

**FILLMORE COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
November 26, 2019**

Fillmore County Courthouse, 101 Fillmore Street – Preston, MN

Mitch Lentz – First District

Larry Hindt – Third District

Randy Dahl – Second District

Duane Bakke – Fourth District

Marc Prestby – Fifth District

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9:00 a.m.     Pledge of Allegiance  
                  Approve agenda

                  Approve Consent Agenda:

1. November 5, 2019 County Board minutes
2. Request approval for Account Technician to attend 2020 MN Association of Assessment Officers (MAAO), Assessment Laws and Procedures with Ethics Workshop.

                  Approve Commissioners' Warrants

                  Review Finance Warrants

9:05 a.m.     Jessica Erickson, Director of Nursing – Public Health

1. Discussion regarding grant funding formula for the Fillmore-Houston Community Health Board

9:15 a.m.     Bobbie Vickerman, Administrator

1. Discussion with possible action regarding AS400 hosting option and bids
2. Consider request to approve AMC Voting Delegates and Policy Committee representatives for Association of Minnesota Counties Annual Meeting December 9-11
3. Discussion with possible action regarding MCIT dividend
4. Consider request to approve Administrator Bobbie Vickerman as Minnesota Counties Intergovernmental Trust voting delegate for the annual meeting that is held during AMC Annual Meeting with Commissioner Duane Bakke as the alternate
5. Consider request to approve the Administrator Position as the Clerk of the Board.
6. Consider request to approve the 2020 Wellness Plan

9:30 a.m.     Citizens Input

9:35 a.m.     John DeGeorge, Sheriff

1. Requesting approval for out of state training travel to Springfield, IL. December 16-20, 2019 for staff to attend Active Integrated Response train the trainer course.
2. Request to purchase 2019 Dodge Charger Base Model All Wheel Drive admin car to replace 2013 Chevy Impala. Purchase price \$24,846 through Enterprise Fleet Management.
3. 2019 Emergency Operations Plan Review and Approval.
4. Review 3 year maintenance contract and invoices with Motorola for years 2017-2019.
5. Request approval to pay Northland Business Systems for Server 2012 upgrade for local dispatch logger in the amount of \$5,480 to be paid from 911 grant funds.
6. Proposed Contract with Tom Weber, Independent Contractor to assist Fillmore County with jail needs study.

FILLMORE COUNTY BOARD OF COMMISSIONERS

November 26, 2019 Meeting Agenda

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**10:00 a.m. Consider closing meeting pursuant to M.S.13D05; Subd.3(b) for Attorney-client privilege regarding appeals for property tax valuations**

Calendar review, Committee Reports and Announcements

**Meetings: (Conference Room 102U, Fillmore County Courthouse unless otherwise indicated)**

|                       |           |                                                                 |            |
|-----------------------|-----------|-----------------------------------------------------------------|------------|
| Thursday, November 28 | All Day   | County Office Closed – Thanksgiving Holiday                     |            |
| Friday, November 29   | All Day   | County Office Closed – Thanksgiving Holiday                     |            |
| Tuesday, December 3   | 3:00 p.m. | Board of Commissioners special meeting, Board room              | <i>All</i> |
|                       | 6:00 p.m. | Truth In Taxation, Board room                                   | <i>All</i> |
| December 9-11         |           | Association of MN Counties (AMC) Annual Conference, Minneapolis |            |
| December 11           |           | NO COUNTY BOARD MEETING                                         |            |

This is a preliminary draft of the November 12, 2019, minutes as interpreted by the Clerk of the Board for use in preparing the official minutes. It is expected that there will be corrections, additions, and/or omissions before the final minutes are reviewed and officially approved by the County Board.

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The Board of County Commissioners of Fillmore County, Minnesota met in regular session this 12<sup>th</sup> day of November, 2019, at 9:00 a.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

The following members were present: Commissioners Duane Bakke, Marc Prestby, Larry Hindt, Randy Dahl and Mitch Lentz. Also present were: Bobbie Vickerman, Coordinator/Clerk; Sheriff John DeGeorge; Lori Affeldt, Finance Director; Andrew Hatzenbihler, Solid Waste Administrator; Ron Gregg, Highway Engineer; Marty Walsh, Economic Development Authority (EDA) Director; Kevin Olson, Social Services Manager; Jessica Erickson, Director of Nursing; Kristina Kohn, Human Resources Officer; Bonita Underbakke; Gretchen Mensink-Lovejoy, Republican Leader and Karen Reisner, Fillmore County Journal.

The Pledge of Allegiance was recited.

On motion by Dahl and seconded by Hindt, the amended agenda was unanimously approved.

On motion by Lentz and seconded by Dahl, the Board unanimously approved the following Consent Agenda:

1. November 5, 2019 County Board Minutes

On motion by Lentz and seconded by Hindt, the Board unanimously approved the Commissioners' Warrants.

The Finance Department warrants were reviewed.

Marty Walsh, Economic Development Authority, presented a high level overview of the completed Fillmore County Housing Study. Walsh explained how the information from this study can be used to benefit the County moving forward. The topic of annexation was discussed as well as options to ensure that the Zoning Department, Economic Development Authority and County Board are all on the same page regarding the current annexation process.

On motion by Dahl and seconded by Bakke, the Board unanimously approved the 2020 CEDA Contract for Economic Development Services in the amount of \$40,481 for 2020.

Drew Hatzenbihler, Sanitation, was present.

On motion by Prestby and seconded by Dahl, the Board unanimously approved to increase the hauler licensing fee from \$75 to \$100.

Kevin Olson, Social Services, was present.

On motion by Dahl and seconded by Lentz, the Board unanimously approved the 2019/2020 foster care transportation agreement between Fillmore County and Lanesboro Schools.

Ron Gregg, Highway Engineer, was present.

On motion by Dahl and seconded by Hindt, the following resolution was unanimously adopted:

**RESOLUTION 2019-046:** Final Payment for Project SAP 023-592-002, Heron Road LRIP Project.

On motion by Prestby and seconded by Hindt, the following resolution was unanimously adopted:

**RESOLUTION 2019-047:** Final Payment for Project SAP 023-599-150, Carrolton Township Bridge replacement project.

The citizens input portion of the meeting was opened and closed at 9:32 a.m.

On motion by Lentz and seconded by Hindt, the following resolution was unanimously adopted:

**RESOLUTION 2019-048:** Bridge Replacement Priority List for Fillmore County Bridges.

Bobbie Vickerman, County Coordinator, reviewed current technology projects.

On motion by Lentz and seconded by Hindt, the Board unanimously approved Cindy Blagsvedt's request to end the contract for Assessor services as of November 30, 2019. The Board thanked Cindy Blagsvedt for her assistance.

Kristina Kohn, Human Resources Officer, was present.

On motion by Hindt and seconded by Lentz, the Board unanimously approved to hire Karla Ambrose as County Assessor at an annual salary of \$81,936.19, Grade 15/Step 6, effective no later than December 9, 2019, the offer includes the ability to telecommute part of week with ability to renew for up to one (1) additional year upon successful evaluation in accordance with policy, as recommended by the Personnel Committee.

On motion by Prestby and seconded by Lentz, the Board unanimously approved the return of Brian Hoff as Property Appraiser at Grade 9/Step 9, \$28.48/hour effective per Board, as recommended by the Personnel Committee.

On motion by Dahl and seconded by Lentz, the Board unanimously approved to advertise for a replacement full-time jailer as requested by the Sheriff and recommended by the Personnel Committee.

On motion by Dahl and seconded by Hindt, the Board unanimously approved the position title change of County Coordinator to County Administrator, along with the Administrator job description that was submitted to David Drown Inc. when the compensation study was completed as recommended by the Personnel Committee.

A review of the calendar was done and the following committee reports and announcements were given:

DAC – Lentz

Safety/EM – Prestby/Hindt reviewed calendar, update on injury/Accident report.

Jessica Erickson, Director of Nursing was present.

On motion by Lentz and seconded by Dahl, the Board unanimously approved to request the Public Health Law Center to give a presentation to the Fillmore-Houston Community Health Board at the Joint Board meeting on Tuesday, November 26.

On motion by Lentz and seconded by Hindt, Chair Bakke adjourned the meeting at 10:04 a.m.

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 11/26/2019      Amount of time requested (minutes): 5  
Dept.: Assessor      Prepared By: Brian Hoff

State item(s) of business with brief analysis. If requesting multiple items, please number each item for clarity. Provide relevant material(s) for documentation. Please note on each item if documentation is needed and attached.

Consent Agenda:

Documentation

(Yes/No):

1. Request approval for lodging, meals & travel expense for Account Tech  
To attend Assessment Laws & Procedures course from January 6-9, 2020.  
Lodging will be Sunday thru Wednesday at a cost of \$81.77/night plus tax.

Yes

## Assessment Laws and Procedures with Ethics (ALP)

Monday, January 6 - Thursday, January 9, 2020

8:00 am - 5:00 pm

Ramsey County Plato Building, 90 Plato Blvd. W., St. Paul, MN 55107

**Registration will close at 8:00 a.m. on Monday, December 30th, 2019.**

Regular Agenda:

Documentation

(Yes/No):

- 1.

All requests for County Board agenda must be in the Coordinator's office **No later than noon Thursday prior to the Board date.** Items received after this time **will** not be placed on the Board agenda. All requests should be sent to: [bvickerman@co.fillmore.mn.us](mailto:bvickerman@co.fillmore.mn.us); [koman@co.fillmore.mn.us](mailto:koman@co.fillmore.mn.us); and [kruesink@co.fillmore.mn.us](mailto:kruesink@co.fillmore.mn.us)

## Buenger, Sheila

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**From:** Pierce, Kayla  
**Sent:** Monday, November 18, 2019 8:33 AM  
**To:** Buenger, Sheila  
**Subject:** FW: Assessment Laws and Procedures with Ethics - January 2020 Form Submitted

Kayla Pierce  
Fillmore County Land Records  
507-765-2670

**From:** [maao@memberclicks-mail.net](mailto:maao@memberclicks-mail.net) <[maao@memberclicks-mail.net](mailto:maao@memberclicks-mail.net)>  
**Sent:** Friday, November 8, 2019 11:38 AM  
**To:** Pierce, Kayla <[kpierce@co.fillmore.mn.us](mailto:kpierce@co.fillmore.mn.us)>  
**Subject:** Assessment Laws and Procedures with Ethics - January 2020 Form Submitted



Thank you for registering for **Assessment Laws and Procedures with Ethics** scheduled for January 6-9, 2020 at the Ramsey County Plato Building, 90 Plato Blvd. West, St. Paul, MN. Your registration was received on 11/08/2019 12:38:21.

**Note: This class will be a 4-day format. The exam will be Thursday afternoon.**

**Course Summary:**

**Date:** January 6 - 9, 2020 (4 day format)

**Instructors:** Minnesota Department of Revenue

**Prerequisite:** Six months of work experience recommended

**Textbook:** None

**Requirements:** Calculator

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**Registrant:** KAYLA PIERCE

**Title:** ACCOUNT TECHNICIAN

**Primary Employer:** FILLMORE COUNTY ASSESSOR OFFICE

**Email:** [kpierce@co.fillmore.mn.us](mailto:kpierce@co.fillmore.mn.us)

**Phone:** 507-765-3868

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**Registration:** \$400.00

**Receipt Total:** \$400.00

**Payment Method:** Credit Card

**Last 4 digits of credit card:** 8955

**Receipt ID:** 14057057



**MICROTEL INN & SUITES BY  
WYNDHAM INVER GROVE HGTS**  
5681 BISHOP AVE  
INVER GROVE HEIGHTS, MN 55076 US  
Phone: (651) 552-0555  
Fax: (651) 554-4880  
Email: microigh@aol.com  
Printed: 11/18/2019 12:05:30 PM

**Confirmation**

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Name: PIERCE, KAYLA  
Address: 401 HILLSIDE DRIVE  
PRESTON, MN 55965 US

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Date: Monday, November 18, 2019

Dear KAYLA PIERCE,

Thank you for choosing the MICROTEL INN & SUITES BY WYNDHAM INVER GROVE HGTS for your next stay. The following is the confirmation information that you requested.

**Confirmation Number:** 85497EC016089  
**Account Number:** 238-631356

**Level:**  
**Arrival Date:** Sunday, January 5, 2020  
**Departure Date:** Thursday, January 9, 2020  
**Number Of Nights:** 4  
**Room Type Requested:** NQ1, 1Q/NS/M/F/CMKR/HRDYR/IRN&B  
**Rate Plan Requested:** SPT -  
**GTD/CXL Policy:** CC/6PM  
**Room Rate:**

|                                 |                                 |
|---------------------------------|---------------------------------|
| 1/5/2020 (Sun) - 1/5/2020 (Sun) | \$80.71 + \$7.36 Tax per night. |
| 1/6/2020 (Mon) - 1/6/2020 (Mon) | \$84.96 + \$7.75 Tax per night. |
| 1/7/2020 (Tue) - 1/8/2020 (Wed) | \$80.71 + \$7.36 Tax per night. |

**Special Requests:**

**Total Estimated Stay Amount: \$327.09 + Tax**

We hope that you enjoy your stay at the MICROTEL INN & SUITES BY WYNDHAM INVER GROVE HGTS and look forward to seeing you again.

Thank You,

**The Management of MICROTEL INN & SUITES BY WYNDHAM INVER GROVE HGTS**

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11/21/19 3:32PM  
1 County Revenue Fund

# \*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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|    | Vendor      | Name                                    | Rpt  |          | Warrant Description            | Invoice #     | Account/Formula Descripti     | 1099 |
|----|-------------|-----------------------------------------|------|----------|--------------------------------|---------------|-------------------------------|------|
|    | No.         | Account/Formula                         | Accr | Amount   | Service Dates                  | Paid On Bhf # | On Behalf of Name             |      |
| 3  | DEPT        |                                         |      |          | Board Of Commissioners         |               |                               |      |
|    | 82132       | Fillmore Co Journal, Sethre Media Group |      |          |                                |               |                               |      |
|    |             | 01-003-000-0000-6233                    |      | 7.75     | 10/22/19 Board Mtg Minutes     | 104811        | Publications                  | N    |
|    |             |                                         |      |          | 11/11/2019 11/11/2019          |               |                               |      |
|    |             | 01-003-000-0000-6233                    |      | 4.50     | 11/05/2019 Board Mtg Minutes   | 104816        | Publications                  | N    |
|    |             |                                         |      |          | 11/18/2019 11/18/2019          |               |                               |      |
|    | 82132       | Fillmore Co Journal, Sethre Media Group |      | 12.25    | 2 Transactions                 |               |                               |      |
|    | 6732        | Hindt/Lawrence E                        |      |          |                                |               |                               |      |
|    |             | 01-003-000-0000-6335                    |      | 78.40    | October 2019 Mileage           |               | Employee Automobile Allowance | N    |
|    |             |                                         |      |          | 09/10/2019 10/29/2019          |               |                               |      |
|    | 6732        | Hindt/Lawrence E                        |      | 78.40    | 1 Transactions                 |               |                               |      |
|    | 83550       | Kelly Printing & Signs LLC              |      |          |                                |               |                               |      |
|    |             | 01-003-000-0000-6233                    |      | 26.00    | Business Cards - LH            | 35046         | Publications                  | N    |
|    |             |                                         |      |          | 11/06/2019 11/06/2019          |               |                               |      |
|    | 83550       | Kelly Printing & Signs LLC              |      | 26.00    | 1 Transactions                 |               |                               |      |
| 3  | DEPT Total: |                                         |      | 116.65   | Board Of Commissioners         | 3 Vendors     | 4 Transactions                |      |
| 11 | DEPT        |                                         |      |          | District Court                 |               |                               |      |
|    | 4145        | Luhmann Law, LLC                        |      |          |                                |               |                               |      |
|    |             | 01-011-000-0000-6261                    |      | 270.00   | Crt Appt Attorney - Child Supp | 10597         | Court Appointed Attorneys     | Y    |
|    |             |                                         |      |          | 11/14/2019 11/14/2019          |               |                               |      |
|    | 4145        | Luhmann Law, LLC                        |      | 270.00   | 1 Transactions                 |               |                               |      |
| 11 | DEPT Total: |                                         |      | 270.00   | District Court                 | 1 Vendors     | 1 Transactions                |      |
| 14 | DEPT        |                                         |      |          | Law Library                    |               |                               |      |
|    | 437         | Thomson Reuters-West Payment Center     |      |          |                                |               |                               |      |
|    |             | 01-014-000-0000-6451                    |      | 365.50   | October 2019 West Info Charges | 841232031     | Reference Materials           | N    |
|    |             |                                         |      |          | 10/01/2019 10/31/2019          |               |                               |      |
|    |             | 01-014-000-0000-6451                    |      | 2,202.55 | MN PR Supp,West Library Sub    | 841313564     | Reference Materials           | N    |
|    |             |                                         |      |          | 10/05/2019 11/04/2019          |               |                               |      |
|    | 437         | Thomson Reuters-West Payment Center     |      | 2,568.05 | 2 Transactions                 |               |                               |      |
| 14 | DEPT Total: |                                         |      | 2,568.05 | Law Library                    | 1 Vendors     | 2 Transactions                |      |



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|----|-------------|-----------------------------|------|--------|---------------------------------|---------------|-------------------------------|------|
|    | No.         | Account/Formula             | Accr | Amount | Service Dates                   | Paid On Bhf # | On Behalf of Name             |      |
| 34 | DEPT        |                             |      |        | Policy Coordinator              |               |                               |      |
|    | 83550       | Kelly Printing & Signs LLC  |      | 26.00  | Business Cards - KK             | 34924         | Stationary And Forms          | N    |
|    |             | 01-034-000-0000-6402        |      |        | 10/09/2019 10/09/2019           |               |                               |      |
|    | 83550       | Kelly Printing & Signs LLC  |      | 26.00  | 1 Transactions                  |               |                               |      |
| 34 | DEPT Total: |                             |      | 26.00  | Policy Coordinator              | 1 Vendors     | 1 Transactions                |      |
| 41 | DEPT        |                             |      |        | Auditor/Treasurer               |               |                               |      |
|    | 6749        | Apenhorst/Karen             |      | 139.78 | Mileage - Post Office, Training |               | Employee Automobile Allowance | N    |
|    |             | 01-041-000-0000-6335        |      |        | 09/30/2019 11/12/2019           |               |                               |      |
|    | 6749        | Apenhorst/Karen             |      | 139.78 | 1 Transactions                  |               |                               |      |
|    | 6770        | Service Express, Inc        |      | 607.00 | I Series CACHE Battery Install  | 977522        | Software Expenses             | N    |
|    |             | 01-041-000-0000-6637        |      |        | 11/15/2019 11/15/2019           |               |                               |      |
|    | 6770        | Service Express, Inc        |      | 607.00 | 1 Transactions                  |               |                               |      |
| 41 | DEPT Total: |                             |      | 746.78 | Auditor/Treasurer               | 2 Vendors     | 2 Transactions                |      |
| 60 | DEPT        |                             |      |        | Information Systems             |               |                               |      |
|    | 5874        | Jaguar Communications, Inc. |      | 227.90 | October 2019 Locates            | 171883        | Professional Fees             | N    |
|    |             | 01-060-000-0000-6285        |      |        | 10/01/2019 10/31/2019           |               |                               |      |
|    | 5874        | Jaguar Communications, Inc. |      | 227.90 | 1 Transactions                  |               |                               |      |
| 60 | DEPT Total: |                             |      | 227.90 | Information Systems             | 1 Vendors     | 1 Transactions                |      |
| 91 | DEPT        |                             |      |        | County Attorney                 |               |                               |      |
|    | 5358        | Hammell/Melissa             |      | 111.36 | Mankato Tobacco Conf Mileage    |               | Employee Automobile Allowance | N    |
|    |             | 01-091-000-0000-6335        |      |        | 11/12/2019 11/12/2019           |               |                               |      |
|    |             | 01-091-000-0000-6335        |      | 58.00  | Rochester Cornerhouse Mtg Mile  |               | Employee Automobile Allowance | N    |
|    |             |                             |      |        | 11/15/2019 11/15/2019           |               |                               |      |
|    | 5358        | Hammell/Melissa             |      | 169.36 | 2 Transactions                  |               |                               |      |
|    | 3501        | Stanton/Marla               |      |        |                                 |               |                               |      |

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1 County Revenue Fund

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|--------|----------------------------|--------|------------------------------|---------------|----------------------------------|------|
| No.    | Account/Formula            | Accr   | Service Dates                | Paid On Bhf # | On Behalf of Name                |      |
|        | 01-091-000-0000-6335       |        | Mankato Tobacco Conf Mileage |               | Employee Automobile Allowance    | N    |
|        |                            |        | 10/30/2019 10/30/2019        |               |                                  |      |
| 3501   | Stanton/Marla              |        | 1 Transactions               |               |                                  |      |
| 91     | DEPT Total:                | 308.56 | County Attorney              | 2 Vendors     | 3 Transactions                   |      |
| 100    | DEPT                       |        | County Recorder Equipment    |               |                                  |      |
| 7213   | Metro Sales, Inc           |        |                              |               |                                  |      |
|        | 01-100-000-0000-6310       | 159.05 | Qtr Large Format Copier Use  | INV1464963    | Contract Repairs And Maintenance | N    |
|        |                            |        | 11/05/2019 02/04/2020        |               |                                  |      |
| 7213   | Metro Sales, Inc           | 159.05 | 1 Transactions               |               |                                  |      |
| 5200   | Red Wing Software          |        |                              |               |                                  |      |
|        | 01-100-000-0000-6637       | 739.00 | Renew Annual Maint Agreement | A161493       | Software Expenses                | N    |
|        |                            |        | 01/01/2020 12/31/2020        |               |                                  |      |
| 5200   | Red Wing Software          | 739.00 | 1 Transactions               |               |                                  |      |
| 100    | DEPT Total:                | 898.05 | County Recorder Equipment    | 2 Vendors     | 2 Transactions                   |      |
| 102    | DEPT                       |        | Surveyor                     |               |                                  |      |
| 2223   | Brand/Jeffrey R            |        |                              |               |                                  |      |
|        | 01-102-000-0000-6242       | 270.00 | MSPS 2020 Membership Dues    |               | Membership Dues                  | N    |
|        |                            |        | 11/06/2019 11/06/2019        |               |                                  |      |
| 2223   | Brand/Jeffrey R            | 270.00 | 1 Transactions               |               |                                  |      |
| 106    | Fillmore Co Treasurer      |        |                              |               |                                  |      |
|        | 01-102-000-0000-6561       | 63.24  | October Gas - Surveyor       |               | Gasoline Diesel And Other Fuels  | N    |
|        |                            |        | 10/08/2019 10/08/2019        |               |                                  |      |
| 106    | Fillmore Co Treasurer      | 63.24  | 1 Transactions               |               |                                  |      |
| 102    | DEPT Total:                | 333.24 | Surveyor                     | 2 Vendors     | 2 Transactions                   |      |
| 106    | DEPT                       |        | Unallocated Recording Fee    |               |                                  |      |
| 4781   | Pro-West & Associates, Inc |        |                              |               |                                  |      |
|        | 01-106-000-0000-6637       | 109.07 | GIS Support                  | 003760        | Software Expenses                | N    |
|        |                            |        | 09/29/2019 11/02/2019        |               |                                  |      |
| 4781   | Pro-West & Associates, Inc | 109.07 | 1 Transactions               |               |                                  |      |

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1 County Revenue Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor | Name                     | Rpt      | Warrant Description            | Invoice #      | Account/Formula Descripti          | 1099 |
|--------|--------------------------|----------|--------------------------------|----------------|------------------------------------|------|
| No.    | Account/Formula          | Accr     | Service Dates                  | Paid On Bhf #  | On Behalf of Name                  |      |
| 106    | DEPT Total:              |          | Unallocated Recording Fee      | 1 Vendors      | 1 Transactions                     |      |
| 111    | DEPT                     |          | Facilities Mtce                |                |                                    |      |
| 4928   | 1 Source                 |          |                                |                |                                    |      |
|        | 01-111-000-0000-6411     | 636.99   | Crthse,FCOB,Hwy, Jail Supplies | 248424-0       | Custodial Supplies                 | Y    |
|        |                          |          | 11/08/2019 11/08/2019          |                |                                    |      |
|        | 01-111-000-0000-6411     | 796.30   | Crthse, FCOB,Hwy,Jail Supplies | 248531-0       | Custodial Supplies                 | Y    |
|        |                          |          | 11/12/2019 11/12/2019          |                |                                    |      |
| 4928   | 1 Source                 | 1,433.29 |                                | 2 Transactions |                                    |      |
| 9      | AmeriPride Services, Inc |          |                                |                |                                    |      |
|        | 01-111-000-0000-6377     | 48.90    | Dust Mop Supplies              | 2801099277     | Fees And Service Charges           | N    |
|        |                          |          | 11/20/2019 11/20/2019          |                |                                    |      |
| 9      | AmeriPride Services, Inc | 48.90    |                                | 1 Transactions |                                    |      |
| 7183   | CCP Industries,Inc       |          |                                |                |                                    |      |
|        | 01-111-000-0000-6411     | 298.48   | Hand Soap for Dispensers       | IN02424123     | Custodial Supplies                 | N    |
|        |                          |          | 11/09/2019 11/09/2019          |                |                                    |      |
| 7183   | CCP Industries,Inc       | 298.48   |                                | 1 Transactions |                                    |      |
| 3370   | Haakenson Electric, Inc  |          |                                |                |                                    |      |
|        | 01-111-000-0000-6317     | 107.46   | Ballast & Receptacle -Courthse | 4878           | Building Maintenance               | N    |
|        |                          |          | 09/16/2019 09/16/2019          |                |                                    |      |
|        | 01-111-000-0000-6317     | 55.00    | Ballast - Courthouse Office    | 4887           | Building Maintenance               | N    |
|        |                          |          | 09/23/2019 09/23/2019          |                |                                    |      |
|        | 01-111-000-0000-6317     | 56.00    | Light Switch - Courthouse      | 4926           | Building Maintenance               | N    |
|        |                          |          | 10/19/2019 10/19/2019          |                |                                    |      |
| 3370   | Haakenson Electric, Inc  | 218.46   |                                | 3 Transactions |                                    |      |
| 5988   | Preston Auto Parts       |          |                                |                |                                    |      |
|        | 01-111-000-0000-6580     | 89.97    | Broom, Shovel, Caulking        | 609115         | Other Repair And Maintenance Suppl | N    |
|        |                          |          | 11/15/2019 11/15/2019          |                |                                    |      |
| 5988   | Preston Auto Parts       | 89.97    |                                | 1 Transactions |                                    |      |
| 3448   | Reliable Pest Management |          |                                |                |                                    |      |
|        | 01-111-000-0000-6377     | 45.00    | FCOB Rodent Control            | 8099           | Fees And Service Charges           | Y    |
|        |                          |          | 10/16/2019 10/16/2019          |                |                                    |      |
| 3448   | Reliable Pest Management | 45.00    |                                | 1 Transactions |                                    |      |

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# \*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor | Name                                     | Rpt  |          | Warrant Description            | Invoice #     | Account/Formula Descripti     | 1099 |
|--------|------------------------------------------|------|----------|--------------------------------|---------------|-------------------------------|------|
| No.    | Account/Formula                          | Accr | Amount   | Service Dates                  | Paid On Bhf # | On Behalf of Name             |      |
| 26012  | Schultz/Terry                            |      |          |                                |               |                               |      |
|        | 01-111-000-0000-6335                     |      | 62.64    | November 2019 Mileage          |               | Employee Automobile Allowance | N    |
|        |                                          |      |          | 10/25/2019 11/20/2019          |               |                               |      |
| 26012  | Schultz/Terry                            |      | 62.64    | 1 Transactions                 |               |                               |      |
| 3511   | State Industrial Products-State Chemical |      |          |                                |               |                               |      |
|        | 01-111-000-0000-6411                     |      | 141.50   | Restroom Fragrance Pak         | 901245254     | Custodial Supplies            | N    |
|        |                                          |      |          | 11/05/2019 11/05/2019          |               |                               |      |
| 3511   | State Industrial Products-State Chemical |      | 141.50   | 1 Transactions                 |               |                               |      |
| 111    | DEPT Total:                              |      | 2,338.24 | Facilites Mtce                 | 8 Vendors     | 11 Transactions               |      |
| 149    | DEPT                                     |      |          | Other General Government       |               |                               |      |
| 4928   | 1 Source                                 |      |          |                                |               |                               |      |
|        | 01-149-000-0000-6408                     |      | 651.83   | County Supplies - Calendars    | 247131-0      | County Shared Office Supplies | Y    |
|        |                                          |      |          | 10/21/2019 10/21/2019          |               |                               |      |
|        | 01-149-000-0000-6408                     |      | 74.29    | County Supplies - Calendars    | 247131-1      | County Shared Office Supplies | Y    |
|        |                                          |      |          | 10/21/2019 10/21/2019          |               |                               |      |
|        | 01-149-000-0000-6408                     |      | 23.57    | County Supplies - Calendars    | 248166-0      | County Shared Office Supplies | Y    |
|        |                                          |      |          | 11/04/2019 11/04/2019          |               |                               |      |
|        | 01-149-000-0000-6408                     |      | 577.10   | County Supplies - Misc         | 248422-0      | County Shared Office Supplies | Y    |
|        |                                          |      |          | 11/08/2019 11/08/2019          |               |                               |      |
|        | 01-149-000-0000-6408                     |      | 23.57-   | Credit Memo - Calendars        | C 248158-0    | County Shared Office Supplies | Y    |
|        |                                          |      |          | 11/04/2019 11/04/2019          |               |                               |      |
| 4928   | 1 Source                                 |      | 1,303.22 | 5 Transactions                 |               |                               |      |
| 5826   | Culligan Water Conditioning              |      |          |                                |               |                               |      |
|        | 01-149-000-0000-6372                     |      | 162.01   | Jail Install System & Water    | 938728        | Wellness Grant Expenses       | N    |
|        |                                          |      |          | 09/30/2019 10/31/2019          |               |                               |      |
| 5826   | Culligan Water Conditioning              |      | 162.01   | 1 Transactions                 |               |                               |      |
| 2574   | Mulhern/Jennifer                         |      |          |                                |               |                               |      |
|        | 01-149-000-0000-6372                     |      | 214.10   | Chair Massages -Wellness Grant |               | Wellness Grant Expenses       | N    |
|        |                                          |      |          | 11/08/2019 11/08/2019          |               |                               |      |
| 2574   | Mulhern/Jennifer                         |      | 214.10   | 1 Transactions                 |               |                               |      |
| 149    | DEPT Total:                              |      | 1,679.33 | Other General Government       | 3 Vendors     | 7 Transactions                |      |

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| Vendor | Name                          | Rpt  | Warrant Description | Invoice #                      | Account/Formula Descripti | 1099                               |
|--------|-------------------------------|------|---------------------|--------------------------------|---------------------------|------------------------------------|
| No.    | Account/Formula               | Accr | Amount              | Service Dates                  | Paid On Bhf #             | On Behalf of Name                  |
| 202    | DEPT                          |      | Sheriff             |                                |                           |                                    |
| 2492   | Chatfield Body Shop Inc       |      |                     |                                |                           |                                    |
|        | 01-202-000-0000-6311          |      | 252.00              | 2016 Ram 1500 Service Repairs  | 5865                      | Miscellaneous Repairs And Maintena |
|        |                               |      |                     | 10/14/2019 10/14/2019          |                           |                                    |
| 2492   | Chatfield Body Shop Inc       |      | 252.00              | 1 Transactions                 |                           |                                    |
| 82133  | Fillmore Co Auditor-Treasurer |      |                     |                                |                           |                                    |
|        | 01-202-000-0000-6561          |      | 2,432.61            | September 2019 Sheriff Fuel    |                           | Gasoline Diesel And Other Fuels    |
|        |                               |      |                     | 09/01/2019 09/30/2019          |                           |                                    |
| 82133  | Fillmore Co Auditor-Treasurer |      | 2,432.61            | 1 Transactions                 |                           |                                    |
| 3500   | Severson Oil Company          |      |                     |                                |                           |                                    |
|        | 01-202-000-0000-6561          |      | 289.62              | October 2019 Sheriff Gas       |                           | Gasoline Diesel And Other Fuels    |
|        |                               |      |                     | 10/02/2019 10/24/2019          |                           |                                    |
| 3500   | Severson Oil Company          |      | 289.62              | 1 Transactions                 |                           |                                    |
| 4998   | SOUTHLAND AUTO                |      |                     |                                |                           |                                    |
|        | 01-202-000-0000-6311          |      | 38.54               | 2018 Explorer #2317 Squad Serv | 2119                      | Miscellaneous Repairs And Maintena |
|        |                               |      |                     | 10/31/2019 10/31/2019          |                           |                                    |
| 4998   | SOUTHLAND AUTO                |      | 38.54               | 1 Transactions                 |                           |                                    |
| 3551   | US AutoForce                  |      |                     |                                |                           |                                    |
|        | 01-202-000-0000-6650          |      | 540.00              | New Squad Tires                | 6660974                   | Vehicles Purchased                 |
|        |                               |      |                     | 11/07/2019 11/07/2019          |                           |                                    |
| 3551   | US AutoForce                  |      | 540.00              | 1 Transactions                 |                           |                                    |
| 202    | DEPT Total:                   |      | 3,552.77            | Sheriff                        | 5 Vendors                 | 5 Transactions                     |
| 205    | DEPT                          |      |                     | Sheriff Contingent Funds       |                           |                                    |
| 4998   | SOUTHLAND AUTO                |      |                     |                                |                           |                                    |
|        | 01-205-000-0000-6382          |      | 150.00              | Tow Forfeiture Vehicle         | 1150                      | Vehicle Forfeiture Exp Ms169A.63   |
|        |                               |      |                     | 11/07/2019 11/07/2019          |                           |                                    |
| 4998   | SOUTHLAND AUTO                |      | 150.00              | 1 Transactions                 |                           |                                    |
| 205    | DEPT Total:                   |      | 150.00              | Sheriff Contingent Funds       | 1 Vendors                 | 1 Transactions                     |
| 251    | DEPT                          |      |                     | County Jail                    |                           |                                    |
| 9      | AmeriPride Services, Inc      |      |                     |                                |                           |                                    |

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| Vendor | Name                     | Rpt       | Warrant Description          | Invoice #     | Account/Formula Descripti        | 1099 |
|--------|--------------------------|-----------|------------------------------|---------------|----------------------------------|------|
| No.    | Account/Formula          | Accr      | Service Dates                | Paid On Bhf # | On Behalf of Name                |      |
|        | 01-251-000-0000-6377     |           | Jail Laundry                 | 2801096585    | Fees And Service Charges         | N    |
|        |                          |           | 11/13/2019 11/13/2019        |               |                                  |      |
| 9      | AmeriPride Services, Inc |           | 1 Transactions               |               |                                  |      |
|        |                          | 91.29     |                              |               |                                  |      |
| 4899   | HEALTHDIRECT #119        |           |                              |               |                                  |      |
|        | 01-251-000-0000-6431     |           | Inmate Meds                  | 56459         | Drugs And Medicine               | N    |
|        |                          | 1,415.96  | 09/10/2019 10/31/2019        |               |                                  |      |
| 4899   | HEALTHDIRECT #119        |           | 1 Transactions               |               |                                  |      |
|        |                          | 1,415.96  |                              |               |                                  |      |
| 4120   | Olmsted County           |           |                              |               |                                  |      |
|        | 01-251-000-0000-6384     |           | Out of Co Board of Prisoners | SHER-130639   | Out Of County Board Of Prisoners | N    |
|        |                          | 1,092.50  | 10/04/2019 10/23/2019        |               |                                  |      |
| 4120   | Olmsted County           |           | 1 Transactions               |               |                                  |      |
|        |                          | 1,092.50  |                              |               |                                  |      |
| 251    | DEPT Total:              |           | County Jail                  | 3 Vendors     | 3 Transactions                   |      |
|        |                          | 2,599.75  |                              |               |                                  |      |
| 1      | Fund Total:              |           | County Revenue Fund          |               | 46 Transactions                  |      |
|        |                          | 15,924.39 |                              |               |                                  |      |

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 12 INFRA FUND

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|     | <u>Vendor Name</u>               | <u>Rpt</u>  |               | <u>Warrant Description</u>          | <u>Invoice #</u>     | <u>Account/Formula Descripti</u>    | <u>1099</u> |
|-----|----------------------------------|-------------|---------------|-------------------------------------|----------------------|-------------------------------------|-------------|
|     | <u>No. Account/Formula</u>       | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u>                | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>            |             |
| 111 | DEPT                             |             |               | Facilites Mtce                      |                      |                                     |             |
|     | 83550 Kelly Printing & Signs LLC |             |               |                                     |                      |                                     |             |
|     | 12-111-000-0000-6625             |             | 121.87        | Crthse Directory Signage            | 35060                | Building Improvement                | N           |
|     |                                  |             |               | 10/23/2019 10/23/2019               |                      |                                     |             |
|     | 83550 Kelly Printing & Signs LLC |             | 121.87        | 1 Transactions                      |                      |                                     |             |
| 111 | DEPT Total:                      |             | 121.87        | Facilites Mtce                      | 1 Vendors            | 1 Transactions                      |             |
| 610 | DEPT                             |             |               | Greenleafton Septic System District |                      |                                     |             |
|     | 5147 Gopher Septic Service Inc   |             |               |                                     |                      |                                     |             |
|     | 12-610-000-0000-6623             |             | 2,493.67      | Greenleafton Monitor/Repair         | 35855                | Greenleafton Septic System Expenses | N           |
|     |                                  |             |               | 10/03/2019 10/03/2019               |                      |                                     |             |
|     | 5147 Gopher Septic Service Inc   |             | 2,493.67      | 1 Transactions                      |                      |                                     |             |
| 610 | DEPT Total:                      |             | 2,493.67      | Greenleafton Septic System District | 1 Vendors            | 1 Transactions                      |             |
| 12  | Fund Total:                      |             | 2,615.54      | INFRA FUND                          |                      | 2 Transactions                      |             |

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| Vendor | Name                                     | Rpt      | Warrant Description    | Invoice #     | Account/Formula Descripti            | 1099 |
|--------|------------------------------------------|----------|------------------------|---------------|--------------------------------------|------|
| No.    | Account/Formula                          | Accr     | Service Dates          | Paid On Bhf # | On Behalf of Name                    |      |
| 300    | DEPT                                     |          | Highway Administration |               |                                      |      |
| 6020   | FSSolutions -First Hospital Laboratories |          |                        |               |                                      |      |
|        | 13-300-000-0000-6377                     | 293.85   | drug tests             | FL00336352    | Fees And Service Charges             | N    |
| 6020   | FSSolutions -First Hospital Laboratories | 293.85   | 1 Transactions         |               |                                      |      |
| 300    | DEPT Total:                              | 293.85   | Highway Administration | 1 Vendors     | 1 Transactions                       |      |
| 310    | DEPT                                     |          | Highway Maintenance    |               |                                      |      |
| 6150   | Cintas Corporation No.2                  |          |                        |               |                                      |      |
|        | 13-310-000-0000-6293                     | 14.76    | uniforms               | 4031490846    | Uniform Expense                      | N    |
|        | 13-310-000-0000-6293                     | 8.64     | uniforms               | 4031716658    | Uniform Expense                      | N    |
|        | 13-310-000-0000-6293                     | 8.64     | uniforms               | 4031718518    | Uniform Expense                      | N    |
|        | 13-310-000-0000-6293                     | 24.32    | uniforms               | 4031718576    | Uniform Expense                      | N    |
|        | 13-310-000-0000-6293                     | 32.32    | uniforms               | 4031800939    | Uniform Expense                      | N    |
|        | 13-310-000-0000-6293                     | 8.20     | uniforms               | 4031800971    | Uniform Expense                      | N    |
|        | 13-310-000-0000-6293                     | 17.76    | uniforms               | 4032029962    | Uniform Expense                      | N    |
|        | 13-310-000-0000-6293                     | 8.64     | uniforms               | 4032295478    | Uniform Expense                      | N    |
|        | 13-310-000-0000-6293                     | 24.32    | uniforms               | 4032297404    | Uniform Expense                      | N    |
|        | 13-310-000-0000-6293                     | 8.64     | uniforms               | 4032297476    | Uniform Expense                      | N    |
|        | 13-310-000-0000-6293                     | 8.92     | uniforms               | 4032345395    | Uniform Expense                      | N    |
|        | 13-310-000-0000-6293                     | 8.20     | uniforms               | 4032345494    | Uniform Expense                      | N    |
|        | 13-310-000-0000-6293                     | 14.76    | uniforms               | 4032578340    | Uniform Expense                      | N    |
|        | 13-310-000-0000-6293                     | 36.20    | uniforms               | 4032808052    | Uniform Expense                      | N    |
|        | 13-310-000-0000-6293                     | 8.64     | uniforms               | 4032809386    | Uniform Expense                      | N    |
|        | 13-310-000-0000-6293                     | 79.44    | uniforms               | 4032809407    | Uniform Expense                      | N    |
|        | 13-310-000-0000-6293                     | 8.92     | uniforms               | 4032886124    | Uniform Expense                      | N    |
|        | 13-310-000-0000-6293                     | 8.20     | uniforms               | 4032886185    | Uniform Expense                      | N    |
|        | 13-310-000-0000-6293                     | 17.76    | uniforms               | 4033129961    | Uniform Expense                      | N    |
|        | 13-310-000-0000-6293                     | 8.64     | uniforms               | 4033356598    | Uniform Expense                      | N    |
|        | 13-310-000-0000-6293                     | 51.88    | uniforms               | 4033358136    | Uniform Expense                      | N    |
|        | 13-310-000-0000-6293                     | 8.64     | uniforms               | 4033358197    | Uniform Expense                      | N    |
|        | 13-310-000-0000-6293                     | 8.92     | uniforms               | 4033446368    | Uniform Expense                      | N    |
|        | 13-310-000-0000-6293                     | 8.20     | uniforms               | 4033446552    | Uniform Expense                      | N    |
|        | 13-310-000-0000-6293                     | 26.96    | uniforms               | 4033674715    | Uniform Expense                      | N    |
| 6150   | Cintas Corporation No.2                  | 460.52   | 25 Transactions        |               |                                      |      |
| 6716   | Compass Mineral Inc                      |          |                        |               |                                      |      |
|        | 13-310-000-0000-6525                     | 2,254.98 | salt                   | 522733        | Road Salt And Dust Control Chemicals | N    |



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## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

| Vendor | Name                    | Rpt  | Warrant Description | Invoice #               | Account/Formula Descripti | 1099                                 |
|--------|-------------------------|------|---------------------|-------------------------|---------------------------|--------------------------------------|
| No.    | Account/Formula         | Accr | Amount              | Service Dates           | Paid On Bhf #             | On Behalf of Name                    |
| 6716   | Compass Mineral Inc     |      | 2,254.98            | 1 Transactions          |                           |                                      |
| 5751   | Fastenal Company        |      |                     |                         |                           |                                      |
|        | 13-310-000-0000-6515    |      | 55.88               | supplies                | 81285                     | Traffic Signs N                      |
|        | 13-310-000-0000-6515    |      | 730.66              | supplies                | 81323                     | Traffic Signs N                      |
|        | 13-310-000-0000-6466    |      | 438.38              | hoist inspection        | 81497                     | Safety Materials N                   |
| 5751   | Fastenal Company        |      | 1,224.92            | 3 Transactions          |                           |                                      |
| 150    | Hahn Lumber Co Inc      |      |                     |                         |                           |                                      |
|        | 13-310-000-0000-6580    |      | 221.60              | culvert repair supplies | 49386                     | Other Repair And Maintenance Suppl N |
| 150    | Hahn Lumber Co Inc      |      | 221.60              | 1 Transactions          |                           |                                      |
| 3956   | Icon Constructors, LLC  |      |                     |                         |                           |                                      |
|        | 13-310-000-0000-6629    |      | 12,677.00           | Co 9 bridge repairs     | 1919-1                    | Infrastructure Improvement N         |
|        | 13-310-000-0000-6629    |      | 19,878.00           | Co 14 bridge repairs    | 1919-1                    | Infrastructure Improvement N         |
| 3956   | Icon Constructors, LLC  |      | 32,555.00           | 2 Transactions          |                           |                                      |
| 5726   | Kohn/Brent              |      |                     |                         |                           |                                      |
|        | 13-310-000-0000-6466    |      | 51.00               | CDL renewal             |                           | Safety Materials N                   |
| 5726   | Kohn/Brent              |      | 51.00               | 1 Transactions          |                           |                                      |
| 256    | M-R Sign Co Inc         |      |                     |                         |                           |                                      |
|        | 13-310-000-0000-6515    |      | 633.65              | sign posts              | 206358                    | Traffic Signs N                      |
| 256    | M-R Sign Co Inc         |      | 633.65              | 1 Transactions          |                           |                                      |
| 3632   | Milestone Materials Inc |      |                     |                         |                           |                                      |
|        | 13-310-000-0000-6505    |      | 78.75               | rock                    | 136700                    | Aggregate N                          |
|        | 13-310-000-0000-6505    |      | 161.78              | rock                    | 140189                    | Aggregate N                          |
|        | 13-310-000-0000-6505    |      | 89.98               | rock                    | 140190                    | Aggregate N                          |
|        | 13-310-000-0000-6505    |      | 85.13               | rock                    | 140191                    | Aggregate N                          |
|        | 13-310-000-0000-6505    |      | 89.40               | rock                    | 140192                    | Aggregate N                          |
|        | 13-310-000-0000-6505    |      | 161.71              | rock                    | 140193                    | Aggregate N                          |
|        | 13-310-000-0000-6505    |      | 78.75               | rock                    | 140196                    | Aggregate N                          |
|        | 13-310-000-0000-6505    |      | 346.14              | rock                    | 142116                    | Aggregate N                          |
|        | 13-310-000-0000-6505    |      | 86.33               | rock                    | 142117                    | Aggregate N                          |
|        | 13-310-000-0000-6505    |      | 84.38               | rock                    | 142118                    | Aggregate N                          |
|        | 13-310-000-0000-6505    |      | 172.36              | rock                    | 142119                    | Aggregate N                          |
|        | 13-310-000-0000-6505    |      | 3,154.10            | rock                    | 142120                    | Aggregate N                          |
|        | 13-310-000-0000-6505    |      | 722.42              | rock                    | 142121                    | Aggregate N                          |

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| Vendor | Name                       | Rpt  | Warrant Description | Invoice #                   | Account/Formula Descripti | 1099                                 |
|--------|----------------------------|------|---------------------|-----------------------------|---------------------------|--------------------------------------|
| No.    | Account/Formula            | Accr | Amount              | Service Dates               | Paid On Bhf #             | On Behalf of Name                    |
|        | 13-310-000-0000-6505       |      | 1,596.64            | rock                        | 142122                    | Aggregate N                          |
|        | 13-310-000-0000-6505       |      | 1,306.85            | rock                        | 142123                    | Aggregate N                          |
|        | 13-310-000-0000-6505       |      | 1,991.60            | rock                        | 142124                    | Aggregate N                          |
|        | 13-310-000-0000-6505       |      | 2,268.67            | rock                        | 142125                    | Aggregate N                          |
| 3632   | Milestone Materials Inc    |      | 12,474.99           | 17 Transactions             |                           |                                      |
| 272    | Newman Signs               |      |                     |                             |                           |                                      |
|        | 13-310-000-0000-6515       |      | 996.18              | sign posts                  | TRFINV016354              | Traffic Signs N                      |
| 272    | Newman Signs               |      | 996.18              | 1 Transactions              |                           |                                      |
| 5400   | Polzin/AI                  |      |                     |                             |                           |                                      |
|        | 13-310-000-0000-6466       |      | 200.00              | safety shoes                |                           | Safety Materials N                   |
| 5400   | Polzin/AI                  |      | 200.00              | 1 Transactions              |                           |                                      |
| 5471   | Precise MRM LLC            |      |                     |                             |                           |                                      |
|        | 13-310-000-0000-6580       |      | 35.39               | truck data plan             | 200-1023245               | Other Repair And Maintenance Suppl N |
| 5471   | Precise MRM LLC            |      | 35.39               | 1 Transactions              |                           |                                      |
| 5988   | Preston Auto Parts         |      |                     |                             |                           |                                      |
|        | 13-310-000-0000-6580       |      | 53.98               | supplies                    | 605794                    | Other Repair And Maintenance Suppl N |
| 5988   | Preston Auto Parts         |      | 53.98               | 1 Transactions              |                           |                                      |
| 310    | DEPT Total:                |      | 51,162.21           | Highway Maintenance         | 12 Vendors                | 55 Transactions                      |
| 330    | DEPT                       |      |                     | Equipment Maintenance Shops |                           |                                      |
| 6150   | Cintas Corporation No.2    |      |                     |                             |                           |                                      |
|        | 13-330-000-0000-6576       |      | 149.70              | supplies                    | 4031718543                | Shop Supplies & Tools N              |
|        | 13-330-000-0000-6576       |      | 149.70              | supplies                    | 4032809306                | Shop Supplies & Tools N              |
| 6150   | Cintas Corporation No.2    |      | 299.40              | 2 Transactions              |                           |                                      |
| 8165   | Dave Syverson Freightliner |      |                     |                             |                           |                                      |
|        | 13-330-000-0000-6575       |      | 323.36              | parts                       | 323173                    | Machinery Parts N                    |
|        | 13-330-000-0000-6575       |      | 51.51               | parts                       | 323539                    | Machinery Parts N                    |
|        | 13-330-000-0000-6575       |      | 33.09               | parts                       | 323717                    | Machinery Parts N                    |
|        | 13-330-000-0000-6575       |      | 12.24               | parts                       | 323718                    | Machinery Parts N                    |
|        | 13-330-000-0000-6575       |      | 24.48               | parts                       | 323736                    | Machinery Parts N                    |
|        | 13-330-000-0000-6575       |      | 28.26               | parts                       | 323963                    | Machinery Parts N                    |
|        | 13-330-000-0000-6575       |      | 10.56               | parts                       | 323971                    | Machinery Parts N                    |
|        | 13-330-000-0000-6575       |      | 114.49              | parts                       | 324338                    | Machinery Parts N                    |

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13 County Road &amp; Bridge

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| Vendor | Name                          | Rpt  | Warrant Description | Invoice #       | Account/Formula Descripti | 1099                              |
|--------|-------------------------------|------|---------------------|-----------------|---------------------------|-----------------------------------|
| No.    | Account/Formula               | Accr | Amount              | Service Dates   | Paid On Bhf #             | On Behalf of Name                 |
|        | 13-330-000-0000-6575          |      | 85.66               | parts           | 324571                    | Machinery Parts N                 |
|        | 13-330-000-0000-6561          |      | 356.20              | additive        | 324648                    | Gasoline Diesel And Other Fuels N |
|        | 13-330-000-0000-6575          |      | 12.42               | parts           | 324668                    | Machinery Parts N                 |
|        | 13-330-000-0000-6575          |      | 66.02               | parts           | 324797                    | Machinery Parts N                 |
|        | 13-330-000-0000-6575          |      | 128.62              | parts           | 325055                    | Machinery Parts N                 |
|        | 13-330-000-0000-6575          |      | 274.02              | parts           | 325361                    | Machinery Parts N                 |
|        | 13-330-000-0000-6575          |      | 433.56-             | parts           | CM319709                  | Machinery Parts N                 |
|        | 13-330-000-0000-6575          |      | 44.30-              | parts           | CM322649                  | Machinery Parts N                 |
|        | 13-330-000-0000-6575          |      | 273.36-             | parts           | CM323173                  | Machinery Parts N                 |
| 8165   | Dave Syverson Freightliner    |      | 769.71              | 17 Transactions |                           |                                   |
| 5751   | Fastenal Company              |      |                     |                 |                           |                                   |
|        | 13-330-000-0000-6575          |      | 22.75               | parts           | 81141                     | Machinery Parts N                 |
|        | 13-330-000-0000-6576          |      | 2.79                | supplies        | 81224                     | Shop Supplies & Tools N           |
|        | 13-330-000-0000-6576          |      | 539.72              | supplies        | 81353                     | Shop Supplies & Tools N           |
|        | 13-330-000-0000-6576          |      | 913.44              | supplies        | 81377                     | Shop Supplies & Tools N           |
|        | 13-330-000-0000-6576          |      | 11.76               | supplies        | 81411                     | Shop Supplies & Tools N           |
|        | 13-330-000-0000-6576          |      | 293.54              | supplies        | 81523                     | Shop Supplies & Tools N           |
|        | 13-330-000-0000-6576          |      | 105.01              | supplies        | 81581                     | Shop Supplies & Tools N           |
|        | 13-330-000-0000-6576          |      | 7.54                | supplies        | 81613                     | Shop Supplies & Tools N           |
| 5751   | Fastenal Company              |      | 1,896.55            | 8 Transactions  |                           |                                   |
| 155    | Hammell Equipment Inc         |      |                     |                 |                           |                                   |
|        | 13-330-000-0000-6561          |      | 107.46              | additive        | HI47814                   | Gasoline Diesel And Other Fuels N |
| 155    | Hammell Equipment Inc         |      | 107.46              | 1 Transactions  |                           |                                   |
| 3714   | Hovey Oil Co Inc              |      |                     |                 |                           |                                   |
|        | 13-330-000-0000-6561          |      | 909.07              | #2 diesel       | 101498                    | Gasoline Diesel And Other Fuels N |
|        | 13-330-000-0000-6561          |      | 1,108.80            | #1 diesel       | 101498                    | Gasoline Diesel And Other Fuels N |
|        | 13-330-000-0000-6561          |      | 1,100.39            | #2 diesel       | 101529                    | Gasoline Diesel And Other Fuels N |
| 3714   | Hovey Oil Co Inc              |      | 3,118.26            | 3 Transactions  |                           |                                   |
| 170    | Hyland Motor Company          |      |                     |                 |                           |                                   |
|        | 13-330-000-0000-6575          |      | 306.90              | parts           | 141839                    | Machinery Parts N                 |
|        | 13-330-000-0000-6575          |      | 575.00              | parts           | 141899                    | Machinery Parts N                 |
| 170    | Hyland Motor Company          |      | 881.90              | 2 Transactions  |                           |                                   |
| 6542   | Kaman Industrial Technologies |      |                     |                 |                           |                                   |
|        | 13-330-000-0000-6576          |      | 287.59              | supplies        | Y493865                   | Shop Supplies & Tools N           |

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13 County Road &amp; Bridge

## \*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 14

| Vendor | Name                          | Rpt      | Warrant Description        | Invoice #     | Account/Formula Descripti       | 1099 |
|--------|-------------------------------|----------|----------------------------|---------------|---------------------------------|------|
| No.    | Account/Formula               | Accr     | Service Dates              | Paid On Bhf # | On Behalf of Name               |      |
|        | 13-330-000-0000-6576          |          | supplies                   | Z79471        | Shop Supplies & Tools           | N    |
| 6542   | Kaman Industrial Technologies |          | 2 Transactions             |               |                                 |      |
|        |                               | 110.23   |                            |               |                                 |      |
|        |                               | 397.82   |                            |               |                                 |      |
| 9135   | Kris Engineering Inc          |          |                            |               |                                 |      |
|        | 13-330-000-0000-6575          |          | cutting edges              | 32410         | Machinery Parts                 | N    |
| 9135   | Kris Engineering Inc          |          | 1 Transactions             |               |                                 |      |
|        |                               | 4,235.42 |                            |               |                                 |      |
|        |                               | 4,235.42 |                            |               |                                 |      |
| 253    | Morem Electric Inc            |          |                            |               |                                 |      |
|        | 13-330-000-0000-6576          |          | supplies                   | 41901         | Shop Supplies & Tools           | N    |
| 253    | Morem Electric Inc            |          | 1 Transactions             |               |                                 |      |
|        |                               | 23.78    |                            |               |                                 |      |
|        |                               | 23.78    |                            |               |                                 |      |
| 3541   | Nuss Truck & Equipment        |          |                            |               |                                 |      |
|        | 13-330-000-0000-6576          |          | supplies                   | 1188464P      | Shop Supplies & Tools           | N    |
|        | 13-330-000-0000-6575          |          | parts                      | 1188582P      | Machinery Parts                 | N    |
|        | 13-330-000-0000-6575          |          | parts                      | 1188600P      | Machinery Parts                 | N    |
|        | 13-330-000-0000-6575          |          | parts                      | 1188819P      | Machinery Parts                 | N    |
|        | 13-330-000-0000-6561          |          | additive                   | 1188957P      | Gasoline Diesel And Other Fuels | N    |
|        | 13-330-000-0000-6575          |          | parts                      | 1189041P      | Machinery Parts                 | N    |
|        | 13-330-000-0000-6565          |          | anti-freeze                | 1189125P      | Motor Oil And Lubricants        | N    |
|        | 13-330-000-0000-6575          |          | parts                      | CM1187775PA   | Machinery Parts                 | N    |
|        |                               | 27.60-   |                            |               |                                 |      |
| 3541   | Nuss Truck & Equipment        |          | 8 Transactions             |               |                                 |      |
|        |                               | 1,409.50 |                            |               |                                 |      |
| 5988   | Preston Auto Parts            |          |                            |               |                                 |      |
|        | 13-330-000-0000-6625          |          | breakroom remodel supplies | 603827        | Building Improvement            | N    |
|        | 13-330-000-0000-6575          |          | parts                      | 604033        | Machinery Parts                 | N    |
|        | 13-330-000-0000-6575          |          | parts                      | 604054        | Machinery Parts                 | N    |
|        | 13-330-000-0000-6575          |          | parts                      | 604354        | Machinery Parts                 | N    |
|        | 13-330-000-0000-6576          |          | supplies                   | 604527        | Shop Supplies & Tools           | N    |
|        | 13-330-000-0000-6576          |          | supplies                   | 604661        | Shop Supplies & Tools           | N    |
|        | 13-330-000-0000-6575          |          | parts                      | 604692        | Machinery Parts                 | N    |
|        | 13-330-000-0000-6565          |          | misc oil                   | 605326        | Motor Oil And Lubricants        | N    |
|        | 13-330-000-0000-6575          |          | parts                      | 605359        | Machinery Parts                 | N    |
|        | 13-330-000-0000-6625          |          | breakroom remodel supplies | 605449        | Building Improvement            | N    |
|        | 13-330-000-0000-6625          |          | breakroom remodel supplies | 605654        | Building Improvement            | N    |
|        | 13-330-000-0000-6576          |          | supplies                   | 605705        | Shop Supplies & Tools           | N    |
|        | 13-330-000-0000-6576          |          | supplies                   | 605706        | Shop Supplies & Tools           | N    |
|        | 13-330-000-0000-6625          |          | breakroom remodel supplies | 605973        | Building Improvement            | N    |
|        | 13-330-000-0000-6625          |          | breakroom remodel supplies | 605980        | Building Improvement            | N    |
|        | 13-330-000-0000-6576          |          | supplies                   | 605981        | Shop Supplies & Tools           | N    |
|        |                               | 5.29     |                            |               |                                 |      |
|        |                               | 51.54    |                            |               |                                 |      |
|        |                               | 11.68    |                            |               |                                 |      |
|        |                               | 103.08   |                            |               |                                 |      |
|        |                               | 35.98    |                            |               |                                 |      |
|        |                               | 31.76    |                            |               |                                 |      |
|        |                               | 18.14    |                            |               |                                 |      |
|        |                               | 27.04    |                            |               |                                 |      |
|        |                               | 12.64    |                            |               |                                 |      |
|        |                               | 33.36    |                            |               |                                 |      |
|        |                               | 11.96    |                            |               |                                 |      |
|        |                               | 29.99    |                            |               |                                 |      |
|        |                               | 8.99     |                            |               |                                 |      |
|        |                               | 15.99    |                            |               |                                 |      |
|        |                               | 14.99    |                            |               |                                 |      |
|        |                               | 16.08    |                            |               |                                 |      |

| Vendor | Name                                   | Rpt  |        | Warrant Description        | Invoice #     | Account/Formula Descripti | 1099 |
|--------|----------------------------------------|------|--------|----------------------------|---------------|---------------------------|------|
| No.    | Account/Formula                        | Accr | Amount | Service Dates              | Paid On Bhf # | On Behalf of Name         |      |
|        | 13-330-000-0000-6576                   |      | 14.95  | supplies                   | 606046        | Shop Supplies & Tools     | N    |
|        | 13-330-000-0000-6576                   |      | 15.99  | supplies                   | 606333        | Shop Supplies & Tools     | N    |
|        | 13-330-000-0000-6625                   |      | 13.99  | breakroom remodel supplies | 606441        | Building Improvement      | N    |
|        | 13-330-000-0000-6625                   |      | 8.48   | breakroom remodel supplies | 606878        | Building Improvement      | N    |
|        | 13-330-000-0000-6576                   |      | 7.81   | supplies                   | 606889        | Shop Supplies & Tools     | N    |
|        | 13-330-000-0000-6576                   |      | 23.24  | supplies                   | 607040        | Shop Supplies & Tools     | N    |
|        | 13-330-000-0000-6575                   |      | 3.88   | parts                      | 607048        | Machinery Parts           | N    |
|        | 13-330-000-0000-6625                   |      | 6.49   | breakroom remodel supplies | 607065        | Building Improvement      | N    |
|        | 13-330-000-0000-6625                   |      | 4.99   | breakroom remodel supplies | 607299        | Building Improvement      | N    |
|        | 13-330-000-0000-6625                   |      | 13.99  | breakroom remodel supplies | 607342        | Building Improvement      | N    |
|        | 13-330-000-0000-6575                   |      | 135.68 | parts                      | 607364        | Machinery Parts           | N    |
| 5988   | Preston Auto Parts                     |      | 678.00 | 27 Transactions            |               |                           |      |
| 303    | Preston Equipment Company              |      |        |                            |               |                           |      |
|        | 13-330-000-0000-6575                   |      | 38.98  | filter                     | 01-82259      | Machinery Parts           | N    |
|        | 13-330-000-0000-6576                   |      | 36.59  | supplies                   | 01-82425      | Shop Supplies & Tools     | N    |
|        | 13-330-000-0000-6575                   |      | 240.05 | filter                     | 01-82693      | Machinery Parts           | N    |
|        | 13-330-000-0000-6575                   |      | 4.14   | filter                     | 01-82694      | Machinery Parts           | N    |
|        | 13-330-000-0000-6576                   |      | 36.59  | supplies                   | 01-82697      | Shop Supplies & Tools     | N    |
| 303    | Preston Equipment Company              |      | 356.35 | 5 Transactions             |               |                           |      |
| 5753   | RDO Equipment Co                       |      |        |                            |               |                           |      |
|        | 13-330-000-0000-6575                   |      | 110.78 | parts                      | P87813        | Machinery Parts           | N    |
| 5753   | RDO Equipment Co                       |      | 110.78 | 1 Transactions             |               |                           |      |
| 85924  | Schilling Supply Company               |      |        |                            |               |                           |      |
|        | 13-330-000-0000-6576                   |      | 120.14 | supplies                   | 744469-00     | Shop Supplies & Tools     | N    |
| 85924  | Schilling Supply Company               |      | 120.14 | 1 Transactions             |               |                           |      |
| 5833   | Spring Valley Ace Hardware             |      |        |                            |               |                           |      |
|        | 13-330-000-0000-6317                   |      | 28.99  | bldg maint                 | B171261       | Building Maintenance      | N    |
|        | 13-330-000-0000-6317                   |      | 32.97  | bldg maint                 | B171325       | Building Maintenance      | N    |
| 5833   | Spring Valley Ace Hardware             |      | 61.96  | 2 Transactions             |               |                           |      |
| 3634   | Spring Valley Overhead Door Company Ll |      |        |                            |               |                           |      |
|        | 13-330-000-0000-6317                   |      | 88.50  | bldg maint                 | 46504         | Building Maintenance      | N    |
| 3634   | Spring Valley Overhead Door Company Ll |      | 88.50  | 1 Transactions             |               |                           |      |
| 5267   | Summit Companies                       |      |        |                            |               |                           |      |

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13 County Road & Bridge

\*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor | Name                          | Rpt  |           | Warrant Description         | Invoice #     | Account/Formula Descripti | 1099 |
|--------|-------------------------------|------|-----------|-----------------------------|---------------|---------------------------|------|
| No.    | Account/Formula               | Accr | Amount    | Service Dates               | Paid On Bhf # | On Behalf of Name         |      |
|        | 13-330-000-0000-6317          |      | 135.00    | sprinkler inspection        | 1422541       | Building Maintenance      | N    |
| 5267   | Summit Companies              |      | 135.00    | 1 Transactions              |               |                           |      |
| 7757   | Universal Truck Equipment Inc |      |           |                             |               |                           |      |
|        | 13-330-000-0000-6575          |      | 1,080.32  | parts                       | 50503         | Machinery Parts           | N    |
|        | 13-330-000-0000-6575          |      | 1,165.61  | parts                       | 50576         | Machinery Parts           | N    |
|        | 13-330-000-0000-6575          |      | 128.25    | parts                       | 50634         | Machinery Parts           | N    |
|        | 13-330-000-0000-6575          |      | 18.04     | parts                       | 50679         | Machinery Parts           | N    |
|        | 13-330-000-0000-6575          |      | 3,152.68  | parts                       | 50720         | Machinery Parts           | N    |
| 7757   | Universal Truck Equipment Inc |      | 5,544.90  | 5 Transactions              |               |                           |      |
| 8755   | Valley Home Improvement       |      |           |                             |               |                           |      |
|        | 13-330-000-0000-6576          |      | 53.76     | supplies                    | 62381         | Shop Supplies & Tools     | N    |
| 8755   | Valley Home Improvement       |      | 53.76     | 1 Transactions              |               |                           |      |
| 6286   | World Fuel Services Inc       |      |           |                             |               |                           |      |
|        | 13-330-000-0000-6565          |      | 1,626.30  | motor oil                   | 117502        | Motor Oil And Lubricants  | N    |
| 6286   | World Fuel Services Inc       |      | 1,626.30  | 1 Transactions              |               |                           |      |
| 330    | DEPT Total:                   |      | 21,915.49 | Equipment Maintenance Shops | 20 Vendors    | 90 Transactions           |      |
| 13     | Fund Total:                   |      | 73,371.55 | County Road & Bridge        |               | 146 Transactions          |      |

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14 Sanitation Fund

# \*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor | Name                               | Rpt  | Amount    | Warrant Description         | Invoice #     | Account/Formula Descripti       | 1099 |
|--------|------------------------------------|------|-----------|-----------------------------|---------------|---------------------------------|------|
| No.    | Account/Formula                    | Accr |           | Service Dates               | Paid On Bhf # | On Behalf of Name               |      |
| 390    | DEPT                               |      |           | Resource Recovery Center    |               |                                 |      |
| 6150   | Cintas Corporation No.2            |      |           |                             |               |                                 |      |
|        | 14-390-000-0000-6377               |      | 13.38     | Uniforms                    | 4033358099    | Fees And Service Charges        | N    |
|        |                                    |      |           | 10/25/2019 10/25/2019       |               |                                 |      |
|        | 14-390-000-0000-6377               |      | 13.38     | Uniforms                    | 4034490261    | Fees And Service Charges        | N    |
|        |                                    |      |           | 11/08/2019 11/08/2019       |               |                                 |      |
|        | 14-390-000-0000-6377               |      | 17.70     | Uniforms                    | 4035069558    | Fees And Service Charges        | N    |
|        |                                    |      |           | 11/15/2019 11/15/2019       |               |                                 |      |
| 6150   | Cintas Corporation No.2            |      | 44.46     | 3 Transactions              |               |                                 |      |
| 5504   | HARTER'S TRASH & RECYCLING INC     |      |           |                             |               |                                 |      |
|        | 14-390-000-0000-6374               |      | 18,301.21 | October 2019 Trash          | 380858        | Landfill Tipping Fees           | N    |
|        |                                    |      |           | 10/02/2019 10/31/2019       |               |                                 |      |
| 5504   | HARTER'S TRASH & RECYCLING INC     |      | 18,301.21 | 1 Transactions              |               |                                 |      |
| 5873   | Hatzenbihler/Andrew                |      |           |                             |               |                                 |      |
|        | 14-390-000-0000-6466               |      | 125.97    | Steel Toe Safety Boots - AH |               | Safety Materials                | N    |
|        |                                    |      |           | 10/30/2019 10/30/2019       |               |                                 |      |
| 5873   | Hatzenbihler/Andrew                |      | 125.97    | 1 Transactions              |               |                                 |      |
| 3206   | S & A Petroleum                    |      |           |                             |               |                                 |      |
|        | 14-390-000-0000-6561               |      | 34.99     | Forklift LP                 | 0190379       | Gasoline Diesel And Other Fuels | N    |
|        |                                    |      |           | 10/17/2019 10/17/2019       |               |                                 |      |
| 3206   | S & A Petroleum                    |      | 34.99     | 1 Transactions              |               |                                 |      |
| 390    | DEPT Total:                        |      | 18,506.63 | Resource Recovery Center    | 4 Vendors     | 6 Transactions                  |      |
| 391    | DEPT                               |      |           | Score Grant Program         |               |                                 |      |
| 6333   | Dynamic Lifecycle Innovations Inc. |      |           |                             |               |                                 |      |
|        | 14-391-000-0000-6861               |      | 2,363.99  | TV Recycling                | i-44966       | Recycling Operation Expense     | N    |
|        |                                    |      |           | 11/12/2019 11/12/2019       |               |                                 |      |
| 6333   | Dynamic Lifecycle Innovations Inc. |      | 2,363.99  | 1 Transactions              |               |                                 |      |
| 5504   | HARTER'S TRASH & RECYCLING INC     |      |           |                             |               |                                 |      |
|        | 14-391-000-0000-6861               |      | 16,496.83 | October 2019 Recycling      | 380858        | Recycling Operation Expense     | N    |
|        |                                    |      |           | 10/02/2019 10/31/2019       |               |                                 |      |
| 5504   | HARTER'S TRASH & RECYCLING INC     |      | 16,496.83 | 1 Transactions              |               |                                 |      |

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14 Sanitation Fund

\*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor |            | <u>Name</u>            | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> | <u>1099</u> |
|--------|------------|------------------------|-------------|----------------------------|----------------------|----------------------------------|-------------|
|        | <u>No.</u> | <u>Account/Formula</u> | <u>Accr</u> | <u>Service Dates</u>       | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |             |
| 391    |            | DEPT Total:            |             | Score Grant Program        | 2 Vendors            | 2 Transactions                   |             |
| 14     |            | Fund Total:            |             | Sanitation Fund            |                      | 8 Transactions                   |             |



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 23 County Airport Fund

# \*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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|     | Vendor       | Name                 | Rpt  |            | Warrant Description            | Invoice #        | Account/Formula Descripti          | 1099 |
|-----|--------------|----------------------|------|------------|--------------------------------|------------------|------------------------------------|------|
|     | No.          | Account/Formula      | Accr | Amount     | Service Dates                  | Paid On Bhf #    | On Behalf of Name                  |      |
| 350 | DEPT         |                      |      |            | County Airport                 |                  |                                    |      |
|     | 5763         | Bolton & Menk Inc.   |      |            |                                |                  |                                    |      |
|     |              | 23-350-000-0000-6626 |      | 156.21     | #24 MstrPln/ALP St. 5%         | 0240301          | Mn Improvement Const/Grant         | N    |
|     |              |                      |      |            | 09/26/2019 09/26/2019          |                  |                                    |      |
|     |              | 23-350-000-0000-6628 |      | 2,811.71   | #24 MstrPln/ALP Fed 90%        | 0240301          | Fed Improvement Const/Grant        | N    |
|     |              |                      |      |            | 09/26/2019 09/26/2019          |                  |                                    |      |
|     |              | 23-350-000-0000-6630 |      | 156.20     | #24 MstrPln/ALP Cnty 5%        | 0240301          | County Share Construction/Improver | N    |
|     |              |                      |      |            | 09/26/2019 09/26/2019          |                  |                                    |      |
|     | 5763         | Bolton & Menk Inc.   |      | 3,124.12   | 3 Transactions                 |                  |                                    |      |
| 350 | DEPT Total:  |                      |      | 3,124.12   | County Airport                 | 1 Vendors        | 3 Transactions                     |      |
| 351 | DEPT         |                      |      |            | Airport Fuel Sales             |                  |                                    |      |
|     | 4524         | SynTech Systems      |      |            |                                |                  |                                    |      |
|     |              | 23-351-000-0000-6321 |      | 230.50     | Fuel Sys Card Reader Replacemt | 197948           | Other Repair And Maintenance       | N    |
|     |              |                      |      |            | 10/29/2019 10/29/2019          |                  |                                    |      |
|     | 4524         | SynTech Systems      |      | 230.50     | 1 Transactions                 |                  |                                    |      |
| 351 | DEPT Total:  |                      |      | 230.50     | Airport Fuel Sales             | 1 Vendors        | 1 Transactions                     |      |
| 23  | Fund Total:  |                      |      | 3,354.62   | County Airport Fund            |                  | 4 Transactions                     |      |
|     | Final Total: |                      |      | 132,633.55 | 79 Vendors                     | 206 Transactions |                                    |      |

# \*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>          |                    |
|---------------|-------------|---------------|----------------------|--------------------|
|               | 1           | 15,924.39     | County Revenue Fund  |                    |
|               | 12          | 2,615.54      | INFRA FUND           |                    |
|               | 13          | 73,371.55     | County Road & Bridge |                    |
|               | 14          | 37,367.45     | Sanitation Fund      |                    |
|               | 23          | 3,354.62      | County Airport Fund  |                    |
|               | All Funds   | 132,633.55    | Total                | Approved by, ..... |
|               |             |               |                      | .....              |
|               |             |               |                      | .....              |

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1 County Revenue Fund

## \*\*\* Fillmore County \*\*\*



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

| Vendor | Name                                   | Rpt  |          | Warrant Description       | Invoice #     | Account/Formula Descripti | 1099 |
|--------|----------------------------------------|------|----------|---------------------------|---------------|---------------------------|------|
| No.    | Account/Formula                        | Accr | Amount   | Service Dates             | Paid On Bhf # | On Behalf of Name         |      |
| 15     | Assoc of MN Counties                   |      |          |                           |               |                           |      |
|        | 01-003-000-0000-6245                   |      | 35.00    | AMC District 9 Mtg - ML   | 55117         | Registration Fees         | N    |
|        |                                        |      |          | 10/28/2019 10/28/2019     |               |                           |      |
|        | 01-003-000-0000-6245                   |      | 35.00    | AMC District 9 Mtg - RD   | 55117         | Registration Fees         | N    |
|        |                                        |      |          | 10/28/2019 10/28/2019     |               |                           |      |
|        | 01-034-000-0000-6245                   |      | 35.00    | AMC District 9 Mtg - BV   | 55117         | Registration Fees         | N    |
|        |                                        |      |          | 10/28/2019 10/28/2019     |               |                           |      |
| 15     | Assoc of MN Counties                   |      | 105.00   | 3 Transactions            |               |                           |      |
| 3219   | Centurylink                            |      |          |                           |               |                           |      |
|        | 01-149-000-0000-6203                   |      | 1,356.66 | November Phone #89549526  | 1480076629    | Telephone                 | N    |
|        |                                        |      |          | 10/08/2019 11/07/2019     |               |                           |      |
| 3219   | Centurylink                            |      | 1,356.66 | 1 Transactions            |               |                           |      |
| 6317   | Enterprise Fleet Management            |      |          |                           |               |                           |      |
|        | 01-202-000-0000-6650                   |      | 3,012.42 | New Vehicle Purchase      |               | Vehicles Purchased        | N    |
|        |                                        |      |          | 11/01/2019 11/30/2019     |               |                           |      |
| 6317   | Enterprise Fleet Management            |      | 3,012.42 | 1 Transactions            |               |                           |      |
| 827    | Erickson/Deborah                       |      |          |                           |               |                           |      |
|        | 01-149-000-0000-6377                   |      | 1,280.00 | Mowing Bucksnot Park 2019 |               | Fees And Service Charges  | Y    |
|        |                                        |      |          | 05/03/2019 10/15/2019     |               |                           |      |
| 827    | Erickson/Deborah                       |      | 1,280.00 | 1 Transactions            |               |                           |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |          |                           |               |                           |      |
|        | 01-202-000-0000-6652                   |      | 665.19   | Sheriff Data Lines        | 9841304900    | Squad Car Technology      | N    |
|        |                                        |      |          | 10/02/2019 11/01/2019     |               |                           |      |
|        | 01-281-000-0000-6203                   |      | 70.02    | Sheriff Data Lines        | 9841304900    | Telephone                 | N    |
|        |                                        |      |          | 10/02/2019 11/01/2019     |               |                           |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 735.21   | 2 Transactions            |               |                           |      |
| 6676   | Marco - Phones                         |      |          |                           |               |                           |      |
|        | 01-149-000-0000-6203                   |      | 3,419.66 | November Phone Contract   | 25875306      | Telephone                 | Y    |
|        |                                        |      |          | 11/01/2019 11/30/2019     |               |                           |      |
| 6676   | Marco - Phones                         |      | 3,419.66 | 1 Transactions            |               |                           |      |
| 5536   | MiEnergy Cooperative                   |      |          |                           |               |                           |      |
|        | 01-251-000-0000-6251                   |      | 111.57   | Radio Tower Electricity   |               | Electricity               | N    |
|        |                                        |      |          | 10/01/2019 11/01/2019     |               |                           |      |

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11/21/19 10:56AM

1 County Revenue Fund

# \*\*\* Fillmore County \*\*\*



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

| Vendor        | Name                   |             | <u>Rpt</u>    | <u>Warrant Description</u> | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> | <u>1099</u> |
|---------------|------------------------|-------------|---------------|----------------------------|----------------------|----------------------------------|-------------|
| <u>No.</u>    | <u>Account/Formula</u> | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u>       | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |             |
| 5536          | MiEnergy Cooperative   |             | 111.57        | 1 Transactions             |                      |                                  |             |
| 1 Fund Total: |                        |             | 10,020.52     | County Revenue Fund        | 7 Vendors            | 10 Transactions                  |             |

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 11/21/19 10:56AM  
 13 County Road & Bridge

# \*\*\* Fillmore County \*\*\*



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 4

| Vendor         | Name                                                                                                                                                                                         | Rpt  | Warrant Description                                 | Invoice #                                                                              | Account/Formula Descripti                                                  | 1099                                                                                                                                                  |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| No.            | Account/Formula                                                                                                                                                                              | Accr | Amount                                              | Service Dates                                                                          | Paid On Bhf #                                                              | On Behalf of Name                                                                                                                                     |
| 5011           | Alcon Construction Corp<br>13-320-000-0000-6343                                                                                                                                              |      | 183,293.90                                          | 604-005 R/C #1<br>11/22/2019 11/22/2019<br>1 Transactions                              |                                                                            | Regular Construction Contracts N                                                                                                                      |
| 5011           | Alcon Construction Corp                                                                                                                                                                      |      | 183,293.90                                          |                                                                                        |                                                                            |                                                                                                                                                       |
| 3219           | Centurylink<br>13-300-000-0000-6203                                                                                                                                                          |      | 142.88                                              | telephone                                                                              | 5078673784                                                                 | Telephone N                                                                                                                                           |
| 3219           | Centurylink                                                                                                                                                                                  |      | 142.88                                              | 1 Transactions                                                                         |                                                                            |                                                                                                                                                       |
| 5536           | MIEnergy Cooperative<br>13-300-000-0000-6306<br>13-310-000-0000-6251<br>13-330-000-0000-6251<br>13-330-000-0000-6251<br>13-330-000-0000-6251<br>13-330-000-0000-6251<br>13-330-000-0000-6251 |      | 44.34<br>42.00<br>218.59<br>27.90<br>25.20<br>70.61 | electricity<br>electricity<br>electricity<br>electricity<br>electricity<br>electricity | 302875008<br>302875011<br>302875012<br>302875013<br>333377001<br>333377002 | Radio Tower Repair & Services<br>Electricity<br>Electricity<br>Electricity<br>Electricity<br>Electricity<br>Electricity<br>N<br>N<br>N<br>N<br>N<br>N |
| 5536           | MIEnergy Cooperative                                                                                                                                                                         |      | 428.64                                              | 6 Transactions                                                                         |                                                                            |                                                                                                                                                       |
| 308            | Preston Public Utilities<br>13-330-000-0000-6251<br>13-330-000-0000-6251<br>13-330-000-0000-6251                                                                                             |      | 666.18<br>42.76<br>829.33                           | utilities<br>utilities<br>utilities                                                    | 4458327<br>4473A342<br>4473B341                                            | Electricity<br>Electricity<br>Electricity<br>N<br>N<br>N                                                                                              |
| 308            | Preston Public Utilities                                                                                                                                                                     |      | 1,538.27                                            | 3 Transactions                                                                         |                                                                            |                                                                                                                                                       |
| 13 Fund Total: |                                                                                                                                                                                              |      | 185,403.69                                          | County Road & Bridge                                                                   | 4 Vendors                                                                  | 11 Transactions                                                                                                                                       |

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11/21/19 10:56AM  
14 Sanitation Fund

\*\*\* Fillmore County \*\*\*



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 5

| Vendor         | Name                                               | Rpt  |          | Warrant Description   | Invoice #     | Account/Formula Descripti | 1099 |
|----------------|----------------------------------------------------|------|----------|-----------------------|---------------|---------------------------|------|
| No.            | Account/Formula                                    | Accr | Amount   | Service Dates         | Paid On Bhf # | On Behalf of Name         |      |
| 5882           | Winneshiek County Landfill<br>14-390-000-0000-6374 |      | 2,640.00 | Landfill Tipping Fees | 23639         | Landfill Tipping Fees     | N    |
|                |                                                    |      |          | 11/04/2019 11/04/2019 |               |                           |      |
| 5882           | Winneshiek County Landfill                         |      | 2,640.00 | 1 Transactions        |               |                           |      |
| 14 Fund Total: |                                                    |      | 2,640.00 | Sanitation Fund       | 1 Vendors     | 1 Transactions            |      |

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11/21/19 10:56AM  
22 Agbmp Septic Loans

\*\*\* Fillmore County \*\*\*



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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| <u>Vendor</u>  | <u>Name</u>                                                     | <u>Rpt</u>  |               | <u>Warrant Description</u>                             | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> | <u>1099</u> |
|----------------|-----------------------------------------------------------------|-------------|---------------|--------------------------------------------------------|----------------------|----------------------------------|-------------|
| <u>No.</u>     | <u>Account/Formula</u>                                          | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u>                                   | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |             |
| 6765           | Stan Bahr & Bruce Bucknell Construction<br>22-609-000-0000-6810 |             | 4,962.05      | AgBMP Septic Loan 01.0353.000<br>11/18/2019 11/18/2019 |                      | Agbmp Septic System Loan         | N           |
| 6765           | Stan Bahr & Bruce Bucknell Construction                         |             | 4,962.05      | 1 Transactions                                         |                      |                                  |             |
| 22 Fund Total: |                                                                 |             | 4,962.05      | Agbmp Septic Loans                                     | 1 Vendors            | 1 Transactions                   |             |

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11/21/19 10:56AM

76 Trust And Agency Fund

\*\*\* Fillmore County \*\*\*



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 7

| Vendor         | Name                  |      | Rpt |          | Warrant Description           | Invoice #     | Account/Formula Descripti | 1099 |
|----------------|-----------------------|------|-----|----------|-------------------------------|---------------|---------------------------|------|
| No.            | Account/Formula       | Accr |     | Amount   | Service Dates                 | Paid On Bhf # | On Behalf of Name         |      |
| 110            | Fillmore Co Treasurer |      |     |          |                               |               |                           |      |
|                | 76-000-000-0000-2006  |      |     | 1,500.00 | RRC Sales & Use Tax           |               | Commercial Sw Mgmt Tax    | N    |
|                |                       |      |     |          | 10/01/2019 10/31/2019         |               |                           |      |
|                | 76-000-000-0000-2007  |      |     | 137.00   | 041,101 & 602 Sales & Use Tax |               | Sales Tax Collected       | N    |
|                |                       |      |     |          | 10/01/2019 10/31/2019         |               |                           |      |
| 110            | Fillmore Co Treasurer |      |     | 1,637.00 | 2 Transactions                |               |                           |      |
| 76 Fund Total: |                       |      |     | 1,637.00 | Trust And Agency Fund         | 1 Vendors     | 2 Transactions            |      |



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11/21/19 10:56AM

87 State Revenue And School

## \*\*\* Fillmore County \*\*\*



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 8

| Vendor         | Name                     | Rpt  | Warrant Description | Invoice #                      | Account/Formula Descripti | 1099                               |
|----------------|--------------------------|------|---------------------|--------------------------------|---------------------------|------------------------------------|
| No.            | Account/Formula          | Accr | Amount              | Service Dates                  | Paid On Bhf #             | On Behalf of Name                  |
| 110            | Fillmore Co Treasurer    |      |                     |                                |                           |                                    |
|                | 87-000-000-0000-2470     |      | 71,835.93           | October 2019 State MRT         |                           | Mortgage Reg Tax-State N           |
|                |                          |      |                     | 10/01/2019 10/31/2019          |                           |                                    |
|                | 87-000-000-0000-2471     |      | 27,283.37           | October 2019 State Deed Tax    |                           | State Deed Tax-State N             |
|                |                          |      |                     | 10/01/2019 10/31/2019          |                           |                                    |
| 110            | Fillmore Co Treasurer    |      | 99,119.30           | 2 Transactions                 |                           |                                    |
| 1859           | MN Department Of Finance |      |                     |                                |                           |                                    |
|                | 87-000-000-0000-2100     |      | 1,568.00            | October 2019 Vitals            |                           | Due To Other Governmental Agenci N |
|                |                          |      |                     | 10/01/2019 10/31/2019          |                           |                                    |
|                | 87-000-000-0000-2313     |      | 4,452.00            | October 2019 RE Surcharge      |                           | Real Estate Surcharge N            |
|                |                          |      |                     | 10/01/2019 10/31/2019          |                           |                                    |
|                | 87-000-000-0000-2404     |      | 600.00              | State Assurance Fund           |                           | State Assurance N                  |
|                |                          |      |                     | 08/26/2019 08/26/2019          |                           |                                    |
|                | 87-000-000-0000-2405     |      | 25.00               | Oct 2019 Forfeit Sale Deed Tax |                           | Forfeit Sale State Deed Fee N      |
|                |                          |      |                     | 10/01/2019 10/31/2019          |                           |                                    |
| 1859           | MN Department Of Finance |      | 6,645.00            | 4 Transactions                 |                           |                                    |
| 5993           | Mn Dept Of Health        |      |                     |                                |                           |                                    |
|                | 87-000-000-0000-2312     |      | 255.00              | October 2019 Well Mgmt Funds   |                           | Well Management Funds N            |
|                |                          |      |                     | 10/01/2019 10/31/2019          |                           |                                    |
| 5993           | Mn Dept Of Health        |      | 255.00              | 1 Transactions                 |                           |                                    |
| 87 Fund Total: |                          |      | 106,019.30          | State Revenue And School Fund  | 3 Vendors                 | 7 Transactions                     |
| Final Total:   |                          |      | 310,682.56          | 17 Vendors                     | 32 Transactions           |                                    |

# \*\*\* Fillmore County \*\*\*



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>                   |                    |
|---------------|-------------|---------------|-------------------------------|--------------------|
|               | 1           | 10,020.52     | County Revenue Fund           |                    |
|               | 13          | 185,403.69    | County Road & Bridge          |                    |
|               | 14          | 2,640.00      | Sanitation Fund               |                    |
|               | 22          | 4,962.05      | Agbmp Septic Loans            |                    |
|               | 76          | 1,637.00      | Trust And Agency Fund         |                    |
|               | 87          | 106,019.30    | State Revenue And School Fund |                    |
|               | All Funds   | 310,682.56    | Total                         | Approved by, ..... |
|               |             |               |                               | .....              |
|               |             |               |                               | .....              |

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 11/26/2019      Amount of time requested (minutes): 10

Dept.: Fillmore County Public Health      Prepared By: Jessica Erickson, DON

State item(s) of business with brief analysis. If requesting multiple items, please number each item for clarity. Provide relevant material(s) for documentation. Please note on each item if documentation is needed and attached.

Consent Agenda:

Documentation  
(Yes/No):

Regular Agenda:

Documentation  
(Yes/No):

1. Overview of Grant Funding Formula for Fillmore-Houston CHB

Yes

All requests for County Board agenda must be in the Coordinator's office **No later than noon Thursday prior to the Board date.** Items received after this time **will** not be placed on the Board agenda. All requests should be sent to: [bvickerman@co.fillmore.mn.us](mailto:bvickerman@co.fillmore.mn.us); [ainglett@co.fillmore.mn.us](mailto:ainglett@co.fillmore.mn.us); and [kruesink@co.fillmore.mn.us](mailto:kruesink@co.fillmore.mn.us)

**CHB**

**Grant Allocations**

**November 2019**

**Grant/Contract Name:** Child & Teen Checkups (C&TC)

**Purpose:** Encourages preventive care for eligible children and teens (age birth-20) enrolled in Medical Assistance or a State health plan

**Statutory Reference:** §16A.15; §16C.05

**Allocation Methodology:** State determines number of eligible (age birth-20) per year to determine budget amount

- 2020 rate per eligible is \$26.50 per year determines budget amount
- Fillmore-Houston CHB grant amount: \$102,502
  - Fillmore: \$59,890
  - Houston: \$42,612
- Modifications to the MCH budget greater than 10% of any line item require prior approval from the State
- Combined expenses reflect total of each county's actual cost incurred until each county's allotted funds are expended, invoices are rounded to the nearest dollar
- Payments received monthly are divided by each county's actual expense and credited to appropriate accounts, up to each county's allotted grant amount
- No match required
- There is no carryover of grant funds from one year to another

**Terms:** Grant contract is 1/1/2018 to 12/31/2020. Budget cycle is calendar year. Refer to current grant contract for guidelines.

**Recommendation:** Approve continuation of utilizing allocation methodology as described above

| Billed:              | Fillmore     | Houston      | Total        | EFT rec'd | Fillmore<br>pd | Payment      | Fillmore<br>actual | Houston<br>Actual |
|----------------------|--------------|--------------|--------------|-----------|----------------|--------------|--------------------|-------------------|
| <b>C&amp;TC 2019</b> | \$ 59,704.50 | \$ 40,041.50 | \$ 99,746.00 |           |                |              |                    |                   |
| Jan                  | \$ 4,618.63  | \$ 2,279.13  | \$ 6,897.76  | 3/19/19   | 3/20/19        | \$ 6,897.76  | \$ 4,618.63        | \$ 2,279.13       |
| Feb                  | \$ 3,687.23  | \$ 1,300.00  | \$ 4,987.23  | 3/19/19   | 3/20/19        | \$ 4,987.23  | \$ 3,687.23        | \$ 1,300.00       |
| Mar                  | \$ 5,958.99  | \$ 1,316.00  | \$ 7,274.99  | 4/30/19   | 5/16/19        | \$ 7,274.99  | \$ 5,958.99        | \$ 1,316.00       |
| Apr                  | \$ 3,733.23  | \$ 1,778.84  | \$ 5,512.07  | 5/29/19   | 6/18/19        | \$ 5,512.07  | \$ 3,733.23        | \$ 1,778.84       |
| May                  | \$ 3,471.68  | \$ 2,097.00  | \$ 5,568.68  | 7/9/19    | 7/10/19        | \$ 5,568.68  | \$ 3,471.68        | \$ 2,097.00       |
| June                 | \$ 8,688.86  | \$ 3,117.00  | \$ 11,805.86 | 7/19/19   | 7/31/19        | \$ 11,805.86 | \$ 8,688.86        | \$ 3,117.00       |
| July                 | \$ 7,832.00  | \$ 2,654.00  | \$ 10,486.00 | 8/20/19   | 8/21/19        | \$ 10,486.00 | \$ 7,832.00        | \$ 2,654.00       |
| Aug                  | \$ 6,934.00  | \$ 2,067.00  | \$ 9,001.00  | 9/17/19   | 9/18/19        | \$ 9,001.00  | \$ 6,934.00        | \$ 2,067.00       |
| Sept                 |              |              | \$ -         |           |                |              |                    |                   |
| Oct                  |              |              | \$ -         |           |                |              |                    |                   |
| Nov                  |              |              | \$ -         |           |                |              |                    |                   |
| Dec                  |              |              | \$ -         |           |                |              |                    |                   |
| Total                | \$ 44,924.62 | \$ 16,608.97 | \$ 61,533.59 |           |                |              |                    |                   |
| Remaining            | \$ 14,779.88 | \$ 23,432.53 |              |           |                |              |                    |                   |

|                      |           |           |            |
|----------------------|-----------|-----------|------------|
| <b>C&amp;TC 2020</b> | \$ 59,890 | \$ 42,612 | \$ 102,502 |
| Jan                  |           |           |            |
| Feb                  |           |           |            |
| Mar                  |           |           |            |
| Apr                  |           |           |            |
| May                  |           |           |            |
| June                 |           |           |            |
| July                 |           |           |            |
| Aug                  |           |           |            |
| Sept                 |           |           |            |
| Oct                  |           |           |            |
| Nov                  |           |           |            |
| Dec                  |           |           |            |
| Total                | \$ -      | \$ -      | \$ -       |
| Remaining            | \$ 59,890 | \$ 42,612 | \$ 102,502 |

**Grant/Contract Name:** Children & Youth with Special Health Needs (CYSHN)

**Purpose:** To provide assessments for children and youth with special health needs

**Statutory Reference:** §144.05; §144.2215-144.2219

**Allocation Methodology:** State identifies and makes referral to local public health when an assessment is required for an identified individual

- Reimbursement based on pre-determined assessment rates
- Combined quarterly allowable charges reflect the total of each county's incurred charges; rates of assessments and any necessary follow-up are set by the State
- Payment received quarterly is divided by each county's actual incurred charges and credited to appropriate accounts
- No match required

**Terms:** Grant contract is 1/2017-12/2021; calendar year.

**Recommendation:** Approve continuation of utilizing allocation methodology as described above

| Billed:      | Fillmore  | Houston | Total     | EFT rec'd | Fillmore<br>pd | Payment   | Fillmore<br>actual | Houston<br>Actual |
|--------------|-----------|---------|-----------|-----------|----------------|-----------|--------------------|-------------------|
| <b>CYSHN</b> |           |         |           |           |                |           |                    |                   |
| 1st Qtr      | \$ 450.00 |         | \$ 450.00 | 5/7/19    | 5/16/19        | \$ 450.00 | \$ 450.00          | \$ -              |
| 2nd Qtr      | \$ 75.00  | \$ -    | \$ 75.00  | 8/8/19    | 8/14/19        | \$ 75.00  | \$ 75.00           |                   |
| 3rd Qtr      |           |         | \$ -      |           |                |           |                    |                   |
| 4th Qtr      |           |         | \$ -      |           |                |           |                    |                   |
|              | \$ 525.00 | \$ -    | \$ 525.00 |           |                |           |                    |                   |



**Grant/Contract Name:** Eliminating Health Disparities Initiative (EHDI)

**Purpose:** To provide screenings for children with hearing impairments and concerns

**Statutory Reference:** §144.05; §144.2215-144.2219

**Allocation Methodology:** State identifies and makes referral to local public health when an assessment is required for an identified individual

- Reimbursement based on pre-determined assessment rates
- Combined quarterly allowable charges reflect the total of each county's incurred charges; rates of assessments and any necessary follow-up are set by the State
- Payment received quarterly is divided by each county's actual incurred charges and credited to appropriate accounts
- No match required

**Terms:** Grant contract is 1/2017-12/2021; calendar year.

**Recommendation:** Approve continuation of utilizing allocation methodology as described above

| Billed:    | Fillmore           | Houston     | Total              | EFT rec'd | Fillmore<br>pd | Payment   | Fillmore<br>actual | Houston<br>Actual |
|------------|--------------------|-------------|--------------------|-----------|----------------|-----------|--------------------|-------------------|
| <b>EHD</b> |                    |             |                    |           |                |           |                    |                   |
| 1st Qtr    | \$ 450.00          |             | \$ 450.00          | 5/6/2019  | 5/16/19        | \$ 450.00 | \$ 450.00          | \$ -              |
| 2nd Qtr    | \$ 675.00          | \$ -        | \$ 675.00          | 7/31/2019 | 7/31/2019      | \$ 675.00 | \$ 675.00          |                   |
| 3rd Qtr    |                    |             | \$ -               |           |                |           |                    |                   |
| 4th Qtr    |                    |             | \$ -               |           |                |           |                    |                   |
|            | <b>\$ 1,125.00</b> | <b>\$ -</b> | <b>\$ 1,125.00</b> |           |                |           |                    |                   |

**Grant/Contract Name:** Healthy Families America – Evidence-Based Family Home Visiting (HFA-EBFHV)

**Purpose:** To provide home visiting to eligible families through a programming and support framework grounded in an evidence-based model by promoting the healthy development of children, secure attachments between caregivers and children, increase self-sufficiency and safety of families with infants and improved pregnancy outcomes

**Statutory Reference:** §145A.17

**Allocation Methodology:** State determines award amount for the Healthy Families Southeast MN (HFSEMN) 9-county regional grant; Rice County is the host and has the contract with State

- 2019-2022 HFSEMN 9-county regional grant amount: \$4,935,072
- 2019-2022 Fillmore-Houston CHB grant amount: \$654,248
  - 2019 Fillmore-Houston CHB grant amount: \$217,912
    - 2019-2020 Fillmore grant amount: \$111,568
    - 2019-2020 Houston grant amount: \$106,344
- Combined quarterly expenses reflect the total of each county's actual cost incurred until each county's allotted funds are expended
- Payment received quarterly is divided by each county's actual expense and credited to appropriate accounts, up to each county's allotted grant amount

**Terms:** Fillmore-Houston entered into joint regional grant 5/1/2019. As of 6/12/19 may begin work. Grant contract is 5/2019-12/2022. Annual budget is required; calendar year.

**Recommendation:** Approve continuation of utilizing allocation methodology as described above

| Billed:              | Fillmore             | Houston              | Total                | EFT rec'd | Fillmore<br>pd | Payment | Fillmore<br>actual | Houston<br>Actual |
|----------------------|----------------------|----------------------|----------------------|-----------|----------------|---------|--------------------|-------------------|
| <b>HFA 2019-2022</b> | <b>\$ 111,568.00</b> | <b>\$ 106,344.00</b> | <b>\$ 217,912.00</b> |           |                |         |                    |                   |
| 6/12-6/30/19         | \$ -                 | \$ -                 | \$ -                 |           |                |         |                    |                   |
| Jul-Sept 2019        |                      |                      | \$ -                 |           |                |         |                    |                   |
| Oct-Dec 2019         |                      |                      | \$ -                 |           |                |         |                    |                   |
| Jan-Mar 2020         |                      |                      | \$ -                 |           |                |         |                    |                   |
| Apr-June 2020        |                      |                      | \$ -                 |           |                |         |                    |                   |
|                      | \$ -                 | \$ -                 | \$ -                 |           |                |         |                    |                   |

**Grant/Contract Name:** Local Public Health Grant (LPH)

**Purpose:** Community health boards have statutory responsibility under the Local Public Health Act, and work in partnership with MDH to address the areas of public health responsibility

**Statutory Reference:** §145A

**Allocation Methodology:** State determines award amount for the CHB

- 2019 Fillmore-Houston CHB grant amount: \$181,693
- \$5000 comes off the top to county serving as CHS Administrator, resulting in the amount of \$176,693 to be allocated between each county:
  - Fillmore: \$98,647
  - Houston: \$83,046
- Allocation is divided by percentage of current population as determined at beginning of the grant cycle, currently at Fillmore 53% and Houston 47%; this is an ongoing historical allocation trend
- Match is required for Local Public Health using reimbursements for services, fees, other local funds, and non-federal grants of at least 75% of the allocated state general funds
- Combined expenses reflect the total of each county's actual cost incurred until each county's allotted funds are expended
- Payment received monthly is divided by each county's actual expense and credited to appropriate accounts, up to each county's allotted grant amount
- There is no carryover of grant funds from one year to another

**Terms:** Grant contract is 1/2015-12/2019; calendar year.

**Recommendation:** Approve continuation of utilizing allocation methodology as described above

| Billed:    | Fillmore 53%        | Houston 47%         | Total                | EFT rec'd | Fillmore pd | Payment              | Fillmore actual     | Houston Actual      |
|------------|---------------------|---------------------|----------------------|-----------|-------------|----------------------|---------------------|---------------------|
| <b>LPH</b> | <b>\$ 98,647.00</b> | <b>\$ 83,046.00</b> | <b>\$ 181,693.00</b> |           |             |                      |                     |                     |
| Jan        | \$ 6,788.71         | \$ 11,093.50        | \$ 17,882.21         | 2/28/19   | 3/6/19      | \$ 17,882.21         | \$ 6,788.71         | \$ 11,093.50        |
| Feb        | \$ 5,805.81         | \$ 22,599.50        | \$ 28,405.31         | 4/3/19    | 4/11/19     | \$ 28,405.31         | \$ 5,805.81         | \$ 22,599.50        |
| Mar        | \$ 10,635.85        | \$ 14,097.60        | \$ 24,733.45         | 5/7/19    | 5/16/19     | \$ 24,733.45         | \$ 10,635.85        | \$ 14,097.60        |
| Apr        | \$ 8,584.82         | \$ 16,634.32        | \$ 25,219.14         | 6/13/19   | 6/19/19     | \$ 25,219.14         | \$ 8,584.82         | \$ 16,634.32        |
| May        | \$ 9,414.27         | \$ 18,621.08        | \$ 28,035.35         | 7/18/19   | 7/31/19     | \$ 28,035.35         | \$ 9,414.27         | \$ 18,621.08        |
| June       | \$ 13,950.32        | \$ -                | \$ 13,950.32         | 8/16/19   | 8/21/19     | \$ 13,950.32         | \$ 13,950.32        | \$ -                |
| July       | \$ 12,899.52        |                     | \$ 12,899.52         | 9/16/19   | 9/18/19     | \$ 12,899.52         | \$ 12,899.52        | \$ -                |
| Aug        | \$ 13,309.29        |                     | \$ 13,309.29         |           |             |                      |                     |                     |
| Sept       |                     |                     | \$ -                 |           |             |                      |                     |                     |
| Oct        |                     |                     | \$ -                 |           |             |                      |                     |                     |
| Nov        |                     |                     | \$ -                 |           |             |                      |                     |                     |
| Dec        |                     |                     | \$ -                 |           |             |                      |                     |                     |
|            | <b>\$ 81,388.59</b> | <b>\$ 83,046.00</b> | <b>\$ 164,434.59</b> |           |             | <b>\$ 151,125.30</b> | <b>\$ 68,079.30</b> | <b>\$ 83,046.00</b> |
| remaining  | <b>\$ 17,258.41</b> | <b>\$ -</b>         | <b>\$ 17,258.41</b>  |           |             |                      |                     |                     |

**Grant/Contract Name:** Maternal Child Health (MCH) and Follow Along Program (FAP)

**Purpose:** MCH: To improve the health status of children, youth, women, and their families  
FAP: To assess and track the developmental stages of infants and children to age 5

**Statutory Reference:** §145.882 and §144.05, sections (b) and (f)

**Allocation Methodology:** State determines award amount for the CHB

- 2020 Fillmore-Houston CHB grant amount MCH: \$47,749; FAP: \$4,048
  - Fillmore MCH: \$25,307; FAP \$2,024
  - Houston MCH: \$22,442; FAP \$2,024
- MCH budget is rounded to the nearest dollar, the allocation is divided by percentage of current population as determined at beginning of the grant cycle which is currently Fillmore 53% and Houston 47%; this is an ongoing historical allocation trend; FAP allocation is divided 50/50 for each county, as determined by the state reporting form
- Match is required using non-federal funds such as LPH, Medicaid, local taxes, client fees, and other state funds that have been used to support the program up to the amount of allocated funds for MCH
- Modifications to the MCH budget greater than 10% of any line item require prior approval from the State
- MCH monthly (could change to quarterly) combined expenses reflect the total of each county's actual cost incurred until each county's allotted funds are expended; FAP combined quarterly billed amount reflects ¼ of annual allotment for each county
- MCH payment received monthly (could change to quarterly) is divided by each county's actual expense and credited to appropriate accounts, up to each county's allotted grant amount; FAP received quarterly
- There is no carryover of grant funds from one year to another

**Terms:** Was calendar year, changing to Federal fiscal year; grant contract is 10/1/2019-9/30/2024; Federal fiscal year. Annual budget is required.

**Recommendation:** Approve continuation of utilizing allocation methodology as described above

| Billed:    | Fillmore 53%        | Houston 47%         | Total               | EFT rec'd | Fillmore pd | Payment | Fillmore actual | Houston Actual |
|------------|---------------------|---------------------|---------------------|-----------|-------------|---------|-----------------|----------------|
| <b>MCH</b> | <b>\$ 25,307.00</b> | <b>\$ 22,442.00</b> | <b>\$ 47,749.00</b> |           |             |         |                 |                |
| Oct        |                     |                     | \$ -                |           |             |         |                 |                |
| Nov        |                     |                     | \$ -                |           |             |         |                 |                |
| Dec        |                     |                     |                     |           |             |         |                 |                |
| Jan        |                     |                     |                     |           |             |         |                 |                |
| Feb        |                     |                     |                     |           |             |         |                 |                |
| Mar        |                     |                     | \$ -                |           |             |         |                 |                |
| Apr        |                     |                     | \$ -                |           |             |         |                 |                |
| May        |                     |                     | \$ -                |           |             |         |                 |                |
| June       |                     |                     | \$ -                |           |             |         |                 |                |
| July       |                     |                     | \$ -                |           |             |         |                 |                |
| Aug        |                     |                     | \$ -                |           |             |         |                 |                |
| Sept       |                     |                     | \$ -                |           |             |         |                 |                |
|            | \$ -                | \$ -                | \$ -                |           |             | \$ -    | \$ -            | \$ -           |
| remaining  | <b>\$ 25,307.00</b> | <b>\$ 22,442.00</b> | <b>\$ 47,749.00</b> |           |             |         |                 |                |

| Billed:    | Fillmore           | Houston            | Total              | EFT rec'd | Fillmore pd | Payment | Fillmore actual | Houston Actual |
|------------|--------------------|--------------------|--------------------|-----------|-------------|---------|-----------------|----------------|
| <b>FAP</b> | <b>\$ 2,024.00</b> | <b>\$ 2,024.00</b> | <b>\$ 4,048.00</b> |           |             |         |                 |                |
| Oct-Dec    |                    |                    | \$ -               |           |             |         |                 |                |
| Jan-Mar    |                    |                    | \$ -               |           |             |         |                 |                |
| Apr-June   |                    |                    |                    |           |             |         |                 |                |
| July-Sept  |                    |                    | \$ -               |           |             |         |                 |                |
|            | \$ -               | \$ -               | \$ -               |           |             |         |                 |                |



**Grant/Contract Name:** Peer Breastfeeding Support (PBFS)

**Purpose:** To provide support to breastfeeding mothers in the WIC program

**Statutory Reference:** §16A.15 and §16C.05

**Allocation Methodology:** State determines award amount for CHB

- 2020 Fillmore Houston grant amount: \$23,165.
- Reimbursement based on actual allowable expenses incurred up to the grant amount
- Modifications to the PBFS budget greater than 10% of any line item require prior approval from the State
- There is no carryover of grant funds from one year to another

**Terms:** Grant contract is 1/2016 – 12/2020; calendar year. Budget and work plan are on Federal fiscal year, October to September.

**Recommendation:** Approve continuation of utilizing allocation methodology as described above

| Billed:          | Fillmore           | Houston            | Total               | EFT rec'd | Fillmore<br>pd | Payment     | Fillmore<br>actual | Houston<br>Actual |
|------------------|--------------------|--------------------|---------------------|-----------|----------------|-------------|--------------------|-------------------|
| <b>PBFS 2019</b> |                    |                    |                     |           |                |             |                    |                   |
| Oct-Dec          | \$ 1,606.00        | \$ 2,644.00        | \$ 4,250.00         | 2/12/19   | 2/20/19        | \$ 4,250.00 | \$ 1,606.00        | \$ 2,644.00       |
| Jan-Mar          | \$ 1,763.00        | \$ 1,979.00        | \$ 3,742.00         | 5/7/19    | 5/16/19        | \$ 3,742.00 | \$ 1,763.00        | \$ 1,979.00       |
| Apr-June         | \$ 546.00          | \$ 1,964.00        | \$ 2,510.00         | 8/1/19    | 8/7/19         | \$ 2,510.00 | \$ 546.00          | \$ 1,964.00       |
| Jul-Sept         |                    |                    | \$ -                |           |                |             |                    |                   |
|                  | <b>\$ 3,915.00</b> | <b>\$ 6,587.00</b> | <b>\$ 10,502.00</b> |           |                |             |                    |                   |

| Billed:          | Fillmore    | Houston     | Total       | EFT rec'd | Fillmore<br>pd | Payment | Fillmore<br>actual | Houston<br>Actual |
|------------------|-------------|-------------|-------------|-----------|----------------|---------|--------------------|-------------------|
| <b>PBFS 2020</b> |             |             |             |           |                |         |                    |                   |
| Oct-Dec          |             |             | \$ -        |           |                |         |                    |                   |
| Jan-Mar          |             |             | \$ -        |           |                |         |                    |                   |
| Apr-June         |             |             | \$ -        |           |                |         |                    |                   |
| Jul-Sept         |             |             | \$ -        |           |                |         |                    |                   |
|                  | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |           |                |         |                    |                   |

**Grant/Contract Name:** Perinatal Hepatitis B

**Purpose:** To provide follow-up with women to reduce risk of transmission of Hepatitis B virus from mother to child at birth

**Statutory Reference:** §144.05 subdivision 1 (b)

**Allocation Methodology:** To provide screenings and follow-up for individuals as identified by MDH and referred to local public health

- Reimbursement per pieces of case management (pre-determined by the State)
- No match required
- Combined quarterly allowable charges reflect the total of each county's billable case management rates as set by the State
- Payment received quarterly is divided by each county's actual incurred charges and credited to appropriate accounts

**Terms:** Grant contract is 10/1/2018-9/30/2023; Federal fiscal year.

**Recommendation:** Approve continuation of utilizing allocation methodology as described above

**Grant/Contract Name:** Public Health Emergency Preparedness (PHEP)

**Purpose:** To provide organizational and operational capacity to carry out the CDC's Public Health Preparedness Capabilities

**Statutory Reference:** §145A; §144.0742

**Allocation Methodology:** State determines award amount for the CHB

- 2020 Fillmore-Houston CHB grant amount: \$48,285
  - Fillmore: \$24,142.50
  - Houston: \$24,142.50
- Allocation is divided 50/50 for each county, as determined by the CHB
- No match required
- Combined expenses reflect the total of each county's actual cost incurred until each county's allotted funds are expended
- Payment received quarterly is divided by each county's actual expense and credited to appropriate accounts, up to each county's allotted grant amount
- Budget revisions, if required, shall be submitted prior to the cost being incurred. Budget amendments will not be allowed within the last 60 days of any budget period.
- Carryover of grant funds from one budget year to another may be allowed at the discretion of MDH

**Terms:** Grant contract is 7/1/2019-6/30/2024; State fiscal year (July to June); Two-year budget is required. Refer to grant contract for guidelines.

**Recommendation:** Approve continuation of utilizing allocation methodology as described above

| Billed:          | Fillmore            | Houston             | Total               | EFT rec'd | Fillmore<br>pd | Payment | Fillmore<br>actual | Houston<br>Actual |
|------------------|---------------------|---------------------|---------------------|-----------|----------------|---------|--------------------|-------------------|
| <b>PHEP 2020</b> | <b>\$ 24,142.50</b> | <b>\$ 24,142.50</b> | <b>\$ 48,285.00</b> |           |                |         |                    |                   |
| Jul-Sept         |                     |                     |                     |           |                |         |                    |                   |
| Oct-Dec          |                     |                     |                     |           |                |         |                    |                   |
| Jan-Mar          |                     |                     |                     |           |                |         |                    |                   |
| Apr-June         | \$ -                | \$ -                | \$ -                |           |                |         |                    |                   |

**Grant/Contract Name:** Statewide Health Improvement Partnership (SHIP)

**Purpose:** To support community-driven solutions to expand opportunities for active living, healthy eating, and commercial tobacco-free living

**Statutory Reference:** §145.986

**Allocation Methodology:** State determines award amount for the CHB

- 2020 Fillmore-Houston CHB grant amount: \$166,227, budget will be amended to reflect any carryover from previous year
  - Fillmore: \$88,100
  - Houston: \$78,127
- Allocation is divided by percentage of current population as determined at beginning of grant cycle and rounded to the nearest dollar currently Fillmore 53% and Houston 47%; this is an ongoing historical allocation trend
- Combined expenses reflect the total of each county's actual cost incurred until each county's allotted funds are expended
- Payment received monthly is divided by each county's actual expense and credited to appropriate accounts, up to each county's allotted grant amount
- Budget modifications greater than 10% of any line item per strategy requires prior approval from the State
- Carryover of grant funds from one budget year to another may be allowed at the discretion of MDH

**Terms:** Grant contract is 11/1/2015 – 10/31/2020; November to October operating year, annual budget is required. Refer to grant contract for guidelines.

**Recommendation:** Approve continuation of utilizing allocation methodology as described above

| Billed:          | Fillmore 51%         | Houston 49%          | Total                | EFT rec'd | Fillmore pd | Payment      | Fillmore actual | Houston Actual |
|------------------|----------------------|----------------------|----------------------|-----------|-------------|--------------|-----------------|----------------|
| <b>SHIP 2019</b> | <b>\$ 84,776.08</b>  | <b>\$ 81,450.92</b>  | <b>\$ 166,227.00</b> |           |             |              |                 |                |
| 2018 C/O         | \$ 28,373.92         | \$ 24,913.94         | \$ 53,287.86         |           |             |              |                 |                |
| <b>Available</b> | <b>\$ 113,150.00</b> | <b>\$ 106,364.86</b> | <b>\$ 219,514.86</b> |           |             |              |                 |                |
| Nov              | \$ 4,354.52          | \$ 4,727.33          | \$ 9,081.85          | 1/22/19   | 2/6/19      | \$ 9,081.85  | \$ 4,354.52     | \$ 4,727.33    |
| Dec              | \$ 3,298.84          | \$ 2,126.00          | \$ 5,424.84          | 1/30/19   | 2/6/19      | \$ 5,424.84  | \$ 3,298.84     | \$ 2,126.00    |
| Jan              | \$ 6,705.58          | \$ 6,127.27          | \$ 12,832.85         | 3/4/19    | 3/6/19      | \$ 12,832.85 | \$ 6,705.58     | \$ 6,127.27    |
| Feb              | \$ 3,692.54          | \$ 3,312.40          | \$ 7,004.94          | 4/16/19   | 5/16/19     | \$ 7,004.94  | \$ 3,692.54     | \$ 3,312.40    |
| Mar              | \$ 4,611.10          | \$ 4,897.98          | \$ 9,509.08          | 5/8/19    | 5/16/19     | \$ 9,509.08  | \$ 4,611.10     | \$ 4,897.98    |
| Apr              | \$ 6,251.41          | \$ 18,037.00         | \$ 24,288.41         | 6/6/19    | 6/12/19     | \$ 24,288.41 | \$ 6,251.41     | \$ 18,037.00   |
| May              | \$ 4,203.84          | \$ 19,040.55         | \$ 23,244.39         | 7/19/19   | 7/31/19     | \$ 23,244.39 | \$ 4,203.84     | \$ 19,040.55   |
| June             | \$ 5,308.03          | \$ 5,680.10          | \$ 10,988.13         | 7/26/19   | 7/31/19     | \$ 10,988.13 | \$ 5,308.03     | \$ 5,680.10    |
| Jul              | \$ 9,114.60          | \$ 3,725.95          | \$ 12,840.55         | 8/30/19   | 9/4/19      | \$ 12,840.55 | \$ 9,114.60     | \$ 3,725.95    |
| Aug              | \$ 5,576.33          | \$ 4,202.25          | \$ 9,778.58          |           |             |              |                 |                |
| Sept             |                      |                      | \$ -                 |           |             |              |                 |                |
| Oct              |                      |                      | \$ -                 |           |             |              |                 |                |
|                  | <b>\$ 53,116.79</b>  | <b>\$ 71,876.83</b>  | <b>\$ 124,993.62</b> |           |             |              |                 |                |
| remaining        | \$ 60,033.21         | \$ 34,488.03         | \$ 94,521.24         |           |             |              |                 |                |

| Billed:          | Fillmore 53%        | Houston 47%         | Total                | EFT rec'd | Fillmore pd | Payment | Fillmore actual | Houston Actual |
|------------------|---------------------|---------------------|----------------------|-----------|-------------|---------|-----------------|----------------|
| <b>SHIP 2020</b> | <b>\$ 88,100.00</b> | <b>\$ 78,127.00</b> | <b>\$ 166,227.00</b> |           |             |         |                 |                |

**Grant/Contract Name:** Temporary Assistance to Needy Families (TANF) Home Visiting

**Purpose:** To provide home visiting to families at or below 200% of the Federal poverty guidelines and who are at risk of child abuse, neglect, or delinquency

**Statutory Reference:** §145A.17

**Allocation Methodology:** State determines award amount for the CHB

- 2020 Fillmore-Houston CHB grant amount: \$55,394
  - Fillmore: \$24,373 (subject to change based on county eligible)
  - Houston: \$31,021 (subject to change based on county eligible)
- No match required
- Allocation is divided by percentage of eligible provided by the Income Maintenance Unit of each respective county, which is adjusted at the beginning of each grant cycle – every 12 months. A budget modification is required for any line item change greater than 10%. Verification of clients meeting guidelines as specified in the contract must be documented in their record every 12 months.
- Combined expenses reflect the total of each county's actual cost incurred until each county's allotted funds are expended. Unexpended funds can be carried over from year 1 to year 2 and year 3 to year 4, but not from year 2 to year 3. Even though you can carry unspent funds over, you cannot spend year 2 funds in year 1 or year 4 funds in year 3.
- Payment received monthly is divided by each county's actual expense and credited to appropriate accounts, up to each county's allotted grant amount

**Terms:** Grant contract is 7/1/2019 – 6/30/2023; State fiscal year. Funds are only allocated one budget year at a time, so if there are costs that are over your annual expenses, then invoice the additional cost in the next budget year. Refer to grant contract for guidelines

**Recommendation:** Approve continuation of utilizing allocation methodology as described above



| Billed:     | Fillmore 44%        | Houston 56%         | Total               | EFT rec'd | Fillmore pd | Payment             | Fillmore actual    | Houston Actual     |
|-------------|---------------------|---------------------|---------------------|-----------|-------------|---------------------|--------------------|--------------------|
| <b>TANF</b> | <b>\$ 24,373.00</b> | <b>\$ 31,021.00</b> | <b>\$ 55,394.00</b> |           |             |                     |                    |                    |
| July        | \$ 2,050.53         | \$ 2,207.57         | \$ 4,258.10         | 9/3/19    | 9/4/19      | \$ 4,258.10         | \$ 2,050.53        | \$ 2,207.57        |
| Aug         | \$ 3,179.81         | \$ 3,436.13         | \$ 6,615.94         | 9/27/19   | 10/2/19     | \$ 6,615.94         | \$ 3,179.81        | \$ 3,436.13        |
| Sept        |                     |                     | \$ -                |           |             |                     |                    |                    |
| Oct         |                     |                     | \$ -                |           |             |                     |                    |                    |
| Nov         |                     |                     | \$ -                |           |             |                     |                    |                    |
| Dec         |                     |                     | \$ -                |           |             |                     |                    |                    |
| Jan         |                     |                     | \$ -                |           |             |                     |                    |                    |
| Feb         |                     |                     | \$ -                |           |             |                     |                    |                    |
| Mar         |                     |                     | \$ -                |           |             |                     |                    |                    |
| Apr         |                     |                     | \$ -                |           |             |                     |                    |                    |
| May         |                     |                     | \$ -                |           |             |                     |                    |                    |
| June        |                     |                     | \$ -                |           |             |                     |                    |                    |
|             | <b>\$ 5,230.34</b>  | <b>\$ 5,643.70</b>  | <b>\$ 10,874.04</b> |           |             | <b>\$ 10,874.04</b> | <b>\$ 5,230.34</b> | <b>\$ 5,643.70</b> |
| remaining   | <b>\$ 19,142.66</b> | <b>\$ 25,377.30</b> | <b>\$ 44,519.96</b> |           |             |                     |                    |                    |

**Grant/Contract Name:** Women, Infants, and Children (WIC)

**Purpose:** To provide nutrition education and supplemental nutrition for women, infants, and children who meet eligibility requirements

**Statutory Reference:** §145.894 (b) and Minnesota Rules 4617.0030, USDA 7 C.F.R., part 246, section 17

**Allocation Methodology:** State determines award amount for the CHB; compensation utilizes State quarterly funding letters that outline participant caseload count and participant rate (currently \$16 per participant for 2019)

- No match required
- Combined expenses reflect the total of each county's actual cost incurred and are invoiced as such
- Payment received (full or partial) will state what month the payment is for, then it is divided by each county's actual previous quarter caseload ratio
- End of fiscal year settlement: If a county has been reimbursed all their expenses and they are still less than their participation ratio, then the other county will be reimbursed any remaining expenses beyond their participation ratio up to the balance of remaining WIC reimbursement paid. It's important to note that the participation ratio of each county will often be different from their actual expense to reimbursement paid ratio.
- As a guiding principle, both counties are funded up to their participation ratio as long as they have expenses to be recouped. When reimbursement falls short of expenses incurred, both counties are funded up to their participation ratio of total reimbursement received, as long as they have expenses to be reimbursed.
- No carryover of grant funds

**Terms:** Grant contract is 1/2016-12/2020; Federal fiscal year (October to September)

**Recommendation:** Approve continuation of utilizing allocation methodology as described above



**Annual Summation: Filing of Annual Report**

**Purpose:** Serves to provide the Minnesota Department of Health with financial and statistical data for the previous year activity.

**Statutory Reference:** Minnesota Department of Health requirement

**Methodology:** This is a contractual requirement in order to receive these funds.

- The financial and statistical data from all areas of responsibility that are mandated by the State are combined and reported in total for the CHB. The data includes joint grant contracts, individual contracts, family health contacts, waiver programs and other department programs not listed within this document.
- The administrator of the CHB is responsible for filing the annual report online through a portal named REDCap.
- Generally, budget modifications of less than 10% are allowable, however, refer to contract or grant guidance for additional budget modification guidance.

**Terms:** Annual reporting is due no later than March 31 of each year

**Recommendation:** Approve continuation of utilizing the methodology as described above

Bobbie Vickerman, Administrator

1. Enclosed is the CPS bid. I have been waiting for Avenu to submit their bid but have not received. I will send it out via email if it does come through.
2. Enclosed is a list of those that can attend the Association of Minnesota Counties Annual meeting on behalf of Fillmore County. The bottom would be the proposed representation for the Policy Committees. The Annual Meeting is December 8<sup>th</sup> – 11<sup>th</sup>.
3. The delegate for the MCIT annual meeting, that takes place during the AMC Annual Meeting, has been Bobbie Vickerman for the past 6 years and then the alternate has been Duane Bakke, asking for approval for that to remain the same.
4. In December 2013, the board made a motion to approve the Coordinator position as the Clerk of the Board. Clerk of the Board was a statutory duty of the County Auditor; unless the Board delegated that duty to another position. With the title change, asking the board to make a motion to have the Administrator of Fillmore County serve as the Clerk of the Board. This just continues on what has already been done but includes official language in the minutes to continue that duty with the new title of Administrator.
5. Wellness/Activities Committee has been working towards some new programs and possibilities over the past few years. This effort could not come to fruition as a new 2020 Wellness plan is being presented!



November 19, 2019

## TECHNOLOGY PROPOSAL

### PREPARED FOR:



101 Fillmore St.  
Preston, MN 55965  
Bobbie Vickerman  
bvickerman@co.fillmore.mn.us

### PREPARED BY:

**CPS Technology Solutions**  
3949 Counter Road 116  
Hamel, MN 55340

#### **Sue Wise**

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*Your Partner in Technology!*

## **CPS Overview:**

CPS Technology Solutions is the largest independent provider of hosted solutions for Minnesota Counties. CPS has been in business for over 30 years and has worked with many of the counties to provide their IBM systems, implementation, upgrades, support and hosting.

CPS is unique to the other hosting companies by providing a **free 60 day trial**. You have the opportunity to confirm that it is the right solution for your organization. If for any reason you decide you do not want to host your IBM I Server then you do not pay anything and have no commitments.

CPS is an IBM i expert! Our hosting focuses just on the IBM iSeries so you know you are getting a team of experts that focus just on that platform and deliver exceptional service and experience.

## **Project Overview:**

This proposal reflects pricing for a Hosted Services option and a New IBM Power 9 option to replace the existing IBM Power 6; 8203-E4A ( SN: 06-AD754)

## **Option 1: Hosted Services:**

### **Production LPAR**

#### **One-time fee:**

- \$3,800.00 – Setup and Go Live

#### **LPAR Resources:**

- .2 Processor, 16 GB Memory, 600 GB Disk Drive
- Backups– 2 week rotation Monday – Saturday
- Quarterly Save 21 (see comments in additional notes section)
- PTF updates included

#### **Monthly Hosting Fee:**

\$1,270.00 per month



*Your Partner in Technology!*

## Offsite Replication for Production LPAR (Optional):

### Replication:

- CPS provides a virtual tape library (VTL) at the CPS data center and a VTL at our DR location in Hamel, MN
- Replication is performed nightly to match backup rotation noted on Production LPAR

### Monthly Replication Fee:

\$525.00 per month (optional)

### Additional Notes:

- CPS provides automated backups that is included with monthly hosting. For extra Save 21's that require manual kick off we either offer to do that on a T & M basis or provide Fillmore County with full console access to kick-off Quarterly Save 21's.
- We can also schedule a call to discuss optional backups that might be able to be used instead of doing full Save 21's. This would allow the backups to be automated and not require manual kick offs.
- CPS does an annual Save 21 that is included in the monthly hosting fee.
- Memory or Processor resources may be moved up or down via any request within one business day, monthly pricing would then be updated to reflect any changes.
- 60 Day Free Trial

## Option 2: IBM Power 9 Hardware/Software/Services

| <u>Qty.</u> | <u>Description</u>                            | <u>Price Each</u> | <u>Price total</u> |
|-------------|-----------------------------------------------|-------------------|--------------------|
| 1           | IBM I System Power 9                          | \$16,768.00       | \$16,768.00        |
| 1           | TS2260 Tape Drive Express w/ HHLTO6 SAS Drive | \$4,568.00        | \$4,568.00         |
| 1           | IBM i Software-License Transfer               | \$4,500.00        | \$4,500.00         |
| 1           | IBM Software – Media                          | \$350.00          | \$350.00           |
| 1           | IBM HWMA & SWMA (3 years)                     | \$6,862.00        | \$6,862.00         |

**Total Hardware and Software**

**\$33,048.00**





*Your Partner in Technology!*

## Implementation:

- Migration and Implementation of new Power 9 system \$4,800.00  
After-hours or weekend

|                                                      |   |
|------------------------------------------------------|---|
| Server 1:9009 Model 41A                              | 1 |
| Device Parity Protection-All, Specify Code           | 1 |
| RISC-to-RISC Data Migration                          | 1 |
| IBM i Operating System Partition Specify             | 1 |
| Primary OS - IBM i                                   | 1 |
| PowerVM Enterprise Edition                           | 4 |
| System Console-Ethernet LAN adapter                  | 1 |
| PCIe2 4-port 1GbE Adapter                            | 1 |
| Power Cord 1.8m (6-ft), Drawer to Wall (125V/15A)    | 4 |
| Language Group Specify - US English                  | 1 |
| New IBM i License Core Counter                       | 1 |
| Other IBM i License Core Counter                     | 3 |
| AC Power Supply - 900W                               | 4 |
| IBM i 7.2 Indicator                                  | 1 |
| Expanded Function Storage Backplane 18 SFF-3         | 1 |
| Bays/Dual IOA with Write Cache/Opt Ext SAS port      |   |
| PCIe1 SAS Tape/DVD Dual-port 3Gb x8 Adapter          | 1 |
| Front Door and Covers for 18-Bay Backplane           | 1 |
| #ESNJ Load Source Specify (283GB HDD SFF-3)          | 1 |
| 16 GB DDR4 Memory                                    | 2 |
| 4-core Typical 2.3 to 3.8 GHz (max) POWER9 Processor | 1 |
| One Processor Core Activation for #EP10              | 4 |
| S&H-b                                                | 1 |
| 283GB 15K RPM SAS SFF-3 4k Block Cached              | 8 |
| Disk Drive (IBM i)                                   |   |
| Operator Panel LCD Display                           | 1 |



*Your Partner in Technology!*

|                                               |   |
|-----------------------------------------------|---|
| Cable Ties & Labels                           | 1 |
| Express Edition 4 core (IBM i)                | 1 |
| Standalone USB DVD drive w/cable              | 1 |
| TS2260 Tape Drive Express w/ HHLTO6 SAS Drive | 1 |
| 2.0M Mini-SAS/Mini-SAS 1X Cable               | 1 |
| Attached to IBMi or OS/400 System             | 1 |
| 2.8m Power Cord, 125V 15A, US/Canada          | 1 |
| Shipping and Handling - Charge                | 1 |

### **Pricing Summary:**

#### **Option 1: Hosting Services**

**\$1,270.00 per month – Production LPAR**

**\$3,800.00 – Setup and Go Live – One Time Charge**

**\$525.00 per month – Replication (optional)**

#### **Option 2 IBM Power 9 Hardware/Software/3 years HWMA & SWMA**

**\$37,848.00 (Includes Implementation and Migration)**

Approval to order: Option\_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

## **2019 AMC Annual Meeting Delegates & Representatives:**

### **AMC Annual Meeting Voting Delegates:**

1. Mitch Lentz, Commissioner
2. Duane Bakke, Commissioner
3. Randy Dahl, Commissioner
4. Ron Gregg, Highway Engineer
5. Bobbie Vickerman, Administrator
6. Heidi Jones, Auditor/Treasurer
7. Kevin Olson, Social Services Director
8. Jessica Erickson, Director of Nursing

### **AMC Annual Policy Committee Representatives:**

Bobbie Vickerman – General Government & Taxes

Randy Dahl – Health and Human Services

Duane Bakke – Environment & Natural Resources

Mitch Lentz – Public Safety

Ron Gregg – Transportation & Infrastructure

**MCIT****Minnesota Counties Intergovernmental Trust**

100 Empire Drive, Suite 100, St. Paul, MN 55103-1885 • 651.209.6400 • 1.866.547.6516 • MCIT.org

**BOARD OF  
DIRECTORS****Felix Schmiesing**  
*Chair*  
Sherburne County  
Commissioner**Don Diedrich**  
*Vice-Chair*  
Polk County  
Commissioner**Richard Downham**  
*Secretary/Treasurer*  
Cass County  
Commissioner**Kevin Corbid**  
*Washington County*  
Auditor**Randy Schreifels**  
*Stearns County*  
Auditor/Treasurer**Ron Antony**  
*Yellow Medicine County*  
Commissioner**Don Wachal**  
*Jackson County*  
Commissioner**Eric Nerness**  
*Hubbard County*  
Coordinator**Marcia Ward**  
*Winona County*  
Commissioner

November 15, 2019

Bobbie Vickerman  
Coordinator  
Fillmore County  
101 Fillmore St  
PO Box 466  
Preston, Minnesota 55965-0466**RE: 2019 MCIT DIVIDEND PAYMENT**

Dear Bobbie Vickerman:

The Minnesota Counties Intergovernmental Trust Board of Directors is pleased to provide Fillmore County with the following dividend. Your dividend totals \$79,349 and consists of \$62,476 attributable to your workers' compensation coverage and \$16,873 attributable to your property and casualty coverage.

In June of 2019, the MCIT Board of Directors declared a \$10 million dividend to members in good standing. This marks the 29<sup>th</sup> consecutive year MCIT has returned dividends to members and brings the total dividends paid to approximately \$345 million. The board annually evaluates the feasibility of providing a dividend. Their decision to return fund balance is the result of actuarial studies and related financial analysis.

The board of directors is pleased to provide a dividend this year but reminds members that past dividends are no guarantee of future distributions. Although driven largely by investment income, dividends are also influenced by operational expenses, which includes claim costs and the effectiveness of members to prevent losses. Workers' compensation claim development is impacted by increases in the cost of medical treatment, prescription medications and the addition of PTSD as a compensable illness. Property/casualty claim development is adversely impacted by claims involving jail suicides, inmate deaths not attributed to suicide and allegations of a failure to provide adequate medical treatment to inmates. These developments affected the cost of MCIT operations resulting in rate increases for coverage in 2020 in both divisions. Since the dividend announcement, we have also experienced significant changes in the terms and cost of property and casualty reinsurance.

The board is committed to conservative fiscal management of the program as a means to ensure the program remains fully funded. Your efforts to manage risk and support the work of MCIT will contribute to the fiscal health of MCIT.

Thank you for your hard work and participation in MCIT.

Sincerely,

Felix Schmiesing, Sherburne County Commissioner  
Trust Chair

**MINNESOTA COUNTIES INTERGOVERNMENTAL TRUST**

**Vendor ID**      **Vendor**  
FIL004      FILLMORE COUNTY

**Payment Number**  
072695

**Date**  
11/15/2019

**Check Number**  
070067  
000000000070067

**Invoice/  
Claim Number**    **Description**  
2019 DIVIDEND

**Amount Paid**  
\$79,349.00

**TOTALS:**      \$79,349.00

**MINNESOTA COUNTIES  
INTERGOVERNMENTAL TRUST**

100 EMPIRE DRIVE • SUITE 100  
ST. PAUL, MN 55103-1885  
651-209-6400

**BMO-Harris Bank N.A.**  
Mayville, WI 53050  
79-600/759

070067

**PAY**      Seventy Nine Thousand Three Hundred Forty Nine Dollars And 00 Cents

11/15/2019

\$79,349.00

**DATE**

**AMOUNT**

**TO THE  
ORDER  
OF**

FILLMORE COUNTY  
101 FILLMORE ST.  
P.O. BOX 466  
PRESTON, MN 55965-0466

*Chen*

*Boyan M. Zylka*

AUTHORIZED SIGNATURE

⑈070067⑈ ⑆075906003⑆ 00001⑈94865⑈

# Welcome to the 2020 Fillmore County Fun & Fit



## Employee Wellness program!

### **Mission Statement**

*To improve the health, well-being and quality of life of all Fillmore County employees  
by empowering people to promote and model positive attitudes and behaviors  
through a lifelong commitment to wellness.*

### **Goals**

- ❖ To support healthy habits by providing educational support, incentives and health related information to all employees
- ❖ Sponsor easily accessible activities in the workplace to assist promoting participation by all employees
- ❖ Motivate employees to make positive changes in their lifestyles as well as to take more health-related responsibility of their own health

### **2020 Wellness & Activities Committee Members**


*Cristal Adkins, Duane Bakke, Kari Berg, Dan Dornink, Leroy Eickhoff, Ann Fretland,  
Vicky Giese, Jessica Holst, Mitch Lentz, Kristine Oman, Brenda Pohlman, Darrell Schmitt,  
Terry Schultz, and Bobbie Vickerman*

## Tips & Advice

1. Welcome and thank you for participating! You are committed to improving or maintaining your good health!
2. Please take some time to review the 2020 Wellness Calendar and take note of the events scheduled for 2020. Mark your calendars for all the fun events to come!
3. It is acceptable to take time from work to attend and participate in Wellness-sponsored programs. Please note that employees do need to coordinate with their appropriate department head when participating in any Wellness events.
4. Do the activities that you can do and that fit your lifestyle. Participation should be something meaningful and enjoyable to you. This program is designed to appeal to a variety of activities, topics and interests to encourage a healthy lifestyle. Just remember – it's meant to be FUN!
5. The Fillmore County Board of Commissioners, County Coordinator and Department Heads all support this exciting wellness program.
6. Please feel free to contact anyone on the Wellness & Activities Committee if you have any questions and/or to provide any feedback and suggestions. We couldn't do this without YOU!



# Fillmore County Fun & Fit 2020 Wellness Calendar

|                                                                                                                     |                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>January</b><br><br>Lunch n' Learn : DIY Cleaning Products<br>Member vs. Member Walking Challenge                 | <b>February</b><br><br>Feb 7—National Wear Red Day<br>Souper Bowl Potluck<br>Lunch n' Learn: Eat Smart for Your Heart<br><br> | <b>March</b><br><br>Sweet 16 Food Drive<br>Lunch n' Learn: Cut the C.R.A.P.                                                                                               |
| <b>April</b><br><br>Employee Health Screenings<br>Health & Wellness Fair<br>Chili Cook-Off<br>Spring Clothing Drive | <b>May</b><br><br>Lunch n' Learn: Managing Stress in the Workplace                                                                                                                                                                                                                                | <b>June</b><br><br>Lunch n' Learn: Physical Activity<br><br>                          |
| <b>July</b><br><br>Lunch n' Learn: Cooking with Herbs                                                               | <b>August</b><br><br>Lunch n' Learn: Canning & Preserving 101<br><br>                                                                                                                                         | <b>September</b><br><br>Healthy Grilling—September<br>- Preston Highway Shop<br><br> |
| <b>October</b><br><br>Halloween Potluck<br>Costume Contest                                                          | <b>November</b><br><br>Employee Chair Massages<br>No Shave November/Flannel Fridays<br>Lunch n' Learn: Winter Safety<br><br>                                                                                   | <b>December</b><br><br>Ugly Sweater Contest<br>Holiday Potluck                                                                                                            |



## **2020 Activities**

*Specific details for each 2020 Wellness event will be communicated prior to the event and will include dates, times, locations and further details for the event. **All Fillmore County Employees are encouraged to take advantage of these opportunities.***

---

### January 2020

- Lunch n' Learn: DIY Cleaning Products

### February 2020

- National Wear Red Day
- Souper Bowl Soup Potluck
- Lunch n' Learn: Eat Smart for Your Heart



### March 2020

- Sweet 16 Food Drive
- Lunch n' Learn: Cut the C.R.A.P.

### April 2020

- Chili Cook-Off
- Employee Health Screenings
- Health & Wellness Fair
- Spring Clothing Drive



### May 2020

- Lunch n' Learn: Managing Stress in the Workplace

### June 2020

- Lunch n' Learn: Physical Activity

### July 2020

- Lunch n' Learn: Cooking with Herbs

### August 2020

- Lunch n' Learn: Canning & Preserving 101

### September 2020

- Healthy Grilling Event

### October 2020

- Halloween Potluck & Costume Contest



### November 2020

- No Shave November/Flannel Fridays
- Lunch n' Learn: Winter Safety

### December 2020

- Ugly Sweater Contest

- Holiday Potluck

## Fillmore County Wellness Awards

For each Wellness Event marked on your 2020 Tracking Card, you will receive 1 point. All points are tallied with prizes awarded in each category. The Awards Ceremony will be held in January 2021.

|                                                                                                   |                         |
|---------------------------------------------------------------------------------------------------|-------------------------|
| <p>Gold</p>      | <p>Points<br/>25-36</p> |
| <p>Silver</p>   | <p>Points<br/>13-24</p> |
| <p>Bronze</p>  | <p>Points<br/>1-12</p>  |
| <p>Prizes are awarded in each category</p>                                                        |                         |

All tracking cards **MUST** be to the Coordinators office by **Friday, January 3, 2021**. You can either scan and email directly to [koman@co.fillmore.mn.us](mailto:koman@co.fillmore.mn.us) or send via inter-office mail to Kristine Oman at [koman@co.fillmore.mn.us](mailto:koman@co.fillmore.mn.us). Prizes & awards will be announced the week of January 6<sup>th</sup>.

## Wellness Tracking Card – 2020

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Use this form to manually track your Wellness program participation during the calendar year 2020. Additional events may be added as the year progresses.

| SCHEDULED ACTIVITY/EVENT (1 Point Earned Per Event)                          | 1 Point   | Date(s) Completed |
|------------------------------------------------------------------------------|-----------|-------------------|
| I participated in the January Lunch n' Learn: DIY Cleaning Products.         |           |                   |
| I participated in the Member vs. Member Walking Challenge.                   |           |                   |
| I wore red to work on National Wear Red Day.                                 |           |                   |
| I participated in the February Lunch n' Learn: Eat Smart for your Heart.     |           |                   |
| I participated in the Souper Bowl Potluck.                                   |           |                   |
| I donated blood or volunteered for the County Blood Drive.                   |           |                   |
| I participated in the Sweet 16 Days of Giving food drive.                    |           |                   |
| I participated in the March Lunch n' Learn: Cut the C.R.A.P.                 |           |                   |
| I participated in the Chili Cook-Off.                                        |           |                   |
| I participated in the Health & Wellness Fair.                                |           |                   |
| I participated in the employee health screenings.                            |           |                   |
| I participated in the Spring Clothing Drive.                                 |           |                   |
| I participated in the May Lunch n' Learn: Managing Stress in the Workplace.  |           |                   |
| I participated in the June Lunch n/ Learn: Physical Activity.                |           |                   |
| I participated in the July Lunch 'N Learn – Cooking with Herbs.              |           |                   |
| I participated in the August Lunch n' Learn: Canning and Preserving 101.     |           |                   |
| I attended the Employee Healthy Grill Out in September.                      |           |                   |
| I participated in the Halloween costume contest.                             |           |                   |
| I brought a healthy dish to pass at the Halloween potluck (_____).           |           |                   |
| I participated in the Employee Chair Massage Event.                          |           |                   |
| I participated in the November Lunch n' Learn: Winter Safety.                |           |                   |
| I participated in No Shave November/Flannel Fridays.                         |           |                   |
| I participated in the Ugly Sweater Contest.                                  |           |                   |
| I brought a healthy choice to the Holiday Potluck (_____).                   |           |                   |
| Any other Wellness & Activity Committee sponsored activity not listed above. |           |                   |
| <b>TOTAL SCHEDULED ACTIVITY/EVENT POINTS AVAILABLE</b>                       | <b>25</b> |                   |

# Individual Healthy Choice Tracking Card - 2020

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

For some events, you may be able to accrue more points by doing more activities – i.e., if you participate in more than one community sponsored wellness event or volunteered for more than one entity, you may gain extra points. Please make sure to indicate the activity/event and where/when it was.

| INDIVIDUAL HEALTHY CHOICES                                                                                                                                                                                                                               | 1 Point   | Date(s) Completed |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------|
| I had an annual physical in 2020.                                                                                                                                                                                                                        |           |                   |
| I received a flu shot or any other medically recommended vaccinations in 2020.                                                                                                                                                                           |           |                   |
| I completed a Health Risk Assessment in 2020.                                                                                                                                                                                                            |           |                   |
| I participated in a cancer screening in 2020.                                                                                                                                                                                                            |           |                   |
| I had an annual eye exam in 2020.                                                                                                                                                                                                                        |           |                   |
| I had an annual dental exam in 2020.                                                                                                                                                                                                                     |           |                   |
| I physically participated in a community-sponsored wellness event (i.e. Relay for Life, Alzheimer's Walk, March of Dimes, etc.).                                                                                                                         |           |                   |
| I follow a weekly exercise program either at home or through the community, and/or belong to a formal health and/or weight management program (local community, Weight Watchers), and/or have successfully completed a formal smoking cessation program. |           |                   |
| I made movement a monthly priority and averaged <b>at least</b> 8,000-10,000 steps/month.                                                                                                                                                                |           |                   |
| I participated in the ShareCare Wellness Incentive Program.                                                                                                                                                                                              |           |                   |
| I applied for and/or participated in the Omada Program.                                                                                                                                                                                                  |           |                   |
| I volunteered at or donated blood/plasma through the community in 2020.                                                                                                                                                                                  |           |                   |
| I purchased and consumed fresh, locally grown produce (farmers market, CSA, farm stand, local garden).                                                                                                                                                   |           |                   |
| I attended a community health fair or community health education event. (Describe: _____)                                                                                                                                                                |           |                   |
| I volunteered in the community (i.e. school, church, hospital, food shelf, humane society, Habitat for Humanity, etc.). (Describe: _____)                                                                                                                |           |                   |
| I donated monetarily toward a charity of my choice.                                                                                                                                                                                                      |           |                   |
| I am part of an organized sports activity/league or some other recreational opportunities in the community. (List activity: _____)                                                                                                                       |           |                   |
| I practice effective personal safety habits such as sun safety, bike helmet use, seat belt use, or no cell phone use while driving.                                                                                                                      |           |                   |
| I practice home safety by having adequate smoke detectors, fire extinguishers, carbon monoxide detectors and home radon testing.                                                                                                                         |           |                   |
| I brought a healthy snack to the break room for other employees to enjoy.                                                                                                                                                                                |           |                   |
| I trained for and participated in a 5K or 10K by either walking, biking or running. (Describe with location/date: _____)                                                                                                                                 |           |                   |
| <b>TOTAL MINIMUM INDIVIDUAL HEALTHY CHOICE POINTS AVAILABLE</b>                                                                                                                                                                                          | <b>21</b> |                   |

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 11/26/19

Amount of time requested (minutes):

50

Dept.: Sheriff's Office

Prepared By: John DeGeorge

State item(s) of business with brief analysis. If requesting multiple items, please number each item for clarity. Provide relevant material(s) for documentation. Please note on each item if documentation is needed and attached.

Consent Agenda:

Documentation  
(Yes/No):

Regular Agenda:

Documentation  
(Yes/No):

Requesting approval for out of state training travel to Springfield, IL 12-16 through 12-20, 2019 for Sergeants Jessy Betts and Derek Fuglestad to attend Active Integrated Response train the trainer course.

Yes

Request to purchase 2019 Dodge Charger Base Model All Wheel Drive admin car to replace 2013 Chevy Impala.

Purchase price \$24,846 through Enterprise Fleet Management.

Yes

2019 Emergency Operations Plan Review and Approval.

Yes

Review 3 year maintenance contract and invoices with Motorola for years 2017-2019.

Yes

Request approval to pay Northland Business Systems For Server 2012 upgrade for local dispatch logger in the amount of \$5,480 to be paid from 911 grant funds.

Yes

Proposed Contract with Tom Weber, Independent Contractor to assist Fillmore County with jail needs study.

Yes

All requests for County Board agenda must be in the Coordinator's office **No later than noon Thursday prior to the Board date.** Items received after this time **will** not be placed on the Board agenda. All requests should be sent to: [bvickerman@co.fillmore.mn.us](mailto:bvickerman@co.fillmore.mn.us); [ainglett@co.fillmore.mn.us](mailto:ainglett@co.fillmore.mn.us); and [kruesink@co.fillmore.mn.us](mailto:kruesink@co.fillmore.mn.us)

# ALERRT

## Active Attack Integrated Response Course (AAIR) Train-the-Trainer



**There is no charge to officers or agencies for this training. It is funded through state and federal grants.**

**Time:** 5 days (40 hours)

**Class Size:** 24 students, 16 LE from multiple agencies, 8 Fire / EMS, and 2 Dispatch (when and where available) per class

**Prerequisite:** Participants must be state-certified law enforcement, fire, Tele-communicator or EMS providers. EMS providers should be EMT-B certified (preferably EMT-I or EMT-P).

**Required Equipment:** Pen and paper, duty gear or training uniform, and appropriate clothing for weather.

Participants are responsible for their own transportation and lodging.

The AAIR T3 is designed to improve integration between law enforcement, fire, tele-communicator and EMS in active attack / shooter events. The course provides law enforcement officers with key medical skills based on tactical emergency casualty care guidelines, which can be used at the point of injury to increase survivability of victims.

The course also provides a model framework for law enforcement, fire, and EMS to integrate responses during an active attack / shooter event through the rescue task force concept.

This course has been designed to improve the safety and survivability of victims of active attack / shooter events and increase the effectiveness, coordination, and resource integration between law enforcement, fire, tele-communications and EMS when responding to these events.

**Dates:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Point of  
Contact:** \_\_\_\_\_



**ALERRT**  
TEXAS STATE UNIVERSITY

Follow us. [f](#) [t](#)

**www.ALERRT.org**

The National Standard in Active Shooter Response

Prepared For: Fillmore County  
Boyum, LanceDate 11/22/2019  
AE/AM QDN/DJ3

## Unit #

Year 2019 Make Dodge Model Charger

Series SXT 4dr All-wheel Drive Sedan

Vehicle Order Type In-Stock Term 60 State MN Customer# 583067

|              |   |                                                      |
|--------------|---|------------------------------------------------------|
| \$ 24,846.00 |   | Capitalized Price of Vehicle <sup>1</sup>            |
| \$ 0.00      | * | Sales Tax 7.3750% State MN                           |
| \$ 352.75    | * | Initial License Fee                                  |
| \$ 0.00      |   | Registration Fee                                     |
| \$ 0.00      |   | Other: Courtesy Delivery Fee                         |
| \$ 0.00      |   | Capitalized Price Reduction                          |
| \$ 0.00      |   | Tax on Capitalized Price Reduction                   |
| \$ 0.00      |   | Gain Applied From Prior Unit                         |
| \$ 0.00      | * | Tax on Gain On Prior                                 |
| \$ 0.00      | * | Security Deposit                                     |
| \$ 0.00      | * | Tax on Incentive( Taxable Incentive Total : \$0.00 ) |

|              |                                            |
|--------------|--------------------------------------------|
| \$ 24,846.00 | Total Capitalized Amount (Delivered Price) |
|--------------|--------------------------------------------|

|           |                                |
|-----------|--------------------------------|
| \$ 360.27 | Depreciation Reserve @ 1.4500% |
|-----------|--------------------------------|

|           |                                                                                 |
|-----------|---------------------------------------------------------------------------------|
| \$ 105.21 | Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) <sup>2</sup> |
|-----------|---------------------------------------------------------------------------------|

|           |                                                    |
|-----------|----------------------------------------------------|
| \$ 465.48 | Total Monthly Rental Excluding Additional Services |
|-----------|----------------------------------------------------|

## Additional Fleet Management

Master Policy Enrollment Fees

|         |                                            |
|---------|--------------------------------------------|
| \$ 0.00 | Commercial Automobile Liability Enrollment |
|---------|--------------------------------------------|

|  |                        |
|--|------------------------|
|  | Liability Limit \$0.00 |
|--|------------------------|

|         |                            |
|---------|----------------------------|
| \$ 0.00 | Physical Damage Management |
|---------|----------------------------|

|          |                                                              |
|----------|--------------------------------------------------------------|
| \$ 48.27 | Full Maintenance Program <sup>3</sup> Contract Miles 100,000 |
|----------|--------------------------------------------------------------|

|  |                                       |
|--|---------------------------------------|
|  | Incl: # Brake Sets (1 set = 1 Axle) 1 |
|--|---------------------------------------|

|          |                              |
|----------|------------------------------|
| \$ 48.27 | Additional Services SubTotal |
|----------|------------------------------|

|         |                   |
|---------|-------------------|
| \$ 0.00 | Sales Tax 7.3750% |
|---------|-------------------|

State MN

|           |                                                    |
|-----------|----------------------------------------------------|
| \$ 513.75 | Total Monthly Rental Including Additional Services |
|-----------|----------------------------------------------------|

|             |                                 |
|-------------|---------------------------------|
| \$ 3,229.80 | Reduced Book Value at 60 Months |
|-------------|---------------------------------|

|           |                                         |
|-----------|-----------------------------------------|
| \$ 350.00 | Service Charge Due at Lease Termination |
|-----------|-----------------------------------------|

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

## Order Information

## Driver Name

Exterior Color (0 P) Destroyer Gray Clearcoat

Interior Color (0 I) Black w/Cloth Sport Seat or Houndstooth

Lic. Plate Type Government

GVWR 0

Comp/Coll Deductible 0 / 0

OverMileage Charge \$ 0.0500 Per Mile

# Tires 0

Loaner Vehicle Not Included

Quote based on estimated annual mileage of 20,000

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

## Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.

## ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle.

Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

LESSEE Fillmore County

BY TITLE DATE

\* INDICATES ITEMS TO BE BILLED ON DELIVERY.

<sup>1</sup> Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.<sup>2</sup> Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).<sup>3</sup> The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.



---

**VEHICLE INFORMATION:**

2019 Dodge Charger SXT 4dr All-wheel Drive Sedan - US

Series ID: LDES48

**Pricing Summary:**

|                    | INVOICE             | MSRP                |
|--------------------|---------------------|---------------------|
| Base Vehicle       | \$ 32,728.00        | \$ 33,570.00        |
| Total Options      | \$ 0.00             | \$ 0.00             |
| Destination Charge | \$ 1,495.00         | \$ 1,495.00         |
| <b>Total Price</b> | <b>\$ 34,223.00</b> | <b>\$ 35,065.00</b> |

---

**SELECTED COLOR:**

Exterior: PDN - (0 P) Destroyer Gray Clearcoat

Interior: X9 - (0 I) Black w/Cloth Sport Seat or Houndstooth Cloth Sport Seat or Nappa Leather Sport Seat

---

**SELECTED OPTIONS:**

| CODE   | DESCRIPTION                                                                                | INVOICE | MSRP |
|--------|--------------------------------------------------------------------------------------------|---------|------|
| 28H    | Quick Order Package 28H                                                                    | NC      | NC   |
| APA    | Monotone Paint Application                                                                 | STD     | STD  |
| BP     | Cloth Sport Seat                                                                           | STD     | STD  |
| DFT    | Transmission: 8-Speed Automatic (850RE)                                                    | STD     | STD  |
| ERB    | Engine: 3.6L V6 24V VVT                                                                    | STD     | STD  |
| NAS    | 50 State Emissions                                                                         | NC      | NC   |
| PDN_02 | (0 P) Destroyer Gray Clearcoat                                                             | NC      | NC   |
| TPR    | Tires: 235/55R19 BSW AS Performance                                                        | STD     | STD  |
| UAS    | Radio: Uconnect 4C w/8.4" Display                                                          | STD     | STD  |
| WARANT | FCA 5 yr/100,000 Mile Powertrain Limited Warranty                                          | NC      | NC   |
| WS1    | Wheels: 19" x 7.5" Painted w/Dark Pockets                                                  | STD     | STD  |
| X9_01  | (0 I) Black w/Cloth Sport Seat or Houndstooth Cloth Sport Seat or Nappa Leather Sport Seat | NC      | NC   |



## **CONFIGURED FEATURES:**

### **Body Exterior Features:**

Number Of Doors: 4  
Rear Cargo Door Type: trunk  
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors  
Spoiler: rear lip spoiler  
Door Handles: body-coloured  
Front And Rear Bumpers: body-coloured front and rear bumpers  
Body Material: galvanized steel/aluminum body material  
Grille: black grille  
Exhaust Tip: chrome tip exhaust

### **Convenience Features:**

Air Conditioning: automatic dual-zone front air conditioning  
Air Filter: air filter  
Console Ducts: console ducts  
Cruise Control: cruise control with steering wheel controls  
Trunk/Hatch/Door Remote Release: power cargo access remote release  
Fuel Remote Release: power fuel remote release  
Power Windows: power windows with driver and passenger 1-touch down  
Remote Keyless Entry: keyfob (all doors) remote keyless entry  
Illuminated Entry: illuminated entry  
Integrated Key Remote: integrated key/remote  
Auto Locking: auto-locking doors  
Passive Entry: Keyless Enter-N-Go proximity key  
Valet Key: valet function  
Trunk FOB Controls: keyfob trunk/hatch/door release  
Remote Engine Start: remote engine start  
Steering Wheel: sport steering wheel with manual tilting, manual telescoping  
Day-Night Rearview Mirror: day-night rearview mirror  
Auto-dimming Rearview Mirror: auto-dimming rearview mirror  
Driver and Passenger Vanity Mirror: illuminated auxiliary driver and passenger-side visor mirrors  
Emergency SOS: SiriusXM Guardian emergency communication system  
Voice Recorder: voice recorder  
Front Cupholder: front and rear cupholders  
Floor Console: full floor console with covered box  
Overhead Console: mini overhead console with storage  
Glove Box: illuminated locking glove box  
Driver Door Bin: driver and passenger door bins  
Rear Door Bins: rear door bins  
Seatback Storage Pockets: 2 seatback storage pockets  
IP Storage: bin instrument-panel storage  
Driver Footrest: driver's footrest  
Retained Accessory Power: retained accessory power  
Power Accessory Outlet: 2 12V DC power outlets

### **Entertainment Features:**

radio: SiriusXM AM/FM/HD/Satellite with seek-scan  
Radio Data System: radio data system  
Amplifier: 276W amplifier  
Digital Signal Processor: digital signal processor  
Voice Activated Radio: voice activated radio  
Speed Sensitive Volume: speed-sensitive volume  
Steering Wheel Radio Controls: steering-wheel mounted audio controls  
Speakers: 6 Alpine speakers  
Internet Access: 4G LTE Wi-Fi Hot Spot internet access  
1st Row LCD: 2 1st row LCD monitor  
Wireless Connectivity: wireless phone connectivity  
Antenna: window grid antenna

### **Lighting, Visibility and Instrumentation Features:**

Headlamp Type: delay-off projector beam halogen headlamps  
Front Fog Lights: front fog lights  
Front Wipers: variable intermittent speed-sensitive wipers wipers with heating jets

Rear Window Defroster: rear window defroster  
Tinted Windows: light-tinted windows  
Dome Light: dome light with fade  
Front Reading Lights: front and rear reading lights  
Door Curb/Courtesy Lights: 4 door curb/courtesy lights  
Variable IP Lighting: variable instrument panel lighting  
Display Type: digital/analog display  
Tachometer: tachometer  
Compass: compass  
Exterior Temp: outside-temperature display  
Low Tire Pressure Warning: tire specific low-tire-pressure warning  
Park Distance Control: ParkSense rear parking sensors  
Trip Computer: trip computer  
Trip Odometer: trip odometer  
Oil Pressure Gauge: oil pressure gauge  
Water Temp Gauge: water temp. gauge  
Oil Temp Gauge: oil temperature gauge  
Transmission Oil Temp Gauge: transmission oil temp. gauge  
Engine Hour Meter: engine hour meter  
Clock: in-radio display clock  
Systems Monitor: systems monitor  
Check Control: redundant digital speedometer  
Rear Vision Camera: rear vision camera  
Oil Pressure Warning: oil-pressure warning  
Water Temp Warning: water-temp. warning  
Battery Warning: battery warning  
Lights On Warning: lights-on warning  
Key in Ignition Warning: key-in-ignition warning  
Low Fuel Warning: low-fuel warning  
Low Washer Fluid Warning: low-washer-fluid warning  
Bulb Failure Warning: bulb-failure warning  
Door Ajar Warning: door-ajar warning  
Trunk Ajar Warning: trunk-ajar warning  
Brake Fluid Warning: brake-fluid warning  
Turn Signal On Warning: turn-signal-on warning  
Transmission Fluid Temperature Warning: transmission-fluid-temperature warning

#### Safety And Security:

ABS four-wheel ABS brakes  
Number of ABS Channels: 4 ABS channels  
Brake Assistance: brake assist  
Brake Type: four-wheel disc brakes  
Vented Disc Brakes: front and rear ventilated disc brakes  
Daytime Running Lights: daytime running lights  
Spare Tire Type: compact spare tire  
Spare Tire Mount: spare tire mounted inside under cargo  
Driver Front Impact Airbag: driver and passenger front-impact airbags  
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags  
Overhead Airbag: curtain 1st and 2nd row overhead airbag  
Knee Airbag: knee airbag  
Occupancy Sensor: front passenger airbag occupancy sensor  
Height Adjustable Seatbelts: height adjustable front seatbelts  
Seatbelt Pretensioners: front seatbelt pre-tensioners  
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt  
Fuel Flap Locking Type: locking fuel flap included with power door locks  
Side Impact Bars: side-impact bars  
Perimeter Under Vehicle Lights: remote activated perimeter/approach lights  
Rear Child Safety Locks: rear child safety locks  
Ignition Disable: Sentry Key immobilizer  
Panic Alarm: panic alarm  
Tracker System: tracker system  
Electronic Stability: electronic stability stability control with anti-roll  
Traction Control: ABS and driveline traction control

Front and Rear Headrests: manual adjustable front head restraints

AntiWhiplashFrontHeadrests: anti-whiplash front head restraints

Rear Headrest Control: 3 rear head restraints

Break Resistant Glass: break resistant glass

#### Seats And Trim:

Seating Capacity max. seating capacity of 5

Front Bucket Seats: front sport seats

Number of Driver Seat Adjustments: 8-way driver and passenger seat adjustments

Reclining Driver Seat: power reclining driver and manual reclining passenger seats

Driver Lumbar: power 4-way driver and passenger lumbar support

Driver Height Adjustment: power height-adjustable driver and passenger seats

Driver Fore/Aft: power driver and passenger fore/aft adjustment

Driver Cushion Tilt: power driver and passenger cushion tilt

Front Centre Armrest Storage: front centre armrest

Rear Seat Type: rear 60-40 bench seat

Rear Folding Position: rear seat fold-forward seatback

Rear Seat Armrest: rear seat centre armrest with storage

Leather Upholstery: cloth front and rear seat upholstery

Door Trim Insert: vinyl door panel trim

Headliner Material: full cloth headliner

Floor Covering: full carpet floor covering

Dashboard Console Insert, Door Panel Insert Combination: aluminum instrument panel insert, door panel insert, console insert

Shift Knob Trim: leather shift knob

LeatherSteeringWheel: leather/metal-look steering wheel

Floor Mats: carpet front and rear floor mats

Interior Accents: metal-look interior accents

Cargo Space Trim: carpet cargo space

Trunk Lid: carpet trunk lid/rear cargo door

Cargo Light: cargo light

#### Standard Engine:

Engine 300-hp, 3.6-liter V-6 (regular gas)

#### Standard Transmission:

Transmission 8-speed automatic w/ OD and auto-manual

# Fillmore County Emergency Operations Plan

2019



# Letter of Agreement

Major emergencies and disaster incidents are unique events that present the community and emergency personnel with extraordinary problems and challenges. Disasters often overwhelm resources and the problems caused by the disaster often cannot be adequately addressed within the routine operations of government. The FC Emergency Operations Plan (EOP) is intended to provide a basis for the coordinated management of all disaster incidents within FC to minimize the impact to people, property, public services and the economy and restore normalcy as rapidly as possible.

This EOP is an all-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of domestic incidents. It provides structure and mechanisms for the coordination of Federal, State and local resources. It delineates county authorities and responsibilities. This EOP assists in reducing vulnerability to all natural and manmade hazards; and minimizing the damage and assisting in the recovery from any type of incident that occurs. This plan supports the National Response Plan (NRP) and is compliant with the National Incident Management System (NIMS).

All departments are responsible for developing and maintaining current internal plans and procedures for carrying out the assigned emergency functions described in this EOP. The coordination of these plans and procedures with this EOP is an ongoing process through regular training and exercises. All plans, procedures and exercises should be coordinated through the FC Emergency Manager.

The County Commissioners, and local governments covered under this plan commit to:

- Supporting NIMS and this EOP concepts, processes, and structures;
- Carrying out their assigned functional responsibilities to ensure effective and efficient incident management, including designating representatives to staff coordinating groups, as required;
- Providing cooperation, resources, and support to the Emergency Manager for FC and incident management leadership in the implementation of this EOP, as appropriate and consistent with their own authorities and responsibilities;
- Modifying existing incident management and emergency response plans to facilitate compliance with this EOP;
- Forming and maintaining incident management partnerships with Federal, State, regional, and local entities, the private sector, and nongovernmental organizations; and
- Developing, exercising, and refining capabilities to ensure sustained operational readiness in support of this EOP.

Local FC municipalities are covered under this plan by signing a memorandum of agreement with the county.

## CERTIFICATION OF PLAN APPROVAL

**The signatures below indicate approval of the  
Base Plan, Annexes, Appendices, Attachments and the Resource Manual.**

Plan prepared by:

---

Don Kullot  
Fillmore County Emergency Manager

Date:

Plan approved by:

---

John DeGeorge  
Fillmore County Sheriff

Date:

Plan approved by:

---

Duane Bakke, Chairman  
Fillmore County Board of Commissioners

Date:

THIS DOCUMENT SHALL REMAIN THE PROPERTY OF THE FC EMERGENCY  
MANAGEMENT OFFICE

Upon termination of office by reason of resignation, election, suspension, or dismissal, the holder of this plan shall transfer this document to his/her successor (with notification of the FC Emergency Manager) or return it to the FC Emergency Management Office.

# Revision Record

[illegible]

## DISTRIBUTION LIST OF PLAN

| Copy Number | Name                                   | Date |
|-------------|----------------------------------------|------|
| Original    | Fillmore County (FC) Emergency Manager |      |
| 1           | FC Emergency Management Assistant      |      |
| 2           | FC Emergency Operations Center         |      |
| 3           | FC Commissioners Chair                 |      |
| 4           | FC Sheriff                             |      |
| 5           | FC Coordinator                         |      |
| 6           | City of Canton                         |      |
| 7           | City of Chatfield                      |      |
| 8           | City of Fountain                       |      |
| 9           | City of Harmony                        |      |
| 10          | City of Lanesboro                      |      |
| 11          | City of Mabel                          |      |
| 12          | City of Ostrander                      |      |
| 13          | City of Peterson                       |      |
| 14          | City of Preston                        |      |
| 15          | City of Rushford                       |      |
| 16          | City of Rushford Village               |      |
| 17          | City of Spring Valley                  |      |
| 18          | City of Whalan                         |      |
| 19          | City of Wykoff                         |      |
| 20          | Amherst Township                       |      |
| 21          | Arendahl Township                      |      |
| 22          | Beaver Township                        |      |
| 23          | Bloomfield Township                    |      |
| 24          | Bristol Township                       |      |
| 25          | Canton Township                        |      |
| 26          | Carimona Township                      |      |
| 27          | Carrolton Township                     |      |
| 28          | Chatfield Township                     |      |
| 29          | Fillmore Township                      |      |
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| 31          | Fountain Township                      |      |
| 32          | Harmony Township                       |      |
| 33          | Holt Township                          |      |
| 34          | Jordan Township                        |      |
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| 36          | Norway Township                        |      |
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Fillmore County Emergency Operations Plan (FC EOP)

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## Foreword

### Organization of EOP

The FC EOP was developed using the functional approach and consists of a Base Plan, functional annexes, and hazard-specific appendices. These are supplemented by a Resource Manual and by other guidance documents necessary for implementation of this EOP such as SOPs and checklists.

- **Base Plan:** The Base Plan is an overview of the county's emergency response organization and policies. It cites the legal authority for emergency operations, summarizes the situations addressed by the EOP, explains the general concept of operations, and assigns responsibilities for emergency planning and operations. The Base Plan also includes planning assumptions, other incident management actions, and plan maintenance instructions.
- **Functional Annexes:** The Annexes detail the missions, policies, structures, and responsibilities for coordinating resource and programmatic support during emergencies. Each annex focuses on one of the critical emergency functions that the jurisdiction will perform in response to an emergency. Each annex is headed by a primary agency, which has been selected based on its authorities, resources, and capabilities in the functional area. Since functional annexes are oriented toward operations, their primary audience consists of those who perform the tasks. They do not repeat general information contained in the Base Plan.
- **Hazard-Specific Appendices:** Hazard-specific appendices provide additional detailed information applicable to the performance of a particular function in the face of a particular hazard. These are part of the appropriate functional annex.
- **Attachments:** The Attachments provide other relevant, more detailed supporting information, including terms, definitions, acronyms, authorities, and a compendium of departmental/municipal plans.
- **Other Documents:** SOPs and checklists provide the detailed instructions that an organization or an individual needs to fulfill responsibilities and perform tasks assigned in the EOP. They are attached to the EOP or referenced as deemed appropriate.

# 1 INTRODUCTION

## 1.1 PURPOSE

The primary purpose of this plan is to provide a guide for emergency operations. It is intended to assist key officials and emergency organizations to carry out their responsibilities for the protection of life and property under a wide range of emergency conditions.

Although an organization may have the foresight to plan for anticipated situations, such planning is of little worth if it is not reduced to written form. Personnel familiar with verbal plans may be unavailable at the very time it becomes necessary to implement them. A written plan will furnish a documentary record, which can be referred to as needed. This documentary record will serve to refresh the knowledge of key individuals and can be used to inform persons who become replacements.

This Emergency Operations Plan (EOP) defines the scope of preparedness and incident management activities for Fillmore County (FC). The EOP describes organizational structures, roles and responsibilities, policies, and protocols for providing emergency support. It facilitates response and short-term recovery activities and drives decisions on long-term prevention and mitigation efforts. It is flexible enough for use in all emergencies.

FC has many capabilities and resources, which could be used in response to any major disaster. These include the facilities, equipment, personnel, and skills of both government and private professions and groups in the area. This plan will ensure the effective coordination and use of these resources to maximize the protection of life and property, ensure the continuity of government and provide support to all areas and political subdivisions requiring assistance.

In short, the purpose of this plan is to ensure the effective, coordinated use of resources so as to:

- Maximize the protection of life and property,
- Ensure the continuity of government,
- Provide support to all areas and political subdivisions in the county which require assistance.

## 2 SITUATION AND ASSUMPTIONS

### 2.1 SITUATION

Tornadoes, floods, blizzards, and other natural disasters can affect FC. Additionally, man-made disasters such as hazardous material releases, pipeline leaks, major civil disturbances and, acts of terrorism pose potential threat to public health and safety in the area. For more details see the Fillmore County All-

Hazard Mitigation Plan 2017 Update at:

[http://www.co.fillmore.mn.us/docs/dept/emergency/2018\\_Fillmore\\_County\\_All\\_Hazard\\_Mitigation\\_Plan.pdf](http://www.co.fillmore.mn.us/docs/dept/emergency/2018_Fillmore_County_All_Hazard_Mitigation_Plan.pdf)

Hazards can occur simultaneously or consecutively, such as a tornado with flooding or an influenza epidemic followed by a riot. The County can also suffer from hazards occurring elsewhere due to their effect on the supply of goods and services, inducing critical shortages of such essentials as electricity, petroleum products, natural gas and food.

### 2.2 DEFINITIONS

The term “emergency” as used in this plan means a set of circumstances which demand immediate action to protect life, preserve public safety, or protect property and the environment.

"Disaster" means a situation which creates an immediate and serious impairment to the health and safety of any person, or a situation which has resulted in or is likely to result in catastrophic loss to property, and for which traditional sources of relief and assistance within the affected area are unable to repair or prevent the injury or loss. A state of “emergency” or “disaster” can be proclaimed by the chief elected official.

Further definitions of terms in this EOP can be found in Attachment 1.

### 2.3 SCOPE OF PLAN

This is an all-hazard plan based on an analysis of hazards and risks summarized in the Fillmore County All-Hazard Mitigation Plan 2017 Update. The plan can be used in isolated incidents or for emergencies that affect an entire municipality or larger. The flexibility of the plan allows it to be used in a field operation setting without the activation of the Emergency Operations Center (EOC) or in conjunction with the EOC. Disaster management activities that are addressed in separate Standard Operating Procedures (SOPs) will be consistent with this plan.

### 2.4 GEOGRAPHIC INFORMATION

Fillmore County is in southeastern Minnesota. It is bounded on the south by the State of Iowa, on the north by Olmsted and Winona Counties, on the west by Mower County, and on the east by Houston County. Preston, the county seat, is almost in the geographical center of the county.

The county has an area of 861 square miles. It extends about 36 miles from east to west and 24 miles north from the Iowa border. The county was established March 5, 1853, and named for Millard Fillmore, President of the United States from 1850 to 1853.



During the 1920's and 1930's, serious erosion damage became evident on the many sloping fields. Flood channels gullied out in many places, and silt and debris accumulated on bottom land. Since 1940, farm owners have made a concrete effort to check unnecessary erosion and runoff and have gone a long way toward controlling this deterioration of soil and wasteful deposition.<sup>1</sup>

### 2.4.1 Climate

FC has a typical continental climate characterized by wide variations in temperature, very little winter precipitation, normally ample summer rainfall, and a general tendency to extremes. The average annual temperature is 44.4 degrees F. January, the coldest month, has an average temperature of 5.3 degrees, and July, the warmest month, has an average temperature of 59.2 degrees. The average annual precipitation is 34.5 inches. June is normally the wettest month. Thunderstorms supply most of the rain in the warm months. At least one damaging rainstorm comes in summer. Tornadoes and ice storms occur occasionally. The average snowfall is 44.4 inches.

### 2.4.2 Demographic Information (Chart Updated)

| <u>Census Category</u>                                              | <u>Year 2018</u> |
|---------------------------------------------------------------------|------------------|
| <b>People</b>                                                       |                  |
| • Population, 2018 estimate                                         | 21,058           |
| • Population, percent change, April 1, 2010 to July 1, 2018         | 0.9%             |
| • Population, 2010                                                  | 20,866           |
| • Persons under 5 years old, percent, 2018                          | 6.6%             |
| • Persons under 18 years old, percent, 2018                         | 24.7%            |
| • Persons 65 years old and over, percent, 2014                      | 20.9%            |
| • Foreign born persons, percent, 2013-2017                          | 1.5%             |
| • Language other than English spoken at home, pct age 5+, 2013-2017 | 5.0%             |
| • High school graduates, percent of persons age 25+, 2013-2017      | 91.2%            |
| • Bachelor's degree or higher, pct of persons age 25+, 2013-2017    | 20.7%            |
| • Persons under age 65 years with a disability, 2013-2017           | 7.1%             |
| • Mean travel time to work (minutes), workers age 16+, 2013-2017    | 26.5             |
| • Housing units, 2018                                               | 10,028           |
| • Homeownership rate, 2013-2017                                     | 79.8%            |
| • Median value of owner-occupied housing units, 2013-2017           | \$148,300        |
| • Households, 2013-2017                                             | 8,614            |

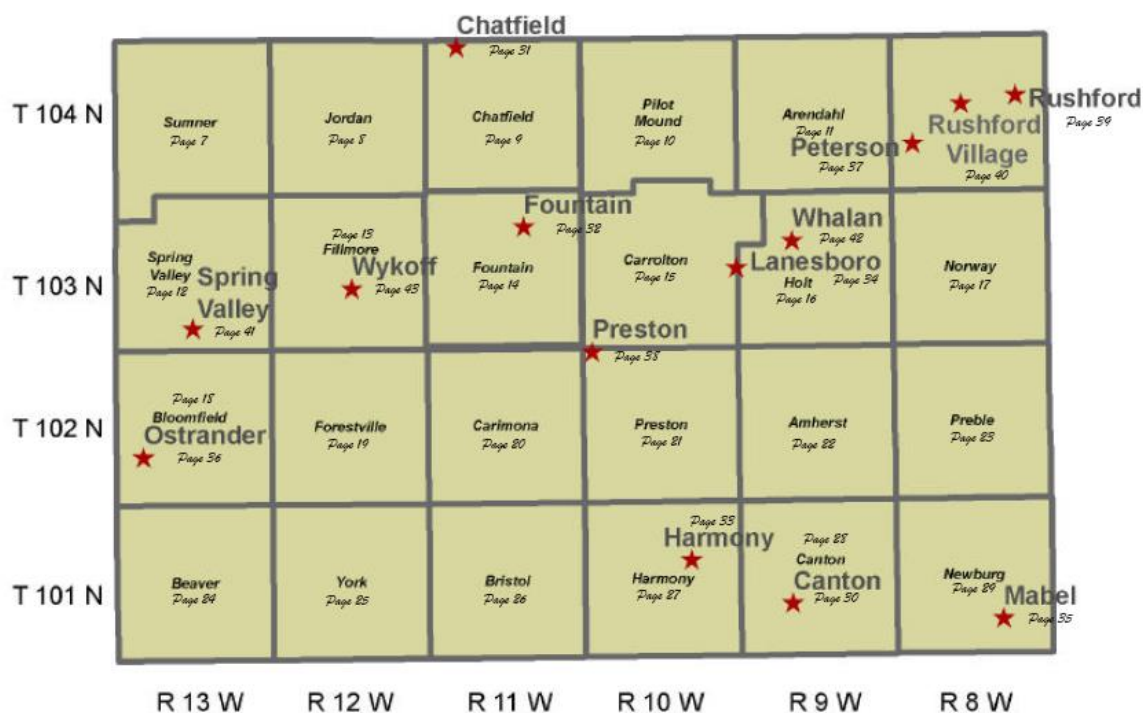
<sup>1</sup> The above information was taken from the United State Department of Agriculture Soil Survey.  
<http://www.mn.nrcs.usda.gov/partnerships/fillmore/FillmoreHistory.htm>

| <b><u>Census Category</u></b>                                                         | <b><u>Year 2018</u></b> |
|---------------------------------------------------------------------------------------|-------------------------|
| • Persons per household, 2013-2017                                                    | 2.37                    |
| • Median household income, 2013-2017                                                  | \$57,093                |
| • Persons below poverty, percent, 2013-2017                                           | 10.3%                   |
| <b>Business</b>                                                                       |                         |
| • Non-employer establishments, 2017                                                   | 1,700                   |
| • Manufacturers' shipments, 2012 (\$1,000)                                            | 322,894                 |
| • Retail sales, 2012 (\$1,000)                                                        | 189,493                 |
| • Retail sales per capita, 2012                                                       | \$9,095                 |
| • Housing units authorized by building permits, 2018                                  | 87                      |
| <b>Occupation</b>                                                                     |                         |
| • Employed civilian population 16 years and over                                      | 10,700                  |
| • Management, professional, and related occupations                                   | 3,718                   |
| • Service occupations                                                                 | 1,778                   |
| • Sales and office occupations                                                        | 2,026                   |
| • Natural resources, construction, and maintenance occupations                        | 1,590                   |
| • Production, transportation, and material moving occupations                         | 1,559                   |
| <b>Industry</b>                                                                       |                         |
| • Agriculture, forestry, fishing and hunting, and mining                              | 946                     |
| • Construction                                                                        | 959                     |
| • Manufacturing                                                                       | 1,217                   |
| • Wholesale trade                                                                     | 278                     |
| • Retail trade                                                                        | 966                     |
| • Transportation and warehousing, and utilities                                       | 609                     |
| • Information                                                                         | 191                     |
| • Finance, insurance, real estate, and rental and leasing                             | 379                     |
| • Professional, scientific, management, administrative, and waste management services | 420                     |
| • Educational, health and social services                                             | 3,284                   |
| • Arts, entertainment, recreation, accommodation and food services                    | 599                     |
| • Other services (except public administration)                                       | 516                     |
| • Public administration                                                               | 292 <sup>2</sup>        |

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<sup>2</sup> Taken from: <http://quickfacts.census.gov/qfd/states/27/27045.html>

## 2.4.3 Municipalities



| <u>Municipality</u>  | <u>Total Population: 2017</u> | <u>Persons per Sq. Mile</u> |
|----------------------|-------------------------------|-----------------------------|
| Amherst Township     | 370                           | 10.3                        |
| Arendahl Township    | 315                           | 8.8                         |
| Beaver Township      | 192                           | 5.3                         |
| Bloomfield Township  | 268                           | 7.5                         |
| Bristol Township     | 502                           | 13.9                        |
| Canton City          | 307                           | 300.3                       |
| Canton Township      | 522                           | 14.7                        |
| Carimona Township    | 311                           | 8.7                         |
| Carrollton Township  | 317                           | 8.4                         |
| Chatfield City       | 3067                          | 1091.2                      |
| Chatfield Township   | 4958                          | 14.5                        |
| Fillmore Township    | 532                           | 15.3                        |
| Forestville Township | 314                           | 8.7                         |
| Fountain City        | 358                           | 360.2                       |
| Fountain Township    | 309                           | 8.9                         |

| <u>Municipality</u>    | <u>Total Population: 2017</u> | <u>Persons per Sq. Mile</u> |
|------------------------|-------------------------------|-----------------------------|
| Harmony City           | 1001                          | 897.8                       |
| Harmony Township       | 444                           | 12.7                        |
| Holt Township          | 276                           | 8.5                         |
| Jordan Township        | 303                           | 8.4                         |
| Lanesboro City         | 701                           | 536.9                       |
| Mabel City             | 810                           | 1683                        |
| Newburg Township       | 433                           | 12.2                        |
| Norway Township        | 313                           | 8.7                         |
| Ostrander City         | 233                           | 490.6                       |
| Peterson City          | 187                           | 393.4                       |
| Pilot Mound Township   | 301                           | 8.8                         |
| Preble Township        | 172                           | 4.8                         |
| Preston City           | 1493                          | 605.8                       |
| Preston Township       | 351                           | 10.2                        |
| Rushford City          | 1813                          | 1099.2                      |
| Rushford Village City  | 903                           | 27                          |
| Spring Valley City     | 2429                          | 866.1                       |
| Spring Valley Township | 532                           | 15.3                        |
| Sumner Township        | 374                           | 10                          |
| Whalan City            | 57                            | 132.4                       |
| Wykoff City            | 394                           | 422.4                       |
| York Township          | 312                           | 8.6                         |

## 2.4.4 Infrastructure

### 2.4.4.1 Airports/ Airfields

There are no major commercial airports located within the County; however, there are three small local airports, several airfields and there are other civilian air operations occurring in and around the County.

| Name                                                                                                                                                                   | Closest Location | Elevation | LAT      | LONG      | Runway              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------|----------|-----------|---------------------|
| Fillmore County Airport ( <b>FKA</b> )<br>airspace upward from 700 feet above the surface within a 6.4-mile excluding airspace within Rochester, MN, Class E airspace. | Preston          | 1276 ft   | 43.676°N | -92.179°W | 4000 ft<br>x 75 ft  |
| Rushford Municipal Airport ( <b>55Y</b> )                                                                                                                              | Rushford         | 1211 ft   | 43.816°N | -91.830°W | 3200 ft<br>x 60 ft  |
|                                                                                                                                                                        |                  |           |          |           |                     |
| <b><u>Private Airstrips</u></b>                                                                                                                                        |                  |           |          |           |                     |
| Flying A Airport ( <b>2C4</b> )                                                                                                                                        | Chatfield        | 1300 ft   | 43.817°N | -92.334°W | 3200 ft<br>x 150 ft |
| High Grove Airport                                                                                                                                                     | Preston          | 1240 ft   | 43.641°N | -92.022°W | 1500 ft<br>x 100 ft |
| Matson Field                                                                                                                                                           | Spring Valley    | 1365 ft   | 43.662°N | -92.404°W |                     |
| Sellman Field                                                                                                                                                          | Mabel            | 1353 ft   | 43.529°N | -91.833°W |                     |

<http://www.dot.state.mn.us/aero/airports.html>

<http://www.airnav.com/airports/>

The closest commercial service airport, Rochester International Airport, is located north on Hwy 63 west about 20 miles from Chatfield. The airport has two runways (concrete primary runway: 9,033 x 150 ft; concrete secondary runway: 7,300 x 150 ft). All of the property and most of the buildings are owned by the City of Rochester. The facility is operated by the Rochester Airport Company under an operating agreement with the City of Rochester. The Rochester Airport Company is a private company and a subsidiary of the Mayo Clinic of Rochester. There are approximately 64,000 flight operations per year.

### 2.4.4.2 Highways

The motor vehicle traffic arteries that support a major evacuation out of the County include (Refer to [Annex E](#) of this EOP for further details about evacuations):

#### Primary Evacuation Routes

US 52

US 63

Secondary Routes

MN 16  
MN 30  
MN 43  
MN 44  
MN 80  
MN 139  
MN 250

*2.4.4.3 Highway Bridges*

Several bridges throughout the County are crucial for timely evacuation. See Annex E for a map. A detailed list of all the bridges in the County is kept for reference in the County EOC.

*2.4.4.4 Railroads*

There are no active railroad lines within Fillmore County. The last railroad left in the late 1970's. The railroad bed has been converted to part of the Root River State Trail. The trail is a 60 mile long multiple-use trail through the communities of Harmony, Preston, Fountain, Lanesboro, Whalan, Peterson, Rushford and Houston. This asphalt trail was mainly constructed upon the abandoned railroad grade which is generally level and wheelchair accessible. This trail attracts numerous bicyclist and hikers.

*2.4.4.5 Rivers*

Major Rivers are the South Branch Root River, North Branch Root River, and the Upper Iowa River. A more complete list of small streams and rivers is kept for reference in the County EOC.

*2.4.4.6 Drinking Water*

Reservoirs: Bear Creek, Mill Pond and North Branch Root River Reservoir.

The County relies on deep aquifers for most of its community drinking water. The cities provide drinking water to their residents. Most township water is provided by individual wells. There are numerous individual drinking water systems within the County. Specific wells can be located utilizing the Minnesota Department of Health Minnesota Well Index at <https://mnwellindex.web.health.state.mn.us/#>

*2.4.4.7 Wastewater*

The towns of Canton, Chatfield, Fountain, Greenleaf, Harmony, Lanesboro, Mabel, Ostrander, Peterson, Preston, Rushford, Spring Valley, and Wykoff provide wastewater treatment. Most of the remaining areas of the County are without sewer lines or service, and use approved septic treatment systems.

*2.4.4.8 Electrical Power*

MiEnergy Cooperative, Peoples Cooperative Services, Spring Valley Public Utilities, Preston Public Utilities, and Lanesboro Public Utilities provide the County electrical power and servicing requirements.

#### 2.4.4.9 Pipelines

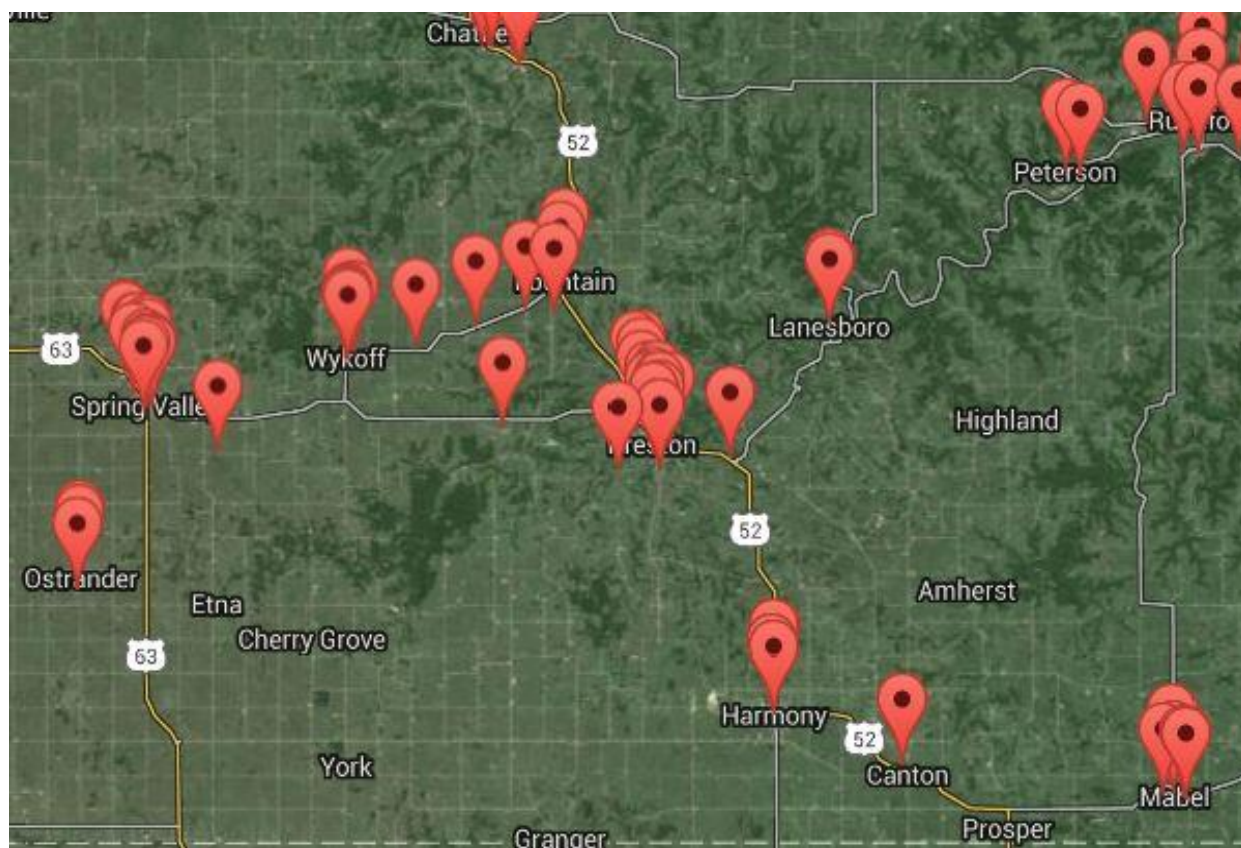
Alliant Energy, British Petroleum, Minnesota Energy Resources Corporation, and Northern Natural Gas Company operate pipelines in the County. A map showing pipeline locations is in the EOC.

#### 2.4.4.10 Telephone Service

Local carrier telephone service is provided by AcenTek, Arvig, Frontier, Century Link, Harmony Telephone, Mabel Co-op Telephone, and Mediacom.

#### 2.4.4.11 Hazardous Materials

Below is map showing areas that may contain hazardous material. More detail on Tier II companies is located in the EOC.



#### 2.4.4.12 Tourist Attractions

Fillmore County has several sites/events that draw visitors into the county. Below are some of the events and tourist attractions: (This is not an exhaustive list. A copy of the local visitor's brochure will be kept in the EOC for reference of upcoming events and other tourist attractions.)

- Niagara Cave, Harmony
- Forestville/Mystery Cave State Park, Wykoff
- Root River Bike Trail, various
- Eagle Bluff Environmental Center, Lanesboro



- Good Earth Village
- Amish Tours, various

#### 2.4.4.13 Other County Characteristics

Parks in Fillmore County include:

- Forestville/Mystery Cave State Park
- East Side of TH 139 Wayside Park
- State Line Wayside Park
- Minnesota's Norwegian Americans Historical Marker
- Inspiration Point Wayside Park
- Tawney Wayside Park
- Masonic Park
- Meighen Store Historical Marker
- Mystery Cave Historical Marker
- Sportsman Park

Besides those mentioned above, there are several organizations/businesses within the County that are vulnerable to catastrophic disaster should a major hazard directly affect them.

Fillmore County Jail (Average daily population is about 12. Maximum capacity is 20.)

Fillmore County Public Schools (6 public school districts schools with a combined student body of 3094).

- Chatfield Elementary and Chatfield High School both in Chatfield (841)
- Fillmore Central Elementary in Preston and Fillmore Central High School in Harmony (596)
- Kingsland Elementary and High School in Spring Valley (498)
- Lanesboro Elementary and High School both in Lanesboro (317)
- Mabel-Canton Elementary and High School both in Mabel (229)
- Rushford-Peterson Elementary and High School in Rushford (613)

There are also other private schools in the county: St. John's Lutheran School. There are 13 Amish schools. There are also a number of students home-schooled.

Fillmore County: (Approximately 160). A listing of county buildings is located in the EOC.

Nursing Homes: <https://mdhprovidercontent.web.health.state.mn.us/showprovideroutput.cfm>

Chosen Valley Care Center, Chatfield (Beds = 78)

Good Shepherd Lutheran Home, Rushford (Beds = 70)

Green Lea Manor, Mabel (Beds = 41)

Gundersen Harmony Care Center, Harmony (Beds = 43)



Ostrander Nursing Home, Ostrander (Beds = 25)

Spring Valley Care Center, Spring Valley (Beds = 50)

There are also Assisted Living Facilities in the same cities. Further details are in the EOC and <https://mdhprovidercontent.web.health.state.mn.us/showprovideroutput.cfm>

There is a complete listing of area businesses kept in the EOC.

## 2.5 KEY CONCEPTS

The EOP, using the NIMS, establishes mechanisms to:

- Maximize the integration of incident-related prevention, preparedness, response, and recovery activities;
- Improve coordination and integration of Federal, State, local, regional, private-sector, and nongovernmental organization partners;
- Utilize government and private sector resources efficiently and effectively for incident management and Critical Infrastructure/Key Resources (CI/KR) protection and restoration;
- Improve incident management communications and increase situational awareness across jurisdictions and between the public and private sectors;
- Facilitate emergency mutual aid;
- Provide a proactive and integrated county response to catastrophic events; and
- Address linkages to other incident management and emergency response plans developed for specific types of incidents or hazards.

## 2.6 ASSUMPTIONS

This EOP is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. The following assumptions are made and should be used as guiding principles of this EOP:

- The County will continue to be exposed to the hazards noted above as well as to others, including those that may develop in the future.
- An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, are only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.
- An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.
- Emergency management planning will give priority to all-hazards, flexible systems under the National Incident Management System.
- Implementation of this plan will reduce disaster-related losses.
- Comprehensive emergency management includes activities to mitigate, prepare for, respond to and recover from the effects of a disaster.

- Local government officials recognize their responsibilities with regard to public safety and accept them in the implementation of this plan.
- There may be a delay in activating the EOC.
- Initial response by County Organizations will be to take actions that have the greatest life saving potential under the circumstances.
- Assets and systems may be overwhelmed, especially during the first few days of a disaster. Accordingly, citizens will most likely be on their own and self-sufficient for 72-hours or more.
- In situations not specifically addressed in this plan, county personnel will improvise and carry out their responsibilities to the best of their abilities under the circumstances.
- The priority during an emergency will be to minimize the loss of life and injury to the public. Issues relating to property, while important, will be a secondary consideration.
- After the response to an event, recovery activities will focus on individual and social recovery concurrent with the reinstatement of business continuity for essential services.
- In the event that the County is not affected by the primary disaster, its personnel, and resources may be available to supplement and support other counties with direction from the Board of County Commissioners (BoCC) and/or the Manager of the Emergency Operations Center (EOC).
- Mutual aid assistance will be requested when disaster relief requirements exceed the County's ability to respond.
- The focus in this plan is on activities needed to coordinate the various agencies and not necessarily the activities internal to the agencies themselves:
- Longer-term physical recovery will include minimization of risk from future events, i.e. reconstruction that avoids or negates the recent hazard.
- Due to the dynamic nature of emergency planning, this EOP must constantly evolve. The EOP will be reviewed on an annual basis.

## 2.7 POLICY

### 2.7.1 General

In the event of a major disaster, the FC Board or Chief Elected Official of a City may declare a local emergency. Such a declaration will invoke necessary portions of this plan, and will permit the county or city to take such actions as may be required to protect lives and property. In addition, any or all parts of the plan may be implemented by an Incident Commander, whenever it is deemed necessary, in order to provide for the public safety.

Protection of life and property and alleviation of human distress is the primary goal of local government emergency operations.

In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services to the maximum extent possible. The FC Emergency Manager will assist in providing resource coordination between government agencies and the private sector. Local government resources must be utilized to the maximum before state or federal assistance will be made available.

Each County and City Department will implement a means of backing up valuable records in order to continue all governmental functions during a disaster. These methods include disc/tape backup, storage of actual records off site from current computer records and copy duplication of records off site. In addition, each agency, department, or service of county and city government will keep records relating to the

emergency itself. These records should include work hours, equipment hours, supplies/materials consumed, injuries to personnel, and damage to public facilities and equipment.

Each FC Department is assigned the responsibility to prepare and maintain SOPs, resource lists and checklists for use during a disaster involving that department. Generally, these documents will be maintained in the appropriate department and a copy provided to the Emergency Manager.

### **2.7.2 Mutual Assistance Policy**

It is the policy of FC to cooperate with and support other political jurisdictions within and outside of FC in disaster and emergency mitigation, preparedness, response and recovery efforts. Assistance provided by FC shall be supplemental to the efforts of those requesting assistance. All of the fire/police departments within FC should have mutual aid agreements. Written mutual aid agreements exist, and are on file in each fire/police department. A copy should be kept in the EOC.

### **2.7.3 Citizen Preparedness Policy**

Because of the nature of an emergency or disaster, government may be limited in its response capabilities. It is the policy of FC that citizens are encouraged to be self-sufficient for at least three days should an emergency or disaster occurs. The following resources can assist citizens to prepare themselves.

Do 1 Thing: <http://do1thing.com/>

American Red Cross: <http://www.redcross.org/prepare/disaster>

Minnesota HSEM: <https://dps.mn.gov/divisions/hsem/planning-preparedness/Pages/default.aspx>

Fillmore County Emergency Manager at 507-765-3874

Fillmore County Public Health at 507-735-3898

### **2.7.4 Limitations**

It is the policy of FC that no guarantee is implied by this plan of a perfect response system. As FC assets and systems may be overwhelmed, FC can only endeavor to make every reasonable effort to respond based on the situation, and information and resources available at the time.

### **2.7.5 Nondiscrimination**

It is the policy of FC that no services will be denied on the basis of race, color, national origin, religion, sex, age or disability and no special treatment will be extended to any person or group in an emergency or

disaster over and above what normally would be expected in the way of county services. Local activities pursuant to the Federal/State Agreement for Major Disaster Recovery will be carried out in accordance with Title 44, CFR, Section 205.16. Federal Disaster Assistance is conditional on full compliance with this rule.

### **3 CONCEPT OF OPERATIONS**

#### **3.1 PURPOSE**

This section explains the community's overall approach to emergency response (i.e., what, when, by whom). It includes:

- The division of local, State, and Federal responsibilities.
- When the EOP will be activated—and when it will be inactivated.
- Alert levels and the Base actions that accompany each level.
- The general sequence of actions before, during, and after an event.
- Who requests aid and under what conditions.
- Forms necessary to request assistance of various types.

The concept of operations will touch on direction and control, alert and warning, or continuity of operations matters that may be dealt with more fully in annexes.

#### **3.2 RESPONSIBILITIES**

Incident emergency response is a shared responsibility of local, state and federal government, and non-governmental and private organizations.

Police, fire, medical and public health, emergency management, public works, environmental response, and other personnel are often the first to arrive and the last to leave an incident site. Local resources are pivotal to quick response. Mutual aid agreements provide mechanisms to mobilize and employ resources from neighboring jurisdictions to support the incident command. In some instances, a Federal or State agency in the local area may advise or assist local officials in accordance with agency authorities and procedures.

When a dangerous situation exists that exceeds or threatens to exceed the County's ability to respond, the EOC will request assistance from jurisdictions in and around FC through activation of mutual aid agreements. If disaster response requirements exceed or threaten to exceed these combined capabilities, or if the requested assistance is unavailable, the EOC or County Sheriff will request assistance from State Duty Officer of Minnesota Homeland Security and Emergency Management (MN HSEM) at 1-800-422-0798. (Military assistance requests must come from the Sheriff.) HSEM will coordinate assistance from the State resources and the federal government. Assistance may be requested with or without a formal declaration of local emergency although if appropriate a declaration Attachment 4 should be issued as it unlocks more resources.

The FC EM will be responsible for assisting the county in obtaining any state or federal government resources that may be needed and coordinating the deployment of those resources with the Incident Commander. In carrying out this responsibility, the director should contact the Minnesota Emergency

## Chapter 3

Management Regional Program Coordinator (RPC), who will provide technical information and assistance. Contact information for the RPC can be found in Resource Manual.

Summarized below are the responsibilities of the various organizations.

### 3.2.1 County Government

The Board of County Commissioners will be responsible for providing overall direction and control of county resources involved in response to a disaster. The County Emergency Manager (EM) will be responsible for implementing the plan, and will coordinate emergency operations. The Assistant Emergency Manager will fulfill these duties in the absence of the Director.

The Chairman of the Board of County Commissioners (BoCC):

- Coordinates local resources, through the County EM, in order to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents involving all hazards including terrorism, natural disasters, accidents, and other crises;
- In accordance with local and state laws, has emergency powers, such as establishing a curfew, directing evacuations, suspending local laws and ordinances and ordering a quarantine in coordination with the local health authority;
- Provides leadership and plays a key role in communicating to the public, and in helping people, businesses, and organizations cope with the consequences of any type of domestic incident within the jurisdiction;
- Negotiates and enters into mutual aid agreements with other jurisdictions to facilitate resource-sharing; and
- Requests state and, if necessary, federal assistance through the Governor when the jurisdiction's capabilities have been exceeded or exhausted.

The initial response to a disaster, or the threat of one, will generally be in accordance with the measures outlined in the Functional Annexes written in support of, and consistent with, this plan.

A political subdivision of Minnesota may either establish its own emergency management program or join with one or more other subdivisions in a regional or sub-regional emergency management organization. Some of the cities and townships of FC have chosen to be covered by the county's emergency management programs. This Intra-County Emergency Management Agreement is kept in the County's EM office. Any township or city in Fillmore County can sign this agreement found in Attachment 2. Regardless of whether a city or township signs up to the agreement, the director will coordinate the county plan with the Fillmore County cities and townships through the FC Emergency Management Advisory Group (EMAG).

### 3.2.2 City/Township Government

The principle government official of the cities/townships in FC will be responsible for providing overall direction and control for the resources of their governments involved in the response to a disaster. In the event that an emergency affects other part of the county as well, the City/Township Emergency Manager/Coordinator will collaborate with the County EOC. If the city/township has signed the Intra-County Emergency Management Agreement, the County EOP will be in effect. Further responsibilities

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of the participating parties are outlined in the Agreement which can be found in Attachment 2. If the city or township is not party to the agreement with the county, they will be responsible for meeting all state and federal emergency management requirements and are encouraged to have their own Emergency Management Department, Emergency Operations Plan and EOC. This local EOC should coordinate with the County EOC when additional resources or other assistance is needed.

### 3.2.3 Federal and State Government

The Homeland Security Act of 2002 established DHS to prevent terrorist attacks within the United States; reduce the vulnerability of the United States to terrorism, natural disasters, and other emergencies; and minimize the damage and assist in the recovery from terrorist attacks, natural disasters, and other emergencies. The act also designates DHS as “a focal point regarding natural and manmade crises and emergency planning.” The National Response Plan outlines the Roles and Responsibilities of appropriate responding and supporting agencies in further detail.

Minnesota Department of Public Safety, Homeland Security and Emergency Management Division is tasked by MN Statute Chapter 12 with ensuring that preparations of this state will be adequate to deal with disasters, generally protect the public peace, health, and safety, and preserve the lives and property of the people of the state.

A summary of state and federal disaster assistance that may be available is listed in Attachment 3.

### 3.2.4 Nongovernmental and Volunteer Organizations

Non- Governmental Organizations (NGOs) collaborate with first responders, governments at all levels, and other agencies and organizations providing relief services to sustain life, reduce physical and emotional distress, and promote recovery of disaster victims when assistance is not available from other sources. For example, the American Red Cross is an NGO that provides relief at the local level and also provides significant assistance to Mass Care.

The Minnesota Voluntary Organizations Active in Disasters (MNVOAD) is a consortium of more than 30 recognized organizations of volunteers active in disaster relief. Such entities provide significant capabilities to incident management and response efforts at all levels. For example, the animal rescue and rehabilitation activities conducted during a pollution emergency are often carried out by private, nonprofit organizations working with natural resource trustee agencies.

Fillmore County Public Health maintains a cadre of Medical Reserve Corps (MRC) volunteers that are credentialed, trained, and willing to assist with events and responses as needed. The EM will coordinate with the local volunteer organizations to determine what services could be provided during a disaster.

### 3.2.5 Private Sector

Unless the response role is inherently governmental (e.g., law enforcement, etc.), private-sector organizations are encouraged to develop and maintain capabilities to respond to and manage a complete spectrum of incidents and emergencies. These capabilities and plans work best when shared with the municipal and county response organizations as well as their emergency management departments.

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The roles, responsibilities, and participation of the private sector during disasters vary based on the nature of the organization and the type and impact of the incident. The roles of private-sector organizations are summarized below.

### *3.2.5.1 Impacted Organization or Infrastructure*

Private-sector organizations may be affected by direct or indirect consequences of the incident, including privately owned critical infrastructure, key resources, and those main private-sector organizations that are significant to local, regional, and national economic recovery from the incident. Examples of privately owned infrastructure include transportation, telecommunications, private utilities, financial institutions, and hospitals.

Private-sector organizations provide response resources (donated or compensated) during an incident including specialized teams, equipment, and advanced technologies through local public-private emergency plans, mutual aid agreements, or incident specific requests from government and private-sector volunteered initiatives.

### *3.2.5.2 Regulated and/or Responsible Party*

Owners/operators of certain regulated facilities or hazardous operations may bear responsibilities under the law for preparing for and preventing incidents, and responding to an incident that occurs.

### *3.2.5.3 State/Local Emergency Organization Member*

Private-sector organizations may serve as an active partner in local and State emergency preparedness and response organizations and activities. Private-sector organizations support the EOP (voluntarily or to comply with applicable laws and regulations) by sharing information with the government, identifying risks, performing vulnerability assessments, developing emergency response and business continuity plans, enhancing their overall readiness, implementing appropriate prevention and protection programs, and donating or otherwise providing goods and services through contractual arrangement or government purchases to assist in response to and recovery from an incident.

Certain organizations are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of cause. In these cases, the private-sector organizations are expected to mobilize and employ the resources necessary and available in accordance with their plans to address the consequences of incidents at their own facilities or incidents for which they are otherwise responsible.

## **3.2.6 Citizen Involvement**

Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery, and mitigation. The U.S. Citizen Corps brings these groups together and focuses efforts of individuals through education, training, and volunteer service to help make communities safer, stronger, and better prepared to address the threats of terrorism, crime, public health issues, and disasters of all kinds.

Local communities are encouraged to implement Citizen Corps programs, which include Community Emergency Response Teams (CERTs), Medical Reserve Corps, Neighborhood Watch, Volunteers in

## **Chapter 3**

Police Service, and the affiliate programs; provide opportunities for special skills and interests; develop targeted outreach for special-needs groups; and organize special projects and community events.

Citizen Corps programs expand the resources and materials available to States and local communities through partnerships with programs and organizations that offer resources for public education, outreach, and training; represent volunteers interested in helping to make their communities safer; or offer volunteer service opportunities to support first responders, disaster relief activities, and community safety efforts.

Other programs unaffiliated with Citizen Corps also provide organized citizen involvement opportunities in support of emergency response to major disasters and events of national significance.

The EM will encourage the formation of these groups as needed in the county. The EM will work with these groups and provide advice and training as time permits.

### **3.3 OPERATIONS POLICY**

- Below are the Base driving policies of this plan.
- In the event of a major disaster, the Chair of the FC Board of County Commissioners may declare a local emergency. Such a declaration will invoke necessary portions of this plan and will permit the county to take such action as may be necessary to protect lives and property within the county. In addition, any or all parts of the plan may be implemented by the Incident Commander whenever it is deemed necessary in order to protect public safety.
- Protection of life and property and alleviation of human distress is the primary goal of county emergency operations.
- In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services to the maximum extent possible.
- The FC EM will assist in providing resource coordination between government agencies and people in the private sector.
- Maximum local government resources must be utilized before state or federal assistance will be made available.
- Existing government is the basis for emergency operations. The disaster functions of county organizations, with responsibilities presented elsewhere in this plan, will generally parallel their normal, day-to-day activities. To the extent possible, the same personnel and material resources will be employed in both cases.

### **3.4 MITIGATION**

Disaster mitigation activities are those that eliminate or reduce the probability of a disaster or its effects on human life and property. Examples of mitigation efforts include, but are not limited to:

- Risk mapping
- Hazard analysis
- Hazard information systems
- Land use management
- Land acquisition
- Relocation
- Statutes and ordinances
- Building codes and enforcement



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- Fire and Life Safety codes/enforcement
- Tax incentives and disincentives
- Monitoring and inspection
- Research
- Disaster insurance
- Public education
- Identifying resources
- Procurement and incorporation of equipment
- Stocking of emergency supplies

FC has a separate Mitigation Plan but is guided by the following principles:

- FC will, as appropriate and as opportunity allows, address disaster mitigation in projects such as growth management and regional transportation planning, flood control, zoning ordinance revision, and building code revision.
- FC will assist other county organizations in identifying ways to consider disaster mitigation in their public programs; and be an information resource for the public.
- FC Emergency Management will include mitigation in its disaster training program for individuals, families, neighborhoods, civic organizations, businesses, and government organizations.

Additional Resources:

FEMA <https://www.fema.gov/hazard-mitigation-planning>

MN <https://dps.mn.gov/divisions/hsem/hazard-mitigation/Pages/default.aspx>

### 3.5 PREPAREDNESS

The County supports mitigation but recognizes it can be expensive; hence all projects are not affordable. Neither will mitigation eliminate all risk. Accordingly, the County will endeavor to be prepared for disasters. Disaster preparedness develops response capabilities should a disaster occur and readies the community to implement recovery and restoration activities.

It is the responsibility of each jurisdiction and organization to prepare for and maintain a state of readiness for a disaster.

Preparedness activities are any actions taken prior to the emergency that facilitate the implementation of a coordinated response. Examples of preparedness efforts include, but are not limited to:

- Maintaining /Testing Emergency notification and alert systems
- Updating Emergency communications plan and equipment
- Coordinating sirens and the Emergency Warning System
- Updating Continuity of Operations Plan
- Developing emergency plans and procedures
- Emergency public information materials
- Personnel qualification and certification
- Training response personnel
- Training, drills and exercises
- Equipment acquisition and certification

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- Testing and maintaining equipment
- Establishing, equipping and maintaining the EOC
- Mutual aid/Emergency Management Assistance
- Compacts

In order to ensure that FC is prepared to the maximum extent possible, everyone should be prepared for emergencies. This includes businesses, private groups, nonprofit organizations, and citizens as well as all levels of government. Resources to assist in this process can be obtained from the FC EM. Resources can also be found on the following websites.

- Preparedness Resource Manual [http://www.fema.gov/pdf/areyouready/areyouready\\_full.pdf](http://www.fema.gov/pdf/areyouready/areyouready_full.pdf)
- Federal Readiness Site <http://www.ready.gov/>
- American Red Cross Preparedness <http://www.redcross.org/prepare>
- Continuity of Operations Plan Template <http://www.fema.gov/continuity-operations>
- Do 1 Thing: <http://do1thing.com/>

Specifically the EM will:

- identify and determine the County's vulnerability to selected hazards;
- develop and maintain this plan and other supporting documents;
- develop and maintain an effective exercise program;
- negotiate mutual aid and inter-local agreements, subject to BoCC approval;
- identify and catalogue resources;
- develop and maintain an effective public information and media liaison program in coordination with the County Coordinator;
- develop disaster communications capability;
- develop and maintain an active volunteer program;
- identify staff for an adequate primary and alternate disaster management facility (EOC); and
- develop, maintain and administer a disaster preparedness training program to include training and education for individuals, families, neighborhoods, civic and volunteer organizations, businesses, and government entities.

County Departments and FC Municipalities will prepare by:

- being familiar with, and supporting, the County Emergency Operations Plan;
- plan for disasters and developing procedures for disaster response and recovery;
- provide up-to-date SOPs, contact lists, organizational charts, and resource lists to the Emergency Manager; and
- provide Hazardous Materials records which must be accessible to First Responders during a disaster to the Emergency Manager.

### 3.6 RESPONSE

Emergencies (e.g., response to fires, violations of the law, emergency medical calls, etc.) occur every day and do not normally require the direct involvement of the County Commissioners, Mayors or City Managers, or EM. On a less frequent basis, first responders are confronted with larger scale events—distinguished as major emergencies or disasters that can exceed the capacity of one department or agency. Disaster response is the action taken immediately before, during, or after an emergency occurs to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. This

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plan applies to all County, City, and Township government departments and agencies that are tasked to provide response assistance in a disaster or emergency situation. It describes actions to be taken in providing immediate response assistance to one or more affected areas of the county. Non-government organizations assist the county are requested to comply with the provision of this plan. Response assistance includes those actions and activities that support government efforts to save lives, protect public health and safety, and protect property.

Recovery activities are most often conducted concurrently with response activities.

Response measures include:

- Emergency plan activation
- Emergency alert system activation
- Emergency instructions to the public
- Emergency medical assistance
- Staffing the emergency operations center
- Public official alerting
- Reception and care
- Shelter and evacuation
- Search and rescue
- Resource mobilization
- Warning systems activation

Responders must continually evaluate any ongoing situation to anticipate the need for additional resources, so that actions can be taken to get assistance on the scene in time to avert a more dangerous and/or costly response. Outside sources may include mutual aid from neighboring jurisdictions, pre-existing contractual arrangements with private sources of specialized equipment/services and/or assistance from state or federal resources.

### 3.6.1 Emergency Operations Plan activation/inactivation

The direction and control of government operation from a central, protected facility with adequate communications and key personnel is essential to conduct emergency operations. State and local EOCs represent the physical location at which the coordination of information and resources to support incident management activities normally takes place.

Upon notification of an emergency, or the threat of one, FC EM in coordination with the Incident Commander (IC) will evaluate the situation and, if warranted, activate this EOP at the appropriate level. Part of this activation may include opening the FC EOC (more details about the opening of the EOC are later in this chapter). This plan may also be activated by the EM following a request from another jurisdiction after coordination with the Chairman of the Board of County Commissioners.

### 3.6.2 Declaration of Local State of Emergency

The Chief Elected Official for each political jurisdiction (County: Chair of County Board of County Commissioners, City: Mayor) is authorized to declare a state of emergency for their jurisdiction as is described in the portion of Minnesota Statute 12 listed below.

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### 12.29 DECLARATION OF LOCAL EMERGENCY.

Subdivision 1. **Authority to declare emergency.** A local emergency may be declared only by the mayor of a municipality or the chair of a county board of commissioners or their legal successors. It may not be continued for a period in excess of three days except by or with the consent of the governing body of the political subdivision. Any order or proclamation declaring, continuing, or terminating a local emergency must be given prompt and general publicity and filed promptly by the chief of the local record-keeping agency of the political subdivision.

Subd. 2. **Effect of declaration of emergency.** A declaration of a local emergency invokes necessary portions of the response and recovery aspects of applicable local or interjurisdictional disaster plans, and may authorize aid and assistance under those plans.

Subd. 3. **Interjurisdictional agencies.** No interjurisdictional agency or official may declare a local emergency unless expressly authorized by the agreement under which the agency functions. However, an interjurisdictional disaster agency shall provide aid and services in accordance with the agreement under which it functions.

A formal declaration of emergency may be required to obtain some types of state and federal assistance. An example of this declaration can be found in Attachment 4. A declaration is not necessary for the activation of the EOC.

The EM will make a recommendation to the jurisdiction leader regarding an Emergency Proclamation when deemed necessary or prudent. If other County departments need an Emergency Proclamation, pursuant to their respective authority, this should be coordinated with the EM. If requested, the EM may assist cities or townships in FC with preparing their own Emergency Proclamation.

#### 3.6.3 Requesting State and Federal Assistance

Once a local emergency has been declared, the EM, in coordination with the IC and the local government who declared the emergency, will determine if state and/or federal assistance is required. This information will then be passed to the Governor via the Minnesota Homeland Security and Emergency Management. Based on the evaluation of initial details communicated by the local government, the Minnesota Homeland Security and Emergency Management will make a recommendation to the Governor on the need for a Governor's declaration for a "State of Emergency." State assistance is supplemental, however, and can only be given after the local resources are used to their capacity. The request should identify each requested resource by:

- type and quantity;
- required specification;
- delivery time needed
- delivery location desired;
- purpose and use; and
- duration of need.

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The request should contain a certification that “the County or City has exhausted all reasonable attempts to locate the resource from all possible local sources.”

Even with the augmentation of resources that may be available through the state; the situation could be so severe that the Governor would need to go to the federal government for assistance. To support the Governor’s request, the EM, with help from the Regional EM coordinator and the FEMA Regional Office, will prepare a *Preliminary Damage Assessment*. (See form FF90-135 in Attachment 5) Some federal agencies, such as the Small Business Administration (SBA), US Army Corps of Engineers (USACE), and US Department of Agriculture (USDA), have statutory authority to make emergency programs and resources available without prior presidential approval. If this isn’t adequate, the Governor can ask for other specific types of aid through the FEMA Regional Director. The FEMA Regional Director may add his recommendations to the request and forward it to the FEMA National Headquarters in Washington, D.C. From there, it is referred to the President who can either deny the request or decide to make an *Emergency Declaration* if limited federal involvement would suffice or a *Major Disaster Declaration* if more substantial Federal financial, technical, and/or operational support is more appropriate. The below diagram represents the process. Starting at the top and rotating clockwise on the page, it shows how the process can grow to support critical needs identified by local and state jurisdictions in times of disaster.

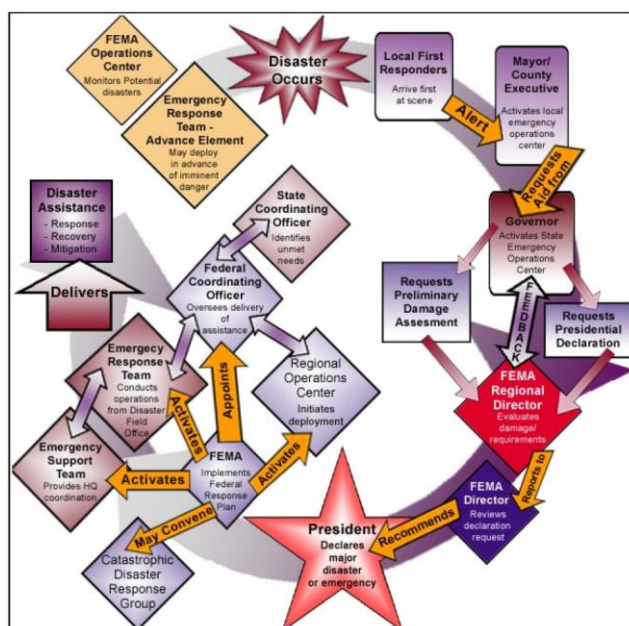


Figure 1 - Federal Assistance Request Process

### 3.6.4 Command and Control

This plan builds on the National Incident Management System (NIMS) and the Incident Command System (ICS) that has been adopted by the State of Minnesota and is mandated by the Federal government through Homeland Security Presidential Directive 5 (HSPD-5). It provides a consistent, nationwide approach for Federal, State, local, tribal governments, and the private sector to work efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

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HSPD–5 states that “To provide for interoperability and compatibility among Federal, State, and local capabilities, the NIMS will include a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.”

### 3.6.4.1 ICS Organization

Every incident or event has certain major management activities or actions that must be performed. Even if the event is small, and only one or two people are involved, these activities still apply to some degree.

The NIMS Incident Command System (ICS) is the model for command, control and coordination of FC’s emergency response. It provides a means to coordinate the efforts of individual agencies as they work toward stabilizing the incident and protecting life, property and the environment. ICS uses principles proven to improve efficiency and effectiveness in an emergency response. The Incident Command System can be scaled up or down to meet the need, which makes it a flexible model for situations widely disparate in scope and nature. It can be applied to a wide variety of emergency and non-emergency situations.

The organization of the Incident Command System is built around five major management activities. They are:

#### **Command**

- Sets incident objectives and priorities
- Has overall responsibility at the incident or event.

#### **Operations**

- Develops the tactical objectives
- Develops and implements strategy and tactics to carry out the incident objectives.
- Organizes, assigns, and supervises the tactical field resources.  
Supervises resources at the incident and in the staging area.

#### **Planning**

- Gathers, analyzes, and disseminates information and intelligence.
- Compiles the Incident Action Plan.
- Maintains and displays situation and resource status.
- Develops alternative strategies.
- Documents incident activities
- Prepares the Demobilization Plan.
- Manages Technical Specialists.
- Finds resources and all other services needed to support the organization

#### **Logistics**

- Provides resources and services required to support incident activities.
- Develops portions of Incident Action Plan and forwards them to Planning Section.
- Contracts for and purchases goods and services needed at the incident.

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- Prepares and supports the Incident Communication Plan (ICS Form 205).
- Distributes and maintains communications equipment.
- Develops the Medical Plan (ICS Form 206).
- Provides first aid and light medical treatment.
- Supplies the food and potable water.
- Orders, receives, stores, and distributes supplies.
- Places all resource orders.
- Maintains inventory of supplies and equipment.
- Sets up and maintains facilities.
- Provides managers for Base and Camps.
- Provides facility security and maintenance services (sanitation, lighting, and cleanup).
- Prepares the Transportation Plan.
- Arranges for, activates, and documents the fueling and maintenance of ground resources.
- Arranges for transportation of personnel, supplies, food, and equipment.

### **Finance/Administration**

- Monitors costs related to incident
- Is responsible for financial and cost analysis.
- Oversees contract negotiations.
- Tracks personnel and equipment time.
- Processes claims for accidents and injuries.
- Works with Logistics to ensure resources are procured.

These activities are the foundation upon which the ICS organization develops. They apply to any emergency, organizing for a major event or managing a major response to a disaster. Details on the application of these functions for FC can be found in the Annex A.

For small incidents one person, the Incident Commander (IC) may manage these major activities. Large incidents usually require that they be set up as separate Sections within the organization. Below is an example of a large scale operational structure.

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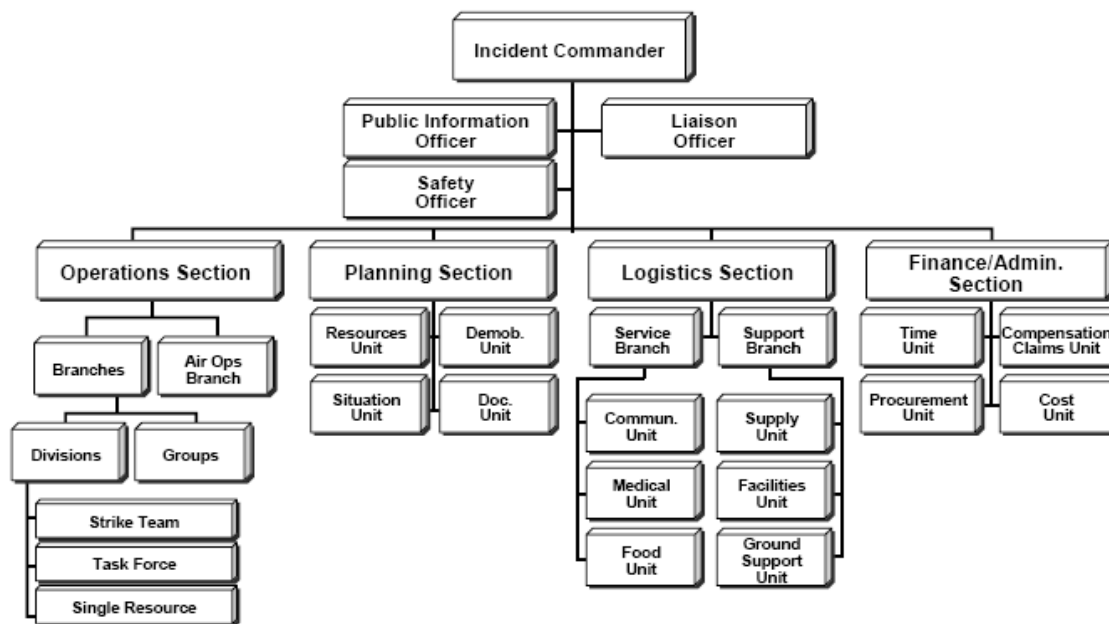


Figure 2 –ICS Organizational

Each of the primary ICS sections may be subdivided as needed. The ICS organization can be sized to meet the needs of the incident. At all times the ICS principle of span of control should be observed. ICS recommend one supervisor should have from three to seven subordinates depending on the complexity of the incident and the tasks assigned.

### 3.6.4.2 Incident Commander

The determination of which department/jurisdiction is responsible for assuming field command or becoming the lead agency, for an incident will be based on who is responsible for the response to that particular type of hazard. For example, at a fire, the Fire Chief would be the IC.

Some incidents may involve more than one hazard, but the one that will be considered primary will be the hazard with the potential for causing the most serious harm.

Hence, the department/jurisdiction responsible for the primary hazard will be the lead agency. As the incident evolves and as the original hazard is downgraded and supplanted by a different hazard, a lead agency may transfer from one department/jurisdiction to another.

If, at any time, there is disagreement or uncertainty on the part of field supervisors over which organization is the responsible lead agency it should be resolved by immediate referral to the EOC. It then will be up to the EOC Director to confer with the appropriate organizational heads, or their designate, to arrive at a determination. This may be a single or a unified command. (For a description of a unified command, see below.)

This safeguard is established to ensure that prudent life-safety measures by local government will never be delayed or jeopardized by indecision.



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### 3.6.4.3 Incident Command Post (ICP)

The tactical-level, on-scene incident command and management organization is located at the ICP. The Incident Commander uses the ICP as his/her headquarters. When multiple command authorities are involved, the ICP may be led by a Unified Command, comprised of officials who have jurisdictional authority or functional responsibility for the incident under an appropriate law, ordinance, or agreement. The ICP is usually located at or in the immediate vicinity of the incident site. The location is selected by the agency having primary jurisdictional authority for managing the incident at this level. Generally, there is one ICP established for each incident. Depending on the number and location of incidents, there may be multiple ICPs managed by an Area Command.

### 3.6.4.4 Unified Command

A Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability. Under a Unified Command, a single, coordinated Incident Action Plan will direct all activities. The Incident Commanders will supervise a single Command and General Staff organization and speak with one voice.

### 3.6.4.5 Area Command/Unified Area Command

If multiple sites are affected at the same time or a very large or complex incident has multiple incident management teams engaged, an Area Command may be established. The Area Command would have the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional.

### 3.6.4.6 Transfer of Command

The process of moving the responsibility for incident command from one Incident Commander to another is called **transfer of command**. Transfer of command may take place when:

- A more qualified person assumes command.
- The incident situation changes over time, resulting in a legal requirement to change command.
- Changing command makes good sense, e.g., an Incident Management Team takes command of an incident from a local jurisdictional unit due to increased incident complexity.
- There is normal turnover of personnel on long or extended incidents, i.e., to accommodate work/rest requirements.
- The incident response is concluded and incident responsibility is transferred back to the home agency.

The transfer of command process always includes a transfer of command briefing, which may be oral, written, or a combination of both.

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### 3.6.5 EOP Alert levels and Actions

#### 3.6.5.1 Type 5

- The incident can be handled with one or two single resources with up to six personnel.
- The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.
- Command and General Staff positions other than the Incident Commander (IC) are not activated.
- No written Incident Action Plan (IAP) is required.
- Examples include a vehicle fire, an injured person, or a police traffic stop.

#### 3.6.5.2 Type 4

- Several resources are required to mitigate the incident.
- The incident is usually limited to one operational period in the control phase.
- Command staff and general staff functions are activated only if needed.
- No written Incident Action Plan (IAP) is required but a documented operational briefing will be completed for all incoming resources.
- The role of the IC includes operational plans including objectives and priorities.
- The IC may have briefings, and will review the complexity of the incident and delegation of authority.

#### 3.6.5.3 Type 3

- The incident involves a significant number of resources, or is an extended/expanding incident.
- The incident may extend into multiple operational periods.
- Appropriate ICS positions are added to match the complexity/size of the incident.
- Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions, as needed.
- A written IAP may be required for each operational period.

#### 3.6.5.4 Type 2

This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing.

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- Most or all of the Command and General Staff positions are filled.
- A written IAP is required for each operational period.
- Many of the functional units are needed and staffed.
- Operations personnel normally include resources from other areas of the State and may include federal resources.
- The IC is responsible for the incident complexity analysis, IC briefings, and the written delegation of authority.

### 3.6.5.5 *Type 1*

This type of incident is the most complex, requiring national resources to safely and effectively manage and operate.

- All Command and General Staff positions are activated.
- Operations personnel included State and Federal resources.
- Branches need to be established.
- The IC will have briefings, and ensure that the complexity analysis and delegation of authority are updated.
- Use of resource advisors at the incident base is recommended.
- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

### 3.6.6 **Emergency Operation Center**

The EOC is provides a designated command center for the FC's executive and senior departmental leadership in a significant emergency or disaster that will ensure the effective use and integration of all local resources, coordinate public information, and obtain additional assistance, if needed, to save lives, protect people and property.

The conference room (108) located in the basement of the Fillmore County Office Building is the Emergency Operations Center for the county. The primary EOC should be operational within one hour of activation.

The alternate EOC is in the Courthouse Building. The alternate EOC should be operational within four hours of activation. The EOC Manager may establish a remote or mobile EOC as needed to respond to an emergency situation.

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### Emergency Responsibility Chart

|                             |                                                                                                                                                                                            |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Primary EOC Location:       | Fillmore County Office Building Room 108 and IT Training Room 902 Houston Street NW, Preston, MN 55965<br>Fillmore Co. Emergency Mgt. 507-765-3874<br>Sheriff's Office 24 hr. 507-765-3874 |
| Emergency Power:            | Preston Backup generator.                                                                                                                                                                  |
| Security:                   | If necessary, back door can be locked and access point set up in hallway.                                                                                                                  |
| Water Supply:               | City water main w/fire pumper backup                                                                                                                                                       |
| Sanitation:                 | City Sewer                                                                                                                                                                                 |
| Emergency Feeding:          | 1. Contract with Preston IGA<br>2. Corrections kitchen close at hand                                                                                                                       |
| Ventilation:                | Central Air                                                                                                                                                                                |
| EOC Equipment:              | Base radio, scanner, telephones, phone lines, tables, chairs, maps, note pads, pencils, etc.                                                                                               |
| Medical Supplies:           | Available from Fillmore County Public Health, Emergency Management or EMS Providers.                                                                                                       |
| Miscellaneous Capabilities: | Handicap Accessible<br>24 hr. phone capability                                                                                                                                             |
| Alternate EOC Location:     | Courthouse Building Basement<br>Fillmore Co. Emergency Mgt. 507-765-3874<br>Sheriff's Office 24 hr. 507-765-3874                                                                           |
| Emergency Power:            | Preston backup generator                                                                                                                                                                   |
| Water Supply:               | City water main w/fire pumper backup                                                                                                                                                       |
| Sanitation:                 | City sewer                                                                                                                                                                                 |
| Emergency Feeding:          | 1. Contract with Preston IGA                                                                                                                                                               |
| Ventilation:                | Central Air                                                                                                                                                                                |
| Medical Supplies:           | Available from Fillmore County Public Health, Emergency Management or EMS Providers.                                                                                                       |
| Misc. Capabilities:         | Secure and or Outside Access<br>Handicap Accessible<br>24 hr. phone capability                                                                                                             |

When activated, the EM will activate the appropriate staff (see chapter 4) and coordinate the County's response. Overall direction, control and coordination to support community response to a disaster will be established through the EOC which will be equipped and staffed at the appropriate level for the situation.

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The EOC will support the following general strategic goals in addition to the Incident Action Plan objectives established by the Incident Commander:

- Personal safety of emergency responders and other jurisdiction employees;
- Saving and protecting the greatest number of people at risk;
- Saving and protecting as many residential, business and industrial properties as possible;
- Saving and protecting as much vital infrastructure as possible;
- Restraining the spread of environmental damage;
- Minimizing human hardship and economic interruptions; and
- Maintaining appropriate records and reports.

The primary tasks of the EOC are to:

- Develop and maintain awareness of the emergency situation for decision makers;
- Coordinate support for emergency responders;
- Coordinate the restoration of services;
- Collect, record, analyze, display and distribute information pertaining to the emergency;
- Work with the Public Information Officer (PIO) to coordinate public information and warning;
- Manage volunteers and resources; and
- Conduct appropriate liaison and coordination activities with all levels of government, public utilities, volunteer and civic organizations, and the public.

The EOC will be deactivated when the Incident Commander (IC) and the EM determine that either the crisis is over or the duties of the EOC are passed to another organization responsible for recovery operations.

### *3.6.6.1 EOC Organization*

The EOC operates under the executive authority of the BoCC Chairman and the operational command of the EOC Manager. Normally, elected officials do not have direct control over the day-to-day operations of county/city departments. When the EOC operates under the executive authority, these elected officials assume full control over all operations of all departments within the jurisdiction. Using a National Incident Management System (NIMS) Incident Command System (ICS) as its management model, the EOC is organized into a four main divisions—Operations, Logistics, Planning, and Finance/Administration.

Base management practices that are integral to the ICS and that will be adhered to in the EOC include:

- Designated command and control facilities;
- A modular organizational structure that can easily grow or shrink in size and capability to sustain established goals and objectives over the course of extended operations;
- The arrangement of Emergency Support Functions (ESFs) into sections for operations, administration and plans, logistics, and finance;
- A span of control for each supervisor that ranges from three to seven subordinates, with five being the ideal;
- The use of comprehensive resource management;
- The use of common terminology across departments/jurisdictions;
- The use of integrated communications across departments/jurisdictions; and

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- Consolidated action planning for jurisdictions.

Generally, the EM or designee will serve as the EOC Manager. However, when disaster strikes without warning, the first staff person arriving at the EOC will assume the duties of EOC Manager until relieved. The FC EM will designate activation staff for when disaster strikes with little or no warning. In such an event, those designated staff members who are available and able will proceed directly to the EOC without being otherwise notified when aware of the hazardous event, and, upon arrival, will activate the facility in accordance with EOC standard operating procedures.

### 3.6.6.2 EOC Activation

Not all emergencies require activation of the EOC. Day-to-day emergencies requiring minimal coordination and assistance such as routine Search and Rescue (SAR) missions, minor flooding, a small house or field fire, a minor vehicle crash, or a minor hazardous material spill. The situation may be such that it can be more efficiently and effectively supported without primary EOC. Incidents at this level are common, and the responding department is responsible for controlling them.

The EOC can be activated for any emergency situation requiring more than routine coordination and assistance, and generally involving multiple jurisdictions, such as minor or moderate flooding in multiple locations, a major motor vehicle or aircraft accident, a major hazardous material spill, spreading wildfires, or a major weather event. The BoCC Chairman, EOC Manager or IC will determine the need to activate the EOC and the required staffing levels. This decision should be coordinated and based on the demands of the situation. Staffing will be provided by the FC employees with additional personnel called as necessary.

This activation does not necessarily happen at the start of the event. The EOC may be activated later when the incident requires a higher level of coordination or resources than those available, normally for incident type 4 and higher. The EOC also can be activated upon the request of an outside agency with the approval of the BoCC Chairman.

To optimize coordination and communications, EOC activation and staffing will be at the lowest level necessary to adequately respond to a hazardous event. Even when fully activated, the EOC staffing levels will vary and, at any particular time, could be adjusted by the EOC Manager to match the demands of the immediate situation according to the requirements as the crisis intensifies, diminishes, or changes.

After the EOC is activated, the EOC Manager should notify the BoCC Chairman, County Sheriff, County Coordinator, City Administrator/Mayor of the affected areas and the State Duty Officer. If there is a possibility that additional EOC staff may be needed, EOC staff should be notified to be in a standby status. Staff should be prepared for 24-hour operations, if necessary. Each position should have an alternate identified so that the EOC can be manned in a 12 hour rotation.

Full activation of the EOC is reserved for those situations that have escalated in seriousness to the stage where the Chief Elected Official's participation is necessary. The catalyst for full activation would be a Declaration of a local Emergency. Once a local emergency has been declared, the EOC will have the authority to coordinate the use of all local available resources, public and private.

More detail can be found in the Annexes and Appendices.

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### 3.6.6.3 EOC After Action Reports

The completion of an After Action Report is part of the required ICS reporting process. An After Action Report serves the following important functions:

- Source for documentation of response or drill activities.
- Identification of problems/successes during emergency or training operations.
- Analysis of the effectiveness of ICS components.
- Describes and defines a plan of action for implementing improvements.

The EM in coordination with the IC will be responsible for completing the After Action Report. Other members of the ICS organization may also be required to complete reports respective to their assignment. Each After Action Report should include:

- Introduction and Background.
- Type/location of event/drill/exercise.
- Chronological summary of event/drill/exercise.
- Response from outside emergency services (as appropriate): Include a summary, conclusions, the field response, and other local, operational area, regional, state or federal response.
- Interacting Systems, Agencies and Programs: Include mutual aid systems (law enforcement, fire/rescue, medical, etc.); cooperating agencies (utilities, American Red Cross, university departments, etc.); telecommunications and media interactions.
- Improvements, Conclusions, Recommendations: As applicable, include a description of actions taken, assignments, associated costs or budget, timetable for completion or correction, and follow-up responsibility.
- Training needs.
- Recovery Activities (as applicable).
- References: Maps, charts, training materials, etc.

Many types of documentation might be included. Some recommended types include the following:

- Action plans written during operational activities or training exercises.
- ICS/EOC Forms.
- Unit activity logs and journals.
- Written messages.
- Function and position checklists.
- Public information and media reports.
- FEMA-developed forms.
- Other forms or documents used during an emergency or training exercise.

## 3.7 RECOVERY

Disaster recovery is both a short-term and long-term process. Short-term operations restore vital services to the community and provide for the Base needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs. The recovery period is also an opportune time to institute mitigation measures related to the recent disaster.

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Recovery measures include:

- Crisis counseling,
- Detailed damage assessment,
- Debris clearance,
- Decontamination,
- Disaster Recovery Centers,
- Disaster insurance payments,
- Disaster loans and grants,
- Disaster unemployment assistance,
- Public information,
- Reassessment of emergency plans,
- Reconstruction,
- Expedited permitting and review,
- Temporary housing, and
- Full-scale business resumption.

In managing recovery efforts, the BoCC may form ad hoc partnerships with other jurisdictions, federal and state agencies, and groups within the private sector to advise upon and assist in the development of recovery plans for the County after a major disaster.

A Disaster Recovery Team may be established by the Board of County Commissioners who will coordinate recovery activities. The makeup of the team will depend upon the continuing needs. County Departments will continue with recovery activities started while the EOC was active and will coordinate recovery efforts with the long term development and mitigation plans of the county.

The EM will be the County's liaison with State emergency management and FEMA and will coordinate disaster plan review and revision.

Auditor/Treasurers Office will coordinate the preparation of cost recovery documentation and be the county's agent for reimbursement of those costs.

### **3.8 CONCURRENT IMPLEMENTATION OF OTHER PLANS**

This EOP is the core plan for managing local incidents and coordinating responses. Other supplemental plans such as departmental SOPs, Emergency Action Plans, and the County's Continuity of Operations Plan provide details on authorities, response protocols, and technical guidance for responding to and managing specific contingency situations. These plans and the plans of other municipalities within FC should work with the procedures in this EOP. A comprehensive listing and summary of other plans is included in Attachment 6.



## 4 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

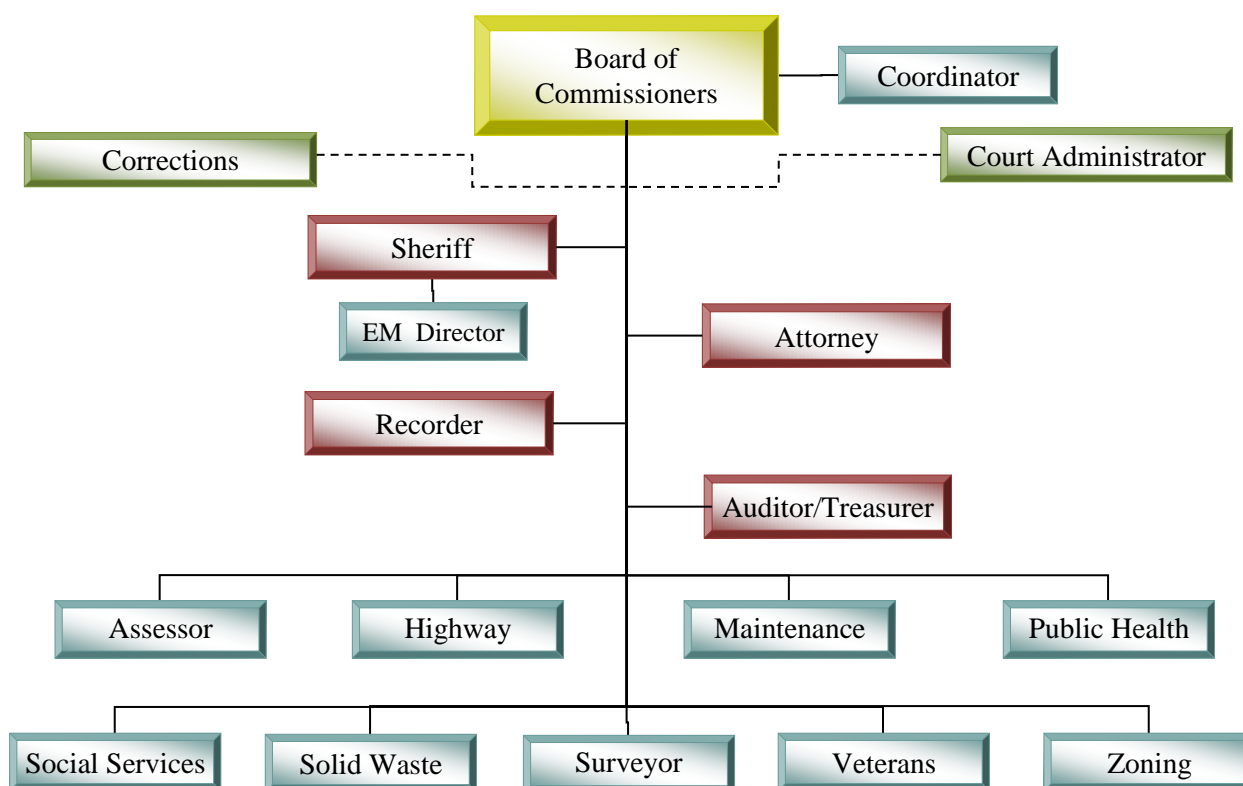
### 4.1 PURPOSE

The Organization and Assignment of Responsibilities section specifies reporting relationships and lines of authority for an emergency response. This section:

- Lists the general areas of responsibility assigned by organization and position.
- Identifies shared responsibilities and specifies which organization has primary responsibility and which have supportive roles.

### 4.2 ORGANIZATIONAL STRUCTURE

Existing government is the basis for emergency operations. That is, government agencies will perform emergency activities related to those they perform on a day-to-day basis. County organization and interrelationships are shown on the chart below.



### 4.3 PRINCIPAL EOP ORGANIZATIONAL ELEMENTS

The heads of various county government departments and other agencies will be responsible for carrying out the assignments shown in the following table. Additional information about these assignments is contained in the Annexes to this plan. County departments and other agencies are expected to develop whatever SOPs they may need in order to carry out these responsibilities.

### 4.3.1 Emergency Responsibility Assignments

As a general rule, county officials will be primarily responsible for carrying out emergency functions outside city limits and municipal officials will have the corresponding responsibility within city limits.

Responsibilities have been assigned for planning purposes. During an emergency the actual person who will fill the position will be determined by the Incident Commander (IC). Under most circumstances it will be the individual below; however, the IC should put the most qualified person in each position based on the demands and requirements of the event as well as personnel availability and qualification. For example, during a health emergency if the EM is new the IC may determine that the public health outreach coordinator may be a better choice for the Liaison Officer.

**Primary** operational responsibility means that the official or agency is in charge of, and responsible to make provisions for that function.

**Support** organizations will assist the official or agency that has primary or coordination responsibility for that function.

**Coordination** will occur when several agencies have a partial responsibility, but no single agency/official has obvious primary responsibility. The agency responsible for coordination will work with the other agencies to provide the services. This will often occur when non-governmental agencies are involved.

| <i>Emergency Responsibility</i> | <b>Primary</b>                                                                                    | <b>Support</b>                                               | <b>Coordination</b> |
|---------------------------------|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------|---------------------|
| <b>Command Section</b>          |                                                                                                   | <b>Incident Commander</b>                                    |                     |
| Direction and Control           | FC Sheriff or FC EM<br>City Police Chief                                                          | FC Department Heads<br>City Officials                        | FC EM               |
| Emergency Public Information    | FC Coordinator<br>(unless only one city is<br>affected then the City<br>Administrator is primary) | City Administrators                                          |                     |
| Liaison                         | FC EM                                                                                             | Municipal Emergency<br>Coordinators                          |                     |
| Safety                          | FC Safety Coordinator                                                                             | FC Safety Committee<br>Minnesota Counties Insurance<br>Trust |                     |
| <b>Operations Section</b>       |                                                                                                   | <b>FC Sheriff</b>                                            |                     |
| Notification and Warning        | FC Sheriff                                                                                        | City EM                                                      |                     |
| Search and Rescue               | FC Sheriff                                                                                        | Municipal Police/Fire Depts.                                 |                     |
| Evacuation and Traffic Control  | FC Sheriff                                                                                        | City Police; State Patrol and<br>Highway Dept.               |                     |
| Security                        | FC Sheriff                                                                                        | City Police; State Patrol and<br>Highway Dept.               |                     |

| <b><i>Emergency Responsibility</i></b>                                             | <b>Primary</b>                                       | <b>Support</b>                                                                                                                       | <b>Coordination</b> |
|------------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Fire Protection                                                                    | Local Fire Departments                               | Mutual Aid                                                                                                                           |                     |
| Debris Clearance                                                                   | Solid Waste Administrator                            | County Engineer<br>Municipal Public Works, Utilities,<br>Municipal Fire Departments                                                  |                     |
| Transportation                                                                     | County Engineer                                      | Municipal Public Works, FC<br>Solid Waste                                                                                            |                     |
| Utilities Restoration                                                              | Local Municipalities                                 | Private Companies                                                                                                                    |                     |
| Hazardous Material including<br>(Radiological/Chemical/Biological)                 | FC Solid Waste Admin.<br>Public Health               | Local Fire Depts.<br>MN Division of Emergency<br>Management Response Teams                                                           | FC Sheriff          |
| Health/Medical care at Mass Care<br>facilities/Community<br>Health/Medical Hazards | FC Public Health                                     | Olmsted Medical Center<br>Mayo Clinic<br>Gundersen Health System<br>Winneshiek Medical Center<br>Winona Health<br>American Red Cross |                     |
| Mortuary Services                                                                  | FC Coroner                                           | Local Funeral Homes<br>SE MN Regional Medical<br>Examiner's Office                                                                   |                     |
| Behavioral Health/Counseling                                                       | Social Services                                      | Zumbro Valley Mental Health<br>Center<br>Hiawatha Mental Health<br>American Red Cross<br>Local Churches                              |                     |
| Animal Evacuation and Sheltering                                                   | FC Sheriff<br>Minnesota Department of<br>Agriculture | Local Veterinarians<br>Local Kennels                                                                                                 |                     |
|                                                                                    |                                                      |                                                                                                                                      |                     |
| <b>Planning Section</b>                                                            | <b>FC EM</b>                                         |                                                                                                                                      |                     |
| Resource Management                                                                | FC EM                                                |                                                                                                                                      |                     |
| Track/Record Situation                                                             | FC Sheriff                                           | FC EM<br>FC Recorder                                                                                                                 |                     |
| Report Situation                                                                   | FC EM                                                | FC Sheriff                                                                                                                           |                     |
| Damage Assessment                                                                  | FC Assessor<br>FC Engineer                           | FC Zoning<br>FC Surveyor<br>American Red Cross                                                                                       | FC EM               |
| Assess Required Health<br>Protection Measures                                      | FC Safety Coordinator                                | FC Public Health<br>MN Extension<br>MN Department of Agriculture<br>MN Department of Public Health                                   |                     |
| Technical Advisor                                                                  | FC EM                                                | Public Health<br>Solid Waste<br>County Engineer<br>Social Services                                                                   |                     |

| <i>Emergency Responsibility</i>         | <b>Primary</b>                     | <b>Support</b>                                                                                              | <b>Coordination</b> |
|-----------------------------------------|------------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------|
|                                         |                                    |                                                                                                             |                     |
| <b>Logistics</b>                        | <b>FC Social Services Director</b> |                                                                                                             |                     |
| Communication                           | FC Sheriff                         | FC Coordinator<br>City Administrators                                                                       |                     |
| Mass Care<br>(Food and Facilities)      | Social Services Director           | Area Church Groups<br>Area businesses under contract<br>with County<br>American Red Cross<br>Salvation Army |                     |
| Responder Care<br>(Food and Facilities) | Social Services Director           | Area Church Groups<br>Area businesses under contract<br>with County<br>American Red Cross<br>Salvation Army |                     |
| Health/Medical                          | FC Public Health Services          | Local Hospitals, Clinics,<br>Municipal Ambulance Services                                                   |                     |
| EOC/IC Supplies                         | FC Coordinator                     | County Treasurer                                                                                            |                     |
| Responder Crisis Counseling             | Social Services                    | Zumbro Valley Mental<br>Health Center                                                                       |                     |
|                                         |                                    |                                                                                                             |                     |
| <b>Finance</b>                          | <b>FC Treasurer</b>                |                                                                                                             |                     |
| Timekeeping/Procurement                 | FC Auditor/Treasurer               | FC Recorder                                                                                                 |                     |
| Claims                                  | FC Recorder                        | FC EM                                                                                                       |                     |
|                                         |                                    |                                                                                                             |                     |

#### 4.4 CONTINUATION OF GOVERNMENT

The detailed plans for continuity of government operations in FC can be found in the Continuity of Operations Plan (COOP). This plan is held and maintained by the County Coordinator.

##### 4.4.1 Line of Succession

- Line of succession within the county is from Chairperson, County Board of County Commissioners to the Commissioners in order of their seniority. If none of these are available succession will fall to the elected Department Heads in order of length of service.
- Line of succession for each city/township is according to the standing operating procedures established by each city/township.
- Line of succession to the Emergency Manager will be the Assistant Emergency Manager to the Sheriff followed by the deputies in order of seniority.

- Line of succession to each department head is according to the Standard Operating Procedures established by each department.

#### **4.4.2 Protection of Essential Records**

Each political jurisdiction must maintain a system that preserves vital records, allowing them to reconstitute government, and conduct response and recovery operations. The system must also ensure secure storage of data pertaining to private citizens.

Each agency, department or service of county government will provide for the maintenance of essential records during an emergency. The principal causes of damage to records are fire, water or power surges; therefore, essential records should be protected accordingly. These would include legal documents, as well as individual documents such as property deeds and tax records. In addition, records regarding the emergency itself should be kept such as work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment. It is the responsibility of each County, City and Township office to provide for the preservation of records that it considers vital, in addition to records required to be preserved by statute, rule or regulation.

Most essential information for FC is recorded on the computer network system. Fillmore County currently contracts Marco who will provide back-up solutions for all FC technology needs.

#### **4.4.3 Priority for Utility Restoration**

The Fillmore County Sheriff's Office building which houses the jail, dispatch, and EOC is the priority facility for restoration of all utilities. Other Fillmore County priorities can be found in the County COOP.

#### **4.4.4 General Responsibilities**

##### *4.4.4.1 Fillmore County*

The BoCC will be responsible for providing overall direction and control of county government resources involved in the response to a disaster in coordination with the Incident Commander. FC EM will serve in a staff capacity to the BoCC, will implement this plan, and will coordinate emergency operations. Those not involved as a responder or in the EOC will implement the County COOP.

##### *4.4.4.2 City Government*

The chief elected official for the municipalities in Fillmore County will be responsible for providing overall direction and control of their government's resources involved in the response to a disaster in coordination with the Incident Commander.

##### *4.4.4.3 Individual Department and Organizations*

It is the policy of the Fillmore County, its departments and the jurisdictions and organizations agreeing to this plan by signing Intra-County Agreement that the head of each department is responsible for the following:

## Preparedness activities:

- Establish policy and procedures for chain of command and succession of authority.
- Designate primary and alternate locations from which to establish direction and control of activities during a disaster.
- Identify and obtain necessary equipment and supplies which may be needed to manage activities during a disaster.
- Identify what information is needed to manage activities and how it will be gathered, stored, and accessed during a disaster.
- Decide how management relates to the County EOC, and who should report there after an emergency or disaster occurs.
- Appoint a liaison and alternates to work with the Emergency Manager in the development and maintenance of this plan and agency procedures.
- Establish policy for 24-hour contact to activate department responsibilities.
- Make staff available, when requested by the EM, for appropriate training and emergency assignments, such as EOC activities, damage assessment, and liaison with other agencies and organizations.
- Budget for costs of preparedness activities.
- Establish policy and procedures for the identification and preservation of essential records.
- Establish policy and procedures for documentation of disaster costs and establishing administrative methods to keep accurate disaster expenditure records in coordination with FC Treasurer.
- Keep an updated inventory of key departmental personnel, facilities and equipment resources and provide that information to the EM so it can be added to the Emergency Resource List.

## Response:

- Assess the impact of the event on departmental personnel, clients, facilities, equipment and capabilities.
- Report assessment information through the respective department's chain of command, to the EM or the EOC, on a continuing basis, as appropriate.
- Keep complete records of costs, expenditures, overtime, repairs and other disaster related expenditures.

**4.4.5 Other Continuity of Operations Plans**

All municipalities, businesses and other organizations in Fillmore County are encouraged to have their own continuity of operations plans. The FC EM will encourage and will assist any group that wants to develop their own plan.

## 5 ADMINISTRATION AND LOGISTICS

### 5.1 PURPOSE

This section includes:

- Assumed resource needs for high-risk hazards.
- Resource availability.
- Mutual aid agreements.
- Policies on augmenting response staff with public employees and volunteers.
- A statement that addresses liability issues.
- Resource management policies (acquisition, tracking, and financial recordkeeping).

### 5.2 ASSUMED RESOURCE NEEDS FOR HIGH-RISK HAZARDS

High-risk hazards noted in the Fillmore County All-Hazard Mitigation Plan 2017 Update were:

- Severe Storms
- Flood
- Dam/Levee Failure
- Fire
- Tornado
- Extreme Temperature
- Animal Disease

The resources needed to cope with the hazards listed above include: backup power supplies, heavy moving equipment, backup communications, and many others.

### 5.3 RESOURCE AVAILABILITY

Resources are limited in Fillmore County. The county needs to work together to deal with emergencies. If the emergency is large, Fillmore County will need assistance from surrounding counties and possibly the state and federal governments.

### 5.4 MUTUAL AID AGREEMENTS

Mutual aid agreements are an integral part of preparedness planning for all hazards at every level of government. They are pre-incident plans for assistance between jurisdictions when local resources are overwhelmed during a disaster or emergency. They address legal, technical and procedural issues related to the sharing of personnel, equipment and other resources for emergency response. Reimbursement, insurance, workers' compensation, liability, and licensing are some of the key issues addressed in mutual aid agreements. The conditions of the agreements may be to provide reciprocal services or to receive direct payment through specific labor and equipment rates outlined in the agreements.

Police, Fire and Ambulance Department in Fillmore County work together and cover for each other on routine basis. All local governments and private for-profit and nonprofit organizations are encouraged to formulate mutual aid agreements to provide emergency assistance to each other in the event of disasters or other crises. The FC EM will assist and advise local organizations in the creation and participation in

mutual aid agreements. A copy of all known mutual aid agreements within FC will be kept in the emergency management office.

Federal Emergency Management Agency (FEMA), through the Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, reimburses mutual aid agreement costs associated with emergency assistance provided all of the following conditions are met:

- To be eligible for reimbursement by FEMA, the mutual aid assistance must have been requested by a Requesting Entity or Incident Commander; be directly related to a Presidentially-declared emergency or major disaster, or a declared fire; used in the performance of eligible work; and the costs must be reasonable.

FEMA will not reimburse costs incurred by entities that deploy without a request for mutual aid assistance by a Requesting Entity except to the extent those resources are subsequently used in the performance of eligible work at the request of the Requesting Entity or Incident Commander.

This policy is applicable to all forms of mutual aid assistance, including agreements between Requesting and Providing Entities, statewide mutual aid agreements, and the mutual aid services provided under the Emergency Management Assistance Compact (EMAC). More information is available at <https://www.fema.gov/media-library/assets/documents/15271?fromSearch=fromsearch&id=3564>

## **5.5 AUGMENTING RESPONSE STAFF**

### **5.5.1 Fillmore County Employees**

The Fillmore County employees whose positions are given a specific role in this EOP are considered essential personnel. They are required to be on call at all times during an emergency. Other personnel should be prepared to assist in areas needing augmented staffing.

This may not always provide enough staff to handle all the requirements during an emergency so other local governments, state agencies, private businesses, and volunteer organizations may be needed to provide manpower and/or other resources during a state of emergency.

### **5.5.2 Volunteers**

It is recognized that large numbers of people may show up at an area in preparation for a disaster, such as filling sandbags for flood control, or after a disaster to help with cleanup. These volunteers may have been requested or may show up on their own.

All volunteers are required to register before beginning any activities related to a disaster or emergency. Registration will be coordinated through Logistics Officer. It is also important that the Public Information Officer (PIO) disseminate clear information stating whether or not volunteers are needed and for what purpose. Coordination between the PIO and Logistics Officer and then clear direction to the media is vital to maintain control of a situation. See Annex N for further details.



## **5.6 LIABILITY**

Volunteers such as fire, ambulance, law enforcement first responders must be registered with and work for the county to be covered under workers compensation. In order to minimize response time and provide for trained volunteers, the EM should establish a group of trained emergency volunteers. These volunteers may be through another organization like the American Red Cross, Medical Reserve Corps, or through the establishment of another Fillmore County specific group. This list should be maintained and updated every year and should not only include contact information but also skills. The EM should also set up an orientation and training program for the volunteers. This training should be documented.

County employees rendering aid in another county or state pursuant to a mutual aid agreement will be considered agents of the requesting organization for tort liability and immunity purposes. Fillmore County or its employees rendering aid in will not be liable on account of any act or omission in good faith. "Good faith" does not include willful misconduct, gross negligence, or recklessness.

## **5.7 RESOURCE MANAGEMENT POLICIES (ACQUISITION, TRACKING, AND FINANCIAL RECORDKEEPING)**

Departments must and other Fillmore County organizations should use the NIMS Resource Typing Definitions as they develop or update response asset inventories. Resource typing will enhance emergency readiness and response at all levels of government. Specifically, it allows emergency management personnel to identify, locate, request, order, and track outside resources quickly and effectively and facilitate the response of these resources to the requesting jurisdiction. The Fillmore County Treasurer/Auditor will ensure this is accomplished.

## **6 ONGOING PLAN MANAGEMENT AND MAINTENANCE**

### **6.1 PURPOSE**

Responsibility for the coordination of the development and revision of the Base plan, annexes, appendices, and implementing instructions is vital to maintaining an effective and viable program. This section, therefore:

- Describes the planning process.
- Identifies the planning participants.
- Assigns planning responsibilities.
- Describes the revision cycle (i.e., training, exercising, review of lessons learned, and revision).

### **6.2 PLANNING PROCESS**

#### **6.2.1 Cyclic Review**

This plan will be reviewed and updated as changes are required. As a minimum the EM will conduct an informal review at least annually commencing one year from its effective date and make changes as needed or when FEMA or Minnesota HSEM requirements change. The EM will disseminate a schedule that ensures formal review of the Base plan, annexes, appendices and resource manual by the Emergency Management Committee (EMC) and Emergency Management Advisory Group (EMAG). The review should also incorporate Minnesota HSEM requirements. In establishing the evaluation and procedures, FC EM will consult with the MN HSEM Region 1 Coordinator and other appropriate agencies.

The Emergency Operations Plan will be revised whenever:

- Lessons Learned from emergency can be addressed in the plan.
- Review, exercises, and/or drills reveal deficiencies or shortfalls.
- Local government structure changes.
- Community situations/hazards change.
- Federal/State requirements change.

The Base Plan will be maintained by the EM. For the Annexes, changes will be incorporated by the Department Head listed as responsible for that annex. The updated portion will be forwarded to the EM who will have the changes reviewed by the EMC and as appropriate the EMAG. The EM will then forward the plan with any appropriate recommendations to the BoCC for adoption.

Each agency or department listed on the Emergency Responsibility Chart in Chapter 3 is responsible for developing and maintaining appropriate plans, procedures and resource documents to implement the responsibilities they are assigned. These should also be reviewed at least annually.

**6.2.2 Post activation**

This EOP will be reviewed within three months of an EOC activation. Lessons learned will be used for this review. The EMC will determine if changes to the EOP would improve FC ability to respond to a disaster. This review will satisfy the cyclic review requirement for the year.

**6.3 REPORTS**

The EM will report to the BoCC within six months following the end of each review cycle. The report will include a review of how the plan has performed, a summary of revisions, and any recommendations for change requiring Board approval.

**6.4 TRAINING AND EXERCISES****6.4.1 Training**

The EM will serve as planning coordinator, with overall authority and responsibility for the development and maintenance of the training and exercise plan. The EM will develop and implement a general training program for county staff that creates and maintains both a heightened awareness of the contents of this plan and enhances their preparedness to conduct disaster management activities. The program will list all training required for each position. This training will meet state and federal requirements including NIMS.

Each agency or department listed on the Emergency Responsibility Chart in Chapter 3 is responsible for providing appropriate training on specific job functions to staff members and for maintaining documentation and informing the EM when training is conducted.

**6.4.2 Exercises**

The EM will develop an exercise plan as needed to assess the effectiveness of this plan. It should provide controlled practical experience to those individuals who have disaster response and recovery responsibilities, and to assess any weaknesses in the plan. As a minimum, the exercise schedule and type will comply with state and federal requirements. When appropriate, exercise credit will be requested for the county's activities during an actual disaster. When granted, this exercise credit will satisfy the annual requirement.

**6.5 DISTRIBUTION**

This plan will be distributed to all county departments, municipalities and other agencies/organizations which have emergency assignments in the event of a major disaster in the county. The EOP will be placed electronically on the shared drive will access given to those employees that have responsibilities laid out in the plan. A formal distribution list for copies of the plan is found in the front of the original plan and will be maintained by the EM. Only those with controlled copies will automatically be provided updates and revisions. Plan holders are expected to post and record these changes. Revised copies will be dated and marked to show where changes have been made.

## 7 AUTHORITIES AND REFERENCES

This section cites the legal basis for the emergency management policies listed in this plan. The legal bases for emergency operations and activities, including: laws, statutes, ordinances, executive orders, regulations, formal agreements, and pre-delegation of emergency authorities.

### 7.1 FEDERAL

FC operates under the following laws, statutes, ordinances, executive orders, regulations, proclamations for planning and conducting all hazard emergency operations. These documents are on file with the Homeland Security Digital Library at <https://www.hsdl.org/?collection&id=1935>

Public Law 920 - Federal Civil Defense Act of 1950, as amended

Public Law 93-288, Disaster Relief Act of 1974, as amended

Public Law 99-499 – Title III, Superfund Amendment and Reauthorization Act (SARA) of 1986 which is currently the Emergency Planning and Community Right to Know Act

Public Health Law 100-707, Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended

United States Code, Title 42, Public Health and Welfare Chapter 68 on Disaster Relief and Chapter 116 on Emergency Planning and Community Right-To-Know (EPCRA)

### 7.2 STATE

Minnesota Statutes, Section 9.061 (Additional powers; Emergencies)

Minnesota Chapter 12 (Emergency Management)

Minnesota Statutes, Section 88.04 (Prevention of Fires)

Minnesota Statutes, Section 103E.705 subd. 7 (Drainage repair and construction after a disaster)

Minnesota Statutes, Section 103F.15 (Flood protection plans)

Minnesota Statutes, Section 115E.06 (Good Samaritan)

Minnesota Statutes, Section 138-17, subd. 8 (Emergency Records Preservation)

Minnesota Chapter 144 (Commissioner of Health)

Minnesota Chapter 145E (Ambulance Services)

Minnesota Chapter 145A (Authorities of Local Boards of Health)

Minnesota Chapter M.S. 148 (Prescribing and Dispensing Drugs)

Minnesota Chapter 151 (Pharmacies)

**Minnesota State Statute 192.89**

Minnesota State Statute Section 273.123 Reassessment of Homestead Property Damaged by a Disaster

Minnesota State Statute Section 299A.45-52 Minnesota Hazardous Materials Incident Response Act

Minnesota State Statute Section 299F.091-099 Community Emergency Response Hazardous Substance Protection Act

Minnesota Chapter 299J The Minnesota Pipeline Safety Act

Minnesota Chapter 299K Hazardous Chemical Emergency Planning and Response

Minnesota Chapter 390 Coroner Law

Minnesota Rule 4605.7000-7500 (Communicable Diseases)

Minnesota Rule 4690 (Ambulance Services)

Minnesota Rule 6800.3400; 6800.3750, 6800.7530 (Pharmacies and prescriptions)

### **7.3 COUNTY**

[FC Ordinance approved on 3 April 2007](#)

[FC Emergency Management Intra-County Agreement approved 1 August 2006](#)

**ATTACHMENT 1****GLOSSARY OF KEY TERMS**

Complete list of FEMA terms can be found at [http://www.fema.gov/pdf/plan/prepare/faatlist03\\_05.pdf](http://www.fema.gov/pdf/plan/prepare/faatlist03_05.pdf)

**LIST OF ACRONYMS**

|       |                                                 |
|-------|-------------------------------------------------|
| ATF   | Bureau of Alcohol, Tobacco, and Firearms        |
| BoCC  | Board of County Commissioners                   |
| CAT   | Chemical Assessment Team                        |
| CERT  | Community Emergency Response Teams              |
| CFR   | Code of Federal Regulations                     |
| COOP  | Continuity of Operations Plan                   |
| DEST  | Domestic Emergency Support Team                 |
| DHS   | Department of Homeland Security                 |
| DMORT | Disaster Mortuary Operational Response Team     |
| DOD   | Department of Defense                           |
| DOL   | Department of Labor                             |
| DRC   | Disaster Recovery Center                        |
| DSCA  | Defense Support to Civil Authorities            |
| EAS   | Emergency Alert System                          |
| EM    | Emergency Management                            |
| EMAC  | Emergency Management Assistance Compact         |
| EMAG  | Emergency Management Advisory Group             |
| EMC   | Emergency Management Committee                  |
| EMDEM | Emergency Management Director Emergency Manager |
| EOC   | Emergency Operations Center                     |
| EOP   | Emergency Operations Plan                       |
| EPCRA | Emergency Planning Community Right-to-Know Act  |
| EPR   | Emergency Preparedness and Response             |
| ERT   | Emergency Response Team                         |

|            |                                                       |
|------------|-------------------------------------------------------|
| ESF        | Emergency Support Functions                           |
| FC         | Fillmore County                                       |
| FEMA       | Federal Emergency Management Agency                   |
| FIRST      | Federal Incident Response Support Team                |
| HHS        | Health and Human Services Department                  |
| HMRT       | Hazardous Materials Response Team                     |
| HSEM       | Homeland Security Emergency Management                |
| HSPD       | Homeland Security Policy Directive                    |
| IAP        | Incident Action Plan                                  |
| ICP        | Incident Command Post                                 |
| ICS        | Incident Command System                               |
| IMT        | Incident Management Team                              |
| IOF        | Interim Operating Facility                            |
| JFO        | Joint Field Office                                    |
| MDO        | Minnesota Duty Officer                                |
| MERS       | Mobile Emergency Response Support                     |
| MIFC       | Minnesota Interagency Fire Center                     |
| MNIMS      | Minnesota Incident Management System                  |
| MNVOAD     | Minnesota Voluntary Organizations Active in Disasters |
| MNWALK     | HSEM Local Emergency Operations Plan Crosswalk        |
| <b>MRC</b> | <b>Medical Reserve Corps</b>                          |
| NEIFC      | Northeast Interagency Fire Cache                      |
| NFES       | National Fire Equipment System                        |
| NIRT       | Nuclear Incident Response Team                        |
| NMRT       | National Medical Response Team                        |
| NRP        | National Response Plan                                |
| NTSB       | National Transportation Safety Board                  |
| PFO        | Principal Federal Official                            |
| PIO        | Public Information Officer                            |

|       |                                                     |
|-------|-----------------------------------------------------|
| PL    | Public Law                                          |
| SCO   | State Coordinating Officer                          |
| SOG   | Seat of Government                                  |
| SOP   | Standard Operations Plan                            |
| START | Scientific and Technical Advisory and Response Team |
| US&R  | Urban Search and Rescue                             |
| USACE | United States Army Corps of Engineers               |
| USCG  | United States Coast Guard                           |
| USDA  | United States Department of Agriculture             |
| VMAT  | Veterinarian Medical Assistance Team                |
|       |                                                     |
|       |                                                     |



**ATTACHMENT 2****8 FILLMORE COUNTY ORDINANCE****8.1 SECTION 1. POLICY AND PURPOSE**

**Subdivision 1.** Because of the existing possibility of the occurrence of disasters of unprecedented size and destruction resulting from fire, flood, tornado, blizzard, destructive winds or other natural causes, or from sabotage, hostile action, or from hazardous material mishaps of catastrophic measure; and in order to insure that preparations of this County will be adequate to deal with such disasters, and generally, to provide for the common defense and to protect the public peace, health, and safety, and to preserve the lives and property of the people of this County, it is hereby found and declared to be necessary:

- (a) To establish a Fillmore County emergency management organization responsible for Fillmore County planning and preparation for emergency government operations in time of disasters.
- (b) To provide for the exercise of necessary powers during emergencies and disasters.
- (c) To provide for the rendering of mutual aid between this County and other political subdivisions of this State and of other states with respect to the carrying out of emergency preparedness functions.
- (d) To comply with provisions of Minnesota Statutes, Chapter 12, Section 12.25, which requires that each political subdivision of Minnesota shall establish a local organization for emergency management.

**8.2 SECTION 2. DEFINITIONS**

**Subdivision 1.** "Emergency Management" means the preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to prevent, minimize and repair injury and damage resulting from disasters caused by fire, flood, tornado and other acts of nature, or from sabotage, hostile action, or from industrial hazardous material mishaps. These functions include, without limitation, fire-fighting services, police services, emergency medical services, engineering, warning services, communications, radiological, and chemical, evacuation, congregate care, emergency transportation, existing or properly assigned functions of plant protection, temporary restoration of public utility services and other functions related to civil protection, together with all other activities necessary or incidental for carrying out of the foregoing functions. Emergency management includes those activities sometimes referred to as "Civil Defense" functions.

**Subdivision 2.** "Disaster" means a situation which creates an immediate and serious impairment to the health and safety of any person, or a situation which has resulted in or is likely to result in catastrophic loss to property, and for which traditional sources of relief and assistance within the affected area are unable to repair or prevent the injury or loss.

**Subdivision 3.** The term "emergency" means a set of circumstances which demand immediate action to protect life, preserve public safety, health and essential services, or protect property and the environment.

**Subdivision 4.** "Emergency Management Forces" are the total personnel resources engaged in county/city/township-level emergency management functions in accordance with the provisions of this resolution or any rule or order thereunder. This includes personnel from departments, authorized volunteers, and private organizations and agencies.

**Subdivision 5.** "Emergency Management Organization" means the staff element responsible for coordinating Fillmore County planning and preparation for disaster response. This organization provides County liaison and coordination with federal, state and local jurisdictions relative to disaster preparedness activities and assures implementation of federal and state program requirements.

### **8.3 SECTION 3. ESTABLISHMENT OF AN EMERGENCY MANAGEMENT ORGANIZATION**

**Subdivision 1.** MN Statute, Chapter 12, Section 12.25, states that "each county emergency management organization must have a director and one or more deputy directors. They must be appointed by the county board." There is hereby created within the County government an emergency management organization that shall be under the supervision and control of the County Emergency Manager, hereinafter called the "director". The director and one deputy shall be appointed by the Board of Fillmore County Commissioners for a renewable 4-year term and may be removed by them at any time with just cause. They shall serve at a salary determined by the Board of Commissioners and shall be paid necessary expenses. The director shall have direct responsibility for the organization, administration and operation of the emergency preparedness organization, subject to the direction and control of the Board of County Commissioners. The county organization for emergency management has jurisdiction throughout the county outside of a city or of a town that has a local emergency management organization.

### **8.4 SECTION 4. POWERS AND DUTIES OF THE DIRECTOR**

**Subdivision 1.** The director, with the consent of the Board, shall represent the County on any regional or state conference for emergency management. The director shall develop proposed mutual aid agreements with other political subdivisions of the state for reciprocal emergency management aid and assistance in an emergency too great to be dealt with unassisted, and shall present such agreements to the Board for its action. Such arrangements shall be consistent with the State Emergency Plan.

**Subdivision 2.** The director shall make studies and surveys of the manpower, industries, resources and facilities of the County as deemed necessary to determine their adequacy for emergency management and to plan for their most efficient use in time of an emergency or disaster. The director of Emergency Management shall establish the economic stabilization systems and measures, service staffs, boards and sub-boards required, in accordance with state and federal plans and directions subject to approval of the board.

**Subdivision 3.** The director shall prepare a comprehensive emergency plan for the emergency preparedness of the County including municipal and unincorporated areas and shall present such plan to the board for its approval. When the board has approved the plan by resolution, it shall be the duty of all Fillmore County agencies and all emergency preparedness forces of the County to perform the duties and functions assigned by the plan as approved. The plan may be modified in like manner from time to time. The director shall coordinate the emergency management activities of the County to the end that they shall be consistent and fully integrated with Federal and State emergency plans and coordinated with

emergency plans of other political subdivisions within the State. The county plan must be in compliance with all federal and state requirements.

**Subdivision 4.** In accordance with the State and Fillmore County Emergency Plan, the director shall institute training programs, public information programs and conduct practice warning alerts and emergency exercises as necessary to assure prompt and effective operation of the County Emergency Plan when a disaster occurs.

**Subdivision 5.** The director shall utilize the personnel, services, equipment, supplies and facilities of existing departments and agencies of the County to the maximum extent practicable. The officers and personnel of all such departments and agencies shall, to the maximum extent practicable, cooperate with and extend such services and facilities to the County Emergency Management organization and to the Governor upon request. The head of each department or agency in cooperation with the director shall be responsible for the planning and programming of such emergency activities as will involve the utilization of the facilities of the department or agency.

**Subdivision 6.** The director shall, in cooperation with existing Fillmore County departments and agencies affected, assist in the organizing, recruiting and training of such emergency management personnel, which may be required on a volunteer basis to carry out the emergency plans of the County and state. To the extent that such emergency personnel are recruited to augment a regular Fillmore County department or agency for emergencies, they shall be assigned to such departments or agencies and shall be under the administration and control of said department or agency.

**Subdivision 7.** Consistent with the state emergency services law, the director shall coordinate the activity of municipal emergency management organizations within the County and assist in establishing and conducting training programs as required to assure emergency operational capability in the several services (Minnesota Statutes, Chapter 12, Sec. 12.25).

**Subdivision 8.** The director shall carry out all orders, rules and regulations issued by the Governor with reference to emergency management.

**Subdivision 9.** The director shall act as principal aide and advisor to the County official responsible for direction and control of all Fillmore County emergency operations during an emergency. The director's main responsibility is to assure coordination among the operating departments, non-governmental groups, and with higher and adjacent governments. Upon instructions from the County Board of Commissioners, the director may be ordered to direct and coordinate the general operations of all county emergency management forces during the time of an impending disaster as well as during the time that disaster relief operations are necessary. The director shall carry out all orders, rules, and regulations issued by the county board to alleviate the disaster situation.

**Subdivision 10.** Consistent with the county emergency management plan, the director shall provide and equip at some suitable place in the county for an emergency operations center (EOC) and an alternate EOC to be used during an emergency management emergency as headquarters for direction and coordination of emergency management forces. He/She shall arrange for representation at the EOC as laid out in the County's Emergency Operations Plan (EOP). He/She shall arrange for communication with and between heads of emergency management services, and operating units of county services and other

agencies concerned with emergency management and for communication with other communities and control centers within the surrounding area and with the federal and state agencies concerned.

**Subdivision 11.** The director shall prepare and submit such reports on emergency preparedness activities as may be requested by the County Board of Commissioners.

Subdivision 12. The deputy director shall report to the director and will assume all responsibilities of the director in his/her absence. The deputy will support and assist the director in completing all duties as stated above.

## **8.5 SECTION 5. LOCAL EMERGENCIES**

**Subdivision 1.** A local emergency may be declared only by the Mayor of a municipality or Chair of a Fillmore County Board of Commissioners or their legal successors. It shall not be continued for a period in excess of three days except by or with the consent of the governing board of the political subdivision. Any order, or proclamation declaring, continuing, or terminating a local emergency shall be given prompt and general publicity and shall be filed promptly by the chief of the local records-keeping agency of the subdivision.

**Subdivision 2.** A declaration of a local emergency shall invoke necessary portions of the response and recovery aspects of applicable local or inter-jurisdictional disaster plans, and may authorize aid and assistance thereunder.

**Subdivision 3.** No jurisdictional agency or official may declare a local emergency unless expressly authorized by the agreement under which the agency functions. However, an inter-jurisdictional disaster agency shall provide aid and services in accordance with the agreement under which it functions.

## **8.6 SECTION 6. EMERGENCY REGULATIONS**

**Subdivision 1.** Whenever necessary to meet a declared emergency or to prepare for such an emergency for which adequate regulations have not been adopted by the Governor, the Board may by resolution promulgate regulations, consistent with applicable federal or state law or regulation, respecting: the conduct of persons and the use of property during emergencies; the repair, maintenance, and safeguarding of essential public services, emergency health, fire, and safety regulation, drills, or practice periods required for preliminary training, and all other matters which are required to protect public safety, health, and welfare in declared emergencies.

**Subdivision 2.** Every resolution of emergency regulations shall be in writing: shall be dated; shall refer to the particular emergency to which it pertains, if so limited, and shall be filed in the Office of the County Coordinator, which copy shall be kept posted and available for public inspection during business hours. Notice of the existence of such regulation and its availability for inspection at the Coordinator's Office shall be conspicuously posted at the front of the County Courthouse Building or at such other places in the affected area as the Board shall designate in the resolution. By like resolution, the Board may modify or rescind any such regulation.

**Subdivision 3.** The County Board may rescind any such regulation by resolution at any time. If not rescinded sooner, every such regulation shall expire at the end of 30 days after its effective date or at the

end of the emergency to which it relates, whichever comes first. Any resolution, rule, or regulation inconsistent with an emergency regulation promulgated by the Board shall be suspended during the period of time and to the extent such conflict exists.

During a declared emergency, the County is, notwithstanding any statutory or charter provision to the contrary, empowered, through its governing body acting within or without the corporate limits of the County, to enter into contracts and incur obligations necessary to combat such disaster by protecting the health and safety of persons and property and providing emergency assistance to the victims of such disaster. The County may exercise such powers in the light of the exigencies of the disaster without compliance with the time-consuming procedures and formalities prescribed by law pertaining to the performance of public work, entering rental equipment agreements, purchase of supplies and materials, limitations upon tax levies, and the appropriation and expenditure of public funds including, but not limited to, publication of resolutions, publication of call for bids, provisions of personnel laws and rules, provisions relating to low bids, and requirement for budgets.

**Subdivision 4.** When implementing instructions (such as standard operating procedures (SOPs) or other operating plans) are written or updated by departments, cities, townships, or other entities covered by the Fillmore County EOP, a copy of these plans are to given to the Emergency Manager who will place a copy in the Fillmore County EOC to enhance coordination.

## **8.7 SECTION 7. EMERGENCY MANAGEMENT A GOVERNMENTAL FUNCTION**

All functions thereunder and all other activities relating to emergency management are hereby declared to be governmental functions. The provisions of this section shall not affect the right of any person to receive benefits to which he would otherwise be entitled under this resolution or under the worker's compensation law, or under any pension law, nor the right of any such person to receive any benefits or compensation under any act of Congress.

## **8.8 SECTION 8. PARTICIPATION IN LABOR DISPUTE OR POLITICS**

The emergency management organization shall not participate in any form of political activity, nor shall it be employed directly or indirectly for political purposes, nor shall it be employed in a labor dispute.

## **8.9 SECTION 9. EFFECTIVE DATE**

This state shall take effect upon approval by the Board of Commissioners of Fillmore County.

Approval:

Mark Prestby

3 April 2007

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**CHAIRMAN OF THE FILLMORE COUNTY  
BOARD OF COMMISSIONERS**

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**EFFECTIVE DATE**

**INTRA-COUNTY EMERGENCY MANAGEMENT AGREEMENT**

WHEREAS, the safety of the citizens of FC is of the utmost importance to all levels of government;

WHEREAS, FC (the “County”) and the municipalities listed at the end of this document: (hereafter referred to as the “municipalities”) seek to enter an Emergency Management Agreement in order to provide for the sharing of resources, personnel and equipment for emergency management planning and in the event of a local disaster or other emergency;

WHEREAS, the State of Minnesota and Federal Emergency Management Agency (FEMA) have recognized the importance of the concept of written mutual aid agreements between all levels of government to facilitate cooperation, establish responsibilities, and delineate reimbursement; and

WHEREAS, pursuant to Chapter 12 of the Statutes of the State of Minnesota, the director of each local organization for emergency management may, in collaboration with other public and private agencies within this state, develop or cause to be developed mutual aid arrangements for reciprocal emergency management aid and assistance in an emergency or disaster too great to be dealt with unassisted.

THEREFORE, the parties agree as follows:

***Section I - Introduction***

The purpose of this Agreement is to ensure that FC is prepared to cope with emergencies resulting from enemy action or natural disasters through a mutual aid between participating parties in the state. Each participant of this system recognizes that emergencies transcend political jurisdictional boundaries and that intergovernmental coordination is essential for the protection of lives and property and for best use of available assets both public and private. The system will provide for mutual assistance among the participating parties in the prevention of, response to, and recovery from, any disaster that results in a formal state of emergency in a participating party, subject to that participating party’s criteria for declaration. The system will provide for mutual cooperation among the participating parties in conducting disaster related planning, exercises, testing or other training activities outside actual declared emergency periods. This Agreement provides no immunity, rights or privileges for any individual responding to a state of emergency that is not requested and/or authorized to respond by a participating party.

This Agreement does not preclude a participating party from entering into a mutual aid or other agreement with another party, and does not affect any other agreement to which a participating party may be a party.

***Section II - Obligations of the Parties***

It will be the responsibility of each participating party to:

- Adopt National Incident Management System (NIMS) through a resolution as the jurisdiction's official all-hazards, incident response system;
- Implement the FC Emergency Operations Plan (EOP) concepts, processes, and structures. Ensure employees carry out their assigned functional responsibilities to ensure effective and efficient incident management, including designating representatives to staff the FC Emergency Operations Center (EOC) and the FC Emergency Management Advisory Group, as required;

- Identify and inventory the current services, equipment, supplies, personnel and other resources related to planning, prevention, mitigation, response and recovery activities of the participating party in conformance with NIMS resource typing standards;

To the extent permissible by law, ensure that relevant national standards and guidance to achieve equipment, communication, and data interoperability are incorporated into tribal and local acquisition programs;

- Cooperate with appropriate EOC incident management leadership, as appropriate and consistent with their own authorities and responsibilities, in order to enable effective and efficient incident management;
- Modify existing local incident management and emergency response plans to facilitate compliance with the EOP;
- Develop, exercise, and refine capabilities to ensure sustained operational readiness in support of the EOP;
- Share information pertaining to emergency management issues with all other parties as appropriate;

Train all personnel with a direct role in emergency preparedness, incident management, or response in accordance with State and Federal guidelines;

Participate in an all-hazard exercise program based on NIMS that involves responders from multiple disciplines and multiple jurisdictions;

Incorporate corrective actions into preparedness and response plans and procedures;

Apply standardized and consistent terminology, including the establishment of plain English communications standards across public safety sector; and

- Ensure, to the fullest extent possible, eligibility for state and federal disaster funding.

In addition, the County will:

- Establish the FC Emergency Management Advisory Committee. This committee will be multidisciplinary with representation from municipalities as well as emergency management/response disciplines and the community. Each party to this Agreement will have a seat on this committee. It will be the committee's responsibility to examine issues regarding the implementation of this Agreement, the revision of the County EOP and other emergency management issues facing the county. The County Emergency Manager will chair the committee.
- Provide an Emergency Manager, subject to the control and direction of the County Board with input from the County Emergency Management Advisory Group, who will:
- Develop a baseline assessment of the NIMS implementation requirements that covers all parties to this Agreement. Develop and implement a strategy for full NIMS compliance. Update the baseline as required;
- Revise and update the FC Emergency Operation Plan to incorporate NIMS components, principles and policies;

- Develop and maintain incident management partnerships with State, regional, and local entities, the private sector, and nongovernmental organizations to enhance emergency management implementation;
- Advise municipalities regarding emergency management planning;
- Direct and coordinate emergency management activities throughout the County during a state of emergency. Act as a liaison between the municipalities and State / Federal agencies during an emergency; and
- Direct countywide emergency management training programs and exercises.

In addition, the Municipalities will:

- Abide by the provisions of the FC EOP.
- Appoint an Emergency Management Coordinator and alternate to interface with the FC Emergency Manager. This Coordinator will complete the minimum training required by NIMS.
- Provide input to the FC EOP through the Emergency Management Advisory Group or directly to the FC Emergency Manager.
- Provide cooperation, resources, and support to the Emergency Manager for FC in the implementation of the EOP, as appropriate and consistent with their own authorities and responsibilities;
- Participate in emergency management training and exercises.
- Ensure that any municipality emergency plans and procedures are compliant with NIMS and the FC EOP. Provide a copy of any such plans including the continuity of government plan to the FC Emergency Manager.

### ***Section III - Implementation***

A participating party may request assistance of other participating parties in preventing, mitigating, responding to and recovering from disasters that result in locally-declared emergencies or in concert with authorized drills or exercises as allowed under this Agreement. Requests may either be verbal or in writing. Request for state or federal assistance will be coordinated through the County Emergency Manager and will be followed up with a written request as soon as practical.

The command will be structured in accordance with the Incident Command System (ICS) of the National Incident Management System (NIMS), and if the emergency/disaster is multi-jurisdictional, a Unified Command will be employed when practical. In no event will visiting personnel be required to perform in a way inconsistent with their home protocols and/or guidelines, or inconsistent with accepted safe practices.

### ***Section IV - Limitations***

A participating party's obligation to provide assistance in the prevention of, response to and recovery from a locally-declared emergency or in authorized drills or exercises may be withheld to the extent necessary to provide reasonable protection and services for its own jurisdiction.



***Section V - License, Certificate and Permit Portability***

If a person or entity holds a license, certificate or other permit issued by a participating party or the state/nation evidencing qualification in a professional, mechanical or other skill and the assistance of that person or entity is requested by a participating party, that qualification will be accepted as valid by the requesting party for the duration of the declared emergency or authorized drill/exercise. This acceptance is subject to any limitations and conditions the chief executive of the receiving party may prescribe by executive order or otherwise.

***Section VI - Compensation***

OFFICE AND STAFF. The county board will provide offices, office furniture, administrative help and such office supplies as necessary to carry out the functions of the Emergency Manager. The cost will be borne 100% by the County.

For events that do not exhaust resources available within the county, there will be no compensation for providing mutual aid, unless other contractual agreements for services exist and/or become established with the following exceptions.

- Where a party or parties responsible for causing the emergency are liable for coverage of expenses, coverage of such expenses may be pursued from such parties with prior consent of involved parties.

During prolonged operations where assistance is required from outside the county, compensation may be requested according to the prevailing FEMA rates. In these cases, the Provider of the services/equipment will send an invoice for reimbursable costs and expenses, together with appropriate documentation as required by Recipient, as soon as practicable after said costs and expenses are incurred, but not later than forty-five (45) days following the period of assistance. Recipient will pay the bill, or advise of any disputed items, not later than forty-five (45) days following the billing date. The Provider agrees that it will make its records regarding costs and expenses for assistance provided under this Agreement available for audit and inspection upon request by the Recipient, State and/or Federal government, and will maintain such records for at least three (3) years after the date of final payment under this Agreement.

Each of the parties will to be responsible for their own personnel and equipment and agree to indemnify, protect, and save harmless each other, in the absence of gross negligence or willful misconduct, from any and all claims, demands, and liability for loss, damage, injury, or any other casualty to personnel and/or equipment.

***Section VII - Immunity***

All activities performed under this Agreement are governmental functions. For the purposes of liability, all persons responding under the operational control of the requesting party are deemed to be employees of the requesting participating party.

Personnel of a participating party responding under this agreement, who sustain injury or death in the course of, and arising out of, their employment are entitled to all applicable benefits normally available to

personnel while performing their duties for their employer. Responders shall receive any additional state and federal benefits that may be available to them for line of duty deaths.

Neither the participating parties nor their employees, except in cases of willful misconduct, gross negligence or bad faith will be liable for the death of or injury to persons, or for damage to property when complying or attempting to comply with this Agreement.

### ***Section VIII - Severability***

Should a court of competent jurisdiction rule any portion, section or subsection of this agreement invalid or nullified, that fact will not affect or invalidate any other portion, section or subsection; and all remaining portions, sections or subsections will remain in full force and effect.

### ***Section IX - Duration of Agreement***

This Agreement will be a continuing agreement and will remain in effect until terminated by giving ninety (90) days of written notice of termination.

### ***Section X - Amendments***

This Agreement may be modified at any time upon the mutual written consent of the parties. Additional municipalities may become parties to this Agreement upon the acceptance and execution of this Agreement.

### ***Section XI - Effective Date***

This Agreement will take effect upon its execution by at least the County and one municipality.

[Agreement became effective in August of 2006. List of signatories is available in EM office.]

## ATTACHMENT 3

### FEDERAL AND STATE RESOURCES

The state and federal governments have access to a variety of personnel, supplies, and equipment that can supplement the response and recovery effort of the impacted jurisdiction. However, direction and control of a disaster situation always remains with the local incident manager. (In some special cases where a federal crime scene exists or other federal investigation is required, the affected federal authorities take over that portion of the response effort. They should never, however, be expected to assume direction and control over the entire incident.) This attachment reviews some of the more commonly used state and federal resources and the methods of accessing them.

#### State Resources

##### *Minnesota Duty Officer Program*

The purpose of the 24-hour Minnesota Duty Officer (MDO) program is to provide a single point of contact for public and private sector entities to call when state-level assistance is needed or when a state-level notification is required. The telephone numbers to be used to contact the Minnesota Duty Officer is: **(800) 422-0798 (Greater Minnesota).**

The scope of the Minnesota Duty Officer Program includes, but is not limited to, actual or impending events such as the following:

- Hazardous materials incidents
- Pipeline leaks or breaks
- Radiological incidents
- Requests for National Guard/Civil Air Patrol
- Requests for CAT/ERT teams
- Aircraft accidents/incidents
- Search and rescue assistance
- Bomb squad information
- Natural disasters (tornado, flood, fire, etc.)
- Homeland security threats
- Any incident where assistance is needed from one or more of the following state agencies or when one or more of the following state agencies has a reporting requirement: Department of Health, Department of Natural Resources, Pollution Control Agency, Department of Transportation, Department of Agriculture, or Department of Public Safety.

When the Minnesota Duty Officer receives a call of an incident, he/she will make notifications to state agency personnel with the expertise and/or resources to assist the caller. Furthermore, if an incident occurs for which one or more federal or state laws require notification to the state, one call to the Minnesota Duty Officer will satisfy that requirement.

When reports of hazardous materials spills are received, a copy of the report will be faxed back to the county for informational purposes only. Local emergency management personnel are encouraged to call the Minnesota Duty Officer for status reports of ongoing incidents within their counties.

### *Minnesota Interagency Fire Center*

The Minnesota Interagency Fire Center (MIFC) in Grand Rapids, Minnesota, is home to the Northeast Interagency Fire Cache (NEIFC) which is part of the National Fire Equipment System (NFES). The cache in Grand Rapids houses enough equipment and supplies to support an incident of up to 2,500 people. The equipment is managed and provided by the member agencies of the Minnesota Incident Command System (MNICS).

Supplies and equipment at the cache are available and can be utilized throughout the state of Minnesota for incidents besides forest fires. Some of these incidents would include flooding, power outages due to winter/summer storm damage, communications loss, etc. Equipment furnished by the cache is on loan for the duration of the incident and must be promptly returned for refurbishing. Equipment requests can be made through the Minnesota Duty Officer. The Minnesota Duty Officer will notify MIFC of the request, and if needed, the requester can be linked on a conference call with MIFC. The MIFC Duty Officer will then determine the availability and resources as needed.

Examples of available equipment include various sized pumps, electric generators, and portable communication devices.

Supplies and equipment should be picked up at the cache. If the cache has to deliver equipment, there will be a charge for gas and wages. There will also be a refurbishment charge and a replacement charge if the equipment is not returned to the cache.

### *Minnesota National Guard*

The Minnesota National Guard is made up of more than 11,000 citizen soldiers. The Guard is located in more than 60 communities and 50 counties statewide. The Governor is the Commander in Chief of all Minnesota Air and Army National Guard units that are not on active federal service.

The National Guard may assist local authorities when the situation is beyond the capacity of local and state government and all civilian resources have been exhausted. Local officials must forward their requests through their sheriff. The Governor must formally activate the National Guard and authorize state funding to pay for operations.

Some of the typical missions the National Guard performs during emergencies include:

- Security,
- Traffic control,
- Evacuation,
- Search and rescue,
- Wildfire fighting,
- Debris clearance,
- Civil disturbance control, and
- Providing facilities and specialty equipment

The National Guard provides assistance; they will not take over management of the incident. Local authorities remain in charge of the overall response. National Guard officers retain control of military personnel and equipment at all times.

#### *Hazardous Materials Regional Response Team Program*

The Minnesota Duty Officer is the point of contact for requesting team assistance. The purpose of the Hazardous Materials Regional Response Team Program is to assist local authorities in protecting the public, property, and the environment from the immediate effects of a hazardous materials release through the implementation of a statewide hazardous materials emergency response system.

The system consists of several teams of technically trained personnel drawn from existing public and private organizations and operating under contract with the Minnesota Department of Public Safety. There are two types of teams, each having a different function:

Hazardous Materials Chemical Assessment Teams assist local authorities when requested by providing technical advice to local incident commanders and recommending mitigation actions necessary to protect life, property, and the environment that are in keeping with locally available levels of hazardous materials training and response capabilities. A Chemical Assessment Team (CAT) is comprised of a minimum of three trained personnel: one specialist and two technicians. This team is the initial response group that will assess the situation and determine if a full team response is necessary.

Hazardous Materials Emergency Response Teams assist local authorities when requested by a CAT. Emergency Response Team (ERT) actions include, but are not limited to, preventing the release, mitigating the effects of the release, and stabilizing the emergency situation. An ERT is comprised of nine trained personnel: four specialists, four technicians, and one medical support officer trained at the operations level. The ERT also serves as a CAT in its designated area.

The State has been divided into several hazardous materials response areas. Each area is served by one CAT and one ERT.

The closest CATs are Rochester Fire Department and Mankato Department of Public Safety, Fire Bureau.

The ERT is the St. Paul Fire Department.

Teams may be dispatched only at the request of local authorities. Incidents must be fixed facility or transportation related. Local personnel must have been dispatched to the scene, assessed the situation, and determined that the needs of the incident exceed their level of hazardous materials training and response capability. Teams may not transport, store or dispose of hazardous materials from an incident or perform remedial cleanup actions at the scene of an incident.

The diagram shown on page 64 of the Minnesota Disaster Management Handbook depicts the team dispatch process.

<https://dps.mn.gov/divisions/hsem/library/Documents/Disaster%20Management%20Handbook%202011%20Rev%205.pdf>

Teams must operate within the local incident command structure and coordinate their response with that of local authorities, state and federal agencies, and the person responsible for the release. Teams serve in support of local authorities and may not assume overall command of the incident.

For more information contact the HSEM Hazardous Materials Planners at (651) 296-2233.

The Disaster Mortuary Emergency Response Team (D-MERT) exists to provide assistance to cities and counties in Minnesota in the care and preparation of human remains following a major disaster or emergency of natural or manmade origin. D-MERT would be activated when local mortuary resources are overwhelmed. D-MERT support offers assistance in the follow categories:

- *Temporary morgue site selection*
- *Temporary morgue set up*
- *Mortuary volunteer solicitation*
- *Body bags*
- *Caskets*
- *Airline shipment trays*
- *Hearse livery*
- *Refrigeration trucks*
- *Preparation of human remains & return to Next of Kin*
- *Insurance coverage for its volunteers*
- *Critical Incidence*

D-MERT will coordinate assistance from other local, state and federal agencies when needed. Other assistance would include but not be limited to: *Minnesota Funeral Directors Association (MFDA) 763-398-0115*, *Federal Emergency Management Agency (FEMA) D-MORT Teams* or *National Transportation Safety Board (NTSB)*

D-MERT would not be responsible for, but could assist, upon request, in securing resources and personnel for the autopsy area of the morgue.

## **Federal Government**

### *FEMA - Mobile Emergency Response Support Detachment*

Units called Mobile Emergency Response Support (MERS) Detachments are part of FEMA. The MERS Detachment that serves Minnesota is based in Denver, Colorado. MERS has trained personnel and specialized equipment that can provide a wide variety of logistical and communications support in any major disaster situation. The MERS Detachment is usually requested by the state; but if any local jurisdiction needs logistical or communication support in major disaster response efforts, it can be accessed, in consultation with HSEM, through the Minnesota Duty Officer.

### *Federal Investigative Agencies*

When certain disasters occur that are a result of a federal criminal act or require federal investigation, certain federal agencies will respond to the disaster scene and perform this function. They do not and will not assume command and control. Examples of this type of federal support include the Federal Bureau of

Investigation (FBI), which can also respond with the Nuclear Emergency Support Team (NEST); the Bureau of Alcohol, Tobacco, and Firearms (ATF); and the National Transportation Safety Board (NTSB). In most instances, these agencies arrive on the scene without notification by the local authorities; however, requests for their response or consultation can be done through the Minnesota Duty Officer.

#### *Disaster Recovery Center (DRC)*

When established in coordination with State and local jurisdictions, a DRC is a satellite component of the JFO and provides a central facility where individuals affected by a disaster can obtain information on disaster recovery assistance programs from various Federal, State, local,

#### *Interim Operating Facility (IOF)*

The IOF is a temporary field facility used by a DHS/EPR/FEMA-led ERT in the early stages of an incident when the team cannot operate at the State EOC due to space limitations or other reasons, and the JFO is not yet established. An IOF is generally located at or near the State EOC, or near the incident site. The IOF remains in operation until the JFO is established.

Functions accomplished at the IOF include interaction with State representatives and key ESF agencies, collection and assessment of information, and initiation of assistance programs.

#### *Emergency Response and Support Teams (Field Level)*

Various teams are available to deploy during incidents or potential incidents to assist in incident management, set up emergency response facilities, or provide specialized expertise and capabilities. These teams are trained and certified to the standards published by the NIMS Integration Center. Teams that may be utilized during NRP operations are described below.

#### *Deployed PFO Support Staff*

The Deployed PFO Support Staff is a small interagency team of various subject-matter experts that may deploy or be activated with the PFO to provide initial support staffing until a JFO is established. This team may include representatives from various ESFs and typically functions during the pre-incident phase or during the initial response to conduct assessments, coordinate security and information-sharing efforts, facilitate public affairs activities, and provide technical support. When the JFO is established, this team is integrated into the JFO staff.

#### *Emergency Response Team*

The ERT is the principal interagency group that staffs the JFO. The ERT is composed of DHS/EPR/FEMA staff and ESF personnel. The ERT includes an advance element, known as the ERT-A, that conducts assessments and initiates coordination with the State and initial deployment of Federal resources. Each DHS/EPR/FEMA region maintains an ERT ready to deploy in response to threats or incidents. The National Emergency Response Team (ERT-N) deploys for large scale, high-impact events, or as required. The ERT provides staffing for the JFO and ensures Federal resources are available to meet Federal incident management and State requirements identified by the SCO. The size and composition of the ERT is scalable depending on the scope and magnitude of the event. Typically, the ERT

organizational structure encompasses the JFO Coordination Group, JFO Coordination Staff, and the four JFO sections (Operations, Planning, Logistics, and Finance/Administration).

#### *Federal Incident Response Support Team (FIRST)*

The FIRST is designed to be a quick and readily deployable resource to support the Federal response to Incidents of National Significance. The FIRST deploys within 2 hours of notification, to be on-scene within 12 hours of notification. DHS/EPR/FEMA maintains and deploys the FIRST.

The FIRST is a forward component of the ERT-A which provides on-scene support to the local Incident Command or Area Command structure in order to facilitate an integrated inter-jurisdictional response. After linking up with local and State officials, the team assesses the situation and identifies the potential requirements for Federal support, provides protective action recommendations, identifies critical unmet needs, and coordinates response activities with other

#### *Other Federal Teams*

In addition, there are numerous special teams available to support incident management and disaster response and recovery operations. Examples include:

- Damage assessment teams
- Nuclear Incident Response Team (NIRT)
- Disaster Medical Assistance Teams (DMATs)
- HHS Secretary's Emergency Response Team
- DOL/OSHA's Specialized Response Teams
- Veterinarian Medical Assistance Teams (VMATs)
- Disaster Mortuary Operational Response Teams (DMORTs)
- National Medical Response Teams (NMRTs)
- Scientific and Technical Advisory and Response Teams (STARTs)
- Donations Coordination Teams
- Urban Search and Rescue (US&R) task forces
- US&R Incident Support Teams
- Federal Type 1 and Type 2 Incident Management Teams (IMTs)
- Domestic Emergency Support Team (DEST)
- Domestic Animal and Wildlife Emergency Response

Other supporting documents provide additional listing of teams and their capabilities, such as DHS/EPR/FEMA's Emergency Teams Handbook and the DHS/USCG Hazardous Materials Response Special Teams Handbook.

#### *Defense Support to Civil Authorities (DSCA)*

DOD provides DSCA in response to requests for assistance during domestic incidents to include terrorist attacks, major disasters, and other emergencies. DSCA refers to DOD support provided by Federal military forces, DOD civilians and contract personnel, and DOD agencies and components, in response to



requests for assistance. Continuous coordination with Federal, State, local, and tribal elements before, during, and after an event is essential for efficient and effective utilization of DOD's DSCA efforts.

In most instances, DOD provides DSCA in response to requests for assistance from a lead or primary agency. However, support provided under Immediate Response DSCA refers to DOD support provided by Federal military forces, DOD civilians and contract personnel, and DOD agencies and components, in response to requests for assistance during domestic incidents to include terrorist threats or attacks, major disasters, and other emergencies.

**ATTACHMENT 4**

**SAMPLE EMERGENCY DECLARATION**

**RESOLUTION DECLARING A STATE OF EMERGENCY**

WHEREAS the [list disaster] impacted the population of Fillmore County and its cities;  
and

WHEREAS the [list specific cause]event has caused a significant amount of public  
property damage; and

WHEREAS the Fillmore County Emergency Manager requests the Fillmore County Board  
of Commissioners to declare Fillmore County in a STATE OF EMERGENCY for the List  
disasterof [year].;

NOW, THEREFORE, BE IT RESOLVED, that the Fillmore County Board of  
Commissioners declares Fillmore County in a State of Emergency for conditions resulting  
from the [list specific cause]event of [date].

Adopted by the Fillmore County Board of Commissioners this [day] day of [month] [year].

ATTEST:

I, [name], County Coordinator, hereby attest that the foregoing resolution was duly  
adopted by the Fillmore County Board of Commissioners on the [day] day of [month]  
[year]..

---

County Coordinator

**TRANSMITTAL/COVER LETTER REQUESTING ASSISTANCE UNDER THE CALAMITY  
ACT (MINNESOTA STATUTES CHAPTER 9.061)**

Date

Director

Division of Homeland Security and Emergency Management

444 Cedar St., Suite 223

St. Paul, Minnesota 55101-6223

Dear Director:

The political subdivision of Fillmore County requests financial assistance in the amount of \$ \_\_\_\_\_ from the State Executive Council of the State of Minnesota in order to recover excessive costs that are beyond our capability. These costs were incurred as a result of the disaster described in the attached narrative.

The following documentation is attached to support our request for financial assistance.

1. Detailed narrative which sets forth the cause, nature, and results of the event(s) giving rise to the political subdivision's need for assistance (includes map indicating damage sites and type of damages, supported by photographs).
2. Resolution requesting assistance from the State Executive Council.
3. Project explanation.
4. Detailed explanation of efforts made to meet the costs of the disaster within the political subdivision's means or authorities (e.g., certificates of indebtedness).
5. Detailed explanation of efforts made to obtain financial assistance from other sources.
6. Financial statement.
7. Emergency expenditure report.
8. Emergency tax levy status (*township only*).

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Please refer all communications to:

Name:

Title:

Address:

City, ZIP Code:

Telephone:

Fax:

**RESOLUTION REQUESTING ASSISTANCE UNDER THE CALAMITY ACT,  
MINNESOTA STATUTES CHAPTER 9.061**

WHEREAS,

List disaster information

NOW, THEREFORE, BE IT RESOLVED, that the Municipality of \_\_\_\_\_, Minnesota, through its Officers, make application through the Division of Homeland Security and Emergency Management, to the State Executive Council, for financial assistance for \_\_\_\_\_, under provisions of Minnesota Statute 9.061.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Signed:

\_\_\_\_\_  
\_\_\_\_\_

Attest:

\_\_\_\_\_  
\_\_\_\_\_

FINANCIAL STATEMENT PREPARED IN SUPPORT OF REQUEST FOR  
ASSISTANCE  
UNDER THE CALAMITY ACT, MINNESOTA STATUTES CHAPTER 9.061

\_\_\_\_\_  
(County, City, Village, or Town)

|                                                                | Periods Covered _____ through _____ |      |      |      |      |  | Actual<br>To Date | Remainder<br>of Year |
|----------------------------------------------------------------|-------------------------------------|------|------|------|------|--|-------------------|----------------------|
|                                                                | Year                                | Year | Year | Year | Year |  |                   |                      |
| Balance Beginning:                                             |                                     |      |      |      |      |  |                   |                      |
| Receipts:                                                      |                                     |      |      |      |      |  |                   |                      |
| Taxes                                                          |                                     |      |      |      |      |  |                   |                      |
| Other                                                          |                                     |      |      |      |      |  |                   |                      |
| Transfer from other<br>funds                                   |                                     |      |      |      |      |  |                   |                      |
| Balance and receipts                                           |                                     |      |      |      |      |  |                   |                      |
|                                                                |                                     |      |      |      |      |  |                   |                      |
| Disbursements:                                                 |                                     |      |      |      |      |  |                   |                      |
| Ordinary                                                       |                                     |      |      |      |      |  |                   |                      |
| Emergency*                                                     |                                     |      |      |      |      |  |                   |                      |
| Transfer out                                                   |                                     |      |      |      |      |  |                   |                      |
| Total Disbursements                                            |                                     |      |      |      |      |  |                   |                      |
|                                                                |                                     |      |      |      |      |  |                   |                      |
| Balance Ending:                                                |                                     |      |      |      |      |  |                   |                      |
| Tax levy for road and<br>bridge purposes payable<br>in year    |                                     |      |      |      |      |  |                   |                      |
| Maximum Tax Levy<br>Authorized for road and<br>bridge purposes |                                     |      |      |      |      |  |                   |                      |

\* Emergency expenditures are expenditures for any function in excess of the average normal requirements due to natural disaster.

**RESOLUTION REQUESTING DAMAGED HOMESTEAD PROPERTY BE  
REASSESSED**

WHEREAS, the municipality of \_\_\_\_\_ experienced a disaster on date; and

WHEREAS, said disaster did cause extensive property damage to residential properties in the our municipality; and

WHEREAS, the municipality of \_\_\_\_\_ has been declared a disaster area by Chose type of declaration; and

WHEREAS, Minnesota Statutes Chapter 273.123 provides for a reassessment of homestead properties damaged by a disaster upon application to the Governor of the State of Minnesota and the State Executive Council; and

WHEREAS, the minimum requirements of the aforementioned statute have been met as demonstrated in the attached damage assessment report;

NOW, THEREFORE, BE IT RESOLVED that the municipality of \_\_\_\_\_ does hereby request that the homestead property damage from the disaster that occurred on date be reassessed for the purpose of special tax credit for property damaged by a disaster under provisions of Minnesota Statutes Chapter 273.123.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signed Mayor/County Board Chairperson

ATTEST:

\_\_\_\_\_  
City Clerk/County Auditor

## RESOLUTION REQUESTING AN AGRICULTURAL DISASTER

WHEREAS the County of Fillmore, subdivision of the State of Minnesota has sustained heavy losses as a result of disaster name on date; and

WHEREAS an estimated number farmers in Fillmore County have been affected with losses sustained by the following:

| Crop                       | Estimated Acres  | Loss  |
|----------------------------|------------------|-------|
| _____                      | _____            | _____ |
| Farm Facilities            | Estimated Number | Loss  |
| _____                      | _____            | _____ |
| Other farm losses include: |                  |       |
| Item                       | Estimated Number | Loss  |
| _____                      | _____            | _____ |

WHEREAS Fillmore County USDA Emergency Board has filed their damage assessment report which supports the need for emergency loans to farmers;

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners for, and on behalf of the citizens of Fillmore County, request that the Governor of the State of Minnesota petition the U.S. Secretary of Agriculture to declare Fillmore County a disaster area.

ADOPTED this       day of       20

SIGNED:

\_\_\_\_\_

Chair of the Board

ATTEST:

\_\_\_\_\_

County Auditor

**RESOLUTION REQUESTING A SMALL BUSINESS ADMINISTRATION DISASTER  
DECLARATION**

WHEREAS the Municipality of \_\_\_\_\_, Minnesota has sustained major losses as a result of Disaster name \_\_\_\_\_ on date; and

WHEREAS an estimated/actual \_\_\_\_\_ homes, businesses, apartments, in this City/County have suffered damages; and

WHEREAS extreme hardship has been inflicted on the disaster victims through an inability to secure loans or credit to make necessary repairs and restoration;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners/City Council of \_\_\_\_\_ for and on behalf of the citizens of \_\_\_\_\_ request that the Governor of the State of Minnesota petition the regional administrator of the Small Business Administration to make emergency loans available under the provisions of Public Law 93-24.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signed:

\_\_\_\_\_

Chair of the Board/Council/Mayor

ATTEST:

\_\_\_\_\_

City/County Auditor



RESOLUTION REQUESTING A PRESIDENTIAL DECLARATION OF A MAJOR  
DISASTER

WHEREAS the County of Fillmore has sustained severe losses of major proportion, caused by *List disaster* on the date(s) of date; and

WHEREAS Fillmore County is a public entity within the State of Minnesota; and

WHEREAS substantial damage has been sustained to public and private property, as outlined in the attached damage assessment forms; and

WHEREAS the cost of recovery from this disaster is beyond the resources available within the county, and state and federal resources are necessary;

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners, for and on behalf of the citizens of Fillmore County, request the Governor of the State of Minnesota to petition the President of the United States to declare the County of Fillmore, Minnesota, to be a major disaster area, through appropriate channels.

Be it further resolved that this request is for: (Select the appropriate statement below):

☐ The Public Assistance (Infrastructure Support) Program only, as offered through P.L. 93-288 and 106.390.

☐ The Human Services Program only, as offered through P.L. 93-288 and 106.390.

☐ The Public Assistance (Infrastructure Support) and Human Service Programs as offered through P.L. 93-288 and 106.390.

☐ The Hazard Mitigation Program, as offered through P.L. 93-288 and 106.390.

Be it further resolved that the County Emergency Manager is authorized to coordinate the damage survey teams with local government, and assist in the administration of the disaster recovery process, as needed.

Adopted this       day of       , 20

Signed:

\_\_\_\_\_

Chair of the Board

ATTEST:

\_\_\_\_\_

County Auditor

## ATTACHMENT 5

### Forms

All forms can be found on the public drive under the Em Op Plan folder.

FEMA Form 90-135, Jun 03 Preliminary Damage Assessment -Potential Subgrantee at  
<https://www.fema.gov/media-library/assets/documents/10742>

## ATTACHMENT 6

### LIST OF ADDITIONAL RELATED PLANS

[City of Harmony EOP dated Aug 2003](#)

## ATTACHMENT 7

**LIST OF ANNEXES AND APPENDICES**

| <b>ANNEX</b> | <b>TITLE</b>                                                                                      | <b>Responsible Party</b>     | <b>Link</b> |
|--------------|---------------------------------------------------------------------------------------------------|------------------------------|-------------|
| A            | Direction and Control                                                                             | FC EM                        |             |
| B            | Communications                                                                                    | FC Sheriff                   |             |
| C            | Warning and EAS                                                                                   | FC Sheriff                   |             |
| D            | Public Information                                                                                | FC Coordinator               |             |
| E            | Evacuation and Public Safety                                                                      | FC Sheriff                   |             |
| F            | Fire and Rescue                                                                                   | FC EM                        |             |
| G            | Mass Care                                                                                         | FC Social Services Director  |             |
| <b>H</b>     | Health and Medical with<br>Isolation and Quarantine Plan<br>Mass Dispensing Plan<br>Pandemic Plan | Public Health Director       |             |
| <b>HZ</b>    | Hazardouse Material                                                                               | Fire Departments             |             |
| I            | Resource Management                                                                               | FC EM                        |             |
| J            | Damage Assessment                                                                                 | FC Assessor/Engineer         |             |
| K            | Debris Clearance and<br>Modeling                                                                  | FC Solid Waste Administrator |             |
| <b>L</b>     | Public Services Restoration                                                                       | FC EM                        |             |
| M            | Worker Safety                                                                                     | FC Safety Coordinator        |             |
| N            | Volunteer and Donation<br>Management                                                              | FC EM                        |             |
| P            | Behavioral Health                                                                                 | FC Social Services Director  |             |
| Q            | Special Needs Population                                                                          | Public Health Director       |             |
| R            | Animal Protection                                                                                 | FC Sheriff                   |             |
| S            | Mass Fatality                                                                                     | Coroner                      |             |

If a hazard-specific appendix is appropriate to add to an annex, use the list below to assign a notation from the list below


**MOTOROLA SOLUTIONS**

**Motorola Solutions, Inc.**  
 500 West Monroe  
 Chicago IL 60661  
 United States  
 Federal Tax ID: 36-1115800

**ORIGINAL INVOICE**

|                                                                                                                                                                                                                                                                                                                                                                                              |                                                                          |                                                                                                                                                         |                                          |                                        |                                                                          |                                                                                                                                                         |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|----------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Transaction Number</b><br>8230166245                                                                                                                                                                                                                                                                                                                                                      | <b>Transaction Date</b><br>28-FEB-2018                                   | <b>Total</b><br><b>8,466.96 USD</b>                                                                                                                     |                                          |                                        |                                                                          |                                                                                                                                                         |  |
| <b>P.O. Number</b>                                                                                                                                                                                                                                                                                                                                                                           |                                                                          | <b>P.O. Date</b>                                                                                                                                        | <b>Customer Account No</b><br>1036525816 |                                        |                                                                          |                                                                                                                                                         |  |
| <b>Payment Terms</b><br>Net Due in 20 Days                                                                                                                                                                                                                                                                                                                                                   |                                                                          |                                                                                                                                                         | <b>Payment Due Date</b><br>20-MAR-2018   |                                        |                                                                          |                                                                                                                                                         |  |
| <b>Bill To Address</b><br><br>FILLMORE COUNTY SHERIFF<br>ATTN: Accounts Payable<br>901 HOUSTON ST<br>PRESTON MN 55965<br>United States                                                                                                                                                                                                                                                       |                                                                          | <b>Ship To Address</b><br><br>MINNESOTA DEPT OF TRANSPORTATION<br>901 HOUSTON ST<br>PRESTON MN 55965<br>United States                                   |                                          |                                        |                                                                          |                                                                                                                                                         |  |
| <b>IMPORTANT INFORMATION</b><br><table border="0"> <tr> <td><b>Contract Number</b><br/>USC000003535</td> <td><b>Invoiced From</b><br/>01-JAN-2018<br/><b>Invoiced To</b><br/>31-DEC-2018</td> <td colspan="2"><b>For all invoice payment inquiries contact</b><br/>Andrzej Panfil (TGMX87@motorolasolutions.com)<br/>Telephone: +1(631)206-9347<br/>Fax: +1(631)883-4238</td> </tr> </table> |                                                                          |                                                                                                                                                         |                                          | <b>Contract Number</b><br>USC000003535 | <b>Invoiced From</b><br>01-JAN-2018<br><b>Invoiced To</b><br>31-DEC-2018 | <b>For all invoice payment inquiries contact</b><br>Andrzej Panfil (TGMX87@motorolasolutions.com)<br>Telephone: +1(631)206-9347<br>Fax: +1(631)883-4238 |  |
| <b>Contract Number</b><br>USC000003535                                                                                                                                                                                                                                                                                                                                                       | <b>Invoiced From</b><br>01-JAN-2018<br><b>Invoiced To</b><br>31-DEC-2018 | <b>For all invoice payment inquiries contact</b><br>Andrzej Panfil (TGMX87@motorolasolutions.com)<br>Telephone: +1(631)206-9347<br>Fax: +1(631)883-4238 |                                          |                                        |                                                                          |                                                                                                                                                         |  |
| <b>Sales Order(s):</b> USC000003535                                                                                                                                                                                                                                                                                                                                                          |                                                                          |                                                                                                                                                         |                                          |                                        |                                                                          |                                                                                                                                                         |  |
| <b>SPECIAL INSTRUCTIONS / COMMENTS</b><br>General Comment: Regular Invoice                                                                                                                                                                                                                                                                                                                   |                                                                          |                                                                                                                                                         |                                          |                                        |                                                                          |                                                                                                                                                         |  |
| Total Tax MN 0.00                                                                                                                                                                                                                                                                                                                                                                            |                                                                          | <b>USD Subtotal</b>                                                                                                                                     | <b>8,466.96</b>                          |                                        |                                                                          |                                                                                                                                                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                              |                                                                          | <b>USD Total Tax</b>                                                                                                                                    | <b>0.00</b>                              |                                        |                                                                          |                                                                                                                                                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                              |                                                                          | <b>USD Total</b>                                                                                                                                        | <b>8,466.96</b>                          |                                        |                                                                          |                                                                                                                                                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                              |                                                                          | <b>USD Amount Due</b>                                                                                                                                   | <b>8,466.96</b>                          |                                        |                                                                          |                                                                                                                                                         |  |

Please Detach Here and Return the Bottom Portion With Your Payment

|                                                                                                                   |  |  |                                          |                                                                                                                                                                                                                                              |  |                                        |  |                                                                                                                                |                                                 |  |
|-------------------------------------------------------------------------------------------------------------------|--|--|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--|
| <b>Transaction Number</b><br>8230166245                                                                           |  |  | <b>Customer Account No</b><br>1036525816 |                                                                                                                                                                                                                                              |  | <b>Payment Due Date</b><br>20-MAR-2018 |  |                                                                                                                                | <b>Payment Coupon</b>                           |  |
|                                                                                                                   |  |  |                                          |                                                                                                                                                                                                                                              |  |                                        |  |                                                                                                                                | <b>Transaction Total</b><br><b>8,466.96 USD</b> |  |
|                                                                                                                   |  |  |                                          |                                                                                                                                                                                                                                              |  |                                        |  |                                                                                                                                | <b>Amount Paid</b>                              |  |
| <p>Please put your Transaction Number and your Customer Account Number on your payment for prompt processing.</p> |  |  |                                          |                                                                                                                                                                                                                                              |  |                                        |  |                                                                                                                                |                                                 |  |
| FILLMORE COUNTY SHERIFF<br>ATTN: Accounts Payable<br>901 HOUSTON ST<br>PRESTON MN 55965<br>United States          |  |  |                                          | <b>Send Payments To:</b><br> <b>MOTOROLA SOLUTIONS</b><br>Motorola Solutions, Inc.<br>13104 Collections Center Drive<br>Chicago IL 60693<br>United States |  |                                        |  | <b>Wire Transfer Details</b><br>CHICAGO<br>Routing Transit Number: 026009593<br>SWIFT: BOFAUS3N<br>Bank Account No: 3756319819 |                                                 |  |
| DIVERSION CONTRARY TO EXPORT CONTROL LAW IS PROHIBITED                                                            |  |  |                                          |                                                                                                                                                                                                                                              |  |                                        |  |                                                                                                                                |                                                 |  |

**MOTOROLA SOLUTIONS**

**Motorola Solutions, Inc.**  
 500 West Monroe  
 Chicago IL 60661  
 United States  
**Federal Tax ID: 36-1115800**

**ORIGINAL INVOICE**

|                                            |                                        |                                          |
|--------------------------------------------|----------------------------------------|------------------------------------------|
| <b>Transaction Number</b><br>8230206647    | <b>Transaction Date</b><br>01-JAN-2019 | <b>Total</b><br><b>8,636.28 USD</b>      |
| <b>P.O. Number</b>                         | <b>P.O. Date</b>                       | <b>Customer Account No</b><br>1036525816 |
| <b>Payment Terms</b><br>Net Due in 20 Days | <b>Payment Due Date</b><br>21-JAN-2019 |                                          |

Visit our website at [www.motorolasolutions.com](http://www.motorolasolutions.com)**Bill To Address**

FILLMORE COUNTY SHERIFF  
 ATTN: Accounts Payable  
 901 HOUSTON ST  
 PRESTON MN 55965  
 United States

**Ship To Address**

MINNESOTA DEPT OF TRANSPORTATION  
 901 HOUSTON ST  
 PRESTON MN 55965  
 United States

**IMPORTANT INFORMATION**

**Contract Number**  
 USC000003535

**Invoiced From**  
 01-JAN-2019  
**Invoiced To**  
 31-DEC-2019

**For all invoice payment inquiries contact**  
 MALWINA SZUBARTOWSKA  
 (TMC438@motorolasolutions.com)  
 Telephone: 800-247-2346  
 Fax: +1(631)883-4238

**Sales Order(s):** USC000003535**SPECIAL INSTRUCTIONS / COMMENTS****General Comment:** Regular Invoice

|           |    |      |                      |                 |
|-----------|----|------|----------------------|-----------------|
| Total Tax | MN | 0.00 | <b>USD Subtotal</b>  | <b>8,636.28</b> |
|           |    |      | <b>USD Total Tax</b> | <b>0.00</b>     |
|           |    |      | <b>USD Total</b>     | <b>8,636.28</b> |
|           |    |      | <b>USD Amount</b>    | <b>8,636.28</b> |
|           |    |      | <b>Due</b>           | <b>8,636.28</b> |

Please Detach Here and Return the Bottom Portion With Your Payment

| Transaction Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                          |                                        | Payment Coupon                                  |                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|----------------------------------------|-------------------------------------------------|--------------------|
| <b>Transaction Number</b><br>8230206647                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Customer Account No</b><br>1036525816 | <b>Payment Due Date</b><br>21-JAN-2019 | <b>Transaction Total</b><br><b>8,636.28 USD</b> | <b>Amount Paid</b> |
| <p><b>Please put your Transaction Number and your Customer Account Number on your payment for prompt processing.</b></p> <div style="display: flex; justify-content: space-between;"> <div> <p><b>FILLMORE COUNTY SHERIFF</b><br/>           ATTN: Accounts Payable<br/>           901 HOUSTON ST<br/>           PRESTON MN 55965<br/>           United States</p> </div> <div style="text-align: center;"> <p><b>Send Payments To:</b></p>  <p><b>MOTOROLA SOLUTIONS</b></p> <p>Motorola Solutions, Inc.<br/>           13104 Collections Center Drive<br/>           Chicago IL 60693<br/>           United States</p> </div> <div> <p><b>Wire Transfer Details</b><br/>           CHICAGO<br/>           Routing Transit Number: 026009593<br/>           SWIFT: BOFAUS3N<br/>           Bank Account No: 3756319819</p> </div> </div> |                                          |                                        |                                                 |                    |
| DIVERSION CONTRARY TO EXPORT CONTROL LAW IS PROHIBITED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                          |                                        |                                                 |                    |

## DeGeorge, John

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**From:** Boyum, Lance  
**Sent:** Monday, November 18, 2019 2:26 PM  
**To:** DeGeorge, John  
**Subject:** FW: Summary of Board meeting 09/06/16

### **CHIEF DEPUTY LANCE BOYUM**

#### **FILLMORE COUNTY SHERIFF'S OFFICE**

901 HOUSTON STREET NW, PRESTON, MN 55965

507-765-3874 (DISPATCH)



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**From:** Vickerman, Bobbie  
**Sent:** Friday, September 09, 2016 4:10 PM  
**To:** \*All Email Addresses  
**Subject:** Summary of Board meeting 09/06/16

Here is the summary of this week's meeting! ☺ Sorry for the delay!

#### **Sheriff's Office:**

Approved the payment to Zuercher Law Enforcement Technology Group (LETG) for the squad technology in the amount of \$52,596 and Maintenance and support at a prorated amount of \$8,279/year.

Approved a Motorola Service Agreement as follows: \$2,766.96 through December 31<sup>st</sup>; 2016 \$8,300.64; 2017 \$8,466.96; and 2018 \$8,636.28.

#### **Coordinator:**

Vickerman presented the proposed budgets for 2017 for the Memorial Day program, the General Fund and the 2010 Bond.

Vickerman reviewed the proposed levy noting that it currently is at a 15.36% increase at \$10,730,281. The Board asked Vickerman to work with Department Heads to try to bring it down to a 6% increase.

#### **Community Services:**

Approved enhancing the EDMS system for MnSure; working with 6 counties.

Approved the Health Educator to attend the TZD conference, paid for with the TZD grant.

Approved the Veterans Service Officer Operational Enhancement Grant in the amount of \$10,000.

Neva Beier, Social Services Manager and Diane Olson, Fiscal Officer presented the proposed 2017 Human Services Budget; Jason Marquardt, Veteran Services Officer presented his proposed 2017 Veterans Services budget and Jessica Erickson, Director of Nursing presented her proposed 2017 Public Health budget.

#### **Zoning:**

The Board approved a desk purchase for the Zoning Office in the amount of \$811.30.

#### **Highway:**

The board approved an intergovernmental agreement with Olmsted County for the reconstruction of CSAH 1 from CSAH 4 to TH30.

The board approved the new airport lease documents.

## Investment Summary:

| Quantity                           | Item/Description                        | Unit Price  | Extended Price |
|------------------------------------|-----------------------------------------|-------------|----------------|
| 1                                  | OS Migration to Server 2012             | \$ 6,150.00 | \$ 6,150.00    |
| 1                                  | New Hard Drive with Hot-Swappable Spare | INCL        | INCL           |
|                                    |                                         |             |                |
|                                    |                                         |             |                |
| 1                                  | Verint Upgrade Discount                 | (\$ 250.00) | (\$ 250.00)    |
| 1                                  | Northland Upgrade Discount              | (\$420.00)  | (\$ 420.00)    |
|                                    | Installation Configuration Training     |             | Included       |
|                                    | Sub-total                               |             | \$ 5,480.00    |
| Total without applicable Sales Tax |                                         |             | \$ 5,480.00    |

Thank you for your interest in voice technology and working with Northland. Please let us know how we can help, and as always, we're a phone call away, take care.

**Scott Wosje, Principal**

*Sr. Account Manager, Public Safety  
Northland Business Systems*

**Direct: 952-428-7208**

scottw@northlandsys.com

**Dereck Leyde, Principal**

*Director, Technology Services & Support  
Northland Business Systems*

**Direct: 952-428-7214**

dleyde@northlandsys.com

**Acceptance of Proposal:**

Authorized Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

For More Information Contact: **Scott Wosje** Direct: **952-428-7208**  
Email: [swosje@northlandsys.com](mailto:swosje@northlandsys.com) [www.northlandsys.com](http://www.northlandsys.com)



## **Contract and Statement of Work (SOW) for Contracted Services**

This SOW, as agreed by and between Tom Weber (hereinafter referred to as "Consultant/ Facilitator ") and Fillmore County Minnesota, 101 Fillmore St., Preston, Minnesota, through the Fillmore County Board of Commissioners Office.

### **1. SCOPE OF PROJECT**

#### **Background**

Fillmore County has recently engaged in discussions regarding the future services and facility issues of the Fillmore County Jail. In follow up and in light of the identified need to address needed changes to the use of the jail space, programs or provided services or jail bed availability in the Fillmore County Jail, Fillmore County seeks to enlist the support and guidance of a Consultant to facilitate and support County efforts to follow through with planning for future jail space and jail program needs. To support that process, Fillmore County will secure the services of a skilled Consultant/Facilitator and jail program planner to guide that process and lead the a county group in completing a jail needs assessment to support a later Master Planning Study to inform the county decision makers about the jail in the future. This project will develop the county's capacity to manage the consequences of committing crimes, improve the criminal justice system, increase knowledge about crime and mental health related issues, and support community outreach efforts. Funding for the planning and implementation of the program will begin on December 1, 2019 and will continue through November 30, 2020.

#### **Scope of Work**

The anticipated length of this project is twelve (12) months. The purpose of this contract is to provide needed technical assistance for the County of Fillmore. At present, the Consultant/Facilitator is expected to work up to 10 hours per month on the project, at the sole discretion of Fillmore County. The Consultant/Facilitator will be responsible for the following tasks:

- Assist with the organization and launching of the community based jail needs assessment, and recruit appropriate local committee members into that effort.
- Prepare presentations and facilitate discussion for monthly committee meetings, (or as scheduled with individual stakeholders.)
- As part of any scheduled meetings, the Consultant/Facilitator will create a document that memorializes the assigned tasks, responsible parties to complete the tasks, identify action steps needed, and include the expected time lines needed to complete the tasks. It is assumed that much of the work of the jail needs assessment study will be completed by the volunteer members comprising that jail study committee and the Consultant/Facilitator will coordinate their activity through this task.
- If in the event that committee members are not capable, able or willing to complete the required tasks, then the Consultant/Facilitator will assist in

**Agreement between Thomas J. Weber and Fillmore County Minnesota  
Justice Mental Health Collaboration Program planning, review, and evaluation.**  
May 16, 2017

completing the assigned tasks at the discretion of Fillmore County, under an hourly fee for service consistent with all other fees of this contract. It is expected that this could require more than the 10 hours of work expected each month. Monthly unassigned, uncompleted or needed tasks will be identified by the Consultant/Facilitator and shared with the County Administrator, Sheriff or other appointed Fillmore County Official who will at their discretion, then authorize the Consultant/Facilitator to complete the tasks and authorize an exemption to the 10 hour monthly time limit restriction.

- Provide status or progress reports of the jail needs assessment study or committee work.
- Act as an appropriate agent or referral source for Technical Assistance Services that may support the justice system future delivery of services.
- Any other duties as assigned and agreed to through written agreement between the Consultant/Facilitator. Email will suffice for written documentation of the agreement.

**2. DIRECTION AND COORDINATION**

Fillmore County, through its County Board Chairperson, Duane Bakke, shall direct and coordinate all Consultant/Facilitator tasks specified, unless Chair Bakke appoints another county official to perform this duty.

**3. SERVICES**

Consultant/Facilitator agrees to perform for Fillmore County the services (the "Services") described in this Statement of Work ("SOW"), in accordance with the terms and conditions set forth in this Agreement. Facilitated meetings will attempt to be scheduled 28 days in advance, when possible. All other duties performed by the Consultant/Facilitator as part of this project will be scheduled as far in advance as possible. By way of email, the County Chair and Sheriff will be informed of these meetings to conform to the anticipated 10 hour monthly work limit restriction. The County Board Chair may request and authorize the Consultant/Facilitator to perform more than the 10 hours monthly work, for project related duties each month, under mutually agreed upon schedule of tasks and needed hours.

**4. TERM**

This Agreement is effective on **12/01/2019** (the "Effective Date") and shall continue through **11/30/2020** unless otherwise extended or terminated by the parties in accordance with the provisions of this Agreement (the "Term").

**5. PAYMENT**

Fillmore County agrees to pay Consultant/Facilitator for services rendered and accepted by Fillmore County during the term of this Agreement in accordance with the Fee Schedule set forth in the Statement of Work. Fillmore County agrees to pay the non-federal employee Consultant/Reviewer for services rendered to and accepted by Fillmore County during the term of this agreement. Consultant/Reviewer

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will be paid a flat rate of \$100.00 per hour for all assigned work, with billing invoices provided by the Consultant/Facilitator to note the tasks and time invested for each major task or activity. Tasks and activities are to be identified and approved by the Fillmore County Board Chairperson. There will be no additional expenses for travel, lodging or meals, paper material production or any other such expenses as all work is expected to be local, documented and circulated electronically at this point in the project. Any changes in this process that may require expenses to incur will be at the discretion and expense of Fillmore County, as authorized by the Fillmore County Board Chairperson. If such expenses are to be incurred, (and none are anticipated) it will be at the federally approved reimbursement rate for the area of service where the work is performed, and will be noted on the invoice as "Approved Expenses." Expenses will be reviewed and authorized by Fillmore County through the Fillmore County Board Chairperson prior to being encumbered by the Consultant/Facilitator.

Consultant shall submit an invoice (sent as an attachment in an email) and Fillmore County shall process payment of the invoice, subject to the approved protocols of Fillmore County for the services rendered, within 20 business days after receipt of an invoice.

**6. PROPRIETARY INFORMATION**

Consultant/Facilitator acknowledges that in the course of performing the Services, he will have access to proprietary and confidential information of Fillmore County. The Consultant/Facilitator agrees to be bound by the terms and conditions of any Nondisclosure Agreement.

**7. RETURN OF MATERIALS**

Any and all files, records, documents, information, data, and similar items relating to the business of Fillmore County, whether prepared by Consultant/Facilitator or otherwise coming into Consultant/Facilitator's possession in connection with performing the Services, and including Proprietary Information, shall remain the exclusive property of Fillmore County. All Fillmore County materials and all copies in possession of the Consultant/Facilitator shall be shredded or promptly returned to Fillmore County upon termination of this Agreement.

**8. INTELLECTUAL PROPERTY INDEMNITY**

The Consultant/Facilitator agrees to indemnify, defend, and hold Fillmore County (and its successors, officers, directors, and employees) harmless from any and all actions, claims, demands, costs, liabilities, expenses, and damages (including attorney's fees) arising out of, or in conjunction with, any claim that the Services or Work Product furnished by the Consultant/Facilitator under this Agreement constitutes an infringement or misappropriation of any confidential information, trade secret, patent, copyright, trademark, trade name, or other legal intellectual property right of any third party. This Section shall survive termination of this Agreement.

**9. LIMITATION OF LIABILITY**

Except as otherwise provided (applicable to intellectual property rights infringement and tort claims resulting in bodily injury or real or tangible personal property damage), **NEITHER PARTY SHALL BE LIABLE, UNDER ANY CIRCUMSTANCES FOR ANY ANTICIPATORY OR LOST PROFIT, SPECIAL, CONSEQUENTIAL, PUNITIVE, EXEMPLARY, INCIDENTAL, OR INDIRECT DAMAGES OF ANY KIND RESULTING FROM THE PERFORMANCE OR NON-PERFORMANCE OF OBLIGATIONS UNDER THIS AGREEMENT EVEN IF THOSE DAMAGES ARE ATTRIBUTED TO BREACH OF THIS AGREEMENT, TORT, NEGLIGENCE, OR OTHER CAUSE OF ACTION. THE PARTIES AGREE THAT THIS LIMITATION SHALL APPLY EVEN IF A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF NON-DIRECT DAMAGES OR IF, UNDER APPLICABLE LAW, NON-DIRECT DAMAGES ARE CONSIDERED TO BE DIRECT DAMAGES.**

**10. RELATIONSHIP OF THE PARTIES**

This Agreement shall not constitute, create, give effect to, or otherwise imply a joint venture, partnership, or business organization of any kind. Fillmore County and Consultant/Facilitator are independent parties, and neither party shall act as an agent for or partner of the other for any purpose. Nothing in this Agreement shall grant to either party any right to make any commitments of any kind for or on behalf of the other without the prior written consent of the other party. The personnel and employees of either party shall not be deemed to be the employees of the other party. Each party shall be solely responsible for payment of all compensation owed to the personnel and employees of that party, including payment of any taxes related to employment and workers' compensation insurance. The personnel and employees of the Consultant/Facilitator are not eligible for any fringe benefits (including health insurance, paid vacation, sick leave, or other employment benefits) that may be provided to employees of Fillmore County and will not be a participant in any of Fillmore County's qualified benefits plans.

**11. TERMINATION FOR FAILURE OF PERFORMANCE OR CONVENIENCE**

The Consultant/Facilitator's performance of work under this Agreement may be terminated, in whole or in part, at Fillmore County's convenience. Fillmore County may terminate this Agreement by advising the Consultant/Facilitator in writing not less than fifteen (15) days prior to the date of termination in accordance with the notice provisions.

**12. NOTICE OF DELIVERY OR PERFORMANCE PROBLEMS**

If Consultant/Facilitator encounters or anticipates difficulty in meeting any deadlines, providing any deliverables, performing any of the Services under the SOW, or meeting any other performance obligations under this Agreement or in complying with the terms or conditions of this Agreement, or has knowledge that any actual or potential situation or event will or is reasonably likely to cause interference with or delay the timely performance of the Agreement, Consultant/Facilitator shall notify the

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Fillmore County Board Chairperson immediately (and confirm the notification in email or in document writing), identifying the problem(s) and the corrective action(s) that will be taken. The receipt and acceptance of the notification by Fillmore County shall not constitute a waiver by Fillmore County of any time limits or other obligations of the Consultant/Facilitator under this Agreement and shall not operate to waive any rights or remedies provided by law or the terms of this Agreement.

**13. DUTIES AND RESPONSIBILITIES**

The Consultant/Facilitator shall perform all program related tasks, unless specified otherwise.

**14. CONFLICT OF INTEREST**

The Consultant/Facilitator affirms that to the best of his knowledge there exists no actual or potential conflict between the Consultant/Facilitator's interests and the services provided under this Agreement, and in the event of a change in either private interests or service under this agreement, any question regarding possible conflict of interest which may rise as a result of such change will be raised with Fillmore County.

**15. COMPENSATION**

Charges on the time of the Consultant/Facilitator activities may be reimbursed or recognized only to the extent that they are directly or exclusively related to the project assignment.

**16. DRUG-FREE WORKPLACE**

The Consultant/Facilitator certifies and agrees not to engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in regulation at 21 CFR 1308.11-1308.15 in the performance work under this Agreement.

**17. NOTICES TO PARTIES**

Unless otherwise specified in this Agreement or a respective Task Order, all notices, requests, or consents required under this Agreement to be given in writing shall be transmitted by facsimile, hand delivered, mailed or emailed, to the person indicated below. Each party shall notify the other, in writing, of any change in the designated addressee.

**To Fillmore County:**

Duane Bakke  
Fillmore County Board Chairperson  
101 Fillmore Street  
Preston, MN 55965

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**To Consultant/Facilitator:**

Tom Weber  
PO Box 1356  
La Crosse, WI 54602

**18. GOVERNING LAW**

This SOW / Agreement shall be governed by, interpreted, construed, and enforced in accordance with the laws of the State of Minnesota, without reference to the principles of conflict of laws. Suits solely for injunctive relief may be brought in any court of competent jurisdiction. All other suits brought by either party under this Agreement shall only be brought in a court of competent jurisdiction in the State of Minnesota.

**19. ENTIRE AGREEMENT**

The contents of this Agreement constitute the entire understanding and agreement between the Parties and supersede any prior agreements, written or oral, that are not specifically referenced and incorporated in this Agreement. The terms and conditions of this Agreement shall not be amended except by written agreement signed by both parties.

**IN WITNESS WHEREOF**, the undersigned authorized representatives of the parties have executed this Agreement.

**Fillmore County**

**Program Consultant/Facilitator**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Duane Bakke**  
**County Board Chair**  
**101 Fillmore St.**  
**Preston, MN 55965**

\_\_\_\_\_  
**Thomas J Weber**  
**Consultant/Facilitator**  
**PO Box 1356**  
**La Crosse, WI 54602**