

**Commissioner  
Minutes  
Journal # 55**

**CASCADE COUNTY COMMISSION MEETING  
June 23, 2015  
COMMISSION CHAMBERS  
COURTHOUSE ANNEX, ROOM 111  
9:30 A.M.**

**Notice:** These minutes are paraphrased and reflect the proceedings of the Board of Commissioners. MCA 7-4-2611 (2) (b). These minutes were approved at the July 14, 2015 meeting.

**Present:** Madam Chair Jane Weber, Commissioner Jim Larson Commissioner Joe Briggs excused.

**Staff seated with the Commission:** Susan Conell, Charlie Stanfield, Carey Ann Shannon, Bonnie Fogerty and Marie Johnson.

**Public members;** Royce Shipley, Steve Erwin, Brad Livingston, Tina Hoebelheinrich, Rose Malisani, Jona McNamee, Trista Besich, Kendall Cox, Maxima Cox, Leslie Killham, Sean Higginbotham, Neil Fortier and John Watts.

**Treasurer's Monthly Report:** The Treasurer's Department was contacted and was asked to present the monthly report. When contacted they stated that they did not have a report to present.

**Reading of the Commissioners calendar:** Bonnie Fogerty, read the weekly calendar.

**Purchase orders and accounts payable warrants:** Commissioner Larson made a **MOTION** to approve the purchase orders and accounts payable warrants. Approved purchase orders and accounts payable checks;

- ✓ #252663-#252876 totaling \$401,637.74 dated May 18-22, 2015
- ✓ #252877-#253103 totaling \$334,345.86 dated May 26-29, 2015
- ✓ #253104-#253282 totaling \$1,045,411.80 dated June 1-5, 2015
- ✓ #253283-#253579 totaling \$1,017,653.11 dated June 8-12, 2015 In addition payroll checks #76939-#77142 were issued totaling \$1,324,927.09 for a payroll total of \$1,428,785.30 for the month of May 2015. **Motion carries 2-0**

**Consent agenda:** The consent agenda is made up of routine day-to-day items that require Commission action. Any Commissioner my pull items from the Consent Agenda for further discussion/vote.

**Approval of the Minutes and Consent Agenda Items:** Commissioner Larson made a **MOTION** to approve the minute and minute entries found in this Agenda Packet and the approval of routine contracts as follows; Minutes approved were dated June 3<sup>rd</sup>, 9<sup>th</sup>, and the 17<sup>th</sup>, 2015.

◆ **Resolution 15-39:** Budget Appropriation within Public Works for unanticipated revenue from insurance funds for repaired fence at the Juvenile Detention Center. Total Amount: \$3,654. **R0307953**

◆ **Resolution 15-40:** Budget Appropriation within the Aging Services-Home Delivered Meals for unanticipated revenues from Medicaid Waiver and donations. Total Amount: \$9,000. **R0307954**

◆ **Resolution 15-41:** Budget Appropriation within the Aging Services-Homemaker for unanticipated revenues from excess donations. Total Amount: \$7,700. **R0307955**

◆ **Resolution 15-42:** Budget Appropriation within the Aging Services-Congregate Meals for unanticipated revenues from excess donations. Total Amount: \$11,894. **R0307956**

- ◆ **Resolution 15-49:** Budget Appropriation within the Aging Services-Senior Transportation transfer from the Senior Citizens program carryover income to increase budget to cover unanticipated salaries/payroll expenses through the fiscal year. Total Amount: \$10,000. **R0307953**
- ◆ **Contract 15-52:** FY 2016 Extension Services Agreement between Montana State University Extension and Cascade County.  
County Portion: \$210,088. Effective Dates: July 1, 2015-June 30, 2016.
- ◆ **Contract 15-58:** KRONOS Contract #1187256 R02-APR-15, Support Services Quote. Effective: August 1, 2015-July 31, 2016. Total Amount: \$37,573.33 **this amount was corrected to state \$37,676.30** (Software: \$24,880.19, Equipment: \$10,313.00, Educational: \$2483.11) **R0308141**
- ◆ **Contract 15-59:** Montana Department of Corrections Community Corrections Division Probation and Parole, DUI Service Agreement. **R0307962**  
Effective Dates: July 1, 2015-December 31, 2015. The County is statutorily mandated to provide funding for DUI Task Force activities. Total Amount: \$3,000.
- ◆ **Contract 15-63:** Montana Department of Commerce (CDBG) Program, Contract Amendment #MTCDBH-11PF-01A.  
This amendment extends the Sun Prairie Water Improvement Project contract date to June 24, 2016. (Ref: Contract 12-34, R0249720)
- ◆ **Contract 15-64:** Cascade County and South Wind Water & Sewer District Interlocal Agreement (Sub-Recipient Agreement). **R0307969**  
This agreement will take effect upon ratification of Contract with Montana Department of Commerce (CDBG) Program for grant funds awarded November 2013.
- ◆ **Contract 15-65:** Cascade County and South Wind County Water & Sewer District Water System Improvements Project Management Plan. This agreement will take effect upon ratification of Contract with Montana Department of Commerce (CDBG) Program for grant funds awarded November 2013. **R0307968**
- ◆ **Contract 15-66:** Agreement between Cascade County and Public Employees' Craft Council. Effective: July 1, 2015-June 30, 2019. **R0308720**
- ◆ **Contract 15-67:** Delta Dental Insurance Company, Group Dental Insurance Contract. Effective Dates: July 1, 2015-June 30, 2017. **R0308721**
- ◆ **Contract 15-73:** Interlocal Agreement with City of Great Falls, Cascade County for the MPDES Small MS4 Storm Water Discharge Co-Permit. Effective Dates: January 1, 2015-December 31, 2016. **R0308959**
- ◆ **Contract 15-75:** United Way of Cascade County F/Y 2016 funding commitment for Aging Services, Foster Grandparents program. Total Amount: \$8,000. **R0307964**
- ◆ **Contract 15-81:** United Way of Cascade County F/Y 2016 funding commitment for Aging Services, Meals on Wheels (Senior Nutrition Home Delivered Meals) program. Total Amount: \$22,500. **R0307965**
- ◆ **Contract 15-82:** Amendment to Standard Audit Contract with Joseph Eve. Non-Audit services rendered: \$10,000, Preparation of FY 2013 Comprehensive Annual Financial Report (CAFR): \$8,500. (Ref: Contract 15-37, R0306955, Contract 13-65, R0276491)  
**City-County Health Department R0309291**
- ◆ **Resolution 15-43:** Budget Appropriation to eliminate budgeted revenue amounts from the LOGOS Accounting system that were carried over from previous years in error. This appropriation also increases General Fund support in the amount of \$67,490 to ensure that the Health Department budget is balanced at end of FY 2015. Total Amount: \$67,490. **R0307957**

- ◆ **Resolution 15-44:** Budget Appropriation to pay expenses in travel in WIC program for FY 2015. Total Amount: \$1,240. (Ref: Contract 14-138, R0296288) **R0307958**
- ◆ **Contract 15-74:** MT DPHHS Amendment One, Task Order 15-7-3-01-002-0, Montana Cancer Control Programs. Additional funds received to offset unanticipated revenue for patient navigation & worksite promotion activities. Increased Amount: \$15,000. Total Reimbursement not to exceed: \$175,480. (Ref: Contract 14-73, R0292868) **R0309393**
- ◆ **Resolution 15-46:** Budget Appropriation from money received to offset unanticipated revenue for patient navigation & worksite promotion activities for the Montana Cancer Control Programs. Total Amount: \$15,000. (Ref: Contract 15-74, Task Order 15-07-3-01-002-0 Amendment #1.) **R0307960**
- ◆ **Contract 15-60:** United Way Annual Volunteer Work Station Memorandum of Understanding for the Retired Senior Volunteer Program. Program provides volunteers for the Volunteers Workstations at the CCHD flu clinic(s) as needed. Effective Dates: May 29, 2015-May 29, 2018. **R0309391**
- ◆ **Contract 15-61:** MT DPHHS Task Order 15-07-1-01-119-0, Office of Public Health System Improvement (PIP) program. Purpose: To help support the City-County Health Department in streamlining services and partner collaboration specifically pertaining to rabies prevention, investigation, and follow-up. Effective Dates: April 1, 2015-February 15, 2017. Total Amount: \$ 40,000. **R0309390**
- ◆ **Contract 15-62:** Yellowstone City-County Health Department Contract dba/Riverstone Health, Ryan White Part C. Purpose: To continue to provide early intervention services for HIV positive clients. Effective Dates: July 1, 2015-June 30, 2016. Total Amount: \$30,000. **R0309392**
- ◆ **Contract 15-68:** Decade Software Company, LLC for Envision Connect, Environmental Health Software. Total Amount: \$46,415. (Software: \$12,075. One-Time Professional Service Fee: \$34,340.) Effective: June 19, 2015-June 19, 2018. **R0308958**
- ◆ **Contract 15-76:** MT DPHHS Task Order #16-07-5-01-085-0 Maternal, Infant, and Early Childhood Home Visiting (MIECHV), Expansion. Purpose: Provide home visiting services and family support services as required by the MIECHV program. Effective Dates: July 1, 2015-June 30, 2016. Total Amount: \$212,850. (Renewal) **R0309394**
- ◆ **Contract 15-77:** MT DPHHS Task Order #16-07-5-01-101-0 Maternal, Infant, and Early Childhood Home Visiting (MIECHV), SafeCare. Purpose: Provide home visiting services and family support services as required by the MIECHV program. Total Amount: \$110,559.60. Effective Dates: July 1, 2015-June 30, 2016. (renewal) **R0309395**
- ◆ **Contract 15-78:** Montana Cancer Control Program Agreement between CCHD and the Indian Family Health Clinic (IFHC). Purpose: To assist in providing Montana Cancer Control Program services in Cascade and Chouteau counties. Total Amount may not exceed: \$6,600. Effective Dates: July 1, 2015-June 30, 2016. (renewal) **R0309396**
- ◆ **Contract 15-79:** MT DPHHS Task Order #16-07-5-01-070-0 Healthy Montana Families Project (HMFP) **R0309397**  
 Purpose: To provide home visiting and family support services as required by the Healthy Montana Families Project program.  
 Total Amount: \$93,100. Effective Dates: July 1, 2015-June 30, 2016. (renewal)

**Community Health Care Center**

- ◆ **Contract 15-69:** Employment Contract with Kate Antonich, Nurse Practitioner (renewal). Compensation: \$84,448/annual. Effective Dates: June 3, 2015- June 2, 2016.

**R0308718**

- ◆ **Contract 15-70:** Employment Contract with Julie Wood M.D. (renewal). Compensation: \$168,854.40/annual. Effective Dates: July 1, 2015- June 30, 2016. **R0308719**
- ◆ **Contract 15-71:** Employment Contract with Sally Lydon, Nurse Practitioner (renewal). Compensation: \$42.56/hourly. Effective Dates: August 10, 2015- August 9, 2016. **R0309051**
- ◆ **Contract 15-72:** Walgreens Amendment to 340B Contract Pharmacy Service Agreement. (Ref: Contract 11-120, R0243555) **Motion carries 2-0 R0307963**

**AGENDA ITEM #1**

**MOTION TO APPROVE/DISAPPROVE FINAL ZONING RESOULUTION 15-45**

**R0307959**

Charlie Stanfield read the synopsis (which can be found in Agenda dated June 23, 2015 item #1). This is a request submitted by Kendall Cox to rezone 155 acres from “SR-1” Suburban Residential to “UR” Urban Residential for future development and annexation with the City of Great Falls.

Neil Fortier, Director of real estate development for Neighbor Works spoke in favor of this rezone. He stated that 60 homes will be completed with this rezone, with the curb and gutter to be installed this summer allowing homes to begin construction in the fall. He thanked the Commission for their support on this project.

Commissioner Larson made a **MOTION** to approve the zone change request submitted by Kendall Cox to rezone approximately 155 acres located within Section 26, Township 21 North, Range 3 East P.M.M., Cascade County, Montana (Parcel #2579200 from “SR-1” Suburban Residential to “UR” Urban Residential. **Motion carries 2-0**

**AGENDA ITEM #2**

**MOTION TO APPROVE/DISAPPROVE BOARD APPOINTMENTS**

Madam Chair Weber stated that the Commission typically will reappoint members to serve a second (2<sup>nd</sup>) term. She announced that they had a terrific candidate pool of applicants with more than vacancies. She encouraged the applicants to apply again in the future for openings and mentioned that they could volunteer to be a part of the operations of Expo Park.

Commissioner Larson made a **MOTION** to reappoint Mark L. Hewitt and Jim Whitaker to the DUI Task Force Board with the term expiring on June 30, 2017. **Motion carries 2-0**

Commissioner Larson made a **MOTION** to accept JoAnn Eisenzimer to the Wedsworth Library Board of Trustees with the term expiring on June 30, 2020. **Motion carries 2-0**

Commissioner Larson made a **MOTION** to reappoint John Hayes and Kelly Manzer to the ExpoPark Advisory Board with the term expiring June 30, 2018. **Motion carries 2-0**

**AGENDA ITEM #3**

**GORE HILL FIRE SERVICE AREA BUDGET PRESENTATION**

Royce Shipley, Chairman of The Board of Trustees of the Gore Hill Fire Service Area presented their 2016 proposed budget. He stated that he is making their financial records

public (see Exhibit "A"). He read the Fiscal Year 2016 Budget Summary Narrative Report (see Exhibit "B"). In closing he thanked the Commission for allowing him to make this public record. Commissioner Larson stated he attended the open house at the Big Bend new station and that is was a very impressive station. Madam Chair Weber extended her appreciation for the men and women that serve to make our community safer.

**Public Participation in decisions of the Board and allowance of public comment on matters the Commission has jurisdiction, on items not covered by Today's agenda.** There was no public comment given at this meeting.

**Adjournment:** Madam Chair Weber adjourned this Commission meeting at 10:34 a.m.

**Next meeting date:** All meetings are held in the Commission Chambers at the Courthouse Annex. The next meeting will be a work session that will be held on Wednesday, July 8, 2015, at 2:00 p.m.



## PROPOSED BUDGET - SUBCATEGORIES

### Recruiting and Retention

Recruiting	\$	500
Uniforms	\$	1,000
Awards/Banquet	\$	2,000
Member Reimbursement	\$	5,000
Medical Screening	\$	1,000
Sub-Total	\$	9,500

### Administration

Insurance (Work Comp, Liability, etc)	\$	11,000	→ \$13,500
Subscriptions, Dues, Prof Memberships	\$	750	
Legal	\$	-	
Bank Fees/Licenses/Etc	\$	1,000	
Community Relations	\$	1,500	
Sub-Total	\$	14,250	→ \$16,750

### Training

Facility Access	\$	1,000
Training Materials	\$	1,500
Tuition Reimbursement	\$	3,600
Travel	\$	500
Props	\$	3,000
Sub-Total	\$	9,600

### Utilities

Water	\$	-
Gas	\$	4,000
Electric	\$	4,000
Garbage	\$	500
Phone & Internet	\$	1,500
Sub-Total	\$	10,000

### Maintenance & Repair

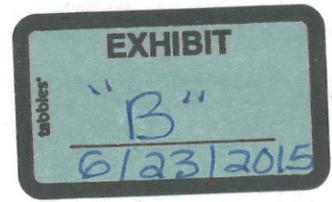
Building & Grounds	\$	4,000
Apparatus	\$	10,000
Equipment	\$	1,500
Compressor/Breathing Air	\$	3,500
Sub-Total	\$	19,000

### Equipment

Emergency Response	\$	26,000	
Office Equipment	\$	1,000	
Big Bend Station Equipment/Furnishing	\$	8,000	
Sub-Total	\$	35,000	→ 32,500

### Supplies

Fuel	\$	6,000
Station	\$	1,000
EMS	\$	1,600
Sub-Total	\$	8,600



## GORE HILL FIRE SERVICE AREA

### FISCAL YEAR 2016 BUDGET SUMMARY NARRATIVE REPORT

23 June, 2015

Ladies and Gentlemen of the Board of Cascade County Commissioners,

We are here today to present the Gore Hill Fire Service Area budget summary for fiscal year 2016. During the course of this narrative we will inform you of our budget and also make our operations and financial situation a matter of public record. Our budget was prepared by our Fire Chief and was formally adopted, in accordance with our by-laws, at the May 2015 meeting of the Gore Hill Fire Service Area, Board of Trustees.

Our Board is made up of five non-firefighter members from within our community.

As trustees of the Gore Hill Fire Service Area, we are committed to fiscally responsible management of the fire protection resources belonging to the approximately 1400 residences and businesses within our jurisdiction. Our financial records are open to public review upon request. It is our intention to make this budget presentation to the Board of Cascade County Commissioners in each year.

We have provided you with record copies of our budget summary and this narrative statement. Beginning with Recruiting and Retention for FY 2016; we provide medical screening, department logo shirts, an annual volunteer recognition gathering, and a small cost reimbursement for members who volunteer at above average annual hourly requirements.

Under Administrative costs we have secured workers compensation insurance covering our firefighters along with a liability policy for firefighters and our Board. We will also begin insuring our vehicle fleet and other resources beginning 1 Jul of this year. As you can see on the

reverse side of your copies, we had to bump up this line item after approving a larger than anticipated insurance cost.

Under the Training line item, we have entered an agreement with the City of Great Falls Fire Department to utilize their training facility. We currently have approximately 25 active members and we just completed a fire fighter orientation training academy netting us six new firefighters. We budgeted \$9600 to provide at least 30 hours of training per firefighter in the next year. We are fortunate to have a continuing relationship with the Montana State University Fire Service Training School where we house and insure one of their engines in exchange for use of the engine when needed by our department. These relationships allow us to provide exceptional training for our firefighters on a meager budget.

Our next line item is Utilities. As you can see, we anticipate a significant jump in utility costs when we bring our new Big Bend/Fox Farm station on line. Unfortunately, this new expense will likely erase any possibility of adding to our capital reserve fund this next year.

Maintenance and repair are important and necessary costs to keep our fleet and equipment ready to respond. The biggest expense is for maintaining our apparatus. Our front line structure engine is now more than 10 years old and requires more effort to keep it in service. Our newest Board member has a very close working relationship with the Las Angeles Fire department and he is looking for a used engine that we might be able to procure from them. We are currently providing fire protection to our service area with 5 pieces of apparatus. We now own 3 trucks and operate 2 others which are on loan to us. One loaner is from the Montana State University Fire Service Training School and the other from Montana Department of Natural Resources. Those apparatus are subject to recall by the owning agency at anytime.

Our fire fighting equipment budget is set at \$32500 for FY 2016. This is a change from your copy as noted with the pen and ink change. We redirected Equipment money to cover the insurance cost as noted above. Equipment expense covers items such as hose replacement, firefighter protective clothing, communications equipment, and self contained breathing apparatus. This year we will be replacing 20 year-old firefighter turn

out gear including jackets, pants, gloves and boots, at a cost of \$2000 each. The expected service life for firefighter turnout gear is 7 years but we are doing our best to take care of what we have and only replacing the unsafe or unserviceable equipment. We are also replacing several Self Contained Breathing Apparatus at a cost of \$1800 each.

Our final item is supplies. This line item covers fuel costs and cost to outfit our EMS unit.

In conclusion, we want to again thank the Board of Cascade County Commissioners for your cooperation in helping us to provide the best possible fire protection for the residents of the Gore Hill Fire Service Area. We look forward to continuing that spirit of cooperation.

Respectfully submitted,

Royce A. Shipley, CEM, MA  
Chairman, Board of Trustees  
Gore Hill Fire Service Area