent by the custodian.

Note: *The reason for this rule is, due to spam filters and inactive or incorrect e-mail accounts, the County cannot guarantee that the custodian has received an electronic mail request.*

4) All requests for records **must** be specific as to the records sought and the relevant dates. Requests for correspondence must identify the parties to the correspondence. For any request that is vague or broadly stated the custodian may require the requestor to provide a more specific request.

5) If a requestor is unable to identify the specific documents sought, the requestor is encouraged to contact the County at 719-346-8133 ext. 304 in advance of submitting a request for assistance in providing the requisite specificity.

6) The custodian is not required by the Open Records Act to construct or create a record that does not exist.

7) Time for response to records requests shall be as follows:

a. The normal time for production shall be three working days, beginning on the first business day after the request is received.
b. Such period may be extended upon determination by the custodian that extenuating circumstances exist. Such period of extension shall not normally exceed **seven** working days. The requestor shall be notified of the extension with the three-day period.
c. Time periods will be calculated without including the date on which the custodian receives any request.

8) Requests to inspect records documents will not take priority over the regular work activities of County employees.

9) Charges for copies of requested records shall be as follows:

a. The normal cost for requested documents shall be $.25 per standard page or, for documents in non-standard formats, the actual duplication costs.
b. At the custodian's prerogative, in lieu of the fee set forth in paragraph 9.a, the requestor may be charged a reasonable retrieval fee based on the *actual* cost of responding, including employee time, or gathering, preparing, and copying requested documents. This research and retrieval fee shall not exceed thirty dollars per hour as posted on the County's website or otherwise published in the County's written policy. There shall not be a charge for the first hour of time expended in connection with the research and retrieval of the public records.
c. If records are readily available, the Board of County Commissioners, or their designee, may waive the charge or may charge a lessor amount per page for copies.

10) If charges are expected to exceed $.25, or if a retrieval fee based on the actual cost of responding is to be charged, the custodian will provide the requestor with an estimated of the cost of responding prior to responding and may require a deposit. If the requestor wishes to proceed once receiving an estimate, he or she must respond in writing. By responding in writing, the requestor agrees to pay all fees associated with responding to the request. The time between the date of the custodian's estimate and the receipt by the custodian of a written request to proceed will not be counted against the time period set forth above.

11) If the requestor wishes to inspect available records in advance of receiving copies, such inspection shall be by appointment only during ordinary working hours. Such inspection must be supervised by a County representative and the requestor may be charged for employee time associated with such inspection.

RESOLUTION NO. 14-056

Kit Carson County Public Records Request Form

The following request is made under the Colorado Open Records Act:

Date: _____
a.m. _____ p.m. _____

Name: _____

Company Represented: _____

Address: _____

City: _____ State _____ Zip: _____

Phone Number: _____ Fax Number: _____ Cell Number: _____

Name of document(s) requested:

_____
_____
_____
_____

If the document name is unknown, provide brief, but specific description of document or information requested (note of issuance and location of document, if known).

_____
_____
_____

If the records are available pursuant to C.R.S. 24-72-201 et seq., the records shall be made available for viewing within three working days. The date of receipt is not included in calculating the response date. If extenuating circumstances exist so that the Custodian cannot reasonably gather the records within the three-day period, the Custodian may extend the period by up to seven working days. The requestor shall be notified of the extension within the three-day period.

Public records shall be viewed at 251 16th St., Burlington, Colorado 80807, on regular business days at prearranged times. After viewing the document(s), photocopies may be requested **for $.25 per standard page, the requestor may be charged a retrieval fee based on the actual cost of responding to the request.** Charges must be paid for at the time the request for photocopies are made, and must be picked up in person.

_____ _____
Signature Date

For Official Use Only

Time spent by staff in assembling the records request: _____
Estimated cost of assembly: $_____
Records requests received by:
_____ Date: _____

RESOLUTION NO. 14-056

NOW THEREFORE, be it resolved by the Board of County Commissioners of Kit Carson County that this policy is adopted.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION IS EFFECTIVE IMMEDIATELY THIS 1st day of October, 2014.

DONE THIS 1st day of October, 2014, at Burlington, Colorado.

Motion made by Dave Gwyn, seconded by Dave Hornung

Motion carried by unanimous vote of Gary Koop.

Board of County Commissioners

By: _____
Gary Koop, Chairman

By: _____
Dave Hornung, Commissioner

By: _____
Dave Gwyn, Commissioner

ATTEST:
_____
Della Calhoon, County Clerk

KIT CARSON COUNTY SEAL COLORADO

STATE OF COLORADO)
) ss.
COUNTY OF KIT CARSON)

I, Della Calhoon, County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid, do hereby certify that the annexed and foregoing Resolution is truly copied from the Records of the Proceedings of the Board of County Commissioners of said Kit Carson County, now in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the County at Burlington, this 1st day of October, 2014.

_____
Della Calhoon, County Clerk

KIT CARSON COUNTY SEAL COLORADO

14-057

RESOLUTION TO CORRECT AN EXPENDITURE THAT WAS PAID OUT OF THE GENERAL FUND AND SHOULD HAVE BEEN PAID OUT OF THE AMBULANCE FUND

The Board of County Commissioners reviewed a resolution where $84.73 was errantly paid out of the General Fund and should have been paid out of the Ambulance Fund.

Motion to approve resolution to correct error was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

RESOLUTION NO. 14-057

STATE OF COLORADO)
) ss.
COUNTY OF KIT CARSON)

At a regular meeting of the Board of County Commissioners for Kit Carson County, Colorado, held at the Court House in Burlington on Wednesday the 1st day of October, there were present:

Gary Koop..... Chairman
Dave Hornung .....Commissioner
Dave Gwyn..... Commissioner
Della Calhoon ..... County Clerk
Paula Weeks.....Administrator

when the following proceedings, among others, were had and done, to-wit:

A RESOLUTION TO CORRECT AN EXPENDITURE THAT WAS PAID OUT OF THE GENERAL FUND AND SHOULD HAVE BEEN PAID OUT OF THE AMBULANCE FUND

WHEREAS, the for $84.73 was errantly paid out of the General Fund (0020.7100) and should have been paid out of the Ambulance Fund (0055.7100).

NOW THEREFORE, be it resolved by the Board of County Commissioners of Kit Carson County that the County Treasurer transfer $84.73 from the Ambulance Fund into the General Fund to correct this error.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION IS EFFECTIVE IMMEDIATELY THIS 1st day of October, 2014.

DONE THIS 1st day of October, 2014, at Burlington, Colorado.

Motion made by Dave Hornung, seconded by Dave Gwyn.

Motion carried by unanimous vote of Gary Koop.

Board of County Commissioners

By: _____
Gary Koop, Chairman

By: _____
Dave Hornung, Commissioner

By: _____
Dave Gwyn, Commissioner

RESOLUTION NO. 14-057

ATTEST:

Della M. Calhoon

Della Calhoon, County Clerk

KIT CARSON COUNTY SEAL COLORADO

STATE OF COLORADO)
) ss.
COUNTY OF KIT CARSON)

I, Della Calhoon, County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid, do hereby certify that the annexed and foregoing Resolution is truly copied from the Records of the Proceedings of the Board of County Commissioners of said Kit Carson County, now in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the County at Burlington, this 1st day of October, 2014.

Della M. Calhoon

Della Calhoon, County Clerk

KIT CARSON COUNTY SEAL COLORADO

KIT CARSON COUNTY

14-057

BURLINGTON, COLORADO 80807

Check #: 112502

NO. 112502

FRONTIER BANK
107 SOUTH 14TH STREET
BURLINGTON, CO 80807

DATE	CHECK NO.	AMOUNT
Check Date: 06/11/2014	Check #: 112502	$84.73

VOID

EIGHTY-FOUR DOLLARS AND 73 CENTS**********

BY ORDER OF THE BOARD OF COUNTY COMMISSIONERS
Void After 90 Days

PAY TO THE ORDER OF
BOUNDTREE MEDICAL, LLC
23537 NETWORK PLACE
CHICAGO, IL 60673-1235

BY _____ CHAIRMAN

ATTEST _____ COUNTY CLERK

⑈112502⑈ ⑆102100879⑆ 1200872⑈

Vendor: BOTRME BOUNDTREE MEDICAL, LLC

Invoice #	Invoice Date	Description	Distribution		Amount
IV#6/2/14	06/11/2014	A#208901			84.73
IV#81437606 IVSets Cannulas			0020-017-53200.0000	45.94	
IV#81439135 IV Solution			0020-017-53200.0000	38.79	
			Check Amt Total:		84.73

COPY

VOUCHER #_____ KIT CARSON COUNTY, Burlington, Colorado	ACCOUNTS PAYABLE (revised 07/24/2013)

SECTIONS 30-25-109 and 30-25-110 Colorado Statutes provides all Vouchers must be signed by Claimant before payment can be approved.
***NOTICE** - itemized invoice and/or statement must be attached.*

14-057

Date: 6/2/2014

Vendor # _____
Name Bound Tree Medical
Address 23537 Network Place
City State Zip Chicago, IL 60673-1235

AGAINST
KIT CARSON COUNTY, COLORADO
FOR
$84.73

Acct #	*Description*	*Amount*
0055-031-52300	IV sets, cannulas,infusion set, sterile water invoice # 81437606	$ 45.94
	IV solution invoice # 81439135	$ 38.79
	ENTERED JUN 0 2 2014	
	RECEIVED	
	JUN 0 2 2014	
	KIT CARSON COUNTY	
	TOTAL	$ 84.73

I certify that the above purchase is necessary for the operation of Kit Carson County and that the funds are appropriated in the current budget.
The undersigned, under penalty of perjury, states that the above accounting is true and just; that the articles were furnished or these services were rendered; and that the charges are true and correct.

6-2-2014
DATE

SIGNATURE

C.R.S 30-25-103 - no contract shall be made by the board of county commissioners of any county, and no liability against the county shall be created by any officer of the county, whether the object of the expenditure has been ordered by the board of county commissioners or not, unless an appropriation shall have been previously made concerning such expense. Each member of the board of county commissioners and other officers of the county who undertake to create any liability against the county, except such as they are by statute required to do, shall be personally liable and, together with the sureties upon their official bonds, shall be held for such indebtedness.

14-058

RESOLUTION TO ADOPT A DRUG AND ALCOHOL POLICY FOR KIT CARSON COUNTY TO INCLUDE RANDOM TESTING FOR ALL EMPLOYEES

The Board of County Commissioners reviewed the Drug and Alcohol Policy for Kit Carson County. Upon review agreed that all employees shall be tested before anyone begins working and then placed on a random test. This policy will begin Oct. 2, 2014. Elected Officials shall have the option to testing. Motion to approve and adopt a Drug and Alcohol Policy for all employees was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

RESOLUTION NO. 14-058

STATE OF COLORADO)
) ss.
COUNTY OF KIT CARSON)

At a regular meeting of the Board of County Commissioners for Kit Carson County, Colorado, held at the Court House in Burlington on Wednesday the 1st day of October, there were present:

Gary Koop..... Chairman
Dave Hornung .....Commissioner
Dave Gwyn..... Commissioner
Della Calhoon ..... County Clerk
Paula Weeks.....Administrator

when the following proceedings, among others, were had and done, to-wit:

A RESOLUTION TO ADOPT A DRUG AND ALCOHOL POLICY FOR KIT CARSON COUNTY TO INCLUDE RANDOM TESTING FOR ALL EMPLOYEES

DRUG AND ALCOHOL POLICY

I. Purpose

Kit Carson County (hereinafter referred to as the "County") is committed to a safe, healthy, and productive work environment for all employees free from the effects of substance abuse. Abuse of alcohol, drugs, and controlled substances impairs employee judgment, resulting in increased safety risks, injuries, and faulty decision-making.

II. Scope

This policy applies to all employees. The type of testing is contingent upon whether the employee is considered safety sensitive. Safety sensitive employee is defined as any employee whose duties involve risk of injury or harm to the general public. All safety sensitive employees have been issued upon initiation of this policy or upon hire (whichever is later) a copy of the County's policy, describing in detail what substances will be tested for and under what conditions employees will be tested.

III. Statement of Policy

To ensure a safe and productive work environment the County prohibits the use, sale, dispensation, manufacture, distribution or possession of alcohol, drugs or controlled substances on any County premises or worksites. This prohibition includes County owned vehicles, or personal vehicles being used for County business or parked on County property.

No employee shall report to work or be at work with alcohol or with any detectable amount of prohibited drugs in the employee's system. (A detectable amount refers to the standards generally used in workplace drug & alcohol testing).

Employee shall, when drugs are prescribed by a medical professional, inquire of the prescribing professional whether the drug prescribed has any side effects which may impair the employee's ability to safely perform the employee's job duties. If the answer from the medical professional is yes, the employee shall obtain a statement from the medical professional indicating any work restrictions and their duration. The employee shall present that statement to his or her supervisor prior to going on duty.

Illegal use of drugs off duty and off County premises or work sites is not acceptable. It can affect on-the-job performance and the confidence of the public, and our customers in the company's ability to meet its responsibilities.

Any violation of this policy will result in disciplinary action up to and including termination.

IV. Categories of Employee Substance Testing

All employees will be subjected to the following testing:

A. Pre-employment Testing:

1. All persons seeking employment with the County, Applicants shall undergo post-offer, pre-employment drug testing. Applicants will be informed that, as a condition of employment, they must pass a drug-screening test.

2. Applicants who test positive will be notified that they have not met the standards for employment and of their right to request a re-test of the urine sample that can be reviewed by a Medical Review Officer (MRO).

B. Reasonable Suspicion Testing:

Any employee may be asked to submit to tests for alcohol and/or illegal drugs when the employee is reasonably suspected of being impaired in the performance of his or her job.

1. Reasonable suspicion testing may result from one of the following examples, but is not limited to the following:

   a. Specific, personal and articulable observations concerning the appearance, behavior, speech or performance of the employee; or

   b. Violation of a safety rule, or other unsafe work incident which, after further investigation of the employee's behavior, leads the supervisor(s) /manager(s) to believe that the employee's functioning is impaired; or

   c. Other physical, circumstantial, or contemporaneous indicators of impairment.

2. When a supervisor/manager has reasonable suspicion to request testing, the supervisor/manager will arrange to transport the employee to the collection site, and will arrange for the employee's transport home.

3. The employee will continue in a paid status pending the receipt of drug testing results by the authorized testing laboratory.

1. Post-Accident Testing

Any driver (in any county vehicle or in personal vehicle on county time, hereinafter referred to as "Any driver") involved in an accident in which a fatality occurs must immediately submit to a controlled substance and an alcohol test. Any driver who receives a citation for a moving traffic violation must

immediately submit to a controlled substance test an alcohol test if, (a) the accident results in a fatality, or bodily injury to a person who must immediately receive medical treatment away from the scene, or (b) one or more of the vehicles involved is towed from the scene.

The County can require testing even if a citation is not issued to the driver, upon its independent authority, in the situations as outlined above.

The testing provisions that apply to employees and applicants for safety sensitive employment are outlined in the County's D.O.T. Drug and Alcohol Policy.

VI. The kinds of substances tested for will include the following substances or their metabolites:

A. Marijuana

B. Cocaine

C. Opiates

D. Phencyclidine (PCP)

E. Amphetamines

F. Alcohol

VII. Inspection and Searches

The County may conduct unannounced inspection for violations of this policy in the workplace, worksites, or County premises. Employees are expected to cooperate in any inspection.

VIII. Voluntary Treatment

The County supports sound treatment efforts. Whenever practical, the County will assist employees in overcoming drug, alcohol, and other problems which may affect employee job performance, as long as this policy has not already been violated.
If an employee seeks treatment for drug or alcohol use, the employee may be eligible to go into a drug and/or alcohol treatment program either through the County's medical insurance program or at his or her own expense.

If the employee elects to enter an appropriate treatment program, the employee may be placed on unpaid status, but will be required to use any accrued vacation time and sick leave while participating in the evaluation and treatment program, so long as the employee is complying with the conditions of treatment. The County will have the right to require verification from the health care provider for a release to work and/or verification of treatment as covered in the County's medical leave policies. More information regarding availability of treatment resources and possible insurance coverage for treatment services is available from the Human Resources Office.

IX. Safeguards/Confidentiality

The drug screen analysis is accomplished through split sample urinalysis testing. Alcohol testing may be through breath testing. Samples will be collected in a sanitary environment designed to maximize employee's privacy while minimizing the possibility of sample tampering. If there is a positive drug and/or alcohol result on the initial screening test, the laboratory or blood alcohol technician will automatically do a second test to confirm the results. The second drug test will be performed using gas

chromatography/mass spectrometry or other scientifically accepted method. A positive breath alcohol test will be confirmed by a second breath test.

All drug tests are performed by a government-certified outside laboratory. All government-certified outside laboratories strictly follow chain of custody guidelines to ensure the integrity of the testing process. The County shall use a Medical Review Officer (MRO) who will receive the laboratory results of the testing procedure. The MRO shall be a licensed physician and have knowledge of substance abuse disorders and the appropriate medical training to evaluate positive results, medical histories, and any other relevant biomedical information. The MRO shall review all medical records made available by the tested individual when a confirmed positive test could have resulted from legally prescribed medication.

If the results of the initial test are negative, the testing laboratory will report the results to the MRO retained by the County. The MRO or the testing laboratory reports the negative results to the company. In this instance, no additional tests on the specimen will be done.

If the results of the initial test are positive, that is, if the results exceed the permitted levels for any of the five drugs tested or if the blood alcohol test comes back positive, a second confirmatory test shall be performed. The employee is prohibited from performing any duties if the initial test is positive, and while the confirmatory testing is being performed. Only specimens that are confirmed positive on the second (confirmatory) test are reported positive to the MRO for review and analysis. The MRO will contact the employee personally, in the case of a positive test result. The MRO has the responsibility of reporting to the County whether the test results are positive or negative.

An applicant or employee who does not pass a drug test may request that the original sample be analyzed again at the individual's expense by a government certified laboratory. All requests for an independent analysis must be made in writing within 72 hours of notification of a confirmed positive test result. In the event the drug and/or alcohol test results are not achieved due to a diluted sample, the applicant will be required to re-test.

Each applicant or employee will have an opportunity to discuss the drug and/or alcohol test with a Medical Review Officer in a confidential setting. Each applicant or employee upon his or her request may be provided with a written copy of the positive test result, upon written request. Upon written request within seven days of taking the test an employee may access records relating to his drug and/or alcohol test.

X. Disciplinary Action

A. Testing Positive: Employees who test positive for drugs or alcohol are in violation of this policy.

B. Refusal to Comply: Employees who refuse required testing are in violation of this policy.

C. Interference with Testing: Employees who adulterate, tamper with or otherwise interfere with accurate testing are in violation of this policy.

D. Any employee, who has been observed using or possessing illegal drugs or alcohol during work time, including lunch breaks, or on the County's premises is in violation of this policy.

XI. At-Will Employment

Nothing in this policy is to be construed to prohibit the County from maintaining a safe and secure work environment or to limit its right to impose disciplinary actions as it may deem appropriate for reasons of misconduct or poor performance, regardless of whether the misconduct or poor performance arises out of the use of alcohol or drugs. Such disciplinary actions may include termination of employment. **Employment with Kit Carson County is "at-will." Employees have the right to end their work relationship with the County, with or without advance notice for any reason. The County has the same right.**

ACKNOWLEDGMENT

I have received a copy of Kit Carson County's Drug and Alcohol Policy and understand that in order to continue my employment with this employer I must abide by the terms of the policy. I agree to notify the employer of any drug violation occurring in the workplace.

I understand that this policy in no way modifies my status as an at-will employee and in no way implies, infers, or guarantees my continued employment for any definite term.

_____ _____

Employee Date

RESOLUTION NO. 14-058

NOW THEREFORE, be it resolved by the Board of County Commissioners of Kit Carson County that this policy is adopted for all employees.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION IS EFFECTIVE IMMEDIATELY THIS 1st day of October, 2014 for all new hires and effective January 1, 2015 for all current employees.

DONE THIS 1st day of October, 2014, at Burlington, Colorado.

Motion made by Dave Hornung, seconded by Dave Gwyn.

Motion carried by unanimous vote of Gary Koop.

Board of County Commissioners

By: _____
Gary Koop, Chairman

By: _____
Dave Hornung, Commissioner

By: _____
Dave Gwyn, Commissioner

ATTEST:

_____
Della Calhoon, County Clerk

KIT CARSON COUNTY SEAL COLORADO

STATE OF COLORADO)
) ss.
COUNTY OF KIT CARSON)

I, Della Calhoon, County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid, do hereby certify that the annexed and foregoing Resolution is truly copied from the Records of the Proceedings of the Board of County Commissioners of said Kit Carson County, now in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the County at Burlington, this 1st day of October, 2014.

_____
Della Calhoon, County Clerk

KIT CARSON COUNTY SEAL COLORADO

CTSI - HEALTH INSURANCE

The Board of County Commissioners reviewed the changes and increase in the insurance plans. Upon review and options the Board of County Commissioners decided to continue with the same plan as we had in 2014.

Motion approve Health Insurance with no change was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

BREANNA LIGHTLE – AMBULANCE SERVICE 2015 BUDGET

Breanna Lightle presented the budget for 2015 for the Kit Carson County Ambulance Service. Breanna placed in the budget for a new budget with a 10% waiver and placed the cost of an ambulance at $165,000.00. The Board of County Commissioners asked that Breanna to get a bid for a gas motor and a diesel motor so they can see what the difference would be. Breanna will also get a cost for Power-load & Power Pro cots from Stryker EMS Equipment.

SERVICE CONTRACT FOR MONITORS

The Board of County Commissioners reviewed a contract to service the monitors in the ambulances in the amount of $10,091.00 with Physio-Control, Inc. Motion to approve and sign contract in the amount of $10,091.00 was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

AMBULANCE STAFFING

Breanna reviewed the number of runs that have been covered by YW Ambulance service out of Wray and called by the hospital. Brenna and Nicole gave a review of the scope of practice for everyone to the hospital and believe that they meet the requirements that is needed.

Discussion was held in regards to full time staff doing shifts and how this would work for transfers. Cindy McCombs will be available in October to do transfers. Cindy would like to have a salary plus transfer rate. Nicole needs to do clinical hours to become ALS certified.

Tony Mills was a citizen in attendance.

HOLSCHER, MAYBERRY & CO – AUDIT PROPOSAL

Paul Holscher and Tim Mayberry met with the Board of County Commissioners and gave a review of what and where their company has performed. Accounting issues that come up during the year they will help as much as possible. Paul reviewed that he has done government audits for around 40 years. They want to be part of a team and assist the County when possible. They currently are doing the audit for Burlington School District. Paul in the past had provided audit service to Fremont County, Delta, and Rio Blanco. Three years seems a short stay and would like to see a five year plan if possible. They rotate which team comes out to assist with the audit. Their job is to review what is going well and what is not and to help close areas that are weak. Tim tries to make it out to the client as well as having his team come out.

Paul had done Fremont County and will assist Tim if they are awarded the audit. The first time they come out will familiarize themselves with the county staff. They can also help with processing if need be. They have assisted with Landfill closure and post closure. Tim has had more questions asked in regards to TABOR and when this was implemented. Tim is interested in how the County is assisting with the deductible on the insurance for the employees.

Should have the audit by the end of June but this may have to be extended due to the learning process with a new county or if the county is not ready for them to come out.

Tim stated that they want to blend into the County system instead of making the County bend to their way of doing the audit. Discussion was held in regards to when something should come up and the county is not ready they will adjust their schedule and if something comes up on their end would ask for an adjustment.

They would like to have a letter of engagement by the beginning of November, 2014. Tim would be here most of the time and may have Paul come out and assist with Human Services. They will have staff in attendance also especially the first year.

The fee for audit for the 2014 was in the amount of $18,000.00 plus $1,500.00 to $2,500.00 for Cost Allocation.

Motion to enter into a contract with Holscher, Mayberry & Company LLC for the amount of $18,000.00 plus the cost allocation upon receiving a contract was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

LANDFILL & CORONER BUDGET FOR 2015

Paula presented for Randy the budgets for the Landfill which includes a $10,000.00 survey and ground water testing $5,800.00 and financial assurance with AEC.

Randy would also like to get a new cooler in the amount of $15,000.00 for the Coroner facility.

Randy has $50,000.00 in the 2014 budget for a skid steer and would like to purchase this unit.

TOM RIDNOUR – NEED OVERTIME FOR SHIFTS

Tom reviewed that they are short on staff in the Jail due to people out for personal issues. Overtime will be for the month of October. Tom needs to cover six shifts.

Motion to approve overtime was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

Tom would like to have a web site that would be able link to the county web site similar to what Lincoln County has. Cost would be around $10.00 per year. This would help for people to get information and forms such as concealed gun permit, and accident forms. Tom stated that his staff would keep this web site updated.

Tom also reviewed that he would like to add $5,000.00 for an atomic cesium clock. If there is a fatal crash and does not have the correct time could affect the case since they were adjusting the time on the dispatch server.

CONSENT AGENDA

The Board of County Commissioners reviewed the following items on the consent agenda: Accounts Payables and Minutes for September 24, 2014.

Motion to approve consent agenda was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

MONTHLY REPORTS

The Board of County Commissioners reviewed the following monthly reports: Financials for the month of July, 2014.

RON MEYER – EXTENSION OFFICE

Ron met with the Board of County Commissioners

1) Blinds
   a) American Blinds on line $62.00 per window
   b) Herman $100.00 x 8 = $800.00
   c) Home Depot $87.00

Staff believe the blinds from Home Depot are a better shade $87.00. Ron stated that you can see in the storage and should need a shade there. There are eight windows.

Motion to get 8 shades from Herman's was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

2) Counter tops – Ordered from Home Center $277.40. Motion to purchase counter top was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.
3) Copy center counter top bid from Home Center was $311.20. Ron is waiting for the bid from Herman. Motion to order from the lower bid was made by Dave Hornung, seconded Dave Gwyn, motion carried by unanimous vote of Gary Koop.
4) Ron is getting a bid for a sign 4x8 from Shawna Schreiter and will also ask Pekarek for a bid also.

Discussion was held in regards to a pipe fence between the two buildings. The storage shelves came and were put together and installed.

Ron said that the Rotary is meeting and will find out if they will fund the flat screen TV and a few other items.

AMBULANCE SERVICE – OPERATIONS MANAGER APPOINTED

The Board of County Commissioners met with Brenna Lightle and Nicole Richards and reviewed that they are appointing Brenna Lightle the Kit Carson County Ambulance Operations Manager and Nicole Richards as Deputy of Operations Manager. Wage was set for Breanna Lightle at $14.84 per hour and an annual salary of $30,864.38. Nicole set at $13.99 for an annual wage of $29,092.64. Motion of appointment was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

The Board of County Commissioners stated that they would be on a six month trial period. Board of County Commissioners reviewed that they will continue to look at applications as they come in.

AMBULANCE POLICY

The Board of County Commissioners reviewed the Ambulance Policy that they presented and made adjustments. Drug and Alcohol Policy, will need to have a reference to County Policy. Move some of the wording to a different location. The bonus was an issue and how this would be implemented at 1000 hrs a year @ .15=$150.00: 1500 hrs a year @ .15=$300.00: and 2000 hrs a year at .15 = $450.00.

Motion to approve policy with changes was made by Dave Hornung, seconded by Dave Gwyn, motion carried by unanimous vote of Gary Koop.

Meeting adjourned at 4:45 P.M.

Gary Koop, Chairman

10-8-14
Date