

Table of Contents

Agenda 2

Seeking approval of and signature on an Affiliation Agreement with Idaho State University (action item) 4

..... 4

Presentation by SICOG pertaining to a proposal for grant writing services (action item) 11

Request for funds for Fiscal Year 2024 by Portneuf Soil and Water District (action item) 20

Monthly facilities update 24

Procurement update 25

Discussion of operational steps for communication and coordination in response to severe inclement weather situations (action item) 27

Signature on contract with Portneuf Medical Center (action item) 29

Commissioners' Agenda

The Board of County Commissioners (BOCC) is comprised of the three elected County Commissioners: Ernie Moser (District 1, Chair), Jeff Hough (District 2), and John Crowder (District 3). The BOCC generally meets twice a week: regular business meetings are on **Tuesdays at 9:00 a.m.** and work sessions are on **Thursdays at 9:15 a.m.** Meetings are generally held in the Commissioner's Chambers at 624 E Center, Room 212, Pocatello, Idaho, unless otherwise noted. During these meetings, the BOCC may: approve contracts, expend funds, hear testimony, make decisions on land use cases and take care of other County matters, and are open to the public.

Times subject to change within 15 minutes of stated time.

Thursday, January 18, 2024

9:00 AM Claims Meeting (action item)

Agenda:

- Board of Ambulance District: Invoices and Commissioner Report
- Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications
- Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session
- Payroll Report
- Alcohol Licenses and Permits
- Certificate of Residency Approval
- Mileage Reimbursement Requests
- Technology Request Form
- Memorandum Authorization for Accounts Payable
- Cardholder User Agreement and Authorization

9:15 AM Work Session (potential action items)

Agenda:

- JoAnn Martinez, Idaho State University, seeking approval of and signature on an Affiliation Agreement with Idaho State University (requested 5 minutes) (action item)
- Presentation by SICOG pertaining to a proposal for grant writing services (requested 10 minutes) (action item)

- Portneuf Soil and Water District, requesting support funds for Fiscal Year 2024 (requested 15 minutes) (action item)
- Daniel Kendall, Facilities Director, providing a monthly facilities update
- Shanda Crystal, Chief Procurement Officer, presenting a procurement update
- Ryan Belnap, Human Resources and Risk Management, discussion of operational steps for communication and coordination in response to severe inclement weather situations (requested 15 minutes) (action item)
- Signature on Contract with Portneuf Medical Center (action item)

1:30 PM Meeting with Pocatello City Council Note: This meeting will be held at 911 N. 7th Ave., Pocatello, Idaho



BANNOCK COUNTY COMMISSIONERS
 624 E. Center St., Pocatello, ID 83201
 Phone: (208) 236-7210 • Fax: (208) 232-7363

ERNIE MOSER
 Commissioner
 1st District

JEFF HOUGH
 Commissioner
 2nd District

JOHN CROWDER
 Commissioner
 3rd District

AGENDA REQUEST FORM

*The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:00 AM** in the Commissioners' Chambers in the Bannock County Courthouse, 624 E. Center, Room 212, Pocatello, Idaho, or as noticed **48 hours** prior to the meeting at <https://www.bannockcounty.us/commissioners/>. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special meetings should contact the Commissioner's Office at **208-236-7210**, three to five working days before the meeting.*

E-mail this completed form and any supporting documents to agendarequest@bannockcounty.us by NOON on the Thursday prior to the scheduled meeting.

Name/Department:

JoAnn Martinez/Idaho State University

Item to be considered/background:

Affiliation Agreement for Social Work Students and the County. Prior Affiliation Agreement was signed several years ago.

How much time will be needed? Meeting date requested:

5 minutes

18
 1/18/24

Does this item involve a contract, agreement, external funding application or award acceptance?

YES NO

Have all supporting documents been included with this form?

YES NO

List of attendees:

JoAnn Martinez

Please include any supporting documents with your Agenda Session Request Form.

Commissioner Office Only:	
Date: _____	Time: _____



Idaho State University

AFFILIATION AGREEMENT

This Affiliation Agreement ("Agreement") between **Idaho State University**, on behalf of its **Social Work Program**, located at 921 S. 8th Ave., Stop 8114, Pocatello, ID 83209-8114 (the "*Program*") and **Bannock County** located at 624 E. Center, Pocatello, ID 83201 (the "*Facility*") (each individually, a "*Party*," and collectively, the "*Parties*"), takes effect on **January 10th, 2024** ("*Effective Date*").

Background

Program is a higher education institution having enrolled students (whether singular or plural, "*Student*") who have need for clinical education experiences (whether singular or plural, "*Experience*").

The Parties desire each Program-selected Student to obtain clinical education experiences at the Facility.

Agreement

1. Mutual Responsibilities and Coordination.

- 1.1. Exchange and Review. Each Party retains a privilege to exchange visits and review materials relevant to a Student's Experience.
- 1.2. Non-discrimination. The parties agree that no part of this Agreement shall be performed in a manner which illegally discriminates against any person on the basis of race, sex, sexual orientation, gender identity, color, national origin, religion, age, mental or physical disability, veteran status, or any other protected class under applicable law.
- 1.3. Organization. The Parties must cause the ACCE (defined below) to cooperate with Facility's clinical coordinator (or other designee) in arranging each Experience's schedule, content, objectives and goals.

2. Definitions.

- 2.1. "*HIPAA*" means CFR parts 160 and 164 and HITECH (Title XIII of the American Recovery and Reinvestment Act of 2009) as amended.
- 2.2. "*ACCE*" means Program's academic coordinator of clinical education

3. Program Responsibilities.

- 3.1. Provide a statement to the Facility that describes the philosophy, goals, objectives, and schedule of:
 - 3.1.1. The Program's curriculum generally; and
 - 3.1.2. Each Experience in particular;
- 3.2. Ensure that each Student appropriately is assigned to the Experience, including:
 - 3.2.1. Evaluating the Student's competence and knowledge before the Experience begins;
 - 3.2.2. Assessing Student's health before Experience begins; and
 - 3.2.3. Requiring the Student to carry appropriate general and professional liability insurance;

- 3.3. Ensure that the Student is knowledgeable concerning and has prepared for:
 - 3.3.1. Transportation needed to fulfill responsibilities at the Facility;
 - 3.3.2. Room and board concurrently with the Experience; and
 - 3.3.3. Scheduling arrival at and departure from the Facility;
 - 3.4. Ensure Students are made aware of and are directed to comply with Facility's applicable rules, regulations, policies, procedures, and requirements during their Experiences;
 - 3.5. Ensure that the Student has been made aware of each Program requirement and regulation for clinical education, including professional practice standards;
 - 3.6. Facilitate communication between the Parties, including:
 - 3.6.1. Appointing a member of Program's faculty to serve as ACCE;
 - 3.6.2. Notifying the Facility in writing of the identity of the ACCE and any Program-designated Program director;
 - 3.6.3. Notifying the Facility annually of each then-current academic year's clinical education schedule;
 - 3.6.4. Notifying the Facility of each specific Student assignment no later than ten working days before the Student's arrival, subject to the arrangement set forth below in Sections 5.2 and 5.3; and
 - 3.6.5. Describing to the Facility specific Student outcome objectives for each assigned Student's Experience;
 - 3.7. Direct Students to comply with and participate in all of Facility's required trainings and orientations regarding Facility's policies and procedures governing any use or disclosure of individually identifiable health information under federal law, specifically including HIPAA; and
 - 3.8. Ensure at Facility's request that each Student signs and delivers to Facility before the Experience begins a copy of a Confidentiality Understanding (attached and incorporated into this Agreement as **Attachment A**).
4. **Facility Responsibilities.**
- 4.1. Accept a mutually agreed upon number of Students which the Program has selected for an Experience period;
 - 4.2. Provide any applicable annually updated information that is necessary to complete Program's Clinical Education Center Information form;
 - 4.3. Notify the Program - no later than fifteen working days before a clinical assignment - of any change in Facility's ability to accept the Student;
 - 4.4. Provide the Student a clinical schedule averaging twenty (20) hours per week;
 - 4.5. Complete and return each Student evaluation according to the Program's guidelines and schedule;

- 4.6. Recognize the right of Student's to work and learn in an environment free from sexual harassment and agree that sexual harassment will not be tolerated in the Facility.
 - 4.7. Inform and train the Student regarding Facility's applicable rules, regulations, policies, procedures, and schedules, including HIPAA-related policies and practices;
 - 4.8. Facilitate communication between the Parties, including appointing a member from Facility to serve as clinical coordinator and notifying the Program of the member's identity;
 - 4.9. Certify it is either a hospital as defined by the Idaho No Public Funds for Abortion Act or is otherwise not an abortion provider and disclose if it or an affiliate is or becomes an abortion provider per Idaho Code § 18-8701 et seq.
5. **Student Experience Characteristics.**
- 5.1. No Employment relationship to Either Party.
 - 5.1.1. *In General.* Facility's rules and regulations apply to each Student which Program assigns to an Experience.
 - 5.1.2. *Liability.* The Student is not considered an officer, employee, agent, representative, or volunteer of either Party for any purpose, including, but not limited to, liability, but instead is a Student engaged in educational Experiences as a part of the Program's curriculum.
 - 5.1.3. *HIPAA.* The Student specifically is not and must not be considered to be Facility's employee. But the Student is considered to be a member of the Facility's workforce, when engaged in any Agreement activity:
 - 5.1.3.1. Solely for the purpose under HIPAA to define the Student's role in relation to using and disclosing Facility's protected health information; and
 - 5.1.3.2. As workforce is defined under 45 CFR 160.103.
 - 5.2. Short-Notice Assignment. In an emergency circumstance, Program has a right to assign a Student to an Experience upon less than ten days' notice to Facility. The Facility reserves a right to accept or reject that assignment.
 - 5.3. Short-Notice Cancellation. Program retains a right to cancel a Student's Experience assignment for academic or other good cause upon less than ten days' notice to Facility, with no duty to designate another Student as a replacement.
 - 5.4. Assignment Refusal. Facility retains a right for good cause to refuse any clinical assignment upon less than fifteen working days' notice.
 - 5.5. Withdrawal. Each Party is entitled at any time to withdraw the Student from the Facility after assignment for any of the following reasons that the Party must document:
 - 5.5.1. The Student's unprofessional or unethical behavior;
 - 5.5.2. The Facility's staff's unprofessional or unethical behavior that directly affects the Student's Experience;

5.5.3. The Student's failure to meet Program's prerequisite academic requirements; or

5.5.4. Any good cause, including but not limited to, any medical emergency.

6. Effective Duration.

6.1. Term. The Agreement's term begins on Effective Date and is continuous with automatic one-year renewals on each successive anniversary of the Effective Date.

6.2. Termination. Each Party has a right at any time to terminate the Agreement upon no later than sixty (60) days' advance written notice to the other Party.

6.3. In the event of termination of this Agreement by either party, Students currently assigned to clinical experiences at Facility at the time of notice of termination will be given the opportunity to complete their Experience at Facility, unless withdrawn as set forth in Student Experience Characteristics Withdrawal Section above.

7. Liability.

7.1. Program Commitment.

7.1.1. Insurance. Program at its own expense shall provide adequate liability insurance and/or self-funded coverage for its officers, employees, and agents. Program must ensure that its liability insurance has an claims-made form. Program, at Facility's request, will deliver a certificate of financial responsibility to Facility.

7.1.2. Program Responsibility:

7.1.2.1. To the extent permitted by applicable law, including, but not limited to, the Idaho Tort Claims Act (I.C. § 6-901 et seq.), Program will be responsible for damage to persons or property resulting from the negligence on the part of itself, its officers, employees, or agents. Neither party will be considered the agent of the other and neither party assumes responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement. Program shall not be responsible for the acts or omissions of Facility its officers, employees, or agents.

7.1.2.2. Any claim which involves a Student shall be the responsibility of the Student insurance carrier.

7.2. Facility Commitment.

7.2.1. Insurance. Facility at its own expense shall provide adequate liability insurance coverage for its officers, employees, and agents. Facility, at Program's request, will deliver a certificate of insurance to Program.

7.2.2. Facility Responsibility.

7.2.2.1. To the extent of Facility's preceding insurance coverage and permitted by applicable law, the Facility will be responsible for damage to persons or property resulting from the negligence on the part of itself, its officers, employees, or agents. Neither party will be considered the agent of the other and neither party assumes responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement. Facility shall not be

responsible for the acts or omissions of Program.

7.3. Student Insurance.

7.3.1. Student Requirement. Student is required to have general and professional liability insurance with limits of liability of \$1,000,000 per occurrence and \$3,000,000 aggregate.

7.3.2. Program Duty. The Program ensures that the 7.3.1 general and professional liability insurance coverage for any Student assigned to the Facility has been obtained before Program has assigned the Student. The Program, at Facility's request, will deliver a certificate of insurance to the Facility.

- 8. **Immunities.** The Parties agree Program shall retain all of its governmental immunities and protections under applicable law, including, but not limited to, the Idaho Tort Claims Act (I.C. § 6-901 et seq.), which shall apply to the terms of this Agreement and any claims brought against Program. If Facility is a governmental entity, Facility shall also retain all of its governmental immunities and protections under applicable law.
- 9. **Confidentiality.** The Facility agrees to treat Student records as confidential and shall not disclose any Student records to a third-party without the prior express written consent of Student, unless such disclosure is otherwise required or permitted by applicable law.
- 10. **Amendment.** Any change to this arrangement requires a written amendment executed by both Parties.
- 11. **Notices.** Each Party must send any notice under this agreement in writing either hand-delivered or mailed by certified mail to the addresses set forth below.
- 12. **Binding Authority.** Each Party has authorized an undersigned individual to sign this Agreement on behalf of that Party.

To express the parties' intent to be bound by the terms of this Agreement they have executed this document on the dates set forth below. Signature page to follow.

Program Notification Address:	Facility Notification Address:
Idaho State University	Bannock County
General Counsel	624 E. Center
921 S. 8 th Ave., Stop 8410	Pocatello, ID 83201
Pocatello, ID 83209-8410	

Bannock County Commissioner Chair

Signed By: _____

Printed Name: Ernie Moser

Date: January 18, 2024

Facility: Bannock County

IDAHO STATE UNIVERSITY

By: *Dawn M. Lane*
Program Director
ISU Social Work

By: *Kandi Jo Stueley-Am*
Program Dean
ISU College of Arts and Letters

Date: *1-10-24*

Date: *1/10/2024*



FOR COMMISSION OFFICE USE:	
DATE _____	TIME _____

Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday** in the Commissioners’ Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners’ staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners’ Office at 208-236-7210, three to five working days before the meeting.

Email this completed form and any supporting documents to agendarequest@bannockcounty.us by 5:00 PM the Wednesday prior to the scheduled meeting.

Name/Department: SICOG

Phone/Email: 208-233-4535 x 1015

Item to be considered: SICOG Grant Writing Proposal

Informational background:

SICOG to present a proposal regarding grant writing services

1. What meeting are you requesting? 1/18/24
2. How much time will be needed for this agenda item? 10 minutes
3. Is Commission action requested (decision, approval, signature, or guidance)? Select
4. Does this request involve a contract, agreement, external funding source, or award acceptance? NO
5. What is the potential financial impact of this request? \$0
6. Have all supporting documents been included with this form? YES
7. Will you be using presentation software or have other presentation needs? (if YES, provide presentation with this form) YES
8. Name and contact information for others who should be invited to attend:

Charity Staggs- SICOG



**Southeast Idaho Council
of Governments, Inc.**

Building Bridges to Communities

Capabilities

Grant Research & Writing

- Equipment
- Infrastructure
- Recreation

Planning & Facilitation

- Ordinance Audits
- Departmental Strategic Planning
- Inventories
- Community/ Stakeholder Involvement

Economic Development

- Public-Private Partnerships
- Business Development & Engagement
- Workforce Development & Job Creation



Successes

- \$50,000 or Less
 - 35+ awards totaling over \$350,000
- \$50,000-\$250,000
 - 20+ awards totaling over \$15 million
- \$250,000 or more
 - 20+ awards totaling over \$30 million

Grant Writing Proposed Costs

\$75,000
(Not to
Exceed)

- **\$500** – Applications for projects between \$2,000-10,000
- **\$2,000** – Applications for projects between \$10,001 - \$50,000
- **\$5,000** – Applications for projects between \$50,001 - \$250,000
- **\$10,000** – Applications for projects \$250,001 or more

*To be invoiced upon application submission

Anticipated Challenges

Grant Eligibility

Bannock County's Urban status, LMI and underserved status disqualifies or lowers rating on many grants.

Grant Availability

There may not be a grant available for every project.
Ex. Operating costs are near impossible to fund.

Grant Turnaround

The larger the grant ask, the longer it takes to apply, receive decision, and expend funds.

- Grant \$50,000 or less take 6-months to 1 year.
- Grants \$250,000+ may take 2-3 years turnaround.

Anticipated Solutions

Grant Eligibility

Creativity & Flexibility!

- *Some grants may disqualify Bannock County due to LMI – But some entities/areas within Bannock County do still qualify.*

Grant Availability

Milestone Cost System

- *If we can't find a grant-request match, then we won't charge.*

Prioritization

- *We can prioritize the strongest request-grant matches based on our extensive experience.*

Grant Turnaround

Prioritize!

- *We can screen requests based on grant availability and anticipated timeline.*

Benefits



Highly trained staff and expertise

Proven track record of success
Proposed cost provides access to 9+ grant & planning specialists



Lower costs

Allow for opportunity for County Build Capacity
Low risk with potential of high reward



Build Bridges

SICOG has strong relationships with entities across the region including funders



Questions?

- We have helped communities apply and receive grants ranging from \$5,000- \$3.3 million from a variety of funders.
- For every dollar invested into SICOG's services, we were able to leverage an additional \$.66 of technical assistance, \$81 grant dollars, and
- For every \$1 invested, our communities received \$381 of much needed improvements to community facilities and infrastructure.



FOR COMMISSION OFFICE USE:	
DATE _____	TIME _____

Agenda Request Form

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Email this completed form and any supporting documents to agendarequest@bannockcounty.us by 5:00 PM the Wednesday prior to the scheduled meeting.

Name/Department: PSWCD

Phone/Email: 208-339-6023

Item to be considered: Request for Support

Informational background:

Portneuf SWCD is requesting support funds for FY2024

1. What meeting are you requesting? 1/18/24
2. How much time will be needed for this agenda item? 15 minutes
3. Is Commission action requested (decision, approval, signature, or guidance)? Approval
4. Does this request involve a contract, agreement, external funding source, or award acceptance? NO
5. What is the potential financial impact of this request?
6. Have all supporting documents been included with this form? YES
7. Will you be using presentation software or have other presentation needs? (if YES, provide presentation with this form) NO
8. Name and contact information for others who should be invited to attend:

Kevin Koester, Scott Henderson, Justin Casperson, David Jackson, Brad Kent

PLEASE NOTE!! This Letter of Support Must be Completed in Full by the Donating Entity!!

From: (Name of Donating Entity): Bannock County

Date: _____

To Whom It May Concern:

Pursuant to section 22-2727, Idaho Code and IDAPA 60.05.04 we are providing this letter to formally document our donation of the following funds and services to the Portneuf Soil and Water Conservation District during the 2024

State fiscal year (July 1 - June 30). We understand that the Idaho Soil and Water Conservation Commission (SWCC) may allocate to the conservation district matching funds in a sum not to exceed twice the value of local funds and services received by the conservation district, provided that the legislature has appropriated adequate State funds to SWCC to meet requested match.

The funds and services itemized below were provided for the general purposes of the conservation district. None of the itemized funds and services were provided for special projects, for use as required match for specific grants or projects, or on a fee-for-service basis.

The stated value of donated services is based upon the open market value of those services.

In the space below, itemize funds and services donated to the District. For donated services, list each service provided and the value of that service as separate items. Attach additional pages if necessary.

Total value of donated funds and services: \$ _____

Signature - By signing this letter I affirm that I am an authorized representative of the local organization or government named above and that the information provided herein is true and accurate. I agree to provide the Idaho Soil and Water Conservation Commission with any information requested to confirm the accuracy of the information provided above.

Printed Name

Title

Mailing Address

Phone Number (required) Email Address (optional)

Portneuf Soil and Water Conservation District



214 East Center Street
Pocatello, ID 83201

(208)339-6023

www.portneufswcd.weebly.com

January 10, 2024

Board of Supervisors

KEVIN KOESTER
Lava Hot Springs, ID

SCOTT HENDERSON
Swan Lake, ID

DAVE JACKSON
Tyhee, ID

JUSTIN CASPERSON
Lava Hot Springs, ID

BRAD Kent
Arimo, ID

Associates

HANNAH SANGER
Pocatello, ID

KIT TILLOTSON,
Lava Hot Springs, ID

Bannock County Commissioners:

We are writing this letter requesting support funds from the County for Portneuf Soil and Water Conservation District's FY 2024 operations.

The State of Idaho provided us with a 1.3:1 match of all support funds we received in FY 2023. For every \$1 of support funds, we were able to bring in \$25 of grants dollars into Bannock County.

Our 2023 accomplishments include grant awards for the Ag BMP-Hawkin's Pipeline Project Phase 1, Ag BMP-Mud Springs & Dead Horse Project, WQPA-Cohn Creek Restoration Project, and IFFT Foundation-McCammon School Garden Project Phase 1.

The Hawkins Pipeline project will install 2 water control structures and convert approximately 5 miles of open ditch to pipeline that runs from Hawkin's Reservoir to Marsh Creek. We brought in \$250,000 of grant funding for this \$1,400,000 project. This project is ongoing.



Hawkin's Reservoir

The Mud Springs and Dead Horse Project will continue improvements in the Big Onion area and the Yellow Dog Creek Project (Completed last year). Improvements include 5 connected watering systems and brush removal. We brought in \$150,000 of grant funding for this \$250,000 project. This project is ongoing.



Mud Springs and Dead Horse Project site

Portneuf Soil and Water Conservation District is an Equal Opportunity Employer



Cohn Creek

The Cohn Creek Restoration Project will restore the natural banks and habitat of Cohn Creek, a tributary that drains into Marsh Creek. Improvements include vegetative bioengineering, channel bed stabilization, expansion of riparian habitat and the removal of 3 aquatic bed carriers. We brought in \$87,638 of grant funding for this \$286,151 project. This project is ongoing.

The McCammon School Garden project will improve the community school garden in McCammon. The garden provides a multi-generational space to garden and learn lifelong skills. We assisted in writing an IFFT Foundation grant for the McCammon Action Committee for \$4,760, all of which was awarded. This project is ongoing.



McCammon School Garden

We are a secondary sponsor of the Portneuf River-Marsh Creek Watershed (PL-566) project. This project intends to increase water efficiency and reduce water losses via a pressurized irrigation system. This project is in development and there is currently no cost estimate for this project but is expected to be a multimillion-dollar project.

Conservation education is important to us, which is why we sponsored the Idaho state FFA soil competition, and Idaho Ag in the Classroom to date. We anticipate sponsoring Pocatello High School's 2 Envirothon Teams, Idaho Envirothon, the Idaho State Forestry Competition, and the Portneuf Environmental Fair. We are currently participating in the Portneuf Environmental Fair Committee and look forward to helping to make this event a success.

We believe that no effort is too big or too small to make a lasting impact on our future, which is why we participate and will continue to participate in a variety of projects and programs. We are always looking for more opportunities to increase conservation and to provide conservation education to residents, landowners and organizations in both rural and urban areas.

Your support of Portneuf Soil and Water Conservation District will enable us to continue bringing conservation projects and programs to Bannock County.

Thank you,

Portneuf Soil & Water Conservation District

BANNOCK COUNTY COMMISSIONERS
624 E. Center St., Pocatello, ID 83201
Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNIE MOSER
Commissioner
1st District

JEFF HOUGH
Commissioner
2nd District

JOHN CROWDER
Commissioner
3rd District

Work Session Request Form

Work Sessions are held on Thursdays at 9:15 AM., unless otherwise noticed Email this completed form and any supporting documents to agendarequest@bannockcounty.us by noon on Monday prior to the scheduled meeting.

Name / Department:

Daniel Kendall - Facilities

Email:

danielk@bannockcounty.gov

Concern/Issue/Question:

~~Quarterly~~ facilities update

Monthly

Suggested Solution:

Date of meeting being requested:

01/18/2024

How much time will be needed?

5 minutes

List of attendees:

Daniel Kendall, Ashley Ford, and Danny Whitworth



BANNOCK COUNTY COMMISSIONERS
 624 E. Center St., Pocatello, ID 83201
 Phone: (208) 236-7210 • Fax: (208) 232-7363

ERNIE MOSER
 Commissioner
 1st District

JEFF HOUGH
 Commissioner
 2nd District

JOHN CROWDER
 Commissioner
 3rd District

WORK SESSION REQUEST FORM

Work Sessions are held on Thursdays at 9:15 a.m., unless otherwise noticed.

Email this completed form and any supporting documents to agendarequest@bannockcounty.us by noon on Monday prior to the scheduled meeting.

Name/Department:

Shanda Crystal/Chief Procurement Officer

Concern/issue/question:

Request to discuss a procurement update.

Suggested solution?

How much time will be needed for this issue?

5 minutes

What meeting date is requested?

1/18/24

List of attendees:

Please include any supporting documents with your Work Session Request Form.

Commissioner Office Only:

Date: _____ Time: _____

1/18/2024

Bids in progress

8

Active Bids

1

Closed Bids

6

Projects in progress

2

Projects Completed

4

Active	Department	Description	Budget Allocated	Status Update	Procurement Metrics
In Progress	Sheriff	Wet Cells	\$235,000	1/18 draft to dept for review	
In Progress	Commission	Architectural Services for 1 Year	\$	1/17 comments received from dept; 1/12 draft to dept for review	
In Progress	Facilities	Two (2) Boilers	\$350,000 ARPA	1/5 RFP will be on hold until an Engineer is hired; 12/22 Draft RFP sent to dept for review	
In Progress	Public Works	Guardrails	\$200,000 - \$300,000 Estimate	1/17 comments received from dept; 1/11 draft to dept for review; 1/4 Began drafting RFP for as needed guardrail services	
In Progress	Commission	Forensic Pathologist Building Shell	\$	1/11 draft to dept for review; 12/20 draft metal shell solicitation; 10/27 design meeting with LCA	
In Progress	Fairgrounds	Two (2) metal barns	\$200,000 ARPA	Holding ITB until next Fair Board meeting 1/24; 10/31 Draft ITB submitted to evaluation team for review and comment	
In Progress	Emergency Services	Lava Ranches Fuel Reduction Contractor		SICOG managing; 1/10 treatment prescription and permissions to be on land sent out; 12/13 making adjustments to prescription as recommended	
In Progress	Public Works	Engineer Pool		Team is reviewing possibilities for ways to award contract	
Yes	Road & Bridge	Fuel	\$900,000	1/18 issue addendum to ?'s received; 1/15 supplier questions due; 12/19 published ITB	
No*	DV Grant	Family Specialist Services	\$53,250 (over a 3-year period)	12/28 present recommendation to Board; 12/19 received one bid; 12/18 proposals due at 5pm; 12/4 no questions received;	
No	Road & Bridge	Two (2) box spreaders	\$740,000 (Including Kenworth Trucks) ARPA	10/2 procurement approved to piggyback Sourcewell contract # 062222-AEB; 10/2 legal approved piggyback	
No	Road & Bridge	Two (2) 2025 Kenworth T880	\$740,000 (Including Box Spreaders) ARPA	9/21 procurement approved to piggyback Sourcewell contract # 060920-KTC; 9/25 legal approved piggyback	
No	Facilities	Concealed Weapons Detection Courthouse Upgrade	\$210,000	11/14 BOCC cancelled project	
No*	Jail	Detention Center Roof	\$750,000 ARPA	1/19 BOCC award to Contract West Roofing; 9/27 roof complete, installation 5-year warranty received, waiting on manufacturer's 20-year	

* Project in progress

BANNOCK COUNTY COMMISSIONERS

624 E. Center St., Pocatello, ID 83201
Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNE MOSER
Commissioner
1st District

JEFF HOUGH
Commissioner
2nd District

JOHN CROWDER
Commissioner
3rd District

Work Session Request Form

Work Sessions are held on Thursdays at 9:15 AM., unless otherwise noticed Email this completed form and any supporting documents to agendarequest@bannockcounty.us by noon on Monday prior to the scheduled meeting.

Name / Department:

Ryan Belnap / Human Resource Services

Email:

ryanb@bannockcounty.gov

Concern/Issue/Question:

The County seeks to continually improve communication and coordination of the operational response to severe inclement weather situations.

Suggested Solution:

Attached is a plan that clarifies operational steps. This is a recommendation from the Safety Committee.

Date of meeting being requested:

01/18/2024

How much time will be needed?

15 minutes

List of attendees:

Ryan Belnap and Wes Jones

Snow removal responsibilities reside with the Public Works Director for the transportation corridors within Bannock County and the Maintenance and Operations Director for the ingress and egress locations associated with Bannock County Facilities.

Monitoring weather conditions are the responsibility of both Directors to ensure there is adequate time to plan and prepare for inclement weather conditions that may impact County Operations.

Monitoring resources include the following sites for weather conditions:

- <https://forecast.weather.gov/MapClick.php?textField1=42.88&textField2=-112.45#.XrXHjGhKi70>
This is a localized forecast for Pocatello, which will include the wind advisory and weather advisories as they are initiated.
- <https://www.weather.gov/pih/briefing>
This is the NWS Pocatello daily Hazard Briefing that is provided daily by 0500 hours.
- <https://inws.ncep.noaa.gov/>
Customized text messages and e-mail alerts from NWS.

Monitoring is also conducted by the Bannock County Office of Emergency Management (OEM), for tracking purposes of incoming potential and actual incidents within the County. Weather updates are provided to members of the Local Emergency Planning Committee for awareness and preparedness functions as needed. Event monitoring increases activation, notification, and communication for all Public Safety Organizations and the community at large.

Bannock County Sheriff Office patrols will also be monitoring the weather conditions during their tour of duty and reports will be made to dispatch for the Sheriff.

Bannock County OEM maintains direct coordination with the National Weather Service (Pocatello.weather@noaa.gov 208-233-0834) and should be the immediate contact for consultation and coordination of weather impacts and recommendations for short- and long-term efforts for emergency response and recovery efforts.

Snow removal operations will be started by Public Works equipment operators at 0500 hours when there is snow and ice on the County maintained roads.

Maintenance Operations will begin removing snow from the walking paths and putting deice material at 0500 hours.

When snowfall exceeds the capability for County Operations to continue, Public Works Director will contact the OEM Emergency Director to provide an update on the work efforts and request a conference call to be established for recommendations on maintaining efforts or terminate effort.

Conference call will be established with the following:

- Bannock County Office of Emergency Management
- Public Works Director
- Maintenance and Operations Director
- Bannock County Sheriff
- National Weather Service

A recommendation will be based upon a consensus from all participants who participate on the conference call, and the Bannock County Commission will be contacted with the recommendation of continuing work efforts or opting for some facility or operational closures.

Bannock County Commissioners will determine the course of action and implement. It is preferred to have the decision made by 0700 hours to minimize employee impacts and confusion.

The Sheriff will direct issuance of an Alert Sense Notification through Dispatch to all Bannock County Employees, informing them of the decision and actions to implement.

In the event there is a facility closure or operational modification for the work day, Bannock County Public Information Officer will disseminate the decision to local media and post on social media.

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Name / Department:

Braeden Clayson - Commission

Email:

braedenc@bannockcounty.us

Concern/Issue/Question:

Signature on contract with Portneuf Medical Center

Suggested Solution:

Date of meeting being requested:

01/18/2024

How much time will be needed?

5 minutes

List of attendees: