BOARD OF SUPERVISORS MINUTES
GILA COUNTY, ARIZONA

Date: August 27, 2013

MICHAEL A. PASTOR
Chairman

TOMMIE C. MARTIN
Vice-Chairman

JOHN D. MARCANTI
Member

MARIAN E. SHEPPARD
Clerk of the Board

By: Marian Sheppard
Clerk

Gila County Courthouse
Globe, Arizona

PRESENT: Michael A. Pastor, Chairman; Tommie C. Martin, Vice-Chairman (via ITV); John D. Marcanti, Supervisor; Don E. McDaniel, Jr., County Manager; Bryan B. Chambers, Deputy Attorney Principal; Marian E. Sheppard, Clerk of the Board; and Laurie J. Kline, Deputy Clerk

Item 1 – CALL TO ORDER – PLEDGE OF ALLEGIANCE

The Gila County Board of Supervisors met in a work session at 10:00 a.m. this date in the Board of Supervisors hearing room. Bryan Chambers led the Pledge of Allegiance.

Item 2 – REGULAR AGENDA ITEMS:

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

Michael O'Driscoll, Health and Emergency Management Division Director, introduced Wendy Smith-Reeve, Director of the Arizona Department of Emergency Management, who has an extensive background in public service and emergency management. Ms. Smith-Reeve provided information on the National Incident Management System. She stated that when an event occurs, it begins and ends at the local level. She stressed the importance of having a structure in place at the county level which mirrors the structure in place at the state and federal levels. When an event escalates to the point that a county needs to request resources from the state or federal government, the county would be "dove-tailing" into that state or federal government's system. She emphasized the importance for everyone to "speak the same language" so the expectations can easily be met. The Emergency Management Preparedness grant funding that Gila County has received for this fiscal year is in the

amount of $114,000. This grant supports and requires that this type of structure be in place. Ms. Smith-Reeve advised that there is also funding available for training and exercises made available through the Emergency Management Services Department to support these training efforts. Some of this training can be completed online with the Federal Emergency Management Agency (FEMA) study programs. Additional training can be brought in so that the County can incorporate the training with other partners within the community.

Chairman Pastor stated that he completed two online FEMA Incident Command System (ICS) training workshops which he believes were informative and beneficial in understanding the function of the Emergency Management Services Department. Vice-Chairman Martin commented that she is in favor of the training, particularly for employees in the Public Works Division; however, the training should be scheduled so as not to interfere with the County's work schedule or the completion of jobs. She also believes that employees at all levels should be trained to understand what happens in an emergency situation. Supervisor Marcanti agreed that the Public Works Division could use the training because the employees are often times the first ones on the scene. He also inquired as to whether or not there is a timeline for this training to be in place. Mr. O'Driscoll replied that Emergency Management staff will be communicating with Steve Stratton, Public Works Division Director, to coordinate the training schedule for all Public Works staff. The training should be completed within the next several months. Mr. O'Driscoll added that Gila County receives FEMA money and that the County Emergency Management Division's office is an official training site. The County has been working with first responders to set up training exercises during the off season. He further stated that the trainings can be scheduled 3-4 months in advance and that the training courses wouldn't be scheduled unless there were approximately 15 individuals that could attend. The classes will be offered more frequently because the County is working with Brent D. Billingsley, City of Globe Manager, who is requiring that the City's entire staff be trained in ICS. Chairman Pastor asked for confirmation that the ICS training classes are voluntary and not mandatory for all employees, to which Mr. O'Driscoll replied that the training classes are voluntary; however, there are requirements and deliverables to the State that certain employment positions be trained in ICS.

Ms. Smith-Reeve explained that training County employees benefits the County, such as the time an event is designated as a "federally declared disaster", and if the County has documentation of all the actions and activities to support disaster relief, it will be reimbursed for all the costs associated with the disaster. Chairman Pastor supports this training and advised Mr. O'Driscoll to include the Finance Department in the ICS training. Mr. O'Driscoll added that this year he is planning to get Jeff Hessenius, Finance Director, involved with regard to documentation and reimbursement efforts; and Kelly Riggs, Information Technology Director, will also be involved to address cyber security

and database issues. Chairman Pastor thanked Ms. Smith-Reeve for the presentation and congratulated her on her recent promotion.

B. Information/Discussion regarding a proposed revised fee schedule pertaining to Gila County Rabies Control.

Mr. O'Driscoll stated that for the purpose of this presentation, Animal Control and Rabies Control are used interchangeably. He stated that rabies is a viral infection that is 100% fatal if not treated. He advised that rabies is a public health issue and animal control is a critical function of the Gila County Health Department. Mr. O'Driscoll reviewed the services provided by Animal Control to include requirements as outlined in the Arizona Revised Statutes (ARS). Some of the services provided by Animal Control include: low cost rabies vaccine clinics with time being volunteered by Dr. Jeffrey L. Eubank, a local veterinarian; investigation of animal hoarding cases; rescue and sheltering of animals during natural disasters, such as floods that have occurred in the Tonto Basin area; in-home euthanasia of animals, etc.

He provided a PowerPoint slide presentation and he reviewed some statistical data, both nationally and locally. He reviewed Animal Control data for the local area from 2009-2012 of which there were 44 cases of rabies exposure. For the San Carlos Apache Indian Reservation from 2011 to present, 458 animals were brought to the County's Animal Control Shelter and all but 36 animals needed to be euthanized due to disease.

John Castaneda, Animal Regulations Enforcement Manager, explained the current protocol and process of responding to the large number of calls received from citizens that live on the San Carlos Reservation regarding ticks and diseased animals. Vice-Chairman Martin questioned the use of manpower and County time for Animal Control staff to "patrol" the San Carlos Reservation looking for animals with possible disease rather than "responding" to calls regarding animals. Mr. Castaneda also advised that San Carlos Animal Control has 4 officers. Recently, 4 ATV vehicles were purchased by the San Carlos Tribe for use by San Carlos Animal Control officers. Their duties also include spraying chemicals on yards to help prevent the spread of tick-borne disease on animals. Gila County Animal Control is also providing animal control services on the White Mountain Apache Indian Reservation due to some recent deaths.

Mr. O'Driscoll advised that the Rabies Control fee schedule has not increased in 16 years; however, the cost of labor, fuel, medicines and veterinarian costs have increased substantially throughout the years. The proposed fee schedule is as follows:

Item	Current Rate	Proposed Rate	Average***
Impound Fee- first offense	$15.00	$20.00	$37.00
2nd Impound offense	$15.00	$45.00	$65.00
3rd Impound offense	$15.00	$85.00	$92.00
Owner request – Pickup Animal		$50.00	$41.00
Adoption Fee	$12.00	$20.00	
Rabies Shot	$20.00	$25.00	$23.00
Deposit/Spay/Neuter	$40.00	$40.00	
Female dog		$30.00	
Male dog		$25.00	
Female cat		$30.00	
Male cat		$25.00	
Dog License	$15.00/unaltered	$30.00	$23.00
	$7.00/altered	$10.00	$9.00
Duplicate License Fee	$1.00	$5.00	$5.00
Recovery fee		$50.00	
Euthanize owned animal	$10.00	$50.00	$50.00
Cat Trap Fee	$2.00/day	$5.00/day	
Skunk removal		$15.00	
Board Fees – daily	$7.00	$10.00	$11.00
Board Fees – Aggressive Quarantine	$7.00	$20.00/day	$20.00
Kennel Permit	$75.00	$75.00	
Microchip Implant & Registration		$40.00	$23.00

Spay/Neuter fee subject to increase based on availability of grant funds for reduced cost surgery.

***Average is from 6 other counties and animal control agencies (Pinal, Pima, Maricopa, Greenlee and Yavapai Counties, Apache Junction, Payson, and Safford Animal Control Agencies)

An added County service will be microchip implants and registration, which Mr. O'Driscoll stated has been a requirement of the ARS for two years. Mr. O'Driscoll advised that Dr. Eubank charges $50.00 for this service and the County's proposed fee is $40.00. Chairman Pastor expressed a concern that

the County would be competing with Dr. Eubank. Bryan Chambers, Deputy Attorney Principal, affirmed that the County would be competing with Dr. Eubank or anyone else who chose to provide this service. He offered to conduct some research on the matter. Vice-Chairman Martin stated that the microchip service may be very cost effective and helpful for the County as it would be easier and quicker to reunite animals with their owners. Supervisor Marcanti raised the question of the reason fees were not increased in over 15 years. He agrees with raising the fees, but wanted to voice a concern about the lost revenue to the County for those past years, as well as the possible repercussions the County may face as a result of it. Vice-Chairman Martin wants to ensure that the County is operating in the best way possible, particularly with regard to patrolling for stray animals, and dispatching and responding to complaints.

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

John Marcanti, District 3 Supervisor, stated that he requested this item to be placed on today's meeting agenda as he believes the policy and procedures need some clarification and clearer guidelines. He read aloud Section 2(D)(2) of the policy procedures which states, "The use of constituent funds to support non-profit entities, cities, towns and other governmental agencies that provide services to the public which the Gila County Board of Supervisors is authorized to provide, or for economic development activities which are determined to benefit the public, are subject to the customary process and requirements of an intergovernmental agreement, memorandum of understanding or contract." He then explained that Don McDaniel, County Manager, clarified the undefined areas of this policy this morning in an email to the Board. Supervisor Marcanti advised that should the County receive a funding request from Globe-Miami Little League for $250, per the requirements of the current policy and procedures, documentation would be required to include proof of the organizational status as a 501(c)(3) organization or the submittal of a W-9 form, and a letter stating the intended use of the requested funding. That request letter would then go to the Finance Department for an agreement to be written, presented to Globe-Miami Little League for approval and signature, followed by the County Attorney's approval and finally approval by the Board of Supervisors. He then stated that it was asked of Mr. McDaniel at the May 28, 2013, Board of Supervisors' work session that this policy be better stated and defined to eliminate confusion.

Mr. McDaniel reviewed the proposed revisions to the policy procedures, of which the changes or additions are in bold lettering, as follows:

Section 2(C)(2) - Gila County will provide an intergovernmental agreement, a memorandum of understanding or a contract which enumerates the specific services or activities to be funded and provided **for all requests in excess of**

$5,000. The intergovernmental agreement, memorandum of understanding or contract must be **approved and** signed by both parties. Additionally, "**Funding requests for less than $5,000 may be submitted with a Payment Request directly to the Finance Department without an intergovernmental agreement, memorandum of understanding or a contract.**"

Section (2)(C)(4) - Proof of non-profit tax exempt status must be furnished with the **funding request,** intergovernmental agreement, memorandum of understanding or contract.

Section (2)(D)(2) - The use of Constituent Funds to support non-profit entities, cities, towns and other governmental agencies that provide services to the public which the Gila County Board of Supervisors is authorized to provide, or for economic development activities which are determined to benefit the public, are subject **to the provisions of paragraph C. in this Procedure and** to the customary process and requirements of an intergovernmental agreement, memorandum of understanding or contract.

Newly added Section (2)(F) – **Requests for Non-Monetary Support**

1. **Requests to provide services, man power, furniture, and small equipment, must be submitted to Gila County on the letterhead of the requesting non-profit entity, city, town or other governmental agency.**

2. **Requests to provide services, man power, large mechanical equipment (rolling stock), and material must be submitted to Gila County on the letterhead of the requesting city, town or other governmental agency.**

3. **Gila County will provide an intergovernmental agreement or a letter agreement which enumerates the specific services, manpower, furniture, small equipment, large mechanical equipment or material to be provided which will be signed by both parties.**

Supervisor Marcanti thanked Mr. McDaniel and stated many of his concerns have been answered. He stated that his primary concern was that the Finance Department and County Attorney was being assigned additional work.

Vice-Chairman Martin stated, "I don't agree to tie it to $5,000 because our bidding is tied to $5,000, and it gives the impression we need to be bidding." She suggested that the amount be in excess of $10,000 [pertaining to the proposed change in Section 2(C)(2).] Vice-Chairman Martin added that she is unsure that a dollar limit even needs to be stated in the policy. She asked if this policy would apply in an emergency situation and she provided an example of a past incident whereby the County helped a private water company in northern Gila County that lost their water system. The County immediately responded by loaning water trucks; otherwise, the residents of the community

would have been without water for two weeks. If a similar situation arises, she doesn't want to worry about whether the entity needing help is a qualifying entity per County policy nor does she want to waste time executing a contract between both parties before the County would be able to respond to the emergency. Her other concern is loaning County equipment, such as tables and chairs. She is undetermined as to the stance the County should take for those types of requests. She stated that sometimes there is an event that comes up on short notice, and there are limited options to get additional tables and chairs in small communities. Vice-Chairman Martin believes that this issue needs to continue to be discussed by the Board and County Management until such time that the policy addresses all of the various situations that arise.

Chairman Pastor reminded the Board that when the policy was written, it was acknowledged by the Board that the policy would need fine tuning and that is the purpose of the discussion at this work session.

Jeff Hessenius, Finance Director, stated that when this policy was revised it wasn't meant to align itself with the procurement policy, but more so with the vehicles or instruments used to execute the requests. Mr. McDaniel further explained that the policy can be written to accommodate the Board's requirements, and he clarified that a policy, such as this one, is required to be in place per the Arizona Revised Statutes. Chairman Pastor stated that he thinks the policy is good and the Board can continue to "fine tune" it until such time any proposed revisions to the policy are presented for Board approval at a future meeting. Mr. McDaniel reviewed a spreadsheet of the various entities that have received funds from Gila County. Vice-Chairman Martin agreed that it is important for the Board to be informed that requested funds are being used for the intended purpose stated in the request.

Supervisor Marcanti asked Mr. McDaniel for a definition of the difference between economic development activities and an economic grant, to which Mr. McDaniel replied that Arizona Revised Statute §11-254 requires that contributions or expenditures from community agencies must be for economic development.

Bryan Chambers, Deputy Attorney Principal, clarified the difference between an economic grant and an economic activity stating that an economic grant would be a specific amount of money given to a non-profit or governmental agency. An economic development activity would be to allow a non-profit or governmental entity permission to use County equipment which isn't a grant of money to the entity, but it is an economic activity and the Arizona Revised Statutes (referenced above) allows for both.

Item 3 – CALL TO THE PUBLIC: Call to the Public is held for public benefit to allow individuals to address issue(s) within the Board's

jurisdiction. Board members may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to Arizona Revised Statute §38-431.01(H), action taken as a result of public comment will be limited to responding to criticism made by those who have addressed the Board of Supervisors, may ask staff to review the matter or may ask that a matter be put on a future agenda for further discussion and decision at a future date.

There were no requests to speak from public.

There being no further business to come before the Board of Supervisors, Chairman Pastor adjourned the meeting at 11:28 a.m.

APPROVED:

Michael A. Pastor, Chairman

ATTEST:

Marian Sheppard, Clerk of the Board