



AGENDA
FOR THE BOARD OF TRUSTEES
OF THE TOWN OF BUENA VISTA, COLORADO
July 26, 2016

Regular Meeting at 7:00 PM
at the Buena Vista Community Center
Piñon Room – 715 East Main Street, Buena Vista, Colorado

**THE BOARD OF TRUSTEES MAY TAKE ACTION ON ANY OF THE FOLLOWING AGENDA
ITEMS AS PRESENTED OR MODIFIED PRIOR TO OR DURING THE MEETING, AND
ITEMS NECESSARY TO EFFECTUATE THE AGENDA ITEMS**

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. AGENDA ADOPTION

The Board approves the agenda at the start of the meeting including modifications.

V. CONSENT AGENDA

Approval of matters that are routine in nature that require review and/or approval, i.e. minutes and reports.

A. Minutes

1. Regular Meeting – July 12, 2016
2. Planning & Zoning – June 15, 2016
3. Planning & Zoning – July 6, 2016
4. Airport – May 19, 2016
5. Airport – June 21, 2016
6. Recreation – June 8, 2016
7. Beautification – June 2, 2016
8. Water – April 20, 2016
9. Economic Vitality – May 17, 2016
10. Economic Vitality – June 21, 2016

B. Should the Board of Trustees approve adoption of Resolution #68 entitled “**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, APPROVING AN EASEMENT WITH FIRST BAPTIST CHURCH FOR EMERGENCY AND PUBLIC ACCESS.**”?

C. Should the Board of Trustees approve adoption of Resolution #69 entitled “**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, APPROVING A THIRD AMENDMENT TO THE AGREEMENT WITH CLARION ASSOCIATES, LLC, TO EXTEND THE COMPLETION DATE FOR THE REVISED LAND USE CODE.**”?

D. Madison House Presents Amended License Agreement.

E. Buena Vista School District R-31 Amended Memorandum of Understanding.

VI. POLICY DISCUSSION – Parklets in Downtown

VII. PUBLIC COMMENT

Citizen participation where the public can speak up to 3 minutes for items not on the agenda and for agenda items that are not scheduled for Public Hearing. A response to public comment follows.

VIII. RESPONSE TO PUBLIC COMMENT

This Agenda may be Amended

Posted at Buena Vista Town Hall, www.buenavistaco.gov, Post Office, and Public Library on
Friday, July 22, 2016

IX. BUSINESS ITEMS

- A. **PUBLIC HEARING** – Should the Board of Trustees approve adoption of Resolution #70 entitled “**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, APPROVING A SPECIAL USE PERMIT FOR 620 ANTERO CIRCLE, BUENA VISTA, COLORADO.**”?

The Board will consider a Special Use Permit for Peak Fitness at 620 Antero Circle for a gym expansion.

- B. Should the Board of Trustees approve adoption of Resolution #71 entitled “**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO ADOPTING THE CHAFFEE COUNTY EMERGENCY OPERATIONS PLAN.**”?

The Board will consider adopting Chaffee County's Local Emergency Operations Plan that provides a standard operating procedure for emergency management across the county.

- C. Should the Board of Trustees approve adoption of Resolution #72 entitled “**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO APPROVING THE TOWN TO SUBMIT AN APPLICATION TO THE STATE OF COLORADO HISTORIC PRESERVATION OFFICER (SHPO) REQUESTING DESIGNATION AS A CERTIFIED LOCAL GOVERNMENT (CLG).**”?

The Board will consider a resolution approving Town's application to become a Certified Local Government (CLG)

- D. Should the Board of Trustees approve adoption of Resolution #73 entitled “**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO, ESTABLISHING A REMOTE PARTICIPATION POLICY FOR BOARD OF TRUSTEES MEMBERS DURING A STATE OF DECLARED LOCAL EMERGENCY.**”?

The Board will consider a policy on remote meeting participation when an emergency is declared.

- E. Should the Board of Trustees approve adoption of Ordinance #16 entitled “**AN ORDINANCE OF THE TOWN OF BUENA VISTA, COLORADO, AMENDING THE BUENA VISTA MUNICIPAL CODE BY THE ADDITION OF A NEW ARTICLE XVI WITHIN CHAPTER 2 TO ADDRESS EMERGENCY MANAGEMENT PROCEDURES AND MAKING OTHER RELATED REVISIONS.**”?

The Board will consider an ordinance establishing procedures for staff and trustees when an emergency is declared.

- F. Intergovernmental Agreement with Chaffee County for Paving of CR 317.

The Board will consider an Intergovernmental Agreement with Chaffee County related to the paving of County Road 317.

- G. Beldan Complete Streets Discussion.

The Board will discuss a street design proposal on Beldan St.

- H. Land Swap Agreements with Buena Vista School District.

The Board will consider various draft agreements to finalize the land swap between the Buena Vista School District and the Town of Buena Vista.

- I. Presentation of 2nd Quarter Financial Report.

The Board will review the status of Town finances for the second quarter.

- J. Review of Policy Goals for 2nd Quarter.

The Board will review the progress of policy goals for second quarter.

X. STAFF REPORTS

1. Town Administrator
2. Town Treasurer
3. Town Clerk
4. Principal Planner
5. Airport Manager

XI. TRUSTEE/STAFF INTERACTION

The Board discusses items with staff and staff can bring up matters not on the agenda.

XII. ADJOURNMENT

This Agenda may be Amended

Posted at Buena Vista Town Hall, www.buenavistaco.gov, Post Office, and Public Library on
Friday, July 22, 2016



MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO

July 12, 2016

6:00 PM – Work Session on Storm Water Enterprise Fund

Present for the work session: Mayor Joel Benson, Town Trustees Phillip Puckett, Mark Jenkins, Duff Lacy, David Volpe and Lawanna Best. Also present were Town Administrator Brandy Reitter, Town Clerk Janell Sciacca, Fire Chief Dixon Villers, Principal Planner Mark Doering Public Works Director Greg Maggard and Assistant to the Town Administrator Emily Katsimpalis.

Reitter presented noting this idea was also pitched in 2014. It is timely to bring back with the new Trustees. Town is also in budget process so this is being presented to give the Trustees something to think about. Storm water is any precipitation that falls from the sky in the form of rain, hail, sleet or snow. This enterprise is important in order to fund infrastructure as well as erosion control and mitigation. The Town has completed studies, identified needed improvements, completed some drainage improvements, completed the Source Water Protection Plan and updated FEMA floodplain maps, but also hosted a forum with the community regarding floodplain issues. Benefits are mitigating erosion and property damage, reducing peak flow rates, filtration and removal of pollutants and elimination of competition with general fund projects. This would also reduce life cycle costs of infrastructure and environmental costs and prevent damage to residential and commercial properties.

2017 Proposal

1,601 total utility customers
1,295 Residential @ \$3.00/month
306 Commercial at \$12.00/month

There is bonding potential and the Town can also consider implementing impact fees for larger developments. Reitter provided information of other municipalities around the state that have these funds noting one has been in existence since 1969. She also showed a \$1.7 million Capital Improvement Project detail of proposed projects for 2017-2021 noting this would be discussed in detail during the budget process. Puckett asked if monies can be moved into the enterprise fund from the general fund. Reitter replied yes. Jenkins questioned if the Town Code required design to the Urban Drainage Criteria manual. Maggard replied yes, but that the Town needs a regional manual. He stated part of funding would help to create a regional criteria manual for developers to design to. Reitter clarified the fee is the only thing that will support a revenue bond and the General Fund cannot satisfy that. Benson asked if the fee would be in a separate bill. Reitter replied it would be included in the water bills. Benson felt it was important to keep in mind the brunt the commercial properties take on fees and the Town should be sensitive to that. Lacy stated additional fees add up which do get passed on with the consumer ultimately paying the bill. He felt the Town should prioritize use of the General Fund. Jenkins felt it was important to be proactive rather than reactive. Puckett believed the fund would be important for leveraging other monies. Best asked how this helps with the floodplain. Reitter stated that it would allow for installation of proper size culverts and Maggard added this could lower the base flood elevations. After discussion about fee equity issues, Reitter stated Staff could look at impervious surface or square footage which would be more time consuming for Staff. The Board agreed to consider this in the budget and Reitter closed by informing the Board that this type of fund would have to be established by ordinance. The Work Session ended at 6:50 PM.

CALL TO ORDER :15

A Regular meeting of the Board of Trustees was called to order at 6:59 PM on Tuesday, July 12, 2016, at the Buena Vista Community Center, Pinon Room, 715 E. Main Street, Buena Vista, Colorado by Mayor Benson. Present were Mayor Joel Benson, Trustees Lawanna Best, Mark Jenkins, Duff Lacy, Phillip Puckett and David Volpe. Town Staff present were Town Administrator Brandy Reitter, Town Attorney Jeff

Parker, Principal Planner Mark Doering, Treasurer Michelle Stoke, Public Works Director Greg Maggard, Assistant to the Town Administrator Emily Katsimpalis, Police Chief Jimmy Tidwell, Fire Chief Dixon Villers and Town Clerk Janell Sciacca.

ROLL CALL :20

Town Clerk Sciacca proceeded with the roll call and declared a quorum. Benson requested a moment of reflection due to recent events and tragedies around the country.

PLEDGE OF ALLEGIANCE 02:34

Mayor Benson led the Pledge of Allegiance.

PROCLAMATION – Browns Canyon National Monument Week July 16-23, 2016 03:01

Mayor Benson read the proclamation into the record and signed the document proclaiming July 16-23, 2016 Browns Canyon National Monument Week in the Town of Buena Vista.

AGENDA ADOPTION 04:45

Mayor Benson stated the agenda would be amended with Item C being removed from consideration.

Motion #1 by Trustee Lacy and seconded by Trustee Best to approve the agenda as amended.
Motion carried, 5-0.

CONSENT AGENDA 05:34

A. Minutes

1. Regular Meeting – June 28, 2016
2. Trails – June 7, 2016

B. Police Chief Report

C. Fire Chief Report

Motion #2 by Trustee Puckett and seconded by Trustee Lacy to approve the Consent Agenda as presented. **Motion carried, 5-0.**

PUBLIC COMMENT 05:59

Meghan Kingman, 15685 Birdie Lane, complimented the Trustees on being proactive and involved. Would like to see something done about trash on Main Street and would also like to see recycling.

Owen Lentz, 125 South San Juan, present representing BV Community Health Center. Learned Valley-Wide Health Systems requested a letter of support for establishing operations in BV and read a into the record from the BV Community Health Center Board supporting the effort.

Forrest German, 102 Marquette, addressed the proposed RV Ordinances. Felt the Town should focus on the deteriorating sidewalks rather than the electric cord from his RV running across the sidewalk.

Patricia Gail Moffat, 922 West Main Street, asked that the proposed RV ordinance be tabled several months so she could speak with an Attorney. She received a notice to abate and felt that photos taken of her property were an invasion of privacy. Moffat added that the two RVs on her property are licensed and insured.

Melanie Roth, 22705 CR 292B, Nathrop, extended support of the historic preservation ordinance.

Sharon Jahr, 304 Oak Street, would like to be able to continue parking travel trailer on her property. She does not live the trailer, but uses it to travel.

RESPONSE TO PUBLIC COMMENT 16:18

Mayor Benson responded that recycling containers are in the budget this year and are forthcoming. He requested Maggard take a look at additional trash cans and Maggard replied three new ones were recently placed in the area. Reitter added that recycling containers are being selected. Benson clarified

the RV ordinance being considered addresses the use of public right-of-way and a separate ordinance regarding private property use will be coming in the future. He also thanked Roth for her comments on historic preservation.

BUSINESS ITEMS

Town Treasurer Audit Presentation. 18:53

Stoke reported Hamblin and Associates were retained by the Town to perform the Audit required under CRS. Two opinions are possible - unmodified and modified. Unmodified is what is strived for and is what the Town received. Stoke stated she will file the report with the State Auditor by July 31 with the Board's approval.

Motion #3 by Trustee Volpe and seconded by Trustee Lacy to accept the 2015 Audit report as presented. **Motion carried, 5-0.**

Should the Board of Trustees approve adoption of Ordinance #7 "AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO AMENDING CERTAIN SECTIONS OF CHAPTERS 16 AND 18 OF THE BUENA VISTA MUNICIPAL CODE REGARDING THE OCCUPANCY, PARKING AND STORAGE OF RECREATIONAL VEHICLES IN THE PUBLIC RIGHT OF WAY."? 24:50

Doering reviewed a PowerPoint presentation providing an overview of the request. He also reviewed the current code noting the regulations are not clear and hard to enforce and then recommended approval of Ordinance #7. Puckett clarified for the audience and viewing public that the current Town code is very restrictive and the proposed code is less restrictive. Benson asked Parker to address the Town's responsibility and liability regarding use of the right-of-way. Parker replied the Town has immunity in most cases, but an exception is a known dangerous situation that is allowed to exist. Benson asked that somewhere the Town be specific about use of the bike lane, sidewalk, etc. Parker stated there are already existing parking regulations, but there can be additional wording tweaks. Jenkins felt the Board was opening a can of worms and he questioned how use of the right-of-way would be enforced. Reitter replied this would be done through a combined effort of the Police Department and Code Enforcement. Doering clarified use of the right-of-way was allowed in residential areas with homeowner approval for up to 72 hours. Lacy stated he drove around Town over the weekend and his issue is that there is no consistency in the Town's streets. Therefore, he didn't feel a blanket policy was appropriate. He agreed the Town should address hazardous issues, but the rest did not make sense to him.

Motion #4 by Trustee Best and seconded by Trustee Puckett to approve Ordinance #7 as presented. **Motion carried, 3-2** with Lacy and Jenkins voting Nay.

Should the Board of Trustees approve adoption of Ordinance #9 "AN ORDINANCE OF THE TOWN OF BUENA VISTA, COLORADO, REPEALING ARTICLES I, II, III, IV, V, VI, AND VII OF CHAPTER 7 AND REINSTATING ARTICLES I, II, III AND IV OF CHAPTER 7 OF THE BUENA VISTA MUNICIPAL CODE REGARDING NUISANCES AND NUISANCE ABATEMENT."?

Removed from consideration.

Should the Board approve adoption of Ordinance #14 "AN ORDINANCE OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO ESTABLISHING A HISTORIC PRESERVATION COMMISSION."? 55:05

Katsimpalis reviewed the Staff Report and stated Staff was recommending approval of Ordinance #14. Puckett was confused and concerned about language in Section 19-14 of page 12 of the ordinance. He cited the CKS building on Main Street as an example asking what if the property owner was not ok with this and wanted to make a change to the building. Katsimpalis replied properties can opt out of a designated District which requires 75% of property owner approval. Those not approving can petition the Commission to be excluded. Reitter added that a lot of thriving towns have a historic preservation district. Puckett stated for the record he loved the idea, but he felt the Town was again telling property owners what they can and cannot do with their buildings. Volpe felt more time was needed to digest the packet. Best agreed. Katsimpalis requested the Board email her with questions and comments. Jenkins asked for an inventory of buildings. Reitter clarified the ordinance requests the formation a Commission which would then be responsible for designation of any District. Parker added the ordinance also sets forth rules

and regulations. Katsimpalis clarified that once the Commission is established the Town can then request funding for an inventory. Doering added that the Town would not be seeking any "hostile" designations, but does hope to protect properties that are historically significant.

Motion #5 by Trustee Volpe to table Ordinance #14 to July 26, 2016. The motion died for lack of second.

Motion #6 by Trustee Lacy and seconded by Trustee Best to approve Ordinance #14 as presented. **Motion carried, 4-1** with Volpe voting Nay.

Should the Board of Trustees approve adoption of Resolution #65 entitled "**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO DESIGNATING INITIAL PROPERTIES LICENSED TO SELL ALCOHOL FOR INCLUSION IN THE TOWN OF BUENA VISTA EAST MAIN STREET DOWNTOWN ENTERTAINMENT DISTRICT.**"? 01:19:44

Sciacca presented reviewing the Staff Report. Benson thought that during the work session prior to the last meeting Senior Investigator Reed indicated no further steps were necessary other than the formation of a Promotional Association. Sciacca clarified that Reed did have a copy of the ordinance but may not have seen this requirement. She added that the BV ordinance was different than those in other jurisdictions and that in a conversation with Parker he had agreed this was a necessary step. Parker stated he did not recall that specific conversation, but saw no harm in passage of the resolution to clarify that these are the licensed establishments within the District. Sciacca added that future establishments would be included in the District by separate resolution and also that any establishment can request exclusion by resolution.

Motion #7 by Trustee Puckett and seconded by Trustee Jenkins to approve adoption of Resolution #65 as presented. **Motion carried, 5-0.**

Should the Board of Trustees approve adoption of Resolution #66 "**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO APPROVING AN AGREEMENT FOR PROFESSIONAL SERVICES WITH THE FRONTERRA GROUP FOR DESIGN SERVICES FOR FOUR COMMUNITY PARKS.**"? 01:30:50

Reitter presented reviewing the Staff Report and advised Staff was recommending FronTerra Group as the most qualified.

Motion #8 by Trustee Best and seconded by Trustee Puckett to approve adoption of Resolution #66 as presented. **Motion carried, 5-0.** Trustee Best, aye; Trustee Jenkins, aye; Trustee Lacy, aye; Trustee Puckett, aye; and Trustee Volpe, aye.

Should the Board of Trustees approve adoption of Resolution #67 entitled "**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO TEMPORARILY CHANGING THE DATE OF THE BUENA VISTA BOARD OF TRUSTEE MONTHLY MEETINGS.**"? 01:37:04

Benson reminded everyone of the purpose for the resolution. Parker reported he has a conflict with the 2nd Wednesday as he represents a 13 year client on that particular night. However, Kathryn Sellars will attend on the 2nd Wednesdays and he will attend those meetings on the 4th Wednesdays.

Motion #9 by Trustee Puckett and seconded by Trustee Volpe to approve adoption of Resolution #67 as presented. **Motion carried, 5-0.**

Madison House Presents License Agreement. 01:41:30

Reitter presented reviewing the Staff Report. There was discussion regarding several clarifications and Reitter will send a revised contract to Madison House representatives for their review and approval.

Motion #10 by Trustee Puckett and seconded by Trustee Lacy to approve the Madison House Presents License Agreement as amended. **Motion carried, 5-0.**

Letter of Support Request from Valley-Wide Health Systems, Inc. for New Access Point Application. 02:00:18

Reitter presented reviewing the Staff Report.

Motion #12 by Trustee Best and seconded by Trustee Lacy to approve the Mayor signing the letter of support for Valley-Wide Health Systems, Inc. **Motion carried, 5-0.**

The Board took a break at 9:00 PM and returned to session at 9:06 PM.

CDOT Memorandum of Agreement for Permanent Easement Offer. 02:07:45

Reitter presented reviewing the Staff Report.

Motion #11 by Trustee Lacy and seconded by Trustee Puckett to approve the Memorandum Of Agreement with CDOT as presented. **Motion carried, 5-0.**

STAFF REPORTS

Town Administrator 02:12:48

- HAAT BBQ at Airport is July 13 at 11AM
- Memorandum of Understanding was discussed with BVSD July 5
- Electrical Vehicle Charging Stations were installed last week
- Staff met with the stakeholder group for the CBS commercial being filmed for the TransRockies Run
- Recreation Board is working on revisions to the Rec Master Plan
- Miracle on Ice Hockey Rink fundraising continues
- 1st Annual Summer Town Employee BBQ will be July 30
- Trail construction has begun on Bacon Bits
- Town Staff will be presenting to CHFA August 22 in Denver
- County-wide housing needs assessment is near completion
- Proposed MOU with BVSD is in packet and there are three parts; 1. BVSD will deed baseball field to the Town; 2. Town provides lease on River Park parcel where ballfields will be constructed by the Town no later than spring of 2017; and 3. April 4, 2017 Town will conduct election requesting permission to convey River Park parcel to BVSD

Motion #12 by Trustee Lacy and seconded by Trustee Best to approve the Memorandum of Understanding with amendments. **Motion carried, 5-0.**

Town Treasurer 02:29:08

- Pickleball instructor check question raised at the last meeting was explained and per agreement the instructor received 75% of registration fees while Town realized 25% revenue.

Public Works Director 02:31:01

- Column added for water loss and Board input requested on proposal to start billing for this – Board agreed to have Staff bring back a proposal to them
- Town Street Staff completed equivalent of \$20,000 in private contractor work in 2 days which included a lot of striping with the newly purchased machine approved by the Board
- Materials and volunteers are being sought to construct Dog Park shade structures
- Rodeo Road Trail paving should be finished this week and will be striped
- CDOT awarded the local Highway 24 project and construction will start July 25 with completion scheduled the first week of May 2017
- Preconstruction meeting will be held July 19 and update will be provided at an upcoming meeting

Motion #13 by Trustee Best to deny the fee waiver requests from the UAACOG and Chaffee County Family & Youth Initiatives. Motion died for lack of second.

Motion #14 by Trustee Lacy and seconded by Trustee Puckett to approve the fee waiver requests from the UAACOG and Chaffee County Family & Youth Initiatives. **Motion carried, 5-1 with Best voting Nay.**

TRUSTEE/STAFF INTERACTION 02:47:03

Volpe reported BV Peaks is presenting their budget and implications to the BVSD School Board Monday, July 18. Volpe asked Chief Tidwell if it is legal to turn across a double yellow line and turn back into a parking space. This is causing congestion downtown. Tidwell replied law says you are not supposed to cross a double yellow line. If the Police try to enforce it there will be further congestion. Benson added there were also citizens who felt another stop sign was needed at East Main and Colorado. Benson asked about the status of \$30,000 project approved in South Main. Maggard replied that he spoke with JJ who is trying to get drawings so it appears to be in process. Benson reported the property at Arkansas and Colorado changed hands and he questioned renewed potential for clean-up. Doering replied the Town is in discussion with the new owner who did move the trailer that was in the right-of-way. Town Staff will be letting the owner know about upcoming yard waste cleanup days this fall. Benson reported Mason Finley will be competing in discus in the Olympics and a request for funding is possibly forthcoming. Puckett complimented Staff on the Madison House contract. He questioned why the Town Lake indicates no swimming when there is Paddle Boarding occurring all the time. Parker felt an evaluation was necessary to determine if it was safe to swim in the lake. Lacy questioned the need for signs that limit parking on Main Street when there is no enforcement. Lacy also inquired when the matter of use of parking spaces for parklets would be addressed. Reitter replied it would be discussed at the next Trustee meeting. Lacy then asked about the status of resolutions regarding emergency meetings within 24 hours or by phone and the designation of emergency funds. Reitter replied Staff could try to address this as well at the next meeting. Benson asked Lacy which he felt was priority. Lacy replied the emergency matters were more important. Lacy also inquired when the Board would see an Executive Session. Reitter replied she was working on it and Benson added he would be having a necessary conversation on the subject tomorrow. Benson thanked the Staff for keeping the Town going throughout the summer.

ADJOURNMENT 02:59:11

Motion #14 by Trustee Lacy and seconded by Trustee Puckett, noting that there being no further business to come before the Board, declared that the meeting be adjourned at 9:58PM. **Motion carried, 5-0.**

Respectfully submitted:



Janell Sciacca, CMC
Town Clerk

Joel Benson, Mayor



**Minutes of the Regular Meeting of the
Buena Vista Planning and Zoning Commission
June 15, 2016**

CALL TO ORDER

A regular meeting of the Planning and Zoning Commission was called to order at 5:05pm, Wednesday June 15, 2016 at Buena Vista Town Hall, 210 E Main Street, Buena Vista, Colorado by Chair Trey Shelton. Also present were Commissioners Annie Davis and Tim Bliss. Staff Present: Principal Planner Mark Doering and Deputy Town Clerk Melanie Jacobs.

PLEDGE OF ALLEGIANCE

Chair Shelton led in the Pledge of Allegiance.

ROLL CALL

Jacobs proceeded with the roll call and declared a quorum.

AGENDA ADOPTION

Shelton called for approval of the agenda. **Motion #1** by Davis seconded by Bliss to adopt the agenda as presented. Motion carried.

APPROVAL OF MINUTES

Davis motioned for approval of the June 1, 2016 minutes. **Motion #2** was seconded by Bliss. Motion carried.

PUBLIC COMMENT

Shelton opened the public comment portion of the hearing at 5:06 p.m. With no comments received, the public comment portion of the hearing was closed at 5:06 p.m.

STAFF / COMMISSION INTERACTION

Doering reminded Commissioners that their joint work session with the Trustees was set for Tuesday, June 21 in the Pinon Room at the Community Center; the time of the meeting was changed to 6:00pm. The main topic of discussion will pertain to which body is expected to give direction to the other when it comes to Planning-related issues. Doering also wants to talk about requiring public notice of all development projects going before the Planning and Zoning Commission. This is currently not required unless P&Z is the body that makes the final decision about the project. In addition, Doering would like to get together at a later time with Commissioners to give them direction about how to integrate specific denials into their recommendations to the Board of Trustees, so that these can be included in Resolutions.

Doering informed the Commission that the Module 2 draft of the Unified Development Code rewrite is available and has been transmitted to members of the Steering Committee, which will meet to discuss the document in late June. Module 2 deals chiefly with the application/approval process and the sign code.

Doering is working to ensure that fewer sign and minor subdivision applications will have to go before the Planning Commission in the future.

Doering let Commissioners know that nuisance ordinances were discussed by the Trustees at their June 14 meeting, and that there is some disagreement among them regarding storage of RVs, trailers, etc., as well as regarding proposed code provisions pertaining to animals.

Doering went on to state that the July 6 Planning Commission meeting will include discussions of the new "Boards and Commissions Manual" and Module 2 of the UDC. He agreed to send out an email to Commissioners that would include a link to Module 2's location on the town website.

ADJOURNMENT

There being no further business to come before the Commission, Commissioner Davis motioned to adjourn the meeting at 5:36pm. Commissioner Bliss seconded. **Motion #3** was unanimously approved.

Respectfully submitted:


Trey Shelton, Chair
Melanie Jacobs, Deputy Town Clerk

**Minutes of the Regular Meeting of the
Buena Vista Planning and Zoning Commission
July 6, 2016**

CALL TO ORDER

A regular meeting of the Planning and Zoning Commission was called to order at 7:02 pm, Wednesday, July 6, 2016 at Buena Vista Community Center, 715 E Main Street, Buena Vista, Colorado by Chair Trey Shelton. Also present were Commissioners Annie Davis, Preston Larimer, and Tim Bliss, and Alternate Ed Barkowski. Staff Present: Principal Planner Mark Doering, Planner I Scott Reynolds, Planning Technician Jill Abrell, and Assistant to the Town Administrator Emily Katsimpalis.

PLEDGE OF ALLEGIANCE

Chair Shelton led in the Pledge of Allegiance.

ROLL CALL

Abrell proceeded with the roll call and declared a quorum.

AGENDA ADOPTION

Shelton called for approval of the agenda with an amendment to change the order of presentation of New Business such that the presentation of the Special Use Permit would be first. **Motion #1** by Davis seconded by Bliss to adopt the agenda as presented with amendment. Motion carried.

APPROVAL OF MINUTES

Davis motioned for approval of the June 15, 2016 minutes. **Motion #2** was seconded by Bliss. Motion carried.

PUBLIC COMMENT

Shelton opened the public comment portion of the hearing at 7:04 p.m.

John Grove of 116 N. Court rose to address the Commission. Mr. Grove prefaced his comment by applauding the Town and Planning Department for having a full staff. He then expressed concern regarding the Code Enforcement Officer. Mr. Grove was concerned that complaints were driving priorities of enforcement issues, and that there needed to be a way to recognize what was important and what was a "pesky neighbor." He further stated that some complaints needed research and knowledge before the Code Enforcement Officer dealt with them, as he believed that the lack thereof causes some complaints to not be handled properly. Mr. Grove then specifically discussed the property located at the corner of Colorado and Arkansas. He stated that he had previously been to court over said property to get it cleaned up but nothing happened. He mentioned that Cindy Smith of the Colorado Department of Public Health & Environment and Victor Crocco, Chaffee County Health Inspector, both had been out to the property and agreed that it was a liability and fire issue. Mr. Grove then stated that the property had recently been sold and that in changing owners, the Town missed an opportunity to handle the matter. He followed up the comment by stating he believed many people in the neighborhood would likely come together and work on the property together to get it cleaned up. Mr. Grove stressed that as the Town works on enforcement issues, there needs to be credibility and accountability. He further noted that the

Town needed to develop written guidance and criteria to determine priorities instead of indulging neighborhood complaints. He expressed concern that the process may be misused by capricious complaints instead of having something useful in place that would actually better the Town.

Chair Shelton agreed that this was something that needed attention. Mr. Grove added that a process needed work and concluded that the priorities seem out of whack.

The public comment portion of the hearing was closed at 7:13 p.m.

NEW BUSINESS

620 Antero Circle Special Use Permit

Reynolds began the presentation for the Special Use Permit for Peak Fitness, 620 Antero Circle to expand the existing building and parking lot. He commented that the location is in the B-2 Zone District. He noted that a Variance and Special Use Permit had been approved in February 2015, and that the Variance had been acted upon while the Special Use Permit had not, and that the applicant was re-applying for the Special Use Permit as it had expired. Reynolds showed the current and proposed drainage, landscaping, and the proposed expanded building.

Reynolds then discussed the criteria for a Special Use Permit. He noted that the Town does not anticipate issues with ingress/egress, nuisance (such as noise, odor, or glare), or parking. Reynolds stated that the refuse and service area would need to be relocated such that it would not be over an easement, and that screening would need to be put in place. Reynolds also noted that staff is working with the applicant to ensure that the proposed landscaping meets minimum standards. Reynolds stated that any new sign would require a sign permit, and that any new proposed exterior lighting fixtures need to be downcast and fully shielded. He explained that the lighting standards were set forth to preserve the night sky and prevent light pollution and light encroachment on neighboring properties. Reynolds explained that the applicant has proposed landscaping, but there are no requirements for yards or open spaces. He commented that the project is generally compatible with the adjacent properties and the neighborhood, and that there have been no complaints.

Reynolds concluded by stating that staff recommends approval with conditions to allow the Special Use Permit for Peak Fitness at 620 Antero Circle. The following conditions were outlined in the staff report:

1. minimum landscaping requirements must be met per Section 16-255 of the Municipal Code;
2. screened trash enclosure that is at least 6' tall must be provided;
3. a sign permit must be submitted and approved before any new signage is installed;
4. all exterior lighting needs to be downcast and shielded; and
5. approval shall run with the land.

He then opened it up for questions. Davis commented that it seemed pretty straightforward.

Marcus Trusty, applicant, of 137 Windwalker Road was present in the audience and stepped to the podium to speak. Mr. Trusty introduced himself to the Commission and began to discuss his request for a Special Use Permit. He commented that the parking changes are due to current customers parking on the street, and he would like to prevent any issues that may arise from that. He stated uncertainty as to whether on-street parking was currently allowed on Antero Circle. Mr. Trusty commented that working on the trash fixture and landscaping would not be an issue. He mentioned that he wasn't yet sure what the plans were for a sign.

Bliss asked Mr. Trusty if he had any issues with the conditions. Mr. Trusty replied that he would have a few questions regarding the easement and the fence and trash enclosure and location. He commented that he could find a new location for the dumpster and would discuss with the appropriate parties where to move it to. He noted that any questions he had in regards to complying with the conditions could be worked out with Reynolds.

Reynolds addressed Mr. Trusty's concern about building a fence on an easement. Reynolds responded that typically when an improvement is made on a property, it should be a long-term improvement. By building on an easement, utility companies have access to that property and can damage the improvement to access the easement without having to replace or fix the improvement. Reynolds clarified that Mr. Trusty could build the fence on the easement, though Staff recommended not doing so. Mr. Trusty stated he had no issue with this recommendation.

Bliss asked Reynolds if the application would be approved if Trusty was willing to take the risk of putting the fence in the easement. Reynolds responded that the application would not be denied if the fence was in the easement. Reynolds reiterated his concern that the utility companies could destroy the fence without having to pay for damages, and strongly advised Mr. Trusty to find a new location. He said he was open to looking for other feasible options to avoid the risk.

Doering added that should the fence be built in the easement, the Town would want confirmation from the utility companies that they were okay with the fence being there. Doering also added that he wanted to ensure that the applicant knew that the fence would have to be repaired at his expense, not at the expense of the utility companies. Mr. Trusty stated that he was open to looking for other feasible options as he did not want to put something up and then have to take it down.

Shelton commented that it seemed as though Mr. Trusty could work out these details with Town Staff. Shelton asked if there were any more questions, and when there were none, Larimer moved to recommend the Special Use Permit to the Board of Trustees with conditions as outlined by Staff. Davis seconded and **Motion #3** carried with no objections.

Consideration of Alternate Member Application

Doering informed Commissioners that Lynn Schultz-Writsel had submitted an application to be an alternate member of the Planning and Zoning Commission. Shelton mentioned he would like to meet her but is not opposed to having her as an alternate, and stated that having community members interested was great. Doering commented that she was recommended by Commissioner Banks. Following a brief discussion, the Commission decided to table the application. Larimer motioned to table the application until such time that Ms. Schultz-Writsel could be introduced to the Commission. Bliss seconded the motion and **Motion #4** passed unanimously. Larimer added that the approval of Ms. Schultz-Writsel's application would fill the board.

Advisory Boards and Commissions Manual

Katsimpalis presented to the Commission the Advisory Board and Commission Manuals, which was adopted by the Board of Trustees. She briefly went through the manual and noted that it included a checklist for effectiveness. Shelton thanked Katsimpalis for putting the manual together and suggested that some additional meetings between the Planning and Zoning Commission and the Board of Trustees be required to ensure that everyone was on the same page.

Module 2 of the Unified Development Code (UDC)

Doering stated the Module 2 of the UDC is available on the Town's website and encouraged the Commission to review. He mentioned that staff is preparing to make comments and suggestions for revisions, and would like input from the Commission and the public. He encouraged the Commissioners to discuss this with members of the community to increase public feedback. He stressed that the Commissioners should focus on the "Process" section as they may have insight with how that section could be improved upon. Larimer asked how much public comment the Town has received. Doering replied that the Town has received very little feedback, and reiterated his desire to have the public review and provide input.

STAFF / COMMISSION INTERACTION

Doering mentioned that the American Planning Association would be hosting a conference in Colorado Springs in September. He noted that discounted rates for Commissioners were available and that there were specific sessions for Commissioners. Doering commented that this would be a good opportunity for the Commissioners to gain training. Shelton and Bliss expressed interest in going. Doering stated that Commissioners should email him if interested.

Doering stated that staff receives a monthly planning magazine which the Commissioners were welcome to and he also noted that he had the Colorado Municipalities magazines for the Commissioners.

Bliss voiced concern regarding the property Mr. Grove had brought up earlier. Doering replied that there was a long history with the property, and mentioned that staff is trying to get nuisance regulations through the Board of Trustees, which would most likely provide regulations that would address the property. He noted that the new Code Enforcement Office, Alex Junker, has had several conversations with the new property owner. He stated that some progress has been made, and that a plan is being created to address the property. Doering noted that the new owner is not opposed to cleaning up the property, and that creative solutions would be welcomed. Larimer commented that the property owner could ask community members to help as he believes many people would come out to help.

Doering mentioned that staff is waiting for nuisance ordinances to pass so that staff would have enforceable regulations. Davis asked if the Board of Trustees has tabled the proposed ordinances. Doering responded that they had been tabled and that staff would be going back again to hopefully address the concerns that had been voiced in prior meetings. He commented that some of the other proposed ordinances would address campers, RVs, trailers, and camping. Bliss commented that RVs and tent camping should be regulated differently. Doering responded that proposed regulations would differentiate between RVs and tent camping. The Commissioners discussed potential differences of proposed regulations in various locations in Town in regards to RV and tent camping. Larimer stated he believes it tied into the tiny house issue. He mentioned that there was a lot of misinformation being spread around.

Doering commented that it's not unusual for towns to regulate RV set up on private property. He stressed compatibility with zone districts and concerns with health and safety regulations. He noted that staff is trying to make sure that everyone plays by the same rules and that the Town shows consistency.

Larimer noted that there is a basic political philosophy of "It's my land and I'm going to do what I want" which conflicts with the opposing side of "You do have neighbors and you have to take them into consideration."

Doering commented that there are cases in which there are fundamental things that the government is going to enforce. Doering explained that zoning was made legal by the Supreme Court in 1926 and that government has the ability to create and enforce regulations. He mentioned most communities in the U.S. find what rules are appropriate, and that having no rules is not appropriate despite. He concluded by stating that staff wouldn't be proposing a rule if there wasn't a problem.

Davis asked about the weeds issue Mr. Grove had mentioned. Doering responded that weeds were being addressed in the proposed nuisance ordinances. He followed up his comment stating that there were some different opinions as to constituted as landscaping and that plenty of properties in town are landscaped and look aesthetically pleasing.

Doering concluded by encouraging Commissioners to come to the Board of Trustees meeting on Tuesday.

ADJOURNMENT

There being no further business to come before the Commission, Commissioner Bliss motioned to adjourn the meeting at 8:06 p.m. Commissioner Davis seconded. **Motion #5** was unanimously approved.

Respectfully submitted:



Trey Shelton, Chair



Jill Abrell, Planning Technician



Minutes of the Regular Meeting of the Airport Board May 19, 2016

I. Call to Order / Attendance

A regular meeting of the Airport Board was called to order at 8:33 AM, Thursday, May 19, 2016, at the Central Colorado Regional Airport, 27960 County Road 319, Buena Vista, Colorado by Board Member Bill Lockett. Additional Board Members present were Jerry Steinauer, Tom Warren, Dennis Heap, and Mal Sillars. Also present were Town Administrator Brandy Reitter, Airport Manager Jill Van Deel, Principal Planner Mark Doering, and Deputy Town Clerk Melanie Jacobs.

II. Pledge of Allegiance

Lockett led in the Pledge of Allegiance.

III. Approval of Minutes – March 15 & April 19, 2016

Heap motioned for approval of the March 15 and April 19, 2016 minutes. Sillars seconded. **Motion #1** passed unanimously.

IV. Development Standards Package Discussion

Heap explained that the Board was interested in pulling together a document outlining the development process to be followed by applicants wishing to build at the airport. The goal would be to produce a package that includes submittal requirements, the Town of Buena Vista and Chaffee County approvals that would be needed and at what point these should be obtained, an airport diagram showing buildable sites, and architectural/design standards to which the developer would be expected to adhere.

Doering asked Board members what they would like to see as part of the application requirements. Heap indicated that there would be specifications pertaining to asphalt strength and design, along with taxi lane widths, but that the Board had not yet come together to discuss architectural design. In response to a question from Lockett, Van Deel stated that the Board functions as the Design Review Committee for the airport, and thus is expected to make recommendations to the town regarding airport building projects. She agreed to forward the most recently approved design standards to Board members, and Lockett said he would email everyone to set a time for them to work on a new draft document. Steinauer requested that Doering compose an outline of the application process, to be given to developers along with the design document.

V. Reports

A. Operations

Van Deel reported that Reach Air Medical Services received the certificate of occupancy for its temporary crew quarters and has begun operations. Reach is working to paint its launch site on top of the six t-spots it is leasing; the location of the pad is constrained by the requirement that it must be positioned within line-of-sight of the modular crew

quarters (due to the presence of narcotics in the helicopter). Van Deel is currently talking with the engineer for the Buena Vista Sanitation District about allowing Reach to use a septic holding tank for its modular rather than requiring that it be hooked up to the sewer lift station. The second option would necessitate the digging of two trenches through new asphalt for the sake of a temporary arrangement, which she would prefer to avoid. She hopes to have an answer to this question by the end of the week.

Van Deel informed the Board that she worked out a deal to sell the old fuel truck to Chaffee County for \$45,000. County Commissioners will consider the contract at their next meeting.

Bell Helicopter is scheduled to arrive for testing on July 1 and will stay for three months. This will bring 25 – 30 testing personnel into the community and will account for significant fuel sales.

Van Deel stated that she had recently spoken with a Polish aircraft manufacturer that may be interested in building experimental aircraft at the airport. If they do select CCRA as their site of choice, they will eventually build a 60' x 60' hangar to accommodate their operations.

Van Deel indicated that during her meeting with the FAA and CDOT regarding the SRE building, these agencies suggested that the airport buy the Jones hangar for use as hangar rental space in addition to SRE storage; restructuring the grant in this way would make CCRA eligible for 100% of the funds, rather than a fraction thereof. It would also bring in additional rental fees. The next steps will involve getting the hangar appraised, having the appraisal reviewed, and arranging for an environmental study. Van Deel believes the appraisal will come in at about \$187,000.

Van Deel has talked with the new Town Treasurer Michelle Stoke about accounting software for the airport. The town will be purchasing it from World Fuels and Van Deel and Stoke need to demo some options in order to determine which tier would be most appropriate. The software should streamline accounting and allow for tracking of long-term parking, leases, etc. She anticipates that the new program will be up and running within the month.

Members of Clearview Church will soon be putting in some landscaping around the airport, and prison crews will reroute the fence around the Carpenter property. The Godonis ground lease is currently on the May 24 Board of Trustees agenda. Lockett indicated that he had not yet heard back from Godonis about the lease, and stated that he would send a reminder email to him today. Reitter said that the Trustees need to see only the final version of the lease, rather than a draft, and suggested that the issue be moved to their June 14 meeting.

Van Deel noted that all the hangars are currently full, and that she anticipates the tie-downs will fill up as well as the season progresses.

B. Marketing

Van Deel stated that she and Reitter would be attending the Colorado Airport Operators Conference in early June.

C. Financial

Van Deel informed the Board that she will have a more complete financial report for them at the June meeting, with the help of the new software. She indicated that some airport money had been inadvertently directed into the general fund, and that Stoke was working on getting it allocated properly. Due to the unusually inclement spring weather, fuel sales

are about 3,000 gallons under what they were at this same time last year. Van Deel anticipates that these sales will pick up in June.

D. Chaffee County UAS

Heap gave the Board a brief UAS update: there will be a UAS demonstration on June 22 at the Mt. Princeton pavilion. The operators will simulate a search-and-rescue mission as well as a power line inspection. Local and state officials have been invited to attend, and he hopes to see members of the Airport Board there.

VI. Old Business

A. Reach Helicopter Pad

This matter was already discussed.

B. Jay Jones Hangar

This matter was already discussed.

C. Hangar Development

This matter was already discussed.

D. On-site Car Rental

Van Deel stated that she is looking into alternatives to Hertz (such as Enterprise or Avis) in order to meet summer demand. The vehicles she has been able to obtain from Anderson in Salida are not sufficient in either quantity or quality. Warren suggested that he would be open to arranging for Mt. Princeton Hot Springs to partner with the airport to meet this need, as there is 24-hour desk coverage available there. Van Deel expressed interest in pursuing this idea.

VII. New Business

A. Land Acquisition

Van Deel stated that the Board of Trustees had approved the Grindle property acquisition, and Reitter indicated that the purchase was moving forward.

B. Old Fuel Truck Sale

This matter was already discussed.

C. Master Plan Update

Van Deel stated that the most recent meeting had gone very well. The plans for the high-altitude testing campus had to be adjusted somewhat; the campus will now be located further south at the airport, in order to put some distance between it and the AWOS equipment, per federal regulations.

VIII. Public Comment

Lockett opened the public comment portion of the hearing at 9:26am. With no comments received, the public comment portion of the hearing was closed at 9:27am.

IX. Other Business

There was none.

X. Adjournment

Lockett noted that there was no further business to come before the Board. Heap motioned to adjourn and was seconded by Sillars. **Motion #2** carried and the meeting adjourned at 9:27 am.

RESPECTFULLY SUBMITTED:



ACTING CHAIRMAN BILL LOCKETT



DEPUTY TOWN CLERK MELANIE JACOBS



Minutes of the Regular Meeting of the Airport Board June 21, 2016

I. Call to Order / Attendance

A regular meeting of the Airport Board was called to order at 8:31 AM, Tuesday, June 21, 2016, at the Central Colorado Regional Airport, 27960 County Road 319, Buena Vista, Colorado by Board Member Mal Sillars. Additional Board Members present were Jerry Steinauer, Judy Hassell, Tom Warren, and Dennis Heap. Also present were Town Administrator Brandy Reitter, Airport Manager Jill Van Deel, Assistant to the Town Administrator Emily Katsimpalis, and Deputy Town Clerk Melanie Jacobs.

II. Pledge of Allegiance

Sillars led in the Pledge of Allegiance.

III. Approval of Minutes – May 19, 2016

Heap motioned for approval of the May 19, 2016 minutes. Steinauer seconded. **Motion #1** passed unanimously.

IV. Presentation of Advisory Boards and Commissions Manual

Katsimpalis introduced the manual by noting that it had recently been approved by the Trustees and was intended to function as an 'Employee Manual' for members of Town Boards and Commissions. She handed out copies to all Airport Board members present and went briefly through some of the highlights, including descriptions of the roles and responsibilities of each body, guidelines for using social media to make official statements, expectations of Board members (i.e., they should be familiar with the Municipal Code), a description of the Town's Council/Administrator form of government, outlines of the budgeting process and meeting procedures, and conflict of interest information.

Katsimpalis closed her presentation by asking that Board members contact her with any questions or feedback about the document.

V. Reports

A. Operations

Van Deel informed Board members that there had been three recent incidents of note at the airport. The first involved a small plane accident: a local pilot crashed on landing in gusty conditions. The FAA is investigating. The airport still has cleanup work to do at the crash site, the cost of which will be billed to the pilot's insurance. A few days later a suspected microburst flipped the airplane involved in the crash, spilling fuel, while another aircraft suffered a hyperextended nose. The third incident involved a plane that took off from CCRA, landed again after experiencing some engine vibration, and then left for Creede without having resolved the engine issue. It crashed at the Creede airport, killing all three people aboard.

Van Deel spoke of the need to get airport staff some fuel management and fire safety training. Hassell suggested going to a training along with Chaffee County Fire staff, and Van Deel remarked that the Air Force offered reasonably priced airport safety training.

Van Deel stated that she was still working with the Buena Vista Sanitation District to obtain permission to allow REACH to use a septic holding tank for its crew quarters, rather than requiring that the modular be tied into the sewer system. Steinauer asked that a letter be made available for the June 21 BVSD Board meeting, explaining REACH's short- and long-term plans. Van Deel agreed to prepare one.

Van Deel let the Board know that she and Reitter had attended the Colorado Airport Operators Conference, which had gone very well. Board member Heap was featured in a documentary shown at the conference; Van Deel said she would forward a link to the video to Board members so they could watch it as well. Van Deel also reported that HAATS will be holding a barbeque at CCRA on July 13, and Board members are encouraged to attend.

Van Deel noted that the number of aircraft utilizing the airport in the summer may make it advisable to install more hardstand at some point. She has also been receiving numerous inquiries about rental cars and hopes that some arrangement can be reached to provide this service to CCRA customers.

Bahram Akradi, CEO of Life Time Fitness, has expressed an interest in building a personal hangar at CCRA. Several other individuals have also come forward to inquire about large hangar construction, which could take place in the Grindle frontage. Van Deel has also recently spoken with a company that does weather balloon testing. They would like to base a small balloon here in the near future but would eventually prefer to construct a 300' x 150' hangar to accommodate larger balloons.

Bell Helicopter has moved its arrival date back to the second week of August, and plans to do testing at the airport for four months. Van Deel met with them last week and they put together a scoping document.

Sillars has been hard at work on a testing website (coloradohighaltitude.com) for the airport which could at some point morph into a separate CCRA website.

Van Deel returned to the subject of REACH Air Medical Services to remark that she would like to shift their launch site. Every time they take off from the site they are using now, sand/gravel/etc. gets tossed around and she has had complaints from other airport customers. Van Deel stated that she needs to amend the REACH lease to specify an alternate launch site and asked that this lease be taken off the June 28 Trustee agenda to allow time for the change to be made.

B. Marketing

Reitter noted that Jacobs would be assisting with implementation of the Marketing Plan, and that examples of marketing materials would be brought to the July Airport Board meeting. Board members will be asked for recommendations regarding airport swag, brochures, etc. at that time.

C. Financial

Van Deel stated that fuel sales are a couple thousand gallons ahead of the 2015 numbers, with a total of approximately 26,000 gallons sold to date in 2016. She also remarked that the Army is very happy with the airport's new fuel truck.

D. Chaffee County UAS

Van Deel has issued NOTAMs (Notices to Airmen) for the UAS demonstration scheduled for June 22 at Mt. Princeton. Heap ran through the event schedule, noting that Pulse Aerospace would give a presentation at 10:00 AM and a Search and Rescue demonstration would be held at 11:00 AM. He expects about 80 attendees. Reitter suggested taking video of the demonstration and posting it online; Heap said they were planning on making a recording of the demo and will post it to the Chaffee County UAS Facebook page.

VI. Old Business

A. Land Acquisition

There are no updates on this matter.

B. Old Fuel Truck Sale

Van Deel indicated that Chaffee County withdrew from the deal to purchase the fuel truck after someone from the state offered to get them one for \$18,000. She is seeking alternate buyers.

C. Master Plan Update

There are no updates on this matter.

VII. New Business

A. 2017 Budget

Reitter informed the Board that budget season has begun and asked members what they would like to see in terms of new projects at the airport. She requested that they have their suggestions ready at the next Airport Board meeting. Sillars asked that dormitories be built at CCRA to accommodate the surge in visitors during the busy summer season.

B. Staff Changes

Reitter let Board members know that Jacobs was now working at the airport in the mornings, and that Jared Brown has been hired as a line tech for the summer. He will also be on-call on some weekends during the winter. Van Deel posted a job opening for a part-time line tech and has received applications from two qualified individuals.

C. Godonis Ground Lease

Van Deel indicated that the only remaining sticking point with the lease was the language stipulating that the Town must give prior approval for any hangar sales or subleases. Godonis does not find this acceptable. Reitter stated that the Town did not intend to withhold approval and that the requirement was meant to keep the Town apprised of the identities of tenants at the airport. The Board agreed that the verbiage in the lease should be altered to require advance notification to the Town of sales and subleases, but that the necessity to obtain prior Town approval should be removed. Reitter noted the lease would go before the Trustees at their June 28 meeting.

Heap stated that there was work still to be done on the standard lease template. Steinauer requested that the template be marked in some way to indicate which provisions are negotiable on a case-by-case basis and which are not.

VIII. Public Comment

There were no members of the public present at the meeting.

IX. Other Business

The Salida Airport Fly-In is scheduled to take place on Saturday, June 25.

X. Adjournment

Sillars noted that there was no further business to come before the Board. Steinauer motioned to adjourn and was seconded by Heap. **Motion #2** carried and the meeting adjourned at 9:37 am.

RESPECTFULLY SUBMITTED:



ACTING CHAIRMAN MAL SILLARS



DEPUTY TOWN CLERK MELANIE JACOBS

MINUTES FOR THE MEETING OF THE
RECREATION ADVISORY BOARD
Wednesday, June 8, 2016

CALL TO ORDER: A meeting of the Recreation Advisory Board was held on Wednesday, June 8, 2016 at the Buena Vista Community Center, 715 E. Main Street, Buena Vista, Colorado. McKenzie Lyle called the meeting to order at 7:40am.

Members present were Co-Chair McKenzie Lyle, Marcus Trusty, Luke Urbine, Dan Hamme and Gary Crowder . Also in attendance were Parks and Recreation Supervisor Emily Osborn, and Recreation Program Coordinator Ashley Davis.

APPROVAL OF MINUTES: Gary Crowder moved to approve the May 2016 minutes. Dan Hamme seconded the motion. Unanimous approval.

APPROVAL OF THE AGENDA: McKenzie Lyle motioned to approve the agenda. Gary Crowder seconded the motion. Unanimous approval.

PUBLIC COMMENT: Gary wanted to alert the board that there will be a work night at the Rodeo Grounds on June 8. If anyone can come help it would be appreciated.

Discussion Items:

- I. Discussion re BV REC/Rec Board Vision:
Emily read the concept that her and Ashley worked on the previous week (see attached). Luke said the statements go hand in hand but they are different between board and department. McKenzie asked how the two differ. Luke suggested that the Recreation Advisory Board functions as a sounding board, they gather information, and then bring that information to the Board of Trustees, acting as a voice for the community. The department then implements what the Trustees agree to and they implement the plan that the Advisory Board brings forth. He also suggested that while the vision statement should remain broad, the mission statement should be more specific. Marcus stated that wording is important. "Physical fitness" has an actual sports medicine definition, so maybe it should be put in as "physical well-being" so it would be broader and apply to more people. Emily asked if "healthy lifestyles" needs to be separate if it is encompassed in this phrase. Marcus believes that they should still be separate, especially since we adopted the healthy lifestyle community through the Board of Trustees. McKenzie said that a lot of other recreation departments talk about preserving and protecting open spaces. Luke believes that we should be careful about using the word conservation because our goal is more to maintain and expand our facilities. McKenzie reported that another example says "responding to changing needs within the community". Marcus stated that it would be a good piece for the recreation board. Emily asked if it should include something about partnerships with local organizations in order to accomplish our vision/mission. Marcus stated that because it was in the original mission that it is an important part that should continue to be included. . Gary suggested that we say something about promoting the physical well-being and general welfare of our community. Luke suggested that we include something about communicating with the Board of Trustees. Emily suggested that we include the communication piece in

the mission statement, since that is how we will carry out the action of the vision statement. Ashley suggested that we add the "changing community needs" to the BV REC vision statement so it will correlate better with the Recreation Advisory Board.

Mission statement: McKenzie will work on this throughout the month and will send it out for approval to the members.

II. Discussion re Recreation Board Vision:

McKenzie believes that there should be something about the mission of the community as well as supporting the Recreation Department. Luke believes that this process is the same as the one we just did for the BV REC vision. He stated that if we're using the word "well-being" in the rec department one, we should stay consistent and use that in the Advisory Board's as well. Gary asked if we can include something about maintaining community interest and involvement. Luke stated that we also need to include the development of facilities. Dan asked if we could use the word "vibrant" to refer to the growing cultural scene. McKenzie said that she likes using "recreation, people, and facilities" as a focus. Emily would like to have a focus on quality of life. Polly stated that quality of life is a huge piece in a community like ours. You're giving the public facilities and programs, and one doesn't work without the other. You still need to include parks and open space, just because you can't run those programs without your facilities, regardless of if they fall under your department or not. Luke believes that somewhere in this we should mention something about programming. Ashley believes that the programming piece will fall under the mission since that's how the vision is being accomplished.

III. Discussion re Recreation Advisory Board Mission statement: Gary stated that an important piece of what this board does is representing the community's input and ideas. Luke asked if the recreation department will be bringing special events to the advisory board for approval. Ashley stated that BV REC receives too many and to bring each of those wouldn't be very necessary to review, but if they affect a facility in some way we could review those. McKenzie will write the statements, clean them up, and email it all out for approval.

IV. Discussion re Master Plan: McKenzie asked if everyone was in agreement to include some type of project at the rodeo grounds. Everyone confirmed that they are. Marcus would like to work on a project that would be meaningful out there. McKenzie stated that her Capital Improvement Plan project priorities would include extension of the slab, projects at the rodeo grounds, community center upgrades, the community center playground, and a gym facility for the recreation department. Marcus asked if we could put together a budget for the community center playground. Ashley asked what features they would want to include. Dan stated that we need to review the other features around town. Marcus also asked that we include some type of barrier between the road and park to keep kids semi-contained, especially now that it's all parallel parking and hard to see the road. Ashley will review the cost and work through a plan to be able to bring to the Board of Trustees. She asked what the facilities are that we need to improve or push for improvements on now. Luke stated that we need to show that Sunset IV is not a priority until the community out there is more developed. Marcus stated that without houses and a plan for the trails to connect there really is no point to pushing that development. Ashley stated that maybe we can validate it

if we bring up that it isn't a priority for any of the other boards either. From what the recreation board said, Ashley gathered that these are our top priorities for 2017:

1. Rodeo Grounds
2. Community Center Park
3. Ice Rink
4. Sunset Vista IV
5. Programming

Marcus suggested that Ashley get the ideas together and present something to Recreation Board so they can relay it to Board of Trustees. Also, the Rec Board needs to sit down and map out what improvements they want to see happen at the Rodeo Grounds.

Gary stated that the rodeo will be done after this weekend, but it still takes a lot of other care throughout the year. Ashley stated that we need to redo the master plan for the river park and rodeo grounds before we can move forward. Gary has concerns about the liability is for the Town for what happens at the Rodeo Ground even if the rodeo board has their own insurance. He also stated that he really appreciates the support. Ashley will work on the Master Plan and run it through the Rec Board as she makes progress.

ONGOING DISCUSSION ITEMS:

- I. Hockey Update: Dan reported that there hasn't been any movement on the end of Sangre de Cristo to get electric where it needs to be. Town doesn't want to overload them since they've had a lot of other requests into them recently. Emily reported that there has been about \$10,000 in donations so far, which is great!
- II. Recreation Update: Programs are continually growing and so far we've progressed past the anticipated budget for this year. There were 3 submissions for the RFP project, but Brandy is out sick so they haven't had the results meeting yet. Ashley and Emily both submitted their reviews to Brandy. The Concert in the Park series has begun and on June 26 there will be a special concert put on by the Army Band.

ADJOURNMENT:

The meeting adjourned by McKenzie Lyle at 9:00am.

Respectfully submitted:



Ashley Davis, Recreation Program Coordinator



McKenzie Lyle, Co-Chair

Minutes
TOWN BEAUTIFICATION BOARD MEETING
Thursday, June 2, 2016

The meeting was called to order at 5:09 p.m. at Collegiate Peaks Realty.

Present: Members Joy Duprey, Diane Look, Tom Rollings, Nancy Taylor, Jennifer Wright; Emily Katsimpalis, Assistant to the Town Administrator; guest Carol Wiel.

APPROVAL OF MINUTES

The minutes from the May 5, 2016 meeting were approved.

OLD BUSINESS

Funds

- Our current funds balance is ~\$2924.

Bench

- When this year's bench is installed, we'll get a photo of Dillon Tanner with the bench for the newspaper.

Planting Day

- 9 am tomorrow (Friday, 6/3) at the railroad tracks
- Volunteers should bring gloves, shovels, broom, bucket, watering cans

Adopt-A-Planter

- We currently have \$1725 in donations – more than we've ever had.

Xeric Deer-Resistant Curbside Educational Gardens

- No one has submitted a proposal for these gardens yet.

Optimist Park Planters

- We'll be working on the planters on Saturday, June 11th from 9 to 11:30 a.m.
- Plants are purchased.
- We'll divide into groups – one for each planter.
- Beautification team will bring: shovel, broom and dustpan, bucket, wheelbarrow, planting tools, watering cans, gloves, etc. (Tom will leave one at the people's stage for us to use).

Curb Appeal Recognition

- Considering a metal plaque, 8" x 12", to be the curb appeal award. This would cost \$12.50.
- In addition, we'll create a moving "sign" to designate the most recent winner. We're considering a metal deer cutout, in a solid base, holding a flower planter in its mouth.

NEW BUSINESS

Buena Vista Main Street

- Goal is to revitalize historic downtowns. There are currently 7 members of the Main Street board – Emily is the Main Street manager.
- Last year’s project was the People’s Stage; this year’s project is the clean up of the railroad parking.
- The group is targeting the middle of June for doing the grading and bringing in gravel. After this, in July, additional beautification work will happen.

Advisory Boards and Commissions Manual

- Emily passed out the newly created manual to all members of our board.

Thank Yous

- Joy will put an ad in the paper thanking Merrifield’s. Nancy will write a thank you to Public Works.

Next Meeting

- The next meeting will be Thursday, July 14th at 5 p.m. at Collegiate Peaks Realty (we’re moving it to the 2nd week since the first week has the 4th of July holiday).

Adjournment

- The meeting was adjourned at 6:20.

Buena Vista Water Advisory Board
Minutes of April 20, 2016
Public Works Office Meeting Room
755 Gregg Dr.

Call to Order

The meeting was called to order by Chairman Hamilton at 6:43 p.m.

Attendance and Introductions

In attendance were Harley Hamilton, Reed Dils, David Kelly, Andrew Rice, and Greg Maggard.

Agenda Adoption

There was one correction made to the agenda. “*Other Water Issues*” was changed from *E* to *F*. Chairman Hamilton accepted the agenda as corrected.

Approval of Minutes

Chairman Hamilton called for a motion to approve the minutes for the March 16, 2016 meeting as presented.

Motion #1 by Kelly, second by Dils to approve the March 16, 2016 minutes as presented. Motion carried.

Public Comment

Chairman Hamilton called for public comments.

Dils asked if the Town would appoint a new liaison from the Board of Trustees for the Water Advisory Board, since Keith Baker is no longer on the Board. Maggard said Board of Trustees members will be assigned to each of the Advisory Boards at the Board of Trustees meeting next Tuesday.

Business Items

A. Substitute Water Supply Plan for Town Lake

Maggard said Cindy Covell and Trish Flood have been working on a Substitute Water Supply Plan for Town Lake to get credit for water that is stored and released there. The plan is out for review right now. Kelly said the plan only covered evaporation for Town Lake, and there is usually a 90-day comment period for a Substitute Water Supply Plan. Maggard said it was sent out approximately 3 weeks ago.

B. St. Charles Mesa

Reitter was not present to give an update, but Maggard said Reitter is still finalizing the agreement. It has not been sent to St. Charles Mesa yet, but it will be sent soon.

C. Well #3 Update

Maggard said the well will be up and running by the first of May for irrigation. He said the plumbing is done on the outside, and they are completing the plumbing inside the building. The Water Department is working on tying in to the irrigation system. The well will be drawn down, then they will do temperature testing as it recharges to determine if the temperature fluctuates with river. This will help determine whether or not it could be suitable for domestic use. If so, Maggard said part of the Water Revolving Fund loan the Town is working on would be used for that purpose. Maggard said Gertson will be using a data logger once irrigating starts. If the temperature testing turns out okay, they will start testing for metals and other contaminants. Maggard said they are still looking for someone who is interested in studying the fire pit. Dils asked if he had contacted Crow Canyon yet.

D. April UAWCD Board Meeting – SWPP Presentation

Maggard said the presentation about the Source Water Protection Plan at the UAWCD Board meeting went well. They had questions about financial implications. The SWPP will be going to the Board for approval next Tuesday. After approval, the Town will start working on MOU's with the County and BLM.

E. Discussion on Potential Triggered Source Water Monitoring vs. Four Log

Maggard said the Town is working on the Tee Road project. Currently, Ivy League gets their water from a tank and pump system. Eventually, they will be tying into the main on County Road 306. According to the State, the Town may need to change their monitoring plan because the tank is currently the "first customer," where four log removal must be done. Right now, the CL 17 monitor is located in the pump building next to the tank. After the tie-in to the main on CR 306, there will no longer be a "first customer." The Town may have to do triggered source water monitoring, and Maggard asked the Board members what implications that would have. Rice said triggered monitoring is good for small systems, but it is better to keep four log if possible, rather than changing the monitoring plan. The water delivery system will not change until the issue is resolved. Rice said he will meet with Maggard later to discuss the matter more.

F. Other Water Issues

No other issues were discussed.

Staff/Counsel Reports

A. Town Administrator – Brandy Reitter

Reitter was not present. No report given.

B. Public Works Director – Greg Maggard

Maggard said the County helped the Town with dredging Town Lake.

C. Water Counsel – Cynthia Covell

Covell was not present. No report given.

Board/Staff Interaction

The next Water Advisory Board meeting will be held on May 18, 2016.

Adjournment

Seeing that there was no further business, Chairman Hamilton called for a motion to adjourn.

Motion #2 by Dils, second by Kelly to adjourn the meeting.
Motion carried. The meeting was adjourned at 7:25p.m.

Respectfully submitted,



Lisa Brooker
Administrative Assistant


Water Chairman

7-20-2016
Date

MINUTES OF THE ECONOMIC VITALITY ADVISORY BOARD
MAY 17, 2016
7:00 AM – Aspen Room
Community Center, 715 East Main Street

Town Administrator Reitter opened the meeting at 7:07 AM. She reported that the Board would be moving right to Appointment of Officers then start from the beginning.

Appointment of Officers

Reitter opened the floor to nominations. A board member nominated Matt Litvay who was not present due to his experience and temperament. Morgan thought McGowan would also be a good chair with his experience. McManamay felt that McGowan's speaking out on social media after the last meeting was pretty antagonistic and he felt the committee members should be responsible about what they put out there. What's Happening BV is a Facebook website and McGowan was not complimentary to the Trustees. Reitter felt McGowan should be present for the remainder of the discussion. As more members arrived, Assistant to the Town Administrator Emily Katsimpalis took the opportunity to introduce herself to the Board. Reitter reviewed the nominations of Litvay and McGowan. A Board member reviewed his comments for nominating Litvay and his concern of McGowan's antagonism toward the Trustee expressed on Facebook. He again remarked of his concerns of how the Board members interact publicly on social media and their responsibility to watch what they say and do. Reitter reminded the group that all Advisory Board members are ambassadors of Town. Katsimpalis reported that there is Advisory Boards and Commissions Manual that addresses conduct of members. Reitter stated that was sent out and would probably be discussed at the next meeting. There was additional discussion about conduct of members and then Reitter stated the expectation is that the Board members are ambassadors of Town and they don't have to follow a script per se when on social media, but the job is to weigh in on policy and projects that the Board of Trustees will consider. First amendment rights should be respected and board members should try to frame comments in a good or positive light. Trusty added that McGowan's post blurred the line when he talked about the first economic development meeting which may have led readers to believe that is how the whole board felt. Trusty reported that the Rec Board does not post on social media about processes or things going on in Town and they let the process work itself. He felt posts should be more informational. McGowan felt that Facebook was a great channel to listen to people and garner participation. Morgan agreed stating she felt townspeople's frustrations were that the Town does not tell them what is going on or give them a voice and social media is a great way for communications to happen and people to get involved. She also felt it should be done sensitively and appropriately. Reitter stated the Town does put information out in the newspaper, in utility bills on Twitter, on Facebook and the website and the canvassing is done on more important issues. McGowan felt the Town was missing the youth and even though the Town has gone into the schools he felt the young people were more comfortable communicating in a safer space. He stated the point was well taken about differentiating representations and that it was important to speak their minds but differentiate opinions were not in a formal capacity. Reitter refocused the group back to officer appointments. McGowan questioned why someone who could not make the second meeting was being nominated as Chair and also stated he did not want the Chair position. He then nominated Boyd as Chair stating Boyd would do a great job. Reitter clarified that the Chair helps to coordinate the agenda and runs the meeting. She added that the Chair would not be asked to go to other meetings. Boyd accepted the nomination to the Chair position. The motion for Boyd to Chair passed unanimously. Reitter stated that the nomination of Litvay as Vice-Chair position would be addressed at the next meeting.

CALL TO ORDER

Boyd officially called the meeting to order at 7:27 AM.

ROLL CALL

Board Members: Bryan Jordan, Gene McManamay, Marcus Trusty, Lucas Smith, Garrett McGowan, Liz Morgan and Jay Boyd

Trustee Liaison: Dave Volpe

Town Staff: Town Administrator Reitter and Assistant to the Town Administrator Emily Katsimpalis

AGENDA ADOPTION

MOTION: McManamay moved and Smith seconded to approve the agenda as presented. **Motion carried unanimously.**

APPROVAL OF MINUTES – April 28, 2016

MOTION: Smith moved and McGowan seconded to approve the April 28, 2016 minutes as presented. **Motion carried unanimously.**

PUBLIC COMMENT

There was no public comment.

BUSINESS ITEMS

A. Appointment Of Officers

Addressed at beginning of meeting.

B. Town Projects for 2016

Reitter stated that the Town is working on affordable housing which involves a land swap with BVSD to build a baseball/soccer field at the River Park exchange for the current field on Arizona. The Town is working on a low income tax credit project with Urban, Inc. for 42 units.

The Town is also working to recruit an airplane manufacturer at the Airport which would bring 10-20 jobs. The company is Fusion and makes Mustang airplanes. The Town should know in the summer if it is the selected site.

The Lariat on Main Street is almost finished with renovations and they have the first patio utilizing parking spaces.

The CDOT Highway 24 project is starting and is already 3 weeks behind schedule. Construction begins at the end of July for the reconfiguration overlay. The project has been added to the CDOT bidding schedule and they hope to award a contract soon. On May 24, CDOT will be holding a pre-bid conference at CMC to reach out to local contractors.

Smith felt that the EVAB should have input on the BV Peaks project as it could affect. BV Peaks is a campaign committee that is putting together a plan to put an issue on the November ballot to build a new Middle/High School.

Morgan asked if the affordable housing project was HUD housing. Reitter stated that Habitat for Humanity was part of the project for these rental units. It is a HUD program, but not Section 8 and the project will be owned by Urban, Inc. with the Town having first right of refusal once the tax credits expire so affordability can be maintained. It will be tailored to persons making 30-60% area median income. BV's median income is around \$40-41,000/household. After additional discussion regarding private versus public ownership, local versus outside development, profit leaving the community, and continued affordability Reitter added that Habitat for Humanity would also be building several duplexes which would allow for the mix of rental and home ownership.

McGowan inquired of Reitter and Volpe on the Town's goals and objectives of the Airplane manufacturer. Reitter stated that the Town does care about revenue, but with a company like this it is jobs and industry creation with leveraging of the Airport as an asset. McGowan inquired if the Town looked at job creation or a job brought in because there is a difference in the value. Trusty added that the Airport Board has been working to try and lessen the subsidy and something like this would create tax revenue and relieve subsidy of the Airport itself. Reitter agreed and stated the Town looks at anything than can be done to make the Airport more viable as an enterprise and these types of projects do have a large impact via hangar and ground leases as well as fuel sales. McGowan cautioned how projects are spun when potentially they are sold as job creation when they are actually revenue generators. Reitter stated his

company is working on a state incentive package which requires job creation requirements that are audited annually. McGowan stated that one of BV's challenges is that it is still a reactive community. He felt success stories need to be better highlighted. McGowan also stated his concern that decisions were being made with a great thought and effort, but that they were also being made in a haphazard and piecemeal fashion. He felt there was no structure which was also resulting in negative consequences such as gentrification and housing issues. One reason he volunteered for the EVAB was to help the Town start thinking about economic development in a more proactive way by coming up with clear objectives and a plan/strategy with criteria for assessing projects and clear measure for tracking the efficacy. He felt the biggest priority was giving the Trustees tools to do their job effectively

C. Economic Vitality Master Plan Grant Review

Reitter reminded that the grant was due May 28 and inquired about the Board's desire to apply. The grant program was reviewed for the Board's information. Trusty asked if Town Staff or the Trustees had specific thoughts on what the Town is looking for as far as advisement on specific areas. Volpe replied there had not been conversation on this and active recruitment and development of a culture to attract desired businesses would be ideal. McGowan stated a good Economic Development Plan does is come up on agreed upon objectives and goals. It is a framework for analysis that the Town agrees on and feels is important for weighing and prioritizing objectives. The document has value for political decision making and the more input the better the document/result. Boyd felt applying for the grant was a great idea and that the experience and smarts of the board members would allow them to find a consultant to give a satisfying result. A board member suggested that first the EVAB needed to decide what they were asking for and secondly provide oversight on the public input process. McGowan felt a detailed RFP could help identify clear deliverables for the consultant. He also felt it was important for the Trustees to be fully-committed to the plan and that it was important to learn from the past to determine what could be done better. Volpe stated that the Trustees have moved to a policy governance meeting and that this is a step in the right direction.

MOTION: Morgan moved and McGowan seconded to apply for the REDI grant. **Motion carried unanimously.**

Reitter stated that she would take this matter to the Trustees at their May 24 meeting for approval of the application. The grant process will take about 6 months and this will be a budget item for 2017.

D. Mission Statement Discussion

MOTION: McGowan moved and Morgan seconded to table this matter to another meeting and allocate a substantial amount of time for the discussion. No vote was taken but the Board generally agreed to table the matter

Boyd proposed that each of the members prepare their thoughts for the next meeting. Reitter suggested those be sent to the Town Clerk who could compile and send those out with the agenda and minutes. McGowan advised that they put key statements on notecards which could then be organized and aggregated into one statement. McGowan agreed to set up a Google Doc that the members could place their statements in for discourse. Members are to place their comments in the Google Doc by June 14.

E. BV Broadband Strategy Study Sub-Committee Development

Reitter reminded that at the last meeting there was some interest in this group weighing in on the Broadband Strategy project the Town will be starting on in the next month or so. She felt Broadband was definitely important to an economic development strategy. A board member asked what the marketing people felt Broadband meant and why it was important to economic development. Reitter stated that Chaffee County did a regional broadband study with a couple neighboring counties and when she read the study it did not do much for her because there were no specifics. She felt it was important that if the Town was going to go down the path of broadband development, someone specifically tell how it should be done and what was is best way to do it. Having access to high speed internet and having redundancy is important for residents and businesses. It is important for the Town specifically to support businesses that need hi-tech solutions. The Town is partnering with Colorado Central Telecom and Charter on grant

projects to help them expand/repair fiber. There is grant money available from the FCC and DOLA to help with the endeavor. The strategy is the issue – how is it needed, where is it needed and what is it going to do. Reitter inquired about interest of the committee members. McGowan felt input from other disciplines and stakeholders was important. Reitter replied those groups would also be included. After additional discussion related to stakeholders the group agreed they were interested in the subject matter and would wait until the study process takes place.

F. Town Advisory Boards and Group Invitation Discussion

Reitter reminded of the last meeting's discussion related to inviting different Town committees, boards and groups to come introduce themselves. Volpe stated that the Main Street group has asked the BV Peaks group to come present on the bond issue that may appear on the November Ballot. He stated that while everyone probably agrees it is important to build a new school for the kids, the issue has the potential of squashing the vitality that Main Street is just starting to feel when there is potential that the taxes will more than double for commercial property with the main portion of the tax burden falling to them. After additional discussion about potential impacts to commercial property and structuring of the debt, Reitter felt BV Peaks could present to the EVAB and other Main Street groups at the same time instead of making multiple presentations.

Boyd inquired about future commercial developments being invited to speak to this group. Reitter stated that land use applications follow a specific process under the Town Code and they are not required to go before the EVAB, but invites could be extended. Trusty clarified that if something unusual was going on that affected businesses could come tell this group what is going on and why. Reitter felt the Staff could communicate what is going on and the Board as a whole could decide to extend an invite. The group briefly discussed development criteria and the ability of the Town to deny a development application and Reitter informed the group that the Town code sets forth the criteria and as long as an application meets the criteria the Board cannot deny the application. She also informed the group that they could look at regulations and criteria if they wanted to.

STAFF/COUNSEL REPORTS

The Board discussed the meeting schedule and decided to continue meeting on the 3rd Tuesday of each month at 7:00 AM for 90 minutes. Reitter stated the Town Clerk would be at the next meeting to take minutes as the secretary.

ADJOURNMENT

MOTION: McGowan moved and Morgan seconded to adjourn the meeting at 9:05AM. **Motion carried unanimously.**

Respectfully submitted:



Jay Boyd, Chair

MINUTES OF THE ECONOMIC VITALITY ADVISORY BOARD
June 21, 2016
7:00 am – Aspen Room
Community Center, 715 East Main Street



CALL TO ORDER

Chairman Boyd called the meeting to order at 7:03 PM

ROLL CALL

Board Members: Jay Boyd, Gene McManamay, Liz Morgan, & Lucas Smith

Town Staff: Town Administrator Brandy Reitter, Assistant to the Town Administrator Emily Katsimpalis and Town Clerk Janell Sciacca.

APPROVAL OF MINUTES

MOTION: Morgan moved and Smith seconded to approve the May 17, 2016 minutes as presented. **Motion carried unanimously.**

AGENDA ADOPTION

MOTION: Morgan moved and Smith seconded to approve the agenda as presented. **Motion carried unanimously.**

PUBLIC COMMENT

There was no public comment.

BUSINESS ITEMS

Appointment of Vice-Chair and Other Board Officers

The Board agreed to move this item to the next agenda.

Role of Economic Vitality Board

Boyd asked for clarification on what the Trustees expect and what economic vitality looks like. Reitter stated the Board of Trustees is looking for advice on policy matters related to economic vitality. This board is just getting organized and applied for a grant to fund the Economic Vitality Master Plan. The Trustees want advice relative to the strategic plan and policy goals. Morgan requested copies of these documents. Reitter will send them out. Smith felt one of the things this board needs to do is create a plan similar to the Gunnison-Crested Butte One Valley Prosperity Plan. Boyd felt any work done needed substance. He felt the consultant would help form them and give clarity.

McManamay stated he does not understand the process and felt it was important to have the consultant report with real direction. Morgan felt it would be helpful to see what the Trustees are working on and a list of things from them to work on. Reitter replied there are a lot of issues evolving in Town and will be important for them to weigh in, but until then the Board could be working on a Mission Statement and a Work Plan. She will be bringing back a matter in the next month or two, but the members can

always ask about things. Morgan said there is a balance of the Town telling the board what is going on and them hearing about things. Reitter agreed. The Board generally agreed that additional meetings in the summer were not warranted specifically because there is not a lot the Board is working on. Reitter added that when the Town hears on the grant the board would then help with the RFP. Smith asked how much was requested in the grant application. Reitter replied the request was \$55,000 and the application was approved by the Board of Trustees.

Mission Statement Discussion

McManamay liked Morgan's Mission Statement in the GoogleDoc. The board members generally felt it was pretty comprehensive. Smith felt that something should be added regarding the long term framework which would help in making future decisions. McManamay asked Reitter her opinion of the mission statement ideas. Reitter felt it was good start, but that the board needed to begin with what they want to accomplish. She suggested starting with three goals and using those to form the statement. Boyd suggested each member bring a list of 3-5 sentences/paragraphs to the next meeting and the group can brainstorm. Reitter suggested the members define what economic vitality in Buena Vista means to them individually. She read the Trustee Vision Statement and key outcome areas for the members' information. Boyd reminded that the Mission Statement will grow and evolve and that is why he would like to get something in place. He felt that at the next meeting they could use a white board to take down thoughts and comments. Katsimpalis read the Mission Statement for the Main Street group stating they also struggled with the formation of a statement. Reitter volunteered to facilitate the process at the next meeting. McManamay asked if the Town had a list of its top 3-5 economic goals. Reitter replied there were definite themes like diversification, extending the shoulder seasons, and creating more jobs. Morgan did not see this board as reaching out to bring businesses in but rather supporting what is already here. McManamay felt it was important for the board members to attend Trustee meetings to keep informed on what is going on. Reitter reminded that the agendas, minutes and packets are online as well.

MOTION: Boyd moved and McManamay seconded that members wanting to have input on the Mission Statement come to the next meeting with their top 5 and that the Board spend a significant amount of time working on the Mission Statement.

Motion carried unanimously.

Meeting Organization & Schedule

Boyd stated that the Board would stick to the same meeting schedule throughout the summer and felt if members wanted to meet outside they could do that or converse more frequently through email or GoogleDocs.

STAFF/COUNSEL REPORTS

A. Town Administrator

- 1. Economic Vitality Master Plan Grant Application Update** – Reitter provided this update earlier in the meeting

B. Assistant to Town Administrator

- 1. Boards & Commissions Manual** - Katsimpalis distributed manual copies and requested members sign the acknowledgement of receipt. She highlighted important sections and directed the members to contact her with any questions.

BOARD/STAFF INTERACTION

Morgan relayed that she had received positive comments about the helpfulness of Town Staff. Reitter replied that Town strives for good customer service and even though Staff is very busy they try to do a good job of helping people understand processes and procedures.

ADJOURNMENT

MOTION: McManamay motioned and Smith seconded to adjourn the meeting at 8:10 AM. **Motion carried unanimously.**

The next meeting is Tuesday, July 19, 2016 at 7:00AM in the Aspen Room at the Community Center located at 715 East Main Street and the meeting will focus on formation of a Mission Statement and appointment of a Vice-Chair.

Respectfully submitted:



Jay Boyd, Chair



Town of Buena Vista
P.O. Box 2002
Buena Vista CO 81211
Phone: (719)395-8643
Fax: (719)395-8644

DATE: July 21, 2016
TO: Mayor and Board of Trustees
FROM: Mark Doering, Principal Planner, Planning Department
AGENDA ITEM: Alley Public Access Easement Dedication

Request:

The Town is receiving a public access easement from Valley Fellowship Church for a portion of alley between Gunnison Avenue and San Juan Avenue south of Oak Street. With the easement, the public will be able to turn around at the southern end of the alley (which is a dead-end) to exit back onto Oak Street.

Overview:

The easement is the last piece required by the Town to allow for access into and out of the alley. It allows traffic to cross private property to turn around at the alley, and is required because the Town previously vacated Kent Avenue. The alley has been constructed and meets the Fire Department turning requirements to allow fire trucks to turn around if needed in an emergency.

Analysis:

The easement will allow the public and emergency vehicles to use the new alley to access the lots that are currently under sale east of the alley. Once the easement is recorded, the town will have the ability to cross the portions of property at the south end of the alley using the hammerhead that allows for vehicles to turn around.

Policy Alignment:

The vacation of the right-of-way aligns with the Town's infrastructure policy. It allows land that the Town does not need to be used for private development.

BOT Action:

Staff recommends approval of the easement dedication from Valley Fellowship Church.

Attachments:

Easement Resolution
Public Access Easement Document with Exhibits

TOWN OF BUENA VISTA, COLORADO

**RESOLUTION NO. 68
(Series 2016)**

A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, APPROVING AN EASEMENT WITH FIRST BAPTIST CHURCH OF BUENA VISTA FOR PUBLIC ACCESS.

WHEREAS, the Trustees desire to obtain public access across property owned by the First Baptist Church within the Town; and

WHEREAS, the Board of Trustees finds and determines it to be in the Town's best interest to obtain the easement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO:

Section 1. The Public Access Easement attached hereto as **Exhibit A** is hereby approved and adopted, and the Mayor is authorized to execute the same.

RESOLVED, APPROVED AND ADOPTED this _____ day of _____, 2016.

TOWN OF BUENA VISTA, COLORADO

BY: _____
Joel Benson, Mayor

ATTEST:

Janell Sciacca, Town Clerk

PUBLIC ACCESS EASEMENT

This PUBLIC ACCESS EASEMENT ("Easement") is made and executed this 26th day of July, 2016, by and between First Baptist Church of Buena Vista, an Colorado nonprofit corporation with a mailing address of P.O. Box 2055, Buena Vista, Colorado, 81211, ("Grantor"), and the TOWN OF BUENA VISTA, COLORADO, a Colorado municipal corporation ("Town") with a mailing address of P.O. Box 2002, Buena Vista, Colorado 81211.

WHEREAS, Grantor is the owner of certain real property in the Town of Buena Vista, Colorado, more particularly described in **Exhibit A**, attached hereto and incorporated herein by this reference (the "Property");

WHEREAS, the Town and the public need to access the Property by use of the Easement, as depicted on **Exhibit B**, (designated as Easements A and B on **Exhibit B**) attached hereto and incorporated herein by this reference; and

WHEREAS, Town is responsible for maintaining the Easement in working condition and in good repair.

NOW THEREFORE, in and for good and valuable consideration paid by the Town to Grantor, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Grant of Easement.

a. Grantor hereby grants to the Town and the public a perpetual, nonexclusive easement for the purpose of accessing the Property and adjacent public rights of way.

b. Grantor hereby grants to the Town a perpetual, nonexclusive easement for the following purposes:

i. To inspect, repair and maintain the Easement as provided herein;
and

ii. To perform any other acts necessary to protect the Easement from damage.

c. The Town and the public shall have and exercise the right to ingress and egress in, to, over and across the Property for any lawful purpose needed for the full enjoyment of the rights granted by Grantor to the Town hereunder.

d. No prior notice to Grantor shall be necessary for the Town and, or, the public, to enter, re-enter or use the Property in accordance with this Easement.

2. Grantor's Obligations. Grantor shall not install or permit the installation of any fence, gate, wall, structure (above or below ground) or landscaping that would hinder the operation of the Easement or in any way impair the Town's or the public's rights under this Easement.

3. Warranty. Grantor warrants that it has the full right and legal authority to make the grant of this Easement.

4. Recordation. Except as otherwise expressly provided herein, all provisions in this Easement, including the benefits, burdens and covenants, are intended to run with the land and shall be binding upon and inure to the benefit of the respective successors and assigns of the parties hereto. The Town shall record this Easement in timely fashion in the official records of Chaffee County, and may re-record it at any time as may be required to preserve its rights in this Easement.

5. Governing Law. This Easement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in the County of Chaffee, State of Colorado.

6. Modification. This Easement may only be modified upon written agreement of the parties.

7. Integration. The foregoing constitutes the entire agreement between the parties regarding the use of the Property and no additional or different oral representation, promise or agreement shall be binding on any of the parties hereto with respect to the Property.

8. No Third-Party Beneficiaries. Except as may be expressly provided herein, there are no intended third-party beneficiaries to this Easement.

IN WITNESS WHEREOF, the parties hereto have executed this Easement as of the day and year first above set forth.

[Remainder of page intentionally blank – Signatures on following page]

GRANTOR:

[Handwritten signature]

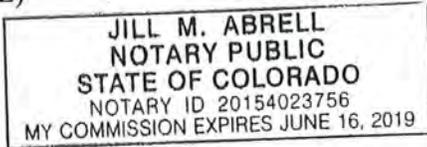
STATE OF COLORADO)
) ss.
COUNTY OF Chaffee)

CHAIR OF DEACONS
VALLEY FELLOWSHIP CHURCH
CHARLES BREWSTER

Subscribed, sworn to and acknowledged before me this 21st day of July, 2016, by Charles Brewster, as Chair of Deacons for the First Baptist Church of Buena Vista.

My Commission expires June 16, 2019

(SEAL)



[Handwritten signature]
Notary Public

TOWN OF BUENA VISTA, COLORADO:

Joel Benson, Mayor

Attest:

Janell Sciacca, Town Clerk

EXHIBIT A
PROPERTY LEGAL DESCRIPTION

Lots 15, 16, 17 and 18, Block 4, Loan's Addition, Buena Vista, Colorado, along with the northerly half of Kent Avenue, previously vacated by Ordinance 8, Series 1994 of the Town of Buena Vista, recorded at Book 549, Page 13 in the records of the Chaffee County Clerk and Recorder.

Exhibit B to Public Access Easement

Valley Fellowship Church Public Access Easement Exhibit

Legal description:

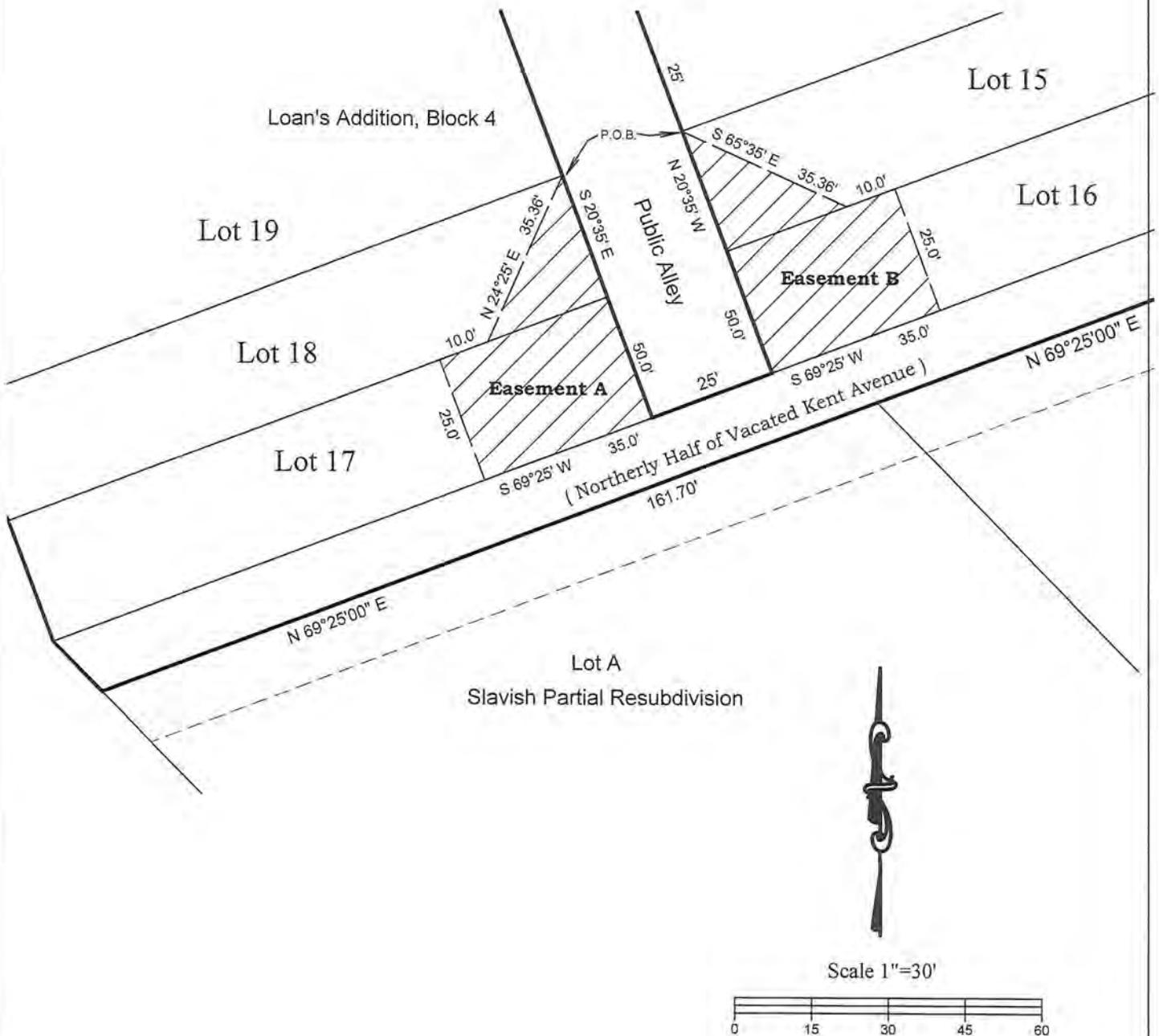
Two parcels of land located in Lots 15, 16, 17 and 18, Block 4, Loan's Addition to the Town of Buena Vista, Chaffee County, Colorado being more particularly described as follows:

Easement " A " : Beginning at the north corner of said Lot 18; thence along the easterly line of said Lot 18 and Lot 17, S 20°35' E, 50.0 feet to the east corner of said Lot 17; thence along the southerly line of said Lot 17, S 69°00' W, 35.0 feet; thence departing said southerly line, N 20°35' W, 25.0 feet to the northerly line of said Lot 17; thence along said northerly line, N 69°25' E, 10.0 feet; thence departing said northerly line, N 24°25' E, 35.36 feet to the point of beginning containing 1188 square feet more or less.

Easement " B " : Beginning at the west corner of said Lot 15; thence S 65°35' E, 35.36 feet to the northerly line of said Lot 16; thence along said northerly line, N 65°25' E, 10.0 feet; thence departing said northerly line, S 20°35' E, 25.0 feet to the southerly line of said Lot 16; thence along said southerly line, S 69°25' W, 35.0 feet; thence departing said southerly line along the westerly line of said Lots 16 and 15, N 20°35' W, 50.0 feet to the point of beginning containing 1188 feet more or less.

Bearings are based upon the southerly boundary line of Block 4 being S 69°25' W.

Leland Lechner PLS 30946 County Rd. 356, Buena Vista, Co. 81211 (719) 395-9160





Town of Buena Vista
P.O. Box 2002
Buena Vista CO 81211
Phone: (719)395-8643
Fax: (719)395-8644

DATE: July 19, 2016

TO: Mayor and Board of Trustees

FROM: Mark Doering, Principal Planner, Planning Department

AGENDA ITEM: Contract extension with Clarion and Associates to allow completion of the Unified Development Code

Request:

Staff is requesting an extension to the contract for services with Clarion and Associates to allow completion of the Unified Development Code to replace the existing subdivision and zoning ordinances. Staff is seeking an extension to December 31, 2016 from the current completion date of August 8, 2016.

Overview:

Drafting the new zoning and subdivision ordinance has taken longer than originally expected. This extension will allow staff and the consultant additional time to complete the rewrite. Staff anticipates having the zoning and subdivision ordinances rewritten by this fall.

Analysis:

The consultant is currently preparing the last portion of the draft regulations relating to design standards, the sign code, and development processes under the proposed code. Additional time is needed to complete that draft, take it to the Land Use Code Steering Committee, the Planning and Zoning Commission and bring the final version to the Board of Trustees for adoption.

Policy Alignment:

Administration policy

BOT Action:

Staff recommends approval of the resolution extending the contract of services with Clarion and Associates.

Attachment:

Resolution extending the contract with Clarion and Associates

TOWN OF BUENA VISTA, COLORADO

RESOLUTION NO. 69

(Series 2016)

A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, APPROVING A THIRD AMENDMENT TO THE AGREEMENT WITH CLARION ASSOCIATES, LLC, TO EXTEND THE COMPLETION DATE FOR THE REVISED LAND USE CODE.

WHEREAS, the Trustees desire to extend the deadline for completing the land use code revisions to provide more time for the consultant and Town staff to prepare the new code; and

WHEREAS, Town Trustees find and determine it to be in the Town's best interest to amend the initial agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO:

Section 1. The Third Amendment to Agreement for Professional Services attached hereto as **Exhibit A** is hereby approved and adopted, and the Mayor or Mayor Pro Tem is authorized to execute the same.

RESOLVED, APPROVED AND ADOPTED this 26th day of July, 2016.

TOWN OF BUENA VISTA, COLORADO

BY: _____
Phillip Puckett, Mayor Pro Tem

ATTEST:

Janell Sciacca, Town Clerk

THIRD AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES

THIS THIRD AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES is made and entered into this 26th day of July, 2016, by and between the Town of Buena Vista, a Colorado municipal corporation having an address of P.O. Box 2002, Buena Vista, Colorado 81211 (the "Town"), and Clarion Associates, LLC, an independent contractor having an address of 621 17th Street, Suite 2250, Denver, Colorado 80293 ("Consultant") (collectively the "Parties").

WHEREAS, the Parties are parties to an Agreement for Professional Services dated March 3, 2015 ("Agreement"), which required Consultant to complete Consultant's Services by November 30, 2015;

WHEREAS, the Parties executed a First Amendment to Agreement for Professional Services dated December 8, 2015 ("First Amendment"), which extended the deadline for Consultant to complete the Consultant's Services to April 30, 2016;

WHEREAS, the Parties executed a Second Amendment to the Agreement for Professional Services dated April 12, 2016 ("Second Amendment"), which extended the deadline for the Consultant to complete the Consultant's Services to August 1, 2016; and

WHEREAS, the Parties desire to extend the August 1, 2016 deadline to December 31, 2016.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

1. Section II of the Agreement is hereby amended to read as follows:

Consultant shall commence work as set forth in the Scope of Services. Except as may be changed in writing by the Town, the Scope of Services shall be complete and Consultant shall furnish the Town the specified deliverables as provided in Exhibit A. Work set forth in the Scope of Services shall be completed no later than December 31, 2016.

2. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have executed this THIRD AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES on the date first set forth above.

TOWN OF BUENA VISTA

Joel Benson, Mayor

ATTEST:

Janell Sciacca, Town Clerk

APPROVED AS TO FORM:

Jefferson H. Parker, Town Attorney

CONSULTANT

By: _____

STATE OF COLORADO)
) ss.
COUNTY OF _____)

The foregoing instrument was subscribed, sworn to and acknowledged before me this _____
day of _____, 2016, by _____, as _____ of
_____.

My commission expires:

(SEAL)

Notary Public

LICENSE AGREEMENT

This License Agreement (“Agreement”) is made and entered into this 12 day of July, 2016 (“Effective Date”), by and between the Town of Buena Vista (the “Town”), a Colorado municipality with an address of P.O. Box 2027, Buena Vista, Colorado 81211 and Madison House Presents LLC, a Delaware limited liability company (“MHP”) with an address of 2060 Broadway Street, Suite 225, Boulder, Colorado 80302.

RECITALS

WHEREAS, MHP desires to use property and rights of way owned by the Town during the Vertex Music Festival conducted by MHP in Chaffee County from August 4, 2016 to August 7, 2016 (“Event”); and

WHEREAS, the Town desires to permit the use of its property and rights of way pursuant to the terms and conditions of this Agreement.

SECTION 1. THE LICENSE

Grant of License. The Town grants MHP a license (“License”) allowing certain uses of specific Town property and rights of way as outlined in the approved traffic plan (“Property”) as described in this Agreement. The term of the License will commence as of the Effective Date and shall terminate upon the fulfillment of obligations related to the Event. MHP may occupy the Property from the period of time from July 25, 2016 through August 12, 2016.

SECTION 2. COMPENSATION AND CONDITION OF PROPERTY

1. Fee. Fees for the License granted by the Town shall be limited to the cost of Town personnel (“Fees”) as set forth in Exhibit A, and no Fees shall be due from MHP unless Town personnel are requested by MHP and provided by the Town as set forth in Section 3.

2. Condition of the Property; Restoration.

a. MHP has not inspected the Property but is satisfied with the Town’s representation that the Town’s Property is safe and suitable for the MHP’s activities under this Agreement in their present condition at the commencement of this Agreement. With respect to the specific actions taken by MHP for the Event, MHP shall keep the Town’s Property subject to this Agreement in good condition and shall undertake, at MHP’s cost and expense, all such repairs necessary to return the Town’s Property in the same condition as existed at the commencement of this Agreement, or better, normal wear and tear excepted (“returnable condition”). Notwithstanding the forgoing, MHP has no responsibility for general maintenance of the Town Property nor any defects or dangerous conditions of the Town Property including, but not limited to, pot holes or uneven surfaces or

any other dangerous condition.

b. MHP will have the initial right to undertake restoration work up to thirty (30) calendar days after the end of the Event. Prior to undertaking any repair work, MHP will submit a description of the work, an estimate of the cost, and other relevant details, for review and approval by the Town, which approval must be timely reviewed and may not be unreasonably withheld. The work shall be completed by MHP, at its own cost and expense, to the Town's reasonable satisfaction, within sixty (60) calendar days after the end of the Event. If MHP fails to restore the property to a returnable condition within this time period, the Town will provide notice to MHP of its determination that the property is not in returnable condition and a description of the work that the Town has determined, in its reasonable discretion, remains to be completed and provide MHP the opportunity to remedy the restoration. If, after thirty (30) days, MHP has not completed such restoration, the Town may undertake the restoration work and provide MHP with a detailed invoice of the actual out of pocket cost for the restoration work, which invoice shall be due and payable, in full, to the Town, within thirty days after delivery of the invoice.

SECTION 3. SCOPE OF LICENSE

1. Buses.

a. The Town will conduct a welcome party for citizens and concert attendees on August 3, 2016 throughout areas of the Town. MHP will provide buses, at its sole cost and expense, to transport individuals from the Town to the Event from 4:00 p.m. until 12:00 p.m. on August 3 from designated pick up and drop off locations.

b. MHP will also provide buses, at its sole cost and expense, to transport individuals to and from the Event venue to Town from August 4 through August 7, 2016. MHP shall provide two buses per hour per designated pick up and drop off locations between 9 a.m. and 4 p.m. during these dates.

c. MHP is required to install temporary signage designating pick up and drop off locations and any signage, as required by the Town, directing individuals to such locations. The location of such signage shall be determined in advance by the Town in its reasonable discretion.

d. Drop off and pick up locations shall be on East Main Street on the sidewalks located near the north and south railroad parking lots. The second location shall be the River Park parking lot or the Community Center parking area, as designated by the Town, both which are across the street from the ball fields.

2. Local Street Closures.

a. The Town and MHP will agree to certain local street closures within the Town and the duration of such closures prior to the Event.

b. The Town shall provide all signage and barricades to designate a closed street. MHP shall provide passes to local residents to access their residences on closed streets. The Town shall assist MHP in identifying residents who are eligible for such passes.

c. MHP will provide staff, at a minimum one person, to monitor the access points to the closed streets and to permit access to permitted local residents. In addition, access points shall have at least one bike rack, provided by MHP. All intersections impacted by any road closure shall have an adequate number of flaggers, provided by MHP, to direct traffic and lessen congestion.

3. Rodeo Road and Rodeo Grounds.

a. MHP shall provide magnesium chloride and eight (8) inches of Class Six road base for Rodeo Road from the corner of Gregg Drive and Rodeo Road to County Road 337. Prior to August 3, MHP shall lay the road base, spray the magnesium chloride and compact this section of Rodeo Road to Town standards, subject to notice to the Town Public Works Department and review and approval by the Town Public Works Department.

b. MHP shall provide to the Town with the stacking plan for the Town's property located at 2001 Gregg Drive (the "Rodeo Grounds"). The stacking plan shall adequately mitigate potential traffic congestion for people accessing the Event from the south on Highway 24. Stacking on the Rodeo Grounds is for emergencies only and shall be controlled and managed by MHP personnel. If any stacking occurs on the Rodeo Grounds, then MHP shall provide the appropriate number of portable toilets, including disabled accessible toilets, hand washing stations and portable holding tanks sufficient to accommodate the need for the duration of the Event. MHP must comply with public health, sewage treatment, solid and liquid waste disposal provisions of the Town, Chaffee County, and State of Colorado. In addition, MHP will provide or retain facilities and services for sustainable waste disposal, including facilities for the recycling of metals and plastics and composting of compostable waste.

4. Town Personnel.

a. MHP shall provide passes to the Event to Town personnel to identify Town vehicles and personnel who may need access to the Event.

b. If MHP requests Town personnel to assist with activities under this Agreement or activities related to the Event for which MHP is responsible, the Town's services rates, as shown on Exhibit A, shall be charged to MHP as a Fee. MHP and the Town will agree in advance of the Event in writing to the personnel requested by MHP and the total Fee for the Town services requested by MHP, based on the rates set forth in Exhibit A. No increases in the personnel services or the Fee incurred by MHP shall be valid without prior written consent of both Parties. Fees owed by MHP pursuant to this Agreement will be invoiced to MHP within fifteen (15) calendar days of the end of the

Event. The invoice shall be paid within thirty (30) calendar days from the date of the invoice. These Fees may not include the costs of restoration pursuant to Section 2 above.

5. Security and Life Safety Personnel. The Town shall supply Town emergency personnel subject to the Town's automatic and mutual aid agreements. No Fee shall be charged to MHP for such emergency personnel unless the Parties agree in writing in advance of the Event. The Town agrees that at no time and under no circumstance shall MHP be responsible or liable for the activities and/or actions of the parties providing services that are engaged by the City, including those parties providing security services and other emergency personnel.

6. Temporary Structures. If MHP intends to erect any temporary structures related to its activities under this Agreement, it shall provide details of all temporary structures to the Town and obtain Town approval prior to erecting any temporary structures.

SECTION 4. CONDITIONS OF USE OF AND ACCESS TO THE PREMISES

1. Use of Property. MHP will have use of the Property described above during the Event, subject to its compliance with the provisions of this Agreement. In addition, the Town will permit MHP access to the Property through a Special Event Permit so MHP may perform or facilitate any activities under this Agreement.

2. Licenses and Permits. MHP must obtain and maintain at its own cost and expense all licenses and permits, including, including but not limited to, licenses and permits from the Town, Chaffee County, and the State of Colorado related to for the activities undertaken by MHP under this Agreement.

SECTION 5. INSURANCE AND INDEMNIFICATION

1. Insurance. MHP agrees to procure an insurance policy which includes: (a) customary commercial general liability insurance policy with a limit of not less than \$1,000,000 per each occurrence and \$2,500,000 in the aggregate; (b) worker's compensation insurance, with statutory benefits as required by any state or federal law with limits not less than \$1,000,000 per occurrence; and (c) business automobile liability insurance with a limit of not less than \$1,000,000 per occurrence with combined bodily injury and property damage and covering all owned (if applicable), non-owned and hired vehicles. A Certificate of Insurance showing the Town as an additional insured thereon shall be provided to the Town no later than five (5) days from the date of execution of this Agreement and remain in effect for the duration of the Event. The failure to provide the Certificate of Insurance shall be grounds for revocation of this Agreement upon ten (10) days written notice by the Town to MHP and MHP's failure to cure.

2. Indemnification. MHP agrees to indemnify, hold harmless and defend the Town, its officers and employees from and against all third party liability, claims and demands arising out of the MHP's activities covered by this Agreement. MHP agrees to

provide a defense for and defend against any such liability, claims or demands at its expense, or, with the mutual agreement of the Parties, MHP may pay the Town or reimburse the Town for the reasonable outside defense costs incurred by the Town in connection with any such liability, claims or demands. MHP also agrees to bear all other costs and expenses related to such defense, including court costs and reasonable outside attorney fees, whether or not any such third party liability, claims or demands alleged are groundless, false or fraudulent. This obligation to indemnify, hold harmless and defend shall not extend to any loss, damage, cost, expense, action, claim, demand or liability (including reasonable attorney's fee) arising out of the negligence or willful acts or omissions of the Town or its employees, officials, volunteers, agents, representative, contractors or subcontractors or latent defects or dangerous conditions of the Town Property.

SECTION 6. GOVERNMENTAL IMMUNITY

The Town is relying on and does not waive or intend to waive by any provision of this Agreement the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. §24-10-101 *et seq.*, as from time to time amended, or otherwise available to the City, and its officers and employees.

SECTION 7. NOTICES

Any notice given pursuant to this Agreement by either party to the other shall be in writing and mailed by certified mail, return receipt requested, postage prepaid, and addressed as follows:

To the Town: Town Administrator
 210 E. Main Street
 PO Box 2002
 Buena Vista, CO 81211

To MHP: Attn. Jeremy Stein
 Madison House Presents LLC
 2060 Broadway St, Suite 225, Boulder, CO 80302

With a copy to: Attn: Legal Department
 AEG Live LLC
 425 W. 11th Street, Los Angeles, CA 90015

SECTION 8. MISCELLANEOUS

1. Agreement Binding. This Agreement shall inure to the benefit of and be binding upon the heirs, successors and assigns of the parties hereto, subject to any other conditions and covenants contained herein. However, this Agreement is only transferable or assignable as provided herein.

2. Applicable Law and Venue. The laws of the State of Colorado and applicable federal, state and local laws, rules, regulations and guidelines shall govern this Agreement. Any action arising out of this Agreement shall be brought in a court of competent jurisdiction in Chaffee County, Colorado.

3. Amendment. This Agreement may not be amended except in writing by mutual agreement of the parties, nor may rights be waived except by an instrument in writing signed by the party charged with such waiver.

4. Headings. The headings of the sections of this Agreement are inserted for reference purposes only and are not restrictive as to content.

5. Assignment. MHP may not assign or transfer this Agreement, except upon the express written authorization of the Town.

6. Force Majeure. The Parties will not be liable to one another for any failure to perform under this Agreement if failure is due to any-force majeure, including acts of God, natural disaster, terrorism, rebellion, insurrection, war, military action, death or illness of any artist or member of artist, disaster, strikes or threats of strikes, civil disorder, curtailment of transportation facilities, or any other emergency making it inadvisable, illegal or impossible to provide the Property or to hold the Event, or any governmental regulation or other government action or inaction including the failure of the state, Town, county or other municipal body to grant approval to MHP for any aspect of the Event, any license, permit, or other approval required for MHP to hold the Event including any permit, or license, or approval for which the failure to obtain makes it undesirable to hold the Event in the sole discretion of MHP, or an event, act, or incident otherwise beyond the Parties' reasonable anticipation or control.

[Remainder of page left intentionally blank- Signature on following page]

**TOWN OF BUENA VISTA,
COLORADO**

By: _____
Joel Benson, Mayor

ATTEST:

Janell, Sciacca, Town Clerk

MHP: DocuSigned by:
Jeremy Stein 7/25/2016

F3A6BE94E3FE4D0...
Producer

Title

EXHIBT A

PERSONNEL RATE SHEET
Buena Vista Police Department
 Special Event Scheduling
 August 3-7, 2016

Part Time Officers

Date	Number	Total Hours	Rate	Total
Wed Aug 3	2	8	\$24	\$192
Thu Aug 4	2	8	\$24	\$192
Fri Aug 5	2	20	\$24	\$480
Sat Aug 6	2	20	\$24	\$480
Sun Aug 7	2	10	\$24	\$240
				\$1,584

Police Officers

OT hours

Wed Aug 3	5	0	Overlap day	
Thu Aug 4	5	36	\$36	\$1,296
Fri Aug 5	5	36	\$36	\$1,296
Sat Aug 6	5	36	\$36	\$1,296
Sun Aug 7	5	36	\$36	\$1,296
				\$5,184

Police Supervisors

Wed Aug 3	2	0	Overlap day	
Thu Aug 4	2	16	\$46	\$736
Fri Aug 5	2	16	\$46	\$736
Sat Aug 6	2	16	\$46	\$736

Sun Aug 7	2	16	\$46	\$736
	\$2,944			

\$9,712

Grand Total:

**Buena Vista Fire Department
Event Costs**

2 apparatus (\$80.00 each) for 24 coverage for 5 days

$\$160.00 \times 24 = 3840.00 \times 5 \text{ days} = 19,200.00$

3 firefighters (\$15.00 each per hr) per 12 hr. shift (10 shifts) for 5 days

$\$45.00 \times 12 \text{ hr.} = 540.00 \times 10 \text{ shifts} = 5,400.00$

Command Staff:

Fire Chief \$26.00 per hr. x 5 shifts (12 hr. shift) = \$1,560.00

Asst. Chief \$17.31 per hr. x 5 shifts (12 hr. shift) = \$1,038.60

PIO Prentiss \$14.10 per hr. x 5 days (10 hr. days) = \$705.00 **

**figure doesn't include overtime rate, overtime rates shall apply and shall be provided to MHP in advance of incurring such overtime.

**Public Works Equipment and Labor Line Item Costs
Usage by Non-Governmental Entity**

The following is a list outlining the hourly charge for equipment (*) and labor for use by a non-governmental entity.

- | | |
|--------------------------|-------------------|
| • Truck (non-commercial) | \$25hr |
| • Truck (commercial) | \$40hr |
| • Loader | \$40hr |
| • Backhoe | \$35hr |
| • Event Fencing | \$50 day |
| • Orange Fencing | \$5 day/role |
| • Blue Barrels | \$5 day/barrel |
| • Labor | \$35hr + benefits |

*Prices include fuel



Town of Buena Vista
P.O. Box 2002
Buena Vista CO 81211
Phone: (719)395-8643
Fax: (719)395-8644

DATE: July 26, 2016
TO: Mayor and Board of Trustees
FROM: Brandy Reitter, Town Administrator
SUBJECT: Buena Vista School District R-31 Amended Memorandum of Understanding (MOU)

Request

A request is being made to consider approving minor amendments to the Land Swap MOU.

Overview

On July 12, the BOT approved an MOU outlining details of the land swap arrangement between the school district and the town. The MOU will result in agreements that will have town acquiring the old baseball field owned by the school district to repurpose for affordable housing.

The school district will own town property that is the equivalent of the old baseball field property. In addition, both entities will enter into a land lease agreement. The land that town is using to build a baseball field, will be lease to the BVSD until transfer of ownership is approved by the electorate.

The MOU was presented to the school board on July 18, and the board had minor changes. Staff is presenting the final draft with changes.

BOT Action

Motion to Approve or Deny the amended Memorandum of Understanding between the Town of Buena Vista and the Buena Vista School District.

Attachments

- Amended MOU

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is made and entered into this 26 day of July, 2016, by and between Buena Vista School District R-31 aka Chaffee County School District Number R-31, a Colorado school district with an address of P.O. Box 2027, Buena Vista, Colorado 81211 (the “School District”) and the Town of Buena Vista, a Colorado municipality with an address of P.O. Box 2002, Buena Vista, Colorado 81211 (the “Town”).

WHEREAS, the School District and the Town desire to swap certain real property located within the Town of Buena Vista; and

WHEREAS, there are several contingencies that must be determined prior to the completion of the land swap and the School District and the Town desire to enter into this non-binding MOU to outline the intention of parties.

NOW, THEREFORE, the parties intend to structure the real property land swap as follows:

1. Conveyance of Old Baseball Field Property. The School District and the Town will execute a Purchase and Sale Agreement containing mutually agreed upon terms for the School District to convey to the Town property currently owned by the School District and used as a baseball field (the “Old Baseball Field Property”).

2. Construction of Affordable Housing. In exchange for the execution of the Purchase and Sale Agreement described in paragraph 1, the Town will not begin construction on the affordable housing project planned for the Old Baseball Field Property until the Town has constructed and completed a new baseball field for the School District as described in paragraph ~~5-6~~ below.

3. Conveyance of Town River Park Parcel. In exchange for the old Baseball Field Property described in paragraph 1 above, the parties desire for the School District to own a five acre parcel (“River Park Parcel”) located within the Town’s River Park property for use as a baseball field. The exact location of the River Park Parcel has yet to be determined, but the Town will be responsible for all costs associated with surveying, ~~and~~ subdividing and appraisals of the River Park Parcel, if necessary. However, pursuant to C.R.S. § 31-15-713(1)(a), the disposition of property held for park purposes requires approval of the registered electors of the Town. Therefore, prior to conveying the River Park Parcel to the School District, the Town agrees to:

a. Submit a ballot question to the registered electors of the Town at a special election on April 4, 2017 to approve the disposition of the five acre parcel; and

b. If the registered electors do not approve the disposition of the parcel at the April 4, 2017 special election, to submit a second ballot question to the registered electors of the Town at the Town's regular election in April 2018 to approve the disposition of the five acre parcel.

The School District acknowledges that the Town cannot contractually bind itself to set a ballot question. Therefore, the parties have established alternative compensation for the School District if the Town Board fails to set a ballot question, which is set forth in more detail in Section 5 of this MOU. This alternative compensation shall also apply if a ballot question is properly set, but such ballot question is not successful.

4. Lease of River Park Parcel. The Town will lease the River Park Parcel to the School District for a maximum period of ninety-nine (99) years with an option to extend. The lease will be executed contemporaneously with the purchase and sale agreement for the Rodeo Grounds Parcel (as defined in Section 5, below, and the purchase and sale agreement for the Old Baseball Field Property. If the registered electors of the Town approve the conveyance of the River Park Parcel pursuant to the either ballot question described in paragraph 3(a) above, the lease agreement for the River Park Parcel shall terminate upon conveyance of the River Park Parcel to the School District. During the lease term, the School District will maintain the baseball field under the lease for the benefit of the School District and will make the baseball field available for Town use when not being used by the School District.

5. Conveyance of the Rodeo Grounds Parcel. In order to ensure that the School District receives property comparable to the property described in paragraph 1, the Town will convey an approximately five-acre parcel located within the property owned by the Town north of the Town's rodeo grounds and south of the Sunset Vista IV subdivision (such parcel hereinafter referred to as the "Rodeo Grounds Parcel") pursuant to the terms of the purchase and sale agreement to be agreed upon by the parties as soon as reasonably possible after execution of this MOU. The purchase and sale agreement for the Rodeo Grounds Parcel will be executed contemporaneously with the purchase and sale agreement for the Old Baseball Field Property, and the closing for conveyance of both parcels shall occur contemporaneously and be contingent upon each parcel being conveyed. The location and size of the Rodeo Grounds Parcel shall be such that it is generally equivalent in value to the Old Baseball Field Property. The Town shall be responsible for all costs associated with surveying, ~~and~~ subdividing and appraisal of such parcel, if necessary. If, after the Rodeo Grounds Property has been conveyed to the School District, the electorate approves the conveyance of the River Park Parcel to the School District pursuant to the either ballot question described in paragraph 3(a) above, ownership of the Rodeo Grounds Parcel shall revert back to the Town immediately upon conveyance of the River Park Parcel to the School District.

6. Construction of new Baseball Field. Regardless of which property the School District takes ownership of pursuant to this MOU, the Town will construct a new baseball field on the River Park Parcel by a mutually agreed upon date in the spring of 2017 for use by the School District pursuant to the lease contemplated in Section 4, above. The design of the new baseball field shall be mutually agreed upon by the parties.

7. Non-Binding. This MOU expresses the intent of the parties, but is not binding on either party and neither party shall have the right to enforce the terms of this MOU against the other party.

IN WITNESS WHEREOF, this MOU is executed by School District and the Town as of the date first above written.

BUENA VISTA SCHOOL DISTRICT R-31

TOWN OF BUENA VISTA

Joel Benson, Mayor

ATTEST:

Janell Sciacca, Town Clerk



Town of Buena Vista 2016

Buena Vista Collective Vision Statement

(Developed from Citizens' direct wording, Comp Plan 1996, 2006, 2015. We want all components of this vision and must work to create all components. This is the Context within which Town must make decisions.)

General Community Character

We envision the town as a clean, safe, quiet and secure community that is a desirable place to live, work, and play.

Community Spirit

Our collective community consists of friendly, well-informed, and engaged people who feel they can make a difference and have an impact in determining their future and their quality of life and enjoy freedom of expression.

Community Appearance

The town we envision has a defined sense of place as expressed in its history and architecture.

Community Services

The town of our vision has high-quality education and medical and emergency response services, as well as quality, efficient, and well maintained parks and public buildings. The town's public servants exhibit an excellent level of public service, including approachability, honesty and helpfulness. Our town government and community leaders demonstrate accountability, consistency and visibility. We engage in a high level of cooperation with surrounding governmental and nongovernmental entities.

Environment

We desire a community where urban, rural and agricultural land uses can coexist in a well-planned pattern. Land use decisions are made with thoughtfulness and an eye toward sustainability. We want a healthy community with clean air and water.

Economy

We envision a community in which all citizens enjoy financial prosperity and can find an affordable place to live. The town has a bustling downtown community core with abundant and diverse retail establishments. We continually strive for economic diversity within the community. Our town government is economically stable and viable.

Mission of Buena Vista Town Government

The Town of Buena Vista is to provide high-quality, reliable services for the benefit of our citizens, guests, and employees, while being good stewards of public resources and our natural setting.

Town Government Key Outcome Areas

(These strategic objectives and policies lead toward the Collective Vision Statement, and seek to fulfill the Mission of Town Government. These are what we focus on to establish Goals.)

Economic Vitality

We want to increase prosperity for Buena Vistans via the long-term that encourages sustainability, smart growth, and diversification, capitalizes on our strengths and improves quality of life. We want to identify and address weaknesses.

Infrastructure

We want to ensure that we maintain existing infrastructure when considering new infrastructure.

Community

We want to create a community with a sense of pride and acceptance where all contribute to the social, economic, political life, and feel respected and safe.

Environment

We want to create an environment that is safe, healthy, encourages conservation, and makes for a friendly place where people want to live, work and play.

Water

We want a safe and reliable water supply that comes from diverse sources, and meets the needs of residents and business now and in the future.

Our priority list for 2016 includes, in no particular order:

- **Continued work on adequate and reliable water supply** - Joint Permit with Upper Ark and US Forest Service, St Charles Mesa, other.
- **Continued honing of Policy Governance** - quarterly meetings, Policies adopted, Collective Vision Revisit
- **Water infrastructure** - upper zone tank, right size water lines, HWY 24
- **Downtown Revitalization** - DDA
- **Hwy 24** - all that is involved
- **Historic Preservation** - CLG designation, funding options
- **Trail Improvements** - Assorted
- **Continued Airport “Sustainability” and/or “Independence”** - Financial planning, settle ground lease, through the fence resolution, snow equipment building
- **Land Use Code rewrite**
- **IGA with county on Growth Area**
- **Broadband Planning**
- **Software upgrades for flow in various departments**
- **Training New Board/Transition**
- **Affordable Housing/Infill**
- **Continue Fire Services up to Par** - fire upgrades, regional emergency management planning

Policy Discussion - Regular Agenda Item, Buena Vista Board of Trustees

Policy List:

- a. Parking/use of right of ways - sidewalks, etc
- b. Parklets in downtown
- c. Rec Board role with private businesses, etc
- d. Community Support Criteria

Discussion should bear in mind the Collective Vision Statement, Strategic Objectives and Priorities for Buena Vista

Process:

Until the Board of Trustees desires otherwise, each trustee meeting begins with a time-limited discussion on a particular policy item.

These items come from a list produced and added to each week by the Board with suggested items from staff, the public, etc. We can discuss policies related to the items and use this to further define policy, give direction to staff, uncover further needs, etc.

The list will have 6 items, a-f. We start with item a, discuss until approximately 7:35. The item is then pulled from the list and b moves to a. Trustees can decide whether to continue the discussion of (a) later that meeting, put it back on the list, add it to a future agenda, or other action. A new item can be added to the list by a trustee.

Parking lot of items to be added as desired:

- Affordable Housing
- Mapping
- Religious symbols in town
- VRBO's
- Sponsorships/advertising levels for support of town activities



Town of Buena Vista
P.O. Box 2002
Buena Vista CO 81211
Phone: (719)395-8643
Fax: (719)395-8644

DATE: July 22, 2016
TO: Mayor and Board of Trustees
FROM: Mark Doering, Principal Planner, Planning Department
AGENDA ITEM: Main Street Patio Policy

Request:

Staff is requesting approval of a policy to regulate outdoor patios within the Old Town Overlay portion of Buena Vista to allow staff to review restaurant patios within Buena Vista. If any new applications meet the criteria listed in the proposed policy, they can be reviewed and a decision can be made by the Town Administrator instead of having to go before the Board of Trustees for that decision.

Overview:

Staff has evaluated the outdoor patio previously approved and constructed this year in front of the Lariat Bar and Grill. Based upon the Town's experience with the existing patio and review of patios in other jurisdictions (particularly Salida) and their policies, staff has drafted a policy to allow the Town Administrator to have an impartial review of any new proposals for additional outdoor patios in downtown. The proposed policy will set the standards for review to ensure that any other patios meet the design and operational requirements that the Town develops.

Analysis:

While the Board of Trustees approved the first outdoor patio in front of the Lariat Bar and Grill, it indicated that it wanted a policy developed for future applications that would establish the basis for review and approval or denial, if others wanted to pursue a similar encroachment into the street. The Board directed staff to evaluate the outdoor patio once it was built and being used, evaluate other communities, and to develop a patio policy for patios for only restaurants in the downtown portion of Buena Vista. Attached is the proposed policy staff has developed for the Board's review. If the Board approves of the policy and removing the moratorium it established with the initial review of the patio in front of the Lariat, staff will move forward with the Town Administrator's review and decisions of any new patio applications as indicated in the policy.

Policy Alignment:

Administration policy

BOT Action:

Staff recommends approval of the Main Street Patio Policy

Attachment:

Main Street Patio Policy
Draft Main Street Patio Application
Revocable Encroachment License Agreement with sample drawings



Town of Buena Vista
Post Office Box 2002
Buena Vista, Colorado 81211
Phone: (719) 395-8643
Fax: (719) 395-8644

MAIN STREET PATIO POLICY

Introduction:

The Main Street Patio Policy of the Town of Buena Vista (the Town) governs the use of the public right of way for outdoor dining activities within the Old Town Overlay district that comprises downtown Buena Vista. This policy will allow outdoor patios that enliven the streetscape by allowing dining on publicly owned property within a framework that promotes economic vitality while protecting the health, safety and welfare of residents, businesses, and visitors.

In addition, this policy will ease the process of obtaining approvals to operate an outdoor dining patio, will ensure the safety of pedestrians and patrons using patios, and will provide adequate space for pedestrians and patrons of sidewalks and main street patios.

This Policy establishes the terms and conditions for use of a public right-of-way in addition to an appropriate application process. The application, site plan/written narrative, and revocable encroachment license agreement comprise Attachment A.

General Provisions:

Main street patios on public rights-of-way will be allowed subject to administrative review and approval of an application and execution of a revocable license agreement. Outdoor dining activities are limited to public rights of way within the Old Town Overlay district, excluding the Highway 24 right of way

Restaurants that serve both food and beverages are eligible for the approval under this policy. Establishments that either: a) do not serve food or b) are mobile food vendors are not eligible to encroachment approval under this policy.

Prior to use of the public right of way, a revocable license shall be obtained from the Town. The revocable license shall have a term of the current calendar year (January 1st thru December 31st) with an automatic yearly renewal thereafter until terminated by either party. The licensee will be responsible to pay an annual license payment of three (3) dollars per square foot of licensed area to the Town no later than 10 days prior to the annual renewal. The first annual payment shall be paid at the time of approval and shall not be prorated. If any license payment is not made, the Town may revoke the license for the patio and require the establishment remove the patio.

Town staff shall review and approve applications under the Main Street Patio program. Any owner or operator that feels aggrieved by a staff decision may appeal to Board of Trustees.

General Process and Procedures:

A main street patio shall require an administrative review and approval of the following documents:

1. A complete application which shall include the following:
 - a. Detailed site plan, stamped by a professional engineer or architect registered in the State Colorado, with a written description of the project. The site plan and narrative shall accurately depict and describe the location, height, materials, nature and extent of all proposed improvements and fixtures within the revocable license area. The site plan and/or narrative shall include:
 - i. North Arrow.
 - ii. Property lines.
 - iii. Building and patio area. Including dimensions of the patio area and length of building frontage.
 - iv. Sidewalk from face of building to nearest curb. Including the building entrance, sidewalk and location of any obstructions in the immediate vicinity of the proposed patio including, but limited to, street trees, signposts, fire hydrants, planters, and other similar fixtures.
 - v. Tables and chairs, and other proposed furnishings located on the patio.
 - vi. Construction drawings and/or cut-sheets showing materials, colors, and method of construction.
 - b. Proof of consent from adjacent property owners (adjacent shall mean properties with a common property line along the same side of the street with the property making the request).
 - c. Proof of modification of the liquor license, if applicable, to include the patio area.
 - d. Proof of liability insurance in the amount of \$1 million, with the Town of Buena Vista named as an additional insured party. No patios will be issued a permit until this document is submitted, reviewed and approved by town staff.
 - e. Complete Revocable Encroachment License Agreement and license payment (\$3.00/square foot of patio area).
 - f. Payment of the Administrative review fee: \$200.00. (this fee will only be required for first time applicants and not renewals).
2. Town staff shall review the application approve, approve with conditions or deny. In reviewing, the application the Town shall consider the following criteria:
 - a. The application's conformity with the General Requirements for all Patios; and
 - b. The impact of the encroachment on the flow of pedestrian and vehicle traffic and emergency services.

General Conditions on all Patios:

1. Main street patios operated under this Policy are allowed year-round. Outdoor dining is permitted only when the primary food establishment or its kitchen is open.
2. Main street patios operated under this Policy must comply with the Town's noise regulations. No amplified sound shall be permitted on the patio.
3. The sidewalk adjacent to a main street patio shall be located so that the public sidewalk has a minimum 6-foot wide continuous pedestrian throughway free from all obstructions.
4. Covered patios may be allowed at the discretion of the Town. Covered patios may be subject to additional review and subject to the approval of a building permit.

5. At the end of license term, or upon termination of the license agreement, the patio including all fixtures and furnishings associated with the patio shall be removed and the area returned to original condition at the sole expense of the licensee. Any damage to the sidewalk or street as a result of installation or removal shall be repaired by the licensee associated with the patio.
6. The patio may not be used for storage of items not used on a regular basis in conjunction with the operation of the patio. All furnishings shall be contained within the patio area.
7. No signs or banners shall be permitted on the patio without separate sign permit approval from the Town.
8. The licensee shall at its sole expense promptly remove from the patio and adjacent areas all snow and trash.
9. No utility connections shall be permitted. Lighting may be used, only if electrical connections do not create any trip hazards on public sidewalks or streets.
10. The licensee shall be responsible at its sole expense for the construction, installation, operation, maintenance, repair, and removal of any and all improvements associated with the placement of a main street patio.
11. The licensee shall be responsible for the payment of all applicable sales and property taxes.
12. Main street patios shall be constructed primarily of durable architectural or decorative metals. Acceptable colors shall include black or other naturally dark earth toned colors. Decorative railings are encouraged, except for those serving alcohol. Wood railings may be acceptable depending on design. Patio decking material must be metal, engineered wood/plastic composite, or other similarly attractive and durable material. Wood construction will be prohibited.
13. Main street patio placement and design concepts:
 - a. Patios must be enclosed with a railing meeting alcohol licensing requirements for any establishments that serve alcohol. The patio area must be included in any approved liquor license prior to alcohol being served on the patio.
 - b. Patios, including any furniture, umbrellas, railings and any decorations or accessories may not extend into the street further than two feet from the edge of the striping for the adjoining parking spaces along that side of the street.
 - c. Patios must be open to the public sidewalk. Patio exits shall not be allowed onto the side abutting the street.
 - d. Patios must be located directly in front of the business with the kitchen serving food and must provide clear passage between the building and patio.
 - e. The patio may not obstruct any drainage flows in the gutter of the street.



MAIN STREET PATIO APPLICATION

P.O. Box 2002
 Buena Vista, CO 81211
 719-395-8643
 www.buenavistaco.gov

Project Address
Submit Date
Town Use Only

CONTACT INFORMATION

Business Name _____

Applicant Name _____ Phone Number _____

Email Address _____

Owners Mailing Address _____ City, State, ZIP _____

BASIC INFORMATION

- 1) type: Initial Application Renewal Transfer
- 2) Type of Right-of-way Impacted: Street/Parking Space Alley Sidewalk
- 3) Location of Patio: _____

LEGAL DISCLAIMER

I hereby certify that I have read and examined all applications submitted at this time and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. It is my responsibility to review the approved plans and any comments that are contained thereon and see that the structure and/or project is built in compliance with all applicable codes.

Applicant Signature _____ / ____ / 20 ____
Date

Applicant	Required Item	Town Staff
	County Building Application (If Applicable) - if deemed necessary by the Town	
	Main Street Patio Fee <input type="checkbox"/> \$200	
	Proof of Insurance - The permit holder is required to produce at the time of submission and maintain insurance coverage in an amount of not less than a combined single limit for bodily injury and property damage of three hundred fifty thousand dollars (\$350,000.00) per person and nine hundred ninety thousand dollars (\$990,000.00) per occurrence, and naming the Town as an additional insured.	
	Revocable License Agreement	
	Patio Plan - Detailed Site Plan w/ Stamped Engineered or Architectural Patio Plan	
	Authorization (If applicant is not the owner of the business)	

For Town Staff Only

Planning Approval: _____ Date: ____ / ____ / 20 ____

Notes _____

REVOCABLE ENCROACHMENT LICENSE AGREEMENT

THIS REVOCABLE ENCROACHMENT LICENSE AGREEMENT (the "Agreement") is made this _____ day of _____, 20____, by and between the Town of Buena Vista, Colorado (the "Town") and _____ ("Licensees").

WHEREAS, the Licensees applied for and obtained approval from the Town for an encroachment permit for outdoor dining as described herein and in the application to the Town;

WHEREAS, as a condition of that approval the Licensees was required to enter into this Agreement with the Town; and

WHEREAS, the Town and the Licensees desire to enter into this Agreement pursuant to the terms and conditions set forth herein.

SECTION 1. THE LICENSE

The Town grants the Licensees a revocable license allowing certain existing structures to encroach on Town-owned property, which is a portion of E. Main Street right of way, in front of the property located at _____ (the "Property") as depicted on the attached **Exhibit A**. The license is granted subject to the terms and conditions of this Agreement.

SECTION 2. USE OF PROPERTY

1. The Property may be used by the Licensees for the sole and exclusive purpose of constructing, installing, operating, maintaining and repairing a patio for food and beverage service, such patio to consist of decking, fencing, tables, chairs, and other necessary facilities (the "Encroachment"), as described in this application and as depicted on **Exhibit A**. All installation on the Property of the Encroachment shall consist of decking, fencing, tables, chairs and other necessary facilities as described and depicted on **Exhibit A**. Any changes shall require additional advance approval by the Town. All work shall be completed in compliance with all codes, ordinances, rules, and regulations of the Town. Except for the improvements specifically authorized by the Town, Licensees shall not place, build, expand, or add to any structures or other items on the Premises.

2. Licensees shall strictly comply with all requirements of the Main Street Patio Policy and all of the following conditions:

(Insert conditions if applicable)

3. Licensees acknowledge that its use and occupancy hereunder is of the Property in its present, as-is condition with all faults, whether patent or latent, and without warranties or covenants, express or implied. Licensees acknowledge the Town shall have no obligation to repair, replace, or improve any portion of the Property in order to make such Property suitable for Licensees' intended uses.

4. Licensees acknowledge that the Town's Board of Trustees anticipates developing a formal policy for the issuance of outdoor dining and similar encroachment permits, which is anticipated to include fees for use of Town property. The Town reserves the right to charge a fee to Licensees for use of the Premises, which shall apply prospectively to Licenses upon delivery of notice of the fee to Licensees.

SECTION 3. TERMINATION

Either party may terminate this Agreement by giving written notice to the other party specifying the date of termination, such notice to be given not less than thirty (30) days prior to the date specified therein. Licensees' obligations under Sections 4, 5, and 6 of this Agreement survive its termination until the Town excuses such obligations by written notice. The Licensees, at their sole expense, shall be required to remove the Encroachment, at the direction of the Town upon termination of this Agreement. The Town may remove the Encroachment if the Licensees fail to do so. All costs associated with such removal shall constitute a lien against the property associated with the Encroachment and may be certified to the County to be collected in the same manner as taxes.

SECTION 4. MAINTENANCE

1. Licensees agree to take such actions, at its sole expense, as are necessary to maintain the patio improvements and Property in good and safe condition at all times. Licensees shall also maintain and keep clean and hazard-free the area between the Property and the Licensees' property located at _____, including disposal of all trash and removal of snow, Licensees further agree to comply at all times with the ordinances, resolutions, rules, and regulations of the Town in Licensees' use and occupancy of the Property.

2. Notwithstanding any other provisions of this Agreement to the contrary, the Town shall at all times have the right to enter the Property to inspect, improve, maintain, alter or utilize the Property in any manner authorized to the Town. If such entry requires disturbance of any items placed upon the Property under this Agreement, the Town shall not be required to repair or replace any such disturbance. In the exercise of its rights pursuant to this Agreement, Licensees shall avoid any damage or interference with any Town installations, structures, utilities, or improvements on, under, or adjacent to the Property.

SECTION 5. DAMAGE TO PROPERTY

1. Licensees shall be responsible for all damage to the Property arising out of or resulting from the Encroachment. Licensees shall make all repairs in accordance with the direction of the Town's Director of Public Works.

2. If the Town is required to repair any damage to the Property arising out of or resulting from the Encroachment, the Town may charge such costs to the Licensee or the owner of the property associated with the Encroachment. Such costs shall become a lien upon the property associated with the Encroachment and may be certified to the County to be collected in the same manner as taxes.

SECTION 6. INDEMNIFICATION

Licensees agree to indemnify and hold harmless the Town, its officers, employees and insurers, from and against all liability, claims and demands arising out of the existence of the Encroachments on the Property. Licensees agree to investigate, handle, respond to, and to provide defense for and defend against any such liability, claims or demands at his sole expense, or, at the option of the Town, agrees to pay the Town or reimburse the Town for the defense costs incurred by the Town in connection with any such liability, claims or demands. Licensees also agree to bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not any such liability, claims or demands alleged are groundless, false or fraudulent.

IN WITNESS WHEREOF, the parties have duly executed this Agreement, effective the day and year first above written.

TOWN OF BUENA VISTA, COLORADO

By: _____
Joel Benson, Mayor

ATTEST:

Janell, Sciacca, Town Clerk

LICENSEES:

Name and Title

Name and Title

STATE OF COLORADO)
) ss.
COUNTY OF _____)

Acknowledged before me this ____ day of _____, 20____, by
_____.

My commission expires: _____

(S E A L)

Notary Public

STATE OF COLORADO)
) ss.
COUNTY OF _____)

Acknowledged before me this ____ day of _____, 20____, by
_____.

My commission expires: _____

(S E A L)

Notary Public



Town of Buena Vista
Post Office Box 2002
Buena Vista, Colorado 81211
Phone: (719) 395-8643
Fax: (719) 395-8644

HEARING DATE: July 26, 2016
TO: Mayor and Board of Trustees
FROM: Scott Reynolds, Planner I
AGENDA ITEM: 620 Antero Circle - Peak Fitness SUP

REQUEST:

Marcus Trusty has re-submitted an application for a SUP for review by the Town, after the previous SUP expired in February 2016. The application is seeking approval of a SUP to allow an expansion of establishment providing recreational services to the general public use in the Highway Business (B-2) zone district. The subject property is located at 620 Antero Circle. If the SUP is approved, the property owner will be allowed to expand the use of the building.

Overview:

The applicant is requesting a re-approval for a Special Use Permit (SUP) to allow Peak Fitness at 620 Antero Circle in the Highway Business (B-2) zone district to expand an existing establishment that is providing recreational services to the general public. The expansion request is a proposed 50' wide x 50' wide x 35' tall addition onto the southwest side of the existing structure for a climbing wall associated with the existing use. This same application was approved with Resolution 13 of 2015 but expired in February 2016.

POLICY ALIGNMENT:

1. Economic Vitality – The expansion to Peak fitness will allow expanded programming and should provide increase economic vitality to the business. Profits will benefit the community with additional tax dollars.
2. Infrastructure – This business will not require any expansion/overreach of any utility system and will utilize already existing infrastructure.
3. Community – The proposed expansion will provide a new amenity to not only the rock climbing community but any patron of Peak Fitness.
4. Environment – The proposed expansion will utilized the existing outdoor workout area and will not cause any known environmental concerns.
5. Water – The property is already connected to Town Water and should not require expansion to the service line. Water contamination is not a concern at this time.

BOT Action:

Staff and the Planning and Zoning Commission recommend approval of the SUP. The Planning and Zoning Commission voted unanimously for its approval with conditions at its July 6, 2016 meeting.

Attachments:

Planning and Zoning Commission Staff Report
Board of Trustees Draft Resolution



Town of Buena Vista

210 East Main St.
P.O. Box 2002
Buena Vista, CO 81211
719-395-8643

PLANNING AND ZONING COMMISSION STAFF REPORT

REPORT DATE: July 1, 2016

HEARING DATE: July 6, 2016

ADDRESS: 620 Antero Circle

APPLICANT: Marcus Trusty

REQUEST: The applicant is requesting a re-approval for a Special Use Permit (SUP) to allow Peak Fitness at 620 Antero Circle in the Highway Business (B-2) zone district to expand an existing establishment that is providing recreational services to the general public. The expansion request is a proposed 50' wide x 50' wide x 35' tall addition onto the southwest side of the existing structure for a climbing wall associated with the existing use. This same application was approved with Resolution 13 of 2015 but expired in February 2016.

CITY STAFF: Scott Reynolds, Planner I

STAFF RECOMMENDATION:

That the Planning and Zoning Commission recommend that the Board of Trustees approve a Special Use Permit application to allow the expansion of Peak Fitness on the property located at 620 Antero Circle with the following conditions:

- 1) Prior to an issuance of a building permit, all landscaping requirements listed in Municipal Code Section 16-255 shall be met with a desired landscaping plan; and
- 2) The applicant shall provide a screened trash enclosure at least six (6) feet tall; and
- 3) A sign permit shall be submitted, approved by town, and issued before any new signage is installed; and
- 4) Any new or replaced exterior light fixtures shall be down cast and fully shielded; and
- 5) Approval shall run with the land.

ATTACHMENTS TO THE REPORT:

Attachment A – Vicinity Map

Attachment B – Zoning Map

Attachment C – 2015 Approved SUP Site Plan

Attachment D – 2016 Proposed Site Plan

Attachment E – Proposed Building Elevations

Attachment F – Site Photos

Attachment G - Current Landscaping Photos

I. REQUEST

Marcus Trusty has re-submitted an application for a SUP for review by the Town, after the previous SUP expired in February 2016. The application is seeking approval of a SUP to allow an expansion of establishment providing recreational services to the general public use in the Highway Business (B-2) zone district. The subject property is located at 620 Antero Circle. If the SUP is approved, the property owner will be allowed to expand the use of the building as shown in attachment D & E.

II. HISTORY AND BACKGROUND

Ordinance number five of 1982, is the earliest found reference that added the special use requirement for the B-2 zone district for “Establishments providing recreational services to the general public” and still present in the current code.

Lot 7 of the Mountain View Addition Filing Number 2 was platted in 2000 and the existing building on the property was built in 2010 by Peak Fitness. No SUP was approved at that time, although the requirement for SUP was in effect at that time.

In December 2014, Marcus Trusty submitted two applications, the first for a SUP for the expansion second for a variance from the paving requirement.

The Variance requested was to exempt the property from a either installing concrete, asphaltic, or pavers and instead allow 1 1/2” recycled asphalt for the parking surface. Resolution 14 of 2015 approved the recycled asphalt (Material) and was substantially acted upon due to the existing nonconforming material being installed at the time of approval.

The SUP was requested and approved in February 2015 via Resolution 13 of 2015 to expand the building in the same configuration presented in this report. The SUP expired due to not being substantially acted upon by construction or other objectively measured development activity based off 16-61(g).

III. PROCESS – REQUIRED APPROVALS

The applicant submitted a SUP application as specified in Section 16-61 of the Town of Buena Vista Municipal Code. The SUP is then sent to the Planning and Zoning Commission for review and a recommendation to the Board of Trustees for a final decision on the application.

An SUP is required to be substantially acted upon within one (1) year from date of approval as illustrated by actual construction or other objectively measurable development activity, or such shorter time period as specified by the Board of Trustees, the permit shall expire and become void.

IV. ANALYSIS – ZONING AND LAND USE

	North	South	East	West
Adjacent Zoning Designation	Highway Business (B-2)	Industrial (I-1)	Highway Business (B-2)	Highway Business (B-2)
Adjacent Land Use	Auto Repair	Storage Units	Retail	Vacant

See Attachment A – Vicinity Map and Attachment B - Zoning Map.

B-2 Zone District Dimensional Standards

	Requirement:	Applicant has proposed:
Minimum Lot Area	2,500 square feet	30,274.2 square feet
Minimum Lot Width	25 feet	200 and 110.20 feet
Minimum Front Yard Setback	25 feet	75 and 65 feet
Minimum Side Yard Setback	0 feet	10 feet
Minimum Rear Yard Setback	0 feet	10 feet
Maximum Building Coverage	100%	25% (7,500 square feet)
Maximum Building Height	35 feet	35 feet
Minimum Landscape Area	10% (3,027 square feet) + 9 trees and 9 Shrubs	16%, 9* trees and 9* shrubs

* Landscaping plan denotes species that cannot be counted since it is not recommended in the Buena Vista Planting Guide 16-255.d.2.b. Staff is working with the applicant on compliance.

V. ANALYSIS – SPECIAL USE PERMIT CRITERIA

Section 16-61 of the Buena Vista Municipal Code provides specific review criteria for SUPs. Each review criteria is shown below in bold text followed by applicant’s response and staff’s analysis criterion in standard text.

1. Ingress and egress to the property and proposed structures, with particular reference to automotive and pedestrian safety, convenience, traffic flow and control and access in case of fire or catastrophe.

Applicant: Two ingress/egress drives from secondary street providing view lines and more than adequate space for safe of traffic flow and pure access. (See site plan)

Staff: Two existing driveways are provided from Antero Circle and will remain. See Attachment D.

2. The need and/or adequacy of off-street parking and loading areas and the economic, noise, glare or odor effects of the special use on adjoining properties and the neighborhood generally.

Applicant: Special Use provides increased economic benefit with minimal or no noise, glare or odor effect on adjoining neighborhoods. Parking exceeds requirements.

Staff: The current parking on the site has approximately 23 planned parking spaces with additional ambiguous parking nearest to Railroad Ave as denoted in Attachment’s F & G. BV Municipal Code requires a minimum of 14 parking spaces with the expansion, and the applicant is currently proposing 45 spaces. This will be a difference of 31 spaces over the minimum code requirement. See Attachment D.

3. Refuse and service areas.

Applicant: Trash dumpster and screening fencing provided. (See site plan)

Staff: The applicant has proposed to provide dumpster screening within the northeast corner of the site over a utility easement. It will need to be relocated on the site in a more appropriate location. Section 18-225(b)(2) requires the dumpster to be screened by a six (6) foot fence. The applicant should contact their waste service company to coordinate with the company’s

requirements for the size of the screening area in order for the truck to access the trash receptacle. See Attachment's D & G.

4. Utilities, with reference to location, availability and compatibility.

Applicant: All utilities are in-place and have been in use for more than four years. No expansion of utilities will be required for building expansion.

Staff: All utilities currently exist to the site. Electrical will be expanded into the new space to provide power to lighting fixtures. It will be up to the applicant, Sangre De Cristo Electric, and Building Department to ensure proper supply is being provided and installed correctly.

5. Screening and buffering, with reference to type, dimensions and character.

Applicant: Trash dumpster screening provided. Landscape buffering area provided at property perimeter. (See site plan)

Staff: Trash dumpster and screening fence are indicated on the site plan and was covered with review comment 3 above. The current landscaping plan denoted in Attachment D changed from the 2015 plan previously submitted as shown in Attachment C. The current landscaping plan has deficiencies and staff is working with the applicant on bringing it up to meet minimum standards. Prior to an issuance of a building permit, all landscaping requirements listed in 16-255 shall be met.

6. Signs, if any, and proposed exterior lighting, with reference to glare, traffic safety and compatibility and harmony with properties in the neighborhood.

Applicant: Existing sign to remain, no new signage required. Exterior lighting limited to building mounted wall pack in five locations. Fixtures have limited horizontal component.

Staff: One new sign is proposed on the upper exterior wall as denoted in exhibit E and will require a sign permit submitted meeting the requirements of Municipal Code Section 16-242. The plans call for new exterior lighting shown in Attachment D and similar to what is shown in Attachment G. To align the community values of preserving the night sky and to prevent adverse impacts to neighbors, any new or replacement of existing exterior light fixtures shall be down cast and fully shielded.

7. Required yards and other open spaces.

Applicant: Ten foot wide side yard at north and east. Parking lots with internal landscaping islands on south and west. Three foot landscape strip at south, eighteen foot landscaping at west.

Staff: The applicant has submitted a landscaping plan that meets part of the landscaping requirements stated in 16-255. Attachment C denotes an eighteen foot landscaping strip but the revised plans submitted in Attachment D the landscaping removed. Municipal Code Section 16-255.d.3.a requires a buffer strip abutting Railroad Street. Prior to an issuance of a building permit, all landscaping requirements listed in 16-255 shall be complied with.

8. General compatibility with adjacent property and other property in the neighborhood.

Applicant: More than comparable as a people oriented use with no external activities. Existing facility has been in operation for more than four years with no problems. Facility approved before code defined as special use.

Staff: The project is generally compatible with the adjacent properties and the neighborhood. The use of an interior climbing wall should not deter from the neighborhood and will visually blend in with adjoining properties. See Attachment E.

VI. POLICY ALIGNMENT

1. Economic Vitality – The expansion to Peak fitness will allow expanded programming and should provide increase economic vitality to the business. Profits will benefit the community with additional tax dollars.
2. Infrastructure – This business will not require any expansion/overreach of any utility system and will utilize already existing infrastructure.
3. Environment – The proposed expansion will utilized the existing outdoor workout area and will not cause any known environmental concerns.
4. Water – The property is already connected to Town Water and should not require expansion to the service line. Water contamination is not a concern at this time.

VII. REVIEW COMMENTS

1. Buena Vista Sanitation District – “I did a quick review and I see that no additional plumbing fixtures are being added, so the Buena Vista Sanitation District has no objection to this expansion.” - Patti
2. Buena Vista Fire Department – “No issues from fire” – Chief Villers
3. Review sent but comments not received from – Atmos, BV Public Works, BV Police, Century Link, Charter and Sangre De Cristo Electric.

VIII. PLANNING AND ZONING COMMISSION ACTION

Based upon the information and materials provided by the applicant and in the staff report, staff supports the Special Use Permit request. Therefore, staff recommends that the Planning and Zoning Commission and Board of Trustees find that:

1. Marcus Trusty is requesting approval of a Special Use Permit to allow Peak Fitness to expand recreational services to the general public on the property located at 620 Antero Circle; and
2. Notice of the public hearing was posted as required by the Municipal Code; and
3. The request was reviewed by the appropriate referral agencies; and
4. The application is consistent with the applicable standards for Special Use Permits as set forth in Section 16-61 of the Buena Vista Municipal Code; and

THEREFORE

The Planning and Zoning Commission accepts the conclusion and recommendation as presented in the staff report and recommends **APPROVAL WITH CONDITIONS** for the Special Use Permit at 620 Antero Circle to allow Peak Fitness to operate an establishment providing recreational services to the general public.

- 1) Prior to an issuance of a building permit, all landscaping requirements listed in Municipal Code Section 16-255 shall be met with a desired landscaping plan; and
- 2) The applicant shall provide a screened trash enclosure at least six (6) feet tall for this required enclosure; and
- 3) A sign permit shall be submitted, approved by town, and issued before any new signage is installed; and
- 4) Any new or replaced exterior light fixtures shall be down cast and fully shielded; and
- 5) Approval shall run with the land.

CC: Marcus Trusty, applicant

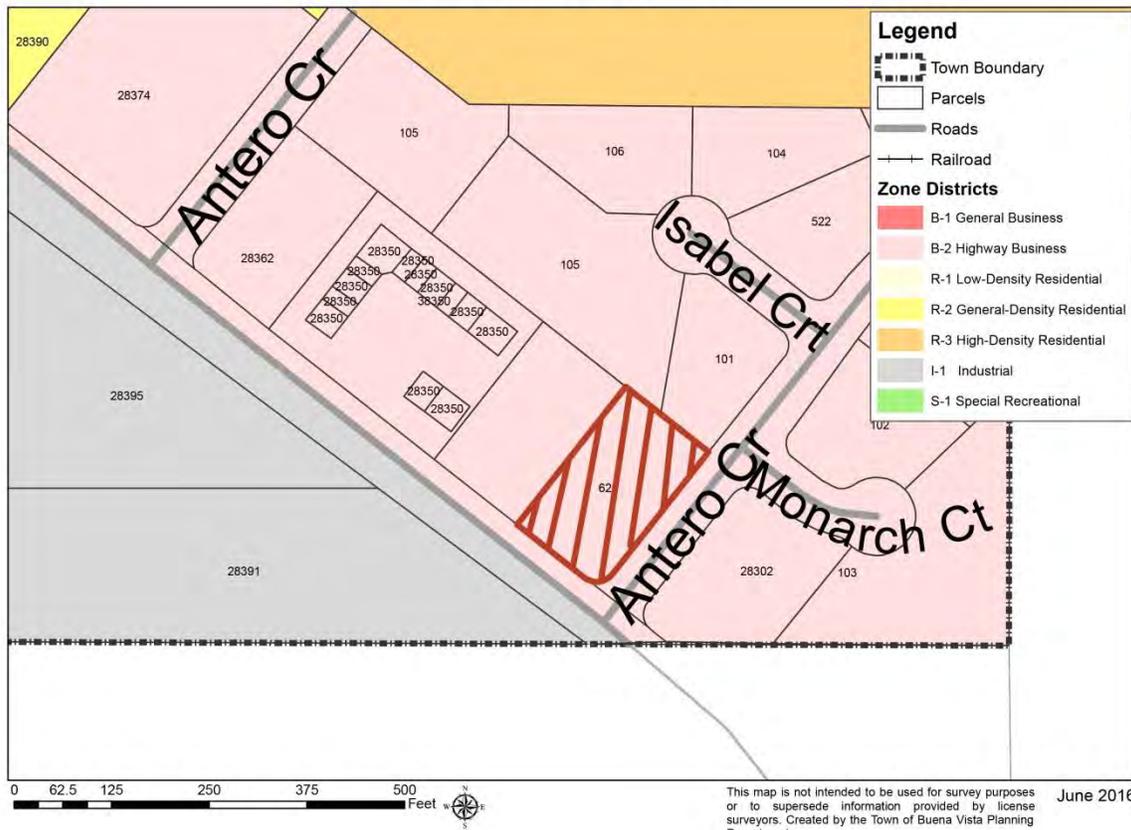
Attachment A – Vicinity Map

620 Antero Circle

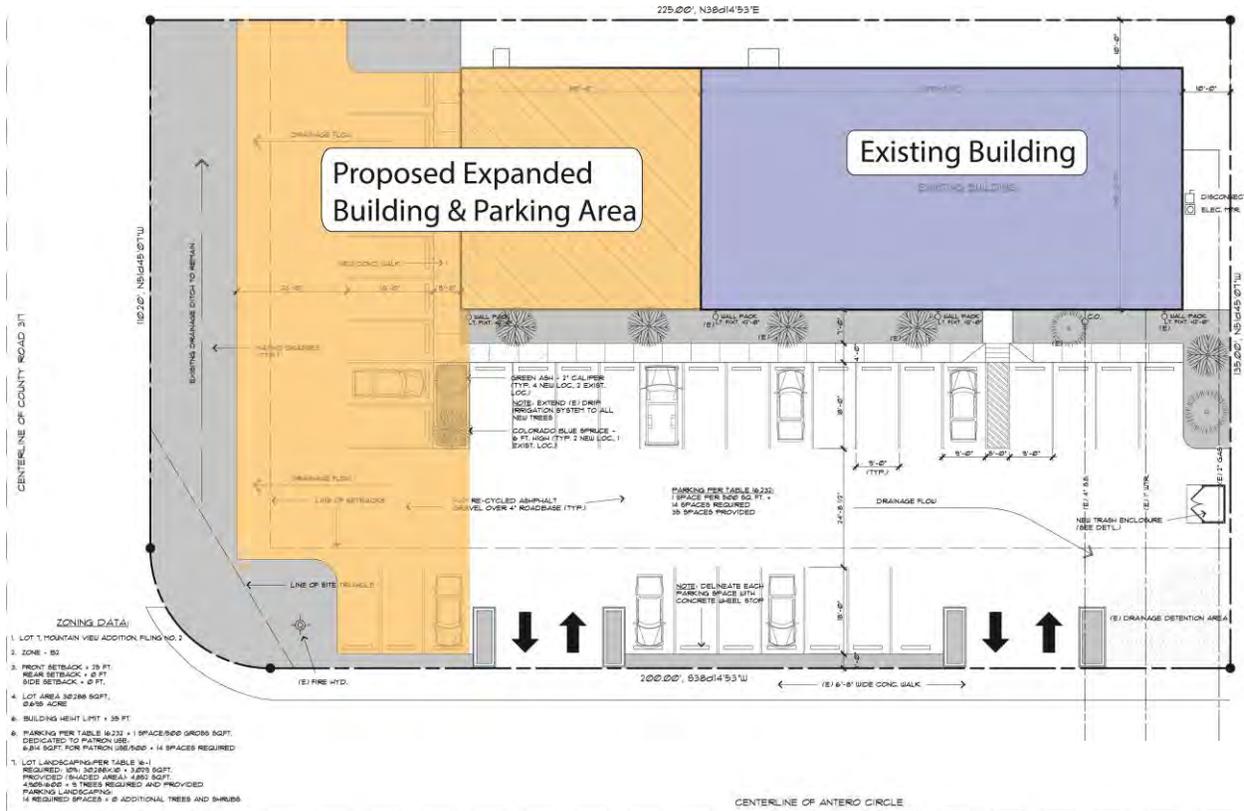


Attachment B – Zoning Map

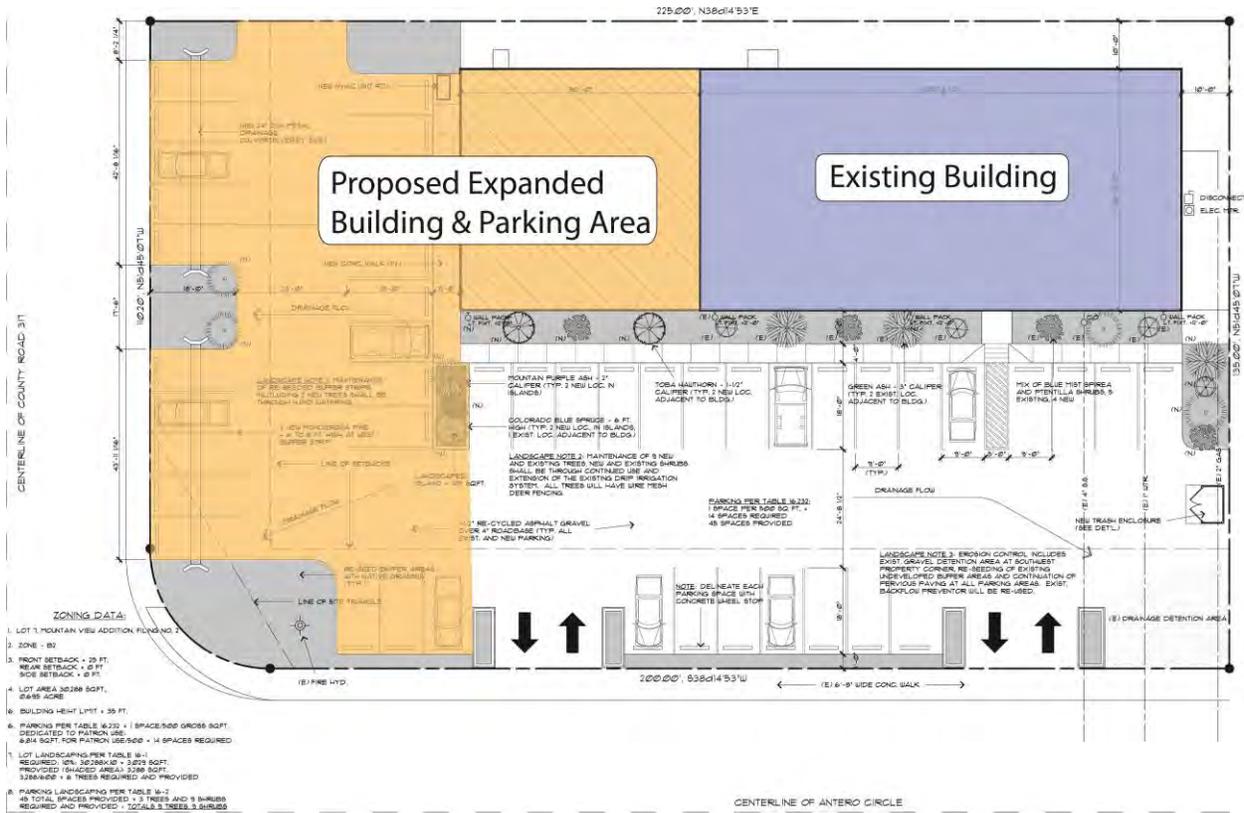
620 Antero Circle



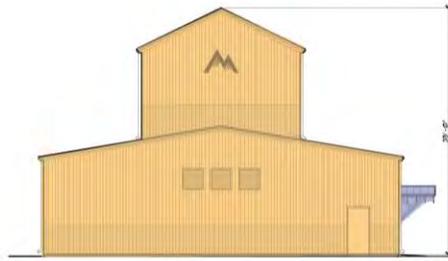
Attachment C – 2015 Approved SUP Site Plan



Attachment D – 2016 Proposed Site Plan



Attachment E – Proposed Building Elevations



Attachment F – Site Photos



Attachment G – Current Landscaping Photos



TOWN OF BUENA VISTA

**RESOLUTION NO. 70
SERIES 2016**

A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, APPROVING A SPECIAL USE PERMIT FOR 620 ANTERO CIRCLE, BUENA VISTA, COLORADO.

WHEREAS, Peak Fitness, LLC (the "Applicant") owns 620 Antero Circle, Buena Vista, Colorado ("Property") in the B-2 Zone District;

WHEREAS, pursuant to Section 16-159(1) of the Buena Vista Municipal Code ("Code"), establishments providing recreational services to the general public require a special use approval;

WHEREAS, the Applicant previously obtained special use approval on February 10, 2015, for an establishment providing recreational services to the general public; however, the Applicant did substantially act upon the approval within one (1) year as required by Section 16-61(g) of the Code;

WHEREAS, as a result, the previous Special Use Permit expired pursuant to Section 16-16(g) of the Code on February 10, 2016;

WHEREAS, the Applicant has submitted an application for a new Special Use Permit to use the building located at 620 Antero Circle as an establishment providing recreational services to the general public pursuant to Section 16-159(1) of the Code;

WHEREAS, on July 1, 2016, the Planning and Zoning Commission recommended approval with conditions of the special use requested by the Applicant;

WHEREAS, notice of the public hearing before the Board of Trustees was properly posted and published pursuant to Section 16-61 of the Code;

WHEREAS, the Board of Trustees opened the public hearing on June 26, 2016, and took public comment; and

WHEREAS, after reviewing all material provided to it and hearing staff and public testimony, the Board of Trustees desires to approve the special use permit, subject to the conditions set forth herein.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO, as follows:

Section 1. The Board of Trustees, having reviewed the application, all information provided, testimony heard, and the criteria for approval of a Special Use Permit as set forth in Section 16-61 of the Code, finds that:

1. The proposed establishment providing recreational services to the general public is a use requiring special use permit in the B-2 Zone District. An interior climbing wall constitutes an establishment providing recreational services to the general public.

2. There is appropriate ingress and egress to the Property and the existing structure from Antero Circle.

3. The proposed off-street parking will be adequate. Current parking on the site consists of approximately 23 planned parking spaces with an additional parking area without delineated spaces nearest to Railroad Ave. The Code requires a minimum of 14 parking spaces with the expansion, and the applicant is currently proposing 45 spaces. This will be a difference of 31 spaces over the minimum code requirement.

4. Any noise, odor or glare produced by the use will be minimal and not affect adjoining properties and the neighborhood in general.

5. The trash dumpster will need to be relocated on the site in a more appropriate location. The proposed location is not acceptable. Screening is addressed in the conditions of approval.

6. The existing building is currently served by sewer, water, electric and gas. Utilities will be expanded into the new portion of the building.

7. The current landscape plan has deficiencies and is not compliant with the Code.

8. One new sign is proposed on the upper exterior wall and will require a sign permit prior to installation.

9. The project is generally compatible with the adjacent properties and the neighborhood. An interior climbing wall should not deter from the neighborhood and will visually blend in with the adjoining properties.

Section 2. The Board of Trustees hereby approves the Special Use Permit, subject to the following conditions:

1. Prior to an issuance of a building permit, all landscaping requirements listed in Section 16-255 of the Code shall be met with a desired landscaping plan.

2. The Applicant shall provide a screened trash enclosure that is at least six (6) feet tall. The Applicant shall also relocate the dumpster to another area of the property and obtain approval from Principal Planner of the location.

3. A sign permit shall be submitted, approved by the Town, and issued before any new signage is installed.

4. Any new or replaced exterior light fixtures shall be down cast and fully shielded.

Section 3. The Special Use Permit shall be a covenant that runs with the land, provided that pursuant to Section 16-61(g), the special use permit shall expire and be deemed void if the permit has not been substantially acted on or there is no objectively measurable development activity within one (1) year from the date set forth below.

ADOPTED this 26th day of July, 2016.

Joel Benson, Mayor

ATTEST:

Janell Sciacca, Town Clerk



Town of Buena Vista
P.O. Box 2002
Buena Vista CO 81211
Phone: (719)395-8643
Fax: (719)395-8644

DATE: July 26, 2016
TO: Mayor and Board of Trustees
FROM: Brandy Reitter, Town Administrator
SUBJECT: Buena Vista Emergency Operations Plan (EOP)

Request

A request to consider adopting Chaffee County's Local Emergency Operations Plan.

Overview

The Town of Buena Vista adopted the Buena Vista Emergency Operations Plan on March 8, 2016. This was a separate but similar EOP that all jurisdictions had in the county. Phillip Graham the County Emergency Manager asked staff if town would be comfortable adopting one county-wide document and move away from having a separate document. Since the county provides emergency operations services to all the municipalities, Phillip felt that it made sense for everyone to work from the same document.

Analysis

The EOP addresses the following:

- Basic plans that identify the legal authorities that would respond during an event.
- Emergency management policies and procedures.
- Various hazards, vulnerabilities, and associated risks.
- Consequences of disasters and potential impacts.
- Disaster response and recovery activities.
- Emergency management structure.
- Emergency support functions, roles and responsibilities.
- Plan maintenance, training and exercises.

The Town of Poncha Springs adopted the county EOP and Phillip is approaching the City of Salida once they complete their leadership transition.

BOT Action

Motion to Approve or Deny the adoption of Resolution #71 entitled "A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, ADOPTING CHAFFEE COUNTY'S LOCAL EMERGENCY OPERATIONS PLAN."?

TOWN OF BUENA VISTA, COLORADO

**RESOLUTION #71
(SERIES 2016)**

A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO ADOPTING CHAFFEE COUNTY'S LOCAL EMERGENCY OPERATIONS PLAN.

WHEREAS, the Board of Trustees for the Town of Buena Vista sees it in the best interest of the health, safety and welfare of the Town and its citizens to adopt Chaffee County 's Local Emergency Operations Plan; and

WHEREAS, Buena Vista Fire Department serves as the Town of Buena Vista emergency response authority; the Town of Buena Vista will adhere to the Local Emergency Operations Plan, most currently adopted and amended by Chaffee County; and

WHEREAS, Chaffee County, will from time to time adopt the most up to date version of the Local Emergency Operation Plan; and

WHEREAS, a copy of the most current edition of the Local Emergency Operation Plan adopted and amended by Chaffee County is on file with the Chaffee County Office of Emergency Management and available for inspection by the public; and

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO:

Section 1. The Town of Buena Vista hereby adopts the Chaffee County Local Emergency Operations Plan, as adopted and amended, by Chaffee County Board of County Commissioners, until such time as the Town would determine a need to change such policy.

RESOLVED, APPROVED AND ADOPTED this 26th day of July, 2016.

TOWN OF BUENA VISTA, COLORADO

ATTEST:

By _____
Phillip Puckett, Mayor Pro Tem

Janell Sciacca, Town Clerk

427548

427548 6/23/2016 8:05 AM RESL Lori A Mitchell
1 of 2 R\$0 D\$0 N\$0 S\$0 M\$0 E\$0 Chaffee County Clerk

**CHAFFEE COUNTY COLORADO
RESOLUTION 2016-32**

**ADOPTING A REVISED CHAFFEE COUNTY
LOCAL EMERGENCY OPERATIONS PLAN**

FINDINGS AND CONCLUSIONS:

- A. It is the intent of the Board of County Commissioners of Chaffee County ("BoCC") to mutually provide for the effective direction, control, and coordination of government services during an emergency or disaster.
- B. C.R.S. § 24-33.5-707 describes the duties and authority of local and interjurisdictional disaster agencies, as well as the minimum standards for such agencies.
- C. C.R.S. § 24-33.5-707(1) requires each political subdivision to be served by a local or interjurisdictional agency responsible for disaster preparedness and coordination of response.
- D. The BoCC has established and maintained a disaster agency responsible for emergency management and coordination for Chaffee County as required by C.R.S. § 24-33.5-707(2), by creating the Office of Emergency Management under the BoCC. Various agencies and municipalities within Chaffee County have established similar programs of comprehensive emergency management which include the mitigation, preparedness, response and recovery phases of emergency management.
- E. Vulnerability to many potential hazards is shared by all residents of the County, regardless of whether they live within or without of the unincorporated portions of County.
- F. On February 4, 2014, the BoCC adopted a local emergency operations plan at a duly noticed meeting. Adoption of proposed revisions to the plan is in the best interests of the people of Chaffee County.

RESOLUTION:

The Board resolves as follows:

- 1. LEOP Approved. The proposed Local Emergency Operations Plan, dated June 14, 2016, is hereby adopted. During a significant emergency or declared disaster, the Chaffee County Emergency Manager shall work together with the County and municipal agencies and departments, and with other organized groups, pursuant to the protocol in the Chaffee County Local Emergency Operations Plan, to effectively manage the response to the emergency or disaster.
- 2. Repealer. All resolutions, or parts thereof, in conflict with this Resolution are hereby repealed, provided that this repealer shall not repeal the repealer clauses of such resolutions nor revive any resolution thereby.
- 3. Effective Date. This Resolution shall be in full force and effect immediately upon adoption by the Board.

427548

427548 6/23/2016 8:05 AM RESL Lori A Mitchell
2 of 2 R\$0 D\$0 N\$0 S\$0 M\$0 E\$0 Chaffee County Clerk

ADOPTED AND APPROVED by the Chaffee County Board of County Commissioners on
June 14, 2016.

BOARD OF COUNTY COMMISSIONERS

[Acting] Chairman

The vote on the above Resolution was as follows:

Commissioner Frank F. Holman Yes

Commissioner Dennis Giese Yes

Commissioner Dave Potts Yes

STATE OF COLORADO, CHAFFEE COUNTY
ATTEST:

The above is a true and correct record of Resolution 2016-32 duly adopted by the Chaffee
County Board of County Commissioners by a 3-0 vote at a regular meeting, properly noticed and held on
June 14, 2016.

Lori A. Mitchell
Chaffee County Clerk

**CHAFFEE COUNTY
LOCAL EMERGENCY OPERATIONS PLAN**

Introductory Section

Promulgation Statement

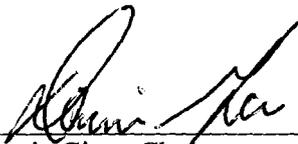
Officials of Chaffee County have developed an Emergency Operations Plan (EOP) that will enhance their emergency response capability. This document, the Chaffee County Local Emergency Operations Plan (LEOP), is the result of that effort.

The design of the plan is to promote the coordination of local emergency services and the use of available resources to minimize the effects of a major disaster, natural or otherwise, on life and property of the citizens of Chaffee County. It also incorporates the principles and processes of the National Incident Management System (NIMS) and the Incident Command System (ICS).

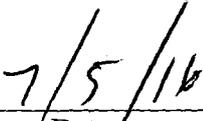
Each participating organization with a role in an emergency shall either formally adopt the Chaffee County LEOP or develop its own emergency operation plan in support of the Chaffee County LEOP. These annexes and plans will indicate how the agency, department or enterprise will implement its specific support to the Chaffee County LEOP. Participating agencies shall submit copies of these plans to the Chaffee County Office of Emergency Management (OEM) and will be appendices to this Plan.

Each department and participating organization will train staff members on their responsibility under the LEOP and ensure they understand how they fit into the overall management of an emergency. The Chaffee County OEM will regularly test and review the Plan.

The plan, when used properly and updated annually, will assist local government officials in preparing for, responding to and recovering from the consequences of natural and man-made disasters. This plan and its' provisions will become official when it has been signed and dated below by the concurring government officials.



Dennis Giese-Chairman
Chaffee County Board of County Commissioners



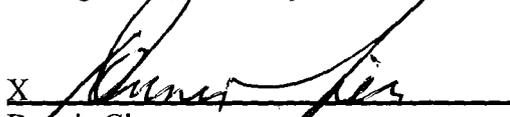
Date

Approval and Implementation

The Local Emergency Operations Plan (LEOP) describes the mechanism and structure by which Chaffee County mobilizes resources and conducts activities to address the consequences of any major disaster or emergency to save lives; protect public health, safety, and property; alleviate damage and hardship; and reduce future vulnerability. This plan supersedes all previous plans.

Plan implementation and the subsequent supporting actions taken by the County government and plan participants are specific to the emergency or disaster situation. The timely acquisition, assessment and reporting of reliable information gathered from the incident influence implementation. This plan is in effect for mitigation, prevention, preparedness, response, and recovery activities when emergencies or disasters occur or are imminent.

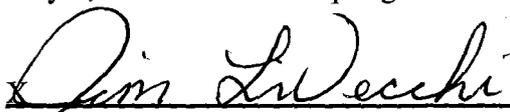
By signing this document, governments, districts, and non-governmental organizations commit to; support the concept of operations and carry out the assigned functional responsibilities to ensure the orderly and timely delivery of emergency assistance; cooperate with the Emergency Manager appointed by the Board of County Commissioners to provide effective oversight of disaster operations; make maximum use of existing authorities, organizations, resources, systems, and programs to reduce emergency response costs; form partnerships with counterpart State agencies, voluntary disaster relief organization and the private sector.

X 
Dennis Giese
Chair, Chaffee County Board
of County Commissioners

X _____
John Speeze
Chaffee County Sheriff

X 
Ben Scanga
Mayor, Town of Poncha Springs

X _____
Joel Benson
Mayor, Town of Buena Vista

X 
Jim LiVecchi
Mayor, City of Salida

X _____
Wes Wagner
President, South Arkansas Fire Protection District

X _____
Rob Thorp
Chair, Chaffee County Fire Protection
District

Record of Changes

The master copy of the Chaffee County Local Emergency Operations Plan (LEOP) will annotate all changes. Should changes be significant, updates shall be available to the responsible agencies. If not, the planning team will review all changes and incorporate them into the plan during the next scheduled update.

Date Posted	Summary of Changes	Page/Paragraph /Line	Recommending Agency & Authorizing

Administrative Handling Instructions

All agencies receiving the plan are responsible to safeguard, handle, transmit, and store in accordance with appropriate security directives from the Chaffee County Office of Emergency Management. Portions of the complete plan are suitable for public distribution according to the Colorado Open Records Act. There are portions, including the annexes, appendices, attachments and implementing procedures associated with this plan, that contain sensitive information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Freedom of Information Act (FOIA) exemptions.

Record of Distribution

Department/Agency	Contact Person	Number of Copies
American Red Cross	Doug Constance	1
Ark-Valley Humane Society	Jonathan McDonell	1
Central Colorado Regional Airport	Jill VanDeel	1
Chaffee County Administration	Robert Christianse	2
Chaffee County Assessor's Office	Brenda Mosby	1
Chaffee County Attorney	Jenny Davis	1
Chaffee County Building Department	Dan Swallow	1
Chaffee County Commissioners	Dennis Giese	3
Chaffee County Coroner	Randy Amettis	1
Chaffee County Development Services	Dan Swallow	1
Chaffee County Emergency Management	Phil Graham	1
Chaffee County Emergency Medical Services	Josh Hadley	3
Chaffee County Environmental Health	Victor Crocco	1
Chaffee County Fairgrounds	Steve Wyatt	1
Chaffee County Finance & Human Resources	Dan Short	1
Chaffee County Fire Protection District	Rob Thorp	5
Chaffee County Health and Human Services	David Henson	2
Chaffee County Incident Information Team	Andrea Carlstrom	1
Chaffee County Landfill	Shannon Wilcox	1
Chaffee County Public Health	Andrea Carlstrom	1
Chaffee County Road & Bridge	Mark Stacy	2
Chaffee County Sheriff's Office	John Speeze	4
Chaffee County Treasurer	Dee Dee Cooper	1
City of Salida Administration	Dara McDonald	2
City of Salida Fire Department/South Arkansas Fire Protection District	Doug Bess	2
City of Salida Police Department	Terry Clark	1
Colorado Department of Corrections Buena Vista Correctional Complex	Gerald Knapic	1
Colorado Division of Homeland Security and Emergency Management	Paul Eller	1
Colorado State University Extension	Kurt Jones	1
Harriet Alexander Airport	Zech Papp	1
Heart of the Rockies Regional Medical Center	Jodi Townsend	2
Salvation Army	Theresa Saucke	1
Town of Buena Vista Administration	Brandy Reitter	2
Town of Buena Vista Fire Department	Dixon Villers	1
Town of Buena Vista Police Department	Jimmy Tidwell	1
Town of Poncha Springs	Brian Berger	1

Contents

Introductory Section.....	i
Promulgation Statement.....	i
Record of Changes.....	ii
Administrative Handling Instructions.....	ii
Approval and Implementation.....	iii
Record of Distribution.....	iv
Purpose Statement.....	1
Goals and Objectives.....	1
Scope.....	1
Situation and Assumptions.....	2
Situation Overview.....	2
Planning Assumptions.....	6
Concept of Operations.....	7
General.....	7
Organization and Assignment of Responsibilities.....	8
Direction, Control, and Coordination.....	15
Information Collection, Analysis, and Dissemination.....	18
Communications.....	19
Administration, Finance, and Logistics.....	19
Plan Development and Maintenance.....	20
Plan Implementation.....	20
Authorities and References.....	20
Succession of Authority.....	20
Continuity of Government.....	21
Federal.....	21
State.....	21
Local.....	21
ESF's.....	23
Appendices.....	92
Delegation of Authority.....	141
Disaster Declaration.....	142
Glossary of Terms.....	144

Purpose Statement

The purpose of the Chaffee County Local Emergency Operations Plan (LEOP) is:

- Outline the local approach to emergency operations applicable to Colorado, Chaffee County and the municipalities and townships within its boundaries
- Provide guidance for emergency management activities and an overview of the methods of prevention, mitigation, preparedness, response, and recovery with the priorities for incident management being: life safety, incident stabilization and property protection.
- Describe functions of the Chaffee County Office of Emergency Management (OEM) and assign responsibilities for various tasks.
- Present a framework for more specific Emergency Support Function (ESF) annexes that describe in more detail the lead agency, supporting agencies and explain the roles and responsibilities of each.
- Provide supporting and incident annexes, which detail specific response expectations and activities for local response personnel.

This plan applies to all county officials, departments, and agencies as well as any municipality that adopts this LEOP. The primary audience for the document includes all chief elected officials, other elected officials, the OEM, county department and agency heads and their senior staff members, leaders of local agencies that support emergency operations and others who may participate in Chaffee County prevention, mitigation, preparedness, response, and recovery efforts.

Goals and Objectives

The goals and objectives of the Chaffee County emergency management program are to protect public health and safety and preserve public and private property. The LEOP is the general plan for managing incidents and describes the framework and processes used during emergencies in Chaffee County. Plans used by other agencies also provide details on authorities, response protocols, and technical guidance for incident response and management.

Scope

The Scope of this plan identifies when and under what conditions the application or activation of this plan is necessary.

The plan establishes fundamental policies, strategies, and assumptions for a countywide Emergency Operations Plan Program guided by the principles of the National Incident Management System.

- The LEOP addresses the various types of emergencies that are likely to occur and the populations that are expected to be affected.
- The LEOP establishes a Concept of Operations spanning the direction and control of an emergency from initial monitoring through post disaster response, recovery, and mitigation.
- The LEOP defines inter-agency and inter-government coordination mechanisms to facilitate delivery of immediate response and recovery assistance.
- The LEOP assigns specific functions to appropriate county agencies and organizations as well as outlines methods to coordinate with municipalities, the private sector, volunteer organizations, citizens and state and federal counterparts.
- The LEOP identifies actions that county response and recovery organizations will take in coordination with municipal, state, and federal counterparts as appropriate, regardless of the magnitude of the disaster.

Situation and Assumptions

Chaffee County and the municipalities and towns within its boundaries are at risk to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public and private property.

This section provides a summary of Chaffee County's demographics and the most likely hazards to which the County is vulnerable.

Situation Overview

Geography

Chaffee County is the crossroads for three highways within the state and is geographically isolated by mountain passes and winding canyons. The land area of Chaffee County is 1,014 square miles and consists of varied terrain and population densities. The area is home to numerous mountain peaks over 14,000 feet and one of the most commercially rafted rivers in the world. Additionally, Chaffee County has three municipalities, Buena Vista, Poncha Springs, and Salida, and several smaller communities including Alpine, Garfield, Granite, and Nathrop. Of the land in Chaffee County, the federal government owns 80.56%, which includes property such as the US Forest Service (USFS), Bureau of Land Management (BLM) and Wilderness lands while 16.24% comprises private ownership (Chaffee County Assessor's Office, 2011).

Demographics

The County's 2015 census data identified a population of 18,658 making it the 26th largest county population in the state and the 43rd largest in land area. The City of Salida is the county seat and the largest city with a population of 5,406, according to the 2014 US Census. The Town of Buena Vista is the second largest municipality with a population of 2,617. The Town of Poncha Springs has a population of 737.

Chaffee County is home to many recreational activities such as hiking, mountain hiking, hunting, off-road vehicles, snowmobiling, skiing, rafting, and kayaking, among many others. This can lead to a large number of out-of-state or out-of-area visitors who are unfamiliar with local conditions and emergency response capabilities.

Additionally, Chaffee County has one Level IV Trauma Center and a variety of assisted living or skilled-nursing facilities, identified as critical facilities, with vulnerable populations.

Climate

The climate in Chaffee County is normally mild in both summer and winter. The average high temperature is 83.3°F and the average low temperature is 11.9°F. Typical precipitation per year is 8.55 inches.

Spring and summer rainstorms do occur frequently that cause flooding, landslides, and mudslides. Winter storms that occur bring high winds and heavy snow, which cause property damage, avalanche potential, and storm related emergencies.

The semiarid climate combined with large areas of wildland/urban interface reminds our citizens of the high potential for wildfires, regardless of the season. The climate also places Chaffee County at risk for drought.

Hazard and Threat Analysis Summary

Identified hazards in Chaffee County, addressed in this plan, are included in the Chaffee County Continuity of Operations Plan. The hazard specific appendices in this plan include only the hazards rated at High in Significance in Chaffee County, which does not preclude other types of hazards or incidents, and include drought, landslide, pandemic, severe winter storm, wildfire, and windstorm. The severity and impact of these hazards are dependent upon the population density around the incident and the location of the incident. Protection of Critical Infrastructure and Key Resources (CI/KR) is a priority of all response agencies. The rapid needs assessment annex describes this priority in detail. The Chaffee County LEOP hazard analysis used the FEMA Publication 386-2 assessment tool.

Hazard	History	Vulnerability	Probability	Severity	Significance
Avalanche	4+ events in past 100 years	Limited	Highly Likely	Limited	Medium
Dam Failure	0-1 events in past 100 years	Extensive	Unlikely	Catastrophic	Low
Drought	4+ events in past 100 years	Significant	Highly Likely	Critical	High
Earthquake	0-1 events in past 100 years	Significant	Unlikely	Critical	Low
Flood	4+ events in past 100 years	Significant	Highly Likely	Critical	Medium

Hazard	History	Vulnerability	Probability	Severity	Significance
Hazardous Material Incident	4+ events in past 100 years	Limited	Highly Likely	Critical	Medium
Hostage/Shooting/Terrorism	4+ events in past 100 years	Limited	Highly Likely	Limited	Low
Landslide	4+ events in past 100 years	Significant	Highly Likely	Critical	Low
Pandemic (Biological)	2-3 events in past 100 years	Extensive	Highly Likely	Catastrophic	High
Winter Storm/Severe Weather	4+ events in past 100 years	Extensive	Highly Likely	Catastrophic	High
Wildfire	4+ events in past 100 years	Extensive	Highly Likely	Catastrophic	High

Hazard Description

Avalanche-The winter snow pack presents the danger of avalanche, particularly in the backcountry mountainous areas. They present a significant threat around ski resort areas. The increasingly heavy usage of the backcountry during the winter months has heightened this winter danger.

Dam failure-Dam failure is a technological threat facing many communities. In the last 100 years, at least 130 of the more than 2,000 dams in the State have failed. The failure of any of these dams has the potential of causing extensive property damage and possibly the loss of life.

Drought-Even in high moisture years, rainfall does not provide a consistent, dependable water supply throughout the year. Severe drought results in devastating economic consequences for agriculture, forestry, wildlife management, the environment, and tourism. Drought recorded history includes severe drought in 1894, 1930-1937, and 1976-1977. During drought years, Chaffee County experienced loss of crops and livestock and reduced revenues from lowered tourist visits.

Earthquake-the United States Geologic Survey National Earthquake Hazard Maps classify Colorado as moderate earthquake risk. However, several significant earthquakes have occurred within Chaffee County, including one recorded in 1901 that cracked windows and agitated the waters of Cottonwood Lake. Another in 1985 was recorded at a 3.3 magnitude and was felt in Salida and Nathrop. In addition, potentially active faults have been identified, with potential, maximum credible earthquakes as high as M 6.5, (HAZUS-MR).

Flooding.-Flooding (flash and riverine) is a significant potential hazard to property in Chaffee County. Riverine, gully, and small stream flooding, caused by rapid snowmelt, can occur in May and June. Flash flooding, usually caused by heavy, stationary thunderstorms, most often occurs in the spring and early summer months and are possible in the fall months. Areas in and below land burned by wildfire would have an increased risk of flooding.

Hazardous materials-Hazardous materials used in agriculture, industry, and in the home pose a daily hazard to people and the environment. Citizens in Chaffee County are vulnerable to the adverse effects of accidental leakage of hazardous materials or a deliberate act using these materials. The steady growth in the use of chemicals has resulted in an increased need to transport these materials. Hazardous materials are transported over many roadways throughout Chaffee County.

Hostage/Shooting/Terrorism- Chaffee County is at risk for hostage and/or shooting incidents. These incidents could take the form of threats and hoaxes, domestic violence or from people not affiliated with Chaffee County. Public safety officials take all threats of violence seriously.

Landslide-Landslides may occur by themselves or in conjunction with another natural event such as wildfire, severe winter snowmelt, or heavy rains. In recent years, multiple landslides have occurred along the western side of Chaffee County, including one which significantly impacted the town of Alpine in 2007.

Pandemic (Biological)- An epidemic/pandemic may come in waves and could last for months. At least 30% of the resident population may succumb to the epidemic/pandemic, which includes those responsible for response. Staffing shortages will be a problem

Severe winter storm/severe weather-Winter storms in Chaffee County are occasionally severe enough to overwhelm snow removal efforts, transportation, utilities, livestock management, and business and commercial activities. All of Chaffee County is vulnerable to storms of disaster proportions. Municipal areas, with Chaffee County's larger populations, may be more vulnerable because of more complex, and interdependent services and utilities. Additionally, strong winds in Chaffee County may cause infrastructure problems and may possibly interrupt utilities.

Wildfires-Wildfire, both natural and human-caused, is a risk to which the entire county and State is susceptible. Prevention of this hazard is key. This proactive approach has been successful and includes; subdivision pre-attack wildfire plans, public awareness campaigns including FireWise materials, hazard fuel reduction, slash collection and grinding. This does not preclude a wildfire from occurring in Chaffee County.

Capabilities and Limits

The local government level typically manages incidents. Local jurisdictions should not plan on the arrival of State resources until approximately 24-72 hours after the incident. Federal resources may not arrive until 72-96 hours after the incident.

While citizens expect government to aid and assist them during disasters, personal preparedness and self-help are paramount. Chaffee County OEM provides materials and classes to assist citizens with personal preparedness activities.

Chaffee County has a good working relationship with the neighboring jurisdictions, regional resources, and State of Colorado agencies located in and around Chaffee County. These relationships enhance the capabilities of the small jurisdiction and limited response capabilities.

Participating agencies and governments, non-governmental organizations, and private businesses, will respond to an incident to the extent of available resources. Once these resources are exhausted, agencies will request mutual aid. If these efforts are determined to be insufficient, Chaffee County OEM will request additional resources from the appropriate State of Colorado agency. If the state resources are insufficient the State of Colorado will request assistance from the Federal government.

The premise of the Federal Emergency Management Agency (FEMA), the State of Colorado Division of Homeland Security and Emergency Management (DHSEM) and the Chaffee County Office of Emergency Management (CCOEM) is that all levels of government share responsibility for working together in preventing, mitigating, preparing for, responding to and recovering from the effects of an emergency or disaster event.

Planning Assumptions

Execution of the LEOP will assist local, regional, state, and federal responders and recovery agencies in the preservation of life and reduction of damage. With this, it is essential that elected officials and administrators, as well as local response agencies are familiar with the LEOP and those individuals and organizations will appropriately execute their assigned responsibilities.

Chaffee County bases the LEOP on an all-hazard approach to emergency planning. It addresses general functions performed during any emergency and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques used to warn the public during any emergency, whatever the cause.

Chaffee County will continue to be exposed and subjected to the impact of the hazards described in this plan, as well as lesser hazards and others that may develop in the future.

It is possible for a major disaster to occur at any time and in any location. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergencies occur with little or no warning.

Outside assistance will be available in most emergencies affecting Chaffee County. It takes time to execute mutual aid assistance and is essential for the local governments to be prepared to carry out the initial emergency response on an independent basis.

Proper mitigation actions, such as wildfire mitigation, and routine infrastructure maintenance can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve local readiness to deal with emergencies.

During severe incidents it is impossible for governments to do everything that is required to protect the lives and property of the population. Local citizens have the responsibility to prepare themselves and their families to cope with emergencies and manage their affairs and property in ways that will aid the government in managing emergencies. Chaffee County will assist their

citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergencies.

In addition, Chaffee County will make every effort to include plans for all populations, including children, people with disabilities, and others with access and functional needs, taking into consideration the essential needs of household pets and service animals.

Concept of Operations

General

The Chaffee County LEOP is the primary and general plan for managing emergencies and disasters. It details the coordinating structures and processes used during incidents in Chaffee County. Other local agency plans may provide details on authorities, response protocols and technical guidance for responding to and managing specific situations (such as hazardous material spills, wildland fires, and health emergencies).

Activation of the LEOP will be by the senior elected official, his or her designee, or the Chaffee County OEM.

The Chaffee County LEOP is based on the premise that the capabilities and resources (including those of mutual aid) of the local jurisdiction may be exceeded by an emergency or disaster event, and will require the assistance of State or Federal governmental agencies. Such assistance, provided by State agencies, operates as part of an effort coordinated by the Division of Homeland Security and Emergency Management and on behalf of the Governor. The Governor may request assistance from the Federal government upon exceeding the capabilities and resources of both local and State governments. In order to request such assistance a Disaster Declaration, as described in C.R.S 24-32-1204, will be completed and authorized by the senior elected official of Chaffee County,

Standardization confirms continuity of operations from the local jurisdiction(s) through State and Federal level responses. ICS, NIMS and the hierarchy of governmental responsibility and authority concepts ensure standardized operational management concepts.

The activation of the Chaffee County Emergency Operations Center (EOC) establishes coordination between the Chaffee County OEM, local and mutual-aid agreement response agencies, governments, private businesses, and non-governmental organizations.

The Chaffee County EOC has two activation levels; activated or closed. When activated, the Chaffee County OEM determines the Emergency Support Function (ESF) personnel needed to staff the EOC and initiates the contact as appropriate.

The Chaffee County EOC may be activated in a virtual manner, via telephone and email, or in a limited capacity at the Incident Command Post, depending upon resource and communication needs identified.

Organization and Assignment of Responsibilities

This plan is based upon the concept that emergency operations conducted by multiple departments or agencies during large scale emergencies generally parallel normal day-to-day functions. During emergencies, to the extent possible, the county will need the same personnel and material resources used for day-to-day activities. Because personnel and equipment resources are limited, suspension of some routine functions that do not contribute directly to the emergency may occur for the duration of the emergency.

The chairperson of the Chaffee County Board of County Commissioners, or his or her designee, will redirect the personnel, equipment, and supplies that would normally be required for those functions to emergency tasks. Additionally, the senior elected official, or his or her designee, may suspend normal processes for equipment, supply, and personnel procurement during an emergency.

Chaffee County has organized the Emergency Operations Center by Emergency Support Functions (ESF). The identified lead and supporting agencies, county departments, and other local municipalities and agencies tasked in this plan will develop and keep current standard operating procedures that describe how to perform emergency tasks. Identified ESF lead and supporting agencies, county departments, and other local municipalities and agencies are responsible for ensuring the training and equipment necessary for an appropriate response are in place.

Chaffee County LEOP
Basic Plan

L= Lead Agency S=Supporting Agency	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works and Engineering	ESF #4 Firefighting	ESF #4a Wildland Firefighting	ESF #5 Emergency Management	ESF #6 Mass Care Emergency Assistance Housing, and Human Services	ESF #7 Resource Support	ESF #8 Public Health and Medical Services	ESF #9 Search and Rescue	ESF #10 Hazardous Materials	ESF #11 Agriculture and Natural Resources	ESF #12 Utilities	ESF #13 Public Safety	ESF #14 Long-Term Community Recovery	ESF #15 External Affairs
	American Red Cross				S	S		S								
Ark-Valley Humane Society							S					S				
Buena Vista School District R-31	S						S	S		S						
Central Colorado Regional Airport	S															
Chaffee County Assessor						S									S	
Chaffee County Attorney						S									S	
Chaffee County BOCC, Finance and Administration	S					S	S	S							L	L
Chaffee County Building Department							S								S	
Chaffee County Coroner									L							
Chaffee County Development Services			S												S	
Chaffee County EMS				S				S	L	S	S					
Chaffee County Environmental Health			S						S		S					
Chaffee County Fairgrounds							S									
Chaffee County Fire Protection District				L S	L S			S		S	S					
Chaffee County HHS-Public Health			S				S	S	L		S				S	
Chaffee County HHS-Social Services							L	S	S						S	
Chaffee County Public Information Team		S		S	S	S	S		S	S	S			S	S	L S
Chaffee County IT		S													S	S
Chaffee County Landfill			S					S							S	
Chaffee County OEM	S	S	S	S	S	L	S	L	S	S	S	S	S	S	S	S
Chaffee County Road and Bridge	L		L								S		S			
Chaffee County Sheriff's Office	S		S	S	S		S	S	S	S			S	L S		S
Chaffee County Search and Rescue North and South										L						
Chaffee County Sheriff's Office-Communications Center		L S														

Chaffee County LEOP
Basic Plan

L= Lead Agency S=Supporting Agency	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works and Engineering	ESF #4 Firefighting	ESF #4a Wildland Firefighting	ESF #5 Emergency Management	ESF #6 Mass Care Emergency Assistance Housing, and Human Services	ESF #7 Resource Support	ESF #8 Public Health and Medical Services	ESF #9 Search and Rescue	ESF #10 Hazardous Materials	ESF #11 Agriculture and Natural Resources	ESF #12 Utilities	ESF #13 Public Safety	ESF #14 Long-Term Community Recovery	ESF #15 External Affairs
Chaffee County Treasurer															S	
Chaffee County Amateur Radio Emergency Service		S						S								
City of Salida Administration		S					S	S					S		S	S
City of Salida Fire Department/SAFPD				L S	L S			S		S	S					
City of Salida Police Department								S		S	S		S	L S		
City of Salida Public Works	S		S					S			S		S			
Colorado Department of Corrections	S			S	S			S	S	S				S		S
Colorado Department of Human Services							S									
Colorado Department of Local Affairs							S								S	
Colorado Department of Public Health and Environment							S		S		S					
Colorado Department of Transportation	S		S								S					
Colorado Division of Fire Prevention and Control					S											
Colorado Division of Homeland Security and Emergency Management	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Colorado Parks and Wildlife														S	S	
Colorado Public Utilities Commission													L		S	
Colorado Search and Rescue Board										S						
Colorado State Forest Service					S											
Colorado State Patrol	S	S	S					S			S			S		
Colorado State University Extension Office							S					L				
Eleventh Judicial District Attorney's Office														S		
Harriet Alexander Airport	S															
Heart of the Rockies Regional Medical Center									S							S

Chaffee County LEOP
Basic Plan

	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works and Engineering	ESF #4 Firefighting	ESF #4a Wildland Firefighting	ESF #5 Emergency Management	ESF #6 Mass Care Emergency Assistance Housing, and Human Services	ESF #7 Resource Support	ESF #8 Public Health and Medical Services	ESF #9 Search and Rescue	ESF #10 Hazardous Materials	ESF #11 Agriculture and Natural Resources	ESF #12 Utilities	ESF #13 Public Safety	ESF #14 Long-Term Community Recovery	ESF #15 External Affairs
L= Lead Agency S=Supporting Agency																
Private Sector, local businesses								S				S			S	
Public Utility Companies and Districts		S	S								S		S		S	
Pueblo Interagency Dispatch		S														
Salida School District R- 32	S						S	S		S						
Salvation Army							S									
South Central All-Hazards Region						S		S			S					
Town of Buena Vista Administration		S					S	S					S		S	S
Town of Buena Vista Fire Department				L S	S			S		S	S					
Town of Buena Vista Police Department								S		S	S		S	L S		
Town of Buena Vista Public Works	S		S					S			S		S			
Town of Poncha Springs Administration		S					S	S					S		S	S
Town of Poncha Springs Public Works	S		S					S			S		S			
US Forest Service					L S											
Upper Arkansas Area Council of Governments							S								S	
Solvista Mental Health							S	S								

Incident Command (IC)/Emergency Operations Center (EOC) Interface

For major emergencies, disasters, and large planned events Chaffee County OEM will activate the Chaffee County Emergency Operations Center (EOC), located at 16550 US Highway 285 North. Upon activation of the Chaffee County EOC, it is essential to establish a division of responsibilities between the incident command post and the EOC. An outline of general division of responsibilities is included below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

Incident Command

The incident commander is generally responsible for field operations, including:

- Isolating the scene
- Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed to the incident using ICS and NIMS standards
- Warning the population in the area of the incident and providing emergency instructions to them
- Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene
- Implementing traffic control arrangements in and around the incident scene
- Requesting additional resources from the Chaffee County EOC

Emergency Operations Center

The Chaffee County EOC is generally responsible for coordination, including:

- Providing resource support for the incident command operations
- Ensuring response systems are interconnected and complementary, supporting interoperability between various agencies and stakeholders
- Collecting, analyzing, and interpreting information from various resources
- Identifying and acquiring needed resources and allocating existing or known resources
- Establishing interoperable communications among all agencies and others as needed for the response
- Coordinating the information flow and resources for complex incidents or incidents that occur simultaneously
- Issuing community-wide warning, issuing instructions, and providing information to the public
- Organizing and implementing large-scale evacuations, including sheltering arrangements for evacuees. This includes the evacuation and sheltering of children, people with disabilities or other access and functional needs. It also includes the essential needs of household pets, as defined by FEMA (domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle).
- Coordinating traffic control for large-scale evacuations
- Requesting assistance from the State and other external sources

Some incidents may initiate in a jurisdiction or area that has an emergency operations center, or department operations center. In this event, the responsibilities of the initial emergency operations center will take precedence up to the point of activation of the Chaffee County EOC.

Once activated, the Chaffee County EOC will conduct all resource ordering and incident support operations. Additionally, the Chaffee County EOC will accept the responsibilities identified in the previous section.

Following activation of the Chaffee County EOC, all other activated EOC's will stand down and assign personnel to support the Chaffee County EOC for the duration of the emergency.

In some large-scale emergencies or disasters, emergency operations with different objectives may occur at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and the allocation of resources to specific field operations will be coordinated through the Chaffee County EOC.

The Chaffee County EOC will activate at the discretion of the Chaffee County OEM, on-scene Incident Commander, or senior elected official, based on the incident type. The Direction, Control, and Coordination section defines incident types. Factors for activation include Type IV and V incidents that go beyond one operational period, critical infrastructure and key resources affected, large population centers, and local response capabilities. Incidents that are Type III, II, and I will typically prompt EOC activation, but the final decision will be at the discretion of those listed above.

Emergency Operations Roles and Responsibilities

All participating agencies, departments and enterprises with responsibilities identified in the Chaffee County LEOP are responsible for developing internal operating procedures and continuity of operations plans for carrying out assigned primary and support functions.

Chaffee County Board of County Commissioners/ Municipality Elected Officials

- Approve and commit government resources and funds for disaster or emergency purposes
- Formally declare an emergency or disaster
- Issue official orders and emergency declarations as needed and requested by the Chaffee County OEM
- Approve emergency financial authorizations as requested
- Authorize and approve post emergency or disaster recovery operations, including acquisition of temporary facilities
- Establish post emergency or disaster recovery timelines as necessary
- Serve with other governing authorities who make up the Policy Group who, during an emergency have the authority to direct resources as necessary

Chaffee County Office of Emergency Management

- Manage, organize and coordinate emergency and non-emergency operations of the EOC in the event of a disaster or emergency
- Prepare and maintain the Chaffee County LEOP
- Ensure implementation of ICS and NIMS for operations in the field and EOC
- Coordinate disasters, emergencies and incidents of significance
- Assist local government, public and private sector organizations in the development and maintenance of EOPs, procedures and checklists

- Make recommendations to the Chaffee County Policy Group on matters pertaining to an incident of significance, major emergency or disaster, or the threat thereof, and ongoing incident response and recovery activities
- Coordinate mutual aid assistance
- Determine the need for evacuation and relocation and establish sites in coordination with other agencies
- Provide recommendations to the Policy Group relating to emergency or disaster declarations, travel restrictions and curfews
- Issue formal requests to the Governor's Office through the Colorado Division of Homeland Security and Emergency Management for the declaration of a State emergency for the purpose of obtaining State and/or Federal assistance
- Prepare emergency or disaster declarations when necessary
- Collect, record, and disseminate information in the EOC
- Schedule and conduct training programs and exercises
- Maintain liaison with City, Town, County, State and Federal agencies
- Coordinate disaster recovery functions

Department Heads

- Establish continuity of operations plans and activate the plans, as needed to ensure continuity of government
- Ensure NIMS compliance within departments
- Prepare plans and organize assigned departments to meet natural and manmade disasters which might occur in the County, and ensure continuity of government operations during an incident
- Identify functions to be performed during an incident and assign responsibility for performing those functions to ESF group representatives
- Provide representatives to the EOC to coordinate emergency response functions with other agencies represented
- Ensure that the EOC is informed during an incident by reporting events and activities to the EOC in a timely fashion
- Maintain complete and accurate records of all incident costs and expenditures to include personnel qualification, time, overtime, vehicle mileage, goods, machine hours and emergency disbursements
- Provide complete and current resource lists and on-call personnel lists to Chaffee County OEM in a timely manner to assist in providing resources and personnel for large-scale incidents

Lead and Supporting Agencies

Primary and supporting agencies are responsible for providing resources and other support during an incident. Operations conducted during an incident will be coordinated through the Chaffee County EOC. A department designated as a primary agency in an ESF Annex has "ownership" of that function. Participants in the Chaffee County LEOP, both Lead and Supporting agencies, should:

- Establish continuity of operations plans and activate the plans, as needed
- Operate using the Incident Command System established in NIMS
- Participate in mitigation and preparedness activities through the Chaffee County OEM or the EOC and Joint Information Center, if activated

- During activation of the Chaffee County EOC, the primary agency of an emergency support function is responsible for designating personnel to the EOC. This person may be from their department or from a supporting agency but must be a decision maker with spending authority
- Coordinate activities and maintain communication with the Chaffee County OEM or the EOC, if activated, during all emergency operations
- Provide information and coordinate any public announcement, statement or press release
- Provide program assistance and expertise as appropriate and in coordination with other agencies
- Establish emergency operations supplies including food, water, blankets, electrical generators, communications, etc. to provide continued operations and shelter for employees as necessary
- Provide all requested information prior to, during and following any incident to the Chaffee County OEM
- Keep their respective ESF Annexes current

Non-Governmental Organizations

Several non-governmental organizations that provide assistance to meet essential needs during an incident exist within Chaffee County. Some organizations with existing memorandums of understanding, memorandums of agreement or mutual aid agreements with Chaffee County have supporting roles to specific emergency support functions.

State Government

The Colorado Division of Homeland Security and Emergency Management is responsible within their statutory (CRS 24-32 2105), to provide assistance and support to local jurisdictions when local resources are unable to cope with an incident of significance. These agencies are responsible for implementing assigned Colorado State Emergency Functions during implantation of the State EOP. A description of the operations role, responsibilities and intra-organizational relationships of State departments are in detail in the assigned State Emergency Function Annexes.

Federal Government

The Federal government has responsibilities to respond to national emergencies and to provide assistance to states when an emergency or disaster exceeds their resource capability. The Department of Homeland Security has the overall responsibility for the coordination of Federal emergency/disaster relief programs and supporting local and State government capabilities with resources. The National Response Framework outlines the roles and responsibilities of Federal resource providers.

Direction, Control, and Coordination

Chaffee County has adopted NIMS and ICS in accordance with the President's Homeland Security Directive (HSPD)-5. The adoption of NIMS provides a consistent approach to the effective management of situations involving natural, or human caused disasters.

Incident Types

Type 5 Incidents

Command Structure

- Incident Commander & Initial responders

Characteristics of the Incident

- One or two single resources with up to six personnel are required to mitigate the incident.
- Command and general staff positions (other than the Incident Commander) are not activated.
- A written Incident Action Plan (IAP) is not required.
- The incident can be contained within the first operational period, often within a few hours after resources arrive on scene.
- Examples include a vehicle fire, an injured person, isolated power outage or a police traffic stop.

Type 4 Incidents

Command Structure

- Incident Commander
- Initial responders
- Additional local responders

Characteristics of the Incident

- Command and general staff functions are activated only if needed.
- Several resources are required to mitigate the incident such specialized units and subject matter experts.
- The incident is usually limited to one operational period in the control phase.
- A written IAP is not required, but a documented operational briefing will be completed for all incoming resources.
- The agency administrator may have briefings and ensure the complexity analysis and delegations of authority are updated.
- The role of the agency administrator includes operational plans including objectives and priorities.
- Examples include a multi-vehicle accident, small grass fire, or a bomb squad investigation.

Type 3 Incidents

Command Structure

- Incident Commander
- Initial responders
- Additional local responders
- Mutual Aid
- Chaffee County EOC

Characteristics of the Incident

- Capability requirements exceed initial attack and multiple agencies become involved.
- The situation may be an incident of significance (community impact).
- Incident Command System positions will be added to match the complexity of the incident. Some or all of the command and general staff, division or group supervisors and unit leader positions may be activated.
- Incident response is managed by a Type III Incident Management Team or incident command organization through initial actions with a significant number of resources, an extended attack until containment or control is achieved, or as an expanding incident until the transition to a Type II Incident.
- The CCEOC may be activated.
- A Joint Information Center may be established.
- The incident may extend into multiple operational periods.
- Mutual aid or state assistance will be required.
- A written IAP is required for each operational period.
- Examples include a school hostage situation, large structure or wildfire, blizzard or widespread and extended utility outage.

Type 2 Incident

Command Structure

- Incident Commander
- Initial responders
- Additional local responders
- Mutual Aid
- Chaffee County EOC
- State EOC, State Agencies & Regional Mutual Aid

Characteristics of the Incident

- This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods.
- This is an incident of significance and may be a declared emergency or disaster.
- This type of incident may require assistance from multi-jurisdictional, regional, state and/or national resources to effectively manage the operations, command and general staffing.
- Command and general staff positions are filled.
- The CCEOC & The State EOC may be activated.
- A Joint Information Center is established.
- A written IAP is required for each operational period.
- Many of the functional units are staffed.
- CCOEM is responsible for the incident complexity analysis
- The EOC Policy Group has overall oversight of the incident, County management briefings and the written delegation of authority.
- Examples include large wildfires, acts of terrorism, flooding where a significant number of citizens are affected or significant property damage has occurred.

Type 1 Incident

Command Structure

- Incident Commander
- Initial responders
- Additional local responders
- Mutual Aid
- Chaffee County EOC
- State EOC, State Agencies & Regional Mutual Aid
- Federal Agencies and National Mutual Aid- EMAC

Characteristics of the Incident

- This type of incident is the most complex, requiring national resources to safely and effectively manage and operate.
- The CCEOC is fully activated.
- The State EOC is activated.
- A Joint Information Center is established.
- All command and general staff positions are activated.
- Branches are established.
- The Chaffee County OEM, working with field incident command, is responsible for the incident complexity analysis, overall oversight of the incident, county management briefings and the written delegation of authority.
- Use of resource advisors at the incident base is recommended.
- The incident has significant impact on the County. Additional staff for office administrative and support functions are required.
- Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.
- Examples include a major wildfire involving multiple structures, pandemic flu or widespread hostile actions.

Information Collection, Analysis, and Dissemination

During incidents that require information synthesis, the Chaffee County EOC will coordinate with the Colorado Information Analysis Center (CIAC) through identified Terrorism Liaison Officer (TLO) and local law enforcement. The TLO will disseminate information and intelligence to law enforcement through the ESF #13-Public Safety, lead or his or her designee.

Personnel conducting risk assessment and information will use the Assessor Worksheet found in Attachment G.

Communications

Local governments, departments, response agencies, non-governmental organizations, and private businesses will communicate by using common terminology as defined by NIMS. Communication infrastructure is in place using 800MHz Digital Trunk Radio System and VHF radios. Additionally, landline telephone systems, cellular phone systems, and internet phone service are all available in Chaffee County. The successes of these systems are dependent upon the service area and type of incident. The Chaffee and Lake County Amateur Emergency Radio Service further enhance the communications capability. These systems are the method Chaffee County will use to integrate into the regional, state, and national communications network.

Chaffee County has developed a group of Public Information Officers from a variety of agencies throughout the area. During events, this group will designate a lead PIO for dissemination of information to the public and the media. The lead PIO will determine the need for a Joint Information Center (JIC) and/or Joint Information System (JIS).

Administration, Finance, and Logistics

During response activities, Incident Command will initiate documentation according to NIMS standards by the creation of an Incident Action Plan (IAP) and After-Action Report (AAR) for those incidents that require such plan. This documentation should also include rapid needs assessments and damage assessments.

Chaffee County will assist local jurisdictions and the public with cost recovery through various state and federal programs to include FEMA, Small Business Administration, and the Public Assistance Program as examples. The finance section in the Chaffee County EOC will assist with tracking costs incurred such as personnel, overtime, equipment costs, volunteer labor, and eligible donations.

Only those authorized by the Chaffee County Board of County Commissioners will have spending authority during incidents that activate the Chaffee County EOC or LEOP (Chaffee County Resolution 2014-33).

Colorado Revised Statutes 24-32-2109 provides that the chief elected official of Chaffee County may request assistance of the State OEM upon exceeding its resources. If additional resources are required, Chaffee County will:

- Request resources available consistent with mutual aid agreements. Attachments to this plan, include these mutual aid agreements and identifies the officials authorized to request those resources.
- Summon private business emergency service resources that have been contracted in advance.
- Request assistance from volunteer groups active in disaster assistance.
- Request assistance from industry or individuals who have resources needed to deal with the emergency.
- When external agencies respond to an emergency within the jurisdiction, they are expected to conform to the guidance and direction provided by the incident commander, which will be in accordance with the NIMS.

- The Chaffee County Board of County Commissioners, during times of emergency, disaster, or catastrophic incidents, may suspend ordinary and approved procurement systems for the management of the event.
- Upon exhaustion of local and mutual aid resources, or when the incident exceeds the capabilities of local agencies, Chaffee County may initiate a disaster declaration as provided in Colorado Revised Statutes 24- 32-2104 and using documentation included in Attachment H.

Plan Development and Maintenance

The Chaffee County LEOP will be reviewed, annually by the Chaffee County Administration, OEM, local municipalities who have adopted the LEOP and with input from local ESF lead and supporting agencies. The ongoing planning process includes the identification of resource and training needs based on AAR's produced from local exercises and events.

Plan Implementation

Plan implementation and the subsequent supporting actions taken by County and City government are specific to the emergency or disaster situation. The timely acquisition, assessment and reporting of reliable information gathered from the incident influence implementation. This plan is in effect for mitigation, preparedness, response, and recovery activities when emergencies or disasters occur or are imminent. The plan is activated when the Chaffee County EOC is activated or a disaster declaration is executed.

1. Responsibility for the maintenance and regular updating of this plan rests with the CCOEM. Each participating organization will provide support and input for the appropriate annex as determined by the CCOEM. Each participating organization with a role in an emergency shall develop emergency operation plans in support of the Chaffee County EOP. These annexes and plans will indicate how the locality, agency, department or enterprise will implement its specific support to the Chaffee County EOP. Copies of these plans are to be submitted to the Chaffee County OEM and will be appendices to this Plan.
2. Each department will train staff members on their responsibility under the Plan and ensure they understand how they fit into the overall management of an emergency situation. The Chaffee County OEM will regularly test and review the Plan.

Authorities and References

Succession of Authority

The order for succession of authority, outside of the initial response during an emergency is: the Chaffee County Commissioners and elected officials from municipalities who have adopted the LEOP, the Director of General Administration, the Director of Finance and then the Sheriff. When acting on behalf of the BOCC during times of succession, the individual has authorization to act with the full authority of the BOCC.

The order for succession of authority for the Office of Emergency Management is: the Emergency Manager, Deputy Emergency Manager, the Director of Public Health, and then the Director of General Administration.

Continuity of Government

The Chaffee County continuity of operation's plan provides the framework to establish the continuity of government. The purpose of continuity of operations includes the capability of maintaining the core operations and essential functions of Chaffee County organizations under all eventualities. Departments and organizations accomplish this through the development of plans, procedures, and provisions for leadership succession, essential functions, alternative facilities, personnel, resources, interoperable communications, and vital record and databases.

Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 512-5207
2. National Response Framework, January 2008

State

1. Colorado Disaster Emergency Act of 1992 (Title 24, Article 32, Part 2101 et. Seq., Colorado Revised Statutes, 1996 as amended)
2. Colorado Revised Statutes (Title 25, Article 11, Part 101 et. Seq., Radiation Control Act
3. Colorado Revised Statutes 29-22-101, et seq., Hazardous Substance Incidents
4. Colorado Revised Statute 30-10-513.5, Sheriff Authority for Forest fires
5. Constitution of the State of Colorado Article IV, Executive Department

Local

1. County Resolution number 2012-32 establishing the Office of Emergency Management and designating the position of emergency manager dated September 20, 2012
2. County Resolution for NIMS Implementation dated October 2006
3. Mutual Aid Agreements, Automatic Aid Agreement & Private Sector Contracts
4. County Resolution number 2014-06, adopting the Chaffee County Local Emergency Operations Plan

The Chaffee County LEOP uses the foundation provided by the Homeland Security Act, HSPD #5, PPD #8, the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), and the Colorado Disaster Emergency Act of 1992 to provide a comprehensive, all hazards approach to incident management. Nothing in this plan alters the existing authorities of individual departments and agencies. This plan establishes the coordinating structures and processes required to integrate the specific statutory and policy authorities of various departments and agencies in a collective framework.

END OF BASIC PLAN

This page intentionally left blank

Transportation
Emergency Support Function #1
Chaffee County Emergency Operations Plan

Lead Agency: Chaffee County Road and Bridge

Support Agencies: Central Colorado Airport, Chaffee County BOCC, Finance and Administration; Chaffee County Office of Emergency Management, Chaffee County Sheriff's Office, City of Salida Public Works, Colorado Department of Transportation, Colorado Department of Corrections, Colorado Division of Homeland Security and Emergency Management, Colorado State Patrol, Harriet Alexander Airport, R-31 Buena Vista School District, R-32 Salida School District, Town of Buena Vista Public Works, Town of Poncha Springs Public Works

Purpose

The purpose of this annex is to provide for coordination, control, and allocation of transportation assets in support of the movement of emergency resources including the evacuation of people and the redistribution of food and fuel supplies.

Scope

The scope of this annex is to describe the general response of the Chaffee County Road and Bridge Department and other supporting agencies in response to an incident of significance in Chaffee County involving transportation issues. Response activities will take place in the field and will be coordinated through the Chaffee County Emergency Operations Center (EOC). Chaffee County Road and Bridge has operational abilities and can coordinate actions to provide the citizens of Chaffee County with quick responses to transportation related emergencies.

Situation and Assumptions

In addition to the "Situation and Assumptions" section in the Basic Plan, the Concept of Operations for ESF #1 is based on the following:

- A disaster may result from natural, man-made, or technological hazards that produces extensive damage and results in a large volume of requests to save lives and property.
- When notified of an incident involving transportation Chaffee County Road and Bridge will maintain situational awareness and provide assistance upon request. Chaffee County Road and Bridge maintains a list of vehicles and equipment. The department will ensure these resources are ready if required.
- It is assumed all agencies and municipalities have emergency operations plans and will enact those plans in support of this annex, if necessary and all jurisdictions have established continuity of operations plans.

Concept of Operations

General

ESF #1 assigns people to the Infrastructure Section and coordinates with the efforts of other ESF's based upon the needs of the Chaffee County EOC. ESF #1 will maintain copies of all information pertaining to ESF #1.

- Cities, towns, and transportation organizations are responsible for requesting support through existing agreements and/or the appropriate county agency when an incident exceeds local capabilities.
- Responding equipment and personnel will contact the Incident Commander on scene for instructions and clearance before proceeding to enter any affected area. Personnel will work with trained personnel in areas deemed safe by the Incident Commander to clear debris in uncontaminated areas and will support those involved in direct handling of the hazardous materials in contaminated debris.
- The Colorado Emergency Resource Mobilization Plan specifies procedures for the mobilization and coordination of transportation services statewide to respond to any type of emergency requiring additional resources, as needed. ESF #1 will use the Mobilization Plan to obtain additional resources, as needed.
- Municipalities, county agencies, and other transportation organizations are responsible for requesting state support through the Chaffee County Office of Emergency Management or Chaffee County EOC, if activated, when an incident exceeds local capabilities.
- Ordering and tracking of resources from the state is accomplished through Request For Assistance (RFA)/ ICS 213RR form and WebEOC
- Coordination with local and state resources is accomplished under the ICS System.

Organizational Structure

ESF #1-Transportation is established in accordance with the National Incident Management System (NIMS). ESF #1 is situated in the Infrastructure Section. As with all aspects of NIMS and ICS, functions may expand and contract as needed based on the resource needs of the incident.

Incident Management Activities

ESF #1 maintains situational awareness of transportation related operations from initial notification until conclusion.

Lead agency responsibilities:

- Activates and coordinate county agencies and resources to respond to an emergency in Chaffee County requiring county assistance.
- Notify all ESF #1 supporting agencies upon activation
- During an emergency/disaster, activated ESFs are authorized to directly communicate and coordinate with their respective ESF counterparts at the local, State, and Federal levels.
- Ensures all information regarding actions taken, contacts made, etc. is recorded into the permanent event log.

- Consolidates information into reports and other materials describing and documenting overall response activities and keeping local and state officials informed of the situation.
- Assures the public is given appropriate information to deal with the emergency through ESF #15

Support agency responsibilities:

- Identify and provide personnel to staff ESF #1 in the EOC.
- Task personnel to accomplish support responsibilities.
- Provide assistance to local jurisdiction transportation organizations as requested.
- Maintain database inventories of transportation related facilities, equipment, and key personnel throughout Chaffee County.
- Coordinate with the other local agencies on the organization and training of transportation personnel
- Alert, activate, and employ these transportation personnel for assistance.
- Monitor status of all transportation service operations and provide updates to EOC.
- Arrange for direct liaison between support agencies and the Incident Command structure to coordinate requests for assistance in response operations.
- Document and report emergency disaster-related expenditures to qualify for reimbursement.
- Contribute to the incident after-action report.

Communications

Emergency Support Function #2

Chaffee County Emergency Operations Plan

Lead Agency: Chaffee County Combined Communications Center (Chaffee County Sheriff's Office)

Support Agencies: Chaffee County Incident Information Team, Chaffee County Information Technology, Chaffee and Lake County Amateur Radio Emergency Service, Chaffee County Office of Emergency Management, City of Salida, Colorado Division of Homeland Security and Emergency Management, Colorado State Patrol, Public Utilities Companies and Districts, Pueblo Interagency Dispatch, Town of Buena Vista, Town of Poncha Springs

Purpose

The purpose of this annex is to provide for coordination, control, and utilization of communications assets in support of emergency resources.

Scope

The scope of this annex is to describe the overall communications and warning systems used by Chaffee County Combined Communications Center and other supporting agencies prior to, during, and after an emergency incident of significance in Chaffee County. These systems will be used in support of the operations of the Chaffee County Emergency Operations Center (EOC), local government, and response community. They include, but are not limited to, radio communications, landline and cellular telephone systems, electronic, computer, and modem communications, and the Emergency Alert System (EAS).

Situation and Assumptions

In addition to the "Situation and Assumptions" section in the Basic Plan, the Concept of Operations for ESF #2 is based on the following:

- A disaster may result from natural, man-made, or technological hazards that produces extensive damage and results in a large volume of requests to save lives and property.
- The core of any emergency communications network is the existing, day-to-day communications system. In the early stages of an incident this system will be used for virtually every form of traffic; therefore, dispatchers and system users must be prepared to delay or reroute nonessential radio traffic
- All available communications systems will be used to the extent necessary to achieve a coordinated response during an incident.
- Communications and warning systems are integral parts in the management of any emergency or disaster type incident.
- A significant incident will heavily affect the communications systems with increased activity and possible damage to communications infrastructure.
- A significant portion of the emergency communications systems in Chaffee County may become overwhelmed or inoperable during an emergency situation or in the aftermath of a disaster.

- The degree to which and the type of communications systems that are utilized is directly related to the scope of the incident
- When notified of an incident, Chaffee County Combined Communications Center will maintain situational awareness and provide communications and public warning support.
- It is assumed all agencies and municipalities have emergency operations plans and will enact those plans in support of this annex, if necessary and all jurisdictions have established continuity of operations plans.

Concept of Operations

General

ESF #2 assigns people to the Infrastructure Section and coordinates with the efforts of other ESF's based upon the needs of the Chaffee County EOC. ESF #2 will maintain copies of all information pertaining to ESF #2.

- A prime requirement of all organizations engaged in disaster and emergency operations is effective comprehensive telecommunications with all of the involved and potentially involved elements. The magnitude of a particular situation determines the extent of the emergency response and the need for communications. The degree to which and the type of telecommunications systems are utilized is directly related to the scope of the incident.
- In a disaster or emergency, all available telecommunications will be used to the extent necessary to achieve a coordinated response. This includes, but is not limited to, DTR and VHF radio systems.
- The existing Chaffee County communications network consisting of wire line and wireless telephone, fax, e-mail, Internet, paging and two-way radio will serve to perform all Public Safety communications for emergency operations.
- The Colorado Emergency Resource Mobilization Plan specifies procedures for the mobilization and coordination of fire and rescue services statewide to respond to any type of emergency requiring additional resources, as needed. ESF #2 will use the Mobilization Plan to obtain additional resources, as needed.
- Municipalities, county agencies, and other transportation organizations are responsible for requesting state support through the Chaffee County Office of Emergency Management or Chaffee County EOC, if activated, when an incident exceeds local capabilities.
- Ordering and tracking of resources from the state is accomplished through Request For Assistance (RFA)/ ICS 213RR form and WebEOC
- Coordination with local and state resources is accomplished under the ICS System.

Organizational Structure

ESF #2-Communications is established in accordance with the National Incident Management System (NIMS). ESF #2 is situated in the Infrastructure Section. As with all aspects of NIMS and ICS, functions may expand and contract as needed based on the resource needs of the incident.

All local government agencies within Chaffee County have interoperable communications equipment that can talk to the Chaffee County Combined Communications Center and public safety and response agencies. Additional communications equipment maybe available for other agencies as needed. Interoperable communications equipment may be available to all local government agencies as resources allow.

Support organizations can be called upon in the event that the Communications Center is inoperable or overloaded. Chaffee and Lake County Amateur Radio Emergency Service Organizations can provide communications. Wireless Telephone Companies can provide portable cell towers upon request.

Incident Management Activities

ESF #2 maintains situational awareness of response operations from initial notification until conclusion.

Lead agency responsibilities:

- Activates and coordinate county agencies and resources to respond to an emergency in Chaffee County requiring county assistance.
- Identify and provide personnel to staff ESF #2 in the EOC
- Notify all ESF #2 supporting agencies upon activation
- During an emergency/disaster, activated ESFs are authorized to directly communicate and coordinate with their respective ESF counterparts at the local, State, and Federal levels.
- Maintain database inventories of communications related facilities, equipment, and key personnel throughout Chaffee County. Establish and maintain memorandums of understanding for emergency communication with adjacent cities, counties, and states.
- Document and report emergency disaster-related expenditures to qualify for reimbursement
- Identify areas of the public to be warned. Coordinate and initiate emergency public information utilizing the Automatic Notification System and Emergency Alert System
- Ensures all information regarding actions taken, contacts made, etc. is recorded into the permanent event log
- Consolidates information into reports and other materials describing and documenting overall response activities and keeping local and state officials informed of the situation
- Assures the public is given appropriate information to deal with the emergency through ESF #15

Support agency responsibilities:

- Provide auxiliary communications for incident and EOC activities
- Task personnel to accomplish support responsibilities
- Provide assistance to local jurisdiction organizations as requested.
- Coordinate with the other local agencies on the organization and training of transportation personnel
- Arrange for direct liaison between support agencies and the EOC to coordinate requests for assistance in response operations
- Document and report emergency disaster-related expenditures to qualify for reimbursement
- Contribute to the incident after-action report

COMMUNICATIONS

Appendix 1

Existing Warning Systems and Use

National Warning System (NAWAS)

NAWAS is a nationwide, dedicated telephone warning system. It operates on three levels: federal, state, and local. While originally established to notify in the event of an enemy attack, its use now includes natural hazard related warnings. Colorado State Patrol in Pueblo is the Regional Warning Point for NAWAS.

Colorado Warning System

Colorado has a state-level extension of NAWAS. Each Area Warning Center is on the network, along with NWS Forecast Offices. Pueblo County is the Regional Warning Point, from which information is disseminated to Chaffee County.

Colorado Crime Information Center (CCIC)

The Colorado Crime Information Center is a statewide computer network connecting the State Warning Point with city, county, state, federal, and military law enforcement and criminal justice agencies in Colorado.

National Weather Service (NWS)

Current weather information and warnings are received from NWS by KVRH and/or the Chaffee County Combined Communications Center. In addition, NWS will issue severe weather warnings over the NAWAS line. Weather alerts are also available through weather radios.

Flood Warning System

The National Weather Service has established a network of rain and river flood sensing warning devices to collect data for flood warning purposes. If excessive rainfall occurs, the NWS makes flood predictions and if necessary warnings are issued.

Emergency Alert System (EAS)

The EAS provides a means for supplying emergency information to the public. It utilizes AM/FM radio and television broadcast services that are provided on a voluntary, organized basis. The system may be activated at the federal, state, or local level. Further details regarding this system are in Appendix 2 along with a list of the local broadcast stations that are part of the system.

Chaffee County Emergency Notification System

This system, CodeRed, relies on a database of land and wireless telephone subscribers in Chaffee County. It employs a sign up for other wireless subscribers to be part of the emergency notification plan. The system uses an internet based mapping system that permits rapid dissemination of emergency messages to select geographic areas through land and wireless based communication devices.

COMMUNICATIONS

Appendix 2

Emergency Alert System and Stations

EAS Procedures

Authorities

Title 47 U.S.C. 151, 154(i) and 154(o), 303(r), 524(g), and 606 and 47 C.F.R. Part 11, FCC Rules and Regulations, Emergency Alert System (EAS)

Purpose

The purpose of this document is to disseminate emergency information and warning to the public in the EAS Local Area or any portion thereof within the broadcast coverage and cable system service areas at the request of designated local, state and Federal Officials.

The Chaffee County EAS may be activated on a day to day basis in response to emergencies such as: power outages, floods, wildfires, civil disorders, toxic leaks or any occurrence which poses a danger to life or property.

Acceptance of/or participation in this plan shall not be deemed as a relinquishment of program control and shall not be deemed to prohibit a broadcast licensee or cable operator from exercising independent discretion and responsibility in any given situation.

Broadcast stations and cable systems originating emergency communications shall be deemed to have conferred rebroadcast authority.

The concept of the management of each broadcast station and cable system to exercise discretion regarding the transmission of emergency information and instructions to the general public is provided by FCC Rules and Regulations.

KVRH-FM (92.3) is the primary control station for the Emergency Alert System in Chaffee County. When activated, their signal will be broadcast over other local radio stations. When transitions within the Communications Center are completed, alerts generated on the EAS will be carried on the local cable television services.

KVRH also receives national and statewide alerts from KOA radio and one Front Range television station.

Key EAS Dissemination Points

Local Primary Source	KVRH 92.3 FM
EAS Emergency Codes	
EAS Monitoring Assignments	National Weather Service (NOAA) Chaffee County Emergency Operations Center
Station Contact	Dean Johnson 719-539-2575
Air Time Hours	24 hours
Local Secondary Source	KSBV 93.7
EAS Emergency Codes	
EAS Monitoring Assignments	National Weather Service (NOAA) Chaffee County Emergency Operations Center
Station Contact	Mark Scott 719-539-9377
Air Time Hours	24 hours
Local Tertiary Source	National Weather Service (Pueblo)
EAS Emergency Codes	
EAS Monitoring Assignments	Southeast Colorado
Station Contact	Tom Magnuson 719-298-4039
Air Time Hours	24 hours

Activation of the EAS System

The following designated officials may authorize activation of the EAS System:

- Chaffee County Board of County Commissioners/City/Town Administrator within Chaffee County
- Chaffee County Sheriff
- Chaffee County Emergency Management
- National Weather Service
- Chaffee County Incident Commander
- City/Town Police Chief within Chaffee County
- City/Town/District Fire Chief within Chaffee County

Request activation of the EAS system through the Chaffee County Emergency Operations Center (if active) via telephone or radio. If the EOC is not available, messages may be provided to each EAS source listed above.

Note: When "Severe Weather" warnings are issued by the National Weather Service (NWS), Chaffee County Dispatch Center shall notify the Local Primary Source.

Designated officials use the following format when contacting the Emergency Operations Center (if active) or EAS sources listed above:

- Report Name and Title
- Report Incident Name
- Report Emergency Message

COMMUNICATIONS

Appendix 3

List of EAS Codes Transmitted by EAS Key Sources

“EEE”	Event Codes
TOA	Tornado Watch
TOR	Tornado Warning
SVA	Severe Thunderstorm Watch
SVR	Severe Thunderstorm Warning
SVS	Severe Weather Statement
SPS	Special Weather Statement
FFA	Flash Flood Watch
FFW	Flash Flood Warning
FFS	Flash Flood Statement
FLA	Flood Watch
FLW	Flood Warning
FFS	Flood Statement
WSW	Winter Storm Warning
BZW	Blizzard Warning
HWA	High Wind Watch
HWW	High Wind Warning

Products not originated from the National Weather Service

EVI	Evacuation Immediate
CEM	Civil Emergency
DMO	Practice/Demo Warning
ADR	Administrative Message

Public Works and Engineering
Emergency Support Function #3
Chaffee County Emergency Operations Plan

Lead Agency: Chaffee County Road and Bridge

Support Agencies: Chaffee County Development Services Chaffee County Environmental Health, Chaffee County Office of Emergency Management, Chaffee County Public Health, Chaffee County Landfill, Chaffee County Sheriff's Office, City of Salida Public Works, Colorado Department of Transportation, Colorado Division of Homeland Security and Emergency Management, Colorado State Patrol, Public Utility Companies and Districts, Town of Buena Vista Public Works, Town of Poncha Springs Public Works

Purpose

The purpose of ESF #3 is to provide for road, highway, and bridge repairs, engineering, construction, repair and restoration of essential public works systems and services, debris clearance, and the safety inspection of damaged buildings.

Scope

The scope of this annex is to describe the general response of the Chaffee County Road and Bridge Department and other supporting agencies in response to an incident of significance in Chaffee County. The policies and concepts addressed in this annex are intended to provide public works and engineering related support for incident management. Response activities will take place in the field and will be coordinated through the Chaffee County Emergency Operations Center (EOC). Chaffee County Road and Bridge has operational resources and can coordinate with Chaffee County Development Services to provide support and assist the county in meeting objectives related to response in life safety, essential services, and sustaining lifelines, as well as damage mitigation, and recovery efforts.

Situation and Assumptions

In addition to the "Situation and Assumptions" section in the Basic Plan, the Concept of Operations for ESF #3 is based on the following:

- A disaster may result from natural, man-made, or technological hazards that produces extensive damage and results in a large volume of requests to save lives and property, and/or restore transportation corridors
- An incident of significance may cause unprecedented property damage. Structures may be destroyed and/or severely weakened. Homes, public buildings, and other facilities may require reinforcement or demolition to insure public safety. Public utilities may be damaged and could be partially or completely inoperable.
- Access to the affected area will depend on the condition of the ground transportation routes, impacted by the incident. In many instances debris clearance and emergency road repairs will be given top priority to support life safety efforts.
- Equipment in the affected area may be damaged and/or inaccessible. Sufficient resources to meet the demand of emergency response personnel may not be available locally.
- Existing landfills may be overwhelmed with debris and may need augmentation by areas designated in advance for temporary "clean" debris disposal.

- Assistance from outside agencies, both government and private, may be needed to conduct damage assessment, coordinate debris removal, provide structural assessments, make emergency repairs to public and private facilities, reduce hazards by stabilizing or demolishing structures and providing emergency water for human consumption.
- Rapid damage assessment of the affected area is critical for the coordination of resources, to begin the process for declaring an emergency, and requesting appropriate environmental waivers and legal clearances for the demolition of private structures and the disposal of related debris.
- It is assumed all agencies and municipalities have emergency operations plans and will enact those plans in support of this annex, if necessary and all jurisdictions have established continuity of operations plans.

Concept of Operations

General

ESF #3 assigns people to the Infrastructure Section and coordinates with the efforts of other ESF's based upon the needs of the Chaffee County EOC. ESF #3 will maintain copies of all information pertaining to ESF #3.

- Cities, towns, and other local transportation organizations are responsible for requesting support through existing agreements and/or the appropriate county agency when an incident exceeds local capabilities.
- In response to an incident, local first responders will assess the extent, type and severity of the disaster area using the Rapid Needs Assessment resources provided through the Chaffee County Office of Emergency Management.
- Responding equipment and personnel will contact the Incident Commander on scene for instructions and clearance before proceeding to enter any affected area. Personnel will work with trained personnel in areas deemed safe by the Incident Commander to clear debris in uncontaminated areas and will support those involved in direct handling of the hazardous materials in contaminated debris.
- The Colorado Emergency Resource Mobilization Plan specifies procedures for the mobilization and coordination of fire and rescue services statewide to respond to any type of emergency requiring additional resources, as needed. ESF #3 will use the Mobilization Plan to obtain additional resources, as needed.
- Municipalities, county agencies, and other transportation organizations are responsible for requesting state support through the Chaffee County Office of Emergency Management or Chaffee County EOC, if activated, when an incident exceeds local capabilities.
- Ordering and tracking of resources from the state is accomplished through Request For Assistance (RFA)/ ICS 213RR form and WebEOC
- Coordination with local and state resources is accomplished under the ICS System.

Organizational Structure

ESF #3- Public Works and Engineering is established in accordance with the National Incident Management System (NIMS). ESF #3 is situated in the Infrastructure Section. As with all aspects of NIMS and ICS, functions may expand and contract as needed based on the resource needs of the incident.

Incident Management Activities

ESF #3 maintains situational awareness of Public Works and Engineering related operations from initial notification until conclusion, through recovery.

Lead agency responsibilities:

- Activates and coordinate county agencies and resources to respond to an emergency in Chaffee County requiring county assistance.
- Notify all ESF #3 supporting agencies upon activation
- Provide technical assistance in personnel, equipment and supplies and other resources to assist in emergency operations
- Coordinates with other ESF leads and supporting agencies to assess the damage to roadways and analyze the impact on transportation operations and brief stakeholders as changes occur
- Assess and ensure buildings are safe to occupy. Coordinate with other agencies to make emergency repairs to critical facilities.
- Perform or coordinate emergency demolition of damaged structures, as needed
- Direct local departments and agencies to allocate personnel, equipment, and other resources for the support of response activities
- During an emergency/disaster, activated ESFs are authorized to directly communicate and coordinate with their respective ESF counterparts at the local, State, and Federal levels
- Ensures all information regarding actions taken, contacts made, etc. is recorded into the permanent event log.
- Consolidates information into reports and other materials describing and documenting overall response activities and keeping local and state officials informed of the situation.
- Assures the public is given appropriate information to deal with the emergency through ESF #15

Supporting Agency Leads:

- Identify and provide personnel to staff ESF #3 in the EOC.
- Task personnel to accomplish support responsibilities.
- Assist in determining suitable sites for waste and debris
- Provide assistance to public works and engineering organizations as requested.
- Maintain database inventories of public works and engineering facilities, equipment, and key personnel throughout Chaffee County.
- Coordinate with the other local agencies on the organization and training of public works and engineering personnel
- Alert, activate, and employ these public works and engineering personnel for assistance.
- Monitor status of all public works and engineering related operations and provide updates to EOC.
- Arrange for direct liaison between support agencies and Incident Command structure to coordinate requests for public works and engineering related assistance
- Document and report emergency disaster-related expenditures to qualify for reimbursement
- Contribute to the incident after-action report.

Firefighting
Emergency Support Function #4
Chaffee County Emergency Operations Plan

Lead Agency: Chaffee County Sheriff

Support Agencies: American Red Cross, Chaffee County EMS, Chaffee County Fire Protection District, Chaffee County Incident Information Team, Chaffee County Office of Emergency Management, City of Salida Fire Department/South Arkansas Fire Protection District, Colorado Department of Corrections, Colorado Division of Homeland Security and Emergency Management, Town of Buena Vista Fire Department,

Purpose

Emergency Support Function (ESF) #4 – Is responsible for the coordination of firefighting activities, including the detection and suppression of fires and providing personnel, equipment, and supplies in support of agencies involved in urban and rural firefighting operations. A separate ESF (#4a) addresses wildland fires, which uses the Annual Operating Plan (AOP) for guidance.

Urban search and rescue (USAR) is the process of locating, extricating, and providing initial medical treatment to victims trapped in collapsed structures or rescuing or removing persons threatened or stranded in harm's way by any emergency or hazardous event when they cannot remove themselves. Urban search and rescue includes technical rescue activities such as dive rescue and heavy lifting. Alpine/rural/wilderness search and rescue activities (emergency incidents involving locating missing individuals, mountain rescue, locating downed aircraft, etc.) are addressed in ESF (#9).

Scope

The scope of this ESF is to describe the general actions of Chaffee County and supporting agencies in response to fire related emergencies.

Situation and Assumptions

In addition to the "Situation and Assumptions" section in the Basic Plan, the ESF #4 recognizes:

- Local fire departments will be the primary response agencies in most fire related events, regardless of cause. They may also provide important support roles during response to and recovery from a variety of other types of events.
- The management of a large firefighting operation is complex, often involving many different agencies and local jurisdictions. Fires resulting from or independent of, but coincident with, a catastrophic event will place extraordinary demands on available resources and logistics support systems. ESF #4 and #4a support structural and wildfire operations through close coordination with other local, state, and federal agencies. ESF #4 coordinates firefighting support to disaster response and recovery operations that may not be directly fire related.
- A major emergency or disaster may cause conditions that place persons in life-threatening situations requiring prompt rescue and medical care. Rescue personnel can encounter extensive damage to structures, which may require search and rescue expertise.

- The potential for damage from fires in urban or developed areas is especially high during and after a major disaster. Numerous fires have the potential to spread rapidly causing extensive damage threatening life and property. Normally available firefighting resources may be difficult to obtain and use because of massive disruptions of communications, transportation, utility, and water systems.

Concept of Operations

General

ESF #4 assigns people to the Emergency Services Section and coordinates with the efforts of other ESF's based upon the needs of the Chaffee County EOC. ESF #4 will maintain copies of all information pertaining to ESF #4.

- ESF #4 can use Memorandum of Understanding Agreements between various fire and law enforcement agencies.
- Cities, towns, fire protection districts, and other fire protection organizations are responsible for requesting support through existing agreements and/or the appropriate county agency when an incident exceeds local capabilities.
- The Colorado Emergency Resource Mobilization Plan specifies procedures for the mobilization and coordination of fire and rescue services statewide to respond to any type of emergency requiring additional resources, as needed. ESF #4 will use the Mobilization Plan to obtain additional resources, as needed.
- Municipalities, Fire Protection Districts, and other fire organizations are responsible for requesting state support through the Chaffee County Office of Emergency Management or Chaffee County EOC, if activated, when an incident exceeds local capabilities.
- Ordering and tracking of resources from the state is accomplished through Request For Assistance (RFA)/ ICS 213RR form and WebEOC, or through the State Emergency Operations Center's Resource Ordering and Status System (ROSS) and/or Interagency Dispatch.
- Coordination with local and state fire organizations is accomplished under the ICS System.

Organizational Structure

ESF #4-Firefighting is established in accordance with the National Incident Management System (NIMS). ESF #4 is situated in the Emergency Services Section. As with all aspects of NIMS and ICS, functions may expand and contract as needed based on the resource needs of the incident.

Incident Management Activities

ESF #4 maintains situational awareness of fire related operations from initial notification until conclusion.

Lead agency responsibilities:

- Activates and coordinate county agencies and resources to respond to an emergency in Chaffee County requiring fire assistance
- Establish firefighting and support organization, processes and procedures according to the Incident Command System
- Notify all ESF #4 supporting agencies upon activation

- Maintains situational awareness (incident situation and damage assessment information) and determination of resource needs of the local Incident Commander(s)
- During an emergency/disaster, activated ESFs are authorized to directly communicate and coordinate with their respective ESF counterparts at the local, State, and Federal levels
- Ensures all information regarding actions taken, contacts made, etc. is recorded into the permanent event log
- Consolidates information into reports and other materials describing and documenting overall response activities and keeping local and state officials informed of the situation.
- Assures the public is given appropriate information to deal with the emergency through ESF #15

Fire Agency Leads:

- Coordinate with the other local agencies on the organization and training of fire personnel
- Identify and provide personnel to staff ESF #4 in the EOC
- Task personnel to accomplish support responsibilities, coordinates and tracks fire resources committed to an incident
- Provide assistance to local jurisdiction fire organizations as requested
- Maintain database inventories of fire service facilities, equipment, and key personnel throughout Chaffee County
- Alert, activate, and employ these firefighting personnel for assistance
- Monitor status of all fire service operations and damage assessments and provide updates to EOC
- Arrange for direct liaison between fire chiefs and Incident Command to coordinate requests for firefighting assistance in structural or industrial fire protection operations
- Plans for and establishes relief resources to replace or rotate with committed resources for extended operations.
- Document and report emergency disaster-related expenditures to qualify for reimbursement
- Contribute to the incident after-action report

Wildfire Suppression

Emergency Support Function #4a

Chaffee County Emergency Operations Plan

Lead Agency: Chaffee County Sheriff

Support Agencies: American Red Cross, Chaffee County Fire Protection District, Chaffee County Incident Information Team, Chaffee County Office of Emergency Management, City of Salida Fire Department/South Arkansas Fire Protection District, Colorado Department of Corrections, Colorado Division of Homeland Security and Emergency Management, Colorado Division of Fire Prevention and Control, State of Colorado Forest Service, Town of Buena Vista Fire Department, US Forest Service

Purpose

The purpose of ESF #4a is to provide procedure for the response to wildfires within Chaffee County and for coordination during wildfires that exceed the capabilities of local and county resources.

Scope

The scope of this ESF is to describe the general response of the supporting agencies in response to a wildfire incident within Chaffee County.

Situation and Assumptions

Wildfires occur as unscheduled emergency events in wildland fuels (prairie or forest vegetation) and in fuels that include a combination of wildland and man-introduced fuels (wildland/urban interface). Wildfires involve or threaten human life, residential housing, other improvements, and natural resources. Due to the build-up of natural fuels and increased populations in wildland/urban interface areas, wildfires exceeding the control efforts of local and county resources are becoming more common and more complex. Wildland firefighting in Chaffee County, and in Colorado, is interagency in nature involving state, county, local, and federal partners.

- Wildfires that exceed the capabilities of local and county resources will occur.
- Wildfires will threaten lives, property, and natural resources.
- Successful management of catastrophic wildfires will require organized interagency cooperation at all levels of government.
- Agreements are in place between local, county, state, and federal entities defining cooperation, roles and access to resources.

Concept of Operations

General

Wildfires that exceed county capabilities and/or pose significant threat to the county will be coordinated in cooperation with local, county, state, and federal resources within the existing agreements. Specifically, response agencies will coordinate as described in the 2012 Annual Wildfire Operating Plan for Chaffee and Lake Counties (AOP).

ESF #4a assigns people to the Operations Section and coordinates with the efforts of other ESF's based upon the needs of the Chaffee County EOC.

ESF #4a will maintain copies of all information pertaining to ESF #4a.

- Chaffee County Sheriff's Office will use all resources available under existing agreements, with assistance of the ESF #4a supporting agencies for safe, efficient, and effective response to wildfires.
- Cities, towns, fire protection districts, and other fire protection organizations are responsible for requesting support through existing agreements and/or the appropriate county agency when an incident exceeds local capabilities.
- Ordering and tracking of resources from the state is accomplished through the State Emergency Operations Center's Resource Ordering and Status System (ROSS) and/or Interagency Dispatch, according to the AOP.
- Coordination with local and state fire organizations is accomplished under the ICS System.

Organizational Structure

ESF #4a-Wildfire Suppression is established in accordance with the National Incident Management System (NIMS). ESF #4a is situated in the Emergency Services Section. As with all aspects of NIMS and ICS, functions may expand and contract as needed based on the resource needs of the incident.

Incident Management Activities

ESF #4a maintains situational awareness of fire related operations from initial notification until conclusion.

Lead agency responsibilities:

- Activates and coordinate county agencies and resources to respond to a wildfire in Chaffee County requiring county assistance
- Establish firefighting and support organization, processes and procedures according to the Incident Command System
- Notify all ESF #4a supporting agencies upon activation
- During an emergency/disaster, activated ESFs are authorized to directly communicate and coordinate with their respective ESF counterparts at the local, State, and Federal levels
- Ensures all information regarding actions taken, contacts made, etc. is recorded into the permanent event log
- Consolidates information into reports and other materials describing and documenting overall response activities and keeping local and state officials informed of the situation
- Assures the public is given appropriate information to deal with the emergency through ESF #15

Fire Agency Leads:

- Identify and provide personnel to staff ESF #4a in the EOC
- Task personnel to accomplish support responsibilities, coordinates and tracks fire resources committed to an incident
- Provide assistance to local jurisdiction fire organizations as requested
- Maintain database inventories of fire service facilities, equipment, and key personnel throughout Chaffee County
- Coordinate with the other local agencies on the organization and training of fire personnel
- Alert, activate, and employ these firefighting personnel for assistance

- Monitor status of all fire service operations and provide updates to EOC
- Arrange for direct liaison between fire chiefs and Incident Command to coordinate requests for firefighting assistance in structural or industrial fire protection operations
- Document and report emergency disaster-related expenditures to qualify for reimbursement
- Contribute to the incident after-action report

Emergency Management

Emergency Support Function #5

Chaffee County Emergency Operations Plan

Lead Agency: Office of Emergency Management

Support Agencies: Chaffee County Assessor, Chaffee County Attorney, Chaffee County BoCC, Finance and Administration; Chaffee County Incident Information Team, Colorado Division of Homeland Security and Emergency Management, South Central All-Hazards Region

Purpose

The purpose of Emergency Support Function (ESF) #5-Emergency Management is to establish how emergency management activities will be coordinated to meet the needs generated by all-hazard incidents affecting Chaffee County. ESF #5 provides the core management and administrative to support the Chaffee County Emergency Operations Center (EOC) and liaison with local agencies, and the State and Federal governments.

Scope

This annex identifies the key policies, concepts of operations, roles and responsibilities, and capabilities associated with Emergency Management in Chaffee County. ESF #5 provides the overall coordination function for all incidents regardless of hazard, degree of complexity, or duration, and therefore is activated at some level for potential and actual incidents.

The scope of ESF #5 includes those functions critical to support and facilitate organization and coordination for operations involving potential and actual emergencies and planned events in Chaffee County. These functions include

- Emergency decision making and the local declaration process
- Requesting State of Colorado assistance
- Maintaining, activating and supporting the Chaffee County EOC
- Overall coordination of mutual aid, regional, state, and federal support
- Information collection and analysis
- Decision making and information dissemination
- Coordination of the Planning and Logistics functions in the Chaffee County EOC

Situation and Assumptions

In addition to the “Situation and Assumptions” section in the Basic Plan, the Concept of Operations for ESF #5 is based on the following:

- Many hazards in Chaffee County have the potential for causing incidents requiring support from county resources or local agencies that may necessitate centralized coordination.
- C.R.S. 24-32-2107 requires each Colorado County to establish and maintain a disaster agency. Chaffee County established the Chaffee County Office of Emergency Management (OEM) as the agency responsible for emergency management in Chaffee County. Chaffee County OEM coordinates a variety of countywide mitigation, preparedness, response, and recovery initiatives.

- Requests for State and/or Federal assistance are coordinated through the Chaffee County OEM regardless if the assistance is requested by the county or by local agencies within Chaffee County.
- The Chaffee County EOC serves as the central location or countywide interagency coordination and decision making during incidents. The primary role of the EOC is to bring together relevant disaster information in one central location, organize and present that information in a useful way to the organization's decision-makers, and facilitate the coordination of resources required to meet the need generated by disaster.
- Chaffee County OEM is responsible for maintaining the primary EOC for Chaffee County. The facility is equipped to communication with operational units in the field as well as other local, state, and federal operations centers. The systems and methods of both redundant and interoperable emergency communications consist primarily of radio, internet (voice and data), and WebEOC

Concept of Operations

General

ESF #5 assigns people to the Operations, Planning, Logistics, and Finance and Administration Sections and coordinates the efforts of other ESF's based upon the needs of the Chaffee County EOC. ESF #5 will maintain copies of all information.

Essential information needed from Incident Command includes:

- Boundaries of the disaster area and jurisdictions impacted
- Number of dead or injured persons
- Hazard type and hazard specific information
- Access routes to incident area
- Status of critical infrastructure/key resources in the incident area
- Evacuations ordered and anticipated
- Shelters needed and anticipated
- Weather data
- Status of key personnel
- Resource needs and shortfalls
- Overall priorities for response
- Status of upcoming activities

Essential activities of the EOC include:

- Social, economic, political impacts
- Status of communications systems
- Status of transportation systems
- ESF major activities and issues
- Status of disaster declarations and anticipated declarations
- Status of donations
- Historical information

Organizational Structure

ESF #5-Emergency Management is established in accordance with the National Incident Management System (NIMS). ESF #5 supports general staff functions of the overall emergency management organization described in NIMS, with modifications within the EOC to reduce confusion with the Incident Command Post. As with all aspects of NIMS and ICS, these functions may expand and contract as needed based on the resource needs of the incident.

EOC Manager

ESF #5 includes the command function (EOC Manager and Section Chiefs) and provides support with senior staff by providing Incident Action Planning, information, administrative, logistics, and financial support functions. ESF #5 assumes the role of EOC Planning. ESF #5 provides for the collection, evaluation, dissemination, and use of information regarding the incident and the status of resources.

Emergency Services Section

ESF #5 assigns the ESF Leads to coordinate the efforts of emergency response ESFs and initiates and manages the mission assignment process.

Infrastructure Section

ESF #5 assigns the ESF Leads to coordinate the efforts of infrastructure protection; including rapid needs assessments, communication, long-term recovery, and other hazard specific needs identified.

Human Services Section

ESF #5 assigns the ESF Leads to coordinate the identified human services needs during incidents.

Resource Section

ESF # 5 assigns the Resource Section for managing logistical needs, including the control and accountability for supplies and equipment, resource ordering; delivery of equipment, supplies, and services; resource tracking; facility location and operations; transportation coordination; and information technology systems services and other administrative services.

Finance and Administration

ESF #5 assigns the Finance and Administration Section Chief for monitoring funding requirement and incident costs. The Finance and Administration Section is responsible for employee services, including safety and security for personnel, facilities, and assets.

Actions

When an event occurs or has the potential to occur, Chaffee County OEM activates ESF #5. Actions include alert, notification, and situation reporting.

- ESF #5 maintains constant communications with the incident commander, affected jurisdiction, and arranges periodic conferences with all appropriate parties to coordinate the response.
- ESF #5 provides situational updates and other information as required to other agencies and Colorado Division of Emergency Management.
- ESF #5 activates the required ESFs, issues initial activation mission assignments, and establishes reporting and communications protocols with the activated agencies.
- ESF #5 develops the initial Incident Action Plan outlining the operations priorities and coordinates the activities of the other ESFs to implement the plan.
- ESF #5 develops the schedule for staffing and operating the Chaffee County EOC from activation to stand-down.

Incident Management Activities

ESF #5 maintains situational awareness of the operation from initial notification until culmination. As the operation progresses through the pre-incident phase of the operation, through response and into recovery, ESF #5 continues to provide immediate, short-term and strategic planning guidance and direction to the policy group and ESFs activated for the operation and with those who are operating under agency statutory authorities.

Lead agency responsibilities:

- Activates and coordinate county agencies and resources to respond to an emergency in Chaffee County requiring county assistance.
- Maintains the Chaffee County EOC in a state of readiness and provides staffing support for the EOC when activated.
- Coordinates county emergency planning activities including immediate, short-term, and strategic planning.
- Collects and processes information from local jurisdictions and agencies, ESFs and other process for dissemination and use by response operations and provides the information for reports, briefings, public information, and plans and will maintain a permanent log of events.
- Displays pertinent information for use in the EOC by using computer system displays, map board, charts, status boards, etc.
- Ensures all information regarding actions taken, contacts made, etc. is recorded into the permanent event log.
- Consolidates information into reports and other materials describing and documenting overall response activities and keeping local and state officials informed of the situation.
- Assures the public is given appropriate information to deal with the emergency through ESF #15

Support agency responsibilities:

- ESF #5 determines which support agencies will be activated. All support agencies and ESFs receive direction and tasking through ESF #5
- Support agencies provide personnel to work in the appropriate ESF of the EOC. They also provide reports on agency response operations to the Planning Section as requested.
- During an emergency/disaster, activated ESFs are authorized to directly communicate and coordinate with their respective ESF counterparts at the local, State, and Federal levels.

Emergency Management
Emergency Support Function #5
Appendix A
EOC Timeline
Chaffee County Emergency Operations Plan

Each incident evolves at its own pace. However, when the Chaffee County EOC is activated a series of guidelines are needed because with this activation it is inherent that this is a long-term incident requiring support.

For planning purposes, the following tentative timelines are to be used:

Hour 1- EOC activation is requested and activation is initiated

Hour 2- EOC activation is achieved. The number of positions filled are based on incident complexity

Hour 2.5- First operational briefing is conducted describing the incident, ongoing activities at the incident, and anticipated resource needs to include state assistance

Hour 3- Preliminary ICS 201 and /or ICS 209 is completed, approved, and distributed

Hour 5- Decision is made regarding subsequent shifts and operational periods with notifications issued for individuals needed. Initiation of Incident Action Plan process for the next operational period

Hour 6- Operational briefing using outline in Appendix B

Shift change- Operational briefing using outline in Appendix B

Emergency Management
Emergency Support Function #5
Appendix B
Briefing Outline
Chaffee County Emergency Operations Plan

Within each incident it is critical that information sharing occurs. Operational briefing, using a standard form will assist with this process.

For the operational briefings, the sequence will be:

1. Review of the mission, goals, and objectives
2. Weather conditions, as appropriate
3. Operations section report
4. Each ESF section report
5. Plans section report
6. Logistics section report
7. Admin/Finance section report
8. Conclusion and next steps

Emergency Management
Emergency Support Function #5
Appendix C
Situation Reports
Chaffee County Emergency Operations Plan

During an incident, information sharing is critical in an effort to establish a common operating picture. Historically, the first several hours of an incident are the most fluid as information constantly changes as the situation develops. Situation reports are commonly issued periodically to keep various agencies and the public informed. Although Incident Command Systems forms may be used, when giving information to non-response echelons it must be presented in a different manner.

Two types of Situation Reports may be used:

Informal-This may be an e-mail highlighting actions and results of a local incident that has garnered public attention but may not require actions on the part of the county, other than monitoring the situation. The typical distribution of this e-mail is the county administration, Board of County Administration, Colorado Division of Emergency Management, and the Incident Information Team. An example of this type of incident is a grass fire that has burned a significant amount of acreage.

Informal Situation Report Contents

At a minimum:

Event Name

Event Summary

Formal- Some incidents may require a major response from county resources and local response agencies, and may require outside support. During these incidents, a formal Situation Report must be sent to county administration, Board of County Administration, Colorado Division of Emergency Management, the Incident Information Team, surrounding emergency managers, and other individuals as deemed appropriate. A unique number will be given to these reports; "Chaffee", calendar year, number in sequence of major incidents, and a letter for subsequent reports after the initial report. Example: Chaffee2011-2 is the second major incident of the year and this is the first Situation Report. Chaffee2011-2a is the second Situation Report for the same incident. An example of this type of incident is a landslide that cuts off housing areas and creates the need for evacuation and sheltering.

Emergency Support Function #5
Appendix C
Situation Reports
Page 2

Formal Situation Report Contents

Report Date and Time

Location

Event Start and Time

Agencies Involved and Resources Committed

Assistance Anticipated

Number of Deaths and Injuries

Damage

Evacuation Status, include numbers of anticipated

Current Situation

Future Threats

Incident Command, include jurisdiction and location

Incident Commander Name and Contact Number

Colorado Division of Emergency Management Point of Contact Name and Contact Number

Emergency Management
Emergency Support Function #5
Appendix D
After Action Reports
Chaffee County Emergency Operations Plan

An outcome of every major incident is what went right and what went wrong. Analyzing both is critical for future operations. In order to document both areas an After Action Report shall be written for incidents that require activation of the LEOP and/or Chaffee County EOC. This will involve the coordination and concurrence of a majority of the participant's. If necessary, an executive summary will be written for public review.

After Action Report Contents

Introduction

Overall Incident Summary

Duration of the Incident

Chronology

Participating Agencies

Local

Mutual Aid

Volunteer

Private Sector

State

Other

Strengths and Areas for Improvement

Discussion (Based on Target Capabilities List)

Recommendations (If a specific corrective action is needed, identify that action and who or what agency should be responsible for the correction. If identifying a strength, describe steps to reinforce the capability).

Mass Care, Emergency Assistance, Housing, and Human Services Emergency Support Function #6 Chaffee County Emergency Operations Plan

Lead Agency: Chaffee County Health and Human Services-Social Services

Support Agencies: American Red Cross, Ark-Valley Humane Society, Chaffee County BOCC, Finance and Administration; Chaffee County Building Department, Chaffee County Fairgrounds, Chaffee County HHS-Public Health, Chaffee County Incident Information Team, Chaffee County Office of Emergency Management, Chaffee County Sheriff's Office, City of Salida, Colorado Department of Human Services, Colorado Department of Local Affairs, Colorado Division of Homeland Security and Emergency Management, Colorado State University-Extension Office, , Heart of the Rockies Regional Medical Center, Salvation Army, Town of Buena Vista, Town of Poncha Springs, R-31 Buena Vista School District, R-32 Salida School District, Upper Arkansas Council of Governments, West Central Mental Health

Purpose

The purpose of this annex is to provide for support of local efforts to address the mass care, housing, and human services needs of individuals and/or families impacted by emergency incidents and provide the coordination of sheltering, feeding, bulk distribution of supplies, and emergency first aid following an emergency or disaster and to operate a system to collect, receive, and report information about the status of victims and assist with family reunification within the affected area. An additional component, addressing the care of companion and services animals is addressed in Appendix 1.

Scope

The scope of this annex is to promote the delivery of services and the implementation of programs to assist individuals, households, and families impacted by potential or actual Incidents. The scope of this annex is to describe the overall operational and information activities of a response to an emergency or disaster situation. Coordination activities will take place through a cooperative effort between representatives of the Department of Health and Human Services, governmental and non-governmental organizations (NGO) to support activities in the field.

Situation and Assumptions

In addition to the "Situation and Assumptions" section in the Basic Plan, the Concept of Operations for ESF #6 is based on the following:

- A disaster may result from natural, man-made, or technological hazards that produces extensive damage and results in a large volume of requests to save lives and property.
- Victims may be forced from their homes depending on such factors as time of occurrence, area demographics, building construction, and existing weather conditions.
- Family members may be separated immediately following an emergency or disaster, such as children in school and parents at work.
- Transients, such as tourists, students, and the pre-disaster homeless, may be involved. Arrangements will be made for special populations such as the elderly and people with access and functional needs.

- When notified of an incident involving evacuations requiring mass care, Chaffee County Health and Human Services will maintain situational awareness and provide assistance upon request.
- Chaffee County Health and Human Services maintains a database of resources. The department will ensure these resources are ready if required.
- It is assumed all agencies and municipalities have emergency operations plans and will enact those plans in support of this annex, if necessary and all jurisdictions have established continuity of operations plans.

Concept of Operations

General

ESF #6 assigns people to the Human Services Section and coordinates with the efforts of other ESF's based upon the needs of the Chaffee County EOC. ESF #6 will maintain copies of all information pertaining to ESF #6.

- Initial response activities will focus on meeting urgent needs of disaster victims on a mass care basis. In addition, initial recovery efforts, such as the customary ARC disaster assistance, may commence as response activities are taking place.
- Chaffee County Health and Human Services, supported by governmental and non-governmental organizations, provides initial response to mass care requirements of emergency/disaster victims and local government requests and facilitates the implementation of authorized outside government assistance (state and federal). State and federal agencies support the activities of local government in providing mass care, when requested and authorized.
- Private and volunteer organizations, i.e., ARC, Salvation Army, etc., will provide immediate shelter, feeding, and emergency first aid relief to individuals and families not normally available from government resources. These local organizations will work in cooperation with Chaffee County in preparing for, responding to, and recovering from the effects of an emergency or disaster event.
- Cities and towns are responsible for requesting support through existing agreements and/or the appropriate county agency when an incident exceeds local capabilities.
- The American Red Cross will initiate mass care as soon as possible after notification. These services will be coordinated with local governmental and non-governmental organizations in the affected area.
- Not all disaster victims will require mass care services. Some victims will go to mass shelters, others will find shelter with friends and relatives; many victims will remain with or near their damaged homes.
- In the event there is concern about the integrity of a building structure due to the emergency, mass care shelter facilities will receive priority consideration for inspections to ensure safety of occupants; and for restoration of utilities or support by temporary means, i.e., portable generators, portable toilets and potable water.
- Responding equipment and personnel will contact the Incident Commander on scene for instructions and clearance before proceeding to enter any affected area.
- The Colorado Emergency Resource Mobilization Plan specifies procedures for the mobilization and coordination of resources statewide to respond to any type of emergency requiring additional resources, as needed. ESF #6 will use the Mobilization Plan to obtain additional resources, as needed.

- Municipalities, county agencies, and other transportation organizations are responsible for requesting state support through the Chaffee County Office of Emergency Management or Chaffee County EOC, if activated, when an incident exceeds local capabilities.
- Ordering and tracking of resources from the state is accomplished through Request For Assistance (RFA)/ ICS 213RR form and WebEOC
- Coordination with local and state resources is accomplished under the ICS System.

ESF #6 functions are divided into three main categories. The principal activities are described in the following sections.

Mass Care

The ESF #6 mass care function includes overall coordination, shelter, feeding, and other activities to support emergency needs of victims as described below:

- Shelter - the provision of emergency shelter for disaster victims, including the use of pre-identified shelter sites in existing structures; creation of temporary facilities such as tent cities; and use of similar facilities outside the disaster-affected area, should evacuation be necessary. Temporary housing programs may be made available.
- Feeding - the provision of feeding disaster for victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk food distribution. Such operations will be based on sound nutritional standards. Emergency donated food will be made available.
- Emergency First Aid - providing first aid services to disaster victims and workers at mass care facilities and at designated sites within the disaster area. This emergency first aid service will be supplemental to the traditional emergency medical system (EMS) coordinated by ESF #8.
- ARC Safe and Well provides a system to aid in the reunification of family members within the affected area who were separated at the time of the disaster.
- Bulk Distribution of Emergency Relief Items -distributing of emergency relief items at shelter sites or established sites within the affected area. The bulk distribution of relief items will be determined by the requirement to meet urgent needs of disaster victims for essential items.
- Information Coordination - gathering of information from local jurisdictions, State agencies and volunteer and private organizations with regard to mass care efforts. Accurate and timely information will be disseminated through Situation Reports, briefings, public information, etc., in coordination with ESF #15, External Affairs
- Mental Health- while mental health is a provision of ESF #8, (Public Health and Medical Services), local mental health counselors may assist upon request by Chaffee County Public Health. The ARC may provide immediate mental health workers to assist in shelters.

Housing

The ESF #6 housing function addresses needs of victims in the affected areas, and is accomplished through the implementation of programs and services.

- Identify the various factors that could impact the incident related housing needs and help develop a plan of action to provide housing assistance in the most effective, expedited, and efficient manner available at the time.

- Identify solutions for short-term and long-term housing for victims, as appropriate. Housing assistance provided to victims may include rental assistance, temporary housing, loans for the repair and/or replacement of primary residences, etc.
- The Chaffee County Department of Health and Human Services will coordinate housing assistance with the Colorado State Department of Local Affairs, who is responsible for administering and dispersing state and federal housing funds.

Human Services

The ESF #6 human services component implements programs and provides services to assist victims.

- Coordinating and assessing the situation and implementing an appropriate plan based on the resources available to assist all victims.
- Coordinating and identifying individuals with access and/or functional needs within the impacted area, to include the elderly, people with disabilities, and people communicating in languages other than English (including sign language).
- Supporting immediate, short-term assistance for individuals, households, and groups dealing with the trauma associated with a disaster incident, and will include crisis counseling and intervention.

Organizational Structure

ESF #6-Mass Care, Emergency Assistance, Housing, and Human Services is established in accordance with the National Incident Management System (NIMS). ESF #6 is situated in the Human Services Section. As with all aspects of NIMS and ICS, functions may expand and contract as needed based on the resource needs of the incident.

Incident Management Activities

ESF #6 maintains situational awareness of transportation related operations from initial notification until conclusion.

Lead agency responsibilities:

- Coordinates county agencies and resources to respond to an emergency in Chaffee County requiring county assistance.
- Provide a representative to the EOC, upon request, who will coordinate all requests. They will collect information for situation reports, briefings, staff meetings, etc. This information may include the following:
 - Statistical, narrative and graphical information
 - Major response actions taken
 - Requests for state assistance by local jurisdiction(s), private and volunteer organizations
 - Unmet needs and recommended actions
 - Priority issues and requirements
- Notify all ESF #6 supporting agencies upon activation
- Support mass care services with available facilities, vehicles, supplies, personnel and other provisions as requested.

- During an emergency/disaster, activated ESFs are authorized to directly communicate and coordinate with their respective ESF counterparts at the local, State, and Federal levels.
- Ensures all information regarding actions taken, contacts made, etc. is recorded into the permanent event log.
- Consolidates information into reports and other materials describing and documenting overall response activities and keeping local and state officials informed of the situation.
- Assures the public is given appropriate information to deal with the emergency through ESF #15

Support agency responsibilities:

- Identify and provide personnel to staff ESF #6 in the EOC, as necessary
- Task personnel to accomplish support responsibilities
- Provide assistance to local jurisdiction organizations as requested
- Coordinate with the other local agencies on the organization and training of personnel
- Alert, activate, and employ personnel, as needed, for assistance
- Monitor status of all mass care, emergency assistance, housing, and human services operations and provide updates to EOC
- Arrange for direct liaison between support agencies and the Incident Command structure to coordinate requests for assistance in response operations, if needed
- Document and report emergency disaster-related expenditures to qualify for reimbursement
- Contribute to the incident after-action report

Mass Care, Emergency Assistance, Housing, and Human Services

Appendix 1

Companion and Service Animal Care

Lead Agency: Colorado State University Extension Office,

Supporting Agencies: Ark-Valley Humane Society, American Red Cross, Chaffee County Brand Inspector, Chaffee County Office of Emergency Management, Chaffee County Fairground, Colorado Division of Parks and Wildlife, Livestock associations, Town of Buena Vista Rodeo Grounds, Veterinary Professionals,

Purpose

This plan provides a collaborative framework for prevention, protection, preparedness, response and recovery efforts related to management of companion animals, livestock, and other animals during emergency events in compliance with the Pets Evacuation and Standards Act of 2006.

Scope

This plan addresses issues for Chaffee County related to companion, service/assistance animals, police or search and rescue animals, livestock and other animal species, during emergencies.

Situation and Assumptions

This plan will be activated when a local incident commander identifies the need for response pertaining to animal management in Chaffee County.

Prioritized concerns for emergency management include:

- Life safety for people
- Protection of property (with animals considered by many families and individuals as their highest property priority)
- Protection of the environment

Inability to evacuate animals is a leading cause of evacuation failure in disasters. Failure to evacuate may both endanger citizens and the emergency responders who attempt to protect those citizens. The American's with Disabilities Act mandates that service animals must be treated as an extension of a disabled person and will receive all needed services. While most owners of pets and livestock will take reasonable steps to evacuate, shelter and provide for their animals, others cannot or will not take adequate actions for the protection of their animals due to, for example; senior citizens, limited mobility, large numbers of animals in their possession, language or cultural barriers.

Some state agencies such as Colorado Division of Parks and Wildlife or Colorado Department of Agriculture may have certain statutory responsibilities and local emergency plans must be executed in cooperation with those agencies.

Concept of Operations

The Colorado State University (CSU) Extension Office and the Ark-Valley Humane Society (AVHS) have a network of community animal agencies, organizations, businesses and volunteers organized to assist the county/community in addressing animal issues during emergencies. The program assists the county through:

- Planning assistance
- Acquisition of equipment and supplies
- Training
- Participation in exercises
- Community preparedness outreach
- Response
- Recovery

All animal response resources will be mobilized into the incident command system authorized for response to the event. Self-deployment of unauthorized resources will not be allowed as part of this plan.

Community animal resources will be coordinated through the CSU Extension Office liaison to the county emergency operations center in accordance with this plan.

The Chaffee County EOC will include a CSU Extension Office and/or a AVHS liaison under ESF#6 Mass Care, Housing and Human Services when animal issues are a significant element of an emergency.

The lead agency will coordinate with incident command and county agencies to establish appropriate radio, telephone, direct, or other communications as necessary with AVHS response groups and support (i.e. sheltering) during an incident.

Affiliated organizations will maintain appropriate contact with incident command and the county EOC through the lead agency.

Public information and warning pertaining to animal issues will be communicated to the public through the Joint Information Center (JIC) in coordination with both the Incident Command and the Chaffee County EOC.

Organizational Structure

Companion and Service Animal Care is structured under ESF #6-Mass Care, Emergency Assistance, Housing, and Human Services is established in accordance with the National Incident Management System (NIMS). ESF #6 is situated in the Human Services Section. As with all aspects of NIMS and ICS, functions may expand and contract as needed based on the resource needs of the incident.

Incident Management Activities

Companion and Service Animal Care maintain situational awareness of transportation related operations from initial notification until conclusion.

Lead agency responsibilities:

- CSU Extension Office will compile a list and contact information for county animal and agricultural resources. This list will help provide information on available resources as well as an inventory of resources that need to be evaluated during damage assessment operations.
- After an incident, animal care and production resources must be assessed for damage, including:
 - Veterinary hospitals
 - Animal shelters
 - Feed, agricultural supply, kennel, retail and other support facilities
- Only qualified and credentialed animal rescue personnel should be allowed to enter the disaster site to perform animal search and rescue operations
- Animal search and rescue personnel will need to support evacuation, allowing rescued people to evacuate with their animals whenever possible
- Animal/owner reunification including identification and tracking systems for displaced animals
- Volunteer management program for volunteers to include pre-credentialing and training standards

Supporting agency responsibilities:

- Veterinary medical care and services will be needed for the following:
 - Care of injured or ill animals
 - Triage of animals recovered during animal search and rescue operations
 - Veterinary care and infection control programs at animal sheltering sites
 - Coordination with public health on zoonotic disease management
 - Animal disease management including emergency prescription assistance
- Wildlife issues are under the statutory authority of the Colorado Division of Parks and Wildlife (DOW). Local jurisdictional authorities and AVHS shall coordinate with DOW on the management of wildlife issues during disasters.

Resource Support
Emergency Support Function #7
Chaffee County Emergency Operations Plan

Lead Agency: Chaffee County Office of Emergency Management

Support Agencies: American Red Cross, Buena Vista Fire Department, Buena Vista Police Department, Buena Vista Public Works, Chaffee County BOCC, Finance and Administration, Chaffee County EMS, Chaffee County Fire Protection District, Chaffee and Lake County Amateur Radio Emergency Service, Chaffee County Landfill, Chaffee County Health and Human Services-Public Health, Chaffee County Health and Human Services-Social Services, Chaffee County Sheriff's Office, City of Salida, Colorado Department of Corrections, Colorado Division of Homeland Security and Emergency Management, Colorado State Patrol, Public Sector, R-31 Buena Vista School District, R-32 Salida School District, Salida Fire Department, Salida Police Department, Salida Public Works, South Central All-Hazards Region, Town of Buena Vista, Town of Poncha Springs, Town of Poncha Springs Public Works

Purpose

The purpose of this annex is to support logistical and resource support to entities involved in emergency response and recovery efforts for an emergency or disaster that impacts Chaffee County.

Scope

The scope of this annex is to describe the general responsibilities for providing direct and active support to emergency response and recovery efforts during the initial response phase following a disaster. This support includes locating, procuring, and issuing resources, such as supplies, office space, equipment, fuel, contracting services, personnel, heavy equipment, generators and transportation of such in coordination with Chaffee County Emergency Management (OEM). It also provides for logistical support for requirements not specifically identified in the other emergency support functions and may be resources unique to the emergency itself. Resource support also involves the effort and activity necessary to evaluate, locate, procure, and provide essential material resources throughout the event. Resource support activities must be ongoing and coordinated in both the local Emergency Operations Center (EOC) and in field incident command posts.

Situation and Assumptions

In addition to the "Situation and Assumptions" section in the Basic Plan, the Concept of Operations for ESF #7 is based on the following:

- A disaster may result from natural, man-made, or technological hazards that produces extensive damage and results in a large volume of requests to save lives and property.
- During emergency and disaster conditions, communities and possibly the entire county may be isolated due to problems with the transportation and communications infrastructure.
- The Chaffee County Communications Center may become inundated with emergency telephone calls and resource capabilities can be overwhelmed.

- The EOC shall have the capacity to facilitate foreseeable logistical requirements however there will be shortages of a wide variety of supplies, personnel and resources to support a very large incident or numerous simultaneous smaller incidents and to provide basic human needs for emergency population survival.
- Successful sustained emergency and disaster operations are contingent upon an efficient and effective resource support function. Each support agency is responsible for ensuring sufficient program staff is available to report to and support the EOC and to carry out the activities tasked to their organization on a continuous basis.
- Individuals representing agencies supporting the staffing of the ESF #7 will have extensive knowledge regarding resources and capabilities of their respective agencies and have access to the appropriate authority for committing such resources during activation.
- Transport of resources may require staging areas and support from ESF #1(Transportation). Staging areas will be pre-determined to the degree possible.
- It is assumed all agencies and municipalities have emergency operations plans and will enact those plans in support of this annex, if necessary and all jurisdictions have established continuity of operations plans.

Concept of Operations

General

ESF #7 assigns people to the Resource Section and coordinates with the efforts of other ESF's based upon the needs of the Chaffee County EOC. ESF #7 will maintain copies of all information pertaining to ESF #7.

- Chaffee County Emergency Management is responsible for planning, coordinating, and managing the resource support needed in ESF #7.
- Capabilities and resources committed to ESF #7 will be allocated and coordinated by the EOC based upon the policy group priorities.
- The primary source of equipment, supplies, and personnel shall be made from existing support agencies' resources and local sources outside the impacted area.
- Support which cannot be provided from these sources will be obtained through the State EOC (SEOC) and/or commercial sources.
- Logistical support necessary to save lives will receive first priority.
- Massive requests for resources will be accompanied by a disaster declaration which should also include provisions for changes in procedures for purchasing.
- Responding equipment and personnel will contact the Incident Commander on scene for instructions and clearance before proceeding to enter any affected area.
- The Colorado Emergency Resource Mobilization Plan specifies procedures for the mobilization and coordination of resources statewide to respond to any type of emergency requiring additional resources, as needed. ESF #7 will use the Mobilization Plan to obtain additional resources, as needed.
- Municipalities, county agencies, and other transportation organizations are responsible for requesting state support through the Chaffee County Office of Emergency Management or Chaffee County EOC, if activated, when an incident exceeds local capabilities.

- Ordering and tracking of resources from the state is accomplished through Request For Assistance (RFA)/ ICS 213RR form and WebEOC
- Coordination with local and state resources is accomplished under the ICS System.

Organizational Structure

ESF #7-Resource Support is established in accordance with the National Incident Management System (NIMS). ESF #7 is situated in the Resource Section. As with all aspects of NIMS and ICS, functions may expand and contract as needed based on the resource needs of the incident.

Incident Management Activities

ESF #7 maintains situational awareness of all incident operations and support needs from initial notification until conclusion.

Lead agency responsibilities:

- Activates and coordinate county agencies and resources to respond to an emergency in Chaffee County requiring county assistance.
- Notify all ESF #7 supporting agencies upon activation
- During an emergency/disaster, activated ESFs are authorized to directly communicate and coordinate with their respective ESF counterparts at the local, State, and Federal levels.
- At the tasking of the EOC Manager, take action if another ESF requires assistance in obtaining needed items. ESF #7 finds a source for needed items and provides to the requesting emergency support function the name of the contact person, the price, and schedule for when the material can be made available at the established location
- Chaffee County Finance Department personnel will be available to ESF #7 when the EOC is activated. When needed, for example long activation periods or intense activation over a short time frame, finance personnel from other support agencies may be called in to the EOC to participate in ESF #7
- Ensures all information regarding actions taken, contacts made, etc. is recorded into the permanent event log
- Consolidates information into reports and other materials describing and documenting overall response activities and keeping local and state officials informed of the situation
- Assures the public is given appropriate information to deal with the emergency through ESF #15

Support agency responsibilities:

- Identify and provide personnel to staff ESF #7 in the EOC
- Task personnel to accomplish support responsibilities
- Provide assistance to local jurisdiction organizations as requested
- Maintain database inventories of mutual aid agreements, pre-disaster contracts with private businesses, equipment, and key personnel throughout Chaffee County
- Monitor status of all resources requested and ordered for the incident and provide updates to EOC
- Arrange for direct liaison between support agencies and the Incident Command structure to coordinate requests for assistance in response operations
- Document and report emergency disaster-related expenditures to qualify for reimbursement
- Contribute to the incident after-action report

**Public Health and Medical Services
Emergency Support Function #8
Chaffee County Emergency Operations Plan**

Co-Lead Agencies: Chaffee County Coroner, Chaffee County EMS, Chaffee County Health and Human Services-Public Health

Support Agencies: Chaffee County Environmental Health, Chaffee County Incident Information Team, Chaffee County Office of Emergency Management, Chaffee County Health and Human Services-Social Services, Chaffee County Sheriff's Office, Colorado Department of Corrections, Colorado Department of Public Health and Environment, Colorado Division of Homeland Security and Emergency Management, Heart of the Rockies Regional Medical Center, West Central Mental Health

Purpose

The purpose of this annex is to provide for a coordinated response for the protection of Chaffee County's public health, emergency medical care, and fatality and mortuary needs in an emergency situation. It provides a structure consistent from which to coordinate emergency activities to protect and provide essential life and health services, and to provide for the respectful and lawful handling of human remains. It recognizes the need for pre-event preparedness and coordination during developing potential health and medical situations.

Scope

The scope of this annex is to provide direct assistance in identifying, and meeting public health and medical needs of victims of an emergency or disaster situation. This direct assistance is categorized in the following core functional areas:

Assessment and monitoring of Chaffee County Health and Human Services/medical needs (including mental health), continuity of water and sanitation services, emergency medical services and care, medical equipment and supplies, fatality management and mortuary management.

Policies

The primary ESF agency will be dependent upon the current situation and The ESF-#8 Coordinator will be assigned by that primary agency. The Coordinator will make notifications and coordinate the appropriate personnel from ESF-#8 to respond and fulfill the responsibilities of the ESF.

- Chaffee County Health and Human Services-Public Health will be the primary coordinating agency for this ESF in matter pertaining to public health.
- Chaffee County EMS will be the primary coordinating agencies for this ESF in matters pertaining to Emergency Medical Care.
- Chaffee County Coroner's Office will be the primary coordinating agency for this ESF in matters pertaining to Fatality Investigation and Mortuary Management.

Situation and Assumptions

In addition to the "Situation and Assumptions" section in the Basic Plan, the Concept of Operations for ESF #8 is based on the following:

- A disaster may result from natural, man-made, or technological hazards that produces extensive damage and results in a large volume of requests to save lives and property.
- A comprehensive ESF #8 system and support network is essential at any time, but becomes vital during emergency situations.
- Chaffee County and its partners have sufficient ESF-#8 capability and capacity to handle routine health care, medical services, and mortuary requirements.
- A large-scale emergency situation may significantly increase demand for public health, mental health, medical, and mortuary requirements in the County.
- The release of toxic or hazardous materials may result in human and environmental contamination.
- During severe weather conditions, Chaffee County EMS and rescue operations may be temporarily suspended to protect the responders from dangerous conditions.
- Disaster events involving multiple patients, mass care and/or fatalities will be managed according to the Regional Medical Response System Mass Casualty Incident Plan as coordinated by the on-scene Incident Command in coordination with the EOC.
- When notified of an incident involving public health, Chaffee County Health and Human Services-Public Health will maintain situational awareness and provide assistance upon request.
- Chaffee County departments maintain a database of resources. The departments will ensure these resources are ready if required.
- It is assumed all agencies and municipalities have emergency operations plans and will enact those plans in support of this annex, if necessary and all jurisdictions have established continuity of operations plans.

Concept of Operations

General

ESF #8 assigns people to the Emergency Services or Human Services Sections and coordinates with the efforts of other ESF's based upon the needs of the Chaffee County EOC. ESF #8 will maintain copies of all information pertaining to ESF #8.

- A significant disaster event may cause injuries to a considerable number of people resulting in physical, biological, or mental health impact throughout the affected area, and create a widespread need for medical care or public guidance
- Emergency operations for health and mental health services will be an extension of normal agency and facility responsibilities.
- Chaffee County and several surrounding counties own mass casualty and/or surge capacity trailers. The Colorado Emergency Resource Mobilization plan should be accessed through ESF# 7 for mobilization of these resources when needed.
- When necessary, activation information for the surge trailer is found in the Regional Medical Response System plan.
- Disaster Mortuary Response Team (DMORT) - A request for DMORT assistance must be made by the County Coroner or Board of County Commissioners (BOCC)

- Responding equipment and personnel will contact the Incident Commander on scene for instructions and clearance before proceeding to enter any affected area. Personnel will work with trained personnel in areas deemed safe by the Incident Commander to enter disaster areas and will support those involved in direct handling of any hazardous materials in contaminated debris.
- The Colorado Emergency Resource Mobilization Plan specifies procedures for the mobilization and coordination of fire and rescue services statewide to respond to any type of emergency requiring additional resources, as needed. ESF #8 will use the Mobilization Plan to obtain additional resources, as needed.
- Municipalities, county agencies, and other transportation organizations are responsible for requesting state support through the Chaffee County Office of Emergency Management or Chaffee County EOC, if activated, when an incident exceeds local capabilities.
- Ordering and tracking of resources from the state is accomplished through Request For Assistance (RFA)/ ICS 213RR form and WebEOC
- Coordination with local and state resources is accomplished under the ICS System.

The ESF #8 Public Health and Medical functions include overall coordination and other activities to support emergency needs of victims as described below:

- To the best of its ability, Chaffee County Public Health will provide timely and effective services, including but not limited to disease surveillance, health promotion, mitigate the effects of an emergency or event based on the needs of the community.
- The Chaffee County Health and Human Services Director may order inspections of damaged housing, emergency shelters, and public facilities as necessary, to determine the need for emergency repairs, pest control, sanitation, or other health related protective procedures.
- If required, the Chaffee County Health and Human Services-Public Health Director will establish mass medication sites to dispense needed medication or vaccinations to emergency workers and/or the general public in accordance with the Chaffee County Point of Dispensing (POD) Plan.
- Strategic National Stockpile (SNS) assets, if required, will be requested from CDPHE and Colorado DEM via the County EOC. Local distribution of SNS assets is coordinated through the Chaffee County Health and Human Services-Public Health Director according to the protocols established under the Chaffee County Point of Dispensing Plan.
- The Chaffee County Health and Human Services-Public Health Director can request written orders for Quarantine and Isolation. The issuance and enforcement of such orders during a public health emergency will be coordinated through the BOCC and with law enforcement.
- Chaffee County Environmental Health will be the lead agency in providing for food and water safety.
- West Central Mental Health agency in conjunction with community resources will provide support to agencies and people impacted by an emergency situation incident.
- During emergency medical situations, on-scene incident command functions will be performed by the ambulance district having jurisdiction.

- Medical transport may also be provided by mutual-aid ambulance providers, mass transit vehicles such as buses, or aviation medical services, as needed.
- Heart of the Rockies Regional Medical Center will receive patients during emergency situations.
- EMResource will be used by the hospitals and/or the EOC to assist with patient assignment and medical transport routing if the needed medical service is not available at the hospital, or there are no bed spaces available.
- Heart of the Rockies Regional Medical Center may also provide for secondary decontamination of contaminated patients on hospital grounds, if required and may require assistance from outside agencies for this task.
- In the event an alternative care facility is needed, Heart of the Rockies Regional Medical Center will coordinate the site and facility.
- The Chaffee County Coroner will identify and take charge of the proper recovery of the deceased and any human remains. The Coroner's office may be assisted by law enforcement officials and the Chaffee County Health and Human Services Department.
- In the event of a mass fatality incident, additional support services may be required, and will be requested by the County Coroner directly or through the County Emergency Manager from the Colorado OEM State EOC via the County EOC.

Organizational Structure

ESF #8-Public Health and Medical Services is established in accordance with the National Incident Management System (NIMS). ESF #8 is co-situated in the Emergency Services and Human Services Sections. As with all aspects of NIMS and ICS, functions may expand and contract as needed based on the resource needs of the incident.

Incident Management Activities

ESF #8 maintains situational awareness of health and medical related operations from initial notification until conclusion.

Lead agency responsibilities:

- Activates and coordinate county agencies and resources to respond to an emergency in Chaffee County requiring county assistance.
- Provide a representative to the EOC, upon request, who will coordinate all requests. They will collect information for situation reports, briefings, staff meetings, etc. This information may include the following:
 - Statistical, narrative and graphical information
 - Major response actions taken
 - Requests for state assistance by local jurisdiction(s), private and volunteer organizations
 - Priority issues and requirements
- Notify all ESF #8 supporting agencies upon activation
- Identify access and functional needs populations and assure information for access and functional needs populations is distributed
- During an emergency/disaster, activated ESFs are authorized to directly communicate and coordinate with their respective ESF counterparts at the local, State, and Federal levels.

- Ensures all information regarding actions taken, contacts made, etc. is recorded into the permanent event log.
- Consolidates information into reports and other materials describing and documenting overall response activities and keeping local and state officials informed of the situation.
- Assures the public is given appropriate information to deal with the emergency through ESF #15

Support agency responsibilities:

- Identify and provide personnel to staff ESF #8 in the EOC, as necessary
- Task personnel to accomplish support responsibilities
- Provide assistance to local jurisdiction organizations as requested
- Coordinate with the other local agencies on the organization and training of personnel
- Alert, activate, and employ personnel, as needed, for assistance
- Monitor status of all mass care, emergency assistance, housing, and human services operations and provide updates to EOC
- Arrange for direct liaison between support agencies and the Incident Command structure to coordinate requests for assistance in response operations, if needed
- Document and report emergency disaster-related expenditures to qualify for reimbursement
- Contribute to the incident after-action report

Search and Rescue
Emergency Support Function #9
Chaffee County Emergency Operations Plan

Lead Agency: Chaffee County Sheriff's Office

Support Agencies: Buena Vista Fire Department, Buena Vista Police Department, Chaffee County EMS, Chaffee County Fire Protection District, Chaffee County Incident Information Team, Chaffee County Office of Emergency Management, Chaffee County Search and Rescue North, Chaffee County Search and Rescue South, Colorado Department of Corrections, Colorado Division of Homeland Security and Emergency Management, Colorado Search and Rescue Board, R-31 Buena Vista School District, R-32 Salida School District, Salida Fire Department, Salida Police Department

Purpose

This annex defines procedures for the employment, coordination and utilization of available resources and personnel in locating and rescuing lost and/or injured persons. ESF #9 integrates the Search and Rescue (SAR) system around a core of task forces prepared to deploy immediately and initiate operations in support of ESF #9. These task forces are staffed primarily by local volunteers who are trained and experienced in search and rescue operations and possess specialized expertise and equipment.

This annex does include urban search and rescue (USAR) as defined in ESF 9 of the National Response Plan and also provides for wildland search and rescue. USAR involves the location, rescue (extrication), and initial medical stabilization of victims trapped in confined spaces. Structural collapse is most often the cause of victims being trapped, but victims may also be trapped in transportation accidents, mines, and collapsed trenches. For this function see also ESF #4.

Scope

ESF #9 responsibility is granted by statute to the Sheriff of each county in Colorado. Search and Rescue activities may include:

- Urban/technical search and rescue activities including collapsed or damaged structures
- Searches and rescues in the wilderness or urban areas for lost, missing, or endangered persons
- Surface or underwater searches of lakes, ponds, or rivers
- Searching for downed or missing aircraft

The State of Colorado has signed an agreement with the Air Force SAR Coordinator for the Inland Region in support of the National Search and Rescue Plan. This agreement provides County Sheriffs with the ability to contact Air Force air assets directly or via the Office of Emergency Management (DEM) or the Colorado Search and Rescue Board (CSRB).

Situation and Assumptions

In addition to the "Situation and Assumptions" section in the Basic Plan, the Concept of Operations for ESF #9 is based on the following:

- People may become lost, trapped or otherwise isolated; government must be prepared to seek out, locate, and rescue such persons.
- Missing persons may be injured or deceased. Urban / technical search and rescue activities must be prepared to provide aid to injured persons.
- A disaster may result from natural, man-made, or technological hazards that produces extensive damage and results in a large volume of requests to save lives and property
- A missing or lost person is always considered to be alive and in need of rescue until such time that a person of authority (such as the Sheriff) concludes that there is no chance of survival or support, including rescue and is no longer required
- The safety of the rescue personnel is foremost in any operation
- Inclement weather may be a factor in any search and rescue activity - restricting the types of resources to be used, the length of time they can be used and the locations to be searched
- Under some circumstances, the incident scene is also a crime scene and care must be taken to protect evidence
- It is assumed all agencies and municipalities have emergency operations plans and will enact those plans in support of this annex, if necessary and all jurisdictions have established continuity of operations plans.

Concept of Operations

General

ESF #9 assigns people to the Search and Rescue Section and coordinates with the efforts of other ESF's based upon the needs of the Chaffee County EOC. ESF #9 will maintain copies of all information pertaining to ESF #9.

- Chaffee County Sheriff's Office is responsible for planning, coordinating, and managing the resource support needed in ESF #9
- The primary source of equipment, supplies, and personnel shall be made from existing support agencies' resources and local sources outside the impacted area
- Support which cannot be provided from these sources will be obtained through existing search and rescue resources
- All state assistance will be provided to the local Sheriff and will operate under the incident commander
- The CSRB may assist in coordination of additional resources if requested by the Sheriff
- Division of Fire Safety (through the Resource Mobilization Plan) is responsible for maintaining contact lists for urban/technical search and rescue organizations throughout the State.
- Responding equipment and personnel will contact the Incident Commander on scene for instructions and clearance before proceeding to enter any affected area
- The Colorado Emergency Resource Mobilization Plan specifies procedures for the mobilization and coordination of resources statewide to respond to any type of emergency requiring additional resources, as needed. ESF #9 will use the Mobilization Plan to obtain additional resources, as needed.
- Municipalities, county agencies, and other transportation organizations are responsible for requesting state support through the Chaffee County Office of Emergency Management or Chaffee County EOC, if activated, when an incident exceeds local capabilities.

- Ordering and tracking of resources from the state is accomplished through Request For Assistance (RFA)/ ICS 213RR form and WebEOC
- Coordination with local and state resources is accomplished under the ICS System.

Organizational Structure

ESF #9-Search and Rescue is established in accordance with the National Incident Management System (NIMS). ESF #9 is situated in the Emergency Services Section. As with all aspects of NIMS and ICS, functions may expand and contract as needed based on the resource needs of the incident.

Incident Management Activities

ESF #9 maintains situational awareness of all incident operations and support needs from initial notification until conclusion.

Lead agency responsibilities:

- Activates and coordinate county agencies and resources to respond to an emergency in Chaffee County requiring county assistance.
- Notify all ESF #9 supporting agencies upon activation
- During an emergency/disaster, activated ESFs are authorized to directly communicate and coordinate with their respective ESF counterparts at the local, State, and Federal levels.
- The Civil Air Patrol is responsible for conducting and coordinating all lost, missing and overdue aircraft searches in cooperation with the Chaffee County Sheriff's Office.
- Ensures all information regarding actions taken, contacts made, etc. is recorded into the permanent event log.
- Consolidates information into reports and other materials describing and documenting overall response activities and keeping local and state officials informed of the situation.
- Assures the public is given appropriate information to deal with the emergency through ESF #15

Support agency responsibilities:

- Identify and provide personnel to staff ESF #9 in the EOC.
- Task personnel to accomplish response and support responsibilities.
- Provide assistance to local jurisdiction organizations as requested.
- Maintain database inventories of mutual aid agreements, pre-disaster contracts with private businesses, equipment, and key personnel throughout Chaffee County.
- Monitor status of all resources requested and ordered for the incident and provide updates to EOC.
- Arrange for direct liaison between support agencies and the Incident Command structure to coordinate requests for assistance in response operations.
- Document and report emergency disaster-related expenditures to qualify for reimbursement.
- Contribute to the incident after-action report.

**Hazardous Material Response
Emergency Support Function #10
Chaffee County Emergency Operations Plan**

Lead Agency: Chaffee County Sheriff's Office

Support Agencies: Buena Vista Fire Department, Buena Vista Police Department, Buena Vista Public Works, Chaffee County EMS, Chaffee County Environmental Health, Chaffee County Fire Protection District, Chaffee County Incident Information Team, Chaffee County Office of Emergency Management, Chaffee County Health and Human Services-Public Health, Chaffee County Road & Bridge, Colorado Department of Public Health and Environment, Colorado Department of Transportation, Colorado Division of Homeland Security and Emergency Management, Colorado State Patrol, Public Utility Companies and Districts, South Central All-Hazards Region, Salida Fire Department/South Arkansas Fire Protection District, Salida Public Works, Salida Police Department, Town of Poncha Springs Public Works

Purpose

The purpose of this annex is to provide a collaborative framework for prevention, protection, preparedness, response, and recovery efforts related to management of an actual or potential release of hazardous material, chemical, biological materials, including radioactive materials and other related emergency events.

Scope

This ESF is intended to provide a coordinated state response to an actual or potential release of hazardous materials, resulting from a transportation incident, fixed facility incident, natural disaster (i.e., earthquake, flood, etc.). The scope of this annex is to describe the general response of the Chaffee County Sheriff's Office and other supporting agencies in response to an incident of significance in Chaffee County involving oil or hazardous materials. For the purposes of this ESF, hazardous materials are those materials, wastes, substances, and mixtures that are found with the definition of "Hazardous Substance: as provided under 29-22-101(1) Colorado Revised Statutes. Response activities will take place in the field and will be coordinated through the Chaffee County Emergency Operations Center (EOC).

Policies

For the purposes of ESF #10, hazardous materials are those materials, wastes, substances, and mixtures that are found with the definition of "Hazardous Substance: as provided under 29-22-101(1) Colorado Revised Statutes.

The Colorado State Patrol (CSP), as a Designated Emergency Response Authority (DERA) is the primary response authority for incidents on Federal, State, or county highways, outside of municipal city limits. As a DERA, the CSP is authorized by statute to provide support to local government at the request of another DERA, or under established mutual aid.

In unincorporated Chaffee County, the Sheriff is the DERA

Within the municipalities of Salida and Buena Vista the municipal fire departments fulfill the role of DERA and within the Town of Poncha Springs Chaffee County Fire Protection District is the DERA.

All participating agencies / departments will operate under the principles and structures of the National Incident Management System (NIMS).

Situation and Assumptions

In addition to the "Situation and Assumptions" section in the Basic Plan, the Concept of Operations for ESF #10 is based on the following:

- A disaster may result from natural, man-made, or technological hazards that produces extensive damage and results in a large volume of requests to save lives and property.
- Large quantities of hazardous materials are transported via highway, airfreight, and pipeline within and through the county on a daily basis. Therefore, there is a high probability of an actual or potential release occurring on any given day as a result of a transportation accident and / or incident.
- Hazardous materials are manufactured, stored, distributed, utilized, and disposed of at numerous fixed facilities located throughout the county. Therefore, there is a high probability of an actual or potential release occurring on any given day.
- A hazardous materials incident may progress to a point where it becomes a serious threat to the public's health and safety and to the environment.
- Multiple hazardous materials incidents may occur simultaneously following a major disaster such as a flood.
- When notified of an incident involving hazardous materials, the lead and supporting agencies will maintain situational awareness and provide assistance upon request.
- It is assumed all agencies and municipalities have emergency operations plans and will enact those plans in support of this annex, if necessary and all jurisdictions have established continuity of operations plans.

Concept of Operations

General

ESF #10 assigns people to the Emergency Services Section and coordinates with the efforts of other ESF's based upon the needs of the Chaffee County EOC. ESF #10 will maintain copies of all information pertaining to ESF #10.

- In the event of an actual or potential release of hazardous materials within the county which presents a threat to the public health and safety and the environment, this ESF or portions of it may be implemented.
- Unless otherwise specified herein, the response to hazardous materials incidents in Chaffee County is handled by the DERA within the local jurisdiction
- When required, either Chaffee County Health and Human Services, Chaffee County Environmental Services and/or the Department of Public Health and Environment (CDPHE) can provide environmental response resources to assist with the consequences of hazardous materials releases.

- Frequently, local governmental agencies require technical and emergency response assistance from the US Environmental Protection Agency (EPA) when dealing with the consequences of hazardous materials incidents.
- Disposal of hazardous materials (waste) is invariably handled by a private clean-up contractor with the responsible transporter or fixed facility being liable for the costs of the response and remediation of the affected area
- Only personnel having Hazardous Materials Operations or above will be allowed to work in the Hot Zone
- Responding equipment and personnel will contact the Incident Commander on scene for instructions and clearance before proceeding to enter any affected area. Personnel will work with trained personnel in areas as directed by the Incident Commander to mitigate the hazardous material.
- Organizations are responsible for requesting state support through the Chaffee County Office of Emergency Management or Chaffee County EOC, if activated, when an incident exceeds local capabilities.
- Ordering and tracking of resources from the state is accomplished through Request For Assistance (RFA)/ ICS 213RR form and WebEOC
- Coordination with local and state resources is accomplished under the ICS System.

Organizational Structure

ESF #10-Hazardous Material Response is established in accordance with the National Incident Management System (NIMS). ESF #10 is situated in the Emergency Services Section. As with all aspects of NIMS and ICS, functions may expand and contract as needed based on the resource needs of the incident.

Incident Management Activities

ESF #10 maintains situational awareness of Hazardous Material Response related operations from initial notification until conclusion.

Lead agency responsibilities:

- Activates and coordinate county agencies and resources to respond to an emergency in Chaffee County requiring county assistance.
- Notify all ESF #10 supporting agencies upon activation
- Is assigned the statutory responsibility as a DERA
- At the request of the ICP / EOC or emergency response personnel on scene, initiate contact with the following:
 - Chemical Emergency Information Center, CHEMTREC®
 - National Response Center (NRC)
 - Clean-up contractors, transporters, shippers, or other interested parties
- In consultation and coordination with the ICP / EOC:
 - Coordinate deployment of mutual-aid emergency response resources, including fire and emergency medical service
 - Develop and establish priorities for resource deployment when multiple incidents are involved.

- During an emergency/disaster, activated ESFs are authorized to directly communicate and coordinate with their respective ESF counterparts at the local, State, and Federal levels.
- Ensures all information regarding actions taken, contacts made, etc. is recorded into the permanent event log.
- Consolidates information into reports and other materials describing and documenting overall response activities and keeping local and state officials informed of the situation.
- Assures the public is given appropriate information to deal with the emergency through ESF #15

Support agency responsibilities:

- Identify and provide personnel to staff ESF #10 in the EOC.
- Task personnel to accomplish support responsibilities.
- May have assigned the statutory responsibility as DERA, and performs the associated functions utilizing twelve (two-person) technician level hazmat teams
- Provide assistance to local organizations as requested.
- Chaffee County EMS will be responsible for transporting injured personnel to medical facilities. Patients will be decontaminated by the fire department personnel before delivery to EMS when possible. EMS will be responsible for notification of the local hospitals regarding the number of patients, severity of injuries and material involved in the incident.
- Chaffee County EMS will provide for on-scene pre-entry medical evaluations and rehabilitation evaluations
- The Chaffee County Road & Bridge and/or the municipal Public Works (ESF #3) may assist with the removal and disposal of any hazardous material deemed safe for disposal in the county landfill.
- Maintain database inventories of agriculture and natural resource related facilities, equipment, and key personnel throughout Chaffee County.
- Coordinate with the other local agencies on the organization and training of personnel
- Alert, activate, and employ these personnel for assistance.
- Monitor status of all transportation service operations and provide updates to EOC.
- Arrange for direct liaison between support agencies and the Incident Command structure to coordinate requests for assistance in response operations.
- Document and report emergency disaster-related expenditures to qualify for reimbursement.
- Contribute to the incident after-action report.

Agriculture and Natural Resources
Emergency Support Function #11
Chaffee County Emergency Operations Plan

Lead Agency: Colorado State University (CSU) Extension Office

Support Agencies: Ark-Valley Humane Society, Livestock Associations, Private Kennels and Veterinarians, Colorado Division of Homeland Security and Emergency Management

Purpose

The purpose of this annex is to provide a collaborative framework for prevention, protection, preparedness, response, and recovery efforts related to management of agriculture and natural resources, including non-commercial livestock during emergency events.

Scope

The scope of this annex is to describe the emergency management issues related to non-native captive wildlife, and non-production livestock. For the purpose of this plan, these animal populations will be termed simply “animals.” Commercial or production animals are defined as “livestock” within Colorado Revised Statutes. Animal issues addressed within this plan support rescue, shelter and care for animals impacted by emergency events. The scope of this annex is to describe the general response of the CSU Extension Office and other Chaffee County departments, and other supporting agencies in response to an incident of significance in Chaffee County involving agriculture and/or natural resource issues. Response activities will take place in the field and will be coordinated through the Chaffee County Emergency Operations Center (EOC).

Situation and Assumptions

In addition to the “Situation and Assumptions” section in the Basic Plan, the Concept of Operations for ESF #11 is based on the following:

- A disaster may result from natural, man-made, or technological hazards that produces extensive damage and results in a large volume of requests to save lives and property.
- Colorado Department of Agriculture (CDA) holds jurisdictional authority to regulate activities associated with “livestock” and/ or “alternative livestock” as defined in Colorado Revised Statutes. CDA is further delegated oversight of other animal species via the Pet Animal Care Facilities Act and statutes, rules and regulations associated with the Bureau of Animal Protection. Thus, CDA will, at a minimum, retain oversight of any animal activities conducted within the state and reserve the right to exercise statutory authority as need be.
- When notified of an incident involving agriculture and/or natural resources will maintain situational awareness and provide assistance upon request.
- Any private, local, county, or regional animal response group(s) shall promptly notify the State Veterinarian within the CDA – Division of Animal Industry when response activities involve any congregation, sheltering or co-mingling of animals. The State Veterinarian shall then assure provisions are made for the control of any potentially infectious or contagious disease.

- This plan recognizes that local communities may need limited resource assistance without activation of the State Emergency Operations Center (EOC). Nothing in this plan will prohibit the CDA or other State agencies, the CVMF or other non-governmental entities from providing direct response support to local jurisdictions or facilitating the delivery of mutual aid support between local communities during emergencies.
- It is assumed all agencies and municipalities have emergency operations plans and will enact those plans in support of this annex, if necessary and all jurisdictions have established continuity of operations plans.

Concept of Operations

General

ESF #11 assigns people to the Infrastructure Section and coordinates with the efforts of other ESF's based upon the needs of the Chaffee County EOC. ESF #11 will maintain copies of all information pertaining to ESF #11.

- Agriculture and natural resource organizations are responsible for requesting support through existing agreements and/or the appropriate county agency when an incident exceeds local capabilities.
- Responding equipment and personnel will contact the Incident Commander on scene for instructions and clearance before proceeding to enter any affected area. Personnel will work with trained personnel in areas deemed safe by the Incident Commander to evacuate animals and livestock as needed.
- Organizations are responsible for requesting state support through the Chaffee County Office of Emergency Management or Chaffee County EOC, if activated, when an incident exceeds local capabilities.
- Ordering and tracking of resources from the state is accomplished through Request For Assistance (RFA)/ ICS 213RR form and WebEOC
- Coordination with local and state resources is accomplished under the ICS System.

Organizational Structure

ESF #11-Agriculture and Natural Resources is established in accordance with the National Incident Management System (NIMS). ESF #11 is situated in the Infrastructure Section. As with all aspects of NIMS and ICS, functions may expand and contract as needed based on the resource needs of the incident.

Incident Management Activities

ESF #11 maintains situational awareness of Agriculture and Natural Resources related operations from initial notification until conclusion.

Lead agency responsibilities:

- Activates and coordinate county agencies and resources to respond to an emergency in Chaffee County requiring county assistance.
- Notify all ESF #11 supporting agencies upon activation
- The ESF Lead will have access for large animals at designated areas in the County for those animals having no other shelter.
 - Primary designated areas for large animals are:
 - Chaffee County Fairgrounds-Poncha Springs
Point of contact for opening is Jim Mick 719-539-6151
 - Buena Vista Rodeo Grounds
Point of contact for opening is Rich Landreth 719-395-6898
 - Secondary designated areas for large animals will be with private arenas or veterinary clinics outside of the affected areas.
- Transportation of large animals will be provided primarily by owners and secondarily by private organizations, as planned through existing relationships
- During an emergency/disaster, activated ESFs are authorized to directly communicate and coordinate with their respective ESF counterparts at the local, State, and Federal levels.
- Ensures all information regarding actions taken, contacts made, etc. is recorded into the permanent event log.
- Consolidates information into reports and other materials describing and documenting overall response activities and keeping local and state officials informed of the situation.
- Assures the public is given appropriate information to deal with the emergency through ESF #15

Support agency responsibilities:

- Identify and provide personnel to staff ESF #11 in the EOC.
- Task personnel to accomplish support responsibilities.
- Provide assistance to local organizations as requested.
- Maintain database inventories of agriculture and natural resource related facilities, equipment, and key personnel throughout Chaffee County.
- Coordinate with the other local agencies on the organization and training of personnel
- Alert, activate, and employ these personnel for assistance.
- Monitor status of all transportation service operations and provide updates to EOC.
- Arrange for direct liaison between support agencies and the Incident Command structure to coordinate requests for assistance in response operations.
- Document and report emergency disaster-related expenditures to qualify for reimbursement.
- Contribute to the incident after-action report.

Energy (NOTE: This is primarily a State and Private Function)
Emergency Support Function #12
Chaffee County Emergency Operations Plan

Lead Agency: Unified with local Public Utility Companies and Colorado Public Utilities Commission (COPUC) – per MOU with Office of Energy Management and Conservation (State)

Support Agencies: Buena Vista Police Department, Buena Vista Public Works, Chaffee County Office of Emergency Management, Chaffee County Road and Bridge, Chaffee County Sheriff's Office, City of Salida, City of Salida Police Department, City of Salida Public Works, Colorado Division of Homeland Security and Emergency Management, Town of Buena Vista, Town of Poncha Springs, Town of Poncha Springs Public Works, Public Utility Companies and Districts

Purpose

To coordinate the restoration and protection of Chaffee County's critical electricity generation, transmission and distribution infrastructure, and the supply of fuels used in base load generation (natural gas and coal) following a major disaster, emergency, or other significant event. The COPUC will act as a single point of contact and liaison providing direct coordination with all other State, regional and Federal departmental response elements as requested by the affected utility(s) and/or fuel supplier(s). Additionally, this agency has been requested to brief the Governor's Office and the pertinent agencies in the event of an emergency. If deemed appropriate by the State's electric utilities, the COPUC can discuss following information:

- Information on these system(s) damage; and
- Estimations on the impact of these system outages within affected areas.

County officials shall be notified through the Colorado Division of Homeland Security and Emergency Management (CDHSEM).

Additionally, this ESF proactively works toward meeting requests for assistance from local electric utilities, generation fuel suppliers and deliverers to facilitate restoration and protection efforts. This is achieved through meetings with the various utilities and fuel suppliers to identify potential needs in the event of an emergency.

Proper preparation and development of contact lists will facilitate restoration and protection of critical electrical infrastructure.

Scope

The scope of this annex is to facilitate the briefing of county staff on critical system infrastructure damage and outages, including estimations on the impact and anticipated restoration timeframe.

The lead and support agencies have a variety of assets and resources that may be used in response to any event involving the electric system and/or multi-hazard problems. ("Multi-hazard" includes acts of God, radiological materials, weapons of mass destruction (WMD), and terrorism incidents.)

Damage to the electric system in one region may affect other regions relying on the same interconnected system. Consequently, electricity outages within Chaffee County can be caused from events occurring within Colorado or within the surrounding interstate region.

Situation and Assumptions

In addition to the “Situation and Assumptions” section in the Basic Plan, the Concept of Operations for ESF #12 is based on the following:

- An emergency or disaster, either natural or manmade, may disable key electric generation and delivery facilities resulting in local and possibly regional blackouts and/or brownouts. Additionally the fuel supply system may be interrupted.
- Sudden, widespread blackouts could result in panic given the timing of the event (i.e., Winter/Summer) and potential duration (i.e., weeks/months). Notification of public could result in panic.
- Utility infrastructure is interdependent. A widespread electricity outage can cause shortages in generation fuel supplies and vice versa.
- Gasoline and diesel shortages can be caused by supply, demand, and distribution problems. These fuels are needed by utilities to facilitate restoration efforts through dispatch of repair vehicles. First responders also need these fuels in the event a response is required.
- The only energy resource the State is self-sufficient in is electricity. It must be noted however, that electric service within Colorado can be adversely affected by outages in other regions of the Western United States given the interconnected nature of the electric system. All other energy supplies must be imported.
- There may be widespread and possibly prolonged electric power failures
- The transportation and telecommunications infrastructures may be affected.
- Deployment of law enforcement to various locations may be required.

Concept of Operations

General

ESF #12 assigns people to the Infrastructure Section and coordinates with the efforts of other ESF's based upon the needs of the Chaffee County EOC. ESF #12 will maintain copies of all information pertaining to ESF #12.

- Utility companies are responsible for requesting support through existing agreements and/or the appropriate county agency when an incident exceeds local capabilities.
- Responding equipment and personnel will contact the Incident Commander on scene for instructions and clearance before proceeding to enter any affected area. Personnel will work with trained personnel in areas deemed safe by the Incident Commander
- The Colorado Emergency Resource Mobilization Plan specifies procedures for the mobilization and coordination of utility resources statewide to respond to any type of emergency requiring additional resources, as needed. ESF #12 will use the Mobilization Plan to obtain additional resources, as needed.
- Utility organizations are responsible for requesting state support through the Chaffee County Office of Emergency Management or Chaffee County EOC, if activated, when an incident exceeds local capabilities.
- Ordering and tracking of resources from the state is accomplished through Request For Assistance (RFA)/ ICS 213RR form and WebEOC
- Coordination with local and state resources is accomplished under the ICS System.

Organizational Structure

ESF #1-Transportation is established in accordance with the National Incident Management System (NIMS). ESF #1 is situated in the Infrastructure Section. As with all aspects of NIMS and ICS, functions may expand and contract as needed based on the resource needs of the incident. All ESF #12 activities will normally be conducted in the EOC, if activated.

Incident Management Activities

ESF #12 maintains situational awareness of fire related operations from initial notification until conclusion.

Lead agency responsibilities:

- Activates and coordinate county agencies and resources to respond to an emergency in Chaffee County requiring county assistance
- Notify all ESF #12 supporting agencies upon activation
- Serve as liaison for regulated and unregulated utility companies and State agencies to facilitate critical electric infrastructure protection and restoration
- During an emergency/disaster, activated ESFs are authorized to directly communicate and coordinate with their respective ESF counterparts at the local, State, and Federal levels
- Develop contact list and calling tree of State agency personnel for use to facilitate restoration and protection efforts during emergencies as requested by the electric utility sector
- Keep CDHSEM informed of electric sector, natural gas pipeline, and transportation problems when may cause or contribute to extended outage(s)
- Ensures all information regarding actions taken, contacts made, etc. is recorded into the permanent event log
- Consolidates information into reports and other materials describing and documenting overall response activities and keeping local and state officials informed of the situation
- ESF #12 will work with the logistics Section for the procurement of resources that are not available locally and will report such finances directly to the Finance Section of the EOC
- During a response, COPUC will record and track its own expenditures and seek reimbursement from the appropriate resource after the event
- Assures the public is given appropriate information to deal with the emergency through ESF #15

Support agency responsibilities:

- Identify and provide personnel to staff ESF #12 in the EOC
- Task personnel to accomplish support responsibilities
- Provide assistance to utility organizations as requested
- Maintain database inventories of transportation and utility related facilities, equipment, and key personnel throughout Chaffee County
- Alert, activate, and employ utility personnel for assistance
- Provide traffic control, monitor food and fuel distribution points and provide crowd control if necessary
- Monitor status of all utility service operations and provide updates to EOC
- Arrange for direct liaison between support agencies and the Incident Command structure to coordinate requests for assistance in response operations
- Document and report emergency disaster-related expenditures to qualify for reimbursement
- Contribute to the incident after-action report

Public Safety and Security
Emergency Support Function #13
Chaffee County Emergency Operations Plan

Lead Agency: Chaffee County Sheriff's Office

Support Agencies: Buena Vista Police Department, Chaffee County Incident Information Team, Colorado Department of Corrections, Colorado Department of Public Safety, Colorado Division of Homeland Security and Emergency Management, Colorado Division of Parks and Wildlife, Colorado State Patrol, Eleventh Judicial District Attorney's Office, Salida Police Department

Purpose

The purpose of this annex is to provide procedures for the mobilization, prioritization, deployment and coordination of support of law enforcement personnel, equipment, and supplies in support of an emergency within the county that exceeds the capabilities of local law enforcement resources to manage.

Scope

The scope of this annex is to outline the responsibilities and activities relating to law enforcement in the event of an incident of significance. The Chaffee County Sheriff's Office and supporting departments and agencies will perform law enforcement, peacekeeping and other related public safety functions. These functions are to prevent an incident or stop an undesirable situation before it occurs, respond to a major incident or incident in progress, and restore the peace and safety of the community.

Situation and Assumptions

In addition to the "Situation and Assumptions" section in the Basic Plan, the Concept of Operations for ESF #13 is based on the following:

- The potential for local law enforcement resources to become depleted can happen at any time; this is especially true during and after a major disaster.
- Natural disasters and other emergencies in Chaffee County have shown that normally available law enforcement resources may be difficult to obtain and utilize because of massive disruptions of communications, transportation, and utility systems.
- Major disasters and other emergencies which exceed local capabilities have and will continue to occur in Chaffee County
- Intentional events may result in mass casualties and damage. Because these are crime scenes, there will be the need for additional law enforcement resources for security and investigations
- Successful law enforcement operations during an emergency will require organized, interagency cooperation at all levels of government.
- A disaster may result from natural, man-made, or technological hazards that produces extensive damage and results in a large volume of requests to save lives and property
- The safety of response personnel is foremost in any operation

- It is assumed all agencies and municipalities have emergency operations plans and will enact those plans in support of this annex, if necessary and all jurisdictions have established continuity of operations plans.

Concept of Operations

General

ESF #13 Public Safety assigns people to the Emergency Services Section and coordinates with the efforts of other ESF's based upon the needs of the Chaffee County EOC. ESF #13 will maintain copies of all information pertaining to ESF #13.

- Chaffee County Sheriff's Office is responsible for planning, coordinating, and managing the resource support needed in ESF #13
- Respond to incidents threatening the community, property, or infrastructure with available resources.
- The Sheriff's Office responds to any incident that threatens life, property, public peace, or circumstances that violate the law as set forth by the State of Colorado, Chaffee County, and the Federal Government.
- All state assistance will be provided to the local Sheriff and will operate under the incident commander
- Responding equipment and personnel will contact the Incident Commander on scene for instructions and clearance before proceeding to enter any affected area
- The Colorado Emergency Resource Mobilization Plan specifies procedures for the mobilization and coordination of resources statewide to respond to any type of emergency requiring additional resources, as needed. ESF #13 will use the Mobilization Plan to obtain additional resources, as needed.
- Municipalities, county agencies, and other organizations are responsible for requesting state support through the Chaffee County Office of Emergency Management or Chaffee County EOC, if activated, when an incident exceeds local capabilities.
- Ordering and tracking of resources from the state is accomplished through Request For Assistance (RFA)/ ICS 213RR form and WebEOC
- Coordination with local and state resources is accomplished under the ICS System.

Organizational Structure

ESF #13-Public Safety and Security is established in accordance with the National Incident Management System (NIMS). ESF #13 is situated in the Emergency Services Section. As with all aspects of NIMS and ICS, functions may expand and contract as needed based on the resource needs of the incident.

Incident Management Activities

ESF #13 maintains situational awareness of all incident operations and support needs from initial notification until conclusion.

Lead agency responsibilities:

- Activates and coordinate county agencies and resources to respond to an emergency in Chaffee County requiring county assistance.
- Notify all ESF #13 supporting agencies upon activation
- Provide intelligence on known threats and trends locally and regionally

- Provide incident information and coordination to responders
- During an emergency/disaster, activated ESFs are authorized to directly communicate and coordinate with their respective ESF counterparts at the local, State, and Federal levels.
- Ensures all information regarding actions taken, contacts made, etc. is recorded into the permanent event log.
- Consolidates information into reports and other materials describing and documenting overall response activities and keeping local and state officials informed of the situation.
- Assures the public is given appropriate information to deal with the emergency through ESF #15

Support agency responsibilities:

- Identify and provide personnel to staff ESF #13 in the EOC.
- Task personnel to accomplish response and support responsibilities.
- Provide intelligence on known threats and trends locally and regionally
- Provide coordinated law enforcement personnel and equipment support during response and recovery operations in conjunction with local, state, and federal law enforcement agencies
- Provide assistance to local jurisdiction organizations as requested.
- Provide legal information and support relative to the county's liabilities and responsibilities during a law enforcement related incident of significance
- Monitor status of all resources requested and ordered for the incident and provide updates to EOC.
- Arrange for direct liaison between support agencies and the Incident Command structure to coordinate requests for assistance in response operations.
- Document and report emergency disaster-related expenditures to qualify for reimbursement.
- Contribute to the incident after-action report.

Long-Term Community Recovery Emergency Support Function #14 Chaffee County Emergency Operations Plan

Lead Agency: Chaffee County BOCC, Finance and Administration

Support Agencies: Chaffee County Assessor, Chaffee County Attorney, Chaffee County Building Department, Chaffee County Development Services, Chaffee County Health and Human Services-Social Services and Public Health, Chaffee County Incident Information Team, Chaffee County Information Technology, Chaffee County Landfill, Chaffee County Office of Emergency Management, Chaffee County Treasurer, City of Salida, Colorado Department of Local Affairs, Colorado Division of Homeland Security and Emergency Management, Colorado Division of Parks and Wildlife, Colorado Public Utilities Commission, Public Sector-local businesses, Public Utility Companies and Districts Town of Buena Vista, Town of Poncha Springs, Upper Arkansas Council of Governments

Purpose

The purpose of this annex is to provide for coordinated measures and policies designed to facilitate recovery from the effects of natural and technological disasters, or civil disturbances, or intentional acts against people or property. Chaffee County will provide for effective utilization of resources to support local government efforts to aid long-term community recovery, stabilize local and regional economies, and reduce or eliminate risks from future incidents. Agencies will coordinate during the damage assessment process in order to determine the need for supplemental assistance. ESF #14 provides a government conduit and administrative means for appropriate federal, military, voluntary and private sector organizations to assist local governments during the recovery and mitigation process.

Scope

The scope of this annex is to outline the responsibilities and activities relating to long-term community recovery. Based on an assessment of incident impacts, ESF #14 may vary depending on the magnitude and type of incident and the potential for long-term and severe consequences.

ESF #14 will most likely be activated for large-scale or catastrophic incidents that require State and Federal assistance to address significant long-term impacts in the affected areas (e.g., impacts on housing, businesses, employment, community infrastructure, and social services.)

Situation and Assumptions

In addition to the "Situation and Assumptions" section in the Basic Plan, the Concept of Operations for ESF #14 is based on the following:

- Major disasters and other emergencies which exceed local capabilities have and will continue to occur in Chaffee County
- Local officials have authority under their local ordinances, resolutions, and the Colorado Revised Statutes to take responsible and appropriate actions in the direction and control of disaster recovery activities. The priority of affected local governments in defining and addressing risk reduction and long term recovery priorities is recognized. If an effective recovery is beyond a local jurisdiction's capability, State assistance may be required.

The Governor may then declare a disaster and the provisions of the State Emergency Operations Plan will be implemented

- If the situation is beyond local and State capability, the Governor may ask for Federal assistance by requesting a Presidential Declaration of an emergency or major disaster. A Presidential Declaration authorizes federal assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288, as amended). The declaration triggers the implementation of Federal disaster assistance programs, which are coordinated by the Federal Emergency Management Agency (FEMA), in cooperation with the Colorado Office of Emergency Management (OEM)
- Response and recovery operations in both State and Federally declared disasters will be conducted in accordance with the standards set forth by the National Incident Management System (NIMS) and the National Response Framework (NRF). Long term recovery and mitigation efforts will be based on a variety of factors and priorities, including public safety, economic development, environmental protection, and preservation of social cultural and historical resources.
- Colorado Office of Emergency Management will provide guidance to affected local jurisdictions concerning the declaration process and procedures for requesting State and Federal disaster assistance. Although the State does not have formal programs to help restore damaged public infrastructure and to assist individuals, families and businesses, the Department of Local Affairs and the coordinating and supporting Agencies identified in this annex will make every effort to match identified local disaster related needs with assistance potentially available from State, Federal and voluntary agency sources.
- Long-term recovery and mitigation efforts will be based on a variety of factors and priorities, including public safety, economic development, environmental protection, and preservation of social, cultural and historical resources.
- Recovery involves action taken over the short term to return vital life –support systems to minimum standards and over the long term to return communities to normal or improved conditions. These measures may include damage assessment, supplemental Federal assistance to individuals and public entities, preparation of economic development studies and plans, identification of hazard mitigation opportunities and projects, and revisions to policies, plans and procedures. The Colorado State Emergency Operations Center (SEOC)/Multi-Agency Coordination Center (MACC) will be activated before emergency conditions subside to ensure that short-term recovery activities are implemented quickly and efficiently. The State will request supplemental Federal assistance when the situation exceeds State and local capabilities and after the Governor issues an Executive Order declaring a State disaster or emergency.
- It is assumed all agencies and municipalities have emergency operations plans and will enact those plans in support of this annex, if necessary and all jurisdictions have established continuity of operations plans.

Concept of Operations

General

ESF #14 assigns people to the Infrastructure Section and coordinates with the efforts of other ESF's based upon the needs of the Chaffee County EOC. ESF #14 will maintain copies of all information pertaining to ESF #14.

Initial and short-term recovery activities

Focus on the safety and welfare of the affected community and restoration of essential services to include:

- Coordinating and conducting initial damage assessment efforts to help guide local decision-making and priority-setting and to determine the need for supplemental Federal assistance
- Coordinating the restoration of essential public services and facilities (e.g., removal of debris from emergency routes, emergency repairs to hospitals and public safety facilities)
- Completing steps for formally requesting Federal disaster assistance when damage assessment results indicate that impacts exceed the resource capacities of State and local governments
- Coordinating the delivery of Federal disaster assistance programs (e.g., Individual Assistance, Public Assistance, Hazard Mitigation) in Presidential declared disasters
- Coordinating relief resources available from State agencies, other Federal programs and voluntary organizations
- Coordinating the provision of temporary housing for victims of a disaster event
- Managing unsolicited, undesigned donations of goods and services
- Coordinating spontaneous, unaffiliated volunteers that emerge in the aftermath of a disaster event
- Coordinating disaster-related information and instructions to the general public
- Identifying post-disaster hazard mitigation activities to reduce future risks.

Long-term recovery efforts focus on redeveloping communities and restoring the economic viability of disaster areas, including:

- Coordinating and integrating the resources and assistance programs of voluntary agencies and other community-based organizations
- Restoring and making permanent repairs to public infrastructure damaged in the disaster
- Reestablishing an adequate supply of housing, including affordable housing, to replace housing destroyed by the disaster
- Restoring the economic base of disaster-impacted communities, including lost jobs and employment opportunities
- Identifying hazard mitigation opportunities and implementing long-term hazard mitigation plans, projects and measures (e.g., land use plans, hazard-zone restrictions and building codes).
- Municipalities, county agencies, and other organizations are responsible for requesting state support through the Chaffee County Office of Emergency Management or Chaffee County EOC, if activated, when an incident exceeds local capabilities.
- Ordering and tracking of resources from the state is accomplished through Request For Assistance (RFA)/ ICS 213RR form and WebEOC
- Coordination with local and state resources is accomplished under the ICS System.

Organizational Structure

ESF #14-Long-Term Community Recovery is established in accordance with the National Incident Management System (NIMS). ESF #14 is situated in the Infrastructure Section. As with all aspects of NIMS and ICS, functions may expand and contract as needed based on the resource needs of the incident.

Incident Management Activities

ESF #14 maintains situational awareness of all incident and recovery operations and support needs from initial notification until conclusion.

Lead agency responsibilities:

- Notify all ESF #14 supporting agencies upon activation
- Coordinate county-wide damage assessment and recovery efforts
- Ensure rapid disbursement of disaster assistance funds to individuals and government throughout the recovery period
- Coordinate the dissemination of information on emergency assistance available to public and private agencies, organizations, individuals, and families
- Task organizations to provide personnel to serve on damage assessment or mitigation teams based upon the nature of the disaster
- Review and verify damage assessment and assistance information.
- Coordinate closely with county entities for assessment/recovery activities.
- Administer grant and loan programs in cooperation with State organizations for disaster recovery
- Ensures all information regarding actions taken, contacts made, etc. is recorded into the permanent event log.
- Consolidates information into reports and other materials describing and documenting overall response activities and keeping local and state officials informed of the situation.
- Provide regular updates of information to PIO and ESF #5 for use in the development of information packets, briefing information, displays, news releases, etc. During an emergency/disaster, activated ESFs are authorized to directly communicate and coordinate with their respective ESF counterparts at the local, State, and Federal levels
- Assure the public is given appropriate information to deal with the emergency through ESF #15

Support agency responsibilities:

- Make recommendations to the appropriate governing body(s) concerning requests for disaster declarations
- Identify and provide personnel to staff ESF #14 in the EOC
- Supply technical information, advice, and assistance in procuring available Federal and State emergency assistance
- Task personnel to accomplish response and support responsibilities
- Serve on Damage Assessment and/or Mitigation Teams as required.
- Provide personnel to temporarily support recovery activities as requested by BoCC or Emergency Management.
- Assist in operating phone lines for recovery information.
- Coordinate with other support agencies for the identification of disaster recovery programs and assistance.
- Assist in the preparation of disaster declarations and emergency resolutions to expedite recovery efforts.
- Provide legal advice for proposed actions.
- Provide legal information and support relative to the county's liabilities and responsibilities during an incident of significance.

- Monitor status of all resources requested and ordered for the incident and provide updates to EOC.
- Arrange for direct liaison between support agencies and the Incident Command structure to coordinate requests for assistance in response operations.
- Document and report emergency disaster-related expenditures to qualify for reimbursement.
- Contribute to the incident after-action report.

External Affairs
Emergency Support Function #15
Chaffee County Emergency Operations Plan

Lead Agency: Chaffee County BOCC, Finance and Administration

Support Agencies: Chaffee County Incident Information Team, Chaffee County Information Technology, Chaffee County Office of Emergency Management, Colorado Department of Corrections, Colorado Division of Homeland Security and Emergency Management, City of Salida, Heart of the Rockies Regional Medical Center, Town of Buena Vista, Town of Poncha Springs

Purpose

The purpose of Emergency Support Function (ESF) #15-External Affairs is to establish how public information activities will be coordinated to meet the needs generated by all-hazard incidents affecting Chaffee County. ESF #15 provides the core management and administrative to support the Chaffee County Emergency Operations Center (EOC) and liaison with local agencies, and the State and Federal governments.

Scope

This annex identifies the key policies, concepts of operations, roles and responsibilities, and capabilities associated with public information in Chaffee County. ESF #15 provides the overall coordination of public information for incidents regardless of hazard, degree of complexity, or duration. Therefore, Chaffee County may activate ESF #15 at some level for planned, potential, and actual incidents.

Chaffee County and local agencies have developed a team of Public Information Officers (PIO's) for this purpose. The Incident Information Team (IIT) formed due to the identified need for a network of PIO's during incidents and planned events in Chaffee County. This team has members from a variety of local agencies, governmental entities, and departments.

Public information actions before, during, and following any emergency or planned event will be determined by the severity of the incident as declared by involved jurisdictions, local agencies, or as perceived by the public. A significant emergency or planned event response will involve many local and private section agencies, as well as State agencies. The IIT identifies those agencies and their responsibilities. For the purpose of this annex, PIO's will represent their own agency and speak about their agency's involvement in response and recovery operations.

This annex provides for public information, education, and media relations functions incorporating a Joint Information System (JIS) as the information source and Joint Information Center (JIC) operations at a location determined by the IIT.

Resource requirements, including staffing, equipment, office supplies, and office facilities required will be tailored to the type and severity of each incident and full or partial activation of this plan will be addressed on a case-by-case basis.

The IIT, working in conjunction with the Chaffee County EOC will be responsible for:

- Identifying a lead PIO for the incident
- Establishing a JIC/JIS, including central point for coordination
- Requesting State of Colorado assistance as it pertains to public information
- Supporting the Chaffee County EOC in regard to public information
- Information collection and analysis
- Information dissemination as approved by the policy group
- Coordination with other Command and General staff in the Chaffee County EOC

Situation and Assumptions

In addition to the “Situation and Assumptions” section in the Basic Plan, the Concept of Operations for ESF #15 is based on the following:

- The public needs timely and accurate information for protection of life and property during response to and recovery from an emergency or planned event.
- To reduce inaccuracies and misinformation, the IIT will initiate a JIS to coordinate information with participating local and State agencies. Based on the urgency of the situation and the need for inter-agency cooperation, agencies should attempt to coordinate public information through Chaffee County Office of Emergency Management (OEM)
- Local jurisdictions will provide immediate and vital information to the public regarding response and recovery activities
- Under the JIS/JIC concept, each agency representative has the commitment to share and coordinate information with all other participating agencies prior to its release to the media and the public.
- The Chaffee County Board of County Commissioners has lead responsibility as the official spokesperson for county actions
- A virtual JIC may be initiated through technological means with geographical restrictions or other limitations preclude physical attendance by PIO’s/liaisons at a central location
- The Emergency Alert System (EAS) or Code Red[®] emergency notification system may be used by the county and/or local jurisdictions to broadcast a public alert to specific jurisdictions. For more information regarding these capabilities, see the ESF #2 Communications

Concept of Operations

General

The following systems and procedures will be applicable to the response and recovery phase of any emergency or planned event.

- In an emergency or planned event, the Chaffee County EOC becomes the focal point for the receipt of information and therefore, is a logical location for the preparation and distribution of public information if so requested by the policy group.
- The policy group, county OEM, or IIT will designate a lead PIO to coordinate the release of public information through the JIS and to the public through the media, including social media
- The emergency or event and available resources will dictate the level needed for public information. PIO’s may activate via a Joint Information System (JIS) and or a Joint Information Center (JIC) for a Type IV or Type III incident. In the event of a Type II or Type I incident, local PIO’s will work with the incoming Incident Management Team.

- A JIC may be established by the county OEM or IIT at designated facilities. Involvement of other PIO's will be determined by the scope and nature of the incident. The JIS will continue with the establishment of the JIC.
- The JIS and/or JIC become the focal point for dissemination of all public information about emergency or planned event response and recovery operations. This will reduce or eliminate negative or incorrect information that may arise and ensure correct and appropriate information is delivered to the public and media.
- Potential JIC locations include the Touber Building in Salida and the conference room at the Central Colorado Airport in Buena Vista. Other locations will be determined based on need and the incident.
- IIT PIO's are responsible for setting up news briefings for key officials, writing and disseminating news releases to appropriate media outlets, monitoring and analyzing TV, radio, newspaper, and social media sites for incident news coverage and providing this information to the JIS, and preparing background information and fact sheets.
- PIO's in the JIS and/or JIC work closely with elected officials, response agencies, and emergency manager.
- If a disaster declaration has been made, the JIS may be expanded to the establishment of a JIC and include state or federal resources
- Status of upcoming activities

Organizational Structure

ESF #15-External Affairs is established in accordance with the National Incident Management System (NIMS). ESF #15 is situated within the Command Staff. As with all aspects of NIMS and ICS, functions may expand and contract as needed based on the resource needs of the incident.

Incident Management Activities

ESF #15 maintains situational awareness of the incident and all related operations from initial notification until conclusion, throughout the recovery process.

Lead PIO:

- Initial actions for the IIT PIO following the notification of an incident will be contacting the emergency manager to:
 - Identify an Lead PIO
 - Discuss involvement of PIO's from area agencies and through mutual agreement, determine their level of involvement in JIS/JIC operations
- During this phase, the Lead PIO and all concerned agency PIO's will jointly create news releases, determine input, and release procedures for the JIS according to the needs of the emergency or planned event. As part of this process, the JIS will function to serve affected areas and connect with media necessary to reach those audiences.
- The Lead PIO serves as the coordinator for public information and is responsible for developing and distributing all approved media information to the EAS, Code Red®, news media, rumor control, and/or any other organizations deemed necessary to receive the news advisories.
- The Lead PIO serves as the Chaffee County EOC representative for news and advisory issues in conjunction with the policy group.

- The Lead PIO ensures the appropriate elected officials and administrators are apprised of issues related to response and recovery and works with the policy group for coordination of press releases and conferences.
- The Lead PIO will collect and maintain the following ESF status information and coordinate with the Planning section to ensure inclusion into the Situation Report
 - Media releases issues
 - Schedule of press conferences and releases
 - Unmet needs
 - Significant public information issues and activities

Supporting Agencies:

- Provide subject matter experts for media interviews and press conferences as requested and appropriate.
- Provide departmental or agency specific public information and public education support, as requested, to the Lead PIO during an emergency or planned event.
- Provide staffing for media support and monitoring.

Biological (Pandemic) Hazard Specific Incident Appendix I Chaffee County Emergency Operations Plan

Lead Agency: Chaffee County Public Health (Health and Human Services)

Supporting Agencies: American Red Cross, Buena Vista Fire Department, Buena Vista Police Department, Chaffee County EMS, Chaffee County Fire Protection District, Chaffee County Sheriff's Office, Colorado Department of Public Health and Environment, Colorado State University Extension Office, Salida Fire Department/South Arkansas Fire Protection District, Salida Police Department, The Salvation Army, and Private Sector

Purpose

The Biological Appendix to the Local Emergency Operation Plan establishes the strategy for implementing and coordinating response actions and outlines roles and responsibilities to an influenza pandemic with the overall goal of reducing mortality and morbidity and minimizing social disruption in Chaffee County.

An operationally specific Pandemic Influenza Plan exists within the Chaffee County Department of Health and Human Services, Public Health section's internal Emergency Response Plan.

Policies

The Board of County Commissioners (BoCC) may issue an emergency declaration, and in turn, the Governor may issue a state declaration, which may make response and recovery funding available as well as other state resources.

Scope

The response to a pandemic influenza event will follow many of the same steps as a response to other communicable disease outbreaks. Therefore, this incident-specific annex highlights areas that are specific to pandemic influenza and require additional consideration.

An influenza pandemic requires planning and coordination at all levels of government because it has the potential to result in extraordinary levels of mass casualties, disruption in critical infrastructure and the economy, public morale, and/or government functions. An influenza pandemic could result in sustained impacts over a prolonged period of time; almost immediately exceeds resources normally available to local, private-sector, and State authorities; and significantly interrupt governmental operations and emergency services to such an extent that citizen safety and security could be threatened.

Chaffee County's broad objectives in responding to an influenza pandemic are:

- Detect the event through disease surveillance and environmental monitoring
- Identify and protect the population(s) at risk
- Determine the source of the outbreak
- Quickly frame the public health and law enforcement implications

- Control and contain any possible epidemic (including providing information to State level public health agencies)
- Augment and surge public health and medical services
- Track and prevent any potential resurgence and additional outbreaks
- Assess the extent of residual biological contamination and decontaminate as necessary

Key Concepts

The key concept of this appendix is to provide a systematic and coordinated response to a pandemic influenza event at the local level. The elements involved are: incident reporting and investigation; appropriate mobilization and response for the level of threat; and, coordinated communication for alerts, notifications and education.

Legal Authority

- Chaffee County Public Health (CCPH) has statutory authority to investigate and control causes of epidemic and communicable diseases affecting the public health in Chaffee County
- The Colorado Board of Health has the authority to require reports of such diseases to public health officials and public health officials in turn have access to medical records relating to these diseases.
- CDPHE and CCPH have statutory authority to establish, maintain and enforce isolation and quarantine and to exercise physical control over property and the persons within Chaffee County in response to disease events

Situation and Assumptions

Several features set pandemic influenza apart from other public health emergencies or community disasters. The following assumptions are made for such events:

- It is assumed that this would be the same for a pandemic influenza virus. The typical interval between infection and onset of symptoms (incubation period) for influenza is two days. Susceptibility to the pandemic influenza virus strain will be universal. Persons who become ill may shed and can transmit infection for up to one day before the onset of illness and transmission is greatest during the first two days of illness. On average, infected persons will transmit the infection to two other people; children usually shed a larger amount of virus and are likely to pose the greatest risk to transmit the virus to others.
- A pandemic influenza event is expected to have two waves, with each wave lasting six to eight weeks. The seasonality of a pandemic cannot be predicted with certainty but illness is expected to occur simultaneously throughout much of the U.S., preventing shifts in the human and material resources that usually exist in response to other disasters.
- The clinical disease attack rate will be about 30% in the overall population, with be highest among school-age children (approximately 40%) and declining with age. Healthcare workers, public health workers, and other responders (i.e., law enforcement and fire fighters) may be at higher risk of exposure and illness than the general population.

- The fatality rate may be 0.2 percent to 2.0 percent of those infected.
- An average of 20% of working adults will become ill, potentially reaching 40% at the peak of the pandemic. Of those who become ill, approximately 50% will seek outpatient medical care. The number of hospitalizations and deaths will depend on the virulence of the pandemic virus.
- Based on the above extrapolation for a severe pandemic, Colorado deaths for a pandemic influenza event are estimated to be approximately 29,956. The current average daily death rate in Colorado will increase from 80 per day to 347 per day. However, the death rate in Colorado will likely be smaller at the onset of the illness wave, rise steeply as the illness wave peaks and decrease at the end of the wave, modifying the daily rate slightly for the duration of each pandemic influenza event wave.
- Communities must be prepared to rely on their own resources to respond to a pandemic influenza event. Effective prevention and therapeutic measures such as vaccine and antiviral agents may be delayed and, initially in short supply or not available.
- Substantial public education regarding the need to target priority groups for vaccination and possibly for anti-viral medication and rationing of limited supplies is paramount to controlling public panic.
- Adequate security measures must be in place while distributing limited supplies of vaccine or antiviral medication.

Note: Estimates are based on extrapolation from past pandemics in the United States using Colorado-specific census data in the Centers for Disease Control and Prevention (CDC).

Concept of Operations

General

Planning for a pandemic influenza event is ongoing in Chaffee County.

The coordination between public health, healthcare providers, emergency management, agriculture, behavioral health, education, businesses, etc. will contribute to an effective implementation of response activities, the delivery of health care, communications / notification and education.

Response to a pandemic will require an expansion of ongoing disease control activities and functions within the public health and medical communities.

Response is specific to the level of threat, following the World Health Organization (WHO) and US Department of Health and Human Services (HHS) defined pandemic influenza threat levels. Each response level involves the activation of the following areas:

- Planning and Coordination
- Surveillance, Investigation, and Protective Public Health Measures
- Vaccines and antiviral drugs
- Healthcare and emergency response
- Communications and outreach

The levels of threat and general response are defined as follows: Inter-pandemic Period – HHS Stage 0

WHO Phase 1:

- No new influenza virus subtypes detected in humans but an influenza virus subtype may cause human infection and could be present in animals.
- Action – Standard influenza pandemic planning and surveillance at the State, regional and local levels is occurring.

WHO Phase 2:

- No new influenza virus subtypes detected in humans, however, a circulating animal influenza virus subtype poses a substantial risk of human disease.
- Action – Standard influenza pandemic planning and surveillance occurs. Monitoring the risk of transmission to human begins. Reporting of pandemic-related information to public and partners, as appropriate occurs.

Pandemic Alert Period – HHS Stage 0 or 1 (novel strain overseas)

WHO Phase 3:

- Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.
- Action – Ensure rapid detection, notification and response for the first travel-related case of novel influenza in Colorado. Educate and train health professionals and the public regarding pandemic preparedness activities, realistic expectations of public health and actions they can take as the pandemic progresses.

Pandemic Alert Period – HHS Stage 2 (limited human cases overseas)

WHO Phase 4:

- Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.
- Action – Continue to ensure rapid detection, notification and response for the first travel-related case of novel influenza in Colorado. Continue to educate and train health professionals and the public regarding pandemic preparedness activities, realistic expectations of public health and actions they can take if the pandemic progresses.

Pandemic Alert Period – HHS Stage 2 (large clusters overseas)

WHO Phase 5:

- Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasing better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).
- Action – Maximize efforts to detect the first travel-related case of novel influenza virus in the State. Exercise preparedness plans to ensure readiness. Emphasize education on the measures to contain or delay spread to possibly avert a pandemic, and to possibly gain time to implement pandemic response measures.

Pandemic Alert Period – HHS Stage 3 (widespread human outbreaks overseas)

WHO Phase 6:

- Pandemic increased and sustained transmission in general population.
- Action – Minimize the impact of the pandemic by continuing with Phase 5 activities

Pandemic Period – HHS Stage 4 (first case in North America) and Stage 5 (spread throughout the U.S.)

WHO Phase 6:

- Pandemic increased and sustained transmission in the general population.
- Action – Minimize the impact of the pandemic by enhancing phase5 activities and potentially activating additional disease control measures, as determined by the GEERC.

Pandemic Period – HHS Stage 6 (between pandemic waves)

WHO Phase 6:

- Between pandemic waves or beginning of recovery. Preparation for subsequent waves should occur.
- Action – Prepare for subsequent waves or begin recovery.

When Chaffee County Public Health activates response activities, specific administrative and financial tasks will occur, in accordance with Chaffee County financial policies, the State of Colorado fiscal requirements and the U.S. Federal Emergency Management Agency requirements.

Drought

Hazard Specific Incident Appendix II

Chaffee County Emergency Operations Plan

Lead Agency: Colorado State University Extension Office

Supporting Agencies: American Red Cross, Chaffee County Board of County Commissioners and Administration, Chaffee County Department of Health and Human Services, Chaffee County Finance Office, Colorado Department of Local Affairs, Colorado Division of Homeland Security and Emergency Management, Colorado State Forest Service, The Salvation Army, and Upper Arkansas Area Council of Governments, Private Sector

Purpose

This incident annex has been prepared to facilitate a coordinated response and assign responsibilities for requests from local jurisdictions to reduce potential loss of life and to quickly restore essential services following an extended period of drought.

Policies

The Board of County Commissioners (BoCC) may issue an emergency declaration, and in turn, the Governor may issue a state declaration, which may make response and recovery funding available as well as other state resources.

Situation and Assumptions

Typically, drought is a shortage of water associated with a deficiency of precipitation. However, humans can also induce water shortages. Drought occurs when a normal amount of moisture is not available to satisfy an area's usual water-consuming activities.

State action is taken when local government capabilities cannot cope with existing or growing needs from drought impacts. Response consists of any action taken to solve a given drought problem, from media announcements to funding or reallocation of resources.

Concept of Operations

State action is taken when local government capabilities cannot cope with existing or growing needs from drought impacts. Response consists of any action taken to solve a given drought problem, from media announcements to funding or reallocation of resources.

If drought conditions worsen, agencies become overburdened, and emergency conditions threaten, an Interagency Coordinating Group (ICG) may be activated by proclamation of the Governor upon recommendation by the Review and Reporting Task Force (R&RTF), identified in the Colorado Drought Mitigation and Response Plan.

Responsibilities

Colorado State University Extension Office

- Monitors drought conditions
- Promotion of water conservation practices

- Monitor wildlife activities
- Identify water shortages and provide resource allocation alternatives
- Overall promotion of water conservation practices
- Assist in the response coordination, retardation of soil loss, erosion, etc.

Board of County Commissioners (BoCC)

- Following disaster statutes make monies available through the state disaster fund or other funds to provide for basic recovery of essential services
- Designates a Drought Coordinator and identifies an coordinates with State Interagency Coordinating Group
- Coordinate with State for Small Business Administration declaration
- Activate the Local Emergency Operations Plan

Department of Public Health and Environment

- Monitor public health issues that may arise

Office of Emergency Management

- Provide assessment and emergency response coordination

Finance Office

- Determine economic losses, actual and projected

State Forest Service

- Monitor wildfire protection activities

Other Agencies

- Provide support as requested by the BoCC or Office of Emergency Management

ESFs likely to be involved in a drought emergency are: 3, 4, 5, 7, 8, 11, 12, 14, and 15

Agency involvement will vary with the circumstances of each incident.

Flood/Landslide Hazard Specific Incident Appendix III Chaffee County Emergency Operations Plan

Lead Agency: Chaffee County Office of Emergency Management

Supporting Agencies: American Red Cross, Buena Vista Fire Department, Buena Vista Police Department, Buena Vista Public Works, Chaffee County Department of Health and Human Services, Chaffee County EMS, Chaffee County Fire Protection District, Chaffee County Sheriff's Office, Chaffee County Search and Rescue North, Chaffee County Search and Rescue South, Colorado State University Extension Office, Salida Fire Department/South Arkansas Fire Protection District, Salida Police Department, Salida Public Works, The Salvation Army, and Private Sector

Purpose

This incident annex has been prepared to facilitate a coordinated response and assign responsibilities for requests from local jurisdictions to reduce potential loss of life and to quickly restore essential services following a flood and/or landslide.

Policies

The Board of County Commissioners (BoCC) may issue an emergency declaration, and in turn, the Governor may issue a state declaration, which may make response and recovery funding available as well as other state resources.

Situation and Assumption

Floods and landslides occur regularly in Chaffee County, although the areas affected typically are of limited damage potential.

The three parameters of most concern for flood planning are: flash floods; dam failures; water elevation in relation to topography and structures and the velocity of the moving water.

Three types of flooding are likely to occur: Flash: Quickly rising streams after heavy rain or rapid snowmelt or a combination of both. Dam Failure: Downstream flooding due to the collapse or failure of an impoundment structure. There are 3 dams in Chaffee County, of these all are classed as High Hazard (Class 1) or Significant Hazard (Class 2). Riverine: Periodic over-bank flow of rivers and streams.

Steep topography increases runoff water velocity and debris flow. Lack of vegetation, due to drought or wildfire, to slow runoff is another factor. Apart from snowmelt, mountain areas can suffer from flooding associated with ice jams. In the spring, ice breaks away and then collects at constriction points in rivers and streams (i.e., bends, shallows, areas of decreasing slope, and bridges); by trapping water behind it and then later giving way, an ice jam increases flood levels both upstream and downstream.

Secondary effects of flooding could include: dam failures, landslides, power disruption, subsidence, transportation delays, hazardous materials, health issues, vector control, and others. A flood event will likely have the largest uninsured damage impact of any type of natural disaster. Homeowners or business owner's insurance policies do not usually cover flooding; it must be purchased separately as a special flood insurance policy. Although the program is widely publicized, history has shown that most people will not have this type of coverage.

Citizens will be advised of potential flood conditions through a variety of means, including: National Oceanic & Atmospheric Administration (NOAA) radio, Emergency Alert System (EAS) broadcasts, standard radio announcements, TV announcements, etc.

The National Weather Service (NWS) will provide weather and flood warnings. Warning time will vary with the type of event.

Concept of Operations

First response to a flood or landslide event will be by local emergency responders, when the event is so large that their local resources are unable to handle it, additional assistance may be requested by through the declaration process. Such assistance, when authorized, will be provided by state agencies operating under their own authority, or as part of an effort coordinated by the Division of Emergency Management operating on behalf of the Governor. The Governor may request assistance from the federal government if the capabilities and resources of both local and state governments are exceeded.

The extent of the initial response will depend on warning time, which varies with the cause of the flooding or landslide, the numbers of people affected by the flooding or landslide, and the ability of the local jurisdictions providing assistance.

Responsibilities

Office of Emergency Management

- Monitor snow pack/snowmelt conditions and weather forecasts and prepare to request state assistance, as needed
- Maintain a list of all dams in the state and emergency preparedness plans for Class 1 and Class 2 dams
- Activate and staff the Chaffee County Emergency Operations Center
- Coordinate response to requests for assistance from local jurisdictions
- Maintain communications with Colorado Division of Homeland Security and Emergency Management, other state agencies and local jurisdictions regarding the status of response and recovery efforts

Board of County Commissioners

- Authorize a disaster declaration, where appropriate
- Make monies available through the county budget or other funds to provide for basic recovery of essential life services

- Request use of Colorado National Guard personnel to provide lifesaving assistance, if necessary
- Activate the Local Emergency Operations Plan

Department of Health and Human Services/American Red Cross/Salvation Army

- DHHS - Administer assistance programs including Individual & Family Grants Program
- ARC/SA - Provide shelters and provisions for stranded people in accordance with internal procedures

Colorado State University Extension Office

- Monitor weather conditions within the county
- Maintain communications with local agencies to conduct a situational assessment

Law Enforcement Agencies

- Establish traffic control on roadways and determine need for road closures
- Maintain communications and advise dispatch of current conditions in all areas of the county - these reports will be relayed, as needed, to the Emergency Operations Center
- Assist in evacuation of stranded motorists/ population
- Preserve law and order

Other County and Municipal Agencies

- When activated, provide personnel for debris removal, search and rescue, and other assistance that may be tasked
- Provide support as requested by the BoCC or Office of Emergency Management

ESFs that are likely to be involved in a flood emergency are: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14, 15 -- agency involvement will vary with the circumstances of each incident.

Wildfire
Hazard Specific Incident Appendix IV
Chaffee County Emergency Operations Plan

2016 CHAFFEE COUNTY ANNUAL OPERATING PLAN

Contents

PREAMBLE..... 4

PURPOSE..... 4

AUTHORITIES 5

RECITALS..... 5

INTERAGENCY COOPERATION 6

Interagency Dispatch Centers 6

Interagency Resources 6

Standards 6

PREPAREDNESS 7

Protection Planning 7

Protection Areas and Boundaries 7

Methods of Fire Protection and Suppression..... 8

 Reciprocal (Mutual Aid) Fire Assistance 8

 Acquisition of Services 8

Joint Projects and Project Plans 9

Fire Prevention 9

Public Use Restrictions 9

Burning Permits 9

Prescribed Fire (Planned Ignitions) and Fuels Management 9

Smoke Management.....10

OPERATIONS.....10

Fire Notifications10

Boundary Line Fires.....10

Response to Wildland Fire.....	11
Special Management Considerations	11
Decision Process	12
Cooperation	13
Communication	13
Cost efficiency.....	14
Delegation of Authority.....	14
Preservation of Evidence.....	14
STATE EMERGENCY FIRE FUND (EFF)	15
USE AND REIMBURSEMENT OF INTERAGENCY FIRE RESOURCES.....	15
Cost Share Agreement (Cost Share Methodologies).....	15
Training.....	15
Communication Systems.....	16
Fire Weather Systems	16
Aviation Operations	17
Billing Procedures.....	18
Cost Recovery.....	18
GENERAL PROVISIONS	18
Personnel Policy	18
Modification	19
Annual Review.....	19
Duration of Agreement	19
Previous Agreements Superseded	19

SIGNATURES.....19

Colorado Division of Fire Prevention and Control.....20

Federal Land Management Agencies.....21

ATTACHMENT A, Contact Information.....23

ATTACHMENT B, Maps.....27

ATTACHMENT C, Colorado Resource Rate Form (CRRF)28

ATTACHMENT D, Radio Frequencies.....29

ATTACHMENT E, Aviation31

PREAMBLE

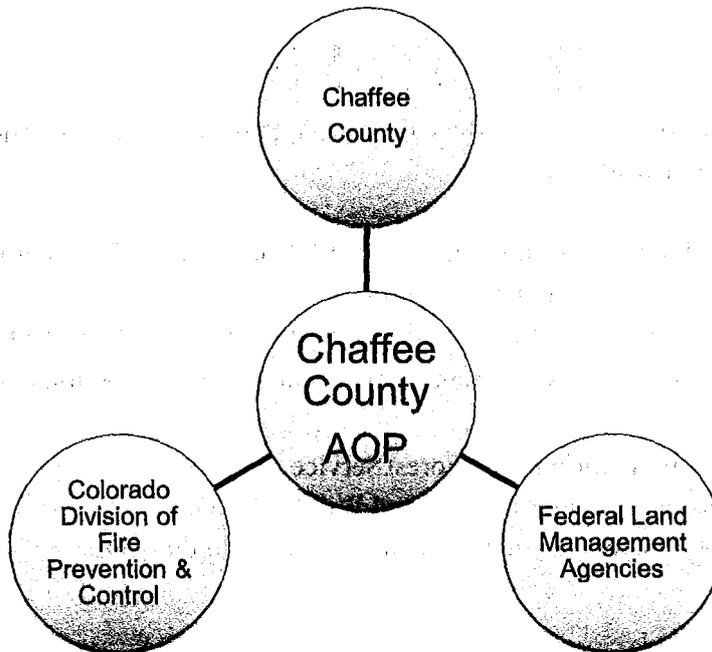
This local annual operating plan is prepared pursuant to the state annual operating plan, 2016 Colorado Statewide Wildland Fire Management Annual Operating Plan (State AOP). The Colorado Statewide Wildland Fire Management Annual Operating Plan was prepared pursuant to the Colorado Statewide Cooperative Wildland Fire Management and Stafford Act Response Agreement signed and dated 6/1/2011, and as amended in 2013.

PURPOSE

This local annual operating plan is applicable to all signatory parties (Chaffee County, Colorado Division of Fire Prevention and Control, USDA Forest Service Rocky Mountain Region, and USDI Colorado Bureau of Land Management) within the State of Colorado. It addresses how signatories will implement cooperation, interagency working relationships and protocols, financial arrangements, and joint fire management activities within Chaffee County, Colorado.

This local annual operating plan is titled *Chaffee County Annual Operating Plan* (County AOP) to emphasize this focus at the County-level. Figure 1 displays how this local level annual operating plan is an equal collaboration among the signatories.

Figure 1. Collaboration of the local level annual operating plan, or County AOP



AUTHORITIES

- Colorado Statewide Cooperative Wildland Fire Management and Stafford Act Response Agreement Between:
 - BUREAU OF LAND MANAGEMENT – COLORADO Agreement Number BLM-MOU-CO-538
 - NATIONAL PARK SERVICE – INTERMOUNTAIN REGION Agreement Number F1249110016
 - BUREAU OF INDIAN AFFAIRS – SOUTHWEST REGION (no agreement number)
 - UNITED STATES FISH AND WILDLIFE SERVICE – MOUNTAIN PRAIRIE REGION
 - UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE – ROCKY MOUNTAIN REGION Agreement Number 11-FI-11020000-017
- Memorandum of Understanding For Participation in the Colorado Emergency Fire Fund Between:
 - The Sheriff of Chaffee County
 - The Chaffee County Board of County Commissioners
 - The Colorado Department of Public Safety Division of Fire Prevention and Control
 - The Emergency Fire Fund Committee
- Agreement for Cooperative Wildfire Protection in Chaffee County

RECITALS

This AOP is promulgated to provide guidance to Local, State, Tribal, and Federal Agencies in the prevention and suppression of wildland fire.

The following abbreviations will be used throughout this AOP: County -Chaffee County

DFPC - Colorado Division of Fire Prevention and Control

Federal agencies - Federal land management agency signatory to this AOP: BLM - United States

Department of Interior, Bureau of Land Management NPS – United States Department of Interior, National Park Service

USFS - United States Department of Agriculture, Forest Service

USFWS – United States Department of Interior, Fish and Wildlife Service

All agencies- County, DFPC and Federal agencies that are signatory to this AOP

The *Agreement for Cooperative Wildfire Protection in Chaffee County* is the base agreement between Chaffee County government and DFPC State government. This agreement requires a County AOP, allows each government to work together, and exchange funds.

The *2016 Colorado Statewide Wildland Fire Management Annual Operating Plan* references this AOP abundantly as the source for the local level information.

INTERAGENCY COOPERATION

Interagency Dispatch Centers

The Pueblo Interagency Dispatch Center (PIDC) is primarily funded by the federal land management agencies with some support from DFPC. PIDC is the primary dispatch center for federal agencies and DFPC. PIDC will dispatch interagency resources through the national interagency dispatch system, Resource Order Status System (ROSS). The *2016 Pueblo Interagency Dispatch Center Mobilization Guide* details mobilization of interagency resources.

The County Dispatch Center is the primary dispatch center for local resources. PIDC and County Dispatch Center will cooperate and coordinate resource response.

County uses the single point ordering concept for all logistic requirements. Dispatch will begin the resource mobilization process and will transfer the logistics order function to the logistics section and ESF #2 [communications] personnel as the incident expands and when the operational tempo permits. Once the logistics and communications transfer is complete dispatch will return to normal calls for service.

Upon receiving the report of a fire PIDC and the County Dispatch Center will dispatch initial response forces. Once jurisdiction is determined, the responsible agency shall relieve the personnel of the assisting agency at the earliest possible time.

Interagency Resources

Interagency resources, as defined here, are aviation, crews, equipment (engines, dozers, etc.), overhead (personnel), and supplies in ROSS. Interagency resources meet interagency standards. Only interagency resources will be mobilized through ROSS.

Standards

Each jurisdictional agency is responsible for establishing standards for wildland fire response. During initial action, all agencies will accept each other's standards. Once jurisdiction is established, then the jurisdiction agency(s) standards will prevail.

Overhead resources must meet the interagency standard in the National Wildfire Coordinating Group publication PMS 310-1: National Incident Management System, Wildland Fire Qualification System Guide (NWCG 310-1) to be considered an interagency resource.

Equipment resources must meet the interagency standard in *Interagency Standards for Fire and Fire Aviation Operations, Chapter 14-Firefighting Equipment* (Red Book, Chap 14) to be considered an interagency resource. Nonfederal equipment resources must also meet the State of Colorado standard in *Colorado Resource Rate Form (CRRF) 2014 -2017, Colorado Department of Public Safety, Division of Fire Prevention and Control, Division of Homeland Security and Emergency Management-Use and Conditions* to be considered an interagency resource.

Aviation resources must meet the interagency standard in United States, Department of Interior, Office of Aviation Services (OAS) and United States Department of Agriculture, Forest Service Fire and Aviation Management (USFS FAS) to be considered an interagency resource.

The County is encouraged to adopt the interagency standards referenced above for better coordination during response, emerging complex wildfires, and status in ROSS.

DFPC overhead meet the NWCG 310-1 standard. DFPC equipment meets the Red Book, Chap 14 standard. DFPC-contracted and DFPC-owned aviation meet the OAS and USFS FAS standard.

Federal agencies meet and exceed the all the NWCG interagency standards.

PREPAREDNESS

Protection Planning

PIDC maintains a resource list in WildCAD of DFPC and federal agency resources. Preparedness Levels are based on indices to determine placement and number of resources available for fire response. Staffing will be commensurate with fire conditions.

Protection Areas and Boundaries

County land ownership, Private land ownership, and State land ownership is under the County Sheriff fire jurisdiction. DFPC has no land ownership or fire jurisdiction. BLM land ownership is BLM fire jurisdiction. USFS land ownership is USFS fire jurisdiction. These maps will be used for determining jurisdiction boundaries (Attachment B).

Methods of Fire Protection and Suppression

Mutual Aid is the initial attack assistance provided by a supporting agency at no cost to the jurisdictional (protecting) agency for the Mutual Aid Period within the Mutual Aid Area. Supporting agencies may, upon request (or voluntarily) take initial attack action in support of the jurisdictional agency, and shall notify the jurisdictional agency of lands involved or threatened. The jurisdictional agency is not obligated to reimburse a supporting agency for cost incurred during the Mutual Aid Period. It is understood that no supporting agency will be required to assist, or commit resources to a jurisdictional agency, if doing so may jeopardize the security of lands or the responsibilities of the supporting agency.

The closest forces concept of the appropriate wildland fire resource will be used. There should be no delay in response pending determination of the precise location of the fire, land ownership, fire jurisdiction, or responsibility. The jurisdictional agency will assume command of the suppression action at the earliest possible time.

Reciprocal (Mutual Aid) Fire Assistance

Mutual Aid Period will not exceed 24 hours from the time of initial response (arrival) on scene. Mutual Aid Period will end at 2400 of the first burn period, if the incident commander determines that the wildfire cannot be controlled within 24 hours of its original ignition. The Mutual Aid Period may end earlier by mutual agreement.

Mutual Aid Area will be one (1) mile either side of the jurisdictional boundary between the jurisdictional agency's land and the nearest jurisdictional agency's land.

Mutual Aid Resources by agency:

- All County resources.
- DFPC equipment and overhead resources.
- Federal crews, equipment, and overhead resources.

Acquisition of Services

Following mutual aid, the National Wildfire Coordinating Group publication, Interagency Incident Business Management Handbook, NWCG Handbook 2: PMS 902 (NWCG IIBMH) will guide cooperative, exchange, contract/fee basis fire protection services.

Federal agencies and DFPC follow NWCG IIBMH, Chapter 50 specifically for cooperative and reimbursable fire protection services.

In addition to NWCG IIBMH, local fire agencies follow the 2016 Colorado Department of Public Safety, Division of Fire Prevention & Control and Division of Homeland Security & Emergency Management (DHSEM) Cooperator Incident Reimbursement Guidelines for the reimbursement

process. The Colorado Resource Rate Form (CRRF) is the basis for the reimbursement process. CRRFs within this County are part of this AOP and officially referenced in Attachment C.

USFS PSICC and BLM Royal Gorge Field Office provide reciprocal fire protection services by separate agreement.

Joint Projects and Project Plans

There are no joint projects.

Fire Prevention

Fire prevention signs, including fire danger rating signs, are located and maintained by various jurisdictional agencies/departments. Agencies maintaining signs are encouraged to cooperate with other local agencies when updating signs as needed to reflect accurate fire danger ratings.

Public Use Restrictions

Fire restrictions will be coordinated and communicated between agencies. Agencies agree to use scientific methods and risk analysis to support decisions regarding issuance and removal of fire restrictions. The *Pueblo Interagency Dispatch Zone, Procedures for Initiation or Rescinding Fire Restrictions* serves as a guide for interagency fire restrictions (Attachment A).

DFPC will assist coordination in any fire restrictions or closure within this DFPC Region, if necessary or requested.

Burning Permits

N.A.

Prescribed Fire (Planned Ignitions) and Fuels Management

Prescribed Fire Management: Agencies may enter into project and/or financial plans that define roles and conditions for participating and/or assisting in the planning and implementation of prescribed burns. Such participation and/or assistance will adhere to individual agency authority, policy, and business practices. The host agency (the agency that is jurisdictionally responsible for land management or the agency that has an agreement with the land owning entity to provide for land management) will be responsible for initiating and developing the project and/or financial plans.

Escaped Prescribed Fires - All protocols and procedures pertaining to wildfire response, suppression, and business practices will be followed from the point in time that a prescribed fire escapes control and is declared a wildfire.

Smoke Management

Smoke permits are under the jurisdiction of the Colorado Department of Public Health and Environment, Air Pollution Control Division (APCD). APCD enforces both state and federal air quality regulations. APCD administers smoke permits for two types of outdoor burning in Colorado:

Open Burn Smoke Permit
Smoke Management Permit

Burn Day Tools, permit applications, and other smoke guides are on the APCD website (Attachment A).

OPERATIONS

Fire Notifications

The County shall be notified of all fires on or threatening non-federal jurisdiction within the County via the County Dispatch Center (Attachment A).

DFPC shall be notified via the State Emergency Operations Line (Attachment A) of all fires beyond the capability of the County by the County.

Federal agencies shall be notified of all fires on or threatening federal jurisdiction via Pueblo Interagency Dispatch Center (Attachment A).

Notification of all other agencies that are affected is the responsibility of the responding agency. All notifications shall be made as soon as possible to the jurisdictional agency.

Boundary Line Fires

A fire adjacent to a protection boundary or located in an area of undetermined jurisdiction will be the initial attack responsibility of all agencies on both sides of the boundary until jurisdiction is determined.

If the fire is confined to a single jurisdiction, that agency will designate an IC. It shall be the responsibility of the jurisdictional agency to provide or mobilize replacement forces.

If multiple agencies are engaged in a fire on or near common boundaries, the agency representatives shall convene as soon as possible to mutually agree upon the fire strategy, establish a unified command, and delegate an Incident Commander (IC) as soon as possible. IC designation will be mutually decided by the jurisdictional agencies. Federal jurisdictions will assign a NWCG qualified Incident Commander.

When a fire burns on both sides of a protection boundary or threatens another jurisdiction, and is

beyond the mutual aid period, a cost share agreement shall be prepared and approved by the Unit Administrator or their designee for all actions as outlined in a Cost Share Agreement.

Response to Wildland Fire

Fires originating on non-Federal land will be suppressed. Fires will be suppressed using commonly accepted suppression tactics including but not limited to direct attack, indirect attack, point protection and combinations of all with consideration to the values at risk and the health and safety of the public and firefighters.

Suppression strategy within federal jurisdiction will generally not be conducted without direction from the federal agency. Lightning caused fires have potential for multiple objectives and managed for resource benefit. The appropriate federal jurisdiction will assume management responsibility for these fires.

The County and DFPC will generally limit initial attack to size up and reporting locations of fires within these areas and reporting to the jurisdictional agency.

Structure Protection

Structural fire suppression is the responsibility of local governments. DFPC and federal agencies may assist with exterior structural fire protection only.

Personal Protective Equipment (PPE)

All agencies will adhere to the minimum required fireline PPE outlined in the Interagency Standards for Fire and Fire Aviation Operations (Red Book), Chapter 7 Safety:

- Wildland fire boots
- Fire shelter (M-2002)
- Hard hat with chinstrap
- Goggles/safety glasses
- Ear plugs/hearing protection
- Yellow long-sleeved flame resistant shirt
- Flame resistant trousers
- Leather or leather/flame resistant combination gloves.

Special Management Considerations

Mechanized equipment (bulldozers, graders, etc.) is not permitted on federal jurisdiction without the expressed approval of the federal agency.

On federal jurisdiction, the *Interagency Guide for Aerial Application of Fire Retardant* is mandatory and will be implemented except in cases where human life or public safety is threatened and retardant use within avoidance areas could be reasonably expected to alleviate that threat.

Human caused fires on federal jurisdiction will be managed to meet suppression objectives that emphasize safety and cost effectiveness. Initial action on human caused fires will be to suppress the fire at the lowest cost with the fewest negative consequences with respect to firefighter and public safety.

Lightning caused fires on federal jurisdiction may initially be managed to achieve natural resource objectives. Lightning caused fires may be considered and evaluated for potential natural resource benefits, but only when the risks to values, firefighter and public safety can be effectively mitigated. Lightning caused fires on federal jurisdiction that could threaten private or state lands are managed by methods agreed upon by all potentially affected jurisdictions.

Within the County, the following locations are considered for possible lightning caused fire to be managed for resource benefit (Attachment B):

- All federal jurisdictions within the County.

By Federal Wildland Fire Management Policy, a wildfire may be concurrently managed for one or more objectives and objectives can change as the fire spreads across the landscape. Objectives are affected by changes in fuels, weather, topography; varying social understanding and tolerance, and risk management processes; and involvement of other governmental jurisdictions having different missions and objectives. When a wildland fire that is being managed for benefit spreads to a neighboring jurisdiction because of strategic decisions, and in a location where fire is not wanted, the managing jurisdiction shall be responsible for wildfire suppression costs. Neighboring jurisdictions may enter into cost share agreements with the managing jurisdiction. This will be the case whether Wildland Urban Interface (WUI) is involved or not.

Decision Process

As a fire situation evolves and changes, the objectives, strategies and tactics may also change. The process of monitoring, evaluating and determining appropriate objectives will be facilitated through the use of a decision support system (DSS). Wildland fires can be managed for more than one objective and objectives can change as fire spreads across the landscape. All agencies involved in initial attack should assist in the completion of the DSS. In extended attack fires, all jurisdictions shall be invited and involved in the DSS. When a fire is burning on or threatens to burn on multiple jurisdictions, one DSS should be prepared that considers all jurisdictions and their interests. If multi-jurisdictional fires occur that involve federal jurisdiction, then one DSS should be completed

for the fire that includes input from all affected jurisdictions.

DFPC requires a DSS to be completed for all State Responsibility fires (fires funded by Emergency Fire Fund, State Emergency Declaration, or other State funds) and Federal Emergency Management Agency (FEMA) Fire Management Assistance Grant (FMAG) declaration fires. DFPC is responsible for the completion and review of the DSS for these fires. While there are different DDS available, Wildland Fire Decision Support System (WFDSS) is the preferred DDS for federal and non-federal jurisdiction fires that have become a State Responsibility fire.

Federal agencies are required to utilize WFDSS for all fires that escape initial attack on federal jurisdiction, to determine the appropriate response. Depending on the location and situation, these objectives will include consideration for firefighter and public safety, protecting values and natural resources or appropriately managing suppression costs relative to the values at risk. WFDSS is the DSS to document these decisions. If there is a federal jurisdiction and non-federal jurisdiction fire, WFDSS shall incorporate federal, state, county and private land interests.

Cooperation

It is to the mutual advantage of all agencies to coordinate efforts for the prevention, detection, and suppression of wildfires in and adjacent to their areas of jurisdiction and responsibility to limit duplication as well as improve the effectiveness of wildland fire response. All agencies agree to cooperate, whenever possible, in all areas of wildland fire management.

If a fire threatens to cross-jurisdictions and could become a multi-jurisdiction fire, a local multi-agency coordination group (LMAC Group) may be formed. The LMAC Group will meet as a group to identify policies, objectives, and strategy, resulting in one common set of objectives given to a single incident commander for tactical implementation. It will also be the responsibility of the LMAC Group to determine cost sharing for multi-jurisdictional fires.

Pueblo Interagency Dispatch Center Multi-Agency Coordination Group may be mobilized to coordinate all the affected agencies.

Communication

Public information will be coordinated with all media news releases on multi-jurisdiction fires with all agencies involved. Media news releases on fire danger, fire restrictions and prescribed fire should be coordinated to the extent possible and issued jointly to the media. A Joint Information Center (JIC) serves a unified information function and creates a unified message on multi-jurisdiction fires. If agencies involved determine a JIC is needed, these agencies will coordinate JIC

staffing and JIC media news releases. Joint media news releases should reduce public confusion and help substantiate the message being issued.

Public Information Officer (PIO)

County jurisdiction fires or incidents that DFPC and federal resources respond to are identified as county assist will be handled by the County. PIDC PIO may handle these PIO duties, as requested by the County. An agency may decide that there are special information needs and may request that an agency or more qualified PIO to take over information for a particular fire. If this occurs, be prepared to transition that fire to the new PIO and support the new PIO as necessary.

Cost efficiency

Cost effectiveness is the most economical use of the suppression resources necessary to accomplish objectives. Accomplishing fire operations objectives safely and efficiently will not be sacrificed for the sole purpose of "cost savings". Care will be taken to ensure that suppression expenditures are commensurate with values to be protected, while understanding that other factors may influence spending decisions, including the social, political, economic, and biophysical environments.

Delegation of Authority

For extended attack fires, a written Delegation of Authority will be issued to the Incident Commander from all affected agencies. All agencies are encouraged to form and participate in a Unified Command in the Delegation of Authority to the respective Incident Commander.

Preservation of Evidence

The agency having jurisdiction is responsible for the fire origin and cause investigation. The initial attack incident commander should protect and preserve the fire origin area and any evidence associated with the fire cause and origin. The fire origin area should be immediately identified by first responders and protected to preserve any evidence that may help the investigation. Fire cause investigations are required for DFPC and federal agencies, and any FEMA-declaration fire. When a fire involves both federal and non-federal lands, a joint fire investigation is the recommended method.

STATE EMERGENCY FIRE FUND (EFF)

In the event of a fire that qualifies for assistance from the Emergency Fire Fund, the County agrees to supply these County resources for the duration of the fire:

County Sheriff's Office Representative, County Commissioner Representative, County Dispatch Center, County Emergency Operations Center (County EOC), County-owned property, County Road and Bridge, water tender(s) with operator(s), and County Road and Bridge, heavy equipment with operator(s).

USE AND REIMBURSEMENT OF INTERAGENCY FIRE RESOURCES

Cost Share Agreement (Cost Share Methodologies)

All multi-jurisdictional fires shall have a cost share agreement. Negotiations should consider each agency's values at risk and resources assigned. Cost share agreements will be documented, including the basis or rationale used (State AOP, Exhibit E, Cost Share Agreement Template/Example).

These options are intended to help agencies negotiate an equitable agreement:

- Each jurisdiction pays for its own resources – fire suppression efforts are primarily on jurisdictional responsibility lands,
- Each jurisdiction pays for its own resources – services rendered approximate the percentage of jurisdictional responsibility, but not necessarily performed on those lands, cost share by percentage of ownership,
- Cost is apportioned by geographic division. Examples of geographic divisions are: Divisions A and B (using a map as an attachment); privately owned property with structures; or specific locations such as campgrounds, or
- Reconciliation of daily estimates (for larger, multi-day incidents). This method relies upon daily agreed to cost estimates, using Incident Action Plans or other means to determine multi-Agency contributions. Reimbursements can be made upon estimates instead of actual bill receipts.
- Aircraft resource costs will be negotiated on an incident by incident basis.
- When a fire that is being managed for benefit spreads to a neighboring jurisdiction because of strategic decisions, and in a location where fire is not wanted, the managing jurisdiction shall be responsible for wildfire suppression costs.

Training

All agencies should advise each other of planned training sessions as well as encourage participation from other agencies.

Communication Systems

All agencies may use the other's radio frequencies as needed to conduct emergency operations. However, no agency will use, or authorize others to use, another agency's radio frequencies for routine day-to-day operations. Fire protection districts and fire departments on incidents, under the auspices of the County, are granted permission to use federal radio frequencies, if needed, to assure safety of the operation. All agencies are authorized to transmit on Interagency Air-to-Ground frequencies during wildfire incidents. All agencies, fire protection districts and fire departments which use USFS and DOI frequencies for tactical or command purposes must have radios programmed with narrow band mode to facilitate clear transmission and reception. Incidents that exceed initial attack may utilize PIDC Zone plans for tactical or command radio traffic. The Type 3 Incident Communication Plan uses standardized frequencies available to all agencies and departments in each PIDC Zone. The established communication system for wildfire suppression is narrow-banded VHF frequency system. The County's primary communication system is DTR 800MHz frequencies, or digital trunk radio. DFPC may communicate on both VHF and DTR communication systems. Federal agencies utilize narrow band VHF frequencies. (Attachment D). As federal agencies use VHF frequencies, this will be the primary communications system used in mutual aid during wildland fire response.

Fire Weather Systems

Rocky Mountain Area Predictive Services (RMAPS) and the National Weather Service (NWS) provide a variety of products that are designed to support strategic and tactical decisions (Attachment A). NWS products are designed for tactical decision support.

These products include (but are not limited to), Fire Weather Forecasts, Spot Forecasts and Smoke Management Forecasts. The National Weather Service, Pueblo Office provides fire weather information and forecasts from their website. "Fire Weather Watch" and "Red Flag" warnings. The National Weather Service has a website that can be used to set up weather information alerts and have them sent by email or phone. All agencies are encouraged to set up an account. Red Flag Warnings are determined by the National Weather Service-Pueblo Office. These forecasters determine Red Flag Warnings from weather data and fuel status data. Fuel Status data is

found on the BLM Fuel Status Webpage. The National Weather Service periodically issues "RED FLAG" warning bulletins and fire weather watches.

There is 1 remote automated weather station (RAWStation) in the County. Data from RAWStations will be considered when determining any fire restrictions, fire bans, etc within the County: Red Deer / 052902Lodge Pole Flats / 056501.

Another valuable reference is the Energy Release Component graph located on the PIDC website. (Attachment B)

Aviation Operations

Aviation resource use will follow guidance in Interagency Standards for Fire and Fire Aviation Operations-Chapter 16, Aviation Operations and Resources.

Aviation Ordering

Federal aviation resources and DFPC-contracted aviation resources are ordered through the PIDC and ROSS. DFPC-owned aviation resources are ordered through DFPC Emergency Operations Line (Attachment A). DFPC-owned aviation resources are the multi-mission, fixed-wing aircraft available for infrared fire detection and intelligence gathering: Guardian 328 (Tail number, N328SF) and Guardian 327 (Tail number, N327SF). Guardian 327 and Guardian 328 fly at 18-30,000ft elevation well above the Fire Traffic Area (FTA) of 5,000ft and below.

Before responding, all aviation resources will coordinate with PIDC for radio frequencies, air space coordination (i.e. Air Attack), and hazards.

According to *National Interagency Airspace Coordination Guide*, federal aviation resources will not engage in fire activity with other aviation or ground resources till positive communication is established and air space hazards have been mitigated.

All aviation resources responding to a fire shall use the Fire Traffic Area (FTA) protocol (Attachment E).

Aircraft availability for initial attack should be confirmed with PIDC as conditions warrant. Some aircraft are on national contracts. Aircraft may be mobilized out of PIDC zone and/or out of state, which may greatly increase response time to the fire as well as cost.

If radio communication problems develop, PIDC will coordinate with adjacent Interagency Dispatch Centers to provide flight following.

If no communication is established between the overhead on the fire and aircraft, any aircraft dispatched or flight followed by PIDC will be return to base and/or not engage the fire.

All requests for aircraft are placed with PIDC. At the time of request the PIDC requires the following information from the requesting person to mobilize the resource:

- a. Fire Name – (should describe geographical landmarks of the incident area).
- b. Latitude and Longitude of Incident (in degrees, minutes, seconds preferably)
- c. Name of ground contact (usually the IC of fire).
- d. Describe & Report any hazards/weather conditions within area (power lines, towers, other aircraft, etc).
- e. Air to Ground Frequency – Provided by PIDC.
- f. Values at Risk/Sensitive Areas
- g. Type and kind aviation resource

Billing Procedures

DFPC serves as the clearinghouse for fire business billing in the State of Colorado for County, State, and federal agencies for wildland fire incidents. The County may aggregate expenses incurred and present an invoice for such expenses to DFPC; who will then reimburse the County and subsequently bill the federal agency.

All bills will have a payment due date 30 days after the date of issuance. If payment cannot be made before the 30 days expire, then a 30-day extension, with oral or written justification, may be requested. Written notice that a bill is contested will be mailed to the billing agency within 30 days of issuance of the final bill, and will fully explain the area of dispute. Contested items will be resolved within the designated waiver period.

Bills will be identified by fire name, fire number, date, Mutual Aid, location, jurisdictional unit, and supported by documentation to include but not limited to: separate invoice by Mutual Aid; list of personnel expenses including base, overtime, and travel; and supplies/services procured by vendor name and dollar amount. Bills and payments shall be sent to the appropriate billing address (Attachment A) within required timelines (Attachment C).

Cost Recovery

In the event that cost recovery is pursued on a trespass fire (regardless of ownership), all costs from the time of initial report of the fire (including mutual aid) may be pursued. Federal policy requires federal agencies to pursue cost recovery for all human caused fires on federal jurisdiction.

GENERAL PROVISIONS

Personnel Policy

All agencies shall be subject to the personnel rules, laws and regulations of their respective agencies, unless employed temporarily by another agency to this AOP and the authority under which such temporary employment is authorized provides that such employees shall be subject to the employing agency's personnel rules, laws and regulations.

There are situations when additional support personnel are necessary for national mobilization and the need can be filled by supplemental personnel available to local fire agencies. These supplemental personnel are identified as "Supplemental Resources" defined as: Overhead tied to a local fire department generally by agreement who are mobilized primarily for response to incidents/wildland fires outside of their district or mutual aid zone. They are not a permanent part of the local fire organization and are not required to attend scheduled training, meetings, etc. of the department staff."

When this situation arises, Supplemental Resources are utilized as identified in the 2016 Colorado Department of Public Safety, Division of Fire Prevention & Control and Division of Homeland Security & Emergency Management (DHSEM) Cooperator Incident Reimbursement Guidelines and documented with the CRRF. While on assignment, Supplemental Resources are considered local fire agency employees and the local fire agency will be reimbursed for their actual costs.

Modification

Revisions or updates are automatically incorporated into the 2016 Colorado Statewide Wildland Fire Management Annual Operating Plan and Colorado Statewide Cooperative Wildland Fire Management and Stafford Act Response Agreement signed and dated 6/1/2011, and as amended in 2013, is unnecessary.

Annual Review

This AOP is reviewed annually, and revised as needed.

Duration of Agreement

This AOP is in effect from 4/1/2016 through 3/31/2017.

Previous Agreements Superseded

SIGNATURES

Authorized Representatives

Chaffee County



Signature

3/21/16
Date

John Spezze
Printed Name

County Sheriff
Title



Signature

3-24-16
Date

FRANK F. HOLMAN
Dennis Giese
Printed Name

County Commissioner
Title

Colorado Division of Fire Prevention and Control



Signature

Digitally signed by Dennis Giese
DN: cn=Dennis Giese, o=Colorado Division of Fire
Prevention and Control, ou=South Central Region,
email=Dennis.Giese@state.co.us, c=US
Date: 2016.05.02 16:05:34 -0500

4/15/2016
Date

Federal Land Management Agencies

Rick Maestas
Signature

3/11/16
Date

Rick Maestas
Printed Name

Grants and Agreements Specialist
Title

USDA Forest Service, Pike San Isabel National Forest Comanche Cimarron Grasslands
Federal Agency, Unit

The authority and format of this instrument
has been reviewed and approved for signature.
Rick Maestas 3/11/16
U.S. Forest Service Date
Grants & Agreements Specialist
?r/6-F.r-/021;2.00-022

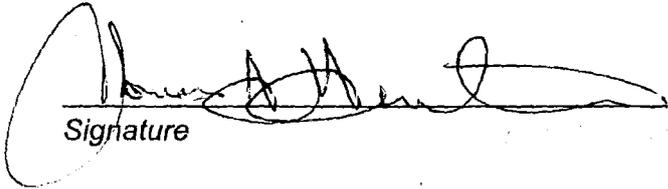
Erin Connelly
Signature

3/14/16
Date

Erin Connelly
Printed Name

Forest Supervisor
Title

USDA Forest Service, Pike San Isabel National Forest Comanche Cimarron Grasslands
Federal Agency, Unit



Signature

Thomas Heinlein
Printed Name

- i - /le,
Date

District Manager
Title

USDI Bureau of Land Management, Front Range District
Office Federal Agency, Unit

ATTACHMENT A, Contact Information

Chaffee County

Official billing address

Chaffee County Commissioners Attn: Wildland Fire billing

P.O. Box 699

Salida, Colorado 81201

Chaffee County Sheriff's Office 641 W. Third St./P.O. Box 699

Salida, Colorado 81201

Office: 719-539-2596

Chaffee County Commissioners 104 Crestone Avenue

Salida, Colorado 81201

Office: 719-539-2218

Chaffee County Dispatch Center 641 W. Third St./P.O. Box 699

Salida, Colorado 81201

Dispatch floor: 719-539-2596

Colorado Division of Fire Prevention and Control

Colorado Emergency Operations Line (24 hour) 303-279-8855

Colorado Fire Bans and Danger (with links to each county in Colorado)

<http://www.coemergency.com/p/fire-bans-danger.html>

Colorado Department of Public Health and Environment, Air Pollution Control Division

<https://www.colorado.gov/pacific/cdphe/categories/services-and-information/environment/air-quality/outdoor-burning>

Colorado Division of Fire Prevention and Control

<http://dfs.state.co.us/programs-2/emergency-management/wildland-fire-management>

Headquarters

690 Kipling Parkway, Suite 2000

Denver, CO 80215

Office: 303-239-4600

Official billing address and phone

Colorado Division of Fire Prevention and Control 5060 Campus Delivery, Bldg 1049

Fort Collins, CO 80523-5060 Phone: (970) 491-8538

Regional Fire Management Officer Brenda Wasielewski
DFPC South Central Region Mailing Address
515 McDaniel Blvd Canon City, CO 81212 Mobile: 719-963-7838

Area Fire Management Officer Joe LoBiondo
DFPC East Area (acting) 515 McDaniel Blvd Canon City, CO 81212 Mobile: 719-466-3341

Federal Land Management Agencies

Bureau of Land Management

Official billing address and phone Bureau of Land Management Attn: Fire Business
2850 Youngfield Street Lakewood, CO 80215 Phone: 303-239-3958

USDI Bureau of Land Management Front Range Field Office
3028 E Main St Canon City CO 81212 Office: 719-269-8500

Front Range Interagency Fire Management Unit

Fire Management Officer, Ty Webb Mobile: 719-429-3172

Pueblo Interagency Dispatch Center

2840 Kachina Drive Pueblo, CO 81008

24 hour dispatch: 719-553-1600

Pueblo Interagency Dispatch Zone, Procedures for Initiation or Rescinding Fire Restrictions document

http://gacc.nifc.gov/rmcc/dispatch_centers/r2pbc/

United States Forest Service

Official billing address

USDA Forest Service – Region 2 Attn: Fire/Incident Business Manager 740 Simms Street
Golden, CO 80401-4720 Phone: 303-275-5316

Pike San Isabel National Forest Comanche Cimarron Grasslands (PSICC)

Forest Supervisor's Office

2840 Kachina Drive Pueblo, CO 81008

Office: 719-553-1400

PSICC Forest Fire Management Officer, Diana Allen Mobile: 719-250-9205

PSICC Assistant Forest Fire Management Officer, Scott Bovey Mobile: 719-568-4630

Pike & San Isabel National Forest
Salida Ranger District (within Mountain Zone, Fire Management Zone)
5575 Cleora Drive Salida, CO 81201
Office: 719-539-3591

Mountain Zone District Fire Management Officer, Chris Naccarato Mobile: 719-221-0562

Mountain Zone, Assistant Fire Management Officer, John Markalunas Mobile: 719-221-0561

Fire Weather Systems data

Rocky Mountain Area Predictive Services (RMAPS): 7 Day Significant Fire Potential Outlook,
Web- Based Multi-Media Briefing, 30 Day Significant Fire Potential Outlook, & Seasonal Outlooks

<http://gacc.nifc.gov/rmcc/predictive/outlooks.html>

Energy Release Component Graph: Red Deer
http://gacc.nifc.gov/rmcc/dispatch_centers/r2pbc/indices.htm

Real-Time Observation Monitor Analysis Network
http://raws.wrh.noaa.gov/cgi-bin/roman/raws_ca_monitor.cgi?state=RMCC&rawsflag=2

National Weather Service, Pueblo Office: Fire Weather Forecasts, Red Flag Warnings Fire Weather
Watch, Spot Forecasts, Smoke Management Forecasts. <http://www.crh.noaa.gov/pub/>

Fire Departments, Fire Protection Districts, and Volunteer Fire Departments in Chaffee County

Buena Vista Volunteer Fire Department
Official billing address/Mailing address
P.O. Box 1692 Buena Vista, CO 81211

Chaffee County Fire Protection District
Official billing address/Mailing address
499 Antero Circle Buena Vista, CO 81211

Salida Fire Department
Official billing address/Mailing address
P.O. Box 86 Salida, CO 81201

South Arkansas Fire Protection District
Official billing address/Mailing address
P.O. Box 393 Salida, CO 81201

ATTACHMENT B, Maps

BLM, Colorado Surface Management map, Leadville (2008) BLM, Colorado Surface Management map, Gunnison (2010) USFS, San Isabel National Forest map (2006)

ATTACHMENT C, Colorado Resource Rate Form (CRRF)

There are 5 CRRFs involving local fire agencies within the County. These documents are available upon request to the DFPC Regional FMO.

1. CHCX – Chaffee County Fire Protection District
2. CFX – Chaffee County Government (includes both EMS and R&B)
3. SALX – Salida Fire Department
4. SARX – South Arkansas Fire Protection District
5. CHFZ – Chaffee County Sheriff's Office

DFPC Billing Timeline

		County Responsibility Fire	State Responsibility Fire
At the incident		----	Incident Business Advisor (INBA) works with Incident Management Team (IMT) to get financial reports from the incident as the incident is occurring.
30	1.0	County submits to DFPC a written request for cost reports from assisting agencies.	---
35	1.2	DFPC requests cost reports from assisting agencies for review and validation by the County.	DFPC processing cooperator reimbursements, employee payroll, travel reimbursements, etc. (Days 0 through 120)
60	2.0	Federal expense reports due to DFPC.	----//----
65	2.2	DFPC forwards federal expense reports to FMO and County.	----//----
90	3.0	County review and validate costs from reports - County responds to DFPC; approves expense or requests additional documentation (if additional documentation is requested, federal agency has 30-45 days to provide)	----//----
120	4.0	Federal agency provides additional documentation, and final invoice due from federal agencies.	DFPC submits an estimate of County responsibility costs to the County.
135	4.5		----//----
150	5.0	DFPC submits written invoices, along with adequate supporting documentation, to the County.	----//----
330	11.0	----	Federal expense reports due to DFPC.
420	14.0	----	DFPC requests additional documentation from federal agencies
480	16.0	----	Additional requested documentation due from federal agencies.
510	17.0	----	DFPC finalizes expense totals and requests federal invoices.
540	18.0	----	Final federal invoices due from federal agencies.
570	19.0	----	DFPC processes federal payments and provides written final notification to federal agency notifying that no more costs accepted on fire incident.
600	20.0	----	DFPC issues invoice to County for final expenses.

ATTACHMENT D, Radio Frequencies

Non-federal Jurisdiction Frequencies

ICS 205, Incident Communication Plan, Chaffee County Sheriff's Office Wildland Fire Plan

Federal Jurisdiction Frequencies

Pueblo Interagency Dispatch Center Master Frequency List USFS will be changing frequencies around 7/15/2016: PIKE Direct, RX 171.1375, TX 171.1375

PIKE Repeaters RX 171.1375, TX 164.9875

Incident Communications Plan, ICS Form 205

INCIDENT RADIO COMMUNICATIONS PLAN		1. Incident Name Wildland Fire	2. Date/Time Prepared	3. Operational Period Date/Time	
4. Basic Radio Channel Utilization					
System/Cache	Channel	Function	Frequency/Tone	Assignment	Remarks
VHF	1	Command	CCFPD Direct 154.415	CMD 1	Non Repeated VHF
VHF	2	Command	CCFPD Homestake	CMD 2	Repeated VHF North Chaffee
VHF	3	Command	CCFPD Nathrop	CMD 3	Repeated VHF Center of Chaffee
VHF	4	Command	CCFPD Methodist	CMD 4	Repeated VHF, South Chaffee
VHF	5	Operations	CC TAC 1 159.045	TAC 1	Non Repeated VHF
VHF	6	Air to Ground	A/G Primary	A/G Primary	Pueblo Dispatch Air to Ground for this zone
VHF	7	Alt Air to Ground, Mutual Aid	V Fire 21 154.280	V Fire 21 – Simplex as backup	Non Repeated VHF
5. Prepared by (Communications Unit)					
All Fire Fighting resources should be equipped with a VHF radio. Other resources such as Road and Bridge, Law Enforcement, SAR, EMS should be assigned Command and TAC channels per the "Large Incident ICS 205"					

Page 2 Wildland Fire

INCIDENT RADIO COMMUNICATIONS PLAN		1. Incident Name Wildland Fire	2. Date/Time Prepared	3. Operational Period Date/Time	
4. Basic Radio Channel Utilization					
System/Cache	Channel	Function	Frequency/Tone	Assignment	Remarks
VHF	8	TAC	CC TAC 2 159.300	Division or Group TAC	Non Repeated VHF
VHF	9	TAC	CC TAC 3 159.045	Division or Group TAC	Non Repeated VHF
VHF	10	TAC	V FIRE 22 (FERN 2) 154.2650	Division or Group TAC	Non Repeated VHF
VHF	11	Mutual Aid	FS Direct	Mutual Aid	Non Repeated VHF
VHF	12	TAC	V LAW 31 155.475	LE Support	

Approved 2-2014

Pueblo Interagency Dispatch Center Master Frequency List

Common Radio Frequencies

RGF Direct	164.1500	164.1500	123.0
RGF Repeaters	164.1500	164.9125	See guide below
PBC Air-Ground 35	167.2250	167.2250	
PBC Air-Ground 28	170.0000	170.0000	
PBC Air-Air 1	126.0250	126.0250	
PBC Air-Air 2	124.3750	124.3750	
National Flight Follow	168.6500	168.6500	110.9
Air Guard	168.6250	168.6250	110.9

Forest / BLM Repeaters

RGF - Broom	110.9	RGF - Methodist	131.8
RGF - Bristol	136.7	RGF - Grey Back	146.2
RGF - San Antonio	156.7	RGF - Zepherus	167.9

USFS will be changing frequencies around 7/15/2016: PIKE

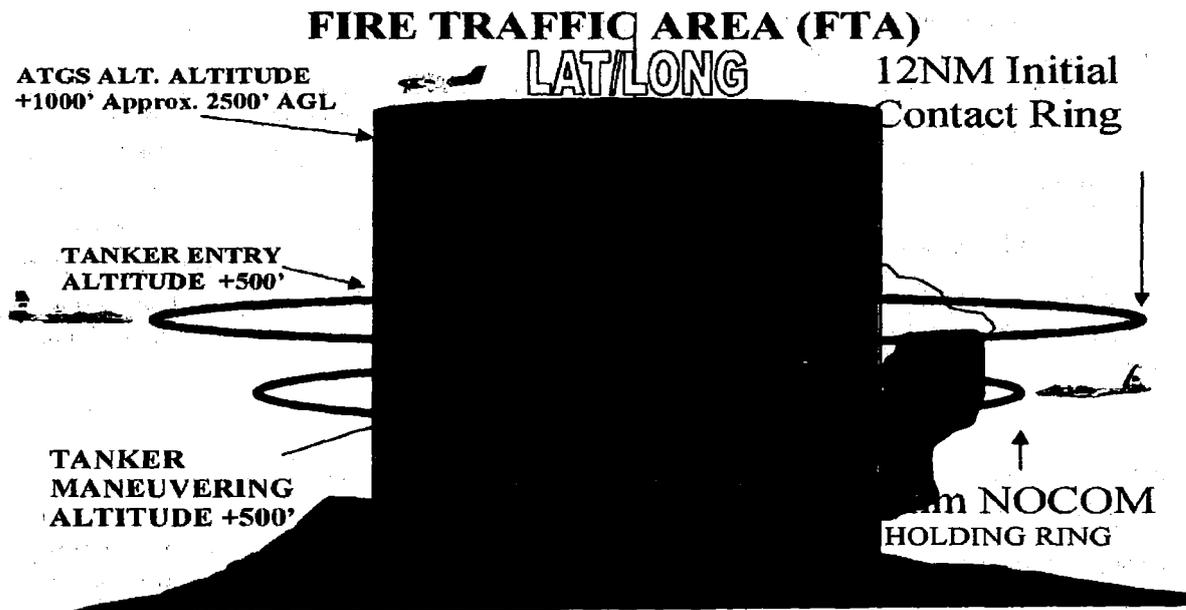
Direct, RX 171.1375, TX 171.1375

PIKE Repeaters RX 171.1375, TX 164.9875

ATTACHMENT E, Aviation

DFPC Colorado Aviation Funding Guidelines, 2/10/2016

DFPC Wildfire Funding Notification and Request form, 2/9/2016



**3 C'S:
COMMUNICATIONS
CLEARANCE
COMPLY**

**DO NOT PENETRATE
THE FTA IF YOU
CANNOT COMPLY
WITH A CLEARANCE**

**NOCOM
IF COMMUNICATIONS
ARE NOT ESTABLISHED,
HOLD AT THE 7NM RING
UNTIL THEY ARE
ESTABLISHED!!!**



Colorado Division of Fire Prevention and Control

2016 Colorado Wildfire Funding Guidelines

The Colorado Division of Fire Prevention and Control (DFPC) has been tasked by the Colorado State Legislature to administer and manage programs aimed at assisting local jurisdictions with safe and effective wildland fire response. The Wildfire Emergency Response Fund (WERF) was created to assist local jurisdictions with initial attack wildland fire response on state and private lands within the state of Colorado (Ref: CRS §24-33.5-1226). The Colorado Firefighting Aviation Corps (CFAC) program was authorized to ensure the availability of aviation resources for wildland fire response on state and private lands within the state of Colorado (C.R.S. §24-33.5-1228). Funding and reimbursement for wildland firefighting resources under these programs is available to any Colorado County Sheriff, fire protection district, or municipal fire department in accordance with the following eligibility guidelines. Funding and reimbursement will occur to the extent that program funds are available.

Eligible Hand Crew Resources ¹	First 2 Calendar Days of Incident	After First 2 Calendar Days
Type 1, Type 2-IA, or Type 2 Hand Crews	Eligible ¹	Not Eligible
Eligible Aviation Resources	During Mutual Aid Period ²	After Mutual Aid Period ²
Multi Mission Aircraft (MMA)	Eligible	Discretionary ³
Single Engine Air Tanker (SEAT)	Eligible	Discretionary ³
Large Air Tankers (LAT) ¹	Eligible ¹	Not Eligible
Very Large Air Tankers (VLAT) ^{1,4}	Eligible ^{1,4}	Not Eligible
Type 1 Helicopters ¹	Eligible ¹	Not Eligible
Type 2 Helicopters	Eligible	Discretionary ³
Type 3 Helicopters	Eligible	Discretionary ³
Aerial Supervision Platforms and Lead Planes	Not Eligible – unless required by interagency standards and mobilization guides.	

¹ The use of these resources may be reimbursed in accordance with the Wildfire Emergency Response Fund (WERF).

² For determination of reimbursement and funding, the Mutual Aid Period will be as defined in the County Annual Operating Plan (AOP).

³ Funding support for aviation operations beyond the mutual aid period may be approved by DFPC.

⁴ Any request for a Very Large Air Tanker (VLAT) must be approved by the DFPC Branch Chief of Operations or his/her designee prior to use.

Funding Requests and Notifications

- The requesting agency *must* notify DFPC of each funding (CFAC) or reimbursement (WERF) request. It is critical that DFPC receives notification of any and all requests to maintain an accurate balance for funds available.
- Notifications and requests should be made to the DFPC via email to: wildlandfire@state.co.us and a copy to the DFPC Regional FMO within 7 days of resource use. Requests should be documented on the *DFPC Wildfire Funding Notification and Request* form, which needs to be attached to the email, and must include the following information: Who requested the resource (Sheriff, fire chief, etc.); Fire Name; Incident Number (whenever available); Resource Name(s); Dates of Use; and Copies of Resource Orders (whenever available).

Additional Details

The following chart lists specific information and details for each kind of resource:

Version: 2/10/2016

Additional Details – Hand Crews	
Eligible	Up to 2 hand crew days within the first 2 calendar days of an incident beginning from time of departure to fire.
	Hand crew logistics costs of lodging, camping, transportation/fuel and per diem.
	Type 1, Type 2 Initial Attack, or Type 2 crews qualified to NWCG standards.
	Hand crews should be ordered based on incident needs, crew Type and capabilities, and proximity to incident. There is a preference for the use and reimbursement of State of Colorado inmate crews.
	Different crews may be used, but only for a total of 2 hand crew days per incident.
Not Eligible	Travel time to bring hand crews from outside Colorado.
Additional Details – Aviation Resources	
Eligible	DFPC funding support can be utilized on state and private land fires, and for fires that occur in mutual aid areas as defined in the County AOP.
	Multiple fixed and rotor wing resources (if needed) can be funded on the same incident.
	DFPC will reimburse and pay for eligible aviation resources during the mutual aid period, contingent on available funding.
	Funding support for incident aviation operations beyond the mutual aid period may be approved by the DFPC, based on factors such as fire potential, values at risk, defined mutual aid periods, boundary line fires, availability of funds, etc. ³
	Limited to reimbursement for the use of only one of the following resources per incident: Type 1 Helicopter (first hour of firefighting helicopter rotor time + pilot time); or Very Large/Large Airtanker (first aerial tanker flight + drop + retardant) ⁴
	Additional helicopter personnel (helitack crew).
	Fuel and support trucks assigned to aviation resources.
	Daily availability costs of aircraft.
Only OAS or USFS carded or authorized aircraft, ordered through the procedures outlined in the County AOP, are eligible for DFPC funding and reimbursement.	
Not Eligible	Ferry or flight time to bring aerial resources to Colorado.
Process	Requesting agency orders appropriate Kind and Type of resource(s). Consult the County AOP for the local, state, and interagency dispatch procedures to order aviation resources.
	The Closest Forces concept will be utilized meaning that the closest available resource of the Kind and Type requested will be dispatched to the incident. DFPC will cover eligible costs regardless of whether the aircraft is a state or federally-managed resource.
	The DFPC must be notified via the State Emergency Operations Line (303-279-8855) if multiple aviation resources are ordered on an incident.
	If a local agency utilizes aircraft on a fire beyond the DFPC eligibility period, costs may be charged to the requesting agency. Actual costs vary by resource used.
Questions concerning this guidance or the DFPC Aviation program should be directed to your DFPC Regional FMO.	



DFPC Wildfire Funding Notification and Request

Incident Information					
Date of Fire Start:					
Fire Name:					
Fire Number:					
Fire Location:					
Jurisdictions Involved:					
Cost Share in Place (Y/N):	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If yes, please attach
Requesting Agency Information					
Agency Name:					
Requestor Name:					
Requestor Title:					
Handcrew Resources					
Handcrew Used (Y/N):	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If yes, provide information below
Date(s) of Use:					
Name of Crew(s) Assigned:					
Resource Order #(s):					
Resource Order Attached:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Aviation Resources					
Aircraft Used (Y/N):	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If yes, provide information below for each aircraft
Date of Use:					
Aviation Resource(s) Used: (check all that apply)	Large Airtanker		SEAT		Helicopter
	Aircraft #1		Aircraft #2		Aircraft #3
Aircraft Assigned:					
Aircraft Owner (if known):					
Resource Order #:					
Resource Order Attached:					
Additional Information					
County:					
DFPC Region & FMO:					
Date Submitted to DFPC:					
Other (If Needed):					

All requests and supporting documentation should be sent to DFPC within 7 days of resource use via email to: wildlandfire@state.co.us with a copy to the DFPC Regional FMO.

Actual funding and reimbursements will be based on State Statute, current DFPC Funding Guidelines, Annual Operating Plans, and availability of funds.

Winter Storm Hazard Specific Incident Appendix V Chaffee County Emergency Operations Plan

Lead Agency: Chaffee County Road and Bridge

Supporting Agencies: American Red Cross, Buena Vista Fire Department, Buena Vista Police Department, Buena Vista Public Works, Chaffee County Department of Health and Human Services, Chaffee County EMS, Chaffee County Fire Protection District, Chaffee County Office of Emergency Management, Chaffee County Sheriff's Office, Chaffee County Search and Rescue North, Chaffee County Search and Rescue South, Colorado State University Extension Office, Salida Fire Department/South Arkansas Fire Protection District, Salida Police Department, Salida Public Works, The Salvation Army, and Private Sector

Purpose

This incident annex has been prepared to facilitate a coordinated response and assign responsibilities for requests from local jurisdictions to reduce potential loss of life and to quickly restore essential services following a major winter storm.

Policies

The Board of County Commissioners (BoCC) may issue an emergency declaration, and in turn, the Governor may issue a state declaration, which may make response and recovery funding available as well as other state resources.

Situation and Assumption

All areas of Chaffee County are vulnerable to major winter storms. The relative isolation of residences and roadways presents the most significant danger to the largest number of people. Longtime residents of the area are usually well equipped to handle routine and even severe winter weather, but with the increase in tourists participating in outdoor winter recreation and the influx of new residents, we must plan for many unprepared people.

Loss of life or property does not normally occur as a result of a winter storm, however, any persons caught out in the storm and stranded motorists are in extreme danger. Isolated homes are also a problem due to power shortages, lack of communications, and failure of heating sources. Loss of utilities in the municipalities can create a critical situation in a short period of time for a large number of people. Medical assistance may become critical. The demand for emergency services poses the greatest difficulty, along with locating and rescuing stranded motorists. Emergency feeding of livestock may become necessary.

Secondary effects of a large snowstorm must be planned for, i.e., avalanches, mudslides or flooding, landslides, dam failure, hazardous materials, power failure, subsidence, transportation disruption.

This plan supports the Chaffee County Road and Bridge plan for snow and ice removal.

Winter storms will fluctuate in size and intensity and may become severe with little warning. A winter storm will usually affect the entire county to some degree, but severe impacts may be localized.

Citizens will be advised of potential flood conditions through a variety of means, including: National Oceanic & Atmospheric Administration (NOAA) radio, Emergency Alert System (EAS) broadcasts, standard radio announcements, TV announcements, etc.

Concept of Operations

Unlike some other types of emergencies or disasters, county resources will be involved in a response to a severe winter storm in their routine business. Local municipalities may request additional assistance when their capabilities and resources are exceeded. Such assistance, when authorized, will be provided by county agencies operating under their own authority, or as part of an effort coordinated by Emergency Management operating on behalf of the BoCC. The BoCC may declare a disaster and request assistance from the state government if the capabilities and resources of the county and municipalities are exceeded.

State agencies will provide usual services in responding to a winter storm according to their internal policies. Only when a storm is of such magnitude that emergency declarations are necessary, will additional assistance be requested by the Office of Emergency Management.

Safety of personnel is the priority during any storm response.

Responsibilities

Road and Bridge/Public Works

- Effect snow removal, plowing, barricading, and ice removal and determine need for road closures
- Maintain communications and advise dispatch of current conditions in all areas of the state - information will be relayed to the Emergency Operations Center, as needed
- Upon notification of snow emergency conditions, provide crews and equipment to assist in snow removal, rescue operations, necessary transportation, establishment of barricades and restoration, as requested, in support of local jurisdictions when the requested agency has the appropriate equipment
- Highways will be plowed and sanded according to a plan of priorities, according to Colorado Department of Transportation.
- Additional assistance will be prioritized to provide networks of roadways open to provide a transportation system for emergency vehicles such as fire department, law enforcement, and rescue personnel
- During severe snow or blowing snow (white outs), or other conditions that could endanger personnel, plowing and sanding can be suspended at the discretion of the Road and Bridge Supervisor

Board of County Commissioners

- Authorize a disaster declaration, where appropriate
- Determine, directly or via delegation, when a winter storm is of such severity that it would be unsafe to have nonessential county employees respond to their jobs and to make the necessary announcements by radio and television
- Make monies available through the county budget or other funds to provide for basic recovery of essential life services
- Request use of Colorado National Guard personnel to provide lifesaving assistance, if necessary
- Activate the Local Emergency Operations Plan

Office of Emergency Management

- Monitor weather forecasts and prepare to coordinate assistance as needed
- Coordinate county response to requests for assistance from municipalities
- Activate and staff the Chaffee County Emergency Operations Center, if needed, and coordinate state assistance following established EOC procedures.
- Maintain communications with Colorado Office of Emergency Management, other state agencies and other local jurisdictions regarding the status of the storm, available resources and recovery efforts.

Colorado State University Extension Office

- Monitor weather conditions within the county
- Maintain communications with local agencies to conduct a situational assessment

Department of Health and Human Services/American Red Cross/Salvation Army

- DHHS - Administer assistance programs including Individual & Family Grants Program
- ARC/SA - Provide shelters and provisions for stranded people in accordance with internal procedures

Law Enforcement Agencies

- Establish traffic control on roadways and determine need for road closures
- Maintain communications and advise dispatch of current conditions in all areas of the county - these reports will be relayed, as needed, to the Emergency Operations Center
- Assist in evacuation of stranded motorists/ population
- Preserve law and order

Other County and Municipal Agencies

- Provide support as requested by the BoCC or Office of Emergency Management

Storm Warnings¹

- Heavy Snow Warning - are issued when a snowfall of four (4) inches or more is expected within a 12-hour period or a fall of six (6) inches or more is expected within a 24-hour period
- Blizzard Warnings - are issued when winds with speeds of at least 35 mph are accompanied by considerable falling or blowing snow and temperatures of 20 degrees F or lower are expected to prevail for an extended period of time

- Severe Blizzard Warnings - are issued when blizzards of extreme proportions are expected and indicate wind with speeds of at least 45 mph plus a great density of falling or blowing snow and a temperature of 10 degrees F or lower
- Cold Wave Warnings - indicate an expected rapid fall in temperature within a 24- hour period, which will require substantially increased protection to agricultural, industrial, commercial and social activities. The temperature falls and minimum temperatures required to justify cold wave warnings vary with the changing of the season and with geographic location. Regardless of the month or the section of the country, a cold wave warning is a red flag alert to the public that during a forthcoming forecast period a change to very cold weather will require greater than normal protective measures
- Hazardous Driving (Travelers') Warnings - are issued to indicate that falling, blowing or drifting snow, freezing rain or drizzle, sleet or strong winds will make driving difficult
- Stockmen's Warnings - alert ranchers and farmers that livestock will require protection from a large accumulation of snow or ice, a rapid drop in temperature, or strong winds

¹A severe weather **Watch** is issued by the National Weather Service when conditions are favorable for severe weather to develop. A watch is usually issued for large areas involving many counties. A severe weather **Warning** is an urgent message to tell you that severe weather is imminent or is occurring.

Ice and Snow

- Ice Storm - Freezing rain or drizzle is called an ice storm. Moisture falls in liquid form, but freezes upon impact
- Sleet - Sleet is identified as frozen raindrops (ice pellets) that bounce when hitting the ground. Sleet in sufficient depth causes hazardous driving
- Snow - Snow in a forecast without qualifying words such as occasional or intermittent means that the snowfall is of a steady nature, and will continue for several hours
- Snow Flurries - Snow falling for short durations of time at intermittent periods. One of the problems with snow flurries is that most frequently visibility is greatly reduced. Accumulations from snow flurries are generally small
- Snow Squalls - are brief, intense falls of snow and are comparable to summer rain showers. Usually accompanied by gusty surface winds
- Blowing and Drifting Snow - is used in forecasts where loose snow on the ground or falling snow or both is being blown about to a degree that horizontal visibility is greatly restricted. After a substantial snow has ended and strong winds start blowing and the snow is whipped up from the ground this is referred to as a ground blizzard
- Blizzards - are the most hazardous and perilous of all winter storms. Characterized by low temperatures and by strong winds bearing large amounts of snow. Most of the snow accompanying a blizzard is in the form of fine, powdery particles of snow that are whipped up in such great quantities that at times visibility is only a few yards

ESFs that are likely to be involved in a winter storm emergency are: 1, 2, 3, 5, 6, 7, 9, 10, 11, 12, 13, 14, and 15 -- agency involvement will vary with the circumstances of each incident.

DELEGATION OF AUTHORITY

TO _____

Agency authority and responsibility for managing and controlling the _____ incident within the County of Chaffee, Colorado is hereby transferred to _____ as Incident Commander.

This transfer includes the authority to obligate agency funds necessary to pay for controlling (describe the incident)

As Incident Commander, you are accountable to me for the overall management of this incident including its control and return to local forces. I expect you to adhere to relevant and applicable laws, policies, and professional standards. Management of the scene is your primary task, however, you are expected to do so in a manner that provides for the safety and well being of involved personnel. Consideration for the safety and needs of local residents and the communities is essential for successful management of the incident. Cost-effective and cost-containment practices will be used at all times.

Other needs/constraints:

1. Transition with existing forces will be handled smoothly but as rapidly as possible.
- 2.
- 3.
- 4.

This transfer becomes effective at _____ time on the date of _____, 20____, and may be changed or updated as conditions change.

Elected Official or Designee

Incident Commander

DISASTER DECLARATION
RESOLUTION DECLARING LOCAL DISASTER

WHEREAS, the Chaffee County Emergency Manager and/or Director of General Administration has advised the Board of County Commissioners of Chaffee County ("the Board") of a disaster (as that term is defined in 24-33.5-703 (3) C.R.S., currently present in the unincorporated area of Chaffee County, to wit, the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from _____ requiring emergency action to avert danger or damage, which occurred on _____ (inclusive period of incident); and

WHEREAS, the cost and magnitude of responding to and recovery from the impact of _____ is far in excess of the county's available resources; and

WHEREAS, the Emergency Manager and/or Director of General Administration has recommended that the Board declare a local disaster; and

WHEREAS, it would be appropriate and in the interests of the public health and safety, and would further protect property, for the Board to implement said recommendation; and

WHEREAS, pursuant to C.R.S. § 24-33.5-709 and the emergency management and operations plans and resolutions of Chaffee County, Colorado the Board is authorized to declare a local disaster.

NOW THEREFORE, BE IT RESOLVED THAT:

1. That the Board hereby declares that there is a local disaster in the unincorporated area of Chaffee County, to wit, the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from _____ requiring emergency action to avert danger or damage.

2. The effect of this declaration of disaster shall be to activate the response and recovery aspects of any and all applicable local and inter-jurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans.

BE IT FURTHER RESOLVED that the principal executive officers of all other cities and towns in Chaffee County affected by said disaster are urged to proclaim similar declarations and to cooperate with Chaffee

County as necessary to cope with this incident.

BE IT FURTHER RESOLVED that this resolution shall be effective upon the date and time given below, and shall remain in effect for a period not to exceed seven days thereafter except by or with the consent of a majority of the members of the Board. True copies will be filed promptly with the Colorado Division of Homeland Security and Emergency Management and the Chaffee County Clerk and Recorder, and shall be promptly distributed to the appropriate representatives of the news media.

SIGNED AND EFFECTIVE at _____, Colorado, _____ County this _____ day of _____, 20_____.

Chaffee County Board of County Commissioners

By: _____ Chair or Designee

Attest: _____ County Clerk

Copy to be filed with the Chaffee County Clerk, and the Chaffee County Office of Emergency Management.

Glossary of Terms

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Alternate Emergency Operations Center (AEOC): An established location to evacuate to in the event that the primary EOC is not available due to natural or man made causes.
Amateur Radio Emergency Services (ARES): A group of volunteer amateur radio operators who support state and local governments with amateur radio transmission support during times of emergencies.

American Red Cross (ARC): A volunteer organization that works closely with government at all levels in planning for and providing assistance to disaster victims. The ARC operates under a Congressional charter. All of its disaster assistance is based on verified disaster-caused need, and is outright grant from donations from the American people.

Area Command (Unified Area Command): An organization established: (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has 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. Area Command may be established at an Multi-Agency Coordination Center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within given operational periods that are based on operational objectives defined in the TAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Bio-terrorism: A deliberate attack on humans, animals or plants using a contagious or poisonous agent.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section.

Casualty: A person injured, and needing treatment, or killed because of technological or natural disaster.

Catastrophic incident: A catastrophic incident is any natural or manmade incident, including terrorism, which results in extraordinary levels of mass casualties, damage or disruption severely affecting the population, infrastructure, environment, economy, national morale and/or government functions. A catastrophic event could result in sustained impacts over a prolonged period of time. almost immediately exceeds resources normally available to local, State, tribal and private sector authorities. and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic incidents are incidents of national significance.

Chain of Command: A series of command, control, executive or management positions in hierarchical order of authority.

Chaffee County Emergency Operations Center (CCEOC): The CCEOC is the physical location where the incident management functions of Multi-Agency Coordination and Area Command are conducted. In the event of an incident such as severe weather which effects most if not all parts of the county, overall incident management may be conducted from the CCEOC. The CCEOC is also the designated coordination point for the state and federal counterparts. The CCEOC is co-located with the Chaffee County E-911 center and is designed for continuous operations.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration and Intelligence (if established as a separate section).

Civil Air Patrol (CAP): An auxiliary of the U.S. Air Force that has volunteered to conduct various emergency services missions. These missions are mainly the use of light aircraft in Search and Rescue (SAR), Civil Defense (CD) and disaster relief operations.

Colorado Division of Emergency Management (DEM): The agency in the Division of Local Government, Department of Local Affairs, responsible for emergency management programs in the State of Colorado. It is located in Centennial, and is situated in the State Multi-Agency Coordination Center (EOC), which DEM organizes and operates during emergencies or disasters.

Colorado Information Analysis Center (CIAC): Located within the Colorado Department of Public Safety. The mission of the Colorado Information Analysis Center is to provide an integrated, multi-disciplined, information sharing network to collect, analyze, and disseminate information to stakeholders in a timely manner in order to protect the citizens and the critical infrastructure of Colorado.

Colorado Crime Information Center (CCIC): The computer system with terminals in most law enforcement and communications agencies in Colorado, as well as the State EOC. It is used primarily for law enforcement functions, but a secondary use is as part of the warning and communications system for emergencies or disasters. It is connected to the National Crime Information Center (NCIC).

Colorado Voluntary Organizations Active in Disaster (COVOAD): A group of organizations providing voluntary assistance following an emergency or disaster.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Command: The act of directing, ordering or controlling by virtue of explicit statutory, regulatory or delegated authority.

Continuity of Government (COG): All measures that may be taken to assure the continuity of essential functions of governments during or after an emergency or disaster.

Continuity of Operations Plan (COOP): (Colorado Definition) All measures that may be taken to assure the continuity of essential functions of governments during or after an emergency or disaster.

Cooperating Agency: An agency supplying assistance other than direct operational, support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Damage Assessment: The appraisal or determination of the actual effects resulting from technological or natural disaster.

Damage Survey Report (DSR): A comprehensive engineering report prepared by a federal-state-local team that outlines the scope of work and estimated cost of repairs at each site of damage that has occurred as a result of disaster.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff and Branch Directors.

Disaster: (Colorado Definition) The occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property, or significant adverse impact on the environment, resulting from any natural or technological hazards, or a terrorist act, including but not limited to fire, flood, earthquake, wind, storm, hazardous substance incident, water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, drought, infestation, explosion, civil disturbance, or hostile military or paramilitary action. For the purpose of State or Federal disaster declarations, the term disaster generally falls into one of two categories relative to the level of severity and impact on local and State resources, they are: major - likely to require immediate state assistance supplemented by limited federal resources, if necessary, to supplement intra-state efforts and resources. and catastrophic - will require immediate and massive State and Federal assistance in both the response and recovery aspects. Local government's adaptation of the definition of a disaster denotes an event which threatens to or actually does inflict damage to people or property, and is, or is likely to be, beyond the capability of the services, personnel, equipment and facilities of a local jurisdiction, thereby, requiring the augmentation of resources through state-directed assistance.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency: (Colorado Definition) A suddenly occurring and often unforeseen situation which is determined by the Governor to require state response or mitigation actions to immediately supplement local government in protecting lives and property, to provide for public health and safety, or to avert or lessen the threat of a disaster. Local government's adaptation of this definition denotes an event that threatens to or actually does inflict damage to people or property, exceeds the daily routine type of response, and still can be dealt with using local internal and mutual aid resources.

Emergency Alert System (EAS): The replacement system for the Emergency Broadcast System (EBS). This system, based on the same structure as EBS, will allow local government representatives to put out local warnings and alerts from and for their geographic areas. The EAS will also allow alerts and warnings to be broadcasted even if the participating radio station is unmanned after certain hours.

Emergency Operations Centers (EOCs): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan (EOP): A brief, clear and concise document description of action to be taken, or instructions to all individual and local government services concerned, stating what will be done in the event of an emergency. The plan will state the method or scheme for taking coordinated action to meet the needs of the situation. It will state the action to be taken by whom, what, when and where based on predetermined assumptions, objectives and capabilities. The Boulder EOP is defined as the Local Disaster Emergency Plan as stated in Section 24-32-2107 Colorado Revised Statutes.

Emergency Public Information (EPI): Information which is disseminated primarily, but not unconditionally, at the actual time of an emergency and in addition to providing information as such, of an emergency and in addition to providing information as such, frequently directs actions, instructs, and transmits direct orders.

Emergency: Absent a Presidentially declared emergency, any incident(s), humancaused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Support Functions (ESF): Common types of emergency assistance that are likely to be requested from the state. These common types of assistance have been grouped functionally into 15 areas. State departments have been assigned responsibilities for implementing these functions. Assignments are made based upon the department's statutory, programmatic or regulatory authorities and responsibilities.

Evacuation: Organized, phased and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Evacuees: All persons moved or moving from disaster areas to reception areas.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Executive Order: A rule or order having the force of law, issued by an executive authority of a government.

Exercise: A practice/simulated response to a natural or technological disaster involving planning, preparation, and execution. It is carried out for the purpose of training and/or evaluation. Exercises can be described as seminars, workshops, tabletops, drills, games, functional exercises and full-scale exercises.

Federal Emergency Management Agency (FEMA): The federal agency responsible for the U.S. government's portion of the comprehensive emergency management program. It consists of a national office in Washington, D.C. and ten regional offices, one of which (Region VIII) is located in the Denver Federal Center in Lakewood, Colorado.

Federal: Of or pertaining to the Federal Government of the United States of America.

Federal Departments and Agencies: These executive departments are enumerated in 5 United States Code 101, together with the Department of Homeland Security. independent establishments as defined by 5 United States Code Section 104(1). government corporations as defined by 5 United States Code Section 103(1). and the United States Postal Service.

Floodplain: The lowland and relatively flat areas adjoining inland and coastal waters including, at a minimum, that area subject to a one percent or greater chance of flooding in any given year.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Government Emergency Telephone System (GETS): A Federal government system that Colorado has access to that will allow landline telephone trunk access when systems are over loaded due to usage.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section (See Division).

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazardous Materials (HAZMAT): Any element, compound, or combination thereof, which is flammable, corrosive, detonable, toxic, radioactive, an oxidizer, an etiologic agent, or highly reactive, and which, because of handling, storing processing, or packaging, may have detrimental effects upon operating and emergency personnel, the public, equipment and/or the environment.

Incident: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can include, for example, major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Incident of Significance: This type of incident is an actual or potential high-impact event that requires a coordinated and effective response by an appropriate combination of City, mutual aid and/or private sector entities in order to save lives and minimize damage. The Emergency Management Director or designee will determine when an incident of significance has occurred or is likely to occur and will take an active role in the incident mitigation. An incident of significance may not require activation of the EOC. The incident may require assistance from mutual aid partners, State and/or Federal resources.

Individual Assistance (IA): A division of a disaster response/recovery organization that directs or monitors assistance to families or individuals.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages, developing, recommending, and executing public information plans and strategies on behalf of the IC, advising the IC concerning public affairs issues that could affect a response effort, and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Local Emergency Operations Plan (LEOP): The local (jurisdictional) level plan for actions to be taken by government and citizens when disaster threatens or strikes. It consists of assignment of responsibilities to agencies, coordinating instructions, staffing, essential facilities, and general operations common to most major emergencies.

Local Government: The elected officials of each political subdivision (counties municipalities, towns, cities, and special districts) have responsibility for reducing the vulnerability of people and property to the effects of emergencies and disasters. They should ensure that local governmental agencies are capable of efficient and responsive mobilization of resources in order to protect lives, minimize property loss, and expedite recovery efforts during an emergency or disaster. They should ensure that an emergency management office serves the jurisdiction. The Local Emergency Operations Plan should be prepared based upon a valid hazards and risk analysis.

Local Warning Point: The facility in a city, town or community which receives warnings over NAWAS and activates the public warning system in its area of responsibility.

Logistics: Providing resources and other services to support incident management.

Logistics Section: The section responsible for providing facilities, services and material support for the incident.

Major Disaster: As defined by the Robert T Stafford Disaster Relief and Emergency assistance Act, a "Major disaster means any natural catastrophe (including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby." For Boulder County, a major disaster will be catastrophic incident that requires a response or mitigating action to supplement local resources in protecting lives and property as determined by the Emergency Management Director.

Mitigate: To lessen in force or intensity.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations (Federal, State, local, and tribal) for activating, assembling and transporting all resources that have been requested to respond to or support an incident.

Multi-agency Coordination Entity: A multi-agency coordination entity functions within a broader multi-agency coordination system. It may establish the priorities among incidents and associated resource allocations, de-conflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-agency Coordination Systems (MACS): Multi-agency Coordination Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of Multi-agency Coordination Systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment and/or expertise in a specified manner.

National Disaster Medical System: A cooperative, asset-sharing partnership between the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security and the U.S. Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the National Response Framework.

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments, the private-sector and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles and terminology. HSPD-5 identifies these as the ICS. Multi-agency Coordination Systems, training, identification and management of resources (including systems for classifying types of resources), qualification and certification, and the collection, tracking, and reporting of incident information and incident resources.

National Response Framework: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response and recovery plans into one all-discipline, all-hazards plan.

National Warning System (NAWAS): A communication system from by the Federal Government to provide warning to the population of an attack or other national emergency. Reception is at local and state warning points.

National Weather Services (NWS): That federal government agencies charged with weather related reporting and projections.

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

One Hundred-Year Floodplain: The land area adjoining a river, stream, lake or ocean which is inundated by the 100-year flood. The 100-year flood is the regulatory (base) flood under the National Flood Insurance Program.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain and improve the operational capability to prevent, protect against, respond to and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations, heightened inspections, improved surveillance and security operations, investigations to determine the full nature and source of the threat, public health and agricultural surveillance and testing processes, immunizations, isolation, or quarantine, and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

Processes: Systems of operations that incorporate standardized procedures, methodologies and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Assistance: The Federal financial assistance provided to state and local governments or to eligible private non-profit organizations for disaster-related requirements.

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Radio Amateur Civil Emergency Services (RACES): Volunteer amateur radio operators who support State and local governments with amateur radio transmission support during times of emergencies.

Radiological Defense (RADEF): The organized effort, through warning, detection, and preventative and remedial measures, to minimize the effect of nuclear radiation on people and resources.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and siterestoration plans. the reconstitution of government operations and services. individual, private sector, non-governmental and public-assistance programs to provide housing and to promote restoration. long-term care and treatment of affected persons. additional measures for social, political, environmental, and economic restoration. evaluation of the incident to identify lessons learned. post-incident reporting, and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to or recover from an incident. Resource management under the NIMS includes mutual-aid agreements, the use of special Federal, State, local, and tribal teams, and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident, increased security operations, continuing investigations into nature and source of the threat, ongoing public health and agricultural surveillance and testing processes, immunizations, isolation, or quarantine, and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Search and Rescue (SAR): An organized mission to locate and remove a person(s) reported as missing.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources could be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Standard Operating Guidelines (SOG): A set of instructions or guidelines covering steps or features of operations to promote effective actions.

Standard Operating Procedures (SOP): A set of instructions having the force of a directive, covering those features of operations, which lend themselves to a definite or standardized procedure without loss of effectiveness.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 6 U.S.C. 101(14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

State Multi-Agency Coordination Center (SEOC): The facility, located in the city of Centennial, from which state emergency/disaster operations are coordinated.

State Emergency Operations Plan (SEOP): The State level plan for actions to be taken by government and citizens when disaster threatens or strikes. It consists of assignment of responsibilities to State agencies, coordinating instructions, staffing, essential facilities and general operations common to most major emergencies.

State Warning Point: Same as Warning Point, with the additional responsibility of supervising and controlling that part of NAWAS which is within the state.

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.
Strategy: The general direction selected to accomplish incident objectives set by the IC.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: The term "terrorism" means any activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources, and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States, and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping. See 6 U.S.C. 101 (15), Homeland security Act of 2002.

Threat: An indication of possible violence, harm or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities and legislative authorities.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3 or 4, respectively, because of size, power, capacity, or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command.)

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the Unified Command, often the senior person from agencies and/or disciplines participating in the Unified Command, to establish a common set of objectives and strategies and a single TAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Urban Search and Rescue (USAR or US&R): Urban search-and-rescue (US&R) involves the location, rescue (extrication), and initial medical stabilization of victims trapped in confined spaces. Structural collapse is most often the cause of victims being trapped, but victims may also be trapped in transportation accidents, mines and collapsed trenches.

Volunteer: According to Section 16 Part 742f(c) United States Code and Section 29 Part 553.101 Code of Federal Regulations, a volunteer is any individual accepted to perform services by an agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation or receipt of compensation for services performed.

Weapons of Mass Destruction (WMD): The term "weapon of mass destruction" means: (A) any destructive device as defined in section 921 of title 18. (B) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors. (C) any weapon involving a biological agent, toxin, or vector (as those terms are defined in Section 178 of Title 18. or (D) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

ZULU Time: The mean solar time at the zero meridian of Greenwich, England, used as the basis for standard time throughout the world. Mountain Standard Time is usually Zulu minus 7 hours and during Daylight Savings Time — Zulu minus 6 hours.

Acronyms

AAR After Action Report
ACP Access Control Point
AFB Air Force Base
ANG Air National Guard
APHIS Animal and Plant Health Inspection Service
ARNG Army National Guard
CADRE Community Agency Disaster Relief Effort
CAO Chief Administrative Officer
CAT Crisis Action Team
CBI Colorado Bureau of Investigation
CCP Casualty Collection Point
CDC Centers for Disease Control and Prevention
CDHS Colorado Department of Human Services
CDNR Colorado Department of Natural Resources
CDOT Colorado Department of Transportation
CDPHE Colorado Department of Public Health and Environment
CDPS Colorado Department of Public Safety
CEOC County Multi-Agency Coordination Center
CIAC Colorado Information Analysis Center (OPSFS/CDPS)
CMC Crisis Management Center (CDPHE)
CONPLAN Concept of Operations Plan
CP Command Post
CSEPP Chemical Stockpile Emergency Preparedness Program
CSP Colorado State Patrol
CTAC Counter-Terrorism Advisory Committee
DCE Defense Coordinating Element
DCO Defense Coordinating Officer
DFS Division of Fire Safety
DMAT Disaster Medical Assistance Team
DMORT Disaster Mortuary Operational Response Team
DOD Department of Defense
DOE Department of Energy
DOJ Department of Justice
DOMS Director of Military Support
DOS Department of State
DOT Department of Transportation
DTR Digital Trunked Radio
DTRA Defense Threat Reduction Agency
EAS Emergency Alert System
EBS Emergency Broadcast System
EMA Emergency Management Agency
EMAC Emergency Management Assistance Compact
EMS Emergency Medical Services
EMT Emergency Medical Technician
EOC Emergency Operations Center
EOD Explosive Ordnance Disposal
EOP Emergency Operations Plan
EPLO Emergency Preparedness Liaison Officer
ERT-A Emergency Response Team — Advance Element

ERT-N Emergency Response Team — National Element
ESF Emergency Support Function
FCO Federal Coordinating Officer
FEMA Federal Emergency Management Agency
FMO Fire Marshal's Office
FOIA Freedom of Information Act
FOSC Federal On-Scene Coordinator
FSIS Food Safety and Inspection Service
GEEERC Governor's Expert Emergency Epidemic Response Committee
HAN Health Alert Network
HEICS Hospital Incident Command System
HSAS Homeland Security Advisory System
HSOC Homeland Security Operations Center
IMP Information Analysis and Infrastructure Protection (DHS)
IC Incident Commander
ICC Incident Command Center
ICS Incident Command System
JFO Joint Field Office (FEMA)
JIC Joint Information Center
JOC Joint Operations Center
JPIC Joint Public Information Center
JTF Joint Task Force
JTTF Joint Terrorism Task Force
MACS Multi-Agency Coordination System
MMRS Metropolitan Medical Response System
MOA Memorandum of Agreement
MOU Memorandum of Understanding
MSCA Military Support to Civil Authorities
MSDS Material Safety Data Sheets
NIMS National Incident Management System
NIOSH National Institute of Occupational Safety and Health
NRCC National Response Coordination Center (FEMA)
NRP National Response Framework
OPS Office of Preparedness and Safety (CDPS)
PIO Public Information Officer
RRCC Regional Response Coordination Center (FEMA) (replaces ROC)
SCO State Coordinating Officer
SFO Senior Federal Official
SITREP Situation Report
SNS Strategic National Stockpile (replaces NPS)
SOP Standard Operating Procedures
UCS Unified Command System
USAR or US&R Urban Search and Rescue
WHO World Health Organization
WMD Weapon(s) of Mass Destruction
WMDOU Weapons of Mass Destruction Operations Unit (FBI)



Town of Buena Vista
P.O. Box 2002
Buena Vista CO 81211
Phone: (719)395-8643
Fax: (719)395-8644

DATE: July 26, 2016

TO: Mayor and Board of Trustees

FROM: Emily Katsimpalis, Assistant to the Town Administrator

AGENDA ITEM: Resolution to approve an application to become a Certified Local Government

Request

Following the passage of Ordinance 14 at the July 12 Board of Trustee meeting, which established a historic preservation ordinance and commission, staff is requesting your approval to submit an application to apply to become a Certified Local Government (CLG). Please find included in your packet the resolution asking for your approval to submit the application on behalf of the Town of Buena Vista.

Overview

With the passing of the historic preservation ordinance at the July 12 BOT meeting, the Town of Buena Vista can apply to become a Certified Local Government (CLG).

There are many benefits to becoming a CLG. One of the more notable reasons is the access to no-match grants. The grants can be used for surveys of historic properties, planning, trainings and educational activities.

CLG status is also a requirement to move up in the Main Street program. Currently Buena Vista Main Street is at the "Candidate" level. If we move up to "Designated" and eventually "Graduate" we will unlock more grant money and technical support at each level.

Other tangible benefits of preserving historic properties include preserving our physical history into perpetuity. Preserving physical history means preserving the community's connection to place. People who love their place are: more likely to vote, more likely to volunteer, more likely to give charitably, and more likely to pay taxes (*Knight Foundation 'Soul of the Community' report*).

Additionally, there are generally smaller, locally owned businesses in neighborhoods with smaller, older buildings. More small businesses equals more jobs, more sales tax revenue, and the list goes on.

Policy Alignment

CLG status is consistent with several policies of the Town. Historic preservation was identified as a priority in the 2015 Comprehensive Plan and CLG helps the Town to accomplish the goals of that plan. The CLG also aligns with the DCI Assessment that identified this as a tool to help the community achieve the preservation of our heritage and protection of historic structures. The CLG was also identified under economic vitality in the 2016-2017 strategic outcomes as a short-term goal.

BOT Action

Staff recommends a motion to approve Resolution #72.

TOWN OF BUENAVISTA, COLORADO

**RESOLUTION NO. 72
(SERIES 2016)**

A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO APPROVING THE TOWN TO SUBMIT AN APPLICATION TO THE STATE OF COLORADO'S HISTORIC PRESERVATION OFFICER (SHPO) REQUESTING DESIGNATION AS A CERTIFIED LOCAL GOVERNMENT (CLG).

WHEREAS, the Town of Buena Vista enacted Ordinance #14 on July 12, 2016 to preserve and protect the Town of Buena Vista's historic buildings, structures, sites, landscapes and objects.

WHEREAS, the Town of Buena Vista has established a Historic Preservation Commission of interested and professional citizens to identify, designate, preserve, protect and promote our City's history as exhibited by the historic built environment.

WHEREAS, the Town of Buena Vista has determined that a system of survey and inventory of the historic built environment is an important tool for future planning

WHEREAS, the Town of Buena Vista wishes to foster public participation in it historic preservation activities.

WHEREAS, the Town of Buena Vista believes that the Certified Local Government Program of the National Park Service and History Colorado provides support and guidance in meeting our local historic preservation goals,

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO:

1. That the Board of Trustees of the Town of Buena Vista, hereby submits an application for and requests designation as a Certified Local Government and understands the obligations and opportunities of such designation.

RESOLVED, APPROVED AND ADOPTED this _____ day of _____, 2016

TOWN OF BUENA VISTA, COLORADO

BY: _____
Joel Benson, Mayor

ATTEST:

Janell Sciacca, CMC
Town Clerk



Town of Buena Vista
P.O. Box 2002
Buena Vista CO 81211
Phone: (719)395-8643
Fax: (719)395-8644

DATE: July 26, 2016

TO: Mayor and Board of Trustees

FROM: Brandy Reitter, Town Administrator

SUBJECT: Should the Board of Trustees approved adoption of Resolution #73 entitled "A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO, ESTABLISHING A REMOTE PARTICIPATION POLICY FOR THE BOARD OF TRUSTEES MEMBERS DURING A STATE OF DECLARED LOCAL EMERGENCY."?

Request

A request is being made to consider a policy that allows the board to participate remotely via phone, video or other similar remote means when an emergency has been declared.

Overview

Town staff and trustees are working to become compliant with the National Incident Management System (NIMS). One of the recommendations that came from training was to consider policies that make it easier for the Board of Trustees and staff to act quickly when an emergency is declared. The attached policy can assist the BOT in the event of emergency.

Analysis

The proposed policy accomplishes the following:

- Trustees can participate remotely via phone, video or some other means.
- Remote participation is only intended to be used when an emergency is declared.
- A quorum is still required during remote participation.
- The trustees cannot vote on quasi-judicial matters that require a public meeting during remote participation.
- A majority vote for participating members can discontinue the remote participation meeting.

Requests for remote participation guidelines:

- The request for a meeting is made to town administrator, clerk or mayor in advance.
- Approval to attend remotely is automatic unless some board members deny the request.
- Advisory boards and commissions cannot participate in remote meetings.

BOT Action

Motion to Approve or Deny adoption of Resolution #73 entitled "A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO, ESTABLISHING A REMOTE PARTICIPATION POLICY FOR THE BOARD OF TRUSTEES MEMBERS DURING A STATE OF DECLARED LOCAL EMERGENCY."?

Attachments

- Resolution #73

TOWN OF BUENA VISTA, COLORADO

**RESOLUTION #73
SERIES OF 2016**

A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, ESTABLISHING A REMOTE PARTICIPATION POLICY FOR BOARD OF TRUSTEES MEMBERS DURING A STATE OF DECLARED LOCAL EMERGENCY.

WHEREAS, the Board of Trustees desires to specify the circumstances under which a member of the Board of Trustees may participate in regular and special meetings and work sessions by phone, video or other similar remote means during exceptional events that necessitate the declaration of a local emergency pursuant to Article XVI of Chapter 2 of the Buena Vista Municipal Code;

WHEREAS, remote participation may serve a valuable purpose when a Board member is unable to attend a meeting in person during a state of declared local emergency;

WHEREAS, there are limitations on the utility of remote participation, including audio and video issues that can make it more difficult to participate in the meeting, increased difficulty in viewing presentations and documentary information, increased difficulty in evaluating non-verbal communications (such as determining an individual's veracity or credibility or seeing demonstrations), limited ability of attending members to interact with remote participant, and lack of ability to ensure confidentiality of executive session communications;

WHEREAS, the Board of Trustees determines that, even during a local emergency, remote participation will not be appropriate for quasi-judicial matters, but that it can be useful for other meeting aspects; and

WHEREAS, the Board of Trustees, therefore, desires to adopt the Remote Participation Policy During Declared Local Emergency set forth herein.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Buena Vista, Colorado:

1. A member of Board of Trustees may participate in a regular or special meeting or work session of the Board by phone, video or other similar remote means, during a declared state of local emergency pursuant to the following terms:

A. The ability to participate remotely is a privilege and not a right. Therefore, the lack of adequate audio or video equipment or the denial of a Board member's request to participate remotely shall not give any Board member any right to participate in any Board meeting or work session in excess of the right she or he has to attend the meeting or work session in person.

B. Remote participation is intended to be allowed only during a declared local emergency.

C. A Board member present through remote participation shall be counted toward the quorum requirement in Sec. 2-28(b) of the Town of Buena Vista Municipal Code.

D. A Board member may not participate or vote remotely in a quasi-judicial public hearing, but may maintain a remote connection and monitor or listen to the hearing.

F. By majority vote of those attending in person, the Board of Trustees may discontinue the remote participation by one or more members when the participation results in delays or interference with the meeting, such as when the connection is repeatedly lost, or the quality of the connection is poor.

G. A member may participate remotely pursuant to the following procedures:

1. Request to participate remotely is made to the Town Administrator, Mayor, or Town Clerk sufficiently in advance of the meeting or work session for the service to be properly set up.

2. Approval to attend remotely shall be deemed automatically granted, unless those Board members attending in person vote to deny the request to attend remotely.

H. No members of any Town Boards or Commissions may participate in the meetings of their respective Boards or Commissions remotely.

2. This Resolution is effective upon its adoption by the Board of Trustees.

RESOLVED, APPROVED AND ADOPTED this ___ day of _____,
2016.

Joel Benson, Mayor

ATTEST:

Janell Sciacca, Town Clerk



Town of Buena Vista
P.O. Box 2002
Buena Vista CO 81211
Phone: (719)395-8643
Fax: (719)395-8644

DATE: July 26, 2016

TO: Mayor and Board of Trustees

FROM: Brandy Reitter, Town Administrator

SUBJECT: Should the Board of Trustees approved adoption of Ordinance #16 entitled "AN ORDINANCE OF THE TOWN OF BUENA VISTA, COLORADO, AMENDING THE BUENA VISTA MUNICIPAL CODE BY THE ADDITION OF A NEW ARTICLE XVI WITHIN CHAPTER 2 TO ADDRESS EMERGENCY MANAGEMENT PROCEDURES AND MAKING OTHER RELATED REVISIONS."?

Request

A request is being made to consider a draft ordinance amending Chapter 2 of the municipal code to develop guidelines for emergency management procedures when an emergency is declared.

Overview

Town does not have procedures to address emergency management protocols in the municipal code. The proposed draft ordinance ensures that the staff and trustees are prepared to address an emergency event and to consider the best course of action to address issues. Many communities have emergency management language addressed in their municipal code, and staff used examples as a framework for the proposed ordinance. Staff would like for the trustees to review the draft ordinance and provide feedback. Staff will incorporate feedback and bring a final draft of the ordinance back at the August 10 board meeting.

Analysis

The proposed ordinance accomplishes the following:

- Defines what constitutes a local emergency incident.
- Describes how the organization declares a local emergency.
- Gives certain powers to the town administrator during a local emergency to coordinate and use town resources.
- The ordinance takes precedence over existing town regulations during a declared emergency.

BOT Action

Motion to Approve or Deny adoption of Ordinance #16 entitled "AN ORDINANCE OF THE TOWN OF BUENA VISTA, COLORADO, AMENDING THE BUENA VISTA MUNICIPAL CODE BY THE ADDITION OF A NEW ARTICLE XVI WITHIN CHAPTER 2 TO ADDRESS EMERGENCY MANAGEMENT PROCEDURES AND MAKING OTHER RELATED REVISIONS."?

Attachments

- Ordinance # 16

**TOWN OF BUENA VISTA, COLORADO
ORDINANCE NO. 16
(SERIES OF 2016)**

**AN ORDINANCE OF THE TOWN OF BUENA VISTA, COLORADO,
AMENDING THE BUENA VISTA MUNICIPAL CODE BY THE
ADDITION OF A NEW ARTICLE XVI WITHIN CHAPTER 2 TO
ADDRESS EMERGENCY MANAGEMENT PROCEDURES AND
MAKING OTHER RELATED REVISIONS**

WHEREAS, the Town may face, from time to time, unforeseen emergencies that will make it difficult, if not impossible, to operate the Town in its normal manner;

WHEREAS, it is deemed in the best interest of the Town to establish certain emergency policies and procedures necessary to maintain the public safety, health and welfare;

WHEREAS, in the interest of being prepared for emergencies, the Board of Trustees wishes to establish the following procedures to ensure the Town is prepared to continue to operate effectively during emergencies when there will be no time to consider appropriate procedures.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO:

Section 1. Article II within Chapter 2 of the Buena Vista Municipal Code, Section 2-22, is amended by the addition of subsection (d), which shall read as follows:

(d) The Mayor shall exercise such emergency powers during a declared state of local emergency as may be granted by the Board of Trustees pursuant to Article XVI, Chapter 2.

Section 2. Article III within Chapter 2 of the Buena Vista Municipal Code, Section 2-48, is amended by the addition of new subsection (12), which shall read as follows:

(12) To declare and administer a local emergency pursuant to Article XVI, Chapter 2.

Section 3. The Buena Vista Municipal Code is amended by the addition of a new Article XVI within Chapter 2, which shall read as follows:

CHAPTER 2 – Administration and Personnel

ARTICLE XVI – Emergency Management

Sec. 2-320. - Purpose and intent.

(a) The purpose of this chapter is to provide for continuity and efficient operation of local government in times of emergency.

- (b) This chapter provides the necessary organization, powers and authority to enable a timely and effective use of all available resources to prepare for, respond to and recover from civil emergencies, emergencies or disasters that are likely to affect the health, security, safety or property of Town residents.
- (c) The Town Administrator, or in the Board's discretion, the Mayor, shall declare, manage and end an officially declared state of civil emergency, emergency or disaster.
- (d) All the provisions of this chapter are to be interpreted and enforced in a manner that is consistent with the Constitution of the United States, with the Constitution of the State of Colorado, and with Colorado law on Emergency Management, C.R.S. § 24-33.5-701, *et seq.*, as amended.

Sec. 2-321. – Definition.

As used in this Chapter, local emergency shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons or property within the Town, including, without limitation, fire, flood, wind, storm, earthquake, epidemic, infestation, explosion, aircraft crash, air pollution, hazardous substance incident, oil spill or other contamination of air or water requiring immediate action to avert danger or damage, water or power shortage, drought, civil disturbance, condition of riot or insurrection, hostile military or paramilitary action, or any other declared disaster that requires the aid and assistance of outside, local, state or federal agencies.

Sec. 2-322. – Declaration and Term of Local Emergency.

- (a) The Town Administrator may declare a local emergency pursuant to C.R.S. § 24-33.5-709, when the Town Administrator determines that there is reasonable cause to believe that the Town, or any part of the Town, is suffering from, or is in imminent danger of suffering from, an emergency, and that a declaration of emergency is required to avoid or mitigate serious injuries to members of the public or the loss of life or property. However, the power to declare a local emergency is subject to the power of the Board of Trustees to determine, by appropriate motion and vote, that the Mayor, instead of the Town Administrator, shall declare the local emergency or exercise the powers enumerated in Sec. 2-323 below to administer the emergency.
- (b) Any declaration of a local emergency shall be promptly filed with the Town Clerk, delivered to the Chaffee County Sheriff, and forwarded to the State Office of Emergency Management. As soon as possible thereafter, the Town Administrator shall notify the Board of Trustees and the County Clerk. The public shall also be notified promptly through general dissemination to the news media, posting on the Town website and by the

use of other means of communication appropriate for informing the general public.

- (c) No declaration of local emergency may exceed forty-eight (48) hours from the time of declaration or the conclusion of the local emergency, whichever occurs first. Upon declaration of a second or further emergency, the emergency powers set forth herein may be exercised during such further emergency period, but never for more than forty-eight (48) hours in one (1) declared emergency period. No declared local emergency shall extend beyond the next regular or special meeting of the Board of Trustees unless, at such meeting, the declaration of emergency is specifically approved for a longer duration by resolution of the Board of Trustees.
- (d) Upon declaration of a local emergency, the Board of Trustees shall be assembled promptly to review or continue the local emergency declaration. Such meeting shall be held in compliance with the Colorado Open Meetings Law as soon as possible after the declaration of local emergency. However, the Board of Trustees shall meet, in any event, no later than seven (7) days following the initial declaration of local emergency unless the nature of the local emergency makes such a meeting impossible, in which case the Board of Trustees shall meet as soon as is feasible thereafter.
- (e) Any official act or meeting that must ordinarily be performed at regular or specified locations shall be valid when performed at a temporary location pursuant to this section or remotely pursuant to the Town's Remote Participation Policy.

Sec. 2-323. – Powers.

Upon the issuance of a declaration of local emergency, the Town Administrator shall, upon a finding of need, issue such orders as may be required to protect the health, safety, and welfare of persons or property within the Town or to otherwise preserve the public peace or abate, clean up, or mitigate the effects of any local emergency. Such orders, once issued, may be changed from time to time during the period of the declared local emergency based upon the discretion of the Town Administrator and may include, without limitation, orders to accomplish the following objectives:

- (1) To call upon regular and auxiliary enforcement agencies and organizations within or without the Town to assist in preserving and keeping the peace and the preservation of life and property of the citizenry of the Town.
- (2) To close streets, sidewalks and parks and to delineate areas within the Town wherein an emergency exists.

- (3) To impose a curfew upon all or any portion of the Town, thereby requiring all persons in such designated curfew areas to immediately remove themselves from the public streets, alleys, parks or other public places; provided, however, that professionals providing medical services, utility personnel maintaining essential public services, firefighters, police and such other enforcement officers and personnel authorized or requested by the Town may be exempted from such curfew.
- (4) To order the closing of any business establishments within the Town for the period of the emergency.
- (5) To appropriate and expend funds, execute contracts, authorize the acquisition of property, equipment, services, supplies, and materials on the open market at not more than commercial prices without the strict compliance with normal Town procurement procedures. The purchasing and contracting procedures set forth by administrative procedure or regulation, including the limits on the authority of the Town Administrator to enter into contracts, if any, shall be automatically suspended in the event of an official declaration of a local emergency. Such suspension shall occur without the need for any formal action by the Board of Trustees.
 - (a) The Town Administrator's authority to approve contracts during a local emergency shall be limited to contracts that are reasonably related to the local emergency and in an aggregate amount not to exceed _____ dollars (\$____.00). The temporary suspension shall remain in effect for the duration of the declared local emergency unless earlier terminated by action of the Board of Trustees.
 - (b) If such powers are exercised during a local emergency, the Town Administrator shall provide to the Board of Trustees a summary of all contracts approved, including the name of the contractor, amount of the contract and purpose of the contract, on a daily basis.
- (6) To hire or contract for construction, snow removal, engineering, architectural, building, electrical, plumbing, or other professional or construction services essential to continue the activities of the Town without the advertising of bids or strict compliance with other formal procurement requirements.
- (7) To close or cancel the use of any Town-owned or operated building or other public facility.

- (8) To control, restrict, allocate, or regulate the use, sale, production, or distribution of food, water, clothing, and other commodities, materials, goods, services, and resources;
- (9) To issue administrative regulations and procedures necessary and consistent with the Chapter.
- (10) To suspend or modify provisions of any ordinance if strict compliance with such ordinance would prevent, hinder, or delay action that is necessary to cope with the local emergency.
- (11) To do any and all acts necessary and incidental to the preservation of life, limb and property within the Town.

Sec. 2-324. – Conflicting ordinances, orders, rules and regulations suspended.

Any orders, rules and regulations promulgated during a proclaimed state of local emergency shall take precedence over existing ordinances, rules and regulations if a conflict arises.

INTRODUCED, READ, ADOPTED AND ORDERED PUBLISHED this ____ day of _____, 2016.

THIS ORDINANCE SHALL BECOME EFFECTIVE THIRTY DAYS FROM PUBLICATION.

TOWN OF BUENA VISTA, COLORADO

By: _____
Mayor, Joel Benson

ATTEST:

Janell Sciacca, Town Clerk

(SEAL)



Town of Buena Vista
P.O. Box 2002
Buena Vista CO 81211
Phone: (719)395-8643
Fax: (719)395-8644

DATE: July 26, 2016
TO: Mayor and Board of Trustees
FROM: Brandy Reitter, Town Administrator
SUBJECT: Intergovernmental Agreement between the Town of Buena Vista and Chaffee County Regarding County Road 317

Request

A request is being made to consider an intergovernmental agreement with Chaffee County for the paving of C.R. 317 with an 8 foot attached bike lane.

Overview

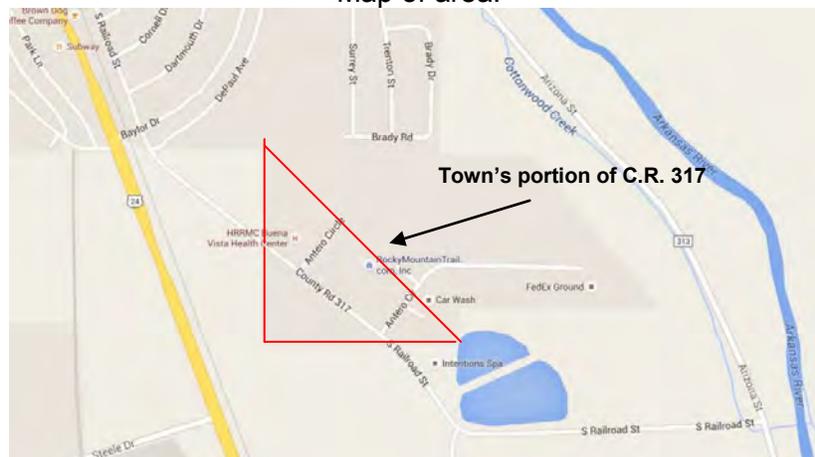
Country Road 317 needs to be resurfaced. To implement the trails master plan, a trail is proposed to continue along C.R. 317 on the east side of the street. The trail is included in the project. A portion of the road and proposed trail is in town limits; therefore the county is requesting that town pay a portion of the total cost of the project. The town's portion of the project is \$30,915 and will be paid prior to the commencement of work. Funding will come from the annual street maintenance funding.

Analysis

The agreement addresses the following:

- The town is responsible for maintaining its portion of the road.
- The county is responsible for maintaining its portion of the road.
- Chaffee County will perform the work for the entire road, including the town's portion.
- After paving the county is requesting that the town takes all of C.R. 317.

Map of area:



BOT Action

Motion to Approve or Deny an Intergovernmental Agreement between the Town of Buena Vista and Chaffee County Regarding County Road 317.

Attachments

- Intergovernmental Agreement

**INTERGOVERNMENTAL AGREEMENT BETWEEN
THE TOWN OF BUENA VISTA AND
CHAFFEE COUNTY REGARDING COUNTY ROAD 317**

This Agreement is made and entered into as of this ____ day of August, 2016 by and between the Town of Buena Vista, a municipal corporation of the State of Colorado (“Buena Vista”) and the County of Chaffee, a political subdivision of the State of Colorado (“Chaffee County”).

Introduction

- A. Two separate portions of County Road 317 **running southeast/northwest and east/west** between Highway 24 and County Road 313 fall within the Buena Vista town boundaries. Such portions of County Road 317 within town boundaries are referred to in this Agreement as the “Town Road Segments.”
- B. Chaffee County is currently responsible for the maintenance of the portion of County Road 317 that is outside the boundaries of Buena Vista. Chaffee County is also currently plowing snow on the entire length of County Road 317 both within and outside the boundaries of Buena Vista, at no charge to Buena Vista.
- C. Other than plowing snow on the Town Road Segments, Buena Vista is currently responsible for the maintenance on the Town Road Segments.
- D. The parties agree that it would be most efficient and desirable if Chaffee County performed asphalt work on County Road 317 including the Town Road Segments, in accordance with the terms of this Agreement.
- E. Buena Vista and Chaffee County are authorized to contract with each other for road maintenance pursuant to C.R.S. §§ 43-2-144 and 29-1-203.

Agreement

In consideration of the mutual promises and covenants specified in this document, the parties agree as follows:

- 1. Chaffee County’s Responsibilities. Chaffee County shall perform asphalt work pursuant to Exhibit “A” on the entire length of County Road 317 including the portions in unincorporated Chaffee County and the Town Road Segments (the “Work”).
- 2. Buena Vista’s Responsibilities. Buena Vista shall pay to the County the amount of \$30,915.93 prior to the County commencing the Work on or about August 15, 2016. Any expansion of the Work beyond that contemplated by Exhibit A may trigger additional costs as determined by the County road and bridge supervisor. Immediately following the conclusion of the Work, the parties intend for Buena Vista to take over maintenance and repair, including snowplowing, of all of County Road 317, including the portion currently located outside the boundaries of Buena Vista.

3. Indemnification. As consideration for Chaffee County's responsibilities, Buena Vista shall indemnify and hold harmless Chaffee County for any loss arising from any claim, suit, or action relating to Chaffee County's Work on the Town Road Segments. "Loss" shall include without limitation, litigation, defense and investigation costs and expenses and attorneys' and experts' fees. Notwithstanding the foregoing, Buena Vista shall not be responsible, and the County shall remain responsible, for ordinary wear and tear of County road equipment and for damage sustained by the County road equipment resulting from the negligence of the County or its employees/contractors in performing the Work.

4. No Waiver. This Agreement is not, and shall not be construed to be, a waiver of the governmental immunity set forth in the Colorado Governmental Immunity Act, C.R.S. §24-10-101, *et seq.*

5. Term: This Agreement shall be in effect from its date of signing to and until such time as it is terminated by any party upon providing to the other parties written notice of such termination at least 30 days prior to the projected date of termination.

6. Entire Agreement. This Agreement contains the entire agreement and understanding between the parties to this Agreement and supersedes any other agreements concerning the subject matter of this transaction, whether oral or written. No modification, amendment, novation, renewal, or other alteration of or to this Agreement shall be deemed valid or of any force or effect whatsoever, unless mutually agreed upon in writing by the undersigned parties.

7. No Third Party Beneficiary Enforcement. Enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the undersigned parties, and nothing contained in this Agreement shall give or allow any claim or right of action whatsoever by any other person not included in this Agreement. It is the express intention of the undersigned parties that any entity other than the undersigned parties receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.

By signing below, the parties agree to all of the above provisions and have executed this document as of the date set forth at the beginning of the Agreement.

CHAFFEE COUNTY BOARD OF COMMISSIONERS

TOWN OF BUENA VISTA, CO

Dennis Giese, Chairman

_____, Mayor

ATTEST:

ATTEST:

Chaffee County Clerk

Buena Vista Town Clerk

EXHIBIT "A"

EXHIBIT A

ASPHALT WORK

CR 317 8' Bike Lane
Chaffee County

County Road	BEGIN M.P.	ENDING M.P.	SQ. YDS.	TREATMENT TYPE	Tons	Bid Tonage	Miles Construction Costs				Cost/ton	
							TACK OIL	MATERIAL	EQUIP. Rental	TOTAL		
317	0.00	1.30	18,304	LAYDOWN 2"	2013	3350	\$ -	\$121,813.12	\$21,448.00	\$143,261.12	\$6.40	
317	0	1.3	2,034	1' Class 6	3051			\$21,354.67		\$21,354.67		
317	0.00	1.30	6,101	LAYDOWN 2"	1342		\$ -	\$81,208.75		\$81,208.75	\$0.00	
317/City	0	0.2	313	1' Class 6	469			\$3,285.33		\$3,285.33		
317/City	0.00	0.20	2,816	LAYDOWN 2"	310			\$18,740.48	\$1,982.46	\$20,722.94	\$6.40	
317/City	0.00	0.20	939	LAYDOWN 2"	103			\$6,246.83	\$660.82	\$6,907.65	\$6.40	
										\$276,740.46		
										Total after City Portion	\$245,824.53	
										City Portion	\$30,915.93	BV Share
										Bike Path funding	\$102,563.41	
										Total after Deductions	\$143,261.12	

Start: August 1, 2016
End: August 30, 2016



*Town of Buena Vista
P.O. Box 2002
Buena Vista CO 81211
Phone: (719)395-8643
Fax: (719)395-8644*

DATE: July 26, 2016

TO: Mayor and Board of Trustees

FROM: Greg Maggard, Public Works Director

AGENDA ITEM: Item H-Beldan Complete Streets Discussion

Request

Provide input and direction on potential typical roadway cross sections for future roadway design and construction.

Overview

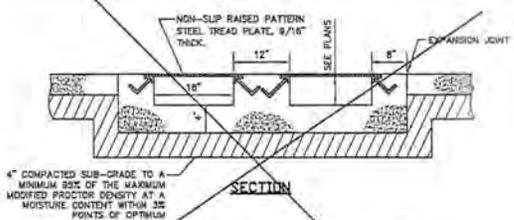
Per the Town's Master Plan, "new streets will be designed with equal consideration for the integration with the existing network, connectivity to amenities, visual character, and safety". The creation of typical roadway sections with unique characteristics based on location and road type is essential in developing streets with the desired elements from the Master Plan.

Policy Alignment

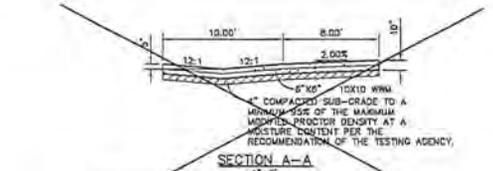
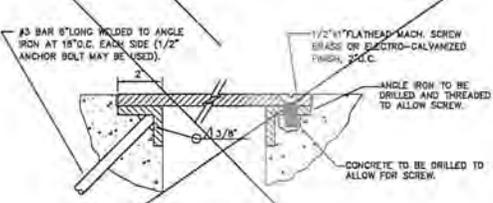
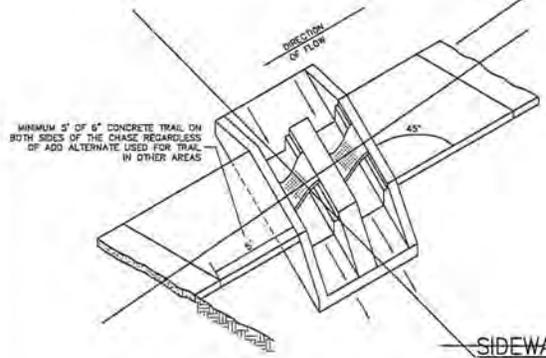
As stated above, the typical roadway sections will be utilized within the Development Standards to ensure continuity and adherence to the Master Plan.

BOT Action

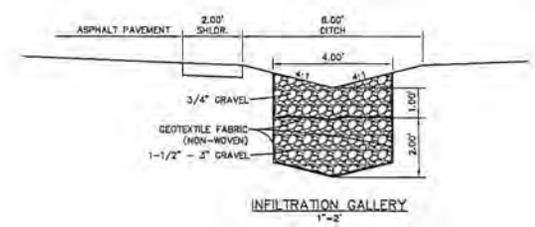
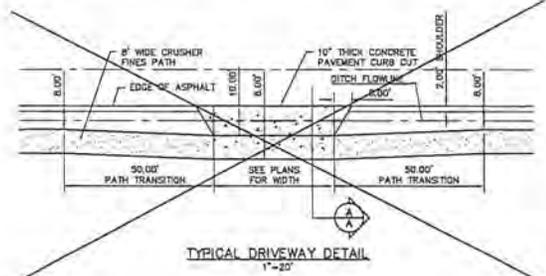
Provide feedback and direction on the desired elements to be integrated into the Town's typical roadway sections.



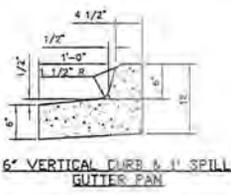
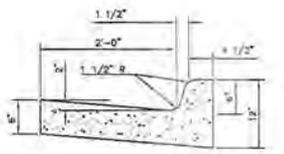
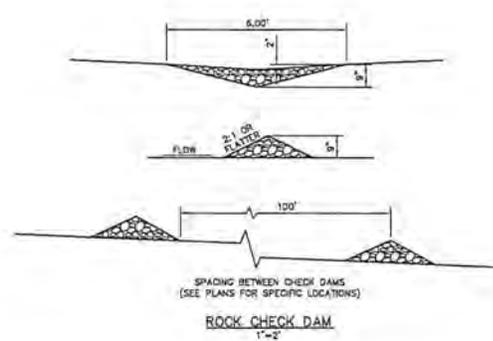
THE CONTRACTOR WILL ADHERE TO ALL GEOTECHNICAL RECOMMENDATIONS. REFER TO GEOTECHNICAL ENGINEER'S STUDY DATED MARCH 5, 2013.



THE CONTRACTOR WILL ADHERE TO ALL GEOTECHNICAL RECOMMENDATIONS. REFER TO GEOTECHNICAL ENGINEER'S STUDY DATED MARCH 5, 2013.

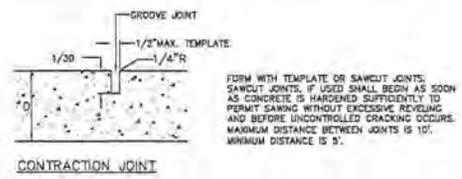
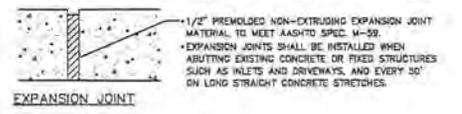


NOTE: INFILTRATION GALLERY DEPTHS, LENGTHS AND LOCATIONS TO BE VERIFIED IN FIELD DEPENDING ON SITE CONDITIONS. CONSULT ENGINEER OR TOWN STAFF.



- NOTES:
- NO. 4 REBAR SHALL BE USED IN ALL CURB RETURNING WITH 25" OR LARGER RADIUS. THE REBAR SHALL BE USED FROM BEGINNING TO END OF THE CURB RETURN.
 - SUBGRADE UNDER CURB, GUTTER AND SIDEWALK TO BE COMPACTED TO 95% AASHTO 7-100.
 - CONCRETE TO BE 4,000 PSI STRENGTH.
 - CONTRACTION JOINTS WILL BE CONSTRUCTED AT 5' MAX. & 10' MAX. SEPARATION ALONG LENGTH OF CURB.

CURB & GUTTER



811

SCALE VERIFICATION

DATE: 07-22-13

NO.	REVISIONS	DATE	BY
1	PAVEMENT SECTION AND PROFILE REVISIONS	07-22-13	

RG AND ASSOCIATES, LLC

6634 WINDRIVER LANE, SUITE 100, WINDY HILLS, CO 80550

TEL: 303.427.2320 FAX: 303.427.2321

CRDCG DRIVE ROADWAY IMPROVEMENTS

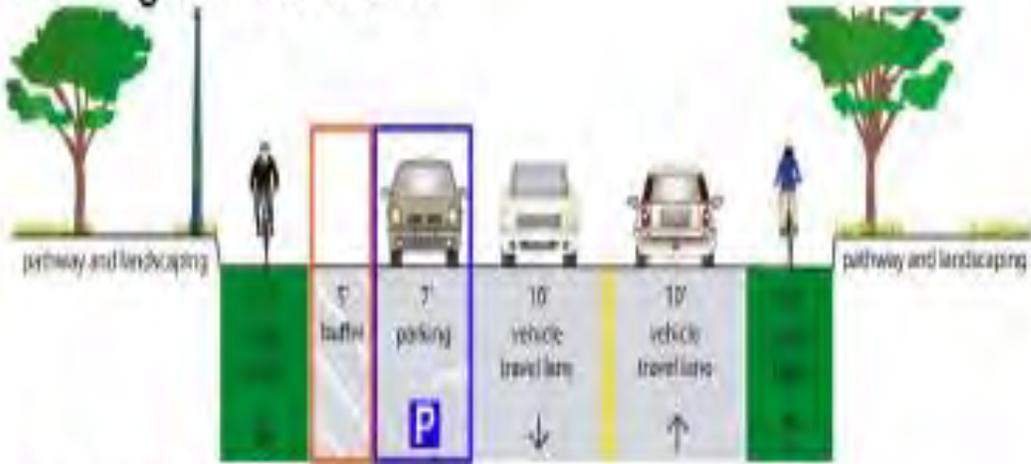
ROADWAY DETAILS

TOWN OF BEREA VISTA

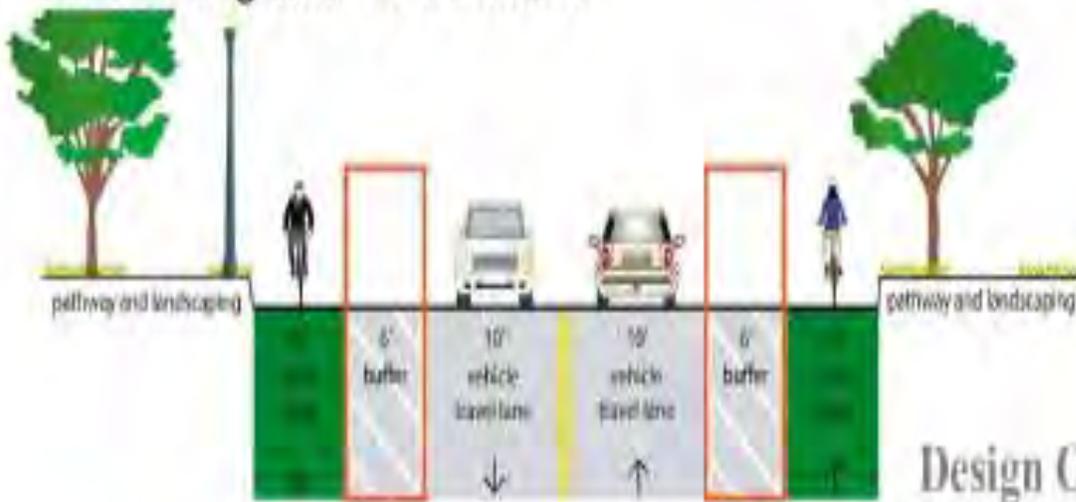
210 EAST MAIN STREET, CO. 80101

DESIGNED BY	CHECKED BY
WPM	JRL
PROJECT NUMBER	1011.0002
DATE	MAY, 2013
SCALE	AS SHOWN
SHEET NO.	11 of 13

Parking and No Buffer



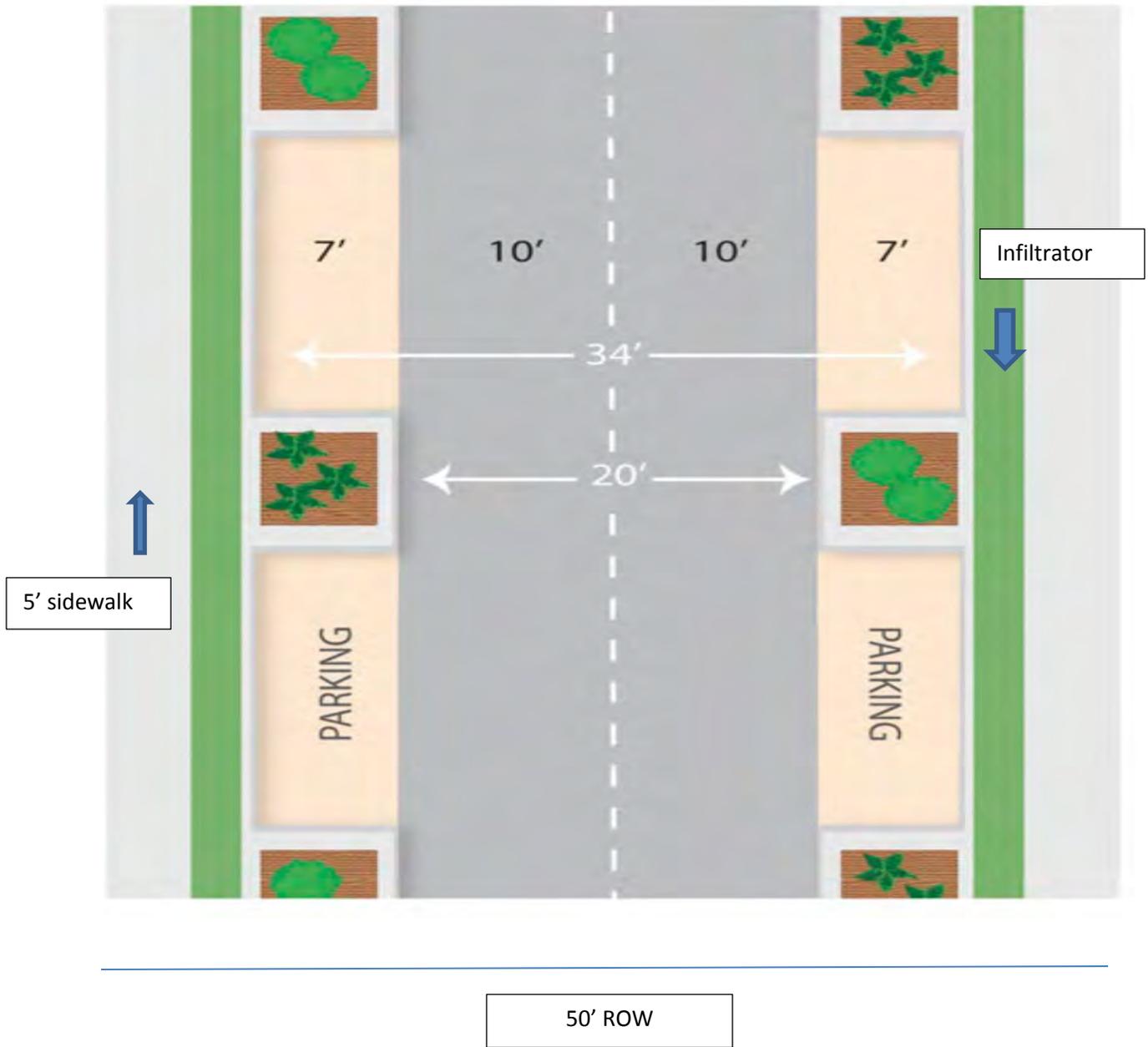
No Parking and Two Buffers



Design Options

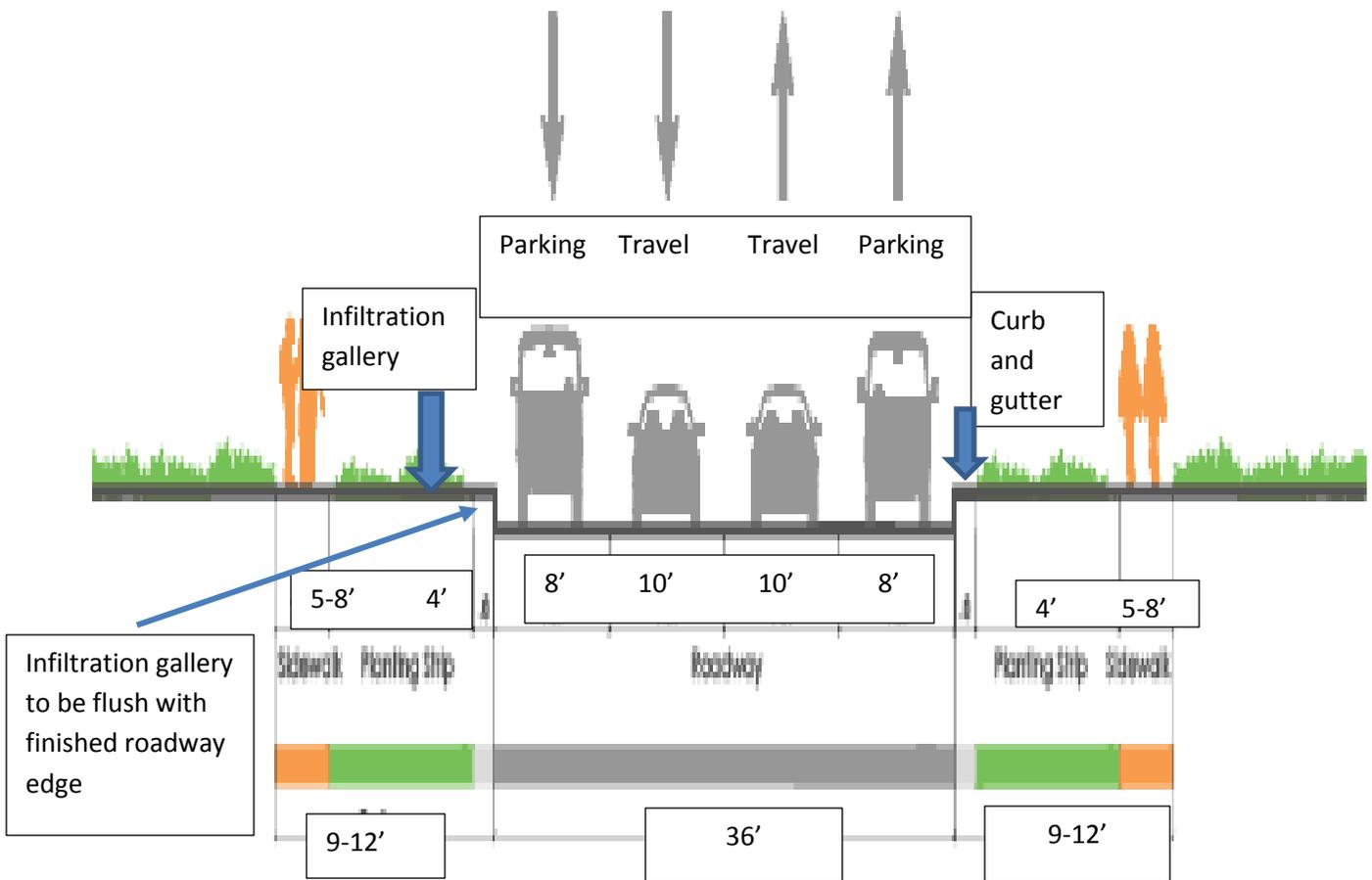
60' ROW with buffer areas, on-street parking, landscaping, and detached sidewalks.

Section #2



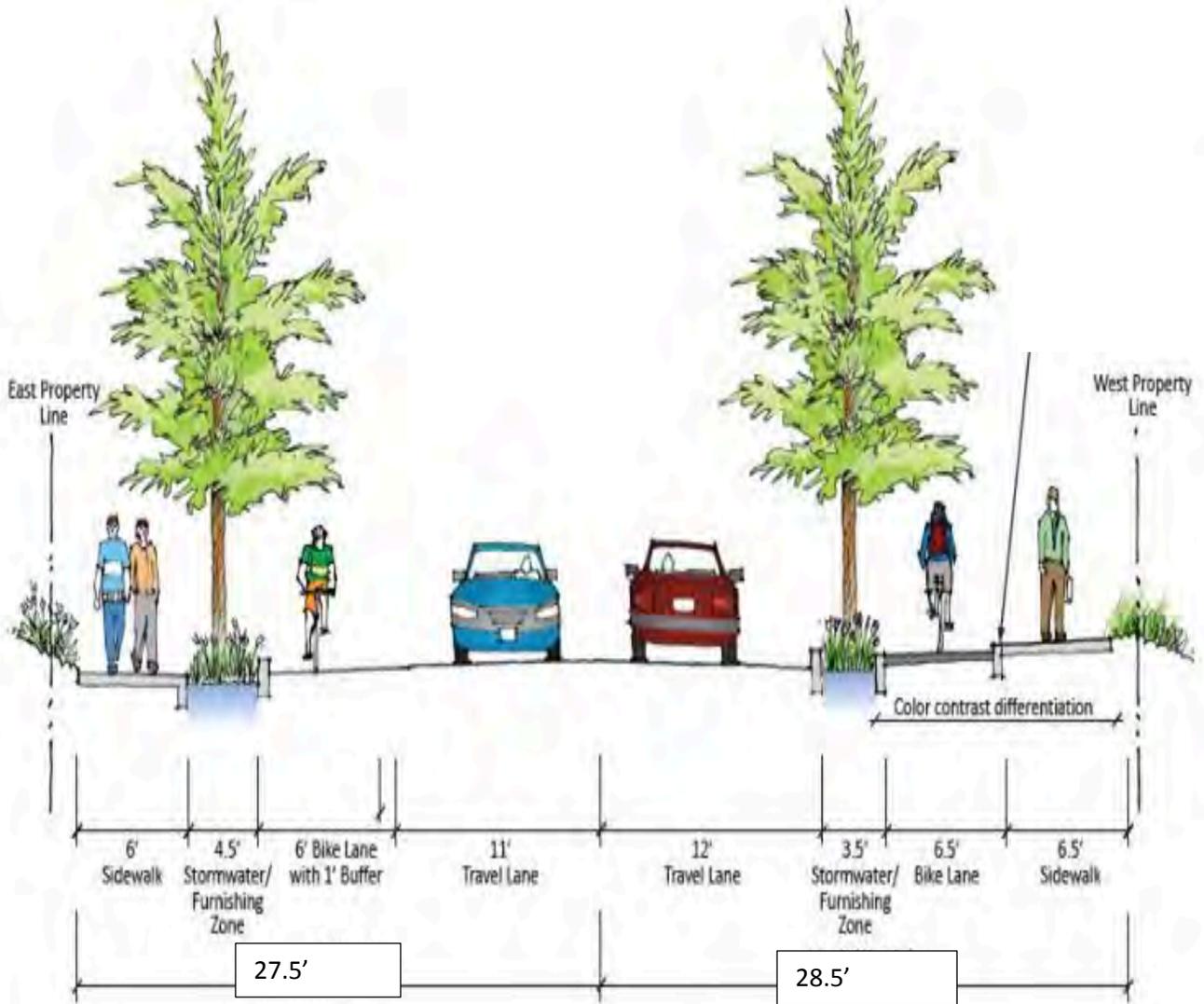
50' ROW with on street parking, stormwater infiltrators, attached sidewalk, and landscape islands.

Section #5

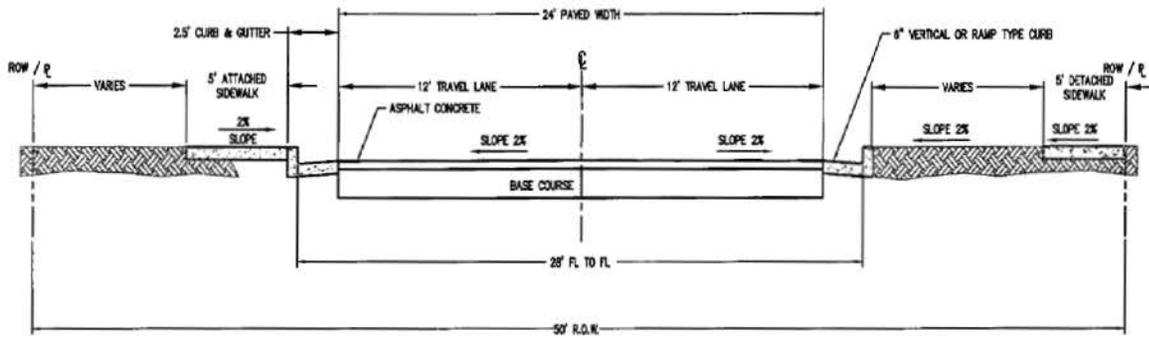


56-60' ROW with on-street parking, curb and gutter or infiltration gallery, landscape area, and detached sidewalk.

Section #1



60' ROW with detached sidewalk, curb and gutter, on-street or off-street bike lane and landscaping.



NOTES:

- 1) SEE CITY OF COLORADO SPRINGS STANDARD DETAIL 12: CURB TYPES
- 2) 5' ATTACHED OR DETACHED SIDEWALK ON BOTH SIDES OF THE STREET.
- 3) FULL DEPTH ASPHALT OR BASE COURSE MAY BE USED. REFER TO SECTION 6 OF THE TRIVIEW METROPOLITAN DISTRICT DESIGN CRITERIA MANUAL: PAVEMENT DESIGN AND TECHNICAL CRITERIA.
- 4) SEE TABLE 5.10 AND SUBSECTION 1-3 FOR ROADWAY DESIGN AND TECHNICAL CRITERIA.

50' ROW with 12' drive lanes, curb and gutter, attached or detached sidewalk, and potential landscape areas.



Town of Buena Vista
P.O. Box 2002
Buena Vista CO 81211
Phone: (719)395-8643
Fax: (719)395-8644

DATE: July 26, 2016
TO: Mayor and Board of Trustees
FROM: Brandy Reitter, Town Administrator
AGENDA ITEM: Land Swap Agreements

Request

A request is being made for the Board of Trustees to review drafts of the lease and purchase agreements between the Town of Buena Vista and the Buena Vista School District.

Overview

Town is currently working with the school district to acquire an infill parcel designated for affordable housing. In return, the town will sell a comparable lot located at the North West corner of Rodeo Road and Gregg Drive. An MOU was passed by both entities that spelled out the terms and conditions of the attached agreements. After these agreements are reviewed, staff will present them to the school board for review and approval. These agreements need to be executed by August 22.

Analysis

There are three agreements attached to this report. A synopsis of each document is provided below:

Lease Agreement

This document gives the school board site control over the future baseball field location in the River Park until the land can be transferred to them. A transfer of park property requires a vote of the electorate.

- Terms are 99 years and will commence upon the completion of a mixed use baseball field. The school district will allow the town to use the field at no cost and when scheduling allows.
- Town will construct the baseball field upon a mutually agreed upon date so as not to interfere with the baseball program. The school district is responsible for maintenance once they take possession of the premise.
- The school district cannot make modifications to the field without town approval, except for regular scheduled maintenance. The school district cannot sublease and is responsible for all utilities.
- Town is not liable for any damages and the school district will need to have an insurance policy to cover the field.

Purchase of and Sale Agreement – Old Baseball Field Parcel

This document transfers ownership of the school district's "Old Baseball Field Parcel" property over to the town and reflects the conditions in the approved MOU.

- The purchase price is \$10.00 and town will agree to sell a section of the River Park property for a new baseball field after voters approve of the transfer at the April 4, 2017 municipal election.
- If the election isn't successful the town will put the same matter forward at the April 3, 2018 municipal election.
- Upon execution of the purchase agreements the town will enter into a long-term lease agreement.
- Town will survey the land that will be transferred and constructed upon for the purpose of providing a baseball field.

Purchase and Sale Agreement – Rodeo Grounds Parcel

This document transfers ownership of property described as a five-acre parcel of equivalent value to the "Old Baseball Field" north of the town's rodeo grounds, and south of the Sunset Vista IV subdivision.

- The purchase price is \$10.00 with a reverter clause. If register voters approve the transfer of the River Park parcel at either the April 2017 or 2018 election, the property will automatically revert back to the town.

Policy Alignment

This project aligns with the comprehensive plan that outlines the community's desire to see affordable housing, improve parks and increase recreational opportunities. These policies also align with the BV affordable housing working group's recommendations to the BOT in 2014.

BOT Action

A motion is not required as staff is requesting the review of the drafts and to give feedback. Once the BOT gives feedback, these drafts will be presented to the school board. Staff will bring back all three documents on August 10 for approval. Once approved, documents will go to the school board for approval.

Attached

- Lease Agreement
- Purchase Agreement – Old Baseball Field Parcel
- Purchase Agreement – Rodeo Grounds Parcel

LEASE AGREEMENT

This lease (the "Lease") is made and entered into this ___ day of _____, 2016, by and between Buena Vista School District R-31 aka Chaffee County School District Number R-31, a Colorado school district with an address of P.O. Box 2027, Buena Vista, Colorado 81211 ("Tenant") and the Town of Buena Vista, a Colorado municipality with an address of P.O. Box 2002, Buena Vista, Colorado 81211 (the "Town").

1. **Premises.** The Town hereby leases to Tenant, and Tenant hereby leases from the Town, vacant real property generally described as five acres located within the Town's River Park property for use as a mixed use baseball and soccer field ("Premises"). The exact location of the Premises has yet to be determined, but the Town will be responsible for all costs associated with surveying to determine the exact location of the Premises. Upon receipt of the survey, the legal description set forth thereon shall be substituted for the description set forth above and attached hereto as **Exhibit A**.

2. **Term.** The Premises are leased for a term of ninety-nine (99) years, commencing on the Commencement Date (as defined below), unless terminated sooner as provided herein.

3. **Commencement Date.** This Lease shall commence upon the completion of construction of the mixed use baseball and soccer field and Tenant's acknowledgement that the Premises are in good repair and order as described in paragraph 7 of this Lease.

4. **Monthly Rent.** Tenant is not required to pay any rent to the Town for use and possession of the Premises. Conveyance of a comparable property, known as the Old Baseball Field Property, from the Tenant to the Town shall constitute rent under this Lease.

5. **Use.** Tenant shall use and occupy the Premises solely for use as a mixed use baseball and soccer field. The Premises shall be used for no other purpose. Tenant shall permit the Town to use the Premises at no cost when it is not in use by the Tenant, and Tenant shall cooperate to ensure that the Town has reasonable dates and times for use of the Premises, which may include allowing the public to use the Premises during such dates and times.

6. **Construction of the Baseball Field.** The Town will design and construct a new mixed use soccer and baseball field on the Premises by a mutually agreed upon date in the spring of 2017 for use by Tenant. The design of the field shall be mutually agreed upon by the parties.

7. **Care and Maintenance of Premises.** Upon completion of construction of the mixed use baseball and soccer field on the Premises, Tenant shall be permitted to inspect the Premises to determine whether the Premises is in good repair and order. The Town shall deliver the Premises in good repair and order, and shall repair any portions of the Premises that Tenant reasonably finds not to be in good repair and order prior to Tenant taking possession of the Premises. Upon Tenant's acknowledgement that the Premises is in good order and repair, this lease shall commence. Tenant is responsible for maintenance of the Premises after the Tenant takes possession of the Premises. Upon the expiration of or prior to termination of this Lease,

Tenant shall surrender the Premises to the Town in substantially as the same condition as it was upon completion of the mixed use baseball and soccer field, ordinary wear and tear accepted.

8. **Tenant Improvements and Alterations.** The Premises shall be delivered "as is" with no warranties made relating to the condition of the Premises. Tenant shall not, without first obtaining the written consent of the Town, which the Town shall not unreasonably withhold, make any alterations, additions, or improvements, in, to or about the Premises.

9. **Ordinances and Statutes.** Tenant shall comply with all statutes, ordinances and requirements of all municipal, state and federal authorities now in force, or which may hereafter be in force, pertaining to the Premises, occasioned by or affecting the use thereof by Tenant.

10. **Assignment and Subletting.** Tenant shall not assign this Lease or sublet the Premises. Any such assignment or subletting without consent shall be void and, the Town, at its option, may terminate this lease.

11. **Utilities.** Upon the Commencement Date, Tenant shall be responsible for all utilities, including without limitation sewer, water, and electricity.

12. **Entry and Inspection.** Tenant shall permit the Town or its agents to enter upon the Premises at reasonable times and upon reasonable notice, for the purpose of inspecting the same.

13. **Possession.** If the Town is unable to deliver possession of the Premises, the Town shall not be liable for any damage caused thereby, nor shall this Lease be void or voidable, but Tenant shall not be liable for any obligations hereunder until possession is delivered.

14. **Liability Limitation, Indemnification and Hold Harmless.** Tenant agrees that the Town shall not be liable for any damage, either to person or persons or property sustained by Tenant or the Town or by any other person or persons due to the use of the Premises, due to the happening of any accident, or due to any act or omission of Tenant, or any invitee of Tenant, or occasioned by any nuisance made or suffered on the Premises. To the extent permitted by law, Tenant agrees to indemnify and hold harmless the Town and its officers, insurers, volunteers, representatives, agents, employees, heirs and assigns from and against all claims, liability, damages, losses, expenses and demands, including attorney fees, on account of injury, loss, or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this Lease if such injury, loss, or damage is caused in whole or in part by, the act, omission, error, professional error, mistake, negligence, or other fault of Tenant, any contractor of Tenant, any invitee of Tenant, or any officer, employee, representative, or agent of Tenant, or which arise out of any worker's compensation claim of any employee of Tenant or of any employee of any contractor of Tenant.

15. **Insurance.**

15.1 Tenant (for itself and on behalf of anyone claiming through or under it by way of subrogation or otherwise) hereby waives any rights it may have against the Town, the Town's servants, agents and employees, on account of any loss or damage occasioned to Tenant, as the case may be, its respective property, the Premises or its contents, the common areas, parking lots and sidewalks located adjacent to the Premises or to the other improvements of the Premises arising from any risk and to the extent covered by fire and extended coverage insurance, provided that such waiver does not invalidate such policies or prohibit recovery thereunder.

15.2 Tenant agrees to procure an insurance policy which includes and covers the Town's Property and Tenant's activities that are the subject of this Agreement, and to name the Town as an additional insured thereon. Such insurance policy shall at a minimum include liability and property damage insurance, with a combined single limit for bodily injury and property damage equal to those established by the Colorado Governmental Immunity Act, C.R.S. 24-10-101, *et seq.*, as it may be amended from time to time (currently, three hundred fifty thousand dollars (\$350,000.00) per person and nine hundred ninety thousand dollars (\$990,000.00) per occurrence).

16. **Destruction of Premises.** Tenant shall be solely responsible for any and all repairs or reconstruction of improvements on the Premises in the event their partial or total destruction.

17. **Town's Remedies on Default.** If Tenant defaults in the performance of any covenants or conditions hereof, the Town may give Tenant notice of such default and then terminate this Lease as allowed by law. Upon such termination, Tenant shall then quit and surrender the Premises to the Town, without extinguishing Tenant's liability. If this Lease shall have been so terminated by the Town, the Town may at any time thereafter resume possession of the Premises by any lawful means and remove Tenant or other occupants and their effects. No failure to enforce any term shall be deemed a waiver.

18. **Termination.** Notwithstanding the Town's remedies in paragraph 17 of this Lease, the Town has agreed to consider seeking voter approval of the conveyance of the Premises to the Tenant at a municipal special election on April 4, 2017. If the registered electors do not approve the conveyance, the Town has agreed to consider seeking voter approval of the conveyance of the Premises to the Tenant at the Town's general election on April 3, 2018. If the registered electors approve the conveyance of the Premises at either election, the parties shall enter into a Purchase and Sale Agreement for the Premises and this Lease shall terminate upon conveyance of the Premises to Tenant in fee simple. The Tenant shall not be required to pay any monetary consideration for the conveyance of the Premises.

20. **Governmental Immunity.** The Town is relying on and does not waive or intend to waive by any provision of this Agreement the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. §24-

10-101 *et seq.*, as from time to time amended, or otherwise available to the City, and its officers and employees.

21. **Waiver.** No failure of the Town to enforce any term hereof shall be deemed to be a waiver.

22. **Notices.** Any notice which either party may or is required to give, shall be given by mailing the same, postage prepaid, to Tenant at the Premises, or the Town at the address first specified above, or at such other places as may be designated by the parties from time to time.

23. **Entire Agreement.** The foregoing constitutes the entire agreement between the parties and may be modified only by written agreement signed by both parties.

IN WITNESS WHEREOF, this Lease is executed by Tenant and the Town as of the date first above written.

BUENA VISTA SCHOOL DISTRICT R-31

TOWN OF BUENA VISTA

Joel Benson, Mayor

ATTEST:

Janell Sciacca, Town Clerk

EXHIBIT A

Description of Premises - TBD

PURCHASE AND SALE AGREEMENT

Old Baseball Field Parcel

THIS PURCHASE AND SALE AGREEMENT ("Agreement") is made and entered into this ___ day of _____, 2016, by and between Buena Vista School District R-31 aka Chaffee County School District Number R-31, a Colorado school district with an address of P.O. Box 2027, Buena Vista, Colorado 81211 ("Seller") and the Town of Buena Vista, a Colorado municipality with an address of P.O. Box 2002, Buena Vista, Colorado 81211 (the "Town").

WHEREAS, Seller owns certain real property in Chaffee County, Colorado; and

WHEREAS, Seller wishes to transfer and convey that property to the Town and the Town wishes to acquire that property from Seller.

NOW, THEREFORE, in consideration of the above premises, the mutual promises and covenants below, and for other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

1. Effective Date. This Agreement shall become effective upon its execution and the execution of a Purchase and Sale Agreement between the parties for the Rodeo Grounds Parcel.

2. Purchase and Sale. Subject to the terms contained herein, Seller hereby agrees to sell and convey and the Town hereby agrees to purchase and pay for real property located in Chaffee County, Colorado, and more specifically described in **Exhibit A**, attached hereto and incorporated herein by this reference, together with all easements and rights-of-way appurtenant thereto (the "Property").

3. Purchase Price and Payment. The parties agree that the purchase price for the Property shall be ten dollars and no cents (\$10.00) (the "Purchase Price"), delivered to Seller at closing and upon delivery of the deed at closing, less any amounts to be withheld in accordance with this Agreement, and further subject to all terms and conditions set forth in this Agreement. In further consideration for the Property, the Town agrees to consider seeking approval of the registered electors for conveyance to the Seller of a 5 acre parcel of real property owned by the Town ("River Park Parcel") at a municipal special election on April 4, 2017. The exact legal description of the River Park Parcel shall be determined by survey at the Town's sole expense. If the registered electors approve the conveyance, the Town and the Seller shall enter into a purchase and sale agreement for the conveyance to the Seller via a special warranty deed free and clear of all liens and encumbrances, except those of record, which shall include a restriction that the parcel may only be used for recreation purposes by the Seller. If the registered electors of the Town do not approve the conveyance at a municipal special election in April 2017, or if the Town fails to put the matter on the April 2017 ballot, the Town agrees to consider seeking approval of the registered electors for conveyance of the River Park Parcel at the Town's regular election on April 3, 2018. Upon execution of this Agreement or as soon as reasonably possible thereafter, the Town agrees to enter into a long-term lease of ninety-nine (99) years with the Seller for the River Park Parcel upon terms mutually agreeable to the parties. If the registered electors do approve the conveyance of the River Park Parcel, the Town and the Seller shall enter

into a purchase and sale agreement for the conveyance of the River Park Parcel to the Seller via a special warranty deed free and clear of all liens and encumbrances, except those of record, which shall include a restriction that the parcel may only be used for recreation purposes by the Seller.

4. Merchantability of Title; Objections to Title.

(a) Seller represents to the Town that at closing Seller will have and will convey to the Town good, merchantable and insurable title to the Property, including fee simple title to the Property, subject to any burdens, easements, rights-of-way, agreements, reservations, restrictions and encumbrances described in the title commitment approved by the Town as hereinafter provided.

(b) Seller represents and covenants to the Town that it comprises all of the parties who have a fee interest in said Property and that, to the best of Seller's knowledge, there are no other interested parties in said property.

(c) If the Town deems, in its sole discretion, that title for any reason is not merchantable in Seller, the Town shall give immediate notice thereof to Seller, and Seller shall make a reasonable effort to correct any defects objectionable to the Town prior to the closing date.

(d) If Seller is unable or unwilling to correct such defects on or before the closing date, this Agreement, at the Town's option, may be declared void and of no force or effect. In the event of such termination, the parties shall have no further rights or obligations hereunder.

(e) Seller acknowledges that the Purchase Price and conveyance and/or use of the Town's property is full and just compensation for all of its interests, the interests of all lienholders, deed of trust holders and beneficiaries, mortgagees, lessees (whether or not the lease is recorded), and any and all other legal or equitable interests in the Property that exist at the time of the closing.

5. Title Commitment; Title Policy. The Town may, at its option and expense, obtain a current commitment for a title insurance policy and obtain a title insurance policy current as of the date of closing.

6. Closing Documents. At closing, Seller shall execute and deliver to the Town a special warranty deed conveying the Property to the Town in fee simple, free and clear of all general real estate taxes on the Property, except for the current year, all liens for any improvements installed as of the date of closing whether assessed or not, and all easements, covenants, liens and encumbrances which are shown on the title commitment and are not accepted by the Town at closing.

7. Closing. The date, time and location of closing shall be mutually agreed upon by the Town and Seller as soon as possible following the execution of this Agreement.

8. Closing Costs. The Town shall pay any closing fees charged by the title insurance company and all recording fees for the documents delivered by Seller to the Town

hereunder. Each party shall be responsible for the payment of its own attorney's fees incurred in connection with the transaction that is the subject of this Agreement.

9. Entry. Seller shall allow the Town and its authorized representatives to enter upon the Property from time to time prior to closing for the purposes of placing markers and conducting visual inspections, surveys, subsurface drilling, soil tests, groundwater tests and environmental audits to determine adverse environmental conditions and contamination. The Town's representatives shall give reasonable notice to Seller upon entering the Property for these purposes. The costs of such inspection(s) shall be borne by the Town.

10. Seller's Representations. Seller represents that to the best of its knowledge, as of the date hereof, and as of the date of the closing, that the following are true and correct:

(a) Soils. Seller has no knowledge of any patent or latent defects, soil deficiencies, or subsurface anomalies existing on the Property.

(b) No litigation or investigations. There is no pending or threatened litigation, proceeding, or investigation by any governmental authority or any other person known to Seller against or otherwise affecting the Property, nor does Seller know of any ground for any such litigation, proceedings or investigations.

(c) Documents. Each and every document, schedule, item, and other information delivered or to be delivered by Seller to the Town hereunder, or made available to the Town for inspection hereunder, shall be accurate and correct.

(d) Assessments. There are no special assessments which now burden or encumber the Property, there are no special assessments currently proposed as to the Property, and the Property shall be free and clear of all liens for special improvements installed as of the date of closing, whether assessed or not.

(e) Leases. Seller has notified the Town of all leases, tenancies or rental agreements relating to the Property, or to any part thereof.

(f) Third party improvements. Seller has notified the Town of all improvements, real or personal, on the Property not owned by Seller, and Seller hereby warrants to the Town that it is the lawful owner of all other improvements located in or on the Property and is entitled to compensation for same.

(g) Easements. Seller has notified the Town of all easements, rights-of-way or claims of possession not shown by record, whether by grant, prescription, adverse possession or otherwise, as to any part of the Property.

(h) No landfill. No part of the Property has ever been used as a landfill, and no materials have ever been stored or deposited upon the Property which would, under any applicable governmental law or regulation, require that the Property be treated or materials removed from the Property prior to the use of the Property, for any purpose which would be permitted by law but for the existence of said materials on the Property.

(i) No pollution.

(1) The Property is not contaminated with any hazardous substance;

(2) Seller has not caused and will not cause, and to the best of Seller's knowledge, after diligent investigation and inquiry, there never has occurred, the release of any hazardous substance on the Property;

(3) The Property is not subject to any federal, state or local lien, proceedings, claim, liability or action, or the threat or likelihood thereof, for the cleanup, removal, or remediation of any such hazardous substance from the Property or from any other real property owned or controlled by Seller or in which Seller has any interest, legal or equitable;

(4) There is no asbestos on the Property;

(5) There are no underground storage tanks on the Property;

(6) By acquiring the Property, the Town will not incur or be subject to any liability for the cleanup, removal or remediation of any hazardous substance from the real estate or any liability, cost, or expense for the removal of any asbestos or underground storage tank from the Property. (The terms "hazardous substance," "release," and "removal," as used herein, shall have the same meaning and definition as set forth in paragraphs (14), (22) and (23), respectively, of Title 42 U.S.C. § 9601; provided, however, that the term "hazardous substance," as used herein, also shall include "hazardous waste," as defined in paragraph (5) of 42 U.S.C. § 6903 and "petroleum," as defined in 42 U.S.C. § 6991(8). The term "underground storage tank," as used herein, shall have the same meaning and definitions as set forth in paragraph (1) of 42 U.S.C. § 6991. Seller agrees to cooperate with the Town in completing an environmental audit, if one is conducted. Should any environmental audit reveal the presence of hazardous materials on the property, then the Town has the express option of terminating this Agreement.).

(j) To provide the Town with information to protect the Town and its contractors and agents, Seller agrees to provide any information whatsoever that it may have with regard to environmental contamination and will answer environmental inventory questions, to the best of Seller's knowledge, if requested by the Town.

11. Contingencies.

(a) Seller agrees that closing of this Agreement is contingent upon the partial release and/or satisfaction of the exceptions shown in the title commitment for the property, unless the Town agrees in writing to acquire the Property subject to any such exceptions. While the Town will assist Seller in obtaining releases or satisfaction of the exceptions, the obligation is Seller's.

(b) The parties also agree that closing of this Agreement is contingent upon the closing of the Purchase and Sale Agreement for the Rodeo Grounds Parcel.

(c) In the event of termination of this Agreement due to the failure of any contingency, the parties shall have no further rights or obligations hereunder.

12. Terms to Survive Closing. The requirements set forth in paragraph 3 of this Agreement shall survive Closing.

13. Time. Time is of the essence hereof and all terms, conditions and covenants shall be tendered or performed as specified herein.

14. Agreement Binding. The terms and provisions of this Agreement shall be binding upon and inure to the benefit of the parties and their respective heirs, personal representatives, successors and assigns. The parties hereto agree that, except for such of the terms, conditions, covenants and agreements hereof which are, by their very nature, fully and completely performed upon closing, all of the terms, conditions, representations, warranties, covenants and agreements herein set forth and contained shall survive the closing and shall continue to be binding upon the parties and their above-named successors.

15. Warranty. The parties warrant that they have the full right and legal authority to enter into this Agreement.

16. Governing Law and Venue. This Agreement and the rights and obligations of the parties hereunder shall be governed by the laws of the State of Colorado, and any legal action brought under or as a result of this Agreement shall be brought in Chaffee County, Colorado.

17. Recording. This Agreement may be recorded in the records of the Clerk and Recorder of Chaffee County, Colorado.

18. Modification. This Agreement may only be modified upon written agreement of the parties.

19. Integration. The foregoing constitutes the entire agreement between the parties regarding the use of the Property and no additional or different oral representation, promise or agreement shall be binding on any of the parties hereto with respect to the Property.

[Remainder of page left intentionally blank- Signature on following page]

EXHIBIT A

All of Block 66, except Lots 1, 2, 3, 4, 5 and 6,
Town of Buena Vista,
Chaffee County, Colorado,
Including the old C. and S.R.R. right of way, through Southeast end of the Block.

All of Block 67,
Town of the Buena Vista,
Chaffee County, Colorado,
including the old C. and S.R.R. right of way, through Northwest end of the Block

That portion of Utah Street vacated June 2, 1959, recorded June 4, 1959 in Book 305 at Page 306.

All of Block 68,
Town of Buena Vista,
Chaffee County, Colorado.

All of Block 74,
Town of Buena Vista,
Chaffee County, Colorado,
including the old C. and S.R.R. right of way, through the West corner of the Block.

PURCHASE AND SALE AGREEMENT

Rodeo Grounds Parcel

THIS PURCHASE AND SALE AGREEMENT ("Agreement") is made and entered into this ___ day of _____, 2016, by and between Buena Vista School District R-31 aka Chaffee County School District Number R-31, a Colorado school district with an address of P.O. Box 2027, Buena Vista, Colorado 81211 ("Buyer") and the Town of Buena Vista, a Colorado municipality with an address of P.O. Box 2002, Buena Vista, Colorado 81211 (the "Town").

WHEREAS, the Town owns certain real property in Chaffee County, Colorado; and

WHEREAS, the Town wishes to transfer and convey that property to the Buyer and the Buyer wishes to acquire that property from the Town.

NOW, THEREFORE, in consideration of the above premises, the mutual promises and covenants below, and for other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

1. Effective Date. This Agreement shall become effective upon its execution and the execution of a Purchase and Sale Agreement between the parties for property referred to as the Old Baseball Field Property.

2. Purchase and Sale. Subject to the terms contained herein, the Town hereby agrees to sell and convey and the Buyer hereby agrees to purchase real property located in Chaffee County, Colorado, and generally described as a five-acre parcel located within the property owned by the Town north of the Town's rodeo grounds and south of the Sunset Vista IV subdivision together with all easements and rights-of-way appurtenant thereto (the "Property"). The exact legal description and location of the Property has yet to be determined. The location and size of the Rodeo Grounds Parcel shall be such that it is generally equivalent in value to the Old Baseball Field Property. The Town shall be responsible for all costs associated with surveying and subdividing such parcel, if necessary. Upon receipt of the survey, the legal description set forth thereon shall be substituted for the description set forth above and attached hereto as **Exhibit A**.

3. Purchase Price and Payment. The parties agree that the purchase price for the Property shall be ten dollars and no cents (\$10.00) (the "Purchase Price"), delivered to the Town at closing and upon delivery of the deed at closing, less any amounts to be withheld in accordance with this Agreement, and further subject to all terms and conditions set forth in this Agreement.

4. Reverter of Property. Pursuant to the Purchase and Sale Agreement for the Old Baseball Field Property, the Town has agreed to consider seeking approval of the registered electors for conveyance to Buyer of a 5 acre parcel of real property owned by the Town ("River Park Parcel") at a municipal special election on April 4, 2017. If the registered electors do not approve the conveyance at the April 4, 2017 election, the Town will consider seeking approval of the registered electors for the conveyance of the River Park Parcel at the Town's general election on April 3, 2018. If the registered electors approve the conveyance at the either

election, ownership of the Property shall revert back to the Town upon the conveyance of the River Park Parcel to the Buyer.

5. Merchantability of Title; Objections to Title.

(a) The Town represents to Buyer that at closing the Town will have and will convey to Buyer good, merchantable and insurable title to the Property, including fee simple title to the Property, subject to any burdens, easements, rights-of-way, agreements, reservations, restrictions and encumbrances described in the title commitment approved by the Town as hereinafter provided.

(b) The Town represents and covenants to Buyer that it comprises all of the parties who have a fee interest in said Property and that, to the best of the Town's knowledge, there are no other interested parties in said property.

(c) If Buyer deems, in its sole discretion, that title for any reason is not merchantable in the Town, Buyer shall give immediate notice thereof to the Town, and the Town shall make a reasonable effort to correct any defects objectionable to Buyer prior to the closing date.

(d) If the Town is unable or unwilling to correct such defects on or before the closing date, this Agreement, at Buyer's option, may be declared void and of no force or effect. In the event of such termination, the parties shall have no further rights or obligations hereunder.

(e) The Town acknowledges that the Purchase Price and conveyance and/or use of Property is full and just compensation for all of its interests, the interests of all lienholders, deed of trust holders and beneficiaries, mortgagees, lessees (whether or not the lease is recorded), and any and all other legal or equitable interests in the Property that exist at the time of the closing.

6. Title Commitment; Title Policy. Buyer may, at its option and expense, obtain a current commitment for a title insurance policy and obtain a title insurance policy current as of the date of closing.

7. Closing Documents. At closing, the Town shall execute and deliver to Buyer a special warranty deed conveying the Property to Buyer in fee simple, free and clear of all general real estate taxes on the Property, except for the current year, all liens for any improvements installed as of the date of closing whether assessed or not, and all easements, covenants, liens and encumbrances which are shown on the title commitment and are not accepted by Buyer at closing. The special warranty deed shall contain a reverter clause pursuant to paragraph 4 above.

8. Closing. The date, time and location of closing shall be mutually agreed upon by the Town and Buyer as soon as possible following the execution of this Agreement.

9. Closing Costs. Buyer shall pay any closing fees charged by the title insurance company and all recording fees for the documents delivered by the Town to Buyer hereunder.

Each party shall be responsible for the payment of its own attorney's fees incurred in connection with the transaction that is the subject of this Agreement.

10. Entry. The Town shall allow Buyer and its authorized representatives to enter upon the Property from time to time prior to closing for the purposes of placing markers and conducting visual inspections, surveys, subsurface drilling, soil tests, groundwater tests and environmental audits to determine adverse environmental conditions and contamination. Buyer's representatives shall give reasonable notice to the Town upon entering the Property for these purposes. The costs of such inspection(s) shall be borne by Buyer.

11. Seller's Representations. The Town represents that to the best of its knowledge, as of the date hereof, and as of the date of the closing, that the following are true and correct:

(a) Soils. The Town has no knowledge of any patent or latent defects, soil deficiencies, or subsurface anomalies existing on the Property.

(b) No litigation or investigations. There is no pending or threatened litigation, proceeding, or investigation by any governmental authority or any other person known to the Town against or otherwise affecting the Property nor does the Town know of any ground for any such litigation, proceedings or investigations.

(c) Documents. Each and every document, schedule, item, and other information delivered or to be delivered by the Town to Buyer hereunder, or made available to Buyer for inspection hereunder, shall be accurate and correct.

(d) Assessments. There are no special assessments which now burden or encumber the Property, there are no special assessments currently proposed as to the Property, and the Property shall be free and clear of all liens for special improvements installed as of the date of closing, whether assessed or not.

(e) Leases. The Town has notified Buyer of all leases, tenancies or rental agreements relating to the Property, or to any part thereof.

(f) Third party improvements. The Town has notified Buyer of all improvements, real or personal, on the Property not owned by the Town, and the Town hereby warrants to Buyer that it is the lawful owner of all other improvements located in or on the Property and is entitled to compensation for same.

(g) Easements. The Town has notified Buyer of all easements, rights-of-way or claims of possession not shown by record, whether by grant, prescription, adverse possession or otherwise, as to any part of the Property.

(h) No landfill. No part of the Property has ever been used as a landfill, and no materials have ever been stored or deposited upon the Property which would, under any applicable governmental law or regulation, require that the Property be treated or materials removed from the Property prior to the use of the Property, for any purpose which would be permitted by law but for the existence of said materials on the Property.

(i) No pollution.

(1) The Property is not contaminated with any hazardous substance;

(2) The Town has not caused and will not cause, and to the best of the Town's knowledge, after diligent investigation and inquiry, there never has occurred, the release of any hazardous substance on the Property;

(3) The Property is not subject to any federal, state or local lien, proceedings, claim, liability or action, or the threat or likelihood thereof, for the cleanup, removal, or remediation of any such hazardous substance from the Property or from any other real property owned or controlled by the Town or in which the Town has any interest, legal or equitable;

(4) There is no asbestos on the Property;

(5) There are no underground storage tanks on the Property;

(6) By acquiring the Property, Buyer will not incur or be subject to any liability for the cleanup, removal or remediation of any hazardous substance from the real estate or any liability, cost, or expense for the removal of any asbestos or underground storage tank from the Property. (The terms "hazardous substance," "release," and "removal," as used herein, shall have the same meaning and definition as set forth in paragraphs (14), (22) and (23), respectively, of Title 42 U.S.C. § 9601; provided, however, that the term "hazardous substance," as used herein, also shall include "hazardous waste," as defined in paragraph (5) of 42 U.S.C. § 6903 and "petroleum," as defined in 42 U.S.C. § 6991(8). The term "underground storage tank," as used herein, shall have the same meaning and definitions as set forth in paragraph (1) of 42 U.S.C. § 6991. The Town agrees to cooperate with Buyer in completing an environmental audit, if one is conducted. Should any environmental audit reveal the presence of hazardous materials on the property, then the Town has the express option of terminating this Agreement.)

(j) To provide Buyer with information to protect Buyer and its contractors and agents, the Town agrees to provide any information whatsoever that it may have with regard to environmental contamination and will answer environmental inventory questions, to the best of the Town's knowledge, if requested by Buyer.

12. Contingencies.

(a) The Town agrees that closing of this Agreement is contingent upon the partial release and/or satisfaction of the exceptions shown in the title commitment for the property, unless Buyer agrees in writing to acquire the Property subject to any such exceptions. While Buyer will assist the Town in obtaining releases or satisfaction of the exceptions, the obligation is the Town's.

(b) The parties also agree that closing of this Agreement is contingent upon the closing of the Purchase and Sale Agreement for the Old Baseball Field Property.

(c) In the event of termination of this Agreement due to the failure of any contingency, the parties shall have no further rights or obligations hereunder.

13. Terms to Survive Closing. The Buyer shall only conduct limited construction activities on the Property from the time of Closing to certification of results of the April 2018 election unless the Town does not submit a ballot question to the registered electors at the April 2018 election as described in paragraph 4 above. If the Town does not submit a ballot question to the registered electors in April 2018, the Buyer shall be released from the restriction on construction activities.

14. Time. Time is of the essence hereof and all terms, conditions and covenants shall be tendered or performed as specified herein.

15. Agreement Binding. The terms and provisions of this Agreement shall be binding upon and inure to the benefit of the parties and their respective heirs, personal representatives, successors and assigns. The parties hereto agree that, except for such of the terms, conditions, covenants and agreements hereof which are, by their very nature, fully and completely performed upon closing, all of the terms, conditions, representations, warranties, covenants and agreements herein set forth and contained shall survive the closing and shall continue to be binding upon the parties and their above-named successors.

16. Warranty. The parties warrant that they have the full right and legal authority to enter into this Agreement.

17. Governing Law and Venue. This Agreement and the rights and obligations of the parties hereunder shall be governed by the laws of the State of Colorado, and any legal action brought under or as a result of this Agreement shall be brought in Chaffee County, Colorado.

18. Recording. This Agreement may be recorded in the records of the Clerk and Recorder of Chaffee County, Colorado.

19. Modification. This Agreement may only be modified upon written agreement of the parties.

20. Integration. The foregoing constitutes the entire agreement between the parties regarding the use of the Property and no additional or different oral representation, promise or agreement shall be binding on any of the parties hereto with respect to the Property.

[Remainder of page left intentionally blank- Signature on following page]

EXHIBIT A

TBD



Town of Buena Vista
P.O. Box 2002
Buena Vista CO 81211
Phone: (719)395-8643
Fax: (719)395-8644

DATE: July 26, 2016

TO: Mayor and Board of Trustees

FROM: Michelle Stoke, Treasurer

AGENDA ITEM: Quarterly Financial Status and Updates

Request

A request is being made for the trustees to review the quarterly financial status report.

Overview

Per the BOT adopted Policy Governance approach, the town treasurer is subject to quarterly financial reports. The goal is for the treasurer and the BOT to have a quarterly dialog about how actual financial results compare to budget with regard to revenues, expenditures and expected reserves as set forth in the financial policy adopted earlier in the year. Quarterly reports apply to both the administrator and treasurer. The next report is scheduled for October 25, 2016.

Analysis

The following reports are attached to this memo:

- Balance Sheet for all funds as of 6/30/2016.
 - Assets for all funds total \$13,201,504. You will notice that the government funds do not list any assets. This is a standard of government accounting.
 - Liabilities for all funds total \$557,305. Similarly, long term debt is not shown in the government funds.

- Reserve reports for each fund as of 6/30/2016.
 - Reserve reports are attached for each fund showing each fund status as of 6/30/2016 with regard to reserves. Each report shows restricted, committed and unrestricted reserves.

- General Fund Budget report for all departments as of 6/30/2016.
 - The General Fund Budget report shows budgeted expenditures are at 41% of budget at 6/30/2016.

- Sales Tax report revenue generated through April 2016.
 - The sales tax report includes collections attributable to April which were received in June. As of collections for January through April total \$664,726 which is \$54,795 over the same period collected in 2015 and \$90,450 over our budget for 2016.

Policy Alignment

Quarterly financial reports are consistent with the Policy Governance Doctrine the BOT adopted and are part of measuring the performance of the town administrator.

BOT Action

Give feedback on progress.

Attached

Balance Sheet-all funds

Reserve Reports for each fund

The General Fund Budget Report

Sales tax Report



Town of Buena Vista

Balance Sheet--All Funds

As Of 06/30/2016

	01 - General Fund	03 - Capital Improvement Fund	04 - Conservation Trust Fund	02 - Water Enterprise Fund	07 - Airport Enterprise Fund	Total
Assets						
Cash	1,675,217.96	679,627.66	65,432.15	1,644,596.34	-127,379.98	3,937,494.13
Investments	0.00	0.00	0.00	685,102.44	0.00	685,102.44
Receivables	341,696.20	245,918.13	14,846.08	119,235.83	197,298.81	918,995.05
Accruals and Prepays	4,699.72	36,098.87	0.00	127.97	-1,628.14	39,298.42
Inventories	0.00	0.00	0.00	50,133.41	13,840.71	63,974.12
Fixed Assets	0.00	0.00	0.00	8,089,280.99	9,396,685.90	17,485,966.89
Accumulated Depreciation	0.00	0.00	0.00	-3,688,553.32	-6,240,773.54	-9,929,326.86
Total Assets:	2,021,613.88	961,644.66	80,278.23	6,899,923.66	3,238,043.76	13,201,504.19
Liabilities						
Payables	48,451.98	0.00	0.00	25,601.85	61,409.40	135,463.23
Deposits	162,808.89	0.00	0.00	0.00	0.00	162,808.89
Deferrals and Accruals	0.00	0.00	0.00	9,607.87	0.00	9,607.87
Debt	0.00	0.00	0.00	249,424.76	0.00	249,424.76
Total Liabilities:	211,260.87	0.00	0.00	284,634.48	61,409.40	557,304.75
Equity						
Beginning Fund Balance/Equity	1,795,650.31	973,053.65	73,615.73	6,719,421.03	3,079,434.91	12,641,175.63
Add Revenue:	1,604,500.96	156,889.34	6,662.50	431,592.42	321,820.78	2,521,466.00
Less Expenditures:	-1,589,798.26	-168,298.33	0.00	-535,724.27	-224,621.33	-2,518,442.19
Ending Fund Balance/Equity	2,021,613.88	961,644.66	80,278.23	6,899,923.66	3,238,043.76	13,201,504.19



Town of Buena Vista

General Fund Operating Expenditures by Department

Department	2016 Budget	Current Total Budget	Activity Through 6/30/2016	Percent of 2016 Budget Realized
Mayor & Board of Trustees	49,166.21	49,166.21	22,896.60	46.57%
Town Clerk & Elections	103,994.45	99,154.45	42,429.14	40.80%
Town Administrator	344,296.41	344,296.41	204,466.96	59.39%
Financial Administrator	195,529.66	195,529.66	93,600.38	47.87%
Town Hall Operations, Information Technology and BTVV	123,189.28	30,741.02	53,662.10	43.56%
Public Support	650,242.99	650,242.99	47,140.63	7.25%
Court and Police Department	922,163.69	849,886.23	468,300.03	50.78%
Volunteer Fire Department and Public Safety Complex	239,876.14	218,979.28	123,865.34	51.64%
Planning (Development)	348,775.94	348,775.94	163,782.12	46.96%
Public Works	366,672.49	366,672.49	191,976.75	52.36%
Street Maintenance	11,222.00	11,222.00	7,087.06	63.15%
Parks, Rodeo Grounds and Cemetary	221,756.87	208,822.33	74,963.33	33.80%
Community Center and Recreation	220,045.95	187,145.82	95,627.82	43.46%
Report Total:	3,796,932.08	3,796,932.08	1,589,798.26	41.87%

Reserve Statement - General Fund

This report shows year to date the General Fund reserves. The financial policy requires the General Fund to stay at 27%.

Budget Category	2016 Budget	① Activity YTD	② Remaining Budget YTD	Total Fund Balance as of 12/31/2015 Per Audit	Budgeted Fund Balance as of 6/30/2016 ③
Revenues	\$3,232,099	\$1,560,692	\$1,671,406		
Expenditures w/ Transfers	-\$3,849,979	-\$1,726,355	-\$2,123,625		
Total	-\$617,880	-\$165,662	-\$452,218	\$1,795,651	\$1,629,989

Fund Balance Report

TABOR Reserve calculated as 3% of expenditures without regard to transfers ④	Remaining 2016 Budget obligations ⑤	Infrastructure Subsidy ⑥	27% Reserves ⑦	General Fund Unrestricted Fund Balance as of 6/30/2016 ⑧
(\$98,369)	(\$452,218)	(\$100,000)	(\$850,864)	\$128,537

The descriptions provided below explain the numbers in the report:

- ① Activity YTD Includes Actual Revenues and Expenditures which have been received or paid by 6/30/2016.
- ② Remaining Budget YTD Includes Budgeted Revenues and Expenditures which will be collected or paid between 6/30/2016 and the end of the Fiscal Year.
- ③ Budgeted Fund Balance is calculated by combining the beginning Fund Balance and the Activity YTD.
- ④ TABOR Reserves are stipulated by Amendment 23 of the Colorado Constitution; known as the TABOR amendment.
- ⑤ Remaining 2016 Budget obligations are funds assigned by the Board of Trustees through the adoption of the 2016 Budget.
- ⑥ Infrastructure Subsidy is set aside by the Board of Trustees to assist certain developments with intallation of infrastructure.
- ⑦ 27% Reserves are set aside by the Board of Trustees as additional emergency reserves established in the Financial Policy adopted by the Board in January 2016.
- ⑧ Unrestricted Fund Balance is the amount of cash available for additional expenditures or to add to reserves as the Board of Trustees deems appropriate.

Reserve Statement - Capital Improvement Fund

This report shows year to date the Capital Improvement Fund reserves. The financial policy requires the Capital Improvement Fund to stay at 27%.

Budget Category	2016 Budget	① Activity YTD	② Remaining Budget YTD	Total Fund Balance as of 12/31/2015 Per Audit	Budgeted Fund Balance as of 6/30/2016 ③
Revenues	\$1,177,081	\$156,889	\$1,020,192		
Expenditures w/ Transfers	-\$1,315,745	-\$168,298	-\$1,147,447		
Total	-\$138,664	-\$11,409	-\$127,255	\$973,053	\$961,644

Fund Balance Report

Restricted for Debt Service ④	Committed to Hwy 24 Project Grant Match Requirement ⑤	Remaining 2016 Budget obligations ⑥	Infrastructure Subsidy ⑦	27% Reserves ⑧	Capital Improvement Fund Unrestricted Fund Balance as of 6/30/2016 ⑨
(\$177,775)	(\$500,000)	(\$127,255)	(\$100,000)	(\$165,162)	(\$108,548)

The descriptions provided below explain the numbers in the report:

- ① Activity YTD Includes Actual Revenues and Expenditures which have been received or paid by 6/30/2016.
- ② Remaining Budget YTD Includes Budgeted Revenues and Expenditures which will be collected or paid between 6/30/2016 and the end of the Fiscal Year.
- ③ Budgeted Fund Balance is calculated by combining the beginning Fund Balance and the Activity YTD.
- ④ Restricted for Debt Service is comprised of the portion of principle and interest due in 2016.
- ⑤ Highway 24 Project Grant Match Requirement held in reserve to qualify for CDOT grant for Highway 24 reconstruction project.
- ⑥ Remaining 2016 Budget obligations are funds assigned by the Board of Trustees through the adoption of the 2016 Budget.
- ⑦ Infrastructure Subsidy is set aside by the Board of Trustees to assist certain developments with intallation of infrastructure.
- ⑧ 27% Reserves are set aside by the Board of Trustees as additional emergency reserves established in the Financial Policy adopted by the Board in January 2016.
- ⑨ Unrestricted Fund Balance is the amount of cash available for additional expenditures or to add to reserves as the Board of Trustees deems

Reserve Statement - Water Fund

This report shows year to date the Water Fund reserves. The financial policy requires the Water Fund to stay at 27%.

Budget Category	2016 Budget	① Activity YTD	② Remaining Budget YTD	Total Fund Balance as of 12/31/2015 Per Audit	Budgeted Fund Balance as of 6/30/2016 ③
Revenues	\$1,712,326	\$430,442	\$1,281,884		
Expenditures w/ Transfers	-\$1,650,715	-\$494,390	-\$1,156,325		
Total	\$61,611	-\$63,948	\$125,559	\$2,568,119	\$2,504,171

Fund Balance Report

Loan Covenant For Operating & System Development④	Debt Service ⑤	Remaining 2016 Budget obligations ⑥	Infrastructure Subsidy ⑦	27% Reserves ⑧	Water Fund Unrestricted Fund Balance as of 6/30/2016 ⑨
(\$610,990)	(\$93,311)	\$125,559	(\$100,000)	(\$246,328)	\$1,579,101

The descriptions provided below explain the numbers in the report:

- ① Activity YTD Includes Actual Revenues and Expenditures which have been received or paid by 6/30/2016.
- ② Remaining Budget YTD Includes Budgeted Revenues and Expenditures which will be collected or paid between 6/30/2016 and the end of the Fiscal Year.
- ③ Budgeted Fund Balance is calculated by combining the beginning Fund Balance and the Activity YTD.
- ④ Restricted per Loan Covenant is the requirement per the 1998 CWRPDA Loan to hold three months operating and maintenance expenditures for the Water Fund in reserve.
- ⑤ Restricted for Debt Service is that portion of principle and interest due in 2016.
- ⑥ Remaining 2016 Budget obligations are funds assigned by the Board of Trustees through the adoption of the 2016 Budget.
- ⑦ Infrastructure Subsidy is set aside by the Board of Trustees to assist certain developments with intallation of infrastructure.
- ⑧ 27% Reserves are set aside by the Board of Trustees as additional emergency reserves established in the Financial Policy adopted by the Board in January 2016.
- ⑨ Unrestricted Fund Balance is the amount of cash available for additional expenditures or to add to reserves as the Board of Trustees

Reserve Statement - Airport Fund

This report shows year to date the Airport Fund reserves. The financial policy requires the Airport Fund to stay at 27%.

Budget Category	2016 Budget	① Activity YTD	② Remaining Budget YTD	Total Fund Balance as of 12/31/2015 Per Audit	Budgeted Fund Balance as of 6/30/2016 ③
Revenues	\$1,477,451	\$321,821	\$1,155,630		
Expenditures w/ Transfers	-\$1,455,332	-\$224,621	-\$1,230,711		
Total	\$22,118	\$97,199	-\$75,081	-\$76,477	\$20,722

Fund Balance Report

Remaining 2016 Budget obligations ④	27% Reserves ⑤	Airport Fund Unrestricted Fund Balance as of 6/30/2016 ⑥
(\$75,081)	(\$123,238)	(\$177,597)

The descriptions provided below explain the numbers in the report:

- ① Activity YTD Includes Actual Revenues and Expenditures which have been received or paid by 6/30/2016.
- ② Remaining Budget YTD Includes Budgeted Revenues and Expenditures which will be collected or paid between 6/30/2016 and the end of the Fiscal Year.
- ③ Budgeted Fund Balance is calculated by combining the beginning Fund Balance and the Activity YTD.
- ④ Remaining 2016 Budget obligations are funds assigned by the Board of Trustees through the adoption of the 2016 Budget.
- ⑤ 27% Reserves are set aside by the Board of Trustees as additional emergency reserves established in the Financial Policy adopted by the Board in January 2016.
- ⑥ Unrestricted Fund Balance is the amount of cash available for additional expenditures or to add to reserves as the Board of Trustees deems appropriate.

Reserve Statement - Conservation Trust Fund

This report shows year to date the Conservation Trust Fund reserves.

Budget Category	2016 Budget	① Activity YTD	② Remaining Budget YTD	Total Fund Balance as of 12/31/2015 Per Audit	Budgeted Fund Balance as of 6/30/2016 ③
Revenues	\$27,117	\$16,950	\$10,167		
Expenditures w/ Transfers	-\$13,471	\$0	-\$13,471		
Total	\$13,646	\$16,950	-\$3,304	\$73,615	\$90,565

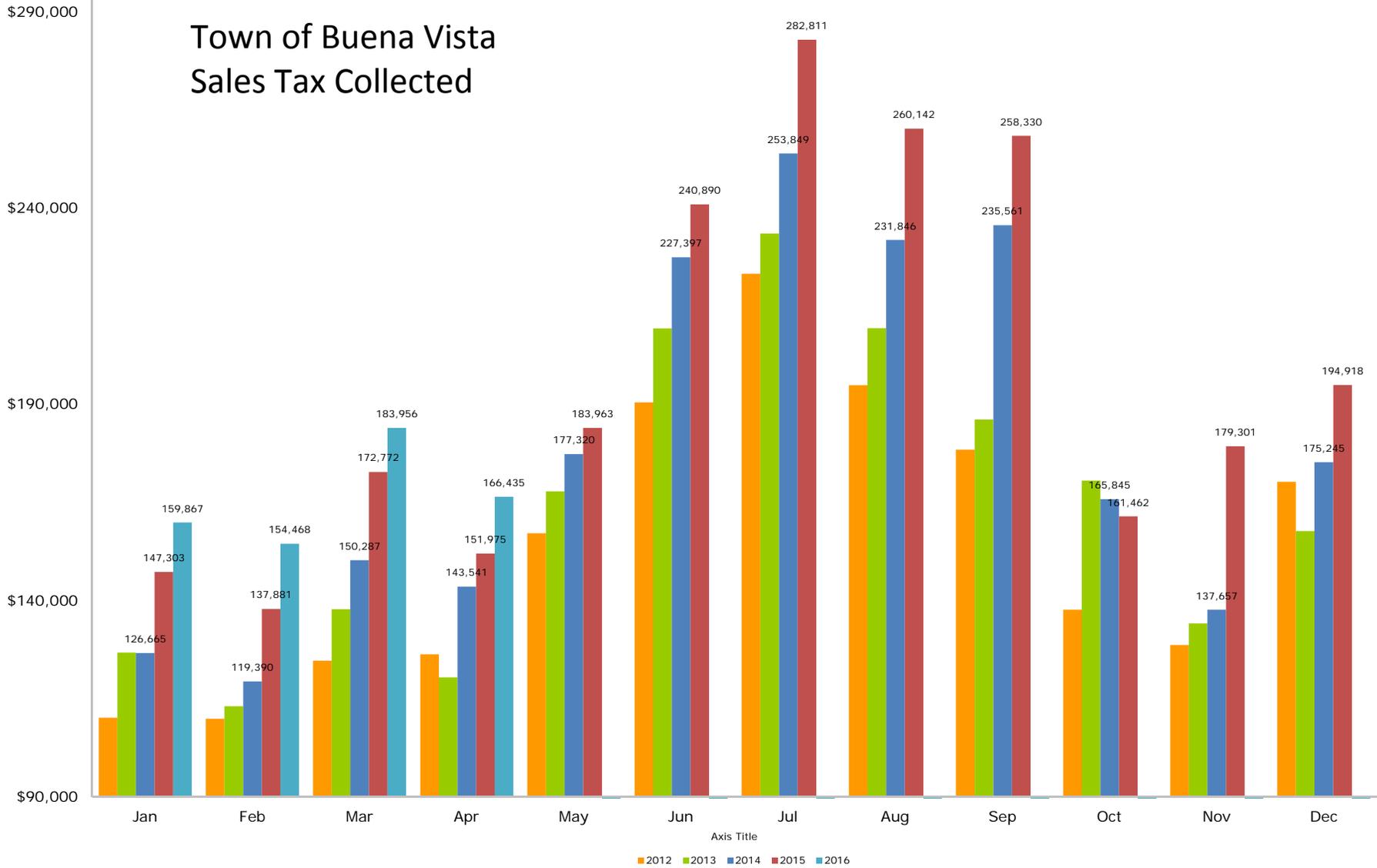
Fund Balance Report

Remaining 2016 Budget obligations ④	Restricted to Conservation Trust Fund Purposes ⑤	Conservation Fund Unrestricted Fund Balance as of 6/30/2016 ⑥
(\$3,304)	(\$87,261)	\$0

The descriptions provided below explain the numbers in the report:

- ① Activity YTD Includes Actual Revenues and Expenditures which have been received or paid by 6/30/2016.
- ② Remaining Budget YTD Includes Budgeted Revenues and Expenditures which will be collected or paid between 6/30/2016 and the end of the Fiscal Year.
- ③ Budgeted Fund Balance is calculated by combining the beginning Fund Balance and the Activity YTD.
- ④ Remaining 2016 Budget obligations are funds assigned by the Board of Trustees through the adoption of the 2016 Budget.
- ⑤ The Conservation Trust Fund is established with Lottery proceeds. The use of the funds is restricted to the "acquisition, development, and maintenance of new conservation sites or for capital improvements or maintenance for recreational purposes on any public site".
- ⑥ Unrestricted Fund Balance is the amount of cash available for additional expenditures or to add to reserves as the Board of Trustees deems appropriate. Since this fund is restricted by statute, there is no "Unrestricted" fund balance.

Town of Buena Vista Sales Tax Collected





Town of Buena Vista
P.O. Box 2002
Buena Vista CO 81211
Phone: (719)395-8643
Fax: (719)395-8644

DATE: July 26, 2016

TO: Mayor and Board of Trustees

FROM: Brandy Reitter, Town Administrator

AGENDA ITEM: Strategic Objectives Quarterly Monitoring Report.

Request

A request is being made for the trustees to review the quarterly monitoring report of policy goals set by the Board of Trustees.

Overview

Per the BOT adopted Policy Governance approach, the town administrator is subject to quarterly monitoring reports. The goal is for the administrator and the BOT to have a quarterly dialog about how the town is progressing against measurable strategic outcomes. Quarterly reports apply to both the administrator and treasurer. The next report is scheduled for October 25, 2016.

Analysis

The report is attached to this memo. Items that are in bold represent significant changes from the last quarter in April.

Lists of those changes are provided below:

- Ron Southard's ground lease buyout
- Broadband study
- Historic Structure Assessment (HSA) for the McGinnis Gym
- Unified Development Code
- Affordable housing initiatives
- Certified Local Government (CLG)
- Ivy League conversion
- Upper zone water tank
- Arizona Trail
- U.S. 24 reconfiguration
- Gregg Drive and Rodeo Rd. Trail
- Pinon Street water line
- Beldan St. paving
- Park designs
- Marketing
- Nuisance code revisions
- Grindle property land acquisition
- Blue Print 2.0

- EV charging stations
- LED facility conversion
- Arkansas Well #3
- Substitute Water Supply Plan
- SFE calculation and presentation
- Water plant standard operating procedures (SOP)
- Employee handbook
- Storage area network server project
- Digital documents
- Work order software implementation

Policy Alignment

Quarterly monitoring reports are consistent with the Policy Governance Doctrine the BOT adopted and are part of measuring the performance of the town administrator.

BOT Action

Give feedback on progress.

Attached

Project status update for 7/26/16

Buena Vista Quarterly Project Status Update - As of 7/26/16

Policy Priority	Department	Project	Description	Year Prioritized	Funded	Status	Status Description
Key Outcome Area - Economic Vitality							
Economic Vitality	Planning	Downtown Development Authority (DDA)	The town will establish a DDA in 2016 via an ordinance. The DDA will determine a TIF at a later date.	2014	No	On Hold	Working with a stakeholder group to assess the need with a possible request to the BOT early summer.
Economic Vitality	Public Works	Main Street Light Replacement	Replacing old street lights along Main Street	2014	Yes	Scheduled	Phase 1 of street light replacement will occur.
Economic Vitality	Airport	Ground Lease Buy Out	Town will buy back ground leases from Ron Southard resulting from litigation several years ago.	2015	Yes	Scheduled	Transaction will occur in September.
Economic Vitality	Information Technology	Broadband Study	Feasibility study for broadband expansion in town. Study will make town eligible for grant funding later and will encourage public/private partnership.	2015	Yes	Scheduled	Applying for a planning grant through DOLA by the end of July.
Economic Vitality	Information Technology	Broadband Pilot Project	Aerial network project to connect town facilities, downtown and park WiFi initiative.	2015	Yes	In progress	Applied for a DOLA grant on April 1st.
Economic Vitality	Recreation	Historic Gym Restoration	State historical fund project to restore gym and turn into a community facility.	2015	No	In progress	Assessment completed. Waiting for report.
Economic Vitality	Planning	Unified Development Code	Rewrite of town regulatory document.	2015	Yes	In progress	Module 2 feedback has been submitted to consultant.
Economic Vitality	Planning	Creative District	Colorado Creative Industries program that supports and nurtures creative economies in rural Colorado.	2016	No	Scheduled	Presentation to the BOT on 4/26, application due 4/28.
Economic Vitality	Planning	Economic Vitality Study	Study to develop a comprehensive strategy for BV that address all areas of town.	2016	Yes	Scheduled	Received REDI grant for \$25K
Economic Vitality	Planning	Urban Inc. Affordable Housing	Low income housing tax project BVSD land swap.	2015	Partially	In progress	MOU with school district completed - purchase agreements are in the process for the town property and BVSD property. Lease agreement is also in the works.
Economic Vitality	Planning	County IGA	Intergovernmental agreement with county regarding land use and annexations.	2014	N/A	In progress	Working on draft to go to county.
Economic Vitality	Administration	Wayfinding & Branding	Town marketing and signage campaign.	2014	Yes	Completed	
Economic Vitality	Administration	Certified Local Government	Historic preservation program, partnering with BV Heritage.	2015	Yes	In progress	Passed ordinance establishing program. Staff will apply to program mid August.
Key Outcome Area - Infrastructure							
Infrastructure	Water	Ivy League Conversion	Ivy League connection to town water system.	2012	Yes	Completed	
Infrastructure	Water	Upper Zone Water Tank	750,000 gallon water storage tank to serve Ivy League and the Upper Zone.	2012	Yes	In progress	Project needs assessment grant awarded and the assessment is completed.
Infrastructure	Streets	Hwy 24 Stormwater Improvement	Stormwater improvements at City Market will be addressed in the highway project	2012	Yes	Scheduled	CDOT wrapped this project into reconfiguration.
Infrastructure	Public Works	Arizona Trail	Trail and bridge improvements on Arizona Street: CDOT project.	2011	No	Scheduled	Requesting reallocation of grant funds from Gregg Drive Trail to Arizona Trail to finish project. CDOT would like to go back to the original design. Working with property owner.
Infrastructure	Streets	Street Condition Assessment	A complete assessment of town streets for CIP purposes will be developed.	2015	N/A	In progress	After spring thaw PW will start analysis and create the plan in the CIP for 2017 budget.
Infrastructure	Public Works	US 24 Reconstruction	US 24 overlay and reconfiguration.	2013	Yes	In progress	Construction begins 7/25.
Infrastructure	Public Works	Gregg Drive Trail	Paving trail on Gregg Drive between Steele Street and Rodeo Road.	2014	Yes	Delayed	Will pave project in 2018.
Infrastructure	Airport	Snow Equipment Removal (SRE) Building	Purchase of a hangar to repurpose as an SRE building using FAA entitlement funds.	2013	Yes	In progress	Meeting with the FAA to determine eligibility requirements.
Infrastructure	Public Works	Rodeo Rd. Trail	Paving attached trail along Rodeo Rd. between Gregg Drive and West Main St. (C.R. 306)	2015	Yes	Completed	

Infrastructure	Water	Pinon St.	Construction of 900 feet of waterline using the infrastructure investment fund.	2016	Partially	In progress	Builder is designing and engineering the waterline.
Infrastructure	Public Works	Road Maintenance	Annual fund of \$80K to fund road projects.	2016	Yes	In progress	Projects include striping, bike lanes, Couty Rd. 317 portion, patch work, and incidentals.
Infrastructure	Public Works	Town Hall Stair Improvements	Reconstruction of fire escape stairs between the Lariat and town hall for safety access.	2014	Yes	Scheduled	Will start the bidding process in May for a summer build.
Infrastructure	Streets	Beldan St. Paving	Water and Sewerlines were constructed in 2015. Paving is planned now that infrastructure is completed	2015	Yes	In progress	Paving scheduled for late summer.
Key Outcome Area - Community							
Community	Recreation	Updating Recreation Master Plan	The recreation master plan is almost completed and needs an update.	2016	No	In progress	Staff is working with the rec board on the process.
Community	Recreation	Park Designs	Sunset Vista IV, Community Center, Community Garden, and River Park Baseball Field.	2016	Partially	In progress	Contract awarded.
Community	Recreation	Cooperative Trails Management Plan Update	Prioritizing upgrades and new trails to include in the CMP in partnership with the BLM.	2015	No	In progress	Developing a proposal with advisory boards.
Community	Administration	CBS Sports Commercial	Commercial highlighting Buena Vista in conjunction with the TransRockies 10th Anniversary run.	2016	Yes	In progress	10 interviews have been scheduled.
Community	Planning	Revising Chapter 7 - Nuisance	Revisions are necessary for town to fully execute the code enforcement program.	2015	N/A	In progress	
Community	Planning	Revising Chapter 16 & 18 - Vehicles	Revisions are necessary for town to fully execute the code enforcement program.	2015	N/A	Completed	kbaker6474@me.com
Community	Airport	Master Plan	Airport 20 year vision and capital planning document.	2012	Yes	In progress	PAC meeting occurred 4/14. One more public meeting. Projected completion in December.
Community	Airport	Grindle Property Purchase	The BOT approved the purchase of a 250 ft set back of the Grindle property adjacent to the airport.	2016	Yes	Scheduled	An offer letter is planned to be distributed to the property owners in July.
Community	Administration	Blue Print 2.0	Program creating a strategy for Call Yourself Creative and building a better business brand.	2016	Yes	Scheduled	
Community	Administration	Parking Study	Developing an analysis and plan for parking in the downtown and River Park	2015	Yes	In progress	Draft submitted to town for review. Presentation to BOT in spring.
Key Outcome Area - Environment							
Environment	Recreation	Town Dump Assessment	Brownfield mitigation planning.	2015	Yes	In progress	Level one assessment completed. Waiting on a level two assessment
Environment	Recreation	Recreation Event Center	Assessment of the feasibility of a recreation facility.	2015	Yes	Completed	
Environment	Recreation	Sunset Vista IV Pocket Park	New park in subdivision.	2014	Yes/Partially	Scheduled	Prioritized in the 2017 CIP. Design work in 2016.
Environment	Public Works	EV Stations	Installation of two level II charging stations.	2015	Yes	Completed	
Environment	Fire	ARF Truck	Acquiring a working airport specific fire truck.	2013	Partially	In progress	Searching for a truck.
Environment	Parks	Xeriscap Garden	Installation of a Xeriscap garden to demonstrate plants that promote water conservation.	2014	Yes	Scheduled	Working with beautification board to develop the SOW and vendor selection, and maintenance training.
Environment	Public Works	LED Facility Light Conversion	Converting old lights in town facilities with LED lights to conserve energy and save town money in electric bills.	2014	Yes	Delayed	Not budgeted for 2016 and will need to budget for 2017.
Environment	Parks	Planting Guide Update	Working with the tree board, town will update planting guide.	2014	Yes	Completed	
Key Outcome Area - Water							
Water	Administration	Upper Ark Cottonwood IGA	Intergovernmental Agreement to increase water storage on Cottonwood Lake.	2013	Partially	Completed	
Water	Water	Arkansas Well #3	Non-potable irrigation 75 foot well located in the River Park.	2013	Yes	Completed	
Water	Water	Substitute Water Supply Plan	Augment evaporation on the Town Lake.	2015	N/A	Completed	

Water	Water	SFE Calculation	Developing a running total of remaining SFEs for planning purposes.	2013	Yes	Completed	Presentation to BOT 8/10.
Water	Water	Water Plant SOP	Roy Gertsen is the only one who knows how to run the water treatment plant. We are paying him to document the procedures and maintenance of the water treatment plant so new staff know how to operate.				
Water	Water	Source Water Protection Plan	A plan that identifies best practices to protect town's water supplies and watersheds.	2013	Yes	Completed	
Water	Administration	St. Charles Mesa Agreement	Agreement to ensure that both town and SCM needs are met through creative exchanges on Cottonwood Creek.	2000	N/A	In progress	Proposed draft finalized, document sent to St. Mesa.
Water	Water	Tier Water Rate Structure	During the 2017 budget process, town will update water rate model to reflect more tiers.	2016	N/A	Scheduled	Presented to the BOT during budget process.
Water	Water	2017 Forest Service Permit Renewal	A joint permit between the Upper District and town to address storage operations on Cottonwood Lake.	2013	Yes	In progress	A joint meeting is scheduled in May with the FS.
Water	Water	Cottonwood Lake Dam Improvements	Partnership with Upper Ark to expand storage capacity on Cottonwood Lake.	2013	Partially	In progress	Notice to proceed was sent to the district to move forward with engineering of the dam.
Water	Administration	Water Project Financing	Financing from Colorado Rural Water and Power Authority for water tank and looping system	2014	No	Scheduled	Pre-application submitted to CWRPA.
Key Outcome Area - Administration							
Administration	Planning	Interactive Planning Software	Tracking, mapping, building, zoning with online capabilities.	2014	No	Hold	Project on hold until 2017 after we test new UDC and upgrade technology.
Administration	Administration	Employee Handbook Update	Updates needed to handbook.	2014	N/A	Completed	Draft completed and will be presented to the BOT in May.
Administration	Administration	Financial Policies	Policies that establish how the town will handle finances.	2015	N/A	Completed	
Administration	Information Technology	Storage Area Network	New server to help town with IT initiatives to streamline operations.	2015	Yes	Scheduled	RFP closes August 15.
Administration	Administration	Boards & Commissions Policy	Establishes the roles and responsibilities of advisory boards.	2014	N/A	Completed	
Administration	Administration	Employee Onboarding Program	that they are more effective and feel like they belong to the organization.				
Administration	Human Resources	Compensation & Classification Study	Town will conduct a market study to look at compensation to develop a new pay plan. The study will include a classification analysis to ensure positions are properly aligned.	2013	No	Completed	Student has completed the project. A presentation will be made to the BOT on May 24th.
Administration	Finance	Digital Documents	Software to scan town's documents electronically.	2014	Yes	Scheduled	Obtained quotes and demos, will bring contract to BOT in August.
Administration	Administration	StadOps	Strategic planning & organizational development.	2013	Yes	On going	Strategic planning session scheduled for 6/2016
Administration	Public Works	Workorder Software	Software to track work orders and asset management.	2015	Yes	Completed	
Administration	Administration	Emergency Action Plan	An internal plan that defines the roles and responsibilities of departments in responding to an emergency event. This document serves as an SOP.	2016	N/A	Scheduled	
Administration	Fire	Public Information (PIO) Program	A program that puts a process in place for how each department will communicate during an emergency event.	2015	N/A	In progress	Staff has been identified to serve in the PIO role. Training of staff is in ongoing and the PIO manual is almost completed.
Administration	Airport	Financial Pro Forma	Create a financial model for the airport to include in the business plan.	2016	N/A	Scheduled	
Administration	Airport	Airport Enterprise Website	Develop a website specifically for the airport that markets the services and facilities.	2016	Yes	Scheduled	
Administration	Fire	Bylaws Update	Policy updates for FD.	2015	N/A	Scheduled	



Town of Buena Vista
P.O. Box 2002
Buena Vista CO 81211
Phone: (719)395-8643
Fax: (719)395-8644

DATE: July 26, 2016
TO: Mayor and Board of Trustees
FROM: Brandy Reitter, Town Administrator
SUBJECT: TOWN ADMINISTRATOR REPORT

Administration

Reminders:

- July 31 – First Annual Town of Buena Vista Picnic at 5 – 8 PM at the River Park.
- August 4 – Transportation Planning Region (TPR) meeting in Alamosa at 10:30 AM.
- August 12 – Upper Arkansas River Basin Water Festival at the Riverside Park in Salida.
- August 30 – Save the Date: Intergovernmental Meeting in the evening.

Staff met with Chaffee County staff to discuss the paving of C.R. 317 with an 8 foot attached trail. The project is scheduled to start mid-August. Prior to construction the BOT and Chaffee County will need to enter into an agreement to define expectations. The total project costs are \$276,740 and town's contribution will be \$30,915 to be paid out of our annual street maintenance program. The calculation is based on the percentage of the road located in town limits.

Staff is attending the TPR meeting August 4 to make a presentation to request that grant funds from the Gregg Drive trail paving project be reallocated to the Arizona Street trail project. This will make the funding whole for the project so that it can be constructed in 2017. Staff will plan to pave the Gregg Drive trail in 2018.

Town hired an AmeriCorps Vista intern who will start August 1. The intern will help with Main Street, historic preservation and implementing the marketing plan.

Operating budgets were due on July 22 from all departments. Department budget meetings are being held the week of July 25 – 29.

CDOT will hold a public information meeting on August 2 in the evening to kick off the U.S. 24 construction project. CDOT crews will start prepping for the project on July 25. Staff is working with CDOT to coordinate installing conduit for future fiber connections and upsizing water lines off of Brookdale. Staff will bring pricing and more details of these projects to the BOT in August.

The RFP for a new server was published and bids are due August 15. Once a vendor is selected the BOT will see a contract early September.

Recreation, Events, Trails, & Tourism

In 2015, programs/event brought in \$33,002.58 for the entire year. So far in 2016, over 6 months, recreation has brought in \$33,783.73 which far exceeds the normal 6 month totals.

The Buena Vista Optimist Square Park is the recipient of the Great Colorado Outdoors Starburst Award. A formal presentation of the award will be made at a trustee meeting next month.

The contract for park designs has been executed. The firm has started work on surveying the sites. A kick-off meeting with staff will happen the week of August 1. Both the Recreation Advisory Board and BVSD will be involved every step of the way.

Programs:

- Recreation has brought in over \$2000 in donations for the recreation scholarship fund and has been able to give out almost 10 scholarships for programs so far.
- BV Rec is looking to expand programming in the fall with an adult football league, and an adult women's volleyball league (partnering with Salida league members, hosting in BV).
- Space continues to be of concern. There is turnover at DPCA and Avery Parsons, and the gym space at each of those might be compromised based on the new administration. Staff is hoping to maintain current partnerships.

Events

- Pickle ball hosted a clinic with a world-renown player, bringing in 65 people from all over the country.

Trails

- Thanks to volunteers the Railroad Street trail extension is complete. The crushed gravel trail extends from Marquette Avenue to Baylor Street that will pick up the new C.R. 317 trail.
- The Rodeo Road trail paving is completed and will be striped over the next few weeks.

Upper Arkansas Water Conservancy District, Augmentation Plan, and Water Planning

Staff is working on an MOU between Chaffee County and the Town of Buena Vista to support the source water protection plan and the best practices that were recommended. After the county adopts the MOU staff will present an MOU to the U.S. Forrest Service for approval.

The St. Charles Mesa agreement was sent to their water district for review. Staff is awaiting comments and changes. The goal is to have an agreement that allows town to use water in the case of an extreme drought by the end of the year.

Main Street & Creative District, Community/Economic Development Initiatives

Staff applied for a grant through the Rural Economic Development Initiative (REDI) for a grant to conduct an economic vitality study for \$27,600 and was awarded funds. The grant is a 50/50 match and will begin 2017. The purpose of the project is to develop a comprehensive economic development plan that supports existing businesses and attracts new businesses.

Staff applied for Governor Hickenlooper's Blue Print 2.0 Initiatives to assist the community to strengthen the local business brand and to help develop a creative district. Town was awarded both initiatives.

Town is moving forward with historic preservation after successfully passing a historic preservation ordinance. Staff is recruiting members for the Historic Preservation Commission. The commission needs 5 members at a minimum and can max out at 7 volunteers. Staff is approaching the Buena Vista Heritage Board and various historic preservation organizations.

There have been many improvements to Main Street over the last month. The Beautification Advisory Board and BV Main Street with the help of DOC and public works cleaned up the railroad parking lots, and installed new banners with the town brand.

This concludes my report. If you have any questions please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Brandy Reitter".

Brandy Reitter, Town Administrator
Town of Buena Vista, CO



Town of Buena Vista

*Post Office Box 2002
Buena Vista, Colorado 81211
Phone: (719) 395-8643
Fax: (719) 395-8644*

DATE: July 26, 2016
TO: Mayor and Board of Trustees
FROM: Michelle Stoke, Town Treasurer

AGENDA ITEM: Treasurer's Report

Sales tax Update

Sales taxes for May have been received and, as a lagging indicator of the economy, it merely confirms everyone's comments that the summer season is in full swing and busier than ever. The year to date sales tax collections at this point last year was \$793,894.05. Currently our year to date amount is at \$869,093.26 which is higher by \$75,199.21 or 9.3%. I have attached an updated chart.

Sales tax Procedures

The Town of Buena Vista is tax exempt which means we do not pay sales tax on goods and services we purchase. Our tax exempt certificate which should be presented each time goods or services are procured. We have been having an issue with hotels in particular. If travelling for Town purposes, please present the tax exempt certificate upon check in and upon check out please review the bill to make sure no sales tax was charged (this should also apply to Lodging taxes). The process for getting taxes refunded after the fact has been extremely time consuming for staff and it is much easier to take care of it during the transaction.

Let me know if you need a copy of the tax exempt certificate.

Town Expenditures

Since the July 12, 2016 report, the Town has issued:

- 64 Accounts Payable checks for Town expenditures for a total of \$72,809.31.
- ACH withdrawals to the IRS, FPPA, and Colorado Department of Revenue for \$20,896.20 for the pay period ending 7/2/2016.
- Net payroll of \$59,201.99 for the same pay period.

The breakdown by Fund for AP and payroll-related check disbursements plus the ACH payments is as follows: (*Note that all expenditures are not expenses since some are reimbursed or are withholdings from employees' gross payroll.*)

• General Fund -	\$ 76,980.63
• Water Fund -	\$ 8,078.02
• Airport Enterprise Fund -	\$ <u>8,646.86</u>
• Total all Funds -	\$ <u>93,705.51</u>

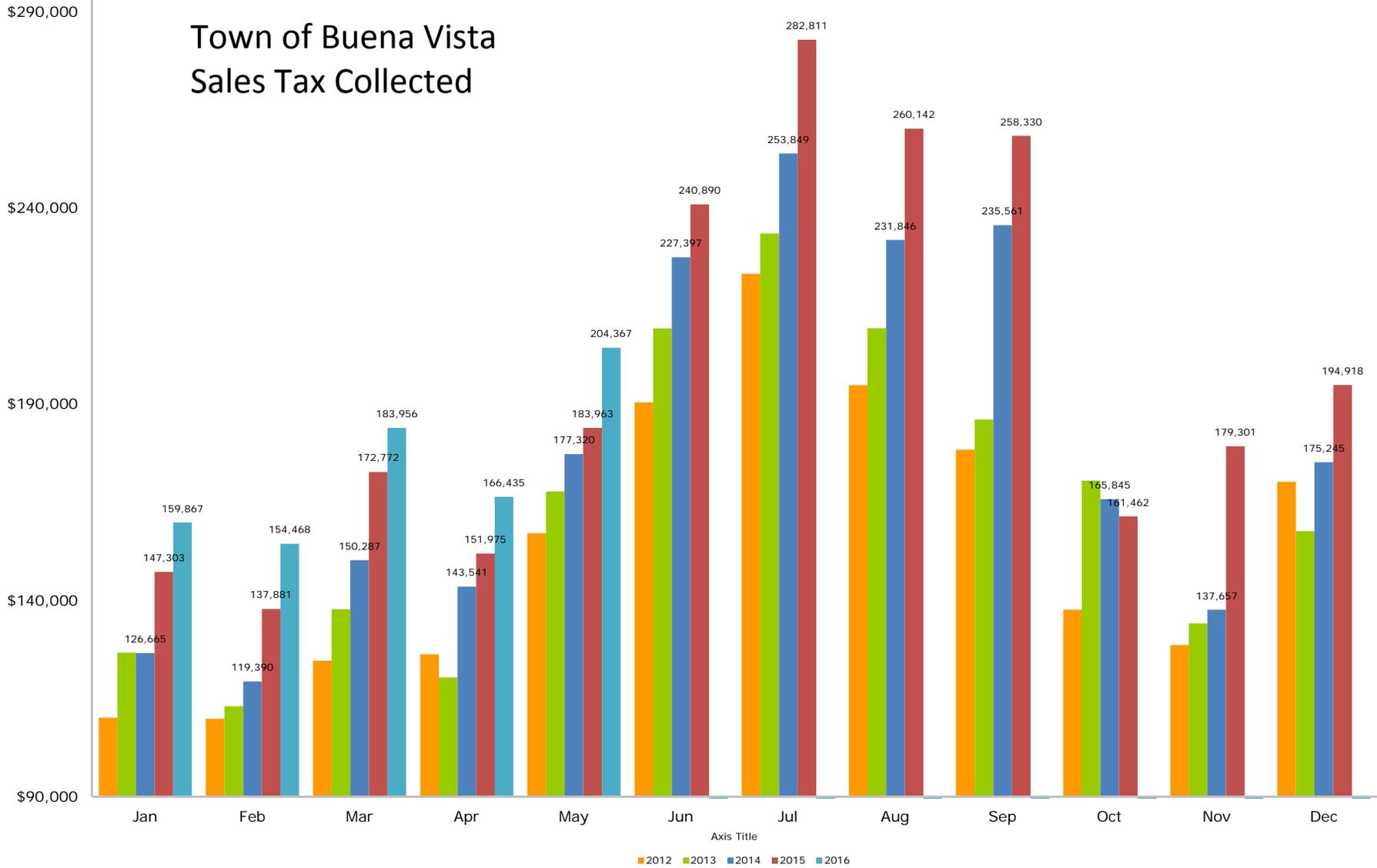
Large expenditures this period:

- Civic Plus for \$5,084.76 for the annual fee for Hosting, Support and Media Storage
- Terra Firma Media Group for \$10,000.00 for Scripting, Video Editing, Delivery and Broadcasting BV commercial.
- CIRSA for \$16,568.50 for third quarter premium payment.
- Pinnacol Assurance for \$9,555.55 for the 7th of 9 premium payment
- Sangre De Cristo for \$10,591.87 for electricity for June.

This concludes my report at this time.

Michelle Stoke, CPA
Treasurer

Town of Buena Vista Sales Tax Collected





Town of Buena Vista

General Fund Income Statement

Group Summary

For Fiscal: 2016 Period Ending: 07/31/2016

Department	Original YTD Budget	Current YTD Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue					
100 - General Government	1,695,625.82	1,695,625.82	250,774.85	1,691,717.26	3,908.56
120 - Town Clerk	15,842.68	15,842.68	751.25	10,749.50	5,093.18
125 - Municipal Court	23,367.33	23,367.33	468.00	21,207.72	2,159.61
210 - Police Department	1,009.82	1,009.82	0.00	4,935.00	-3,925.18
230 - Volunteer Fire Department	6,589.03	6,589.03	0.00	220.00	6,369.03
310 - Planning (Development)	65,336.67	65,336.67	1,472.00	49,862.24	15,474.43
320 - Community Center	4,277.56	4,277.56	1,825.75	5,233.25	-955.69
410 - Public Works	6,022.73	6,022.73	85.00	2,140.00	3,882.73
415 - Street Maintenance	472.29	472.29	60.00	540.00	-67.71
510 - Parks Department	4,941.65	4,941.65	1,820.00	15,039.50	-10,097.85
515 - Rodeo Grounds	320.67	320.67	0.00	120.00	200.67
520 - Cemetery	4,341.12	4,341.12	3,670.00	9,405.00	-5,063.88
550 - Recreation Department	23,251.06	23,251.06	2,114.50	56,285.75	-33,034.69
Revenue Total:	1,851,398.43	1,851,398.43	263,041.35	1,867,455.22	-16,056.79
Expense					
100 - General Government	0.00	0.00	0.00	49.01	-49.01
110 - Mayor & Board of Trustees	28,668.50	28,668.50	4,193.48	27,041.07	1,627.43
115 - Elections	2,822.19	2,822.19	0.00	4,211.54	-1,389.35
120 - Town Clerk	57,816.57	57,816.57	5,344.32	43,644.81	14,171.76
125 - Municipal Court	42,144.69	42,144.69	5,912.39	38,779.64	3,365.05
130 - Town Administrator	200,758.74	200,758.74	47,347.45	253,595.17	-52,836.43
135 - Financial Administrator	114,012.71	114,012.71	12,447.38	107,848.93	6,163.78
140 - Town Hall Operations	17,924.55	17,924.55	2,022.86	10,153.57	7,770.98
150 - Public Support	379,156.26	379,156.26	11,971.38	59,212.01	319,944.25
160 - Information Technology	49,482.30	49,482.30	5,827.74	50,853.29	-1,370.99
210 - Police Department	495,567.45	495,567.45	70,488.01	507,745.36	-12,177.91
220 - Public Safety Complex	12,184.69	12,184.69	499.29	7,150.21	5,034.48
230 - Volunteer Fire Department	127,686.23	127,686.23	14,856.31	134,822.52	-7,136.29
310 - Planning (Development)	203,370.86	203,370.86	21,954.47	186,505.76	16,865.10
320 - Community Center	19,183.78	19,183.78	1,236.77	7,963.87	11,219.91
330 - BVTV - Public Access Television	4,424.00	4,424.00	0.00	3,000.00	1,424.00
410 - Public Works	213,806.11	213,806.11	30,135.63	222,591.59	-8,785.48
415 - Street Maintenance	6,543.53	6,543.53	286.84	7,373.90	-830.37
510 - Parks Department	121,764.16	121,764.16	16,847.13	89,398.68	32,365.48
515 - Rodeo Grounds	1,282.89	1,282.89	161.99	636.41	646.48
520 - Cemetery	6,258.84	6,258.84	1,529.80	3,563.31	2,695.53
550 - Recreation Department	109,124.40	109,124.40	15,489.89	104,978.76	4,145.64
Expense Total:	2,213,983.45	2,213,983.45	268,553.13	1,871,119.41	342,864.04
Total Surplus (Deficit):	-362,585.02	-362,585.02	-5,511.78	-3,664.19	-358,920.83



Town of Buena Vista

Capital Improvement Fund Income Statement

Group Summary

For Fiscal: 2016 Period Ending: 07/31/2016

Obj Category	Original YTD Budget	Current YTD Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue					
31 - Taxes	201,472.67	201,472.67	32,569.43	188,237.50	13,235.17
36 - Park & Facility Fees	2,915.50	2,915.50	0.00	0.00	2,915.50
37 - Grants / Donations / Refunds / Misc	144,324.25	144,324.25	0.00	1,953.41	142,370.84
38 - Transfers to / From Funds	154,521.50	154,521.50	0.00	0.00	154,521.50
48 - Capital Improvements	205,279.76	205,279.76	0.00	0.00	205,279.76
Revenue Total:	708,513.68	708,513.68	32,569.43	190,190.91	518,322.77
Expense					
16 - Depreciable Assets	11,137.21	11,137.21	0.00	0.00	11,137.21
46 - Debt Service	145.74	145.74	0.00	250.00	-104.26
48 - Capital Improvements	892,825.71	892,825.71	2,476.21	170,825.51	722,000.20
Expense Total:	904,108.66	904,108.66	2,476.21	171,075.51	733,033.15
Total Surplus (Deficit):	-195,594.98	-195,594.98	30,093.22	19,115.40	-214,710.38



Town of Buena Vista

Airport Enterprise Fund Income Statement

Group Summary

For Fiscal: 2016 Period Ending: 07/31/2016

Obj Category	Original YTD Budget	Current YTD Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue					
33 - Charges for Services	249,646.88	249,646.88	14,919.04	162,755.92	86,890.96
37 - Grants / Donations / Refunds / Misc	424,679.29	424,679.29	0.00	173,983.90	250,695.39
38 - Transfers to / From Funds	187,175.10	187,175.10	0.00	0.00	187,175.10
Revenue Total:	861,501.27	861,501.27	14,919.04	336,739.82	524,761.45
Expense					
41 - Personnel	105,858.83	105,858.83	14,384.53	96,831.23	9,027.60
42 - Supplies	13,406.05	13,406.05	1,620.29	12,704.22	701.83
43 - Utilities / Insurance	26,273.31	26,273.31	3,481.42	27,177.18	-903.87
44 - Services	192,505.25	192,505.25	2,046.00	96,786.64	95,718.61
45 - Capital Outlay	630.77	630.77	0.00	683.89	-53.12
48 - Capital Improvements	509,928.44	509,928.44	3,601.21	16,131.67	493,796.77
Expense Total:	848,602.65	848,602.65	25,133.45	250,314.83	598,287.82
Total Surplus (Deficit):	12,898.62	12,898.62	-10,214.41	86,424.99	-73,526.37



Town of Buena Vista

Water Enterprise Fund Income Statement

Group Summary

For Fiscal: 2016 Period Ending: 07/31/2016

Obj Category	Original YTD Budget	Current YTD Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue					
32 - Licenses & Permits	408.17	408.17	0.00	300.00	108.17
33 - Charges for Services	467,953.43	467,953.43	2,424.24	399,786.86	68,166.57
36 - Park & Facility Fees	58,705.29	58,705.29	15,300.00	46,500.00	12,205.29
37 - Grants / Donations / Refunds / Misc	471,390.50	471,390.50	81.75	2,793.63	468,596.87
Revenue Total:	998,457.39	998,457.39	17,805.99	449,380.49	549,076.90
Expense					
41 - Personnel	159,178.04	159,178.04	21,628.81	162,313.01	-3,134.97
42 - Supplies	31,662.19	31,662.19	3,378.40	27,078.16	4,584.03
43 - Utilities / Insurance	15,918.63	15,918.63	3,669.46	15,397.86	520.77
44 - Services	55,702.85	55,702.85	514.88	55,218.93	483.92
45 - Capital Outlay	9,387.91	9,387.91	253.96	59,974.36	-50,586.45
46 - Debt Service	50,357.02	50,357.02	0.00	41,334.57	9,022.45
48 - Capital Improvements	690,681.95	690,681.95	310.41	204,576.90	486,105.05
Expense Total:	1,012,888.59	1,012,888.59	29,755.92	565,893.79	446,994.80
Total Surplus (Deficit):	-14,431.20	-14,431.20	-11,949.93	-116,513.30	102,082.10



MEMORANDUM

To: Mayor and Board of Trustees
From: Janell Sciacca, Town Clerk
Melanie Jacobs, Deputy Town Clerk
Date: July 26, 2016
RE: June 2016 Clerk's Office Activities

June 2016 official actions for the Town Clerk's Office are as follows:

LIQUOR LICENSES

- **New License(s) Issued:**
 - **Beer Base, LLC dba The Jailhouse Craft Beer Bar** – Tavern License, 412 East Main Street, Owner Sarah Haughey
- **Renewal(s) Issued:**
 - **J K & D Enterprises, Inc dba The Green Parrot** – Tavern License, 302 East Main Street, Owner/Manager Kenneth Dennis.
- **Other:**
 - **Little Daisy Company dba Little Daisy Company** – Change of Location approved to move Retail Liquor Store from 302 US Highway 24 North to 401 US Highway 24 North, Unit B.

BUSINESS LICENSES

- **New License(s) Issued:**
 - **Rocky Mountain Hot Dog Express, LLC** – Nathrop / Cheryl & Larry Markwell, (Concession Trailer)
 - **Sundog Colorado** – 301 East Main, BV / Julie Czech (Antiques, Jewelry & Books)
 - **Ace Cabinets, LLC** – 18080 CR 340B, BV / Mike Ernst (Cabinet Repair and Restoration)

CEMETERY

- Five (5) interments
- Four (4) plots sold

NOTARY SERVICES PERFORMED

- 54 Notaries were performed in June.



PLANNING DEPARTMENT MONTHLY REPORT

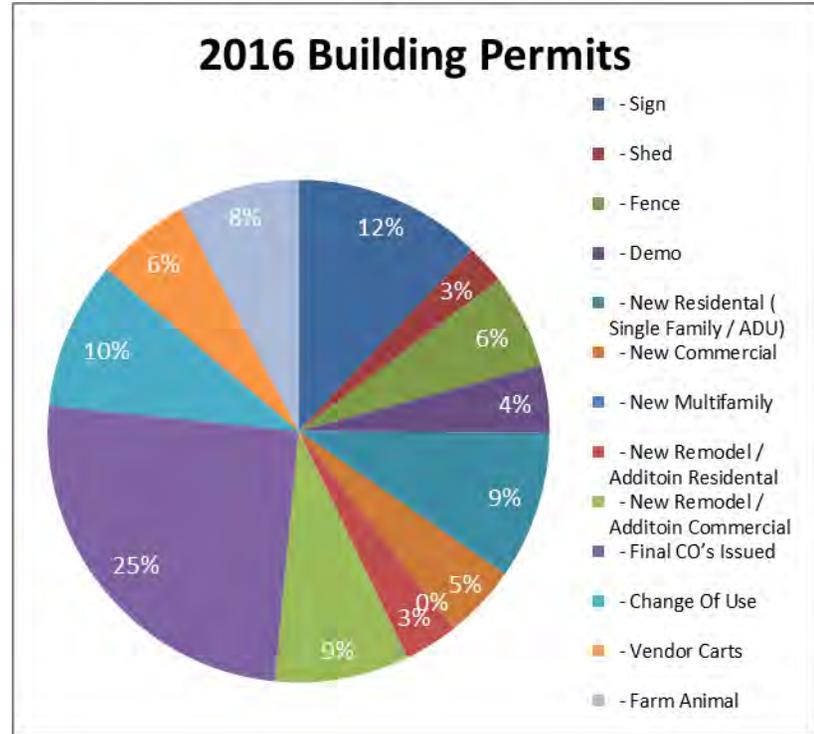
June 2016

Projects coming before the Board of Trustees in the near future: Unified Development Code - Module 2 Steering Committee has completed review. Revised initial draft for public review anticipated in August/September from Clarion.

Department Tracking Data	
Phone Calls for the Month	124
Total Development Apps.	3
2016 YTD Total Revenue	\$ 21,506.49

Staff Levels	
Principal Planner, Mark Doering	Full Time
Planner I, Scott Reynolds	Full Time
Planning Tech, Jill Abrell	Full Time
Planning Assistant, Melanie Jacobs	33%

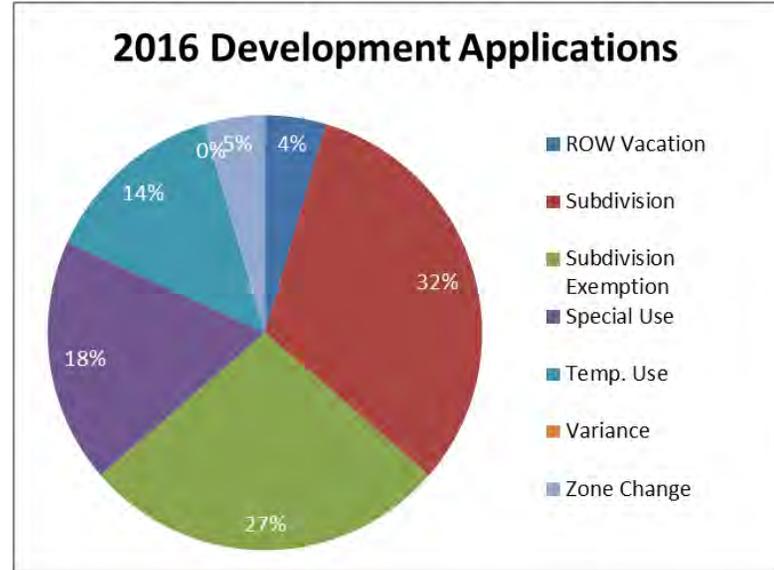
Building Permit Totals			
Type	Jun-16		
	#	\$	Year Total
Planning Clearances			
-Sign	5	\$60.00	\$900.00
-Fence	3	\$20.00	\$140.00
Building Permits (Commercial and Residential)			
-New Residential	2	\$773.16	\$2,950.58
-New Commercial	1	\$100.00	\$8,289.63
- New Remodel / Addition Commercial	2	\$542.18	\$2,005.30
- Final CO's Issued	2	N.A	47
Reviews			
-Change Of Use	3	N/A	11
-Vendor Carts	2	\$250.00	\$950.00
- Encroachment	2	\$200.00	\$500.00
Total	22	\$1,945.34	\$16,656.49





PLANNING DEPARTMENT MONTHLY REPORT

Development Project Totals			
Type	Jun-16		
	#	\$	Total
Subdivision	1	\$300.00	\$1,800.00
Subdivision Exemption	1	\$300.00	\$1,800.00
Special Use	1	\$200.00	\$800.00
Total	3	\$800.00	\$4,850.00





To: Board of Trustees, Town of Buena Vista, CO
Airport Advisory Board

July 22, 2016

From: Jill Van Deel / Airport Manager

Subject: Airport Report

- The HAATS BBQ held on July 13 at CCRA went extremely well. About 80 people attended, ten helicopters flew in for the event, and the airport sold a lot of fuel that day. It was catered by the individual who will come onboard as a line tech starting in late summer.
- The recent volume of jet traffic at the airport has resulted in some of the aircraft having to park in the taxiway due to the lack of adequate hardstand. The installation of additional hardstand will be added to the Airport CIP.
- A memorial for Jay Jones will take place at the airport on July 30, and the local aviation community is invited to attend.
- The lease template for the tenants in the Carpenter hangar has been finalized and will go out soon.
- The four-month Bell Helicopter testing that was supposed to begin in August will not take place because the aircraft crashed in Texas, killing the crew. It is unknown when Bell will be back up for testing.
- Preliminary plans to construct another hangar at the south end of Hangar B have been submitted to the Airport. The Airport Board / Design Committee has approved the initial concept and encouraged the developers to move forward with their application.

- **June 2016 Traffic Count**

Total Aircraft Operations month of June 2016: 179
Total Persons Using Airport: 421
Total Based Aircraft: 35

- **Fuel Sales through June 2016**

2016 – 33,929 gallons / Gross Profit - \$170,299

Thank you,

Jill Van Deel



Town of Buena Vista
210 East Main St.
P.O. Box 2002
Buena Vista, CO 81211
Phone: 719-395-8643

July 13, 2016

Chaffee County Habitat for Humanity
P.O. Box 4936
Buena Vista, CO 81211

Town of Buena Vista Board of Trustees:

Chaffee County Habitat for Humanity (CCHfH) is requesting a waiver of fees related to the proposed building permit for the remodeling project located at the address of 27951 County Road 319, Buena Vista, CO 81211. Our estimated valuation of the upcoming construction is \$2,000.00; based on this valuation the fee would equal \$50.00 according to the Chaffee County Building Department. The Chaffee County Commissioners have approved all fee waivers of County Permit Fees throughout the years. CCHfH is requesting the Town of Buena Vista also waive the City of Buena Vista Permit Fees of \$50.00.

CCHfH is a non-profit organization supporting affordable housing throughout the county. We would appreciate this fee waiver, which would allow us to apply these savings to our 2016 new house builds.

Sincerely,

A handwritten signature in blue ink that reads "Dale H. Shoemaker".

Dale Shoemaker
Board President
dale.shoemaker@gmail.com
719-239-0446 mobile

PO Box 4936/101 Gregg Drive • Buena Vista, CO 81211
719-395-0482