



GRAND COUNTY COUNCIL REGULAR MEETING

Grand County Council Chambers
125 East Center Street, Moab, Utah

AGENDA

Tuesday, November 1, 2016

4:00 p.m.

- Call to Order**
- Pledge of Allegiance**
- Approval of Minutes** (Diana Carroll, Clerk/Auditor)
 - A. October 4, 2016 (County Council Meeting), Postponed from October 18, 2016
 - B. October 7, 2016 (County Council Special Meeting: Budget Workshop), Postponed from October 18, 2016
 - C. October 18, 2016 (County Council Meeting)
 - D. October 21, 2016 (County Council Special Meeting: Budget Workshop)
 - E. October 28, 2016 (County Council Special Meeting: Budget Workshop)
- Ratification of Payment of Bills**
- Elected Official Reports**
- Council Administrator Report**
- Department Reports**
- Agency Reports**
- Citizens to Be Heard**
- Presentations** (none)
- Discussion Items**
 - F. Discussion on calendar items and public notices (Bryony Chamberlain, Council Office Coordinator)
- General Business- Action Items- Discussion and Consideration of:**
 - G. Approving proposed contract award to print the new Moab Area Travel Council Travel Planner (Robert Riberia, Moab Area Travel Council, Internet Specialist/Graphic Designer)
 - H. Approving proposed resolution to make proposed changes to the Grand County Safety and Accident Review Committee (SARC) and Accident Review Policy (Chris Kauffman, Committee Secretary and Jana Smith, Committee Chair)
 - I. Approving proposed declaration of County-Owned Electronics as surplus for recycling/disposal (Matt Cenicerros, IT Manager)
 - J. Approving proposed scope-of-work reclassification and corresponding job description amendments of the Road Department Clerk position (Bill Jackson, Road Department Supervisor)
 - K. Approving proposed reclassification and corresponding job description amendments of the EMS Assistant Director position (Andy Smith, Emergency Medical Services Director)
 - L. Approving proposed transition plan in the absence of a Human Resources Director (Andrew Fitzgerald, County Attorney)
- Consent Agenda- Action Items**
 - M. Approving proposed retail beer license for Grassroots Events – Moab’s Red Hot 55K/33K, located at Poison Spider Trailhead

- Public Hearings- Possible Action Items** (none)
- General Council Reports and Future Considerations**
- Closed Session(s):** Pending or Reasonably Imminent Litigation
- Adjourn**

NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS. In compliance with the Americans with Disabilities Act, individuals with special needs requests wishing to attend County Council meetings are encouraged to contact the County two (2) business days in advance of these events. Specific accommodations necessary to allow participation of disabled persons will be provided to the maximum extent possible. T.D.D. (Telecommunication Device for the Deaf) calls can be answered at: (435) 259-1346. Individuals with speech and/or hearing impairments may also call the Relay Utah by dialing 711. Spanish Relay Utah: 1 (888) 346-3162

It is hereby the policy of Grand County that elected and appointed representatives, staff and members of Grand County Council may participate in meetings through electronic means. Any form of telecommunication may be used, as long as it allows for real time interaction in the way of discussions, questions and answers, and voting.

At the Grand County Council meetings/hearings any citizen, property owner, or public official may be heard on any agenda subject. The number of persons heard and the time allowed for each individual may be limited at the sole discretion of the Chair. On matters set for public hearings there is a three-minute time limit per person to allow maximum public participation. Upon being recognized by the Chair, please advance to the microphone, state your full name and address, whom you represent, and the subject matter. No person shall interrupt legislative proceedings.

Requests for inclusion on an agenda and supporting documentation must be received by 5:00 PM on the Wednesday prior to a regular Council Meeting and forty-eight (48) hours prior to any Special Council Meeting. Information relative to these meetings/hearings may be obtained at the Grand County Council's Office, 125 East Center Street, Moab, Utah; (435) 259-1346.

A Council agenda packet is available at the local Library, 257 East Center St., Moab, Utah, (435) 259-1111 at least 24 hours in advance of the meeting.

November 2016

October 2016							December 2016							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1						1	2	3
2	3	4	5	6	7	8	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	25	26	27	28	29	30	31	
30	31													

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	<ul style="list-style-type: none"> 8:30AM - 8:30AM Safety & Accident Review Committee (Chambers) 4:00PM - 4:00PM County Council Meeting (Chambers) 	2016 UASD Annual Conve... ♦ Ogden Eccles Conference ...		<ul style="list-style-type: none"> 1:30PM - 4:00PM Flu Shots (Courthouse Lobby by Clerk's Office) 5:30PM - 5:30PM Mosquito Abatement District (District Office) 7:00PM - 7:00PM Grand Water & Sewer Service Agency (District Office) 	<ul style="list-style-type: none"> 9:00AM - 9:00AM Adopting tentative Budget Mtg (Chambers)
6	7	Election Day <ul style="list-style-type: none"> 12:00PM Trail Mix Committee (Grand Center) 3:00PM Travel Council Advisory Board (Chambers) 5:00PM Agenda Summaries Due 5:30PM OSTA Advisory Committee (OSTA) 6:00PM Cemetery Maintenance District (Sunset Memorial) 6:00PM Transportation SSD (Road Shed) 	<ul style="list-style-type: none"> 6:00PM - 6:00PM Planning Commission (Chambers) 7:00PM - 7:00PM Thompson Springs Fire District (Thompson) 	<ul style="list-style-type: none"> 4:00PM - 4:00PM Solid Waste Management SSD (District Office) 5:30PM - 5:30PM Library Board (Library) 7:00PM - 7:00PM Thompson Springs Water SSD (Thompson) 	Veteran's Day <ul style="list-style-type: none"> 8:00AM - 5:00PM County Offices Closed 	12
13	14	<ul style="list-style-type: none"> 12:30PM - 12:30PM Council on Aging (Grand Center) 7:00PM - 7:00PM Conservation District (Youth Garden Project) 	UAC Newly Electe <ul style="list-style-type: none"> 12:00PM - 12:30PM Chamber of Commerce (Zions Bank) 4:00PM - 4:00PM County Council Meeting (Chambers) 	UAC Annual Convention ♦ Dixie Center in St. George		<ul style="list-style-type: none"> 10:00AM - 10:00AM Historical Preservation Committee (Museum)
20	21	<ul style="list-style-type: none"> 2:45PM - 2:45PM Mental Health Board (Green River) 5:00PM - 5:00PM Public Health Board (Green River) 	<ul style="list-style-type: none"> 6:00PM - 6:00PM Planning Commission (Chambers) 	<ul style="list-style-type: none"> 1:00PM - 1:00PM Homeless Coordinating Committee (Zions Bank) 1:00PM - 1:00PM Moab Area Watershed Partnership (Water District Office) 6:00PM - 6:00PM Recreation SSD (City Chambers) 	<ul style="list-style-type: none"> 12:00PM - 12:00PM Housing Authority Board (City Chambers) 1:30PM - 4:30PM Exemplary / Performance Review Committee Meeting (Chambers) 4:00PM - 4:00PM Arches SSD (Fairfield Inn & Suites) 7:00PM - 7:00PM Grand Water & Sewer Service Agency (District Office) 	18
27	28	<ul style="list-style-type: none"> 9:00AM - 9:00AM Council Workshop - if needed (Chambers) 	<ul style="list-style-type: none"> 5:00PM - 5:00PM Agenda Summaries Due 	Thanksgiving Holiday County Offices Closed		26
27	28	<ul style="list-style-type: none"> 9:00AM - 9:00AM Council Workshop - if needed (Chambers) 	<ul style="list-style-type: none"> 5:00PM - 5:00PM Agenda Summaries Due 	<ul style="list-style-type: none"> 9:00AM - 9:00AM Canyon Country Partnership - Holiday Banquet and Retirement Roast (Grand Center) 5:30PM - 5:30PM Mosquito Abatement District (District Office) 6:00PM - 8:00PM Solid Waste Community Goals Public Workshop (MARC) 	<ul style="list-style-type: none"> 9:00AM - 9:00AM Canyon Country Partnership - Holiday Banquet and Retirement Roast (Grand Center) 	3

December 2016

November 2016							January 2017							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5	1	2	3	4	5	6	7
6	7	8	9	10	11	12	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	22	23	24	25	26	27	28	
27	28	29	30				29	30	31					

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4	5	<ul style="list-style-type: none"> 8:30AM - 8:30AM Safety & Accident Review Committee (Chambers) 4:00PM - 4:00PM County Council Meeting (Chambers) 		<ul style="list-style-type: none"> 3:30PM - 3:30PM Sand Flats Stewardship Committee (Chambers) 4:00PM - 4:00PM Solid Waste Management SSD (District Office) 7:00PM - 7:00PM Thompson Springs Water SSD (Thompson) 	7:00PM - 7:00PM Grand Water & Sewer Service Agency (District Office)	10
11	12	<ul style="list-style-type: none"> 12:30PM - 12:30PM Council on Aging (Grand Center) 7:00PM - 7:00PM Conservation District (Youth Garden Project) 	<ul style="list-style-type: none"> 12:00PM - 12:00PM Trail Mix Committee (Grand Center) 3:00PM - 3:00PM Travel Council Advisory Board (Chambers) 5:30PM - 5:30PM OSTA Advisory Committee (OSTA) 6:00PM - 6:01PM Cemetery Maintenance District (Sunset Memorial) 6:00PM - 6:00PM Transportation SSD (Road Shed) 	<ul style="list-style-type: none"> 5:00PM - 5:00PM Agenda Summaries Due 6:00PM - 6:00PM Planning Commission (Chambers) 6:00PM - 6:00PM Recreation SSD (City Chambers) 7:00PM - 7:00PM Thompson Springs Fire District (Thompson) 	<ul style="list-style-type: none"> 12:00PM - 12:00PM Housing Authority Board (City Chambers) 1:30PM - 4:30PM Exemplary / Performance Review Committee Meeting (Chambers) 4:00PM - 4:00PM Arches SSD (Fairfield Inn & Suites) 7:00PM - 7:00PM Grand Water & Sewer Service Agency (District Office) 	17
18	19	<ul style="list-style-type: none"> 12:00PM - 12:30PM Chamber of Commerce (Zions Bank) 4:00PM - 4:00PM County Council Meeting (Chambers) 		<ul style="list-style-type: none"> 12:00PM - 12:00PM Local Emergency Planning Committee (Fire Dept) 1:00PM - 1:00PM Association of Local Governments (ALG) (Price) 5:30PM - 5:30PM Canyonlands Healthcare SSD (Moab Regional Hospital) 	Christmas Holiday <ul style="list-style-type: none"> 8:00AM - 5:00PM County Offices Closed 	24
25	Christmas Holiday <ul style="list-style-type: none"> 8:00AM - 5:00PM County Offices Closed 	27	<ul style="list-style-type: none"> 1:00PM - 1:00PM Homeless Coordinating Committee (Zions Bank) 5:00PM - 5:00PM Agenda Summaries due 6:00PM - 6:00PM Planning Commission (Chambers) 	29	30	31



Employment Opportunities

Emergency Medical Technician - Basic

Posted March 15, 2016 8:00 AM | Closes December 31, 2016 3:00 PM

Job Summary Under the supervision of the Director of Emergency Medical services , this position requires current Utah Emergency Medical ... [Full Description](#)

[Apply Online](#)

GCSO - Assistant Food Service Manager in Jail

Posted February 19, 2016 | Closes December 31, 2016 3:00 PM

Apply Online Job Summary Under the supervision of the Food Service Manager, assists in planning menus, ordering supplies, and preparing meals for persons... [Full Description](#)

GCSO Corrections Officer

Posted May 10, 2016 | Closes December 31, 2016 3:00 PM

Apply Online Job Summary Under the supervision of the Assistant Jail Commander the Corrections Officer is a sworn member of the Sheriff's Office whose work... [Full Description](#)

GCSO Drug Court Tracker

Posted May 10, 2016 | Closes December 31, 2016 3:00 PM

Apply Online Job Summary The Deputy Sheriff Drug Court Tracker under the direction of the Sheriff provides efficient public safety to the citizens of Grand County,... [Full Description](#)

GCSO Patrol Deputy

Posted September 27, 2016 9:00 AM | Closes December 31, 2016

Apply Online Job Summary Under the direct supervision of the Patrol Supervisor the Deputy Sheriff performs a variety of entry-level professional and technical... [Full Description](#)

[Apply Online](#)

Human Resource Director

Posted October 7, 2016 | Closes March 31, 2017 5:00 PM

Job Summary Under the supervision of the County Attorney and in close collaboration with: the County Council, County Council Administrator, Elected Officials, and... [Full Description](#)

[Apply Online](#)

Road Department - OPERATOR I (Grade 12) - Internal Applicants Only

Posted October 25, 2016 11:00 AM | Closes November 18, 2016 5:00 PM

Job Summary Under the supervision of the Road Supervisor, Assistant Road Supervisor or lead worker, performs at basic skill level work in the operation of equipment,... [Full Description](#)

Make a difference in your community ...

Become a Grand County Board or District Volunteer

NOTICE OF COUNTY BOARD END OF THE YEAR VACANCIES for Citizen Participation. The following *Grand County Boards, Commissions & Committees* will have vacancies at year end. Must reside in Grand County unless otherwise indicated, have the appropriate expertise when required by law, and agree to abide by the County's Conflict of Interest Ordinance. Applications are due: **October 31, 2016**

NOTICE OF DISTRICT BOARD END OF THE YEAR VACANCIES for Citizen Participation. The following *District Boards* in Grand County will have vacancies at year end. Must reside in Grand County; must be a registered voter within the District; may not be an employee of the District. Applications are due: **October 31, 2016**

COUNTY BOARD, COMMISSION OR COMMITTEE	VACANCIES	TERM EXPIRATION
Council on Aging	3	12/31/2020
Historical Preservation Commission (May reside in Grand, Emery or San Juan County)	1	12/31/2020
Housing Authority of Southeastern Utah (may reside in Grand or San Juan County)	1	12/31/2021
Library Board	2	12/31/2020
Planning Commission (Must be a resident and a registered voter of Grand County for at least 2 yrs prior to serving)	2	12/31/2020
Public Health Board	1	12/31/2019
Travel Council Board (Must represent the local hotel & lodging industry; restaurant industry; recreational facilities; conventional facilities; museums; cultural attractions; or other tourism-related industries)	1	12/31/2020

DISTRICT BOARD	Vacancies	Term Expiration
Canyonlands Health Care District	2	12/31/2020
Cemetery Maintenance District	1	12/31/2020
Recreation District	2	12/31/2020
Solid Waste Management District	1	12/31/2020
Thompson Fire District	1	12/31/2020
Transportation District (must reside in unincorporated Grand County)	1	12/31/2020

For more information call Bryony Chamberlain at (435) 259-1346. Interested applicants shall complete the "Board, Commission, and Committee Certification and Application Form" available at <http://grandcountyutah.net/194/Boards-Commissions-Committees> or at the County Council's Office. Completed forms may be emailed to council@grandcountyutah.net or delivered to Grand County Council Office, 125 E Center, Moab, UT 84532 by Monday, October 31, 2016. All new qualified applicants will be interviewed. The County Council will begin making appointments for these volunteer positions during a regular Council meeting at the beginning of the New Year.

Board member responsibilities and board meeting dates are available at <http://grandcountyutah.net/194/Boards-Commissions-Committees>

Date	Event Name	Permit Status
NOVEMBER		
	4-6 Moab Folk Festival	No permit required - City Limits
	4-6 Moab Celtic Festival "Scots On the Rocks"	Permit not required - OSTA Event
	5-6 Moab Trail Marathon (Kane Creek area), 1/2 Marathon & Adventure	Permit in process
	9-12 Moab Senior Games	No permit required - City Limits
	19 Moab Turkey Trot / foot race	No permit required - City Limits
	19 Dead Horse Ultra , Mad Moose Events	Permitted
	20-23 Moab International Film Festival	No permit required - City Limits
DECEMBER		
	3 Winter Sun Festival 10k	Permit in process

Memo

To: CDBG HTA Workshop Attendees
From: Debbie Hatt
CC:
Date: October 19, 2016
Re: Corrected CDBG How To Apply Workshop flyer

RECEIVED
OCT 21 2016
GRAND COUNTY

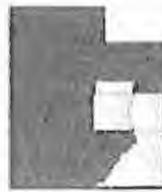
The CDBG How to Apply Workshop Flyer that was sent out earlier this month was incorrect. It showed the date/time of the Carbon/Emery County Workshop as Saturday, October 29, 2016, 5:30PM. The correct date and time is November 8, 2016 at 1:30pm. The place remains the same.

I have included a corrected flyer for your use. I am sorry for the confusion and if you have any questions please give me a call.

Thank you,

Debbie

Cc
encl:



Providing Services in Carbon, Emery, Grand, and San Juan Counties

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM*

*CDBG is a HUD funded program that provides grants to improve the community development and housing conditions of low to moderate income residents

The 2017 CDBG “How To Apply Workshops” will be held at the times and places listed below. All District entities are encouraged to attend these workshops and consider completing an application for eligible mature projects listed as a high priority on the entity’s capital improvements project lists.

- Attendance at one of these workshops is **MANDATORY** for any entity to submit an application of its own, or sponsor an application for a sub-recipient (nonprofit agencies, housing authorities, special service districts, etc.). A description of who is authorized to represent and entity at a workshop can be found in the Rating and Ranking Policies on the SEULAG
- The 2017 SEUALG Rating and Ranking Policies can be downloaded from the SEULAG website: <http://www.seualg.utah.gov>
- Non-Profits, housing authorities, special service districts and other sub recipients cannot apply directly but must be sponsored by their city or county (which depends on what area the project will cover or serve).
- Attending a “How To Apply Workshop” presents an opportunity for potential applicants to learn about the program and how to develop prioritized project lists for future funding cycles.

NOVEMBER 7, 2016 1:30 PM	NOVEMBER 8, 2016 1:30PM
<p style="text-align: center;">Monticello San Juan County Courthouse Commission Chamber 117 S. Main St. Monticello, UT 84535</p>	<p style="text-align: center;">Price SEUALG Administrative Office Atrium 375 S. Carbon Ave Price, UT 84501</p>

For Further Information Please Contact Debbie Hatt At:
Phone: (435) 613-0023
Email: dhatt@seualg.utah.gov

AGENDA SUMMARY
GRAND COUNTY COUNCIL MEETING
NOVEMBER 1, 2016

Agenda Item: G

TITLE:	Approving proposed contract award to print the new Moab Area Travel Council Travel Planner
FISCAL IMPACT:	\$38,520 in 2016 budget
PRESENTER(S):	Robert Riberia, Moab Area Travel Council, Internet Specialist/Graphic Designer

Prepared By:

Elaine Gizler
Executive Director
Moab Area Travel
Council
P.O. Box 550
Moab, Utah 84532
435-259-1370

FOR OFFICE USE ONLY:

Attorney Review:

N/A

RECOMMENDATION:

I move to approve the proposed contract award effective November 1st to Hudson Printing Company of Salt Lake City, Utah as the company for the printing of the new Moab Area Travel Council Travel Planner and authorize the Chair to sign all associated documents.

BACKGROUND:

Hudson Printing has completed projects for The Moab Area Travel Council in the past and has provided quality of work, in addition to delivery of prior actual projects on time. Hudson Printing is familiar with the stringent requirements and guidelines of The Moab Area Travel Council regarding printed material.

The Travel Council Advisory Board received the proposals and adopted a motion to recommend Hudson Printing as a contracted printing company.

ATTACHMENT(S):

1. Summary of RFP Responses
2. RFP Proposals from Ironwood, Jostens, Peczuh Printing, RR Donnelley, Sorenson Advertising, and Hudson Printing
3. Request for Proposal (RFP)
4. Notice
5. Proposed Independent Contractors Agreement

2016 Travel Planner RFP Printer bids

COMPANY	Location	BID PRICE 150,000	FREIGHT	TOTAL BID PRICE 150,000	PREVIOUS BUSINESS	According to RFP
Ironwood	Tempe, Arizona	\$ 34,860.00	\$ 3,333.00	\$ 38,193.00	no	yes
Jostens	Visalia, California	\$ 49,245.65	\$ 3,632.98	\$ 52,878.63	no	yes
Peczuh Printing	Grand Junction, Colorado	\$ 70,772.00	included	\$ 70,772.00	no	yes
RR Donnelley	Salt Lake City, Utah	\$ 51,165.00	\$ 4,335.00	\$ 55,500.00	no	yes
Sorenson Advertising	Orem, utah	\$ 51,437.50	\$ 2,406.25	\$ 53,843.75	no	yes
Hudson Printing	Salt Lake City, Utah	\$ 37,350.00	\$ 1,170.00	\$ 38,520.00	yes	yes

PROPOSAL

DATE 10/12/2015
TO Elaine Gizler
COMPANY MATC
QUOTE NUMBER 90266

TITLE **Moab Travel Planner**

DESCRIPTION 64 pages plus Cover

SIZE 5.375 x 8.375

MEDIA Files Furnished

PRE-PRESS PDF

PAPER Cover - Sterling 80# Dull
Inside - 50# Coated Matte

PRESS 4CP/4CP

FINISHING Trim/Fold/Saddlestitch/Tab

DELIVERY Carton Pack

QUANTITIES/PRICES 100,000 (60,000 tabbed) - \$26,625 - Freight - \$3,333
125,000 (75,000 tabbed) - \$30,755 - Freight - \$3,333
150,000 (90,000 tabbed) - \$34,860 - Freight - \$3,333

Bob Buczek

Account Representative

Accepted By

MATC

This proposal is subject to the review of final art and price of paper and materials at the time of order.

This proposal becomes a binding contract, subject to standard industry terms and conditions, when accepted by acknowledgement or commencement of performance. No change in specifications, variation or revisions of this order, or the quantities and prices herein, shall be valid unless in writing and signed by buyer.

If any such change causes an increase or decrease in the cost of or time required for performance of any part of the work under this order, an equitable adjustment shall be made in the contract price and/or delivery schedule. Above prices do not include sales tax unless otherwise indicated.

Phone 480-829-7700 • 800-732-3239

Fax 480-829-8810 • 800-424-3239

www.ironwoodlitho.com



455 South 52nd Street • Tempe, Arizona 85281



Page 1
 Quote Date: 10/19/2016 Quote expires : 12/18/2016
 Quote # 72548
 Revision # : NEW # FOR REPRINT USE ONLY
 Estimator: SHELBY MAYNARD
 Rep: #N/A



To: MOAB TRAVEL PLANNER
 125 E. CENTER STREET
 MOAB
 UTAH 84532
 #N/A

Dear : #N/A

We are pleased to confirm our quotation to you as follows:

- IF BOX IS CHECKED, THIS PROJECT WAS PRINTED PREVIOUSLY
- IF BOX IS CHECKED, THIS PROJECT WILL PRINT DIGITALLY
- IF BOX IS CHECKED, THIS PROJECT WILL BE FSC OR SFI CERTIFIED

PROJECT TITLE : MOAB TRAVEL PLANNER
 PAGES : 64 TEXT + PAPER COVER
 FINISHED PAGE SIZE : 5 3/8 X 8 3/8 ORIENTATION : PORTRAIT - BINDS ON THE 8 3/8 INCH SIDE
 COPY PREP : TROUBLE FREE PDF FILES PROVIDED VIA FTP SITE READY FOR CTP OUTPUT LINE SCR N : 175
 PROOF / TEXT : CTP LASERS
 PROOF / COVER : EPSON
 BLEEDS : INCLUDED
 TEXT STOCK : 50# INFLUENCE MATTE TEXT ROLL STOCK
 TEXT INK : 4/4 PROCESS COLOR
 COVER : YES SEE BELOW FOR SPECIFICATIONS
 DUST JACKET (DJ) : NO
 BINDING : SADDLE-STITCH
 PACKING : BULK PACK 25LBS PER CUSTOM CARTON / STRETCH WRAP AND BAND TO SKIDS
 SHIP VIA : COMMON CARRIER, FOB JOSTENS DOCK
 CERTIFICATIONS : NONE
 COVER TYPE : PAPER STOCK : 80# FLO DULL COVER
 COVER INK : 4/4 PROCESS COLOR + SPOT GLOSS UV COATING
 COVER COATING / FINISH : -

QUANTITY	PRICE	PRICE / UNIT	OVERRUNS
100,000	\$33,541.86	\$0.34	\$0.260
125,000	\$41,398.92	\$0.33	\$0.259
150,000	\$49,245.65	\$0.33	\$0.259

OPTIONS / REMARKS

FOR ESTIMATED FREIGHT TO A LOADING DOCK IN ZIP CODE 84532, MOAH UT ADD: 100,000 = \$2050.32 | 125,000 = \$3002.30 | 150,000 = \$3632.98
 WEIGHT FOR EACH PIECE WITHOUT WAFER SEALS = .168

OPTIONS / REMARKS

ABOVE COST INCLUDES WAFER SEALING ON THREE OPEN SIDES FPR 60,000 PIECES; 75,000 AND 90,000 PIECES. THERE IS NO ADDRESSING OR OR SORTING INCLUDED IN THE ABOVE COSTS.

SEE PAGE 2 FOR ADDITIONAL OPTION PRICES.

SIGNATURE NEEDED ONLY WHEN PLACING AN ORDER

The signed hereby verifies to have read, and understands all specifications and option items listed on the above quotation.

_____ DATE _____



Date: 10-20-2016
Customer: Moab Area Travel Council
Contact: Elaine Gizler
Project: Travel Planner
Estimate # 1613066

Travel Planner

64 pages plus 4 page cover
Cover stock: 80# Dull Cover
Ink: 4/4 in CMYK
Inside stock: 60# Matte Text
Ink: 4/4 in CMYK
Finish size: 5.375 x 8.375
Bindery: Collate, trim & saddle stitch

- Portion to be tabbed with 1.5" tabs
- Final piece to weigh less than 3.0 oz
- Boxed in cartons less than 25 lbs/Skid pack
- F.O.B. - Moab Area Tavel Council

100,000 = \$48,063 (60k tabbed)
125,000 = \$59,479 (75k tabbed)
150,000 = \$70,772 (90k tabbed)

This quote is valid for 60 days, and represents an estimate only, based on the specifications provided and standard production scheduling. Changes, additions, deletions, or rush service may require an adjustment of the pricing quoted above. Please notify us if this quote misrepresents your intended specifications so that we may provide you with an updated quotation. We look forward to serving you.

RR DONNELLEY

136 East South Temple, Ste 1025
Salt Lake City, Utah 84111
Brad Nicholes, Senior Account Rep.
Telephone: 801.333.7225
brad.a.nicholes@rrd.com
www.rrdonnelley.com

09/21/2016

Estimate: 868808

Estimator: Dan Cannon

Moab Area Travel Council

We are pleased to submit this estimate based on the following specifications and prices:

Description: MOAB Travel Planner
Quantity: 100,000 or 125,000 or 150,000 of one version
Pages: 68 (4p cover plus 64 inside pages)
Flat Size: 10-3/4 x 8-3/8
Final Size: 5-3/8 x 8-3/8
Artwork: Print Ready PDF
Proofing: Digital Dylux and Contract Digital Proofs
Stock: cover = 80# Sterling Premium Dull Text, inside pages = 50# Somerset Matte Text
Ink: 4/4 - 4cp with bleeds; overall AQ added to covers and press varnish added to inside pages to deter scuffing
Finishing: cut, fold, collate, saddle stitch, trim 3 sides
60% of order is tabsealed 3x, 1.5" non-perf wafer seals to meet USPS requirements for letter rate mail
Packaging: bulk pack, not to exceed 25 lbs per carton
Delivery: FOB plant (freight costs are additional see below)
Producing Plant: Twin Cities (Chanhassen), MN 55317
Additional Notes: Estimated wt. per piece is 2.9 oz
Estimated freight costs, MN to UT = \$4,335

Quantity	100,000	125,000	150,000
Price	\$37,244	\$44,223	\$51,165

We look forward to working with you on this project. Please reference quote number on all correspondence. Additional costs not reflected in this estimate may be applicable if project deviates from original specifications. Alteration costs will be brought to your attention for approval, prior to production. Quote valid for 30 days.

Other terms and conditions can be viewed here: <http://www.rrdonnelley.com/terms/rrd-terms-conditions.aspx>

Sincerely,
Brad A. Nicholes

Quantity: _____ Purchase Order No: _____ Requested Delivery Date: _____
Signature: _____ Date: _____

Travel Planner Print Requirements

- 64 pages & 4 page cover
- 5 3/8" w x 8 3/8" h
- 4 color process throughout
- Cover stock: Sterling 80# Dull
- Inside stock: 50# Coated Matte
- Final piece must weigh less than 3.0 ounces with 3 tabs and a mailing label
- Text ink: 4/4 (process color throughout)
- Saddle Stitch/Trim
- A portion of the total quantity will be tabbed on three open sides at printer (1.5" tabs approved by MATC)
- With booklet spine at the bottom, tabs should be positioned on the leading and trailing edges within 1" from the top. One additional tab should be positioned on the lower leading edge .5" from the bottom.
- Requesting bids on quantities of 100,000 (60,000 tabbed) , 125,000 (75,000 tabbed) and 150,000 (90,000 tabbed)
- Boxed 25 lbs per box or less/Skid Pack
- Freight included in proposal, separate from print cost

Cost Proposal

Description	Quantity	Printing	Tabbing	Freight	Total Cost
60K Tabbed To Be Mailed, 40K Delivered in Boxes	100,000	\$0.34	\$2,187.50	\$2,406.25	\$38,493.75
75K Tabbed To Be Mailed, 50K Delivered in Boxes	125,000	\$0.33	\$2,498.75	\$2,406.25	\$46,030.00
90K Tabbed To Be Mailed, 60K Delivered in Boxes	150,000	\$0.32	\$3,437.50	\$2,406.25	\$53,843.75

HUDSON

reinvent print

Moab Area Travel Council

October 17, 2016

Elaine Gizler

Estimate #176847

DESCRIPTION: 2017 Moab Travel Planner

PAGE COUNT: 64 + Cover

FINISHED SIZE: 5 3/8 x 8 3/8

INK: 4/4 process

PAPER: Cover: 80# Dull Cover
Body: 50# Matte Text

FINISHING: Saddle Bind

PACKAGING: Box 25 pounds (or less) to a box and then skid packed

QTY: 100,000 (60,000 3-side tabbed)

PRICE: \$26,000

FREIGHT ESTIMATE: \$820

QTY: 125,000 (75,000 3-side tabbed)

PRICE: \$31,725

FREIGHT ESTIMATE: \$1,170

QTY: 150,000 (90,000 3-side tabbed)

PRICE: \$37,350

FREIGHT ESTIMATE: \$1,170

Customer to provide forklift for unloading of pallets

THANK YOU FOR THE OPPORTUNITY. WE LOOK FORWARD TO WORKING WITH YOU.

Michael McEvoy/Business Development

Direct Line: 801.461.3207 Cellular: 801.652.6999 Email: mmcevoy@hudsonprinting.com

Mike Corbit/Account Manager

Direct Line: 801.461.3217

Email: mcorbit@hudsonprinting.com



MOAB AREA TRAVEL COUNCIL

P.O. Box 550
Moab, Utah 84532
435-259-1370 • Fax 435-259-1376

www.discovermoab.com | director@discovermoab.com

MOAB AREA TRAVEL COUNCIL GRAND COUNTY, UTAH REQUEST FOR PROPOSAL: PRINTING 2016 MOAB TRAVEL PLANNER

The Moab Area Travel Council (MATC), the Destination Marketing Organization for Grand County, Utah (a branch of the County Government), is accepting proposals for the printing of the updated Moab Travel Planner.

MOAB TRAVEL PLANNER DESCRIPTION:

- 64 pages & 4 page cover
- 5 3/8" w x 8 3/8" h
- 4 color process throughout
- Cover stock: Sterling 80# Dull
- Inside stock: 50# Coated Matte
- Final piece must weigh less than 3.0 ounces with 3 tabs and a mailing label
- Text ink: 4/4 (process color throughout)
- Saddle Stitch/Trim
- A portion of the total quantity will be tabbed on three open sides at printer (1.5" tabs approved by MATC)
- With booklet spine at the bottom, tabs should be positioned on the leading and trailing edges within 1" from the top. One additional tab should be positioned on the lower leading edge .5" from the bottom.
- Requesting bids on quantities of 100,000 (60,000 tabbed) , 125,000 (75,000 tabbed) and 150,000 (90,000 tabbed)
- Boxed 25 lbs per box or less/Skid Pack
- Freight included in proposal, separate from print cost

CONTENT:

- The MATC will provide completed digital files by November 3, 2016

SCHEDULE:

- Proposals due by 5:00pm on October 21, 2016
- Bid opening at 10:00am in the Grand County Clerk's office on October 24, 2016
- Project awarded by 5:00pm on November 2, 2016
- Delivery of Travel Planners to the Travel Council location no later than 3:00pm on November 18, 2016

SHIPPING: Proposal must include a bid for printing and shipping.

Proposal must be submitted to:

Moab Area Travel Council
ATTN: Travel Planner Printing RFP
125 E Center St
Moab, UT 84532

Faxed and email proposals cannot be accepted as this is a sealed bid process. For additional information contact Elaine Gizler at 435-259-1370 or director@discovermoab.com.

Bid Title:	Printing of 2016 Moab Travel Planner
Category:	Moab Area Travel Council
Status:	Open

Description:

The Moab Area Travel Council (MATC), the Destination Marketing Organization for Grand County, Utah (a branch of the County Government), is accepting proposals for the printing of the updated Moab Travel Planner.

Publication Date/Time:

9/19/2016 8:00 AM

Closing Date/Time:

10/21/2016 5:00 PM

Related Documents:

2016 Travel Planner RFP

[Return To Main Bid Postings Page](#)

AGREEMENTS FOR INDEPENDENT CONTRACTORS

1. **GENERAL.** Grand County duly organized and existing under the laws of the State of Utah, with its primary place of business located at 125 E. Center Street, Moab UT 84532, Utah (hereinafter referred to as County) and Hudson Printing Company license number Federal ID #87-0308214 (hereinafter referred to as Contractor) located at 241 West 1700 South, Salt Lake City, UT 84115 herewith enter into this Agreement for services, effective upon this date: November, 1,2016 _____.
2. **RECITALS.** The parties recite and declare:
 - A. Contractor is willing to provide services to County, and County is willing to accept services from and compensate Contractor for said services subject to the terms, covenants and conditions set forth in this Agreement.
 - B. For the reasons set forth above, and in consideration of the mutual promises and Agreements set forth in this Agreement, County and Contractor agree as follows:
3. **SERVICES.**
 - A. Contractor herewith agrees to perform the services as described in the Scope of Work (Exhibit A):
 - (1) 2016 Updated Moab Travel Planner
4. **BEST EFFORT OF CONTRACTOR.** Contractor agrees that they will at all times faithfully, industriously, and to the best of their ability, experience, and talents, perform all of the duties that may be associated with the services set forth above and shall perform said services to the reasonable satisfaction of County.
5. **TERM OF AGREEMENT.** This Agreement shall be in effect beginning __November 1, 2016____ and ending on __December 31, 2016_____.
6. **TERMINATION OF AGREEMENT.** This Agreement shall expire on or before 12/31/2016 In addition, either party shall have the right to terminate this Agreement without cause by providing thirty (30) days written notice to the other party. Either party may terminate this Agreement immediately for cause by providing written notice stating the legal grounds for termination of the Agreement.
7. **COMPENSATION OF CONTRACTOR.** County shall pay Contractor, and Contractor shall accept from County, in full payment for Contractor's services under this Agreement, _____. The County shall pay for services rendered as set forth in Exhibit A upon their completion.

8. **RETURN OF EQUIPMENT ON TERMINATION OF SERVICES.** On termination of this Agreement by either party, or at the termination of Contractor, all County property in the possession of Contractor shall be promptly returned to County by Contractor.
9. **CONTRACTOR INDEPENDENCE.** Contractor is an independent contractor with respect to all services performed under this agreement. Contractor accepts full and exclusive liability for the payment of any and all premiums, contributions, or taxes for workers compensation, Social Security, unemployment benefits, or other employee benefits now and hereinafter imposed under any state or federal law which are measured as wages, salaries or other remuneration paid to persons employed by Contractors on work performed under the terms of this Agreement. Contractor shall defend, indemnify and save harmless the County from any claims or liability for such contributions or taxes. Nothing contained in this Agreement, nor any act of the County or Contractor, shall be deemed or construed to create any third-party beneficiary or principal and agent association or relationship involving the County. The Contractor has no authority to take any action or execute any documents on behalf of the County.
10. **HOLD HARMLESS/INDEMNIFICATION.** Contractor herewith agrees to indemnify and hold the County, its officers, agents, officials and employees, harmless from any action, causes of action, claims for relief, demands, damages, expenses, costs, fees, or compensation, whether or not said actions, causes of action, claims for relief, demands, damages, costs, fees, expenses and/or compensations are known or unknown, are in law or equity, and without limitation, all claims of relief which can be set forth through a complaint or otherwise that may arise out of the acts or omissions, negligent or otherwise of the contractor, the County or their respective officers, officials, agents, or employees, or any person or persons.
11. **NO AGREEMENTS OUTSIDE OF AGREEMENT.** This Agreement contains the complete Agreement concerning the contracted service arrangement between the parties and shall, as of the effective date hereof, supersede all other Agreements between the parties. The parties stipulate that neither of them has made any representations with respect to the subject matter of this Agreement or any representations including the execution and delivery of this Agreement except such representations as are specifically set forth in this Agreement and each of the parties acknowledges that they or it have relied on its own judgment in entering into this Agreement. The parties further acknowledge that any payments or representations that may have been made by either of them to the other prior to the date of executing this Agreement are of no effect and that neither of them has relied thereon in connection with their or its dealings with the other.

The Contractor may subcontract out a portion of the work to another party only with the express written permission of Grand County. It is acknowledged that any Agreement between the Contractor and Subcontractor is not binding on Grand County.
12. **MODIFICATION OF AGREEMENT.** Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding

only if evidenced by writing signed by each party or an authorized representative of each party.

13. **DISPUTES.** Should any disputes arise with respect to this Agreement, the Contractor and the County agrees to act immediately to resolve any such disputes. Time is of the essence in the resolution of disputes. The Contractor agrees that the existence of a dispute notwithstanding, it will continue without delay to carry out all its responsibilities under this Agreement in the accomplishment of all non-disputed work, any additional costs incurred by the Contractor or County as a result of such failure to proceed shall be borne by the Contractor; and the Contractor shall not make a claim against the County for such costs.
14. **CHOICE OF LAW.** It is the intention of the parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and under and pursuant to the laws of the State of Utah and that, in any action, administrative action, special proceeding or other proceeding that may be brought arising out of, in connection with, or by reason of this Agreement, the laws of the State of Utah shall be applicable and shall govern to the exclusion of the law of other forums. Any such action shall be brought in the 7th Judicial District, State of Utah, Grand County.
15. **NO WAIVER.** The failure of either party to this Agreement to insist upon the performance of any of the terms and conditions of this Agreement, or the waiver of any breach of any of the terms and conditions of this Agreement, shall not be construed as thereafter waiving any such terms and conditions, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.
16. **SEVERABILITY.** The invalidity of any portion of this Agreement for any reason with not and shall not be deemed to affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the severing of the invalid provision.
17. **LIABILITY AND WORKERS COMPENSATION INSURANCE.** Contractor warrants that Contractor has obtained and will maintain liability insurance sufficient to support Contractor's duty to indemnify, described in this Agreement. Contractor further warrants that contractor has obtained and will maintain workers compensation insurance as may be required by State law. Evidence of such insurance are attached as Exhibit "B".
18. **UNDERSTANDING AND EFFECT OF AGREEMENT.**
 - A. Parties acknowledge that they have been advised to consult legal counsel and have had the opportunity to consult with legal counsel prior to entering into Agreement.

- B. Parties warrant that they enter into this Agreement with full knowledge of the meaning and future effect of the promises, releases and waivers contained herein.
 - C. Parties warrant that they have entered into the releases and waivers contained in this Agreement voluntarily and that they make them without any duress or undue influence of any nature by any person.
19. **PARAGRAPH HEADINGS.** The titles to the paragraphs of this Agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this Agreement.
20. **ATTORNEY'S FEES AND COSTS.** In the event of breach of this Agreement, the non-breaching party shall recover the attorney's fees and court costs that result from action or lawsuit brought to remedy the breach.
21. **CONTRACTOR'S, SUBCONTRACTOR'S, AGENTS AND THEIR EMPLOYEES.** It is acknowledged that Contractor's, Subcontractor's, Agent's and their employees engaged in the work performed under this Agreement are not employees or representative of Grand County. All contracted employees engaged in work on County premise shall be at least 18 years of age. The County reserves the right to remove Contractor or subcontractors' employees engaged in work on County property. Typically, the removal of Contractor's employees from County property will be associated with issues including but not limited to drug or alcohol use, theft, or confrontation.
22. **DUTY OF NOTIFICATION.** Upon filing for bankruptcy or insolvency proceeding by or against the Contractor, whether voluntary or involuntary, or upon appointment of a receiver, trustee, or assignee for the benefit of creditors, the Contractor shall notify the County, immediately. Upon learning of the actions herein identified, the County reserves the right, at their sole discretion, to either cancel the Agreement or reaffirm the Agreement.
23. **PROFESSIONAL LICENSES & COMPLIANCE WITH LAWS.** Contractor shall be in possession of all professional licenses required to perform work prior to the commencement of the work and attached hereto as Exhibit "B". Securing other occupational and professional licenses and permits from public or private sources necessary for the fulfillment of its obligations under this Agreement shall be the sole responsibility of the Contractor. Contractor shall comply with all federal, state, and local laws, ordinances and regulations applicable to the work.
24. **WORK & INTELLECTUAL PROPERTY RIGHTS.** The work results and the reports, if any as described in the Scope of Work (Exhibit "A") shall be considered confidential and proprietary and owned by the County, Contractor shall not release any such reports or work without prior written consent of the County. All inventions and copyrightable works that Contractor is obligated to disclose shall be, and remain, entirely the property of the County. It is agreed that all inventions and copyrightable works are works made for hire and shall be the exclusive property of the County. Contractor hereby assigns to the

hire and shall be the exclusive property of the County. Contractor hereby assigns to the County any rights it may have in such copyrightable works. Contractor shall cooperate with County in obtaining any copyrights or patents.

25. **CONFIDENTIALITY.** All information disclosed by the County to the Consultant for the purpose of the work to be done or information that comes to the attention of the Consultant during the course of performing such work is to be kept confidential.
26. **CONTRACT.** This RFP, submitted documents, and any negotiations, when properly accepted by the County, shall constitute a contract equally binding between the County and Consultant. No different or additional terms shall become a part of this Contract with the exception of a written Amendment.
27. **ETHICS.** The offer shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, official, or agent of the County.
28. **FAILURE TO DELIVER.** In the event of failure of the Consultant to deliver services in accordance with the contract terms and conditions, the County, after due oral or written notice, may procure the services from other sources and hold the Consultant responsible for any costs resulting in additional purchase and administrative services. This remedy shall be in addition to any other remedies that the County may have.
29. **NONCONFORMING TERMS AND CONDITIONS.** A proposal that includes terms and conditions that do not conform to the terms and conditions of this Request for Proposal is subject to rejection as non-responsive. Grand County reserves the right to permit the offer to withdraw nonconforming terms and conditions from its proposal prior to a determination by the County of non-responsiveness based on the submission of nonconforming terms and conditions.
30. **FAILURE TO ENFORCE.** Failure by the County at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the County to enforce any provision at any time in accordance with its terms.
31. **PATENTS/COPYRIGHTS.** The Consultant agrees to protect Grand County from any claims involving infringements of patents and/or copyrights. In no event shall the County be liable to a Consultant for any/all suits arising on the grounds of patent(s)/copyright(s) infringement. Patent/copyright infringement shall null and void any agreement resulting from response to this RFP.

IN WITNESS WHEREOF, each party to this Agreement has caused it to be executed on the date indicated below.

Michael McEvoy Michael McEvoy 10-26-16
Contractor's Signature Printed Name of Contractor Date

County Signature Printed Name of County Rep. Date

ATTEST:

Clerk Auditor Date

Contact Information

Contractor's Contact Information

Name: Michael McEvoy
Title: Vice-President of Business Development
Address: 241 West 1700 South
Salt Lake City, UT 84115
Phone: (801) 461-3207
Fax: () _____
Email mmcevoy@hudsonprinting.com

County's Assigned Project Manager

Name: Elaine Gizler
Title: Moab Area Travel Council, Director
Address: P.O. BOX 550
_____, Moab UT 84532
Phone: (435) 259-1372
Fax: () _____
Email director@discovermoab.com

Exhibit "A"
Scope of Work

Contractor herewith agrees to perform the services as set forth in this Exhibit.

Estimate #176847

DESCRIPTION: 2017 Moab Travel Planner

PAGE COUNT: 64 + Cover

FINISHED SIZE: 5 3/8 x 8 3/8

INK: 4/4 process

PAPER: Cover: 80# Dull Cover
Body: 50# Matte Text

FINISHING: Saddle Bind

PACKAGING: Box 25 pounds (or less) to a box and then skid packed

QTY: 100,000 (60,000 3-side tabbed)
PRICE: \$26,000
FREIGHT ESTIMATE: \$820

QTY: 125,000 (75,000 3-side tabbed)
PRICE: \$31,725
FREIGHT ESTIMATE: \$1,170

QTY: 150,000 (90,000 3-side tabbed)
PRICE: \$37,350
FREIGHT ESTIMATE: \$1,170

Customer to provide forklift for unloading of pallets.

Exhibit "B"
Professional License(s) and Insurance

Contractor shall be in possession of all professional licenses required to perform work and insurances prior to the commencement of the work and are attached in this Exhibit.

AGENDA SUMMARY
GRAND COUNTY COUNCIL MEETING
NOVEMBER 1, 2016

Agenda Item: H

TITLE:	Approving proposed resolution to make proposed changes to the Grand County Safety and Accident Review Committee (SARC) and Accident Review Policy
FISCAL IMPACT:	n/a
PRESENTER(S):	Jana Smith - SARC Chair, Chris Kauffman – SARC Secretary

Prepared By:

Chris Kauffman
SARC Secretary
435-259-1338
ckuffman@grandco
untuytah.net

FOR OFFICE USE ONLY:

Attorney Review:

Complete

RECOMMENDATION:

I move to approve the proposed resolution making changes to the Grand County Safety and Accident Review Committee and Accident Review Policy.

BACKGROUND:

The Grand County Safety and Accident Review Committee (SARC) was created by resolution 2835 passed in 2008. The SARC is tasked with advising the Council on the selection of the County's insurance provider and on policies to reduce occupational hazards. The SARC also administers all safety related programs, safety training and compliance with best practices. Finally, the SARC reviews and reports on all accidents.

SARC has identified several changes to the membership and meetings with the purpose of improving the function of the committee. The committee is recommending that each member (excluding the Chair and Vice-chair) be able to appoint one alternate (who would need to be approved by the committee). Several times in the last year, SARC has been unable to conduct business because a quorum was not present. The members of the committee are almost all Department Heads or Elected Officials and are frequently attending to urgent matters. Alternates would only vote when needed to complete a quorum. SARC also encourages members to participate electronically when possible.

During each accident review, the Department Head or Elected Official who supervises the employee involved participates on the committee as a member. The committee is recommending that their participation be more clearly spelled out to include participation in discussion of that accident only. Currently, that Department Head or Elected Official becomes a voting member of the committee and SARC is recommending that they still participate but not become a voting member. This will also decrease the number of committee members and decrease by one the number needed for a quorum.

The recommended changes also make it clear that the SARC falls under the Open and Public Meetings Act and outlines when closed sessions are appropriate. The committee has not historically conducted open meetings due to the confidential nature of many discussions. However, with advice from the County Attorney, SARC started conducting open meetings in 2016 and closed sessions when appropriate.

ATTACHMENTS:

Proposed Resolution - Redlined

RESOLUTION NO. ~~2835~~

**A RESOLUTION OF GRAND COUNTY AMENDING RESOLUTION NO. ~~2579-2835 CREATING-UPDATING~~
THE GRAND COUNTY SAFETY AND ACCIDENT REVIEW COMMITTEE AND ~~THE ESTABLISHING AN~~
ACCIDENT REVIEW POLICY**

WHEREAS, Resolutions No. ~~2197 and 2579~~2835 established the ~~Accident Review Board~~Safety and Accident Review Committee and established an Accident Review Policy;

WHEREAS, additional detail is needed regarding the ~~responsibilities, duties~~membership, meetings, minutes; and guidelines of the Accident Review Board; ~~and.~~

~~**WHEREAS**, the County Council is desirous to create a Safety Committee to advise the Council on all matters relating to safety and risk management.~~

NOW THEREFORE, the Grand County Council hereby ~~establishes~~updates the Safety and Accident Review Committee as follows:

Establishment & Purpose. There is established a Grand County Safety and Accident Committee for the purpose of advising and administering all matters relating to safety, risk management, and accidents.

Responsibilities and Duties. The Safety and Accident Review Committee is responsible for advising the County Council on the following matters:

- In coordination with the Insurance Coordinator and the County Clerk/Auditor, the selection of the County's insurance provider for liability and worker's compensation; and
- Policies and procedures in addition to the OSHA safety regulations aimed at reducing any occupational hazard.

The Safety and Accident Review Committee is responsible for administering the following matters:

- All safety related programs;
- Safety training and
- Compliance with the County's insurance providers Worker's Compensation and Best Practices Programs.

The County Council grants the following authority to the Safety and Accident Review Committee

- To provide the response to each risk identified by the County's insurance provider; and

- To review and determine each vehicular and work related accident involving County employees or elected officials and County equipment and forward its findings to the Human Resources Director and elected official or department head of the employee involved in said accident.

Committee Members. As part of their job responsibilities the following Grand County employee positions are voting members of the Safety and Accident Review Committee.

- Insurance Coordinator
- Council Administrator
- ~~Council Member~~
- ~~Chief Deputy Sheriff~~
- Road Supervisor
- ~~Road Shop Foreman~~ ~~Fleet Manager~~
- Facilities Supervisor
- Human Resources Director
- ~~Treasurer~~
- EMS Director
- Airport Manager
- ~~Department Head/Elected Official for an accident that is being reviewed.~~

Commented [Q1]: Moved to the Elected Official Section below to separate Elected Officials from employees who participate as part of their job duties. Elected Officials are invited to participate but participation cannot be mandatory for Elected Officials.

Commented [Q2]: The Sheriff's Office requested that this be changed to the Sheriff and therefore it is also moved to the Elected Official section below.

Commented [Q3]: Right now these positions are held by the same person. However it is more appropriate for the Fleet Manager to be a member in case the positions are split in the future.

Commented [Q4]: Moved to Elected Official section below.

Additionally, the County Council requests that the following elected officials participate as voting members on the Safety Committee. If an elected official is unable or unwilling to participate, the County Council shall designate another County employee or request a different elected official be a voting member of the committee.

- Council Member (appointed by the Council annually along with other board appointments)
- Sheriff
- Treasurer

Designation of Alternates. Each voting member, except the Chair and Vice Chair, may designate one other County employee to be their alternate to attend meetings when they are unable to do so. When there are not enough regular voting members to fulfill a quorum, any alternates (participating in the absence of a member) will be considered voting members for all intents and purposes. When there are enough regular voting members to fulfill a quorum, any alternate shall be able to participate in discussions of the committee but shall not vote. Before participating in the absence of a member for the first time, all alternates must be affirmed by majority vote of the committee.

Each committee member desiring to designate an alternate shall make this election in writing on a form approved by the committee (Exhibit A) and submit it to the Secretary. The Secretary will keep an updated list of all designated alternates and will include the designation in the minutes. A member may change their alternate at anytime for any reason by submitting a new election in writing. When a new member joins the committee who wants to designate an alternate, they shall make a designation in

writing regardless of whether the previous member had an alternate or who that alternate was. Alternates will be subject to the same requirements regarding confidentiality as all other committee members.

Other Participants. When the committee is reviewing an accident, a department head who supervises an employee involved, shall participate as part of their job duties in discussions of the committee for that accident only. When the committee is reviewing an accident, an elected official who supervises an employee involved, shall be invited to participate in discussions of the committee for that accident only. With the approval of the Chair, a supervisor who directly supervises the employee involved, may participate in lieu of the department head/elected official.

The Chair or Vice Chair (when acting as the chair) may invite other Grand County employees to participate ~~as voting members in discussions~~ of the Safety and Accident Review Committee when their participation is determined to be a benefit to the Committee and/or when their participation is associated with an employee's job duties. ~~The Chair shall clearly designate which portions of a closed session any invited member can participate in. The elected official or department head shall participate when the Committee is reviewing an accident that involves an employee that they supervise.~~

Safety and Accident Review Committee Officers. Officers are associated with their job position's responsibilities. The officers shall consist of the following positions with their associated duties:

- Chairperson/Chair. The Insurance Coordinator job duties include the responsibility for the implementation of the County's Health and Safety Programs. As such the Insurance Coordinator shall serve as the Chairperson and shall be responsible to call meetings, set the agenda, and conduct the meeting.
- Vice Chairperson/Vice Chair. The Council Administrator shall assist the Insurance Coordinator fulfill his/her job duties by serving as the Chairperson in his/her absence.
- Chair Pro-Tem. In the absence or disability of the Chair and Vice Chair, the committee shall designate one of its members as Chair Pro-Tem. The Chair Pro-Tem shall run the meeting and their authority only extends for the duration of that specific meeting.
- Secretary. The Grand County Treasurer, if participating in the Committee, shall be the Secretary and shall be responsible for the taking and drafting of minutes and reports of findings of the committee for approval. If the Grand County Treasurer is not participating on the Committee, then another voting member shall be nominated and voted in as Secretary by the Committee.

Commented [Q5]: Added in the case that both Chair and Vice Chair are absent.

Commented [Q6]: The Grand County Treasurer has served as the SARC secretary since at least 2005 and this seems to be the primary reason that the Treasurer is a committee member. All other members of the committee are supervisors of departments with high accident risk or have a role in safety or personnel administration.

- Voting Members. The general membership of the committee shall actively participate and fulfill the duties and responsibilities contained in this resolution including: attendance at meetings and submitting information as required by the Committee.

Meetings. The Committee shall hold regular meetings, which shall take place at least once a quarter and as determined by the Chairperson, and as necessary to fulfill the purpose and duties of the Committee. Meetings shall be advertized and open to the public in accordance with the Utah Open Meetings Act. The Committee shall close the meeting to the public, in accordance with the Utah Open Meetings Act, when discussing any of the following:

- The character, professional competence, or health of an individual.
- Strategy regarding pending or reasonably imminent litigation.
- The deployment of security personnel or devices.
- Investigation of alleged criminal misconduct.

Quorum & Conducting Business. Seven-Six members of the committee shall constitute a quorum. At least four affirmative votes are required for the purposes of performing business. All business shall be done by making and passing motions in accordance with Robert's Rules of Order Newly Revised 11th Edition.

Electronic Meetings. The Safety and Accident Review Committee shall conduct electronic meetings in accordance with Grand County Council resolution #2944 - A Resolution Establishing The Authorization Of And Procedures For Electronic Meetings To Conduct The Business And Affairs Of Grand County Council, Boards, Commissions And Committees, And Including Local And Special Service District Boards Grand County, Utah.

Minutes and Reports. Written minutes of ~~the-open~~ meetings shall be kept and will be available for review. The minutes shall specifically identify the individuals that constitute the voting members. Written minutes from closed sessions shall be kept, but in accordance with the Government Records Access and Management Act, they shall be considered protected documents and are not available to the public.

The minutes of meetings shall generally serve as a report from the Safety and Accident Review Committee. As such, the minutes shall contain the salient points of discussion, findings, and decisions in the form of motions. All minutes shall be approved by the Safety and Accident Review Committee at the next meeting. When the findings of the Committee indicate that corrective or other action needs to take place before the next regular meeting, the Chair shall call a special meeting to approve the report(s). In lieu of a special meeting, the Committee may vote, during the meeting when the accident is discussed, to authorize the Chair to receive the report(s) as soon as they are prepared, make any needed changes and forward them to the HR Director and the appropriate department head/elected

official. The report as forwarded by the Chair will be subject to approval as part of the minutes at the next meeting and if revisions are made by the committee, then the revised version will be forwarded to the HR Director and the appropriate department head/elected official.

Commented [Q7]: SARC currently meets once per month. This change allows the committee to get important recommendation to HR and the supervisor more quickly when needed.

Confidentiality. Minutes from closed sessions are protected and confidential documents and committee members are required to treat any copies of these minutes as they would any other protected and confidential document. Approved closed session minutes shall only be stored by the HR Director and the committee Secretary. Department Heads and Elected Officials of relevant employees shall be notified that copies of the closed session minutes are available for review by contacting the HR Director. All voting members of the committee, any designated alternates and anyone invited to participate in a closed session must agree to and sign a confidentiality agreement approved by the committee (Exhibit B).

Review Guidelines. The County Council has granted the Safety and Accident Review Committee the authority to make decisions as identified in the Responsibilities and Duties section. These guidelines shall be used when rendering a decision.

Review of Risks. The Safety and Accident Review Committee will provide the response to each risk identified by the County's insurance provider within (30) days of the report and will respond as follows:

- Describe corrective measure already completed in response to the risk review,
- Describe County's plan for implementation of recommendations;
- Describe any recommendations listed on the risk review report with which the County either disagrees or cannot comply; and
- Ensure that all other items that are listed as "URGENT" must be completed within a reasonable time in connection with the County's insurance provider.

Review of Accidents. Generally, the Insurance Coordinator will report all Worker's Compensation claims, accidents, losses, and vehicular and work related accidents involving County employees and County equipment to the Safety and Accident Review Committee for review. For each accident reviewed, the Committee shall vote on a motion confirming the conclusions of the Committee, including but not limited to, whether the accident was preventable or non-preventable, the cause of the accident and any recommended corrective action. The Safety and Accident Review Committee will forward its conclusion contained in the Report of Grand County Accident Review Committee (attached as Exhibit AC) to the Human Resource Director and elected official/department head of the employee involved in said accident. If a committee member is involved in an incident or accident that the Safety and Accident Review Committee is reviewing, that member shall not participate in the review process. If an employee that a committee member supervises is involved in an incident or accident that the Safety and Accident Review Committee is reviewing, that member shall participate in the review through discussion but shall recuse themselves from any votes.

Commented [Q8]: This change protects the supervisor and the employee from potential bias in the conclusions of the committee if there is a strained relationship or other issue

Other types of accidents, such as near misses, may be reviewed by the Safety and Accident Review Committee upon request of the elected official or department head of the employee involved in the accident.

The Safety and Accident Review Committee shall evaluate the accident and shall consider any or all of the following information:

- Written evidence presented by the driver concerned, the supervisor and the police report of the accident investigation;
- Maintenance records of the vehicle or other information available;
- Laboratory test on vehicle parts;
- The driver's past driving record;
- Diagrams, photographs, and other evidence;
- Testimony of other drivers and witnesses present; and
- Any and all information related to personal injury to County employees or volunteers.

The Safety and Accident Review Committee shall determine, as far as possible, the cause of the accident and whether the accident was preventable or non-preventable. A preventable accident is herein defined as any occurrence which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred, in which the authorized operator/employee in question failed to do everything that could have reasonably been done to prevent it. A non-preventable accident is herein defined as an accident/incident in which everything that could have been reasonably done to prevent it was done and the accident still occurred. Preventable accidents ~~shall~~ should generally include accidents that result from backing up a vehicle ~~and or~~ driving faster than conditions permit, as determined by the committee. Non-preventable accidents shall include vandalism of County vehicles and property being used to conduct County business.

Commented [Q9]: This change was made to allow some flexibility for the circumstances. For example, a search and rescue vehicle may be forced to back up in difficult, off-road terrain and may tip the vehicle despite all reasonable precautions being taken.

The Safety and Accident Review Committee shall prepare written minutes that contain salient discussion points, findings, and recommendations to the Human Resources Director and the elected official/department head of the employee involved in the accident and recommend corrective action, if indicated. If the accident involved the violation of established policies associated with preventing injuries and incurring liability, corrective disciplinary action shall be taken as soon as practical. The HR Director and elected official or department head shall implement corrective action as soon as practical if indicated according to policy and forward the findings to the employee and ensure that the findings are placed in the employee's personnel file. The Insurance Coordinator shall ensure, if requested, that a copy be sent to the County's Insurance provider and the Safety and Accident Review Committee.

Appropriate disciplinary actions may include loss of driving privileges, required defensive driving or safety courses, reassignment or termination of employment.

In the event the employee disagrees with the findings of the Safety and Accident Review Committee or with the action taken by his/her elected official or department head, the employee shall follow the steps outlined in ~~Section XI of the Grand County Policy and Procedure – Dispute Resolution Process~~the most current version of the Grand County Employee Handbook - Dispute Resolution.

~~Report of~~ Grand County Accident Review Committee

The following attached exhibits contain official Grand County forms that may be updated periodically as deemed necessary by the Safety and Accident Review Committee, the County insurance providers or County employees who participate in the development of the Health and Safety Program.

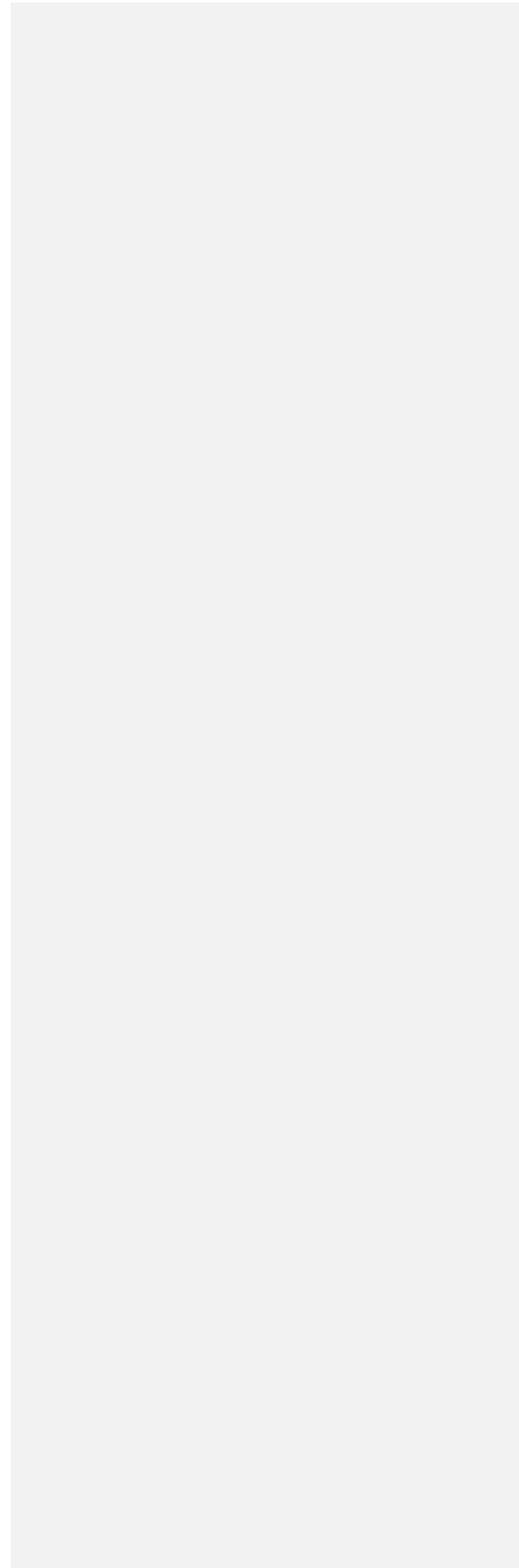


Exhibit A

Designation of Alternate for the
Grand County Safety and Accident Review Committee

I _____ (name of voting member) am employed by Grand County as
_____ (title of voting member) and am a voting member of the Grand County Safety and
Accident Review Committee. I hereby designate _____ (name of designee) who is
employed by Grand County as _____ (title of designee) to be an alternate on the
Safety and Accident Review Committee. I understand that the designee may participate as a voting
member in my stead on the Safety and Accident Review Committee. I also hereby attest that the
designee is capable of carrying out the duties of a voting member as outlined in Resolution # _____.

Signature of Voting Member _____ Date _____

I _____ (name of designee) am employed by Grand County as
_____ (title of designee) and accept the designation of _____
(name of voting member) to be an alternate on the Safety and Accident Review Committee. I
understand that I may participate as a voting member on the Safety and Accident Review Committee
when participating in the stead of _____ (name of voting member) and when there is
not a quorum of regular voting members. I also hereby attest that I am capable of carrying out the
duties of a voting member as outlined in Resolution # _____.

Signature of Designee _____ Date _____

Committee Use Only: Date of confirmation vote _____

Exhibit B
Confidentiality Agreement for
the Grand County Safety and Accident Review Committee

It is understood and agreed to that the Grand County Safety and Accident Review committee (the discloser), in closed meeting sessions, may provide certain information that is and must be kept confidential. To ensure the protection of such information, and to preserve any confidentiality necessary to protect Grand County, Grand County employees or others, it is agreed that:

1. The Confidential Information to be disclosed can be described as and includes:

- The character, professional competence, or health of an individual.
- Strategy regarding pending or reasonably imminent litigation.
- The deployment of security personnel or devices.
- Investigation of alleged criminal misconduct.
- Any other details or information regarding accidents that are reviewed by the committee in a closed session.

2. The Recipient agrees not to disclose the confidential information obtained from the discloser to anyone whether in writing, electronic format or verbally, unless required to do so by law. The recipient further agrees to protect and secure any written or electronic records of said confidential information and maintain or permanently destroy such records in accordance with the Utah Open Records Act.

3. Breach of this agreement may result in disciplinary action by Grand County up to and including termination of employment.

WHEREFORE, the recipient acknowledges that they have read and understand this Agreement and voluntarily accept the duties and obligations set forth herein.

Recipient of Confidential Information, Print Name:

Signature:

Date:

Exhibit C

REPORT OF GRAND COUNTY ACCIDENT REVIEW COMMITTEE

Date of Report: _____

Grand County Department: _____

Date of Accident: _____

Employee involved or injured: _____

Location of Accident: _____

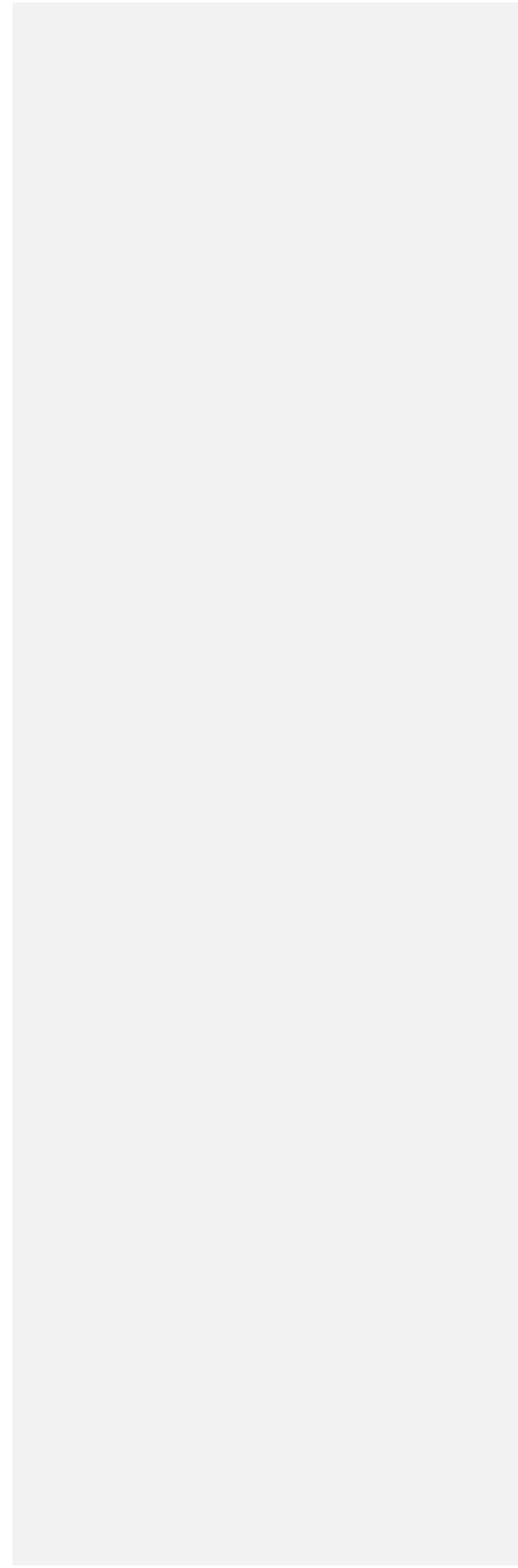
Factual description of accident (attached additional sheets if necessary): _____

Nature and extent of personal injury — property damage:

1. Personal Injury: _____

2. Property damage: _____

Witnesses: _____



Explanation of accident by Grand County Employee: _____

Conclusion of Grand County Accident Review Board: _____

Members of Grand County Accident Review Board involved in review of accident: _____

Signed _____ Printed Name _____ Date _____

The following elements will be covered in the report for each accident reviewed by the committee: |

Basic Information:

Commented [Q10]: This change was made to allow for the writing of minutes that contain all of the elements from the old report but without having to fill out the form.

Date of report

Grand County Department/Office involved

Date and time of accident

Employee involved or injured

Location of accident

Description of accident:

Factual description of accident

Nature and extent of personal injury to County employees or any other persons

Nature and extent of property damage to County property or any other property

Witnesses to the accident

Explanation of accident by Grand County Employee

Conclusion of Grand County Accident Review Board:

Accident deemed preventable or non-preventable

Cause of accident

Corrective action recommended if any

Policies or procedures that need further discussion in an open meeting

Motions and votes on the above conclusions including how each member voted

AGENDA SUMMARY
GRAND COUNTY COUNCIL MEETING
NOVEMBER 1, 2016

Agenda Item: **I**

TITLE:	Approving proposed declaration of County-Owned Electronics as Surplus for Recycling/Disposal
FISCAL IMPACT:	\$0.30 per pound, estimated 1500 pounds = \$450
PRESENTER(S):	Matt Cenicerros, IT Manager

Prepared By:

Matt Cenicerros
IT Manager
Grand County
mcenicerros@grandcountytah.net
435-259-1393

FOR OFFICE USE ONLY:

Attorney Review:

N/A

RECOMMENDATION:

I move to approved the proposed declaration of County-Owned Electronics as surplus and authorize it to be disposed of using Metech Recycling in conjunction with Canyonlands Community Recycling (CCR) and authorize the Chair to sign all associated documents.

BACKGROUND:

Equipment has been stockpiled in anticipation of having it disposed of in an environmentally responsible manner. This agenda item is only recycling several large items that are non-functioning and taking up valuable storage space. The remaining surplus will be inventoried and liquidated, or recycled next year.

I estimate value of any operable proposed surplus equipment would be less than the cost would be to repair and re-purpose the equipment.

I estimate the cost of participating in the e-waste drive with CCR will be the same or less than transporting the equipment to Metech Recycling in Salt Lake City and utilizing the state contract. Also, I believe that supporting this local program is beneficial to the community.

The equipment has been stripped for spare parts. Data devices will be shredded at the recycling facility in Salt Lake City. All items have been removed from department/ office inventory.

ATTACHMENT(S):

1. Listing of proposed County-Owned electronic equipment

2016 Grand County Owned Electronic Surplus
Recycled by Metech Recycling

3- Copiers

10- Printers

AGENDA SUMMARY
GRAND COUNTY COUNCIL MEETING
NOVEMBER 1, 2016

Agenda Item: J

TITLE:	Approving proposed scope-of-work reclassification and corresponding job description amendments of the Road Department Clerk position
FISCAL IMPACT:	\$6501.00/YR—Includes associated retirement contribution increase.
PRESENTER(S):	Bill Jackson, Road Department Supervisor

Prepared By:

Bill Jackson
 Roads Department
 Supervisor
 Tawny Boyd

FOR OFFICE USE ONLY:

Attorney Review:

N/A

RECOMMENDATION:

I move to approve the proposed scope of work reclassification and corresponding job description amendments of the Road Department Clerk position to Administrative Assistant at the Roads Department to Grade 10 Step 4 for the expanded responsibilities effective January 1, 2017 and authorize the Chair to sign all associated documents.

BACKGROUND:

The Road Department over the past few years has become involved in projects of larger scope. Those include, but are not limited to, the Mineral Bottom road repairs, the Geyser Pass negotiations, in addition to flooding issues in the County. The projects will continue into the future requiring more collaboration with other agencies and the public. The Administrative Assistant will be involved to a greater extent in the upcoming Loop Road project, the Onion Creek project and the Kane Springs project in addition to the Pre Disaster Mitigation program and the Wild Land Fire Billing project. This involves attending more meetings, tracking costs and grant monies to a larger extent. Communication and correspondence with the other agencies involved and the public.

The Road Department recently added leased vehicles to the fleet. These vehicles require detailed tracking of reports and documentation to ensure lease contracts are met and utilized in the most effective manner. As budgets get more stringent and more scrutinized general knowledge of maintenance records will assist all departments in budgeting of new vehicles or equipment.

As the Road Department works to stay abreast of technology and other best practices the need for new and more training will increase. The Administrative Assistant will be responsible for coordination with trainers, instructors and facilities to obtain and keep the staff current on and properly certified.

ATTACHMENT(S):

1. Job Description (redlined)
2. Grade and Step Chart

Grand County

Job Description

Job Title: Clerk Administrative Assistant		
Department: Grand County Road Department		
Location: South Highway 191 Moab Utah 84532		
Reports to: Road Supervisor		
Pay Range: Grade 7 -10	Type of Position	Job Status
Revised: 10/2008 -11/2016	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
	<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Non Exempt
	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Safety Sensitive
	<input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> On Call
	<input checked="" type="checkbox"/> Benefits	<input type="checkbox"/> Public Safety

Job Summary

Under the supervision and direction of the Road Supervisor, performs a variety of ~~clerical-administrative, duties~~ secretarial duties in addition to some janitorial duties in the Grand County Road Department office.

Supervision

Given: None

Received: Road Supervisor

Essential Duties

- ~~Serves as receptionist, handles incoming calls, takes accurate messages, and assists visitors to the Road~~ Greets visitors, answers telephones, takes accurate messages, provides information requiring knowledge of Grand County, the Road Department policies and procedures, fee schedules, handles inquiries and complaints, refers concerns to the appropriate person and/or agency. Assists Road Department visitors, including, including vendors and suppliers, government officials and the public.
- ~~Responds to questions or complaints as appropriate and refers questions or issues to the proper personnel for response to the problem or situation.~~ Performs confidential administrative and secretarial duties and corresponds with businesses, vendors, public agencies and citizens regarding County and Road Department information and needs
- ~~Organizes and maintains office supplies.~~ Purchases, organizes and maintains office supplies, break room and janitorial inventory, other supplies as well as petty cash.
- Prepares and maintains accounts payable and accounts receivable records; records and verifies account invoices and obtains necessary approvals prior to transmitting invoices to the County Clerk/Auditors Office for payment; provides documentation as requested.
- Develops, Tracks and maintains records and files of department expenses; performs data entry on computer.
- In collaboration with the Fleet Manager, maintains up-to-date inventories of vehicles, equipment and other resources; maintain records and files of vehicle and equipment maintenance.
- Prepares public notices related to Road Department activity.
- ~~Maintains petty cash, coffee, soda pop, cleaning supplies, and areas not covered by cleaning service.~~
- ~~Fabricates and installs name and other street signs as necessary; records sign and road locations with GPS technology as required.~~
- Assists in drafting contracts, summaries and other documents. Prepares letters, reports and statements. Prepares invoices and statements to other agencies. Assists in proofreading documents and correspondence related to the Road Department.

- Maintains calendars, trainings and seminars. Coordinates events with trainers, instructors and other agencies when events or venues are shared. Schedules the use of outside conference rooms or other venues depending on the group, on occasion prepares the venue for training.
- Manages fees and documents and insures they are submitted properly and required certification documents are received by staff.
- Attends meetings as needed or as assigned, take minutes of staff meeting and in house safety meetings.
- Advises supervisors of possible improvements to office procedures.
- Performs data gathering and research for purchases, training classes and recommends classes and training for Road Department staff.
- Performs errands, picks up parts and delivers to the field as needed. Coordinates and accepts deliveries as needed.
- Updates the Road Department page on the County website.
- Prepares public notices related to Road Department activity.
- Performs as flag person for traffic control when needed.
- Minor janitorial ~~and maintenance~~ duties.
- Performs related duties as required by supervisor.

Knowledge, Skills & Abilities

Knowledge of:

- Use of basic office equipment including but not limited to computer, telephone systems, fax machine, copiers, scanners and ~~calculators~~ internet use. Knowledge of modern office practices and procedures.
- ~~Microsoft Office software including Word and Excel, Access and Adobe Acrobat.-~~
- Construct and formulate spreadsheets in to Word documents.
- Ability to learn new systems and programs.
- Grand County road system preferred.
- GPS devices preferred.

Skills in:

- Data entry.
- Book keeping.
- GPS data collection preferred.
- Organization.
- ~~Grammar and spelling~~

Ability to:

- Communicate effectively. Follow written and verbal instructions
- ~~Compose letters and reports.~~ Compose letters, reports and documents and maintain appropriate confidentiality. Able to use proper grammar, spelling and punctuation.
- Type, keyboard.
- Operate standard office equipment including personal computer.
- Perform basic mathematical calculations.
- Maintain records, files and reports.
- ~~Learn the use of sign fabricating equipment.~~
- Develop effective working relationships with supervisors, fellow employees and the public.
- ~~Follow written and or verbal instructions.~~ Able to handle multiple tasks concurrently.
- Demonstrate initiative in problem solving and be able to prioritize workload without constant supervision.
- The ability to be tactful, listen well and use self control and composure when dealing with all aspects of the public.

Physical Demands

- Typically sit at a desk or table.
- Considerable bending, sitting, and crouching.
- Work may be performed in all weather conditions and some unconventional working hours.
- May be subjected to dust, dirt, grease, oils dampness and fumes.
- Occasionally lift, carry, push, pull or otherwise move up to thirty (30) pounds.

Working Conditions

- Potentially stressful, busy and fast paced.
- Extensive public contact.
- Work is generally performed in an office environment, the road department shop or driving a county vehicle.

Education & Experience

- High school diploma or equivalent.
- Advanced clerical training including typing, word processing, bookkeeping, office procedures, telephone skills and interpersonal communications.
- ~~2-3~~ years job related experience performing administrative clerical functions.
- A combination of education and experience may be considered when screening applicants.

Special Requirements

- Must possess a valid Utah driver license.
- Successful completion of pre-employment drug screening is required.
- A ~~six-twelve~~ month probationary period is a prerequisite to this position.
- Flagging Certificate required or able to obtain within 6 months of hire date.
- Rotating schedule that includes a seasonal 4 day 10 hour work week.
- Subject to on call and called out status.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Grand County is an EEO/ADA employer.

2016 Grand County Hourly Step and Grade Chart

STEP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
GRADE															
1	10.2602	10.5762	10.8923	11.2192	11.5571	11.8949	12.2544	12.6251	13.0065	13.3880	13.7912	14.2054	14.6303	15.0771	15.5239
2	10.7724	11.0994	11.4371	11.7750	12.1347	12.4942	12.8648	13.2570	13.6494	14.0637	14.4779	14.9135	15.3605	15.8291	16.3086
3	11.3174	11.6551	12.0039	12.3635	12.7342	13.1154	13.5078	13.9219	14.3361	14.7610	15.2078	15.6656	16.1342	16.6137	17.1041
4	11.8949	12.2437	12.6251	13.0065	13.3988	13.7912	14.2054	14.6303	15.0664	15.5132	15.9817	16.4612	16.9515	17.4638	17.9869
5	12.4834	12.8539	13.2463	13.6494	14.0527	14.4779	14.9135	15.3605	15.8182	16.2867	16.7771	17.2786	17.8017	18.3358	18.8916
6	13.1046	13.4970	13.9002	14.3034	14.7283	15.1751	15.6329	16.1235	16.6029	17.1041	17.6163	18.1395	18.6844	19.2510	19.8288
7	13.7584	14.1725	14.5976	15.0335	15.4803	15.9491	16.4284	16.9187	17.4203	17.9433	18.4882	19.0332	19.6107	20.1993	20.8097
8	14.4449	14.8701	15.3169	15.7855	16.2542	16.7446	17.2457	17.7580	18.2920	18.8370	19.3928	20.0030	20.6024	21.1909	21.8012
9	15.1751	15.6221	16.0906	16.5702	17.0715	17.5838	18.1067	18.6517	19.2075	19.7851	20.3845	20.9949	21.6159	22.2699	22.9456
10	15.9272	16.4067	16.8970	17.3984	17.9214	18.4555	19.0114	19.5779	20.1664	20.7767	21.3981	22.0410	22.7059	23.3813	24.0789
11	16.7228	17.2349	17.7473	18.2812	18.8260	19.3928	19.9813	20.5806	21.1909	21.8229	22.4879	23.1527	23.8501	24.5693	25.3104
12	17.5401	18.0850	18.6408	19.1967	19.7742	20.3328	20.9730	21.6050	22.2480	22.9127	23.6103	24.3187	25.0378	25.7900	26.5638
13	18.4446	18.9894	19.5672	20.1448	20.7550	21.3761	22.0193	22.6732	23.3489	24.0463	24.7765	25.5175	26.2804	27.0650	27.8715
14	19.3602	19.9485	20.5371	21.1690	21.8012	22.4551	23.1307	23.8175	24.5257	25.2450	26.0080	26.7925	27.5990	28.4273	29.2881
15	20.3192	20.9403	21.5725	22.2154	22.8802	23.5558	24.2641	25.0054	25.7353	26.5092	27.2940	28.1222	28.9723	29.8332	30.7159
16	21.3326	21.9865	22.6403	23.3270	24.0246	24.7438	25.4848	26.2477	27.0214	27.8387	28.6672	29.5281	30.4108	31.3262	32.2635
17	22.4116	23.0872	23.7847	24.4932	25.2232	25.9970	26.7707	27.5771	28.4055	29.2556	30.1384	31.0430	31.9693	32.9281	33.9090
18	23.5342	24.2206	24.9617	25.7136	26.4874	27.2830	28.1004	28.9396	29.8115	30.7050	31.6313	32.5796	33.5495	34.5629	35.5982
19	24.7001	25.4412	26.2040	26.9889	27.7952	28.6454	29.5063	30.3891	31.3043	32.2416	33.2007	34.2034	35.2277	36.2848	37.3638
20	25.9316	26.7162	27.5119	28.3401	29.1902	30.0622	30.9665	31.8929	32.8519	33.8327	34.8572	35.9035	36.9714	38.0830	39.2166
21	27.2312	28.0520	28.8875	29.7573	30.6497	31.5653	32.5147	33.4876	34.4944	35.5243	36.6002	37.6986	38.8199	39.9861	41.1773
22	28.5928	29.4547	30.3319	31.2493	32.1822	33.1435	34.1405	35.1619	36.2191	37.3005	38.4301	39.5836	40.7610	41.9855	43.2363
23	30.0224	30.9274	31.8485	32.8073	33.7913	34.8006	35.8476	36.9201	38.0301	39.1655	40.3517	41.5626	42.7991	44.0847	45.3980
24	31.5236	32.4738	33.4409	34.4477	35.4808	36.5407	37.6400	38.7660	39.9316	41.1239	42.3693	43.6408	44.9389	46.2890	47.6679
25	33.0997	34.0976	35.1129	36.1700	37.2549	38.3677	39.5220	40.7043	41.9282	43.1800	44.4878	45.8229	47.1859	48.6034	50.0513
26	34.7546	35.8024	36.8686	37.9786	39.1175	40.2863	41.4981	42.7395	44.0246	45.3390	46.7122	48.1139	49.5453	51.0335	52.5539
27	36.4923	37.5925	38.7120	39.8775	41.0734	42.3005	43.5729	44.8765	46.2258	47.6060	49.0477	50.5197	52.0224	53.5853	55.1815
28	38.3171	39.4721	40.6476	41.8713	43.1270	44.4155	45.7516	47.1204	48.5372	49.9864	51.5002	53.0456	54.6235	56.2646	57.9407

AGENDA SUMMARY
GRAND COUNTY COUNCIL MEETING
NOVEMBER 1, 2016

Agenda Item: K

TITLE:	Approving proposed reclassification and corresponding job description amendments of the EMS Assistant Director position
FISCAL IMPACT:	\$6,011/yearly- plus associated benefits (This was included this the EMS proposed 2017 budget)
PRESENTER(S):	Andy Smith, EMS Director

Prepared By:

Andy Smith
 EMS Director
 and
 Ruth Dillon
 Council Administrator
rdillon@grandcountyutah.net
 (435) 259-1347

FOR OFFICE USE ONLY:

Attorney Review:

N/A

RECOMMENDATION:

I move to approve the proposed job description amendments and reclassification of the Assistant Director position to the Assistant Director of Education and the Assistant Director of Operations and increase the wage of each from a grade 13/1 to a grade 16/1, effective January 1, 2017 and authorize the Chair to sign all associated documents.

BACKGROUND:

At the end of August, the Grand County Council heard an assessment report from SafeTech Solutions about the current state of the EMS department, illustrating that “*Grand County EMS is not sustainable as operating today.*” One of SafeTechs key observations was that “Grand County’s EMS leadership is burdened by having to work in both administration and on the ambulance.” SafeTech Continued “the EMS director and assistant director must focus on leading and managing the department (creating, planning, developing and building creating), not using their time covering shifts and taking calls. It also appears that the current leaders are trying to fill too many roles in the department (i.e. education, quality, scheduling etc.) and could benefit from additional leadership and management help. The salaries of the leadership team are low and are not commensurate with expectations, workload and salaries for similar leadership positions and responsibilities.”

The roles assigned to the Assistant Director position have become so burdensome that no one could succeed in this position. I’m proposing to remove the Assistant Director position and replace it with 2 positions; Assistant Director of Education and Assistant Director of Operations. If approved the Department plans to hire the position of Assistant Director of Education (the position vacated by Paula Dunham this October) as soon as possible. The Assistant Director of Operations position would remain vacant during 2017, the position would be filled as call volume and need dictate (anticipated 2019). I’m also proposing to increase the salary grade for both of these positions from a 13 to a 16. This change would allow us to be more competitive, and place the salary closer to matching the duties of the position. I have included with this packet the current and revised job descriptions for both these positions. Below are grades for current positions within the county that have some similar job duties and responsibilities.

Assistant Road Supervisor	16
Road Shop Foreman	15

ATTACHMENTS:

1. Current Job Description - Assistant Director of EMS
2. Proposed Job Descriptions – Assistant Director of Education & Assistant Director of Operations
3. Grade and Step Chart

Grand County

Job Description

Job Title: Assistant Director of Emergency Medical Services		
Department: Emergency Medical Services		
Location: 125 East Center Street, Moab Utah 84532		
Reports to: Director of Emergency Medical Services		
Pay Range: Grade 13 Revised: 12/2008	Type of Position <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Grant <input checked="" type="checkbox"/> Benefits	Job Status <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt <input checked="" type="checkbox"/> Safety Sensitive <input checked="" type="checkbox"/> On Call <input type="checkbox"/> Public Safety

Job Summary

Under the supervision of the Director of Emergency Medical Services, this is a full-time position with Grand County Emergency Medical Services. Position demands a high level of professionalism and involves multiple duties including, but not limited to, equipment acquisition and maintenance, organizing, inventorying, ordering and purchasing EMS supplies, periodic supervision of Emergency Medical Technicians, interacting with neighboring and cooperative agencies, responding to medical emergencies in a command role and as an Emergency Medical Technician, participating in planning and strategic sessions to develop better EMS operations within the Department's Service Area, participating in Department educational programs

Supervision

Received: Director of Emergency Medical Services

Given: EMS Staff

Essential Duties

- Oversees the management of department buildings, supplies, equipment, and vehicles. Ensures the safe and proper working condition, cleanliness, and maintenance of ambulances, equipment and department building(s).
- Inventories, orders, and receives supplies and equipment, as necessary, to adequately operate an Intermediate level ambulance service within the State of Utah.
- Negotiates department business with vendors, sales representatives, and other medical suppliers and personnel in a professional manner.
- Maintains personal knowledge of current local, state and federal regulations concerning emergency vehicles, EMS equipment requirements, EMS operations, and other EMS regulations, which govern the operation of the Department; coordinates with the Director to ensure that the department is in compliance with all applicable regulations.
- In the absence of the Director of EMS or other appointed EMS Officer, the Assistant Director will assume management of the department.
- Ensures that proper coverage is maintained within the department during periods of high call volume by recruiting Back-Up Crews, organizing employees into effective crew assignments, enacting Mutual Aid

Agreements with neighboring ambulance services, and other actions necessary to provide adequate ambulance coverage for the department's service area.

- Assistant Director may act as Triage Officer and/or Medical Unit Leader during Mass Casualty Incidents and/or as the department coordinator when multiple EMS resources are committed to various incidents.
- Assistant Director may act as EMT Instructor, Training Officer, or Course Coordinator when needed (if the candidate holds such qualifications).
- Assistant Director, during normal working hours, responds, as an Emergency Medical Technician, to medical emergencies within Grand County EMS guidelines when needed.
- Assistant Director may be required to moderate personnel conflicts or problems among EMS Crew members.
- Other duties to be assigned, such as coordinating with cooperating agencies, interacting with Medical Control, Dispatch, or other emergency response agencies, etc.
- Other duties to be assigned, such as time card preparation, accounting, tracking statistics, and other projects and EMS-related activities.

Knowledge, Skills & Abilities

Knowledge of:

- Training in the Incident Command System.
- Safe ambulance operations (including maintenance, etc.) and the equipment and supplies needed to operate an Intermediate level ambulance service in the State of Utah.
- EMS operations, patient care and triage procedures (e.g.: Utah Teaching and Testing Protocols, Utah Administrative Rules).

Ability to:

- Learn department Policies, Procedures, and Protocols.
- Become familiar with and function within the Incident Command System.

Skills in:

- Operating emergency vehicles in both emergency and non-emergency modes safely.

Physical Demands

- Sitting, standing, stooping and lifting and moving medical oxygen cylinders and other medical or maintenance equipment and other objects up to 30 pounds.
- Work may be performed indoors, but work out of doors in all seasons will be necessary.
- Position may require hiking to and/or from an accident scene.
- Driving to and from ambulance shed, accident scenes, and other locations required.

Working Conditions

- Some exposure to diesel fuel, gasoline, motor oil, and other automotive fluids.
- Exposure to injured and ill patients required. Considerable danger from infectious disease. Significant danger may be present in the event of a Hazardous Materials Incident or a violent crime.
- Working conditions may range greatly from office duty to high-stress duties on the scene of a mass casualty incident.
- As stated above, work will be performed both indoors and outdoors in all seasons.
- Emergency Medical Services is a dangerous profession, as it involves interaction with contaminated or potentially contaminated materials and body fluids, working on or along roadways, entering both private and public dwellings, driving, responding to violent crime scenes, etc.

Education & Experience

- High School diploma or equivalent,
- Three (3) years of active duty as an EMT.
- **Two (2) years supervisory experience.**
- Experience with the use of emergency radio procedures.

Special Requirements

- Valid Utah Driver's License.
- Current Utah Emergency Medical Technician Certification required (Intermediate preferred).
- Current EMT Instructor Certification,

- Current Utah Bureau of Emergency Medical Services' Training Officer Certification.
- Current Utah Bureau of Emergency Medical Services' Course Coordinator Certification.
- Additional federal, state, or local EMS certifications, which may be beneficial or required by the Department.
- Must successfully pass a criminal history background check.
- Successful completion of pre-employment drug screening is required.
- A twelve-month probationary period is a prerequisite to this position.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Grand County is an EEO/ADA employer.

Job Title: Assistant Director of Education
Job Category: Managing EMS Officer
Department: Emergency Medical Services
Location: 125 East Center Street, Moab Utah 84532
Reports to: Director of Emergency Medical Services

Grand County
Job Description

<p>Pay Range: Grade 16</p> <p>Revised: 9/2016</p>	<p>Type of Position</p> <p><input checked="" type="checkbox"/> Full-time</p> <p><input type="checkbox"/> Part-time</p> <p><input type="checkbox"/> Seasonal</p> <p><input type="checkbox"/> Temporary</p> <p><input type="checkbox"/> Grant</p> <p><input checked="" type="checkbox"/> Benefits</p>	<p>Job Status</p> <p><input type="checkbox"/> Exempt</p> <p><input checked="" type="checkbox"/> Non Exempt</p> <p><input checked="" type="checkbox"/> Safety Sensitive</p> <p><input checked="" type="checkbox"/> On Call</p> <p><input type="checkbox"/> Public Safety</p>
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Job Summary

The Assistant Director of Education will support exceptional clinical operations by independently planning, implementing, controlling, improving and evaluating the quality and education of clinical operations; building an effective education and quality team; inspiring clinical staff to achieve quality patient care and other goals; developing systems and processes to meet and exceed clinical and organizational standards continuously; maintaining clinical operational readiness, achieving operational safety; preserving assets and profitability; creating a positive public image; leading as a member of the leadership team to achieve mission and objectives.

Supervision

Reports to: Director of Emergency Medical Services

Direct reports: EMS instructors, Field Training Officers

Indirect reports: EMT, AEMT, Paramedic, and Supervising EMS Officers

Specific Duties

1. Training Officer of Record:

- Develops annual Continuing Medical Education (CME) schedule including arrangement for instructors, topics, lesson plans, and needed instructional equipment.
- Oversees CME Records, recertification process, and individual educational development plans.
- Oversees plans for all EMT Courses including choosing and supervising of the Course Coordinator, review of schedules and lesson plans as needed.
- Oversees management of Training Center equipment.

- Develops and administers in conjunction with the Assistant Director of Operations new employee training.

2. AHA TCC:

- Meets all the requirements and obligations noted in the AHA Program Administration Manual.
- Provides for scheduling of GCEMS CPR and First Aid classes.
- Oversees Training Sites affiliated with GCEMS Training Center.
- Provides certification, monitoring, and development for all instructors affiliated with this Training Center.
- Provides timely communication and updates for all instructors.

3. Quality Assurance and Improvement:

- Develops in conjunction with the Department Director and Medical Director a Quality Improvement program.
- Administers Quality Improvement program, and maintains records.
- Ensures quality is being maintained.
- As part of the Quality Improvement program position will also assist in protocol development.
- Assist in the training and development of mentors within the department.

4. Leadership duties:

- Manage Clinical site relationships and schedules providers for shifts.
- Provides shift coverage and backup as needed.
- May act as Triage Officer and/or Medical Unit Leader during Mass Casualty Incidents and/or as the department coordinator when multiple EMS resources are committed to various incident.
- Will be assigned a rotating weekend "on duty" shift.
- Assist Department Director and Assistant Director of Operations with employee evaluations and feedback.
- Develops long term Education and Clinical services goals and vision.
- Assist Department Director in developing budgets for Education.
- Assist Department Director with disciplinary reviews and recommendations.
- Work as a functional member of the Department Leadership team.

Knowledge, Skills & Abilities

Knowledge of:

- Training in the Incident Command System.
- EMS operations, patient care and triage procedures, Principles of management and supervision.

Ability to:

- Learn department Policies, Procedures, and Protocols.
- Become familiar with and function within the Incident Command System.
- Provide and receive constructive feedback.
- Commit to the Department Mission, Vision and Values.

Skills in:

- Operating emergency vehicles in both emergency and non-emergency modes safely.
- Communicating clearly and effectively.
- Maintain confidentiality of patients and staff.

Physical Demands

- Sitting, standing, stooping and lifting and moving medical oxygen cylinders and other medical or maintenance equipment and other objects up to 30 pounds.

- Work may be performed indoors, but work out of doors in all seasons will be necessary.
- Position may require hiking to and/or from an accident scene.
- Will be required to pass department physical test.
- Driving to and from ambulance shed, accident scenes, and other locations required.

Working Conditions

- Some exposure to diesel fuel, gasoline, motor oil, and other automotive fluids.
- Exposure to injured and ill patients required. Considerable danger from infectious disease. Significant danger may be present in the event of a Hazardous Materials Incident or a violent crime.
- Working conditions may range greatly from office duty to high-stress duties on the scene of a mass casualty incident.
- As stated above, work will be performed both indoors and outdoors in all seasons.
- Emergency Medical Services is a dangerous profession, as it involves interaction with contaminated or potentially contaminated materials and body fluids, working on or along roadways, entering both private and public dwellings, driving, responding to violent crime scenes, etc.

Education & Experience

- Bachelors degree in EMS, Emergency Management, Nursing, Quality, Public Health, or other related field preferred. Combination of education and experience could be considered.
- Three (3) years of active duty as a Paramedic or EMT.
- Two (2) years supervisory experience.

Special Requirements

- Valid Utah Driver's License.
- Current Utah and NREMT Paramedic Certification required.
- Current EMT Instructor Certification,
- Current Utah Bureau of Emergency Medical Services' Training Officer Certification. (or ability to obtain within 6 months of hire)
- Current Utah Bureau of Emergency Medical Services' Course Coordinator Certification. (or ability to obtain within 6 months of hire)
- Additional federal, state, or local EMS certifications, which may be beneficial or required by the Department.
- ICS 100, 200, 300, 400 (300 and 400 maybe obtained within 6 months of hire)
- Must successfully pass a criminal history background check.
- Successful completion of pre-employment drug screening is required.
- A twelve-month probationary period is a prerequisite to this position.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Grand County is an EEO/ADA employer.

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Job Summary

The Assistant Director of Operations will provide exceptional operations by planning, implementing, controlling, improving and evaluating field operations; building an effective operations team; inspiring staff to achieve quality patient care and other goals; meeting organizational standards continuously; maintaining operational readiness, responding and deploying effectively; achieving operational safety; preserving assets and profitability; creating a positive public image; leading as a member of the leadership team to achieve mission and objectives.

Supervision

Reports to: Director of EMS

Direct Reports: EMT, AEMT, Paramedic, Supervising EMS officer

Specific Duties

1. Schedule:

- Develops Department Schedule for efficiency.
- Maintains electronic schedules, approving trades, sign ups, time off request etc...
- Ensure proper coverage for ambulances.
- Keeps records on shift coverage.

2. Buildings:

- Ensures department facilities are clean and in safe working order.
- Works with County maintenance staff to fix any issues.
- Provides direction for space planning and needs.

3. Vehicles & Equipment:

- Ensures all department vehicles and equipment are clean and in safe working order.
- Develops and administers equipment and vehicle maintenance schedules and contracts.
- Develops vehicle and equipment rotation and replacement plan.
- Ensures all vehicles and equipment meet state requirements for operation of an ambulance service.
- Maintains all records for vehicles and equipment.

4. Supplies:

- Orders medical supplies and maintains proper stock.
- Negotiates department business with vendors and sales representatives.
- Monitors inventory of items used, putting into place proper control limits.

5. Leadership duties:

- Directly supervise Shift supervisors and Ambulance crews.
- Schedule and manage all special events.
- Provides shift coverage and backup as needed.
- May act as Triage Officer and/or Medical Unit Leader during Mass Casualty Incidents and/or as the department coordinator when multiple EMS resources are committed to various incident.
- Will be assigned a rotating weekend "on duty" shift.
- Assist Department Director and Assistant Director of Education with employee evaluations and feedback.
- Develops long term Operational goals and vision.
- Assist Department Director in developing budgets for Operations.
- Support Assistant Director of Education with Quality Improvement and Assurance.
- Other duties to be assigned, such as coordinating with cooperating agencies, interacting with Medical Control, Dispatch, or other emergency response agencies, etc.
- Assist in resolving personnel and department conflicts.
- Assist Department Director with disciplinary reviews and recommendations.
- Work as a functional member of the Department Leadership Team

Knowledge, Skills & Abilities

Knowledge of:

- Training in the Incident Command System.
- EMS operations, patient care and triage procedures, Principles of management and supervision.

Ability to:

- Learn department Policies, Procedures, and Protocols.
- Become familiar with and function within the Incident Command System.
- Provide and receive constructive feedback.
- Commit to the Department Mission, Vision and Values.

Skills in:

- Operating emergency vehicles in both emergency and non-emergency modes safely.
- Communicating clearly and effectively.
- Maintain confidentiality of patients and staff.

Physical Demands

- Sitting, standing, stooping and lifting and moving medical oxygen cylinders and other medical or maintenance equipment and other objects up to 30 pounds.
- Work may be performed indoors, but work out of doors in all seasons will be necessary.
- Position may require hiking to and/or from an accident scene.

- Will be required to pass department physical test.
- Driving to and from ambulance shed, accident scenes, and other locations required.

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- Two (2) years supervisory experience.

Special Requirements

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- Current Utah and NREMT Paramedic Certification required.
- Current EMT Instructor Certification
- Additional federal, state, or local EMS certifications, which may be beneficial or required by the Department.
- ICS 100, 200, 300, 400 (300 and 400 maybe obtained within 6 months of hire)
- Must successfully pass a criminal history background check.
- Successful completion of pre-employment drug screening is required.
- A twelve-month probationary period is a prerequisite to this position.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Grand County is an EEO/ADA employer.

2016 Grand County Hourly Step and Grade Chart

STEP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
GRADE															
1	10.2602	10.5762	10.8923	11.2192	11.5571	11.8949	12.2544	12.6251	13.0065	13.3880	13.7912	14.2054	14.6303	15.0771	15.5239
2	10.7724	11.0994	11.4371	11.7750	12.1347	12.4942	12.8648	13.2570	13.6494	14.0637	14.4779	14.9135	15.3605	15.8291	16.3086
3	11.3174	11.6551	12.0039	12.3635	12.7342	13.1154	13.5078	13.9219	14.3361	14.7610	15.2078	15.6656	16.1342	16.6137	17.1041
4	11.8949	12.2437	12.6251	13.0065	13.3988	13.7912	14.2054	14.6303	15.0664	15.5132	15.9817	16.4612	16.9515	17.4638	17.9869
5	12.4834	12.8539	13.2463	13.6494	14.0527	14.4779	14.9135	15.3605	15.8182	16.2867	16.7771	17.2786	17.8017	18.3358	18.8916
6	13.1046	13.4970	13.9002	14.3034	14.7283	15.1751	15.6329	16.1235	16.6029	17.1041	17.6163	18.1395	18.6844	19.2510	19.8288
7	13.7584	14.1725	14.5976	15.0335	15.4803	15.9491	16.4284	16.9187	17.4203	17.9433	18.4882	19.0332	19.6107	20.1993	20.8097
8	14.4449	14.8701	15.3169	15.7855	16.2542	16.7446	17.2457	17.7580	18.2920	18.8370	19.3928	20.0030	20.6024	21.1909	21.8012
9	15.1751	15.6221	16.0906	16.5702	17.0715	17.5838	18.1067	18.6517	19.2075	19.7851	20.3845	20.9949	21.6159	22.2699	22.9456
10	15.9272	16.4067	16.8970	17.3984	17.9214	18.4555	19.0114	19.5779	20.1664	20.7767	21.3981	22.0410	22.7059	23.3813	24.0789
11	16.7228	17.2349	17.7473	18.2812	18.8260	19.3928	19.9813	20.5806	21.1909	21.8229	22.4879	23.1527	23.8501	24.5693	25.3104
12	17.5401	18.0850	18.6408	19.1967	19.7742	20.3328	20.9730	21.6050	22.2480	22.9127	23.6103	24.3187	25.0378	25.7900	26.5638
13	18.4446	18.9894	19.5672	20.1448	20.7550	21.3761	22.0193	22.6732	23.3489	24.0463	24.7765	25.5175	26.2804	27.0650	27.8715
14	19.3602	19.9485	20.5371	21.1690	21.8012	22.4551	23.1307	23.8175	24.5257	25.2450	26.0080	26.7925	27.5990	28.4273	29.2881
15	20.3192	20.9403	21.5725	22.2154	22.8802	23.5558	24.2641	25.0054	25.7353	26.5092	27.2940	28.1222	28.9723	29.8332	30.7159
16	21.3326	21.9865	22.6403	23.3270	24.0246	24.7438	25.4848	26.2477	27.0214	27.8387	28.6672	29.5281	30.4108	31.3262	32.2635
17	22.4116	23.0872	23.7847	24.4932	25.2232	25.9970	26.7707	27.5771	28.4055	29.2556	30.1384	31.0430	31.9693	32.9281	33.9090
18	23.5342	24.2206	24.9617	25.7136	26.4874	27.2830	28.1004	28.9396	29.8115	30.7050	31.6313	32.5796	33.5495	34.5629	35.5982
19	24.7001	25.4412	26.2040	26.9889	27.7952	28.6454	29.5063	30.3891	31.3043	32.2416	33.2007	34.2034	35.2277	36.2848	37.3638
20	25.9316	26.7162	27.5119	28.3401	29.1902	30.0622	30.9665	31.8929	32.8519	33.8327	34.8572	35.9035	36.9714	38.0830	39.2166
21	27.2312	28.0520	28.8875	29.7573	30.6497	31.5653	32.5147	33.4876	34.4944	35.5243	36.6002	37.6986	38.8199	39.9861	41.1773
22	28.5928	29.4547	30.3319	31.2493	32.1822	33.1435	34.1405	35.1619	36.2191	37.3005	38.4301	39.5836	40.7610	41.9855	43.2363
23	30.0224	30.9274	31.8485	32.8073	33.7913	34.8006	35.8476	36.9201	38.0301	39.1655	40.3517	41.5626	42.7991	44.0847	45.3980
24	31.5236	32.4738	33.4409	34.4477	35.4808	36.5407	37.6400	38.7660	39.9316	41.1239	42.3693	43.6408	44.9389	46.2890	47.6679
25	33.0997	34.0976	35.1129	36.1700	37.2549	38.3677	39.5220	40.7043	41.9282	43.1800	44.4878	45.8229	47.1859	48.6034	50.0513
26	34.7546	35.8024	36.8686	37.9786	39.1175	40.2863	41.4981	42.7395	44.0246	45.3390	46.7122	48.1139	49.5453	51.0335	52.5539
27	36.4923	37.5925	38.7120	39.8775	41.0734	42.3005	43.5729	44.8765	46.2258	47.6060	49.0477	50.5197	52.0224	53.5853	55.1815
28	38.3171	39.4721	40.6476	41.8713	43.1270	44.4155	45.7516	47.1204	48.5372	49.9864	51.5002	53.0456	54.6235	56.2646	57.9407

CONSENT AGENDA SUMMARY
GRAND COUNTY COUNCIL MEETING
NOVEMBER 1, 2016
 Consent Agenda Item: M

TITLE:	Approving proposed retail beer license for Grassroots Events – Moab's Red Hot 55K/33K, located at Poison Spider Trailhead
FISCAL IMPACT:	See Corresponding Agenda Summary, if any
PRESENTER(S):	None

Prepared By:
 Bryony Chamberlain
 Council Office Coordinator
 435-259-1346
 bchamberlain@grandcountyutah.net

FOR OFFICE USE ONLY:
Attorney Review:
 N/A

RECOMMENDATION:
 I move to adopt the consent agenda as presented and authorize the Chair to sign all associated documents.

BACKGROUND:
 See corresponding agenda summary, if any, and related attachments.

ATTACHMENT(S):
 See corresponding agenda summary, if any, and related attachments.

GRAND COUNTY, A MUNICIPAL CORPORATION OF THE STATE OF UTAH

Application for Retail Beer License

TO THE HONORABLE BOARD OF COUNTY COUNCIL, GRAND COUNTY, UTAH

Name Grass Roots Events / Chris Martinez

Address 1170 Canon Vista Dr. Moab, UT 84532

Nature of Business Events organizer - Trail Running

Address of Business 1170 Canon Vista Dr. Moab, UT 84532

Hereby applies for a license to vend light beer at retail for and on behalf of Grass Roots Events

whose { partners officers and directors } are as follows: CHRIS MARTINEZ

and who have complied with the statutory requirements and possess the qualifications specified in the Liquor Control Act of Utah and request license to be issued for the following particular premises at POISON SPIDER TRAILHEAD in Grand County, Moab, Utah, for a term of 1 day months, commencing the 15th day of February, 2017, and ending the 15th day of February, 2017.

It is expressly understood that the County Council may with or without hearing refuse to grant the license herein applied for, or if allowed will be granted and accepted by Licensee on condition that it may be revoked at the will and pleasure of the County Council of said County, and no cause therefore need be stated when in their opinion such action is necessary for the protection of the public health, peace or morals, or for violation of law or ordinances relating to beer or the Licensee's conduct of licensed premises.

Dated this 11th day of October, 2016

Chris Martinez

APPROVED BY GRAND COUNTY COUNCIL

Date 10/12/16 Sanitarian [Signature]

Date 10/11/16 Grand County Sheriff [Signature]

Date 10/12/16 Council Chair [Signature]

EVENT PERMIT
"TEMPORARY BEER"
Local Consent

PURPOSE: Local business licensing authority provides written consent to the Alcoholic Beverage Control Commission to issue an event permit to an organization for the purposes of storage, sale, offer for sale, furnish, or allow the consumption of an alcoholic product on the event premises

AUTHORITY: Utah Code 32B-9-201

Grand County, [] City [] Town [X] County
Local business license authority

hereby grants its consent to the issuance of a temporary beer event permit license to:

Applicant Entity/Organization: GRASS ROOTS EVENTS

Event Name: ~~POISON Spider Trailhead~~ ^{Moab's} Red Hot 55R/33R 2017

Event location address: POISON Spider Trailhead Moab UT 84532
street city state zip

On the 18 day(s) of February, 2017
dates month year

during the hours of 10am-10pm, pursuant to the provision of Utah Code 32B-9.
defined hours from - to

Authorized Signature

Name/Title

Date

AS OF SEPTEMBER 1, 2015 THIS FORM MUST BE SUBMITTED TO THE DABC BY THE APPLICANT