

PURSUANT TO A.R.S. SECTION 38-431.01, THE GILA COUNTY BOARD OF SUPERVISORS WILL HOLD AN OPEN MEETING IN THE SUPERVISORS' AUDITORIUM, 1400 EAST ASH STREET, GLOBE, ARIZONA. ONE OR MORE BOARD MEMBERS MAY PARTICIPATE IN THE MEETING BY TELEPHONE CONFERENCE CALL OR BY INTERACTIVE TELEVISION VIDEO (ITV). **ANY MEMBER OF THE PUBLIC IS WELCOME TO ATTEND THE MEETING VIA ITV WHICH IS HELD AT 610 E. HIGHWAY 260, BOARD OF SUPERVISORS' CONFERENCE ROOM, PAYSON, ARIZONA.** THE AGENDA IS AS FOLLOWS:

WORK SESSION - TUESDAY, AUGUST 27, 2013 - 10:00 A.M.

- 1 **CALL TO ORDER - PLEDGE OF ALLEGIANCE**
- 2 **REGULAR AGENDA ITEMS:**
 - A Information/Discussion with Wendy Smith-Reeve, Director of Arizona Department of Emergency Management, regarding the importance of having all Gila County responders trained in the Incident Command System.
(Michael O'Driscoll)
 - B Information/Discussion regarding a proposed revised fee schedule pertaining to Gila County Rabies Control. **(Michael O'Driscoll)**
 - C Information/Discussion regarding proposed revisions to Policy No. BOS-FIN-016, Community Agency Economic Development Funding.
(John Marcanti)
- 3 **CALL TO THE PUBLIC :** Call to the Public is held for public benefit to allow individuals to address issue(s) within the Board's jurisdiction. Board members may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to Arizona Revised Statute §38-431.01(H), action taken as a result of public comment will be limited to responding to criticism made by those who have addressed the Board of Supervisors, may ask staff to review the matter or may ask that a matter be put on a future agenda for further discussion and decision at a future date.

IF SPECIAL ACCOMMODATIONS ARE NEEDED, PLEASE CONTACT THE RECEPTIONIST AT (928) 425-3231 AS EARLY AS POSSIBLE TO ARRANGE THE ACCOMMODATIONS. FOR TTY, PLEASE DIAL 7-1-1 TO REACH THE ARIZONA RELAY SERVICE AND ASK THE OPERATOR TO CONNECT YOU TO (928) 425-3231.

THE BOARD MAY VOTE TO HOLD AN EXECUTIVE SESSION FOR THE PURPOSE OF OBTAINING LEGAL ADVICE FROM THE BOARD'S ATTORNEY ON ANY MATTER LISTED ON THE AGENDA PURSUANT TO A.R.S. SECTION 38-431.03(A)((3).

THE ORDER OR DELETION OF ANY ITEM ON THIS AGENDA IS SUBJECT TO MODIFICATION AT THE MEETING.

Work Session

Meeting Date: 08/27/2013

Submitted By: Michael O'Driscoll
Health & Emergency Services
Division Director
Health & Emergency Services Division

Department: Health & Emergency Services Division Division: Emergency Services

Information

Request/Subject

Incident Command System Discussion

Background Information

Wendy Smith-Reeve, Director of Arizona Department of Emergency Management, would like to discuss with the Board of Supervisors the importance of having all responders trained in the Incident Command System (ICS).

ICS was developed in the 1970s following a series of catastrophic fires in California. Property damage ran into the millions, and many people died or were injured. Personnel who studied these fires discovered that response problems could rarely be attributed to lack of resources or failure of tactics. The command structure for responding to these fires was flawed and the ICS was created to standardize the command structure and minimize loss of lives and property.

The use of ICS is mandated by the National Incident Management System (NIMS). HSPD-5, Management of Domestic Incidents, identified steps for improved coordination in response to incidents. It required the Department of Homeland Security (DHS) to coordinate with other Federal departments and agencies and State, local, tribal governments to establish a National Response Framework (NRF) and a National Incident Management System (NIMS).

On September 27, 2005, the Gila County Board of Supervisors adopted resolution 05-09-12 (attached) establishing the National Incident Management System as the Gila County standard for incident management.

Evaluation

It is important for the Board of Supervisors to receive information from Wendy Smith-Reeve, Director of Arizona Department of Emergency Management, regarding the importance of having all responders trained in the Incident Command System.

Conclusion

Discussion with Wendy Smith-Reeve

Recommendation

Discussion with Wendy Smith-Reeve

Suggested Motion

Information/Discussion with Wendy Smith-Reeve, Director of Arizona Department of Emergency Management, regarding the importance of having all Gila County responders trained in the Incident Command System.

(Michael O'Driscoll)

Attachments

Resolution

Letter of Support

COPY OF RESOLUTION INSTITUTIONALIZING NIMS



Gila County, AZ

RESL

2005-020520

Page: 2 of 3

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RESOLUTION NUMBER 05-09-12

DESIGNATION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE BASIS FOR ALL INCIDENT MANAGEMENT IN GILA COUNTY

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS) which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity;

WHEREAS, the collective input and guidance from all Federal, State, local, and tribal homeland security partners has been, and will continue to be, vital to the effective implementation and utilization of a comprehensive NIMS;

WHEREAS, it is necessary and desirable that all Federal, State, local, and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management;

WHEREAS, HSPD-5 requires Federal departments and agencies to make adoption of the NIMS by State, tribal, and local organizations a condition for Federal preparedness assistance beginning in fiscal year 2005;

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters;

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve Gila County's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes.

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout Gila County and the State, including current emergency management training programs; and

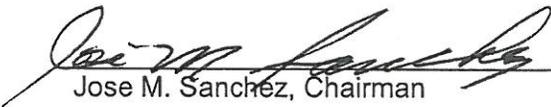
WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System;



NOW, THEREFORE, I, Jose M. Sanchez, Chairman of the Board of Supervisors of Gila County, by the virtue of the authority vested in me by the Constitution and Laws of the State of Arizona do hereby establish the National Incident Management System (NIMS) as the Gila County standard for incident management.

Passed and Adopted this 27th day of September, 2005, at Payson, Gila County, Arizona.

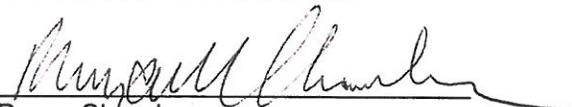
GILA COUNTY BOARD OF SUPERVISORS


Jose M. Sanchez, Chairman

ATTEST:


Steven L. Besich, Clerk

APPROVED AS TO FORM:


Bryan Chambers
2nd Chief Deputy Gila County Attorney





ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS

Arizona Division of Emergency Management
5636 East McDowell Road, Building M5101, Phoenix, Arizona 85008-3495
(602) 244-0504 1-800-411-2336



Janice K. Brewer
GOVERNOR

MG Hugo E. Salazar
THE ADJUTANT GENERAL

May 1, 2013

Michael O'Driscoll
Director, Gila County Emergency Services
5515 S. Apache Avenue, Ste 400
Globe, AZ 85501

Dear Mr. O'Driscoll:

By resolution, the Gila County Board of Supervisors resolved to adopt the National Incident Management System and Incident Command System (NIMS/ICS) as the fundamental concepts on how the County would operate in its response to emergencies. This would entail the involvement and buy-in of County emergency management, health, first responders, and others who participate in the County's response to emergencies.

Also by resolution, the Gila County Board of Supervisors resolved to participate in the statewide Arizona Mutual Aid Compact that currently has been adopted by 109 jurisdictions statewide.

These resolutions are praiseworthy as they show that Gila County desires to help those in need and will be prepared to accept aid from others should it be needed. In either case, Gila County agencies will be expected to be operating within the precepts of NIMS/ICS to facilitate their integration with other responding entities.

Thus, being trained and operating under NIMS/ICS must be a part of the County's governmental culture. It must be done day-to-day, as a matter of routine, as it is not something that can be successfully adopted on-the-fly during significant events.

The adoption of NIMS/ICS has swept our nation enabling local, State, tribal and federal agencies, non-governmental organizations and the private sector to integrate with each other to respond to and recover from emergencies, regardless of the cause, size, location or complexity.

If needed, the Arizona Division of Emergency Management stands ready to assist Gila County in its efforts to achieve NIMS/ICS compliance.

Sincerely,

Louis B. Trammell
Director

Work Session**Meeting Date:** 08/27/2013

Submitted By: Michael O'Driscoll
Health & Emergency Services
Division Director
Health & Emergency Services Division

Department: Health & Emergency Services Division **Division:** Health Services

InformationRequest/Subject

Rabies Control Proposed Fee Increase

Background Information

Rabies is a widespread infection of warm-blooded animals. It is caused by a virus that attacks the nervous system. Once the symptoms of rabies develop, it is 100% fatal (there is no cure once the patient develops the symptoms of rabies). Rabies is a virus that is damaging to the central nervous system. It causes disease of the brain and leads to death if the person or pet has not been currently vaccinated against it. In Arizona rabies occurs primarily in skunks, raccoons, foxes, bats, dogs, and javelina. Since there is no treatment for rabies, the major emphasis is on preventing it.

Although human rabies deaths are rare, the estimated public health costs associated with disease detection, prevention, and control have risen, exceeding \$300 million annually. These costs include the vaccination of companion animals, animal control programs, maintenance of rabies laboratories, and medical costs, such as those incurred for rabies postexposure prophylaxis (PEP). (CDC, 2013).

Our purpose is to provide responsive, efficient and high quality animal care and control services that preserves and protects public and animal safety. Our philosophy is to promote responsible pet ownership, compassion toward animals and safe human-animal interactions.

In Gila County, fees for the Rabies Control Program have not been increased in over 15 years.

Evaluation

We have compared our current fee structure against six other counties and animal control agencies (Pinal, Pima, Maricopa, Greenlee and Yavapai Counties, and Apache Junction, Payson, Safford Animal Control). Our fees were far below the average of those agencies.

The new proposed fee structure was created using those averages as a baseline.

Conclusion

Due to increased fuel, labor, buiding, and medical costs, an increase in fees should be considered by the Board of Supervisors.

Recommendation

It is the recommendation of the Director of Health and Emergency Services that after a thorough discussion of fee increases in Rabies Control that the Board of Supervisors consider placing this item on a future meeting agenda to consider approving a proposed revised fee schedule pertaining to Gila County Rabies Control.

Suggested Motion

Information/Discussion regarding a proposed revised fee schedule pertaining to Gila County Rabies Control. **(Michael O'Driscoll)**

Attachments

Proposed Fee Increase Rabies Control 2013

Rabies Control Fee Schedule Proposal

Submittal Date:

Effective Date:

Proposal to increase the Animal Control Fees due to the increasing cost of outside services and inflation.

<u>Item</u>	<u>Current Rate</u>	<u>Proposed</u>
<u>Rate Average***</u>		
Impound Fee- first offense \$37.00	\$15.00	\$20.00
2 nd Impound offense \$65.00	\$15.00	\$45.00
3 rd Impound offense \$92.00	\$15.00	\$85.00
Owner request – Pickup Animal \$41.00	\$0	\$50.00
Adoption Fee	\$12.00	\$20.00
Rabies Shot \$23.00	\$20.00	\$25.00
Spay/Neuter Deposit female dog	\$40.00/dog	\$40.00/ \$30.00/
male dog		
female cat	\$25.00/cat	\$30.00/ \$25.00/
male cat		
Dog License \$23.00	\$15.00/unaltered	\$30.00
\$7.00/altered	\$10.00	\$9.00

Duplicate License Fee \$5.00	\$1.00	\$5.00
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Recovery fee		\$50.00
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Euthanize owned animal \$50.00	\$10.00	\$50.00
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<u>Item</u>	<u>Current Rate</u>	<u>Proposed</u>
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Cat Trap Fee	\$2.00/day	\$5.00/day
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Skunk removal	\$0	\$15.00
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Board Fees – daily \$11.00	\$7.00	\$10.00
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Board Fees – aggressive/quarantine \$20.00	\$7.00	\$20.00/day
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Kennel Permit	\$75.00	\$75.00
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Microchip implant & registration \$23.00	\$0	\$40.00
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Spay/Neuter fee subject to increase based on availability of grant funds for reduced cost surgery.

***Average is from 6 other Counties and animal control agencies (Pinal, Pima, Maricopa, green lee and Yavapai Counties, Apache Junction, Payson, Safford Animal control).

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Work Session

Meeting Date: 08/27/2013

Submitted For: John Marcanti, Member, Board of Supervisors

Submitted By: Marilyn Brewer,
Executive Assistant,
Board of
Supervisors-District
3

Department: Board of Supervisors-District 3

Information

Request/Subject

Policy No. BOS-FIN-016, Community Agency & Economic Development Funding

Background Information

Policy No. BOS-FIN-016, Community Agency & Economic Development Funding, was adopted by the Board of Supervisors (BOS) at its February 5, 2013, meeting. It was reviewed again by the BOS on May 28, 2013.

Evaluation

Since the last review of this Policy, it has become apparent that the requirement of an Agreement for the donation of any amount from the BOS Constituent Funds is creating a much longer time to get the donations to the constituents due to the paperwork that has to be executed. What used to take a couple of weeks to get a check issued can now take a couple of months. The process required to execute an agreement takes time. First an Agreement has to be drawn up, then reviewed and approved as to form by the Deputy Attorney Principal, then sent to the constituent for their signature and then wait until the original signatures are received back for final submittal to the County Manager for his signature. Only then can a payment request be processed to actually cut a check and get it out to the constituent that has requested the donation.

Supervisor Marcanti believes the Board should also discuss this policy pertaining to continuing incoming requests for the use of the County's tables and chairs and other similar items for various charity fundraisers and local events and add some clarification on that as well.

Conclusion

Supervisor Marcanti does not believe there should be a requirement of an Agreement for small and one-time Constituent Fund donations up to \$2,500 and would like the Board to review and revise this policy.

He would also like to review the policy as it pertains to the use of the County's tables and chairs and other similar items for various charity fundraisers and local events.

Recommendation

Supervisor Marcanti is recommending that the Board of Supervisors discuss revising Policy No. BOS-FIN-016, Community Agency & Economic Development Funding, to state that an agreement is not required for any donations/contributions from BOS' Constituent Funds up to \$2,500 if the recipient has provided a letter of request stating what the funds will be used for and has provided documentation of being a 501 (C)(3) non-profit organization.

He further requests that the Board discuss this same policy in regard to allowing the use of Gila County's tables and chairs, etc. provided they are picked up and returned by the requesting organization, not delivered/picked up by Gila County.

Suggested Motion

Information/Discussion regarding proposed revisions to Policy No. BOS-FIN-016, Community Agency Economic Development Funding.

(John Marcanti)

Attachments

Policy No. BOS-FIN-016 Community Agency & Economic Dev. Funding

Gila County Policy Community Agency and Economic Development Funding	Policy Number: BOS-FIN-016	Page
	Adopted by BOS: 00-00-0000 Revised: 00-00-0000	1 of 1

I. PURPOSE:

The Community Agency and Economic Development Funding Policy is adopted to allow the Gila County Board of Supervisors and staff to provide economic development activities by funding non-profit entities, (community agencies), cities, towns and other governmental agencies in Gila County to perform economic development services and activities.

DEPARTMENTS AFFECTED: All Gila County Divisions/Departments and Elected Offices.

II. POLICY:

It is the policy of the Gila County Board of Supervisors to annually consider funding for non-profit entities (community agencies), cities, towns, and other governmental agencies for economic development activities which the Gila County Board of Supervisors determines are for the benefit of the public in conformance with Arizona Revised Statutes §11-254. Contribution for economic development; and §11-254.04. Expenditures for economic development; definition.

SIGNATURES:

Michael A. Pactor
CHAIRMAN, BOARD OF SUPERVISORS

2/5/13
DATE

+ See attached administrative procedures.

**GILA COUNTY COMMUNITY AGENCY AND ECONOMIC DEVELOPMENT
FUNDING PROCEDURES**

I. DEFINITIONS:

NONE

II. PROCEDURES:

A. General Requirements and Objective

Annually, County staff shall develop a Community Agency and Economic Development Funds list consisting of non-profit entities (community agencies), cities, towns and other governmental agencies to be considered for funding in the next annual budget. The list shall be made up of agencies funded in the previous budget year and any new or known requests for the upcoming budget year.

The list is for staff purposes only and will not be published in the budget, but will be used each year to establish the proposed funding levels for the budget line items of Constituent Funds – Districts I, II, and III, the Community Agency Fund, and the Community/Economic Development Fund. Agencies not included on the list may be considered for funding depending upon the availability of funds.

B. Consideration for Funding

Eligible recipients of funding are limited to non-profit agencies, cities, towns or other governmental agencies. The purpose of the funding shall be to provide services to the public which Gila County is authorized to provide in conformance with Arizona Revised Statute §11-251. Powers of the board; or for economic development activities which the Gila County Board of Supervisors determines are for the benefit of the public in conformance with Arizona Revised Statute §11-254. Contribution for economic development; and §11-254.04. Expenditures for economic development; definition.

When a request is being considered for funding, Gila County may, with mutual consent of the recipient, provide in-kind services, man power, equipment, and material in lieu of funding to meet the needs of specific requests.

C. Funding Process

1. Funding requests must be submitted to the Gila County Finance Department on the letterhead of the non-profit entity, city, town or other governmental agency.
2. Gila County will provide an intergovernmental agreement, a memorandum of understanding or a contract which enumerates the specific services or activities to be funded and provided. The intergovernmental agreement, memorandum of understanding or contract must be signed by both parties.
3. Non-profit entities are defined as those enjoying federal tax exempt status with the Internal Revenue Service.
4. Proof of non-profit tax exempt status must be furnished with the intergovernmental agreement, memorandum of understanding or contract.

D. Constituent Funds

Annually, Constituent Funds are appropriated for each of the three (3) members of the Gila County Board of Supervisors for use within their respective districts for purposes each Supervisor deems appropriate. While these discretionary funds can be used for a wide range of projects, services, and activities, each Supervisor is bound by Arizona law and Gila county policies in their use. For example:

1. The use of Constituent Funds to hire temporary employees is subject to all of Gila County's open and competitive recruiting, selection and hiring policies and procedures.
2. The use of Constituent Funds to support non-profit entities, cities, towns and other governmental agencies that provide services to the public which the Gila County Board of Supervisors is authorized to provide, or for economic development activities which are determined to benefit the public, are subject to the customary process and requirements of an intergovernmental agreement, memorandum of understanding or contract.
3. The use of Constituent Funds to purchase products, goods or services is subject to all Gila County open and competitive bidding and award policies and procedures.

4. Any other use of Constituent Funds not enumerated above is subject to prior approval of the Gila County Board of Supervisors.

E. Hiring Temporary Employees

1. Submit a "Request to Post" and a "Payroll Authorization" to the Gila County Human Resources Department. (Note: Allow a minimum of three (3) weeks to hire a temporary employee).

The "Request to Post" shall include:

- a) A description of the specific Gila County purpose and task to be accomplished
 - b) The job classification title and its salary, grade, and step.
 - c) The name of the department/division or elected office to whom the temporary employee will report (County elected official or department/division director will assign a direct supervisor).
 - d) The start and end date of the temporary position.
2. All temporary positions shall be posted and/or advertised for a minimum of five (5) regular working days.
 3. Hiring will be based upon the results of an interview and background check of the qualified applicants.
 4. The "effective date" of hire cannot precede the interview completion date.