



BOARD OF COUNTY COMMISSIONERS REGULAR MEETING AGENDA

June 27, 2023 at 10:00 AM

Commissioners Meeting Room - 401 Main Street, Suite 309, Walsenburg, CO 81089

Office: 719-738-3000 ex 200 | Fax: 719-738-3996

9:00 AM - COMMISSIONERS MEETING WITH STAFF

10:00 AM - PUBLIC MEETING

Join via Zoom: <https://us02web.zoom.us/j/82550511219> | Meeting ID: 825-5051-1219

1. PLEDGE OF ALLEGIANCE

2. AGENDA APPROVAL

3. CONSENT AGENDA

- a.** Meeting Minutes for May 23, 2023
- b.** Meeting Minutes for June 6, 2023
- c.** Ann Sweet New Hire
- d.** Nancy Bustos Retirement Revised Effective Date
- e.** Marc Biggins Reserve Pay Increase
- f.** Amanda Martin Promotion
- g.** Jerod Espinoza New Hire

4. PUBLIC COMMENT

5. APPOINTMENTS

- a.** Honoring Elders and Youngers - Sandy Dolak
- b.** Open Burn Permit Delegation

6. LAND USE

7. ACTION ITEMS

- a.** Open Burning Delegation of Authority
- b.** Resolution Broadband Ready Certified Community
- c.** Resolution Re-establish Elected Official Term Limits

- d. Resolution Commissioner District Redistricting After Census 2020
- e. Approval of Emergency Operations Plan
- f. County Health Pool Designation of Representative CHP Form
- g. Airport Land Lease & Hangar Development Agreement
- h. Schedule of Bills Vendor Run June 2023
- i. 2022 Audit Extension Request
- j. Motorola Solutions Spillman Agreement
- k. Secure Rural Schools Payment Election
- l. Northland Securities Financial Analysis Agreement
- m. GPID Billing Adjustment
- n. Gardner Community Economic Development and Mixed Use Master Plan

8. STAFF REPORTS

- a. County Administrator
- b. County Attorney

9. CORRESPONDENCE

- a. CTSI Playground Safety, Routine Inspection, and Maintenance
- b. CTSI Who's Who
- c. Richard Goodwin Carbon Sequestration Letter
- d. Division of Property Taxation La Veta Village
- e. US Department of the Interior - PILT Program

10. EXECUTIVE SESSION

- a. For discussion of a personnel matter under C.R.S. §24-6-402(2)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees. **County Administrator Review and Contract**

11. ADJOURNMENT

12. UPCOMING MEETINGS

- a. 7PM - Meeting on Cuchara Valley Airfield with Town of La Veta Trustees
Location: La Veta Town Hall - 209 S Main St., La Veta, CO 81055
<https://meet.goto.com/758412293>



**BOARD OF COUNTY COMMISSIONERS REGULAR MEETING
MINUTES**

May 23, 2023 at 10:00 AM

Commissioners Meeting Room - 401 Main Street, Suite 309, Walsenburg, CO 81089

Office: 719-738-3000 ex 200 | Fax: 719-738-3996

10:00 AM - PUBLIC MEETING

Chairman Galusha called the meeting to order followed by the Pledge of Allegiance.

AGENDA APPROVAL – Commissioner Andreatta made a motion to approve the May 23, 2023 Regular Meeting Agenda with the following amendment: to remove item 3i (Abatement Dennis Ceremuga), from the Consent Agenda.

**Motion: Andreatta Second: Sporleder;
Discussion: None Resolved: Motion passed by unanimous vote
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes**

CONSENT AGENDA – Commissioner Sporleder made a motion to approve the May 23, 2023 Consent Agenda with the amendment: to remove item 3i. Abatement Dennis Ceremuga, (which will renumber the next two Abatements) See below.

**Motion: Sporleder Second: Andreatta
Discussion: None Resolved: Motion passed by unanimous vote
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes**

CONSENT AGENDA– continued

- a. Meeting Minutes from April 25, 2023
- b. Meeting Minutes from May 2, 2023
- c. Sheila Hudson-Macchietto Part-Time Transition
- d. Burnell Haywood Termination
- e. Nancy Bustos Retirement
- f. Ray Walsh Resignation
- g. Christiana Camacho New Hire
- h. Bruce Roscoe HCBA and HCBOR Resignation
- ~~i. Abatement 23-16 – Dennis Ceremuga~~
- j. Abatement ~~23-17~~; 23-16 Mark and Cynthia Worgan

- 2021 - \$389.34 – 211396 – Approved
- 2022 - \$387.62 – 211396 – Approved

k. Abatement ~~23-18~~; 23-17 Richard C Hammer Revoc Trust

- 2021 - \$505.65 – 457886 – Approved
- 2022 - \$506.85 – 457886 – Approved

PUBLIC COMMENT – 10:04 AM

Karen Wilson spoke on behalf of Museum of Friends

APPOINTMENTS – 10:10 AM

- a. Honoring Elders and Youngers - Sandy Dolak –
 Congratulations to this month’s nominees, Willow Clark and Dr. William Cluff. They both received a Letter of Appreciation and a sweatshirt with the county logo on it. Both are appreciated for their selfless service to our community and the lives they touch.
- b. Honoring Veteran Frank Wolfe –
 Proclamation #23-02 Recognizes Frank Wolfe & Proclaims May 28th, 2023 “FRANK WOLFE DAY” in Huerfano County Colorado. Frank Wolfe was given a Letter of Appreciation and a Huerfano County Veterans cap.

Motion made to approve the Proclamation #23-02 Recognizing Frank Wolfe and Proclaiming May 28th, 2023 “FRANK WOLFE DAY” in Huerfano County Colorado.

**Motion: Sporleder Second: Andreatta;
 Discussion: None Resolved: Motion passed by unanimous vote
 Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes**

- c. Broadband Ready Certification - Lola Spradley, Huerfano County Economic Development Inc.
 Lola Spradley spoke on behalf of Huerfano County Economic Development. Huerfano is one of only three (3) counties to be awarded the Broadband Readiness Certificate Award. The commissioners thanked Lola Spradley for all her hard work.

LAND USE – 10:35 AM

- a. Public Hearing - Revocation of CUP15-010 PW CANRE Walsenburg –
 10:35 AM – Chairman John Galusha appointed Cheri Chamberlain (Land Use Office) to be the Public Hearing Officer. David Lessor was online and spoke. 10:41 AM Public Hearing was opened. There was no public comment. 10:45 AM Public Hearing was closed.

Motion to grant David Lessor until July 5, 2023 to submit a plan to be reviewed by the county staff and by the BOCC after which the BOCC will make a decision to revoke or not to revoke CUP 15-010 PW CANRE Walsenburg.

**Motion: Sporleder Second: Galusha
 Discussion: None Resolved: Motion passed
 Andreatta: Abstain Sporleder: Yes Chairman Galusha: Yes**

ACTION ITEMS – 10:55 AM

a. Resolution #23-18 Adopting a Real and Personal Property Disposition Policy
No Action taken.

b. Resolution #23-19 Cancelling DHS Warrants

Motion to approve Resolution #23-19 Canceling Department of Human Services Warrants.

Motion: Andreatta Second: Sporleder
Discussion: None Resolved: Motion passed by unanimous vote.
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

c. Resolution #23-20 Releasing Tabula Rasa Bonds

Motion to approve Resolution #23-20 Authorizing the release of Payment & Performance Bonds for Tabula Rasa Energy, LLC.

Motion: Sporleder Second: Andreatta
Discussion: None Resolved: Motion passed by unanimous vote
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

d. Resolution #23-21 Appointing Bruce Allen to the Huerfano County Building Authority

Motion to approve Resolution #23-21 Appointing Bruce Allen to Huerfano County Building Authority for a term expiring on Dec 31, 2026.

Motion: Andreatta Second: Sporleder
Discussion: None Resolved: Motion passed by unanimous vote.
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

e. Resolution #23-22 Appointing Richard Dunn to the Huerfano County Building Authority

Motion to approve Resolution #23-22 Appointing Richard Dunn to Huerfano County Building Authority for a term expiring on Dec 31, 2025.

Motion: Sporleder Second: Andreatta
Discussion: None Resolved: Motion passed by unanimous vote
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

f. Resolution Appointing Mary Norby to the Board of Review

Motion to approve Resolution #23-23 Appointing Mary Norby to the Board of Review for a term expiring on Dec 31, 2024.

Motion: Andreatta Second: Sporleder
Discussion: None Resolved: Motion passed by unanimous vote
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

g. Resolution and Agreement for Energy Performance Contracting Lease Purchase

Motion to approve Resolution #23-24 Authorizing Lease-Purchase Financing for the purpose of Agreement with Huerfano County Asset Management Corporation Inc. as well as, to authorize administration to make an additional payment of \$12,000.00.

Motion: Andreatta Second: Sporleder
Discussion: None Resolved: Motion passed by unanimous vote
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

SKIP ahead to Item 7n.

7n. Health Department Opioid Settlement Funding Agreement

Motion to approve Memorandum of Understanding between Las Animas-Huerfano County District Health Department and Huerfano County in regards to the Opioid Settlement Funding Agreement where Huerfano County will provide a lump sum amount of \$13,315.36; and the MOU shall be effective June 1, 2023 through May 31 2024; and LAHCDHD will provide a written quarterly report to Huerfano Board of County Commissioners.

Motion: Sporleder Second: Andreatta
Discussion: None Resolved: Motion passed by unanimous vote
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

h. Revised 2022 Huerfano County Audit

Motion to approve the Revised 2022 Huerfano County Financial Audit.

Motion: Andreatta Second: Sporleder
Discussion: None Resolved: Motion passed by unanimous vote
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

i. Air Compressor for Cat 936 Loader

Motion to approve Purchase Order #103 to Wagner Equipment Company for air compressor for CAT 936 Loader in the amount of \$2,172.82

Motion: Sporleder Second: Andreatta
Discussion: None Resolved: Motion passed by unanimous vote
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

j. Voting Equipment Quote

Motion to approve the purchase lease agreement between Huerfano County and Dominion Voting System for voting equipment in the amount of 1st year of \$26,068.90, plus annual licenses and warranty fees of \$4,605.00.

Motion: Andreatta Second: Sporleder
Discussion: None Resolved: Motion passed by unanimous vote
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

k. Amended DHS Mental Health Services Agreement

Motion to approve the Purchase of Service Contract Amendment Core Services Program between Huerfano County Department of Human Services and Rocky Mountain Psychology, effective from May 11, 2023 until May 31, 2024 with maximum amount of contract set at \$20,000.00.

Motion: Andreatta Second: Sporleder
Discussion: None Resolved: Motion passed by unanimous vote
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

l. Revised Credit Card Policy

Motion to approve the Huerfano County Credit Card Policy which standardizes the issuance, accounting, monitoring, use, and retrieval of credit cards for Huerfano County as well as, establishing and carrying out the direction of the Board of County Commissioners.

Motion: Sporleder Second: Andreatta
Discussion: None Resolved: Motion passed by unanimous vote
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

m. PICES Cyber Security Agreement

Motion to approve the Revised February 2023 Statement of Service Agreement between Huerfano County and PISCES-INTL which collects data for situational awareness and cybersecurity purposes and is at no cost and is ongoing.

Motion: Andreatta Second: Sporleder
Discussion: None Resolved: Motion passed by unanimous vote
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

o. Rob Heilman Bulk Water Permit

Motion to approve the Permit and Agreement for Bulk Water Use for Robert Heilman.

Motion: Andreatta Second: Sporleder
Discussion: None Resolved: Motion passed by unanimous vote
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

p. 611 Main Gym Project Authorization Request

Motion to approve authorization to instruct County Administrator to work with the County Engineer and Project Supervisor to proceed with the 611 Main Street Gym Project, at an amount not to exceed \$161,070.00; and authorizing Chairman to review and approve any updated estimates from subcontractors and further to sign related purchase orders for subcontractors.

Motion: Andreatta Second: Sporleder
Discussion: None Resolved: Motion passed by unanimous vote
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

q. 611 Main Gym Project Management Agreement

Motion to approve Contract For Services Agreement for Project Supervisor Contractor, for the 611 Main Street Gym Renovation Project between Huerfano County and R.Martin Builders, LLC; effective June 1, 2023 until Oct 31, 2023 or until the project is completed, whichever comes first.

Motion: Sporleder Second: Andreatta
Discussion: None Resolved: Motion passed by unanimous vote
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

r. Proposed Law Enforcement Services Agreement from the City of Walsenburg

Motion to give Administrator and Attorney authorization to draft contracts; one (1) for a short term agreement and one (1) for a multiyear agreement addressing back payments and with the content of contracts being acceptable to Sheriff.

Motion: Andreatta Second: Sporleder
Discussion: None Resolved: Motion passed by unanimous vote
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

s. Liquor License Renewal for Gardner Liquors

Motion to approve the Colorado Beer and Wine License Renewal Application for Gardner Liquors.

Motion: Andreatta Second: Sporleder
Discussion: Business is in good standing.
Resolved: Motion passed by unanimous vote
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

t. Special Event Liquor License for Panadero Ski Corp

Motion to approve the application for Special Event Permit for Panadero Ski Corp for July 1, 2023 from 3 pm to 10 pm.

Motion: Andreatta Second: Sporleder
Discussion: Business is in good standing.
Resolved: Motion passed by unanimous vote
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

STAFF REPORTS – 11:58 AM

a. County Administrator

Carl Young discussed Redistricting, Backflow Preventers, Porchfest, Fireworks, and NeoGov.

12:05 AM – Missed a Green Sheet for Kyla Witt, Admin Assistant for Land Use Department.
Motion to approve the green sheet for Kyla Witt for Admin Assistant position for Land Use Department, with start date of 5/30/2023.

Motion: Andreatta Second: Sporleder
Discussion: None Resolved: Motion passed by unanimous vote
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

- b. County Attorney
Lisa Powell-DeJong has nothing for now and no Executive Session today.

CORRESPONDENCE – 12:09 PM

- a. CTSI Provides Boiler & Pressure Vessel Inspections
- b. CTSI Remaining in Good Standing
- c. Front Range Passenger Rail Huerfano and Las Animas Counties Briefing
- d. Huajatolla Heritage Foundation Thank You
- e. Thank you from Peakview Destination Imagination.

EXECUTIVE SESSION – None

ADJOURNMENT – 12:16 PM

Chairman Galusha called to adjourn regular BOCC meeting at 12:16 PM.

Meeting adjourned at 12:16 PM.

Erica Vigil, County Clerk & Recorder
Clerk to the Board of County Commissioners

COMMISSIONERS:

John Galusha, Chairman

Arica Andreatta

Karl Sporleder



**BOARD OF COUNTY COMMISSIONERS SPECIAL MEETING
MINUTES
June 6, 2023 at 10:00 AM**

10:00 AM - PUBLIC MEETING

Chairman Galusha called the meeting to order followed by the Pledge of Allegiance.

Chairman Galusha, Commissioner Andreatta and Commissioner Sporleder were present.

AGENDA APPROVAL – Commissioner Andreatta made a motion to approve the June 6, 2023 Special Meeting Agenda as presented.

Motion: Andreatta Second: Sporleder;
Discussion: None Resolved: Motion passed by unanimous vote
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

ACTION ITEMS – 10:01 AM

- a. Green Sheet for Dawn Martinez Promotion
Motion to approve Dawn Martinez promotion to Human Services Director for Department of Human Services effective 6/5/2023.

Motion: Andreatta Second: Sporleder
Discussion: None Resolved: Motion passed by unanimous vote.
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

- b. Green Sheet for Raquel Lopez-Rodriguez Promotion
Motion to approve Raquel Lopez-Rodriguez promotion to Communications Center Management for Emergency Services Department, effective 6/7/2023.

Motion: Sporleder Second: Andreatta
Discussion: Raquel Lopez-Rodriguez’s daughter will be supervised by the Night Supervisor in Dispatch. That discussion was made before offering Raquel Lopez-Rodriguez the position.
Resolved: Motion passed by unanimous vote.
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

- c. Green Sheet for Austin McKnight New Hire.
Motion to approve new hire Austin McKnight as Operator for Road and Bridge Department effective 6/13/2023.

Motion: Andreatta **Second: Sporleder**
Discussion: None **Resolved: Motion passed by unanimous vote.**
Andreatta: Yes **Sporleder: Yes** **Chairman Galusha: Yes**

- d. Green Sheet for Kyla Witt New Hire.
Motion to approve new hire Kyla Witt for Administrative Assistant in the Land Use Department effective (backdated) 5/30/2023.

Motion: Sporleder **Second: Andreatta**
Discussion: None **Resolved: Motion passed by unanimous vote.**
Andreatta: Yes **Sporleder: Yes** **Chairman Galusha: Yes**

- e. Green Sheet for Huerfano County Youth Corps.
Motion to approve the hire of Adrian Silva Jr., Christopher Garcia, David Valdez and Gabe Barela for Huerfano County Youth Corps for Parks and Recreation for Summer 2023.

Motion: Andreatta **Second: Sporleder**
Discussion: None **Resolved: Motion passed by unanimous vote.**
Andreatta: Yes **Sporleder: Yes** **Chairman Galusha: Yes**

- f. Green Sheet for Seasonal re-hire Jonathan Bobian.
Motion to approve re-hire Jonathan Bobian as Crew Lead for Huerfano County Youth Corps for Parks and Recreation for Summer 2023.

Motion: Sporleder **Second: Andreatta**
Discussion: None **Resolved: Motion passed by unanimous vote.**
Andreatta: Yes **Sporleder: Yes** **Chairman Galusha: Yes**

- g. Green Sheet for Boe Stevens Part-Time.
Motion to approve the re-hire of Boe Stevens as Waste Transfer Attendant – Part-Time, non-exempt status, for Public Works Department effective 6/8/2023.

Motion: Andreatta **Second: Sporleder**
Discussion: None **Resolved: Motion passed by unanimous vote.**
Andreatta: Yes **Sporleder: Yes** **Chairman Galusha: Yes**

h. Sheriffs Deputy Pay Increases and Signing Bonuses

- 1) **Motion to approve the wage increase status sheets for Cameron Gonzales, Frank Martin, Maria Dominguez, John Johnson, and Roman Hajar as well as to adopt a pay scale for deputies and junior officers as follows: Post Certified, During Field Training and 6 Month Probationary Period – \$47,000; Post Certified, Passed Probationary Period – \$50,000; Post Certified, 3+ Years of Experience – \$51,000; Corporal – \$52,000; and Sergeant – \$56,000.**

Motion: Andreatta Second: Sporleder
Discussion: None Resolved: Motion passed by unanimous vote.
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

- 2) **Motion to allocate \$40,000 for signing bonuses for new deputies and detention officers with the Sheriff to determine the terms and amounts provided that each new hire sign a commitment of at least two years; and that the bonuses may not exceed \$5,000 per new hire.**

Motion: Andreatta Second: Sporleder
Discussion: All the Commissioners want to give a heartfelt thank you, to the employees at the Sheriff’s Office for their hard work and being such a great team.
Resolved: Motion passed by unanimous vote.
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

- 3) **Motion to direct and authorize the pay out of accumulated compensatory time for Sheriff’s office deputies, as well as, entire Sheriff’s office as of June 3, 2023 on the June 9th Payroll.**

Motion: Sporleder Second: Andreatta
Discussion: None Resolved: Motion passed by unanimous vote.
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

- i. Fox Theatre History Colorado Property Owner Grant Acceptance Documents.
Motion to approve and sign Historic Colorado Acknowledgment of Award Conditions document as well as page 3 of Exhibit E Covenant Property Protection document regarding Fox Theatre Roof Rehabilitation Grant Project #2023-02-029.

Motion: Andreatta Second: Sporleder
Discussion: None Resolved: Motion passed by unanimous vote.
Andreatta: Yes Sporleder: Yes Chairman Galusha: Yes

j. Waste Transfer Truck Engine Replacement.

Motion to approve Purchase Order #106 to Wagner Equipment Company for Waste Transfer Station truck engine replacement for Road and Bridge for \$35,654.83.

Motion: Sporleder

Second: Andreatta

Discussion: None

Resolved: Motion passed by unanimous vote.

Andreatta: Yes

Sporleder: Yes

Chairman Galusha: Yes

EXECUTIVE SESSION – None

ADJOURNMENT – 10:20 AM

Chairman Galusha called to adjourn Special BOCC meeting at 10:20 AM.

Meeting adjourned at 10:20 AM.

Erica Vigil, County Clerk & Recorder
Clerk to the Board of County Commissioners

COMMISSIONERS:

John Galusha, Chairman

Arica Andreatta

Karl Sporleder

HUERFANO COUNTY

GREEN SHEET/STATUS CHANGE		EFFECTIVE DATE
		7/9/2023
NAME: Ann Sweet	PAYROLL :	7/21/2023

CHANGE OF ADDRESS/PHONE	STREET
	CITY, STATE, ZIP
	TELEPHONE

CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE		Accounting Clerk
DEPARTMENT		Department of Human Services
HOURS		
ANNUAL SALARY		\$40,000.00
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY		Non-Exempt

REASON FOR CHANGE

- NEW HIRE**
- REHIRED
- PROMOTION
- DEMOTION
- TRANSFER

- RESIGNATION
- RETIREMENT
- LAYOFF
- ADMINISTRATIVE LEAVE PAID
- ADMINISTRATIVE LEAVE UN-PAID

- LENGTH OF SERVICE INCREASE
- REEVALUATION OF CURRENT JOB
- INTRODUCTORY PERIOD COMPLETED
- OTHER

COMMENTS, IF NECESSARY

Motion to hire Ann Sweet as Accounting Clerk for the Department of Human Services with an annual non-exempt salary of \$40,000.00.

Elected Official / Department Head Date

Angela Wakeman 6/15/2023

Human Resources Officer Date

John Galusha, Chairman Date

Budget Officer Date

Date Inputed Into System

HUERFANO COUNTY		
PAYROLL STATUS CHANGE	EFFECTIVE DATE	
7/21/2023		
NAME: Nancy Bustos	PAYROLL : 8/4/2023	
CHANGE OF ADDRESS/PHONE	STREET CITY, STATE, ZIP TELEPHONE	
CHANGE	FROM <small>(DOES NOT APPLY TO NEW EMPLOYEE)</small>	TO
JOB TITLE	Accounting Clerk III	
DEPARTMENT	Public Welfare Fund	
HOURS		
ANNUAL SALARY	\$48,300.20	
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY	Non-Exempt	
REASON FOR CHANGE		
NEW HIRE REHIRED PROMOTION DEMOTION TRANSFER	RESIGNATION RETIREMENT LAYOFF ADMINISTRATIVE LEAVE PAID ADMINISTRATIVE LEAVE UN-PAID TERMINATION	LENGTH OF SERVICE INCREASE REEVALUATION OF CURRENT JOB INTRODUCTORY PERIOD COMPLETED OTHER
COMMENTS, IF NECESSARY		
Motion to Accept the Retirement of Nancy Bustos on July 21, 2023		
Elected Official/Department Manager _____		Chairman _____
Date _____		Date _____
Date to Finance Office: _____		

GREEN SHEET/STATUS CHANGE	EFFECTIVE DATE
	6/27/2023
NAME: Marc Biggins	PAYROLL: 7/7/2023

CHANGE OF ADDRESS/PHONE	STREET
	CITY, STATE, ZIP
	TELEPHONE

CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE	Reserve Deputy	Reserve Deputy
DEPARTMENT	Sheriff's Office	Sheriff's Office
HOURS		
ANNUAL SALARY	18.05/Hour	\$22.60/Hour
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY	Hourly	Hourly

REASON FOR CHANGE

- | | | |
|-----------|------------------------------|-------------------------------|
| NEW HIRE | RESIGNATION | LENGTH OF SERVICE INCREASE |
| REHIRED | RETIREMENT | REEVALUATION OF CURRENT JOB |
| PROMOTION | LAYOFF | INTRODUCTORY PERIOD COMPLETED |
| DEMOTION | ADMINISTRATIVE LEAVE PAID | OTHER |
| TRANSFER | ADMINISTRATIVE LEAVE UN-PAID | |

Reserve Deputy Rate Increase

COMMENTS, IF NECESSARY

Motion to Approve status change for Marc Biggins Reserve Deputy rate increase to mirror New Deputy Pay increase.


 _____ 06/22/2023
 Elected Official / Department Head Date

 John Galusha, Chairman Date


 _____ 6/22/2023
 Human Resources Liaison Date

 Budget Officer Date

 Date Inputed Into System

HUERFANO COUNTY

GREEN SHEET/STATUS CHANGE	EFFECTIVE DATE
	6/18/2023
NAME: Amanda Martin	PAYROLL : 7/7/2023

CHANGE OF ADDRESS/PHONE	STREET
	CITY, STATE, ZIP
	TELEPHONE

CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE	Deputy Chief	Deputy Chief
DEPARTMENT	Clerk & Recorder	Clerk & Recorder
HOURS		
ANNUAL SALARY	\$38,000.00	\$39,500.00
SEMI-MONTHLY SALARY		
HOURLY SALARY		
OTHER SALARY	Non-Exempt	Non-Exempt

REASON FOR CHANGE

- | | | |
|--|--|---|
| NEW HIRE
REHIRED
PROMOTION
DEMOTION
TRANSFER | RESIGNATION
RETIREMENT
LAYOFF
ADMINISTRATIVE LEAVE PAID
ADMINISTRATIVE LEAVE UN-PAID | LENGTH OF SERVICE INCREASE
REEVALUATION OF CURRENT JOB
INTRODUCTORY PERIOD COMPLETED
OTHER |
|--|--|---|

COMMENTS, IF NECESSARY

Motion to increase the wage of Amanda Martin for acquiring all required certifications and exceeding performance expectations.

Elected Official / Department Head Date

Angela Wakeman 6/23/2023

Human Resources Officer Date

John Galusha, Chairman Date

Budget Officer Date

Date Inputed Into System

HUERFANO COUNTY

GREEN SHEET/STATUS CHANGE	EFFECTIVE DATE
	7/3/2023
NAME: Jerod Espinoza	PAYROLL : 7/21/2023

CHANGE OF ADDRESS/PHONE	STREET
	CITY, STATE, ZIP
	TELEPHONE

CHANGE	FROM (DOES NOT APPLY TO NEW EMPLOYEE)	TO
JOB TITLE		Cattle Guard Maintenance
DEPARTMENT		Road & Bridge
HOURS		Part-Time/Seasonal
ANNUAL SALARY		
SEMI-MONTHLY SALARY		
HOURLY SALARY		\$18.00/hr
OTHER SALARY		Non-Exempt

REASON FOR CHANGE

<p><u>NEW HIRE</u></p> <p>REHIRED</p> <p>PROMOTION</p> <p>DEMOTION</p> <p>TRANSFER</p>	<p>RESIGNATION</p> <p>RETIREMENT</p> <p>LAYOFF</p> <p>ADMINISTRATIVE LEAVE PAID</p> <p>ADMINISTRATIVE LEAVE UN-PAID</p>	<p>LENGTH OF SERVICE INCREASE</p> <p>REEVALUATION OF CURRENT JOB</p> <p>INTRODUCTORY PERIOD COMPLETED</p> <p>OTHER</p>
--	---	--

COMMENTS, IF NECESSARY

Motion to hire Jerod Espinoza for the part-time/seasonal Cattle Gurad Maintenance position.

Elected Official / Department Head Date

Angela Wakeman 6/23/2023
Human Resources Officer Date

John Galusha, Chairman Date

Budget Officer Date

Date Inputed Into System

Colorado open burning informatio

Item 5b.

Who needs an open burning permit?

Anyone performing a non-exempted open burn in Colorado.

Who doesn't need an open burning permit?

Campfires, non-commercial cooking fires and agricultural burning are exempted from open burn permitting. These burns are still subject to fire district and municipal fire rules.

What is agricultural burning?

Agricultural burning is the burning of water conveyance ditches and/or fields to prepare land for the planting of **COMMERCIAL CROPS**. Land zoned as "agricultural" does not automatically provide exemption from open burn permitting.

How do I apply for a permit?

If you wish to burn in the following counties, please contact the local health department or fire district:

- Boulder - Denver - El Paso - Huerfano - Kiowa - Larimer - Mesa - Routt - Teller
- Broomfield - Eagle - Grand - Jefferson - Lake - Las Animas - Pueblo - Summit - Weld

Those living in counties not listed above need to apply for a **state** open burning permit through the Air Pollution Control Division. *There is no fee for this permit.* See the contact information below.

What materials may be burned?

Untreated, natural wood (sticks, branches and limbs that do not exceed 6" in diameter), leaves, dry prairie grass, slash, weeds. All burns must be performed in open piles that do not exceed 8'x8'x8'. For broadcast burns, no more than 10 acres of grass or 5 acres of other vegetation may be burned. *Burning in barrels or incinerators is not allowed.*

What materials are not allowed to be burned?

Tree stumps, tires, plastic, cut lumber, construction debris, pallets, furniture and trash. Burning of these materials produces pollution that is harmful to the environment to your and others' health!

What happens if I burn without a permit?

The Air Quality Control Commission Regulation 9 provides guidelines for open burning. Burning without a permit or burning of prohibited materials can lead to a sizable civil penalty of up to \$10,000 per day (per C.R.S 25-7-123). **GET A PERMIT BEFORE YOU BURN!**

Before you burn:

- Check with your local fire department regarding fire safety and municipal rules.
- Apply for a burn permit with the health department, fire district or CDPHE.

On the day of your burn:

- Inform your fire department that you plan on burning.
- Make sure the fire is **out cold** before sundown.

Questions?

Contact the Air Pollution Control Division:
cdphe.apopenburning@state.co.us or (303) 692-3268
<https://www.colorado.gov/cdphe/openburn>



Colorado Department
of Public Health
and Environment



Dedicated to protecting and improving the health and environment of the people of Colorado

Memorandum

To: Technical Services and Stationary Sources Staff, Local Agencies, Regulated Community

From: Gordon Pierce, Air Pollution Control Division *S.E.P.*

Date: 5/8/2015

Re: **Guidance for Applying Regulation No. 9’s Definition of Agricultural Open Burning**

The Colorado Air Quality Control Commission’s Regulation No. 9 defines “agricultural open burning” and exempts such burning from the requirement to obtain an air quality permit from the Colorado Air Pollution Control Division (Air Division) or an authorized local agency. The specific exemption language and all of Regulation No. 9’s references to agricultural burning are in Appendix A of this memo. The intent of this memo is to provide guidance for interpreting and applying the definition of agricultural open burning. This memo may be revised at any time as warranted.

The Purpose of the Burn

The crux of Regulation No. 9’s definition of agricultural open burning pertains to the purpose of the burn. The regulatory definition focuses on four specific purposes:

“Agricultural Open Burning: The open burning of cover vegetation for the purpose of 1) preparing the soil for crop production, 2) weed control, 3) maintenance of water conveyance structures related to agricultural operations, and 4) other agricultural cultivation purposes.” [Regulation No. 9, §II.A; numbering added]

This definition requires consideration of the purpose of the burn. The characteristics of the land, including its various uses, its tax status, its ownership (public or private) and its designation (such as being a tree farm) all may be factors for the Air Division to consider while evaluating the purpose of the burn. But the land’s characteristic will not be the only consideration in determining whether a burn meets Regulation No. 9’s definition of agricultural open burn. The purposes of the specific burn are key.

The likely purpose of burning piles, most often slash generated from logging and/or creation of defensible space, almost always involves disposal of waste. Determining “the” single purpose of broadcast burning, when vegetation is burned where it grew or fell, can be difficult. As an illustration, formal planning documents for prescribed burns on public land nearly always list multiple purposes. Ripple effects of a broadcast burn are numerous and often complex. They may include changes in suitability for wildlife and domestic livestock and for growing planted crops, timber production, plant pathogens and insect damage, hydrologic functioning, ecological resilience, defensibility from high-intensity wildfire, recreational and aesthetic opportunities, presence and vulnerability to eradication of non-native plants, and others. With the possible exception of burning row crop stubble, single-purpose broadcast burns are uncommon.

Regulation No. 9 implies that a burn whose primary purpose is not agriculture should not be categorized as an agricultural open burn. The definition of agricultural open burning refers to “the” specific agricultural purposes,



not to agriculture as “a” purpose. That is, it refers to the primary if not sole intent. Where there are multiple purposes and agriculture is not clearly dominant, Regulation No. 9 does not automatically categorize the fire as an agricultural open burn.

Air Division Process Regarding Guidance about Agricultural Open Burns

This memo is intended to provide guidance to Air Division staff and to help permittees, local agencies, and others consistently and logically differentiate agricultural open burns from other open burns. The memo includes interpretation of regulations and statute.

This memo is not intended to address specific situations definitively. The individual circumstances of each burn need to be considered. The Air Division’s intent is that final decisions be consistent with law and regulation. This memo provides starting points in evaluating individual burns.

Any proponent may ask that a particular burn be considered for exemption as an agricultural open burn. To request a formal determination of whether a particular burn qualifies for smoke permitting purposes as an agricultural open burn, please send a written description of the situation and the logic for an exemption to the Air Division’s Technical Services Program Manager at cdphe.commentsapcd@state.co.us. Informal advice about whether a burn should be exempted from permitting as an agricultural open burn may be requested of any staff in the Air Division’s Prescribed Fire/Smoke Management Program or Open Burning Program and should precede any formal exemption request. Likely criteria for the evaluation of a request will include indicators:

- of the extent to which the proposed burn has only agricultural purposes;
- that the burning is integral to the raising of a cultivated crop or domestic livestock versus meeting Regulation No. 9’s definition of “wildlands”; and
- that the land is used primarily for agricultural purposes.

The remainder of this memo is in flow-charting format. Appendix B shows the flow chart graphically.

Question 1: Is the land being broadcast burned an irrigation ditch or in the Conservation Reserve Program (CRP)¹?

If **no**, go to Question 2.

If **yes**, there is a presumption that the burn is an agricultural burn and therefore is exempted from air quality permitting requirements.

CRP and ditch burns “for the purpose of maintaining water conveyance structures” are specifically designated in Regulation No. 9 as being agricultural open burns. See sections II (A) and II (V) of the Regulation respectively. CRP is intended to fallow land that otherwise would be planted to agricultural crops.

Burning of vegetative detritus that accumulates in a reservoir is presumed to be agricultural burning. Regulation No. 9 specifically provides for maintenance of water conveyance structures to be treated as agricultural burning. See sections II (A) and II (M) of the Regulation respectively. Although ditches and reservoirs are off-site of cultivated fields, they are treated as a necessary, directly-purposed component of the agricultural operation. If the reservoir waste contains any trash, milled lumber or other material than unprocessed plant waste, it is addressed separately through the Air Division’s Open Burning Program.

¹ United States Department of Agriculture Farm Services Agency Conservation Reserve Program. See <http://www.fsa.usda.gov/FSA/webapp?area=home&subject=copr&topic=crp>.



Question 2: Is the burn on land that is zoned as agricultural?

If **yes**, go to question 3.

If **no**, then there is a presumption the burn is not an agricultural burn and therefore does require a smoke permit. This includes most burns on land managed by significant users of prescribed fire².

Whether land is zoned as agricultural is relevant but is not determinative of whether a fire on it should be categorized as an agricultural open burn. In the Air Division's past experience, burns on land not zoned as agricultural tend to have multiple purposes such as creation of defensible space and/or disposal of logging slash, and therefore require a smoke permit. If the land is zoned as agricultural, it may or may not be eligible for an exemption from permitting, based on criteria such as those discussed in question 3 below.

Significant users of prescribed fire hold a large majority of Colorado prescribed fire permits. Most but not all significant users manage multi-use public land. The statutory definition of "agricultural operations" exempted from smoke permitting appears to omit most multi-use public land. "...agricultural operations does not include grassland, forest, or habitat management activities of significant users of prescribed fire conducted on lands the primary purpose of which is nonagricultural...." C.R.S. 25-7-123. Open burns associated with grassland, forest or habitat management on multi-use public lands are thus presumed not to qualify for the agricultural open burn exemption.

Exception: Prescribed fires on public land used exclusively as a commercial farm is presumed to be an agricultural open burn: A situation where the distinction between farming and zoning is less clear than usual involves land that is under a conservation easement. As before the transfer of ownership to a public entity, the farming continues to involve burning of annual stubble from crops raised for commercial sale.

Question 3: Is the burn on land that is used for grazing domestic animals or cultivated at least once every ten years?

If **yes**, then with exceptions such as those described below, the burn is presumed to be an agricultural open burn and therefore is exempted from air quality permitting requirements.

The most obvious instance of agricultural open burning is in support of land that is cultivated and used to raise annual plants. Burning stubble from a commercial annual row crop is presumed to be an agricultural burn.

Broadcast burns or pile burns to dispose of tree materials and brush that are to improve forage for livestock on operating ranches are presumed to be agricultural open burning.

Burning of fruit tree, vine prunings, and cull trees in and from an orchard or nursery is presumed to be agricultural burning. As used in this memo, "tree nurseries" refer to businesses that raise young trees to sell as live transplants. If the trees are brought in from elsewhere for sale, the location is not a "tree nursery" and a permit is required for pile burning. "Orchards" refers to businesses that sell fruit grown on trees. Tree nurseries and orchards involve crop production. Much like crop stubble, burning of prunings and cull is normally done for agricultural cultivation purposes.

² Colorado Air Quality Control Commission Regulation No. 9. II. (Definitions) P. Significant User of Prescribed Fire

A federal, state or local agency or significant management unit thereof or person that, within any given calendar year:

1. Collectively manages or owns more than 10,000 acres of grassland and/or forest land within the state of Colorado; and
2. Plans to use prescribed fire to broadcast burn and/or pile burn, where the prescribed fires planned for a calendar year will generate more than ten tons of PM10.



Burning of habitat for animals that as a species are familiar as unrestrained wildlife but individually are raised in confinement is presumed to be agricultural open burn: This involves burns where the primary purpose is to improve habitat for animals that are traditionally considered wildlife, such as deer or elk, but meet the definition of livestock that are kept in captivity. The animals are privately owned and a state license is not required to hunt the animals. The Air Division considers these animals to be livestock, or a “crop”. If the purpose of the burn in question is to prepare the land for managing this captive livestock, the burn is presumed to be an agricultural open burn.

Exception: Row crops raised solely to feed wildlife on public lands are presumed not to be agricultural open burns. In this instance the ultimate intended beneficiary is wildlife rather than the owner of a commercial business.

If no, then the burn is presumed not to be an agricultural open burn and will require an air quality permit.

Designated tree farms and properties classified as forest agriculture. Disposal of slash generated as part of managing a designated tree farm or forest agriculture property is presumed not to be agricultural open burning. Tree farms are certified by the American Tree Farm System as meeting sustainability standards for forest management. Forest Agriculture is a state-sponsored program as described in Colorado statute, [CRS 39-1-102](#). In exchange for agricultural tax status, owners of more than 40 acres of land follow a forest management plan approved by the Colorado State Forest Service that includes production of wood products. These forested lands are indistinguishable from wildlands as defined in Regulation No. 9. Neither grazing of livestock nor crop production is necessarily involved.

Pile burning is generally presumed not to be agricultural open burning because pile burning is seldom integral to the raising of cultivated crops or livestock. Pile burning is typically associated with logging, or with felling of trees which for economic, access or other reasons cannot reasonably be sold. Most logging occurs on forested lands that meet the Regulation No. 9 definition of ‘wildlands.’³ These lands are not cultivated since the soil is not disturbed at least every ten years. The Air Division interprets the definition of “wildlands” to exclude cultivation or similar active land management associated with raising of crops. No agricultural exemption is presumed to be appropriate for land that meets the definition of wildlands.

Burning of exotic or other unwanted plants in a wildland context is not assumed to be agricultural open burning: Regulation No. 9’s definition of agricultural open burning specifically allows for burning related to weed control. In the Regulation weed control is listed in the context of a larger agricultural purpose. The burning of invasive exotics or other weeds on uncultivated land does not seem to be part of a larger agricultural purpose, and is presumed not to be agricultural open burning.

Most wildlife habitat improvement is presumed not to be an agricultural open burn: Staff have been asked about cases where the owner sells guided hunts on their own land. In most cases, the agricultural exemption does not apply to burning for the purpose of improving wildlife habitat. The Air Division recognizes that commercial operations in which livestock are raised for sale constitute agricultural cultivation activities and burns for the purpose of preparing land for managing livestock are generally exempt from permitting requirements. However, livestock constitute any animals that are purchased or born in captivity, remain confined, and are managed for the purpose of sale or slaughter. Wildlife are not livestock and, with few exceptions in Colorado, belong to the public. If a person needs a license to shoot the animal, the animal is not livestock.

³ Wildlands: an area where development is generally limited to roads, railroads, power lines and widely scattered structures. The land is not cultivated (i.e., the soil is disturbed less frequently than once in ten years), is not fallow, and is not in the United States Department of Agriculture Conservation Reserve Program. The land may be neglected altogether or managed for such purposes as wood or forage production, wildlife, recreation, wetlands or protective plant cover. Regulation No. 9 § II.V



Appendix A
Colorado Statutory and Regulatory References to Agricultural Open Burning

Colorado Revised Statutes 25-7-123. Open Burning - penalties

(1) (b) Open burning in the course of agricultural operations may be regulated only where the absence of regulations would substantially impede the commission in carrying out the objectives of this article. In adopting any program applicable to agricultural operations, the commission shall take into consideration the necessity of conducting open burning. For purposes of this section, "agricultural operations" does not include grassland, forest, or habitat management activities of significant users of prescribed fire conducted on lands the primary purpose of which is nonagricultural, unless a person asserts and the commission finds that the absence of regulation would substantially impede the objectives of this article. Such activities shall be deemed "commercial purposes" within the meaning of paragraph (b) of subsection (3) of this section.

Colorado Air Quality Control Commission (AQCC) Regulation No. 9
Definitions, Regulation No. 9 §II

"Agricultural Open Burning

The open burning of cover vegetation for the purpose of preparing the soil for crop production, weed control, maintenance of water conveyance structures related to agricultural operations, and other agricultural cultivation purposes." [§II.A]

"Prescribed Fire

Fire that is intentionally used for grassland or forest management, including vegetative, habitat or fuel management, regardless of whether the fire is ignited by natural or human means. Prescribed fire does not include open burning in the course of agricultural operations and does not include open burning for the purpose of maintaining water conveyance structures." [§II.M]

"Wildlands

An area where development is generally limited to roads, railroads, power lines and widely scattered structures. The land is not cultivated (i.e., the soil is disturbed less frequently than once in ten years), is not fallow, and is not in the United States Department of Agriculture Conservation Reserve Program. The land may be neglected altogether or managed for such purposes as wood or forage production, wildlife, recreation, wetlands or protective plant cover." [§II.V]

Open Burning Permit Requirements, Regulation No. 9, §III

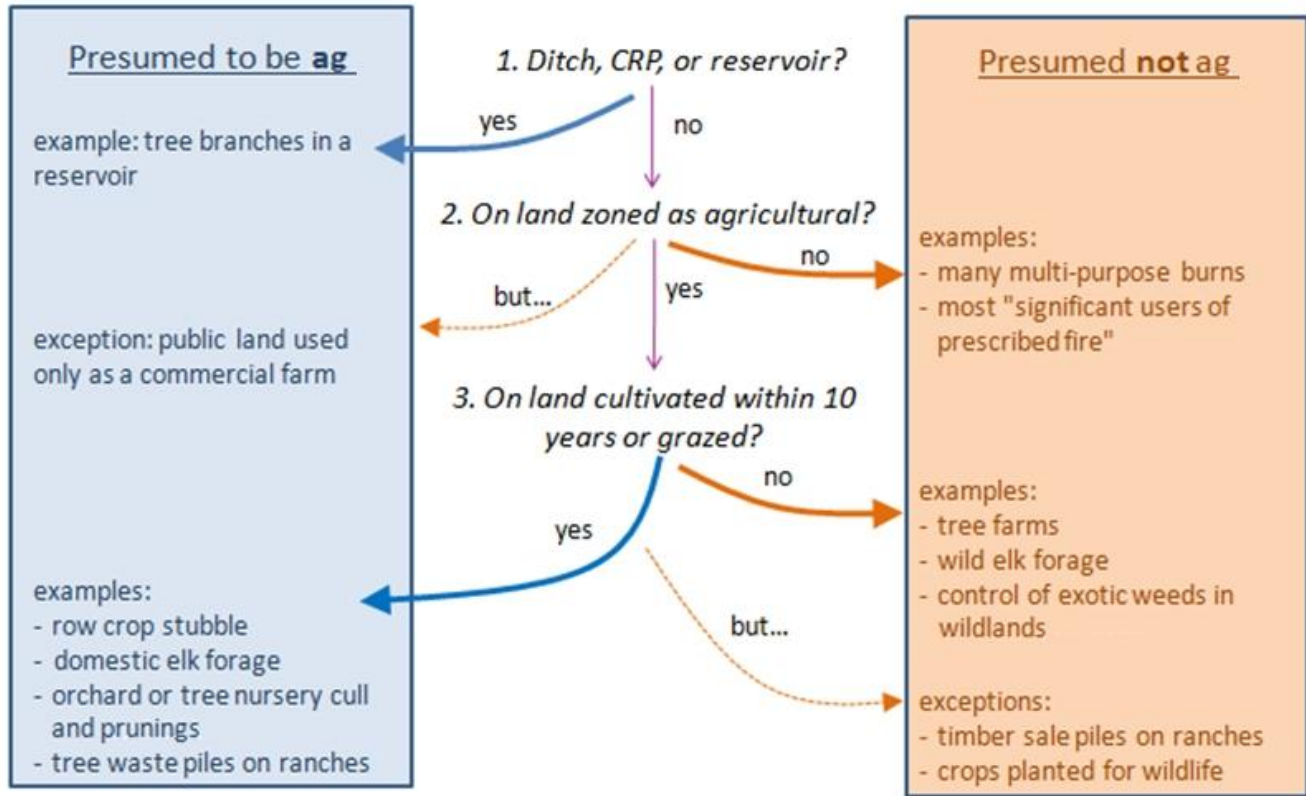
"A. No person shall conduct any open burning activity not exempted from this regulation without first obtaining an open burning permit from the Division or from an authorized local agency. No person shall burn or allow the burning of rubbish, wastepaper, wood, vegetative material, or any other flammable material on any open premises, or on any public street, alley, or other land adjacent to such premises without first obtaining an open burning permit from the Division or authorized local agency.

"B. The following activities are exempt from the requirement to obtain an open burning permit:...

5. Agricultural open burning"



Appendix B APCD Guidance: **Is this burn agricultural open burning?***



* This diagram shows APCD's general initial presumptions. Any situation may be considered individually and could be an exception to what is shown here. Please see the full memo for procedures as well as more detail.





Air Pollution Control Division

Open burning - frequently asked questions

What is open burning?

Open burning is the burning of any material or substance, including rubbish, wastepaper, wood, vegetative material or any other flammable material, in the ambient air on any open premises or on any public street, alley or other land adjacent to such premises, or in a receptacle where emissions are released directly into the air without passing through a chimney or stack. Generally, anytime you light a fire outdoors, you are open burning.

Who regulates open burning?

In Colorado, open burning may be regulated at both the state and local levels. The Colorado Air Pollution Prevention and Control Act (C.R.S. 25-7-1) grants the Colorado Air Pollution Control Division authority to issue open burning permits and enforce state open burning regulations. C.R.S. 25-7-128(5) also states that the application, operation and enforcement of valid local air pollution laws shall be completely independent of the application, operation and enforcement of state air-quality control regulations.

This FAQ focuses on state regulations; it is important to remember, however, that local ordinances may apply. Contact your local health department, fire authority office, municipality office or other appropriate agency to determine what local ordinances apply to you.

Why does the state require permits for open burning?

The state of Colorado regulates open burning to help protect public health and the environment in Colorado. Open burning pollutes the air and poses a fire hazard. The air pollution created can cause serious health problems, obscure visibility, soil nearby surfaces and create annoying odors.

Burning wood and vegetative products produces an array of harmful chemicals. Carbon monoxide, hydrocarbons, formaldehyde, dioxin and hundreds of additional chemicals are released when wood and other products are burned. Burning plastics, tires, chemically treated wood products and other man-made materials also produces this type of air pollution and releases other toxic chemicals into the air. Tiny pieces of material, commonly called particulate matter, are created in the burning process and can be inhaled into our lungs.

What are the health concerns associated with open burning?

The air pollutants produced by burning wood and vegetative material can irritate the eyes, nose and lungs and pose a threat to those who suffer from asthma and other respiratory conditions. These pollutants have been linked to several other health problems, including nervous system damage, kidney and liver damage, and reproductive and developmental disorders.

Who needs a state permit to burn?

[Colorado Regulation No. 9](#) (Open Burning, Prescribed Fire, and Permitting) requires that no person shall conduct any open burning activity not exempted from state regulations without first obtaining a permit from the division or from a local agency authorized by the division to issue burning permits.

Any business or resident wishing to conduct an open burn must comply with state open-burning regulations, in addition to any local ordinances or regulations.

Who does not need a state permit to burn?

Unless you meet one of the following exemptions, you must obtain a burn permit from the division or an authorized local agency:

- Non-commercial burning of private household trash in particulate matter attainment areas (unless local ordinances prohibit such burning)
 - All areas of Colorado are currently particulate matter attainment areas. Please note that private household trash is paper and cardboard. It is NOT food wastes, plastics, coated or treated wood products, rubber, tree limbs, shrub and garden trimmings or other vegetation
- Fires used for non-commercial cooking of food
- Fires used for instructional purposes (training for fire departments)
- Fires used for recreational purposes
- Safety flares used to signal danger
- Agricultural open burning
- Non-commercial burning of trash in unincorporated areas of counties of less than 25,000 population provided such open burning is subject to regulations of the Board of County Commissioners

Although exempted burns are not required to obtain a state permit, it is recommended that the appropriate local fire authority and/or health department be notified so that the local agency can be informed of the burn activity and issue a permit if local regulations apply.

What is agricultural open burning?

The burning of cover vegetation for the purpose of preparing the soil for crop production, weed control, maintenance of water conveyance structures related to agricultural operations and other agricultural cultivation purposes.

Open burning of animal parts or carcasses is not agricultural burning (unless the State Agricultural Commission declares a public health emergency that requires the burning of diseased animal carcasses).

Open burning of household trash, wood and yard debris on agricultural land is not agricultural burning and is not exempt from state permitting requirements.

What types of open burning are permissible with a permit?

- Burning of yard waste that does not include salvageable wood
- Burning of slash piles

Permits for other types of open burning are considered on a case-by-case basis.

*Note: Exempted types of open burning are permissible without a permit.

What types of open burning are prohibited?

- Burning of material that contains food wastes, plastic, coated or treated wood products, pallets, rubber, insulation, tires, car bodies, insulated wire, motor oil, aerosol cans, hazardous or toxic materials, or other materials that will produce substantial amounts of smoke and particulates
- Burning of wood residue, which includes bark, sawdust, slabs, chips, shavings, mill trim, and other wood products derived from wood processing
- Burning of construction debris (includes both clean and treated wood)
- Burning of buildings or structures for demolition purposes
- Burning of material for which a practical alternative method of disposal exists

Permits for some of these materials may be issued on a case-by-case basis.

Why can't I burn in a burn barrel?

- It's the law - burn barrels are defined as incinerators using the definition given in the AQCC Common Provisions Regulation. Incinerators require Construction Permits (different from Open Burn Permits) and are subject to federal and state testing requirements and regulations. Incinerators are required by the EPA to have pollution control systems that reduce emissions.

- Burn barrels do not combust efficiently, resulting in limited oxygen and lower temperatures that create smoke, odors and a variety of toxic pollutants like dioxins. Dioxins are known carcinogens and can increase the risk of both short-term and long-term health problems. Burn barrels not only impact your own health, but the health of your neighbors and the environment. The smoke created by burn barrels also creates a nuisance.

Who issues state open burning permits?

The Colorado Air Pollution Control Division and authorized local agencies issue state open burning permits. The authorized local agencies in Colorado include:

- Boulder County
- Broomfield County
- Denver County
- Eagle County
- El Paso County
- Grand County
- Huerfano County
- Jefferson County
- Kiowa County
- Lake County
- Larimer County
- Las Animas County
- Mesa County
- Pueblo County
- Routt County
- Summit County
- Teller County
- Weld County

Many cities and counties have adopted local rules and ordinances related to open burning. Any person seeking a state permit for an open burn should also check with any appropriate fire control office, local agency or other officials regarding specific local requirements for open burns prior to applying for a state open burning permit.

What factors does the state consider when issuing a burn permit?

- Whether a practical alternative for the disposal of the material is available
- The potential contribution of the proposed burn to air pollution
- The potential impact from the smoke on the health and welfare of the public
- Location and proximity of the proposed burn to other structures
- Meteorological conditions on the day of the proposed burn
- Compliance by the applicant with fire protection and safety requirements
- Size of the burn. A prescribed fire permit (also issued by the division) must be obtained for larger open burns. Burns meeting the following size requirements should apply for a state open burning permit; larger burns need a state prescribed fire permit. You can find more information about prescribed fire permits at <https://www.colorado.gov/pacific/cdphe/smoke-management-permits>

- **Broadcast burns:** 10 acres or less of grass or 5 acres or less of other vegetation
- **Pile burns:** No more than 50 total piles per project (all fires must be out cold prior to sunset); no pile may exceed 8'x8'x8'

What are some alternatives to open burning?

In many cases, open burning is not necessary. Please see the list below for some ideas on alternatives to open burning.

- **Reduce**
 - Look for items with less packaging
 - Buy items with packaging that can be reused or recycled
- **Reuse**
 - Donate old clothing, books, appliances, electronics, furniture, toys and other items to charity
 - Use your own coffee mug instead of disposable cups
 - Bring your own reusable bags to the store or reuse plastic bags
 - Reuse old lumber whenever possible
 - Use chipped yard waste as landscaping mulch
- **Recycle**
 - Many items, including paper products, many plastics, cardboard, aluminum, steel, glass, and electronics, can be recycled. You can find more information about recycling in Colorado, including a statewide recycling guide, at <https://www.recyclecolorado.org/>
- **Compost**
 - Yard debris and kitchen scraps can be composted into a nutrient-rich substance that can be used as mulch or fertilizer
 - You can find more information on composting at <https://www.epa.gov/recycle/composting-home>
- **Disposal at a landfill**
 - Items that cannot be reused or recycled should be taken to the landfill. For a list of active solid waste facilities in Colorado, see <https://www.colorado.gov/pacific/cdphe/swfacilities>
 - You can find information on the disposal of household hazardous waste at <https://www.colorado.gov/cdphe/hhw>

What can I do to promote efficient burning and reduce smoke emissions when I must burn?

- Assure that all material is dried to greatest extent practicable
- Loosely stack or windrow the material to eliminate dirt from the pile and to promote an adequate air supply to the burning pile
- Build piles that are at least as tall as they are wide
- Do not include wood larger than six inches in diameter or stumps in the pile; these materials are likely to smolder and produce large amounts of smoke

- As a pile burns down, move unburned and smoldering material from the perimeter of the pile into the center of the fire
- Burn on days with moderate winds or during heavy snowfall as this provides good smoke dispersal
- Do not ignite material when a thermal inversion is present; inversions are unlikely to be present after 10 a.m.

What happens if I am caught illegally open burning?

The division has the authority to enforce the state's open burning regulations. Violations can result in substantial penalties.

How do I apply for a state open burning permit and what does it cost?

Complete a state open burning permit application and submit it by email, fax, or mail. There is no charge to obtain a state open burning permit. The application can be found online at: <https://www.colorado.gov/cdphe/openburn> or by calling the division at 303-692-3268.

Completed applications can be emailed to cdphe.apopenburning@state.co.us.

Other questions?

Amber Stowell

- **Email:** amber.stowell@state.co.us
- **Office:** 303-692-3268
- **Cell:** 303-229-4499
- **Fax:** 303-782-0278
- **Mail:**
Air Pollution Control Division
APCD-SSP-B1
4300 Cherry Creek Drive South
Denver, CO 80246



Delegation of Authority Huerfano County

Pursuant to the Colorado Air Pollution Prevention and Control Act, §25-7-111(2)(f), C.R.S., Huerfano County (“Agent”) is hereby designated to perform certain duties as an Agent of the Air Pollution Control Division of the Colorado Department of Public Health and Environment (“Division”) within the following jurisdiction: Huerfano County.

The Agent does hereby accept this designation and agrees to perform such activities as are necessary to meet the requirements of the Colorado Air Pollution Prevention and Control Act (“Act”), and regulations promulgated pursuant thereto, regarding the delegated duties and responsibilities specified in this delegation of authority. Agent agrees to exercise and perform the powers and duties designated in this delegation of authority in accordance with all applicable written policies of the Division.

This delegation of authority to Huerfano County is limited to the following prescribed powers and duties:

- 1) To issue or deny general open burning permits on a Division-approved form, which is attached to this delegation of authority, in accordance with the Air Quality Control Commission’s Regulation No. 9 regarding general open burning.
- 2) In the event any person, as defined by the Act in §25-7-103(19), C.R.S., fails to obtain an open burning permit, fails to comply with permit conditions or fails to comply with Regulation No. 9 regarding general open burning, the Agent must notify the Division immediately upon the Agent’s discovery of the noncompliance. Should the Division issue a Notice of Violation pursuant to §25-7-115(2) regarding the noncompliance, and if requested by the Division, Agent must attend the conference(s) held by the Division, pursuant to § 25-7-115(3)(a), C.R.S., to discuss the noncompliance.
- 3) In the event any person, as defined by the Act in §25-7-103(19), C.R.S., violates a Compliance Order issued by the Division pursuant to the Division’s authority in §25-7-115(3)(b), C.R.S., the Agent must notify the Division immediately upon the Agent’s discovery of the noncompliance. Should the Division cause to be instituted by court action for injunction and/or civil penalties, pursuant to §§25-7-121 and/or 25-7-122, C.R.S., Agent must assist the Division when directed by the Division.

All powers, duties and responsibilities prescribed herein shall be exercised and performed within the specific geographical jurisdiction set forth in this delegation of authority.



This delegation of authority revokes and supersedes any prior delegation, whether written or oral, relating to air pollution control made to Agent.

This delegation of authority to Huerfano County revokes and supersedes any prior delegation, whether written or oral, relating to air pollution control made to Las Animas-Huerfano Counties' District Health Department.

The Division expressly reserves the right to cancel delegation of authority at any time, to issue enforcement orders, notices and open burning permits, including exercise oversight authority to issue those orders, notices, and permits specified in this delegation of authority, as authorized by the Act. This delegation of authority in no way relieves the Division of its duty to enforce according to mandates of the Act and regulations promulgated thereunder in the event Agent's enforcement activities and permit policy conflict or are otherwise inconsistent with enforcement activities and permit policies of the Division.

In order to ensure coordination of efforts and uniform enforcement of air pollution laws, activities conducted pursuant to this delegation of authority must be reported on a monthly basis to the Division on a form specified by the Division, a copy of which has been provided to the Agent.

This delegation of authority is effective on this 23rd day of March 2023 and will expire on the 23rd day of March 2028. Should both parties wish to continue the delegation, a new Delegation of Authority must be executed.

Dated this 23rd day of March 2023.

FOR COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT:

 Digitally signed by
Michael Ogletree
Date: 2023.03.23
08:23:35 -06'00'

3/23/2023
DATE

Michael Ogletree
Director
Air Pollution Control Division

FOR HUERFANO COUNTY:

DATE

John Galusha
County Commissioner, District 1
Huerfano County Board of County Commissioners



FOR LAS ANIMAS-HUERFANO COUNTIES' DISTRICT HEALTH DEPARTMENT:

Kimberly
Gonzales



3-23-2023

DATE _____

Kimberly Gonzales
Executive director
Las Animas-Huerfano Counties District Health Department





DATE ISSUED: _____ DATE EXPIRES: _____ PERMIT #: _____

OPEN BURNING PERMIT APPLICATION

APPLICANT NAME: _____

MAILING ADDRESS: _____ CITY, ZIP: _____

PHONE: _____ FAX: _____ EMAIL: _____

BURN SITE LOCATION:
(Address & site description
e.g. fence row, ditch) _____

LANDOWNER: _____

BURN SUPERVISOR: _____ PHONE: _____

PROXIMITY TO PUBLIC LANDS: _____

PROXIMITY TO STRUCTURES: _____

PURPOSE OF BURN: _____

TYPE OF DEBRIS TO BE BURNED: _____

TOTAL AMOUNT OF DEBRIS TO BE BURNED: (acres, number & dimensions of piles) _____

AUXILLARY FUEL TO BE USED: _____ ALTERNATIVE TO BURNING: _____

PROPOSED STARTING DATE: _____ PROPOSED COMPLETION DATE: _____

TOTAL DAYS, HOURS NEEDED TO COMPLETE BURN: _____

ADDITIONAL REQUESTS AND INFORMATION:
(Elaborate, if needed, on information given above) _____

APPLICANT SIGNATURE: _____ DATE: _____

GRANTING AUTHORITY: _____ DATE: _____



STANDARD OPEN BURNING CONDITIONS
(the applicant acknowledges and agrees to abide by these conditions):

- Burn Permits must be submitted at least **48 hours** in advance of the requested burn dates, and are valid for **5 days** from the date of final approval.
- The burn supervisor must notify the Huerfano County Dispatch Center at 719-738-1044 immediately prior to starting the fire and at the conclusion of the fire. If any temporary fire restrictions or weather conditions are in place at that time, the permittee will be advised to reschedule for a later date.
- The burn supervisor must notify dispatch that the burn has been completed.
- The burn supervisor is liable for all damages to property of his or others and is responsible for cost associated with the fire suppression if fire department intervention is necessary.
- **Permittee shall only burn in piles that do not exceed 8'x8'x8'. No more than 49 piles may be burned during the life of this permit.**
- ***Burning in barrels or incinerators is not permitted.***
- The permittee is responsible for checking the daily air quality forecast, before igniting the burn, to ensure that no Air Pollution Alert or Ozone Action Day alert has been issued for the location of the burn. For more information: www.colorado.gov/airquality.
- This permit can be revoked at any time by the fire chief or authorized agent and will become null and void upon either:
 - the issuance of a “fire ban” by the Huerfano County Commissioners or Huerfano County Sheriff;
 - public announcement of a period of air pollution emergency or alert; or
 - notification of a high-wind watch/warning day and/or a fire weather watch/red flag warning day.
- At no time shall the burn be left unattended. Burning shall be supervised by one or more responsible persons depending on the type of burning. Precautions shall be taken to localize the burning and in no way constitute a fire hazard to persons/property within or adjacent to the area of burning. The granting authority and the employees or agents thereof, in the issuing of a permit, do not assume any responsibility or results in damage to the person or property of the permittee, or the person or property of any third person.
- Other permits may be required or other state and federal laws and regulations may apply to the safe and legal burning of the material described herein.
- Burns that require fire department assistance to help property owners keep the fire under control may incur a fee for equipment, mileage and hours.
- Burning shall be restricted to the item(s) and location identified in the permit.
- Issuance of the permit signifies that the requesting individual has permission by the fire chief or other authorized agent to conduct controlled open burning of grass, brush, tree trimmings and other combustible debris not to include rubber, plastic, oils, asphalt or any other material which is considered to emit hazardous smoke or other byproducts at the location specified in this application.
- “Ignition” of material includes both starting a fire and adding more material to an existing fire. All fires must be completely extinguished no later than sunset.
- This permit is for compliance with air pollution requirements only and is not a permit to violate any existing local laws, rules, regulations or ordinances regarding fire, zoning or building.
- This permit is only valid for unincorporated Huerfano County in this permit. **Burns within the municipal limits of the Town of La Veta or City of Walsenburg do not use this process.**
- Any violations of these same conditions and restrictions shall render this permit null and void.



OFFICIAL USE ONLY

Application Received by: _____

Date Received: _____

Date Sent to Dispatch: _____

Date Sent to Fire Chief: _____

Fire District: _____

Fire District Approval
Chief/Authorized
Signature: _____

Date Approved: _____

CAD# (Dispatch to Enter) _____

Open Burning Permits Reporting

September 2022 burn permits

amber.stowell@state.co.us [Switch account](#)



* Required

Email *

Your email

* County

Month *

Open burning permits issued *

Your answer



Item 7a.

Open burning permits denied *

Your answer

A copy of your responses will be emailed to the address you provided.

Submit

Clear form

Never submit passwords through Google Forms.

reCAPTCHA

[Privacy](#) [Terms](#)

This form was created inside of State.co.us Executive Branch. [Report Abuse](#)

Google Forms



**RESOLUTION
NO. 23-31**

**THE BOARD OF COUNTY COMMISSIONERS
OF HUERFANO COUNTY, COLORADO**

**A RESOLUTION ACKNOWLEDGING THAT HUERFANO COUNTY IS A
BROADBAND READY CERTIFIED COMMUNITY BY THE COLORADO
BROADBAND OFFICE IN THE GOVERNOR'S OFFICE OF INFORMATION
TECHNOLOGY**

WHEREAS, the State of Colorado recognizes the critical importance of fast, reliable, and affordable broadband internet access as a necessary tool for communities to engage in work, education, healthcare, and commerce; and

WHEREAS, Governor Jared Polis signed Executive Order D 2022 023, which establishes a goal of connecting 99% of Colorado households with access to high-speed broadband internet by 2027; and

WHEREAS, the Advanced Colorado Broadband grant programs will provide Colorado communities with state and funding on a competitive, matching basis to execute broadband projects; and

WHEREAS, to help local communities understand their role and ways they can plan and execute broadband projects, the Colorado Broadband Office developed the *Broadband Ready Community Checklist (BRCC)* – a set of tangible, voluntary, tasks that will help local communities and their partners successfully plan and execute broadband projects; and

WHEREAS, Huerfano County has demonstrated successful completion of the *Broadband Ready Checklist* and has been designated as a *Broadband Ready Certified Community* by the Colorado Broadband Office;

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Huerfano County, Colorado that the following is hereby adopted:

Section 1: The Huerfano County has been recognized as a *Broadband Ready Certified Community* by the Colorado Broadband Office and shall maintain certification for a period of three years from the date of certification letter.

Section 2: The Huerfano County acknowledges *Broadband Ready Certified Community* designation is voluntary and not required to receive funding via the Advance Colorado Broadband grant programs.

Section 3: The Huerfano County acknowledges that the designation does not guarantee state and/or federal broadband funding, but will identify the community as a willing partner that has minimized barriers to broadband infrastructure deployment.

INTRODUCED, READ, APPROVED AND ADOPTED ON THIS 27th day of JUNE 2023.



BOARD OF COUNTY COMMISSIONERS
OF HUERFANO COUNTY, COLORADO

BY _____
John Galusha, Chairman

Arica Andreatta, Commissioner

ATTEST:

County Clerk and Recorder and
Ex-Officio Clerk to said Board

Karl Sporleder, Commissioner

**RESOLUTION
NO. 23 - 32**

**THE BOARD OF COUNTY COMMISSIONERS
OF HUERFANO COUNTY, COLORADO**

**A RESOLUTION CONCERNING THE SUBMISSION TO THE REGISTERED
ELECTORS OF HUERFANO COUNTY OF A REFERRED BALLOT QUESTION
AT THE NOVEMBER 7, 2023 ELECTION REGARDING WHETHER THE
COUNTY MAY RE-ESTABLISH TERM LIMITS FOR THE FOLLOWING
OFFICES: ASSESSOR, CLERK AND RECORDER, CORONER, SHERIFF, AND
TREASURER**

WHEREAS, Article XVIII, Section 11 of the Colorado Constitution provides for the limitation of the terms of all elected county officials to two consecutive terms of office beginning on or after January 1, 1995; and,

WHEREAS, Article XVIII, Section 11(2) of the Colorado Constitution at an election held on November 3, 1998, a majority of the electors of Huerfano County voting on the ballot question authorized the Huerfano County Assessor, Clerk and Recorder, Coroner, and Treasurer to serve more than two consecutive terms of office notwithstanding Article XVIII, Section 11 or the Colorado Constitution that limited county elected officials to serving no more than two consecutive terms of office; and,

WHEREAS, Article XVIII, Section 11(2) of the Colorado Constitution at an election held on November 4, 2008, a majority of the electors of Huerfano County voting on the ballot question authorized the Huerfano County Sheriff to serve more than two consecutive terms of office notwithstanding Article XVIII, Section 11 or the Colorado Constitution that limited county elected officials to serving no more than two consecutive terms of office; and,

WHEREAS, the Board of County Commissioners of Huerfano County, Colorado commissioned a survey of registered voters in Huerfano County and seeing strong support for the re-establishment of term limits, has by this resolution authorized the referral to the registered electors of Huerfano County, Colorado, of a ballot question that, if approved by a majority of the Huerfano County registered electors voting thereon, would reestablish and re-impose term limitations on the offices of Assessor, Clerk and Recorder, Coroner, Sheriff, and Treasurer of three consecutive terms of office, with such term limitation to be applicable to terms of office beginning on or after January 1, 2023 and for the purposes of which such terms of office would be considered to be consecutive unless they are at least four years apart; and

WHEREAS, any such ballot questions must be approved by a majority of the legally eligible Huerfano County registered electors voting on such ballot measures before becoming effective.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Huerfano County, Colorado as follows:

- 1. The following ballot questions and titles are hereby referred and submitted to the registered electors of Huerfano County, Colorado at the November 7, 2023 election:

Shall the office of Assessor of Huerfano County, Colorado be authorized to serve no more than three consecutive terms of office, notwithstanding the county voters approval of Huerfano County Resolution #98-17 that provided for unlimited terms in office for certain Huerfano County elected officials, with this limitation on the number of terms to be applicable for terms of office beginning on or after January 1, 2023, and for the purposes of which, such terms of office are considered to be consecutive unless they are at least four years apart?

_____YES
_____NO

Shall the office of Clerk and Recorder of Huerfano County, Colorado be authorized to serve no more than three consecutive terms of office, notwithstanding the county voters approval of Huerfano County Resolution #98-17 that provided for unlimited terms in office for certain Huerfano County elected officials, with this limitation on the number of terms to be applicable for terms of office beginning on or after January 1, 2023, and for the purposes of which, such terms of office are considered to be consecutive unless they are at least four years apart?

_____YES
_____NO

Shall the office of Coroner of Huerfano County, Colorado be authorized to serve no more than three consecutive terms of office, notwithstanding the county voters approval of Huerfano County Resolution #98-17 that provided for unlimited terms in office for certain Huerfano County elected officials, with this limitation on the number of terms to be applicable for terms of office beginning on or after January 1, 2023, and for the purposes of which, such terms of office are considered to be consecutive unless they are at least four years apart?

_____YES
_____NO

Shall the office of Sheriff of Huerfano County, Colorado be authorized to serve no more than three consecutive terms of office, notwithstanding the county voters approval of Huerfano County Resolution #08-13 that provided for unlimited terms in office for certain Huerfano County elected officials, with this limitation on the number of terms to be applicable for terms of office beginning on or after January 1, 2023, and for the purposes of which, such terms of office are considered to be consecutive unless they are at least four years apart?

_____YES
_____NO

Shall the office of Treasurer of Huerfano County, Colorado be authorized to serve no more than three consecutive terms of office, notwithstanding the county voters approval of Huerfano County Resolution #98-17 that provided for unlimited terms in office for certain Huerfano County elected officials, with this limitation on the number of terms to

be applicable for terms of office beginning on or after January 1, 2023, and for the purposes of which, such terms of office are considered to be consecutive unless they are at least four years apart?

_____ YES
_____ NO

- 2. Said ballot questions shall be voted upon only by Huerfano County, Colorado registered electors legally eligible to vote at the November 7, 2023 election.
- 3. Should the Huerfano County Clerk and Recorder, acting in her statutory capacity as the designated election official for the Huerfano County, Colorado, November 7, 2023 general election find and certify in accordance with the applicable provisions of the Colorado Uniform Elections Code of 1992, as amended, that the majority of Huerfano County registered electors voting on each of the individual ballot questions set forth hereinabove have voted YES on those specific questions, they shall declare those specific ballot questions to be passed and adopted. However, should they find and certify that the majority of the Huerfano County registered electors voting on each of the individual ballot questions set forth hereinabove have voted NO on those specific questions, they shall declare those specific ballot questions to not be passed and not be adopted.
- 4. Upon the Board of County Commissioners of Huerfano County, Colorado certifying the ballot questions and titles to the Huerfano County Clerk and Recorder in substantially the form set forth hereinabove, all acts required or permitted by the Uniform Election Code of 1992, as amended, relevant to providing of notice, the mailing to electors of any required information, or pertaining to the conduct of the election on such ballot questions at the November 7, 2023 general election, including, but not limited to, voting by early voter’s ballots, absentee ballots, and emergency absentee ballots, which are to be performed by the designated election official, shall be performed by the Huerfano County Clerk and Recorder.

INTRODUCED, READ, APPROVED AND ADOPTED ON THIS 27th day of JUNE 2023.



ATTEST:

County Clerk and Recorder and
Ex-Officio Clerk to said Board

BOARD OF COUNTY COMMISSIONERS
OF HUERFANO COUNTY, COLORADO

BY _____
John Galusha, Chairman

Arica Andreatta, Commissioner

Karl Sporleder, Commissioner

RESOLUTION

NO. 23 - 33

**THE BOARD OF COUNTY COMMISSIONERS
OF HUERFANO COUNTY, COLORADO**

**A RESOLUTION ADOPTING REVISED COMMISSIONER DISTRICTS
FOLLOWING THE 2020 CENSUS**

WHEREAS, C.R.S. 30-10-306 requires that each county in the State of Colorado be divided into three (3) compact districts by the Board of County Commissioners; and,

WHEREAS, C.R.S. 30-10-306(4) requires that after each federal census, counties must review their commissioner district boundaries to ensure that districts remain as nearly equal in population as possible based upon said census data; and,

WHEREAS, C.R.S. 30-10-306(4) specifies that there should be no more than a 5% difference between the most populous and the least populous district in each county, at the time such district boundaries are adopted; and,

WHEREAS, after a review of the 2020 Census Data, the Board of County Commissioners determined that redistricting is required as the largest district was District 2 with 2175 people and District 3 was the smallest with 1685, a deviation of approximately 25%; and,

WHEREAS, the Board of County Commissioners held a public hearing during their regular meeting on May 9, 2023 at 10 to receive public comment on four (4) draft maps prepared by County Staff; and

WHEREAS, after the conduct of the public hearing the Board of County Commissioners gave direction on the development of a final map for adoption no sooner than thirty (30) days after the hearing; and

WHEREAS, the Board of County Commissioners has reviewed the final map presented by staff and desires that this map be adopted as the new boundaries of County Commissioner Districts.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Huerfano County, Colorado that effective upon the date of the adoption of this resolution the Huerfano County Commissioner Districts are hereby revised to the following:

County Commissioner District 1

Beginning at a point where County Road 340 (aka Bear Creek Road) and US HWY 160 West (aka 7th Street) intersect,

Thence East following the centerline of US HWY 160 W approximately 0.1 miles until intersection with Birch Avenue,

Thence North following the centerline of Birch Avenue approximately 0.04 miles until the intersection of Birch Avenue and 6th St,

Thence East following the centerline of 6th Street approximately 0.1 miles until the intersection of 6th Street and Ash Ave,

Thence North following the centerline of Ash Avenue approximately 0.03 miles until the intersection of Ash Avenue and 6th Street,

Thence East following the centerline of 6th Street approximately 0.56 miles until the intersection with 6th Street and Hendren Avenue,

Thence North following the centerline of Hendren Avenue for approximately 0.07 miles until the intersection of Hendren Avenue and 5th Street,

Thence East following the centerline of 5th Street for approximately 0.28 miles until the intersection of 5th Street and Russell Avenue,

Thence North following the centerline of Russell Avenue for approximately 0.2 miles until the intersection of Russell Avenue and Kansas Avenue,

Thence West following the centerline of Kansas Avenue for approximately 0.1 miles until the intersection of Kansas Avenue and US Interstate 25 Business loop (AKA Main Street),

Thence North following the centerline of US Interstate 25 Business loop (AKA Main Street) approximately 2.1 miles until the intersection US Interstate 25 Business loop and US Interstate 25,

Thence North following the centerline of US Interstate 25 approximately 16.66 miles until the intersection with US Interstate 25 and the Huerfano County Border,

Thence West, North West, South West and East following the Huerfano County Border to the intersection with US HWY 160 W,

Thence East following US HWY 160 W approximately 11.9 miles until the intersection of US HWY 160 W and County Road 520,

Thence North following the centerline of County Road 520 approximately 5.98 miles until the intersection of County Road 520 and County Road 520.2 (aka Stonewall Drive),

Thence East, North and then East following the centerline of an unnamed road for approximately 2.18 miles until the intersection with the unnamed road and County Road 521.1,

Thence North following the centerline of County Road 521.1 for approximately 1.77 miles until the intersection of County Road 521.1 and County Road 521,

Thence East following the centerline of County Road 521 for approximately 1.47 miles until the intersection of County Road 521 and County Road 526.2,

Thence South West, South East, East, North East and East following the centerline of 526.2 for approximately 6.92 miles until the intersection of Cello Azul Drive,

Thence North East following the centerline of Cello Azul Drive approximately 0.19 miles until the intersection of Cello Azul Drive and Monte Negro Drive,

Thence South and South East following the centerline of Monte Negro Drive for approximately 0.35 miles until the intersection of Monte Negro Drive and County Road 504,

Thence South following the centerline of County Road 504 for approximately 0.87 miles until the intersection with County Road 504 and Culebra Branch Road,

Thence West and South West following the centerline of Culebra Branch Road approximately 0.73 miles until the intersection with Culebra Branch Road and La Deora Road,

Thence South and East following the centerline of La Deora Road for approximately 1.66 miles until the intersection of La Deora Road and County Road 504,

Thence South following the centerline of County Road 504 for approximately 0.95 miles until the intersection of County Road 504 and San Isabel Blvd,

Thence West following the centerline of San Isabel Blvd for approximately 0.14 miles until the intersection of San Isabel Blvd and Trinch Drive,

Thence South following the centerline of Trinch Drive for approximately 0.06 miles until the intersection of Trinch Drive and Creek Park Road,

Thence East following the centerline of Creek Park Road for approximately 0.13 miles until the intersection of Creek Park Road and County Road 504,

Thence South following the centerline of County Road 504 for approximately 0.26 miles until the intersection of County Road 504 and Club Drive,

Thence West and South West along the centerline of Club Drive for approximately 0.14 miles,

Thence N 90° 0' 0" W 0.08 miles until the intersection with west side of Section 23 of Township 28 South Range 70 West,

Thence South along the West side of Section 23 of Township 28 South Range 70 West approximately 0.3 miles until the intersection with US HWY 160 W,

Thence East along the centerline of US HWY 160 W for approximately 4.37 miles until Point of Beginning.

County Commissioner District 2

Beginning at a point where County Road 340 (aka Bear Creek Road) and US HWY 160 West (aka 7th Street) intersect,

Thence South, South West following the center of County Road 340 for approximately 15.45 miles until intersection of County Road 340.2,

Thence South following the center of County Road 340.2 for approximately 0.49 miles until the intersection with the North line of Section 20 of Township 30 South Range 70 West,

Thence West along the North line of Section 20 of Township 30 South Range 70 West approximately 0.26 miles to the North West corner of Section 20 of Township 30 South Range 70 West,

Thence South along the Western border of Sections 20, 29 and 32 of Township 30 South Range 70 West for approximately 2.28 miles to the Huerfano County Border,

Thence South West and North following the Huerfano County Border until the intersection with the centerline of US HWY 160 W,

Thence East following US HWY 160 W approximately 11.9 miles until the intersection of US HWY 160 W and County Road 520,

Thence North following the centerline of County Road 520 approximately 5.98 miles until the intersection of County Road 520 and County Road 520.2 (aka Stonewall Drive),

Thence East, North and then East following the centerline of an unnamed road for approximately 2.18 miles until the intersection with the unnamed road and County Road 521.1,

Thence North following the centerline of County Road 521.1 for approximately 1.77 miles until the intersection of County Road 521.1 and County Road 521,

Thence East following the centerline of County Road 521 for approximately 1.47 miles until the intersection of County Road 521 and County Road 526.2,

Thence South West, South East, North East and East following the centerline of 526.2 for approximately 6.92 miles until the intersection of Cello Azul Drive,

Thence North East following the centerline of Cello Azul Drive approximately 0.19 miles until the intersection of Cello Azul Drive and Monte Negro Drive,

Thence South and South East following the centerline of Monte Negro Drive for approximately 0.35 miles until the intersection of Monte Negro Drive and County Road 504,

Thence South following the centerline of County Road 504 for approximately 0.87 miles until the intersection with County Road 504 and Culebra Branch Road,

Thence West and South West following the centerline of Culebra Branch Road approximately 0.73 miles until the intersection with Culebra Branch Road and La Deora Road,

Thence South and East following the centerline of La Deora Road for approximately 1.66 miles until the intersection of La Deora Road and County Road 504,

Thence South following the centerline of County Road 504 for approximately 0.95 miles until the intersection of County Road 504 and San Isabel Blvd,

Thence West following the centerline of San Isabel Blvd for approximately 0.14 miles until the intersection of San Isabel Blvd and Trinch Drive,

Thence South following the centerline of Trinch Drive for approximately 0.06 miles until the intersection of Trinch Drive and Creek Park Road,

Thence East following the centerline of Creek Park Road for approximately 0.13 miles until the intersection of Creek Park Road and County Road 504,

Thence South following the centerline of County Road 504 for approximately 0.26 miles until the intersection of County Road 504 and Club Drive,

Thence West and South West along the centerline of Club Drive for approximately 0.14 miles,

Thence N 90° 0' 0" W 0.08 miles until the intersection with west side of Section 23 of Township 28 South Range 70 West,

Thence South along the West side of Section 23 of Township 28 South Range 70 West approximately 0.3 miles until the intersection with US HWY 160 W,

Thence East along the centerline of US HWY 160 W for approximately 4.37 miles until Point of Beginning.

County Commissioner District 3

Beginning at a point where County Road 340 (aka Bear Creek Road) and US HWY 160 West (aka 7th Street) intersect,

Thence South and South West following the center of County Road 340 for approximately 15.45 miles until intersection of County Road 340.2,

Thence South following the center of County Road 340.2 for approximately 0.49 miles until the intersection with the North line of Section 20 of Township 30 South Range 70 West,

Thence West along the North line of Section 20 of Township 30 South Range 70 West approximately 0.26 miles to the North West corner of Section 20 of Township 30 South Range 70 West,

Thence South along the Western border of Sections 20, 29 and 32 of Township 30 South Range 70 West for approximately 2.28 miles to the Huerfano County Border,

Thence East, North East, North West and then West following the Huerfano County Border until the intersection with the centerline of US Interstate 25,

Thence South following the centerline of US Interstate 25 approximately 16.66 miles until the intersection with US Interstate 25 Business loop,

Thence South following the centerline of US Interstate 25 Business loop approximately 2.1 miles until the intersection of Kansas Avenue and US Interstate 25 Business loop (AKA Main Street),

Thence East following the centerline of Kansas Avenue for approximately 0.1 miles until the intersection of Kansas Avenue and Russell Avenue,

Thence South following the centerline of Russell Avenue for approximately 0.2 miles until the intersection of Russell Avenue and 5th Street,

Thence West following the centerline of 5th Street for approximately 0.28 miles until the intersection of 5th Street and Hendren Avenue,

Thence South following the centerline of Hendren Avenue for approximately 0.07 miles until the intersection of Hendren Avenue and 6th Street,

Thence West following the centerline of 6th Street approximately 0.56 miles until the intersection with 6th Street and Ash Avenue,

Thence South following the centerline of Ash Avenue approximately 0.03 miles until the intersection of Ash Avenue and 6th Street,

Thence West following the centerline of 6th Street approximately 0.1 miles until the intersection of 6th Street and Birch Avenue,

Thence South following the centerline of Birch Avenue approximately 0.04 miles until the intersection of Birch Avenue and US HWY 160 W (aka 7th Street),

Thence West following the centerline of US HWY 160 W approximately 0.1 miles until the Point of Beginning.

BE IT FURTHER RESOLVED that these Commissioner Districts are described and illustrated in the “Final Exhibit” attached and incorporated by reference into this resolution.

INTRODUCED, READ, APPROVED AND ADOPTED ON THIS 27th day of JUNE 2023.



ATTEST:

County Clerk and Recorder and
Ex-Officio Clerk to said Board

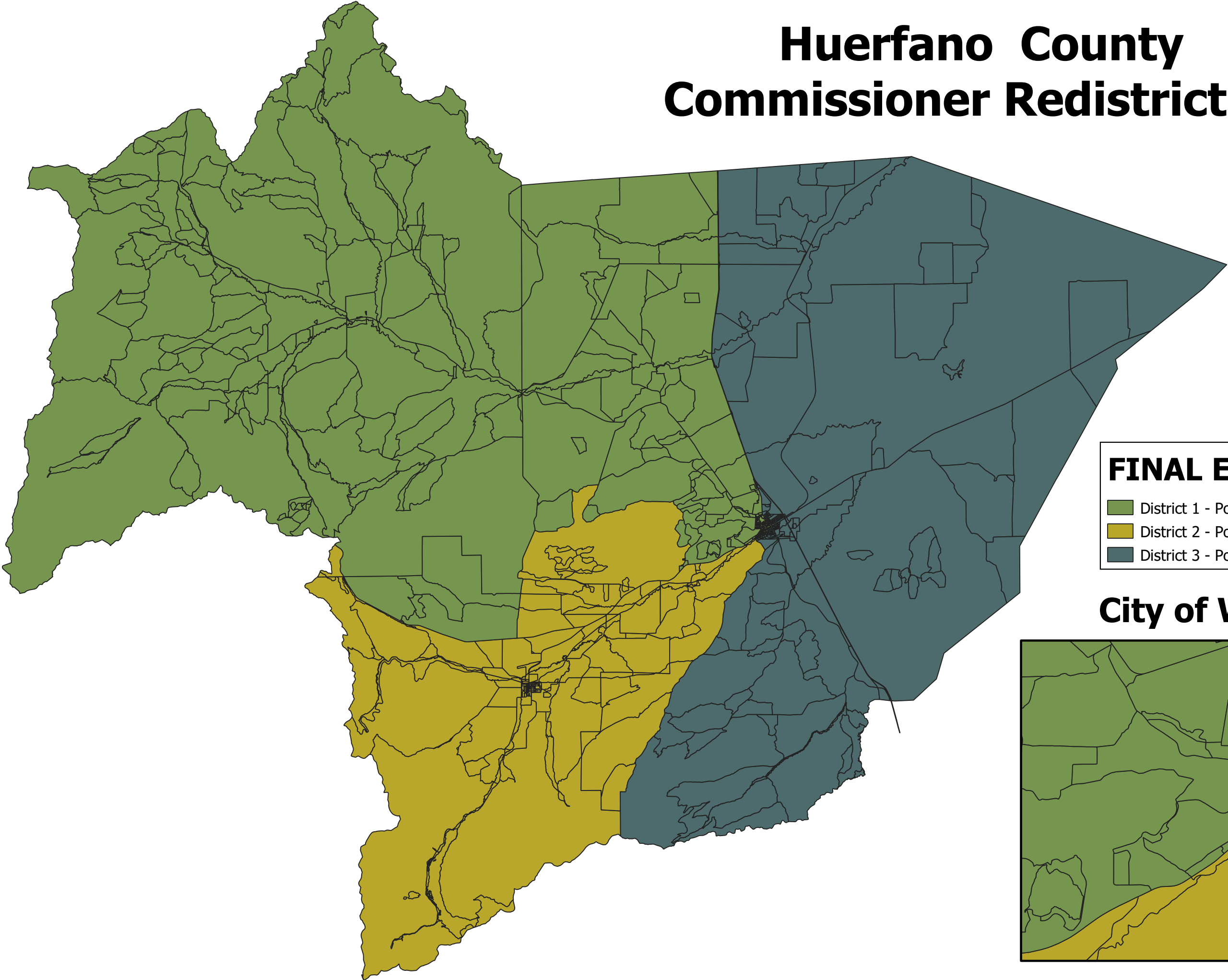
BOARD OF COUNTY COMMISSIONERS
OF HUERFANO COUNTY, COLORADO

BY _____
John Galusha, Chairman

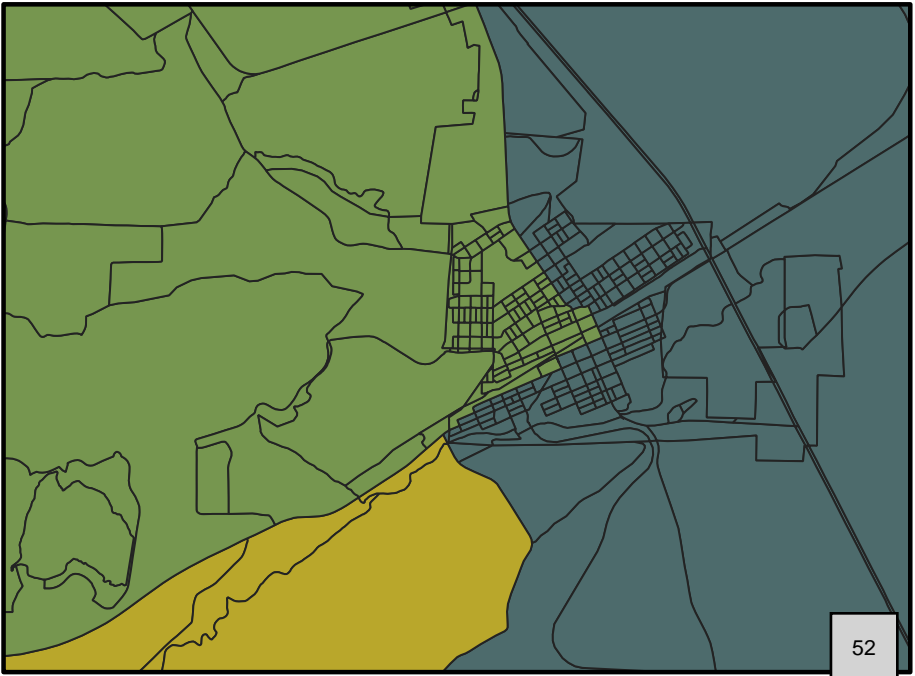
Arica Andreatta, Commissioner

Karl Sporleder, Commissioner

Huerfano County Commissioner Redistricting



City of Walsenburg





MEMORANDUM

MEETING TYPE: Board of County Commissioners Regular Meeting
MEETING DATE: June 27, 2023
ITEM NAME: Approval of Emergency Operations Plan
SUBMITTED BY: Brittney Ciarlo, Emergency Manager

SUMMARY:

Please find the updated Emergency Operations Plan attached for your review. The plan meets all standards set by the Colorado Emergency Management Performance Grant and has been sent out for review by all necessary partners and agencies. This document will be valid for a period of three years from date of signature and will be reviewed for necessary updates on a yearly basis. The document lays out expectations, functions, roles and responsibilities during a disaster or other event.



HUERFANO

COUNTY

EMERGENCY SERVICES

HUERFANO COUNTY EMERGENCY OPERATIONS PLAN

June 2023

PREPARED BY:

Brittney Ciarlo, Huerfano County Emergency Manager

bciarlo@huerfano.us

Office: 719-738-3000 x121

Cell: 719-989-8977

Table of Contents

Introduction.....4

Delegation of Authority.....4

Adoption & Promulgation.....5

Record of Changes.....7

Purpose.....8

Scope.....8

Situation Overview.....8

 Provision of Assistance.....9

 Hazard Identification & Risk Assessment.....10

 Capability Assessment Summary.....10

 Mitigation Overview.....13

Assumptions.....13

Concept of Operations (ConOps).....13

 Emergency Management Principles.....14

 Plan Activation & Emergency Declaration Process.....14

 Pre-Disaster Operations.....20

 Response to Disaster Operations.....20

 Recovery from Disaster Operations.....21

 Access & Functional Needs.....21

 Emergency Management Phases.....22

 Community Lifelines.....22

 Recovery Support Functions & Responsibilities.....23

Organization and Assignment of Roles and Responsibilities.....24

 ESF Responsibilities & Lead Agencies Matrix.....24

 Community Lifelines Responsibility.....30

 Individual/Agency Roles & Responsibilities.....30

Direction, Control and Coordination.....37

 Operational Management, Direction & Control.....37

 National Incident Management System.....39

 Organization Chart.....40

 Control of Response Assets.....40

 Multi-Agency Coordination Group.....40

Information Collection, Analysis and Dissemination.....41

- Communications Plan Summary.....41

- Administration.....41
 - Employee Reassignment.....42
 - Insurance and Worker’s Compensation.....42
 - Timekeeping.....42
 - Records Retention.....42
 - Documenting Response and Recovery Operations.....42
 - Use of Volunteers.....42
 - After Action Reporting.....43

- Finance.....43

- Logistics.....44
 - Mutual Aid and Regional Aid Agreements.....45
 - Resource Gaps.....45
 - Resource Tracking and Management.....46

- Plan Development and Maintenance.....46

- Laws, Authorities and References.....47
 - Continuity of Operations & Continuity of Government Provisions.....47
 - Acronyms & Glossary.....48
 - Federal, State, and Local Laws, Authorities and References.....56
 - Annexes and Supporting Plans.....57

INTRODUCTION

The Huerfano County Emergency Operations Plan (EOP) has been developed for local emergency planning established under the State of Colorado Disaster Assistance Act, Colorado Revised Statute (CRS 24-33.5-700) and is aligned with the National Response Framework (NRF) and the National Incident Management System (NIMS). It meets the requirements of State and Federal guidelines for emergency management plans and programs. The Huerfano County EOP establishes the structure for a coordinated response to various types of natural, technological, human-caused emergencies, disasters or terrorist attacks.

Each agency, organization or individual assigned a specific responsibility under this plan should have a broad understanding of the basic document and a thorough understanding of the assigned tasks. This plan neither replaces nor replicates standard agency or organization Operational Plans but instead it will be used when a situation calls for multiple agencies and organizations to integrate into a single command structure or when an incident escalates beyond the capabilities of the community and need to request outside resources.

DELEGATION OF AUTHORITY

This document supersedes all previous versions of the Huerfano County Emergency Operation Plan.

The transfer of management authority for actions during an incident is done through the execution of a written delegation of authority from an agency to the Incident Commander. This procedure facilitates the transition between incident management levels. The delegation of authority is a part of the briefing package provided to an incoming incident management team. It should contain both the delegation of authority and specific limitations to that authority.

The Huerfano County Board of County Commissioners (BOCC) Adopted the Huerfano County Disaster Policy, on September 10, 2019. The Huerfano County Disaster Policy is incorporated into this EOP.

The Huerfano County Disaster Policy establishes, in advance of a disaster, powers to be implemented upon declaration of a local emergency or disaster by which staff of county division and departments can take extraordinary action to reasonably assure safe and healthy response and post disaster recovery.

The Huerfano County Disaster Policy identifies methods by which the County may take cooperative action with other government entities to facilitate response and recovery.

The Huerfano County Disaster Policy, recognizes that the Board of County Commissioners is the Appointed Authority pursuant to the Colorado Disaster Emergency Act, and has responsibility for the daily supervisory, administrative and budgetary authority for government action in the immediate aftermath of a disaster or emergency. This disaster policy established the following:

- The Huerfano County Disaster Policy creates, and defines, the Huerfano County Office of Emergency Management as the division of the Huerfano County Government which has primary responsibility for emergency and disaster management activities that eliminate or reduce

hazardous events and for the preparation for, response to, and recovery from, significant emergency and disaster events that can and do occur

- In recognition of the risks that such disasters pose to life and property, the BOCC has created and empowered the Office of Emergency Management (OEM) and hired an Emergency Manager
- The Disaster Policy outlines specific actions to be taken when a local emergency or disaster declaration is issued for unincorporated areas of Huerfano County and in support of municipal areas

This Disaster Policy authorizes, in advance of a disaster, the establishment and maintenance of:

- A response organization
- A recovery management organization
- A Plan to prepare for, direct, and coordinate orderly and expeditions post disaster response and recovery

Huerfano County Disaster Policy’s Delegation of Authority Provisions:

- The Appointed Authority (The BOCC) directs and authorizes the Emergency Manager under direction of the County Administrator to provide and coordinate emergency and disaster prevention, preparedness, response and recovery services within unincorporated Huerfano County.
- The Emergency Manager shall be responsible for planning and coordinating local emergency and disaster services, preparing and keeping a local disaster emergency plan (*AKA the Emergency Operations Plan or EOP and annexes*) and preparing and distributing to all appropriate officials a clear and complete written statement of the emergency responsibilities of all local agencies and officials and of the emergency and disaster response chain of command
- The Emergency Manager under direction of the County Administrator is authorized to act as the coordinating official with the Colorado Division of homeland Security and Emergency Management (CO DHSEM), the Federal Emergency Management Agency (FEMA), and other state and federal departments involved in emergency response and recovery

ADOPTION & PROMULGATION

The Huerfano County Emergency Operations Plan is an all-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of domestic incidents. It provides the structure and mechanisms for the coordination of local support as well as coordination with state and federal partners. The Huerfano County EOP is important to the mission of reducing the vulnerability to all natural and human caused hazards, minimizing the damage and assisting in the recovery from any type of incident that occurs.

The EOP will be formally adopted by the Huerfano County Board of County Commissioners by Resolution and filed with the Department of Emergency Management and the Colorado Division of Homeland Security and Emergency Management. This plan is considered effective for three (3) years upon

adoption by the Board of County Commissioners Planning and update coordination processes for the scheduled update and adoption of the Emergency Operations Plan are overseen by the Huerfano County Emergency Manager. All changes to the EOP between adoption periods shall be approved by the Huerfano County Emergency Manager and noted in the Record of Changes section as a continuous record from previous versions.

Once adopted, the Emergency Operations Plan will be distributed to all public safety agencies, and state, federal, and local governments that operate within Huerfano County. The EOP will also be available to the public. The EOP is designed to minimize the disruption of each agency’s mission by establishing a system of collaboration during times of crisis. To meet this goal, it is imperative that all County, partner, and stakeholder agencies and their personnel prepare, train, exercise, equip, and execute their required roles and responsibilities in accordance with this EOP.

This plan supersedes and replaces the 2014 Huerfano County Emergency Operations Plan (EOP). This EOP applies to all Emergency Operations conducted in Huerfano County.

This plan was approved and adopted by the Huerfano County Board of Commissioners on:

Signed this ____ day of _____, _____

John Galusha, BOCC Chairman

Arica Andreatta, BOCC

Karl Sporleder, BOCC

RECORD OF CHANGES

All changes are to be annotated on the master copy of the Huerfano County EOP. Should the change be significant in nature, updates will be made to applicable pages. If not, changes will be reviewed and incorporated into the EOP during the next scheduled update.

Date	Section	Page #	Change/Addition	EMAP Standard Met

PURPOSE

The purpose of the Huerfano County EOP and its Annexes is to establish a comprehensive, whole community, all hazards approach to incident management across a spectrum of mission areas including prevention, protection, mitigation, response and recovery.

The Huerfano County Emergency Operations Plan incorporates best practices and procedures from various incident management disciplines including homeland security, emergency management, law enforcement, firefighting, hazardous materials response, public works, public health, emergency medical services, and responder and recovery worker health and safety. All of these are integrated into a unified coordinating structure.

The Huerfano County EOP and its Annexes provide the framework for interaction with local, private sector, and non-governmental organizations. The EOP describes capabilities and resources and establishes responsibilities and operational processes for coordinating response activities, sharing incident information with response partners and the public, alert and notification, and mobilization of resources during an incident response.

SCOPE

This EOP provides guidance for community-wide coordination of incident planning and response to incidents and hazards affecting Huerfano County and all individuals, resources, and property within the jurisdiction. The scope of the EOP includes all entities within the geographic boundaries of the County. This EOP is scalable and designed to support the organization, management, and coordination of all types of incidents and/or hazards affecting the jurisdictions.

Huerfano County shall cooperate with the disaster agencies of both municipalities situated within its borders, La Veta and Walsenburg. This plan is applicable to all of Huerfano County, but it does not replace or preempt those municipalities' emergency operations or recovery plans. As a high-level strategic document, the EOP complements and integrates with other emergency plans.

This document considers emergent operations from an all-hazards perspective. This plan focuses on activities that are directly related to an evolving incident or potential incident.

SITUATION OVERVIEW

Huerfano County has a total population of 7,082 (2022). Two major highways run north/south and east/west through the County. These are both designated hazardous material routes, I-25 and Highway 160. Huerfano County borders Pueblo, Las Animas, Costilla, Alamosa, Saguache and Custer County.

Huerfano County lies in southern Colorado and encompasses more than 1,591 square miles of land and 2 square miles of water, totaling 1,593 square miles. Huerfano County offers a varied terrain that ranges from extremely mountainous Blanca Peak with a peak of 14,345 feet to the eastern prairie at about 5,280 feet. The county seat is located in Walsenburg. The mild climate varies widely from the eastern plains to the western mountains.

The responsibility for Huerfano County's public safety systems is shared amongst several jurisdictions and response agencies. Three fire districts and coverage areas, one law enforcement agency, two emergency medical service providers, and one 911 public safety dispatch center serve Huerfano County. Huerfano County Government, 2 municipalities, federal land partners, state park, and interstate highway authorities also provide support for Huerfano County's public safety systems.

Huerfano County is exposed to several hazards that have the potential for disrupting the community, causing damage to property, and creating casualties. The natural hazards the county is exposed to include:

- Dam failure
- Drought
- Earthquake
- Flood
- Hazardous Materials
- Landslide, debris flows, mudflow, rockfall
- Methane gas
- Severe thunderstorm (lightening/hail)
- Severe winter storm
- Subsidence
- Wildfire
- Windstorm/Tornado

Additional information regarding these hazards and others that Huerfano County may be exposed to can be found in the Hazard Identification and Risk Assessment section below.

Whole-community inclusion is the process involving businesses, schools, media, nonprofit groups, faith-based organizations, community organizations, and individuals and families in the preparedness planning process. This includes understanding and meeting the actual needs of the whole community; engaging and empowering all parts of the community; and strengthening existing capacities within agencies or communities, which are already functioning on a daily basis. The planning approach shall be to plan with the community, rather than for the community. Huerfano County is committed to developing plans that serve the whole community and their involvement in planning is vital.

PROVISION OF ASSISTANCE

Huerfano County is prepared to respond to the hazards listed in this plan. This EOP will be utilized, exercised, and updated so that the County is adequately prepared; however, if an incident goes beyond the County's capability to respond, the County acknowledges that outside assistance may be required. Ongoing communication, training and coordination is vital between all public safety systems beyond just

local partners. Due to the small nature of Huerfano County, it is expected that a larger event will require assistance from our larger State and Federal partners.

HAZARD IDENTIFICATION & RISK ASSESSMENT

A disaster event can occur at any time anywhere within Huerfano County, stemming from hazards that general fall into two general categories:

- A. Natural hazards including floods, fires, earthquakes, severe storms (snow, rain, hail, tornado), pandemic, drought, power failure and water supply
- B. Human-Caused hazards including hazardous material, transportation incidents, civil disturbances, terrorists, bomb threats and/or cybersecurity attacks

Huerfano County's complete Hazard Identification and Risk Assessment is fully detailed in the Huerfano County Multi-Hazard Mitigation Plan (2018). Huerfano County is vulnerable to a wide variety of natural and manmade hazards that threaten life and property. Damage to critical facilities and disruption of vital services caused by natural events can have a significant impact on our communities. Due to more recent events, more and more human-caused hazards ranging from accidents to domestic and international terrorism, both physical and cyber, are becoming more of a concern.

The Hazard Mitigation Plan includes full profiles and mitigation strategies for the following hazards:

- Dam Failure
- Drought
- Earthquake
- Flood
- Hazardous Materials
- Landslide, debris flows, mudflow, rockfall
- Methane Gas
- Severe Thunderstorm (Lightning and Hail)
- Severe Winter Storm
- Subsidence
- Wildfire
- Windstorm/Tornado

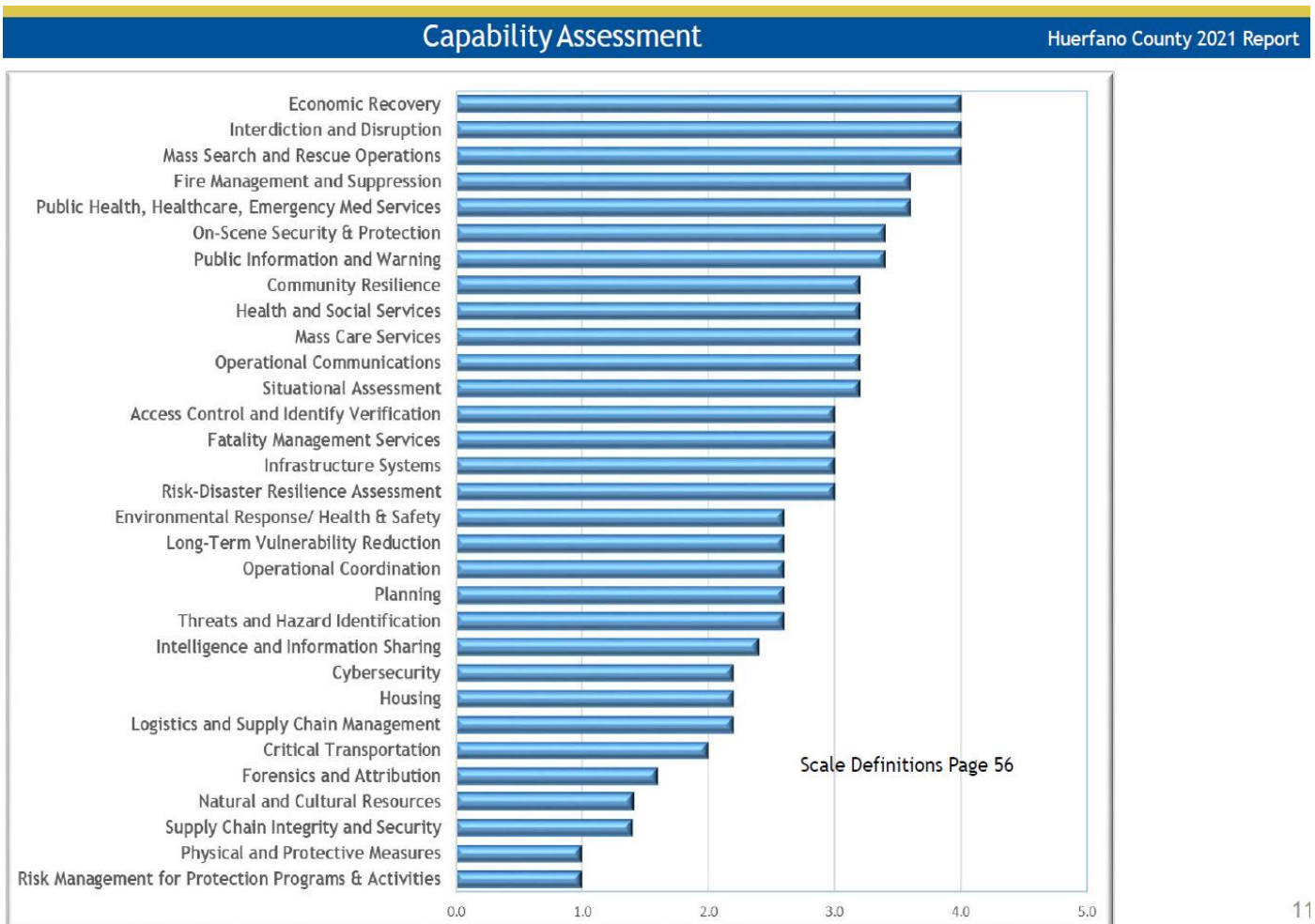
As the 2023 Mitigation update is taking place, several other areas will be added including pandemic and cybersecurity.

CAPABILITY ASSESSMENT SUMMARY

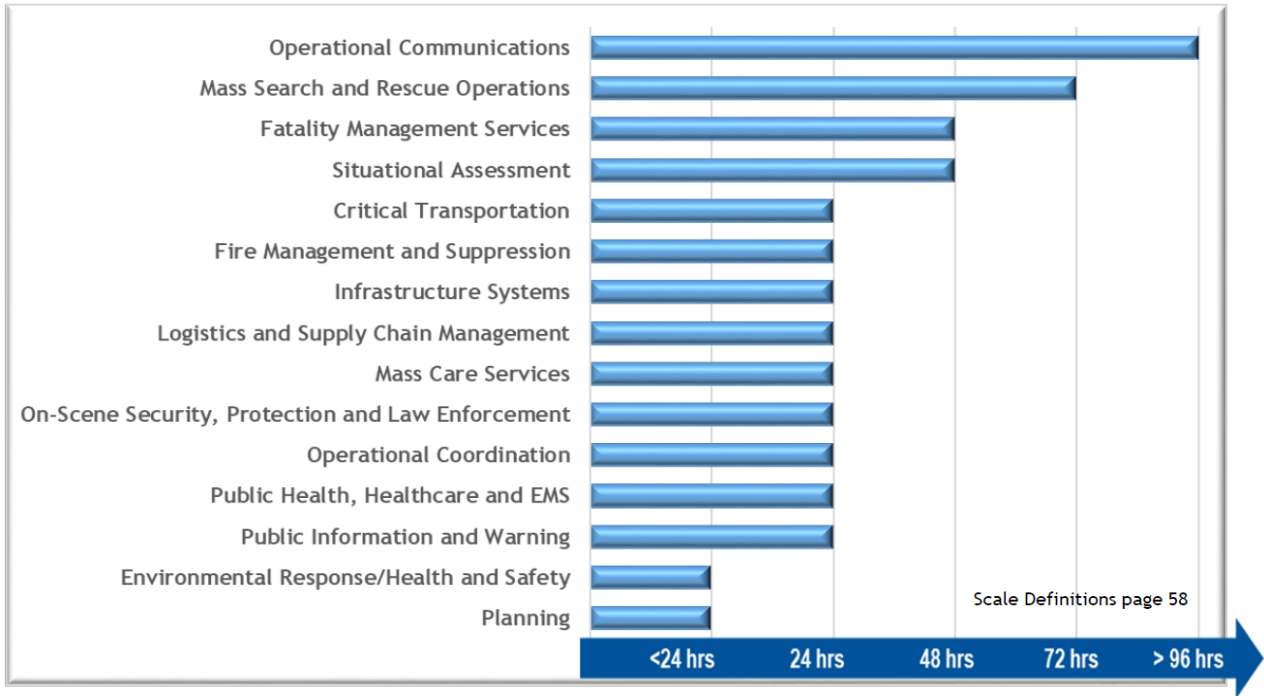
The Colorado Emergency Preparedness Assessment (CEPA) is a framework and tool to help state and local stakeholders assess risk, capabilities and the potential need for support and resources during emergencies or disasters. CEPA provides a standardized and repeatable process to better understand the capabilities at the county/local level and allows for the examination and analysis of regional or statewide trends.

The key component of the CEPA process is an in-person meeting between state and local subject matter experts (SMEs) to discuss and analyze risk and capability information and to identify potential resource gaps. This process also provides an opportunity to promote continued communication and coordination among state and local partners. Information obtained during the CEPA process helps the state better plan for and respond to the needs of individualized counties.

The below figures are Huerfano County’s Capability and Response Capacity Assessment rankings of each core capability. This assessment identified areas of strength, as well as areas with gaps or weaknesses that might hinder mitigation, response, or exacerbate existing hazards or vulnerabilities.



Response Capacity Assessment



1

Response Capacity Assessment

Capability	Based on the county's current capacity and experience with previous disasters, how long can the county deliver the response core capabilities without outside assistance?
Operational Communications	More than 96 hours
Mass Search and Rescue Operations	72 hours
Fatality Management Services	48 Hours
Situational Assessment	48 Hours
Critical Transportation	24 Hours
Fire Management and Suppression	24 Hours
Infrastructure Systems	24 Hours
Logistics and Supply Chain Management	24 Hours
Mass Care Services	24 Hours
On-Scene Security, Protection and Law	24 Hours
Operational Coordination	24 Hours
Public Health, Healthcare and EMS	24 Hours
Public Information and Warning	24 Hours
Environmental Response/Health and Safety	Less than 24 Hours
Planning	Less than 24 Hours



COLORADO
 Division of Homeland Security & Emergency Management
 Department of Public Safety

14

MITIGATION OVERVIEW

Mitigation measures within Huerfano County are efforts that reduce the likelihood and/or consequences of natural and manmade hazards. A significant and sustained effort has been underway to mitigate the impacts of both wildfire, and burn scar flooding and debris flow since the Spring Fire in 2018. These efforts have often leveraged public / private partnerships. These efforts have achieved a notable result with very limited resources. Deliberate actions should be maintained in order to continue with these valuable mitigation efforts. Huerfano County has a Mitigation Coordinator on staff in the Office of Emergency Management that focuses in this specific area while coordinating and informing citizens and members of FireWise Communities of steps that should be taken to prevent damage or sustain an event. More mitigation strategies, projects, processes, progress and future efforts are listed in more detail in the Huerfano County Multi-Hazard Mitigation Plan.

ASSUMPTIONS

The Huerfano County Emergency Operation Plan was created with the following planning assumptions and considerations:

- Incidents are expected to be managed at the lowest jurisdictional level.
- Incident management activities will be initiated and conducted using the principles contained in the National Incident Management System.
- The combined knowledge and capabilities of government at all levels, the private sector, and non-governmental organizations will be required to prevent, protect, mitigate, respond to and recover from incidents and disasters.
- Warning times for emergencies or disasters will vary from little or none to days or weeks depending on the event.
- In the event of an emergency, life safety, incident stabilization and property conservation are the immediate priorities.
- Departments and agencies at all levels of government and certain nongovernmental organizations with a response or recovery role, may be required to come in on short notice to provide timely and effective assistance.

CONCEPT OF OPERATIONS (ConOps)

This section describes the local coordinating structures, processes, and protocols required to manage incidents or disasters in Huerfano County. These are designed to enable the execution of the responsibilities of each jurisdiction having authority and to integrate local, private and non-governmental organization efforts to incident management.

The Emergency Operations Center (EOC) should be activated and appropriately staffed to support field agencies and operations and will work to carry out additional functions that are needed to fulfill

its role. The EOC will function in accordance with this EOP and other established EOC operating procedures.

Emergency operations should incorporate procedures for integrating resources from a variety of local and state entities, volunteer and private agencies and the federal government. If the effects of a disaster or emergency require the Huerfano County government to seek outside assistance, the assistance provided shall supplement, not replace, the operations of the Huerfano County offices or departments involved. Huerfano County shall retain the responsibility for direction and control of its own operations, personnel, resources, and facilities when an emergency or disaster occurs.

The Office of Emergency Management shall engage in a “Whole Community” approach to emergency management.

EMERGENCY MANAGEMENT PRINCIPLES

The Huerfano County EOC operates on the Emergency Support Function (ESF) model. This model is discussed in the National Response Framework 4th Edition, Oct 28, 2019. The National Response Framework (NRF) is an all-hazard disaster response plan, which provides a federal operational response structure for disasters that are beyond the capabilities of local and state governments. The ESF model divides responsibility into those functions most likely required during an emergency or disaster. Activation is based on need in a given incident. Agency representation in an ESF is predetermined based on the expertise required. Additional operational staff for the EOC also may include: EOC Manager, Finance Director, Logistics Chief, Operations Chief, Planning Chief, Information, and Situation Unit Leader.

PLAN ACTIVATION & EMERGENCY DECLARATION PROCESS

The Emergency Operations Plan (EOP) and any necessary supporting annexes can be implemented at any time during any type of disaster/hazard. The EOP should go into effect whenever the County Administrator, Board of County Commissioners or designee, Emergency Manager, orders it so. Actions taken by Huerfano County will be specific to the situation, emergency or disaster at that moment. The Huerfano County EOP may also be activated upon the request of mutual aid or other local jurisdiction’s that need County assistance in response to a major event.

A Disaster/Emergency Declaration is an administrative tool used by local governments to signal to its constituents and other governments that an emergency exceeds or has the potential to exceed local capacity. This allows for emergency spending, prioritization of resource requests and open channels for state and federal resources and financial support.

A local municipality may declare a disaster or emergency by notifying the Huerfano County Emergency Manager, County Administrator and the Huerfano County Board of County Commissioners (BOCC).

Huerfano County may issue a Declaration at the county level when an incident or potential incident is of such severity or complexity that is considered a disaster. At the request of the County, the State may then issue a State Declaration of Disaster/Emergency and will serve as the channel to the federal

government. If enough thresholds are met, a Presidential Disaster Declaration in accordance with Robert T. Stafford Disaster Relief and Emergency Assistance Act.

A template for a Disaster/Emergency Declaration and Delegation of Authority follow:



RESOLUTION NO. ____ - ____

THE BOARD OF COUNTY COMMISSIONERS OF HUERFANO COUNTY, COLORADO

A RESOLUTION DECLARING A NATURAL DISASTER OR EVENT WITHIN HUERFANO COUNTY.

WHEREAS, Huerfano County has suffered or there is an imminent threat that Huerfano County will suffer from widespread or severe damage, injury or loss of life and/or property resulting from: (nature of disaster)

Which occurred on _____ of 20 ____.

And

WHEREAS, the cost and magnitude of responding to and recovering from the impact of the ensuing event is far in excess of the County's available resources.

NOW THEREFORE BE IT RESOLVED there is hereby declared a disaster.

INTRODUCED, READ, APPROVED AND ADOPTED ON THIS ____ DAY OF _____, 20 ____.



BOARD OF COUNTY COMMISSIONERS OF HUERFANO COUNTY, COLORADO

BY: _____
John Galusha, Chairman

Arica Andreatta, Commissioner

Karl Sporleder, Commissioner

County Clerk and Recorder and
Ex-Officio Clerk to said Board

Copy shall be sent to:
Colorado Office of Emergency Management (COEM)
9195 E. Mineral Ave. Ste 200
Centennial, Co 80112
FAX: (720) 852-6750



DELEGATION OF AUTHORITY

County Administrator authority and responsibility for managing and controlling the _____ Incident impacting Huerfano County, is hereby transferred to _____ as Incident Commander.

As Incident Commander, you are accountable to the _____ County Administrator for the overall management of this incident, including its control and return to local County control. You are expected to adhere to the standards of the National Incident Management System and Incident Command System, relevant and applicable laws, policies, professional standards and policy direction from the County Administrator.

The protection of emergency responders and citizens is your highest priority task. The protection of public and private property including key economic infrastructure is your next highest priority. Priorities of the County will include the protection of the economic, cultural, social and environmental assets in the affected area. Suppression of this incident is your primary assignment and you are expected to do so to the best of your ability in a manner that provides for the safety and well-being of involved personnel.

Specific direction for this incident is as follows:

- 1. Transition with existing forces will be handled smoothly but as rapidly as possible.
- 2. Ensure coordination, cooperation and communication with the County Administrator, the County Emergency Operations Center (EOC) Coordinator, Agency Representatives, and the local, State and Federal agencies involved.
- 3. Ensure coordination of public information through the EOC and a Joint Information System / Joint Information Center that may be established for the Incident.
- 4. _____

This transfer includes the authority to obligate agency funds necessary to pay for controlling this incident up to \$ _____ for the first operational period ending _____, subject to the following limitations:

- 1. Coordination with Huerfano County Finance Department staff and adherence to County procedures regarding use of the Emergency-Disaster Funds.
- 2. Reasonable cost-effective and cost containment practices will be used at all times with keen attention to avoid duplicate resource ordering. At which time the EOC is activated, all resource ordering will take place through the EOC.
- 3. _____

This Delegation of Authority becomes effective at _____ (time) on _____, 20 __, and may be changed or updated by written addendums should the incident extend into additional operation periods. Any transfer of command shall be done only with the written approval of the County Administrator for Huerfano County Government.

County Administrator Date and Time

Incident Commander Date and Time

Addendum for the Delegation of Authority

Addendum 1

to the Delegation of Authority becomes effective at _____ (time) on _____, 20 __, for the Operational Period # _____. This includes the authority to obligate agency funds necessary to pay for controlling this incident up to \$_____ for this operational period. This addendum may be changed or updated by written addenda should the incident extend into additional operation periods.

Any transfer of command shall be done only with the written approval of the County Administrator for Huerfano County Government.

County Administrator Date and Time

Incident Commander Date and Time

Addendum 2

to the Delegation of Authority becomes effective at _____ (time) on _____, 20 __, for the Operational Period # _____. This includes the authority to obligate agency funds necessary to pay for controlling this incident up to \$_____ for this operational period. This addendum may be changed or updated by written addenda should the incident extend into additional operation periods. Any transfer of command shall be done only with the written approval of the County Administrator for Huerfano County Government.

County Administrator Date and Time

Incident Commander Date and Time

Addendum 3

to the Delegation of Authority becomes effective at _____ (time) on _____, 20 __, for the Operational Period # _____. This includes the authority to obligate agency funds nec

PRE-DISASTER OPERATIONS

Emergency Management employs a comprehensive approach to all-hazards planning and focuses on a collaborative effort with a wide range of partners, known as a “whole community” approach. This shared responsibility blends a collection of disciplines that together seek to build a more robust response and a better prepared and disaster resilient community. To support this, Emergency Management typically performs a support and coordination role, versus a command and control model.

RESPONSE TO DISASTER OPERATIONS

This EOP is used in conjunction with the Huerfano County Alert & Warning plan, Emergency Action Plan, and Huerfano County’s Resiliency and Recovery Base plan. Huerfano County coordinates with all 15 ESF’s, our local Economic Development group and other volunteer agencies. State coordination may be vital during an event that exceeds the capability of Huerfano County.

Huerfano County executes the EOP and other county plans by:

- Immediate response communication through CodeRed phone groups coordinated through the County Administrator, Emergency Manager and Dispatch center
- The Dispatch Center and Emergency Manager have a notification procedure list that could trigger an EOC activation.
 1. Wildland Fire:
 - . More than one fire agency involved *or*,
 - a. Near or threatening structures *or*,
 - b. Evacuation of people or animals may be needed *or*,
 - c. Highly visible to general population
 - d. Also inform Pueblo Interagency Dispatch
 2. Severe Weather:
 - a. Extensive damage due to wind, hail or snow *or*,
 - b. Road closure (*snow, flooding, limited visibility, rock fall, etc.*) *or*,
 - c. Stranded motorists due to weather *or*,
 - d. Long term power failure
 3. Man-Made:
 - a. HazMat incident involving road closure, river contamination or evacuation *or*,
 - b. Road Closure due to accident that may last several hours *or*,
 - c. Mass-Casualty (*bus crash, building collapse*) *or*,
 - d. Evacuations due to fire (house or apartment) that may need sheltering of residents.
 4. Flooding:
 - a. Road Closure *or*,
 - b. House damage/flooding that may require evacuation *or*,

- c. Report of significant rise in river or streams (flash-flooding)
5. Other:
- a. Public Health threats- water, air, food, etc.
 - b. Any threat to a school or public location (bomb threats, civil disturbance, etc.)
 - c. Any event that you think is worth notifying me. Please notify me if there is any doubt, I would rather know what is going on and be able to inform the commissioners, county administrator, and be informed if federal or state partners and media contact me.

RECOVERY FROM DISASTER OPERATIONS

The recovery phase for Huerfano County begins when the Recovery and Resiliency Base Plan (included as an annex to the EOP) is implemented. This is a signed plan that went into effect in May 2021. All of the collaboration needs, transition from response to recovery and short and long-term support for impacts to the County are covered in the Base Plan annex.

ACCESS & FUNCTIONAL NEEDS

Policies surrounding access and functional needs (AFN) ensure equal and equitable access for all individuals without discrimination. The Americans with Disabilities Act (ADA) defines an individual with a disability as “a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having an impairment.” The NRF defines these populations as “populations whose members may have additional needs before, during and after an incident.”

Before, during, and after an incident, individuals with access and functional needs can be assisted to maintain their health, safety, and independence utilizing the “C-MIST” framework to identify their needs. C-MIST is the acronym for **C**ommunication, **M**aintaining Health, **I**ndependence, **S**afety, **S**upport Services, and **S**elf-Determination, and **T**ransportation.

Physical and programmatic access, auxiliary aids and services, integration, and effective communication are often enough to enable individuals to maintain their health, safety, and independence in an emergency or disaster situation. When basic access is not enough, individuals with access and functional needs may have additional requirements in one or more of the following functional areas to participate in and benefit from emergency planning, programs, and services.

By planning to meet the **access and functional needs** of individuals who are protected from discrimination, planning can also address the needs of a wide range of individuals defined as “at-risk individuals” or “vulnerable” in other Federal statutes or planning documents. Therefore, both statutorily and inclusively. Huerfano County incorporates a whole community approach throughout its planning, response, and recovery efforts and considers individuals with AFN to be included in the whole community. The County incorporates AFN into the EOP by predetermining ESF agencies to support the whole community, including AFN considerations, during all stages of planning and preparedness, and committing additional bandwidth to these communities during and after a disaster.

EMERGENCY MANAGEMENT PHASES

The Five Phases of Emergency Management:

Prevention focuses on preventing human hazards, primarily from potential natural disasters or terrorist (both physical and biological) attacks. Preventive measures are designed to provide more permanent protection from disasters; however, not all disasters can be prevented. Sometimes risks of loss of life or injury can be limited with good evacuation plans, environmental planning and resilient design standards.

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. After Action Reviews (AARs) are key to improving response capabilities. Training and exercises, which focus on readiness to respond to all-hazards incidents and emergencies, are also crucial.

Response is a reaction to a catastrophic disaster or emergency. Response consists of the coordination and management of resources (including personnel, equipment, and supplies) utilizing the Incident Command System in an all-hazards approach. Focus is on the immediate measures needed to protect life, property, and the environment. Incident Command activities focus on operational response to and management of the incident itself. EOC operational focus is at the higher, strategic level. The EOC is responsible for the management of the broader consequences and for resource fulfillment coordination.

Recovery is the long-term coordination of those activities that continue beyond the emergency period, to restore critical community functions and begin to manage stabilization efforts. The recovery phase begins immediately after the threat to human life has subsided, and may last for several years.

Mitigation is a multitude of proactive efforts to reduce loss of life and to minimize environmental and property damage. Mitigation focuses on measures taken to limit the extent of, or affect from disasters before they occur. Structural mitigation actions address characteristics of the environment, or infrastructure; examples include flood control projects, raising building elevations, and clearing and maintaining defensible space around structures. Non-structural mitigation might entail the adoption or updating of building codes.

COMMUNITY LIFELINES



Huerfano County EOC structures its response around the stabilization of seven Community Lifelines. Lifelines are the most fundamental services in the community that, when stabilized, enable all other aspects of society to function. All Community Lifelines are interdependent, and destabilizing one Lifeline

will frequently impact the status of another. When disrupted, decisive intervention is required to stabilize the incident. The seven lifelines are:

- Safety & Security
- Health & Medical
- Communications
- Hazardous Materials
- Food, Water, Shelter
- Energy (Power/Fuel)
- Transportation

During EOC Activations, Community Lifelines are assessed and assigned one of the following colors:

- [gray]: Status Unknown
- [green]: Stable
- [yellow]: Functional, but inadequate for consistent service
- [red]: Unstable, inadequate level of service

RECOVERY SUPPORT FUNCTIONS & RESPONSIBILITIES

Support functions do not operate in a vacuum, but instead are interrelated. Decisions made in one area can dramatically affect other areas. Recovery support functions are described in full in the Huerfano County Recovery and Resiliency Base Plan. Recovery/resiliency support function areas used in the plan include:

- Huerfano County Internal Administration and Support
- Community and Local Government
- Economic and Business Recovery
- Housing
- Infrastructure
- Social Services: Health Care and Other Human Services
- Watershed Restoration and Natural Resources

Each of the categories above has sub-function responsibilities broken down into a checklist that can be found on pg. 47 in the Huerfano County Recovery and Resiliency Base Plan.

ORGANIZATION AND ASSIGNMENT OF ROLES & RESPONSIBILITIES

County employees may be assigned to work in the EOC, or other Emergency Operations based on their job description, their special skills or expertise, or at the direction of the Huerfano County Administrator, or other Huerfano County official as may be necessary during an incident as described in the provisions of The Huerfano County Disaster Policy.

While the type and scale of each particular incident may vary greatly, assignments will normally be made based on the nature of each individual’s day to day job duties and functions. Leadership positions in the EOC (and other Emergency Operations) will normally be filled by those who already hold leadership roles in their daily duties. Skill sets will also be matched whenever possible. Tasks and responsibilities may fluctuate depending on the incident at hand.

Departmental leadership in the EOC is generally the same as anytime else. Department Directors are in charge, and they themselves (or those they designate in their absence) will run their respective ESFs in the EOC.

ESF RESPONSIBILITIES & LEAD AGENCIES MATRIX

FUNCTION	RESPONSIBILITY	LEAD AGENCY	SUPPORT AGENCIES
ESF 1- Transportation	<ul style="list-style-type: none"> ● Prioritize and/or allocate resources needed to maintain and restore the transportation infrastructure ● Determine the most viable transportation networks to, from and within the disaster area, and regulate the use of those networks. 	HC Road & Bridge/Public Works	<ul style="list-style-type: none"> ● HC Emergency Manager ● HC BOCC ● School District ● SCCOG ● CDOT ● SPRHC ● HC Public Works
	<ul style="list-style-type: none"> ● Provide services relating to voice, video, and data to an incident and the EOC. 		<ul style="list-style-type: none"> ● HC Sheriff’s Office ● HC Emergency Manager

<p>ESF 2- Communications & Information Technology</p>	<ul style="list-style-type: none"> ● Restoration/repair of tele-communication infrastructure and information resources ● Alert and Warnings & Notifications 	<p>HC Communications Center</p>	<ul style="list-style-type: none"> ● HC Information Technology ● Fire/EMS Response
<p>ESF 3- Public Works & Road and Bridge</p>	<ul style="list-style-type: none"> ● Provide personnel, equipment, supplies and other necessary resources to aid in emergency operations, such as repairing roads/debris removal, etc. ● Make emergency repairs to essential County facilities and infrastructure ● Damage and Impact Assessments 	<p>HC Public Works and Road & Bridge</p>	<ul style="list-style-type: none"> ● HC Emergency Manager ● HC Land Use & Building ● CDOT
<p>ESF 4- Firefighting</p>	<ul style="list-style-type: none"> ● Coordinate firefighting activities and provide personnel, equipment and supplies in support of wildland and rural operations. 	<p>Fire District(s) Representative</p>	<ul style="list-style-type: none"> ● HC Sheriff's Office ● HC Emergency Manager & Mitigation Coordinator ● HC Road & Bridge ● HC Communications Center ● HC Search & Rescue

<p>ESF 5- Emergency Management</p>	<ul style="list-style-type: none"> ● Collect, analyze, process and disseminate information during a potential/actual event ● Coordinate incident management efforts and manage EOC 	<p>HC Emergency Manager</p>	<ul style="list-style-type: none"> ● HC County Administrator & BOCC ● DHSEM ● Fire Agencies ● HC Health & Human Services ● HC Sheriff’s Office ● HC PIO ● HC Road & Bridge & Public Works ● HC Communications Center ● HC Mitigation Coordinator ● HC Land Use & Building ● HC Finance ● Red Cross ● HC Assessor’s Office ● HC Information Technology & GIS
	<ul style="list-style-type: none"> ● Ensure health standards are maintained at all sites 	<p>HC Human Services</p>	<ul style="list-style-type: none"> ● HC County Administrator & BOCC ● School Districts

<p>ESF 6- Mass Care, Housing and Human Services</p>	<ul style="list-style-type: none"> ● Disaster housing, human services & sheltering ● Damage Assessment 		<ul style="list-style-type: none"> ● Volunteer Agencies/Red Cross ● SPRHC ● HC Information Technology ● HC Sheriff's Office ● CSU Extension Agent
<p>ESF 7- Logistics</p>	<ul style="list-style-type: none"> ● Coordinate and support timely and efficient delivery and return (if necessary) of all supplies, equipment, services and facilities before, during and after an incident. 	<p>Logistics Section Chief</p>	<ul style="list-style-type: none"> ● HC Finance ● HC Emergency Manager ● HC County Administrator & BOCC ● Fire/EMS Agencies ● SPRHC ● Volunteer Agencies
<p>ESF 8- Public Health and Medical Services</p>	<ul style="list-style-type: none"> ● Provide supplemental assistance for patient movement, food safety, medical surges, and overall health surveillance 	<p>Health Department & Spanish Peaks Regional Health Center (SPRHC)</p>	<ul style="list-style-type: none"> ● HC Coroner ● HC Emergency Manager ● HC Human Services ● Fire/EMS Agencies ● Volunteer Agencies/Red Cross ● Behavioral Health

			<ul style="list-style-type: none"> ● SPRHC ● HC Public Works
ESF 9- Search and Rescue	<ul style="list-style-type: none"> ● Provide personnel, equipment, supplies, and other resources necessary to locate, extricate, and treat injured/trapped persons ● Provide updates to Dispatch regarding status of operations 	HC Search & Rescue	<ul style="list-style-type: none"> ● HC Sheriff’s Office ● HC Emergency Manager ● HC ommunications Center ● Fire/EMS Response
ESF 10- Hazardous Materials Response	<ul style="list-style-type: none"> ● Support response to an actual or potential hazardous material spill ● Coordinate environmental cleanup 	Designated Emergency Response Authority	<ul style="list-style-type: none"> ● Colorado State Patrol ● HC Sheriff’s Office ● HC Emergency Manager ● HC Information Technology ● Fire/EMS Response ● Health Department
ESF 11- Agriculture and Natural Resources	<ul style="list-style-type: none"> ● Coordinate animal mass care services and emergency assistance, such as evacuation and feeding ● Ensure protection of natural and cultural 	CSU Extension	<ul style="list-style-type: none"> ● HC Emergency Manager ● Health Department ● Colorado Dept. of Parks and Wildlife ● Natural Resources Conservation District

	resources and historic properties		<ul style="list-style-type: none"> ● HC Land Use ● Volunteer Agencies
ESF 12- Energy	<ul style="list-style-type: none"> ● Provide information and data concerning the status of energy restoration efforts ● Damage and Impact Assessments ● Repair & restoration 	HC Public Works	<ul style="list-style-type: none"> ● Public & Private Utility Providers ● HC Emergency Manager ● Fire Response ● HC Sheriff's Office ● HC Information Technology & GIS
ESF 13- Public Safety and Security	<ul style="list-style-type: none"> ● Traffic and crowd control and security at damaged County properties 	HC Sheriff's Office	<ul style="list-style-type: none"> ● HC Emergency Manager ● HC Information Technology & GIS ● Fire/EMS Agencies
ESF 14- Recovery & Mitigation	<ul style="list-style-type: none"> ● Intermediate and long-term community recovery, support stabilization of key community lifelines ● Damage Assessments 	HC Recovery/Emergency Manager	<ul style="list-style-type: none"> ● HC County Administrator & BOCC ● HC County Offices: Assessor, Finance, Public Works, Land Use & Building, Economic Development ● HC Mitigation Coordinator

			<ul style="list-style-type: none"> ● HC Human Services ● Health Department ● Volunteer Agencies
ESF 15- Public Information and External Affairs	<ul style="list-style-type: none"> ● Activate and operate a Joint Information Center (JIC) if necessary ● Provide correct, timely and accessible information 	HC PIO	<ul style="list-style-type: none"> ● HC Emergency Manager ● HC County Administrator & BOCC ● HC Sheriff’s Office ● HC Communications Center ● HC Tourism Board

COMMUNITY LIFELINES RESPONSIBILITIES

Community Lifelines are used to help evaluate the severity of an incident, report on critical community systems and prioritize response activities within their specific scope. Huerfano County Emergency Manager will utilize the Huerfano County Lifelines-Critical Infrastructure Matrix and corresponding ESF leads to monitor and assess lifelines during an event. This Matrix was created to identify all critical lifelines within Huerfano County, their locations, ownership and contact information. The Huerfano County Lifelines-Critical Infrastructure Matrix document is housed by the Huerfano County Emergency Manager and IT Departments.

INDIVIDUAL/AGENCY ROLES & RESPONSIBILITIES

<u>HC Board of County Commissioners</u>	<ul style="list-style-type: none"> ● Top-level responsibility for addressing the full spectrum of actions to prevent, protect, mitigate, respond to, and recover from incidents involving all natural and manmade hazards. ● Making a disaster declaration when a disaster or extraordinary event has occurred, or the threat of such is imminent
---	---

	<ul style="list-style-type: none"> ● Ultimate approval of Delegations of Authority ● Final legal authority and responsibility for all Huerfano County activities, including all Emergency Operations. May have power to suspend local laws/ordinances, such as curfew, direct evacuations, etc.
<p><u>HC Emergency Manager</u></p>	<ul style="list-style-type: none"> ● Support the Incident Commander as needed with disaster planning and coordinate the community’s emergency response organizations, public utilities, welfare agencies, and adjacent jurisdiction emergency management coordinators; facilitate integrated emergency response and recovery ● Monitor Lifelines and coordinate with proper agency to restore impacted lifelines or create a short term solution to non-functioning lifelines ● Oversight of EOC activity and operation ● Disaster Consequence Management: coordinate emergency support activities of governmental and private sector agencies during disaster response ● Situational Awareness: keep Huerfano County Officials, neighboring jurisdictions, and other key partners on the status of the disaster ● Coordinate with HC BOCC and County Administrator if seeking state assistance ● Ensure all partners/individuals understand their roles in the EOC ● Planning and coordinating evacuations, shelters and re-entry processes with necessary partners ● Support the Emergency Alert System (EAS) and other public alerting systems.

	<ul style="list-style-type: none"> ● Coordinate with the HC JIC and PIO to encourage local media cooperation in a disaster. ● Keep CO DHSEM informed of the potential or actual emergency and status of response. ● Prepare an after-action report for any EOC activation or declared disasters.
<p><u>HC County Administrator</u></p>	<ul style="list-style-type: none"> ● Advise HC BOCC on Disaster Declarations and Delegations of Authority ● Negotiate terms of Delegation of Authority to ensure the County’s interests are protected ● Advise the HC Emergency Manager/EOC Manager on all operational guidance coming from the Policy Group ● Liaison activities with officials from all levels of government ● Assist HC Finance with tracking incident expenses and budgetary concerns/restraints
<p><u>HC Sheriff’s Office</u></p>	<ul style="list-style-type: none"> ● Identify actions to be taken to protect the whole-community, infrastructure, and property ● Establish and maintain law and order ● Assist in warning the public regarding the nature of emergency or disaster. ● Provide staff liaison to the Huerfano County EOC or maintain contact with the EOC. ● Coordinate search and rescue activities with Huerfano County Sheriff’s Office ● Designate and secure evacuation routes to include traffic control points and roadblocks

	<ul style="list-style-type: none"> ● Provide security for evacuated areas; to include areas accommodating evacuees such as emergency shelter
<u>Fire Chief(s)/EMS</u>	<ul style="list-style-type: none"> ● Coordinate firefighting activities and provide personnel, equipment and supplies in support of wildland and rural operations. ● Assist in various technical rescue operations, as required ● Assist in warning the public of impending danger, and as necessary, evacuating potential danger areas and providing fire security in evacuated areas as needed. ● Provide available emergency equipment to assist with traffic control. ● EMS to provide life safety measures as necessary
<u>HC HR Officer</u>	<ul style="list-style-type: none"> ● Provide information to County employees on available benefits ● Coordinate workers compensation claims with third party administrator, county departments and injured employees ● Coordinate messaging with HC PIO regarding impacts to County workers ● Recruitment and hiring temporary workers for emergency related employment ● Provide direction and guidance for the development and implementation of disaster related employment policies.
<u>HC Road & Bridge Director</u>	<ul style="list-style-type: none"> ● Assess damage, provide emergency and permanent repair recommendations as needed to County property within the right of way ● Coordinate debris management activities within County right of way

	<ul style="list-style-type: none"> ● Provide emergency traffic control equipment and personnel and assist with establishment of emergency traffic routes ● When available, provide heavy equipment for disaster response and recovery operations
<u>HC Finance Director</u>	<ul style="list-style-type: none"> ● Maintain normal financial obligations, including employee pay, accounts receivable and accounts payable ● Resume services to the public as soon as practical ● Activate emergency procedures for purchasing supplies and/or equipment necessary for EOC and DAC operations ● Maintain detailed financial records of all incident costs accrued during a disaster ● Coordinate documentation reports and financial information for state and federal reimbursements ● Implement disaster finance policy, record keeping and expenditure processes with all elected/appointed officials and department heads
<u>HC Land Use Director</u>	<ul style="list-style-type: none"> ● Determine the extent and type of building damage, including any use restrictions and whether services can be restored ● Monitor rebuilding and safe reconnection of utilities in the recovery phase ● Provide building permitting and temporary land use guidance and direction including land use codes, development, temporary housing, debris removal, and temporary/expedited permitting
<u>HC Human Services</u>	<ul style="list-style-type: none"> ● Provide referral services to assist disaster victims with unmet needs or crisis-oriented mental health services ● Coordinate the Disaster Assistance Center with other jurisdictions, agencies and other volunteer organizations to

	<p>provide food, counseling, clothing, heat, occupational needs, emergency location services and/or housing.</p> <ul style="list-style-type: none"> ● Maintain ongoing assistance programs, such as SNAP, Low Energy Assistance Program, Aid to Dependent Children, Aid to Needy and Disabled, Old Age Pension, Medicaid, Home and Community Based Services. Refer to Social Security Administration for Social Security Benefits.
<u>HC Assessor</u>	<ul style="list-style-type: none"> ● Coordinate with HC IT and GIS to store electronic data ● Protect all records ● Assist with performing Damage Assessment surveys ● Resume services to the public as soon as practical
<u>HC County Clerk</u>	<ul style="list-style-type: none"> ● Protect all records ● Resume services to the public as soon as practical with a system that allows citizens to replace lost documentation ● Maintain emergency plans for elections ● Recording of official documents during a disaster
<u>CSU Extension Agent</u>	<ul style="list-style-type: none"> ● Assist and coordinate animal evacuations, sheltering and feed management
<u>HC Coroner</u>	<ul style="list-style-type: none"> ● Ensure Mutual Aid Agreements are in place for resource needs in excess of local capacity ● Follow legal requirements for proper death notification and removal process ● Approve any information released by HC PIO regarding incident fatalities. ● Report all casualty information to the EOC ● Establish morgue facilities, direct the identification of deceased and cause of death

<p><u>HC Information Technology Director</u></p>	<ul style="list-style-type: none"> ● Provide Maps & GIS data to support all emergency operations ● Maintain database of all Critical Infrastructure within the County in coordination with Emergency Manager ● Assist with damage assessment (property inventory, site pictures, ownership records, etc.) ● Assure that County information technology capabilities are maintained during an emergency and restore services if networks are unstable
<p><u>HC County Attorney</u></p>	<ul style="list-style-type: none"> ● Function as the principal legal advisor to Huerfano County Government ● Provide an interpretation of federal, state, and local laws and regulation to ensure that Huerfano County is operating within expectations ● Provide guidance for disaster policies implemented to support response and recovery operations.
<p><u>Public Health</u></p>	<ul style="list-style-type: none"> ● Coordinate and assist with medical and public health and environmental services for disaster operations. ● Advise the Policy group on all public health, medical and environmental events. ● Coordinate support for inoculations, water purification, insect and rodent control, and other necessary health protection measures ● Evaluate and recommend methods for the disposal of contaminated food, animal carcasses, and other debris disposal. ● Assist with identifying residents with health problems that require special equipment or assistance in the event of an evacuation.

<p><u>Hospital</u></p>	<ul style="list-style-type: none"> ● Provide a wide variety of health interventions services for survivors of disasters ● Conduct planning efforts and create agreements with other agencies to assist with patient overload
------------------------	--

DIRECTION, CONTROL AND COORDINATION

Coordination will occur between Incident Command and the Emergency Operations Center (EOC) through the EOC Manager and correlating Section Chiefs at the Incident Command Post. The Huerfano County Department of Emergency Services Dispatch Center will provide liaison support between both entities to assist with coordination.

The response to an emergency will be made at the lowest governmental level that will ensure proper operational effectiveness. Each jurisdiction is responsible for approving and managing the use of their own resources for emergency purposes and establishing a line of succession for authorizing funds or other related resources. When those capabilities are exceeded, support and coordination for each jurisdiction rests on Huerfano County.

When response and recovery needs exceed the capability of Huerfano County, the Huerfano County EOC will coordinate with the State of Colorado Emergency Operations Center (SEOC) for resource assistance and other available state and federal support. Communication between the two agencies is handled by the Emergency Manager/EOC Manager for the County and the Regional Field Manager on behalf of Colorado Division of Homeland Security and Emergency Management (CO-DHSEM).

OPERATIONAL MANAGEMENT, DIRECTION AND CONTROL

Incident Command: Maintains authority, responsibility, and accountability for its personnel and other resources while managing and directing incident activities through the establishment of a common set of incident objectives, strategies, and a single Incident Action Plan. Incident Command typically operates out of an Incident Command Post on scene and is supported by the Emergency Operations Center and Policy Group.

EOC Operation: During an incident, the EOC fulfills the role of initiating and coordinating local government resources ordering and deployment. The EOC also coordinates and controls the activities of private and volunteer organizations, in their delivery of emergency assistance to affected areas. The EOC provides governmental and affiliated officials with a centralized location to gather and analyze critical incident information; facilitate the decision-making process; and coordinate response and short-term recovery activities.

The Huerfano County Emergency Operations Center (EOC) provides multi agency coordination through the following functions:

- **Resource support** – Actions to identify, acquire, prioritize, order, and allocate needed and anticipated support resources
- Developing and maintaining **situational awareness** – Information from various sources must be displayed and shared with the appropriate audiences to promote increased understanding and awareness of the current situation
- **Emergency Support Function (ESF) coordination** – The EOC provides coordination and management for all ESF's activated in support of the incident
- **Management of information** – The EOC must have processes in place to collect, document, analyze, and distribute information
- **Policy coordination** – Policy directives of the BOCC are reflected within the EOC's operations

EOC activation may be requested by:

- The Emergency Manager
- The Huerfano County Administrator or Board of County Commissioners
- Huerfano County Sheriff or designee
- Director of Public Health Department
- Other officials, such as:
 - Municipal / Utilities
 - Incident Commander / Unified Command
 - Local Fire / Police Chiefs, or designees

The EOC is generally responsible for coordination and control of all support outside of the Incident Command footprint, along with administrative and off-site functions. Resource requests will be coordinated through the EOC. All requests for activation will be coordinated by the Emergency Manager or designee.

If the size and scope of the incident warrants, the EOC will activate and operate at one of three levels; *Virtual, Limited* or *Full* activation. The EOC Manager or Director will determine the level of operation based on the current situation and assessment of Lifelines using the best available information at the time.

Dispatch & Communications: During an EOC activation, dispatch personnel may be assigned to report to the EOC to assist with communication functions during the activation and until they are no longer required. During a disaster, multiple communication systems will be used to communicate amongst all agencies involved:

- Radios: 800 MHZ and/or VHF depending on what system has best coverage for the incident. Channels and frequencies will be chosen by responding jurisdictions
- Landlines, cell phones and pagers may be used in the field and EOC

- Amateur Radio Emergency Services (ARES) is a backup communication system that can also be used in the field and EOC
- CodeRed Emergency Notification System: County Employees, EOC and Policy Group Personnel, as well as the community may be notified via emergency notifications through the CodeRed system allowing contact by text and voice.

Policy Group: The Policy Group is called upon in times of disaster where impacts and consequences may somehow affect more than one entity. The participants include elected officials or upper management able to discuss issues and actions but also make decisions on their government's behalf.

Multi-Agency Coordination: Huerfano County has Huerfano Multi-Agency Coordination (HMAC) and Recovery Multi-Agency Coordination (RMAC) teams established. These are working groups that meet to identify issues, solutions and coordinate activities, either in planning or recovery mode. The groups consist of agency administrators or their designees.

NATIONAL INCIDENT MANAGEMENT SYSTEM

The National Incident Management System, 3rd Edition (NIMS) is a comprehensive, nationwide systematic approach to incident management. NIMS is a federal system, which requires local governments to have an updated Emergency Operations Plan that incorporates NIMS components, principles and policies.

NIMS is applicable to all levels of stakeholders, including local government, non-governmental organizations, private sector and other agencies that play a role during disasters. In Huerfano County, NIMS is the basis for all incident management and shall be utilized to manage both small and large scale incidents.

NIMS Guiding Principles:

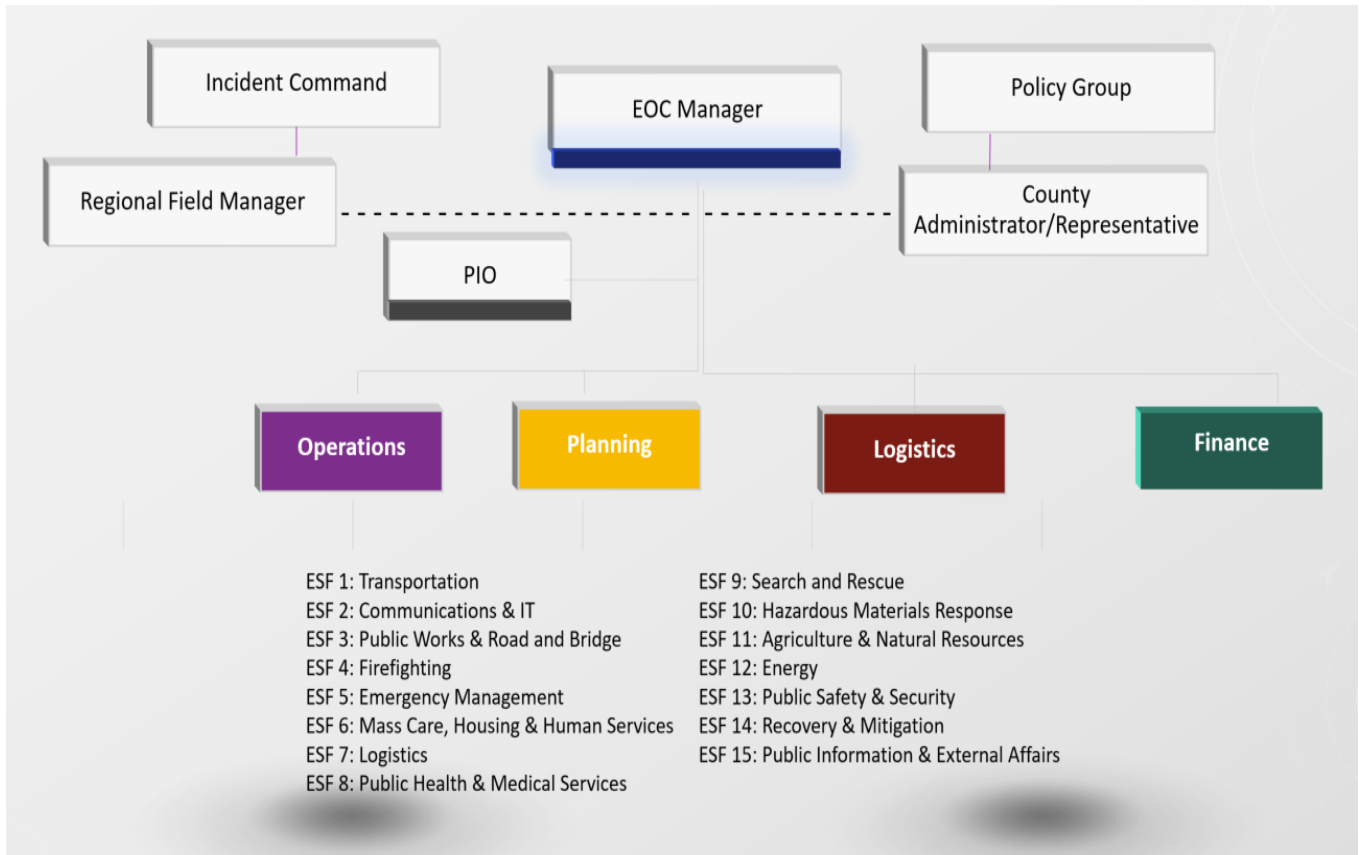
1. Management by Objectives

The Incident Commander and EOC Manager establish objectives that drive all incident and EOC operations.

2. Scalable, Flexible & Adaptable Modular Organization

ICS and EOC Structures develop in modular fashion based on an incident's size, complexity, and hazard environment. Responsibility for establishing ICS and EOC teams rests with Incident Commander and EOC Manager.

ORGANIZATION CHART



CONTROL OF RESPONSE ASSETS

The Board of County Commissioners is responsible for the overall direction of the response activities of all County Departments. Department heads shall maintain control over their employees and equipment.

The Sheriff and Emergency Manager are responsible for assuring that coordinated and effective emergency response systems are developed and implemented.

In regards to personnel, needs are requested through the EOC by field-level responders for acquiring and allocation. Once personnel assets have arrived and checked in via the EOC, the Incident Commander will assume responsibility. All documentation of resources requested and order status must be updated in WebEOC.

MULTIAGENCY COORDINATION GROUP

Huerfano Multi-Agency Coordination (HMAC) and Recovery Multi-Agency Coordination (RMAC) teams are established and functioning. These are working groups that meet to identify issues, solutions and coordinate activities, either in planning or recovery mode. The groups consist of agency administrators

or their designees that have policy-making authority. There is a monthly standing meeting during blue-sky times, but a committee can be called to convene at the EOC before or during a disaster.

INFORMATION COLLECTION, ANALYSIS AND DISSEMINATION

For large incidents involving multiple organizations, a Joint Information System (JIS) may be implemented. The need for a JIS is identified by the BOCC, HCSO, and/or the EOC. A JIS is an information network of Public Information Officers (PIO) and support staff working together to deliver accurate and timely information to the public. The JIS integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely and complete information during crisis or incident operations.

The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending and executing public information plans and strategies; and controlling inaccurate information that could undermine the incident response and recovery efforts.

A JIS is a cooperative effort and mirrors the Incident Command System which utilizes a unified command structure when responsibilities are shared. Each agency involved in a JIS retains their autonomy and continues to speak for itself. Multiple public information units exist within the Huerfano County government. The County Public Information Office and the Sheriff's Office Public Information Office work in a unified support structure when there are cross-jurisdictional responsibilities; they integrate incident information and public affairs into a cohesive format to provide consistent, coordinated, accurate, accessible, timely and complete information during crisis or incident operations.

For an all-hazards incident, under the direction of the BOCC, the County Public Information Office coordinates the information from the public information units within the District Attorney's Office, Social Services, Department of Public Works, Public Health, and the Huerfano County Attorney's Office.

COMMUNICATIONS PLAN SUMMARY

In the event of a disaster, or if there is a threat that could lead to a disaster, Huerfano County will initiate actions to coordinate county communications. All communication begins at the Huerfano County Dispatch Center. Utilizing the Emergency Management list of notification requirements, Dispatch will notify the Emergency Manager. The Emergency Manager is responsible for communicating potential threats and/or disasters to the County Administrator and BOCC. If needed, the Policy Group will be made aware of the situation. These notifications are done via text groups, group phone calls or CodeRed group notifications. It is the goal of Huerfano County to handle personnel, equipment needs and resources first. It is also the job of the Emergency Manager to keep the Regional Field Manager apprised of any situation that has potential of expanding beyond Huerfano County's capability. The Regional Field Manager will communicate any resource requests and situation to the State if deemed necessary.

ADMINISTRATION

Huerfano County does have administrative protocols in place that are to be utilized only during an emergency event. The County government shall determine, if necessary, when normal administrative procedures shall be suspended or relaxed. The Huerfano County Disaster Policy has been implemented into this EOP and the document in its entirety can be found as an annex to this document.

EMPLOYEE REASSIGNMENT

The Huerfano County Disaster Policy defines the Huerfano County Policies concerning administrative matters during a disaster, this includes authority vested in the Huerfano County Administrator to reassign employees to work in the EOC or in other Emergency operations, as a condition of their employment. The Huerfano County Disaster Policy also addresses matters concerning Administration and pay.

INSURANCE AND WORKER'S COMPENSATION

The HR Director is responsible for all medical benefits and reporting of worker's compensation claims. Safety and employee wellbeing is a top priority for Huerfano County. Benefits, Insurance and Worker's compensation are explained in more detail in the Huerfano County Employee Handbook, which can be found as an annex to this document.

TIMEKEEPING

During Emergency Operations, all time worked must be correctly accounted for by all employees. When working in the EOC, all staff must be sure to sign in and out each day. Staff will be directed to continue utilizing the County payroll timekeeping system and may be additionally required to utilize Salamander for logging purposes.

All EOC and other Emergency Operations Staff should also complete paper copies of an ICS 214 Activity Log. These need to be collected and forwarded to finance. These forms will serve as a part of Huerfano County employees and paid contract staff timesheets for work during Emergency Operations. Failure to submit ICS 214 for all work activities will result in the employee losing remuneration for hours worked.

RECORDS RETENTION

In order to provide normal government operations following a disaster, each department or agency must take actions to protect essential records. Huerfano County follows requirements found in its Record Retention Policy, which can be found as an annex to this EOP. The most standard retention period is 7 years.

DOCUMENTING RESPONSE & RECOVERY OPERATIONS

Unless customized Huerfano County Specific forms/processes have been developed for a specific function (Such as has been done with the Huerfano County 213rr) Emergency Operations and EOC staff should use the standard FEMA Emergency Management Institute ICS Forms for all record keeping and planning activities. WebEOC should be utilized to enter and store all documents related to that event.

USE OF VOLUNTEERS

Volunteers and volunteer agencies must be approved and verified prior to commencing operations inside the impacted areas (or other restricted locations) –both during and after the incident. Credentials will be issued to those who are approved, and the time, location, and nature of all activities will be defined and monitored by the EOC.

Those without proper credentials will be escorted from areas which have restricted access. Unaffiliated volunteers can request to officially join and work through a recognized nonprofit agency. This should occur before performing any activity during or after an incident.

Spontaneous volunteers from outside of the impacted community, who are not a member of a recognized group Volunteer Organization will be turned away from offering assistance to impacted residents. This is for their safety as well as for that of the community. Proper training and equipment is essential. Workers must be fully vetted in advance of all activities.

AFTER ACTION REPORTING

Upon deactivation of the EOC after an emergency or disaster, or after a training/exercise, the Emergency Manager shall be responsible for reviewing the incident with the involved parties and submit an after action report (AAR) to the Board of County Commissioners. At a minimum, the AAR should document:

- The activities that took place;
- Any issues/gaps;
- Areas for improvement;
- Successes; and
- An improvement plan with individual/office/agency tasks.

Completed AAR's should be utilized prior to a similar training to ensure that any previous issues are recognized and have been corrected.

FINANCE

The agency having jurisdiction is responsible for the cost of the incident. That being said, the government or agency which initially orders (requests) the resource is responsible to pay for that resource.

Once the EOC has been activated, all resource requests should be made using the Huerfano County specific 213RR form. If there is agreement that Huerfano County is to assume responsibility for the expense, the form must detail the agreement, and it must be signed by the individual who authorized that commitment to pay.

A major disaster or emergency may require the expenditure of large sums of Huerfano County funds. If the demands exceed available funds, upon prior approval by the BOCC, the County may make additional funds available from the TABOR Reserve and/or Contingent Fund. If funds are insufficient, the BOCC

may grant authorization to transfer and expend monies appropriated for other purposes under a declared emergency or disaster.

Participating agencies, County departments and County offices are responsible for coordinating with the Huerfano County Finance Department (&/or The Finance Section in the EOC) all matters concerning the expending of funds, and are responsible for maintaining appropriate documentation to support requests for reimbursement, for submitting bills and for closing out orders in a timely manner.

Disaster finance procedures, as directed and coordinated by the Huerfano County Finance Department (&/or The Finance Section in the EOC), will be utilized to ensure the proper and efficient processes relating to procurement transactions, contracts, purchasing card limits and approval authority of the allocation of funds when required during emergencies or disasters. Emergency contracting procedures set within the Disaster Policy should also be followed.

Each County agency identified in the EOP is responsible for documenting all emergency or disaster related expenditures using the financial tracking and reporting protocol as directed by the Huerfano County Finance Department. Each County department or enterprise must exercise proper oversight throughout the course of the incident to maintain logs, records, receipts, invoices, purchase orders, rental agreements and all other applicable documentation.

Local jurisdictions may adopt a more strict policy if they wish, but must at all times adhere to Huerfano County Procurement Policies. In general compliance with *2 CFR Part 200*, is considered the minimum standard level of compliance, for Huerfano County, State of Colorado, and for the federal government. Therefore, if there is any request for, or any expectation of the expenditure of Huerfano County funds, the Huerfano County Procurement Policy must be followed. This includes all requests for assistance, for reimbursements and requests for refunds.

LOGISTICS

Resource Mobilization shall be conducted in accordance with the Huerfano County Disaster Policy, which was adopted on September 10, 2019 and with procedures as directed by the Huerfano County policy group, Huerfano County Administrator, and the Huerfano County Finance department.

Resource management involves the integration of resources from Huerfano County government, regional neighbors, volunteer organizations, private sector, and State and Federal governments. Mutual Aid and other local agreements should always be utilized if possible prior to expending of funds when ordering resources. The Logistics Team shall work closely with and under the direct guidance of a designated Finance Officer present in the EOC.

Key considerations should at a minimum include:

- The use of the Huerfano County 213RR (Resource Requests) Forms, Flowcharts, & Procedures
- The Colorado Division of Fire Protection and Control (DFPC) Huerfano County Annual Operation Plan (AOP), if applicable. The documents outline what resources are and are not reimbursable by DFPC
- Pueblo Interagency Dispatch Center Resource Ordering Protocols

- State of Colorado Resource Mobilization Guidance
- State of Colorado WebEOC Resource Status, Ordering and Tracking
- EOC Finance Director's Guidance
- EOC Logistics Team Guidance
- Existing Contracts and Agreements (IGA's, MOU's, MOA's, etc...)
- Existence of or pending status of any Disaster Declarations

Each agency participating in this EOP, or in EOC Operations, or requesting resources from Huerfano County, is responsible for understanding and complying with the Huerfano County resource ordering protocols implemented through the EOC.

The Logistics Section of the EOC shall endeavor to ensure that resources mobilization during an incident shall be capable to identify, inventory, dispatch, mobilize, transport, recover, and demobilize and to accurately track and record available human and material critical resources throughout all incident management phases. Critical resources are those necessary to preserve life, property, safety, and security. The goal shall be to ensure that critical resources are available to incident managers and other emergency responders upon request for proper distribution and to aid disaster victims in a cost-effective and timely manner.

MUTUAL AID AND REGIONAL AID AGREEMENTS

An MAA is a written agreement between agencies, offices or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and/or equipment in an emergency. Mutual aid only comes into effect when a jurisdiction or agency has identified that the event will exceed their capacity. After all local resources have been exhausted, then state and federal resources can be requested. Local MAA's are reviewed with all involved parties and their legal counsel, if necessary, before officially signed. A list of all current MAA's, IGA's and MOU's are housed in the Department of Emergency Management.

RESOURCE GAPS

According to the CEPA Summary Report:

Based on previous experience, pre-established plans, and protocols for major incidents, Huerfano County may request outside assistance most likely in the following areas: Multi-mission aircraft (MMA) wildfire support, emergency operations center (EOC) personnel, American Red Cross (ARC) for sheltering, swift water rescue group, large air tanker support, firefighting hand crews, storage capacity and warehouse space, debris management, and hazardous material (Hazmat) teams.

There are several strengths/best practices within the county to include: A seasoned program with supportive leadership, a sense of community that pulls together, and strong partnerships and mutual aid networks. Huerfano County would like to develop internal and

external training, an intern program, and acquire and integrate knowledge by collaborating through a wide variety of stakeholders. A few identified opportunities included; leveraging a new emergency operations facility, developing internal and external training, and reviewing, finalizing and implementation of plans, policies, and procedures.

Additional focus and attention: Huerfano County would like to improve focus on office of emergency management (OEM) growth, developing essential plans, emergency operations center (EOC) training, and increasing equipment and personnel resources. There are challenges with maintaining skilled personnel and volunteers. The county would like to seek opportunities to further develop the Physical and Protective Measures; Risk Management for Protection Programs & Activities; Screening, Search, and Detection; Natural and Cultural Resources; Supply Chain Integrity and Security; and Forensics and Attribution core capabilities. Research grant reliance to see how funding may enhance capabilities and fill gaps.

RESOURCE TRACKING AND MANAGEMENT

The County Administrator will determine the EOC ordering procedures to be followed during an EOC activation. Resources ordered through the EOC must be approved by the Appointed Authority utilizing existing EOC procedures. All requested and received resources should be entered into WebEOC for tracking purposes.

PLAN DEVELOPMENT AND MAINTENANCE

The Huerfano County Emergency Manager is responsible for facilitating regularly scheduled EOP updates and revisions and for developing a training and exercise program (TEP) to familiarize, train and incorporate stakeholders on the provisions of this plan.

All emergency plans developed and used by participating sub-jurisdictions, agencies, county departments and private partner enterprises should be designed to integrate quickly and efficiently with the Huerfano County EOP.

Plan revision will occur periodically as determined by the Huerfano County Emergency Manager, the Huerfano County Administrator, or the BOCC, but not less than on an annual basis. Major revisions will be approved and officially adopted by the BOCC. Other changes to the plan, normally consisting of additional annexes, or edits to existing annexes, will be kept on file with the Huerfano County Office of Emergency Management (OEM). These updates will be recorded in the Record of Changes sections within the EOP and distributed to each agency identified in the plan.

Every agency listed in the roles and responsibilities section of this plan is expected to develop and maintain internal policies, procedures and plans needed to fulfill their roles and responsibilities as identified within the plan. Every agency should also maintain communications with The Emergency Manager; cross sharing emergency management policies, procedures, and plans and revisions.

As part of the planning process, The Office of Emergency Management has solicited feedback from every agency identified in the plan. Individual planning sessions, regularly scheduled meetings with discipline specific organizations, and EOC team training workshops, and exercises promote and enforce the operational concepts and responsibilities found in this plan.

This EOP will be promulgated by the BOCC every 3 years or as needed upon annual review.

LAWS, AUTHORITIES AND REFERENCES

Huerfano County Emergency Operations Plan uses the foundation provided by the Homeland Security Act, the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), and the Colorado Disaster Emergency Act of 1992 to provide a comprehensive, all hazards approach to incident management. This plan establishes the coordinating structures and processes required to integrate the specific statutory and policy authorities of various departments and agencies in a collective framework.

CONTINUITY OF OPERATIONS & CONTINUITY OF GOVERNMENT PROVISIONS

COOP and COG plans are vital to the successful response and recovery from an emergency or other incident. Elected officials and department heads will coordinate department specific plans to fit their specific needs. A copy will be given to be maintained within the Department of Emergency Management.

ACRONYMS & GLOSSARY

Agency: A division of government with a specific function offering a particular kind of assistance.

All-Hazards: Describing an incident, natural or human caused, that warrants action to protect life, property, environment, public health or safety, and minimize disruptions of government, social, or economic activities.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: Consists of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Communications/Dispatch Center: Agency or interagency dispatch centers, 911 call centers, emergency control or command dispatch centers, or any naming convention given to the facility and staff that handles emergency calls from the public and communication with emergency management/response personnel. Center can serve as a primary coordination and support element of the multiagency coordination system (MACS) for an incident until other elements of MACS are formally established.

Community Lifelines: Lifelines describe those essential or critical services within a community which must be stabilized or re-established. They are what we are trying to restore - the ends —to alleviate threats to life and property.

Core Capabilities: Distinct critical elements necessary to achieve the National Preparedness Goal.

Delegation of Authority: A statement provided to the Incident Commander by the agency executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases a deputy can act as relief for a superior, and therefore must be fully qualified in the position. Deputies generally can be assigned to the Incident Commander, General Staff, and Branch Directors.

Director: The Incident Command System title for individuals responsible for supervision of a Branch.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Emergency: Any incident, whether natural or human caused, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Response Personnel: Includes Federal, State, territorial, tribal, regional, and local governments, private-sector organizations, critical infrastructure owners and operators, nongovernmental organizations, and all other organizations and individuals who assume an emergency management role. These personnel are also known as emergency responders.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, tribal, city, county), or some combination thereof.

Emergency Operations Plan: The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Federal: Of or pertaining to the Federal Government of the United States of America.

Finance/Administration Section: Section responsible for all administrative and financial considerations surrounding an incident.

Function: Refers to the five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved. These functions can be fire, law enforcement, search and rescue, utilities, transportation, mass care, etc. (The ESF's)

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between Branches and Resources in the Operations Section. See Division.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted event or activity.

HMAC: The Huerfano County Multi-Agency Coordination Team.

Incident: An occurrence or event, natural or human caused, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war- related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command: Responsible for overall management of the incident and consists of the Incident Commander, either single or unified command, and any assigned supporting staff.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Management: The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

Incident Objectives: Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Actions: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Interoperability: The ability of emergency management/response personnel to interact and work well together. In the context of technology, interoperability is also defined as the emergency communications system that should be the same or linked to the same system that the jurisdiction uses for nonemergency procedures, and should effectively interface with national standards as they are developed. The system should allow the sharing of data with other jurisdictions and levels of authority.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander (IC); advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., Federal, State, tribal, and local boundary lines) or functional (e.g., law enforcement, public health).

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area.

Key Resources: Any publicly or privately controlled resources essential to the minimal operations of the economy and government.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Incident Command Staff or a member of the EOC Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.

Lifelines: See Community Lifelines.

Local Government: A county, municipality, city, town, township, local public authority, special district, intrastate district, council of governments (regardless of whether the council of governments is

incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity.

Logistics: Providing resources and other services to support incident management.

Mission Assignment: The mechanism used to support Federal operations in a Stafford Act major disaster or emergency declaration. It orders immediate, short-term emergency response assistance when an applicable State or local government is overwhelmed by the event and lacks the capability to perform, or contract for, the necessary work. See also Pre-Scripted Mission Assignment.

Mitigation: The capabilities necessary to reduce loss of life and property by lessening the impact of disasters.

Mobilization: The process and procedures used by all organizations-Federal, State, tribal, and local- for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Guide: Reference document used by organizations outlining agreements, processes, and procedures used by all participating agencies/organizations for activating, assembling, and transporting resources.

Multiagency Coordination (MAC) Group: Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds, are brought together and form MAC Groups. MAC Groups may also be known as multi agency committees, emergency management committees, or as otherwise defined by the system. It can provide coordinated decision-making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents will be managed under Unified Command.

Mutual Aid and Assistance Agreement (MAA): Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

National: Of a nationwide character, including the Federal, State, tribal, and local aspects of governance and policy.

National Incident Management System (NIMS): Provides a systematic, proactive approach guiding government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, 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 or property and harm to the environment.

National Response Framework (NRF): Guides how the Nation conducts all-hazards response. The Framework documents the key response principles, roles, and structures that organize national response. It describes how communities, States, the Federal Government, and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. And it describes special circumstances where the Federal Government exercises a larger role, including incidents where Federal interests are involved and catastrophic incidents where a State would require significant support. It allows first responders, decision makers, and supporting entities to provide a unified national response.

Nongovernmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with the government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12-24 hours.

Organization: Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, private-sector organizations, and nongovernmental organizations.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that Incident Command System principles and processes are functional and that personnel are working within established incident management guidelines.

Plain Language: Communication that can be understood by the intended audience and meets the purpose of the communicator. For the purposes of NIMS, plain language is designed to eliminate or limit the use of codes and acronyms, as appropriate, during incident response involving more than a single agency.

Planned Event: A planned, non emergency activity (e.g., sporting event, concert, parade, etc.).

Planning Meeting: A meeting held as needed before and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.

Planning Section: This Section is responsible for the collection, evaluation, and dissemination of operational information related to the incident; and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: Actions taken to plan, organize, equip, train, and exercise to build and sustain the capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk. Within NIMS, preparedness focuses on the following elements: planning; procedures and protocols; training and exercises; personnel qualifications, licensure, and certification; and equipment certification.

Preparedness Organizations: The groups that provide coordination for emergency management and incident response activities before a potential incident. These organizations range from groups of individuals to small committees to large standing organizations that represent a wide variety of committees, planning groups, and other organizations (e.g., Citizen Corps, Local Emergency Planning Committees, and Critical Infrastructure Sector Coordinating Councils).

Prevention: The capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. For the purposes of the prevention framework called for in PPD-8, the term "prevention" refers to preventing imminent threats.

Private Sector: Organizations and entities that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

Protocols: Sets of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Public Information: Processes, procedures, and systems for communicating timely, accurate, accessible information on the incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

Publications Management: Subsystem used to manage the development, publication control, publication supply, and distribution of NIMS materials.

Reimbursement: Mechanism used to recoup funds expended for incident-specific activities.

Resource Management: Efficient emergency management and incident response requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under NIMS includes mutual aid and assistance agreements; the use of special Federal, State, tribal, and local teams; and resource mobilization protocols.

Resource Tracking: A standardized, integrated process conducted prior to, during, and after an incident by all emergency management/response personnel and their associated organizations.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an emergency operations center.

Response: The capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.

Situation Report: Document that often contains confirmed or verified information regarding the specific details relating to an incident.

Standard Operating Procedure (SOP): Complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

State: When capitalized, refers to any State of the United States.

Status Report: Relays information specifically related to the status of resources (e.g., the availability or assignment of resources).

Supervisor: The Incident Command System title for an individual responsible for a Division or Group.

Supporting Agency: An agency that provides support and/or resource assistance to another agency. See Assisting Agency.

System: An integrated combination of people, property, environment, and processes that work in a coordinated manner to achieve a specific desired output under specific conditions.

Tactics: Deploying and directing resources on an incident to accomplish the objectives designated by the strategy.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, tribal, and local jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design or hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs; and is intended to intimidate or coerce the civilian population, or influence or affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: An indication of possible violence, harm, or danger.

Tracking and Reporting Resources: A standardized, integrated process conducted throughout the duration of an incident. This process provides incident managers with a clear picture of where resources are located; helps staff prepare to receive resources; protects the safety of personnel and security of supplies and equipment; and enables the coordination of movement of personnel, equipment, and supplies.

Unity of Command: Principle of management stating that each individual involved in incident operations will be assigned to only one supervisor.

Volunteer: For the purposes of NIMS, any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed.

FEDERAL, STATE & LOCAL LAWS, AUTHORITIES AND REFERENCES

REFERENCES

Colorado Disaster Emergency Act, State of Colorado Title 24, Article 33.5, Part 701 et. seq., Colorado Revised Statutes, *as amended*

Colorado Revised Statute §29-22-102, Designated Emergency Response Authority Colorado Revised Statutes §30-10-513, Wildland Fire Authority

Colorado Division of Homeland Security & Emergency Management (CDHSEM) Colorado Division of Fire Prevention and Control

Colorado Governor's Recovery Office

Comprehensive Preparedness Guide (CPG) 101, 2.0, FEMA, 2010- Developing and Maintaining Emergency Operations Plans

Colorado State Emergency Operations Plan

Huerfano County Hazard Mitigation Plan, 2018

National Incident Management System (NIMS) National Response Framework (NRF)

Presidential Policy Directive / PPD-8, National Preparedness

Robert T. Stafford Disaster Relief and Emergency Assistance Act and Amendment

ANNEXES & SUPPORTING PLANS

While the base Emergency Operations Plan (EOP) serves as the foundation and legal basis for an emergency management program, much of the material pertaining to the actions taken to respond to disasters is located in annexes to this base EOP. These annexes may include: Details specific to a selected Emergency Support Function (ESF), Hazard Specific matters, and other Support Annexes. Additional plans, CONOPS, guides and user aids also exist which support this basic EOP.

Emergency Support Functions (ESFs) serve as primary coordinating structures for EOC operations. They provide a mechanism to successfully support field operations and manage those issues that are external to the command footprint. Each ESF may have its own planning and policy documents, as needed.

Support annexes are often used to describe the concept of operations, considerations and responsibilities that are pertinent to specialized actions or specific types of emergency operations.

The base EOP, the other plans, and the supporting annexes are not developed and updated simultaneously. Annexes are developed and implemented through coordination of lead and supporting agencies. New annexes will be approved and officially adopted by the BOCC. Existing annexes may be created or updated as often as needed to reflect lessons learned from training, exercises and real world events. Updates will be distributed to each agency identified within the annex.

Annexes referred to include:

[Disaster Finance Policy](#)

[Colorado Emergency Preparedness Assessment \(CEPA\)](#)

[Huerfano County Recovery and Resiliency Base Plan](#)

[Huerfano County Flood Response Emergency Action Plan](#)

[Record Retention and Destruction Policy](#)

[Huerfano County Procurement Policies Manual](#)

[Huerfano County Employee Handbook](#)

DESIGNATION OF REPRESENTATIVE TO COUNTY HEALTH POOL

WHEREAS, the governing body of Huerfano County ("Public Entity") is advised that the business to be conducted at Members' Meetings of the County Health Pool must be transacted by the Official Representative of each Member; NOW, THEREFORE, BE IT RESOLVED, that the governing body of Huerfano County ("Public Entity"), hereby and herewith: designates the following individual as its Official Representative to all County Health Pool Members' meetings;

NAME: John Galusha
TITLE: Commissioner
ADDRESS: 401 Main Street Walsenburg Co. 81089
PHONE: 719-738-3000 EMAIL: jgalusha@huerfano.us

If applicable, the Designated Alternate Representative is;

NAME: _____

PUBLIC ENTITY DESIGNATED CORRESPONDENT (individual(s) that will receive monthly billing invoices, provide enrollment terms/add/changes and other general correspondences intended for distribution to employees)

NAME: Kimberley Trujillo NAME: Angela Wakeman
TITLE: Finance Officer TITLE: Human Resource Officer
ADDRESS: 401 Main St. Ste 310 ADDRESS: 401 Main St. Ste 310
PHONE: 719-738-3000 Ext 210 PHONE: 719-738-3000 Ext. 205
EMAIL: ktrujillo@huerfano.us EMAIL: Awakeman@huerfano.us

COMPLETED BY: _____
(MUST be completed and signed by governing body)

DATE: _____



**AIRPORT LAND LEASE AND
HANGAR DEVELOPMENT AGREEMENT**

This Agreement made and entered into this 27th day of June, 2023, by and between Huerfano County, in the State of Colorado, a County Government, hereafter referred to as the County or "Lessor", acting by and through its Board of County Commissioners, and hereafter referred to as Lessor and Dennis Dalton herein referred to as "Lessee"/ The purpose of this agreement is a land lease for aircraft hangar construction and use.

For and in consideration of the rent to be paid by Lessee at the times, in the amounts and under the conditions herein expressed, and in further consideration of the covenants herein imposed upon Lessee, to be by Lessee faithfully kept and performed County hereby leases, lets, and rents unto Lessee the following described tract of land, being a part of the Spanish Peaks Airport in Huerfano County, Colorado more particularly described as follows.

I. DESCRIPTION OF PROPERTY

A tract of land: County Rd 101, Schedule 21447

Hangar # 9

Measuring 50 wide feet by 60 deep

Totaling 3000 square feet of land leased.

~~A structure measuring _____ feet wide by _____ feet deep is to be constructed on above lot. This agreement does not convey any ownership more particularly described above.~~

Lot size is determined by building footprint plus 10 feet added to the depth and sides for parking allowance and hangar spacing. Parking area must be a designed concrete apron and approved by the County Building Inspector.

II. TERM

- A. The term of this lease shall be for a period of (20) years, beginning on March 1, 2023 and, ending February 28, 2043, unless the same is sooner terminated as provided in Sections IX and X. At expiration or termination, all improvements including the concrete slab will be removed, at Lessee's expense unless the lease is extended by mutual agreement. In the event that Lessee fails to leave the premises in as good as condition when Lessee took possession, Lessor may undertake to clean and restore the premises all at the expense of the Lessee.
- B. The mutual option to renew must be exercised, in writing, by or before, 60 days of the expiration date, should both parties agree. The mutual option to renew will be for ten (10) years. Additional mutual renewal options may be exercised at ten (10) year intervals, not to exceed 3 additional (10) year terms, if lease responsibilities have been adhered to and both parties amenable.

III. RENT

- A. The land rent will be based on \$0.05 cents per square foot, to be paid to the County, by Lessee, in the sum of \$ 153.00 per year; to be paid on or before December 31st of each year payable to Lessor. Renewed leases will be based on \$0.20 cents per square foot.
- B. In the event the County is required to initiate collection of unpaid rent, then Lessee agrees to pay all costs of collection, including attorney's fees.

IV. ACTIVITY

The property herein being leased is limited to personal plane storage, aircraft related items, and personal vehicle while flying and shall not be used for warehousing of Lessee's or anyone else's personal property No residential use shall be permitted of the hangar. Lessee shall not use the premises for commercial purposes whatsoever, unless by separate agreement, and FAA approval. In addition, the storage and accumulation of flammable or hazardous materials in or near the hangar is prohibited. Neither Lessee nor

its assigns shall enter into other uses not specifically authorized by this agreement, or by virtue of another agreement with the County.

V. COMPLIANCE WITH LAWS AND REGULATIONS

Lessee agrees to comply strictly with all Federal, State of Colorado, and local laws, including but not limited to ordinances of Huerfano County, Colorado, all resolutions of the Board of County Commissioners of Huerfano County, Colorado and all regulations of the Federal Aviation Administration or any other regulatory body having jurisdiction with regard to regulations relating to safety. Further, Lessee shall pay all Federal, State, and local taxes assessed on the hanger and aircraft stored within.

VI. CONSTRUCTION

Prior to building any structure, modifications, or additions all plans must be approved by the County Building Inspector, and the FAA by way of form 7640-1 and Categorical Exclusion. Building will be constructed according to the Huerfano County regulations and building codes as adopted at the time of construction, with any necessary building permits issued by the County prior to construction. To insure the viability of the structure, the County will require that the hangar or approved additions to a present structure(s) go through the Huerfano County Building Department submittal and approval process. The proposed hangar must meet all building codes for its intended use, modifications approved before implemented and all pertinent fees paid. The Building Inspector will conduct inspections of the facility during construction, and must be contacted per schedule of inspections as each schedule is make ready, before the next schedule of construction may proceed. Any discrepancies must be corrected before further construction is permitted.

Lessee agrees to and is responsible for the following:

1. All utility permits and installation.
2. To construct connecting apron pavement according to the specifications of the County.

3. Design hangar in such a manner to blend in with architectural and general appearance of the adjoining airport facilities as approved by the County.
4. If a propane tank is installed, it must conform to local codes per location and method of installation.
5. Any interior additions or modifications must be approved by the Airport Manager to ensure compliance with intended hangar use.
6. Hangar development shall commence with 3 months after FAA approval and be completed with a final inspection and acceptance by Huerfano County one year from issuance of a building permit. If a building permit is not applied for with 3 months after FAA approval this lease with automatically terminate.

VII. TITLE OF DESIGNATED IMPROVEMENTS TO REVERT

At termination or expiration of lease, all below ground and ground level improvements constructed by Lessee remain vested with the Airport. If deemed unusable or undesirable by the Airport, Lessee agrees to remove said improvements within 90 days of lease expiration date at Lessee's expense and at the Airport's direction.

VIII. ASSIGNABILITY

This lease agreement shall not be conveyed or assigned to a third party except with the express written consent of the County. The County reserves the right to renegotiate any and all portions of this agreement with said third party who shall not rely upon this agreement as a reason or basis for sub-leasing or assignments. No partial or total sublease of the hangar or other shared use agreement of the hangar is allowed without written approval by County.

IX. ABANDONMENT

Should Lessee abandon the above premises and fail to use the same for a period of ninety (90) consecutive days, then at the option of County, this Lease Agreement may be terminated, and all parties released there from and all improvements on County's land shall then pass to and vest in County.

X. TERMINATION OF LEASE

Should Lessee fail to comply with the provisions of this lease in any respect, the County retains the right to terminate this lease in accordance with the provisions of this agreement. Both parties retain the right to voluntarily terminate this lease upon mutual written consent. Upon termination for noncompliance of any portion of this agreement, Lessee shall have thirty (30) days to remove all personal property including structures and the concrete slab from the premises unless an extension is applied for in writing explaining the nature of need. After the thirty (30) day period all improvements and property will then become part of the real estate and property of Huerfano County.

XI. MAINTENANCE

Lessee agrees to keep premises in a neat and orderly condition at all times. Vegetation shall be kept trimmed to a height not exceeding 6 inches. If repeated violations are noted by Airport staff, and following written notice to Lessee, the Airport will take measures to alleviate the impasse and Lessee agrees to pay restitution in an amount to cover the cost of remedy. The building will be kept in a state of good repair. Lessee agrees to make repairs within 60 days of notice by the Airport in writing. Damaged panels, broken windows, peeling paint, heaved or broken pavement, are examples of conditions that will not be tolerated.

XII. AIRPORT RESPONSIBILITIES

Lessee shall have use of the Spanish Peaks Airport facilities including runways and taxiways, excepting other leased area.

XIII. ENFORCEMENT

A delay by either party in enforcing provisions of this lease does not constitute a waiver thereof.

XIV. MODIFICATION

This agreement may be modified at any time by mutual written consent.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

LESSOR:

LESSEE:



Dennis Dalton

John Galusha, Chairman, Board of
County Commissioners

ATTEST:

Erica Vigil, Clerk & Recorder

Dustin Hribar, Spanish Peaks Airfield
Manager.

The background of the page is a stylized American flag with stars and stripes, appearing to wave. The stars are in the upper left corner, and the stripes extend across the rest of the page.

HC Finance Office

HUERFANO COUNTY

AP Payment Register - Monthly Accounts

Payable Vendor Report

Commissioners Purchasing Review Report by Fund (APLT55)

Huerfano County

Beginning Date: 6/22/2023 Ending Date: 6/22/2023

Vendor:	Description	Vendor Amount
Fund: 001 GENERAL FUND		
ADPRO	May Services	\$1,495.00
ALL-PRO FORMS INC.	Laser Check Order	\$234.17
ANTHONY LUGINBILL	Cell Phone Stipend	\$40.00
AVENU INSIGHTS & ANALYTICS	May invoice	\$5,341.65
AXIOM HUMAN RESOURCE	July Use fee	\$401.25
AXIS BUSINESS TECHNOLOGIES	Kyocera Maint Fee	\$62.36
BOB BARKER COMPANY, INC.	Inmate Supplies	\$1,974.64
CANON FINANCIAL SERVICES INC	Meter Charge	\$1,677.52
CARLTON CROFT	Cell Phone Stipend	\$433.83
Cathy Pineda	Pueblo for supplies	\$225.33
CIMARRON GLASS, INC.	Installed glass in Jail cell door	\$531.27
CITY AUTO PARTS	Parts	\$610.15
COMPUTER INFORMATION CONCEPTS	Annual Peopleware Agreement	\$6,105.00
CUCHARAS SANITATION &	Water & Sewer	\$445.00
DANIEL'S TOWING & AUTO REPAIR	Towed 945HRH Ford	\$130.00
DAVE MOWER DEPUTY CORONER	Travel & Transportation & Investigation	\$327.65
DAVID MCCAIN	Transports 5/17 to 6/13	\$1,705.48
DEBRA J. REYNOLDS	MILEAGE DIST MEETING	\$98.25
DEEP ROCK	Artesian water jail, front offices	\$336.79
DETECTACHEM INC	Mobile Xylazine Drug Tests	\$118.34
DISTRICT HEALTH DEPT.	June Allocation	\$13,000.00
E-470 HIGHWAY AUTHORITY	05-06-2023 express lane	\$12.23
F & C SAWAYA WHOLESALE CO	Inv #s 98370, 98570, 98753, 98976, 99179, 99396, 99816, 100046, 100	\$12,465.63
FIRST CHOICE	Inmate Meals	\$817.05
GARDNER PUBLIC IMPROVEMENT	Water & Sewer	\$68.00
GPMB,LLC	Attorney Fee	\$45,201.18
HEALTHCARE PARTNERS FOUNDATION	Apr-23 Inmate Med Unit Services	\$25,492.62
HUERFANO COUNTY	Auto Repair Orders	\$2,733.25
HUERFANO COUNTY TREASURER	Tax Sch 39446-2021	\$97.26
J. M. TIRE COMPANY	Unit 3343 Alignment	\$211.71
JEFFREY BYLAND	Cell Phone Stipend	\$40.00
JOHN GALUSHA	Travel & Transportation	\$809.03

Commissioners Purchasing Review Report by Fund (APLT55)

Item 7h.

Beginning Date: 6/22/2023

Ending Date: 6/22/2023

Huerfano County

Vendor:	Description	Vendor Amount
JOHN PINO	Camera Inspection 423 CR 401	\$300.00
LA VETA OIL LLC	INV# 21560, 21624, 21661, 21674, 21708, 21722, 21755	\$429.59
LG MAINTENCE ENTERPRISES, LLC	Judicial Center Maintence	\$3,000.00
LOVE'S TRAVEL STOPS & COUNTRY	Fuel 5/05 to 6/04	\$2,885.33
M7 BUSINESS SYSTEMS	NOD LASER SHEETS	\$181.02
MB POLICE EQUIPMENT	Pants, Alterations, Patches	\$55.99
MOBILE RECORD SHREDDERS, LLC	SHRED (COUNTY CLERK) INVOICE #123165	\$136.50
MOUNTAIN DISPOSAL, INC	Trash 5/01-5/31	\$151.20
NATALIE FISHER	Mileage to class	\$119.22
Pat Crouch	Sonic Bloom	\$1,200.00
PRO COM	Preemployment drug testing	\$427.00
REBECCA ANN BROWN	Travel & Investigations	\$415.96
SAN ISABEL SERVICES	Propane	\$4,548.26
SECOM INC	Internet service	\$115.47
SOUTHERN TIRE MART	Tires	\$1,505.27
SPANISH PEAKS REGIONAL	Lab-Blood/Alcohol CR#230341	\$60.00
SPORLEDER FEEDS	Parts	\$198.94
Staples	Office Supplies	\$832.65
STATE OF COLORADO	REFERENCE #27780 #27359 #27426	\$155.46
THE HOME DEPOT PRO	Parts	\$1,631.59
THOMSON REUTERS-WEST Payment Center	Online Software Subscription	\$441.02
TWIN LANDFILL CORPORATION	Service	\$200.00
VALUE WEST, INC	JUNE INVOICE	\$2,100.00
VONNIE VALDEZ	Mileage	\$221.39
WALSENBURG LUMBER COMPANY	Parts	\$480.56
WORLD JOURNAL	PUBLIC NOTICE	\$719.24

Subtotal for Fund 001 GENERAL FUND : \$145,753.30

Fund: 002 ROAD & BRIDGE FUND

4RIVERS EQUIPMENT	Gator Parts/ Repair	\$2,181.66
ACORN PETROLEUM, INC.	Fuel	\$9,476.29
ALLDATA	Subscription	\$1,500.00
BOBCAT OF THE ROCKIES	Parts	\$814.39
CDPHE	Service	\$52.39

Commissioners Purchasing Review Report by Fund (APLT55)

Beginning Date: 6/22/2023 Ending Date: 6/22/2023

Huerfano County

Vendor:	Description	Vendor Amount
CENTURYLINK	Telephone	\$115.87
CITY AUTO PARTS	Parts	\$2,453.15
COLORADO CITY METROPOLITAN	Supplies	\$3,000.00
EATON SALES & SERVICE LLC-007	Fuel Pumps	\$2,272.00
GARDNER PUBLIC IMPROVEMENT	Water & Sewer	\$68.00
GMCO CORPORATION	Supplies	\$59,178.98
INTERSTATE BILLING SERVICE, IN	Parts	\$400.00
JERRY SPORCICH	Cell Phone Stipend	\$40.00
JOHN DEERE FINANCIAL	Parts	\$36.71
LA VETA OIL LLC	Fuel	\$558.81
LIGHTNING BOLT INC.	Parts	\$5.00
MCCANDLESS TRUCK CENTER, LLC	Parts	\$30.69
MHC KENWORTH-PUEBLO	Parts	\$221.02
NICK L. ARCHULETA	Cell Phone Stipend	\$40.00
O'REILLY AUTOMOTIVE INC	Parts	\$783.97
PUEBLO BRAKE & CLUTCH	Parts	\$219.47
PUEBLO DODGE, INC.	Parts	\$158.10
ROAD SIDE SUPPLIES LLC	Signs	\$153.46
SOUTHERN TIRE MART	Tires	\$1,500.77
THE TOWN OF LA VETA	Services	\$186.00
THE WESTERN GROUP-OREGON	Parts	\$964.88
TWIN LANDFILL CORPORATION	Rental	\$100.00
WAGNER EQUIPMENT COMPANY	Parts	\$3,912.73
WALSENBURG LUMBER COMPANY	Parts	\$411.65
Subtotal for Fund 002 ROAD & BRIDGE FUND :		\$90,835.99

Fund: 004 SPECIAL PROJECT FUND

Colorado Trailers Inc.	Search and Rescue Trailer	\$7,353.77
Electra Johnson Design & Planning LLC	Gardner Community & Economic Master Plan	\$14,402.00
MACDOUGALL & WOLDRIDGE, P.C.	Water Rights/ PS 4-3-23 to 05-31-2023	\$862.50
McKinstry Essention, LLC	205435	\$358,996.46
ROSCOE ENGINEERING LLC	611 MAIN/ GARDNER MST.	\$10,135.00

Subtotal for Fund 004 SPECIAL PROJECT FUND : \$391,749.73

Commissioners Purchasing Review Report by Fund (APLT55)

Beginning Date: 6/22/2023

Ending Date: 6/22/2023

Huerfano County

Vendor:	Description	Vendor Amount
Fund: 010 PARKS AND RECREATION		
ADAM SPERANDIO	Adult recreation	\$360.00
ARTHUR L CRUZ	Adult Recreation	\$340.00
Breanne Buckwalter	Adult Recreation	\$240.00
CALVIN AGUIRRE	ADULT RECREATION	\$240.00
CELENA VALDEZ	Reimbursement	\$30.00
CHERYL PACHECO	Travel & Transporation	\$13.10
EVAN GONZALES	Adult recreation	\$60.00
HUERFANO COUNTY	Fuel	\$230.08
JARED LESSAR	Adult recreation	\$380.00
LESTER BERRY	Cell Phone Stipend	\$40.00
MARVIN REYNOLDS	Travel & Transportaion	\$943.20
Rachel Aguirre	Adult recreation	\$280.00
RICHARD TENORIO	Adult Recreation	\$40.00
TROY ENGLISH	Deposit refund	\$310.00
Subtotal for Fund 010 PARKS AND RECREATION :		\$3,506.38
Fund: 050 CONSERVATION TRUST FUND		
JIMMY RAY GARCIA	Fiest Park Maintenance	\$1,000.00
Subtotal for Fund 050 CONSERVATION TRUST FUND :		\$1,000.00
Fund: 062 FEDERAL FOREST PROJECT FUND		
Colorado Trailers Inc.	Search and Rescue Trailer	\$18,023.23
Subtotal for Fund 062 FEDERAL FOREST PROJECT FUND :		\$18,023.23
Fund: 068 WASTE TRANSFER ENTERPRISE		
LG MAINTENCE ENTERPRISES, LLC	Judicial Center Maintenace	\$0.00
MOUNTAIN DISPOSAL, INC	Service	\$5,700.00
OTERO COUNTY LANDFILL INC.	Compated May	\$2,498.40
Subtotal for Fund 068 WASTE TRANSFER ENTERPRISE :		\$8,198.40
Fund: 069 EMERGENCY SERVICES FUND		
BRITTNEY CIARLO	Cell Phone Stipend	\$40.00
RAQUEL LOPEZ-RODRIGUEZ	re imbursement	\$118.65

Commissioners Purchasing Review Report by Fund (APLT55)

Item 7h.

Beginning Date: 6/22/2023

Ending Date: 6/22/2023

Huerfano County

Vendor:	Description	Vendor Amount
Subtotal for Fund 069 EMERGENCY SERVICES FUND :		\$158.65
Fund: 070 GARDNER PUBLIC IMP DISTRICT		
CENTURYLINK	Telephone	\$98.44
Core&Main	Neptune GPID new system	\$3,750.00
Subtotal for Fund 070 GARDNER PUBLIC IMP DISTRICT :		\$3,848.44
Grand Total :		\$663,074.12

THE PRECEDING SCHEDULE OF PAYABLE BILLS WAS REVIEWED AND APPROVED.

DATE _____ APPROVED BY _____



OFFICE OF THE STATE AUDITOR • LOCAL GOVERNMENT AUDIT DIVISION
KERRI L. HUNTER, CPA, CFE • STATE AUDITOR

Request for Extension of Time to File Audit for Year End *December 31, 2022* ONLY

Requests may be submitted via internet portal: <https://apps.leg.co.gov/osa/lg>.

Government Name:	<u>Huerfano County</u>
Name of Contact:	<u>Carl Young</u>
Address:	<u>401 Main Street, Suite 201</u>
City/Zip Code	<u>Walsenburg, CO 81089</u>
Phone Number:	<u>719.738.3000</u>
E-mail	<u>administrator@huerfano.us</u>
Fiscal Year Ending (mm/dd/yyyy):	<u>12/31/2022</u>
Amount of Time Requested (in days): (Not to exceed 60 calendar days)	<u>60 days</u> <u>Audit Due:</u> <u>September 30, 2023</u>

Comments (optional): _____

I understand that if the audit is not submitted within the approved extension of time, the government named in the extension request will be considered in default without further notice, and the State Auditor shall take further action as prescribed by Section 29-1-606(5)(b), C.R.S.

Must be signed by a member of the governing board.

Signature _____

Printed Name: _____

Title: _____

Date: _____



Quote and Purchase Addendum

Quoted Date: June 22, 2023 Quote Number: 1378657
Quote Expiration: November 15, 2023 Prepared By: Tally Gochis

Services Include

- **Project Management and Installation** – Motorola Solutions will assign a Flex Project Manager as the agency’s single point of contact. This individual will coordinate Motorola's expert staff as needed to ensure a smooth upgrade transition.

Included in Quote

**Spillman Application Administration
Managed Services (One Year)** – Provided
by Reliable Administration Solutions

**Package Quote
\$33,850.00**

***Sales Tax Not Included**

Scope of Work and Description

*Please see attached documents.

Payment Terms

- Customer agrees to pay all invoices within thirty (30) business days of invoice date



The Customer’s signature below constitutes its agreement to purchase the licenses, products and/or services according to the terms quoted by Motorola Solutions within this document. This document shall serve as an addendum to the Purchase Agreement previously entered into between the Customer and Spillman Technologies. The terms and conditions of the Purchase Agreement, as well as the related License Agreement and Support Agreement, shall apply to the items quoted herein.

Customer affirms that a purchase order or notice to proceed is not required for contract performance or for subsequent years of service, if any, and that sufficient funds have been appropriated in accordance with applicable law. The Customer will pay all invoices as received from Motorola and any changes in scope will be subject to the change order process as described in this Agreement. At the time of execution of this Agreement, the Customer will provide all necessary reference information to include on invoices for payment in accordance with this Agreement.

Huerfano County Sheriff’s Office
Customer Name

Authorized Signature

Date

Print Name and Title

Bill To Address

Ship To Address

SAA MANAGED SERVICES

ENTRUST SYSTEM ADMINISTRATOR DUTIES TO SEASONED FLEX PROFESSIONALS

DEDICATED SYSTEM ADMINISTRATION RESOURCES

In order to keep your Spillman Flex software up-to-date and running at maximum efficiency, your agency needs a dedicated system administrator, or Spillman Application Administrator (SAA), to help manage your Flex system. While many agencies already have an SAA in place, often times this person is trying to fill this role in addition to a current position such as records manager, dispatch coordinator or sergeant. The mistake some agencies make is thinking they can manage their Flex system without a fully dedicated SAA. Using Spillman Flex's SAA Managed Services gives your agency peace of mind knowing that your system is being taken care of and any potential issues are being resolved via a dedicated Flex SAA, freeing up more time for your team to focus on other mission-critical areas.

STREAMLINED COMMUNICATION WITH TECHNICAL SERVICES

The position of SAA requires a full-time commitment because of the amount of work that may be necessary to accomplish proactive system maintenance tasks as well as issue resolution. Without the guidance of a full-time SAA, your department may be unsure of who to contact for internal system technical assistance, let alone what questions to ask Flex's support staff. By utilizing Flex's SAA Managed Services offering, your agency has access to a knowledgeable SAA who will be your point of contact for talking with Technical Services and working through problems together to find a solution.

**SAA MANAGED SERVICES HELPS
YOUR AGENCY ENSURE PROACTIVE
SYSTEM MAINTENANCE AND
ACCURATE ISSUE RESOLUTION.**




SPECIALIZED SAA PERSONNEL

The stress agencies experience trying to manage their own Flex server can lead to issues such as getting behind on trainings. Relying on SAA Managed Services removes the worry of managing the Flex system from your team's hands by ensuring your system has both dedicated proactive maintenance as well as timely and knowledgeable issue resolution. Your dedicated SAA will be instrumental in standardizing and cleaning up your software system, staying up-to-date on trainings and resolving any issues. They will also remotely handle all system administrator tasks for your department, including creating permissions to ensure your agency personnel have the necessary data to do their jobs, while

also making sure previously authorized personnel only have access to data that is pertinent to their position. Other duties of your remote SAA include creating reports, merging tables, managing and maintaining third party interfaces, and purging any data your department no longer needs. The SAA is also dedicated to thoroughly learning Spillman Flex, staying on top of updates and attending important events like the annual Summit software users' conference with your team. SAA Managed Services can assist subject matter experts (SME) within your agency as well as work in congruence with your department to help you get the most out of your Flex system.

If your agency would like to learn more about implementing SAA Managed Services, contact your [Account Sales representative](#).






Reliable Administration Solutions
7865 W Silver Spring Way
Florence, AZ 85132
(360)914-1260

Below is a generalized list of the services that are currently provide. In short, anything related to Spillman or the Spillman server falls under the support provided.

Spillman Administration Services:

- First line support
 - All current agencies know that any problem with Spillman or the server, they only need to contact us first. Most of the time, the problem is resolved without support calls. When calls are made, support staff know that they are talking to someone who knows the software and how it is supposed to work and who can relay the information clearly to reduce Spillman support time.
- Maintain Spillman System Security
 - The SSA responsibilities include adding, modifying and deleting users in Spillman in a consistent manner. The SSA is also responsible for adjusting user privileges, configuring login parameters and tailoring user's login scripts as necessary.
- Maintaining Spillman Application Parameters and AdminUtil
 - The SSA is responsible for maintaining Spillman application parameters which provide the flexibility that allows you to customize many areas of Spillman.
- Install Linux patches and updates - Reboot services
 - For the system to run correctly the operating system needs to run without any issues. Patches and updates to Linux go hand in hand with patches and updates to the Spillman product. Finally, while Linux runs flawless, from time to time it is important to reboot the server to clear out the memory buffers and to ensure that nothing is wrong with the system. Preventative maintenance is vital to a smooth-running system.
- Name and Vehicle Audits
 - All systems need assistance with keeping their data as clean as possible. Reducing duplicate names and vehicles is one major step in the process of ensuring data is as correct as possible.
- Defining data entry standards
 - Establish with the agency standards of data entry to ensure that information is entered correctly and that it can easily be retrieved for reporting purposes.
- New module setup and activation
 - Helping the agency with new modules that will improve their overall agency objective and streamline operations. This includes advising the agency of what Spillman modules are available to solve agency needs, configuration of the module and assistance with training and implementation.
- Policies and Procedures
 - Although the Spillman Software is very powerful and flexible, there will always be additional features that some users would like to see added. Spillman



Reliable Administration Solutions
7865 W Silver Spring Way
Florence, AZ 85132
(360)914-1260

Technologies will try to fulfill those requests whenever possible. However, some requested changes are neither feasible nor advantageous to the majority of Spillman Users. In these situations, the Agency may need to change their procedures to comply with the requirements of the Spillman software. The SSA will act as liaison between Spillman and the user agencies when special requests have been made maintains familiarity with the Standard Operating Procedures and appropriate manuals.

- Interface with Spillman Support
 - As mentioned above, having a knowledgeable Spillman Administrator who knows the software, knows the interfaces, and knows the hardware reduces the amount of time Spillman support must spend working on problems. Additionally, many problems that agencies who are without a knowledgeable call in, are not problems at all but rather a training issue or an issue that can be solved on the SAA level.
- Modify Spillman reports and cron jobs
 - Most reports in Spillman are very good. However, most agencies have slight modifications to reports that need to happen to provide the data they need. Additionally, they want these reports to run automatically and to be emailed to the recipients.
- Code Table normalization or block coding and code table maintenance
 - Building proper code tables streamlines data entry and more importantly makes it much easier to get the data the agency needs to make decisions with. For example, it is always easier to make on search to find out how many burglaries there have been with one search, rather than multiple.
- Specific custom interfaces ~ i.e. Lexus Nexus interfaces for Community Crime Maps, OASIS Commissary, Confined Inmates web page, Other State Interfaces
 - Assisting agencies establish, monitor, and solve problems for different interfaces that work with the Spillman Software.



MEMORANDUM: ACTION REQUIRED

To: Boards of County Commissioners in Affected Forest Counties
Cc: County Chief Administrators in Affected Forest Counties
Office of the State Treasurer
Colorado Counties, Inc.
From: Mia Gonzales, Department of Local Affairs
Date: June 23, 2023
Re: **Forest Service FED FY 2023 Payments to States Election Form**

The Department of Local Affairs, as directed by the Forest Service with the reauthorization of the Secure Rural Schools and Community Self Determination Act by P.L. 117-58 (the Act), must collect each eligible counties' election to receive national forest payments and select a payment methodology. Counties must select payment under the 1908 Amended Act (25% 7 Year Rolling Average) or the Secure Rural Schools Act and Community Self Determination Act (SRS Full Payment) methodology.

Counties selecting the SRS payment method will need to complete a second election to allocate the distribution amount between Titles I, II, and III. The Title Allocation election is due to the Department on September 15, 2023, but can be completed in conjunction with the initial payment election. Counties choosing to make allocations at a later time will be sent a separate form for completion by September 15.

The Forest Service has provided an estimated payment report to aid counties in determining the best option between payment methods, included in your email. The dollar amounts on this report are the Forest Service's best estimates during this election cycle. This report in no way confers the actual dollar amounts that would be received by any State or County. Data on this report is general in nature and should not be used in any government budget planning or future program management. The actual dollars earned and distributed for each State/County for federal fiscal year 2023 payments will be different based upon various future factors and variables that are not currently available.

The election applies for the 2023 federal fiscal year (payment year 2024). The Department will certify and transmit the election results to the Forest Service. The election must be completed electronically and should be submitted once by a single representative of the county.

The deadline for completing the electronic form to the Department is **Friday, July 21, 2023**.

Electronic Form for Submission: [Forest Service FED FY 2023 Payments to States Election Form](#)

Please contact me with any questions or concerns at (303) 864-7744 or mia.gonzales@state.co.us.



Secure Rural Schools (SRS) Act History and Election Form Training

June 16, 2023, 11:00 AM-12:30PM MTS
June 21, 2023, 1:00-2:30 PM MTS

- History and Legislation
- Overview of Secure Rural Schools Act
- Infrastructure Bill
- Reporting Requirements
- SRS vs 1908 Election
- County Fund Distribution Overview
- Election Form Review

Law was passed in 1906 to transfer 10 percent of the forest receipts (through grazing fees and some timber sales) to the states to support public roads and schools

Two years later, Congress ratified the Act of May 23, 1908 (1908 Act). The 1908 Act expanded the payments to the states from 10% to 25% of gross receipts

In 2008, Congress then amended the original 1908 Act (1908 As Amended)

- Payment became 25% of average gross receipts over the previous 7 years rolling average
- The 1908 Act as Amended payments have mandatory spending authority and are automatic unless Congress acts to alter
- Currently there are roughly 73 counties that are receiving payments under this methodology

In 2000, Congress passed the Secure Rural Schools and Community Self Determination Act of 2000 (SRS)

- Stabilize funding for rural counties
- Requires reauthorization by Congress
- Established state and county eligibility criteria
- Established the county option to receive either the 25% payment, or share of the States Payment amount under the Secure Rural Schools Act when authorized
- Funded by the same receipts as the 1908 Act and supplemented by Treasury

In years when the Secure Rural Schools Act is reauthorized by Congress, Title I and Title III payments are made from the Forest Service to states. States then distribute the payment to all eligible counties.

- Title I - **Secure payments** schools and roads
- Title II - **Special projects** on federal land
- Title III - **County funds** for specific purposes

Reauthorization of the SRS Act has occurred every year since its inception except for 2016. Several of the reauthorizations made significant changes to such items as payment methodologies and funding levels. For further details see the following link:

<https://www.fs.usda.gov/working-with-us/secure-rural-schools/act>

Title I - Roads & Schools

Counties generally receive the majority of Secure Rural Schools funds under Title I, which is designated for the benefit of public schools and public roads. In years when the Secure Rural Schools Act is reauthorized by Congress, Title I payments are made from the USDA Forest Service to states. States then distribute the payment to all eligible counties. The funds must be passed through to local governmental entities for use at the county level (but not necessarily to county governments themselves). Each state must spend the funds on road and school programs, and state law sets forth how the payments are to be allocated between road and school projects. The state laws differ widely, generally ranging from 30% to 100% for school programs.

Title II - Special Projects on Federal Lands

- | Counties typically receive 20% or less of Secure Rural Schools funds under Title II, which are used by willing Federal agencies, State and local governments, private and nonprofit entities, and landowners for protection, restoration and enhancement of fish and wildlife habitat, and other natural resource objectives on Federal land and on non-Federal land where projects would benefit these resources on Federal land.
- | Rather than being distributed to the State, Title II funds are retained by the Forest Service and are allocated to specific projects that have been reviewed and recommended by a local Resource Advisory Committee.
- | [Resource Advisory Committees](#) (RAC) must initiate (recommend) Title II projects by September 30, 2025. Project funds must be obligated by Sept. 30, 2026

I Title II – Special Projects

- § Road, trail, and infrastructure maintenance or obliteration;
- § Soil productivity improvement
- § Improvements in forest ecosystem health
- § Watershed restoration and maintenance
- § The restoration, maintenance, and improvement of wildlife and fish habitat
- § The control of noxious and exotic weeds
- § The re-establishment of native species

Title III – County Funds

- Firewise Communities program
- Reimbursement for emergency services (firefighting and law enforcement patrols) on federal land paid for by the county
- Develop community wildfire protection plans (CWPPs)
- Training costs and equipment purchases related to emergency service
- Plus, new updated usages per the Infrastructure Bill presented later in this training.

An eligible county that elects to receive a share of the State payment that is less than \$100,000 (a **minor** distribution) may elect to use 100-percent of its share to title I for public roads and schools.

- § The county must make this decision on the election sheet, and no other titles need to be selected.
- § **Alternatively**, a county that receives a minor distribution could also elect to enter 80-85% in title I.
- § The county may opt to allocate 15-percent to 20-percent of its share to title II, title III, or a combination of both.
- § The total percentage allocated to title II and title III combined must be no less than 15-percent and no greater than 20-percent.
- § The county also may opt to return its allocation, in whole or part, to the Federal Government.

If the county share of the State payment is more than \$100,000 but less than \$350,000 (a **modest** distribution).

- § The county must elect to put between 80-85% into title I.
- § The county must allocate 15-percent to 20-percent of its share to title II, title III, or a combination of both.
- § The total percentage allocated to title II and title III must be no less than 15-percent and no greater than 20-percent.
- § The county also may opt to return its allocation, in whole or part, to the Federal Government.

If the county share of the State payment is \$350,000 or greater (a **major** distribution) the county must allocate 15-percent to 20-percent of its share to title II, title III, or a combination of both.

- The county must elect to put between 80-85% into title I.
- The total percentage allocated to title II and title III combined must be no less than 15-percent and no greater than 20-percent.
- Except that the allocation for title III projects may not exceed 7-percent for major distribution counties.
- The county also may opt to return its allocation, in whole or part, to the Federal Government.



Secure Rural Schools County Fund Distribution

Item 7k.

Title Number	Minor Distribution (<\$100,000)	Modest Distribution (\$100,000-\$349,999)	Major Distribution (\$350,000 and above)
Title I	100% OR 80%-85% AND	80%-85% AND	80%-85% AND
Title II	15%-20% between Titles II & III	15%-20% between Titles II & III	8%-20%
Title III	15%-20% between Titles II & III	15%-20% between Titles II & III	<7%



- The reauthorization is effective for three years. (2021-2023)
- Funding was reverted to the 2017 funding level (\$282,043,153)
- Title II projects must be initiated by September 30, 2025, and must be obligated by Sept. 30, 2026
- Title III projects must be initiated by September 30, 2025, and must be obligated by Sept. 30, 2026
- Currently there is no information on future SRS reauthorizations after 2023.

Additional Title III elements added in recent reauthorization:

- | Title III has been expanded to include (A) broadband telecommunications services at local schools; or (B) the technology and connectivity necessary for students to use a digital learning tool at or outside of a local school campus.
- | Title III funds are “not available under this title to be used by any participating county for any lobbying activity, regardless of the purpose for which the funds are obligated on or before that date.”

REMINDER -ANNUAL REPORTING REQUIREMENT

Title III Certifications (SRS 2000)

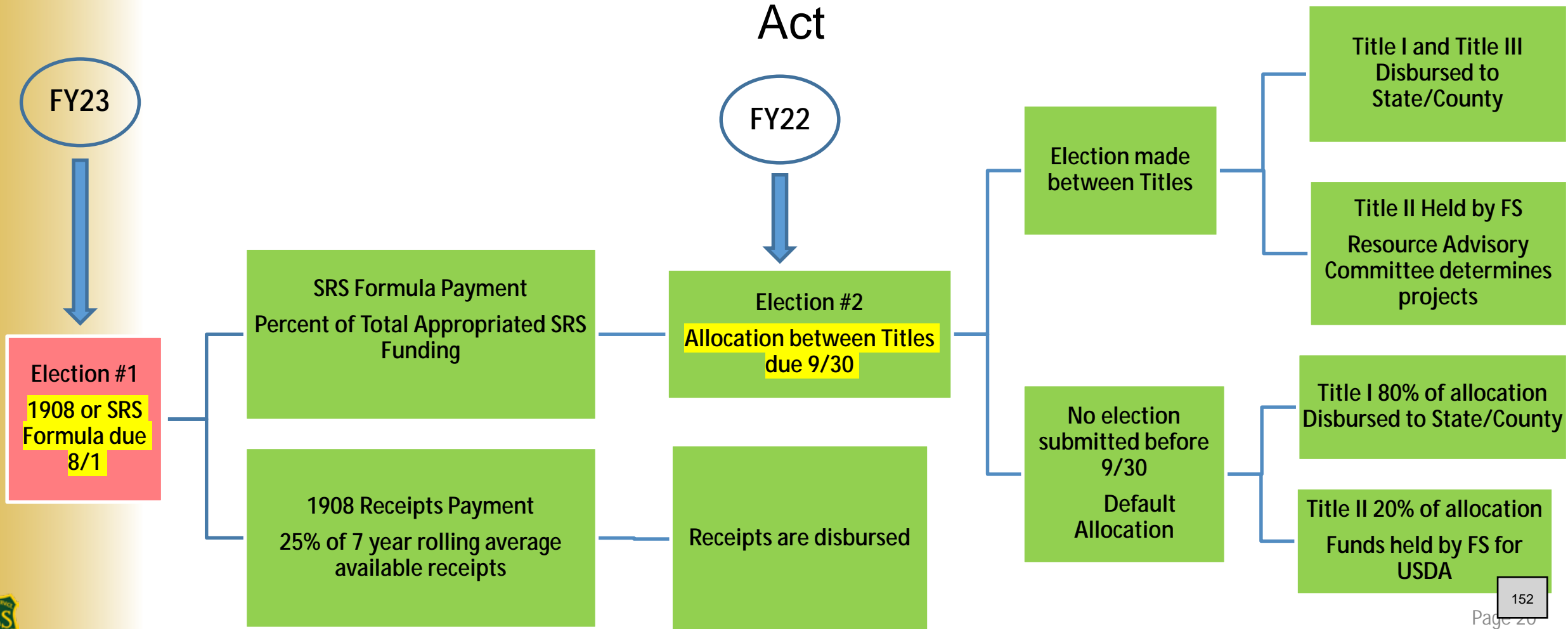
I ‘SEC. 303. CERTIFICATION. “(a) IN GENERAL.—Not later than February 1 of the year after the year in which any county funds were expended by a participating county, the appropriate official of the participating county shall submit to the Secretary concerned a certification that the county funds expended in the applicable year have been used for the uses authorized under section 302(a), including a description of the amounts expended **and** the uses for which the amounts were expended.

- Title III certification must be made by February 1 of the year following the year in which the expenditures were made.
- The Forest Service will work with the states to ensure all eligible Title III counties receive a form to meet this annual certification requirement.
- The annual reporting for Title III is mandatory. The Forest Service will be taking action to follow up with the states that are not in compliance with the law.
- The appropriate official of a county that receives funds under Title III shall submit an annual certification that the funds have been expended for the uses authorized under section 302(a) of the Act.

- The certification may be in the form of conventional correspondence such as a letter, and at the option of the certifying official, attached tables, or similar graphic display. Or the certification may employ the optional form [OMB 0596-0220](#).
- Certifications can be submitted (email preferred) to the Forest Service via;
Fax: (877) 684-1422 ATTN: ASR
Email SM.FS.asc_asr@usda.gov
Mail to: Forest Service
Albuquerque Service Center, B&F
Attn: Funds Control / ASR
101B Sun Avenue NE
Albuquerque, NM 87109
- For additional Title III FAQs - <https://www.fs.usda.gov/working-with-us/secure-rural-schools/title-3-faqs>

- FY2023 will be the first year since 2013 that counties have had the option to change their payment election between SRS and 1908 Act Amended.
- Last year (FY2022) counties were only allowed to submit allocations requests between titles (I,II,III). The 1908 Act Amended designated counties remained the same until now in FY23.

Secure Rural Schools FY 22/23 Entry Points as Implemented by Infrastructure Investment and Jobs Act





1908 VS SRS Estimated FY 23 Payment Amounts Example

Item 7k.

Estimated Payment Report			
Fiscal Year: 2023	National: Yes	Run Date : 05/25/2023	
PNF Lands Data: 2022	PCPI Data: 2021	Base Amount:	
BLM Lands Data: 2022	***Note*** Payment amount is rounded to the nearest \$100. If there is a \$0.00 dollar amount then payment would be less than \$50.00.		
State	County	SRS Full Payment Amount	25% 7 Year Rolling Average
SMOKEY BEAR STATE	Woody's Owl County 01	\$ 176,900.00	\$ 23,900.00
SMOKEY BEAR STATE	Woody's Owl County 02	\$ 48,600.00	\$ 8,500.00
SMOKEY BEAR STATE	Woody's Owl County 03	\$ 3,500.00	\$ 900.00
SMOKEY BEAR STATE	Woody's Owl County 04	\$ 53,500.00	\$ 9,100.00
SMOKEY BEAR STATE	Woody's Owl County 05	\$ 173,000.00	\$ 26,200.00
SMOKEY BEAR STATE	Woody's Owl County 06	\$ 205,700.00	\$ 38,700.00
SMOKEY BEAR STATE	Woody's Owl County 07	\$ 188,000.00	\$ 65,100.00
SMOKEY BEAR STATE	Woody's Owl County 08	\$ 4,900.00	\$ 800.00
SMOKEY BEAR STATE	Woody's Owl County 09	\$ 111,700.00	\$ 34,600.00
SMOKEY BEAR STATE	Woody's Owl County 10	\$ 3,000.00	\$ 1,000.00
SMOKEY BEAR STATE	Woody's Owl County 11	\$ 57,500.00	\$ 11,000.00
SMOKEY BEAR STATE	Woody's Owl County 12	\$ 188,900.00	\$ 70,000.00
SMOKEY BEAR STATE	Woody's Owl County 13	\$ 39,300.00	\$ 15,000.00
SMOKEY BEAR STATE	Woody's Owl County 14	\$ 79,000.00	\$ 12,800.00
SMOKEY BEAR STATE	Woody's Owl County 15	\$ 109,400.00	\$ 18,100.00
SMOKEY BEAR STATE	Woody's Owl County 16	\$ 22,200.00	\$ 4,300.00
SMOKEY BEAR STATE	Woody's Owl County 17	\$ 199,000.00	\$ 69,500.00



When reviewing the Estimated Payment Reports in determining which payment option is optimal, there are some caveats that need to be considered.

The amounts presented are estimates and will not be the exact dollar amount any State/County will receive for the FY23 payment. Actual figures will not be calculated until the spring of 2024.

- | The 25% 7 Year Rolling Average amount estimated figures are derived from the actual FY16 - FY22 revenues. This is because FY23 revenue data is incomplete at the time of the election.
- | The SRS Full Payment Amounts are derived under the assumption that all eligible counties selected the SRS payment method. This would entail the full funded SRS payment amount being diluted further as currently elected 25% 7 Year Rolling Average counties are included in the equations.

FY 2023 Forest Service Payment to States, Public Law 117-58

Election to Receive Payment

Election to Allocate the State Payment

By August 1, 2023 (midnight, mountain time), please complete and return all pages of this form to the U.S. Forest Service, Albuquerque Service Center, All Service Receipts (ASR) Section.

By email: sm.fs.asc_asr@usda.gov

By fax: (877) 684-1422, ATTN: ASR

A county's election to receive a payment and to allocate the State payment must be transmitted by the Governor's office or other appropriate executive office of the state such as State Treasurer, on behalf of the Governor. The Forest Service will not accept an election directly from a county or from any non-governmental organization acting on behalf of a county.

Election to Receive Payment

The State must transmit, for each county in which a national forest is situated, the county's election to receive a share of the Secure Rural Schools Act State payment or a share of the State's 25-percent payment based on the 7-year rolling average annual receipts. The State may use this form to transmit county elections to the Forest Service. If the State fails to transmit a county's election by the deadline of August 1, 2023 (midnight, mountain time), the county will be considered to have elected to receive a share of the State payment.

Important Dates to Note During the SRS Election Cycles

- | Every February 1 - Title III certification reports are due for previous year expenditures.
- | August 1 within certain years of an SRS cycle – When prompted by the Forest Service, States and Counties must determine the payment election between 1908 Act Amended or the Secure Rural Schools Act and forward to your Governor’s Office or State’s Treasurers office for submission to the Forest Service. ■
- | September 30 of an eligible SRS year – When prompted by the Forest Service, prepare Title Election form and forward to your State Governor’s office or State’s Treasurers office for submission to the Forest Service. ■
 - § If a county is electing SRS, title election allocations can be submitted at the same time as the election between SRS and 1908 Act Amended.

- Website:
 - <https://www.fs.usda.gov/working-with-us/secure-rural-schools>
- Contact: All Service Receipts (ASR) |
 - Questions: SM.FS.SRSInbox@usda.gov
 - Return Forms : SM.FS.asc_asr@usda.gov
 - Fax: (877) 684-1422 ATTN: ASR
 - Albuquerque Service Center (ASC) through the ASC Contact Center at (877) 372-7248 Option 1.
 - Mail to: Forest Service
Albuquerque Service Center, B&F
Attn: Funds Control / ASR
101B Sun Avenue NE
Albuquerque, NM 87109

Questions



Estimated Payment Report			
Fiscal Year: 2023	National: Yes	Run Date : 05/25/2023	
PNF Lands Data: 2022	PCPI Data: 2021	Base Amount:	
BLM Lands Data: 2022	***Note*** Payment amount is rounded to the nearest \$100. If there is a \$0.00 dollar amount then payment would be less than \$50.00.		
State	County	SRS Full Payment Amount	25% 7 Year Rolling Average
COLORADO(08)	Alamosa(003)	\$ 23,800.00	\$ 2,600.00
COLORADO(08)	Archuleta(007)	\$ 329,300.00	\$ 56,600.00
COLORADO(08)	Boulder(013)	\$ 35,700.00	\$ 21,500.00
COLORADO(08)	Chaffee(015)	\$ 252,200.00	\$ 72,100.00
COLORADO(08)	Clear Creek(019)	\$ 83,600.00	\$ 540,500.00
COLORADO(08)	Conejos(021)	\$ 306,500.00	\$ 36,400.00
COLORADO(08)	Costilla(023)	\$ 400.00	\$ 100.00
COLORADO(08)	Custer(027)	\$ 126,300.00	\$ 25,900.00
COLORADO(08)	Delta(029)	\$ 193,300.00	\$ 56,300.00
COLORADO(08)	Dolores(033)	\$ 450,700.00	\$ 44,400.00
COLORADO(08)	Douglas(035)	\$ 37,400.00	\$ 31,100.00
COLORADO(08)	Eagle(037)	\$ 163,200.00	\$ 844,400.00
COLORADO(08)	El Paso(041)	\$ 57,300.00	\$ 21,200.00
COLORADO(08)	Fremont(043)	\$ 120,900.00	\$ 15,900.00
COLORADO(08)	Garfield(045)	\$ 294,500.00	\$ 696,100.00
COLORADO(08)	Gilpin(047)	\$ 24,000.00	\$ 48,600.00
COLORADO(08)	Grand(049)	\$ 429,800.00	\$ 1,790,100.00
COLORADO(08)	Gunnison(051)	\$ 756,900.00	\$ 283,400.00
COLORADO(08)	Hinsdale(053)	\$ 372,000.00	\$ 85,900.00
COLORADO(08)	Huerfano(055)	\$ 122,700.00	\$ 22,800.00
COLORADO(08)	Jackson(057)	\$ 202,900.00	\$ 184,700.00
COLORADO(08)	Jefferson(059)	\$ 38,100.00	\$ 29,100.00
COLORADO(08)	La Plata(067)	\$ 190,000.00	\$ 53,800.00
COLORADO(08)	Lake(065)	\$ 138,800.00	\$ 25,900.00
COLORADO(08)	Larimer(069)	\$ 325,400.00	\$ 101,000.00
COLORADO(08)	Las Animas(071)	\$ 23,500.00	\$ 3,700.00
COLORADO(08)	Mesa(077)	\$ 453,200.00	\$ 296,300.00
COLORADO(08)	Mineral(079)	\$ 226,900.00	\$ 64,800.00
COLORADO(08)	Moffat(081)	\$ 41,300.00	\$ 24,600.00
COLORADO(08)	Montezuma(083)	\$ 210,000.00	\$ 34,500.00
COLORADO(08)	Montrose(085)	\$ 266,400.00	\$ 90,900.00
COLORADO(08)	Ouray(091)	\$ 47,000.00	\$ 39,000.00
COLORADO(08)	Park(093)	\$ 404,200.00	\$ 156,600.00
COLORADO(08)	Pitkin(097)	\$ 32,200.00	\$ 698,000.00
COLORADO(08)	Pueblo(101)	\$ 30,500.00	\$ 5,200.00
COLORADO(08)	Rio Blanco(103)	\$ 302,000.00	\$ 406,600.00
COLORADO(08)	Rio Grande(105)	\$ 181,100.00	\$ 33,400.00
COLORADO(08)	Routt(107)	\$ 144,800.00	\$ 321,200.00
COLORADO(08)	Saguache(109)	\$ 1,047,900.00	\$ 126,600.00
COLORADO(08)	San Juan(111)	\$ 111,800.00	\$ 24,000.00
COLORADO(08)	San Miguel(113)	\$ 30,400.00	\$ 51,400.00
COLORADO(08)	Summit(117)	\$ 123,800.00	\$ 1,042,100.00
COLORADO(08)	Teller(119)	\$ 66,300.00	\$ 27,300.00

FINANCIAL PLANNING AGREEMENT

BY AND BETWEEN

HUERFANO COUNTY, COLORADO

AND

NORTHLAND PUBLIC FINANCE,

A DEPARTMENT OF NORTHLAND SECURITIES, INC.

HUERFANO FINANCIAL PLANNING ASSISTANCE

This Agreement made and entered into by and between Huerfano County (hereinafter "COUNTY") and Northland Public Finance, a department within Northland Securities, Incorporated, of Greenwood Village, Colorado (hereinafter "NSI").

WITNESSETH

WHEREAS, the COUNTY desires to use the services of NSI for financial planning assistance related to the evaluation of the COUNTY's unused or under-used land and property assets for highest and best use; and the operating analysis of the historical Fox Theatre.

WHEREAS, the advice rendered by NSI is intended solely for financial planning purposes. NSI is not providing advice or any recommendation on the timing, terms, structure or similar matters related to a specific bond issue. The financial planning services provided by NSI do not create a relationship, direct or implied, related to the issuance of municipal securities that may result from this planning.

WHEREAS, NSI desires to furnish services to the COUNTY as hereinafter described.

NOW, THEREFORE, it is agreed by and between the parties as follows:

SERVICES TO BE PROVIDED BY NSI

The proposed scope of work is based on assisting in the financial planning including evaluation of the COUNTY's land and property assets and capital needs analysis of the historical Fox Theatre.

The proposal is based on providing a scope of financial planning services as further described below.

TASK 1 – COUNTY’S PROPERTY ASSET EVALUATION

Evaluating certain COUNTY-owned properties includes:

- Collecting information, as reasonably required, from the COUNTY regarding certain under-utilized or unused properties.
- Considering both public and private use of the available properties including future facility needs of the County, and potentially other jurisdictions.
- Preparing a cost and benefit analysis for certain properties to evaluate the feasibility of potential private development.
- Provide an accompanying narrative as necessary to describe the scope and outcome of the feasibility analysis.

TASK 2 – HISTORICAL FOX THEATRE

Operating analysis of the historical Fox Theatre in Walsenburg (Huerfano County seat) includes:

- Collecting information, as reasonably required, from the COUNTY regarding the operations, conditions, and anticipated capital needs of the historic Fox Theatre.
- Develop a capital needs and funding analysis for the Fox Theatre and identify any potential gaps in funding (for operations and/or capital needs).

ADDITIONAL SERVICES

Beyond the scope of preparing and providing the services and information as described, no additional services are contemplated at this time.

COMPENSATION

NSI will provide the services described in this proposal for a cost not to exceed \$5,000 for Task 1 and not to exceed \$5,000 for Task 2. The compensation will be due upon completion of the work described above, no later than November 30, 2023.

ASSIGNED NORTHLAND EMPLOYEES

The NSI employee responsible for providing services pursuant to this agreement and for the services performed is Troy Bernberg.

TIMELINE

The work outlined above will be completed no later than October 31, 2023.

SUCCESSORS OR ASSIGNS

The terms and provisions of this Agreement are binding upon and inure to the benefit of the COUNTY and NSI and their successors or assigns.

DISCLAIMER

In performing service under this agreement, NSI is relying on the accuracy of information provided by Huerfano County and the services provided by NSI are based on current State Law. The parties agree that the Colorado laws may change and may affect the accuracy and validity of services provided by NSI. NSI will perform its work using the best available information. The COUNTY recognizes and accepts that future growth including, but not limited to utility revenues, user rates and number of users may vary from the assumptions used by NSI and such changes may affect the work product produced and provided by NSI.

TERM OF THIS AGREEMENT

This Agreement may be terminated by thirty (30) days written notice by either the COUNTY or NSI.

Dated this ____ day of May, 2023.

Northland Securities, Inc.



By: _____

Troy Bernberg, Managing Director

Huerfano County

By: _____

Title

PURCHASE ORDER

Huerfano County

Purchase Order#: 113

Purchase OrderDate: 6/26/2023

Vendor: GARDNER PUBLIC IMPROVEMENT / 1048
DISTRICT 401 MAIN STREET STE 310
WALSENBURG, CO 81089

Ship To: 401 Main Street -
Walsenburg CO, 81089

Order Description:

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL COST	LEDGER
Bill Adjustment for Account 27	1	\$13.37	\$13.37	070-49100-51929
TOTAL:			\$13.37	

NOTES:

APPROVALS:

Approving Authority: _____

Budget Officer: _____

PURCHASE ORDER

Huerfano County

Purchase Order#: 112

Purchase OrderDate: 6/26/2023

Vendor: **GARDNER PUBLIC IMPROVEMENT / 1048**
DISTRICT 401 MAIN STREET STE 310
WALSENBURG, CO 81089

Ship To: **401 Main Street -**
Walsenburg CO, 81089

Order Description:

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL COST	LEDGER
Bill Adjustment for Account 76	1	\$338.16	\$338.16	070-49100-51929
TOTAL:			\$338.16	

NOTES:

APPROVALS:

Approving Authority: _____

Budget Officer: _____

John Galusha, Chairman
Arica Andreatta, Commissioner
Karl Sporleder, Commissioner



HUERFANO COUNTY GOVERNMENT ADMINISTRATOR’S REPORT

Date: June 27, 2023
To: Huerfano County Board of County Commissioners
From: Carl Young, County Administrator
Re: Report for the June 27 Regular BOCC Meeting

Commissioners please accept the following report of accomplishments, updates, and upcoming activities.

Walsenburg Law Enforcement Services Contract

Yesterday afternoon we received a revised version of the one-year Law Enforcement Services Contract from the City of Walsenburg. This document is attached for your review and discussion.

611 Main Gym Project

I spoke with Bob Martin and we are planning a meeting next week with the contractors to begin scheduling the construction and finalizing the plans.

Gardner Public Improvement District Eligibility Survey

Our engineers for the GPID Water and Sewer system are working on our Drinking Water Revolving Fund (DWRF) and Water Pollution Control Revolving Fund (WPCRF) eligibility surveys. They expect to have them complete in the next couple of days and will submit them on June 30th.

Energy Performance Contracting

McKinstry and San Isabel Electric are pressure washing the Fairgrounds today. I have been working with County Staff to review and approve materials submittals as they are ready. Work on County Buildings will gradually ramp up over the next couple of weeks. Building permits will be pulled by contractors where appropriate.

Waste Transfer Station Chipping

The Waste Transfer Station has established Thursdays and Saturdays as chipping days. They would like to ask the public coming to pick up free wood chips to do so on Tuesdays Wednesdays and Fridays when the chipper is not in operation.

Backflow Preventers

Materials have arrived for the backflow preventers at the Huerfano County Community Center and Walsenburg Road and Bridge Shop. We are working with Rhino Plumbing to complete that work. A purchase order for the Law Enforcement Center should be in your next regular meeting packet.

Fireworks

We are looking forward to putting on the Fireworks show at Lathrop State Park on July 4th. County staff, led by Ryan Sablich and Lester Berry, are working with the Park, Golf Course, and Hospital to put on this event.

INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY COUNCIL OF THE CITY OF WALSENBURG AND THE BOARD OF HUERFANO COUNTY COMMISSIONERS FOR LAW ENFORCEMENT SERVICES FOR CALENDAR YEAR 2023

This document constitutes an agreement ("Agreement") by and between the City Council and the City of Walsenburg (the "City"), a Colorado municipal corporation, and the Board of County Commissioners of Huerfano County, Colorado, the governing body of Huerfano County (the "County"), a political subdivision of the state, collectively, (the "Parties").

WHEREAS, Colo. Const. art. 14 § 18, and C.R.S. § 29-1-201, 203 et. seq. permit and encourage political subdivisions to enter intergovernmental agreements to provide -any function, service, or facility lawfully authorized to each of the cooperating or contracting units, including the sharing of costs for the mutual benefit of both;

WHEREAS, C.R.S. § 30-11-410(1) provides that the governing body of -a municipality and the board of county commissioners may contract to provide law enforcement services, including enforcement of municipal ordinances, by the sheriff within the boundaries of the municipality;

WHEREAS, public safety within the jurisdictional limits of the City of Walsenburg and Huerfano County is in the mutual interest of both entities;

WHEREAS, the Parties previously entered into an agreement for law enforcement services and that agreement expired ~~at the end of 2022;~~December 31, 2022 at 11:59 p.m. ("the 2016 Agreement");

WHEREAS, the Parties wish to enter into a new agreement for law enforcement services ~~under substantially similar terms as for a period of 1 year while the prior City explores options for law enforcement including the opportunity to re-establishes the Walsenburg Police Department;~~

WHEREAS, the Parties understand and agree that under provision of a 1-year agreement the County cannot be expected to expand staffing beyond currently budgeted levels, set without consideration to providing service to the City of Walsenburg;

WHEREAS, the City of Walsenburg desires to obtain all reasonable and necessary law enforcement services from the County and the County desires to provide all reasonable and necessary law enforcement services to the City; and

WHEREAS, the County and the City desire to enter into an agreement for the provision of law enforcement in accordance with the terms herein provided. _

NOW, THEREFORE, the City and the County agree as follows:

- 1. General Purpose.
 - a. The Huerfano County Sheriff shall provide law enforcement services within the Walsenburg corporate limits including, but not limited to,

Formatted: Underline

Formatted: No underline

patrolling, issuing summons and complaints, preparing and timely delivering to the District Attorney all reports and information necessary to prosecute matters, appearance by the appropriate law enforcement officials at all court proceedings as necessary to prosecute matters, gathering and retaining evidence so as to provide for proper chain of custody, responding timely to complaints or calls, transportation of persons arrested to jail, investigation, traffic control, emergency response, civil document service, training, developing and maintaining all records and written law enforcement policies ordinarily required by law enforcement agencies, and all other tasks typically associated with and performed by a municipal police department.

- b. The law enforcement services described below will be implemented by the Huerfano County Sheriff (the "Sheriff"). It is the intent of the parties that implementation of this Agreement will not adversely impact law enforcement services provided to unincorporated portions of Huerfano County.

~~c. As part of the implementation process, the~~

The Sheriff will make all determinations regarding scheduling and designating the patrol area of deputies delivering services to Walsenburgthe City under this Agreement. Standards of performance, employee discipline, control of personnel providing such services and other matters incident to the performance of the services to be provided hereunder shall be in accordance with Huerfano County Sheriff's policies and procedures a copy of which will be provided to the Walsenburg City Council upon execution of this Agreement. The written policies and procedures will remain the property of the Huerfano County Sheriff's Department and the Sheriff will remain the legal custodian of the written policies and procedures. Any request for the documents under the Colorado Open Records Act or by subpoena shall be given to the Sheriff who will timely respond to the request or subpoena.

2. Municipal Authority.

- a. At the effective date and time of this Agreement and for the duration of this Agreement, Walsenburgthe City grants the Huerfano County Sheriff and all sworn sheriff's deputies that are Colorado peace officers the law enforcement authority granted to any Walsenburg police officer by statute or by Walsenburg municipal ordinance to engage in law enforcement pursuant to this Agreement to enforce State law and Walsenburg ordinances within the City of Walsenburg's jurisdiction.
- b. ~~Immediately upon proper transfer of evidence and records in a case from the Walsenburg Police Department to the Huerfano County Sheriff's Department, the Huerfano County Sheriff's Department shall be the legal~~

~~custodian of the evidence and records for all purposes under Colorado law through the duration of this Agreement.~~

3. Duties and Levels of Service.

- a. The Sheriff will have at least one on-duty deputy responding to calls within the municipal limits of ~~Walsenburg~~the City at all times.
- b. Deputies. The number of on-duty deputies available to respond to calls will be adjusted accordingly during peak times except in extraordinary circumstances. For the purposes of this paragraph, "peak times" and "extraordinary circumstances" shall be determined in the sole discretion of the Sheriff or his designee. "Peak times" will be defined in reports presented to the Walsenburg City Council. Any changes to these definitions shall be noted in the written reports to the Walsenburg City Council as they occur.
- c. Municipal Court. The appropriate Sheriff's deputy or other Sheriff's Department representative(s) will appear in Walsenburg Municipal Court as needed to aid in the prosecution of individuals accused of ordinance violations.
- d. County and District Court. The appropriate Sherriff's deputy or other Sherriff's Department representative(s) will appear in the County and District Courts of Huerfano County, as necessary.
- e. Ordinance Criminal and Administrative Enforcement.
 - (i) The County and City acknowledge that all municipal ordinances have a criminal law component over which the municipal court has authority. The County and City also acknowledge that a limited set of Walsenburg ordinances also provide a procedure for administrative enforcement.
 - (ii) The Sheriff's Department shall enforce all ordinances where the only enforcement provided by the ordinance is criminal in nature and the ordinance does not provide authority to the City to enforce the ordinance administratively and the Model Traffic Code adopted by the City.
 - (iii) The City shall enforce all ordinances where the ordinance provides an administrative enforcement procedure. Except as set forth below.
 1. In any case where an administrative procedure is available and human safety is at issue, the sheriff will provide enforcement under the ordinance's criminal enforcement provision or, at the option of the city administrative

enforcement to the extent necessary to assure the safety of all involved.

2. The Sheriff will also enforce the criminal component of any ordinance in a particular case upon request by the City administrative enforcement representative where the administrative enforcement has proven ineffective.
 3. Examples of ordinances that provide administrative enforcement are the city weed ordinance, dogs at large, licensing ordinances and zoning ordinances.
 4. Animal Control. The Sheriff's Department will respond to dangerous animal and human safety calls related to animals within Walsenburg City limits. The City will enforce ordinances related to animal control where human safety is not an issue.
 5. ~~Land Use Ordinances. The City will continue to enforce all land use and associated ordinances. The Sheriff should cite all traffic violations contained in the Model Traffic Code under the Model Traffic Code into municipal court and not under Title 42 of the Colorado Revised Statutes.~~
- g. The City of Walsenburg will provide three (3) copies of their ordinances to the Sheriff, including regular updates, and shall work with the Sheriff providing information required to assist Sheriff's employees in enforcing the ordinances. _
4. Independent Contractor.
- a. The parties agree that ~~Huerfano~~the County is acting as an independent contractor. All Huerfano County Sheriff's Department personnel shall be employees of the Huerfano County Sheriff's Department for all purposes and controlled by the Huerfano County Sheriff, including standards of performance and discipline.
 - b. The County shall be solely responsible for the Huerfano County Sheriff's Department employees' wages, benefits, tax withholdings of all types, timely filing of all employment tax reports and payment of all employment tax deposits, filing of all Workers Compensation and Unemployment forms and payment of all Workers Compensation and Unemployment premiums.
 - c. The County is solely responsible for meeting all state and federal criteria to maintain its independent contractor status and holds ~~Walsenburg~~the City harmless for any claim resulting from a determination that the County is not an independent contractor.

5. Contract Administration. The parties will comply with the Colorado Criminal Justice act.
6. Conform Laws. The County and ~~Walsenburg~~the City shall, to the extent reasonable and feasible and with all due consideration for local circumstances, make diligent efforts to conform ordinances, rules and regulations to provide for consistent effective and efficient delivery of law enforcement. This shall not be interpreted to require the approval of either party of the other party's ordinances, rules and regulations.
7. Reporting.
- a. The Huerfano County Sheriff or his/her designee shall attend the first regularly scheduled Walsenburg City Council meeting of each quarter and provide the ~~city council~~Walsenburg City Council with an oral and a written report of its activities within the City of Walsenburg. The written report will include but not be limited to:
 - (i) definition of "peak times";
 - (ii) any information the Huerfano County Sheriff deems relevant, appropriate, and necessary to illustrate regular and ongoing law enforcement activities and issues; and
 - (iii) addressing any questions presented in writing by the Mayor of Walsenburg or the Walsenburg City Council;
 - b. The Huerfano County Sheriff or his/her designee will submit the written reports by noon on the Friday prior to the meeting.
 - c. The Huerfano County Sheriff or his/her designee may meet with the Mayor of Walsenburg or the Walsenburg City Council from time to time to foster communication and enhance community policing and partnerships.

8. Fee for Services.

The City and County shall share the cost of law enforcement through the payment of fees by ~~Walsenburg~~the City to the County to offset the cost of law enforcement services within the City of Walsenburg as set forth below. The fees do not constitute tax revenues to the County or the imposition of debt on ~~Walsenburg~~the City.

- a. ~~a.~~ 2023 Fee. ~~Walsenburg~~The City shall pay the County seven-hundred-thirteen thousand eight hundred and fifty-seven dollars (713,857.00) for the twelve-month period commencing upon the date of

execution in twelve (12) equal monthly payments of \$59,488 due on or before the 20th day of each calendar month. Failure to pay will be considered a contract breach by ~~Walsenburg~~The City at the option of the County. ~~The monthly fee during the six month renewal period shall be \$59,488 due on or before the 20th day of each calendar month.~~

~~b.~~ 2024 Fee. If the City exercises its right to enter into a 12-month renewal period, the City shall pay the County an annual amount not to exceed seven-hundred seventy-thousand nine-hundred and sixty-five dollars and fifty-six cents (\$770, 965.56) for the twelve-month period commencing January 1, 2024 in twelve (12) equal monthly payments of \$64,247.13 due on or before the 20th day of each calendar month. Failure to pay will be considered a contract breach by the City at the option of the County.

~~cb.~~ Successive Years of Agreement. Should Walsenburg wish to extend this agreement past the expiration of the renewal period or enter into a new agreement for the long term provision of law enforcement services, the City and the County will negotiate to arrive at a mutually agreeable situation.

~~(i) Negotiations. Walsenburg and County shall negotiate amendments to the fee annually with negotiations to commence September 15- and conclude prior to November 15 each year to allow the parties to appropriately budget. If the parties fail to agree by October 20, they shall enter mediation as provided in this Agreement.~~

(i) Legal documents, including, but not limited to, subpoenas, summons and legal paperwork not generated by the Huerfano County Sheriff's Office, that require service shall be handled as follows.

1. ~~Walsenburg~~The City will provide legal documents that require service to the Huerfano County Sheriff's Office.
2. The Huerfano County Sherriff will serve only legal documents required to be served in Huerfano County.
3. ~~Walsenburg~~The City will pay for civil service in addition to the fees set forth above. Fees will be charged to ~~Walsenburg~~The City pursuant to the Huerfano County Sheriff's Office fee schedule that is based upon the Colorado Revised Statutes.

9. Property-Ownership and contribution.

~~b. All radios, communication equipment, and other equipment shall remain property of the City and the County shall maintain possession and be~~

Formatted: Underline

~~responsible for all maintenance and repairs for the duration of this Agreement. original equipment to the City and issue a payment of \$10,000 to the City for all equipment not returned. The parties agree that after this payment the County is responsible for the proper provisioning of law enforcement personnel employed by the County and that all equipment purchased by the County is the sole property of the County.~~

10. Vehicles.

Formatted: Underline

- a. Vehicles owned by each party shall remain in the possession of and the property of the party that owned the vehicle on the effective date of this Agreement. ~~The Parties confirm that the County did not accept possession of any vehicles from the City.~~
- b. The County shall retain ownership of all vehicles purchased during the duration of this, or any subsequent agreement.

11. Duration.

Formatted: Underline

- a. This agreement shall be in effect for a period of one (1) year from the 1st day of January 2023 until the date of execution of the agreement unless terminated as provided set forth in section 11(c) below.
- ~~b. Termination. Either party may terminate this Agreement or any extension of this Agreement by giving the other party written notice 30 days prior to the requested termination date unless both parties waive this notice provision in which case the County will return to the City all equipment.~~
- c. Termination. This agreement shall terminate at 11:59 p.m. of the 31st day of December, 2023.
- d. Renewal and Modification. This agreement shall renew for a period of ~~six (6) months without affirmative action of the parties unless termination notice is given as set forth in paragraph 11(b) above~~ up to six a year (126) months commencing January 1, 2024 and terminating December 31, 2024 at the request of the City and the concurrence of the County. The County may request a fee increase not to exceed 8 percent of the yearly fee amount to continue the agreement. If the City does not agree to that increase, the parties will enter mediation to determine a fee for the extension period.

12. Indemnification.

Formatted: Underline

- a. In executing this agreement, ~~Huerfano~~ The County does not assume liability or responsibility for or in any way release ~~Walsenburg~~ the City

from any liability or responsibility, which arises in whole or in part from the existence, validity or effect of Walsenburg ~~City~~ ordinances, rules or regulations. If any such cause or claim, suit, action or administrative proceeding is commenced, ~~Walsenburgthe City~~ shall defend the same at its sole expense, and if judgment is entered or damages are awarded against ~~Huerfanothe~~ County, ~~Walsenburgthe City~~, or both, ~~Walsenburgthe City~~ shall satisfy the same. This paragraph shall not apply where ~~Walsenburgthe City~~ modifies or drafts an ordinance to conform ~~Itsits~~ ordinance to a Huerfano County ordinance, rule or regulation.

- b. ~~In executing this agreement, Walsenburgthe City~~ does not assume liability or responsibility for or in any way release ~~Huerfanothe~~ County from any liability or responsibility, which arises in whole or in part from the existence, validity or effect of Huerfano County ordinances, rules or regulations. If any such cause, claim, suit, action or administrative proceeding is commenced, ~~Huerfanothe~~ County shall defend the same at its ~~soresole~~ expense, and if ~~Judgmentjudgment~~ is entered or damages are awarded against ~~Walsenburg, Huerfanothe City, the~~ County, or both, ~~Huerfanothe~~ County shall satisfy the same.
- c. ~~HuerfanoThe County will maintain~~ general liability insurance to cover any act or failure to act of the County or any of its elected or appointed officers, agents or employees while providing law enforcement under this Agreement and naming the City of Walsenburg as an additional insured. ~~HuerfanoThe County shall indemnify and hold harmless Walsenburgthe City and its elected and appointed officers, agents and employees, or any of them, from and against any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, which are caused by or result from a negligent act or omission of Huerfanothe County, its elected or appointed officers, agents and employees in performing services pursuant to this agreement.~~
- (i) In the event that any suit based upon such a claim, actions, loss or damage is brought against ~~Walsenburgthe City~~, or ~~Walsenburgthe City~~ and ~~Huerfanothe~~ County, ~~Huerfanothe~~ County shall defend the same at ~~Itsits~~ sole cost and expense; and ~~Ifif~~ final judgment be rendered against ~~Walsenburgthe City~~ and its officers, agents and employees, ~~Huerfanothe~~ County shall satisfy same.
- d. ~~WalsenburgThe City shall indemnify and hold harmless Huerfanothe~~ County and its officers, agents and employees, or any of them, from and against any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, which are caused by or result from a negligent act or omission of ~~Walsenburgthe City~~, its officers, agents and employees in performing services pursuant to this agreement.

(i) In the event that any suit based upon such a claim, actions, loss or damage is brought against ~~Huerfano~~ County, or ~~Huerfano~~ County and ~~Walsenburg, Walsenburg~~ the City, the City shall defend the same at its sole cost and expense; and if final judgment be rendered against ~~Huerfano~~ County and ~~its~~ officers, agents and employees ~~Walsenburg~~ the City shall satisfy same.

13. Disputes. In the event of a dispute arising from or related to this agreement, in good faith the parties shall submit the dispute for resolution to a mutually agreeable mediator and shall equally share the mediator's fee. In the event the parties cannot resolve the dispute in mediation, ~~and either party initiates a lawsuit, the prevailing party shall be entitled to court costs and reasonable attorney's fees, including those costs incurred in anticipation of litigation and fees and costs incurred in appeal of any final determination. If either party chooses to seek injunctive relief to enforce the provisions of this agreement, the parties waive any requirements of bond. Venue shall be Huerfano County, Colorado~~ the Parties shall submit to binding arbitration.

14. Survival Clause. In the event one or more of the provisions of this agreement are held to be illegal or unenforceable, it shall not result in the invalidation of any other portion of this agreement.

15. State Auditor's Office. The City Clerk of Walsenburg and the County Clerk shall each forward a copy of this agreement to the State Auditor's Office for the State Auditor's information and concurrence with regard to the financial arrangements set forth in this agreement and shall take any other actions deemed necessary to comply with Colorado State Statutes.

16. Cost of Service and Revenues. The parties hereto have considered the anticipated cost of services and the anticipated and potential revenues to fund those services ~~in~~ negotiating this agreement.

17. Subject to Annual Appropriation. Consistent with Article X, § 20 of the Colorado Constitution, any financial obligation of the City not performed during the current fiscal year is subject to annual appropriation, shall extend only to monies currently appropriated and shall not constitute a mandatory charge, requirement, debt or liability beyond the current fiscal year.

Approved

[Remainder of Page Intentionally Left Blank]

Signature Page

APPROVED by the Walsenburg City Council on the ____ day of _____, 2023.

Rick Jennings, Acting Gary Vezzani, Mayor

APPROVED by the Huerfano County Commissioners this ____ day of _____ 2023.

John Galusha, Chair

Arica Andreatta, Commissioner

Karl Sporleder, Commissioner

APPROVED by the Huerfano County Sheriff this ____ day of _____, 2023.

Bruce Newman, Huerfano County Sheriff



TECHNICAL UPDATE

Volume 27 Number 24 | June 13, 2023

Playground Safety, Routine Inspection, and Maintenance

The Consumer Products Safety Commission (CPSC) Playground Safety Handbook provides best practices for playground design, installation, maintenance, and routine inspection process management. A current copy of the handbook is available from <https://www.cpsc.gov/s3fs-public/325.pdf>. Ensuring that playgrounds are safe requires careful consideration of the type of equipment provided, as well as a diligent maintenance and inspection program.

There are two fundamental components of Playground Inspection and Maintenance Programs:

- Documentation of Routine Inspections and Maintenance
- Documentation of Annual Inspections

SUGGESTED PROCEDURES FOR PLAYGROUND INSPECTION AND MAINTENANCE

Pick at least two full-time positions in facilities maintenance or a similar department and make those specifically responsible for playground inspection and maintenance. Playground maintenance should be done on a weekly and monthly basis and include an annual process with all appropriate written records. The maintenance crew and supervisor responsible for playground inspection and maintenance should, at a minimum:

- Know and reference the CPSC Playground Safety Handbook
- Keep written records of all routine inspections
- Use the inspections to help determine routine maintenance

You can use any standard inspection and maintenance record format or make up your own to better match your specific playgrounds and equipment. Many playground equipment manufacturers include checklists and maintenance schedules for their equipment. If no checklist is provided, the CPSC Handbook provides several sample checklists.

ANNUAL INSPECTIONS

Annual inspections should use the CPSC Playground Safety Handbook inspection guidelines and are best performed by a team including a manager, the supervisor, and the crew members specifically responsible for playground inspection and maintenance. These inspections need to be detailed and thorough, documenting current conditions in a formal written format with photos. The inspection should include specific recommendations for repair, removal, and/or replacement of equipment, surfacing, etc. Annual inspections should produce an official record that is used to guide budgetary allocation for playground upgrades.



WHAT THIS MEANS FOR COUNTIES

Inadequate maintenance of playground equipment poses a risk to the community and accounts for many avoidable injuries. Check to make sure that your county has an inspection and maintenance plan in place. For Playground Safety Guides and Playground Safety Inspection Checklists, visit <https://www.cpsc.gov/safety-education/safety-guides/playgrounds/public-playground-safety-checklist>. For additional assistance on maintaining safe playgrounds, contact the CTSI Loss Prevention Team at (303) 861-0507.



TECHNICAL UPDATE

Volume 27 Number 25 | June 20, 2023

Who's Who at CTSI

CTSI welcomes Siri Vensel as our new Senior Human Resources Specialist. Siri comes to CTSI from Mesa County Valley School District 51 where she served as their Workers Compensation & Risk Manager for 8 years. Prior to that she served the City of Grand Junction as their Human Resources and Risk Management Specialist. She brings with her over 22 years of experience in human resources and employee relations management. We are confident that Siri will be a strong addition to CTSI as she provides human resource management services and loss prevention to our Pool membership. You may contact Siri at (303) 861-0507 ext. 131, svensel@ctsi.org.

WHO TO CALL FOR WHAT

At CTSI we pride ourselves on our customer service and being available in-person to meet the needs of our membership. Below is a list of who to contact in each department.

CTSI CLAIMS SERVICES

Phone: (303) 861-0507
Phone: (800) 544-7868
Fax: (303) 861-1022
After Hours Phone: (303) 861-0507
CWCP Dial 2, CAPP Dial 3

WORKERS' COMPENSATION CLAIMS

Kurt Muehler, *WC Claims Manager*
Staci Metter, *WC Senior Claims Manager*
Lisa Stoner, *WC Claims Examiner*
Cindi Johnson, *WC Claims Technician*
Jeannette Bryant, *WC Claims Technician*
Email claims to wclaims@ctsi.org

PROPERTY AND LIABILITY CLAIMS

Enid Cordova, *P & L Manager*
Dylan Patterson, *P & L Senior Claims Examiner*
Jamie Heyl, *P & L Senior Claims Examiner*
Josie Brodie, *P & L Claims Technician*
Email claims to cappclaims@ctsi.org

LOSS CONTROL

Marylin Wagner, *Loss Control Team Leader*
Dana Foley, *Senior Loss Control Specialist*
Siri Vensel, *Senior HR Specialist*

CTSI ADMINISTRATIVE SERVICES

Phone: (303) 861-0507
Fax: (303) 861-2832
Website: www.ctsi.org
Email: First Initial and Last Name @ctsi.org

ADMIN & POOL COVERAGE INQUIRIES

Meredith Burcham, *CTSI Executive Director*
[CAPP \(Colorado Counties Casualty & Property Pool\)](#) and [CWCP \(County Workers' Compensation Pool\)](#)
Rhonda Curran, *Manager of Risk Programs*
Brenda Hostetler, *Sr. Risk Management Analyst*
[CHP \(County Health Pool\)](#)
Marissa Gaertner, *CHP Benefits Manager*
Betty Apt, *Benefits Administrator*

OTHER CTSI SERVICES

Jennifer Keller, *Finance Director*
Dennis Hunt, *Manager-County Administration & Grant Services*
Juliann Hargrave, *Executive Assistant*
Frank Sutton, *Manager-Information Systems*
Norma Garcia, *Receptionist/Administrative Assistant*

WWW.CTSI.ORG

Insurance policies and summaries
Claim forms and information
Sample policies and procedures



Siri Vensel, *Senior Human Resources Specialist*

WHAT THIS MEANS FOR COUNTIES

Help is only a phone call away. Please use our main number (303) 861-0507 to be connected to the person and/or department you are trying to reach.

Recvd
6-20-2023

Item 9c.

June 15, 2023

Subject: June 8, 2023 publication of the World Journal Legals Section "Notice of opportunity to comment on One's Own Waste Application for the Walsenburg Carbon Sequestration Project, Huerfano County, CO".

To: Honored Commissioners, Members of the Planning Commission and County Administrator

I am confident that you all will remember the period of methane gas explosions, flames from water faucets, dry wells etc. caused by the Petroglyph Gas and Oil methane exploration years ago. As a long-time resident of River Ridge Ranch, I know I and others remember it all too well. As you are aware the COGCC was able to end the methane exploration after a protracted legal confrontation.

Now we are faced with another potentially dangerous situation with the burial of trees for carbon sequestration. Said burial will provide a source for methane gas once again on River Ridge Ranch and perhaps permit migration of the gas outside the Ranch perimeter. This is an experiment which requires mandatory methane monitoring sensors.

The CDPHE is currently taking comments. As a citizen of Huerfano County and a resident of River Ridge Ranch I would like to see our Commissioners, Planning Commissioners and County Administrator join forces and inform the CDPHE to prohibit such an experiment on River Ridge Ranch. I have included three documents which provide additional information.

Please do not endanger the property or lives of River Ridge Ranch families.

Sincerely,



Richard Goodwin

719-890-0314

vandrgoodwin@gmail.com

PO Box 409

Walsenburg, CO 81089

ATTACHMENTS

Attachment 1 is a copy of the published World Journal CDPHE article.

Attachment 2 is a response sent to the CDPHE.

Attachment 3 is an additional response to the CDPHE.

The following article is from the Huerfano Journal on June 8, 2023 under Huerfano Legals.

**Notice of opportunity to comment on the One's Own
Waste Application for the Walsenburg Carbon Sequestration
Project, Huerfano County, CO**

Facility: Walsenburg Carbon Sequestration Project
Address: Parcel Number 393490, Huerfano County, Colorado

Background:

Huerfano County referred a One's Own Waste Application for review to the Colorado Department of Public Health and Environment (CDPHE) Hazardous Materials and Waste Management Division (HMWMD). The application is for a carbon sequestration project where the property owner will harvest wood waste from within the property boundary and bury the wood waste in an underground vault with an engineered cover system. The intent of the project is to capture and store atmospheric carbon dioxide as a future resource.

The proposed facility is approximately six miles southwest of Walsenburg, Colorado via Cedarwood Trail. We are reviewing the application for technical merit and compliance with the Colorado Solid Waste Act to ensure the proposed project will not negatively impact human health or the environment.

Following the public comment period, we will consider all comments prior to issuing a final decision to approve or deny the application.

Public Comments:

Please submit comments by July 6, 2023 to:
Sarah Foreman, Professional Engineer, CDPHE/HMWMD
4300 Cherry Creek Drive South
Denver, CO 80246
sarah.foreman@state.co.us / 720.251.4841

This application is available for review on our website at
<https://cdphe.colorado.gov/HMWMD-public-notices>.

Walsenburg Carbon Sequestration Project Comment, Land Parcel 393490

1 message

Dick and Virgilia <vandrgoodwin@gmail.com>

Mon, Jun 12, 2023 at 9:45 AM

To: sarah.foreman@state.co.us

Cc: Richard Goodwin <vandrgoodwin@gmail.com>

Ms Foreman,

Re: Input in Response to Notice of Opportunity to Comment on the One's Own Waste Application for the Walsenburg Carbon Sequestration Project, Huerfano County, CO, Land Parcel 393490

I was discussing the proposed Walsenburg carbon sequestration experiment project on land parcel 393490 with a lot owner and I was reminded of our unfortunate experience years ago with methane gas invading our water supply from the methane explorations of the Petroglyph Oil and Gas Company. The COGCC was instrumental in determining the causes of that invasion and representing the state of Colorado in taking corrective action. I testified in federal court along with a number of other lot owners. COGCC was the champion of the people of Huerfano County. It is my opinion that without COGCC's assistance River Ridge Ranch Landowner's Association would most likely not exist today since dangerous methane gas explosions were possible. Who would want to purchase property in such an environment?

After much investigation and research the COGCC determined the subsurface of the land which River Ridge Ranch encompasses is unstable and riddled with channels and dikes which allowed the methane gas to migrate from point to point. River Ridge Ranch is built basically on old coal seams from the time when Walsenburg was a coal producing area. These channels allowed the water soluble methane to migrate and mix with our domestic wells providing our water. Methane explosions, flames from faucets and wells going dry were all experienced. Our property values sank like a rock. As you are aware methane is also off gassed by trees although to a lower amount than CO₂. A fact stated by Dr Zeng who is considered the father of burial sequestration. Burying trees in a vault or under soil allows for higher concentrations of methane to be reached than having the tree above ground with the ability of the methane to dissipate in the atmosphere. If a containment vessel fails not only will CO₂ be released but also methane gas.

I am concerned we shall experience similar conditions with the proposed experimental carbon sequestration project. The underground conditions proven by the COGCC, when coupled with having a landfill of dead trees which may off-gas methane on River Ridge Ranch, is a gamble I and others are not willing to experience. I understand there are vaults to contain the buried trees however I also remember Petroglyph telling us to trust they were drilling too deep to affect our water wells. The COGCC and the subsequent events disproved that assertion.

I understand a monitoring system shall be required to detect unsafe levels of methane. The fact that such a system has to be employed is reason enough to not pursue such a venture where people reside. If there were no dangers from this experiment such a system would not be necessary. A warning of excessive methane will result in what actions? How would residents be notified? Would evacuation of the residents of River Ridge Ranch be necessary? For how long? Where would we go? What agency would control our return? Who would pay for our expenses? If there was an explosion who would pay for the recovery? Who will be held responsible?

I appreciate all the efforts done for carbon removal however I truly believe that based upon our experiences with methane migration, the sequestration project on River Ridge Ranch residential properties is a potential environmental, property value and personal injury disaster for all River Ridge Ranch property owners. There are many, many other locations in Colorado that are not residential areas that would be more suitable for this type of experiment.

I encourage CDPHE to be a voice for Colorado citizens and come to the defense of and protect the citizens of River Ridge Ranch by not approving this experimental project to be conducted. The risks and unknowns are far too many and far too great. Please feel free to contact me with any questions you may have.

Thank you,
Richard Goodwin
719-890-0314
PO Box 409
Walsenburg, CO 81089
vandrgoodwin@gmail.com

Notice of Opportunity to Comment

1 message

Dick and Virgilla <vandrgoodwin@gmail.com>

Fri, Jun 9, 2023 at 4:48 PM

To: "sarah.foreman@state.co.us" <sarah.foreman@state.co.us>

Cc: Richard Goodwin <vandrgoodwin@gmail.com>

Ms Foreman,

Re: Notice of Opportunity to Comment one the One's Own Waste Application for the Walsenburg Carbon Sequestration Project, Huerfano County, CO, published June 8, 2023, Huerfano World Newspaper

The parcel of land (393490) which Mr. Bongiovanni desires to convert to a landfill of buried trees is located within a property owner's association governed by covenants prohibiting such an endeavor. The River Ridge Ranch Landowner's Association is governed by a Board of Managers and duly registered with the Secretary of State as a non-profit organization under Colorado Law. The Association has covenants properly filed with the Huerfano County Clerk which align with the Colorado Common Interest Owner Act (CCIOA). River Ridge Ranch has been a residential community in an agricultural zoned portion of Huerfano County since 2002. It consists of approximately 5800 acres divided into 155 35+ acre lots.

Mr. Bongiovanni originally submitted his sequestration plan to the Board for approval. The Board initially approved a small 'test case' with trees from his personal lot. The Board later denied implementation of the full approach as the Board felt it did not comply with covenants of River Ridge Ranch and could adversely impact our property values to have a landfill within our boundaries. As with all lot owners, Mr. Bongiovanni agreed to abide by the covenants as per his signed deed and is aware of the Board's decision. The decision was provided to Mr. Bongiovanni by the President of the River Ridge Ranch Association at that time, Mr. Tom Weber, and reflected the vote of the Board.

I am a long time owner and resident of a River Ridge Ranch lot. I do not want nor support a landfill of dead trees located anywhere near my property. I am not alone in this. Mr. Bongiovanni has recently approached the Huerfano Planning Board and has been advised he must secure the support of the River Ridge Ranch Landowner's Association Board. Mr. Bongiovanni does not have that approval.

I respectfully request Mr. Bongiovanni's proposal for sequestration of trees on River Ridge Ranch, property parcel 393490, be denied. There are numerous locations within Colorado which could be used for this purpose and not affect a residential community. Landfills should not be located in residential areas and make no mistake about this is a landfill. Pretty it up with fancy words but in the final evaluation it is a landfill. Dig a hole, dump trees into, cover it up and you have a landfill.

Please feel free to contact me regarding this issue.
Thank you,
Richard Goodwin
719-890-0314
vandrgoodwin@gmail.com

15-DPT-EX
ANNDTM

STATE OF COLORADO
DIVISION OF PROPERTY TAXATION
DEPARTMENT OF LOCAL AFFAIRS
419 STATE CENTENNIAL BUILDING

060223
PHONE (303) 864-7787

ANNUAL DETERMINATION

OWNER NAME AND ADDRESS	REFERENCE INFORMATION
LA VETA VILLAGE, INC. P O BOX 143 LA VETA, CO 81055	File No.: 28-01105-01 County Name: Huerfano Parcel: 282731

LEGAL DESCRIPTION
LOTS 29,30,31,32,33 & 34 BLK 1 LA VETA ADDITION 251-122 262-137 315-101 409-921 REC#328441 369344 370885 40465 407941 SRVY #900 411565 414265 JEANNE S SCHWARTZ 42.86 % 417410 5.714% INT ADDRESS: 109 E. FRANCISCO STREET, LA VETA

QUALIFICATION OF PROPERTY
On the basis of the reports and certifications filed by the named owner, the Administrator has determined pursuant to C.R.S. 39-3-112(3)(a)(II)(A) that 100.00% of the actual value of the described property is eligible for exemption as being occupied by qualified persons. The remaining 0.00% of such value is subject to assessment at the applicable rate and should be placed on the assessment roll for 2023.

DATED JUN 02 2023


 JOANN GROFF
 PROPERTY TAX ADMINISTRATOR

(SEE REVERSE SIDE FOR AN EXPLANATION OF YOUR RIGHTS AND OPTIONS)

Rcvd
6-20-2023

THE SECRETARY OF THE INTERIOR
WASHINGTON

JUN 15 2023

HUERFANO COUNTY
401 Main Street, Suite 201
Walsenburg, CO 81089-2045

Dear County Official:

I am pleased to notify you that on June 15, 2023, the Department of the Interior (Department) issued payments under the Payments in Lieu of Taxes (PILT) program. The PILT program compensates eligible local jurisdictions for Federal lands administered by agencies within the Department and on behalf of the U.S. Forest Service and the U.S. Army Corps of Engineers. Local governments may use the PILT payments for any governmental purpose, including emergency response, public schools, and roads. Since local governments cannot tax Federal lands, annual PILT payments help to defray the costs associated with maintaining important community services.

The Payments in Lieu of Taxes Act, 31 U.S.C. 6901–6907, as amended, authorized the program. The PILT Act prescribes the formula used to compute the annual payments based on annually adjusted per-acre and population variables. Prior-year Federal payments under certain revenue-sharing programs, as reported annually by States, are deducted in formulating the payment amounts. A provision in the PILT Act provides temporary compensation for recent additions to the National Park System and National Forest Wilderness Areas.

The President signed the Consolidated Appropriations Act, 2023 (Public Law 117–328) on December 29, 2022, providing full funding for the 2023 PILT program. More than 1,900 local jurisdictions received a total of \$578.8 million in PILT payments this year.

For 2023, your county is receiving a PILT payment of \$613,236. If you provided current bank routing and account numbers to our Interior Business Center or to the System of Awards Management (SAM), an electronic funds transfer was posted to your account on or about June 15, 2023. If you did not receive a payment or require further information, please refer to www.doi.gov/pilt. The website includes information on how to register in SAM to expedite receipt of future PILT payments. If you have any questions, please contact the PILT Program Manager, Ms. Dionna Kiernan, at DOI_PILT@ios.doi.gov or (202) 341–2066.

Sincerely,



Deb Haaland

**La Veta Town Board Committee Workshop
Tuesday, June 27, 2022 7:00pm
La Veta Town Hall
209 S Main St-La Veta, Colorado**

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/758412293>

You can also dial in using your phone.

Access Code: 758-412-293

United States: +1 (872) 240-3212

Get the app now and be ready when your first meeting starts:

<https://meet.goto.com/install>

Public Contact:

Streets/Alleys- Trustee Hoobler

Water/Sewer- Trustee Masinton

Personnel- Trustee Musgrave

Police/Code- Trustee Peil

Finance/Administration- Trustee Sill

Building- Trustee Vandagriff

Liaison Committees:

Historical Preservation- Trustee Masinton

Francisco Fort Museum- Trustee Musgrave

Chamber of Commerce- Trustee Hoobler

Recycling- Jonathan James

Tourism/SHOL - Trustee Vandagriff

Park & Tree- Trustee Peil

Economic Development- Trustee Vandagriff

Telecommunications- Trustee Vandagriff

IHOP - Dave Sheridan - Trustee Vandagriff

- A. Huerfano County Commissioners and CDOT Aviation - Airport
- B. Larissa Morris - Downtown Beautification
- C. Trustee Vandagriff - Winterfest Update
- D. Virtual Meeting Policies and Procedures
- E. Legal Correspondence