

Board of Crawford County Commissioners

Commissioners' Journal

2015, **EIGHTY-NINTH** MEETING

CRAWFORD COUNTY COURTHOUSE, COMMISSIONERS' BOARD ROOM
Girard, KS **Friday, December 4, 2015, 10:00 AM**

The Crawford County Board of Commissioners met pursuant to Kansas Statutes

Annotated Chapter 19, Article 2, Section 18 in due and regular session with open doors.

Commissioner Carl Wood served as the presiding officer.

Commissioners Tom Moody and Jeff Murphy were in attendance.

County Clerk Don and County Counselor Jim Emerson were seated with the Board.

Chairman Wood led the pledge of allegiance.

UNDER THE HEADING BUSINESS FROM A PREVIOUS MEETING CONSENT AGENDA

On motion (15-352) of Commissioner Moody and the second of Commissioner Murphy that the consent agenda be approved including:

1. Approval of the **December 1, 2015** minutes of the Board of County Commissioners, and
2. Authorizing the Chairman to sign the previous week's vouchers.

Yeas: Commissioners Moody, Wood and Murphy

Nays:

Present but not voting:

Absent or not voting:

The motion prevailed and the consent agenda was approved.

SIGNING OF MOTIONS

The County Clerk presented the following motions for Commissioners' signatures:

Motion 15	348	That the consent agenda be approved including: Approval of the November 24, 2015 minutes
Motion 15	349	To approve the Tax Roll Correction, correcting an error in the assessing of personal property owned by Christopher R & Kristy A Terlip and to request a refund in the amount of \$1,068.24 and to abate this amount from the 2014 tax rolls and authorize the Chairman to sign
Motion 15	350	To approve the November 2015 Clerk's Report
Motion 15	351	To recess this open session and go into a closed executive session for a period of not more than 15 minutes to discuss personnel matters involving Non-Elected Personnel and to include the Board of County Commissioners and County Shop Foreman Greg Hite

Board of Crawford County Commissioners

UNDER THE HEADING NEW BUSINESS

PUBLIC HEARINGS AND OPENING OF ANNOUNCED BIDS CRAWFORD COUNTY BOARD OF HEALTH MESSAGES FROM OTHER GOVERNMENTAL ENTITIES MESSAGES FROM APPOINTED OFFICIALS

Item One: Mr. Joey Adams, Retiring EMS Director, and Mr. Randy Samberg, newly appointed EMS Director, regarding a bid on services from Craw-Kan to update the website for Crawford County EMS. Mr. Adams explained that the website is very old and that he asked Craw-Kan to give them a quote on the cost to update the website. It was discussed that there is a link on the Crawford County website to the EMS website and that there are other charges on the quote for a \$45 monthly maintenance fee and some email accounts. It was discussed that the IT Dept. is very busy with the redevelopment of the county website.

Commissioner Wood asked if Mr. Adams wanted to open the bids for the Sprinter Ambulances at the Commission meeting on Tuesday and it was agreed to. There was also a discussion of the computers that were purchased to link the Zoll Heart Monitor software with the New World software that is being purchased for the 911 system. It was also discussed that the Commissioners should approve a new county credit card for the newly hired Director for the EMS Dept., Randy Sandberg.

On motion (15-353) of Commissioner Wood and the second of Commissioner Moody to approve the Bid for Updating the Crawford County Emergency Medical Services website as provided by Craw-Kan.

Yeas: Commissioners Moody, Wood and Murphy

Nays:

Present but not voting:

Absent or not voting:

The motion prevailed.

On motion (15-354) of Commissioner Wood and the second of Commissioner Moody to authorize a Crawford County Credit Card for Crawford County Emergency Medical Services Director, Randy Sandberg, with a credit card limit of \$2,500 and a second card with a credit card limit of \$500.

Yeas: Commissioners Moody, Wood and Murphy

Nays:

Present but not voting:

Absent or not voting:

The motion prevailed.

Item Two: Mr. Eldon Bedene, Emergency Management Director, regarding the 2015 application for EMPG Grant. Mr. Bedene stated that they had completed the grant application and that it would need to be approved and signed by the Commissioners. There was a discussion of the expenses that are allowed and that are not allowed to be paid by this grant.

Board of Crawford County Commissioners

FY2015 EMPG APPLICATION PACKAGE DOCUMENTATION CHECKLIST:

What to submit when you apply for this year's annual EMPG project:

- 2-page FY15 Application Form, signed (by County EM and Authorized Official [County Commissioner/Administrator/Sheriff])
 - ✦ Be sure to list all EM-related Personnel whose Salary and Benefits expense will be charged to the grant. Do not list all of your other EM-related personnel unless you will charge other general EM expenses (Supplies, Travel, Other) to your EMPG Grant.
 - ✦ Submit a current Position Description for each person listed on your EMPG Application.

- Proposed, estimated annual FY15 Statement of Work for everything you will do for the whole 2015 calendar year. (You will submit updates of your actual work activities in the quarterly reports later on).

- Proposed FY15 Budget form for whole 2015 calendar year (using last year's grant allocation for your estimated allocation for the new grant year).

Notes on Submitting Your EMPG Application Package:

- All of the above forms should be submitted together as a grant application package with this completed checklist on top. We cannot send your county FY15 EMPG grant award letter until your application package is accurate and complete. The completed application packages are due back to KDEM no later than 30 June 2015.
- You may submit the application package electronically (scan your signed forms and send via e-mail), or via fax or regular mail. It is not necessary to use overnight mail or registered mail. Please do not submit via more than one method at a time—for example, some counties will mail us a big envelope and then e-mail the entire package too. Then we have to compare every single page to see if there were any changes, etc.
- All forms containing a signature line must be signed and dated where indicated. FEMA auditors usually say application forms are not valid unless signed.
- The updated FY15 EMPG forms can also be found on our website at: <http://www.kansastag.gov/KDEM.asp?PageID=411>
- If you have any questions, please contact me.

My current contact info:

Bret Rowe, EMPG Coordinator
Kansas Division of Emergency Management
2800 SW Topeka Blvd.
Topeka, KS 66611
e-mail: bret.a.rowe.nfg@mail.mil
desk phone: (785) 274-1405 (with voice mail)
cell: (785) 207-9066
fax: (785) 274-1426

Board of Crawford County Commissioners



APPLICATION FOR **2015** EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) FUNDS Kansas Division of Emergency Management

Please contact Bret Rowe (bret.a.rowe.nfg@mail.mil) at (785) 274-1405 if you have any questions regarding this application.

1. County:	Crawford County Emergency Management
2. EMPG Status:	<input type="checkbox"/> Current EMPG Program Participant <input type="checkbox"/> New EMPG Program Participant

3. Briefly explain why these funds are needed to support the emergency manager/coordinator position:

Crawford County has participated in the EMPG Grant funding in the past, however, those funds were not applied for in the last few years. Crawford County Emergency Management continues to strive to improve the program within the county through education, training, exercises and involving community partners in the planning for emergencies. We believe that by applying for this EMPG Grant we will have additional monies to improve beyond what our budget is capable of financing.

4. Select which description best describes the status of the emergency manager/coordinator:

- Full-time, permanent staff whose primary responsibility is as the emergency manager/coordinator
- Emergency manager/coordinator duties are assigned to full-time staff with other significant duties
- Emergency manager/coordinator is a part-time, or seasonal position, or contracted**
- Emergency manager/coordinator duties are assumed as needed by other staff or elected officials

5. List the name and position title of each staff member whose position is funded through the EMPG Program, used as an EMPG Match, or supports the Emergency Management Program:

List EMPG Program Funded Staff/Support Staff:	Indicate Full-Time or Part-Time:	If Part-Time, indicate number of hours worked per week:
Name: Eldon D. Bedene Position: Emergency Management Director	Part-Time	20 hours
Name: Pamela S. Sanders Position: Administrative Assistant	Part-Time	24 hours
Name: Position:		

Board of Crawford County Commissioners



APPLICATION FOR 2015 EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) FUNDS Kansas Division of Emergency Management

Name:		
Position:		
Name:		
Position:		
Name:		
Position:		

6. Briefly describe the method used to code or track funded staff time spent on emergency management activities charged to the grant and/or used to meet local match requirements:

Daily logs and work plans are kept in the Crawford County Emergency Management office. If a response to an emergency is needed the ICS-214 form will be filled out.

7. Complete the EMPG Initial Annual Work Plan and attach to application.

8. County's Point of Contact:

- Name: Eldon D. Bedene
- Address: 131 E. Prairie, Girard, KS 66743

- Telephone Number: 620-724-7156
- Cellphone Number: 620-724-8274
- Fax Number: 620-724-7158
- Email Address: crcoksem@ckt.net

9. Authorization to Submit Application:

By signature below, We agree to comply with the organization audit requirements of 2 C.F.R. Part 200 (formerly OMB Circular A-133), Audits of States, Local Governments, and Non-Profit Organizations. A copy of these audits must be sent to KDEM thirty (30) days upon receipt. We further agree to comply with the standards put forth in 2 C.F.R. Part 200 (formerly OMB Circular A-87), Cost Principles for State, Local, and Indian Tribal Governments. We agree to comply with the requirements set forth by State Administrative Regulation 56-2-2 and comply with financial and performance reporting for this grant period.

We certify that we will accomplish the projected programs to the best of our ability, will provide the necessary support to accomplish completion and understand and agree that completion of, or progress toward, said projected programs is a condition for participation in the Emergency Management Performance Grant Program and/or other federally assisted programs.

Typed or Printed Name of Emergency Manager/Coordinator <p style="text-align: center;">Eldon D. Bedene</p>	Typed or Printed Name of Authorized Official <p style="text-align: center;">Carl R. Wood</p>
Signature of Emergency Manager/Coordinator 	Signature of Authorized Official
Typed Name of KDEM Deputy Director <p style="text-align: center;">Angee Morgan</p>	Date Submitted (MM/DD/YY) <p style="text-align: center;">November 30, 2015</p>
Signature of KDEM Deputy Director	

Board of Crawford County Commissioners



APPLICATION FOR **2015** EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) FUNDS Kansas Division of Emergency Management

NOTE: Please complete and attach the Proposed Annual Work Plan & Budget forms, and also a current Position Description and updated Training report form for any EMPG-funded personnel listed above. Obtain the signatures of the Emergency Management Director & Authorized official for the signature blocks in the above certification. The Authorized Official is an individual who has been authorized by the governing body of the jurisdiction to apply for, accept, or decline grants on behalf of the jurisdiction or organization.

Crawford County Emergency Management Job Description for Director

DEFINITION

Under the direction of the Crawford County Commission the Emergency Management Director organizes and directs the Emergency Management programs for the county; acts as the community representative on all Emergency Management matters; and coordinates activities of the local Emergency Management Agency with other local, State, Federal, non-profit and private agencies.

DUTIES

- Coordinates the planning, organizing and carrying out of local Emergency Management activities.
- Coordinates the development, maintenance and annual review of the of local emergency operations plan and other plans, as required.
- Coordinates the use of resources, equipment and manpower available within the community.
- Coordinates public information programs to keep all residents of the community informed about emergency management activities.
- Establishes, maintains, and runs an Emergency Operations Center.
- Coordinates a training and exercise program to prepare the Emergency Management organization for emergency operations.
- Attends Emergency Management training courses and workshops.
- Keeps the chief executive(s) and State Emergency Management representative fully informed of all Emergency Management matters.
- Acts as the community representative in dealing with other governmental and private organizations.
- During emergencies; coordinates community resources, reports activities and conditions to State Emergency Management, and requests assistance as needed.
- Coordinates damage assessment activities and promptly reports all damage assessment reports to the State.

SUGGESTED QUALIFICATIONS

- Knowledgeable or certified in NIMS and ICS.
- Ability to deal effectively with local and State governmental officials.
- Knowledgeable of the structure functions, objectives and interrelationships of Federal, State and local governments.
- Ability to evaluate situations and exercise good judgment in making decisions.

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Crawford County Emergency Management Administrative Assistant Job Description

Position Description

This position is responsible for assisting the Emergency Management Director in managing the activities of the Emergency Management Department.

Job Accountabilities

- Primary phone coverage (first to answer all incoming calls)
- Sort and distribute incoming mail and prepare and mail all outgoing mail.
- Oversee all administrative aspects of seminars including registrations, confirmations, certificates, badges & evaluations, preparation and mailing of materials to seminar sight
- Filing of materials in general files area
- Assist with bookkeeping/accounting functions as appropriate.
- Responsible for annual inventory.
- Be familiar with the Emergency Management Director functions so as to enable him/her or to assume the duties in his/her absence.
- May be called upon to assist with special projects and assume responsibility for the development, administration, and promotion of specific projects, as required.
- Perform other duties as assigned.
- Perform Emergency Management duties during an emergency situation.

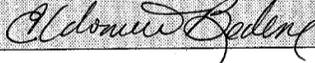
Qualifications

- High School diploma or GED required.
- Must have formal training in office procedures and use of office equipment.
- Must have the ability to communicate accurately and clearly both orally and in writing; pleasant telephone manner.
- Knowledge of computers; specifically, experience in Microsoft Office is preferable.
- Must have superior organizational skills and accuracy.
- Excellent problem solving and people skills also required.
- Must obtain KCEM within two years of employment.

Relationships

The Administrative Assistant is responsible to the Emergency Management Director for all of the duties and responsibilities listed above and for other duties that the Director may assign during the duration of the employment.

Board of Crawford County Commissioners

EMPG 2015 EMERGENCY MANAGEMENT PERFORMANCE GRANT STATEMENT OF WORK AND QUARTERLY PERFORMANCE REPORT			
COUNTY	QUARTER #		
Crawford	First Quarter 2015		
COUNTY COORDINATOR'S NAME	COUNTY COORDINATOR'S SIGNATURE		
Eldon D. Bedene			
ACTIVITY: PROGRAM ADMINISTRATION	PERFORMANCE REPORT COMMENTS		
Complete and submit quarterly EMPG performance report	Completed		
Submit Reimbursement form to KDEM	Completed		
ACTIVITY:	AREA	CORE CAPABILITY	PROGRESS PERFORMANCE COMMENTS
Conduct workshops on County Emergency Operations (CEOP)	All Areas	Planning, Operational Coordination, Threats & Hazards Identification	This is performed during the yearly LEPC meetings. Crawford County LEPC meets monthly and each meeting has an assigned ESF that is reviewed and updated.
Develop/enhance Continuity of Operations (COOP)/Continuity of Government (COG) plans	All Areas	Planning, Operational Coordination, Operational Communications	This is done by each jurisdiction. As of this time there is no county COOP plan, however, we are trying to move forward so that this plan can also be available in KSPanner.

EMPG02

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Area: PREVENTION – PROTECTION – MITIGATION – RESPONSE – RECOVERY

ACTIVITY:	AREA	CORE CAPABILITY	PROGRESS PERFORMANCE COMMENTS
Modify existing incident management and emergency operations procedures	All	Planning, Public Information and Warning, Operational Coordination, Community Resilience	At this time Crawford County is looking to improve their incident management and emergency response by updating and reorganizing the current availability of resources as well as implementing several tabletop exercises in the community.
Conduct a hazard analysis and risk assessment	Mitigation	Risk and Disaster Resilience Assessment, Threats and Hazard Identification, Public Information and Warning	The LEPC works together to identify new hazards and risks within the county.
Develop all-hazards mitigation plans	Mitigation	Planning, Public Info and Warning, Operational Coordination, Community Resilience, Long Term Vulnerability, Risk and Disaster Resilience Assessment, Threat and Hazard Identification	Crawford County updated their mitigation plan and the updated version was adopted by Crawford County on April 22, 2014.
Develop/enhance logistics and resource management plans	All	Planning	Crawford County currently has a resource plan and accountability. This plan and the resources are updated once a year, usually at the beginning of the year.
Develop/enhance large-scale event incident plans	All	Planning	Crawford County has several large events and venues that host large events. These plans are developed by the agency responsible and normally does not involve emergency management. One of the main goals for the following years is to coordinate and communicate to be more involved in those plans.

EMPG02

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Area: PREVENTION – PROTECTION – MITIGATION – RESPONSE – RECOVERY

Board of Crawford County Commissioners

Work with Local Emergency Planning Committee (LEPC)	All	All	Crawford County LEPC works closely with Emergency Management. The LEPC conducts monthly meetings.
Exercise Design IS 139	All	All	Eldon D. Bedene—completed 4-23-2008 Pamela S. Sanders—completed 4-23-2008
ACTIVITY:	AREA	CORE CAPABILITY	PROGRESS PERFORMANCE COMMENTS
Fundamentals of Emergency Management IS 230.a	All	All	Eldon D. Bedene—completed 4-07-2008 Pamela S. Sanders—completed 6-19-2008
Emergency Planning IS 235.a	All	All	Eldon D. Bedene—completed 9-8-2011 Pamela S. Sanders—completed 6-9-2008
Leadership & Influence IS 240.a	All	All	Eldon D. Bedene—completed 9-8-2011 Pamela S. Sanders—completed 10-30-2014
Decision Making IS 241.a	All	All	Eldon D. Bedene—completed 9-8-2011 Pamela S. Sanders—completed 10-30-2014
Effective Communications IS 242.a	All	All	Eldon D. Bedene—completed 9-8-2011 Pamela S. Sanders—completed 8-25-2011

EMPG02

3

Area: PREVENTION – PROTECTION – MITIGATION – RESPONSE – RECOVERY

Developing Volunteers IS 244.a	All	All	Eldon D. Bedene—completed 9-8-2011 Pamela S. Sanders—completed 9-3-2014
Develop/enhance systems to monitor training programs	All	All	Crawford County Emergency Management maintains a control sheet with a book of certificates of all trainings for that department. All other departments are responsible for their own training records. These training records are reflected when they receive their ID card issued by the county with their credentials.
ACTIVITY:	AREA	CORE CAPABILITY	PROGRESS PERFORMANCE COMMENTS
Conduct all hazards emergency management training	All	All	Trainings are conducted throughout the region for Emergency Management. Those trainings if at all possible are attended by the employees of Crawford County Emergency Management.
Attend all hazards emergency management training	All	All	Employees of the Crawford County Emergency Management trains continually as well as all responders in the county.
Introduction to the Incident Command System (ICS) IS 100	All	All	Eldon D. Bedene—completed 10-16-2006 Pamela S. Sanders—completed 09-12-2007
ICS for Single Resources and Initial Action Incidents IS 200	All	All	Eldon D. Bedene—completed 11-6-2006 Pamela S. Sanders—completed 9-12-2007
ICS 300 Intermediate ICS	All	All	Eldon D. Bedene—completed 10-30-2007 Pamela S. Sanders—completed 02-01-2008

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Area: PREVENTION – PROTECTION – MITIGATION – RESPONSE – RECOVERY

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ICS 400 Advanced ICS	All	All	Eldon D. Bedene-----completed 8-14-2008 Pamela S. Sanders-----completed 2-21-2008
National Incident Management System (NIMS), An Introduction IS 700	All	All	Eldon D. Bedene-----completed 10-27-2014 Pamela S. Sanders-----completed 09-12-2007
National Response Framework, An Introduction IS 800	All	All	Eldon D. Bedene-----completed 11-15-2006 Pamela S. Sanders-----completed 9-13-2007
PROGRESS			
ACTIVITY:	AREA	CORE CAPABILITY	PERFORMANCE COMMENTS
Develop a local jurisdiction Multi-Year Training & Exercise Plan (TEP)	All	Planning	This is done yearly at the October or November meeting of the Crawford County LEPC.
Participate in 2 exercises and submit documents to KDEM within 90 days (tabletop, functional or full-scale)	All	All	Crawford County Emergency Management employees participate in several regional exercises throughout the year. However, because we are not currently an EMPG county that paperwork is not turned into KDEM. When we are approved we will be allowed access to the KETS system and be able to submit the proper paperwork.
Brief civic groups and senior citizen on local hazards and family preparedness plans	All	All	Church groups as well as the Ministerial Alliance. All other groups are briefed to department heads at the LEPC meetings and the information is relayed to the individuals.

EMPG02

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Conduct awareness, individual response training, drills in schools	All	All	Currently all the school districts conduct their own training. One of the objectives of Crawford County Emergency Management is to develop and maintain a training schedule for the districts.
PROGRESS			
ACTIVITY:	AREA	CORE CAPABILITY	PERFORMANCE COMMENTS
Arrange for disaster preparedness and response information to be included in utility bills, or as inserts in the local newspaper	All	All	Crawford County does not do inserts, however, we do inform the public via social media; Twitter, FB and have the capabilities to send messages through our electronic billboards throughout the county
Develop/enhance emergency management and operation plans to integrate citizen/volunteer & other non-governmental organization resources and participation	All	All	The Crawford County Emergency Operation Plan was developed through the LEPC and is updated monthly. Our current plan was approved in 2013.
Develop/enhance Citizen Emergency Response Team (CERT)	Response, Protection	All	Currently Crawford County does not have an active CERT team. Unsure if this will be developed and formed in the near future.

EMPG02

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Develop plans, including alerts/warning, crisis communications, sheltering, and re-entry	All	Public Information & Warning, Intelligence & Information Sharing, Operational Communications	Crawford County currently uses New World community emergency notification system known as CivicReady. We also use social media and have the capability of messages through our local radio and TV stations.
ACTIVITY:	AREA	CORE CAPABILITY	PROGRESS PERFORMANCE COMMENTS
Develop/enhance financial and administrative procedures for use before and after	Planning, Mitigation	All	Crawford County plans for disasters, however, most of the budget would not be able to handle a large emergency.
Develop intra-state mutual aid agreements that encourage building partnerships across all levels of government, non-governmental organizations, and private entities	Planning, Mitigation	All	Currently we have some written MOU's, most of them are verbal. However, 2016 we are planning on developing the written MOU's.
Conduct communications equipment drills	All	All	Radio communication drills are conducted weekly and monthly. Equipment is used for special events which is considered "drilling" the equipment.

CORE CAPABILITIES MAY BE FOUND AT: <http://www.fema.gov/pdf/prepared/crosswalk.pdf>

Access Control and Identity Verification, Community Resilience, Critical Transportation, Cyber Security, Economic Recovery, Environmental Response/Health & Safety, Fatality Management Services, Forensics and Attribution, Health and Social Services, Housing, Infrastructure Systems, Intelligence and Information Sharing, Interdiction and Disruption, Long-term Vulnerability Reduction, Mass Care Services, Mass Search and Rescue Operations, Natural and Cultural Resources, On-scene Security and Protection, Operational Communications, Operational Coordination, Physical Protective Measures, Planning, Public and Private Services and Resources, Public Health and Medical Services, Public Information and Warning, Risk and Disaster Resilience Assessment, Risk Management for Protection Programs and Activities, Screening, Search, and Detection, Situational Assessment, Supply Chain Integrity and Security, Threats and Hazard Identification.

EMPG02

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Board of Crawford County Commissioners



State of Kansas
 Adjutant General's Department
 Kansas Division of Emergency Management



Annual Budget for Personnel & Administrative Expenses

Year: 2015

Please list below your county's annual emergency management budget and submit to KDEM

COUNTY: Crawford

COORDINATOR: Eldon D. Bedene

GRANT DOLLARS (PROJECTED EMPG EXPENDITURES)				
PAYROLL				
POSITION TITLE	EMPLOYEE NAME	BASE SALARY	FRINGE BENEFITS	ANNUAL COMPENSATION
EM Director	Eldon Bedene	\$ 7,843.68		\$ 7,843.68
Secretary	Pamela S. Sanders	\$ 797.04		\$ 797.04
Secretary	Tracy Mapes	\$ 2,213.98		\$ 2,213.98
EMPG PAYROLL TOTAL				\$ 10,854.70
NON-PAYROLL				
			TRAVEL	\$ 1,750.00
			OTHER COSTS	\$ 12,495.30
EMPG TOTAL				\$ 25,100.00
COUNTY DOLLARS (PROJECTED NON-EMPG EXPENDITURES)				
PAYROLL				
POSITION TITLE	EMPLOYEE NAME	BASE SALARY	FRINGE BENEFITS	ANNUAL COMPENSATION
EM Director	Eldon Bedene	\$ 7,843.68		\$ 7,843.68
Secretary	Pamela S. Sanders	\$ 797.04		\$ 797.04
Secretary	Tracy Mapes	\$ 2,213.98		\$ 2,213.98
NON-EMPG PAYROLL TOTAL				\$ 10,854.70
NON-PAYROLL				
			TRAVEL	\$ 1,750.00
			OTHER COSTS	\$ 16,295.30
NON-EMPG TOTAL				\$ 28,900.00
EMERGENCY MANAGEMENT TOTAL ANNUAL BUDGET				\$ 54,000.00

I certify that the information contained herein is true and accurate, and that supporting documentation is on file for review.

Commission Chair Carl R Wood 12-4-15

Emergency Manager Signature or Authorized Designee _____ Title _____ Date _____

FMPG04

On motion (15-355) of Commissioner Wood and the second of Commissioner Moody to approve the FY2015 EMPG Application for Emergency Management Operations Funds and Authorize the Chairman to Sign.

Yeas: Commissioners Moody, Wood and Murphy

Nays:

Present but not voting:

Absent or not voting:

Board of Crawford County Commissioners

The motion prevailed.

MESSAGES FROM THE PUBLIC

Item One: Mr. Harvey Newlin, Hall Brothers, with a presentation on new technology for roads. Mr. Newlin gave the Commissioners some information on their products that are applied as a slurry to the roads by their crew as an alternative to chip & seal coating. Mr. Newlin stated that they have used their products in Sedgwick and Dickinson counties in Kansas. There was a discussion of the durability of the road with this coating on the surface. Mr. Newlin showed the Commissioners a lot of pictures of projects and he discussed some of the projects that they have coated over the past 4 years and how those projects are holding up. Mr. Newlin let the Commissioners see some samples of products and he said he would contact them through the county clerk.



Axys® – C2 Hot Weather Formula Mastic Surface Treatment Product Technical Information

DESCRIPTION

Axys® – C2: a mastic surface treatment specifically developed for hot weather use, allows you to pave your asphalt surface or parking area black again. This central plant mixture of cationic asphalt emulsion, fine aggregate, polymers, and catalysts, Axys – C2 dries quickly and returns your pavement to use sooner while protecting your investment.

JOB SITE STORAGE TANKS

If the mix is being delivered in bulk from a central mixing plant a job site storage tank shall be available that has a minimum capacity of the entire transport load. The storage tank shall have an internal full sweep mixing system with the capability of providing a homogenous material representing the mix design at any given location within the tank. Storage tanks should be agitated at least one time per day for fifteen minutes.

SURFACE PREPARATION

- Surface Cleaning
 - Remove loose material, mud spots, sand, dust, oil, vegetation and other other contaminants.
 - When using water to clean pavement, allow cracks and surface to dry thoroughly.
- Protect trees, plants, and other ground cover from damage.
- Prune trees to allow equipment passage underneath.
- Mask off end of streets and intersections to provide straight lines.
- Protect curb, gutter, and sidewalk from spatter, mar, or overcoat.

APPLICATION

- General
 - Two separate application coats are required. The first application must be thoroughly dry and free of any damp areas before the second application begins.
 - Make straight lines along lip of gutters and shoulders. Keep same thickness in these areas. No runoff on these areas will be permitted.
 - Application Rate: Based upon weigh tickets and yield tests.
 - First coat is 0.10 to 0.15 gallons per square yard.
 - Total recommended quantity after second coat is 0.25 gallons per square yard minimum.
 - Adjust according to surface conditions, only after obtaining a review and approval from the project manager.
 - High traffic areas may require a third application to increase durability.
- Placement
 - Application should be even and free of obvious light and heavy areas.
 - Do not reduce application rate along edges or around manhole covers.
 - Make straight lines.
 - Acceptable application methods are: hand sprayer, motorized distributor and squeegees.
 - a. Provide complete and uniform coverage.
 - b. Avoid unsightly appearance from handwork.

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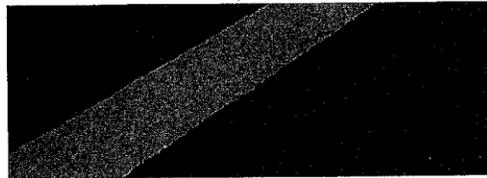


AFTER APPLICATION

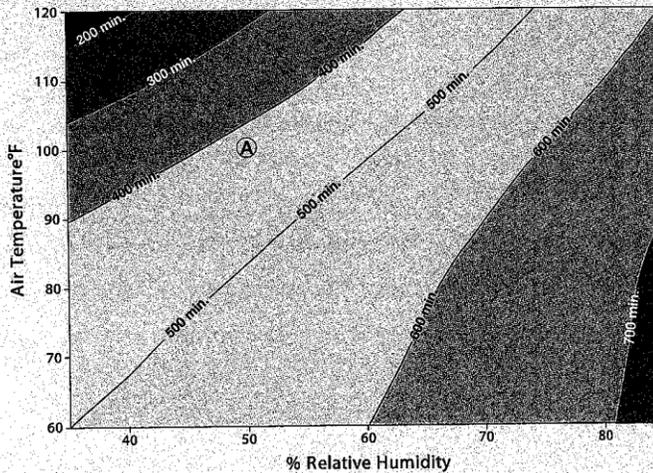
- Protect surface treatment material from traffic until it is dry and is capable of supporting traffic without tracking.
- Do not apply permanent lane markings or paint until final application of material is dried to tack free condition or as required by project manager.

WEATHER LIMITATIONS

- Temperature
 - Apply surface treatment material when pavement and air temperature in the shade is above 60°F and rising.
 - Do not apply surface treatment material when the temperature is projected to be below 32°F within 72 hours prior to or after planned application.
- Moisture and Other Conditions
 - Do not apply surface treatment material during rain, when road surface moisture is present, or during other adverse weather conditions.



Dry Time Axys – C2 vs. Air Temperature °F & % Relative Humidity



Dry Time Correction Factors

Wind MPH	Wind Factor in Drying Time
1	100%
5	30%
10	20%
15	15%
20	10%

Pavement °F above Air Temp °F	Pavement °F Drying Factor
0° F	100%
10° F	75%
20° F	50%
30° F	25%

Chart times should be adjusted for steady wind (mph) and pavement temperature conditions.

Ⓐ example @ 100°F, 50% RH with 5 mph wind and 120°F pavement, then Dry Time Estimate = 400 x 30% x 50% = 60 minutes

Board of Crawford County Commissioners

EMULSIFIED ASPHALT

- Use cationic emulsified asphalt, grades CSS-1, CSS-1H or CSS-1HH in accordance with Table 1.

Criterion	Standard ASTM / AASHTO	Min	Max
Viscosity, Saybolt Furol at 77°F, seconds	D7496/T-59	15	100
Residue by Distillation, percent	D6997/T-59	57	--
Penetration at 77°F, 100 g, 5 seconds (Test on Residue from Distillation)	D5/T-49	15	150
Particle Charge	D7402		Positive
Sieve Test, percent	D6933 / T 59	--	0.1

AGGREGATE

- Use aggregate that is clean and free from organic matter or other detrimental substances.
- Ensure the aggregate meets requirements in Table 2.1 and 2.2.

Criterion	Standard AASHTO	Min	Max
Water Absorption, percent	T 84	--	10
Micro Deval, percent	D7428	--	20

CENTRAL PLANT ADDITIVES

- Polymers, clays, and other additives may be used at the central plant, as necessary, to achieve mix design performance.
- Required minimum polymer content by weight of dry mix shall be 4%.
- The central plant shall use water that is clean, non detrimental, and free from salts and contaminant.
- Contractor shall not dilute mixture in the field with water or any other additive except as approved by the manufacturer.

NOTES

- Perform physical property tests on aggregate before blending into sealer
- Maximum aggregate size should not exceed #8 sieve

Sieve	Standard ASTM	Master Grading Band Limits Percent Passing
No. 8	C136	100
No. 16	C136	75 - 100
No. 30	C136	65 - 100
No. 60	C136	50 - 90
No. 100	C136	45 - 85
No. 200	C117	40 - 80

NOTES

- Perform physical property tests on mineral fines and aggregates that are received before blending into sealer

MIX DESIGN

Test	Standard	Min	Max
	TB 100		
Wet-Track Abrasion Loss (3 day soak), g/m ²	ASTM D3910 (a) Modified	--	80 grams per square meter*
Asphalt content by Ignition Method, percent	AASHTO T 308 Modified	30	--

NOTES

- *Some competing specifications use the term "percent loss by volume"
- Contact your Axys manufacturer for equivalent value

PRODUCTION & FIELD SAMPLE

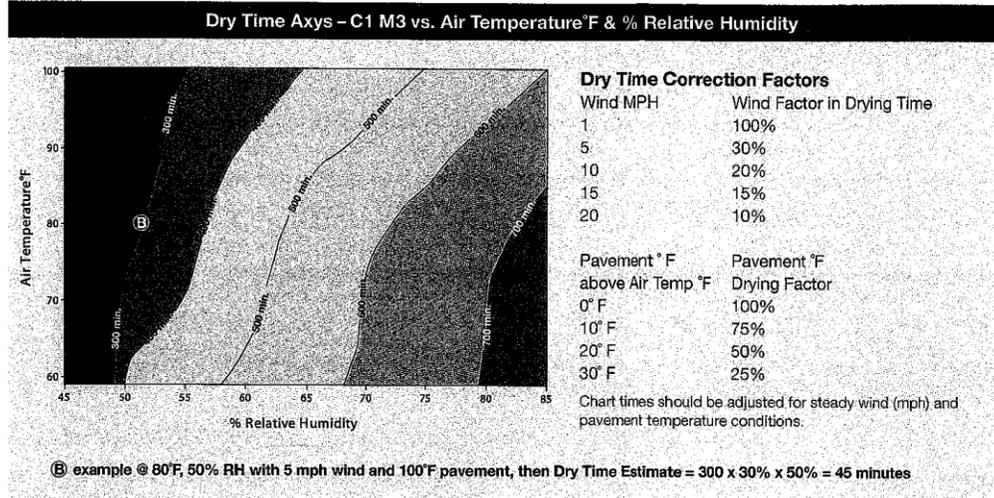
Test	Standard Method ASTM / AASHTO	Min	Max
Solids content by evaporation, percent	D6934 / T-59	44	--
Binder content by Ignition Method, percent	AASHTO T 308 Modified	30	--
Rotational Viscosity @ 20 RPM / RV spindle (cPs) @ 25 C	ASTM D2196	800	4000

invia-tech.com

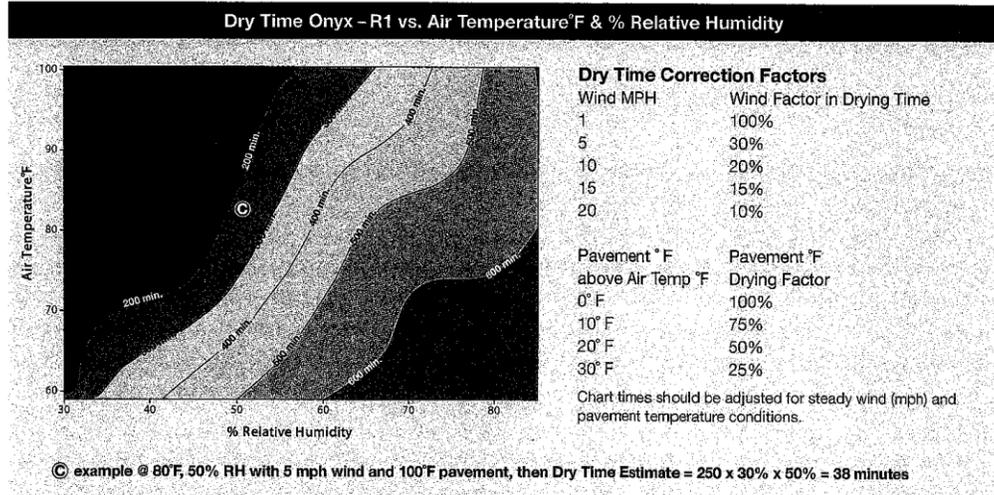


Other Available InVia Mastic Products

Axys®-C1 M3: a rapid drying mastic surface treatment that combines aggregate, polymers, and catalysts intended for use on your asphalt surface or parking area.



Onyx®-R1: a specially formulated frictional mastic surface treatment with high polymer and aggregate content to enhance durability and frictional characteristics. Intended for use on roadway applications.

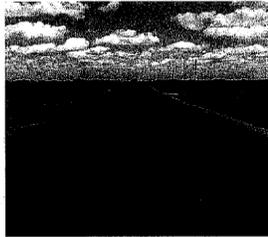


Board of Crawford County Commissioners

Onyx—durable results, faster

Quick and tough, Onyx® frictional mastic surface treatment combines the durability you want from a pavement maintenance application with the frictional characteristics achieved from improving micro texture on the pavement surface.

Onyx is a mixture of asphalt emulsion, increased levels of angular fine aggregates, polymers and catalysts. Onyx is designed to protect your investment, minimize future maintenance treatments and get traffic back on your pavement more quickly.



Why You Should Insist On Onyx:

Speed to Open

Onyx frictional mastic surface treatment has been engineered to develop early strength. Using Onyx minimizes the often unseen cost of downtime with faster application and return to traffic.

Friction

Onyx has been designed with an increased level of high quality fine aggregate material. The design procedure relies on industry standard testing and allows you to feel comfortable with the frictional characteristics of Onyx.

Engineered Toughness

Onyx is a central plant manufactured technology that is applied without dilution. This manufacturing method allows for increased quality control and quality assurance. Additionally, Onyx has significantly higher loadings of unique polymers and catalysts that deliver the long-term performance you demand.

Color

Onyx is consistently black and formulated to reduce ultraviolet damage to the pavement through science. Additionally, the black color of an Onyx surface provides significant contrast to striping for motorists.

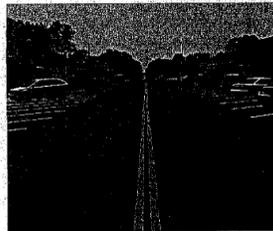
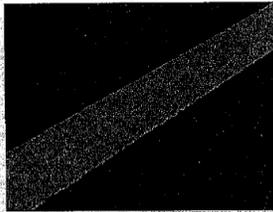


“We at Butler County have been looking for an alternative to chip sealing in high volume traffic areas. Onyx® is an option we are evaluating to help us in that regard.”

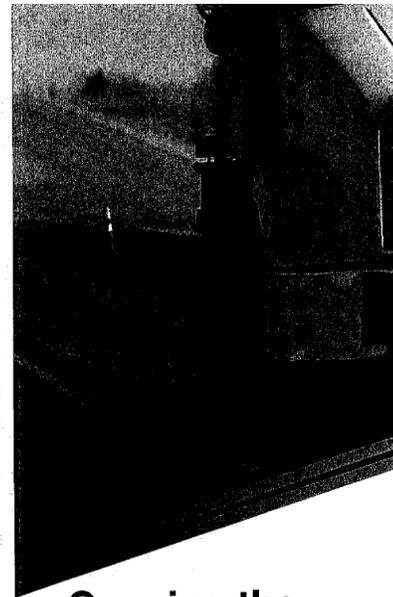
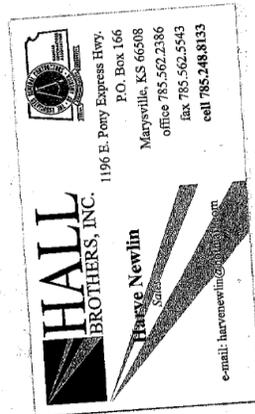
—Mike Craft, Butler Co.

For more information about Onyx contact:

Rob Leuer
 (785) 262-2386 (785) 262-2386
 rle@hallbros.net



Hall Brothers, Inc.
 1196 Pony Express Highway
 Marysville, KS 66508
 785.562.2386
 www.hallbros.net



Opening the road to innovation with Onyx®



Item Two: Mr. Chuck Clinton regarding being able to run dump trucks that are empty across the 11 ton bridge on Quincy Street just east of Pittsburg. Mr. Clinton stated that his truck would weigh less than 11 ton when empty and he felt that he should be able to run across that bridge when his truck is empty. There was a discussion that all the

Board of Crawford County Commissioners

projects going on in Pittsburg are costing more to complete because of the additional miles that these trucks are driving for each of their loads.

Item Three: Mr. Bill Brady, Capitol Strategies, regarding a proposal for services for the 2015 legislative session. Mr. Brady invited the Commissioners to their Welcome Back Reception on January 10, 2016, and there was a discussion of some of the legislative receptions being hosted by the Kansas Association of Counties and SEK, Inc. Mr. Brady also discussed the state budget issues and how their revenues are looking. There was a discussion of some of the issues that will need to be addressed during this session. It was also discussed that the local property tax lid will be addressed but both sides of that issue will be working hard. Commissioner Murphy mentioned that he might have Mr. Brady schedule some times when he could meet with state officials to discuss the increase in value that will be affecting agricultural property. Mr. Brady stated that they could start with their base contract and if the Commissioners want additional services, those could be discussed at the time they are requested. It was decided that Mr. Brady could communicate with Mr. Emerson about a base contract with option for additional services.

Board of Crawford County Commissioners

2016 Kansas Legislative Session Important Dates

Sunday, January 10th

Capitol Strategies Welcome Back Reception

Monday, January 11th

2016 Legislative Session begins

Wednesday, January 13th

Governor's State of the State Address

Monday, January 18th

Martin Luther King, Jr. Day – No Session

Wednesday, February 10th

Last day for bill introductions by members

Friday, February 12th

Last day for non-exempt committee bill introductions

Friday, February 26th

Turn Around Day - Last day for non-exempt bills in house of origin

Monday, February 29th – Tuesday, March 1st

No Session

Friday, March 18th

Last day for bills to be considered by non-exempt committees and meet

Wednesday, March 23rd

Last day for non-exempt bills in either house

Thursday, March 24th – Friday, March 25th

No Session

Friday, April 1st

Drop Dead Day – First Adjournment

Wednesday, April 27th

Veto Session begins

Wednesday, May 11th

Day off

MESSAGES FROM ELECTED OFFICIALS PROCLAMATIONS AND ORDERS OF THE BOARD NEW BUSINESS

Item One: County Clerk Don Pyle regarding the information received from Cliff Sperry on the number of individuals that are being served in Crawford County by organizations that work with individuals with intellectual disabilities. The Commissioners asked Mr. Pyle to get representatives for all of the entities to a Commission meeting to discuss this.

Board of Crawford County Commissioners

Don Pyle

From: Cliff CDDO <cliff.sperry@cddosek.org>
Sent: Monday, November 30, 2015 10:50 AM
To: Don Pyle
Cc: CDDO; Cyndie Howell; Gretchen Andrews; Scott Thompson; John Lair; Leslie Lackamp (leslie.lackamp@mosaicinfo.org); 'sharic@skilonline.com'; Sherry Elkins; darens@skilonline.com; jime@ckt.net
Subject: Emailing: Crawford Co. Service Numbers at 10-31-15
Attachments: Crawford Co. Sevice Numbers at 10-31-15.pdf

Good morning Don,

Attached are the numbers for persons served in Crawford County @ 10/31/15 for CLASS LTD, Mosaic, New Hope , and SKIL, as requested by the commissioners.

If you, or they, have any questions, please let me know.

The CDDO of Southeast Kansas is glad to have been of assistance with this task.

Thank you,

Cliff Sperry
Vice President for Administration and CDDO Operations

"For every problem there is as a solution which is simple, clean...and wrong."

...Henry Louis Mencken
American journalist, satirist, and critic

Your message is ready to be sent with the following file or link attachments:

Crawford Co. Service Numbers at 10-31-15

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

CDDO of SEK - Crawford County
Clients accessing service categories as of 10/31/2015

Provider	Targeted Case Management	Residential and/or Day Services	In-Home Support Services	Totals
CLASS Ltd.	98	45	9	152
Mosaic	49	40	not offered	89
New Hope	85	68	not offered	153
SKIL	not offered	6	1	7

Item Two: County Clerk Don Pyle regarding the cancellation of Unclaimed Accounts Payable Checks. Mr. Pyle presented a list of old checks that need to be cancelled and the funds deposited back into the accounts they were taken from when the check was issued.

Board of Crawford County Commissioners

2015 Unclaimed Accounts Payable					
Date	CK #	Vendor	Amount	Description	Fund
09/30/2013	543601	Chatters	\$ 141.65	Lunch for annual meeting	Tourism & Convention
10/15/2013	543981	Spencer Orschein	\$ 10.00	Jury Duty	District Court
10/15/2013	543992	Michele Beckmann	\$ 10.00	Jury Duty	District Court
10/15/2013	544036	Brian Napier	\$ 10.00	Jury Duty	District Court
10/15/2013	544082	Girard Medical Center	\$ 1,185.25	Medical bills	Jail
11/27/2013	545141	Novartis Vaccines & Diagnostic	\$ 821.20	Medical Supplies	Health
03/14/2014	547402	Bueno Aber	\$ 5.00	Overpayment refund	Ambulance
04/15/2014	548184	KUPJ	\$ 297.50	Medical Billing	Jail
			\$ 2,480.60		

On motion (15-356) of Commissioner Moody and the second of Commissioner Wood to approve the Cancellation of Unclaimed Accounts Payable Checks from 2013 and 2014.

Yeas: Commissioners Moody, Murphy and Wood

Nays:

Present but not voting:

Absent or not voting:

The motion prevailed.

Item Three: Commissioner Moody regarding the possibility of filing a lawsuit to recover lost revenues from Cherokee County due to the lawsuit filed in regards to the award of the state casino contract. Commissioner Wood stated that he would like to see the 1% of revenues that should go to Cherokee County be used to repay Crawford County and Pittsburg for their lost revenues. The Commissioners asked Mr. Emerson to look into the possibility of filing a lawsuit in this case and ask the City of Pittsburg if they would like to join the county in pursuit of this.

UNDER THE HEADING OLD BUSINESS

Item One: County Counselor Jim Emerson regarding some changes to the proposed Personnel Policy. Mr. Emerson stated that he had made some changes after the meeting with elected officials and he would like for the Commissioners to review the changes.

Item Two: Commissioner Murphy regarding the proposed organization of a steering committee for a countywide economic development initiative. The other Commissioners felt that the proposal and the ad for the paper looked good and they told Commissioner Murphy to move forward with this. Commissioner Wood hoped to see individuals that are not already on other groups or committees in the community. Mr. Murphy stated that he would attend city council meetings to discuss and support this proposal.

Item Three: Commissioner Wood asked if there might be a way to halt any other raises in the county until this program is approved. Mr. Emerson stated that he would do some research into this and let Commissioner Wood know what he finds out. It was discussed that it would be good to see how this system works.

Board of Crawford County Commissioners

EXECUTIVE SESSION

Item One: Commissioner Murphy requested an executive session to discuss personnel issues that involve non-elected personnel.

On motion (15-357) of Commissioner Murphy and the second of Commissioner Moody to recess this open session and go into a closed executive session for a period of not more than 5 minutes to discuss personnel matters involving Non-Elected Personnel and to include the Board of County Commissioners and County Counselor Jim Emerson.

Yeas: Commissioners Moody, Wood and Murphy

Nays:

Present but not voting:

Absent or not voting:

The motion prevailed.

The Commissioners went into Executive Session at 12:02 PM and reconvened the Open Session at 12:07 PM with no action taken except to go back into open session.

UNDER THE HEADING FUTURE BUSINESS AND ANNOUNCEMENTS FUTURE BUSINESS:

Item One: December 8, 2015 – 9:00 AM Work Session with Mr. Jim A Harms from EMC Insurance regarding Return-to-Work Program.

ANNOUNCEMENTS:

Item One: December 9, 2015 – 8:00 am Safety Meeting for Road and Bridge Employees at the Crawford County Extension Office.

UNDER THE HEADING MOTION TO ADJOURN MOTION TO ADJOURN

Item One: Adjournment

On the motion of Commissioner Moody and the second of Commissioner Murphy to adjourn the [December 4, 2015](#) meeting of the Board of Crawford County Commissioners at 12:07 PM and to reconvene at the next regularly scheduled time with open doors.

Yeas: Commissioners Moody, Wood and Murphy

Nays:

Present but not voting:

Absent or not voting:

The motion prevailed.

In Testimony whereof, I have hereunto set my hand and caused to be affixed my official seal and submitted these minutes for the approval of the Board of Crawford County Commissioners.

Board of Crawford County Commissioners

Don Pyle

Crawford County Clerk



This submission completed at the Crawford County Courthouse in Girard.

Taken by DPP 12/04/15 at 12:07 PM, Amended by DPP 12/07/2015 at 3:45 PM