



CITY COUNCIL AGENDA
COUNCIL CHAMBERS, 201 E. 5TH STREET
CITY OF GILLETTE
Tuesday, December 17, 2019
7:00 PM

A. Call to Order.

B. Invocation and Pledge of Allegiance.

1. **Invocation Led by Pastor Paul Baughman of the New Life Wesleyan Church.**
2. **National Anthem Performed by the *Gillette Chamber Singers*.**

C. Approval of General Agenda.

D. Approval of Consent Agenda.

(All items listed will be enacted by one motion unless a request is made for discussion by any member of the Audience or Council, in which case, the item(s) will be removed from the Consent Agenda and considered separately following this portion of the Agenda).

1. Minutes

- a. **Work Session - November 26, 2019**
- b. **Pre-Meeting - December 3, 2019**
- c. **Regular Meeting - December 3, 2019**
- d. **Work Session - December 10, 2019**

2. Ordinance 3rd Reading - Consent

3. Ordinance 2nd Reading - Consent

4. Bills and Claims

a. Bills and Claims

Staff Reference: Michelle Henderson, Finance Director

5. Other - Consent

- a. **Council Consideration of the Fourth Extension Agreement Between the City of Gillette, Wyoming, and Spectrum Pacific West, LLC.**

Staff Reference: Anthony Reyes, City Attorney

E. Approval of Conflict Claims.

1. Council Member Tim Carsrud - \$30.90

Staff Reference: Michelle Henderson, Finance Director

2. Mayor Carter-King - \$32.49

Staff Reference: Michelle Henderson, Finance Director

F. Comments.

1. Council
2. Written
3. Public
4. Other - Comments

a. **Recognition of Mayra Macias as the 3rd Quarter P.R.I.D.E. Award Recipient (Council in Front of Dais)**

Staff Reference: John Aguirre, Human Resources Director

b. **Recognition of Outgoing Citizen Advisory Board Members
~Board of Examiners - Scott Heibult, Chad Renken, Weston Scott**

Staff Reference: Patrick G. Davidson, City Administrator

G. Unfinished Business.

1. Ordinance 2nd Reading.
2. Ordinance 3rd Reading.
3. Other.

H. New Business.

1. Minute Action

a. **Council Consideration of a Street Closure, from 3:00 a.m. to 8:00 p.m., and a Malt Beverage Permit, from 8:00 a.m. to 8:00 p.m., for the First Block of Gillette Avenue on February 8, 2020, for a Curling Event, Requested by Big Lost Meadery.**

Staff Reference: Michelle Henderson, Finance Director

b. **Council Consideration of a Street Closure and Malt Beverage Permit for the First Block of Gillette Avenue on July 4, 2020, from 2:00 p.m. to 8:00 p.m., for a Colonial Celebration, Requested by Big Lost Meadery.**

Staff Reference: Michelle Henderson, Finance Director

c. **Council Consideration of a Street Closure on the 3rd Street Plaza, on July 11, 2020, from 8:30 a.m. to 5:00 p.m. for the Campbell County Master Gardeners' Wagon Raffle Displays and Reception, Requested by Master Gardeners' President Sandi Aberle.**

Staff Reference: Michelle Henderson, Finance Director

d. **Council Consideration for the Issuance of Street Closure Permits and Associated Alcohol Permits, Requested by the Gillette Main Street Committee, for the following 2020 Gillette Main Street Events:**

~ Open Container Permit for Gillette Avenue (1st Through 3rd Blocks) for the *Historic Building Bender Event*, May 2, 2020, from 6:00 p.m. to 9:00 p.m.

~ Street Closure Permits and Open Container Permits for the Third Street Plaza, Including Parking Lot B, for *Weekly Concerts*, Thursdays, July 9, 2020, Thru August 13, 2020, from 12:00 p.m. to 11:00 p.m.

~ Street Closure Permits for the Third Street Plaza, Tuesdays, July 14, 2020, Thru September 15, 2020, for *Weekly Farmer's Markets*, from 3:00 p.m. to 8:00 p.m.

~ Street Closure Permit and Malt Beverage Permit for the Third Street Plaza, Including Parking Lot B, for *Brewfest*, July 18, 2020, from 4:00 p.m. to 8:00 p.m.

~ Street Closure Permits and Open Container Permit for the Third Street Plaza and Gillette Avenue (1st Through 3rd Blocks), for the *Summer Festival and Car Show*, August 15, 2020, from 7:00 a.m. to 11:00 p.m.

~ Street Closure Permit and Open Container Permit for the Third Street Plaza, for the *Community Dinner*, September 20, 2020, from 6:00 p.m. to 9:00 p.m.

~ Street Closure Permit for the Third Street Plaza, Including Parking Lot B, for *Boo-Fest/Trick-or-Treat Main Street*, October 31, 2020, from 11:00 a.m. to 4:00 p.m.

~ Street Closure Permit and Open Container Permit for the Third Street Plaza and Gillette Avenue (1st Through 3rd Blocks) for the *Holiday Ice Festival*, December 5, 2020, from 11:00 a.m. to 8:00 p.m.

~ Parade Permit on Gillette Avenue from 7th Street to 1st Street, for the *Parade of Lights*, December 5, 2020, Beginning at 5:00 p.m.

Staff Reference: Michelle Henderson, Finance Director

- e. **Council Consideration for the Acceptance of the City's Financial Audit Report for the Fiscal Year 2019.**

Staff Reference: Michelle Henderson, Finance Director

- f. **Council Consideration for the Approval of the Joint Campbell County, City of Gillette, and Town of Wright, 2019 Emergency Operating Plan.**

Staff Reference: Patrick G. Davidson, City Administrator

- g. **Council Consideration of a Resolution Initiating Annexation of a Tract of Land Contiguous to the City of Gillette, Wyoming, Pursuant to W.S. 15-1-403 and 15-1-405, Generally Known as the Aspen Heights II Annexation, and Establishing a Public Hearing Date of January 21, 2020 for the Annexation Public Hearing to Determine if the Proposed Annexation Complies with W.S. 15-1-402.**

Staff Reference: **MAP** - Ry Muzzarelli, P.E., Development Services Director

- h. **Council Consideration of a Bid Award for the Sage Bluffs Park Irrigation Project to G&G Landscaping, Inc., in the Amount of \$199,789.00 (1% Project).**

Staff Reference: **MAP** - Ry Muzzarelli, P.E., Development Services Director

2. **Ordinance 1st Reading.**

3. **Appointments**

- a. **Appointment to Citizen Advisory Board
~ Mayor's Art Council - One (1) Partial Term Expiring on June 30, 2020**

Staff Reference: Patrick G. Davidson, City Administrator

I. **Public Hearings and Considerations**

J. **Executive Session**

K. **Adjournment**

MAYOR

Louise Carter-King

COUNCIL MEMBERS BY WARDS

WARD 1

Bruce Brown
Shawn Neary

WARD 2

Billy Montgomery
Timothy Carsrud

WARD 3

Shay Lundvall
Nathan McLeland

www.gillettewy.gov





CITY OF GILLETTE
P.O. Box 3003
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 12/17/2019 7:00:00 PM

SUBJECT:

Invocation Led by Pastor Paul Baughman of the New Life Wesleyan Church.

BACKGROUND:

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

STAFF REFERENCE:

ATTACHMENTS:

[Click to download](#)

No Attachments Available



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DATE: 12/17/2019 7:00:00 PM

SUBJECT:

National Anthem Performed by the *Gillette Chamber Singers*.

BACKGROUND:

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

STAFF REFERENCE:

ATTACHMENTS:

[Click to download](#)

No Attachments Available



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DATE: 12/17/2019 7:00:00 PM

SUBJECT:

Work Session - November 26, 2019

BACKGROUND:

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

STAFF REFERENCE:

ATTACHMENTS:

Click to download

☐ [Work Session - November 26, 2019](#)

A Work Session of the City Council was held on Tuesday the 26th day of November 2019.

Present were Councilmen Brown, Carsrud, Lundvall, McLeland, Montgomery, Neary, and Mayor Carter-King; City Administrator Davidson.

Follow-Up Discussion from Council Development Workshop

Facilitator Mary Kelley, via conference call, presided over follow-up discussion from the October 25-26, 2020, Council Development Workshop.

Executive Session

Councilman Carsrud made a motion to go into executive session to discuss personnel; seconded by Councilman Montgomery. All voted aye. The motion carried.

Adjournment

There being no further business to come before the Council, the meeting adjourned at 6:23 p.m.

(S E A L)

ATTEST:

Cindy Staskiewicz, City Clerk

Louise Carter-King, Mayor

Publication Date: December 11, 2019



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DATE: 12/17/2019 7:00:00 PM

SUBJECT:

Pre-Meeting - December 3, 2019

BACKGROUND:

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

STAFF REFERENCE:

ATTACHMENTS:

Click to download

☐ [Pre-Meeting - December 3, 2019](#)

A Pre-Meeting of the City Council was held on Tuesday the 3rd day of December 2019.

Present were Councilmen Brown, Lundvall, McLeland, Neary, and Mayor Carter-King; City Administrator Davidson and City Attorney Reyes; Directors Aguirre, Henderson, Muzzarelli, and Wilde; Managers Schoen, Lt. Wasson, Toscana, and Palazzari; City Clerk Staskiewicz.

Warm Up Items

Councilman Brown informed Council that the United Way of Natrona County will begin facilitating the funds for the United Way of Campbell County, which was recently dissolved. United Way of Natrona County will provide the fundraising and campaign efforts, with 10% of revenues appropriated for administrative costs, and the remaining 90% of revenues utilized in Campbell County. A local committee will be established to assist with administrative needs.

Mayor Carter-King commended snow crews for a great job with the recent snow event, and commended the Utility crews for the Christmas lights. Mayor Carter-King also reminded Council of the Holiday Ice Festival and Parade of Lights scheduled for the upcoming weekend. The Mayor stated that Jessica Seders, Director of the Gillette Main Street Committee, requested permission for a firework display prior to the parade. Administrator Davidson stated that the Mayor has the authorization to approve the use of fireworks within City limits, and for safety purposes, the request would also be deferred to Fire Marshal Acton.

Blessings in a Backpack

Elly Henning, Co-Coordinator of the local Blessings in a Backpack program, informed Council of the change of management of the program from Living Rock Church to New Life Church. Ms. Henning explained that the program was designed to help provide weekend food for children in need. Blessings in a Backpack is a national program with chapters all over the country; Campbell County's Chapter is one of the largest chapters, based on the number of children helped each week. Numerous volunteers facilitate the success of the program. Ms. Henning described the weekly bag preparation and distribution processes, and provided a history of the program, along with statistics of numbers of children benefitting from the program, and the costs involved with running the program. Mayor Carter-King stated that City Council helped with the preparation of bags in the past, and volunteered Council's services again. Mayor Carter-King commended the work of the program.

Animal Control and City West Construction Updates

Development Services Director Muzzarelli and Public Works Director Wilde gave presentations demonstrating the progress of the City's construction projects. They stated that the projects are on schedule with a projected completion date for the Animal Control facility of February of 2020, and a projected completion date for City West of May of 2020.

Review December 3rd Council Agenda

The group discussed the upcoming agenda items.

Adjournment

There being no further business to come before the Council, the meeting adjourned at 6:43 p.m. An audio recording of this meeting is available in the City Clerk's Office.

(S E A L)

ATTEST:

Cindy Staskiewicz, City Clerk

Louise Carter-King, Mayor

Publish date: December 11, 2019



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DATE: 12/17/2019 7:00:00 PM

SUBJECT:

Regular Meeting - December 3, 2019

BACKGROUND:

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

STAFF REFERENCE:

ATTACHMENTS:

Click to download

☐ [Regular Meeting - December 3, 2019](#)

A meeting of the City Council was held on Tuesday the 3rd day of December 2019.

Present were Councilmen Brown, Lundvall, McLeland, Neary, and Mayor Carter-King; City Administrator Davidson and City Attorney Reyes; Directors Aguirre, Henderson, Muzzarelli, and Wilde; Managers Schoen, Lt. Wasson, Toscana, and Palazzari; City Clerk Staskiewicz.

Invocation and Pledge of Allegiance

Invocation was led by Pastor Dan Knust of High Plains Community Church. The National Anthem was performed by Thunder Basin High School Con Brio Choir, directed by Kim Garcia.

Approval of General Agenda

Councilman Lundvall made a motion to approve the General Agenda; seconded by Councilman Brown. Councilman McLeland made a motion to amend the General Agenda by moving item D.5.b., *Council Consideration of a Resolution to Authorize and Appoint a Committee to Act as Administrator for the City of Gillette Retiree Health Benefit Plan and Trust, and Designate Committee Members*, to item H.1.a.; seconded by Councilman Brown. All voted aye to amend the General Agenda. The motion carried. All voted aye to approve the General Agenda, as amended. The motion carried.

Approval of Consent Agenda

Minutes

Pre-Meeting – November 19, 2019; Regular Meeting – November 19, 2019; Special Meeting – November 21, 2019.

Bills and Claims

1st Class Realty, 72.66; Adamson Police Products, 110.00; Advance Auto Parts, 270.43; Advance Auto Parts, 533.13; Albertsons, 13.42; Alex Rozier, 1,000.00; AlSCO, 1,063.95; Alyshia M Vigil, 20.00; American Track Generations LLC, 508.40; American Welding & Gas Inc, 32.25; Anixter Power Solutions, 5,387.00; Anixter Power Solutions, 10,550.00; Applied Concepts, 1,116.50; Arete Design Group, 12,765.14; AVP Consulting LLC, 67.95; Bandit Industries Inc, 839.39; Big Horn Tire Inc, 1,841.02; Big Horn Tire Inc, 2,401.50; Bighorn Hydraulics Inc, 1.00; Bitter, Karminnda, 58.32; Black Hills Energy, 14,947.44; Black Hills Power & Light, 261,120.36; Black Hills Power & Light, 182,504.03; Black Hills Truck and Trailer Inc, 2,696.01; Black Hills Wyoming LLC, 967,983.22; Blue Cross Blue Shield of Wyoming, 96,606.81; Blue Cross Blue Shield of Wyoming, 166.60; Blue Cross Blue Shield of Wyoming, 77,871.79; Boisvert, Aaron, 54.83; Bomgaars Supply, 740.30; Border States Electric, 334.50; Border States Electric, 7,110.41; Boyer, Ashton, 183.93; Campbell County Coordinated Benefits Trust, 3,004.57; Campbell County Coordinated Benefits Trust, 130.00; Campbell County Hospital, 25.00; Campbell County Hospital District, 720.00; Campbell County Landfill, 160,725.75; Campbell County Public Health, 56.00; Campbell County Public Land Board Complex, 107,179.97; Campbell County Sheriff, 9,450.00; Carlson, Cori, 132.27; CBH Coop, 1.43; CBH Co-Op, 90.00; Central Truck & Diesel Inc, 97.57; CenturyLink, 202.91; Chemsearch, 2,003.10; City of Gillette - Petty Cash, 273.94; Clark Real Estate, 100.00; CNA Surety, 200.00; Collection Professionals Gillette, 1,177.67; Collins Communications Inc, 2,310.00; Council of Community Services, 250,000.00; Craig Furman, 100.00; Crescent Electric Supply, 313.20; Crestview Improvement & Service District, 6.50; Crum Electric Supply Company, 918.52; Cues Inc, 347.51; Cummins Rocky Mountain Inc, 370.32; Cummins Rocky Mountain Inc, 325.28; Dads Truck and Auto LLC, 277.50; Dana Kepner Company Inc, 250.00; Delta Dental of Wyoming, 20,872.95; Deq-Shwm Div/Storage Tank Prgm, 134,387.89; Derek Weinhardt, 100.00; Derek Weinhardt, 100.00; Derek Weinhardt, 100.00; Desert Mountain Corporation, 44,800.22; DOWL LLC, 18,923.00; DRM Inc, 7,210.46; Edge Construction Supply, 118.00; Elvera Willadson, 80.00; Employment Testing Services Inc, 484.00; Energy Laboratories Inc, 136.75; Ferguson Enterprises, Inc #1701, 5,650.50; Galls, An Aramark Company, 360.00; Garry Ginn, 100.00; George Ridout, 128.12; Gillette Contractors Supply Inc, 575.97; Gillette Contractors Supply Inc, 1,177.51; Gillette Printing Company Inc, 706.24; Gillette Steel Center, 33.00; Gillette Winnelson Company, 317.19; Godwin, Austin, 81.14; Graphic House, Inc, 16,514.00; Gray Matter Systems, LLC, 7,630.38; Gray, Jack J, 434.51; Greg Brothers, 100.00; Greg's Welding Corporation, 960.65; GW Construction, LLC, 927.50; HDR Inc - US Engineering Accounts Receivable, 38,970.59; Higherground Inc, 57,343.25; HillCrest Spring Water Inc, 180.00; Holly Campbell, 250.00; Homax Oil, 38,723.49; Homax Oil, 16,706.69; Hot Iron, 174,835.01; Ike, Donn, 158.26; Inland Truck Parts, 22.33; Itron Inc, 2,147.15; Jack's Truck Center Inc, 680.23; Jack's Truck Center Inc, 2,607.32; Jamisen Norlander, 100.00; Jane Nichols, 79.13; Jason Hall, 100.00; Jason Materi, 15.00; Jennifer Ivory, 50.00; Jeremy Guernsey, 50.00; Jerry Green, 1,350.00; Jones, Evan, 182.11; Kopelcheck, Dara, 173.90; Lowe Roofing Inc, 5,610.00; M.W. Bevins Company, 361.00; MCM General Contractors, 46,334.40; McNeilus Truck & Manufacturing, 468.39; MG Oil Company, 2,131.96; Michael Tiefenthaler, 15.00; Midland Implement Co Inc, 766.43; MII Life Insurance, Incorporated, 3,188.44; MII Life Insurance,

Incorporated, 1,518.83; MII Life Insurance, Incorporated, 355.50; Moerkerke, Josiah, 78.61; Morgan, Daniel & Donna, 6.37; Morrison Maierle Inc, 1,808.75; Motion Industries, Inc, 1,003.40; Mountain Peaks Diagnostics, LLC, 41.20; Norco Inc, 1,006.72; Norco Inc, 2,308.11; Odson, Emmalynn, 163.61; One Call of Wyoming Corp, 246.75; Online Information Services Inc, 365.94; Optum Health Financial Services, 145.75; Outliers Creative, LLC, 800.00; Parkside Apartments, 50.00; Postal Pros Southwest Inc, 6,649.67; Powder River Construction, 1,157.66; Powder River Energy Corporation, 2,166.10; Powder River Heating & Conditioning Corporation, 10,758.22; ProElectric Inc, 17,001.73; Purvis Industries, LLC, 9.37; Railroad Management Co LLC, 258.95; Razor City Locksmith LLC, 9,516.50; Record Supply Inc Napa, 366.85; Record Supply Inc Napa, 2,469.81; Red Hendrickson, 79.66; Robert Arthur Young, 285.00; Rocky Mountain Business Equipment LLC, 1,943.15; Russell Industries Inc, 554.43; Ryley Constable, 50.00; Salt Lake Wholesale Sports, 860.74; Schipper & Co USA, Inc, 1,631.25; Schutz Foss Architects PC, 12,600.00; Schutzen Financial, LLC, 177.00; Scott Wiley, 120.00; Security State Bank, 19,426.11; Shawn Franklin, 52.17; Shepperson Enterprises LLC, 52.13; Sherman & Reilly Inc, 6,151.20; Shockley, William, 140.74; Simon Contractors, 1,494.50; Sioux Falls Children's Home Society, 150.00; Source Office Products, 555.93; Southern Computer Warehouse, 38,614.60; Talayna Hayes, 473.10; Team Laboratory Chemical, LLC, 1,735.00; Temple, Mike, 141.12; That Embroidery Place, 654.90; The Pin Center, 2,130.50; Thompson, Seth, 81.15; Thunder Basin Ford LLC, 49,000.00; Thunder Basin Ford LLC, 4.99; Titan Machinery Inc, 2,902.47; Titan Machinery Inc, 14,463.47; Trina Kershaw, 100.00; Trisha Mendoza, 349.63; Tyler Technologies Inc, 2,625.00; UEC, LLC, 10,828.03; Untamed Design LLC, 20.00; Varitech Industries Inc, 1,159.12; Vernessa Villar, 150.00; Vision Service Plan (WY), 3,884.44; Visionary Communications, 2,350.00; Voiance Language Services, LLC, 300.00; Wachs Water Services, 57,500.00; Wal-Mart, 100.00; Wells Fargo Bank, 453,591.66; Wells Fargo Bank, 1,286,691.02; Wesco Receivables Corp, 10,473.96; Wesco Receivables Corp, 5,129.40; Western Stationers, 3,759.42; Western Waste Solutions Inc, 85.00; Westview MHC LLC, 119.29; White Dirt, Kayla, 194.68; White Dirt, Kayla, 392.96; White's Frontier Motors, 8,949.59; Wyoming Law Enforcement Academy, 105.00; Wyoming Machinery Co, 4,416.48; Wyoming Machinery Co, 94.21; Wyoming Marine, 124.80; Wyoming Marine, 67.30; Wyoming School Resource Office Association, 75.00; Wyoming State Board of Veterinary Medicine, 50.00; Yonkee & Toner, LLP, 3,620.64

Other Consent

RESOLUTION 2713

A RESOLUTION AUTHORIZING SUBMISSION OF AN APPLICATION TO THE WYOMING PARKS AND CULTURAL RESOURCES COMMISSION UNDER THE LAND AND WATER CONSERVATION FUND FOR THE GOVERNING BODY OF THE CITY OF GILLETTE, WYOMING, FOR THE PURPOSE OF THE ENERGY CAPITAL SPORTS COMPLEX SPLASH AND PLAY FACILITY PROJECT.

Councilman McLeland made a motion to approve the Consent Agenda; seconded by Councilman Neary. All voted aye. The motion carried.

Comments

Council Comments – Councilman McLeland commented on the arrival of Santa to the community, commended City Staff for the beautiful Christmas lights, and commended City Staff for a good job of removing snow during the last snow event.

Other Comments – Communications Manager Palazzari gave a video presentation of community events and information.

New Business – Minute Action

RESOLUTION NO 2714

A RESOLUTION TO AUTHORIZE AND APPOINT A COMMITTEE TO ACT AS ADMINISTRATOR FOR THE CITY OF GILLETTE RETIREE HEALTH BENEFIT PLAN AND TRUST AND DESIGNATE COMMITTEE MEMBERS

Councilman Lundvall made a motion to approve the foregoing Resolution to authorize and appoint a committee to act as administrator for the City of Gillette Retiree Health Benefit Plan and Trust, and designate committee members; seconded by Councilman Brown. City Administrator Davidson explained the consideration. All voted aye. The motion carried.

Adjournment

There being no further business to come before the Council, the meeting adjourned at 7:17 p.m. The next regularly scheduled meeting will be held on December 17, 2019, Council Chambers, City Hall.

This meeting can be viewed in its entirety at <http://www.gillettewy.gov/CityCouncilVideos.html>. Minutes can be viewed at <http://www.gillettewy.gov/CityCouncilMinutes.html>.

(S E A L)

Louise Carter-King, Mayor

ATTEST:

Cindy Staskiewicz, City Clerk
Publication Date: December 11, 2019



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DATE: 12/17/2019 7:00:00 PM

SUBJECT:

Work Session - December 10, 2019

BACKGROUND:

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

STAFF REFERENCE:

ATTACHMENTS:

Click to download

☐ [Work Session - December 10, 2019](#)

A Work Session Meeting of the City Council was held on Tuesday the 10th day of December 2019.

Present were Councilmen Brown, Carsrud, Lundvall, McLeland, Montgomery, Neary, and Mayor Carter-King; Administrator Davidson and City Attorney Reyes; Director Cole, Henderson, and Wilde; Managers Lt. Deaton, Molder, Schoen, D. Wasson, Palazzari, and Toscana; City Clerk Staskiewicz.

Warm Up Items

Mayor Carter-King mentioned the 100th anniversary of the first woman elected to public office. Councilman Brown commended City snow crews for their snow removal efforts during the last storm. Councilman Carsrud commented on the high school basketball tournament to be hosted in Gillette this week. Mayor Carter-King asked for an update on the outdoor ice rink. Public Works Director Wilde informed Council that the rink has been filled, and will be prepared for use when frozen.

Wastewater Capital Finance Options

Utilities Director Cole provided an update of the status and operations of the Wastewater Treatment Plant, which included a summary of the high priority projects, and possible financing options for funding the projects. Director Cole explained that the life expectancy for wastewater treatment equipment is 15 years, and he stated that most of the City's equipment is over 30 years old. A detailed condition assessment, performed by HDR in 2018, was presented to Council on May 14, 2019. The assessment determined that over \$20 million would be needed to replace failing equipment over the next five (5) years. Director Cole informed Council that the City was not successful in receiving grant funding through the AML Program, or Principle-Forgiveness Loans through the State Revolving Fund (SRF) Program. Director Cole presented the pros and cons of several financing options. Staff recommended the pursuit of available loans or bonding opportunities to finance the improvements, and the establishment of a long-term capital replacement fund to reserve sewer revenue for future projects upon completion of the eminent "high priority" projects. The Mayor and Council directed staff to research available loans, with bonds as a secondary option.

Electronic Wager Machines

City Attorney Reyes and Lieutenant Deaton provided information regarding electronic wagering devices. The focus of the presentation was on unregulated electronic wagering devices. They explained the difficulties in distinguishing between a regulated skill game and an unregulated skill game, and reminded that gambling devices, such as slot machines, were prohibited by Wyoming law. Attorney Reyes explained that the Wyoming Pari-mutuel Commission regulates the historic horseracing devices at Wyoming Downs and the Gillette Horse Palace, but there is no regulation for the "skill games" located in local businesses. Municipalities receive revenue from the Pari-mutuel Commission, while the revenues from unregulated skill games have no benefit for municipalities. With no regulations in place, there is no guarantee that consumers would be compensated for their winnings, and the devices could be accessible to minors in some locations. The Wyoming Legislature made efforts to regulate electronic games of skill, which failed in a House vote. Lack of regulations for the skill games allows for potential issues regarding payouts from the devices, malfunction of the devices, and the possibility of minors accessing the devices, which jeopardizes the public health, safety, and welfare of the City. Attorney Reyes stated that the City has authority to regulate for public health, safety, and welfare, and suggested the consideration of an ordinance to regulate electronic wagering machines, with the possibility of requiring permits, establishing criteria and fees, and regulating the use and location of the devices. The Mayor and Council directed Attorney Reyes to draft an ordinance for further discussion.

Review December 17th Council Agenda

The group reviewed the upcoming Council agenda.

Adjournment

There being no further business to come before the Council, the meeting adjourned at 8:25 p.m.

(S E A L)

ATTEST:

Cindy Staskiewicz, City Clerk
Publication date: December 18, 2019

Louise Carter-King, Mayor



CITY OF GILLETTE
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201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 12/17/2019 7:00:00 PM

SUBJECT:

Bills and Claims

BACKGROUND:

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

I move that the bills and claims, excepting any and all conflict claims, be approved.

STAFF REFERENCE:

Michelle Henderson, Finance Director

ATTACHMENTS:

Click to download
<input type="checkbox"/> Bills and Claims
<input type="checkbox"/> Bills and Claims - Prepaids
<input type="checkbox"/> Wire Transfers
<input type="checkbox"/> UMB - Bank

Expenditure Approval Report

Check Approval Date of 12/17/2019



Invoice Number	Invoice Description	Amount
001-GENERAL FUND		
00-UNDEFINED		
00-UNDEFINED		
1351-CAMPBELL COUNTY CHAMBER OF COMMERCE		
102957	"OF THE YEAR" GOLD BUCKS	1,300.00
	VENDOR TOTAL:	1,300.00
1381-CITY OF GILLETTE		
102906	PETTY CASH REIMBURSEMENT 11/27/19	23.20
	VENDOR TOTAL:	23.20
1551-HILLYARD INC		
103146	CUSTODIAL INVENTORY	282.40
	VENDOR TOTAL:	282.40
99999-MISC RESTITUTIONS		
103022	RESTITUTION PAYMENT FROM SANDRA KAY INGRAM	50.00
103023	RESTITUTION PAYMENT FROM DEVIN LUNSFORD	100.00
103024	RESTITUTION PAYMENT FROM DAMIEN LUNSFORD - FINAL	138.87
103025	RESTITUTION PAYMENT FROM TIFFANY DAILEY	300.00
103026	RESTITUTION PAYMENT FROM ANGELA MULKEY	75.00
103027	RESTITUTION PAYMENT FROM CODY PALMER	7.00
103028	RESTITUTION PAYMENT FROM CHERIE LE BARON	5.57
103030	RESTITUTION PAYMENT FROM CURTIS HOBSON	20.00
103031	RESTITUTION PAYMENT FROM BAILEY POWELL	100.00
103032	RESTITUTION PAYMENT FROM AUSTIN CARSON	20.00
	VENDOR TOTAL:	816.44
1511-NORCO INC		
103155	OS INVENTORY	69.85
103157	CUSTODIAL INVENTORY	825.58
	VENDOR TOTAL:	895.43
2066-SOURCE OFFICE PRODUCTS		
103160	OS INVENTORY	484.68
103161	OS INVENTORY	213.49
	VENDOR TOTAL:	698.17

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Invoice Number		Invoice Description	Amount
001-GENERAL FUND			
00-UNDEFINED			
00-UNDEFINED			
2300-WESTERN STATIONERS			
103174	OS INVENTORY		149.88
103175	OS INVENTORY		35.76
103177	OS INVENTORY		789.00
		VENDOR TOTAL:	974.64
		DIVISION TOTAL:	4,990.28
		DEPARTMENT TOTAL:	4,990.28

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Invoice Number	Invoice Description	Amount
001-GENERAL FUND		
10-ADMINISTRATION		
01-MAYOR & COUNCIL		
4145-CRANK LEGAL GROUP, P.C.		
103071	OUTSIDE LEGAL CONSULTING	200.50
	VENDOR TOTAL:	200.50
1852-FEDERAL EXPRESS CORPORATION		
102928	MISC SHIPPING	34.93
	VENDOR TOTAL:	34.93
2487-LOUISE CARTER KING		
103055	INTERNET REIMBURSEMENT	32.49
	VENDOR TOTAL:	32.49
4126-MARY KELLY		
102919	COUNCIL DEVELOPMENT WORKSHOP	7,375.00
	VENDOR TOTAL:	7,375.00
2710-TIM CARSRUD		
103054	INTERNET REIMBURSEMENT	30.90
	VENDOR TOTAL:	30.90
4118-WENDTLAND & WENDTLAND, LLP		
103067	OUTSIDE LEGAL CONSULTING	330.00
	VENDOR TOTAL:	330.00
	DIVISION TOTAL:	8,003.82
02-ADMINISTRATION		
4141-MELTWATER NEWS US INC		
102826	ADVERTISING	3,650.00
	VENDOR TOTAL:	3,650.00
1482-NEWS RECORD		
102983	NOVEMBER 2019 ADVERTISING	1,250.00
	VENDOR TOTAL:	1,250.00
3880-OUTLIERS CREATIVE, LLC		
102984	ADVERTISING	525.00
	VENDOR TOTAL:	525.00
	DIVISION TOTAL:	5,425.00

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Invoice Number	Invoice Description	Amount
001-GENERAL FUND		
10-ADMINISTRATION		
03-PUBLIC ACCESS		
1082-ARROW PRINTING AND GRAPHICS INC		
102814	GPA BUSINESS CARDS	84.00
	VENDOR TOTAL:	84.00
	DIVISION TOTAL:	84.00
04-SPECIAL PROJECTS		
3968-ANNE ZOLLINGER		
102813	THANKSGIVING LUNCHEON FOR EMPLOYEES	2,193.75
	VENDOR TOTAL:	2,193.75
1572-ARETE DESIGN GROUP		
103104	CITY WEST REMODEL PH II	7,270.13
103105	CITY WEST REMODEL PH II	4,988.96
	VENDOR TOTAL:	12,259.09
1285-CAMPBELL COUNTY PUBLIC LAND BOARD COMPLEX		
102847	CCPLB VEHICLE DEPRECIATION FUND	154,452.55
	VENDOR TOTAL:	154,452.55
1958-PCA ENGINEERING INC		
102978	2019 ECSC PROPOSED IMPROVEMENTSS	1,890.00
103065	2019 ENERGY SPORTS COMPLEX PRO	336.50
	VENDOR TOTAL:	2,226.50
2169-STEVENS, EDWARDS, HALLOCK & CARPENTER, P.C.		
102982	WELLNESS PRESENTATION	550.00
	VENDOR TOTAL:	550.00
	DIVISION TOTAL:	171,681.89
	DEPARTMENT TOTAL:	185,194.71

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
15-ATTORNEY			
15-ATTORNEY			
2583-BEST BEST & KRIEGER LLP			
	102825	CHARTER RENEWAL	2,083.75
	103014	CHARTER RENEWAL	461.50
		VENDOR TOTAL:	2,545.25
		DIVISION TOTAL:	2,545.25
		DEPARTMENT TOTAL:	2,545.25

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Invoice Number	Invoice Description	Amount
001-GENERAL FUND		
20-HUMAN RESOURCES		
20-HUMAN RESOURCES		
1351-CAMPBELL COUNTY CHAMBER OF COMMERCE		
102957	"OF THE YEAR" GOLD BUCKS	3.25
	VENDOR TOTAL:	3.25
2013-PINKERTON CONSULTING & INVESTIGATION		
102973	BACK GROUND CHECKS	165.55
	VENDOR TOTAL:	165.55
	DIVISION TOTAL:	168.80
21-SAFETY		
2481-CAMPBELL COUNTY PUBLIC HEALTH		
102959	HEPATITIS B SHOT	56.00
	VENDOR TOTAL:	56.00
1381-CITY OF GILLETTE		
103013	PETTY CASH REIMBURSEMENT 12/6/19	37.72
	VENDOR TOTAL:	37.72
1858-FIREMASTER DEPT 1019		
102844	FIRE EXTINGUISHER MAINTENANCE	120.00
102845	FIRE EXTINGUISHER MAINTENANCE	79.50
102846	FIRE EXTINGUISHER MAINTENANCE	1,637.00
102960	FIRE EXTINGUISHER MAINTENANCE	901.50
103012	FIRE EXTINGUISHER MAINTENANCE	1,518.50
	VENDOR TOTAL:	4,256.50
	DIVISION TOTAL:	4,350.22
	DEPARTMENT TOTAL:	4,519.02

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Invoice Number	Invoice Description	Amount
001-GENERAL FUND		
25-FINANCE		
26-CUSTOMER SERVICE		
1898-ONLINE UTILITY EXCHANGE		
102929	ONLINE UTILITY EXCHANGE	266.82
	VENDOR TOTAL:	266.82
3369-POSTAL PROS SOUTHWEST INC		
102954	PRINT AND MAIL UTILITY BILLS, REMINDS, DISCONNECTS	2,018.93
102955	PRINT AND MAIL UTILITY BILLS, REMINDS, DISCONNECTS	947.45
	VENDOR TOTAL:	2,966.38
2066-SOURCE OFFICE PRODUCTS		
102918	SOFT STEP MATS	181.30
102952	INDEX PAPER	10.63
102953	CALENDARS	42.77
	VENDOR TOTAL:	234.70
	DIVISION TOTAL:	3,467.90
31-CITY CLERK/PRINT SHOP		
1482-NEWS RECORD		
102985	NOVEMBER 2019 LEGAL ADVERTISING	3,940.00
	VENDOR TOTAL:	3,940.00
2182-U S POSTAL SERVICE		
102907	ANNUAL POST OFFICE BOX FEE	1,240.00
	VENDOR TOTAL:	1,240.00
	DIVISION TOTAL:	5,180.00
34-INFORMATION TECHNOLOGY		
1086-AT & T MOBILITY NATIONAL ACCOUNTS		
102806	CELLULAR	3,007.27
	VENDOR TOTAL:	3,007.27
1358-CENTURYLINK		
102979	TELEPHONE SERVICE	1,571.16
	VENDOR TOTAL:	1,571.16
2625-CHARTER MEDIA		
102807	INTERNET	280.69
	VENDOR TOTAL:	280.69

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
25-FINANCE			
34-INFORMATION TECHNOLOGY			
1606-DELL MARKETING LP			
	102817	MICROSOFT SQL	128,177.76
		VENDOR TOTAL:	128,177.76
3976-GRANICUS LLC			
	102956	NOVUS AGENDA	5,949.99
		VENDOR TOTAL:	5,949.99
2123-RECORD SUPPLY INC NAPA			
	102816	EVOLVE SCAN TOOL	770.85
		VENDOR TOTAL:	770.85
2179-TYLER TECHNOLOGIES INC			
	102809	INCODE TRAINING AND SETUP	2,312.50
	102815	INCODE DATA CONVERSION	13,000.00
		VENDOR TOTAL:	15,312.50
2222-VERIZON WIRELESS			
	102805	CELLULAR	2,131.58
		VENDOR TOTAL:	2,131.58
2247-VISIONARY COMMUNICATIONS			
	102808	INTERNET	668.71
		VENDOR TOTAL:	668.71
		DIVISION TOTAL:	157,870.51
		DEPARTMENT TOTAL:	166,518.41

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Invoice Number	Invoice Description	Amount
001-GENERAL FUND		
40-POLICE DEPARTMENT		
40-PD ADMINISTRATION		
1071-APPLIED CONCEPTS		
102884	RADARS	3,310.00
102885	RADARS - HWY GRANT	6,000.00
	VENDOR TOTAL:	9,310.00
1349-CAMPBELL COUNTY HOSPITAL DISTRICT		
102887	DANGEROUS INDIVIDUALS RECOGNITION TRAINING	1,700.00
	VENDOR TOTAL:	1,700.00
2597-CRAIG FURMAN		
102922	DUI BLOOD DRAW	50.00
102923	DUI BLOOD DRAW	50.00
102924	DUI BLOOD DRAW	50.00
102925	DUI BLOOD DRAW	50.00
	VENDOR TOTAL:	200.00
3034-DERRIC CULEY		
102883	DUI BLOOD DRAW	50.00
	VENDOR TOTAL:	50.00
1852-FEDERAL EXPRESS CORPORATION		
102928	MISC SHIPPING	238.27
	VENDOR TOTAL:	238.27
1916-GALLS INC		
102881	UNIFORMS	318.98
102882	UNIFORMS	117.00
	VENDOR TOTAL:	435.98
2564-JENNIFER IVORY		
102926	DUI BLOOD DRAW	50.00
	VENDOR TOTAL:	50.00
55555-MISC EMPLOYEE VENDOR		
103021	FY19/20 EQUIPMENT REIMBURSEMENT	250.00
	VENDOR TOTAL:	250.00

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
40-POLICE DEPARTMENT			
40-PD ADMINISTRATION			
2122-RDJ SPECIALTIES INC			
	102888	PENCILS, ERASERS, JR BADGES	1,833.67
		VENDOR TOTAL:	1,833.67
2802-VERIZON WIRELESS - LERT B			
	102886	SEARCH WARRANT - 19-27212	50.00
		VENDOR TOTAL:	50.00
		DIVISION TOTAL:	14,117.92
41-DISPATCH			
2066-SOURCE OFFICE PRODUCTS			
	102880	LABELS FOR DISPATCH	27.12
		VENDOR TOTAL:	27.12
		DIVISION TOTAL:	27.12
		DEPARTMENT TOTAL:	14,145.04

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Invoice Number	Invoice Description	Amount
001-GENERAL FUND		
50-PUBLIC WORKS		
33-MAINT OF CITY BUILDINGS		
1040-ALSCO		
102819	RUG CLEANING	54.24
102820	RUG CLEANING	43.19
102889	RUG CLEANING	43.19
102950	RUG CLEANING	54.24
	VENDOR TOTAL:	194.86
1844-FARMER BROTHERS COMPANY		
102890	COFFEE AT CITY HALL	455.66
	VENDOR TOTAL:	455.66
	DIVISION TOTAL:	650.52
50-PUBLIC WORKS ADMIN		
1764-JLC SIGN SYSTEMS INC		
102931	MEMORIAL TREE PLAQUE FOR "LINDA STITT"	187.00
	VENDOR TOTAL:	187.00
3827-TAMI WALDNER		
102947	PARKS BOARD DINNER MEETING	97.50
	VENDOR TOTAL:	97.50
2195-UNIVERSAL ATHLETIC SERVICE		
102823	SHIRTS FOR SAWLEY WILDE	90.00
	VENDOR TOTAL:	90.00
	DIVISION TOTAL:	374.50
51-PARKS		
1040-ALSCO		
102936	UNIFORM CLEANING	35.60
102937	UNIFORM CLEANING	35.60
102939	UNIFORM CLEANING	5.10
102940	UNIFORM CLEANING	5.10
102945	UNIFORM CLEANING	5.10
102946	UNIFORM CLEANING	35.60
	VENDOR TOTAL:	122.10

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Invoice Number	Invoice Description	Amount
001-GENERAL FUND		
50-PUBLIC WORKS		
51-PARKS		
1919-PAINTBRUSH SEWER & DRAIN		
102941	ECSC GREASE TRAP MAINTENANCE	130.60
	VENDOR TOTAL:	130.60
	DIVISION TOTAL:	252.70
53-FORESTRY		
1006-AC TREE SERVICE		
102932	TRIM TREES DOWNTOWN AREA	12,375.00
	VENDOR TOTAL:	12,375.00
	DIVISION TOTAL:	12,375.00
54-STREETS		
1040-ALSCO		
102893	UNIFORM CLEANING	51.00
102894	UNIFORM CLEANING	40.80
102948	UNIFORM CLEANING	40.80
	VENDOR TOTAL:	132.60
1614-DESERT MOUNTAIN CORPORATION		
103106	FY 19-20 ICE SLICER	23,810.38
103107	FY 19-20 ICE SLICER	5,694.02
	VENDOR TOTAL:	29,504.40
1592-KORTERRA INC		
103043	LOCATE TICKET MANAGEMENT	500.00
	VENDOR TOTAL:	500.00
2958-LINE FINDERS, LLC		
102892	CONTRACT STORM DRAIN CLEANING	1,451.25
	VENDOR TOTAL:	1,451.25
1264-MCM GENERAL CONTRACTORS		
103044	ANNUAL TRENCHING AND BORING AG	415.75
	VENDOR TOTAL:	415.75

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
50-PUBLIC WORKS			
54-STREETS			
1802-SIMON CONTRACTORS			
	102891	PATCH TRUCK	196.00
		VENDOR TOTAL:	196.00
		DIVISION TOTAL:	32,200.00
		DEPARTMENT TOTAL:	45,852.72

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Invoice Number	Invoice Description	Amount
001-GENERAL FUND		
60-ENGINEERING & DEV SERVICES		
60-ENGINEERING		
55555-MISC EMPLOYEE VENDOR		
103020	AIRFARE REIMBURSEMENT	368.06
	VENDOR TOTAL:	368.06
1958-PCA ENGINEERING INC		
102961	COMPACTION TESTING - 3200 WATSABAUGH	275.00
102962	COMPACTION TESTING - 2012 SUMMERFIELD	200.00
	VENDOR TOTAL:	475.00
2026-POKEYS BBQ		
102824	PWUAC MEETING DINNER	258.75
	VENDOR TOTAL:	258.75
	DIVISION TOTAL:	1,101.81
61-BUILDING INSPECTION		
1082-ARROW PRINTING AND GRAPHICS INC		
102920	BUSINESS CARDS FOR KIM KING	84.00
	VENDOR TOTAL:	84.00
	DIVISION TOTAL:	84.00
	DEPARTMENT TOTAL:	1,185.81
	FUND TOTAL:	424,951.24

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	Invoice Number	Invoice Description	Amount
201-1% FUND			
10-ADMINISTRATION			
05-1% OPTIONAL SALES TAX			
1559-DOWL LLC			
	103056	CRESTVIEW SANITARY SEWER IMPRO	23,401.00
		VENDOR TOTAL:	23,401.00
2778-GW CONSTRUCTION, LLC			
	102933	SAGE BLUFFS IMPROVEMENTS ICE RINK FILL	9,920.00
		VENDOR TOTAL:	9,920.00
1450-HDR ENGINEERING INC			
	103062	2019 SANITARY SEWER MAIN REPLA	4,254.59
	103063	2020 SANITARY SEWER MAIN REPLA	71,623.74
		VENDOR TOTAL:	75,878.33
2909-INBERG MILLER ENGINEERS			
	103072	ALLEY PMS 2020	6,130.50
		VENDOR TOTAL:	6,130.50
1754-KADRMAS, LEE & JACKSON INC			
	103058	ECSC SPORTS COMPLEX PLAYGROUND	25,823.44
	103059	PMS 2020	61,723.09
		VENDOR TOTAL:	87,546.53
1312-MORRISON MAIERLE INC			
	103064	2020 WATER MAIN REPLACEMENT	65,398.42
		VENDOR TOTAL:	65,398.42
1958-PCA ENGINEERING INC			
	103061	PMS 2019	8,603.75
		VENDOR TOTAL:	8,603.75
2033-POWDER RIVER CONSTRUCTION			
	102812	CITY POOL PARKING LOT IMPROVEMENTS	9,119.70
		VENDOR TOTAL:	9,119.70
2071-PROELECTRIC INC			
	102935	MOVE ELCTRICAL RECEPTICAL - SAGE BLUFFS PARK	441.41
		VENDOR TOTAL:	441.41

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	Invoice Number	Invoice Description	Amount
201-1% FUND			
10-ADMINISTRATION			
05-1% OPTIONAL SALES TAX			
1802-SIMON CONTRACTORS			
	103060	PMS 2018	18,670.80
		VENDOR TOTAL:	18,670.80
2432-WYOMING DEPT OF TRANSPORTATION			
	103066	GARNER LAKE/BOXELDER RD TRAFF	11,602.70
		VENDOR TOTAL:	11,602.70
2415-ZABEL & ASSOCIATES			
	103015	APPRAISAL ANALYSIS	2,500.00
		VENDOR TOTAL:	2,500.00
		DIVISION TOTAL:	319,213.14
		DEPARTMENT TOTAL:	319,213.14
		FUND TOTAL:	319,213.14

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Invoice Number	Invoice Description	Amount
301-MADISON WATERLINE		
70-UTILITIES		
72-MADISON WATER LINE		
1381-CITY OF GILLETTE		
102958	WATER	6.50
	VENDOR TOTAL:	6.50
1852-FEDERAL EXPRESS CORPORATION		
102928	MISC SHIPPING	44.02
	VENDOR TOTAL:	44.02
	DIVISION TOTAL:	50.52
	DEPARTMENT TOTAL:	50.52
	FUND TOTAL:	50.52

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Invoice Number	Invoice Description	Amount
501-UTILITIES ADMINISTRATION FUND		
00-UNDEFINED		
00-UNDEFINED		
88888-MISC UTILITY OVERPAYMENTS		
103074	UE 3046 430 PRAIRIEVIEW	8.88
	VENDOR TOTAL:	8.88
	DIVISION TOTAL:	8.88
	DEPARTMENT TOTAL:	8.88

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	Invoice Number	Invoice Description	Amount
501-UTILITIES ADMINISTRATION FUND			
70-UTILITIES			
70-UTILITIES ADMINISTRATION			
1086-AT & T MOBILITY NATIONAL ACCOUNTS			
	102806	CELLULAR	1,288.83
		VENDOR TOTAL:	1,288.83
1358-CENTURYLINK			
	102979	TELEPHONE SERVICE	705.88
		VENDOR TOTAL:	705.88
2625-CHARTER MEDIA			
	102807	INTERNET	126.11
		VENDOR TOTAL:	126.11
77777-MISC ONE TIME VENDOR			
	103019	TOILET REBATE	50.00
		VENDOR TOTAL:	50.00
2222-VERIZON WIRELESS			
	102805	CELLULAR	2,218.58
		VENDOR TOTAL:	2,218.58
2247-VISIONARY COMMUNICATIONS			
	102808	INTERNET	300.43
		VENDOR TOTAL:	300.43
2406-XEROX CORPORATION			
	102963	METER READ	42.44
		VENDOR TOTAL:	42.44
		DIVISION TOTAL:	4,732.27
		DEPARTMENT TOTAL:	4,732.27
		FUND TOTAL:	4,741.15

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Invoice Number		Invoice Description	Amount
502-SOLID WASTE FUND			
50-PUBLIC WORKS			
55-SOLID WASTE			
1040-ALSCO			
102942		UNIFORM CLEANING	39.64
102943		UNIFORM CLEANING	34.54
102944		UNIFORM CLEANING	34.54
VENDOR TOTAL:			108.72
DIVISION TOTAL:			108.72
DEPARTMENT TOTAL:			108.72
FUND TOTAL:			108.72

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	Invoice Number	Invoice Description	Amount
503-WATER FUND			
70-UTILITIES			
73-WATER			
4069-UNITED RENTALS INC			
	103166	WATER TRENCHING EQUIPMENT	4,520.00
		VENDOR TOTAL:	4,520.00
1040-ALSCO			
	102914	UNIFORM CLEANING	20.40
	102976	UNIFORM CLEANING	20.40
		VENDOR TOTAL:	40.80
1182-BLACK CAT CONSTRUCTION LLC			
	102913	REPAIRS	170.00
		VENDOR TOTAL:	170.00
1642-DPC INDUSTRIES INC			
	102917	CHEMICALS	6,039.00
		VENDOR TOTAL:	6,039.00
1792-ENERGY LABORATORIES INC			
	102916	TESTING	544.00
		VENDOR TOTAL:	544.00
1852-FEDERAL EXPRESS CORPORATION			
	102927	MISC SHIPPING	19.45
	102928	MISC SHIPPING	185.85
		VENDOR TOTAL:	205.30
1892-FRANDSON SAFETY INC			
	102972	SAFETY TRAINING CLASS	105.89
		VENDOR TOTAL:	105.89
1592-KORTERRA INC			
	103043	LOCATE TICKET MANAGEMENT	500.00
		VENDOR TOTAL:	500.00
1312-MORRISON MAIERLE INC			
	103070	EPA SANITARY SURVEY TANK REPAI	2,676.25
		VENDOR TOTAL:	2,676.25

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	Invoice Number	Invoice Description	Amount
503-WATER FUND			
70-UTILITIES			
73-WATER			
1511-NORCO INC			
	102970	NOVEMBER 2019 CYLINDER RENT	47.04
		VENDOR TOTAL:	47.04
1958-PCA ENGINEERING INC			
	102971	MISC TESTING - WAGENSEN WATER REPAIR	200.00
		VENDOR TOTAL:	200.00
3623-STRUCTURAL DYNAMICS LLC			
	103069	DONKEY CREEK #1 ARC FLASH UPGR	10,043.00
		VENDOR TOTAL:	10,043.00
2204-USABLUBOOK			
	102969	PARTS	2,458.82
		VENDOR TOTAL:	2,458.82
2377-WYOMING ASSOCIATION OF RURAL WATER SYSTEMS			
	102915	2020 MEMBERSHIP DUES	450.00
		VENDOR TOTAL:	450.00
		DIVISION TOTAL:	28,000.10
		DEPARTMENT TOTAL:	28,000.10
		FUND TOTAL:	28,000.10

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Invoice Number	Invoice Description	Amount
504-POWER FUND		
00-UNDEFINED		
00-UNDEFINED		
4147-CARPENTER, DJ		
103103	UE 4756 2417 DOGWOOD	45.72
	VENDOR TOTAL:	45.72
88888-MISC UTILITY OVERPAYMENTS		
102796		231.60
103073	DEPOSIT REFUND - UB 13174	100.00
103075	UE 15232 58 CONSTITUTION	32.33
103076	UE 15234 58 CONSTITUTION	98.61
103077	UE 15212 58 CONSTITUTION	141.12
103078	UE 39780 3915 ARIEL	60.29
103079	UE 12792 2 CRESTVIEW	37.65
103080	UE 25306 2600 SAGE VALLEY	160.76
103081	UE 3004 426 PRAIRIEVIEW	168.49
103082	UE 14370 811 LINCOLN	181.91
103083	UE 19230 801 4TH	164.59
103084	UE 18726 1030 9TH	36.03
103085	UE 25466 1020 COUNTRY CLUB	150.24
103086	UE 31610 1808 HARVEST MOON	118.12
103087	UE 32892 4536 RUNNING W	104.27
103088	UE 18810 1031 GURLEY	98.91
103089	UE 9172 104 8TH	142.35
103090	UE 9676 209 WESTHILLS	232.35
103091	UE 12836 6 CLEARVIEW	3.55
103092	UE 14286 610 LARAMIE	174.36
103093	UE 3852 400 TIMOTHY	128.75
103094	UE 4048 117 LAUREL	4.39
103095	UE 14334 826 LARAMIE	148.11
103096	UE 18904 1009 12TH	75.98
103097	UE 9800 142 WESTHILLS	21.98
103098	UE 45066 1217 PINTAIL	66.88

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Invoice Number		Invoice Description	Amount
504-POWER FUND			
00-UNDEFINED			
00-UNDEFINED			
88888-MISC UTILITY OVERPAYMENTS			
	103099	UE 39986 2501 LEDOUX	13.64
	103100	UE 18382 915 CHURCH	165.99
	103101	UE 35568 1074 COUNTRY CLUB	174.04
VENDOR TOTAL:			3,237.29
4146-WHITE DIRT, KAYLA			
	103102	UE 3748 201 BOXELDER	41.00
VENDOR TOTAL:			41.00
DIVISION TOTAL:			3,324.01
DEPARTMENT TOTAL:			3,324.01

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Invoice Number	Invoice Description	Amount
504-POWER FUND		
70-UTILITIES		
74-POWER		
1055-AMERICAN PUBLIC POWER ASSOCIATION		
102964	ANNUAL DUES	16,470.34
	VENDOR TOTAL:	16,470.34
1447-ANIXTER POWER SOLUTIONS		
102965	DISTRIBUTION SWITCH PARTS	757.80
	VENDOR TOTAL:	757.80
1144-BASIN ELECTRIC POWER COOP		
102951	ANNEXATION SETTLEMENT	53,000.00
	VENDOR TOTAL:	53,000.00
3004-DEPARTMENT OF ENERGY		
103017	NOVEMBER 2019 ENERGY	49,599.17
	VENDOR TOTAL:	49,599.17
1592-KORTERRA INC		
103043	LOCATE TICKET MANAGEMENT	500.00
	VENDOR TOTAL:	500.00
1264-MCM GENERAL CONTRACTORS		
103045	ANNUAL TRENCHING AND BORING AG	883.06
103046	ANNUAL TRENCHING AND BORING AG	41,551.97
103047	ANNUAL TRENCHING AND BORING AG	41,309.55
103048	ANNUAL TRENCHING AND BORING AG	3,668.41
103049	ANNUAL TRENCHING AND BORING AG	554.46
103050	ANNUAL TRENCHING AND BORING AG	554.46
	VENDOR TOTAL:	88,521.91
2035-POWDER RIVER ENERGY CORPORATION		
102811	OCTOBER 2019 69KV WHEELING	5,250.00
103016	NOVEMBER 2019 69KV WHEELING	5,250.00
	VENDOR TOTAL:	10,500.00
	DIVISION TOTAL:	219,349.22
	DEPARTMENT TOTAL:	219,349.22
	FUND TOTAL:	222,673.23

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	Invoice Number	Invoice Description	Amount
505-SEWER FUND			
70-UTILITIES			
75-SEWER			
1040-ALSCO			
	102842	UNIFORM CLEANING	101.25
	102968	UNIFORM CLEANING	121.05
		VENDOR TOTAL:	222.30
1182-BLACK CAT CONSTRUCTION LLC			
	102966	SEWER SERVICE	3,317.82
		VENDOR TOTAL:	3,317.82
1239-CAMPBELL COUNTY CONSERVATION DISTRICT			
	102843	TREES	450.00
		VENDOR TOTAL:	450.00
3894-CAMPBELL COUNTY LANDFILL			
	102974	NOVEMBER 2019 WW LANDFILL CHARGES	762.75
		VENDOR TOTAL:	762.75
1792-ENERGY LABORATORIES INC			
	102911	TESTING	27.00
	102912	TESTING	24.50
		VENDOR TOTAL:	51.50
1892-FRANDSON SAFETY INC			
	102972	SAFETY TRAINING CLASS	344.11
		VENDOR TOTAL:	344.11
2778-GW CONSTRUCTION, LLC			
	102909	REPAIR SEWER MAIN LINE	4,855.00
		VENDOR TOTAL:	4,855.00
1575-HOMAX OIL			
	103147	WW DIESEL FUEL	2,860.75
	103148	WW DIESEL FUEL	2,964.00
		VENDOR TOTAL:	5,824.75
1592-KORTERRA INC			
	103043	LOCATE TICKET MANAGEMENT	500.00
		VENDOR TOTAL:	500.00

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	Invoice Number	Invoice Description	Amount
505-SEWER FUND			
70-UTILITIES			
75-SEWER			
3839-MOTION INDUSTRIES, INC			
	102910	BAR SCREEN BRAKES	301.27
		VENDOR TOTAL:	301.27
1958-PCA ENGINEERING INC			
	102967	MISC TESTING - 502 3RD ST - SEWER	275.00
		VENDOR TOTAL:	275.00
		DIVISION TOTAL:	16,904.50
		DEPARTMENT TOTAL:	16,904.50
		FUND TOTAL:	16,904.50

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Invoice Number		Invoice Description	Amount
506-FIBER FUND			
70-UTILITIES			
78-FIBER			
2071-PROELECTRIC INC			
103051		ELECTRICIAN MAINTENANCE SERVIC	1,890.04
103053		ELECTRICIAN MAINTENANCE SERVIC	3,651.15
103068		ELECTRICIAN MAINTENANCE SERVIC	7,945.93
VENDOR TOTAL:			13,487.12
DIVISION TOTAL:			13,487.12
DEPARTMENT TOTAL:			13,487.12
FUND TOTAL:			13,487.12

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	Invoice Number	Invoice Description	Amount
601-CITY WEST FUND			
50-PUBLIC WORKS			
39-CITY WEST BUILDING MAINT			
1040-ALSCO			
	102818	RUG CLEANING	49.25
	102949	RUG CLEANING	49.25
		VENDOR TOTAL:	98.50
1524-CULLIGAN WATER			
	102981	WATER AT CITY WEST DURING REMODEL	164.50
		VENDOR TOTAL:	164.50
2036-POWDER RIVER HEATING & CONDITIONING CORPORATION			
	102822	ACO TEMP TRAILER HEAT	181.01
		VENDOR TOTAL:	181.01
		DIVISION TOTAL:	444.01
		DEPARTMENT TOTAL:	444.01
		FUND TOTAL:	444.01

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Invoice Number		Invoice Description	Amount
603-WAREHOUSE FUND			
00-UNDEFINED			
00-UNDEFINED			
1447-ANIXTER POWER SOLUTIONS			
	103120	ELECTRICAL INVENTORY	260.00
	103121	ELECTRICAL INVENTORY	2,842.50
	103122	ELECTRICAL INVENTORY	70,945.91
		VENDOR TOTAL:	74,048.41
1197-BORDER STATES ELECTRIC			
	103125	ELECTRICAL INVENTORY	597.50
	103126	ELECTRICAL INVENTORY	1,856.25
	103127	ELECTRICAL INVENTORY	216.80
	103128	ELECTRICAL INVENTORY	119.40
		VENDOR TOTAL:	2,789.95
1464-CRESCENT ELECTRIC SUPPLY			
	103132	ELECTRICAL INVENTORY	313.20
		VENDOR TOTAL:	313.20
1574-DANA KEPNER COMPANY INC			
	103133	WATER INVENTORY	4,140.00
	103134	WATER INVENTORY	506.00
	103135	WATER INVENTORY	21.00
	103136	WATER INVENTORY	4,044.00
	103137	WATER INVENTORY	390.00
		VENDOR TOTAL:	9,101.00
1834-FAIRMONT SUPPLY COMPANY			
	103138	ELECTRICAL INVENTORY	180.40
		VENDOR TOTAL:	180.40
1870-FLAGSHOOTER LLC			
	103139	ELECTRICAL INVENTORY	691.06
		VENDOR TOTAL:	691.06
1422-GILLETTE CONTRACTORS SUPPLY INC			
	103129	STREETS INVENTORY	586.00
	103130	WATER INVENTORY	118.20

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Invoice Number	Invoice Description	Amount
603-WAREHOUSE FUND		
00-UNDEFINED		
00-UNDEFINED		
1422-GILLETTE CONTRACTORS SUPPLY INC		
103131	WATER INVENTORY	140.76
	VENDOR TOTAL:	844.96
1511-NORCO INC		
103151	ELECTRICAL INVENTORY	67.20
103152	ELECTRICAL INVENTORY	241.20
103153	ELECTRICAL INVENTORY	28.21
103154	ELECTRICAL INVENTORY	61.50
103156	ELECTRICAL INVENTORY	282.00
	VENDOR TOTAL:	680.11
2731-WATERWORKS INDUSTRIES		
103167	WATER INVENTORY	60.00
103168	WATER INVENTORY	628.75
	VENDOR TOTAL:	688.75
2289-WESCO DISTRIBUTION INC		
103169	ELECTRICAL INVENTORY	957.00
103170	ELECTRICAL INVENTORY	744.00
103171	ELECTRICAL INVENTORY	8,340.00
103172	ELECTRICAL INVENTORY	456.60
103173	ELECTRICAL INVENTORY	757.20
	VENDOR TOTAL:	11,254.80
	DIVISION TOTAL:	100,592.64
	DEPARTMENT TOTAL:	100,592.64

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Invoice Number		Invoice Description	Amount
603-WAREHOUSE FUND			
25-FINANCE			
28-WAREHOUSE FUND			
1040-ALSCO			
	102908	RUG CLEANING	30.13
	102921	RUG CLEANING	30.13
VENDOR TOTAL:			60.26
DIVISION TOTAL:			60.26
DEPARTMENT TOTAL:			60.26
FUND TOTAL:			100,652.90

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Invoice Number	Invoice Description	Amount
604-VEHICLE MAINTENANCE FUND		
00-UNDEFINED		
00-UNDEFINED		
1328-ADVANCE AUTO PARTS		
103108	VM INVENTORY	49.20
103110	VM INVENTORY	33.48
103111	VM INVENTORY	74.16
103112	VM INVENTORY	6.78
103114	VM INVENTORY	118.84
103116	VM INVENTORY	350.93
103117	VM INVENTORY	71.40
103118	VM INVENTORY	37.80
103119	VM INVENTORY	388.44
	VENDOR TOTAL:	1,131.03
1185-BLACK HILLS TRUCK AND TRAILER		
103123	VM INVENTORY	97.77
103124	VM INVENTORY	77.92
	VENDOR TOTAL:	175.69
1575-HOMAX OIL		
103149	DIESEL W/ADDITIVE	27,562.98
	VENDOR TOTAL:	27,562.98
3398-JACK'S TRUCK CENTER INC		
103140	VM INVENTORY	196.11
103141	VM INVENTORY	214.54
103142	VM INVENTORY	214.54
103143	VM INVENTORY	214.54
103144	VM INVENTORY	138.12
103145	VM INVENTORY	92.76
	VENDOR TOTAL:	1,070.61
1587-KOIS BROTHERS EQUIPMENT COMPANY		
103150	VM INVENTORY	2,801.90
	VENDOR TOTAL:	2,801.90

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Invoice Number	Invoice Description	Amount
604-VEHICLE MAINTENANCE FUND		
00-UNDEFINED		
00-UNDEFINED		
2123-RECORD SUPPLY INC NAPA		
103158	VM INVENTORY	290.04
103159	VM INVENTORY	35.88
	VENDOR TOTAL:	325.92
2320-TITAN MACHINERY INC		
103162	VM INVENTORY	112.95
103163	VM INVENTORY	513.38
103164	VM INVENTORY	450.02
103165	VM INVENTORY	936.87
	VENDOR TOTAL:	2,013.22
	DIVISION TOTAL:	35,081.35
	DEPARTMENT TOTAL:	35,081.35

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Invoice Number	Invoice Description	Amount
604-VEHICLE MAINTENANCE FUND		
50-PUBLIC WORKS		
36-VEHICLE MAINTENANCE		
1328-ADVANCE AUTO PARTS		
102849	PARTS	110.54
102850	PARTS	0.87
102851	PARTS	25.54
102852	PARTS	39.55
102987	PARTS	14.17
102988	PARTS	54.09
102989	PARTS	110.54
	VENDOR TOTAL:	355.30
1040-ALSCO		
102874	UNIFORM CLEANING	43.13
103004	UNIFORM CLEANING	43.13
	VENDOR TOTAL:	86.26
1167-BIG HORN TIRE INC		
102879	TIRES	2,095.20
103001	TIRES	1,556.00
103007	REPAIRS	53.00
103008	TIRES	2,410.40
	VENDOR TOTAL:	6,114.60
1171-BIGHORN HYDRAULICS INC		
103006	PARTS	101.32
	VENDOR TOTAL:	101.32
1178-BJ NELSON/NELSON AUTO GLASS		
102999	WINDSHIELD REPLACEMENT	329.37
	VENDOR TOTAL:	329.37
4001-BRYAN MILLER		
103003	REPAIRS	350.00
	VENDOR TOTAL:	350.00

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Invoice Number	Invoice Description	Amount
604-VEHICLE MAINTENANCE FUND		
50-PUBLIC WORKS		
36-VEHICLE MAINTENANCE		
2677-CENTRAL TRUCK & DIESEL INC		
102869	PARTS	137.27
	VENDOR TOTAL:	137.27
2514-DEQ-SHWM DIV/STORAGE TANK PRGM		
102975	2020 STORAGE TANK REGISTRATION	400.00
	VENDOR TOTAL:	400.00
1834-FAIRMONT SUPPLY COMPANY		
102810	PARTS	292.82
	VENDOR TOTAL:	292.82
1860-FIRST CLASS AUTO		
103000	VEHICLE REPAIRS	1,505.36
	VENDOR TOTAL:	1,505.36
1575-HOMAX OIL		
102877	MEGAFLOW	463.35
	VENDOR TOTAL:	463.35
3964-INLAND TRUCK PARTS		
102866	PARTS	64.93
102867	PARTS	2,107.86
102868	PARTS	1,987.30
	VENDOR TOTAL:	4,160.09
3398-JACK'S TRUCK CENTER INC		
102870	PARTS	107.27
102871	PARTS	298.48
102872	PARTS	107.27
102873	PARTS	103.28
103002	PARTS	149.11
103009	CREDIT	-217.50
103010	PARTS	398.15
103011	PARTS	629.20

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Invoice Number	Invoice Description	Amount
604-VEHICLE MAINTENANCE FUND		
50-PUBLIC WORKS		
36-VEHICLE MAINTENANCE		
	VENDOR TOTAL:	1,575.26
2197-LADONNA HATCH		
102878	REPLACE PANELS AND REPAIR FOAM	325.00
	VENDOR TOTAL:	325.00
3983-MOUNTAIN PEAKS DIAGNOSTICS, LLC		
102977	OIL SAMPLE	31.20
	VENDOR TOTAL:	31.20
1482-NEWS RECORD		
102985	NOVEMBER 2019 LEGAL ADVERTISING	172.00
	VENDOR TOTAL:	172.00
3929-PURVIS INDUSTRIES, LLC		
102864	PARTS	52.46
	VENDOR TOTAL:	52.46
2123-RECORD SUPPLY INC NAPA		
102853	PARTS	3.79
102854	PARTS	789.49
102855	PARTS	88.00
102856	PARTS	119.96
102857	PARTS	4.02
102858	PARTS	4.02
102859	PARTS	80.03
102860	PARTS	359.88
102861	PARTS	40.27
102862	PARTS	89.99
102990	PARTS	9.00
102991	PARTS	1.86
102992	PARTS	12.57
102993	PARTS	9.17
102994	PARTS	151.23
102995	PARTS	30.52

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Invoice Number	Invoice Description	Amount
604-VEHICLE MAINTENANCE FUND		
50-PUBLIC WORKS		
36-VEHICLE MAINTENANCE		
2123-RECORD SUPPLY INC NAPA		
102996	PARTS	21.30
102997	PARTS	36.27
102998	PARTS	123.46
	VENDOR TOTAL:	1,974.83
1500-SAFETY-KLEEN SYSTEMS INC		
102875	PARTS	171.76
	VENDOR TOTAL:	171.76
2315-THUNDER BASIN FORD LLC		
102863	PARTS	387.16
	VENDOR TOTAL:	387.16
2309-WHITE'S FRONTIER MOTORS		
102848	PARTS	120.94
102986	PARTS	391.35
103005	REPAIRS	128.10
	VENDOR TOTAL:	640.39
	DIVISION TOTAL:	19,625.80
37-VEHICLE REPLACEMENT		
1848-FASTENAL COMPANY		
102876	PARTS	270.76
	VENDOR TOTAL:	270.76
1852-FEDERAL EXPRESS CORPORATION		
102927	MISC SHIPPING	49.42
	VENDOR TOTAL:	49.42
	DIVISION TOTAL:	320.18
	DEPARTMENT TOTAL:	19,945.98
	FUND TOTAL:	55,027.33

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	Invoice Number	Invoice Description	Amount
702-LIABILITY INSURANCE FUND			
25-FINANCE			
38-LIABILITY INSURANCE			
1084-ASSOCIATED GLASS INC			
	102821	GLASS REPLACEMENT ON VM SOUTH DOOR	456.16
		VENDOR TOTAL:	456.16
1860-FIRST CLASS AUTO			
	102828	VEHICLE REPAIRS	2,564.48
	102830	VEHICLE REPAIRS	1,779.79
	102832	VEHICLE REPAIRS	870.29
	102833	VEHICLE REPAIRS	1,457.75
	102834	VEHICLE REPAIRS	1,514.23
	102835	VEHICLE REPAIRS	1,863.50
	102836	VEHICLE REPAIRS	2,420.00
	102837	VEHICLE REPAIRS	1,609.50
	102839	VEHICLE REPAIRS	1,987.25
	102840	VEHICLE REPAIRS	1,880.64
	102841	VEHICLE REPAIRS	1,715.50
	102895	VEHICLE REPAIRS	1,592.75
	102897	VEHICLE REPAIRS	1,479.63
	102899	VEHICLE REPAIRS	1,665.50
	102900	VEHICLE REPAIRS	1,472.65
	102901	VEHICLE REPAIRS	5,004.34
	102902	VEHICLE REPAIRS	2,283.28
	102903	VEHICLE REPAIRS	1,848.40
	102905	VEHICLE REPAIRS	2,304.88
		VENDOR TOTAL:	37,314.36

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	Invoice Number	Invoice Description	Amount
702-LIABILITY INSURANCE FUND			
25-FINANCE			
38-LIABILITY INSURANCE			
4142-SILVER NAIL CONSTRUCTION, LLC			
	102980	DECK FOR TEMP ACO TRAILER	4,120.68
		VENDOR TOTAL:	4,120.68
		DIVISION TOTAL:	41,891.20
		DEPARTMENT TOTAL:	41,891.20
		FUND TOTAL:	41,891.20
		GRAND TOTAL:	1,228,145.16

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	Invoice Number	Invoice Description	Amount
702-LIABILITY INSURANCE FUND			
25-FINANCE			
38-LIABILITY INSURANCE			
1860-FIRST CLASS AUTO			
	102353	VEHICLE REPAIRS	486.30
	102354	VEHICLE REPAIRS	340.33
		VENDOR TOTAL:	826.63
		DIVISION TOTAL:	826.63
		DEPARTMENT TOTAL:	826.63
		FUND TOTAL:	826.63
		GRAND TOTAL:	826.63

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Invoice Number		Invoice Description	Amount
001-GENERAL FUND			
50-PUBLIC WORKS			
51-PARKS			
1381-CITY OF GILLETTE			
102804		KIWANIS PARKING LOT LIGHTS	168.08
		VENDOR TOTAL:	168.08
		DIVISION TOTAL:	168.08
		DEPARTMENT TOTAL:	168.08
		FUND TOTAL:	168.08
		GRAND TOTAL:	168.08

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Invoice Number		Invoice Description	Amount
001-GENERAL FUND			
00-UNDEFINED			
00-UNDEFINED			
3960-MII LIFE INSURANCE, INCORPORATED			
	102797	WEEKLY CLAIMS	2,327.54
		VENDOR TOTAL:	2,327.54
		DIVISION TOTAL:	2,327.54
		DEPARTMENT TOTAL:	2,327.54
		FUND TOTAL:	2,327.54

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Invoice Number		Invoice Description	Amount
701-HEALTH INSURANCE FUND			
20-HUMAN RESOURCES			
22-HEALTH INSURANCE			
2557-BLUE CROSS BLUE SHIELD OF WYOMING			
	102798	WEEKLY CLAIMS LISTING AND PRESCRIPTION DRUG COSTS	60,640.32
		VENDOR TOTAL:	60,640.32
		DIVISION TOTAL:	60,640.32
		DEPARTMENT TOTAL:	60,640.32
		FUND TOTAL:	60,640.32
		GRAND TOTAL:	62,967.86

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
00-UNDEFINED			
00-UNDEFINED			
3960-MII LIFE INSURANCE, INCORPORATED			
	103037	WEEKLY CLAIMS	1,229.96
		VENDOR TOTAL:	1,229.96
2672-UMB BANK			
	103038	OCTOBER 2019 P-CARDS	63,464.60
		VENDOR TOTAL:	63,464.60
		DIVISION TOTAL:	64,694.56
		DEPARTMENT TOTAL:	64,694.56
		FUND TOTAL:	64,694.56

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Invoice Number	Invoice Description	Amount
504-POWER FUND		
00-UNDEFINED		
00-UNDEFINED		
2435-WYOMING STATE		
103040	NOVEMBER 2019 SALES AND USE TAX	110,428.67
	VENDOR TOTAL:	110,428.67
	DIVISION TOTAL:	110,428.67
	DEPARTMENT TOTAL:	110,428.67

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Invoice Number	Invoice Description	Amount
504-POWER FUND		
70-UTILITIES		
74-POWER		
2493-BLACK HILLS POWER & LIGHT		
103033	NOVEMBER 2019 CTII ENERGY	5,165.14
103034	NOVEMBER 2019 WYGEN III ANCILLARY SERVICES	48,191.78
	VENDOR TOTAL:	53,356.92
2697-BLACK HILLS WYOMING LLC		
103035	DECEMBER 2019 CTII GROUND LEASE	3,609.34
103036	NOVEMBER 2019 CTII ENERGY	278,491.17
	VENDOR TOTAL:	282,100.51
2365-WYODAK RESOURCES DEVELOPMENT CORP		
103039	NOVEMBER 2019 WYGEN III COAL	181,282.40
	VENDOR TOTAL:	181,282.40
	DIVISION TOTAL:	516,739.83
	DEPARTMENT TOTAL:	516,739.83
	FUND TOTAL:	627,168.50

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Invoice Number		Invoice Description	Amount
505-SEWER FUND			
00-UNDEFINED			
00-UNDEFINED			
2435-WYOMING STATE			
103040		NOVEMBER 2019 SALES AND USE TAX	459.50
		VENDOR TOTAL:	459.50
		DIVISION TOTAL:	459.50
		DEPARTMENT TOTAL:	459.50
		FUND TOTAL:	459.50

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Invoice Number		Invoice Description	Amount
701-HEALTH INSURANCE FUND			
20-HUMAN RESOURCES			
22-HEALTH INSURANCE			
2557-BLUE CROSS BLUE SHIELD OF WYOMING			
	103041	DECEMBER 2019 ADMIN FEES AND STOP/LOSS	64,205.36
	103042	WEEKLY CLAIMS LISTING AN PRESCRIPTION DRUG COSTS	33,246.23
VENDOR TOTAL:			97,451.59
DIVISION TOTAL:			97,451.59
DEPARTMENT TOTAL:			97,451.59
FUND TOTAL:			97,451.59
GRAND TOTAL:			789,774.15

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Invoice Number	Invoice Description	Amount
001-GENERAL FUND		
10-ADMINISTRATION		
01-MAYOR & COUNCIL		
66666-MISC P-CARD VENDOR		
102413	WREATHS ACROSS AMERICA - 2 WREATHS - CITY HALL & C	30.00
102434	LUNCH MTG - MAYOR, PAT, JENNIFER	47.00
102505	REFUND - MAC WEBSITE FEE	-159.00
102615	LUNCH MTG - MAYOR, PAT, JENNIFER	44.75
	VENDOR TOTAL:	-37.25
	DIVISION TOTAL:	-37.25
02-ADMINISTRATION		
1334-CASPER STAR TRIBUNE		
102412	SUBSCRIPTION	12.00
	VENDOR TOTAL:	12.00
66666-MISC P-CARD VENDOR		
102410	ADVERTISING	2.73
102455	BREAKFAST MEETING - SLT	44.89
102479	PAT DAVIDSON - STATE BAR MEETING - DINNER	44.52
102499	ADVERTISING	412.00
102501	PAT DAVIDSON - STATE BAR MEETING - DINNER	21.96
102502	WYOMING STATE BAR - MEAL CHARGES - PAT DAVIDSON	45.28
102519	ADVERTISING	509.00
102547	DEX MED INC - ADVERTISING	115.00
102649	ADVERTISING	31.49
102670	SLT MEETING - BREAKFAST	29.82
102671	OFFICE SUPPLIES - SNACKS	42.55
102746	OFFICE SUPPLIES - POSTERBOARDS	61.41
102765	ADVERTISING	312.00
	VENDOR TOTAL:	1,672.65
2395-WYOMING STATE BAR		
102538	WYOMING STATE BAR - 2019-20 ANNUAL LICENSE - PAT D	355.00
	VENDOR TOTAL:	355.00
	DIVISION TOTAL:	2,039.65

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Invoice Number	Invoice Description	Amount
001-GENERAL FUND		
10-ADMINISTRATION		
03-PUBLIC ACCESS		
66666-MISC P-CARD VENDOR		
102628	SPEAKERS FOR EDIT BAY	129.99
102657	CAPTIONING FOR NORTH BY NORTHEAST	27.00
	VENDOR TOTAL:	156.99
	DIVISION TOTAL:	156.99
04-SPECIAL PROJECTS		
2400-WYOMING WATER SOLUTIONS		
102554	WYOMING WATER SOLUTIONS-FITNESS ROOM WATER SUPPLY	56.00
	VENDOR TOTAL:	56.00
	DIVISION TOTAL:	56.00
32-JUDICIAL		
66666-MISC P-CARD VENDOR		
102793	OFFICE SUPPLIES	17.96
	VENDOR TOTAL:	17.96
	DIVISION TOTAL:	17.96
	DEPARTMENT TOTAL:	2,233.35

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
15-ATTORNEY			
15-ATTORNEY			
66666-MISC P-CARD VENDOR			
	102597	ELECTRIC STAPLER, STAPLES, 3 HOLE PUNCH	52.67
	102598	RETURN ELECTRIC STAPLER THAT QUIT WORKING	-57.74
		VENDOR TOTAL:	-5.07
2395-WYOMING STATE BAR			
	102437	WYOMING STATE BAR ANNUAL LICENSE FEE TONY REYES	380.00
		VENDOR TOTAL:	380.00
		DIVISION TOTAL:	374.93
		DEPARTMENT TOTAL:	374.93

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Invoice Number	Invoice Description	Amount
001-GENERAL FUND		
20-HUMAN RESOURCES		
20-HUMAN RESOURCES		
66666-MISC P-CARD VENDOR		
102586	SOURCE OFFICE - VITAL-MANILLA FILE FOLDERS	8.99
102637	NATIONAL PEN CO. LLC-HR PRINTED PENS	262.40
102726	SOCIETYFORHUMANRESOURCE-MEMBERSHIP DUES	209.00
	VENDOR TOTAL:	480.39
	DIVISION TOTAL:	480.39
21-SAFETY		
66666-MISC P-CARD VENDOR		
102555	EB LIVE2LEAD GILLETTE-LEADERSHIP PRESENTATION	65.00
	VENDOR TOTAL:	65.00
	DIVISION TOTAL:	65.00
	DEPARTMENT TOTAL:	545.39

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Invoice Number	Invoice Description	Amount
001-GENERAL FUND		
25-FINANCE		
25-FINANCE		
66666-MISC P-CARD VENDOR		
102595	SOURCE OFFICE - EXPANDING LTR FILES	20.56
102755	SOURCE OFFICE - CALCULATORS	283.84
	VENDOR TOTAL:	304.40
	DIVISION TOTAL:	304.40
31-CITY CLERK/PRINT SHOP		
66666-MISC P-CARD VENDOR		
102548	EBAY FEES - SEPTEMBER 2019	14.82
102601	STAMPS.COM POSTAGE	1,000.00
102656	STAMPS.COM MONTHLY FEES	78.21
102781	POSTAGE - SNOW EMERGENCY ROUTE POSTCARDS	105.99
	VENDOR TOTAL:	1,199.02
	DIVISION TOTAL:	1,199.02
34-INFORMATION TECHNOLOGY		
66666-MISC P-CARD VENDOR		
102365	WO20IT12 AMPHENOL 25 PAIR CABLES	283.85
102377	WO20IT17 TOGGLE BOLTS	5.95
102378	WO20IT17 CRIMPERS	65.26
102430	WO20IT12 66 BLOCKS	28.92
102436	WO20IT17 FASTENERS	7.82
102454	WO71283 MICE & IPAD CORDS	85.91
102466	WO70988 SHIPPING FOR HANDHELD	19.33
102480	WO71407 REPLACEMENT POWER INJECTOR	289.48
102503	WO19IT02 MISC CABLE SUPPLIES	6.71
102506	WO20IT17 TOGGLE BOLTS	5.95
102587	WO71657 REPLACEMENT HANDDRIVES	548.52
102605	WO71407 CAMERA REPAIR	99.00
102695	CHECKOUT MIFI CASE	21.98
102728	WO55635 FIBER PATCH CORDS	195.60

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Invoice Number		Invoice Description	Amount
001-GENERAL FUND			
25-FINANCE			
34-INFORMATION TECHNOLOGY			
66666-MISC P-CARD VENDOR			
	102794	WO19IT02 CABLE PLUGS	25.94
		VENDOR TOTAL:	1,690.22
		DIVISION TOTAL:	1,690.22
		DEPARTMENT TOTAL:	3,193.64

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Invoice Number	Invoice Description	Amount
001-GENERAL FUND		
40-POLICE DEPARTMENT		
40-PD ADMINISTRATION		
66666-MISC P-CARD VENDOR		
102453	AMZN Mktg US*MH73T9XR3 - PORTABLE CARD READER / HD	65.02
102489	OFFICE DEPOT #2635 - BANKER BOXES FOR SHREDDING	30.99
102562	AMERICAN ASSO POLICE O - ROZIER 2020 MEMBERSHIP DU	125.00
102581	USPS PO 5738000483 - POSTAGE FOR EVIDENCE TO LAB	9.80
102645	AMZN Mktg US*VR8ES01N3 - CAKE DECORATIONS FOR HANN	5.87
102646	Amazon.com*SV61I8QA3 - CAKE DECORATIONS FOR HANNIG	10.49
102706	UNIFORMS AND ACCESSORIES - VOS NAMEPLATE	22.26
102782	JOHN E. REID AND ASSOC - WITHAM & SMALL TRAINING	1,150.00
102783	AED SUPERSTORE - AED SUPPLIES	691.00
102784	BEARS NATURALLY CLEAN INC - SEPTEMBER DRY CLEANING	191.50
	VENDOR TOTAL:	2,301.93
2400-WYOMING WATER SOLUTIONS		
102604	WYOMING WATER SOLUTIONS - WATER FOR PD & ACO	133.00
	VENDOR TOTAL:	133.00
	DIVISION TOTAL:	2,434.93
41-DISPATCH		
66666-MISC P-CARD VENDOR		
102458	AMZN Mktg US*V360R00M3 - SUPPLIES FOR DISPATCH	27.88
102513	QUIZLET.COM - DISPATCH TRAINING	34.99
102705	WYOMING ASSN OF PSCO - WILSON APCO CONFERENCE FOR	153.00
	VENDOR TOTAL:	215.87
	DIVISION TOTAL:	215.87
42-VOCA/VAWA		
66666-MISC P-CARD VENDOR		
102702	AMZN Mktg US*9Y6C43KC3 - ERASABLE PENS FOR SUPPLIE	23.09
102737	WAL-MART #1485 - EMERGENCY FINANCIAL FOR VICTIM SE	41.42
	VENDOR TOTAL:	64.51
	DIVISION TOTAL:	64.51

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Invoice Number	Invoice Description	Amount
001-GENERAL FUND		
40-POLICE DEPARTMENT		
44-ANIMAL CONTROL		
66666-MISC P-CARD VENDOR		
102445	HYATT PLACE - CREDIT FROM HOTEL	-148.12
	VENDOR TOTAL:	-148.12
	DIVISION TOTAL:	-148.12
45-ANIMAL SHELTER		
1283-CAMPBELL PET COMPANY		
102610	CAMPBELL PET COMPANY - DONATIONS	491.79
	VENDOR TOTAL:	491.79
66666-MISC P-CARD VENDOR		
102379	COMMUNITY VETERINARY CLI - SPAY & NEUTER	65.00
102383	RED HILLS VETERINARY HOSP - SPAY & NEUTER	150.00
102384	TED S MONTANA GRILL - 030 - OSTROM TRAINING IN COL	49.27
102385	CHICK-FIL-A #834 - OSTROM TRAINING IN COLORADO	14.92
102400	RED HILLS VETERINARY HOSP - SPAY & NEUTER	75.00
102401	CHICK-FIL-A #03634 - OSTROM TRAINING IN COLORADO	21.30
102415	COMMUNITY VETERINARY CLI - SPAY & NEUTER	50.00
102440	RED HILLS VETERINARY HOSP - DONATIONS & EUTHANASIA	209.15
102444	RED HILLS VETERINARY HOSP - SPAY & NEUTER	225.00
102461	RED HILLS VETERINARY HOSP - SPAY & NEUTER	225.00
102484	COMMUNITY VETERINARY CLI - SPAY & NEUTER	112.00
102485	RED HILLS VETERINARY HOSP - SPAY & NEUTER	338.00
102509	ANIMAL MEDICAL CENTER OF - RABIES / DONATIONS	163.03
102514	RED HILLS VETERINARY HOSP - SPAY & NEUTER	50.00
102521	RED HILLS VETERINARY HOSP - SPAY & NEUTER / DONATI	315.66
102529	COMMUNITY VETERINARY CLI - SPAY & NEUTER	50.00
102544	RED HILLS VETERINARY HOSP - VACCINATIONS	202.67
102560	COMMUNITY VETERINARY CLI - SPAY & NEUTER / RABIES	62.00
102576	RED HILLS VETERINARY HOSP - SPAY & NEUTER	75.00
102577	COMMUNITY VETERINARY CLI - SPAY & NEUTER / RABIES	112.00
102594	JEFFERS PET SUPPLY WHS - NEEDLES FOR EUTHANASIA	52.46

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	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
40-POLICE DEPARTMENT			
45-ANIMAL SHELTER			
66666-MISC P-CARD VENDOR			
	102596	ANIMAL MEDICAL CENTER OF - FOOD FOR ANIMAL CARE	30.99
	102606	RED HILLS VETERINARY HOSP - SPAY & NEUTER	200.00
	102617	COMMUNITY VETERINARY CLI - SPAY & NEUTER / RABIES	112.00
	102621	RED HILLS VETERINARY HOSP - SPAY & NEUTER	275.00
	102638	RED HILLS VETERINARY HOSP - SPAY & NEUTER	250.00
	102652	RED HILLS VETERINARY HOSP - SPAY & NEUTER	50.00
	102653	COMMUNITY VETERINARY CLI - SPAY & NEUTER / RABIES	62.00
	102659	CHEWY.COM - FOOD FOR ANIMAL CARE FOR SHELTER	327.87
	102672	RED HILLS VETERINARY HOSP - SPAY & NEUTER	25.00
	102680	RED HILLS VETERINARY HOSP - SPAY & NEUTER / DONATI	293.03
	102701	COMMUNITY VETERINARY CLI - SPAY & NEUTER	199.00
	102713	COMMUNITY VETERINARY CLI - SPAY & NEUTER	85.00
	102736	COMMUNITY VETERINARY CLI - SPAY & NEUTER	50.00
	102756	RED HILLS VETERINARY HOSP - SPAY & NEUTER / DONATI	141.88
	102769	RED HILLS VETERINARY HOSP - DONATIONS FOR SICK ANI	55.00
	102777	COMMUNITY VETERINARY CLI - SPAY & NEUTER	138.50
	102795	RED HILLS VETERINARY HOSP - SPAY & NEUTER	75.00
		VENDOR TOTAL:	4,987.73
		DIVISION TOTAL:	5,479.52
		DEPARTMENT TOTAL:	8,046.71

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Invoice Number	Invoice Description	Amount
001-GENERAL FUND		
50-PUBLIC WORKS		
33-MAINT OF CITY BUILDINGS		
66666-MISC P-CARD VENDOR		
102381	CH AIR COMPRESSOR	349.00
102463	CH CUSTODIAL SUPPLIES	41.90
102467	TEMP ACO PROJECT	359.03
102483	TEMP ACO CONTROL ACCESS	37.70
102559	TRUCK WINTER PREP PARTS	24.99
102624	CH REPAIR PARTS	73.85
102676	CH SUPPLIES	19.67
102677	CH AIR COMPRESSOR	3,117.00
	VENDOR TOTAL:	4,023.14
	DIVISION TOTAL:	4,023.14
50-PUBLIC WORKS ADMIN		
66666-MISC P-CARD VENDOR		
102508	LEADERSHIP TRAINING	60.00
102543	CLIPBOARDS FOR ONE TONS	12.96
	VENDOR TOTAL:	72.96
	DIVISION TOTAL:	72.96
51-PARKS		
66666-MISC P-CARD VENDOR		
102374	WORK BOOTS	150.00
102375	ANTIFREEZE- WINTERIZE SPRAYERS	46.43
102376	LIFTING SLING WATER TANKS/ TOP DRESSER	565.62
102432	ICE CONTROL SALT BUCKETS	26.81
102435	TOP DRESSING SAND FOR BASEBALL FIELDS	273.00
102456	BUILT CART TO STORE BOOM SPRAYER IN FIRE STATION	28.24
102457	INSULATED RUBBER GLOVES TO USE WHILE DOING BLOW OU	4.99
102508	LEADERSHIP TRAINING	260.00
102537	PLANTER CUTBACKS	98.06
102556	ANTIFREEZE FOR IRRIGATION/ LITTLE LEAGUE	47.88
102572	SAFETY LADDERS FOR ONE TONS	171.92

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Invoice Number		Invoice Description	Amount
001-GENERAL FUND			
50-PUBLIC WORKS			
51-PARKS			
66666-MISC P-CARD VENDOR			
	102616	BONDING PRIMER FOR FASCIA BOARDS AT SAGE BLUFFS/SU	61.00
	102618	RV ANTIFREEZE FOR TOILETS AND DRAINS	30.96
	102620	ITEMS FOR PLANTER MAINTENANCE AND TOOL CARE	55.89
	102723	PLANTER MAINTENANCE HACKSAW BLADES	8.87
	102747	DALBEY & CRESTVIEW PARKS	366.49
	102768	DALBEY & CRESVIEW PARKS	582.90
	102771	ELECTRICAL BOX FOR DEMO CONTROLLER CITY PARK	11.32
		VENDOR TOTAL:	2,790.38
		DIVISION TOTAL:	2,790.38
53-FORESTRY			
66666-MISC P-CARD VENDOR			
	102459	FEES FOR FORESTRY TRAINING	270.00
	102460	FEE FOR FORESTRY TRAINING	270.00
	102527	MEAL FOR ADAN & WENDY WHILE ATTENDING TRAINING	51.52
	102550	DINNER FOR ADAN & WENDY ATTENDING TRAINING	33.06
	102551	MEAL FOR ADAN & WENDY AFTER PRE-CONFERENCE WORK SH	54.91
	102553	MOTEL WHILE AT TRAINING	310.95
	102567	MOTEL ROOM FOR ADAN DURING TRAINING	310.95
	102585	SNOW BOOTS FOR SNOW REMOVAL	195.29
	102724	SNOW BOOT REPURCHASE FOR CORRECT AMOUNT	150.00
	102725	SNOW BOOT PURCHASE RETURN	-195.29
		VENDOR TOTAL:	1,451.39
		DIVISION TOTAL:	1,451.39
54-STREETS			
66666-MISC P-CARD VENDOR			
	102382	SCREWS FOR MAILBOX STANDS	5.19
	102424	SAFETY TOE WORK BOOTS MARK WEBB	143.99
	102449	HOSE END SPRAY NOZZLE FOR WASHING PLOWS	35.92
	102462	WIRE TO CLOSE GAP IN LAKEWAY FENCE	53.89

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Invoice Number		Invoice Description	Amount
001-GENERAL FUND			
50-PUBLIC WORKS			
54-STREETS			
66666-MISC P-CARD VENDOR			
	102488	SAFETY TOE WORK BOOTS FOR KENT	147.59
	102552	SAFETY TOE BOOT REPLACEMENT JEREMY HAGEN	150.00
	102574	MEALS DURING TRAVEL FOR CDL TESTING	34.78
	102590	MEALS DURING TRAVEL FOR CDL TESTING	99.67
	102591	MEALS DURING TRAVEL FOR CDL TESTING	12.08
	102592	HOTEL ROOM DURING CDL TEST TRAVEL	99.00
	102593	HOTEL ROOM DURING CDL TEST TRAVEL	99.00
	102602	HOSES AND FITTINGS TO WASH DOWN PLOW TRUCKS	109.83
	102632	SAFETY BOOTS	95.39
	102741	EXTENSION CORD FOR TOOLS	31.94
	102751	MEALS FOR TRAVEL TO CASPER CDL TESTING	34.94
	102763	KNEE PADS FOR FLOOR WORK	34.99
	102775	KNEE PADS FOR FLOOR WORK	24.99
		VENDOR TOTAL:	1,213.19
1511-NORCO INC			
	102464	WELDING GAS CYLINDERS PURCHASE	553.71
		VENDOR TOTAL:	553.71
		DIVISION TOTAL:	1,766.90
62-TRAFFIC SAFETY			
66666-MISC P-CARD VENDOR			
	102752	NAOMI ROOMS FOR TRAINING	447.00
	102764	BLUE SPRAY PAINT FOR CURB PAINTING ON 6TH ST/TYLER	51.24
		VENDOR TOTAL:	498.24
		DIVISION TOTAL:	498.24
		DEPARTMENT TOTAL:	10,603.01

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Invoice Number		Invoice Description	Amount
001-GENERAL FUND			
60-ENGINEERING & DEV SERVICES			
60-ENGINEERING			
66666-MISC P-CARD VENDOR			
	102386	HOTEL-STEVE ASCE CONFERENCE	1,119.48
	102387	MEAL-STEVE ASCE CONFERENCE	32.06
	102388	AIRLINE BAGGAGE FEE-STEVE ASCE CONFERENCE	30.00
	102389	MEAL-STEVE ASCE CONFERENCE	20.76
	102481	MEAL-JOE SLIB MEETING	21.60
	102507	MOTEL-JOE SLIB MEETING	105.60
	102515	ASCE MEMBERSHIP RENEWAL-STEVE	265.00
	102627	WO71797 PLOTTER INK TANK	248.99
	102703	MOTEL-SETH WWQ & PCA CONFERENCE	186.26
	102757	WY PE RENEWAL - TODD	90.00
VENDOR TOTAL:			2,119.75
DIVISION TOTAL:			2,119.75
61-BUILDING INSPECTION			
1967-GOURMET ON THE GO LLC			
	102530	GOURMET ON THE GO LLC - LUNCH FOR BOE MEETING	185.00
VENDOR TOTAL:			185.00
66666-MISC P-CARD VENDOR			
	102658	OFFICE DEPOT #2635 - OFFICE SUPPLIES	31.16
VENDOR TOTAL:			31.16
DIVISION TOTAL:			216.16
63-PLANNING			
1967-GOURMET ON THE GO LLC			
	102561	PLANNING COMMISSION MEETING DINNER	130.00
VENDOR TOTAL:			130.00
66666-MISC P-CARD VENDOR			
	102698	MEREDITH APA MEMBERSHIP RENEWAL	139.00
VENDOR TOTAL:			139.00
DIVISION TOTAL:			269.00
DEPARTMENT TOTAL:			2,604.91

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	FUND TOTAL:	27,601.94
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	Invoice Number	Invoice Description	Amount
201-1% FUND			
10-ADMINISTRATION			
05-1% OPTIONAL SALES TAX			
66666-MISC P-CARD VENDOR			
	102525	SUTHERLAND PARK MAIN LINE REBUILD	250.83
	102694	SAGE BLUFFS IRRIGATION IMPROVEMENTS CHANNEL CROSSI	133.20
	102716	MOUNTING HARDWARE FOR CACSENCE DEMO CONTROLLER	18.66
		VENDOR TOTAL:	402.69
		DIVISION TOTAL:	402.69
		DEPARTMENT TOTAL:	402.69
		FUND TOTAL:	402.69

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Invoice Number		Invoice Description	Amount
501-UTILITIES ADMINISTRATION FUND			
70-UTILITIES			
70-UTILITIES ADMINISTRATION			
66666-MISC P-CARD VENDOR			
	102391	LA QUINTA INN & SUITES-ELECTRICAL ENG MGR CANDIDAT	261.08
	102399	IHR*IHIRE.COM-JOURNEYMAN ONLINE JOB POSTING	265.00
	102443	2020 WALL CALENDARS	28.21
	102465	CERTIFICATE FRAMES FOR JEFF BOWMAN AND SUPPLIES FO	67.44
	102504	ANNUAL MEETING/CONFERENCE REGISTRATION	300.00
	102511	2020 WALL CALENDARS	27.28
	102599	MONITOR STAND, WRISTREST AND MOUSEPAD	66.93
	102622	STERILITE CABINET FOR WOMENS RR	14.98
	102623	MONTHLY SERVICE CHARGE (09.15.19 TO 10.14.19)	37.49
	102667	LUNCH ON 10/18/19 (WYO WATER ASSN CONFERENCE)	15.78
	102668	HOTEL (WYO WATER ASSN CONFERENCE)	168.00
	102674	WIRE DOCUMENT TRAYS FOR MAIL	20.99
	102675	OFFICE SUPPLIES (RETURNED ITEMS/CREDIT ISSUED)	20.72
	102678	DESK MATS FOR CONNIE AND JILL TEMP OFFICES	101.18
	102679	LA QUINTA INN & SUITES-ELECT ENG MGR CANDIDATE TRA	-91.08
	102700	MONITOR RISER	34.86
	102776	LINKEDIN-416*6896446-ELECTRICAL ENG MGR ONLINE JOB	243.15
VENDOR TOTAL:			1,582.01
DIVISION TOTAL:			1,582.01
71-ELECTRICAL ENGINEERING			
66666-MISC P-CARD VENDOR			
	102358	ROOT DOWN - TRAVEL DINNER	40.18
	102359	UNITED - TICKET CHANGE FEE	75.00
	102360	UNITED - BAGGAGE FEE	30.00
	102361	HYATT PLACE ATHENS - HOTEL	699.40
	102362	PF CHANGS - TRAVEL LUNCH	60.14
	102366	United flight change	75.00
	102367	Baggage Fee - Athens to Gillette	30.00
	102368	Hotel - Partner Users Conference	659.40

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Invoice Number	Invoice Description	Amount
501-UTILITIES ADMINISTRATION FUND		
70-UTILITIES		
71-ELECTRICAL ENGINEERING		
66666-MISC P-CARD VENDOR		
102465	CERTIFICATE FRAMES FOR JEFF BOWMAN AND SUPPLIES FO	26.97
102512	2020 WALL CALENDARS (LORI KING & PEG KOLATA)	27.00
102744	CONTRACTOR'S SUPPLY - STAKING MATERIALS	80.02
	VENDOR TOTAL:	1,803.11
	DIVISION TOTAL:	1,803.11
76-SCADA		
1197-BORDER STATES ELECTRIC		
102704	SCADA - TOOLS	1,397.19
102729	CAT 5E CABLE TESTER	118.63
	VENDOR TOTAL:	1,515.82
66666-MISC P-CARD VENDOR		
102578	SCADA - STEEL TOE BOOTS	150.00
102625	SCADA - TOOLS	154.08
102681	SCADA - SAFETY EQUIPMENT	53.98
102738	SCADA - TOOLS	79.94
102745	CAT 5E CRIMPER & WIRE STRIPPER	106.35
102749	FR CLOTHING	199.48
102758	SCADA - SAFETY GLASSES	40.52
	VENDOR TOTAL:	784.35
	DIVISION TOTAL:	2,300.17
	DEPARTMENT TOTAL:	5,685.29
	FUND TOTAL:	5,685.29

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Invoice Number		Invoice Description	Amount
502-SOLID WASTE FUND			
50-PUBLIC WORKS			
55-SOLID WASTE			
66666-MISC P-CARD VENDOR			
	102482	EVACUATION FEE FOR REFRIDGERATOR	35.00
	102508	LEADERSHIP TRAINING	125.00
VENDOR TOTAL:			160.00
DIVISION TOTAL:			160.00
DEPARTMENT TOTAL:			160.00
FUND TOTAL:			160.00

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Invoice Number		Invoice Description	Amount
503-WATER FUND			
70-UTILITIES			
73-WATER			
1197-BORDER STATES ELECTRIC			
	102579	WAT - REGIONAL MAINT	276.77
	102626	WAT - REGIONAL MAINT	13.20
	102642	WAT - Z1R2 CABLE GRIP PAX MIXER	20.19
	102696	POWER & PHASE MONITOR	137.80
VENDOR TOTAL:			447.96
66666-MISC P-CARD VENDOR			
	102356	ROOM DURING TRAINING IN CHEYENNE-WARWS	94.00
	102369	BIBS AND JACKET FOR MATT LANGLEY	224.98
	102370	IGNITER FOR RED DRAGONS	27.96
	102392	SCREWS FOR UNIT 173	11.84
	102406	ROOM FOR GREG BOWMAN-FLY OUT OF RAPID TO RECTIFIER	104.46
	102407	ROOM FOR SHANNON STEFANICK-FLY OUT OF RAPID TO REC	104.46
	102408	MEALS FOR GREG AND SHANNON DURING TRAVEL FOR RECTI	54.15
	102423	SAFETY BOOTS	150.00
	102425	MEALS FOR GREG AND SHANNON DURING RECTIFIER SCHOOL	40.03
	102433	MEAL DURING TRAVEL TO TRAINING IN KANSAS	20.19
	102438	MATT LANGLEY CDL SKILL TESTING	82.50
	102446	FOOD FOR CREW DURING WAGENSEN AVE MAIN BREAK	12.98
	102450	MEALS FOR GREG AND SHANNON DURING TRAVEL FOR RECTI	17.98
	102471	MATERIAL TO BUILD JIG FOR CUTTING PIP FOR AERATOR	33.39
	102476	RENTAL CAR AT RECTIFIER SCHOOL IN LIBERAL, KS FOR	198.37
	102478	PICTURE HANGERS PER MIKE JUNDT FOR OFFICE	8.98
	102494	MEALS FOR GREG AND SHANNON DURING TRAVEL FOR RECTI	30.98
	102495	ROOMS DURING RECTIFIER SCHOOL IN LIBERAL, KS	342.30
	102496	AIRPORT PARKING IN RAPID DURING RECTIFIER SCHOOL I	40.00
	102500	ROOM DURING TRAINING IN KANSAS	342.30
	102526	PS-1 COVER PIPING	89.99
	102531	MEAL DURING AWWA BOARD MEETING IN CHEYENNE	6.93
	102570	ITEMS FOR RECTIFIER REPAIR & TESTING BAG	98.26

Expenditure Approval Report
Check Approval Date of 10/31/2019



	Invoice Number	Invoice Description	Amount
503-WATER FUND			
70-UTILITIES			
73-WATER			
66666-MISC P-CARD VENDOR			
	102571	ITEMS FOR RECTIFIER REPAIR & TESTING BAG	72.98
	102583	BIT DRIVER FOR 104; THERMOMETERS FOR PS-1	24.96
	102584	LEVEL 1 KEY	11.50
	102603	MATT LANGLEY ENROLLMENT-WATER TREATMENT PLANT OPER	50.00
	102609	AMP & VOLT METER READOUTS FOR RECTIFIERS	513.92
	102611	CASE AND SCREEN PROTECTOR FOR CITY PHONE	99.98
	102612	GOOD METAL DRILL BITS FOR DRILLING PROJECTS	134.24
	102634	BUG SPRAY AND CLEANING SUPPLIES	11.29
	102647	WATER METER BOOK FOR GREG LINGRUEN	96.50
	102648	LOGO FOR MATT LANGLEY	24.00
	102709	RECERTIFYING PACKS AND MASKS	278.63
	102743	RAIN GEAR	138.08
	102748	WATER TREATMENT PLANT LEVEL 2 EXAM FOR CHRIS	100.00
	102770	MATT LANGLEY CDL SKILL TESTING	82.50
		VENDOR TOTAL:	3,775.61
1511-NORCO INC			
	102707	PARTS FOR DC-1 & D-ROAD SURGE VAULTS	69.62
	102708	K-TANKS FOR D-ROAD & DC-1 SURGE TANKS	749.44
		VENDOR TOTAL:	819.06
2038-POWDER RIVER POWER			
	102635	NEW DISCHARGE HOSE FOR SUMP @ MADISON STATION	54.32
	102693	PARTS FOR DC-1 & D-VAULT SURGE	8.69
	102717	HOSE FOR DIESEL HAND PUMP AT PRDF	19.68
		VENDOR TOTAL:	82.69
		DIVISION TOTAL:	5,125.32
		DEPARTMENT TOTAL:	5,125.32
		FUND TOTAL:	5,125.32

Expenditure Approval Report
Check Approval Date of 10/31/2019



Invoice Number		Invoice Description	Amount
504-POWER FUND			
70-UTILITIES			
74-POWER			
1197-BORDER STATES ELECTRIC			
	102409	TOOLS	43.06
	102663	METER SUPPLIES	14.76
		VENDOR TOTAL:	57.82
66666-MISC P-CARD VENDOR			
	102357	STEEL TOE BOOTS	150.00
	102363	TOOLS	376.61
	102364	TOOLS	210.40
	102394	STEEL TOE BOOTS	146.69
	102411	LATCH FOR WINCH HOOK	14.38
	102428	BAGGAGE CHECK FEE/ICUEE SHOW	30.00
	102429	DINNER ON 09/30/2019 (ICUEE UTILITY SHOW)	36.56
	102439	LADDER SAFETY STICKERS	8.36
	102451	WIRE GUAGE	216.67
	102452	BOLT CUTTERS	233.95
	102497	HOTEL/ICUEE UTILITY SHOW	877.52
	102498	BAGGAGE CHECK FEE (ICUEE UTILITY SHOW)	30.00
	102536	EXTENSION CORD 3-WAY	53.52
	102557	HANDLINE BREAK AWAY HOOKS (CREDIT)	-31.30
	102558	HANDLINE BREAK AWAY HOOKS	46.62
	102569	SHOP VAC	68.91
	102600	SAND PAD TO CLEAN BUCKET BOOMS	50.40
	102613	e-TOLL (ICUEE UTILITY SHOW)	20.00
	102636	METER PARTS	30.42
	102662	METER SUPPLIES	23.46
	102664	F.R. WORK PANTS	139.98
	102665	TOOLS	189.85
	102666	BOLT CUTTER REPAIR KITS	34.41
	102699	2020 PLANNER FOR BRIAN LIMBO	17.62
	102711	STEEL TOE BOOTS	150.00

Expenditure Approval Report
Check Approval Date of 10/31/2019



Invoice Number		Invoice Description	Amount
504-POWER FUND			
70-UTILITIES			
74-POWER			
66666-MISC P-CARD VENDOR			
102719		LED LIGHTS	66.83
102720		SUBSTATION LOCKOUT COVER	504.27
102721		WIRE PULLING SOCKS	833.50
102722		BOOM CLEANER & WAX	438.79
102754		ELEC STAGING AREA FRIDGE REPLACEMENT PARTS	96.16
		VENDOR TOTAL:	5,064.58
		DIVISION TOTAL:	5,122.40
		DEPARTMENT TOTAL:	5,122.40
		FUND TOTAL:	5,122.40

Expenditure Approval Report
Check Approval Date of 10/31/2019



Invoice Number		Invoice Description	Amount
505-SEWER FUND			
70-UTILITIES			
75-SEWER			
1197-BORDER STATES ELECTRIC			
	102355	CONDUIT AND CONDUIT PARTS	66.86
	102447	ENCLOSURE AND CONDUIT FITTINGS	264.45
	102472	CONDUIT FITTINGS	28.50
	102473	POWER CORDS AND CGB CONNETORS	21.28
	102486	WW - TEMPERATURE TRANSMITTER FOR BOILER 1201	1,172.94
	102487	WW - HERITAGE LS UPS	37.24
	102493	CABLE AND TIE BASES	213.68
	102540	WWTF - PANEL BUILDING PARTS	84.16
	102568	CONTACT BLOCKS	46.34
	102573	HOA & LEGEND PLATES	164.61
	102580	WW - PLANT AIR COMPRESSOR	548.71
	102619	WWTF - DIGESTER MUFFIN MONSTER PROJECT	1,569.90
	102631	FLASHLIGHT	22.01
	102639	WWTF - PANEL BUILDING PARTS	381.42
	102643	WW - COLLECTIONS MAINT	447.35
	102715	CAT5 CRIMPER AND ENDS	85.26
VENDOR TOTAL:			5,154.71
3695-IDEXX DISTRIBUTION INC			
	102633	LAB SUPPLIES	778.05
VENDOR TOTAL:			778.05
66666-MISC P-CARD VENDOR			
	102390	WW - PLANT AIR COMPRESSOR	330.35
	102393	ADJUSTING RINGS-COLLECTION SYSTEM MH REPAIRS	267.48
	102395	LOCKOUT/TAGOUT SUPPLIES	21.10
	102396	LOCKOUT/TAGOUT SUPPLIES	26.50
	102397	FRAUDULENT CHARGE	392.00
	102398	FRAUDULENT CHARGE	392.00
	102402	FRAUDULENT CHARGE	236.09
	102403	FRAUDULENT CHARGE	598.85

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Invoice Number		Invoice Description	Amount
505-SEWER FUND			
70-UTILITIES			
75-SEWER			
66666-MISC P-CARD VENDOR			
	102404	FRAUDULENT CHARGE	-392.00
	102405	FRAUDULENT CHARGE	-392.00
	102416	LAB COOLERS AND ICE PACK FOR COMPOST SAMPLES	47.08
	102417	LOCKOUT/TAGOUT SUPPLIES	192.60
	102418	FRAUDULENT CHARGE	617.96
	102419	FRAUDULENT CHARGE	617.96
	102420	FRAUDULENT CHARGE	-617.96
	102421	FRAUDULENT CHARGE	220.25
	102422	FRAUDULENT CHARGE	-617.96
	102431	COVER FOR N PRIMARY CLARIFIER PIT	283.50
	102448	NON REVERSING STARTER	1,641.54
	102468	SPEEDY STITCHER FOR CENTRIFUGE RUBBER	29.99
	102469	FRAUDULENT CHARGE	-220.25
	102470	B1201 PARTS	584.50
	102474	STARTER O/L HEATERS	162.15
	102475	HAMMER	24.97
	102477	QUALITY CONT. TESTING	487.68
	102490	BOOTS FOR DUSTIN MAXWELL	150.00
	102491	BOOT COVERS FOR JENIFER	49.49
	102492	PARTS FOR CENTRIFUGE TO FRONT GATE	30.53
	102517	FRAUDULENT CHARGE	199.00
	102518	FRAUDULENT CHARGE	1,163.91
	102522	FRAUDULENT CHARGE	485.60
	102523	FRAUDULENT CHARGE	598.85
	102524	FRAUDULENT CHARGE	306.24
	102532	LIMIT SWITCH B1201	233.98
	102533	FRAUDULENT CHARGE	1,155.07
	102534	FRAUDULENT CHARGE	241.26
	102535	LAB CHEMICALS	199.32

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Invoice Number		Invoice Description	Amount
505-SEWER FUND			
70-UTILITIES			
75-SEWER			
66666-MISC P-CARD VENDOR			
	102541	PLUG FOR CLARIFIER	4.04
	102549	FRAUDULENT CHARGE	340.00
	102564	GREASE GUN FOR TURNER AND EXTRA BATTERY	239.98
	102565	FRAUDULENT CHARGE	124.00
	102566	FRAUDULENT CHARGE	1,315.75
	102582	NIPPLE FOR 1107 AND 1108	21.76
	102607	MEMBERSHIP	110.00
	102608	FISH TANK FILTERS	12.73
	102614	HOURS FOR LICENSE	50.00
	102629	FILTERS FOR FISH TANK	25.99
	102630	UNIT 206 CLEANING NOZZLE	185.00
	102644	BRANDON PRICE SAFETY GLASSES	300.00
	102650	DIESEL ADDITIVE FOR LIFT STATIONS; DREMEL BITS FOR	81.88
	102651	SHIPPING PACKAGE FOR BRANDON	10.41
	102660	PUMP FOR MAINTENANCE	54.99
	102661	MOTOR STARTER O/L HEATERS FOR P304	154.62
	102682	SALE REVERSAL FOR FRAUDULENT CHARGE	-236.09
	102683	SALE REVERSAL FOR FRAUDULENT CHARGE	-598.85
	102684	SALE REVERSAL FOR FRAUDULENT CHARGE	-1,163.91
	102685	SALE REVERSAL FOR FRAUDULENT CHARGE	-485.60
	102686	SALE REVERSAL FOR FRAUDULENT CHARGE	-199.00
	102687	SALE REVERSAL FOR FRAUDULENT CHARGE	-1,155.07
	102688	SALE REVERSAL FOR FRAUDULENT CHARGE	-306.24
	102689	SALE REVERSAL FOR FRAUDULENT CHARGE	-598.85
	102690	SALE REVERSAL FOR FRAUDULENT CHARGE	-1,315.75
	102691	SALE REVERSAL FOR FRAUDULENT CHARGE	-340.00
	102692	SALE REVERSAL FOR FRAUDULENT CHARGE	-241.26
	102710	CUTTING KIT FOR DREMEL	19.99
	102718	ROOM DURING CONFERENCE	96.00

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	Invoice Number	Invoice Description	Amount
505-SEWER FUND			
70-UTILITIES			
75-SEWER			
66666-MISC P-CARD VENDOR			
	102739	FILTERS FOR BLDG. 100	397.52
	102740	TECH CENTER GENERATOR TANK HEATER	257.02
	102759	BOLTS & NUTS FOR HERITAGE LIFT STATION PUMP #3	35.26
	102778	ROOM FOR SPENCER EDSALL TO ATTEND WWQ CONF. IN CAS	192.00
	102779	ROOM DURING WWQ CONFERENCE IN CASPER	288.00
	102780	MEAL DURING WWQ CONFERENCE IN CASPER	23.20
	102786	FOUR GREASE GUNS FOR PLANT	59.96
		VENDOR TOTAL:	7,507.11
1697-NORTHWEST SCIENTIFIC INC			
	102426	LAB CHEMICALS	97.14
	102427	GLOVES	420.44
		VENDOR TOTAL:	517.58
		DIVISION TOTAL:	13,957.45
		DEPARTMENT TOTAL:	13,957.45
		FUND TOTAL:	13,957.45

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	Invoice Number	Invoice Description	Amount
601-CITY WEST FUND			
50-PUBLIC WORKS			
39-CITY WEST BUILDING MAINT			
66666-MISC P-CARD VENDOR			
	102712	CW ICE MAKER	17.97
	102760	TOOLS FOR ACO TEMP BUILDING	15.96
		VENDOR TOTAL:	33.93
		DIVISION TOTAL:	33.93
		DEPARTMENT TOTAL:	33.93
		FUND TOTAL:	33.93

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Invoice Number		Invoice Description	Amount
604-VEHICLE MAINTENANCE FUND			
50-PUBLIC WORKS			
36-VEHICLE MAINTENANCE			
3964-INLAND TRUCK PARTS			
	102654	PROJET 190209- NO DESCRIPTION	42.74
		VENDOR TOTAL:	42.74
66666-MISC P-CARD VENDOR			
	102371	CONOCO - 7-ELEVEN 34036 - FUEL PD10	23.00
	102372	MAVERIK #296 - FUEL PD 10	28.75
	102373	FUEL ABSORBENT CARTRIDGES	556.17
	102380	ALIGNMENT	78.00
	102414	BALANCE TIRES	60.00
	102441	CHAINSAW BAR & CHAIN	48.90
	102442	CHAINSAW BAR & CHAIN	48.90
	102510	ALIGNMENT	78.00
	102520	FUEL	35.36
	102528	FUEL	40.75
	102539	FUEL FOR FORESTRY	63.35
	102542	EXHAUST PARTS	64.00
	102545	TIRE BALANCE	24.00
	102575	ASE TEST FEES	337.00
	102588	FUEL STREETS	95.00
	102589	FUEL STREETS	23.01
	102640	TIRE	13.59
	102655	PROJECT 190209- NO DESCRIPTION	52.79
	102669	FUEL FOR ADMIN	50.45
	102673	PROJECT 190209- NO DESCRIPTION	113.06
	102697	FUEL TRAFFIC SAFETY	45.12
	102730	DIESEL STREETS	50.00
	102731	FUEL STREETS	35.47
	102732	FUEL TRAFFIC SAFETY	23.12
	102733	FUEL TRAFFIC SAFETY	39.00
	102750	TIRE REPAIR	115.50

Expenditure Approval Report
Check Approval Date of 10/31/2019



Invoice Number	Invoice Description	Amount
604-VEHICLE MAINTENANCE FUND		
50-PUBLIC WORKS		
36-VEHICLE MAINTENANCE		
66666-MISC P-CARD VENDOR		
102753	ASE TEST FEES	165.00
102767	DIESEL STREETS	20.17
102774	TAX REFUNDED FOR TIRE REPAIR	-5.50
102787	DIESEL STREETS	91.54
102788	DIESEL STREETS	107.44
102789	DIESEL STREETS	49.21
102790	DIESEL STREETS	131.90
102791	DIESEL STREETS	187.25
102792	DIESEL STREETS	128.57
	VENDOR TOTAL:	3,017.87
	DIVISION TOTAL:	3,060.61
	DEPARTMENT TOTAL:	3,060.61
	FUND TOTAL:	3,060.61

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Invoice Number	Invoice Description	Amount
702-LIABILITY INSURANCE FUND		
25-FINANCE		
38-LIABILITY INSURANCE		
66666-MISC P-CARD VENDOR		
102516	TEMP ACO PROJECT	88.93
102546	TEMP ACO	369.00
102563	TEMP ACO TRAILER	283.30
102641	BLOCK FOR TEMP ACO	154.05
102714	ACO TEMP TRAILER	41.94
102727	TEMP ACO TRAILER SKIRTING	313.23
102734	FLOOR STRIPPER FOR T.A.C.O.	40.00
102735	TEMP ACO TRAILER ANCHORS	184.51
102742	TEMP ACO TRAILER	208.97
102761	ACO TEMP TRAILER	226.51
102762	TEMP ACO TRAILER	34.20
102766	TEMP ACO TRAILER TRIM	26.43
102772	BROWN PAINT FOR SKIRTING T.A.C.O.	53.96
102773	DOWN SPOUT PARTS FOR T.A.C.O./JEFF	28.54
102785	TEMP ACO MOVE	261.40
	VENDOR TOTAL:	2,314.97
	DIVISION TOTAL:	2,314.97
	DEPARTMENT TOTAL:	2,314.97
	FUND TOTAL:	2,314.97
	GRAND TOTAL:	63,464.60



CITY OF GILLETTE
P.O. Box 3003
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 12/17/2019 7:00:00 PM

SUBJECT:

Council Consideration of the Fourth Extension Agreement Between the City of Gillette, Wyoming, and Spectrum Pacific West, LLC.

BACKGROUND:

Spectrum holds a Franchise to operate a cable television system issued by the City of Gillette, Wyoming. The Franchise has been extended three times by agreement of the parties to provide time for the parties to work together to attempt to resolve renewal issues. The Fourth Franchise Extension, extends the agreement through July 3, 2020.

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

I MOVE FOR APPROVAL OF FOURTH EXTENSION AGREEMENT BETWEEN THE CITY OF GILLETTE, WYOMING, AND SPECTRUM PACIFIC WEST, LLC.

STAFF REFERENCE:

Anthony Reyes, City Attorney

ATTACHMENTS:

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☐ [Executed Extension Agreement](#)

**FOURTH EXTENSION AGREEMENT BETWEEN THE CITY OF GILLETTE,
WYOMING, AND SPECTRUM PACIFIC WEST, LLC**

WHEREAS, Spectrum Pacific West, LLC ("Spectrum") holds a Franchise to operate a cable television system (the "System"), issued by the City of Gillette, Wyoming ("City"). The Franchise was scheduled to expire on June 25, 2018. The Franchise was extended three times by agreement of the parties, first until January 4, 2019, then until July 3, 2019, and then until January 3, 2020;

WHEREAS, Spectrum is controlled by Charter Communications Inc., which acquired that control pursuant to a Transfer Agreement by and among Cablevision Systems Corporation, CSC Holdings LLC, Charter Communications Operating LLC, Charter, Spectrum, and the City (collectively, the Franchise and the Transfer Agreement are the "Franchise Documents"); and

WHEREAS, the parties wish to again extend the term provided under the Franchise Documents to provide time for the parties to work together to attempt to resolve renewal issues.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

Section 1. The Franchise is extended through and including July 3, 2020.

Section 2. Otherwise, the Franchise Documents shall remain in full force and effect in accordance with their terms.

Section 3. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

Section 4. The Parties reserve all rights under Section 626 of the Cable Act, 47 U.S.C. Section 546, and do not waive any rights related thereto.

IN WITNESS WHEREOF, the Parties have caused this Extension Agreement to be executed by duly authorized representatives of each Party on the dates written below.

CITY OF GILLETTE

Louise Carter-King, Mayor

Date

**SPECTRUM PACIFIC WEST, LLC
BY CHARTER COMMUNICATIONS, INC., ITS MANAGER**

BY:  _____

12/6/19
Date

ATTEST:

Cindy Staskiewicz, City Clerk

Date



CITY OF GILLETTE
P.O. Box 3003
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 12/17/2019 7:00:00 PM

SUBJECT:

Council Member Tim Carsrud - \$30.90

BACKGROUND:

Internet Reimbursement - \$30.90

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

I move for the approval of the conflict claims for Council Member Carsrud.

STAFF REFERENCE:

Michelle Henderson, Finance Director

ATTACHMENTS:

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☐ [Conflict Claims](#)

Expenditure Approval Report
Check Approval Date of 12/17/2019



Invoice Number	Invoice Description	Amount
001-GENERAL FUND		
10-ADMINISTRATION		
01-MAYOR & COUNCIL		
2710-TIM CARSRUD		
103054	INTERNET REIMBURSEMENT	30.90
	VENDOR TOTAL:	30.90
	DIVISION TOTAL:	30.90
	DEPARTMENT TOTAL:	30.90
	FUND TOTAL:	30.90
	GRAND TOTAL:	30.90



CITY OF GILLETTE
P.O. Box 3003
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 12/17/2019 7:00:00 PM

SUBJECT:

Mayor Carter-King - \$32.49

BACKGROUND:

Internet Reimbursement - \$32.49

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

I move for the approval of the conflict claims for Mayor Carter-King.

STAFF REFERENCE:

Michelle Henderson, Finance Director

ATTACHMENTS:

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☐ [Conflict Claims](#)

Expenditure Approval Report
Check Approval Date of 12/17/2019



	Invoice Number	Invoice Description	Amount
001-GENERAL FUND			
10-ADMINISTRATION			
01-MAYOR & COUNCIL			
2487-LOUISE CARTER KING			
	103055	INTERNET REIMBURSEMENT	32.49
		VENDOR TOTAL:	32.49
		DIVISION TOTAL:	32.49
		DEPARTMENT TOTAL:	32.49
		FUND TOTAL:	32.49
		GRAND TOTAL:	32.49



CITY OF GILLETTE
P.O. Box 3003
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 12/17/2019 7:00:00 PM

SUBJECT:

Recognition of Mayra Macias as the 3rd Quarter P.R.I.D.E. Award Recipient (Council in Front of Dais)

BACKGROUND:

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

STAFF REFERENCE:

John Aguirre, Human Resources Director

ATTACHMENTS:

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☐ [3rd Quarter P.R.I.D.E. Award](#)



CITY OF GILLETTE

201 E. 5th Street • Gillette, Wyoming 82716

www.gillettewy.gov

2019 3rd QUARTER P.R.I.D.E. AWARD

Mayra Macias

The Mayor, Council, and City Administrator would like to congratulate Mayra Macias in the Human Resources Department for achieving the 3rd Quarter P.R.I.D.E. Award for 2019. She was nominated by her peers for outstanding commitment to the City of Gillette and was chosen based on her ability to exemplify the City's core values. *Productivity, Responsibility, Integrity, Dedication, and Enthusiasm.*

Mayra moves about the City of Gillette to the various departments providing coverage on a daily basis. She provides administrative coverage in Administration daily, in the Judicial Division, Customer Service, City Clerk, Development Services, Utilities and Public Works; in short, every department in the City. Moving areas as fluidly as she does requires a unique level of personality, professionalism, enthusiasm and flexibility in order to adjust to the various elements of the respective divisions. Mayra does all of this with ease.

In addition to covering divisions as needed and keeping up with her normal duties in the Human Resources Department, Mayra displayed a very high level of dedication and determination by the scanning of all employment personnel files for every employee in the City into the Tyler Content Management System; which took almost a full year to complete. Completion of this project enables the City to maintain these files in a manner that is more advantageous to the HR Department and enables a quicker and easier response to employees, managers and even auditors.

Mayra is also often called upon by the Police Department, Judicial and Customer Service to provide Spanish translation assistance. Mayra willingly and superbly provides this assistance in a professional manner. Her consistent display of expertise, dedication, enthusiasm, initiative and professionalism in all of the above is noteworthy and very much appreciated by all affected employees and the many citizens she has assisted. Thank you for all of your hard work that you do for the City and the employees, you are very much appreciated.

Congratulations!

Sincerely,

Patrick Davidson
City Administrator

Louise Carter-King
Mayor, City of Gillette



CITY OF GILLETTE
P.O. Box 3003
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 12/17/2019 7:00:00 PM

SUBJECT:

Recognition of Outgoing Citizen Advisory Board Members

~Board of Examiners - Scott Heibult, Chad Renken, Weston Scott

BACKGROUND:

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

STAFF REFERENCE:

Patrick G. Davidson, City Administrator

ATTACHMENTS:

[Click to download](#)

No Attachments Available



CITY OF GILLETTE
P.O. Box 3003
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 12/17/2019 7:00:00 PM

SUBJECT:

Council Consideration of a Street Closure, from 3:00 a.m. to 8:00 p.m., and a Malt Beverage Permit, from 8:00 a.m. to 8:00 p.m., for the First Block of Gillette Avenue on February 8, 2020, for a Curling Event, Requested by Big Lost Meadery.

BACKGROUND:

Sam Clikeman is requesting to close the first block of Gillette Avenue on February 8, 2020, for his annual curling event, which will include a Malt Beverage permit. A permission form containing signatures of all businesses affected by the closure was provided with the application.

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

I move for the Approval of a Street Closure, from 3:00 a.m. to 8:00 p.m., and a Malt Beverage Permit, from 8:00 a.m. to 8:00 p.m., for the First Block of Gillette Avenue on February 8, 2020, for a Curling Event, Requested by Big Lost Meadery.

STAFF REFERENCE:

Michelle Henderson, Finance Director

ATTACHMENTS:

Click to download

☐ [Street Closure Application](#)

☐ [Map](#)

☐ [Malt Beverage Application](#)

CITY OF GILLETTE

STREET CLOSURE APPLICATION

Name: BIG Lost MEADERY

Phone No. 660-3199

Address: 106 S GILLETTE AVE 82716

Date of Closure: 2/8/20

Time: 0300 a.m./p.m. TO 2000 a.m./p.m.

Area to be Closed: GILLETTE AVE FROM 1ST ST TO 2ND ST.

Purpose for Closure: CURLING

Does the Event Include Alcohol/Malt Beverages? YES ☒ NO ☐

(If yes, an appropriate alcohol/malt beverage/open container application form needs to be obtained through the City Clerk's Office.)

THE APPLICANT IS REQUIRED TO CONTACT ALL PERSONS OR BUSINESSES AFFECTED BY THE PROPOSED STREET CLOSURE, OBTAINING SIGNATURES ON THE ATTACHED NOTIFICATION FORM AND SUBMIT THE FORM WITH THE APPLICATION.

Signature of Applicant: [Signature]

OFFICE USE ONLY

☐ Emergency Group Notified

Date Notified: ____/____/____

Division	Signature	Date	Approved Yes No	Comments
Police	<u>C. J. [Signature]</u>	<u>12/6/19</u>	<u>X</u>	
Engineering		<u>1/1</u>		
Public Works	<u>[Signature]</u>	<u>12/16/19</u>	<u>X</u>	
City Clerk	<u>C. Staskiewicz</u>	<u>12/5/19</u>	<u>X</u>	

Special Instructions: _____

City Council Approval Date: ____/____/____

City Council Denial Date: ____/____/____

STREET CLOSURE NOTIFICATION FORM

All residences and/or businesses affected by the street closure must be notified

Reason for Closure: CURLING

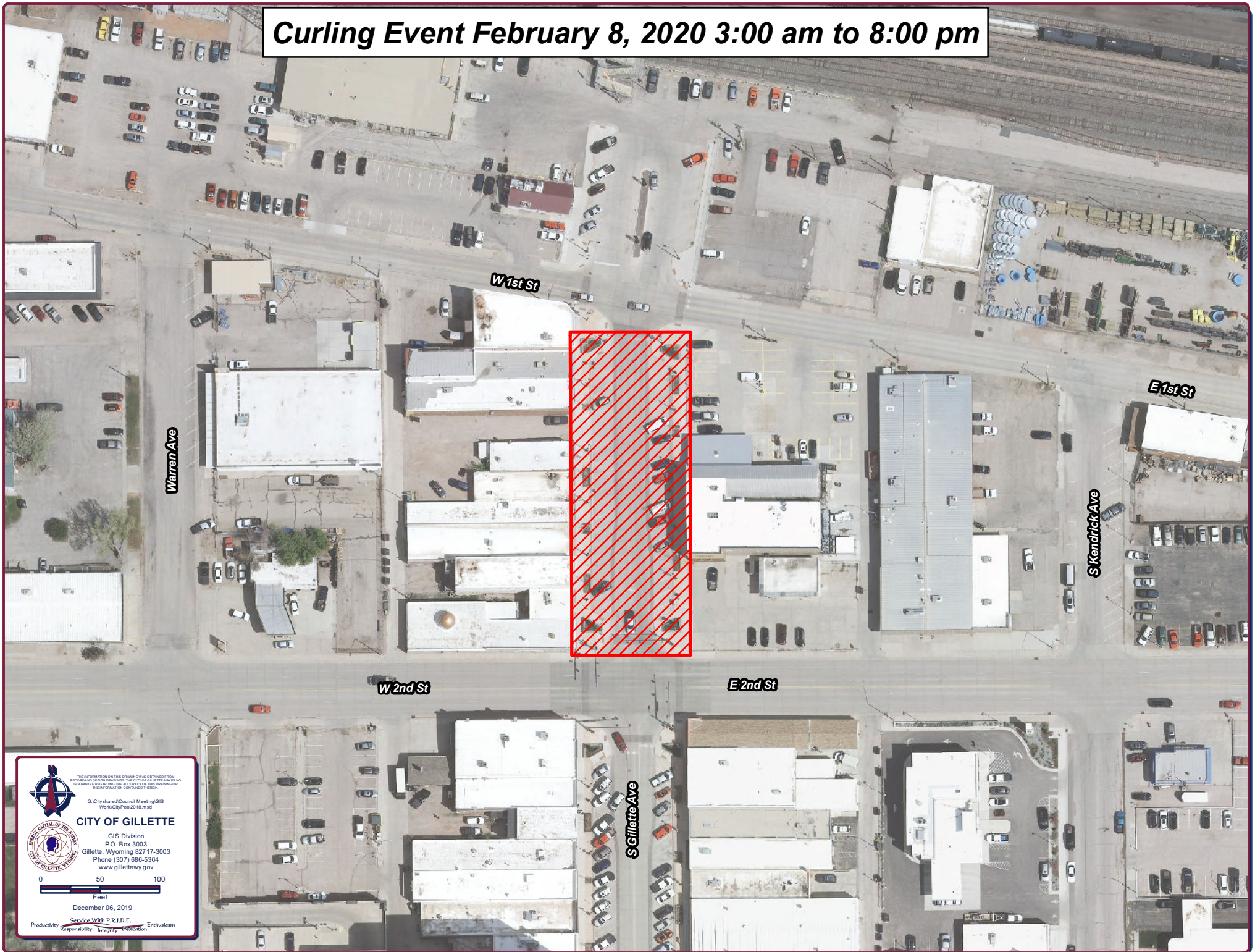
Date: 2/8/2020

Time: 0800 am/pm to 2000 am/pm

[illegible]

Make copies of this form if additional space is needed

Curling Event February 8, 2020 3:00 am to 8:00 pm



THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM
RECORDS AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO
GUARANTEE REGARDING THE ACCURACY OF THE DRAWING OR
THE INFORMATION CONTAINED THEREIN.

G:\CityShared\Council Meeting\GIS
Work\CityPost2018.mxd

CITY OF GILLETTE

GIS Division
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 686-5364
www.gillettewy.gov

0 50 100
Feet

December 06, 2019

Service With P.R.I.D.E.

Productivity responsibility Integrity Dedication Enthusiasm

Application # 9566

Scanned _____

Emailed Fire Marshal _____

City of Gillette**One (1) Day Malt Beverage Permit Application**Applicant Name: BIS LOST MEADERYAddress: 106 S GILLETTE AVE

Phone Number: _____

GILLETTE, WY 82716Cell Phone Number: 307-660-3199Contact Person at the Event SAM CLIKEMAN

(Contact person must be present at the event at all times.)

Contact Phone Number at the Event: 307-660-3199Date of the Event: 2/8/20 Event Start Time: 0800 Event End Time: 2000Outdoor Event: ☒ Yes ☐ NoAnticipated Occupancy: 300Location of the Event: GILLETTE AVE, 1ST ST. TO ~~2ND ST.~~ 2ND ST.Do you, the applicant, own the event location? ☐ Yes ☒ No

If no, please provide a written statement from the landowner permitting the proposed activity, including the consumption and possession of alcoholic or malt beverages, as described in this application.

Short Summary of the Reason for the Event: CURLINGDetailed Description of Activities/Entertainment at the Event: CURLING

Names and Ages of Persons Serving Alcoholic Beverages:

Name: SAM CLIKEMAN Age: 33Name: BOB MEWITCAFFNEY Age: 32

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Who is checking IDs? BIS LOST STAFFStamps? ☒ Yes ☐ NoWrist Bands? ☐ Yes ☒ NoLive Band? ☐ Yes ☒ NoOther type of outdoor music/sound/P.A. system? ☐ Yes ☒ NoOther Entertainment? ☒ Yes ☐ NoType: CURLINGEntertainment Start Time: 0800 a.m. p.m. Entertainment End Time: 2000 a.m. p.m.Security? ☐ Yes ☒ No By Whom? _____

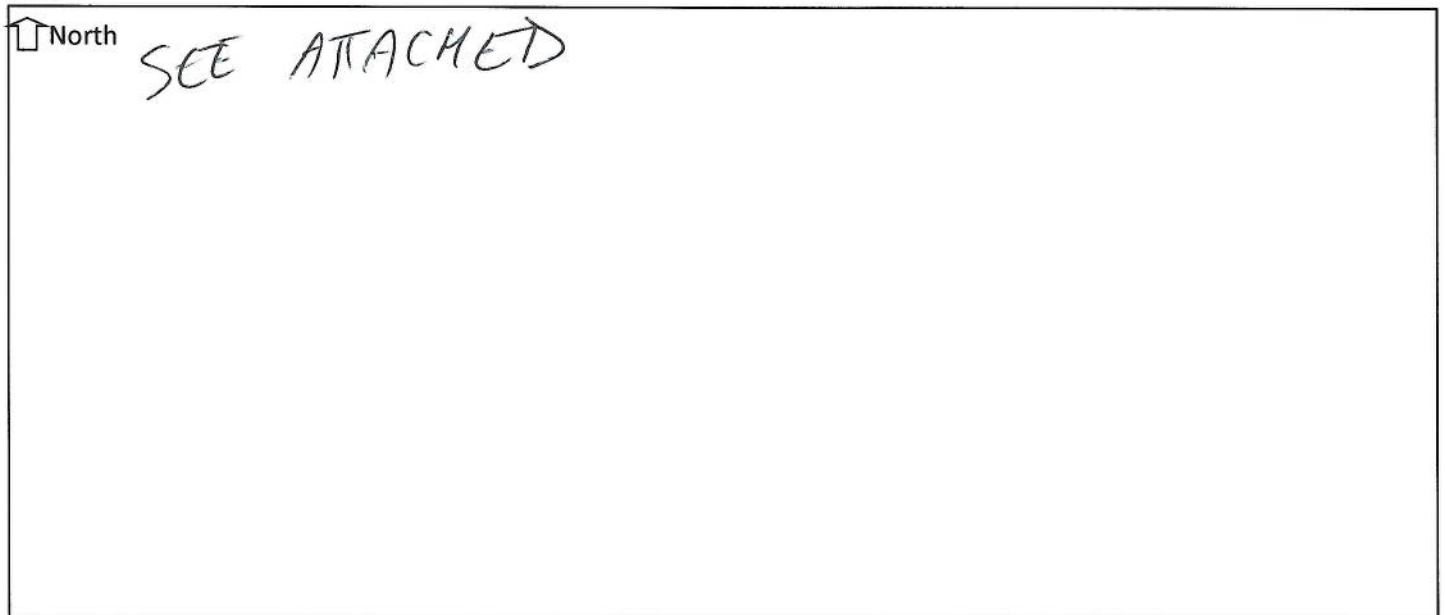
How Many? _____

Type of fencing or boundary for the sale, consumption, and possession area: CONES AND FLAGGING
~~POPPERS~~ AND SIGNS

Other facilities (i.e. additional parking, trash containers, portable toilets): N/A


Provide a detailed description of the area(s) in which the sales, possession, and consumption of alcoholic beverages will occur: INSIDE LICENSED FACILITIES FOR SALES. OPEN CONTAINER
ON GILLETTE AVE FROM SOUTH SIDE OF 1ST ST. INTERSECTION TO
NORTH SIDE OF 2ND ST. INTERSECTION.

Provide a detailed drawing of the area(s) in which the sale, possession, and consumption of alcoholic beverages will occur.

North 

(The consumption of alcohol beyond the approved boundaries is in violation of this permit and City ordinance.)

Fees: \$50 (non-refundable)


Signature of Applicant

12/5/19
Date of Application

For Official Use Only:

Approved ☒ Yes ☐ No

C. Staskiewicz
City Clerk/Designee

12/5/19
Date

Approved ☒ Yes ☐ No


Chief of Police/Designee

12-6-19
Date

Has Fire Department/Designee Been Notified? ☐ Yes ☐ No Fire Permit Attached ☐ Yes ☐ No

(*All outdoor events, that include a live band or amplified music/sound/P.A. systems, require City Council approval. Application must be received by the Clerk's Office at least 3 weeks prior to the event.)



City of Gillette
Requirements for Catering and Malt Beverage Permits

1. You must contact the Gillette Police Department if the following incidents occur during your event:
 - a. An underage person (under 21 years old) attempts to purchase alcohol.
 - b. A physical fight or other violence occurs at the event; this includes indoor and outdoor event spaces.
 - c. Gillette PD number is 682-5155. Or dial 911.
2. Adults (over 21 years old) may not provide or furnish alcohol to underage youth (under 21 years old).
3. Do not sell or deliver alcohol to obviously intoxicated individuals.
4. Do not allow or permit persons to leave the event with an open container of alcohol.
5. Restrict alcohol sales and consumption to a designated location, i.e. do not allow alcohol to be consumed in unauthorized areas or outside of the event.
6. All alcohol servers must be at least 21 years old.
7. Ensure that all persons purchasing alcohol are at least 21 years old. (It is recommended to check identification for all individuals who appear under the age of 30.)
8. Ensure the contact person listed on the application is present at the event at all times.

I understand that by signing this document I am responsible for ensuring that all of the above requirements are met and followed for the duration of the permitted event. I also understand that not following the above requirements may result in enforcement action and/or termination of the permit. Lastly, any incidents or permit revocations may influence the ability to obtain a permit for future events.

Signature

Date

SAM CLIKEMAN
Print Name

Recommendations for a Successful Event

1. Limit the number of drinks sold to one person at a time.
2. Stop alcohol service at least 30 minutes before closing or ending the event.
3. Do not allow or encourage employees, volunteers, or security personnel to drink alcohol while on duty.
4. Have catering and alcohol service staff and/or volunteers to attend responsible alcohol service training. These trainings are offered free of charge through the Gillette PD or the Campbell County Prevention Council or other individual trainers throughout the community.
5. Post warning signs throughout the event space that discourage drinking and driving and underage drinking. (If interested in these signs, please contact the Campbell County Prevention Council.)
6. Hold a mandatory meeting with all individuals involved with the event (including volunteers and paid/hired staff) to explain these requirements and other pertinent policies and procedures for the event.
7. Offer drinks not containing alcohol (such as water, soft drinks, ice tea, smoothies) as predominantly as alcoholic drinks.
8. Provide copies of event policies to all parties and individuals involved with the event. (This document may serve as event policies.)
9. Do not offer price discounts, such as 2 for the price of 1 or discounted price for a set amount of time.
10. Monitor the event area and grounds for suspicious activities throughout the event.

CITY OF GILLETTE, WY
CLERK TREASURER
201 E 5TH ST
GILLETTE, WY 82716
307-686-5210

015348-0004 CLERKS C. 12/05/2019 03:41PM

PERMITS / INSPECTIONS

BIG LOST MEADERY LLC
MALT BEVERAGE PERMIT -
ISSUED

2019 Item: 9566/MB50 50.00

BIG LOST MEADERY LLC
MALT BEVERAGE PERMIT -
ISSUED

2019 Item: 9567/MB50 50.00

100.00

Subtotal

100.00

Total

100.00

CHECK

100.00

Check Number 2125

Change due

0.00

Paid by: BIG LOST MEADERY LLC

2125
BIG LOST MEADERY LLC 01/14
01/14/2020 03:41 PM
CITY OF GILLETTE
12/5/19
\$ 100.00
DOLLARS
CITY CLERK

Thank you for your payment

CUSTOMER COPY



CITY OF GILLETTE

MALT BEVERAGE PERMIT

PERMIT NUMBER: CT-12621

ISSUED TO: BIG LOST MEADERY

LOCATION: 1ST BLOCK OF GILLETTE AVENUE

DATE: FEBRUARY 8, 2020

TIME: 8:00 A.M. TO 8:00 P.M.

This Permit MUST be displayed in a conspicuous place for the date and time referenced above

Clerk or Designee: Cindy Staskiewicz

Date: 12/5/2019



CITY OF GILLETTE
P.O. Box 3003
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 12/17/2019 7:00:00 PM

SUBJECT:

Council Consideration of a Street Closure and Malt Beverage Permit for the First Block of Gillette Avenue on July 4, 2020, from 2:00 p.m. to 8:00 p.m., for a Colonial Celebration, Requested by Big Lost Meadery.

BACKGROUND:

Sam Clikeman is requesting to close the first block of Gillette Avenue for a 4th of July Colonial Celebration, which will include historical activities such as games, speeches, and the firing of a cannon, on July 4, 2020, from 2:00 p.m. to 8:00 p.m. The event will also include a malt beverage permit. A permission form containing signatures of all businesses affected by the closure was provided with the application.

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

I move for the approval of a Street Closure and Malt Beverage Permit for the First Block of Gillette Avenue on July 4, 2020, from 2:00 p.m. to 8:00 p.m., for a Colonial Celebration, Requested by Big Lost Meadery.

STAFF REFERENCE:

Michelle Henderson, Finance Director

ATTACHMENTS:

Click to download

☐ [Street Closure Application](#)

☐ [Map](#)

☐ [Malt Beverage Application](#)

CITY OF GILLETTE

STREET CLOSURE APPLICATION

Name: BIG LOST MEADOW

Phone No. 660-3199

Address: 106 S GILLETTE AVE 82716

Date of Closure: 7/4/20

Time: 1400 a.m./p.m. TO 2000 a.m./p.m.

Area to be Closed: GILLETTE AVE FROM 1ST ST TO 2ND ST.

Purpose for Closure: COLONIAL CELEBRATION

Does the Event Include Alcohol/Malt Beverages? YES ☒ NO ☐

(If yes, an appropriate alcohol/malt beverage/open container application form needs to be obtained through the City Clerk's Office.)
THE APPLICANT IS REQUIRED TO CONTACT ALL PERSONS OR BUSINESSES AFFECTED BY THE PROPOSED STREET CLOSURE, OBTAINING SIGNATURES ON THE ATTACHED NOTIFICATION FORM AND SUBMIT THE FORM WITH THE APPLICATION.

Signature of Applicant: [Signature]

OFFICE USE ONLY

☐ Emergency Group Notified

Date Notified: ____/____/____

Division	Signature	Date	Approved		Comments
			Yes	No	
Police	<u>C.O. [Signature]</u>	<u>12/6/19</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Engineering		<u>1/1</u>	<input type="checkbox"/>	<input type="checkbox"/>	
Public Works	<u>[Signature]</u>	<u>12/6/19</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
City Clerk	<u>C. Staskiewicz</u>	<u>12/5/19</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Special Instructions: _____

City Council Approval Date: ____/____/____

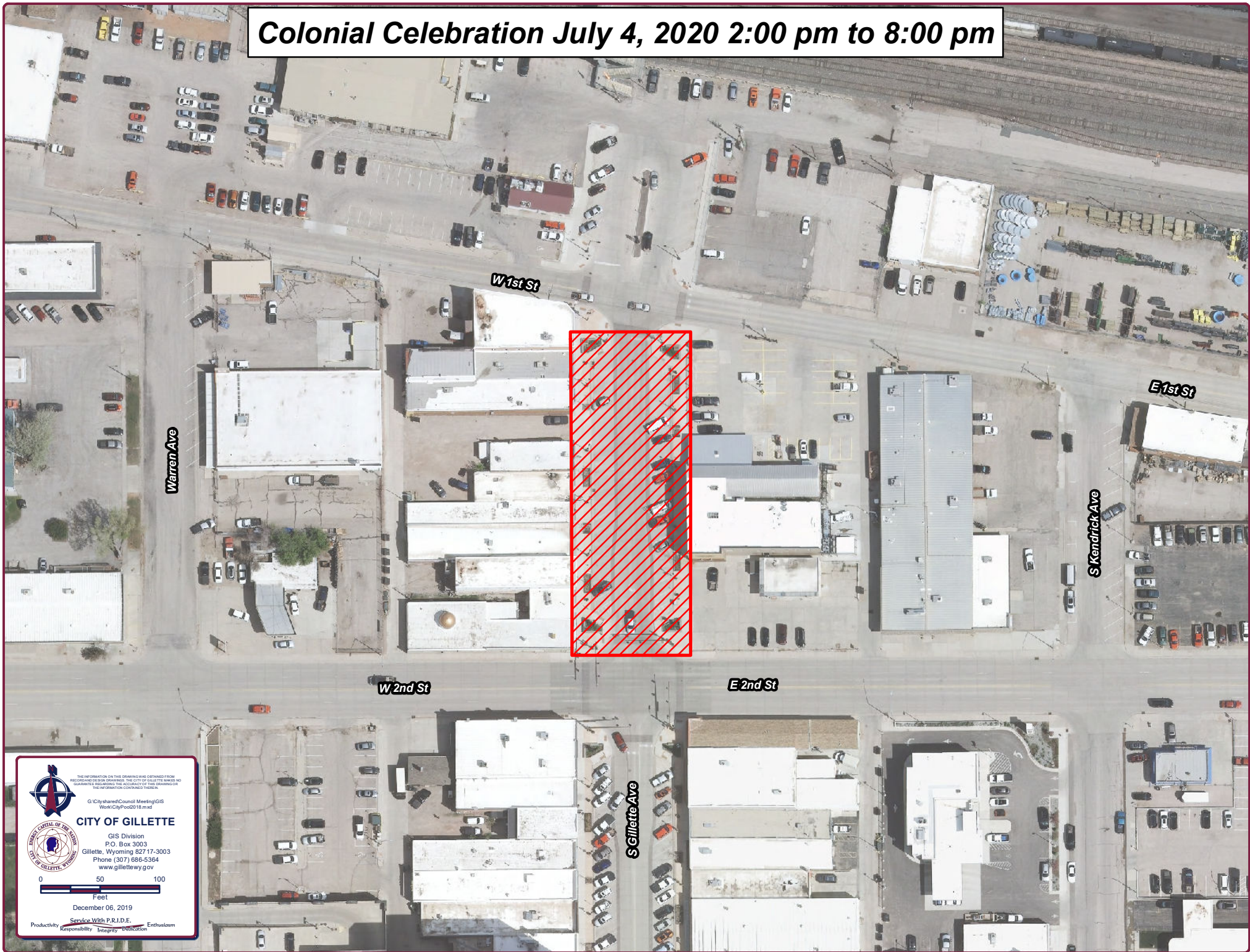
City Council Denial Date: ____/____/____

Date: 12/5/19

The closure will be on 7/4/2020 beginning at 1400 until 2000
Date Time Time

[illegible]

Colonial Celebration July 4, 2020 2:00 pm to 8:00 pm



THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM
RECORDS AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO
GUARANTEE REGARDING THE ACCURACY OF THE DRAWING OR
THE INFORMATION CONTAINED THEREIN.

G:\CityShared\Council Meeting\GIS
Work\CityProc2018.mxd

CITY OF GILLETTE
GIS Division
P.O. Box 3003
Gillette, Wyoming 82717-3003
Phone (307) 686-5364
www.gillettewy.gov

0 50 100
Feet

December 06, 2019

Service With P.R.I.D.E. Enthusiasm
Productivity responsibility Integrity Dedication

Application # 9567

Scanned _____

Emailed Fire Marshal _____

City of Gillette**One (1) Day Malt Beverage Permit Application**Applicant Name: BIG LOST MEADERYAddress: 106 S GILLETTE AVE

Phone Number: _____

GILLETTE, WY 82716Cell Phone Number: 307-660-3199Contact Person at the Event SAM CLIKEMAN

(Contact person must be present at the event at all times.)

Contact Phone Number at the Event: 660-3199Date of the Event: 7/4/2020 Event Start Time: 1400 Event End Time: 2000Outdoor Event: ☒ Yes ☐ NoAnticipated Occupancy: 300Location of the Event: GILLETTE AVE, 1ST TO 2ND ST.Do you, the applicant, own the event location? ☐ Yes ☒ No

If no, please provide a written statement from the landowner permitting the proposed activity, including the consumption and possession of alcoholic or malt beverages, as described in this application.

Short Summary of the Reason for the Event: COLONIAL PARTYDetailed Description of Activities/Entertainment at the Event: COLONIAL GAMES, SPEECHES
CANNON FIRING, HISTORICAL FUN

Names and Ages of Persons Serving Alcoholic Beverages:

Name: SAM CLIKEMAN Age: 33

Name: _____ Age: _____

Name: BOB HOUTSAFFLEY Age: 32

Name: _____ Age: _____

Name: ALEXA SHEDDEN Age: 28

Name: _____ Age: _____

Who is checking IDs? BIG LOST STAFFStamps? ☒ Yes ☐ NoWrist Bands? ☐ Yes ☒ NoLive Band? ☒ Yes ☒ NoOther type of outdoor music/sound/P.A. system? ☐ Yes ☒ NoOther Entertainment? ☒ Yes ☐ NoType? GAMESEntertainment Start Time: 1400 a.m. ☒ p.m. Entertainment End Time: 2000 a.m. ☒ p.m.Security? ☐ Yes ☒ No By Whom? _____

How Many? _____

Type of fencing or boundary for the sale, consumption, and possession area: STREET BARRICADES,
FLAGGING + SIGNAGE

Other facilities (i.e. additional parking, trash containers, portable toilets): N/A

Provide a detailed description of the area(s) in which the sales, possession, and consumption of alcoholic beverages will occur: GILLETTE AVE FROM SOUTH SIDE OF 1ST ST INTERSECTION TO NORTH SIDE OF 2ND ST INTERSECTION. BETWEEN BUILDINGS ON BOTH EAST & WEST SIDES.

Provide a detailed drawing of the area(s) in which the sale, possession, and consumption of alcoholic beverages will occur.

☐ North SEE ATTACHED.

(The consumption of alcohol beyond the approved boundaries is in violation of this permit and City ordinance.)

Fees: \$50 (non-refundable)

[Signature]
Signature of Applicant

12/5/19
Date of Application

For Official Use Only:

Approved ☒ Yes ☐ No

C. Staskiewicz
City Clerk/Designee

12/5/19
Date

Approved ☒ Yes ☐ No

[Signature]
Chief of Police/Designee

12-5-19
Date

Has Fire Department/Designee Been Notified? ☐ Yes ☐ No Fire Permit Attached ☐ Yes ☐ No

(*All outdoor events, that include a live band or amplified music/sound/P.A. systems, require City Council approval. Application must be received by the Clerk's Office at least 3 weeks prior to the event.)



City of Gillette

Requirements for Catering and Malt Beverage Permits

1. You must contact the Gillette Police Department if the following incidents occur during your event:
 - a. An underage person (under 21 years old) attempts to purchase alcohol.
 - b. A physical fight or other violence occurs at the event; this includes indoor and outdoor event spaces.
 - c. Gillette PD number is 682-5155. Or dial 911.
2. Adults (over 21 years old) may not provide or furnish alcohol to underage youth (under 21 years old).
3. Do not sell or deliver alcohol to obviously intoxicated individuals.
4. Do not allow or permit persons to leave the event with an open container of alcohol.
5. Restrict alcohol sales and consumption to a designated location, i.e. do not allow alcohol to be consumed in unauthorized areas or outside of the event.
6. All alcohol servers must be at least 21 years old.
7. Ensure that all persons purchasing alcohol are at least 21 years old. (It is recommended to check identification for all individuals who appear under the age of 30.)
8. Ensure the contact person listed on the application is present at the event at all times.

I understand that by signing this document I am responsible for ensuring that all of the above requirements are met and followed for the duration of the permitted event. I also understand that not following the above requirements may result in enforcement action and/or termination of the permit. Lastly, any incidents or permit revocations may influence the ability to obtain a permit for future events.

Signature

Date

Print Name

Recommendations for a Successful Event

1. Limit the number of drinks sold to one person at a time.
2. Stop alcohol service at least 30 minutes before closing or ending the event.
3. Do not allow or encourage employees, volunteers, or security personnel to drink alcohol while on duty.
4. Have catering and alcohol service staff and/or volunteers to attend responsible alcohol service training. These trainings are offered free of charge through the Gillette PD or the Campbell County Prevention Council or other individual trainers throughout the community.
5. Post warning signs throughout the event space that discourage drinking and driving and underage drinking. (If interested in these signs, please contact the Campbell County Prevention Council.)
6. Hold a mandatory meeting with all individuals involved with the event (including volunteers and paid/hired staff) to explain these requirements and other pertinent policies and procedures for the event.
7. Offer drinks not containing alcohol (such as water, soft drinks, ice tea, smoothies) as predominantly as alcoholic drinks.
8. Provide copies of event policies to all parties and individuals involved with the event. (This document may serve as event policies.)
9. Do not offer price discounts, such as 2 for the price of 1 or discounted price for a set amount of time.
10. Monitor the event area and grounds for suspicious activities throughout the event.



CITY OF GILLETTE

MALT BEVERAGE PERMIT

PERMIT NUMBER: CT-12622

ISSUED TO: BIG LOST MEADERY

LOCATION: 1ST BLOCK OF GILLETTE AVENUE

DATE: JULY 4, 2020

TIME: 2:00 P.M. TO 8:00 P.M.

This Permit MUST be displayed in a conspicuous place for the date and time referenced above

Clerk or Designee: Cindy Staskiewicz Date: 12/5/2019



CITY OF GILLETTE
P.O. Box 3003
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 12/17/2019 7:00:00 PM

SUBJECT:

Council Consideration of a Street Closure on the 3rd Street Plaza, on July 11, 2020, from 8:30 a.m. to 5:00 p.m. for the Campbell County Master Gardeners' Wagon Raffle Displays and Reception, Requested by Master Gardeners' President Sandi Aberle.

BACKGROUND:

The Master Gardeners are hosting Garden Walks on July 11th, and requesting to close the 3rd Street Plaza to display raffle wagons (with plants and flowers) and hold a reception following the Garden Walks.

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

I Move to Approve a Street Closure on the 3rd Street Plaza, on July 11, 2020, from 8:30 a.m. to 5:00 p.m. for the Campbell County Master Gardeners' Wagon Raffle Displays and Reception, Requested by Master Gardener President, Sandi Aberle.

STAFF REFERENCE:

Michelle Henderson, Finance Director

ATTACHMENTS:

Click to download

☐ [Application](#)

CITY OF GILLETTE

3RD STREET PLAZA

STREET CLOSURE APPLICATION

NAME OF APPLICANT: CC Master Gardeners - Sandi Aberle			
ADDRESS: 412 S Gillette Ave			
PHONE NUMBER: 307 682 7281		(Sandi Aberle 307 620 2724)	
DATE OF CLOSURE: July 11, 2020		TIME OF CLOSURE: 8:30 a.m. TO 5:00 p.m.	
Has the event been scheduled with the Gillette Main Street Committee Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
(If no, Applicant must schedule the event, prior to City Council Consideration)			
DESCRIBE THE AREA TO BE CLOSED.			
The Master Gardeners would use the area to display raffle wagons (w/ plants & flowers) on the day of the Garden Walk w/ a reception there in afternoon.			
DOES THE EVENT INCLUDE ALCOHOL?		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If yes, an alcohol permit is required from the City Clerk's Office	
The City will provide up to ten (10) roll-out containers per event (96 gallon residential style). (Additional roll-out containers will be provided at a rate of \$10 per container - SEE DETAILS BELOW.)			
TOTAL NUMBER OF ROLL-OUTS REQUESTED FOR EVENT:		2	
Quantity of Electrical Outlets Requested (Max. 12)	n/A	X \$10.00	\$ TOTAL
Additional Roll-out Garbage Containers		X \$10.00	\$ TOTAL
APPLICANT SIGNATURE: Sandi Aberle		DATE: 11/8/2019	
APPROVALS			
POLICE DEPARTMENT:			
SIGNATURE		DATE:	11-26-19
PUBLIC WORKS:			
SIGNATURE		DATE:	11/26/2019
ENGINEERING:		<input type="checkbox"/> NOT APPLICABLE	
SIGNATURE		DATE:	
CLERK'S OFFICE			
SIGNATURE	Cindy Staskiewicz	DATE:	11/27/19
CITY COUNCIL			
APPROVAL DATE:		DENIAL DATE:	

For emergency assistance call 911. For non-emergency assistance call 686-5250

12/17/2019

FEES AND EXPENSES FOR 3RD STREET PLAZA

Electrical Expenses: \$10 per electrical outlet (Payable to the City at the time the Street Closure Application is submitted, prior to the event)

Garbage Disposal & Associated Expenses: The City will provide up to ten (10) roll-out (96 gallon residential style) containers for any event scheduled in advance with the Gillette Main Street for each event. If more roll-outs are required for any single event, there will be an additional charge in the amount of \$10.00 per roll-out container provided by the City. The individuals or organizations holding a special event shall be responsible for arranging for the placement of roll-out (96 gallon residential style) containers for their event. Individuals or organizations holding an event may choose to obtain garbage disposal from another source, at their sole expense. Any clean up associated with the event or activity occurring at the Plaza shall be the responsibility of the party reserving the Plaza.

City Restroom Facility: The restroom facility located at the Plaza will be open for use during scheduled events no later than 8:00 a.m. on the morning of the event, and will be closed at 5:00 p.m. Should it be necessary to extend the hours of operation of the restroom facility, **Gillette Main Street shall provide notice of the extended hours at least two (2) days in advance of the scheduled event.** The individuals or organizations reserving the Plaza shall be responsible for ensuring that the bathrooms are returned to their pre-event condition. The failure to return the restroom to the same condition it was in prior to the event may result in the imposition of cleaning costs upon the individual or organization reserving the Plaza. The applicant can contact the Public Works Department, Monday thru Friday, 7:00 a.m. to 4:00 p.m. at 686-5320, for a clean-up kit.

Portable Restrooms: The Gillette Main Street shall determine the need for any additional portable restrooms that may be required as a result of the size and nature of the event. The Gillette Main Street shall convey this information to the individual or organization reserving the Plaza so that appropriate temporary facilities are provided at the Plaza. The City **shall not** be responsible for providing portable restrooms nor responsible for the costs thereof unless otherwise agreed to in writing.

Street Barricades: The City shall provide portable barricades to be used to close the Plaza to motor vehicle traffic during any scheduled event. The City **shall not** be required to place the barricades prior to the event or street closure, or to remove them at the end of any event or street closure. The individuals, entities or organizations reserving the Plaza will be responsible for the placement and removal of the barricades. First time applicants must contact the Public Works Department at 686-5320, between 7:00 a.m. and 4:00 p.m., Monday thru Friday, for barricade placement instruction.

Damages to Restrooms, Public Property and the Plaza: Any individual, entity or organization agrees to be responsible for any property damages arising from any event held by them at the Plaza.



Applicant Signature

11/8/2019

Date



CITY OF GILLETTE
P.O. Box 3003
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 12/17/2019 7:00:00 PM

SUBJECT:

Council Consideration for the Issuance of Street Closure Permits and Associated Alcohol Permits, Requested by the Gillette Main Street Committee, for the following 2020 Gillette Main Street Events:

- ~ Open Container Permit for Gillette Avenue (1st Through 3rd Blocks) for the **Historic Building Bender Event**, May 2, 2020, from 6:00 p.m. to 9:00 p.m.
- ~ Street Closure Permits and Open Container Permits for the Third Street Plaza, Including Parking Lot B, for **Weekly Concerts**, Thursdays, July 9, 2020, Thru August 13, 2020, from 12:00 p.m. to 11:00 p.m.
- ~ Street Closure Permits for the Third Street Plaza, Tuesdays, July 14, 2020, Thru September 15, 2020, for **Weekly Farmer's Markets**, from 3:00 p.m. to 8:00 p.m.
- ~ Street Closure Permit and Malt Beverage Permit for the Third Street Plaza, Including Parking Lot B, for **Brewfest**, July 18, 2020, from 4:00 p.m. to 8:00 p.m.
- ~ Street Closure Permits and Open Container Permit for the Third Street Plaza and Gillette Avenue (1st Through 3rd Blocks), for the **Summer Festival and Car Show**, August 15, 2020, from 7:00 a.m. to 11:00 p.m.
- ~ Street Closure Permit and Open Container Permit for the Third Street Plaza, for the **Community Dinner**, September 20, 2020, from 6:00 p.m. to 9:00 p.m.
- ~ Street Closure Permit for the Third Street Plaza, Including Parking Lot B, for **Boo-Fest/Trick-or-Treat Main Street**, October 31, 2020, from 11:00 a.m. to 4:00 p.m.
- ~ Street Closure Permit and Open Container Permit for the Third Street Plaza and Gillette Avenue (1st Through 3rd Blocks) for the **Holiday Ice Festival**, December 5, 2020, from 11:00 a.m. to 8:00 p.m.
- ~ Parade Permit on Gillette Avenue from 7th Street to 1st Street, for the **Parade of Lights**, December 5, 2020, Beginning at 5:00 p.m.

BACKGROUND:

Gillette Main Street is requesting approval for their 2020 3rd Street Plaza and Gillette Avenue events in advance, to allow the committee ample time to organize and plan the events. (The advance notice allows City Staff to ensure staffing is available for the events and that all the permits are approved prior to the events.) The events will take place on Gillette Avenue and/or the 3rd Street Plaza, and Parking Lot B, which is the lot located behind Gillette Brewing Company.)

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

I move for the Issuance of Street Closure Permits and Associated Alcohol Permits, Requested by the

Gillette Main Street Committee, for Their 2020 Gillette Main Street Events, as Read by the City Clerk.

STAFF REFERENCE:

Michelle Henderson, Finance Director

ATTACHMENTS:

Click to download

☐ [2020 Gillette Main Street Events](#)

Gillette Main Street 2020 Activities

- May 2 Historic Building Bender, 6-9pm, Open Container 1st through 3rd Blocks
- July 9 - Aug 13 Weekly Concert Series (Thursdays), 6-9pm, 3rd 3rd Street Plaza, Parking lot behind GBCo, Open Container
- July 14 - Sept 15 Downtown Tuesday's Farmers Market, 5-7pm, 3rd Street Plaza
- July 18 Brewfest, 4-8pm, Third Street Plaza, Parking Lot behind GBCo, Malt Beverage Permit
- Aug. 15 Summer Festival & Car Show, 7am to 11pm, Gillette Ave (1st through 3rd Blocks), Third Street Plaza, Open Container
- Sept. 20 Community Dinner, Third Street Plaza, Open Container, 6-9pm
- Oct. 31 Boo-Fest/Trick-or-Treat Main Street, Third Street Plaza, Parking Lot Behind GBCo, 11-4pm
- Nov. 21 – Dec. 5 Winter Walk
- Nov. 27 Plaid Friday
- Nov. 28 Shop Small Saturday
- Dec. 5 Downtown Holiday Ice Festival: 11am - 8pm, Third Street Plaza; Parade of Lights, 5pm, Gillette Ave, Open Open Container



CITY OF GILLETTE
P.O. Box 3003
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 12/17/2019 7:00:00 PM

SUBJECT:

Council Consideration for the Acceptance of the City's Financial Audit Report for the Fiscal Year 2019.

BACKGROUND:

The accounting firm of Bennett, Weber & Hermstad, LLP, has completed the Financial Audit Report for the Fiscal Year ended June 30, 2019. An overview of the report was provided by Ryan Gemar of Bennett, Weber & Hermstad, LLP, at the Audit Committee meeting on December 11, 2019. Mr. Gemar also provided an overview to the entire City Council at the Council Pre-Meeting on December 17, 2019.

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

I move for the Acceptance of the Financial Audit Report Prepared by Bennett, Weber & Hermstad, LLP, for the Fiscal Year ended June 30, 2019.

STAFF REFERENCE:

Michelle Henderson, Finance Director

ATTACHMENTS:

[Click to download](#)

No Attachments Available



CITY OF GILLETTE
P.O. Box 3003
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 12/17/2019 7:00:00 PM

SUBJECT:

Council Consideration for the Approval of the Joint Campbell County, City of Gillette, and Town of Wright, 2019 Emergency Operating Plan.

BACKGROUND:

David King, CCEMA Coordinator's email request: "I am asking that adoption of the 2019 version of the Joint Campbell County, City of Gillette and Town of Wright Emergency Operating Plan be placed on the Gillette City Council's Meeting Agenda for Tuesday, December 17th.

I have attached a memorandum to the board explaining this plan update, a highlighted copy of the plan (yellow highlights marking the changes from the 2017 EOP, and a certification document which I request it, or your variation of it, be signed and returned either as an electronic copy or hard copy, following action by the Council.

As we need one document to be adopted by all three entities, if you have concerns, questions or suggested revisions, please let me know as early as possible so we can provide any changes to the other two bodies. I also stand ready to answer any questions, and plan to be in attendance at your meeting on the 17th."

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

I Move for the Approval of the Joint Campbell County, City of Gillette, and Town of Wright, 2019 Emergency Operating Plan.

STAFF REFERENCE:

Patrick G. Davidson, City Administrator

ATTACHMENTS:

Click to download

☐ [2019 Certification of Approval](#)

☐ [Memo](#)

☐ [Joint EOP Full Plan 2019 Draft](#)

CERTIFICATION OF APPROVAL
CAMPBELL COUNTY,
CITY OF GILLETTE
AND TOWN OF WRIGHT
JOINT EMERGENCY OPERATING PLAN

This certifies the 2019 version of Joint Emergency Operations Plan (Joint EOP) has been accepted and approved by the City of Gillette as required by W.S. 19-13-108.

This plan supersedes all previous Emergency Operations Plans or similar documents.

Mayor, City of Gillette

City Clerk

Date of approval by the Gillette City Council

David King
Campbell County Emergency Management Coordinator

Date

**OFFICE**

500 South Gillette Avenue
Suite 1100
Gillette, Wyoming 82716
(307) 686-7477
(307) 687-6325 FAX
(307) 680-1519

**Emergency Management
Agency****COORDINATOR**

David King

dak41@ccgov.net

December 2nd, 2019

To: Gillette City Council

From: David King

RE: Adoption of Revised Joint Emergency Operations Plan

For over twenty years the City of Gillette, Campbell County, and Town of Wright have jointly adopted a "Joint Emergency Operations Plan," (EOP) and emergency planning, responses, recovery and mitigation have been guided by these documents. Having such a plan is a requirement of Wyoming Statute and our three entities have opted to have one unified plan rather than three different ones.

Our last Joint EOP was adopted in December of 2017. To be compliant with Homeland Security grant requirements, the State of Wyoming and FEMA require the plans to be reviewed, revised and re-adopted every two years.

I am asking that the Gillette City Council place this on their agenda for action during your December 17th meeting.

This plan reflects "Lessons-Learned" during exercises, changes in federal and state emergency guidance and review of actual emergencies and events. As you review the document, you will notice sections **highlighted in yellow**. As changes were made to the 2017 plan, the additions or revisions were highlighted to aid in your review.

There are three major changes in this version:

1. "Emergency Operations Center" (EOC) has been changed throughout to "Emergency Response Coordination Center" (ERCC). This reflects a change at the federal and state levels to better identify the function of the center and brings our terminology in line with what is used at those levels.
2. A 25-page annex for "Public Information Guidance" has been added as Section XIV. With some minor revisions, this reflects latest FEMA document "NIMS Basic Guidance for PIO's."
3. And, this document includes significant revisions within ESF's (Emergency Support Functions) 1, 6 and 15. The other 12 ESF's will be a focus for possible revision/updates within the next two years.

CAMPBELL COUNTY CITY OF GILLETTE TOWN OF WRIGHT WYOMING

JOINT EMERGENCY OPERATIONS PLAN (Joint EOP)

November 2019



Supersession

Upon adoption by the Campbell County Commissioners, Gillette City Council and Wright Town Council, this plan replaces all previous Emergency Operating Plans and Joint Response Frameworks.

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Campbell County, the City of Gillette and Town of Wright Joint Emergency Operations Plan

I. INTRODUCTION

A. General

Presidential Homeland Security Directives 5 and 8, enacted in 2004, require the State and Local governments to adopt the fundamental principles, language and operational concepts embedded in the National Incident Management System (NIMS) and the National Response Plan (NRP) as a condition for receiving certain categories of federal support for Emergency Management. To meet these requirements, Campbell County, the City of Gillette and Town of Wright passed Joint Resolution #1567 on September 6th, 2006 designating the National Incident Management System (NIMS) as the basis for all incident management in Campbell County, Wyoming.

As on-going compliance with the requirements of NIMS, Campbell County, the City of Gillette and Town of Wright **created, adopted and maintain** this Joint Emergency Operations Plan (EOP) in accordance with the requirements of Wyoming Statute 19-13-108.

The revised Campbell County, the City of Gillette and Town of Wright Joint EOP is the product of a planning process that 1) fully incorporates the NIMS concepts, principles, practice and language 2) capitalizes on the lessons learned from recent disasters and exercises, 3) incorporates plans, programs and policies that have emerged since the last revision of the Joint EOP. The Joint EOP establishes a framework through which the Jurisdictions may prepare for; respond to; recover from; and mitigate to prevent the impacts of a wide variety of disasters that could adversely affect the health, safety and/or general welfare of the residents and emergency workers of Campbell County, the City of Gillette and Town of Wright. The Joint EOP provides guidance to Campbell County, the City of Gillette and Town of Wright officials of procedures, organization and responsibilities which will prevent, minimize and/or relieve personnel hardship and property damage associated with disasters or the imminent threat thereof. This plan also provides for an integrated and coordinated county, municipal, state and federal response.

The Joint EOP describes the basic strategies, assumptions and mechanics through which the Jurisdictions will mobilize resources and conduct activities to guide and support Emergency Management efforts through prevention, preparedness, response, recovery and mitigation. To facilitate inter-government operations, the Joint EOP adopts a functional approach that groups the type of assistance to be provided under each ESF. Each ESF has designated primary and support agencies which are involved within that functional area. The ESF's serve as the primary operational mechanism through which local assistance is managed.

To ensure that the revised Joint EOP was strictly aligned with the State and National preparedness guidance, the State and Federal Laws and Wyoming Office of Homeland Security and National Department of Homeland Security publications listed below were consulted:

- Wyoming Statute 19-13-101 through 19-13-414
- National Incident Management System – Third Edition (October 2017)
- Comprehensive Preparedness Guide (CPG) 101 Ver 2.0, (November 2010)
- Threat and Hazard Identification Guide (THIRA) CPG 201, Third Edition, (May 2018)
- National Planning Frameworks
 - National Prevention Framework, Second Edition (June 2016)
 - National Protection Framework, Second Edition (June 2016)
 - National Mitigation Framework, Second Edition (June 2016)
 - National Response Framework, Fourth Edition (October 2019)
 - National Disaster Recovery Framework, Second Edition (June 2016)
- National Preparedness Goal, Second Edition (September 2015)
 - Core Capabilities List, (February 2018)
- Homeland Security Act of 2002. Pub. L. 1078-296, enacted November 25th, 2002
- Pet Evacuation and Transportation Standards Act (PETS Act) of 2006
- Post-Katrina Emergency Management Reform Act (PKEMRA) of 2006
- Robert T. Stafford Disaster Relief and Emergency Assistance Act Pub. L. 100-707 November 23, 1988 (as amended August 2016)
- Sandy Recovery Improvement Act of 2013
- Target Capabilities List (September 2007)
- Universal Task List (Ver. 2.1) (May 2005)

B. Purpose

The purpose of the Campbell County, City of Gillette and Town of Wright Joint Emergency Operations Plan is to establish a framework which can be used by government, the private sector, non-profit organizations and residents to address prevention, preparation, response,

recovery and mitigation of the effects of emergencies and disasters.

C. Scope

This plan identifies when and under what conditions the application, activation or revision of this plan is necessary.

The plan establishes fundamental policies, strategies and assumptions for a program guided by the principles of the National Incident Management System. This Joint EOP provides the following benefits to Campbell County, the City of Gillette and Town of Wright:

- Creating a plan which addresses all hazards, all phases of emergency management, all impacts, and extends an opportunity to partner with all stakeholders.
- The Joint EOP establishes a Concept of Operations spanning the direction and control of an emergency from initial monitoring through post disaster response, recovery and mitigation.
- The Joint EOP defines inter-agency and inter-government coordination mechanisms to facilitate delivery of immediate response and recovery assistance.
- The Joint EOP assigns specific functions to appropriate County and municipal agencies and organizations as well as outlines methods to coordinate with the private sector, volunteer organizations, citizens and state and federal counterparts.
- The Joint EOP identifies actions local response and recovery organizations will take in coordination with municipal, state and federal counterparts as appropriate, regardless of the magnitude of the disaster.

D. Methodology

The Campbell County, the City of Gillette and Town of Wright Joint EOP was developed by the Campbell County Emergency Management Agency and approved by the governing bodies of Campbell County, the City of Gillette and Town of Wright.

Each jurisdiction, agency and organization involved is expected to have its own procedures to implement the concept of operations.

- The Campbell County, City of Gillette and Town of Wright Joint EOP is adopted by governing bodies and by resolution, which serves as the promulgation letter for the Joint EOP.
- A master copy of the Joint EOP is maintained in the Campbell County Emergency Management Agency.

Planning Process

The Joint EOP is based on the best information available. To this end, the planning process is based on the following planning principles:

- Planning should represent the whole community and their needs
- When possible, planning should include participation from all stakeholders in the community
- Planning uses a logical and analytical problem-solving process to help address the complexity and uncertainty inherent in potential hazards
- Planning considers all **identified** hazards and threats
- Planning should be flexible enough to address both traditional and catastrophic incidents
- Time, uncertainty, risk and experience influence planning
- Effective plans tell those with operational responsibilities what to do and why to do it
- Planning is fundamentally a process to manage risk
- Planning is one of the key components of the preparedness cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective actions

Implementation of NIMS

The Campbell County, the City of Gillette and Town of Wright Joint EOP implements NIMS by:

- Using ICS and the multi-agency coordination system to manage and support all incidents
- Integrating all response agencies and entities into a single, seamless system
- Establishing a public information plan dealing with dissemination of information.
- Identifying and characterizing resources according to established standards and types
- Requiring all personnel to be trained properly for the job they perform
- Ensuring interoperability, accessibility and redundancy of communications

II. SITUATION

This section of the plan summarizes the hazards that could potentially affect Campbell County, the City of Gillette and Town of Wright. The hazards and risk analysis addresses the major hazards to which the County is vulnerable; provides a summary of the County's vulnerable population; outlines the assumptions that were considered in the planning process; and defines disaster magnitude classifications that will trigger County response under the NIMS.

A comprehensive hazard and risk assessment is contained in the **Wyoming Region 1 Regional Hazard Mitigation Plan, Campbell, Crook, Johnson, Sheridan and Weston Counties, adopted in September 2018 by Campbell County, City of Gillette and Town of Wright.** The plan is kept under separate cover and can be accessed by contacting Campbell County Emergency Management Agency.

A. Hazard Analysis

Hazard and Vulnerability Assessment Summary

Campbell County, the City of Gillette and Town of Wright are vulnerable to a wide range of hazards that threaten its communities, businesses and environment. To determine the hazards that pose the greatest threat, Campbell County, the City of Gillette and Town of Wright has prepared a hazard mitigation plan which identifies and assesses the risk of hazards affecting our jurisdictions. The major findings are summarized below. The assessment was developed from historical data of events that have occurred, and specifically examines:

1. Probability (frequency) of event
2. Magnitude of event
3. Expected warning time before event
4. Expected duration of event

For emergency management planning purposes, the critical analysis that must be undertaken is an assessment of the consequences of each hazard, including potential area of impact, population exposed and impacted, duration of the hazard, and potential economic consequences. These rankings utilize criteria which weights them proportionally through historic data as well as future projections based on economic, demographic, the critical infrastructure information.

Three levels of risk have been identified: High, Moderate and Low.

High - High probability of occurrence; at least 50 percent or more of population at risk from hazard; significant to catastrophic physical impacts to buildings and infrastructure; major loss or

potential loss of functionality to all essential facilities (hospital, police, fire, ERCC and shelters).

Moderate - Less than 50 percent of population at risk from hazard; moderate physical impacts to buildings and infrastructure; moderate potential for loss of functionality to essential facilities.

Low - Low probability of occurrence or low threat to population; minor physical impacts.

Hazard Profile Summary for Joint Emergency Operations Plan						
Hazard	Probability	Magnitude	Warning Time	Duration	CPRI	Planning Significance
Severe Winter Storms	4	3	2	3	3.3	High
Tornadoes	4	3	4	4	3.7	High
Wildland Fires	4	4	4	3	3.9	High
Hazardous Materials	3	3	4	3	3.15	High
Toxic Gas Seeps	2	2	1	4	2.05	Moderate
Floods	4	3	4	4	3.7	High
Microbursts	4	3	4	4	3.7	High
Drought	2	4	1	4	2.65	Moderate
Earthquakes	2	3	4	4	2.8	Moderate
Landslides	3	3	4	4	3.25	High
Terrorism	2	3	4	4	2.8	Moderate

Source: Campbell County THIRA, September 2017

Critical Infrastructure/Facilities

Child Care

As of November 2019, the Wyoming Department of Family Services lists 54 child care facilities within Gillette and Wright, with a total capacity of 1,631 children.

Community	Number of Facilities	Maximum Number of Children
Gillette	51	1,577
Wright	3	54
Total	54	1,631

Source: Wyoming Department of Family Services November 2019

Senior Citizens

The following facilities provide live-in care for senior citizens and disabled residents or serve as congregate meeting areas for seniors. For purposes of this document, a “senior citizen” is anyone over age 65.

- Beehive Home
- Lasting Legacy Center
- Sol-Domus

- Primrose Retirement Center
- Campbell County Senior Citizens Center (Lunchtime)

Senior Citizens (65+)

Age Range	Number of Citizens 2010 Census	Number of Citizens (estimated 2013)
65-69	995	1,313
70-74	626	785
75-79	463	479
80-84	317	334
85+	215	325

Source: United States Census

Children (0-19)

Age Range	Number of Citizens 2010 Census	Number of Citizens (estimated 2013)
Under 5	4,063	3,905
5-9	3,550	3,997
10-14	3,414	3,531
15-19	3,200	3,123

Source: United States Census

Schools

School	Grades	Town	Enrollment	Staff	Total
Buffalo Ridge	K-6	Gillette	436		
Conestoga	K-6	Gillette	385		
Cottonwood	K-6	Wright	226		
Hillcrest	K-6	Gillette	429		
Lakeview	K-6	Gillette	423		
Meadowlark	K-6	Gillette	248		
Paintbrush	K-6	Gillette	351		
Prairie Wind	K-6	Gillette	378		
Pronghorn	K-6	Gillette	438		
Rawhide	K-6	Gillette	241		
Rozet	K-6	Rozet	311		
Stocktrail	K-6	Gillette	283		
Sunflower	K-6	Gillette	372		
Wagonwheel	K-6	Gillette	313		
Little Powder	K-8	Rural	24		
Recluse	K-8	Rural	17		
4-J	K-8	Rural	41		
Sage Valley	7-8	Gillette	623		
Twin Spruce	7-8	Gillette	620		
Wright Jr/Sr	7-12	Wright	189		
CCHS	9-12	Gillette	1,062		
Thunder Basin	9-12	Gillette	1,068		
Westwood	9-12	Gillette	148		
Yes House	7-12	Gillette	42		

CC Virtual School	K-6	All	24		
Total	K-12	All	8,692		

Source: Campbell County School Enrollment, November 2017

Facilities

Madison Pipeline (42 miles)	Moorcroft to Gillette
City of Gillette Water System	Gillette
City of Gillette Water Mains	Gillette
City of Gillette Wastewater System	Gillette
City of Gillette Sewer Mains	Gillette
City of Gillette Streets (258 miles)	Gillette
City of Gillette Electrical Utility System	Gillette
Gillette City Hall/Police Department	Gillette
City West	Gillette
City of Gillette Warehouse	Gillette
City of Gillette PT Building	Gillette
City of Gillette Equipment Storage Building	Gillette
City of Gillette Electrical Storage Building	Gillette
City of Gillette Animal Shelter	Gillette
City of Gillette Parks/Streets Shop	Gillette
Agriculture Complex	Wright
Animal Shelter	Wright
Southern Campbell Co Medical Clinic	Wright
Public Safety Building	Wright
Wright Multi-Purpose Building	Wright
Wright Recreation Center	Wright
Wright Town Hall	Wright
Wright Maintenance Shop	Wright
Town of Wright Streets	Wright
Visitor Center	Wright
Wright Water/Wastewater Systems	Wright
Fire Station #9	Wright
Fire Station #1	Gillette
Fire Station #2	Northeast Gillette
Fire Station #3	South Gillette
Fire Station #4	Southwest Gillette
Fire Station #7	CamPlex
Fire Station #10	Nickelson Little Farms Subdivision
Fire Station #11	Sleepy Hollow Subdivision
Fire Station #12	Rozet
Fire Station #13	Freedom Hills Subdivision
Gillette/Campbell County Airport	Gillette
Campbell County Public Health	Gillette
Campbell County Courthouse	Gillette

Campbell County Sheriff's Office/Detention Center	Gillette
Campbell County Road and Bridge	Gillette
Campbell County Roads (810 miles, 190 paved)	County-wide
Campbell County Bridges (14 major bridges)	County-wide
Campbell County Children's Center	Gillette
Campbell County Recreation Center	Gillette
Campbell County Transfer Station (Landfill)	Gillette
Campbell County Landfill	North of Gillette
Legacy Manor	Gillette
Campbell County Health (Hospital)	Gillette
Gillette College	Gillette
Gillette College – Student Housing	Gillette
CamPlex Multi-Events Center	Gillette
Keyhole Broadcasting – KQOL 105.3 FM	Gillette
Keyhole Broadcasting – KOAL 106.1 FM	Gillette
Basin Radio – KGWY 100.7 FM	Gillette
Basin Radio – KAML 97.3 FM	Gillette
Basin Radio – 106.7 FM	Gillette
Basin Radio – KDDV 101.5 FM	Gillette
Basin Radio – KAML 1270 AM	Gillette
University of Wyoming – KUWG 90.9	Gillette
Calvary Chapel – KLWD 91.9 FM	Gillette
American Family Association – KGLL 88.1 FM	Gillette
First Presbyterian Church – KCOV-LP 95.7 FM	Gillette

Source: CCEMA – November 2019

Disaster Magnitude Class

This is an all-hazards Joint EOP and addresses minor, major and catastrophic disasters. These levels of disaster are defined as:

Catastrophic Disaster: A disaster that will require massive State and Federal assistance, including immediate military involvement. Federal assistance will involve response as well as recovery assets.

Major Disaster: A disaster that will likely exceed local capability and require a broad range of State and Federal assistance. The Federal Emergency Management Agency (FEMA) will be notified and potential Federal assistance will be predominantly recovery oriented.

Minor Disaster: A disaster that will likely be within the response capability of local government and will result in only a minimal need for State or Federal assistance.

B. Capability Assessment

Currently capability assessments are performed by local homeland security programs and their stakeholders in Wyoming. The results of the capability assessment, or Community Preparedness Report (CPR), will guide future investments in planning, training, exercising and resources. The local capability assessment is classified as “For Official Use Only” or FOUO and is available to appropriate parties under separate cover and can be accessed by contacting Campbell County Emergency Management Agency.

Capability Targets are developed in accordance with THIRA guidelines, resulting in comprehensive Capability Estimation rankings.

C. Economic Profile

The economy of Campbell County, WY employs 25,500 people.

The largest industries in Campbell County, WY are:

- Mining, Quarrying, & Oil & Gas Extraction (6,107 people)
- Retail Trade (2,763 people)
- and Educational Services (2,569 people).

The highest paying industries are:

- Utilities (\$86,429)
- Mining, Quarrying, & Oil & Gas Extraction (\$79,590)
- Agriculture, Forestry, Fishing & Hunting, & Mining (\$78,819)

<https://datausa.io/profile/geo/campbell-county-wy#economy>

Median household income in Campbell County, WY is \$80,178. Males in Campbell County, WY have an average income (\$62,351) that is 1.49 times higher than the average income of females (\$41,789). (Census Bureau ACS 5-year Estimate)

The 2010 Census shows in Gillette, the per capita money income in the past 12 months was \$32,395 and the median household income in 2017 dollars (2013-2017) was \$80,178.

9.4% were persons in poverty.

The latest figures available from the U.S. Census Bureau lists data from the year 2016 and shows A total of 1,460 business establishments in Campbell County with 20,636 paid employees. The annual payroll is \$1,159,295,000.

The economy of Campbell County is primarily based on energy extraction. Coal, oil and gas are all produced in the County.

Mineral resources in the County include coal, oil, natural gas, uranium, and sand and gravel. The first open pit coal mine in Wyoming, Wyodak Resources' mine east of Gillette, opened in 1925. The coal reserves of Campbell County make a significant contribution to meeting the nation's energy needs and coal from the County is burned in generation facilities in approximately half of the states in the country and provides up to 40% of the nation's electrical power produced from coal.

Commercial oil and gas activity in the County began in the late 1940s and continues today. Since the late 1980s coal bed methane gas exploration and production has occurred in the central areas of the County.

Transportation

Roads – The primary vehicle corridor crossing the County is Interstate 90, which crosses the center of the County passing through Gillette in an east-west direction.

State Highways 14 and 16 run generally northwest/southeast in the north half of the County turning due east at Gillette.

State Highway 59 runs north-south through the County linking Gillette and Wright with Douglas to the south. Highway 59 is the most heavily traveled state highway in Wyoming.

State Highway 50 runs southwest from Gillette in the southern half of the County.

State Highway 387 runs south and west from Wright linking it with Casper, which is south of the Town of Wright.

Highway 450 runs south and east to the Weston County line continuing to the east, to Newcastle.

The road network in the County also includes approximately 1,000 miles of County roads (190 miles paved, 810 miles gravel), 14 major County bridges, roads providing access to energy development, and private roads and drives that access rural residences, subdivisions, and ranches.

Railroads – Burlington Northern Santa Fe (BNSF) Railroad has two main rail lines in the County. One line crosses the County in a northwest to southeast direction as far as Gillette, then continues in an easterly direction parallel to Interstate 90. Approximately 10 miles east of Gillette, the line intersects at the "Donkey Creek Junction." A rail spur serves the large coal mines north and east of Gillette and ties in at Donkey Creek. The second line running to the south continues to Douglas while serving the mines in the southern half of the County. The Union Pacific Railroad also operates some coal-shipping trains into and out of the County.

Airport – Gillette-Campbell County (GCC) Airport is located 4 miles north of the city of Gillette on Wyoming State Highway 14/16. The airport sits at an elevation of 4,363 feet above sea level and is attended from 0600 to 2300 hours and encompasses approximately 900 acres.

The GCC Airport is owned by the County of Campbell and is operated by a five-member Airport Board of Trustees appointed by the County Commissioners.

The GCC Airport is classified as a Category IV security index.

GCC Airport is served by United Express/SkyWest Airlines with three daily direct flights to Denver, Colorado. Passenger enplanements are approximately 31,000 annually. GCC Airport is served by Alpine Air, which delivers freight, six days per week.

D. Spatial Profile

Campbell County is located on the high plains of Northeastern Wyoming. Much of the County can be characterized as rolling prairie although there are areas of hills and timber, and the Pumpkin Buttes in the southeastern part.

The County measures 50 miles east-west by 100 miles north-south and encompasses approximately 5,000 square miles.

Campbell County is situated in northeast Wyoming in the Powder River Basin, surrounded by Johnson County to the west, Sheridan to the northwest, Weston County to the southeast, Crook County to the northeast, Converse County to the south, and Powder River County, Montana to the north.

Elevations range from a low of 4,100 feet above sea level in the northwest corner of the County to 6,052 feet on the top of the north Pumpkin Butte. The elevation is 4,544 at Gillette and 5,010 at Wright.

The County is drained by three river basins. The southern and extreme eastern part of the County drains to the south into the Cheyenne River. The central portion of the County is drained by the Belle Fourche which begins in Campbell County and flows northeasterly into Crook County. The northwestern area of the County is drained by the Powder River of which only 7 miles crosses the northwest tip of the County flowing to the north and east.

The Belle Fourche, Little Powder, and Powder Rivers are perennial streams. Donkey, Stonepile, and Caballo Creeks are perennial, but this may be only because of point source discharges into them.

Population Demographics

The 2010 U.S. Census placed Campbell County's population at 46,133. The 2018 estimate from the census places the population at 46,140. (www.census.gov/quickfacts)

Campbell County – Based on the 2010 numbers, Campbell County has 14,227 residents (7,376 males, 6,851 females) that are 19 or younger, 14,059 residents (7,572 males, 6,487 females) that are between 20 and 39 years of age, 13,346 (7,083 males, 6,263 females) between 40 and 59 years of age, and 4,501 (2,227 males, 2,274 females) that are over 60. Of

that, 1,089 (497 males, 592 females) were between 70 and 79, and 532 (202 males, 330 females) were 80 years old or older.

The County's Median Age is 33.2 years old.

Gillette – The City of Gillette's population in the 2010 Census was 29,087. The 2014 estimate is 31,971. Of the 2010 population, 9.2% were under 5 years of age, 28% was under 18 years of age, and 5.8% were 65 or over. Gillette's 2010 population was 47.7% female.

Wright – The Town of Wright's population in the 2010 Census was 1,807. 8% were under 5 years old, 33% are under 19 years of age, and 2.2 percent were 65 or older. Wright's 2010 population was 45% female.

The 2010 Census estimates as of 2018 identified 95.0% of Campbell County's population as being white, 8.7% Hispanic or Latino, 1.5% American Indian, 0.7% Asian and 0.6% Black or African American. 2.1% of the population listed themselves as being of two or more races.

80.5% of the population reported living in the same house for one year or longer, 3% were foreign born, 5% reported a language other than English was what was spoken in their home, 91.3% percent were high school graduates, 18.5% had a bachelor's degree or higher, 3,058 were veterans.

Climate

Gillette, Wyoming has a cold semi-arid steppe climate. The area within 25 miles of the Gillette/Campbell County Airport (GCC) is covered by shrub lands (91%) and grasslands (9%).

Temperatures

The annual high temperature in Gillette is 59.3 degrees Fahrenheit, and the annual low is 33 F degrees, making an average temperature of 46.15 F degrees. Over the course of a year, the temperature typically varies from 15°F to 89°F and is rarely below -2°F or above 97°F. The warm season lasts from June 21 to September 8 with an average daily high temperature above 78 degrees F. The hottest day of the year (on average) is July 22nd, with an average high of 89 F degrees and a low of 59 F degrees. The cold season lasts from November 17 to March 12 with an average daily high temperature below 46 F degrees. The coldest day of the year (on average) is December 14th, with an average low of 15 F degrees and a high of 35 F.

Precipitation

Annual precipitation is 16.93 inches of rain, with an annual snowfall of 59 inches. The probability that precipitation will be observed in Gillette varies throughout the year. On average, precipitation is most likely around May 13, occurring in 42% of days. Precipitation is least likely around September 7, occurring in 23% of days. There are typically 40 days of snowfall during the year.

Over the entire year, the most common forms of precipitation are light snow and light rain. Light snow is most likely to fall on average around February 1st, when it is observed during 34% of all

days. Of days with precipitation during the year, 46% of those days are light snow. The likelihood of significant snow falling is highest around January 31, occurring in 37% of days. The season in which it is relatively likely for snow to fall spans October 16 to May 7. The months of March and April are the two largest months for snowfall, 11 and 10 inches respectively. On the average, snow is recorded every month except for June, July and August. Light rain is observed during 26% of those days with precipitation, and on average, is most likely around June 2nd when it is observed during 19% of all days.

Sunlight

The length of the day varies significantly over the course of the year and changes a few minutes within the county from north to south. Using Gillette as a central point in the county, in 2015 the shortest day is December 18th with 8:51 hours of daylight; the longest day is June 21 with 15:32 hours of daylight. The earliest sunrise was at 4:17 a.m. on June 14th and the latest sunset is at 8:50 p.m. on June 21st. The latest sunrise was at 7:38 a.m. on December 30th and the earliest sunset was at 4:23 p.m. on December 4th. Daylight Saving Time (DST) is observed, beginning on June 21st and ending November 1st in 2015.

Winds

Over the course of the year, typical wind speeds vary from 0-21 mph (calm to fresh breeze), rarely exceeding 30 mph. The Highest average wind speed of 12 mph occurs around April 5th, at which time the average daily maximum wind speed is 20 mph. The lowest average wind speed of 9 mph occurs around July 18, at which time the average daily maximum wind speed is 18 mph. The wind is most often out of the south (19% of the time), north west (14% of the time), south west (14% of the time), west (12% of the time), and north (12% of the time). The wind is least often out of the east (3% of the time) and north east (3% of the time).

School Districts / Higher Education

Primary and Secondary education is offered by the **Campbell County School District**, which as of the 2018-19 school year has 17 elementary schools, three Junior High Schools and four High Schools. There are ten elementary schools within the Gillette city limits, one within Wright, and six located in the county outside of Gillette and Wright. The school district also operates a Virtual School, the Lakeway Learning Center, the Educational Services Center where the districts administration is located, and the district's Aquatic Center in Gillette.

In November of the 2019-2020 school year, the district has 1,772 employees (including substitute teachers) and the enrollment is 4,843 elementary students and 3,927 secondary students. The district's transportation department fields a total of 170 buses.

(Source: CCSD, November 2019)

There are two private schools operating in Gillette

The **John Paul II Catholic School** serves students pre-school through Sixth Grade and is located at 1000 Butler-Spaeth Road in Gillette. For the 2019-20 school year they had a total of 181 students preschool through 6th grade and 35 employees.

(Source: John Paul II Catholic School, November 2019)

Heritage Christian School includes preschool classes for 4-year old's, along with Kindergarten through 12th Grade. The school is located at 510 Wall Street Court in Gillette, and for the 2019-20 school year, they had a total student population (including preschool) of 63 students, 12 preschools, 37 are elementary students, 14 are high school students (7-12) and 10 employees.

(Source: Heritage Christian School, November 2019)

Gillette College is part of the Northern Wyoming Community College District and offers Associate of Arts, Associate of Science and Associate of Applied Science Degrees at their campus in Gillette located at 300 West Sinclair. The College also offers an outreach program at City Hall in Wright.

The campus in Gillette includes the main facility at 300 West Sinclair which opened in 2003, the 96,000-square foot Technical Education Center to the north at 3251 South 4-J Road, and the Nursing program located at the Herb & Dorothy Carter Health Sciences Center to the south, along with the 100 student Tanner Village residence hall complex. In 2016 the college opened a new 52,000-square foot Education and Activity Center southeast of the Health Sciences Education Center known as the "Pronghorn Center." In the fall of 2019, a new collegiate outdoor soccer field with artificial turf was inaugurated on the south side of the Pronghorn Center.

As of November 2019, the College has 1,306 students, of which 603 are classified as full-time. The full-time equivalent (FTE) student count is 960. 128 students are living in the residence hall complex which has a capacity of 225.

The Campus is also the site of the UW Outreach program, offering some distance learning University of Wyoming courses. The Campus also houses the MSHA (Mine Safety and Health Administration) training program in Gillette. (Source: Gillette College, November 2019)

Vulnerable Populations

Campbell County, the City of Gillette and Town of Wright recognize consideration must be made to reasonably accommodate vulnerable populations during emergencies. Campbell County, the City of Gillette and Town of Wright work to prepare plans and conduct necessary operations which attempt to accommodate the needs of those most vulnerable during an emergency event.

Campbell County At-Risk Populations Profile	
Annual Live Births (2015)	797
Population Below Poverty Line	3,412
Food Stamp Recipients (SNAP) (2016-2017)	2,313
WIC Participants (July 2017)	989
Medicaid Enrollees (2016)	6,471
Homeless Population (Sheltered/Unsheltered)	40/48
Persons with Hearing Difficulties (2015)	1,584
Persons with Visual Difficulties (2015)	454

Persons with Ambulatory Difficulties (2015)	2,113
Persons with an Independent Living Difficulty (2015)	947
Persons with a Cognitive Difficulty	1,149
Persons with Alzheimer's Diagnosis (2017)	369
Electricity Dependent Persons (February 2017)	533
Dialysis Patients (February 2017)	33
Oxygen Tank Dependent Persons (February 2017)	203
Oxygen Concentrator Dependent persons (February 2017)	518
Ventilator Patients (February 2017)	22
Home Healthcare Clients (February 2017)	49

Source: WDH/PHD/Public Health Emergency Preparedness Unit (August 2017)

ESF's within this plan outline or identify guidance to better assist supporting vulnerable needs populations. While Campbell County, the City of Gillette and Town of Wright believe our citizenry must take individual responsibility for being prepared for emergencies resulting from any hazards, we acknowledge there will be times it is beyond the capabilities of both our citizens and local government and it may become necessary to request assistance from regional and/or state partners. Specifically, the following will be addressed in this Joint EOP:

- Identification of Vulnerable populations: Basic Plan, Vulnerable Needs Planning System, ADA criteria in Authorities and References.
- Notification: ESF 2
- Evacuation and Transportation: ESF 1
- Sheltering: ESF 6
- First aid and medical care: ESF 8
- Temporary lodging and housing: ESF 6
- Transition back to the community: ESF 14
- Recovery: ESF 14

Pets and Service Animals

This plan takes into consideration the needs of individuals with disabilities relying on service animals. The Americans with Disabilities Act (ADA) protects the rights of all individuals with disabilities and requires that State and local governments comply with Title II of the ADA in the emergency and disaster-related programs, services, and activities they provide.

The sheltering and protection of companion animals are the primary responsibility of their owners. When owners are unable to provide for the care and needs of their household pets and service animals, the local jurisdictions will provide assistance as outlined in the Pets Evacuation

and Transportation Standards Act of 2006 (PETS) and FEMA DAP 9523.19. The Pets Evacuation and Transportation Standards Act of 2006 requires that local governments plan for sheltering and care of household pets and service animals during emergencies where shelters are established. Campbell County, the City of Gillette and Town of Wright have included pet sheltering as part of ESF 6: Mass Sheltering Annex. The following is specifically addressed in ESF 6:

- Pre-event planning
- Animal sheltering operations
- Animal registration and return
- Coordination with human shelters

FEMA Disaster Assistance Policy 9523.19

The Policy identifies the expenses related to state and local governments' emergency pet evacuation and sheltering activities that are eligible for reimbursement following a major disaster declaration under Category B, Emergency Protective Measures, and provisions of the Public Assistance Program. The terms household pet, service animal, and congregate household pet shelters are defined. The policy details eligible reimbursements related to shelter facilities, supplies and commodities, eligible labor, equipment, emergency veterinary services, transportation, shelter safety and security, cleaning, reunification, and restoration, and the removal and disposal of animal carcasses.

E. Planning Assumptions

The preparation of the Joint EOP was guided by several assumptions that address a range of issues that potentially impact response and recovery capabilities and the concept of operations. These assumptions include:

- Incidents are best managed at the lowest possible geographic, organizational and jurisdictional level.
- A disaster may occur with little or no warning and may escalate more rapidly than the ability of our jurisdictions to effectively respond.
- Achieving and maintaining effective citizen and community preparedness reduces the immediate demands on response organizations. This level of preparedness requires continued public awareness and education programs to ensure citizens will take appropriate advance actions to reduce their vulnerability, especially during the initial days (first 72-120 hours) after disaster impact.
- Disasters may involve multiple jurisdictions simultaneously.

- Disasters will require significant information sharing across jurisdictions and between the public/private sector.
- Campbell County, the City of Gillette and Town of Wright will utilize available resources fully before requesting state and/or federal assistance.
- Mutual Aid Agreements (MAA's) will be implemented in those instances when locally available resources are depleted or need augmentation and MAA's will be of use.
- To the extent possible, the jurisdictions will coordinate all public information activities during an emergency.
- Disasters may attract a sizeable influx of spontaneous volunteers and donations.
- Widespread damage to commercial telecommunications facilities may occur and the ability of governmental response and emergency response agencies to communicate may be impaired.
- Homes, public buildings and other critical facilities and equipment may be destroyed or severely damaged.
- Debris may make streets and highways impassable, seriously impeding the movement of emergency supplies and resources.
- Public utilities may be damaged and may be either fully or partially inoperable.
- Many emergency personnel may themselves become victims of the emergency, preventing them from performing their assigned emergency duties.
- Numerous separate hazardous conditions and other emergencies could result from the major event, further complicating the response efforts.
- People may be forced from their homes and large numbers of people may be killed or injured.
- Many victims may be in life-threatening situations requiring immediate rescue and medical care.
- There may be shortages of a wide variety of supplies necessary for emergency survival.
- Our hospital, nursing homes, pharmacies and other health/medical facilities may be severely damaged or destroyed; and the number of victims requiring medical attention may overwhelm those that do remain in operation.
- Normal food processing and distribution capabilities may be severely damaged or destroyed.

- Damage to fixed facilities that generate, produce, use, store or dispose of hazardous materials could result in the release of hazardous materials into the environment.
- Near-total disruption of energy sources and prolonged outages may occur.
- Initially, emergency response will focus on lifesaving activities. Local officials will work toward restoring order and control in the disaster area.
- In major and catastrophic disasters, the **Campbell County Emergency Response Coordination Center (ERCC)** may become the central coordination point for response and recovery activities.
- **Where possible,** the emergency response will be coordinated through Emergency Support Functions (ESF's). The coordinating agency for each support function is responsible for coordinating the planning and response activities for all the agencies of the function and will coordinate with the **Emergency Response Coordination Center (ERCC).**
- The County will coordinate as needed with State and Federal personnel to expedite recovery.
- Damage assessments will be conducted as soon the situation permits.
- The jurisdictions will work to reduce their vulnerabilities and risk to hazards through proactive mitigation actions and activities.
- All levels of government share the responsibility for working together in mitigating, preparing for, responding to, and recovering from disasters. Emergency plans and procedures established by the jurisdictions are to be exercised on a regular basis.
- Those individuals and organizations with responsibilities identified in the Joint EOP (or in plans that support of the Joint EOP) are to be sufficiently trained and prepared to perform their respective responsibilities.

III. ROLES AND RESPONSIBILITIES

A. Federal Government

The federal government is responsible for:

- Preventing terrorist attacks within the United States through the Department of Homeland Security; reducing the vulnerability of the nation to terrorism, natural disasters, and other emergencies; and minimizing the damage and assisting in the recovery from emergencies.
- Providing emergency response on federally owned or controlled property, such as military installations and federal prisons.
- Providing federal assistance as directed by the President of the United States under the coordination of the United States Department of Homeland Security, Federal Emergency Management Agency and in accordance with National Response plans.
- Identifying and coordinating provision of assistance under other federal statutory authorities.
- Aiding the State and local governments for response to and recovery from a commercial radiological incident consistent with guidelines as established in the current Federal Radiological Emergency Response Plan and the National Response Plan.
- Managing and resolving all issues pertaining to the influx of illegal immigrants.
- Providing repatriation assistance to U.S. citizens (including noncombatants of the U.S. Department of Defense) evacuated from overseas areas. The U.S. Department of Health and Human Services (DHHS), in coordination with other designated federal departments and agencies, is responsible for providing such assistance.

B. State Government

As a State's Chief Executive, the Governor is responsible for the public safety and welfare of the people of Wyoming. The Governor:

- Is responsible for coordinating State resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents in an all-hazards context to include terrorism, natural disasters, accidents, and other contingencies.
- Has power to make, amend, and rescind orders and regulations under a Governor's emergency declaration.

- Provides leadership and plays a key role in communicating to the public and in helping people, businesses, and organizations cope with the consequences of any type of declared emergency within Wyoming.
- Encourages participation in mutual aid and implements authorities for the State to enter into mutual aid agreements with other States, tribes, and territories to facilitate resource-sharing.
- Is the Commander-in-Chief of State military forces (National Guard when in State Active Duty or Title 32 Status and serves as the authorized State militia.)
- Requests Federal assistance when it becomes clear that State or tribal capabilities will be insufficient or have been exceeded or exhausted.

The Wyoming Office of Homeland Security is responsible on behalf of the State for implementing all policy decisions relating to emergency management. These decisions are then relayed to the tasked state agencies. Emergencies relating to local matters will be coordinated with local emergency management coordinators.

C. County Government

County governments are responsible for:

- Maintaining an emergency management program at the county level involving all government, private and volunteer organizations which have responsibilities in the comprehensive emergency management system within the county.
- Coordinating the emergency management needs of all municipalities within the county and working to establish intra-county Mutual Aid Agreements as needed to render emergency assistance.
- Implementing public awareness, education and information programs designed to reach all citizens of the county including those needing special media formats, who are non-English speaking (including persons who do not use English as their first language), and those with hearing impairment or loss **or those with access or functional needs.**
- Coordinating mutual aid activities within the jurisdictions to ensure the provision of supplemental emergency aid and assistance.
- Maintaining an emergency management program designed to avoid, reduce and mitigate the effects of hazards through the enforcement of policies, standards and regulations.
- Maintaining cost and expenditure reports associated with disasters, including resources mobilized as a result of Mutual Aid Agreements.

- Coordinating public information activities during disasters.
- Developing and maintaining systems to coordinate the provision of shelters and mass care to those displaced by disasters.

Departments and agencies of Campbell County, the City of Gillette and the Town of Wright have specific responsibilities during disasters and/or during **Emergency Response Coordination Center (ERCC)** activations. The everyday organizational structure of Campbell County, the City of Gillette and Town of Wright's governments remain in effect during disaster situations, however certain functions of various departments may be modified or suspended to meet the needs of the disaster situation.

D. Municipal Government

Municipalities are responsible for ensuring the safety and well-being of their citizens, as well as providing initial response, within their capabilities, in the case of emergency/disaster events. At a minimum, they should establish emergency response policies and procedures for their jurisdiction. Specific responsibilities could include:

- Appoint and support a qualified person to serve as the City or Town Emergency Management Coordinator **as required by Wyoming Statute 19-13-108**. This position may serve as the primary emergency management point of contact between the City and the County and actively participates in the emergency management system.
- Coordinate and integrate emergency management activities of the jurisdiction with county emergency management through all phases of emergency management (mitigation, preparedness, response, and recovery).
- Provide Campbell County Emergency Management Agency with current copies of any city or town EOP's, Emergency Operating Guides or Standard Operating Procedures, emergency contact information, and lists of critical resources.
- Ensure incident management activities will be initiated and conducted using the concepts and principles identified by the National Incident Management System (NIMS).
- Ensure all responders have the appropriate level of NIMS and hazardous materials training.
- **Work with Campbell County Emergency Management** to coordinate efforts among the jurisdictions for establishing an overall damage assessment process.
- Ensure that Campbell County Emergency Management Agency is kept informed of situations that require (or may potentially require) coordination and/or the activation of the **Campbell County Emergency Response Coordination Center (ERCC)**.

- Ensure that during a disaster, response activities (including requests for assistance and public information efforts) are coordinated among the jurisdictions and situation reports, damage assessments, and requests for County, State and/or Federal assistance are channeled through the County and to the State.

E. Special Districts

Special districts (such as Soil and Water Conservation, Water Management, Joint Powers Boards and Schools) should establish liaisons with the Jurisdictions and Campbell County Emergency Management to support emergency management capabilities. Special districts that involve inter-jurisdictional authority can provide resources and services to support other functionally related systems in times of disaster.

F. Private Sector

Members of the Private Sector are encouraged to:

1. Coordinate with government agencies to ensure a broad and comprehensive coverage of assistance during emergencies.
2. Provide and coordinate relief not provided by government on a complimentary and supplementary basis.
3. Certain organizations are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of cause.
4. Unless the response role is inherently governmental (e.g., law enforcement, etc.), private-sector organizations are encouraged to develop and maintain capabilities to respond to and manage a complete spectrum of incidents and emergencies.
5. Develop Mutual Aid Agreements and Memorandums of Understanding for actions performed during emergencies.

G. Non-Government and Volunteer Organizations

- Coordinate with government agencies to ensure broad and comprehensive coverage of assistance and relief during emergencies.
- Provide and coordinate relief not provided by government on a complementary and supplementary basis.
- Develop Mutual Aid Agreements and Memorandums of Understanding of duties and areas of responsibilities to be performed during an emergency.

H. Hospitals, Nursing Facilities and Assisted Living Facilities

These facilities are responsible for the safety and well-being of visitors and tenants to their facilities. They have a state mandate to maintain an emergency operation plan and should coordinate those plans with the Campbell County Emergency Management Agency.

In September of 2016, a final rule “Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers” with the purpose of “*Establishing national emergency preparedness requirements to ensure adequate planning for both natural and man-made disasters, and coordination with federal, state, tribal, regional and local emergency preparedness systems*” was published in the Federal Register, establishing a compliance/implementation date of November 15th, 2017.

The Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers regulation outlines four core elements which are applicable to all 17 provider types, with a degree of variation based on inpatient versus outpatient, long-term care versus non long-term care.

Medicare/Medicaid - Four Core Elements of Emergency Preparedness

1. Risk Assessment and Emergency Planning (Include but not limited to):
 - Hazards likely in geographic area
 - Care-related emergencies
 - Equipment and Power failures
 - Interruption in Communications, including cyber attacks
 - Loss of all/portion of facility
 - Loss of all/portion of supplies
 - Plan is to be reviewed and updated at least annually
2. Communication Plan
 - Complies with Federal and State laws
 - System to Contact Staff, including patients’ physicians, other necessary persons
 - Well-coordinated within the facility, across health care providers, and with state and local public health departments and emergency management agencies.
3. Policies and Procedures
 - Complies with Federal and State laws
4. Training and Testing
 - Complies with Federal and State laws
 - Maintain and at a minimum update annually

I. School Districts

School districts are responsible for the safety and well-being of students, staff and visitors to their facilities. Emergency plans should be developed which address those hazards to which

schools might reasonably be exposed. The districts are encouraged to be proactive in developing and implementing these plans.

J. Legal Affairs

Legal advice and guidance should be provided by the appropriate offices or departments to emergency management and the jurisdictions for all emergency management issues and concerns. These offices or departments are responsible for supporting requests about actions that require a legal opinion regarding jurisdictional policy and authority by ordinances, statutes and under state and federal laws (e.g., evacuations, quarantines, etc.).

K. Citizen Involvement

Campbell County, the City of Gillette and Town of Wright believe our citizenry must take individual responsibility for being prepared for emergencies resulting from any hazards,

The public is responsible for preparing for disasters just as the various levels of government do.

Specifically, individual, family and/or business plans need to be developed and maintained to ensure the appropriate level of preparedness.

Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery, and mitigation.

Campbell County, the City of Gillette and Town of Wright work to provide our citizens opportunities for training and education on appropriate individual preparedness to deal with emergencies.

Vulnerable needs population citizens are encouraged to register their information with the Campbell County Emergency Management Agency for disaster planning and response purposes.

IV. METHODS OF OPERATION

Campbell County, the City of Gillette and Town of Wright use the nearest appropriate responder concept when responding to any threat, event or disaster. In most situations' agencies of Campbell County, the City of Gillette or Town of Wright will be the first and primary responders and will be required to exceed their abilities or deplete their resources before requesting state assistance. Under some circumstances, state or federal agencies may have the primary jurisdiction for the overall response effort. However, resources of Campbell County, the City of Gillette and the Town of Wright will normally provide the first response for all incidents impacting the jurisdictions.

A. Non-Disaster Daily Operations

Absent of a declaration of State or Local Disaster Emergency, day-to-day operations for Campbell County, the City of Gillette and Town of Wright are under the authority of the local governing body.

A proactive day-to-day disaster planning process is in place within the Emergency Management Agencies of the jurisdictions.

Additionally, a Local Emergency Planning Committee (LEPC) has been established.

- The Local Emergency Planning Committee prepares county-wide hazardous materials emergency plans for facilities that use, produce or store hazardous substances present in the jurisdictions.

The Campbell County LEPC serves as the repository for reports filed in accordance with Title III of the Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA). The LEPC directs Title III implementation activities and performs associated outreach functions to increase awareness and understanding of, and compliance with the EPCRA program.

In addition to its hazardous materials planning function, the Campbell County LEPC serves as an "All-Hazards" networking opportunity for local jurisdictions, non-governmental entities and the private sector.

In accordance with EPCRA, the Campbell County LEPC's membership should consist of representatives of:

- Elected state and local officials
- Law enforcement
- Fire fighting
- Hazmat
- Medical

- Owners and operators of covered facilities
- Local environmental groups
- Hospital
- Transportation
- Media
- Community groups
- Health
- Emergency management

In Wyoming, LEPC's are the county-level representatives of the State Emergency Response Commission, which has statewide responsibility for the provisions of EPCRA.

It is the responsibility of Campbell County, the City of Gillette and the Town of Wright to protect life and property from the effects of hazardous events. This plan is based on the concept that emergency functions of responding agencies will generally parallel their normal, day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts which would normally be required of those functions may be re-directed to accomplish the emergency task assigned.

This plan aids in day-to-day operations by providing each agency information about their potential responsibilities during an emergency. This allows agencies to construct programs, strategies and methods which allow day-to-day responsibilities to compliment emergency operations.

B. Emergency Operations

The governing body(ies) of any or all three jurisdictions (Campbell County Board of Commissioners, Mayors and Councils of the City of Gillette and Town of Wright) may declare a state of local disaster emergency within their jurisdiction(s).

The jurisdictions will work with emergency management to prepare disaster declarations. A declaration of a state of local disaster emergency shall implement the response and recovery elements of this plan and any applicable emergency operations plans. Subject to Wyoming statutes, the jurisdictions may issue any order deemed necessary for the efficient and effective management of protection of life or property or for the general public health and welfare.

The **provisions of the** Campbell County, City of Gillette and Town of Wright Joint EOP may be activated by the following positions:

1. The Campbell County Emergency Management Agency
2. The Campbell County Commissioners, Mayor and/or Council of the City of Gillette and/or Town of Wright.

3. The Campbell County Emergency Council.

Any response to emergencies or disasters not already the responsibility of emergency response entities within the jurisdictions is to be coordinated by the Campbell County Emergency Management Agency and the County Emergency Management Coordinator is the overall coordination authority for the incident. As defined in this plan, the ESF structure operates through the **Campbell County Emergency Response Coordination Center (ERCC)** and supports the Campbell County Emergency Management Agency.

C. ERCC Activations/Event Levels

The expected or actual severity of an incident or event is key in determining the level of activation of the **ERCC**. The Emergency Management Coordinator or his designee has the responsibility for determining whether the **ERCC** should be activated, at what level, if the level should increase or be decreased, or the **ERCC** should be deactivated. The purpose of the **ERCC** is to support response entities and centralize recovery decisions, plans and operational activities to maximize the efficiency, quality and quantity of resources under the Incident Command System. Multiple levels of activation allow for a scaled response, delivery of needed resources, and a level of coordination appropriate to the incident.

Physical and/or Virtual ERCC Activation

Campbell County maintains a physical **Emergency Response Coordination Center (ERCC)** at the Campbell County Sheriff's Office, 600 West Boxelder in Gillette, Wyoming. The Campbell County Emergency Management Agency also administers a virtual **Emergency Response Coordination Center (ERCC)** utilizing software known as WebEOC® which provides many of the same functions as a physical **ERCC** but provides distributed interoperability by allowing authorized users/agencies to access and provide information to other users via the virtual platform. **Additional Emergency Response Coordination Centers (ERCCs) or Emergency Operation Centers (EOC's) may be established by the jurisdictions or their departments/agencies, and those centers and their operations should be coordinated as appropriate with the Campbell County Emergency Response Coordination Center (ERCC).** Activations will involve either or both physical and virtual **ERCC's** in various combinations as event circumstances dictate.

Considerations for Determining Event Levels

The following factors are among those considered in determining the response level for the event and subsequent **CCERCC** activation:

- Anticipated time-span of event response and recovery
- Number of Operational Periods for the Event
- Need for additional manpower, call-backs
- Need for outside resources for the event
- Multi-agency or multi-jurisdictional response
- Issuance of Tornado or Severe Storm Warning(s)

- Issuance of Winter Storm or Blizzard Warnings
- Predicted rate of rain or snowfall
- Potential for Road Closures
- Threat of flooding
- Evacuations
- Potential requirement of emergency feeding or sheltering services
- Events which cause significant disruption to community activities
- Events which affect public safety
- Events which may cause business, school or other closures or alterations of normal operating schedules
- Potential or actual impacts on critical facilities
- Resource requests or need for involvement of multiple local or state agencies
- Area Affected
- Population Affected
- Transportation and infrastructure affected
- Ability of staff to respond to ERCC
- Potential for power outages
- Timing of the event (holidays, large public gatherings, on-going special events, etc.)

D. Campbell County ERCC Activation Levels

NIMS Activation Levels

The National Incident Management System, Third Edition, released in October 2017, proposes three ERCC Activation Levels.

Normal Operations or Steady State

During normal operations (steady state), emergency management personnel maintain operational readiness by monitoring and assessing potential threats and hazards; conducting routine and ongoing coordination with other departments and agencies; developing and executing plans, training, and exercises; and maintaining facilities and equipment.

Activation Levels

The level of activity within an ERCC often grows as the size, scope, and complexity of the incident grow. If the incident management efforts require additional support and coordination, the ERCC director may activate additional staff to involve more disciplines, mobile additional resources, inform the public, address media inquiries, involve senior elected and appointed officials, and request outside assistance.

Emergency operations plans often specify levels of activation for their ERCC, including which organizations and/or personnel will be in the ERCC for specific hazards and activation levels. ERCC personnel should use the standard NIMS activation level titles listed in the Table below for communication outside their jurisdiction/organization.

Additionally, some organizations may opt to use number or color designations of activation levels for internal communications. When numbers are used, the numbers should reflect the standard NIMS approach of descending numbers meaning higher levels of activation (e.g., full activation should be Level 1).

NIMS Third Edition – Activation Levels	
Activation Level	Description
3. Normal Operations/ Steady State	<ul style="list-style-type: none"> Activities that are normal for the ERCC when no incident or specific risk or hazard has been identified Routine watch and warning activities if the ERCC normally houses this function
2 Enhanced Steady-State/ Partial Activation	<ul style="list-style-type: none"> Certain ERCC team members/organizations are activated to monitor a credible threat, risk, or hazard and/or to support the response to a new and potentially evolving incident
1 Full Activation	<ul style="list-style-type: none"> ERCC team is activated, including personnel from all assisting agencies, to support the response to a major incident or credible threat.

Source: NIMS Third Edition October 2017

Campbell County Activation Levels

Level 3.5

Duty Officer Status

The Emergency Management Coordinator or his designee is on-call 24 hours a day, seven days a week and has the responsibility to monitor and follow-up on any threat, unusual event or situation that has the potential to impact Campbell County or its municipalities. It should be noted that although the County constantly monitors events, the ERCC is not considered to be activated during day-to-day operations.

Special Event

- Normal activation of the ERCC for use in support or command and control of special events. ERCC operation and organization structure may be uniquely configured for the specific event and may utilize some or all the typical ERCC positions and/or functions.

Monitoring Watch

- Conditions exist which could have adverse impacts on Campbell County or its municipalities or an occurring incident which could possibly escalate into a larger event.
- Typically, this is a monitoring and assessment watch where a specific threat, unusual event or situation is actively monitored through an internal process involving little, if any, inter-agency coordination.

- The threat, unusual event or situation simply warrants observation, verification of appropriate action and follow-up by Emergency Management or preparation for activation of the **ERCC**. WebEOC® may be active during this level.
- Events or incidents during this watch can generally be resolved in a brief period by a very small number of resources and does not require significant alterations of day-to-day operations or management structure by any involved entities.

Level 3 Activation

- A small event has or may be about to occur, typically involving only one site and two or more agencies.
- Appropriate agencies may be alerted and advised of the situation. Briefings or meetings may be held but no Incident Action Plan (IAP) is developed or distributed.
- No cycle of Operational Periods is established for the **ERCC** and staffing is likely to primarily consist of Emergency Management personnel.
- WebEOC® is active and updated as necessary.
- Other local EOC's or ERCC's may be activated and working in coordination with the Campbell County ERCC.
- Public notifications, advisories or warnings may be prepared and as appropriate, might be issued.

Level 2.5 Activation

- One or more events have or may be about to occur and may involve more than one site and three or more agencies.
- Staffing is likely to primarily consist of Emergency Management and Communications personnel.
- A cycle of Operational Periods may be established for the **ERCC**.
- Appropriate ESF's and agencies are alerted and advised of the situation, briefings and meetings may be held and an Incident Action Plan (IAP) may be developed and distributed.
- WebEOC® is active and updated as necessary. Updates are being provided as necessary to the state's WebEOC® and the State Duty Officer has been notified.
- Other local EOC's or ERCC's may be activated and working in coordination with the Campbell County ERCC.
- The Campbell County Emergency Council may be notified of the situation and provided updates as warranted.
- Unified Command may be established to provide direction to the **ERCC** and field operations.
- Public notifications, advisories or warnings are likely to be prepared and issued.

Level 2 Activation

- One or more events have or may be about to occur and involve multiple agencies.
- A disaster declaration may be sought, and mutual aid may, or is, being requested.
- Staffing is expanded and includes activated ESF's, agency representatives and appropriate **ERCC** functions.

- Other local EOC's or ERCC's are activated and working in coordination with the Campbell County ERCC.
- A cycle of Operational Periods has been implemented for the ERCC.
- Briefings and meetings are being held, Situational Reports (SitReps) are being generated along with Incident Action Plans (IAP's).
- WebEOC® is active and being updated regularly
- The Campbell County Emergency Council has been activated and is being provided regular updates and a meeting schedule has been established.
- Incident or Unified Command is established and providing direction to the ERCC and field operations.
- Public notifications, advisories or warnings are being issued.
- Liaison has been established with the State Response Coordination Center (SRCC) and state agencies may have representatives at the ERCC or monitoring Campbell County's WebEOC®.

Level 1 Activation

- The ERCC is activated on a 24-hour schedule due to an imminent threat or occurrence of a disaster. Emergency conditions are having a serious effect on the public and/or governmental functions.
- A disaster declaration has been issued or is being sought.
- Local resources are fully committed, and mutual aid may, or is, being requested.
- The Campbell County Emergency Council has convened and is and is providing guidance and direction.
- Incident or Unified Command is established and providing direction to the ERCC and field operations.
- Staffing is expanded and includes activated ESF's, agency representatives and appropriate ERCC functions.
- Briefings and meetings are being held, Situational Reports (SitReps) are being generated along with Incident Action Plans (IAP's).
- A cycle of Operational Periods has been implemented for the ERCC.
 - WebEOC® is active and being updated regularly
 - Other local EOC's or ERCC's are activated and working in coordination with the Campbell County ERCC.
- Public notifications, advisories or warnings are being issued.
- Liaison has been established with the State Response Coordination Center (SRCC) and state and federal agencies may have representatives at the ERCC or monitoring Campbell County's WebEOC®.
- Response and recovery operations are expected to last for an extended period.

E. ERCC Operations

The activated ERCC serves as the coordination center for Campbell County, the City of Gillette and Town of Wright during emergencies and disasters and may also fulfill command and control functions if deemed necessary by Incident or Unified Command.

If other local EOC's or ERCC's are activated it is expected they will be working in close coordination with the Campbell County ERCC and may individually or collectively be fulfilling some of the functions of the Campbell County ERCC or this plan's ESF's.

This Joint EOP anticipates operation under the ESF concept. Each ESF contained in this plan identifies the coordinating, primary and support agencies required to carry out the responsibilities of the ESF. These agencies are responsible for preparing additional operating guides, checklists, staffing patterns or resource requirements needed to complete their assignments. Each agency is responsible for carrying out the tasks assigned by this EOP, with the coordinating agency having primary responsibility for coordinating that effort. If an ESF is activated, the coordinating agency will be responsible for providing staffing for that ESF within the ERCC's operation. A comprehensive list of ESF's and their responsibilities can be found as attachments to this plan.

During activation, the Campbell County Emergency Response Coordination Center (ERCC) provides the core emergency functions of coordination, communication, resource dispatch and tracking; information collection, analysis and dissemination; multi-agency coordination and joint information coordination and may also fulfill command and control functions if deemed necessary by Incident or Unified Command. Field Operations will be managed through the Incident Command System (ICS) and is discussed below.

The ERCC staffing level and composition is contingent on the specific requirements of an incident and may be a physical or virtual presence, depending upon the levels of activation or situational needs. The organizational structure of the ERCC is modular, extending to incorporate all elements necessary for the type, size, scope, and complexity of a given incident. While any configuration of functional units may be used in the ERCC, the core organizational structure of the ERCC is expected to be organized by Sections and ESF teams. The various functional elements are activated based on need. The organizational structure can be condensed, expanded, or reconfigured as needed and should follow the principles of span of control.

Other local EOC's or ERCC's which are activated are to work in close coordination with the Campbell County ERCC and may individually or collectively be fulfilling some of the functions of the Campbell County ERCC or this plan's ESF's.

While the structure is flexible, it is always organized around five core functions:

1. ERCC Management

- **ERCC Director:** This position is responsible for the overall disaster policy and coordination. Specific functions include oversight of the ERCC and coordination of public information with ESF 15. ERCC Management is led by the ERCC Director. By default, this position is staffed by Emergency Management personnel unless otherwise assigned.
- **Operations Coordination Section:** The purpose of this section is to support field operations and coordinate countywide response activities and implementation of the

Incident Action Plan (IAP) as appropriate. This section is led by the Operations Section Coordinator, and the majority of activated ESF Coordinating functions will fall within this Section.

- **Planning Coordination Section:** The purpose of this section is to collect, evaluate, process, and disseminate information for use in the ERCC. This section is responsible for development of the Incident Action Plan (IAP) in coordination with Command and is led by the Planning Section Coordinator.
- **Logistics Coordination Section:** This section supports operational activities through the provision of supplies, equipment, facilities, personnel, mutual aid, and other support and services necessary for disaster response and recovery. This section is led by the Logistic Sections Coordinator.
- **Finance / Administration Coordination Section:** This section is responsible for the coordination of the financial planning, operations, and reporting services. This section is led by the Finance Section Coordinator.

Additionally, the ERCC may include:

- **Public Information Officer:** The PIO interfaces with the public, media, and/or with other agencies with incident-related information needs. The PIO gathers, verifies, coordinates, and disseminates accessible, meaningful, and timely information on the incident for both internal and external audiences. The PIO also monitors the media and other sources of public information to collect relevant information and transmits this information to the appropriate components of the incident management organization. In incidents that involve PIOs from different agencies, the Incident Commander or Unified Command designates one as the lead PIO. All PIOs should work in a unified manner, speaking with one voice, and ensure that all messaging is consistent. The Incident Commander or Unified Command approves the release of incident-related information. In large-scale incidents, the PIO participates in or leads the Joint Information Center (JIC).
- **Safety Officer:** The Safety Officer monitors incident operations and advises the Incident Commander or Unified Command on matters relating to the health and safety of incident personnel. The Safety Officer is responsible to the Incident Commander or Unified Command for establishing the systems and procedures necessary to assess, communicate, and mitigate hazardous environments. This includes developing and maintaining the incident Safety Plan, coordinating multiagency safety efforts, and implementing measures to promote the safety of incident personnel and incident sites. The Safety Officer stops and/or prevents unsafe acts during the incident. Agencies, organizations, or jurisdictions that contribute to joint safety management efforts do not lose their individual responsibilities or authorities for their own programs, policies, and personnel. Rather, each contributes to the overall effort to protect all personnel involved in the incident.

- **Liaison Coordination Officer:** The Liaison Officer is the incident command's point of contact for representatives of governmental agencies, jurisdictions, NGOs, and private sector organizations that are not included in the Unified Command. Through the Liaison Officer, these representatives provide input on their agency, organization, or jurisdiction's policies, resource availability, and other incident-related matters. Under either a single Incident Commander or a Unified Command structure, representatives from assisting or cooperating jurisdictions and organizations coordinate through the Liaison Officer. The Liaison Officer may have assistants.

2. ERCC Incident Action Plan

Upon activation, the ERCC will develop an operational planning cycle which will include development of an Incident Action Plan for the ERCC which will coordinate with any IAP's promulgated by the Incident or Unified Command(s). The IAP is the vehicle by which leaders communicate their expectations and provide clear guidance to those managing the incident. The IAP:

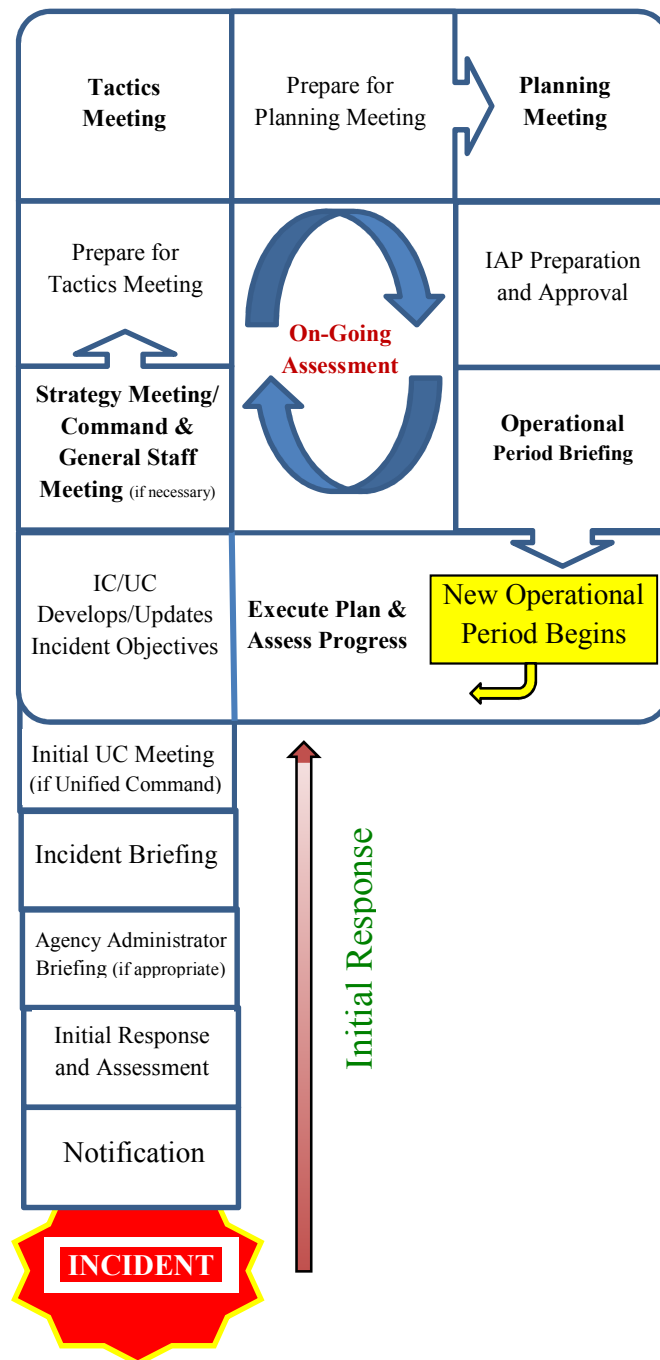
- Informs incident personnel of the incident objectives for the operational period, the specific resources which will be applied, actions to be taken during the operational period to achieve the objectives, and other operational information such as weather, constraints, limitations, etc.
- Informs partners, ERCC staff, and MAC Group members regarding the objectives and operational activities planned for the coming operational period.
- Identifies work assignments and provides a roadmap of operations during the operational period to help individuals understand how their efforts affect the success of the operation.
- Shows how specific supervisory personnel and various operational elements fit into the organization; and
- Often provides a schedule of the key meetings and briefings during the operational period.

The development of IAPs is a cyclical process, and personnel repeat the planning steps every operational period. Personnel develop the IAP using the best information available at the time of the Planning Meeting. Personnel should not delay planning meetings in anticipation of future information.

During the initial state of incident management, the ERCC Director or Incident Commander typically develops a simple plan and communicates the plan through oral, written or electronic briefings. This initial plan is often developed quickly in the beginning of an incident with incomplete information about the situation. As the effort evolves, additional lead time, staff,

information systems and technologies enable more detailed planning and cataloging of events and lessons learned.

A formal planning cycle with established meetings and deliverables **may be** utilized to mark progress through the process and enable coordination of all involved.



3. Initial Response and Assessment

The responder(s) who is first to arrive at the incident scene conducts the initial assessment and takes whatever immediate response actions are appropriate and possible. The initial or rapid assessment is essential to gaining and maintaining situational awareness. It enables the Incident Commander to request additional resources and/or support, develop, and implement initial tactics. Jurisdiction officials might decide to activate an **ERCC** based on the initial assessment.

4. Agency Administrator Briefing

The Agency Administrator Briefing is a presentation to the personnel who will be managing or supporting the incident by the administrator or other senior official of the jurisdiction, agency, or organization affected by the incident. This briefing occurs when the Incident Commander or Unified Command are assuming duties outside their normal responsibilities or are from an entity or jurisdictional area that does not possess authority to manage the incident they are being assigned. In such cases, the briefing provides supporting details to the delegation of authority or other document that the jurisdiction, agency, or organization typically provides to the Incident Commander or Unified Command.

During the briefing, the agency administrator or a designee provides information, guidance, and direction—including priorities and constraints—necessary for the successful management of the incident. The briefing is intended to ensure a common understanding between the jurisdiction, agency, or organization and the incident personnel regarding such things as the environmental, social, political, economic, and cultural issues relevant to the incident and its location.

5. Incident Briefing

The incident briefing marks the transition from reactive to proactive incident management. The initial responder(s) typically delivers the briefing to the incoming Incident Commander or Unified Command. This meeting enables the incoming Incident Commander or Unified Command to initiate planning for the next operational period.

6. Initial Unified Command Meeting

If a Unified Command is managing the incident, the Initial Unified Command Meeting allows members of the Unified Command to meet in private to discuss each jurisdiction or organization's priorities and objectives as well as any limitations, concerns, and restrictions. During the Initial Unified Command Meeting, members of the Unified Command generally accomplish the next step by developing the initial joint incident objectives.

7. Objectives Development/Update

The Incident Commander or Unified Command establishes the incident objectives for the initial operational period. After the initial operational period, the Incident Commander or Unified Command reviews the incident objectives and may validate them, modify them, or develop new objectives.

Incident objectives are based on incident priorities and other requirements. Clearly communicated priorities and objectives support unity of effort among incident personnel and

enable the development of appropriate strategies and tactics. When the members of the team clearly understand the intent behind their instructions, they are better equipped to act decisively and make good decisions.

8. Strategy Meeting/Command and General Staff Meeting

After developing or revising the incident objectives, the Incident Commander or Unified Command typically meets with the Command and General Staff, and sometimes others, to discuss the incident objectives and provide direction. This meeting may be called the Strategy Meeting or the Command and General Staff Meeting and is held as needed to determine how best to meet the incident objectives.

The initial Strategy Meeting, which is held the first time through the planning cycle, is particularly important, because it allows team members to share information and jointly determine the initial approach to response operations. The initial Strategy Meeting may include the initial Incident Commander and a representative from the Agency Administrator.

9. Preparing for the Tactics Meeting

Once the approach to achieving or working toward achieving the incident objectives is determined, the Operations Section Chief and staff prepare for the Tactics Meeting by developing tactics and determining the resources that will be applied during the operational period.

10. Tactics Meeting

The Tactics Meeting is a forum for key players to review the proposed tactics developed by the Operations Section staff and to conduct planning for resource assignments. The Operations Section Chief leads the Tactics Meeting, and key participants include the Logistics Section Chief, Safety Officer, a representative from the Planning Section—typically, the Resources Unit Leader—and other technical specialists or team members invited by the Operations Section Chief, Logistics Section Chief, or Safety Officer. The team uses ICS Forms 215 and 215A, the Operational Planning Worksheet and the Incident Action Plan Safety Analysis, to facilitate and document decisions they make during the meeting.

11. Preparing for the Planning Meeting

Following the Tactics Meeting, preparations begin for the Planning Meeting. Team members collaborate between the Tactics Meeting and the Planning Meeting to identify support needs and assign specific operational resources to accomplish the operational plan.

12. Planning Meeting

The Planning Meeting serves as a final review and approval of operational plans and resource assignments developed during and after the Tactics Meeting. Ideally, the Planning Meeting involves no surprises and simply serves as a review of a plan that the Command and General Staff have collaboratively developed and agreed upon. At the end of the Planning Meeting, Command and General Staff, and any agency officials involved, confirm that they can support the plan.

13. IAP Preparation and Approval

Based on concurrence from all elements at the end of the Planning Meeting, the Incident Commander or Unified Command approves the plan. After this final approval, the Planning

Section staff assemble the plan and ensure that it is ready for use during the Operational Period Briefing.

A written IAP is composed of a series of standard forms and supporting documents that convey the intent of the Incident Commander or Unified Command, as well as the Operations Section Chief for the operational period. The Incident Commander or Unified Command determines which ICS forms and attachments to include in the IAP; the Planning Section Chief ensures that staff in the appropriate sections, branches, or units prepare the forms and attachments. The Incident Commander or Unified Command gives final approval of the written IAP before Planning Section staff reproduce and disseminate it. IAPs may be distributed electronically, in hard copy, or both.

14. Operational Period Briefing

Each operational period starts with an Operational Period Briefing. Incident supervisory and tactical personnel receive the IAP during the briefing. During this briefing, various members of the Command and General Staff present the incident objectives, review the current situation, and share information related to communications or safety. Following the Operational Period Briefing, supervisors brief their assigned personnel on their respective assignments as documented in the IAP. During longer operational periods, shift change briefings may be conducted within an operational period

15. The IAP and Typical Attachments

Component	Normally Prepared By ICS
Incident Objectives (ICS Form 202)	Incident Commander or Unified Command (ERCC Director)
Organization Assignment List or Chart (ICS Forms 203, 207)	Resources Unit (Planning Coordination Section)
Assignment List (ICS Form 204)	Resources Unit (Planning Coordination Section)
Incident Radio Communications Plan (ICS Form 205) Or Communications List (ICS Form 205A)	Communications Unit (Logistics Coordination Section)
Medical Plan (ICS Form 206)	Medical Unit (Logistics Coordination Section)
Incident Maps	Situation Unit (Planning Coordination Section)
General Safety Message/Site Safety Plan (ICS Form 208)	Safety Officer (ERCC Director)
Other Potential Components (Incident Dependent)	
Air Operations Summary	Air Operations (Planning Coordination Section)
Traffic Plan	Ground Support Unit (Logistics Coordination Section)
Decontamination Plan	Technical Specialist
Waste Management or Disposal Plan	Technical Specialist
Demobilization/Deactivation Plan	Demobilization Unit
Site Security Plan	Law Enforcement, Technical Specialist, or Security Manager
Investigative Plan	Intelligence/Investigations Function
Evacuation Plan	As Needed (Planning Coordination Section)
Meeting Schedule (ICS Form 230)	Situation Unit

	(Planning Coordination Section)
Sheltering/Mass Care Plan	As Needed (Planning Coordination Section)
Other (as Needed)	As Needed

Source: NIMS Third Edition October 2017

16. ICS Forms List

Not all ICS forms are included in the IAP; some support the planning process or incident operations in other ways. The IAP normally consists of the Incident Objectives (ICS Form 202), Organization Assignment List (ICS Form 203), an Assignment List (ICS Form 204) for each division/group on the incident, and a map of the incident area. Larger incidents necessitate additional supporting attachments, such as a separate Incident Radio Communications Plan (ICS Form 205), a Medical Plan (ICS Form 206), a Meeting Schedule (ICS Form 230), and possibly a Traffic Plan.

The following section provides brief descriptions of selected ICS forms. This list is not all-inclusive; other forms are available online, commercially, and in a variety of formats.

- **ICS Form 201—Incident Briefing:** The initial Incident Commander typically uses this form to capture vital incident information before implementing the formal planning process. The use of this four-section document (often produced as four pages) allows a concise and complete transition-of-command briefing to an incoming new Incident Commander. In addition, this form may serve as the full extent of incident command and control documentation if the initial response resources and organization resolve the situation. This form simplifies and supports the transfer of situation information to the members of the Command and General Staffs as they arrive and begin work. It is not included as a part of a written IAP.
- **ICS Form 202—Incident Objectives:** Serves as the opening section of a written IAP and includes incident information, a listing of the objectives for the operational period, pertinent weather information, a general safety message, and a table of contents for the plan. This form contains the signature block in which the Incident Commander or Unified Command approves the IAP.
- **ICS Form 203—Organization Assignment List:** Is typically the second section of the IAP and provides a full accounting of incident management and supervisory staff for that operational period.
- **ICS Form 204—Assignment List:** The incident IAP typically includes multiple ICS Form 204s, based on the organizational structure of the Operations Section for the operational period. Each division/group has its own page, listing the supervisor for the division/group (including the Branch Director if assigned) and the specific assigned resources with the leader's name and the number of personnel assigned to each resource. This document details the specific actions assigned to that division or group for the operational period, any special instructions, and pertinent elements of the Incident Radio Communications Plan (ICS Form 205).
- **ICS Form 205—Incident Radio Communications Plan:** Documents radio frequency assignments down to the division/group level.
- **ICS Form 205A—Communications List:** Documents non-radio contact information for incident personnel.
- **ICS Form 206—Medical Plan:** Presents the incident's plan to care for responder medical emergencies.

- **ICS Form 207—Incident Organization Chart:** Depicts an organization chart of the major elements and key staff in the ICS organization.
- **ICS Form 208—Safety Message/Plan:** Typically contains the safety message, expanded safety message, safety plan, and site safety plan.
- **ICS Form 209—Incident Status Summary:** The primary form for reporting situation information to incident coordination and support organizations and agency administrators/executives.
- **ICS Form 210—Resource Status Change:** Documents changes in the status of resources assigned to the incident; it can also be used as a worksheet to track resource arrival and departure.
- **ICS Form 211—Incident Check-In List:** Documents resources that check in to the incident.
- **ICS Form 213—General Message Form:** A general use form to communicate information among incident personnel or with other echelons of incident management.
- **ICS Form 214—Activity Log:** Used to record notable activities or events.
- **ICS Form 215—Operational Planning Worksheet:** Used to develop tactical assignments and identify resource needs for the coming operational period.
- **ICS Form 215A—IAP Safety Analysis:** Communicates the safety and health issues identified by the Safety Officer; it also identifies mitigation measures to address safety issues.
- **ICS Form 221—Demobilization Check-Out:** Documents details regarding the demobilization of incident resources.
- **ICS Form 230—Meeting Schedule:** Records information regarding meetings

F. The Emergency Council.

The Emergency Council acts as the Policy Group for the Emergency Response Coordination Center (ERCC) when activated.

The Emergency Council consists of the following officials (or their designees who have authority to act in their absence):

- Chair of the County Commissioners
- Mayor of Gillette
- Mayor of Wright

The Chair of the Emergency Council shall be the senior representative of the jurisdiction most affected by the event. A quorum of the council will consist of those members present either physically or in contact electronically, provided that best efforts to give notice to all members have been made.

The Emergency Council is responsible for:

- Working with the Incident or Unified Command to provide overall direction and support of emergency operations
- When activated, the Emergency Council has authority and the power to obligate monies
- Making decisions concerning expenditure of funds and requesting outside support after local resources are exhausted
- Responding to requests for emergency services from other entities not covered by this plan or mutual aid agreements

The Campbell County Emergency Management Coordinator or designee acts as the Emergency Council's staff coordinator and will coordinate with State, Federal and other outside agencies.

All local jurisdictional divisions, departments, agencies and entities along with non-governmental agencies and other organizations fall under the direction of the coordinating agency(s) as designated in the plan.

G. Incident Command System

Field Operations will be managed through the Incident Command System (ICS).

ICS utilizes common terminology; is modular and scalable; incorporates measurable objectives; provides for a manageable span of control; and when appropriate, relies on the Incident Action Plan (IAP) as the principal tool for communicating and carrying out operational objectives in an incident. The incident may be controlled by local emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are not enough to mitigate the situation, the Incident Commander may request the Campbell County **Emergency Response Coordination Center (ERCC)** be activated to support the field operations.

H. Unified Command

Should an incident or event become complex, cross jurisdictional boundaries or require joint management direction through a common set of incident objectives, strategies and single Incident Action Plan (IAP), Unified Command will be established.

Each participating agency will maintain its individual authority, responsibility and accountability, but the Incident Commanders for each agency which comprise the Unified Command will make joint decisions. The individuals designated as members of the Unified Command must jointly determine objectives, strategies, plans, resource allocations and priorities, and work together to executive integrated incident operations and maximize the use of assigned resources.

The Unified Command will be responsible to the Emergency Council, and when activated, will work through the Campbell County **ERCC**.

The term "agency" is used to describe organizations that have a legal and functional responsibility at an incident and can include the private sector.

The initial membership of a Campbell County Unified Command will include:

- County Commissioners Administrative Director
- Gillette City Administrator
- Campbell County Sheriff
- Gillette Police Chief
- Campbell County Fire Chief
- Representatives of other agencies, private sector or NGO as necessary

I. Multi-Agency Coordination Center

A key component of NIMS is the development of a multi-agency coordination system that integrates the operations and functions of Emergency Response Coordination Centers and field operations, guided by the principles embedded in the Incident Command System. In most cases, emergencies are handled by local fire departments, law enforcement agencies, medical service agencies, and communication/dispatch centers; but in larger emergencies or disasters, additional coordination support is required. In these situations, entities such as **ERCCs** have critical roles.

As a multi-agency coordination entity, the Campbell County **Emergency Response Coordination Center (ERCC)** will:

- Ensure that each agency involved in incident management activities is providing appropriate situational awareness and resource status information to the Campbell County **Emergency Response Coordination Center (ERCC)**
- Establish priorities between incidents and/or Area Commands in concert with the Incident Command or Unified Command involved
- Acquire and allocate resources required by incident management personnel in coordination with the priorities established by the IC or UC
- Anticipate and identify future resource requirements
- Coordinate and resolve policy issues arising from the incident(s)
- Provide strategic coordination as required
- Coordinate briefings, message tracking, situational reports, and establish a common operating picture

Following an incident, plans, procedures, communications, staffing and other capabilities necessary for improved incident management are coordinated through the Campbell County Emergency Management Agency with a focus on the ability to perform four core functions:

- Coordination

- Communications (that are reliable and contain built-in redundancies)
- Resource dispatch and tracking
- Information collection, analysis, and dissemination

J. Joint Information System

A Joint Information System (JIS) provides a mechanism for integrating public information activities among Joint Information Centers (JIC), across jurisdictions, and with private-sector and non-governmental organizations.

Campbell County, the City of Gillette and Town of Wright have developed processes, procedures and plans for its JIC and can be referenced in the ESF 15.

When the Campbell County **Emergency Response Coordination Center (ERCC)** is activated the Joint Information System (JIS) may also be activated. When a JIC is in operation, it serves as the central point of public information collection and dissemination. The JIC functions as part of the Campbell County **Emergency Response Coordination Center (ERCC)** and will coordinate the release of non-operational information. Even with a JIC activation, agencies and jurisdictions will remain responsible for public information dissemination on behalf of their individual agencies or jurisdiction.

When a JIC is activated, the appropriate Public Information Officer or designee will notify media outlets.

More information on public awareness and education can be found in ESF 15, External Communications.

More information on communication plans and protocols can be found in ESF 2, Communications.

K. Coordination, Direction and Control

Information Collection and Dissemination

Initial notification of incidents at the local level are accomplished in a variety of ways including public safety radio, paging systems, television, broadcast radio, fax, emails, text messaging, telephone systems, etc.

Responsibility for notification of most incidents is accomplished through the Campbell County Sheriff's Office or the Gillette Police Department's Communications Centers. The National Weather Service may also issue notifications.

Campbell County Emergency Management utilizes a “Duty Officer” concept, in which the Emergency Management Coordinator or his designee is on-call 24 hours a day, seven days a week and has the responsibility to monitor and follow-up on any threat, unusual event or situation that has the potential to impact Campbell County or its municipalities.

Some of the reasons to contact EMA might include:

- The local Notification, Advisory or Warning Systems need to be activated
- The **ERCC** needs activated
- Assistance is needed to contact the radio stations or media
- Road closures due to weather or major accidents
- Hazmat incidents
 - “Orange Cloud” Incidents
- Threatening or Severe Weather
 - Winter storms
 - Summer Storms (Tornadoes, etc.)
 - Flooding
 - Structural Damage
- Sheltering

Internal: Response agencies will be notified by their normal communication center(s) as required by the nature of the emergency or disaster.

External: It is the responsibility of Campbell County Emergency Management Agency to notify the appropriate agencies outside of the jurisdiction such as Wyoming Office of Homeland Security, State Emergency Response Commission (SERC), or appropriate Federal Agency.

The Campbell County Sheriff’s Office or the Gillette Police Department’s Communications Centers provide communications essential for local government to communicate with all government entities.

L. Public Warning and Notification Systems

The Campbell County Emergency Management Coordinator is responsible for establishing and maintaining public warning and communication systems for emergencies and disasters including the public warning siren system, the automated telephone notification system, IPAWS/WEA, and the local Emergency Alert System. The coordinator is also responsible for functioning as the primary point of contact for the National Weather Service warning coordination efforts within the county, including emergency notification and public educational efforts.

Public warning and notification systems within Campbell County include:

- Public warning sirens located in Gillette, Wright, and rural subdivisions

- Automated telephone, email, text notification system
- The Emergency Alert System (EAS)

Title 47 U.S.C. 151, 154(1) and (o), 303(r), 524(9) and 606; and 47 C.F.R. Part 11, FCC Rules and Regulations, Emergency Alert System (EAS) as pertains to day-to-day emergency operations. 47 CFR, Part 11, Subpart A, 11.18 (b), authorizes Local Emergency Management officials to utilize local EAS systems to issue emergency messages. The Wyoming EAS Plan (rev. 8/6/2012) lists the local **ERCC** or Emergency Management as authorized to initiate local-level emergency messages.

- The Integrated Public Alert and Warning System (IPAWS)

Campbell County was certified October 15th, 2012 for use of the IPAWS–OPEN Platform for Emergency networks in a Memorandum of Understanding executed between the County and the FEMA IPAWS Program Management Office.

- Amateur Radio

Campbell County Emergency Management is the “Certifying Civil Defense Organization” (CCDO) for Campbell County under the State of Wyoming RACES (Radio Amateur Civil Emergency Service) program as established by the Federal Communications Commission in Title 47 CFR Section 97.407.

The media assume a vital role in dispersing information to the public. Campbell County Emergency Management Agency and local jurisdiction Public Information Officers work closely with local media providers to ensure timely and accurate information is provided to the public.

Information collection needs and priorities will include:

1. Life safety
2. Incident security and stability
3. Property and environmental protection

M. Direction and Control

Impacted entities will coordinate the emergency response efforts within their political jurisdiction.

The Incident Command System (ICS) and National Incident Management System (NIMS) will be used to coordinate emergency response and recovery operations at the emergency or disaster scene(s). The ICS/NIMS organization will maintain communications and coordination with the Campbell County **Emergency Response Coordination Center (ERCC)** as necessary.

Campbell County Emergency Management Agency may activate Mutual Aid Agreements with

neighboring jurisdictions. Campbell County Emergency Management Agency may also recommend the Campbell County Commissioners, the Mayor and Council of the City of Gillette or the Mayor and Council of the Town of Wright declare a local state of emergency and make a formal request for state assistance.

Per the procedures established by the Wyoming Office of Homeland Security, requests for resources to WOHS from the local jurisdictions are to be made by Campbell County, the City of Gillette or Town of Wright Emergency Management Coordinator(s) or their designees.

To request state assistance, Campbell County, the City of Gillette or Town of Wright must meet the following parameters:

1. Have exhausted or will likely exhaust local jurisdiction resources
2. Have exhausted or will likely exhaust mutual aid resources
3. Have exhausted or will likely exhaust contractual resources
4. The requested assistance is not available at the local level

When the ERCC is activated, the ERCC Director will work with Unified Command if established and may issue mission assignments to the ESF(s) to perform duties consistent with local jurisdiction policy. Mission assignments and mutual aid assistance is tracked at the Campbell County Emergency Response Coordination Center (ERCC).

Initial planning for recovery should begin before any emergency event impacts any of the jurisdictions. During response actions, a recovery section should be established to begin coordination and implementation of the recovery programs.

In the event state or federal assistance is required, Campbell County Emergency Management or its designee will coordinate with the State Coordinating Officer, who in turn will interface directly with representatives of the state and federal government.

N. ESF Coordinating Agencies

The Emergency Manager of Campbell County Emergency Management Agency designates the coordinating agencies for each emergency support function to coordinate the activities of that support function.

Upon activation of any ESF's, the designated ESF Coordinator for the activated functions will report to the Campbell County Emergency Response Coordination Center (ERCC) to coordinate activities. The coordinating agency determines which primary and support agencies are required to provide representatives at the ERCC.

O. Intergovernmental Mutual Aid

Mutual Aid Agreements and Memoranda of Understanding are essential components of emergency management planning, response, and recovery activities.

These agreements provide reciprocal emergency aid and assistance during an emergency or disaster. They can increase available resources and improve response and recovery efforts. A list of Mutual Aid Agreements in effect for Campbell County, the City of Gillette and Town of Wright related to emergency management can be found in Section VII-Authorities and References of this Joint EOP.

P. Communication

Campbell County, the City of Gillette and Town of Wright Warning Point

The Campbell County Sheriff's Office Communications Center serves as the Campbell County Warning Point. The Warning Point provides a single point of contact to be notified of events which may then require dissemination of information and warnings to government officials that a hazardous situation could threaten the general welfare, health and safety, and/or property of the population.

In turn, the Campbell County Sheriff's Office Communications Center then notifies the Emergency Management Duty Officer who will then be responsible for directing additional notifications, information dissemination or warnings to officials and/or the public.

The Warning Point is equipped with multiple communication networks and auxiliary power.

Q. Prevention

Campbell County, the City of Gillette and Town of Wright's prevention goals are to avoid an incident, intervene, or stop an incident from occurring. To accomplish the goal the following strategy will be used:

- Expand Regional Collaboration
- Implement the National Incident Management System and National Response Framework (NRF)
- Strengthen Information Sharing and Collaboration capabilities
- Strengthen Interoperable and Operable Communications capabilities
- Strengthen Medical Surge and Mass Prophylaxis capabilities

- Strengthen Planning and Citizen Preparedness Capabilities

R. Preparedness

The goal of Campbell County, the City of Gillette and Town of Wright's preparedness operations is to help ensure a timely and effective response to, recover from and mitigation of the impacts and consequences associated with an emergency/disaster situation. To accomplish the goal the following strategy will be used:

- Administer grant programs for mitigation, operational support and training activities
- Participate in capability assessments at the regional and county level
- Establish an inclusive planning process using the "Whole Community" concept.

S. Resource Management and Credentialing

Resource Management

Each agency tasked within this plan is responsible for developing and maintaining applicable resource lists. At a minimum, resource lists will be provided to Campbell County Emergency Management Agency. The resources being identified would include:

1. Vehicle inventories
2. Personnel with specialized training or skills
3. Equipment
4. Equipment operators
5. Suppliers/Contractors/Vendors

Credentialing

A credentialing system should be established to ensure that personnel resources requested to assist are adequately trained and skilled, to verify identity and qualifications and to allow access to an incident site. Use of a credentialing system can serve to prevent unauthorized (self-dispatched or unqualified personnel) access to an incident site.

T. Plan Maintenance

The Campbell County Emergency Management Agency will maintain the Campbell County, City of Gillette and Town of Wright Joint EOP and provide an updated Joint EOP to Wyoming Office

of Homeland Security every two years as required by WOHS, FEMA and DHS, except for ESF 10 which must be updated annually as per federal law. However, the Joint EOP may be updated as often as needed during any year.

The Campbell County Emergency Management Agency is responsible for annual examination and review of the plan, ensuring it reflects changes in implementing procedures, improved emergency preparation capabilities, and deficiencies identified from corrective action planning.

The Campbell County Emergency Management Agency will revise the plan by using a process best suited for the jurisdictions. Whenever a change is made, the date and nature of the change will be recorded. Upon update, these changes will be incorporated into the overall plan and re-promulgated by the Campbell County Commissioners, Gillette City Council, Wright Town Council.

The coordinating, primary and support agencies/organizations of each ESF will be responsible for preparing and maintaining operating procedures for all responsibilities assigned them in the Joint EOP.

U. Training and Exercise

Campbell County Emergency Management is responsible for maintaining a Training and Exercise Plan for the jurisdictions. This plan will include all training related to emergency management, and may include preparedness, response, recovery, mitigation, hazardous materials, debris management, terrorism and other issues. Training may be offered to responders and the public and may be offered in coordination with the Wyoming Office of Homeland Security, FEMA, The Department of Homeland Security, The American Red Cross, the National Weather Service and other organizations.

Campbell County, the City of Gillette and Town of Wright require incident management organizations and personnel comply with NIMS training requirements. These include:

Baseline Training (NIMS)

Baseline training for all incident and ERCC personnel:

- IS 700 - National Incident Management System (NIMS), An Introduction
- ICS 100 - Incident Command Systems, An Introduction

Individuals who may be assigned supervisory roles during:

Type 1, 2, and 3 incidents should take the following training, at a minimum:

- ICS-100 - Introduction to the Incident Command System (ICS)
- ICS-200 - ICS for Single Resources and Initial Action Incidents
- ICS-300 - Intermediate ICS for Expanding Incidents
- ICS-400 - Advanced ICS for Command and General Staff

- IS-700 - National Incident Management System (NIMS), An Introduction
- IS-800 - National Response Plan (NRP), An Introduction
- Appropriate ICS Position-specific courses

Type 4 incidents should take the following training, at a minimum:

- ICS-100 - Introduction to the Incident Command System (ICS)
- ICS-200 - ICS for Single Resources and Initial Action Incidents
- IS-700 - National Incident Management System (NIMS), An Introduction

Type 5 incidents should take the following training, at a minimum:

- ICS-100 - Introduction to the Incident Command System (ICS)
- IS-700 - National Incident Management System (NIMS), An Introduction

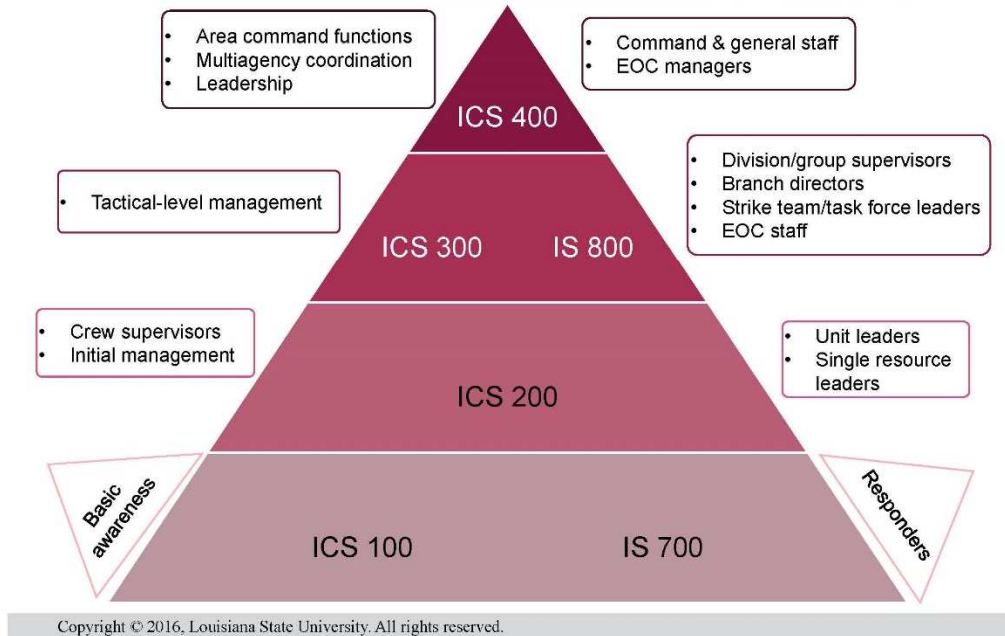
Individuals who may be assigned to an **ERCC** or MACS should take the following training, at a minimum:

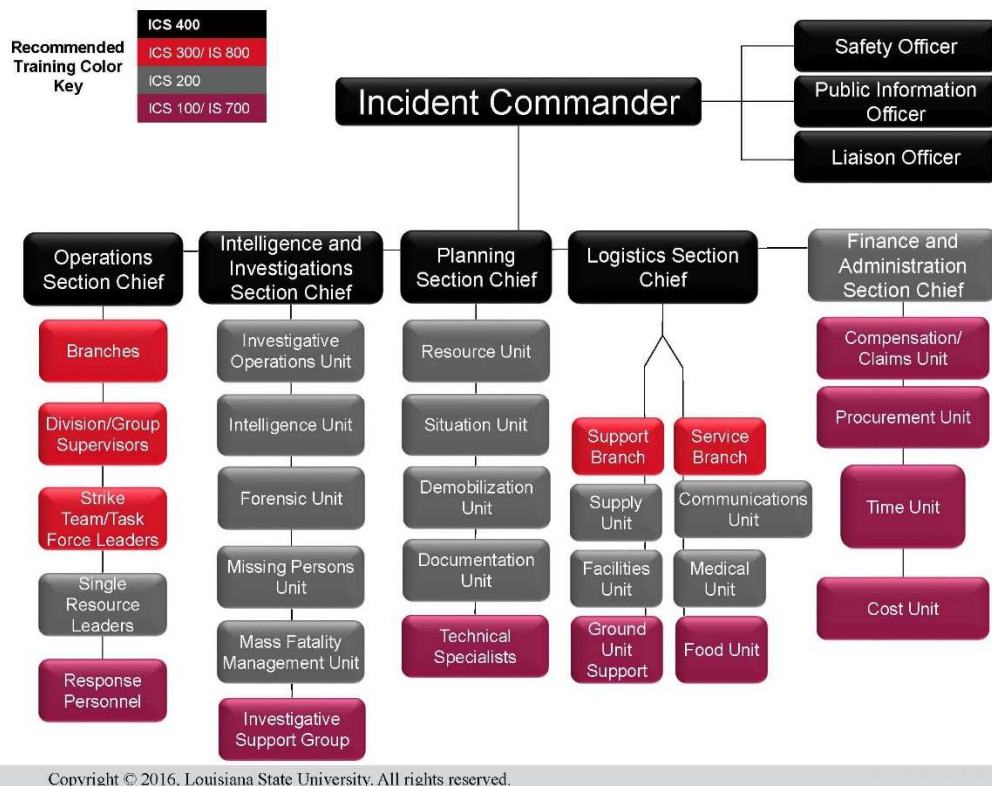
- ICS-100 - Introduction to the Incident Command System (ICS)
- IS-700 - National Incident Management System (NIMS), An Introduction
- IS-701 - NIMS Multiagency Coordination System (MACS)
- IS-706 - NIMS Intrastate Mutual Aid
- IS-800 - National Response Plan (NRP), An Introduction
- G-191 - Incident Command System/Emergency Operations Center Interface
- G-775 - EOC Management and Operations

Elected and appointed officials should have a clear understanding of their roles and responsibilities for successful emergency management and incident response. To that end, it is vital that elected and appointed officials understand and receive NIMS training. FEMA recommends the following training at a minimum for senior elected and appointed officials

- G-402 Incident Command System (ICS) Overview for Executives/Senior Officials
- G-191 - Incident Command System/Emergency Operations Center Interface

ICS/NIMS Training Pyramid





Exercises are a key component in improving all-hazards incident management capabilities. The Homeland Security Exercise Evaluation Program (HSEEP) will be used for developing, delivering and evaluating all exercises, including those funded by Department of Homeland Security/Office of Domestic Preparedness.

Incident Complexity Types

Type 1	<ul style="list-style-type: none"> • This type of incident is the most complex, requiring national resources for safe and effective management and operation. • All command and general staff positions are filled. • Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000. • Branches need to be established. • A written incident action plan (IAP) is required for each operational period. • The agency administrator will have briefings and ensure that the complexity analysis and delegation of authority are updated. • Use of resource advisors at the incident base is recommended. • There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.
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Type 2	<ul style="list-style-type: none"> • This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing. • Most or all the command and general staff positions are filled. • A written IAP is required for each operational period. • Many of the functional units are needed and staffed. • Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only). • The agency administrator is responsible for the incident complexity analysis, agency administration briefings, and the written delegation of authority.
Type 3	<ul style="list-style-type: none"> • When incident needs exceed capabilities, the appropriate ICS positions should be added to match the complexity of the incident. • Some or all the command and general staff positions may be activated, as well as division/group supervisor and/or unit leader level positions. • A Type 3 IMT or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 IMT. • The incident may extend into multiple operational periods. • A written IAP may be required for each operational period.
Type 4	<ul style="list-style-type: none"> • Command staff and general staff functions are activated only if needed. • Several resources are required to mitigate the incident, including a task force or strike team. • The incident is usually limited to one operational period in the control phase. • The agency administrator may have briefings and ensure the complexity analysis and delegation of authority is updated. • No written IAP is required but a documented operational briefing will be completed for all incoming resources. • The role of the agency administrator includes operational plans including objectives and priorities.
Type 5	<ul style="list-style-type: none"> • The incident can be handled with one or two single resources with up to six personnel. • Command and general staff positions (other than the incident commander) are not activated. • No written IAP is required. • The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene. • Examples include a vehicle fire, an injured person, or a police traffic stop.

Source: NIMS Training Program September 2011

After Action Reviews and Corrective Action Plans

After each exercise, the lead agency performing the exercise will conduct an evaluation of the effectiveness of the exercise. This information will be incorporated by the Campbell County Emergency Management Agency into future revisions and updates. This will be accomplished by drafting a corrective action plan which may include, but not limited to assigning the following actions:

- Change to plans/procedures
- Acquire new or replace outdated equipment/resources
- Train/Re-Train Personnel

The same process may be used following actual events and will be led by Campbell County Emergency Management Agency.

V. Response

Emergency responders in the jurisdictions must be prepared to respond quickly and effectively on a 24-hour basis to developing events. The primary goal of response operations is to ensure a timely and effective response to emergency/disaster situations. When an event or potential event is first detected, a series of actions will take place to ensure an effective and efficient response operation.

A. Local Emergency Response Coordination Center (ERCC)

The Campbell County Emergency Response Coordination Center (ERCC) is a facility used to coordinate a local response to any major emergency or disaster situation. The Campbell County Emergency Response Coordination Center (ERCC) is located at the Campbell County Sheriff's Office in Gillette. The facility serves as the coordination center for Campbell County, the City of Gillette and Town of Wright. In the event the Campbell County Emergency Response Coordination Center (ERCC) is threatened or another site would better serve the need, an alternate ERCC site may be activated.

Additional information on Campbell County Emergency Response Coordination Center (ERCC) activation levels, communications, warning points, and field operations has been previously provided in this plan.

Alternate ERCC

Alternate Campbell County ERCC locations could include the basement of the Campbell County Public Health Department, Campbell County Fire Department's Station One in Gillette, Gillette City Hall, Wright Town Hall, Fire Station Nine in Wright or the Campbell County MCU.

Public Safety Enforcement Actions

In a large-scale incident law enforcement resources may quickly become overwhelmed and law enforcement officials may have to balance their resources and efforts between new responsibilities brought about by the incident and everyday service demands. The ESF 13 Coordinating Agency may find it necessary to initiate mutual aid assistance from law enforcement agencies outside the affected area. Additional information is provided in ESF 13.

VI. Recovery

In the aftermath of a disaster, local jurisdiction efforts turn to rebuilding the infrastructure and restoring the social and economic life of the community. Incorporation of mitigation measures should be as a major goal and to accomplish this, the following strategy is an option:

- Deployment of several specialized recovery teams (personnel) and facilities (centers) into a disaster area to help victims and support the Incident Commander
- Working closely with the Wyoming Office of Homeland Security and informing affected local governments, individuals and businesses of programs available to assist them in recovery efforts.
- Review of the goals and projects within the Multi-Jurisdiction Hazard Mitigation Plan for possible application during recovery.

Recovery Section	Roles and Responsibility
All ICS Recovery Section Departments	<ol style="list-style-type: none">1. Coordinate community relations addressing unmet needs and providing emergency housing following a disaster.2. Coordinate activities to address individual and community needs that remain after governmental assistance has been exhausted following a disaster.3. Provide damage reports to the local ERCC.4. Provide food and water to field operations.5. Coordinate all damage assessment for public infrastructure with assistance from local public works agencies.6. Coordinate activities associated with the Public Assistance Program following a disaster.7. Provide information and planning support for agencies involved in recovery operations.8. Issue post-disaster permits, as necessary.9. Serve as the lead agency for post-disaster debris management operations.10. Identification of immediate personal and disaster relief needs for individuals affected by the event (Victim mass care requirements to

	<p>include: food, water, clothing, shelter/housing, medical needs).</p> <p>11. Coordinate for removal and disposal of all debris.</p> <p>12. Identify proper disposal sites, both temporary and long term.</p> <p>13. Provide assistance and information in coordination with Finance regarding Unemployment Compensation and Disaster Unemployment assistance.</p>
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Recovery Field Operations

In the aftermath of a disaster, with or without a Presidential Declaration and upon request of the affected jurisdiction, the State may deploy several specialized recovery teams (personnel) and establish centers (facilities) into a disaster area.

Recovery Personnel

- Assessment Team - Teams of qualified personnel, including building inspectors, structural engineers and architects, who will gather information by performing an assessment of all structures and property in the disaster area; and teams of administrative personnel who will compile the gathered information to facilitate the application process for local, state and federal disaster assistance programs.
- Community Relations Team - Team is deployed to disseminate information and collect data to assist disaster-affected communities and eligible individuals in receiving assistance. The primary function of this team is to identify and report unmet human needs and to inform disaster victims of the disaster assistance programs and registration process.
- Unmet Needs Committee - A committee that helps identify unmet needs and possible assistance. Such committees are comprised of volunteer agencies, private sector representatives, and governmental agencies.
- Human Needs Assessment Team - A team that is deployed immediately after a disaster and before the establishment of a JFO Office to help counties assess and report the immediate needs of disaster victims.
- Insurance Team - A team that is deployed to assist policy owners following a disaster.

Damage Assessment

Damage assessments include those actions that are undertaken to determine the nature and scope of damages to structures, facilities and infrastructure for the purpose of identifying and scaling the need for State and Federal disaster assistance in the recovery phase. Damage

assessment will be closely coordinated with ESF 5, which has the lead for impact assessment and incident action planning during the response phase.

Operational assessment is the immediate, informal reporting of emergency conditions to size-up the damage that has occurred and to determine what personnel, equipment and facility resources the county has available for response. First indications of the scope and extent of damages will likely be provided by field personnel reporting to their dispatch centers or to the Campbell County **Emergency Response Coordination Center (ERCC)**. These initial reports include hazard conditions, critical emergency needs and condition of surface routes, and are extremely important in allocating emergency responders and determining incident situation status.

The Campbell County **Emergency Response Coordination Center (ERCC)** may also receive damage assessment information from additional sources: ambulance crews, utility crews, employees traveling to or from work, media sources in the field, citizens, businesses, etc. The Campbell County **Emergency Response Coordination Center (ERCC)** may establish a process where the public can submit damage reports.

The Public Works or Engineering Departments for Campbell County, the City of Gillette or Town of Wright will **typically** serve as lead for the Damage Assessment Program. Responsibilities include: recruitment and training of team members and the overall management of damage assessment priorities in coordination with ESF 5.

The County Assessor's Office will **be able** to assist in providing estimates of loss and economic impact. The Chamber of Commerce and the insurance industry will be possible sources of information about losses to businesses.

Emergency Management will provide **damage assessment** information **to jurisdictions and** the Wyoming Office of Homeland Security as soon as possible, within a goal of within 12-36 hours.

Initial Safety and Damage Assessments

When appropriate, the County, City and/or Town will conduct an initial damage assessment to determine the overall extent of damages. The Public Works or Engineering Departments of the jurisdictions **may** be responsible for the Impact Assessment process and may use employees from other departments and agencies to assist. The goal of these assessments is to determine the magnitude and severity of damage to structures and infrastructure; and, in the event of a flood, determine the extent of damage. **The American Red Cross may assist in conducting damage assessments for residential areas.**

Collection of the impact assessment data provides a general overview of the most significantly impacted areas and assists in establishing priorities for deployment of damage assessment teams, resource allocation and disaster assistance.

Preliminary Damage Assessment

If the situation warrants, a formal Preliminary Damage Assessment will be requested and performed by local, State and Federal assessors. This will include assessments for both public and individual damages. Local representatives will accompany these teams during their assessments. The Wyoming Office of Homeland Security will then coordinate with the Federal Emergency Management Agency to determine if the County qualifies for public and/or individual assistance.

Capturing all costs associated with the emergency is essential because accurate damage assessments (Initial Damage Assessments and Preliminary Damage Assessments) document the need for state and/or federal assistance and are required to obtain a federal disaster declaration.

Habitability Assessments

Habitability assessors will determine the structural safety of residential buildings. This will likely be conducted through the coordinated efforts of the Public Works or Engineering Departments of the jurisdictions. When practical, this assessment will be coordinated with the American Red Cross or other relief agencies.

Campbell County, the City of Gillette and Town of Wright are responsible for all corresponding inspections, damage assessments and other disaster response and recovery functions and activities for their jurisdictional area.

Priorities of inspections include:

- Structures involved in response operations
- Critical transportation routes and infrastructure
- Essential facilities

When the Emergency Response Coordination Center (ERCC) is activated in response to an emergency/disaster, a recovery component should be activated as well. The purpose of this component is to initiate activities necessary to ensure a successful recovery effort. Activities include: condition monitoring, situation evaluation, damage assessment teams, mitigation assessment teams, deployment of damage assessment teams, liaisons, and mitigation assessment team.

Once the initial response operations have been completed, and it is appropriate for recovery activities to commence, the agencies identified as having recovery functions will initiate their activities. Many of the recovery functions run concurrent with the initial response functions and are managed by the same agencies.

VII. Disaster Declaration

Requests for federal disaster assistance will be predicated on the requirements outlined in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended). After local government conducts the initial damage assessment and reports it to the State **Emergency Response Coordination Center (SRCC)**, a joint local/State preliminary damage assessment may be scheduled that could include the Federal Emergency Management Agency. This damage assessment validates the local data and is the basis for requesting a Presidential Disaster Declaration. Other federal agencies that may participate in the assessment process include the Small Business Administration. This process is described in 44 CFR, Part 206, Subpart B - The Declaration Process and other federal and state policies and procedures.

Following a major or catastrophic disaster in which an emergency or major disaster declaration is granted by the President, federal assistance to disaster victims becomes available under three program areas: Individual Assistance, Public Assistance and Hazard Mitigation. The administration of these programs is coordinated through a joint Federal/State effort in a Joint Field Office, which is usually located in the impacted area

The Joint Field Office (JFO) is the primary field location for the coordination of federal and state recovery operations. The Federal Coordinating Officer (FCO) and the State Coordinating Officer (SCO) co-locate in the JFO, as well as other Federal and State personnel. Recovery and mitigation operations, logistics, information and planning, financial management and general administration are coordinated at the JFO.

Public Assistance (PA) and Individual Assistance (IA) Activities

Declared Disasters – Public Assistance (PA)

The Public Assistance (PA) program provides program support to eligible local governmental entities following a disaster to assist in the recovery and restoration of buildings, infrastructure and the removal of debris that is on public property. The categories of Public Assistance include:

- Category A: Debris Removal
- Category B: Emergency Protective Actions
- Category C: Road Systems
- Category D: Water Control Facilities
- Category E: Buildings and Equipment
- Category F: Utilities

- Category G: Parks, Recreation, and Other

In the event of a declared disaster, Campbell County Emergency Management Agency will work closely with ESF 15 - External Communications to notify all eligible governments and private not-for-profit organizations of the availability of federal public assistance funds. They include all local government agencies and those quasi-governmental organizations that perform a governmental function. Notification will be given of scheduled briefings and Kick-Off Meetings for the Public Assistance (PA) program and the Hazard Mitigation Grant Program (HMGP). The Public Assistance applicant briefings include procedures for all aspects of financial management, personnel and record keeping required for the various Federal and State financial assistance programs. State and Federal recovery personnel will advise the Campbell County Emergency Management Agency of these briefings so local agencies can be notified. Key components of the Public Assistance program include:

- Project Worksheets are prepared for eligible emergency costs and eligible costs for restoration of damaged facilities.
- The federal share for reimbursement under most federal declarations is 75 percent. The 25 percent nonfederal share is normally provided from a combination of State and local sources in accordance with policies established by the Executive Office of the Governor and the Wyoming Legislature.
- The State serves as the Grantee and eligible applicants are Sub-grantees under the federal disaster assistance program.
- Contractual agreements with Wyoming Office of Homeland Security are executed with applicants with all reimbursements coming through Wyoming Office of Homeland Security.
- Documentation, record keeping, inspections, and final closeouts are overseen and approved by the Wyoming Office of Homeland Security.

Documentation is obtained by the local jurisdictions and provided as needed regarding damage sustained to:

- Roads
- Water control, treatment and distribution facilities
- Public building and related equipment
- Public utilities
- Facilities under construction
- Recreational and park facilities

- Educational institutions
- Certain private non-profit facilities

Declared Disasters – Individual Assistance (IA)

If the County is declared for Individual Assistance, eligible residents will be able to apply for the Individual Assistance Program. In some cases, FEMA will deploy habitability inspectors to verify the damages individual applicants are claiming. They will do this independent of the State or local assessors. Campbell County, the City of Gillette and Town of Wright will also perform inspections of damaged homes to determine safety and will be responsible for coordinating post-disaster habitability inspections.

Non-Declared Disasters

During the recovery stage, a disaster may not be declared at the federal level. It will then fall upon the jurisdictions to use local funds, available competitive grant funds, or any supplemental funding provided by the State of Wyoming to recover from the event.

Similar to a declared disaster, costs for response and recovery are to be monitored by all participating agencies. Each responding agency is responsible for the overall management of documentation of the costs of a non-declared disaster with reports submitted ultimately to the Campbell County Commissioners, Gillette City Council, Wright Town Council for budget and expenditure approval.

Disaster Recovery Centers and Staging Areas

Centers may be established in a disaster area to provide information concerning the range of disaster assistance available. The responsibility for managing these centers is jointly shared by the State, the Federal Emergency Management Agency, and the County where the center is located.

A Disaster Recovery Center (DRC) is a facility established in, or in close proximity to, the community affected by the disaster where persons can meet face-to-face with represented Federal, State, local and volunteer agencies to:

- Discuss their disaster-related needs
- Obtain information about disaster assistance programs
- Tele-register for assistance
- Learn about measures for rebuilding that can eliminate or reduce the risk
- Request the status of their application for Assistance to Individuals and Households

The Campbell County Emergency Management Agency, the State of Wyoming and potentially FEMA, will assess the need to open Disaster Recovery Centers and Field Offices, based upon initial damage assessment and human services needs estimates and reports. Should the need be established, Campbell County Emergency Management Agency will make a formal request to the Wyoming Office of Homeland Security for a Disaster Recovery Center.

Once it has been determined that Disaster Recovery Centers and/or a Disaster Field Office will be opened, the **State Emergency Response Coordination Center (SRCC)** will take the lead and notify the Campbell County **Emergency Response Coordination Center (ERCC)**. The State **Emergency Response Coordination Center (SRCC)** will advise if there are resources the local jurisdictions may need to supply include staffing. The DRC will be staffed with representatives from appropriate federal, state, local, private relief organizations, and other organizations capable of providing disaster related information to individuals and businesses.

Unmet Needs – VOAD

The Campbell County Emergency Management Agency will coordinate the unmet needs recovery function **with the Campbell County Voluntary Organizations Active in Disaster (VOAD)** and will contact the Wyoming Office of Homeland Security to obtain assistance through multiple agencies. A Local Coordinator may be named to serve as the Unmet Needs Coordinator following a disaster. The Coordinator or **VOAD** will be responsible for making contacts and establishing a relationship with community service providers, local churches, community outreach programs and volunteer organizations to be called upon in the event that a disaster creates unmet needs in the community.

Once immediate life safety issues have been addressed in the end of the response phase and early in the recovery phase, the next task will be identifying any unmet needs. **The Campbell County VOAD may function as** the Unmet Needs Committee **or** a committee may be appointed, comprised of members from local religious, non-profit organizations, NGO's, emergency management, and the appropriate State and Federal agencies. The committee will address immediate human needs (food, water, clothing, etc.), immediate housing needs and issues involving special needs population. **If not a function of the VOAD**, the unmet needs committee will be formed on an as-needed basis for a given event.

VIII. Mitigation

In the aftermath of a disaster, the mitigation goal is to ensure mitigation efforts are designed to ensure that residents, visitors, and businesses in Campbell County, the City of Gillette and Town of Wright are safe and secure from future disasters. The strategies to complete this goal include:

- Complete and maintain a hazards and risk assessment
- Maintain a comprehensive list of mitigation goals, objectives and tasks

- Planning process and organizational framework for carrying out the mitigation goals and objectives
- Implement Pre and Post Hazard Mitigation Actions to reduce overall risk/vulnerability
- Evaluation of existing agencies, organizations, plans, programs and guidelines that impact mitigation.

Coordination of Mitigation Activities

The Campbell County Emergency Management Agency has been delegated as the lead agency to facilitate and coordinate the mitigation activities.

A comprehensive hazard and risk assessment is contained in the **Wyoming Region 1 Regional Hazard Mitigation Plan, Campbell, Crook, Johnson, Sheridan and Weston Counties, adopted in September 2018 by Campbell County, City of Gillette and Town of Wright** identifies the hazards to which the jurisdictions are vulnerable; assesses the facilities and structures that are most vulnerable to hazards; offers a prioritized list of mitigation projects to take advantage of available funding; and links mitigation projects to these sources of funding.

The Multi-Jurisdiction Hazard Mitigation Plan defines the mitigation goals, objectives and is reviewed annually and fully updated every five years, although in the event of a disaster or if needed, the plan can be updated more frequently.

Mitigation Programs

Pre-Disaster Activities

- ***The National Flood Insurance Program (NFIP)*** –The Department of Agriculture, Division of Water Resources (DWR), provides technical assistance to the public and communities on the NFIP. The NFIP provides flood insurance to communities that agree to implement land use planning and construction requirements to reduce flood damage in their jurisdiction. These land use and construction requirements apply to all new construction and substantial improvements to existing structures in the community's Special Flood Hazard Areas (SFHAs).
- ***Community Rating System (CRS)*** - Additionally, DWR provides technical assistance to local communities on the Community Rating System (CRS). The CRS is an integral part of the NFIP. Through reduced flood insurance premiums, the CRS provides incentives to communities that go beyond the minimum flood plain management requirements established through the NFIP.
- ***Flood Mitigation Assistance (FMA) Program*** – Wyoming Office of Homeland Security administers the FMA. This program makes federal funds available pre-disaster to fund mitigation projects in communities participating in the NFIP. These funds have a 25 percent non-federal match requirement. The overall goal of the FMA is to fund cost effective measures that reduce or eliminate the long-term risk of flood damage to NFIP

insurable structures. This is accomplished through the reduction of the number of repetitively or substantially damaged structures.

- ***Repetitive Flood Claims (RFC) Program*** - Wyoming Office of Homeland Security administers the RFC. The goal remains to reduce flood damages to individual properties for which one or more claim payments for losses have been made under flood insurance coverage and that will result in the greatest savings to the National Flood Insurance Fund (NFIF) in the shortest period.
- ***Severe Repetitive Loss (SRL) Program*** - Wyoming Office of Homeland Security administers the SRL. The goal remains to reduce flood damages to residential properties that have experienced severe repetitive losses under flood insurance coverage and that will result in the greatest savings to the National Flood Insurance Fund (NFIF) in the shortest period.
- ***Pre-Disaster Mitigation (PDM) Program*** - Wyoming Office of Homeland Security administers the PDM. The PDM is designed to assist States, Territories, Indian Tribal governments, and local communities to implement a sustained pre-disaster natural hazard mitigation program to reduce overall risk to the population and structures from future hazard events, while also reducing reliance on Federal funding from future major disaster declarations.
- ***State Hazard Mitigation Planning*** - The State Hazard Mitigation Plan is updated every three years or in the aftermath of a disaster at the direction of the State Hazard Mitigation Officer (SHMO) as necessary. Additionally, the mitigation staff continues to provide technical assistance to communities on the development, implementation, and maintenance of local mitigation strategies.

Post-Disaster Activities

- ***Hazard Mitigation Grant Program (HGMP)*** - Wyoming Office of Homeland Security administers the HGMP. HGMP is authorized by Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (the Stafford Act), Title 42, United States Code (U.S.C.) 5170c. The key purpose of HMGP is to ensure that the opportunity to take critical mitigation measures to reduce the risk of loss of life and property from future disasters is not lost during the reconstruction process following a disaster. HMGP is available when authorized under the Presidential major disaster declaration in the areas of the State requested by the Governor.
- ***406 Mitigation*** - Section 406 of the Stafford Act provides for direct federal assistance for repairs and improvements to eligible damaged public facilities. Mitigation measures (improvements) must be identified in the Project Worksheets (PW's). The award of Section 406 hazard mitigation projects is at the discretion of the FEMA Regional Director.

IX. ADMINISTRATION, FINANCE AND LOGISTICS

A. Documentation

Responding agencies should keep documentation on the ICS Activity Log (ICS Form 214) or another suitable log. The Campbell County **Emergency Response Coordination Center (ERCC)** will document activities through methods which could include an ICS form 214, situation reports, and/or some form of common operating pictures. Such documentation is crucial for the following reasons:

- Documentation is the key to recovering emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.
- Documentation provides a legal account of the actions which took place before, during and after an emergency.
- Documentation provides for a historical record which could be used during after action reviews to improve response operations in the future.

Following a disaster, the Campbell County Emergency Management Agency or appropriate agencies should maintain an archive and ensure the archival documents are protected.

During after action review the documentation will be used to identify:

- Actions taken (or not taken)
- Resources expended
- Economic and human impacts
- Lessons learned and possible improvements
- Possible mitigation measures that could be taken
- Key impacts and damages

B. Finance

Funding

- During local state of emergency, the monetary support for logistical and administrative support will be funded out of each agency's budget. However, agencies may request reimbursement or additional funds that may be provided through the jurisdiction's general funds or other legal funding mechanisms available. The Governor's Office Emergency Disaster Fund is available to local jurisdictions if the incident is declared a

state disaster by the Governor's Office. Application for those funds is made through the Wyoming Office of Homeland Security Disaster/Recovery Bureau.

- In the event of a federal declaration, some expenses and/or reimbursements are available to affected agencies through Public Assistance Grants.

Disaster Assistance

In a federal disaster declaration the county and its eligible jurisdictions/citizens may qualify for federal assistance. Such assistance has been previously described and will be further described in ESF 14. In the event of a federal declaration authorizing public assistance, applicant briefings will be conducted to educate responders and local officials about the cost recovery process.

The Campbell County Commissioners, Gillette City Council and Wright Town Council will manage and oversee the financial aspects of the Public Assistance Programs. The jurisdictions will need to identify available funds for the recovery effort, to include response, recovery and mitigation functions.

Tracking Local Disaster Costs

In the event of a federally declared disaster, Campbell County Emergency Management Agency may ask the jurisdiction's Financial Officer(s) to assign a special project number to track all disaster-related expenses.

Insurance and Cost Recovery

Insurance actions pertaining to government property will be coordinated by the normal risk management/insurance departments/personnel within the jurisdictions. Record keeping of those claims/payments resulting from the disaster will need to be identified and maintained separate from routine claims/payments not related to the event.

Pet Sheltering Costs: Disaster Assistance Policy (DAP) 9523.19

FEMA Disaster Assistance Policy (DAP) 9523.19 details eligible reimbursements related to pet sheltering including: shelter facilities, supplies and commodities, eligible labor, equipment, emergency veterinary services, transportation, shelter safety and security, cleaning and restoration, and the removal and disposal of animal carcasses.

ESF 6 provides the concept of operations for pet sheltering and documentation of costs.

X. Logistics

Requesting State Assistance

Coordination of Resource Needs:

- When local municipal resources are committed, the Campbell County Emergency Management Agency will coordinate assistance to satisfy resource needs.
- If the County requires additional assistance, it will call mutual aid from adjacent counties and regional resources.
- Only the Campbell County Emergency Manager or his/her documented designee, is authorized to request resource support from the Wyoming Office of Homeland Security on behalf of the local jurisdictions.
- Wyoming Office of Homeland Security will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster that threatens to exceed the capabilities and resources of the state.

Key Logistics Facilities

Potential locations for Staging Areas, Points of Distribution sites (PODS) and Landing Zones should be identified annually by Campbell County Emergency Management Agency.

XI. CONTINUITY OF OPERATIONS / CONTINUITY OF GOVERNMENT

All Campbell County, the City of Gillette and Town of Wright government agencies are encouraged to develop and implement Continuity of Operations Plans (COOP) to ensure that a viable capability exists to continue their essential functions of government services. Planning and training efforts for COOP **should be** closely coordinated with the Joint EOP and actions. This serves to protect and preserve vital records/documents deemed essential for continuing government functions and conducting post-disaster operations.

Continuity of Government is also an essential function of Emergency Management and is vital during an emergency/disaster situation. Critical issues such as Lines of Succession, Delegation of Emergency Authority, Emergency Actions, safeguarding essential records, and protection of government resources are adhered within the State of Wyoming constitution, statutes and administrative rules.

XII. REFERENCES AND AUTHORITIES

The following references and authorities may be consulted for further advice and guidance. Other than those references and authorities that have the inherent force and effect of law, this Joint EOP is not intended to incorporate them by reference.

Relationship to Other Plans

In addition to the Campbell County, the City of Gillette and Town of Wright Joint EOP, the following plans should be developed and maintained pursuant to state and federal requirements.

- Campbell County Warning Plan
- Hazardous Materials Plan
- Hazard Mitigation Plan (HMP)
- Local Mitigation Strategy
- Tactical Interoperable Communications Plan (TICP)
- Special/Functional Needs Plans
- Continuity of Operations / Continuity of Government (COOP/COG)
- Distribution Management Plan
- Terrorism Plans

- Other Plans as may be relevant or required

Mutual Aid Agreements (MAA)

- Wyoming Inter-County Mutual Aid Agreement, Signed by Campbell County on July 7th, 2015

References:

- Comprehensive Preparedness Guide (CPG) 101 Ver 2.0, (November 2010)
- Threat and Hazard Identification Guide (THIRA) CPG 201, Third Edition, (May 2018)
- Emergency Management Assistance Compact (EMAC), (Pub. L. 104-321)
- National Emergency Communications Plan (NECP)
- National Incident Management System (NIMS) Third Edition, October 2017
- NIMS Training Program
- National Planning Frameworks
 - National Prevention Framework, Second Edition (June 2016)
 - National Protection Framework, Second Edition (June 2016)
 - National Mitigation Framework, Second Edition (June 2016)
 - National Response Framework, Fourth Edition (October 2019)
 - National Disaster Recovery Framework, Second Edition (June 2016)
- National Preparedness Goal, Second Edition (September 2015)
 - Core Capabilities List, (February 2018)
- Homeland Security Act of 2002. Pub. L. 1078-296, enacted November 25th, 2002
- Pet Evacuation and Transportation Standards Act (PETS Act) of 2006
- Post-Katrina Emergency Management Reform Act (PKEMRA) of 2006
- Robert T. Stafford Disaster Relief and Emergency Assistance Act Pub. L. 100-707 November 23, 1988 (as amended August 2016)

- Sandy Recovery Improvement Act of 2013
- National Wildfire Coordinating Group (NWCG)
- Federal Bureau of Investigation's Concept of Operations for Weapons of Mass Destruction
- Federal Radiological Emergency Response Plan
- Target Capabilities List (September 2007)
- Universal Task List (Ver. 2.1) (May 2005)

Authorities:

- Wyoming Statute 19-13-101 thru 414 – The Wyoming Homeland Security Act
- Homeland Security Act of 2002, (Pub. L. 107-296, November 25, 2002)
- Pet Evacuation and Transportation Standards Act (PETS Act) of 2006
- Post-Katrina Emergency Management Reform Act (PKEMRA) of 2006
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, (Pub. L. 93-288, as amended, 42 U.S.C. 5121)
- Sandy Recovery Improvement Act of 2013
- Coastal Barrier Resources Act (16 U.S.C. 3501)
- 44 CFR 350 - Code of Federal Regulations.
- 44 CFR Part 10 - Environmental Considerations.
- Uniform Administrative Requirements for Grants and Cooperative Agreements (44 CFR Part 13)
- Audits of State and Local Governments – (44 CFR Part 14)
- Federal Disaster Assistance for Disasters Declared after November 23, 1988 (44 CFR Part 206)
- National Flood Insurance Program (44 CFR Parts 59-76) - and related programs.
- 50 CFR, Title 10 - Code of Federal Regulations.

- National Flood Insurance Act of 1968, 42 U.S.C. 4101 - As amended by the National Flood Insurance Reform Act of 1994 (Title V of Public Law 103-325).
- Clean Air Act Amendments of 1990, (Pub. L. 101-549)
- Hazardous Materials Transportation Uniform Safety Act (HMTUSA), (Pub. L. 101-615)
- Disaster Mitigation Act 2000, (Pub. L. 106-390)
- Public Law 107-296, 116 Stat. 2135 (2002) - (codified predominantly at 6 U.S.C. 101-557 and other sections of the U.S.C.)
- Amendment to the Atomic Energy Act of 1954, (Pub. L. 833-703)
- Flood Emergencies, (Pub. L. 84-99), 33 U.S.C. 701n
- Price-Anderson Act, (Pub. L. 85-256), 42 U.S.C. 2210
- National Historic Preservation Act, (Pub. L. 89-665), 16 U.S.C. 470
- Food Stamp Act of 1964, (Pub. L. 91-671), in conjunction with Section 412 of the Stafford Act
- Flood Disaster Protection Act of 1973, (Pub. L. 93-234) - as amended by the Flood Insurance Reform Act of 1994, 42 U.S.C. 4001, et seq
- The Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended, (Pub. L. 95-510), 42 U.S.C. 9601
- Superfund Amendments and Re-authorization Act of 1986, Part III (Pub. L. 99-499), The Emergency Planning and Community Right-to-Know Act of 1986, 42 U.S.C. 11001, et seq
- Regal Community Development and Regulatory Improvement Act of 1994.
- Stewart B. McKinney Homeless Assistance Act, 42 U.S.C. 11331-11352

XIII. EMERGENCY SUPPORT FUNCTION ANNEXES

Purpose

This section provides an overview of the Emergency Support Function (ESF) structure, common elements of each of the ESFs, and the basic content contained in each of the ESF Annexes.

Background

The ESFs provide the structure for coordinating support for emergencies or disasters. The ESF structure includes mechanisms used to provide local jurisdiction support, both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents. The following section includes a series of annexes describing the roles and responsibilities of County and local jurisdictions, Departments/Agencies, and the American Red Cross as ESF coordinators or as primary or support agencies.

The ESF structure provides mechanisms for interagency coordination during all phases of incident management. Some departments and agencies provide resources for response, support, and program implementation during the early stage of an event, while others are more prominent in the recovery phase.

ESF NOTIFICATION AND ACTIVATION

The Incident Commander or the **Campbell County ERCC** and Campbell County Emergency Management Agency, activates individual ESFs based on the scope and magnitude of the threat or incident.

ESF primary agencies are notified of the activation and time to report to the **ERCC**. Not all ESFs may be activated at any one time. It is also acknowledged that **ERCC** and ESF personnel may need to first check on and secure their families safety, therefore, the **ERCC** may not be immediately activated or fully staffed.

ESF primary agencies notify and activate support agencies as required for the threat or incident, to include support to specialized teams. Each ESF is required to develop standard operating procedures (SOPs) and notification protocols and to maintain current rosters and contact information.

ESF ROLES AND RESPONSIBILITIES

Each ESF Annex identifies the ESF coordinator(s) and the primary and support agencies pertinent to the ESF. Several of the ESFs incorporate multiple components, with primary agencies designated for each component to ensure seamless integration of and transition between preparedness, prevention, response, recovery, and mitigation activities. ESFs with multiple primary agencies designate an ESF coordinator for the purposes of pre-incident planning and coordination.

ESF Coordinator

The ESF coordinator has ongoing responsibilities throughout the prevention, preparedness, response, recovery, and mitigation phases of incident management. The role of the ESF coordinator is carried out through a “unified command” approach as agreed upon collectively by the designated primary agencies.

Responsibilities of the ESF coordinator include:

- Writing the ESF;
- Pre-incident planning and coordination;
- Maintaining ongoing contact with ESF primary and support agencies;
- Conducting periodic ESF meetings and conference calls;
- Coordinating efforts with corresponding private-sector organizations; and
- Coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness as appropriate.

Primary Agencies

An agency designated as **an ESF primary agency serves as the contact point to accomplish the ESF mission**. When an ESF is activated in response to an emergency or disaster or incident of significance, the primary agency is responsible for:

- Orchestrating support within their functional area for an affected area;
- Providing staff for the operations functions at fixed and field facilities;
- Notifying and requesting assistance from support agencies;
- Managing mission assignments and coordinating with support agencies, as well as appropriate State agencies;
- Working with appropriate private-sector organizations to maximize use of all available resources;
- Supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities;
- Executing contracts and procuring goods and services as needed;
- Ensuring financial and property accountability for ESF activities;
- Planning for short-term and long-term incident management and recovery operations; and
- Maintaining trained personnel to support interagency emergency response and support teams

Support Agencies

When an ESF is activated in response to an emergency or disaster or incident of significance, support agencies are responsible for:

- Conducting operations, when requested by the IC or **ERCC** or the designated ESF primary agency, using their own authorities, subject-matter experts, capabilities, or resources;
- Participating in planning for short-term and long-term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first-responder standards;
- Assisting in the conduct of situational assessments;
- Furnishing available personnel, equipment, or other resource support as requested by the IC, ERCC or the ESF primary agency;
- Providing input to periodic readiness assessments;
- Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities;
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats;

- Nominating new technologies for review and evaluation that have the potential to improve performance within or across functional areas; and
- Providing information or intelligence regarding their agency's area of expertise.

ESF 1 – Transportation

ESF 2 – Communications

ESF 3 – Public Works and Engineering

ESF 4 – Fire

ESF 5 – Emergency Management

ESF 6 – Mass Care, Housing and Human Services

ESF 7 – Resource Support

ESF 8 – Public Health and Medical Services

ESF 9 – Search and Rescue

ESF 10 – Oil and Hazardous Materials Response

ESF 11 – Agriculture and Natural Resources

ESF 12 – Energy

ESF 13 – Public Safety and Security

ESF 14 – Long-Term Community Recovery and Mitigation

ESF 15 – External Affairs

ESF #1: Transportation Annex

Emergency Support Function (ESF) #1: Transportation

Coordinator: Campbell Co Public Works Director

Primary Agency(s): Campbell County Public Works
Road and Bridge
Gillette/Campbell County Airport
City of Gillette
Public Works
Town of Wright
Public Works

Secondary Agencies: All County Agencies
All City of Gillette Agencies
All Town of Wright Agencies
Burlington Northern Railroad

Note: The Wyoming Department of Transportation plays a vital role in Campbell County's transportation infrastructure and should be involved in operations and communications at the county level for all events involving transportation. As a state entity, WyDOT cannot be tasked directly by the County, City or Town, but instead must be requested through the Wyoming Office of Homeland Security and state WyDOT offices. Thus, WyDOT is not directly listed as a Primary or Secondary Agency within this ESF. Informal requests for services which fall within the normal scope of WyDOT's local operations can still be made directly to local WyDOT officials.

PURPOSE

Transportation provides support by assisting governmental entities, voluntary organizations, nongovernmental organizations, and the private sector in the management of transportation systems and infrastructure during emergencies, significant events or in response to incidents. ESF-1 entities may participate in prevention, preparedness, response, recovery, and mitigation activities. ESF-1 Entities carry out their statutory or delegated authorities to ensure the coordination of transportation systems, route repair and restoration of services and providing support for agencies requiring access to significant events.

SCOPE

Transportation provides expertise utilizing public/private sector stakeholder relationships to plan for and respond to local incident management activities. These may include:

- Monitoring and reporting status of/damage to the transportation system and infrastructure resulting from an incident.
- Identifying temporary alternative transportation solutions which can be implemented by others when systems or infrastructure are damaged, unavailable, or overwhelmed.
- Performing activities within statutory or delegated authorities relating to transportation.
- Coordinating the restoration and recovery of transportation systems and infrastructure.
- Coordinating and supporting prevention, preparedness, response, recovery, and mitigation activities among transportation stakeholders within their authorities and resource limitations.

The primary focus of ESF-1 is upon the transportation infrastructure. (Think highways, roads and streets, airports, rail lines.)

Movement of goods, equipment and people are covered within ESF 7 (Resources Support) or ESF 12 (Energy), movement of animals falls within ESF 11 (Agriculture and Natural Resources) and movement of people falls within ESF 6 (Mass Care, Emergency Assistance, Housing and Human Services.)

ALIGNMENT TO CORE CAPABILITIES

ESF #1 most directly supports the Core Capability: Critical Transportation in the Response Mission Area.

This capability is to *“Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into the affected areas.”*

Additional Core Capabilities which impact ESF #1 include:

- Supply Chain Integrity and Security (Protection Mission Area)
- Community Resilience (Protection Mission Area)
- Infrastructure Systems (Response and Recovery Mission Areas)
- Logistics and Supply Chain Management (Response Mission Area)
- Economic Recovery (Recovery Mission Area)

RESPONSIBILITIES

The Campbell County, City of Gillette and Town of Wright’s Joint Emergency Operations Plan guiding philosophy designates the jurisdiction with the greatest impact from an emergency, significant event or incident as the lead for the response and the other two jurisdictions assuming supporting roles.

This philosophy continues within the ESF’s where the responsibility of “Primary Agency” is placed upon the agency/jurisdiction experiencing with the greatest impact from an emergency, significant event or incident.

Primary Agency with Responsibility:

1. Campbell County Public Works

- a. Provide emergency response coordinator in support of ESF-1

2. Damage assessment

- a. Coordinate and report damage assessment of transportation infrastructure
- b. Determine status of transportation corridors

3. Maintain traffic control and flow on essential highways, roads and streets

- a. Limit and guide access to inbound and outbound routes as required
- b. Maintain inbound emergency access routes during evacuation
- c. Remove disabled vehicles during crises
- d. Maintain probable evacuation route maps with associated evacuation traffic capacities
- e. Identify locations suitable during evacuations for use as refueling, food distribution, and restroom sites
- f. Coordinate and support traffic control and flow (signage and barriers)

4. Maintain and restore essential transportation infrastructure

- a. Maintain functions of essential transportation routes in accordance to agency authorities, assigned responsibilities and operating plans/SOP's
- b. Coordinate planning for detours and alternate routes
- c. Coordinate planning the construction and reconstruction of roads

Campbell County Emergency Management Agency	Coordinate assistance and acquisition of support resources through activation of the Campbell County Emergency Response Coordination Center
City of Gillette Emergency Management	Work with Campbell County EMA to coordinate assistance and acquisition of support resources.
Town of Wright Emergency Management	Work with Campbell County EMA to coordinate assistance and acquisition of support resources.

ESF #2: Communications Annex

Coordinator: Campbell County Sheriff's Office
Gillette Police Department

Primary Agencies: City\County IT Departments

Support Agencies: Campbell County Commissioners
Gillette Mayor and Council
Wright Mayor and Council
Emergency Management
Regional Response Team #1
Campbell County Fire Department
City of Gillette Electrical Department
Public Information Officers

Purpose

Ensures the coordination and use of communication systems and is designed to support emergency response and recovery efforts.

Scope

ESF #2 coordinates local jurisdiction actions to provide for the restoration of the telecommunications interface for local government and agencies, and with outside organizations including the state and federal governments, private nonprofit organizations, and business/industry. This includes radio, telecommunications, broadcast cables, and electronic networks.

ALIGNMENT TO CORE CAPABILITIES

ESF #2 most directly supports the core capability of Operational Communications in the Response Mission Area. All ESFs, including ESF #2, support the core capabilities of Planning, Operational Coordination, and Public Information and Warning.

This capability is to *"Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces."*

Additional Core Capabilities which impact ESF #2 include:

- Intelligence and Information Sharing (Prevention and Protection Mission Areas)
- Screening, Search and Detection (Protection Mission Area)
- Cybersecurity (Protection Mission Area)
- Critical Transportation (Response Mission Area)

- Infrastructure Systems (Response and Recovery Mission Areas)
- Logistics and Supply Chain Management (Response Mission Area)
- Fire Management and Suppression (Response Mission Area)
- Mass Care Services (Response Mission Area)
- Mass Search and Rescue Operations (Response Mission Area)
- On-Scene Security, Protection and Law Enforcement (Response Mission Area)
- Public Health, Healthcare and Emergency Medical Services (Response Mission Area)
- Situational Assessment (Response Mission Area)
- Economic Recovery (Recovery Mission Area)

Responsibilities

Coordinate and report communications damage assessment of infrastructure (land lines, radio towers, fiber optics, satellite dishes, cell towers, etc....) to the ERCC

- Process and coordinate requests for communications (civil, local, state, or federal) and any alternate communication services.
- Coordinate and support the repair and restoration of local communication infrastructure.
- Coordinate and support RACES and ARES.
- Refer media and general public information requests to ESF #15 for response.

ESF #3: Public Works and Engineering Annex

Coordinator: Campbell County Public Works

Primary Agencies: Campbell County Public Works
City of Gillette Public Works/Engineering
Town of Wright Public Works/Engineering

Support Agencies: Campbell County Commissioners
Gillette Mayor and Council
Wright Mayor and Council
Emergency Management
Campbell County Road and Bridge
City of Gillette Street Department
City of Gillette Electrical Department
Public information Officers
City\County IT Departments

Purpose

The Public Works and Engineering Function ensures coordination for incident assessments as well as repair and restoration of essential facilities, utilities, and other public works.

Scope

ESF #3 is structured to provide public works and engineering-related support for the changing requirements of the emergency response and recovery efforts. Activities within the scope of this function include conducting incident assessments of public works and infrastructure; executing emergency contract support for life-saving and life-sustaining services; coordinate technical assistance to include engineering expertise, construction management, contracting, and real estate services; coordinate providing emergency repair of damaged infrastructure and critical facilities.

ALIGNMENT TO CORE CAPABILITIES

ESF #3 most directly supports the core capability of Infrastructure Systems in the Response and Recovery Mission Areas.

This capability is to “Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.”

Additional Core Capabilities which impact ESF #3 include:

- Planning (All Mission Areas)
- Cybersecurity (Protection Mission Area)

- Physical Protective Measures (Protection Mission Area)
- Community Resilience (Mitigation Mission Area)
- Long-Term Vulnerability Reduction (Mitigation Mission Area)
- Risk and Disaster Resilience Assessment (Mitigation Mission Area)
- Threats and Hazards Identification (Mitigation Mission Area)
- Critical Transportation (Response Mission Area)
- Logistics and Supply Chain Management (Response Mission Area)
- Situational Assessment (Response Mission Area)
- Housing (Recovery Mission Area)
- Economic Recovery (Recovery Mission Area)

Responsibilities

- Coordinate and report public works and engineering damage assessment to the ERCC.
- Coordinate and support emergency infrastructure repair for life-saving and life-sustaining services.
- Coordinate and support engineering and design of infrastructure during the response and recovery of an incident.
- Coordinate and support with physical debris removal and its associated labor.
- Coordinate and support public works equipment.
- Provide information and documentation for Rapid Assessment assistance.
- Refer media and general public information requests to ESF #15 for response.

ESF #4: Fire Annex

Coordinator: Campbell County Fire Department

Primary Agency: Campbell County Fire Department

Support Agencies: Emergency Management
Campbell County Sheriff's Office
Gillette Police Department
Regional Response Team #1
Campbell County Road and Bridge
City of Gillette Street Department
Campbell County Airport
Public Information Officers
City\County ITS Departments

Purpose

The detection and suppression of wildland, rural, and urban fires. The function provides for a coordinated application of available resources and provides assistance to local governments.

Scope

Emergency Support Function #4 manages and coordinates firefighting activities, including the detection and suppression of fires, and provides personnel, equipment, and supplies in support of local entities involved in rural and urban firefighting operations. State and Federal departments may provide direct assistance in accordance with the provisions of active mutual aid agreements and annual operating plans.

ALIGNMENT TO CORE CAPABILITIES

ESF #4 most directly supports the core capability of Fire Management and Suppression in the Response Mission Area.

This capability is to "Provide structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting the lives, property, and the environment in the affected area."

Additional Core Capabilities which impact ESF #4 include:

- Operational Coordination (All Mission Areas)
- Threats and Hazards Identification (Mitigation Mission Area))
- Critical Transportation (Response Mission Area)
- Environmental Response/Health and Safety (Response Mission Area)
- Fatality Management Services (Response Mission Area)
- Mass Search and Rescue Operations (Response Mission Area)

- Situational Assessment (Response Mission Area)
- Operational Communications (Response Mission Area)
- Public Health, Healthcare, and Emergency Medical Services (Response Mission Area)

Responsibilities

- Coordinate and report damage assessment from fires to the ERCC.
- Detection and suppression of fires.
- Provide and maintain fire service equipment, personnel, and supplies for fighting fires.
- Rescue / extrication services.
- Refer media and general public information requests to ESF #15 for response.

ESF #5: Emergency Management Annex

Coordinator: Campbell County Emergency Management Agency

Primary Agency: Campbell County Emergency Management Agency
City of Gillette Emergency Management
Town of Wright Emergency Management

Support Agencies: Campbell County Commissioners
Gillette Mayor and Council
Wright Mayor and Council
Campbell County Sheriff's Office
Gillette Police Department
Regional Response Team #1
Campbell County Fire Department
Campbell County Road and Bridge Department
City of Gillette Street Department
Gillette/Campbell County Airport
Campbell County Public Health
Campbell County Assessor's Office
Campbell County, City of Gillette, Town of Wright Animal Control
Campbell County Public Works
American Red Cross
City of Gillette Public Works\Engineering
Town of Wright Public Works\Engineering
City of Gillette Electrical Department
University of Wyoming Extension Office
Public information Officers
City\County IT Departments

Purpose

Emergency Management supports overall activities of local jurisdiction incident management. ESF #5 provides the core management and administrative functions in support of the **Emergency Response Coordination Center (ERCC)**, Joint Information Center, and other agencies and departments.

Scope

ESF #5 serves as the support for all local governmental departments and agencies from response to recovery. ESF #5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to pre-position assets for quick response. During the post-incident response phase, ESF #5 transitions and is responsible for support and planning functions. ESF #5 activities include those functions that are critical to support and facilitate

multi-agency planning and coordination for operations. This includes training and public education, alert and notification, deployment and staffing of emergency response teams, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for State assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required

ALIGNMENT TO CORE CAPABILITIES

ESF #5 most directly supports the core capability of Operational Coordination in All Mission Areas.

This capability is to *“Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.”*

Additional Core Capabilities which impact ESF #5 include:

- Planning (All Mission Areas)
- Public Information and Warning (All Mission Areas)
- Community Resilience (Mitigation Mission Area)
- Long-Term Vulnerability Reduction (Mitigation Mission Area)
- Risk and Disaster Resilience Assessment (Mitigation Mission Area)
- Threats and Hazards Identification (Mitigation Mission Area)
- Infrastructure Systems (Response and Recovery Mission Areas)
- Critical Transportation (Response Mission Area)
- Environmental Response/Health and Safety (Response Mission Area)
- Fatality Management Services (Response Mission Area)
- Fire Management and Suppression (Response Mission Area)
- Logistics and Supply Chain Management (Response Mission Area)
- Mass Care Services (Response Mission Area)
- Mass Search and Rescue Operations (Response Mission Area)
- Situational Assessment (Response Mission Area)
- Operational Communications (Response Mission Area)
- Public Health, Healthcare, and Emergency Medical Services (Response Mission Area)
- Economic Recovery (Recovery Mission Area)
- Health and Social Services (Recovery Mission Area)
- Housing (Recovery Mission Area)
- Natural and Cultural Resources (Recovery Mission Area)

Responsibilities

- Coordinate and report damage assessment to the ERCC.
- Coordinate and support all ESFs.
- Coordinate and support ERCC activities (command support, operations, planning, logistics, and finance/administration).
- Coordinate and support COOP and COG
- Coordinate and support Public Warning and notification.

- Coordinate with the National Weather Service and EAS broadcasts.
- Coordinate and support record documentation management.
- Provide administrative support to the Emergency Council, or other agencies/departments.
- Refer media and general public information requests to ESF #15 for response.

ESF #6: Mass Care, Housing, and Human Services Annex

Coordinator: American Red Cross

Primary Agency: Mass Care – American Red Cross
– Pets – Campbell County Sheriff/Animal Control

Housing – American Red Cross

YES House

Council of Community Services,

Wright Community Assistance

Human Services – Campbell County Public Health

Support Agencies: Emergency Management
Campbell County Senior Center
Campbell County Public Health
Campbell County Children's Center
University of Wyoming Extension Office – 4H
Public information Officers
Gillette Ministerial Association
Boys and Girls Club
CamPlex

PURPOSE

Mass Care, Housing, and Human Services support the efforts to address the non-medical mass care, housing, and human services needs of individuals and/or families impacted by disaster event(s).

SCOPE

ESF #6 promotes the delivery of services and the implementation of programs to assist individuals, households and families impacted by potential or actual incidents of state and local significance.

ESF #6 includes three primary functions:

1. Mass Care involves the coordination of non-medical mass care services to include sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on victims to family members, and coordinating bulk distribution of emergency relief items.
 - a. As a result of lessons-learned from Hurricane Katrina and the passage of the

PETS Act, any Mass Care operation must include for the rescue, transportation, care, shelter, and essential needs of household pets and service animals.

2. Housing involves the provision of assistance for short- and long-term housing needs of victims.
3. Human Services include providing victim-related recovery efforts such as counseling and identifying support for persons with special needs.

ALIGNMENT TO CORE CAPABILITIES

ESF #6 most directly supports the Core Capability: Mass Care Services in the Response Mission Area. This capability is to *“Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.”*

Additional Core Capabilities which impact ESF #6 include:

- Critical Transportation (Response Mission Area)
- Fatality Management Services (Response Mission Area)
- Mass Search and Rescue Operations (Response Mission Area)
- Public Health, Healthcare and Emergency Medical Services (Response Mission Area)
- Economic Recovery (Recovery Mission Area)
- Health and Social Services (Recovery Mission Area)
- Housing (Recovery Mission Area)

RELATIONSHIP TO WHOLE COMMUNITY

A basic premise of emergency management is that disaster response begins and ends at the community level. This is particularly true for the functions of ESF #6, as many disasters occur with little or no warning, thereby requiring that life-sustaining services be provided quickly to prevent additional suffering and loss of life. ESF #6 partner agencies and organizations rely on the whole community to meet the needs of disaster survivors.

Key elements of the whole community include individuals with disabilities and others with access and functional needs whose needs must be considered well in advance when preparing for disasters and emergencies, and who are important partners to support the delivery of core capabilities during incident response. People with disabilities and others with access and functional needs include individuals who do not read, have limited English proficiency, or are non-English speaking; people who have physical, sensory, behavioral, mental health, intellectual, developmental and cognitive disabilities; senior citizens with and without disabilities or other access and functional needs; children with and without disabilities or other access and functional needs and their parents and/or guardians; individuals who are economically or transportation-disadvantaged; women who are pregnant; individuals who have chronic medical conditions; and those with pharmacological dependency.

INDIVIDUALS/HOUSEHOLDS

Disaster response begins with individuals and households executing their personal disaster plans, which should include having sufficient food and water on hand; a plan for communication; pre-identified shelter locations; pre-identified evacuation routes; and a Go Kit that includes important documents, lists of medications, household pet or service animal vaccination records, and photo identification for all members of the household.

Individuals with disabilities or others with access and functional needs should implement their plan for accessible transportation and/or support resources, including service animals.

Households with animals should activate their plan for the evacuation, transportation, sheltering, and care of their animals.

ESF #7: Resource Support Annex

Primary Agency: Campbell County Emergency Management Agency

Coordinator: Campbell County Emergency Management Agency

Support Agencies: Campbell County Commissioners
Gillette Mayor and Council
Wright Mayor and Council
Campbell County Sheriff's Office
Gillette Police Department
Regional Response Team #1
Campbell County Fire Department
Campbell County Road and Bridge Department
City of Gillette Street Department
Gillette/Campbell County Airport
Campbell County Public Health
Campbell County Assessor's Office
Campbell County, City of Gillette, Town of Wright Animal Control
Campbell County Public Works
City of Gillette Public Works\Engineering
Town of Wright Public Works\Engineering
American Red Cross
City of Gillette Electrical Department
University of Wyoming Extension Office
Public information Officers
City\County IT Departments

Purpose

Emergency Support Function (ESF) #7 facilitates logistical and resource support (other than funds) to local emergency recovery efforts, including personnel, equipment, supplies, and similar items not included in other ESFs.

Scope

ESF #7 provides resource support to local government, consisting of facility space, office equipment and supplies, telecommunications, emergency relief supplies, personnel, transportation services (equipment, personnel, supplies), contracting services, and logistical support.

ALIGNMENT TO CORE CAPABILITIES

ESF #7 most directly supports the core capability of Logistics and Supply Chain Management in the Response Mission Area.

This capability is to *“Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.”*

Additional Core Capabilities which impact ESF #7 include:

- Planning (All Mission Areas)
- Public Information and Warning (All Mission Areas)
- Operational Coordination (All Mission Areas)
- Cybersecurity (Protection Mission Area)
- Supply Chain Integrity and Security (Protection Mission Area)
- Community Resilience (Mitigation Mission Area)
- Infrastructure Systems (Response and Recovery Mission Areas)
- Critical Transportation (Response Mission Area)
- Mass Care Services (Response Mission Area)
- Situational Assessment (Response Mission Area)
- Operational Communications (Response Mission Area)
- Economic Recovery (Recovery Mission Area)
- Health and Social Services (Recovery Mission Area)

Responsibilities

- Coordinate and support resources consisting of emergency relief supplies, facility space, office equipment, office supplies, telecommunications, or other resources to support immediate response activities.
- Coordinate and support other resources for items not identified in other ESFs.
- Refer media and general public information requests to ESF #15 for response.

ESF #8: Public Health and Medical Services Annex

Coordinator: Campbell County Public Health

Primary Agency: Campbell County Public Health

Support Agencies: Campbell County Commissioners
Emergency Management
Public information Officers

I. Purpose and Scope

A. Purpose

The purpose of ESF 8 is to provide health and medical coordination in support of emergency events in Campbell County, the City of Gillette and Town of Wright. It can provide the mechanism for personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives.

B. Scope

1. ESF 8 is a functional annex to the Campbell County, the City of Gillette and Town of Wright Joint EOP and this Annex describes the actions required to coordinate public health and medical services during a disaster. It addresses.
 - a. Local Health Department notification, coordination and response
 - b. Emergency Medical Services (EMS) activities
 - c. Coordination among community hospital partners
 - d. Mass fatality partnerships in planning
 - e. Community planning with other health care providers
 - f. Behavioral health (mental health) activities
2. Most of the agencies involved in public health and medical services activities have existing emergency plans and procedures. The ESF 8 Annex is not designed to take the place of these plans rather it is designed to complement, support and reference existing plans and procedures.

3. The ESF 8 Annex supports health and medical response during a biological incident within the community.
4. For this document, public health and medical services include: medical needs associated with behavioral health needs of victims and responders, medical needs of "at risk" populations, and environmental health concerns associated with activities outlined in other portions of the Campbell County, the City of Gillette and Town of Wright Joint EOP.

ALIGNMENT TO CORE CAPABILITIES

ESF #8 most directly supports the core capability of Public Health, Healthcare and Emergency Medical Services in the Response Mission Area.

This capability is to "Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support, and products to all affected populations."

Additional Core Capabilities which impact ESF #8 include:

- Planning (All Mission Areas)
- Public Information and Warning (All Mission Areas)
- Operational Coordination (All Mission Areas)
- Cybersecurity (Protection Mission Area)
- Supply Chain Integrity and Security (Protection Mission Area)
- Community Resilience (Mitigation Mission Area)
- Infrastructure Systems (Response and Recovery Mission Areas)
- Critical Transportation (Response Mission Area)
- Environmental Response/Health and Safety (Response Mission Area)
- Fatalities Management (Response Mission Area)
- Logistics and Supply Chain Management (Response Mission Area)
- Mass Care Services (Response Mission Area)
- Operational Communications (Response Mission Area)
- Health and Social Services (Recovery Mission Area)

II. Concept of Operations

A. General

1. Operational Overview
 - a. ESF 8 is organized to be consistent with the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System (ICS). This structure and system support incident assessment, planning, procurement, deployment, and coordination and support operations to Campbell County, the City of Gillette and Town of Wright to provide a timely and appropriate response to an emergency or situation.

- b. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Campbell County **Emergency Response Coordination Center (ERCC)** and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding appendices, annexes and standard operating guidelines, which describe capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
- c. In a large event requiring local or State mutual aid assistance, this ESF will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of required assets.
- d. When an event is focused in scope to a specific type or response mode (i.e., hospital evacuation, biological threat, hazardous materials release, pandemic disease or radiological event) technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the ICS structure.
- e. Throughout the response and recovery periods, Campbell County **Emergency Response Coordination Center (ERCC)** will evaluate and analyze information regarding medical, health and public health assistance requests for response, develop and update assessments of medical and public health status in the impact area and do contingency planning to meet anticipated demands.
- f. If additional support is necessary, the Campbell County **Emergency Response Coordination Center (ERCC)** will contact the supporting agencies and other EM's to request applicable support activities.

2. Continuity of Operations

- a. Continuity of Operations establishes policies and guidance to ensure the essential business functions of the healthcare system in the community are continued if a manmade, natural or technological emergency disrupts or threatens to disrupt normal business operations. The community hospital and county health department have established a Continuity of Operations Plan (COOP).
- b. Reconstitution is the process by which surviving and/or replacement health and medical personnel resume normal operations at the original or replacement facility. There are three tasks associated with reconstitution: transitioning, coordinating and planning, and outlining the procedures. The decision to reconstitute will be made by the Incident Commander and as outlined in internal plans. Operations may be resumed in phases with the essential functions being priority followed by other functions as resources and personnel allow.

3. Medical Surge

- a. In the event of a disaster, it is necessary to use surge capacity to provide emergency care and appropriate definitive management of patients. Bed counts alone do not determine surge capacity or the ability to care for patients. The hospital has internal policies, plans and procedures for patient surge within their facilities, including requesting medical material and pharmaceuticals and coordinating mass fatality.
- b. ESF 8 will maintain awareness of the availability of beds at hospitals within their jurisdiction and surrounding counties. Campbell County Health will be requested to update their bed availability at the time of a disaster or large-scale emergency and update the bed status as requested to assist with planning of patient transfers.
- c. The health and medical community have a decontamination plan and access to necessary equipment. The health and medical community also have trained individuals who can assist and perform decontamination activities for patients arriving from the scene of emergencies and disasters.
- d. Health and medical entities have processes and policies for medical surge capabilities, these internal plans provide details with internal patient tracking procedures. Patients seen as a result of an emergency will be tracked utilizing these procedures. The numbers of patients seen, disposition and status of these patients will be coordinated throughout the day by ESF 8. HIPAA regulations will be followed when reporting patient information. All participating health and medical organizations will assist in determining the health and medical impact of the emergency on the community.
- e. Health and medical entities protect the privacy of individually identifiable health information. ESF 8 follows standards to protect information and will utilize internal policies for reunification of patients with family. Staff will coordinate efforts, when possible, to gather missing persons information from participating health and medical partners and response organizations to cross reference with data received from ESF 6 – Mass Care, Housing, and Human Services. If staff recognize a patient identified as missing on the American Red Cross's Safe and Well or another missing person data system provided by another mass care, housing, and human service agency, staff will verify to the extent possible the validity of their reunification need and, if acceptable, provide the current location of the patient to the requesting family member.
- f. In the event individuals need additional transportation to health and medical facilities, ESF 8 will coordinate with ESF 1 - Transportation.
- g. During a large-scale emergency, the emergency room, treatment centers, and other medical facilities across the community may see an influx in patients. An Alternate Care Site (ACS) is a community-based location that may provide

additional treatment area(s) with a minimum specific level of care for patients. An ACS may be established at sites where no medical care is usually provided or at medical facilities where the usual scope of medical services does not normally include large-scale urgent care or traditional inpatient services. If an ACS is needed to respond for managing a disaster that creates a surge of patients beyond community capabilities, Campbell County Public Health and Campbell County Health (hospital) will consider options for ACS to care for ill patients who would otherwise seek care at hospitals and community health centers.

- h. Through preparedness planning the community has developed regional relationships within the health and medical sector. This provides additional access to medical surge supply trailers, field hospital trailers, health and medical supplies, and specialized equipment which may be necessary for response. The ESF 8 coordinator will follow standard procedures for requests in the event these assets are needed to support operations and improve the health delivery during an emergency.

4. Epidemiology and Surveillance

- a. The Campbell County Health Department is responsible for conducting disease surveillance and investigation within Campbell County and the Wyoming Department of Health maintains access to an electronic disease tracking and surveillance system.
- b. The Campbell County Health Department conducts disease surveillance and investigation activities in partnership with the local hospital, physician's offices, clinics, schools and pharmacies to maintain an overall assessment of disease outbreaks or clusters within the county. These activities also provide a reporting avenue from these organizations to the Campbell County Health Department to identify and contain disease outbreaks. The Campbell County Health Department also works with neighboring counties and state assistance in disease surveillance and investigation as part of a coordinated statewide public health system.
- c. Campbell County Emergency Management Agency has identified vulnerabilities within the community. In the event of a radiological emergency, Community Reception Center (CRC) guidance is available to assist local jurisdictions with this process and would be used as guidance for population monitoring of county residents should a radiological emergency be declared. At the CRC, citizens will be asked to provide information regarding their location and possible exposure to the radiological emergency. This will assist the Campbell County Health Department, Wyoming Department of Health and the Centers for Disease Control and Prevention in providing appropriate surveillance and follow up after this type of emergency.

5. Fatalities Management

- a. The local jurisdictions recognize the need to organize local agencies and resources to plan for and respond to an incident resulting in catastrophic loss of life. Natural disasters frequently overwhelm local systems that care for the deceased. Consequently, the responsibility for the immediate response falls on local organizations and communities. Management of the dead requires coordination of body recovery, short and long-term storage, identification, burial arrangements, and support of victims and relatives.
- b. Campbell County Public Health will coordinate with county coroner, funeral directors, mortuary services, and coordinating group(s)/team(s) during an emergency to ensure required resources, assessment activities and the responsible agencies implement appropriate plans.
- c. Following an emergency, when requested, and in coordination with its partner organizations, Campbell County Public Health will assist or help identify resources to support the coroner, medical professionals and law enforcement agencies in:
 - i. Tracking and documenting of human remains and associated personal effects
 - ii. Reducing the hazard presented by chemically, biologically or radiologically contaminated human remains (when indicated and possible)
 - iii. Establishing temporary morgue facilities
 - iv. Determining the cause and manner of death. When the determination of the cause of a death is held to be in the public interest or a child under the age of 18 dies, the coroner or deputy coroner shall be notified. The coroner shall decide if an investigation shall take place
 - v. Collecting ante mortem data in a compassionate and culturally competent fashion from authorized individuals
 - vi. Performing postmortem data collection and documentation
 - vii. Identifying human remains using scientific means (e.g., dental, pathology, anthropology, fingerprints, and, as indicated, DNA samples.
 - viii. Preparing, processing and returning human remains and personal effects to the authorized person(s) when possible

- ix. Providing technical assistance and consultation on fatality management and mortuary affairs
 - x. Coordinating with behavioral health, social workers, counselors, and community mental health centers in support of victims and relatives
- d. During an event, first responders will follow appropriate policies, procedures and guideline to ensure safety precautions are appropriate and implemented.

6. Pre-Hospital Care

- a. The local jurisdictions promote local and regional coordination and cooperation in emergency pre-hospital care for mass casualty events. During an emergency, pre-hospital care may involve more than one jurisdiction, therefore ICS will be used to help standardize organizational structure and common terminology and to ensure a useful and flexible management system is practical for incidents involving multi-jurisdictional and multi-agency response, especially those in the field.
- b. Pre-arrival assessments will be conducted by Emergency Medical Services and notification procedures to dispatch, hospitals and other mutual aid partners will be activated.
- c. Triage procedures, ambulance diversion guidelines, EMS protocols and policies, pediatric guidelines, and other community and internal agency plans have been developed and may be implemented in response this type of emergency.
- d. Medical mutual aid may be necessary and implemented during a mass casualty or large-scale emergency.

7. Medical Countermeasure Dispensing

- a. The primary goal of the county's mass dispensing program is to provide lifesaving medical countermeasures to citizens and visitors of the jurisdictions in a timely manner in response to a health and medical emergency. This program is led by the Campbell County Health Department and includes many of the county's other departments, health and medical partner organizations and private companies. The Campbell County Health Department has developed a Mass Dispensing Standard Operating Guide (SOG) which will be used during an emergency as a guide for providing vaccines and pharmaceuticals at Point of Dispensing (POD) sites for the public.

8. Medical Material Distribution

- a. During a time of disaster state and federal medical material and pharmaceuticals may be available to the jurisdictions. To access these assets, a coordinated

resource management and requesting process must be in place for participating agencies. This process promotes the full utilization of local medical equipment and supplies and exhaustion of services available locally. With the exhaustion or imminent exhaustion of these local supplies and services, Campbell County can make a request through Campbell County Emergency Management Agency to the **State Emergency Response Coordination Center (SRCC)** for fulfillment. Procedures for requesting medical materials can be found in the Campbell County Mass Dispensing SOG and Hospital EOP.

- b. Health and medical entities have processes in place for requesting medical countermeasures, including but not limited to the Strategic National Stockpile (SNS), CHEMPACK (nerve agent and organophosphate antidotes), and Chemical Event Shipping Supply Location (CESSL) program.

9. Non-Pharmaceutical Interventions

- a. In the case of large-scale outbreaks of naturally occurring diseases, like pandemic influenza, SARS, MERS, or artificially introduced biological agents in connection with bioterrorism, the Campbell County Health Officer may also issue advisories or recommendations for the closure of public buildings, events and activities. In partnership with local school districts, schools may also be dismissed to aid in disease containment measures. Schools also maintain pandemic health response plans in their existing EOPs.
- b. When necessary, the Campbell County **Emergency Response Coordination Center (ERCC)** will coordinate with ESF 13 – Public Safety to ensure the safety of public and community members related to isolation and quarantine.
- c. The hospital maintains an appropriate HVAC system which is an essential tool for the control of infection. The hospital has a negative pressure room and procedures to keep contaminants and pathogens from reaching surrounding areas within the hospital. These procedures are outlined in internal hospital policies and will be active as outlined in these policies to prevent cross-contaminations from room to room.

10. Responder Health and Safety

- a. Health and medical officials may be requested to provide information related to agents or diseases and appropriate measures to take to protect the health, medical and emergency services sector responders. Officials may be asked to serve as subject matter experts and information resources to make health and safety recommendations to incident management staff and safety officers.
- b. ESF 8 has or has access to personal protective equipment (PPE) to ensure the safety and health of first responders.

- c. There are counseling services available throughout the community for those victims and responders with behavioral health needs.

11. Volunteer Management

- a. Volunteer resources may be available through Wyoming Medical Reserve Corps (MRC) units, Community Emergency Response Teams (CERT), American Red Cross (ARC) and other community organizations active in disasters.

12. Behavioral Health

- a. ESF 8 will coordinate with behavioral health professionals and organizations within the county and with the State Coordinator to promote behavioral health response and recovery needs. The Coordinator will work with behavioral health, social workers, counselors, substance abuse professionals and community mental health centers. Behavioral health will also focus on the long-term recovery responses and facilitation of communicating appropriate and accurate information to allay public concerns.

13. Demobilization and Recovery

- a. When the Incident Commander has ordered demobilization, health and medical response entities will be notified. Each agency should consider their property and business impact for returning to normal facility operations.
 - i. As needs for personnel decrease, personnel should report to debriefing area or standard area of operations as directed by supervisor. Positions will deactivate in a phased manner as outlined by internal plans and policies.
 - ii. All equipment and supplies shall be returned or disposed of in compliance with recommendations from internal and/or external authorities and coordinated by supply unit leader and finance/administration section. Health and medical supplies and equipment should be repaired, repacked and replaced as needed.
 - iii. Any plans to salvage, restore and recover the impacted facility will initiate upon approval from applicable local, State, and Federal law enforcement and emergency service authorities.

B. Direction and Control

- 1. During a state of emergency, the local jurisdiction's health and medical response activities will be coordinated through the Campbell County **Emergency Response Coordination Center (ERCC)**.

2. The Campbell County Emergency Manager or designee provides direction and control to include mission assignments, mutual aid, contracts for goods and services, and recovery and mitigation activities.
3. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff assist the commander in carrying out the overall mission. Resources for response are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. A staffing directory is maintained by the Campbell County Public Health Department, which is responsible for ensuring contact information is accurate and ready for response.

C. Organization

1. County
 - a. During an actual or potential emergency or disaster, the primary agency will assign a liaison to Campbell County **Emergency Response Coordination Center (ERCC)** to fill the role of ESF 8 Coordinator. During an activation of the Campbell County **Emergency Response Coordination Center (ERCC)**, support agency staff will work with the coordinating agency to provide support that will allow for an appropriate, coordinated and timely response.
 - b. During the response phase, the Coordinator will evaluate and analyze information regarding medical and public health assistance requests.
 - c. The Coordinator will develop and update assessments of medical and public health status in the impact area and do contingency planning to meet anticipated demands.
 - d. The Coordinator will partner with ESF 6 – Mass Care, Housing, and Human Services to support all individuals and organizations regarding mass care services, including sheltering that may be required to support disaster response and recovery operations in Campbell County, the City of Gillette and Town of Wright.
2. State of Wyoming
 - a. The Wyoming Department of Health is the lead Coordinating agency for the State of Wyoming. The State provides supplemental assistance to local governments in identifying and meeting the public health and medical needs of victims of disasters and emergencies. The State concept of operations is outlined in the Wyoming Response Plan.
 - b.

D. Alerts and Notifications

1. The Coordinator and/or Emergency Management will provide notification to primary and support agencies as outlined in internal call down procedures. The Coordinator will continue to update those agencies as the situation progresses and upon demobilization and recovery.

E. Actions

1. Actions carried out by ESF 8 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 8 agencies and the intended recipients of service.

F. Special Tasks

1. Hazardous Materials:
 - a. Activate provisions for keeping responders and the public informed of the health risks created by a Haz-Mat release
 - b. Plan and take into consideration the special needs population for the following: mobility impairment, visual impairments, deaf or hard of hearing, cognitive disabilities and the mentally ill
 - c. Designate health and medical facilities that have capabilities to decontaminate and medically treat exposed persons and dispose of contaminated items (clothing, medical supplies, etc.)
 - d. Activate provisions for continued medical surveillance of personnel performing decontamination tasks, including radiological monitoring, if appropriate
 - e. Coordinate monitoring of water quality and sanitary conditions in the areas affected by the Haz-Mat release.
2. Flooding and Dam Failure:
 - a. Work with the Communications and Warning and EPI Coordinators to keep people informed of the health and sanitary conditions created by floods. Floodwaters may carry untreated sewage, dead animals, disinterred bodies, and hazardous materials.
 - b. Coordinate teams to monitor water quality and sanitary conditions.
 - c. Relocate resources and equipment from the flood area that is needed to assure continuation of health and medical services.

3. Nuclear Attack:

- a. Work with Haz-Mat team to determine the radiation levels of exposed people.
- b. Activate provisions for continued medical surveillance of persons performing essential tasks.
- c. Designate facilities that have radiological capabilities to decontaminate and treat exposed people, and dispose of contaminated items (clothing, medical supplies, and other waste items).

4. Mass Casualties

- a. In the event of mass casualties in Campbell County, the City of Gillette or Town of Wright, local resources will be quickly overwhelmed. The Campbell County **Emergency Response Coordination Center (ERCC)** will notify the Wyoming Office of Homeland Security.

5. D.M.O.R.T. (Mortuary Services)

- a. In the event there is a disaster/emergency with multiple deaths, as request will be made to the state to notify the Disaster Mortuary Emergency Response Coordination Center (ERCC). An activated DMORT will require the following:
 - i. Minimum of 10,000 square feet (prefer 18,000 square feet)
 - ii. Water/Sewer
 - iii. Bio-Hazard Equipment Containers
 - iv. Room for separate partitions
 - v. Area that is easy to secure (lock up money, etc.)
 - vi. Parking lots for rental cars
 - vii. Good access

III. Financial Management

- A. ESF 8 is responsible for coordinating with the local jurisdictions to manage expenses relevant to an event.
- B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for

seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.

- C. C. Expenditures by support entities will be documented by those entities and submitted directly to the Campbell County Commissioners, Gillette City Council, Wright Town Council or a designated Finance Section Chief as soon as possible.

IV. References and Authorities

REFERENCES

1. Comprehensive Preparedness Guidance (CPG) 101: November 2010

AUTHORITIES

1. 44 CFR Part 13 - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.

ESF #9: Search and Rescue Annex

Coordinator : Campbell County Sheriff's Office

Primary Agency: Campbell County Sheriff's Office
Gillette Police Department

Support Agencies: Emergency Management
Regional Response Team #1
Campbell County Fire Department
Public information Officers

Purpose

To provide support for search and rescue during an emergency.

Scope

Search and Rescue (S&R) coordinates and utilizes available resources and personnel in relieving distress, preserving life and removing survivors from the site of a disaster, emergency, or hazard, to safety in case of lost, stranded, entrapped or injured persons.

The goal of ESF #9 is to assist the Campbell County Sheriff, who is charged by state statute to conduct S&R operations, with the execution of this mandate.

Typically, the Campbell County Sheriff's Office is the lead entity for searches outside of the City of Gillette, while the Gillette Police Department takes the lead for searches inside the City Limits. Rescue of entrapped persons is typically led by the Campbell County Fire Department.

ALIGNMENT TO CORE CAPABILITIES

ESF #9 most directly supports the core capability of Mass Search and Rescue in the Response Mission Area.

This capability is to *"Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible."*

Additional Core Capabilities which impact ESF #9 include:

- Planning (All Mission Areas)
- Public Information and Warning (All Mission Areas)
- Operational Coordination (All Mission Areas)

- Operational Communications (Response Mission Area)
- Intelligence and Information Sharing (Prevention and Protection Mission Areas)
- Fatality Management Services (Response Mission Area)
- On-Scene Security, Protection and Law Enforcement (Response Mission Area)
- Public Health, Healthcare and Emergency Medical Services (Response Mission Area)
- Situational Assessment (Response Mission Area)

Responsibilities

- Coordinate and report damage assessment to ERCC.
- Coordinate and support search and rescue services for individuals and animals during an incident.
- Coordinate and support recovery services for individuals and animals during the post-incident.
- Refer media and general public information requests to ESF #15 for response.

ESF #10: Oil and Hazardous Materials Response Annex

Primary Agency: Campbell County Fire Department

Coordinator: Campbell County Fire Department

Support Agencies: Regional Emergency Response Team #1
Emergency Management
Campbell County Sheriff's Office
Gillette Police Department
Campbell County Road and Bridge Department
City of Gillette Street Department
Public information Officers

Purpose

Emergency Support Function (ESF) #10 provides support to the Campbell County Fire Department or RERT #1 in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials.

Scope

ESF #10 provides for a coordinated response to actual or potential oil and hazardous materials incidents. ESF #10 includes the appropriate response and recovery actions to prepare for, prevent, minimize, or mitigate a threat to public health, welfare, or the environment caused by actual or potential oil and hazardous materials incidents. This includes certain chemical, biological, and radiological substances considered as weapons of mass destruction (WMD).

Appropriate response and recovery actions can include efforts to detect, identify, contain, clean up, or dispose of released oil and hazardous materials. Specific actions may include stabilizing the release through the use of berms, dikes, or impoundments; capping of contaminated soils or sludge; use of chemicals and other materials to contain or retard the spread of the release or to decontaminate or mitigate its effects; drainage controls; fences, warning signs, or other security or site-control precautions; removal of highly contaminated soils from drainage areas; removal of drums, barrels, tanks, or other bulk containers that contain oil or hazardous materials; and other measures as deemed necessary.

ALIGNMENT TO CORE CAPABILITIES

ESF #10 most directly supports the core capability of Environmental Response/Health and Safety in the Response Mission Area.

This capability is to “Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all-hazards in support of responder operations and the affected communities.”

Additional Core Capabilities which impact ESF #10 include:

- Operational Coordination (All Mission Areas)
- Threats and Hazards Identification (Mitigation Mission Area))
- Critical Transportation (Response Mission Area)
- Fire Management and Suppression (Response Mission Area)
- Fatality Management Services (Response Mission Area)
- Situational Assessment (Response Mission Area)
- Operational Communications (Response Mission Area)
- Public Health, Healthcare, and Emergency Medical Services (Response Mission Area)

Responsibilities

- Coordinate and report damage assessment due to oil or hazardous chemicals to the ERCC.
- Coordinate and support response to oil and hazardous materials incidents
- Coordinate and support response and recovery actions to prepare for, prevent, minimize, or mitigate a threat to public health, welfare or the environment.
- Provide response organizations, personnel, and resources that may be used to support the response actions.
- Provide response and recovery actions to detect, identify, contain, clean up, or dispose of hazardous materials (agriculture, business, and household products).
- Refer media and general public information requests to ESF #15 for response.

ESF #11: Agriculture and Natural Resources Annex

Primary Agency: UW Extension Service

Coordinator: UW Extension Service

Support Agencies: Emergency Management
Regional Response Team #1
Campbell County Fire Department
Campbell County Public Health
Campbell County Road and Bridge Department
City of Gillette Street Department
Public information Officers

Purpose

The Agriculture and Natural Resources function ensures an adequate and safe food supply; mitigates the loss of crops, livestock, and wildlife; and protects significant natural and cultural resources as well as historic properties.

Scope

ESF #11 includes four primary functions:

- Provision of food supply: Includes determining nutrition assistance needs, obtaining appropriate food supplies, arranging for delivery of the supplies, and authorizing disaster food stamps.
- Animal and plant disease and pest response: Include implementing an integrated Federal, State, and local response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant pest infestation. Ensures, in coordination with ESF #8 – Public Health and Medical Services, that animal/veterinary/ wildlife issues in natural disasters are supported.
- Assurance of the safety and security of the commercial food supply: Includes the inspection and verification of food safety aspects of slaughter and processing plants, products in distribution and retail sites, and import facilities at ports of entry; laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; food borne disease surveillance; and field investigations.
- Protection of natural, cultural, and historic resources and properties: Includes appropriate response actions to conserve, rehabilitate, recover, and restore NCH resources.

ALIGNMENT TO CORE CAPABILITIES

ESF #11 most directly supports the core capability of Economic Recovery in the Response Mission Area.

This capability is to *“Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.”*

Additional Core Capabilities which impact ESF #11 include:

- Planning (All Mission Areas)
- Operational Coordination (All Mission Areas)
- Supply Chain Integrity and Security (Protection Mission Area)
- Threats and Hazards Identification (Mitigation Mission Area))
- Critical Transportation (Response Mission Area)
- Community Resilience (Mitigation Mission Area)
- Long-Term Vulnerability Reduction (Mitigation Mission Area)
- Logistics and Supply Chain Management (Response Mission Area)

Responsibilities

- Coordinate and report agriculture or natural resource damage assessment to the **ERCC**.
- Coordinate and support animal and plant disease, and pest response.
- Coordinate and support safety and security of the commercial food supply.
- Coordinate and support the protection of natural resources, cultural resources, and historic properties.
- Aid in licensing
- **Consumer Health Services**
 - Teach Food Safety Education
 - Security (Contaminated Food Supply) Response
 - Food Transportation
 - Locating Available Food Resources
 - Equipment
 - Food Distribution
 - Assemble Field Staff for On-site Assistance
 - Aid in Identifying Hazardous food and Fit for Consumption
 - Inspection Services for Shelters and Feeding Sites
 - Can assist Public Health in Rodent and Pest Contamination

- Refer media and general public information requests to ESF #15 for response.

ESF #12: Energy Annex

Coordinator: City of Gillette Electrical Department

Primary Agency: City of Gillette Electrical Department

Support Agencies: Campbell County Commissioners
Gillette Mayor and Council
Wright Mayor and Council
Emergency Management
Campbell County Sheriff's Office
Gillette Police Department
Regional Response Team #1
Campbell County Fire Department
Campbell County Road and Bridge Department
City of Gillette Street Department
Gillette/Campbell County Airport
Campbell County Public Health
Campbell County Assessor's Office
Campbell County, City of Gillette, Town of Wright Animal Control
Campbell County Public Works
City of Gillette Public Works\Engineering
Town of Wright Public Works\Engineering
American Red Cross
University of Wyoming Extension Office
Public information Officers
City\County IT Departments

Purpose

The Energy Support Function is intended to restore damaged energy systems and components after a disaster. In addition, it guides the restoration of energy supply.

Scope

The function leads to the collection, evaluation, and sharing of information on energy system damage and estimations on the impact of energy system outages within affected areas. The term "energy" includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems and system components. Additionally, ESF #12 provides information concerning the energy restoration process such as projected schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate.

ALIGNMENT TO CORE CAPABILITIES

ESF #12 most directly supports the core capability of Logistics and Supply Chain Management in the Response Mission Area.

This capability is to “*Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.*”

Additional Core Capabilities which impact ESF #12 include:

- Planning (All Mission Areas)
- Operational Coordination (All Mission Areas)
- Supply Chain Integrity and Security (Protection Mission Area)
- Threats and Hazards Identification (Mitigation Mission Area))
- Critical Transportation (Response Mission Area)
- Community Resilience (Mitigation Mission Area)
- Cybersecurity (Protection Mission Area)
- Long-Term Vulnerability Reduction (Mitigation Mission Area)
- Community Resilience (Mitigation Mission Area)
- Mass Care Services (Response Mission Area)
- Operational Communications (Response Mission Area)
- Infrastructure Systems (Response and Recovery Mission Areas)
- Economic Recovery (Recovery Mission Area)
- Housing (Recovery Mission Area)

Responsibilities

- Coordinate and report energy damage assessment to the **ERCC**.
- Coordinate and support the collection, evaluation, and sharing of information on energy system damage and the impact of energy system outages.
- Coordinate and support the energy restoration process.
- Refer media and general public information requests to ESF #15 for response.

ESF #13: Public Safety and Security Annex

Coordinator: Campbell County Sheriff's Office
Gillette Police Department

Primary Agency: Campbell County Sheriff's Office
Gillette Police Department

Support Agencies: Emergency Management
Regional Emergency Response Team #1
Campbell County Fire Department
City\County Public Information Officers
City\County ITS Departments

Purpose

The Public Safety and Security function integrates the local jurisdiction's public safety, security capabilities, and resources to support the full range of incident management activities.

Scope

ESF #13 provides a mechanism for coordinating and providing support to County and local authorities to include non-investigative / non-criminal law enforcement, public safety, security capabilities, and resources during incidents. ESF #13 capabilities support incident management requirements including force and critical infrastructure protection, security planning, technical assistance, technology support, and public safety in both pre-incident and post-incident situations. ESF #13 generally is activated in situations requiring extensive assistance to provide public safety and security and where local government resources are overwhelmed or are inadequate

ALIGNMENT TO CORE CAPABILITIES

ESF #13 most directly supports the core capability of On-Scene Security, Protection and Law Enforcement in the Response Mission Area.

This capability is to *"Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in lifesaving and life-sustaining operations."*

Additional Core Capabilities which impact ESF #13 include:

- Planning (All Mission Areas)
- Operational Coordination (All Mission Areas)
- Intelligence and Information Sharing (Prevention and Protection Mission Areas)
- Interdiction and Disruption (Prevention Mission Area)
- Screening, Search and Detection (Prevention and Protection Mission Areas)

- Forensics and Attribution (Prevention Mission Area)
- Access Control and Identity Verification (Protection Mission Area)
- Cybersecurity (Protection Mission Area)
- Physical Protective Measures (Protection Mission Area)
- Risk Management for Protection Programs and Activities (Protection Mission Area)
- Supply Chain Integrity and Security (Protection Mission Area)
- Threats and Hazards Identification (Mitigation Mission Area)
- Environmental Response/Health and Safety (Response Mission Area)
- Fatality Management Services (Response Mission Area)
- Critical Transportation (Response Mission Area)
- Cybersecurity (Protection Mission Area)
- Long-Term Vulnerability Reduction (Mitigation Mission Area)
- Mass Search and Rescue Services (Response Mission Area)
- Operational Communications (Response Mission Area)
- Situational Assessment (Response Mission Area)
- Infrastructure Systems (Response and Recovery Mission Areas)
- Economic Recovery (Recovery Mission Area)
- Housing (Recovery Mission Area)

Responsibilities

- Coordinate and report any public safety or security damage assessment to the ERCC.
- Coordinate and support communications for first responders, and incident response personnel.
- Coordinate and support public safety.
- Coordinate and support public security.
- Coordinate and support critical infrastructure protection.
- Refer media and general public information requests to ESF #15 for response.

ESF #14: Long-Term Community Recovery and Mitigation Annex

Coordinator: Campbell County Emergency Management Agency

Primary Agency: Campbell County Emergency Management Agency

Support Agencies: Campbell County Commissioners
Gillette Mayor and Council
Wright Mayor and Council
Emergency Management
Campbell County Sheriff's Office
Gillette Police Department
Regional Response Team #1
Campbell County Fire Department
Campbell County Road and Bridge Department
City of Gillette Street Department
Gillette/Campbell County Airport
Campbell County Public Health
Campbell County Assessor's Office
Campbell County, City of Gillette, Town of Wright Animal Control
Campbell County Public Works
City of Gillette Public Works\Engineering
Town of Wright Public Works\Engineering
American Red Cross
City of Gillette's Electrical Department
University of Wyoming Extension Office
Public information Officers
City\County IT Departments

Purpose

The Long-Term Community Recovery and Mitigation Function provides a framework for County and Local Government, nongovernmental organizations (NGOs), and the private sector designed to enable community recovery from the long-term consequences of a significant incident.

Scope

The policies and concepts in this annex apply to appropriate County and local government departments and agencies following an incident that affects the long-term recovery of a community.

Based on an assessment of incident impacts, ESF #14 support 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 at a minimum State assistance to address significant long-term impacts in the affected area (e.g., housing impact, businesses and employment, community infrastructure, and social services).

ALIGNMENT TO CORE CAPABILITIES

ESF #14 most directly supports the core capability of Economic Recovery in the Recovery Mission Area.

This capability is to *“Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.”*

Additional Core Capabilities which impact ESF #14 include:

- Planning (All Mission Areas)
- Operational Coordination (All Mission Areas)
- Supply Chain Integrity and Security (Protection Mission Area)
- Threats and Hazards Identification (Mitigation Mission Area))
- Critical Transportation (Response Mission Area)
- Community Resilience (Mitigation Mission Area)
- Long-Term Vulnerability Reduction (Mitigation Mission Area)
- Logistics and Supply Chain Management (Response Mission Area)
- Infrastructure Systems (Response and Recovery Mission Areas)
- Economic Recovery (Recovery Mission Area)
- Housing (Recovery Mission Area)

Responsibilities

- Lead planning efforts for recovery plans and policies.
- Coordinate the transition from incident response to recovery activities.
- Coordinate and support community recovery plans and policies.
- Coordinates public information with the PIO.
- Assess the social and economic impact of the incident.
- Identify gaps in resources to complete the recovery plans.
- Coordinate and support the reduction, or elimination, of risks.
- Refer media and general public information requests to ESF #15 for response.

ESF #15: External Affairs Annex

Coordinator: Campbell County Public Information Officer

Primary Agency: Public Information

Campbell County Public Information Office

City of Gillette Public information Office

Campbell County Health Public Information Office

Warning

Campbell County Emergency Management Agency

Support Agencies: All Agencies

The National Weather Service

Private Sector PIO's

PURPOSE

External Affairs ensures accurate, coordinated, and timely information is provided to affected audiences, including governments, media, the private sector, and the local populace. This includes children; those with disabilities and others with access and functional needs.; and individuals with limited English proficiency.

The purpose of **Public Information and the Joint Information Center (JIC)** is to:

- Provide a single point of information for the release of timely, consistent information on the status of emergency operations
- Coordinate the release of public information from all responding agencies
- Quickly relay critical and potentially lifesaving information to those at risk
- Make credible and consistent information available to citizens
- Provide ongoing and useful information regarding recovery activities
- Ensure a system is in place to provide information and guidance to elected and appointed officials

Public Warning is a function within External Affairs and provides urgent and potentially life-saving information to all sectors. It is the highest and most specific of three levels of information dissemination or notifications made to the public concerning hazards.

- The lowest and broadest is often called a watch, and usually is a notification concerning a threat or hazard which may impact a geographical region and is released well in advance of its projected time of occurrence.
- One step above the watch is an advisory, which advise of pending or approaching

threats or hazards which don't necessarily place property or lives at risk if correct precautions are followed.

- Warnings address a specific geographic region or location, the event may be occurring or is most likely to occur, often presenting a life hazard or threat or defined expected impacts and/or outcomes even if protective measures are taken.

SCOPE

ESF #15 is a provisional planning document to provide guidance to agencies and ESF partners to ensure there is a coordinated release of all public information during emergency events. This planning is governed by the principles of all-hazards planning and is not limited by the nature of any emergency or disaster event. This allows flexibility to respond with equal effectiveness to all events, hazards, emergencies and disasters or other events that affect the public and the recovery of essential services within our jurisdictions.

One construct within NIMS and the Incident Command System (ICS) which is typically utilized to ensure coordination of public information is the use of a Joint Information System (JIS) and/or a Joint Information Center (JIC).

ALIGNMENT WITH CORE CAPABILITIES

ESF #15 most directly supports the Core Capability: Public Information and Warning. This capability is to *"Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate."*

ESF #15 impacts all other Core Capabilities and Mission Areas.

RESPONSIBILITIES

Preparedness Activities

Primary Agencies

1. Establish the framework and operational procedures for collaboratively developing, disseminating, monitoring and evaluating emergency public information through all phases of emergency response and disaster recovery. Such procedures should address communicating with limited English proficient (LEP) populations.
2. Identify and prepare public information resource materials for use in an emergency response or disaster recovery operations. Resource materials include pre-scripted instructions and information translated into most frequently spoken non-English

languages, and list of non-English and ethnic media and other contacts for LEP communities.

3. Work to identify and train appropriate staff to implement the external affairs responsibilities outlined in this ESF.
4. Participate in training and exercise programs to test messaging and operating procedures for the local EOC, the JIS and JIC.

Support Agencies

1. Prepare and coordinate public information resource materials specific to the organization, its programs and subject matter expertise to use during emergency response and disaster recovery operations. Resource materials should include pre-scripted instructions and information translated into most frequently spoken non-English languages, if needed.
2. Assist with the emergency public information/communications component of their agency's continuity of operations planning.
3. Identify appropriate staff to become part of a team responsible for implementing the external affairs responsibilities outlined in this ESF. These staff should train and participate in exercises established by local/state response agencies to become familiar with plans, operating procedures and systems used during emergency and disaster response and recovery activities.

Response Activities

1. Provide accurate, coordinated, and timely information to affected audiences during incidents requiring a coordinated response.
2. Provide communications (messaging) support and advice to the leaders during an incident.
3. Conduct communications (messaging) planning.
4. Coordinate messages with local, state, and Federal entities as well as the private sector.
5. Gather information on the incident.
6. Provide incident-related information through the media and other sources in accessible formats and, as appropriate, multiple languages to individuals, households, businesses, and industries directly or indirectly affected by the incident, including those with disabilities and others with access and functional needs or Limited English Proficiency (LEP).

7. Monitor news coverage to ensure that accurate information is disseminated.
8. Disseminate incident information to the news media and alternative platforms such as websites and social networking to ensure wide delivery of life-saving information.
9. Maximize the use of video and digital imagery to communicate during incidents.
10. Handle appropriate special projects, such as news conferences and press operations, for incident area tours by government officials and dignitaries.
11. Provide basic services, such as communications and supplies, to assist the news media in disseminating information to the public.
12. Oversee media relations.
13. Ensure effective communication of incident information to individuals with disabilities and others with access and functional needs or LEP using appropriate auxiliary aids and services, such as sign language and other interpreters; captioning of audio and visual materials; and accessible website communications.
14. Inform local, state and federal elected and appointed officials as appropriate on response efforts and recovery programs.
15. Support situational awareness by engaging the private sector in information sharing efforts.
16. Maintain files and documentation of ESF activities.

Joint Information Center (JIC)

Serves as a central point for coordination of incident information, public affairs activities, and media access to information regarding the latest developments.

- **Incident JIC:** The physical location where all public affairs professionals involved in the response work together to provide critical emergency information, media response, and public affairs functions.
- **Virtual JIC:** The technological means (i.e., secure or non-secure) that link all participants when geographical restrictions, incident management requirements, and other limitations preclude physical attendance by public affairs leadership at a central location.
- **Satellite JIC:** A forward-deployed component of an incident JIC.

Warning and Notifications

ESF #15 provides authenticated alert messaging from emergency officials to the public via radio and television through:

- The Emergency Alert System (EAS)
- The Integrated Public Alert and Warning System (IPAWS)
- The Wireless Emergency Alerts (WEA)
- Weather Radio (NWR)
 - Civil Emergency Messages
 - HazCollect System
- CodeRED®
 - Automated Telephone Messaging
 - E-Mail Messages
 - Text Messaging
- The Public Warning Siren System

Recovery Activities

All Agencies

1. Deploy appropriate external affairs resources as needed to support recovery operations.
2. Support the recovery-related communication needs of the incident and recovery program managers.
3. Continue to coordinate joint management efforts through the EOC or JIC, as needed. Also, coordinate external affairs activities with the Incident Commander and appropriate responding local, state, federal or any other organizations.
4. Provide accurate and timely recovery-related information to the public and other audiences through the news and social media platforms, as well as other means appropriate (such as boards and/or posters posted in locations frequented by the public.) This includes translated recovery-related information to ensure continued communications with LEP populations through recovery missions.
5. Continue to monitor news and social media platforms for situational awareness and prepare communications to address or correct rumors and misinformation, if necessary.
6. Continue to contribute to the IAP, situational reports and to the operational planning process as needed.
7. Provide public information regarding recovery activities to external affairs liaisons or local jurisdictions, as necessary or requested.
8. Oversee demobilization of ESF 15 resources, as necessary

XIV. Public Information Guidance Annex

A. Introduction

FEMA has developed this guidance in coordination with Federal, state, local, tribal, territorial, private sector, and nonprofit Public Information Officers (PIO)¹. This publication provides operational practices to help PIOs perform their duties within the National Incident Management System (NIMS) Command and Coordination structures.

Before, during, and after an incident, coordinated and timely communication to the public is critical. Effective communication can save lives and property and can promote credibility and public trust. PIOs are key members of Incident Command System (ICS) and Emergency Operations Center (EOC) or Emergency Response Coordination Center (ERCC) organizations, and they work closely with officials who are part of Multiagency Coordination Groups (MAC Groups). PIOs advise the Incident Commander (IC), Unified Command, and EOC or ERCC directors on public information relating to incident management.

PIOs also handle the following:

- Inquiries from the media, the public, and elected officials
- Public information and warnings
- Rumor monitoring and response
- Media relations
- Digital communications
- Multimedia content
- Other functions necessary to gather, verify, coordinate, and disseminate accurate, accessible, and timely information (information on public health, safety, and protection of private property is particularly important)
- Monitoring media and other sources of public information and transmitting relevant information to appropriate personnel at the incident site, in an EOC/ERCC, or in a MAC Group

This document also discusses actions related to preparedness, incident response, Joint Information Systems (JIS), Joint Information Centers (JIC), incident recovery, and Federal public information support.

This Basic Guidance for Public Information Officers provides fundamentals for any person or group with PIO responsibilities. The material is adaptable to individual jurisdictions and specific incident conditions. This guide is not a substitute for initial and ongoing PIO training. Basic and advanced PIO training is available through many state emergency management departments and FEMA.

B. NIMS Overview

Communities across the nation experience a diverse range of threats, hazards, and events. The size, frequency, complexity, and scope of these incidents vary, but all involve an array of personnel and organizations coordinating efforts to save lives, stabilize the incident, and protect property and the environment.

Every day, jurisdictions and organizations work together to share resources, integrate tactics, and act collaboratively. Whether these organizations are in proximity or across the country, their success depends on a common, interoperable approach to sharing resources, coordinating and managing incidents, and communicating information. NIMS defines this comprehensive approach.

NIMS guides people and organizations in all levels of government, Nongovernmental Organizations (NGO), and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from incidents. The system gives stakeholders across the whole community the shared vocabulary, structures, and processes to successfully deliver the capabilities described in the National Preparedness System (NPS). NIMS defines the operational systems—including the ICS, ERCC structures, and MAC Groups—that guide how personnel work together during incidents. NIMS applies to all incidents, from planned events to traffic accidents to major disasters

C. Command and Coordination

NIMS describes Command and Coordination systems, principles, and structures that provide a standard, national framework for incident management. Regardless of the size, complexity, or scope of an incident, effective command and coordination—using standard, flexible processes and systems—helps save lives and stabilize the situation. NIMS Command and Coordination consists of four areas of responsibility:

1. Tactical activities to apply resources on the scene
2. Incident support, typically conducted at ERCCs, through operational and strategic coordination, resource acquisition, and information gathering, analysis, and sharing
3. Policy guidance and senior-level decision-making
4. Outreach and communication to keep the media and public informed about the incident

At all levels of incident management, public information personnel are responsible for gathering, analyzing, and proactively disseminating information to ensure accurate, timely updates on the incident or event. See Table 1 for a summary of PIO functions.

Table 1: Summary of PIO Functions

Major ICS Position	Primary Functions
Public Information Officer (PIO)	<ul style="list-style-type: none">• Proactively develop accurate, accessible, and timely information for use in press/media briefings or for dissemination via the web and social media• Monitor information from traditional media, the web, and social media that is relevant to incident planning and forward it as appropriate• Understand, and advise incident command on, any necessary limits on information release• Obtain the IC's approval of public materials• Conduct and prepare officials for media briefings• Arrange for tours, community outreach events, and other interviews or briefings• Make information about the incident available to incident personnel• Participate in planning meetings• Identify and implement rumor control methods

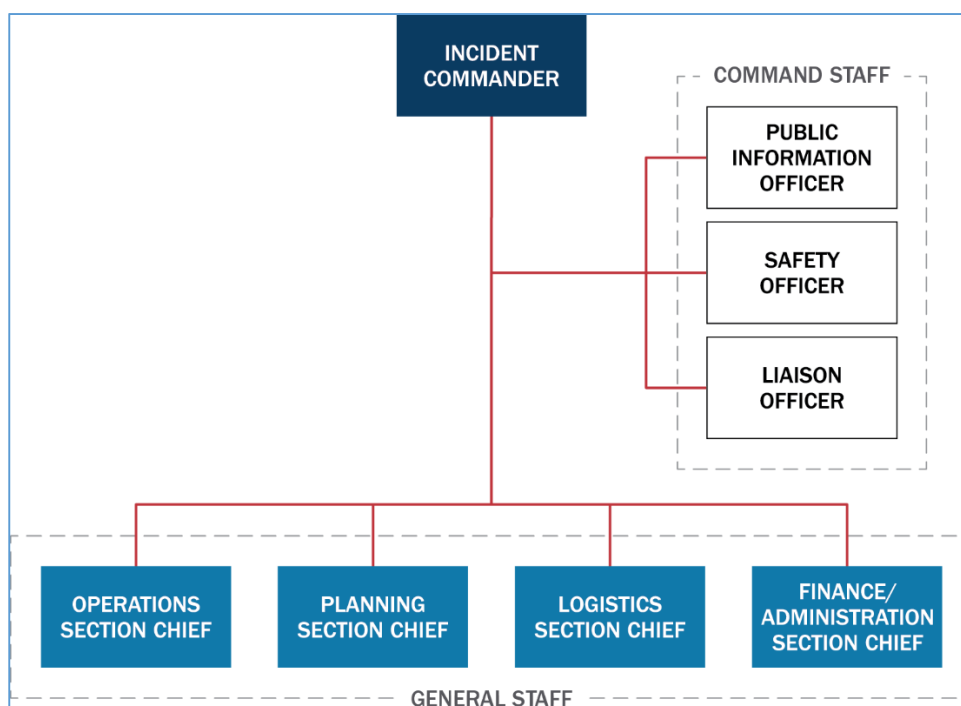
Incident Command System (ICS)

The ICS provides a standardized approach to incident management that enables effective and efficient management by integrating facilities, equipment, personnel, procedures, and communications into a common organizational structure. ICS applies to a variety of incidents, organizations, and government entities at all levels.

The PIO interfaces with the public, media, various agencies, and the private sector to meet incident-related information needs. The PIO gathers, verifies, coordinates, and disseminates accessible, meaningful, and timely information about the incident for internal and external audiences. The PIO also monitors the media and other sources of public information to collect incident-related information and transmits this information to the appropriate representatives in the incident management organization. Figure 1 illustrates the PIO's role in an ICS.

In incidents that involve PIOs from different agencies, the IC or Unified Command designates one person as the lead PIO. All PIOs work in a unified manner, speaking with one voice and ensuring consistent messaging. The IC or the lead PIO approves the release of incident-related information. In incidents involving multiple agencies, leadership may establish a JIC. The PIO participates in or leads the JIC.

Figure 1: Example of the PIO's Role in an ICS Organization



1. Emergency Response Coordination Centers (ERCCs)

For jurisdictions and organizations across the nation, an ERCC forms an important element of their emergency management program. An ERCC is a location where staff from multiple agencies come together to address imminent threats and hazards, and to provide coordinated support to incident command, on-scene personnel, and other ERCCs. ERCCs may be fixed locations, temporary facilities, or virtual structures with remote staff. (ERCCs were previously referred to as EOC's, Emergency Operations Centers)

Primary functions of staff in an ERCC, whether virtual or physical, include:

- Collecting, analyzing, and sharing information
- Supporting resource needs and requests, including allocation and tracking
- Coordinating plans and determining current and future needs
- In some cases, providing coordination and policy direction

ERCCs are great places for PIOs to gather multidisciplinary situational awareness and coordinate information across multiple disciplines.

2. Multiagency Coordination Group

MAC Groups, sometimes called Policy Groups, are part of the off-site incident management structure of NIMS. A MAC Group consists of representatives from stakeholder agencies and organizations. They are organized to make cooperative multiagency decisions and communicate current, accurate information to the public. MAC Groups act as policy-level bodies during incidents, supporting resource prioritization and allocation, and enabling decision-making among elected officials, appointed officials, and incident managers such as the IC.

Regardless of which organizations represent a MAC Group, ERCC teams receive guidance from elected or appointed officials such as governors, tribal leaders, mayors, and city managers. These leaders may be present in the ERCC, but they usually provide guidance from elsewhere, either as part of a formal Policy Group or individually. They typically make decisions regarding priorities and on issues such as emergency declarations, large-scale evacuations, access to extraordinary emergency funding, waivers to ordinances, regulations and other legal issues, and adjudication of scarce resources.

3. Joint Information System (JIS)

Dissemination of timely, accurate, accessible, and actionable information to the public is important at all phases of incident management. Many agencies and organizations at all levels of government develop and share public information. Jurisdictions and organizations coordinate and integrate communication efforts to ensure that the public receives a consistent, comprehensive message.

The JIS consists of the processes, procedures, and tools that facilitate communication to the public, incident personnel, the media, and other stakeholders (people or groups that have an interest in or could benefit from a PIO's work). The JIS integrates incident information and public affairs into a cohesive organization to provide complete, coordinated information before, during, and after an incident. The JIS mission is to provide a structure and system to help PIOs complete the following tasks:

- Develop and deliver coordinated interagency messages
- Develop, recommend, and execute public information plans and strategies on behalf of the IC, Unified Command, ERCC director, and MAC Group
- Advise the IC, Unified Command, MAC Group, and ERCC director concerning public affairs issues that could affect the incident management effort
- Address and manage rumors and inaccurate information that could undermine public confidence

A JIS cuts across the three levels of incident management—on-scene/tactical, center/coordination, and policy/strategic—and helps ensure coordinated messaging among all incident personnel. PIOs should agree on how to divide their responsibilities to avoid gaps or duplication of efforts. Ideally, PIOs will coordinate before an incident occurs and document their decisions in the jurisdiction's or organization's emergency operations plan.

System Description and Components

Public information leaders prepare for an incident by coordinating their processes, plans, protocols, procedures, and structures in advance. PIOs at all levels of government and within the private sector, nonprofit sector, and JICs are important supporting elements of the JIS. Key elements of the JIS include the following:

- Interagency coordination and integration
- Gathering, verifying, coordinating, and disseminating consistent messages
- Integrating messaging from various levels of incident management
- Providing public affairs support for decision makers
- Ensuring flexibility, modularity, and adaptability

4. Joint Information Center (JIC)

The JIC is a facility that houses JIS operations. This is where personnel with public information responsibilities perform essential public information and public affairs functions. Leaders can establish a JIC as a standalone coordination entity, as a component of an ERCC, or virtually.

Depending on incident needs, an incident-specific JIC can arise either on-scene (through local, state, and Federal agency coordination) or at the national level. A national JIC may be necessary when an incident includes Federal coordination and is expected to go on for weeks or months, or when the incident affects a large geographic area.

PIOs prepare public information releases for IC, Unified Command, ERCC director, or MAC Group review. This helps ensure consistent messages, avoids release of conflicting information, and prevents adverse impact on operations. Jurisdictions and organizations can issue public information materials (such as statements, talking points, or social media messaging strategy) related to their policies, procedures, programs, and capabilities; however, they should coordinate these efforts with the incident-specific JICs.

Typically, a single JIC is enough, but the system is flexible enough to accommodate multiple physical or virtual JICs. For example, multiple JICs may be necessary for a complex incident covering a wide geographic area or multiple jurisdictions. When leaders activate multiple JICs, staff in the JICs are responsible for:

- Coordinating their efforts and the information they provide by following established procedures and protocols for effective communication and coordination
- Coordinating to determine the final release authority

JICs can be organized in many ways, depending on the nature of the incident. Table 2 describes various types of JICs.

Table 2: Examples of JIC Types

Type	Characteristics
Incident JIC	<ul style="list-style-type: none"> • Optimal physical location for local, IC, Unified Command, and ERCC director- assigned PIOs to co-locate • May be located at an ERCC • Media access is paramount
Virtual JIC	<ul style="list-style-type: none"> • Established when physical co-location is not feasible • PIOs operate from multiple, dispersed locations • Incorporates technology and communication protocols
Satellite JIC	<ul style="list-style-type: none"> • Smaller in scale than other JICs • Established to support the primary JIC • Operates under the primary JIC's control
Area JIC	<ul style="list-style-type: none"> • Supports wide-area, multiple-incident ICS structures • Could be established locally or statewide • Media access is paramount
National JIC	<ul style="list-style-type: none"> • Typically established for large or long-duration incidents • Established to support Federal incident management • Staffed by numerous Federal departments and agencies • Should be integrated with local and state JICs • Media access is paramount

PIO Function in the JIC

In JICs, PIOs create coordinated and consistent messages by collaborating to:

- Identify key information to be communicated to the public
- Identify individuals with limited English proficiency that require access to public information
- Craft clear messages in plain language that all can understand, including people with limited
- English proficiency, with disabilities, or with access and functional needs (AFN)6
- Prioritize messages to ensure timely delivery of information without overwhelming the audience
- Verify information accuracy
- Disseminate messages using the most effective means

Organizational Independence

Incident management organizations retain their independence while collaborating through the JIS to generate common public information. Incident command, ERCC leadership, or MAC Group members may be responsible for establishing and overseeing JICs, including the processes for coordinating and approving public communications.

Within the JIC, each agency or organization contributes to the overall unified message under the guiding principle “Many voices, one message.” Departments, agencies, organizations, and jurisdictions maintain control over information concerning their own programs and policies.

5. Integrating with Federal Support

Emergency Support Function (ESF) #15

Federal support follows the standard operating procedures of Emergency Support Function (ESF) #15—External Affairs.⁷ ESF #15 integrates and coordinates the functional areas of public affairs; community relations; local, state, tribal, and territorial affairs; the private sector; and congressional affairs. Primary leaders for ESF #15 include staff from the U.S. Department of Homeland Security (DHS) and FEMA, as well as staff from other Federal agencies in specific response scenarios.

During an operational incident or planned event that requires a coordinated Federal response, DHS/FEMA staff contact the affected local, state, tribal, and territorial jurisdictions to discuss their public information needs. Under ESF #15, DHS/FEMA then provides staff and other resources as necessary, including:

- Satellite trucks
- Communications equipment
- Media center equipment, such as TVs, computers, podiums, power cords, and microphones
- Personnel

DHS/FEMA encourages local, state, tribal, and territorial entities to work in partnership to ensure the effective, efficient production and dissemination of emergency information. DHS encourages entity PIOs to co-locate within the incident JIC to facilitate coordination, cooperation, and unified messaging.

Communications Protocols

DHS Public Affairs has established the following communications protocols for use during large-scale incidents or those requiring a coordinated Federal response:

National Incident Communications Conference Line (NICCL)

The NICCL is a standing conference line for interagency communication during an incident requiring Federal coordination. DHS created the NICCL primarily for Federal-to-Federal executive information sharing, but it is also available to communicators from the primarily impacted state and local community. Specifically, the NICCL:

- Works as a call-in conference line (typically used twice daily) but can also serve as an open line with 24-hour monitoring, as necessary, to facilitate information sharing and updates
- Primarily promotes communication to support senior state and local officials
- Facilitates executive calls originating with DHS Public Affairs or FEMA External Affairs to discuss agencies' roles, activities, and response to current events

State Incident Communications Conference Line (SICCL)

The SICCL is a dedicated conference line for scheduled conference calls between Federal and state incident leaders who need to share information and discuss issues affecting the states following an incident. It is not a 24-hour line. Specifically, the SICCL:

- Is designed for use during a multistate disaster, such as a hurricane, in which impacted states want support from other states and need to coordinate the incident response across state lines
- Facilitates calls originating with DHS Public Affairs or FEMA External Affairs to discuss incident information with targeted state and local communicators

Private Sector Incident Communications Conference Line (PICCL)

The PICCL is a standing line for use by the Critical Infrastructure/Key Resources (CIKR) incident communications coordinators. DHS Infrastructure Protection and FEMA External Affairs coordinates access to the line, which provides timely public information to the CIKR sectors during an incident requiring Federal coordination and response. Specifically, the PICCL:

- Facilitates outreach to top state employers to discuss incident response and recovery activities
- Helps identify needs and capabilities
- Establishes two-way communications with the private sector

D. Preparedness

Preparedness is essential for an effective response to an incident or planned event. Public information efforts, which should begin well in advance of an incident or planned event, can involve a combination of planning, resource gathering, organizing, training, and exercises.

Public information planning allows PIOs to coordinate and communicate lifesaving measures—such as evacuation routes, alert systems, and other public safety information—to diverse audiences in a proactive, timely, consistent manner. Community risk reduction and other public education efforts help prepare citizens to mitigate or respond to a variety of hazards.

Public information preparedness includes developing and maintaining plans, procedures, checklists, contact lists, public information materials, and strategic communication plans, and

working with other PIOs to exercise communication plans. Following are important factors a PIO should consider when developing plans before an incident or planned event.

1. Risk Communication Campaigns

Risk communication is the process of making the public aware of risks and of how to prepare for hazards in advance. Risk communication can stand alone but is often a segment of a broader Community Risk Reduction (CRR) program. CRR involves identifying and prioritizing local risks, developing an integrated strategy to reduce their occurrence and impact, and implementing the strategy using emergency response and prevention resources.

Before an incident occurs, PIOs should conduct activities to educate the public about potential local hazards, prevention, family preparedness, and response activities. It is important for plans and resource materials to be appropriate for the target audience—for example, children, people with disabilities or AFN, people with limited English proficiency, pet owners, local governments, or entire communities.

PIOs can conduct risk communication through special events, community events, media releases, social media, and distributing print materials or multimedia/digital content. Examples of risk communication campaigns include:

- All-hazards preparedness
- Family or business emergency plans
- Hazardous materials (HAZMAT) awareness
- Messaging for people with limited English proficiency, disabilities, or AFN
- Severe weather awareness
- Exit drills in the home

2. PIO Training

FEMA encourages PIOs to participate in ongoing emergency management training. This includes basic public information courses; ICS courses; and training in social media content, listening and engagement, conducting interviews, writing (including nontraditional media, talking points, and media releases), and understanding the role of a JIC. Prerequisite and recommended courses are available through the Emergency Management Institute (EMI).⁸ Additionally, public information courses that support NIMS are available through other agencies and associations, such as the Centers for Disease Control and Prevention (CDC) and the Chemical Stockpile Emergency Preparedness Program (CSEPP).

3. Exercises

Exercises provide opportunities to practice and test strategic communication plans, test personnel capabilities, and maintain proficiency in a controlled environment. Exercises assess and validate policies, plans, equipment, and procedures, and familiarize personnel with their roles and responsibilities. Exercises improve interagency coordination and cooperation,

highlight gaps, and identify opportunities for improvement. PIOs should participate in planning, conducting, and evaluating exercises.

4. Media Relations

PIOs should establish relationships with members of the media before an incident or planned event. Positive media relationships built during normal day-to-day activities are valuable during emergency situations. Here are some ways for PIOs to conduct good media relations:

- Create and maintain a media contact list, including after-business-hours contact information
- Verify media credentials; before an incident or planned event, initiate any required credentialing necessary to gain access to restricted areas
- Keep media aware of all preparedness/awareness campaigns
- Invite local media to the ERCC, JIC, and similar areas before an incident or planned event to show them the location
- Answer questions about how FEMA will disseminate information during an operational incident or planned event
- If appropriate, involve local media in drills and exercises, and encourage them to participate in exercises as well as cover the incident

5. Considerations for People with Disabilities or Access and Functional Needs (AFN)

PIOs should gather, verify, prepare, coordinate, and disseminate information to all audiences, including people with disabilities and other AFN.⁹ It is important to provide materials in commonly used non-English languages and to use accessible formats such as braille, large print, audio, and so on. Before an incident, PIOs should contact and vet resources for translating emergency information and for providing American Sign Language (ASL) interpretation during news conferences and other public events.

PIOs should know the local media and be aware of specialized newspapers or radio stations in the community that reach specific audiences that may need to receive communications during awareness/preparedness campaigns.

PIOs should check with agency leaders or the lead PIO to learn about laws or policies that govern the dissemination of information to those with disabilities and AFN. The PIO is responsible for ensuring that all content and communications are legal and compliant with agency policies.

PIOs should ensure that all web-based content is Section 508 compliant and should use available accessibility features, such as alternative text. Writers should compose web and social media messages in plain language so they can reach as many people as possible. Digital multimedia products such as videos should include ASL when possible.

6. Communications Equipment and Resources

Accurate, timely communication is critical to effectively help the community through an incident. Methods of communicating with the public include the Emergency Alert System (EAS), Wireless Emergency Alerts (WEA) system, social media platforms, text messaging, mass notification systems, hotlines, amateur radio, and other alerting/messaging systems.

PIOs have direct involvement with public warnings and personal safety instructions. In larger emergencies or disasters, the PIO works closely with the warning or communications staff in issuing lifesaving or emergency information via the EAS or other public alert systems.

Agency websites are an important tool in disseminating emergency and preparedness information. Websites also give the media and the public a way to submit inquiries during an incident, providing PIOs with useful information and feedback. If the agency does not have a website, PIOs can arrange to have local jurisdictions post emergency information on their websites.

Emergency and preparedness information can include:

- News releases
- Situation reports
- Frequently asked questions/rumor control information
- Links to trusted sources of information
- Maps

Organizations should establish social media accounts and acquire social media management tools ahead of incidents. Though most social media platforms are free to join, it takes time and resources to produce content, gain followers, and raise awareness of an account. Several social media management tools and analytics tools cost money. Agencies should determine the tools and platforms necessary for their public information needs and create a plan for managing social media accounts.

7. Contact Lists

The PIO should review and update all contact lists (media, PIOs, other agencies) every six months. Lists include information such as telephone numbers (office and cell phone), e-mail addresses, social media identifiers, and web addresses.

8. Go-Kits

The PIO should have tools and resources ready to use during an incident. This collection of tools is called a go-kit. A go-kit should include preestablished contracts/agreements with businesses or agencies that can assist with public information operations, such as:

- Translation and ASL service providers
- Printing companies that can publish brochures, fact sheets, and other emergency documents
- Communication companies to install Wi-Fi service or landline telephones

A go-kit can also include:

- Office supplies such as pens, paper, stapler, and tape
- Laptop computer, tablet, smartphone, and portable printer with alternate power supply and accessories (for example, thumb drive, mouse, and printing paper)
- Maps
- Television, radio, and broadcast recording equipment
- Cell phone with relevant applications and alternate power supply
- Agency or Incident Management Team (IMT) letterhead
- PIO and other emergency operations plans
- Camera with extra batteries
- Battery-powered radio
- Pre-scripted messages and release templates

9. Additional Public Information Support

Whether the public information program consists of one person or several, the PIO should develop a core group of PIOs who can assist during the incident or planned event. These additional PIOs can represent other agencies or be volunteers who have been trained in public information operations. These PIOs work at the JIC or ERCC, performing a variety of public information functions.

PIOs should establish these relationships before an incident or planned event by providing ERCC and JIC training, and other PIO training. PIOs then communicate regularly with these colleagues, keeping their contact information current.

E. Response

At all levels of a response, PIOs gather, verify, coordinate, and disseminate accurate, accessible, and timely information on the incident's cause, size, current situation, resources committed, and other matters of general interest—for internal and external use

1. Responsibilities

ICS PIO Primary Responsibilities During an Incident or Event

The PIO at an Incident Command Post (ICP) has the following responsibilities:

- Establish a policy concerning what kinds of information staff can release without

- approval and what types of communications need approval
- Use leadership goals and the strategic communication plan to develop key messages
- Obtain IC or designated point of contact (POC) approval for media releases
- Inform the media, conduct media briefings, and prepare officials for public outreach engagements
- Arrange for tours and other interviews or briefings, and assist with town hall meetings
- Evaluate the need for a JIS and establish it, as appropriate
- Establish a JIC, as necessary, to coordinate and disseminate accurate and timely incident-related information
- Maintain current information summaries and displays on the incident or event
- Provide information on the status of the incident to assigned personnel
- Maintain an activity log using ICS Form 214 or designated electronic record system
- Manage media and public inquiries
- Manage public information products
- Coordinate emergency public information and warnings
- Monitor media reporting for accuracy
- Ensure that the IC or designated POC approves information before public release
- Complete all required forms, reports, and documents before demobilization
- Hold debriefing session with the IC or POC before demobilization

EOC/ERCC PIO Primary Responsibilities During an Incident or Event

The PIO in an ERCC has similar responsibilities to the PIO at an ICP. When there are multiple PIOs, they coordinate closely to ensure consistent messaging, regardless of location. Preestablished JIS protocols facilitate the coordination of information between on-scene and center-based PIOs. ESF #15—External Affairs supports the PIO, whether in the ERCC or at a JIC.

Public information may include the incident's current situation, recommended protective measures, how to access assistance, current response and recovery actions, and other matters of general interest for internal and external audiences. The PIO also supports information coordination and message development by monitoring media and social media for situational awareness.

ERCC PIOs have the following key responsibilities:

- Interface with the public and media and with other jurisdictions/organizations that have incident-related information needs
- Support on-scene responders and the PIO at the incident level
- Gather, verify, analyze, and report on relevant media coverage and social media conversations
- Coordinate and disseminate accessible, timely information on websites, social media, and other tools or platforms

Supporting Senior Leadership and MAC Groups

PIOs supporting senior incident leaders have the following responsibilities:

- Use the 8-step strategic communication process to develop communication plans (see section VI below)
- Emphasize the importance of monitoring and proactively addressing social media feedback
- Support the goals of the IC; be collaborative
- Inform leadership of negative news and emerging media narratives
- Think strategically and stay out of the tactics

2. Crisis Communications Development

Content Planning

Gather information about the topic:

- Who is affected? Who cares?
- What is happening?
- When did this or will this happen?
- Where is this occurring?
- Why should people care?

Crisis and Emergency Risk Communication Principles

When writing content about an emergency, PIOs can follow these crisis communication tips:

- Express empathy: Acknowledge the feelings people might experience (for example, “This is a stressful time.”). Adopt a survivor-centric approach.
- Be helpful: Provide relevant, up-to-date information using simple, easy-to-understand phrasing. Share official, verified information that provides clear direction and aligns with other authorities’ messages.
- Avoid clichés: These are phrases that have become meaningless through repeated use.
- Promote action: Highlight specific things people can do to take charge of their situation and stay safe. Keep this information simple to avoid overwhelming audience members.
- Show respect: Be respectful of people and their opinions. Stay away from emotionally charged words. Use a calm tone, even when responding to negative comments.
- Promote collaboration: Emphasize teamwork and the importance of a whole-community effort for effective disaster response and recovery. Share information and reference other partners. Encourage others to respond and engage with each other

See Table 3 for more crisis communication tips and principles.

Table 3: Crisis and Emergency Risk Communication Principles

Do	
<ul style="list-style-type: none"> • Write social media posts in a conversational tone, using first person plural to refer to the agency and second person to address your audience 	<ul style="list-style-type: none"> • Survey the public without securing preapproval for questions or information requests

<ul style="list-style-type: none"> • Emphasize action items for the public to take. Put action information in the body of social media posts; don't expect people to click on links 	<ul style="list-style-type: none"> • Post information on social media that is not also available on a government site
<ul style="list-style-type: none"> • Write in plain language and tailor information to the platform you are sharing it on 	<ul style="list-style-type: none"> • Simply copy and paste news release headlines into social media posts
<ul style="list-style-type: none"> • Ensure accessibility of all material by: <ul style="list-style-type: none"> – Adding alt text to photos – Linking information in graphics or PDFs to relevant websites – Adding captions to videos and providing transcripts 	<ul style="list-style-type: none"> • Forget to include American Sign Language (ASL) interpreters and live captioning at news conferences and public events
<ul style="list-style-type: none"> • Ensure that only authorized representatives use social media platforms belonging to official agency accounts 	<ul style="list-style-type: none"> • Tag personal social media accounts belonging to agency employees in posts to official agency accounts without permission

3. Public Information Considerations

Getting Information to the Public and Stakeholders

In some cases, lives depend on getting information to the public quickly, so those responsible should take all necessary steps to alert the public. Informing the public and other stakeholders. In some cases, lives depend on getting information to the public quickly, so those responsible should take all necessary steps to alert the public. Informing the public and other stakeholders

Gathering Information

Effective communication starts with gathering good information. PIOs collect information from various sources:

- On-scene command provides ongoing, official information on the incident management effort; the Incident Action Plan (IAP) and situation reports capture much of this information
- ERCC personnel provide discipline-specific information and general situational awareness
- ERCC staff also generate information about the situation status and mass care, recovery, or other assistance available to the public
- MAC Groups provide strategic messaging and spokespeople to coordinate accurate information dissemination
- Inquiries from elected and appointed officials and the general public can point to specific concerns of those in affected areas
- The news media, online conversations, elected officials and their staffs, and the public all serve as sources for PIOs, who then report to the JIC what they observe and hear
- Media and social media monitoring efforts assess the content and accuracy of news and

social media reports, helping to identify breaking issues and trends

Verifying Information

Next, PIOs verify the accuracy of the information collected. PIOs from different agencies have access to different information sources. In addition to verifying their information through standard means, they can compare notes and sort out information they have gathered from various sources by participating in the JIC.

Coordinating Information

The next step is to coordinate with other public information personnel who are part of the JIS, whether they work in the JIC or at another location. Coordinating information involves the following:

- Establishing key messages: After gathering and verifying information, JIC staff craft unified messages to address informational needs prioritized according to local, state, tribal, territorial, and Federal incident management priorities and strategies. The job is to get accurate, consistent information to the right people at the right time so they can make informed decisions.
- Obtaining approval from those in authority: Approvals help ensure consistent, accurate information; however, the approval process should be streamlined so information remains timely. The process should not interfere with the on-time release of accurate information.

Analyzing the Media

PIOs verify that the public, officials, and members of the media receive complete, accurate, timely information by reviewing media and social media channels. PIOs immediately address inaccuracies and rumors that affect health and safety, using multiple channels to correct misinformation.

Disseminating Information

Now the PIO is ready to disseminate information to the public and stakeholders. During some emergencies, certain modes of communication may not be available. Press releases, phone calls, and interviews are traditional means of getting information to the news media. In some cases, personal visits, town hall meetings, or community events may be the most effective means of reaching key audiences. Local, state, tribal, territorial, and Federal systems such as the Integrated Public Alert and Warning System (IPAWS), the EAS, and the National Terrorism Advisory System (NTAS) can facilitate communication with the public. Social media platforms are an important way to reach the public directly and target specific audiences, especially when traditional media are unavailable. Talking points and flyers can support these other methods.

Demobilizing the JIC

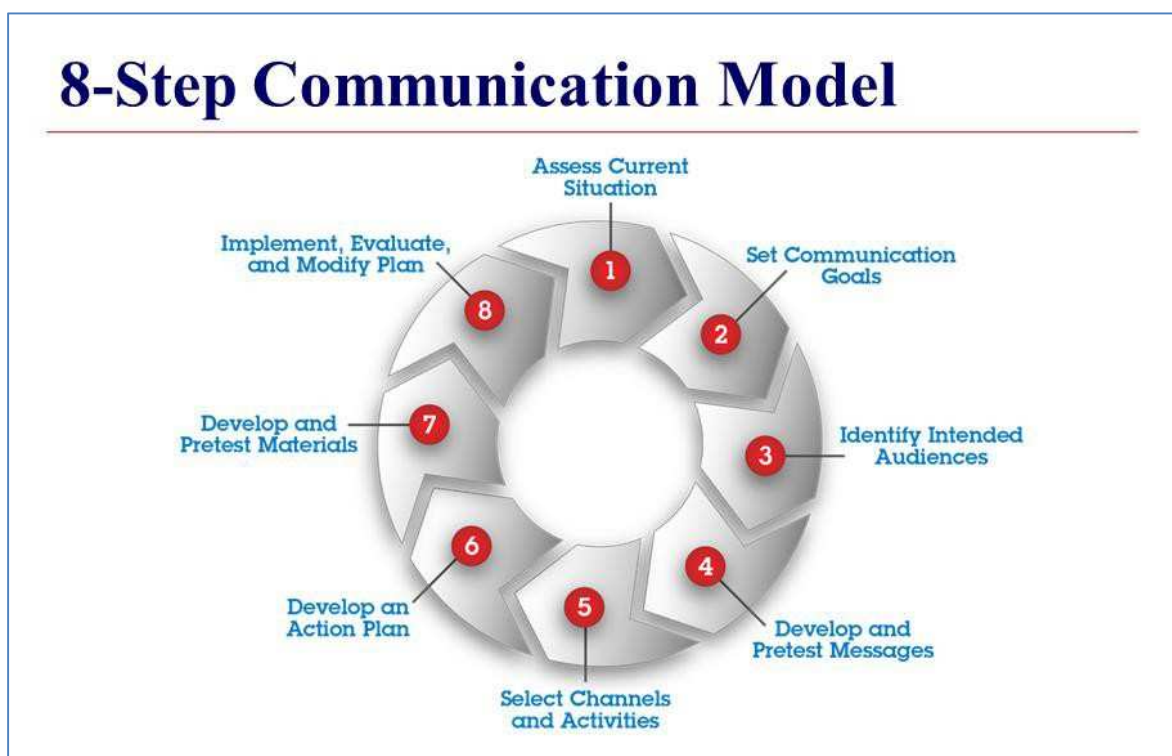
When operational activities decline, public information functions transfer back to responsible jurisdictions and agencies. The IC/Unified Command decides when to shut down the JIC in consultation with the lead PIO and other section chiefs. These are the major steps the PIO takes in deactivating a JIC:

- Prepare a comprehensive deactivation news release for the lead agency's approval and distribution
- Notify community, media, and agency communications managers and local officials about the closing and provide regional contact information
- Provide casebooks to communications managers whose organizations will assume responsibility for ongoing public information
- Complete an After-Action Review (AAR) and participate in evaluation discussions
- Return borrowed equipment and supplies
- Inventory equipment and supplies
- Replenish go-kits as necessary

F. Strategic Communication

1. The 8-Step Process

The strategic communication process has many models. The 8-step process presented here is one example. While adopting this process isn't mandatory, each organization should choose a crisis communications process to follow.



Step 1: Assess Situation

Collecting information to support strategic planning decisions sets the stage for the entire communication process. Many communicators try to shortcut this step and proceed with developing products, but that can mean major mistakes in their assumptions about what their audience needs and wants. Begin by acquiring a thorough understanding of:

- The problem
- The audience
- Action you want the audience to take

Step 2: Set Communication Goals

The next step is setting communication goals and measurable objectives. Without clear and specific outcome measures, communication can lack direction. Goals can be broad statements that describe the purpose and meaning of the task. Objectives are those things that lead to the accomplishment of goals.

Examples of measurable objectives:

- Increase awareness of our website by 10% by June 20XX
- Increase unique visitors to our website by 5% by June 20XX
- Increase completion of Online Family Emergency Plans by 5% by June 20XX

Step 3: Identify Intended Audiences

After identifying an audience for a public awareness campaign, take a deeper look. Segment down to a more specific audience and learn what makes that group tick, using that information to create messages that align with their needs, beliefs, values, and priorities. While some messages may apply to everyone, it may be wise to communicate differently to certain segments. When facing a wide range of audience segments, determine which would provide the biggest return on the communication effort invested.

Step 4: Develop and Pretest Messages

The next step is developing and testing messages that anticipate potential questions, issues, and concerns. Key characteristics of these messages include:

- Informative: Providing information without trying to change attitudes, beliefs, or values
- Persuasive: Spurring or requesting change, or issuing a call to action
- Effective: Easy to understand, free of jargon and acronyms
- Direct and concise: Clearly communicating the benefits to the audience

Step 5: Select Channels and Activities

Communication channels carry messages to the intended audiences. Channels take many forms, from websites to social media to the spoken word. In selecting channels, consider the audiences:

- What information sources do audience members trust?
- How do they prefer to receive information?
- How and where do they spend their time?
- Who or what might compel these audiences to take the desired action?

In selecting activities and materials, consider which options and alternatives might yield the best results. For example, phone apps are growing in popularity, especially among young people. Fun runs, contests, meetings, and town halls may work better than print materials to inform, educate, and motivate certain audiences.

Think about the audience:

- Can they read and do they like to read?
- Are they literate in the English language? Are they hearing impaired?
- Would a video be more effective?
- Would they be more receptive to hearing the message from a trusted community member?
- Where are they likely to access your message: Online? At a community center? Via a newspaper or television news program?

Finally, consider partnerships. Partnerships with key stakeholders help communicators reach their audiences. Partners can use their communication channels to spread public information messages by adding links to their websites and publishing articles about response and recovery programs.

Step 6: Develop an Action Plan

Even the best strategic communication plan is just a piece of paper unless it connects to an action plan. Create an action plan to determine the where, when, how, and by whom for each task. A successful communication action plan should include at least the following:

- List of major activities, tasks, and subtasks
- Target completion dates
- Person responsible for each task

Step 7: Develop and Pretest Materials

After developing materials, effective communicators test them before distributing them widely. They then summarize the responses in a report and make changes based on the feedback. Ideally, testing includes creating product mockups and getting feedback via the following means:

- Interviews (telephone or in person) with a series of individuals
- Scheduled formal discussion using a standard set of questions about the product
- Informal feedback from people on the street or at a shopping mall
- Focus groups (telephone, online, or in person)

Step 8: Implement, Evaluate, and Modify Plan

The final step closes the circle:

- Implement the plan and disseminate materials
- Evaluate effectiveness through media analysis and other measurable means
- Modify the implementation plan, if necessary

G. Recovery

1. Recovery-Related Public Information

Public information plays a critical role in the recovery process, and it begins the moment a crisis occurs. Regular communication about recovery efforts reassures the public that government agencies are working together to resolve the situation and to bring assistance to those in need.

Communication with impacted audiences continues until recovery is complete. PIOs update recovery information regularly, including the following:

- A summary of the incident or planned event
- The impact of the incident or planned event
- Actions the response agencies are taking
- Actions the public, businesses, and industries can take to access recovery programs and learn how these programs work
- Other actions the public should take
- Information on how to repair or restore damaged property
- Debris removal information
- Steps government and citizens can take to help return life to normal
- Information on how to protect against incident-related health risks
- Information on how to avoid being victimized by scam artists and others
- Any other crisis-specific recovery information

2. Guidance for PIOs

PIOs should note the following recovery guidelines and tips:

- Announce, as soon as appropriate, when the danger has passed, or the situation has transitioned from response to recovery
- Be prepared to direct questions concerning volunteers and financial contributions to the appropriate organizations
- Inform local businesses—through the news media, appropriate business channels, and community outreach efforts—about programs designed to assist them
- Communicate information about service animals, pets, and livestock

- Coordinate with PIO counterparts at appropriate agencies concerning environmental, ecological, critical infrastructure, and agricultural impacts

To determine the effectiveness of recovery communication during an incident or planned event, PIOs closely monitor media reports, social media activity, and public inquiries to assess whether intended audiences have received and understood the information

3. Emergency Management Assistance Compact (EMAC)

Another resource for PIO support is the Emergency Management Assistance Compact (EMAC). EMAC, which became law in 1996 (Pub. L. 104-321), offers assistance during governor-declared states of emergency through a responsive, straightforward system that allows states to send personnel, equipment, and commodities to help disaster relief efforts in other states. Through EMAC, states can also enlist the help of services in other states—for example, shipping diagnostic specimens from a disaster-impacted lab to a lab in another state. For more information, see <https://emacweb.org>

H. Digital Communications

This section explains the process of conducting social listening to gauge the public's perception of incident response and recovery efforts, and to identify unmet operational needs. Social listening is the act of monitoring online conversations about specific events or topics to better understand public sentiment, reaction, and needs.

Public communicators should always be engaged in basic social listening, especially before and after posting online. This keeps them aware of community activity, rumors and misinformation, and information gaps.

1. Information Requirements

Social listening is a strategic process guided by critical information requirements that the JIC and ERCC provide. Information requirements may be related to public messaging goals, public perception concerns, and operational concerns.

Examples of public perception information requirements include:

- Positive or negative discussion of the agency or event
- Misinformation or rumors about the agency or event
- Public's attitude or emotional state
- Information that may affect relationships with external partners
- Topics relevant to planned content

Examples of operational information requirements include:

- Socioeconomic impacts
- Real-time weather reports
- Damage reports

- Resource shortfalls
- Critical infrastructure status

2. Search Strategies

Strategies to help PIOs find relevant conversations taking place online include the following:

- Focus search efforts on the platforms where the bulk of the relevant conversations are occurring, understanding that conversations may shift platforms over the course of the incident response
- Base keywords and advanced searches on the phase of the disaster and on changing information needs
- Watch for new keywords and hashtags while reviewing search results
- Use Twitter lists composed of local officials to detect emerging or unfamiliar issues

3. Tools

A wide range of social listening tools are available online, from free to costly. These tools tend to fall into two categories:

Customer service tools: These tools focus both on finding people who are talking about an organization and on engaging with them, responding to questions and comments. These tools often include inquiry management systems that allow users to manage and track their public responses.

Public perception tools: These tools focus on understanding the thoughts and sentiments the public is voicing on social media about a topic or brand. These tools use visualizations to help users understand high-volume conversations.

Keep in mind, algorithms and other automated processes can't replace human analysis. PIOs need to be strategic in identifying information requirements, setting up effective keyword searches, and analyzing search results for actionable intelligence.

4. Privacy Policy

Be mindful and respectful of Personally Identifiable Information (PII) and intellectual property laws when using social media for official purposes. Always consult the agency's legal and privacy subject matter experts to avoid issues.

5. Information Verification

PIOs should verify information before including it in official reports. The verification process includes three steps:

- Evaluating the information: Start by asking three questions: Is this information plausible? Is it timely? Is this content original?

- **Evaluating the source:** Three main sources of information on social media are verified sources, news sources, and public/community sources. Public sources require higher levels of verification than verified sources. Always determine whether a source is trustworthy.
- **Determine the impact:** It is important to flag rumors and misinformation early. In evaluating information, consider its effect on the response and on the agency's reputation.

6. Social Listening Reports

Format

Write summary reports in a simple format, using concise bullet points and hyperlinks. To remain a trustworthy source of information for stakeholders, PIOs should ensure all reports meet the following standards:

- **Objectivity:** Convey information in the most objective way possible, using neutral, analytical language. Avoid using politically or emotionally charged descriptors for conversation topics or people.
- **Timeliness:** Address topics currently in the forefront and submit reports in a timely manner, while the content is still relevant to the public.
- **Credibility:** Maintain credibility by consistently verifying social media information

Analysis

Report bullets should answer the following four questions:

- **Who is talking?** Be as specific as possible about who is sharing posts, without sharing PII
- **What is the topic?** Include reactions and opinions in addition to the topic itself
- **How many are talking?** Do not simply give numbers; assess relative volume and put it in context
- **Why is this important to the organization?** Point out anything that affects the disaster response or the organization's reputation

Table 4: Social Media Reporting Tips

Do	
• Summarize information found on social media	• Copy and paste any social media content
• Include a date and time stamp on all social media reports	• Include the username, profile picture, or actual name of a social media user in a report
• Provide supporting evidence for your statements by hyperlinking to the original social media content	• Use a "laundry list" format for reports; always provide context and analysis instead of simply listing individual posts

- Provide context and analysis for information included in the report

The frequency of social listening reports should align with the operational rhythm of the JIC and the ERCC. Report frequency should also reflect the volume online discussion, with more regular reporting during high-impact events.

A social listening subject matter expert should assess the need for 24/7 reporting on a case-by-case basis by evaluating the conversation volume and the current information requirements.

7. Posting Social Media Content

Managing Social Media Accounts

Social media accounts, once established, must regularly share content and engage audiences to maintain and grow their following. If an agency's social media account is not actively engaging with its audience during steady state, that greatly reduces its effectiveness during an event.

Each agency should develop a social media policy and standard operating procedures outlining rules, roles, and responsibilities related to managing social media accounts.

Table 5: Social Media Account Management

Suggested Frequency	Task
<ul style="list-style-type: none"> • Multiple times per day 	Conduct social listening: Be aware of what people are saying about the agency, the event, and the response
<ul style="list-style-type: none"> • Multiple times per day 	Respond to questions and share: Check for opportunities to respond to individuals commenting on topics related to the agency; share relevant information from other trustworthy accounts
<ul style="list-style-type: none"> • Multiple times per day (response) • Daily or a few times per week (recovery and steady state) 	Post content: Post timely and valuable content according to information needs; during disasters/events, share information in as close to real time as possible
<ul style="list-style-type: none"> • Weekly or monthly 	Plan: Create a plan for upcoming content to avoid scrambling for ideas
<ul style="list-style-type: none"> • Weekly or monthly 	Report on metrics: Evaluate how well your social media content performed and learn what resonates with the online community

- During response, per operations period

Work the process: Follow the strategic communication process (the wheel) each operations period; carry out each task in a targeted way to meet operational objectives.

Remember: Crafting a good social media post is a process. You may have to write the post in a few different ways before you hit on the best approach. Always check for proper grammar, plain language, and correct spelling.

Planning Social Media Posts

PIOs should plan the frequency and timing of social media posts strategically, based on social listening and other sources of situational awareness. During an incident response, PIOs should release social media information in coordination with JIS/JIC efforts to ensure consistent messaging. The real-time nature of social media platforms demands that response information be shared as quickly as possible, but it is essential to properly verify information, prioritize messages, and time posts so that content is always accurate and relevant.

Always conduct social listening to know what people are saying before you post on social media.

When prioritizing information to share, ask the following questions:

- Are there rapid response or high-priority issues to push as soon as possible? Consider immediate life safety messages, rumors, misinformation, and hot issues that could impact operations
- What are the most common topics of concern among affected communities?
- What common questions are we receiving from the public that we can address?
- At the current stage of incident response, what operational priorities can social messaging support?

During steady state, PIOs should plan and implement social media posts according to industry standards for posting frequency. Frequency and timing may vary depending on audience characteristics, so it is important to monitor and analyze account engagement and adjust accordingly. Use analytics tools to examine audience demographics and determine when people tend to be active online.

Tailor posts to the characteristics of the social media platform. Consider the strengths of each platform and track how posts perform in order to refine the content strategy.

Responding on Social Media

Comments and questions directed at agency social media accounts are important and may require a response. A timely response shows that PIOs are actively monitoring accounts and are willing to dialogue with the public.

See Table 6 for social media response tips.

Table 6: Social Media Response Tips

Question	Primary Functions
<ul style="list-style-type: none">Does the person seem to be open to constructive discussion?	Sometimes people use social media to rant or provoke others to anger. Ignore posts like these. Do not feel obliged to engage every comment.
<ul style="list-style-type: none">Is there a website or other resource I can point this person to?	If the person or organization commenting needs information from another source, share a link or contact information.
<ul style="list-style-type: none">Are other people asking similar questions?	To address common questions or concerns, consider using a general post to reach more people. Think of other channels for sharing the information (for example, can the website be updated with Frequently Asked Questions?)
<ul style="list-style-type: none">Is the response strategic?	Correct misinformation with correct information. Investigate and refute rumors.

Gaining Followers

Attracting followers on social media is a long-term endeavor with no surefire approach; it requires commitment and consistency. For best results, follow these basic steps:

1. Tailor every post to the audience and platform.
2. Focus on valuable information and avoid self-promotional content.
3. Partner with other agencies, stakeholders, and partners to amplify your messages. Tag them in your posts.
4. Accompany your content with appropriate, compelling graphics, videos, or photos.
5. Provide information that is important to the public during nonemergency situations. For example, you can share National Weather Service watches and warnings, so the public gets used to receiving useful information from your organization

Common pitfalls to avoid:

- Avoid spending money on advertising or boosting posts simply to gain followers. Government agencies should be judicious in paying for exposure on social media.
- Avoid asking people to follow your account. Users often perceive these requests as inauthentic or spam-like.

I. Conclusion

The PIO is responsible for proactively engaging with the public, the media, and other jurisdictions/organizations that have incident-related information needs. The PIO gathers,

verifies, coordinates, and disseminates accurate, accessible, and timely information regarding the incident. The IC or Unified Command approves the release of incident-related information.

The PIO serves as the primary on-scene connection to other ongoing JIS activities and participates in or leads the JIC to ensure consistency of information FEMA provides to the public. The PIO also monitors the media and other sources of public information to collect relevant information and transmits this information to the appropriate personnel at the incident, at supporting ERCCs, or in a MAC Group.

PIO Resources

A. Training Resources

FEMA Emergency Management Institute (EMI)

EMI is the emergency management community's flagship training institution. It provides training to local, state, tribal, territorial, and Federal officials, as well as nonprofit and private sector officials, to strengthen emergency management core competencies for professional, career-long training. The following PIO-related training courses are recommended. Find more information at <https://training.fema.gov/emi.aspx>.

All PIO Incident Personnel

- IS-100: An Introduction to ICS
- IS-700: An Introduction to NIMS
- IS-29: PIO Awareness
- G0290: Basic Public Information Officer

PIO Incident Personnel with Supervisory Responsibilities

- G0191: EOC/ICS Interface
- E/L/G2300: Intermediate EOC Functions (for EOC Staff) or E/L/G0300: Intermediate ICS (for Incident Command Staff)
- G0291: JIS/JIC for Local PIO (for EOC Staff) or E/L/G0400: Advanced ICS (for Incident Command Staff)

Additional Advanced Training

- E0388: Advanced PIO (for EOC Staff)
- EMI Integrated Emergency Management EOC Courses (for EOC Staff)
- E/L0952: ICS All-Hazards PIO (for Incident Command Staff)
- O-0305: National Fire Academy All-Hazards IMT (for Incident Command Staff)

B. NIMS Supporting Documents

FEMA continues to develop a variety of documents and resources to support NIMS implementation. The hub for all NIMS information is <http://www.fema.gov/national-incident-management-system>.

XV. ANNEX: RISK ASSESSMENT

Risk Rating	Risk	Risk Type	Risk Description	Risk Impact
3.3 - High	Severe Winter Storms	Natural Risk	Severe winter storms affect far more people in Wyoming than their summer counterparts, even though they are inherently less violent. This is because severe snowstorms are often so extensive, they usually require a day or two to cross and completely exit the state. Blizzard conditions bring the triple threat of heavy snowfall, strong winds, and low temperatures. Poor visibility and huge snowdrifts are major hazards caused by blowing snow. These storms disrupt work, make travel difficult or impossible, isolate communities, kill large numbers of livestock, and sometimes leave human fatalities in their wake	<ul style="list-style-type: none"> • Loss of life / Injury • Loss of utilities (gas, electric, water, wastewater, etc.) • Business interruption • Food shortages • Medication shortages • Transportation interruption • Loss of emergency response access • Stranded people (mine workers, locals, travelers) • Increased risks to emergency responders • Injuries associated with loss of utilities • Loss of livestock
3.4 - High	Tornadoes	Natural Risk	Tornadoes are the most intense storm on earth, having been recorded at velocities exceeding 315 miles per hour (mph). The phenomena, which mimics	<ul style="list-style-type: none"> • Loss of life • Loss of property

		<p>hurricanes, results in a destructive rotating column of air ranging in diameter from a few yards to greater than a mile, usually associated with a downward extension of cumulonimbus cloud. Tornadoes are classified by their intensity using the Fujita (F) Scale, with F0 being the least intense and F6 being the most intense.</p> <p>In a database composed of information derived from the National Oceanic and Atmospheric Administration's (NOAA) National Climactic Data Center (NCDC), the Wyoming Climate Atlas and the Wyoming Office of Homeland Security, between the period of 1907-2011 there have been 70 tornado events in Campbell County, with 14 identified as damaging (including the 2005 Wright Tornado).</p> <p>The Wyoming Multi-Hazard Mitigation Plan states that historical data demonstrates that the most critical area of the state for tornado hazards is the eastern one third, with the five most threatened counties being Laramie, Campbell, Goshen, Converse and Platte.</p> <p>Tornadoes will continue to occur in Campbell County, which is one of the</p>	<ul style="list-style-type: none"> • Loss of income/business interruption • Relocating people • Injuries • Large amounts of debris • Secondary impacts such as fires, damaged infrastructure • Looting and crimes • Replacement housing
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			<p>most tornado prone counties in Wyoming. Based upon the historic record, a tornado will on average occur every one-to-two years. A damaging tornado occurs in Campbell County every seven years based upon the compiled data. Tornadoes are most likely to occur on average in May and June, but have been recorded in Campbell County April, July, and August.</p>	
<p>3.9 - High</p>	<p>Wildland Fires</p>	<p>Natural Risk</p>	<p>As defined by the National Interagency Fire Center (NIFC), a “wildland fire” is any non-prescribed, non-structure fire that occurs in the wildland. As the population and the wildland/urban interface increases, the more significant the risk of wildland fire hazard. A wildland/urban interface is an area where residential or commercial developments are in proximity to natural vegetation.</p> <p>The County contains approximately 5,000 square miles of rolling prairie, river breaks and two population centers, Wright and Gillette. Vegetation across the County consists of grasses, sagebrush, juniper, and some forested areas. According to the U.S.D.A. Farm Service Agency; there are 17,474.4</p>	<ul style="list-style-type: none"> • Loss of life (human, livestock, wildlife) • Loss of property • Evacuations

		<p>acres of land in the County enrolled in the Conservation Reserve Program. These lands may have heavier fuels than those that are regularly grazed. Large-scale, active energy development, agriculture, and rural residential growth create a unique wildland/urban interface situation in the County.</p> <p>For the reporting year 2010, causes for wildland fires in Campbell County, by percent:</p> <ul style="list-style-type: none"> • Lightning 27.5% • All equipment 40.8% • Fireworks 8.3% • Incendiary device .1% • Smoking 4.6% • Outdoor fire 3.5% • Chemical/natural .5% • Other heat 1.2% • Undetermined 13.5% 	
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3.15 - High	Hazardous Materials	Technological	<p>A general definition of hazardous material is a substance or combination of substances which because of its quantity, concentration, or physical, chemical, or infectious characteristics, may either (1) cause or significantly contribute to, an increase in mortality or an increase in serious, irreversible, or incapacitating reversible, illness; or (2) pose a substantial present or potential hazard to human health or environment when improperly treated, stored, transported, disposed of, or otherwise managed. Hazardous material incidents can occur from a fixed facility or during transportation.</p>	<p>Impacts that could occur from hazardous waste spills or releases include:</p> <ul style="list-style-type: none"> • Injury • Loss of life (human, livestock, fish and wildlife) • Evacuations • Property damage • Air pollution
2.05 - Moderate	Toxic Gas Seeps	Natural Risk	<p>Campbell County is rich in energy resources, so rich in fact that natural or methane gas seeps out of the ground. Residents attempting to drill water wells have in some cases encountered natural gas instead. This phenomenon creates serious risk of fire and explosion. This abundance of natural resource has spawned the methane gas industry, producing approximately 70,000 water wells.</p> <p>In the summer and fall of 1987, residents of the Rawhide Subdivision north of Gillette were evacuated when</p>	<p>Potential impacts from toxic gas seeps include: Illness, injury or loss of life from explosions and fires Based on experience, losses have been limited to localized areas. In the case of the Rawhide Subdivision, associated expenses and losses included emergency response, evacuation of the subdivision and assisting residents in financing and relocating to new homes. The dollar loss for this incident was in the hundreds of thousands of dollars. Loss of life and property due to an explosion or fire is possible though not highly</p>

			<p>poisonous hydrogen sulfide (H₂S) along with methane gases were detected seeping from the ground. Much of the subdivision was subsequently found to be uninhabitable and residents were permanently relocated.</p> <p>There have been a small undocumented number of mobile home fires and explosions from natural gas seepage. Due to water line leaks, gases escaped from water and have accumulated in the skirted areas beneath mobile homes and then been ignited by the pilot light on the water heater.</p> <p>With the ongoing development of the coalbed methane resource in the County several fires and explosions necessitating emergency response have already occurred. Water well pits have experienced explosions as collected gases were ignited when electric pump motors started up.</p>	likely in the future.
3.5 - High	Floods	Natural Risk	<p>Floods have caused significant damage in Wyoming and are one of the more significant natural hazards in the state. They can cause millions of dollars in damage in just a few hours or days.</p>	<p>Impacts that could occur from flooding include:</p> <ul style="list-style-type: none"> • Injury

		<p>Flooding typically occurs after spring rains, heavy thunderstorms, or may be caused by winter snow thaws or ice jams. A flood, as defined by the National Flood Insurance Program (NFIP), is a general and temporary condition of partial or complete inundation of two or more acres of normally dry land area or of two or more properties from overflow of waters, unusual and rapid accumulation or runoff of surface waters from any source, or a mudflow. Floods can be slow or fast rising, but generally develop over a period of many hours or days. Floods can also occur with little or no warning and can reach full peak in only a few minutes. Such floods are called flash floods. A flash flood usually results from intense storms dropping large amounts of rain within a brief period. Floods can occur for reasons other than precipitation or rapidly melting snow. They can also occur because of ice jams or natural and man-made dam failures, both of which have occurred in Wyoming.</p> <p>Campbell County has experienced 11 significant floods resulting in one death and \$1,872,725 in property damage for the period 1905 and 2010.</p>	<ul style="list-style-type: none"> • Loss of life • Injury and loss of life to livestock, pets, wildlife • Damage to and loss of property and infrastructure • Interruption of transportation and commerce • Contamination of surface and ground waters
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			<p>One flash flood following a summer thunderstorm in north eastern Campbell County on July 23rd, 2008, resulted in one death during the night when a pickup truck drove into a void created when the storm waters had washed out the county road on which the pickup truck was traveling.</p> <p>Since then, the Town of Wright experienced flood damages due to a severe thunderstorm with heavy hail.</p>	
3.4 - High	Microbursts	Natural Risk	<p>Campbell County experiences strong winds as a result of weather systems that both pass through and build up over the County. Summer thunderstorms create the potential for microburst and downburst winds as they dissipate, and strong updrafts become strong downdrafts (Hazard/Risk Assessment and Mitigation Plan, 2001). A microburst occurs when rain evaporates before hitting the ground, cooling the air as it drops. The cooler air plummets to the ground at great speeds creating an effect like a tornado.</p> <p>Microbursts between 1995-2010.</p>	<p>Impacts that could occur from a microburst include the following:</p> <ul style="list-style-type: none"> • Loss of life • Loss of and damage to property • Injuries • Loss of income/business interruption • Large amounts of debris that require disposal • Secondary impacts such as fires and damaged infrastructure

			<p>There are five thunderstorms on record which caused significant damage (>\$100,000) in Campbell County. Most other reports of property damage were to mobile homes and seemed to be isolated—more indicative of microbursts, small scale downburst winds. Some thunderstorm wind gusts combined with large hail to cause more extensive damage.</p> <p>The entire County is vulnerable to microbursts. The most vulnerable structures are mobile homes that are not anchored to the ground with either hurricane straps or tie down straps. Mobile homes are found in both communities (Gillette and Wright) and in rural areas across the County. Additional damage can result from unsecured objects around all types of structures that can become wind-borne debris. The frequency of these events based upon a history of 68 events, in 50 years, is greater than one event per year.</p>	
2.65 - Moderate	Drought	Natural Risk	<p>Drought is by far our society's most costly natural weather-related disaster. It indirectly kills more people and animals than the combined effects of hurricanes, floods, tornadoes, blizzards,</p>	<p>Impacts from drought can include the following:</p> <ul style="list-style-type: none"> Economic losses to agricultural producers (crops and livestock)

			<p>and wildfires. Unlike other disasters that quickly come and go, drought's long-term unrelenting destruction has been responsible for mass migrations and lost civilizations. The 1980 and 1988 droughts in the U.S. resulted in approximately 17,500 heat-related deaths and an economic cost of over \$100 billion. Drought occurs in four stages and is defined as a function of its magnitude (dryness), duration, and regional extent. Severity, the most commonly used term for measuring drought, is a combination of magnitude and duration.</p> <p>The first stage of drought is known as a meteorological drought. The conditions at this stage include any precipitation shortfall of 75% of normal for three months or longer.</p>	<ul style="list-style-type: none"> • Physical and mental health issues in those suffering losses • Water supply interruption for business and industry • Water quality problems • Reduced soil and vegetation moisture • Vegetation mortality, insect infestations • Impacts to fish and wildlife populations • Increase in wildland fires and associated losses
2.5 - Moderate	Earthquakes	Natural Risk	<p>An earthquake is generally defined as a sudden motion or trembling in the earth caused by the abrupt release of slowly accumulated strain. The most common types of earthquakes are caused by movements along faults or by volcanic forces, although they can also result from explosions, cavern collapse, and other minor causes not</p>	<p>The U.S. Geological Survey identified tectonic provinces in the report "Probabilistic Estimates of Maximum Acceleration and Velocity in Rock in the Contiguous United States" (Algermissen and others, 1982). In that report, Campbell County was classified as being in a tectonic province with a "floating earthquake" maximum</p>

			<p>related to slowly accumulated strains.</p> <p>In a statewide analysis, the third most impacted areas would be Big Horn, Albany, Sheridan, Platte, and Campbell counties. Total dollar loss in these counties is projected to be about \$203.2 million, with approximately \$60 million of that occurring in Campbell County.</p> <p>Six earthquakes have been recorded in Campbell county since May of 1967.</p>	<p>magnitude of 6.1.</p> <p>Geomatrix (1988b) suggested using a more extensive regional tectonic province, called the "Wyoming Foreland Structural Province," which is approximately defined by the Idaho-Wyoming Thrust Belt on the west, 104° West longitude on the east, 40° North latitude on the south, and 45° North latitude on the north. Geomatrix (1988b) estimated that the largest "floating" earthquake in the "Wyoming Foreland Structural Province" would have a magnitude in the 6.0 — 6.5 range, with an average value of magnitude 6.25. A magnitude 6.25 "floating" earthquake, placed 15 kilometers from any structure in Campbell County, would generate horizontal accelerations of approximately 15% at the site. Placing a magnitude 6.25 earthquake at 15 kilometers from a site will provide a reasonable estimate of design ground accelerations in the northeastern and eastern parts of Campbell County, but will be inadequate in the southwestern part of the County. There are no known exposed active faults with a surficial expression in Campbell County. Based on past occurrences, Campbell County</p>
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				is likely to experience an earthquake approximately every ten years, however also based on past occurrences, the earthquakes have caused little to no damage.
3.25 - High	Landslides	Natural Risk	<p>There are many types of landslides present in Wyoming. In order to properly describe landslide type, the Geologic Hazards Section of the Wyoming State Geological Survey (WSGS) developed a landslide classification modified from Varnes (1978) and Campbell (1985). There are five basic types of landslides that occur in three types of material. Falls, topples, slides, lateral spreads, and flows can occur in bedrock, debris, or earth. While individual landslide types can occur in nature, most landslides are complex, or composed of combinations of basic types of landslides.</p> <p>The probability of a landslide causing damage in Campbell County is difficult to determine because of the poor historical data. Neither of the two incorporated communities in the County is in areas most vulnerable to landslides, although Gillette has had several landslide incidents including some litigation as a result of structural</p>	<p>Impacts possible from a landslide include:</p> <ul style="list-style-type: none"> • Property damage to structures and vehicles • Damage to infrastructure to roads, railroad track, and pipelines • Injury • Loss of life • Flash flooding when creeks are dammed by landslides, subsequent dam bursts

			damage from landslides.	
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XVI. Plan Adoption

This page will be replaced with the signature pages from each governmental body.

Campbell County Commissioners – Approved plan on September 10th, 2015

City of Gillette – Approved plan on September 8th, 2015

Town of Wright – Approved plan on September 14th, 2015

XVII. Record of Changes

This plan was originally adopted in December of 2017 and has been revised in November of 2019 with numerous corrections, additions and updated information.

--- End of Plan ---



CITY OF GILLETTE
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CITY OF GILLETTE

www.gilletthewy.gov

DATE: 12/17/2019 7:00:00 PM

SUBJECT:

Council Consideration of a Resolution Initiating Annexation of a Tract of Land Contiguous to the City of Gillette, Wyoming, Pursuant to W.S. 15-1-403 and 15-1-405, Generally Known as the Aspen Heights II Annexation, and Establishing a Public Hearing Date of January 21, 2020 for the Annexation Public Hearing to Determine if the Proposed Annexation Complies with W.S. 15-1-402.

BACKGROUND:

An owner-initiated annexation of a tract of land adjacent and contiguous to the City of Gillette, Wyoming, pursuant to Wyoming Statute 15-1-403, known as the Aspen Heights II Annexation.

City Staff received a Petition to Annex along with an annexation plat application on November 19, 2019, initiating the annexation process of a 30.339 acre tract of land adjacent and contiguous to the City of Gillette, Wyoming, pursuant to Wyoming Statute 15-1-403, generally known as the Aspen Heights II Annexation.

This area is a logical extension of the City limits and will be serviceable. The proposed zoning of the area is C-1, General Commercial District, and meets the intent of the Comprehensive Plan. The existing development pattern is compatible with the proposed zoning. The City Council will make the final zoning determination at the time of annexation.

The area sought to be annexed is 30.339 acres. The land is located generally west of South Douglas Highway, south of the existing City of Gillette corporate limits. The property is contiguous to the current City boundaries to the north, east, and west. The site has mostly undeveloped agricultural land and a City-owned water tank. The majority land owner desires to have the tract annexed and zoned for commercial uses with access to City services. Any future development or construction will be reviewed by the City and shall meet City standards.

There is no significant City investment required in support of this annexation for water, sewer, streets, drainage or parks. The City had budgeted \$1,000 for a portion of the annexation plat due to the water tank being included in the annexation.

Landowners within the proposed annexation area will be responsible for all costs associated with the extension of water, sewer, streets, drainage and other infrastructure improvements required at the time of development in accordance with City Zoning and Subdivision Regulations and City

Design and Construction Standards.

Public Hearing notices will be sent via certified mail in accordance with Wyoming Statute 15-1-405 to all affected landowners and utility companies within the annexation area. The public hearing notice will be published in the Gillette News Record on December 27, 2019, and January 3, 2020.

Annexation reports will be prepared in accordance with Wyoming Statute 15-1-402 and sent via certified mail with the Public Hearing Notice to all affected landowners and utility companies.

City Staff Recommends approval.

ACTUAL COST VS. BUDGET:

The City contracted with Doyle Land Surveying, Inc. for \$1,000 to include the Southern Drive water tank site in the boundary of the annexation plat.

SUGGESTED MOTION:

I move to Approve a Resolution Initiating Annexation of a Tract of Land Contiguous to the City of Gillette, Wyoming, Pursuant to W.S. 15-1-403, and 15-1-405, Generally Known as the Aspen Heights II Annexation, and Establishing a Public Hearing Date of January 21, 2020 for the Annexation Public Hearing to Determine if the Proposed Annexation Complies with W.S. 15-1-402.

STAFF REFERENCE:


MAP - Ry Muzzarelli, P.E., Development Services Director

ATTACHMENTS:

Click to download
<input type="checkbox"/> Aerial And Vicinity Map
<input type="checkbox"/> Exhibit "A" - Annexation Plat
<input type="checkbox"/> Exhibit "B" - Property Owners Within Annexation
<input type="checkbox"/> Exhibit "C" - Certificate of Determination
<input type="checkbox"/> Resolution

Aspen Heights II Annexation





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GIS Division
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City of Gillette, GIS Division, Campbell County, City of Gillette, GIS Division, National Hydrography Dataset, City of Gillette, GIS

Legend

Major Roads

Interstate

Highway

Street

Road Centerlines

Lake

Subdivisions

Parcel Legal Description

City Limits

Inside City Limits

Outside City Limits

THE INFORMATION ON THIS DRAWING WAS OBTAINED FROM RECORD AND DESIGN DRAWINGS. THE CITY OF GILLETTE MAKES NO GUARANTEE REGARDING THE ACCURACY OF THIS DRAWING OR THE INFORMATION CONTAINED THEREIN.



1 inch = 333.33 feet

1 in = 0.06 miles

June 12, 2019
Service With P.R.I.D.E.
Productivity Responsibility Integrity Dedication Enthusiasm

EXHIBIT "A"

ANNEXATION PLAT
ASPEN HEIGHTS II ANNEXATION

SITUATED IN THE SE1/4 OF SECTION 3, T49N, R72W
OF THE SIXTH P.M., CAMPBELL COUNTY, WYOMING

ANNEXATION CERTIFICATE

This Annexation Plat, as it is described and as it appears on this plat, is a true and correct map of the area to be annexed and is made with the desires of the undersigned owner and proprietors and is a correct plat of the area.

Executed this ____ day of _____, A.D., 20 ____ by:

Owners:
LEITZKE INVESTMENTS, LLC

Douglas J. Leitzke, Member for LEITZKE INVESTMENTS, LLC

This Annexation Plat, as it is described and as it appears on this plat, is a true and correct map of the area to be annexed and is made with the desires of the undersigned owner and proprietors and is a correct plat of the area.

Executed this ____ day of _____, A.D., 20 ____ by:

Owners:
CITY OF GILLETTE

Mayor

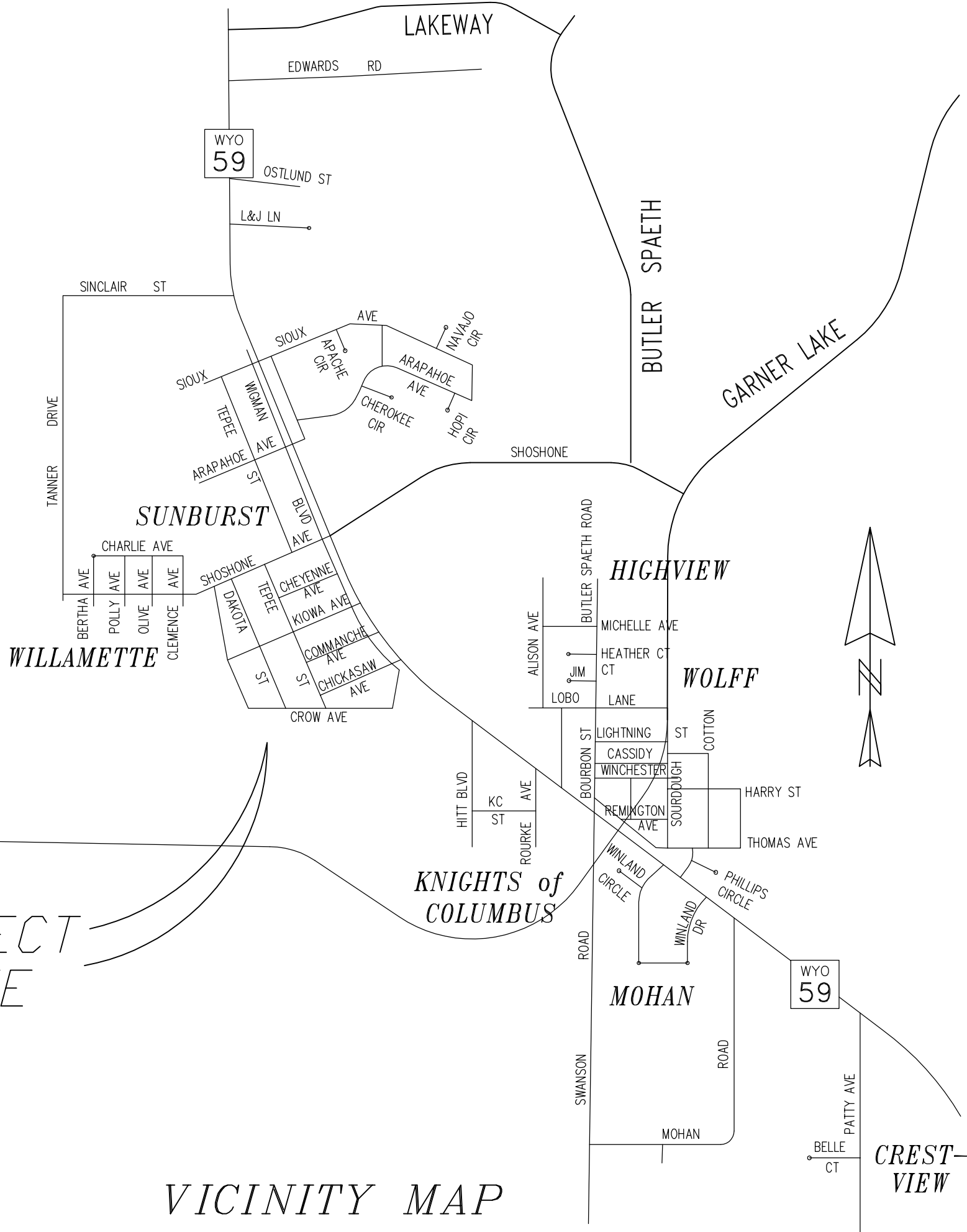
Attest: City Clerk

DESCRIPTION

A tract of land being part of the SE1/4 of Section 3, Township 49 North, Range 72 West of the Sixth Principal Meridian, Campbell County, Wyoming. Said tract of land being described more particularly as follows:

Beginning at the Southeast corner of said Section 3; Thence S89°51'51"W along the South line of said Section 3 a distance of 531.56 feet to the North right of way of Southern Drive; Thence N78°57'15"W along the said North right of way of Southern Drive a distance of 64.12 feet; Thence S89°51'54"W along the said North right of way of Southern Drive a distance of 736.36 feet; Thence N00°12'19"E a distance of 652.36 feet; Thence N89°47'45"E a distance of 352.67 feet to the Southwest corner of Aspen Heights Addition; Thence N89°48'45"E along the South line of said Aspen Heights Addition a distance of 321.39 feet to the Southeast corner of said Aspen Heights Addition; Thence N00°10'27"E along the East line of said Aspen Heights Addition a distance of 677.24 feet to the South line of Sunburst Subdivision No. 4; Thence N89°48'07"E along the said South line of Sunburst Subdivision No. 4 a distance of 657.80 feet to the East line of said Section 3; Thence S00°13'50"W along the said East line of Section 3 a distance of 1343.48 feet to the POINT OF BEGINNING.

Said tract of land contains 30.339 Acres, more or less, subject to all rights, restrictions, reservations and/or easements of sight and record.



APPROVALS

Data on this plat reviewed this ____ day of _____, 20____, A.D., by the City Engineer of Gillette, Wyoming.

City Engineer

This plat approved by the City of Gillette Planning Commission this ____ day of _____, 20____, A.D.

Chairman

Secretary

Approved by the City Council of the City of Gillette, Wyoming this ____ day of _____, 20____, A.D.

Mayor

City Clerk

This plat filed for record in the office of the Clerk and Recorder at ____ o'clock ____ m., _____, 20____, and is duly recorded in Book _____, Page No. ____.

County Clerk

ANNEXATION PLAT

ASPEN HEIGHTS II ANNEXATION
GILLETTE, WYOMING

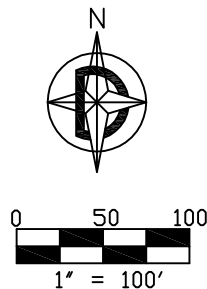
Prepared for:
DOYLE LEITZKE
333 ELK VALLEY ROAD
GILLETTE, WY 82718

Prepared by:
DOYLE SURVEYING INC.
801 E 4TH ST
Suite 15
Gillette, WY 82716
PH: (307) 686-2410

Date of Preparation: JANUARY, 2019

SHT 1 OF 1

Revised 11-15-19



UNPLATTED

UNPLATTED

LEGEND

- FOUND CORNER
- SET 5/8" REBAR WITH ALUM CAP "RLS 2333"
- BENCHMARK: LOCAL CONTROL

SUMMARY

AREA: 30.339 AC

ZONING: C-1

SURVEYOR'S CERTIFICATE

I, Richard T. Doyle, do hereby certify that I am a registered land surveyor, licensed under the laws of the State of Wyoming, that this plat is a true, correct, and complete plat of ASPEN HEIGHTS II ANNEXATION, as laid out, platted, dedicated and shown hereon, that such plat was made from an accurate survey of said property by me and under my supervision and correctly shows the location and dimensions of the lots, easements, and streets of said subdivision as the same are staked upon the ground in compliance City of Gillette regulations governing the annexation of the land.



STATE OF WYOMING)
) ss.
COUNTY OF CAMPBELL)

The foregoing instrument was acknowledged before me this ____ day of _____, A.D., 20____, by Douglas J. Leitzke as Member for LEITZKE INVESTMENTS, LLC as a fee and voluntary act and deed.
Witness my hand and official seal.

Notary Public

My Commission Expires _____

STATE OF WYOMING)
) ss.
COUNTY OF CAMPBELL)

The foregoing instrument was acknowledged before me this ____ day of _____, A.D., 20____, by Louise Carter King as Mayor for the CITY OF GILLETTE as a fee and voluntary act and deed.
Witness my hand and official seal.

Notary Public

My Commission Expires _____

EXHIBIT "B"

Property Owners within Annexation

Leitzke Investments LLC
333 Elk Valley Rd
Gillette, WY 82718

City of Gillette
201 E 5th St.
Gillette, WY 82716

EXHIBIT "C"

Certification of Determination of Substantial Compliance of Annexation Petition

STATE OF WYOMING)
) ss.
COUNTY of Campbell)

TO THE HONORABLE MAYOR AND CITY COUNCIL OF
GILLETTE, WYOMING:

Comes now the undersigned Gillette City Clerk, Cindy Staskiewicz and by affixing her name hereto respectfully shows and certifies to the City Council and Mayor of the City of Gillette, Campbell County, Wyoming, as follows:

1. A Petition to Annex was filed in the office of Gillette City Clerk on November 19, 2019, for a tract of land now part of the annexation area to be known as Aspen Heights II, contiguous or adjacent to the City of Gillette.

2. Petitions were signed by the Landowner(s) on Exhibit A, attached hereto.

3. The petitions are signed and dated by a majority of the landowners owning a majority of the area sought to be annexed, excluding public streets and alleys and tax exempt property.

4. The petitions contain the following detailed information: a legal description of the area sought to be annexed; a request that the described territory be annexed; a statement that each signer is an owner of land and a description of his land within the area proposed to be annexed; and a map of the area.

5. No signature presently presented as a Petition for Annexation is dated more than one hundred eighty (180) days prior to the date of the filing of the Petition. With regard to any Annexation Agreement and Petition Non-Contiguous Property, not more than one hundred eighty (180) days has elapsed since the City has made a determination to file the Annexation Agreements with the Gillette City Clerk and fulfilling the requirements of those Annexation Agreements.

6. The petition substantially complies with W.S. § 15-1-401 through 15-1-422 (LexisNexis 2017).

FURTHER THE AFFIANT SAYETH NAUGHT.

DATED this 25th day of November, 2019.

Cindy Staskiewicz
Cindy Staskiewicz
Clerk of the City of Gillette, Wyoming

Cindy Staskiewicz, being first duly sworn, deposes and says that she is the Clerk for the City of Gillette, Wyoming, that she has read the foregoing Affidavit of Service, knows the contents thereof, and that the facts therein set forth are true.

Cindy Staskiewicz
Cindy Staskiewicz
Clerk of the City of Gillette, Wyoming

STATE OF WYOMING)
) ss.
COUNTY of Campbell)

The foregoing instrument was acknowledged before me by Cindy Staskiewicz, Clerk of the City of Gillette, Wyoming, on this 25th day of November, 2019.

Witness my hand and official seal.



Misti Crawford
Notary Public

My commission expires:
2/19/2020



CITY OF GILLETTE

Development Services
Planning Division

201 E. 5th Street • Gillette, Wyoming 82716
Phone 307.686.5281
www.gillettewy.gov

EXHIBIT "A" Annexation Plat

This application is for an annexation plat and the accompanying checklist is to be used by the applicant to ensure the application is correct and complete upon submittal. All supporting documentation is required at the time of submittal.

Please complete the application and address all items. If something is not applicable, check the N/A box and include any necessary explanation on a separate sheet. This checklist is required with the submittal. The checklist serves only as a guide and the details of the requirements are contained within the Wyoming State Statutes, City of Gillette Subdivision Regulations, Zoning Ordinance, Design Standards, and other city regulations.

All applications are required to be submitted through the city's ePlans system. Please submit all supplemental information along with two (2) 24"x36" and one (1) 11"x17" paper copies of the plat to the Planning Division prior to the submittal deadline. After submittal, you will receive an email inviting you to upload the plat into ePlans.

Should you have questions, please contact the Planning Division at (307) 686-5281.

Annexation Application:

Name of annexation: ASPEN HEIGHTS II ANNEXATION

Total area of the subdivision: 30.339 acres.

Total area of rights-of-way: N/A acres.

Existing zoning of the property in the county: AL

Proposed zoning of the property: C1

Owner:

Name Leitzke Investments LLC
Address 3333 Elk Valley Road
City Gillette State WY Zip 82718
Phone number 307-660-3684
Email address doug@outletgillette.com

Agent:

Name Richard T. Doyle
Company Doyle Surveying Inc.
Address 801 East Fouth St., Ste. 15
City Gillette State WY Zip 82716
Phone number 307-686-2410
Email address dls@vcn.com

Engineer:

Name _____
Company _____
Address _____
City _____ State _____ Zip _____
Phone number _____
Email address _____

Surveyor:

Name _____
Company _____
Address _____
City _____ State _____ Zip _____
Phone number _____
Email address _____

Narrative explanation of the annexation:
To facilitate development

Annexation Checklist:

1. Plat Requirements

INCLUDED	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. Title
<input checked="" type="checkbox"/>	<input type="checkbox"/>	b. Name of the annexation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	c. Owner/developer, agent, and engineering/surveying firm information (contact information)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	d. Wyoming license number for surveyors
<input checked="" type="checkbox"/>	<input type="checkbox"/>	e. Label as annexation plat
<input checked="" type="checkbox"/>	<input type="checkbox"/>	f. Date of preparation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	g. Required certifications
<input checked="" type="checkbox"/>	<input type="checkbox"/>	h. North arrow, scale (no smaller than 1" equals 200 ft.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	i. Legend and summary table
<input checked="" type="checkbox"/>	<input type="checkbox"/>	j. Vicinity map
<input checked="" type="checkbox"/>	<input type="checkbox"/>	k. Description of boundaries, control monuments, benchmark, basis of bearing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	l. Legal description of annexation
<input type="checkbox"/>	<input checked="" type="checkbox"/>	m. Floodplain areas (if applicable)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	n. Significant natural features or hazards
<input checked="" type="checkbox"/>	<input type="checkbox"/>	o. Any existing wells (water, methane, or oil)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	p. Show lots and blocks of all existing lots in greyscale
<input checked="" type="checkbox"/>	<input type="checkbox"/>	q. Fonts large enough to be readable, show annexation boundary as a thick line

Plat Requirements (Continued)

INCLUDED N/A

☐

r. Existing street shown and labeled

☐

s. Distances and bearings for all boundaries shown on plat

☐

t. Curve descriptions for all line arcs with chord bearings, lengths, and radii

☐

u. Certification language, dedications, approval statements and

2. Other Required Supplemental Information

INCLUDED N/A

☐

a. Total amount of annexation plat review fee - \$475.00

☐

b. Two (2) 24" x 36" and one (1) 11"x17" paper copy of the plat. Plat shall be prepared by a licensed Wyoming engineer, surveyor, or architect

☐

c. Title report (showing ownership and easements)

☐

d. Excel document (.xls/.xlsx) of surrounding property owner mailing list within 140 ft. from all boundaries not including rights-of-way or alleys for Planning Commission

☐

e. Excel document (.xls/.xlsx) of surrounding property owner mailing list of owners in the county that will be within 1/2-mile of the new city limit boundary for advertising

☐

f. Word document (.doc/.docx) of the metes and bounds legal description for outer boundary and each proposed zoning district

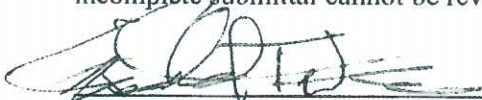
☐

g. Petition to Annex and Petition to Zone documents

☐

h. Plat uploaded into ePlans (after initial submittal)

This form has been completed under my supervision, and the annexation plat submittal is complete in conformance with the City of Gillette Subdivision Regulations and Design Standards. I understand that an incomplete submittal cannot be reviewed.



Signature of Applicant or Agent

11/19/19

Date


Landowner's Petition to Zone to the City of Gillette, Campbell County, Wyoming

TO: The Honorable Mayor and City Council of Gillette Wyoming:

Comes now the undersigned and by affixing their names hereto, respectfully shows to the City Council and Mayor of the City of Gillette, Campbell County, Wyoming, as follows:

1. That the undersigned, Leitzke Investments LLC is the owner(s) of land to be annexed to the City limits of the City of Gillette, which land is described in Exhibit A attached hereto. See Attached Legal Description
2. That attached hereto and made a part hereof is a map showing territory sought to be annexed and zoned.
3. That Leitzke Investments LLC, being the owner(s) of said land, request that said land be zoned C-1

DATED this 19 day of November, 2019.


Signature of Owner

Douglas J. Leitzke
Printed Name


Signature of Witness

Richard T. Doyle
Printed Name

(Attach additional sheets of owners and witness signatures and printed names if necessary)

Landowner's Petition to Annex Territory to the City of Gillette, Campbell County, Wyoming

TO: The Honorable Mayor and City Council of Gillette Wyoming:


Comes now the undersigned and by affixing their names hereto respectfully shows to the City Council and Mayor of the City of Gillette, Campbell County, Wyoming, as follows:

1. That the undersigned, Leitzke Investments LLC is the owner(s) of the land, which is contiguous to the city limits of the City of Gillette, which land is described as follows: See Attached Legal Description

Said tract of land contains 30.337 acres, more or less.

2. That attached hereto and made a part hereof is a map showing territory sought to be annexed.
3. That Leitzke Investments LLC being the owner(s) of the said land, respectfully request that said land be annexed to the City of Gillette, Campbell County, Wyoming.

DATED This 19 day of November, 2019.


Signature of Owner

Douglas J. Leitzke
Printed Name


Signature of Witness

Richard T. Doyle
Printed Name

(Attach additional sheets of owners and witness signatures and printed names if necessary)

LEGAL DESCRIPTION

A tract of land being a part of the SE1/4 of Section 3, T49N,R72W of the Sixth Principal Meridian, Campbell County, Wyoming. Said tract of land being described more particularly as follows:

Beginning at the Southeast corner of said Section 3;

Thence S89°51'51" W along the South line of said Section 3 a distance of 531.56 feet to the North right of way of Southern Drive;

Thence N78°57'15" W along the said North right of way of Southern Drive a distance of 64.12 feet;

Thence S89°51'54" W along the said North right of way of Southern Drive a distance of 736.36 feet;

Thence N00°12'19" E a distance of 652.36 feet;

Thence N89°47'45" E a distance of 352.67 feet to the Southwest corner of Aspen Heights Addition;

Thence N89°48'45" E along the South line of said Aspen Heights Addition a distance of 321.39 feet to the Southeast corner of said Aspen Heights Addition;

Thence N00°10'27" E along the East line of said Aspen Heights Addition a distance of 677.24 feet to the South line of Sunburst Subdivision No. 4;

Thence N89°48'07" E along the said South line of Sunburst Subdivision No. 4 a distance of 657.80 feet to the East line of said Section 3;

Thence S00°13'50" W along the said East line of Section 3 a distance of 1343.48 feet to the POINT OF BEGINNING.

Said tract of land contains 30.339 Acres, more or less, subject to all rights, restrictions, reservations and/or easements of sight and record.

RESOLUTION NO. _____

A RESOLUTION INITIATING ANNEXATION OF A TRACT OF
LAND CONTIGUOUS TO THE CITY OF GILLETTE, WYOMING,
PURSUANT TO W.S. 15-1-403 AND 15-1-405, GENERALLY
KNOWN AS ASPEN HEIGHTS II, AND ESTABLISHING A PUBLIC
HEARING DATE OF JANUARY 21, 2020 FOR THE ANNEXATION
PUBLIC HEARING TO DETERMINE IF THE PROPOSED
ANNEXATION COMPLIES WITH W.S. 15-1-402.

WHEREAS, a written petition for annexation has been filed with the
Gillette City Clerk by the majority of the owners owning a majority of the area
sought to be annexed, and;

WHEREAS, the City Council finds that it is in the best interest of the City
that this tract of land, which is adjacent and contiguous to the boundaries of the
City, should be annexed to the City, and that a Public Hearing shall be
established pursuant to W.S. 15-1-405.

IT IS RESOLVED BY THE GOVERNING BODY OF THE CITY OF GILLETTE,
WYOMING:

1. The area sought to be annexed known as the Aspen Heights II
Annexation is more particularly described as follows:

**Legal Description for Annexation of Land
Into the City of Gillette, Wyoming**

Aspen Heights II

A tract of land being a part of the SE1/4 of Section 3, T49N, R72W of the Sixth
Principal Meridian, Campbell County, Wyoming. Said tract of land being
described more particularly as follows:

Beginning at the Southeast corner of said Section 3;
Thence S89°51'51" W along the South line of said Section 3 a distance of
531.56 feet to the North right of way of Southern Drive;
Thence N78°57'15" W along the said North right of way of Southern Drive a
distance of 64.12 feet;
Thence S89°51'54" W along the said North right of way of Southern Drive a
distance of 736.36 feet;
Thence N00°12'19" E a distance of 652.36 feet;
Thence N89°47'45" E a distance of 352.67 feet to the Southwest corner of
Aspen Heights Addition;

Thence N89°48'45" E along the South line of said Aspen Heights Addition a distance of 321.39 feet to the Southeast corner of said Aspen Heights Addition;
 Thence N00°10'27" E along the East line of said Aspen Heights Addition a distance of 677.24 feet to the South line of Sunburst Subdivision No. 4;
 Thence N89°48'07" E along the said South line of Sunburst Subdivision No. 4 a distance of 657.80 feet to the East line of said Section 3;
 Thence S00°13'50" W along the said East line of Section 3 a distance of 1343.48 feet to the POINT OF BEGINNING.

Said tract of land contains 30.339 Acres, more or less, subject to all rights, restrictions, reservations and/or easements of sight and record.

A map of the Aspen Heights II annexation showing the land area is attached to this Resolution as Exhibit "A". The owners of the tracts of land sought to be annexed and the owners' mailing addresses are listed in Exhibit "B", which is also attached. An annexation report explaining the terms and conditions of the annexation will be prepared and will be distributed to the landowners in accordance with State Statutes.

2. The City Clerk has certified that the Petitions comply with the requirements of W.S. 15-1-403 and shall follow the procedures outlined in W.S. 15-1-401 through 15-1-422. The Certificate of Determination is attached as Exhibit "C".

3. A public hearing in this matter shall be held on January 21, 2020 at 7:00 o'clock p.m. or as soon thereafter as the Council agenda allows, in the Council Chambers, City Hall, Gillette, Wyoming, to determine whether the proposed annexation complies with W.S. 15-1-402.

4. The City Clerk is directed to give notice of the public hearing by publishing a notice at least twice in the Gillette News Record, with the first notice published at least fifteen (15) business days prior to the date of the public hearing and by mailing a certified copy of the published notice to the owners of the tract sought to be annexed and those listed in the Adjacent Landowner List at the addresses used to mail County tax notices. Such notices shall contain the legal description and a map of the area to be annexed.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2019.

Louise Carter-King, Mayor

(S E A L)

ATTEST:

Cindy Staskiewicz, City Clerk



CITY OF GILLETTE
P.O. Box 3003
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 12/17/2019 7:00:00 PM

SUBJECT:

Council Consideration of a Bid Award for the Sage Bluffs Park Irrigation Project to G&G Landscaping, Inc., in the Amount of \$199,789.00 (1% Project).

BACKGROUND:

This project (19PK11) is to complete a landscape irrigation system replacement for Sage Bluffs Park. This includes the west side of the 4-J Road right of way from Frontier Drive to West Lakeway Road, and the renovation of the irrigation system on the west side of 4-J Road right of way from West Walnut Street to West Lakeway Road. This project consists of approximately 6.2 acres of turf, planter, and shrub bed areas.

ACTUAL COST VS. BUDGET:

The City of Gillette, Purchasing Division, opened bids for this project at the City Warehouse on Tuesday, November 26th, 2019 at 10:00 A.M.

The following table summarizes the bids received and the Engineer's Estimate.

Bidder	Total Bid
G&G Landscaping, Inc.	\$199,789.00
Connelly's Scenic Landscape and Nursery, LLC.	\$269,115.00
Engineer's Estimate	\$305,775.00

CONSTRUCTION ESTIMATEThe total construction cost for this project was estimated at \$305,775.00 and was prepared by Wayne E. Eckas, P.E.. The low bid from G&G Landscaping, Inc. was \$199,789.00, approximately 34.6% lower than the Engineer's Estimate.

Budget: The funding for this project have been allocated from the 1% Optional Sales Tax Account 201-10-05-419-70-47311 in the amount of \$199,789.00.

Contractor's Review: G&G Landscaping, Inc. has no apparent problem with their bid.
Bid Tabulation is Attached.

SUGGESTED MOTION:

I move for Approval of a Bid Award for the Sage Bluffs Park Irrigation Project to G&G Landscaping, Inc., in the Amount of \$199,789.00. (1% Percent)

STAFF REFERENCE:

MAP - Ry Muzzarelli, P.E., Development Services Director

ATTACHMENTS:

Click to download
<input type="checkbox"/> Engineer's Recommendation
<input type="checkbox"/> Bid Summary
<input type="checkbox"/> Map



Date: November 27, 2019
To: Tobias Fiske, City of Gillette
Seth Morris, City of Gillette
Janie Kuntz, City of Gillette

From: Wayne E. Eckas, P.E.
1514 Ambrosia Ct.
Fort Collins, CO 80526
wayne@eckaswater.com

**RE: Sage Bluffs Park Irrigation Project, Project No. 19PK11
Engineer's Summary of Bids**

This memorandum is the Engineer's summary of bids received for the Sage Bluffs Park Baseball Irrigation Project. The bid opening was conducted on November 26, 2019. The following is a brief review of the bids received.

Three bidders for this project:

- Scenic Landscape, \$269,115.60
- G&G Landscape, \$199,789.00

The Engineers Estimate was \$305,775.00

All bid packages included a completed and signed Bid Form, Bid Security in the form of a Bid Bond, and a state of Wyoming Certificate of Residency. All bid packages also acknowledged the addendums issued. Scenic Landscape, however, did not use the revised bid form issued as part of Addendum 1.

G and G Landscape is the low bidder. I recommend awarding the project to G and G Landscape.

Thank you. Please call with any questions or comments.

A handwritten signature in blue ink that reads "Wayne E. Eckas". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Wayne E. Eckas, P.E.

G & G Landscaping, Inc.								
Item No.	Bid Item Description	Model/Notes	Quantity Bid	Unit	Unit Bid Price, \$	Bid Price, \$	Check Column	Notes
01000.01	Mobilization		1	LS	\$ 5,000.00	\$ 5,000.00	Correct	
01029.02	Contract Bonds		1	LS	\$ 3,500.00	\$ 3,500.00	Correct	
01510.01	Construction Signing and Traffic Control		1	LS	\$ 1,000.00	\$ 1,000.00	Correct	
01510.03	Project Identification Sign		1	LS	\$ 500.00	\$ 500.00	Correct	
02665.29-1	Install 3-inch HDPE DR-11 Horizontal Directional Drilled Pipe		220	LF	\$ 30.00	\$ 6,600.00	Correct	
02921.01	Removal of Existing Irrigation System		1	LS	\$ 2,500.00	\$ 2,500.00	Correct	
		Toro Sentinel Satellite Controller, Stainless Steel Cabinet, Wall Mount, Two-Wire, 24 V DC output			\$ 8,000.00	\$ 8,000.00	Correct	
02920.01	Install Irrigation Controller		1	LS				
02920.02-1	Install Mainline Pipe (3-inch) (CL200 PVC)		2,200	LF	\$ 6.00	\$ 13,200.00	Correct	
02920.02-2	Install Mainline Pipe (4-inch) (CL200 PVC)		300	LF	\$ 7.00	\$ 2,100.00	Correct	
02920.03-1	Install Lateral Pipe (1-inch) (Sch.40 PVC)		8,400	LF	\$ 3.50	\$ 29,400.00	Correct	
02920.03-2	Install Lateral Pipe (1-1/4-inch) (Sch.40 PVC)		2,700	LF	\$ 3.75	\$ 10,125.00	Correct	
02920.03-3	Install Lateral Pipe (1-1/2-inch) (Sch.40 PVC)		750	LF	\$ 4.50	\$ 3,375.00	Correct	
02920.03-4	Install Lateral Pipe (2-inch) (Sch.40 PVC)		600	LF	\$ 5.50	\$ 3,300.00	Correct	
02920.03-5	Install Lateral Pipe (3-inch) (Sch.40 PVC)		310	LF	\$ 6.50	\$ 2,015.00	Correct	
02920.05-1	Install Sleeve (2-inch) (Sch. 40 PVC)		100	LF	\$ 10.00	\$ 1,000.00	Correct	
02920.05-2	Install Sleeve (4-inch) (Sch. 40 PVC)		30	LF	\$ 15.00	\$ 450.00	Correct	
02920.05-3	Install Sleeve (6-inch) (Sch. 40 PVC)		20	LF	\$ 15.00	\$ 300.00	Correct	

02920.05-4	Install Sleeve (8-inch)(Sch. 40 PVC)		10	LF	\$	20.00	\$	200.00	Correct	
02920.08-1	Install 2-Wire Irrigation Control Valve Assembly (1-inch)	Rain Bird PESB	6	EA	\$	750.00	\$	4,500.00	Correct	
02920.08-2	Install 2-Wire Irrigation Control Valve Assembly (1-1/2-inch)	Rain Bird PESB	7	EA	\$	850.00	\$	5,950.00	Correct	
02920.08-3	Install 2-Wire Irrigation Control Valve Assembly (2-inch)	Rain Bird PESB	23	EA	\$	950.00	\$	21,850.00	Correct	
02920.08-4	Install Two Wire Decoder and 24 Volt Latching Solenoid at Existing RCV's		6	EA	\$	200.00	\$	1,200.00	Correct	
02920.09-1	Install Isolation Valve Assembly (3-inch)	Matco 200RT	12	EA	\$	600.00	\$	7,200.00	Correct	
02920.09-2	Install Isolation Valve Assembly (4-inch)	Matco 200RT	3	EA	\$	700.00	\$	2,100.00	Correct	
02920.12	Install Quick Coupling Valve Assembly	Rain Bird 5RC	13	EA	\$	553.00	\$	7,189.00	Correct	
02029.15	Modify Existing Master Valve/Backflow/Meter Assembly	4-inch Flanged Ductile Iron Pipe, Master Valve Modifications	1	LS	\$	1,000.00	\$	1,000.00	Correct	
02920.16-1	Install Sprinkler Head Assembly (6-inch Pop-up Spray)	Rain Bird 1806-SAM- PRS w/ HE-VAN Nozzles	203	EA	\$	45.00	\$	9,135.00	Correct	
02920.16-2	Install Sprinkler Head Assembly (12-inch Pop-up Spray)	Rain Bird 1812-SAM- PRS w/ HE-VAN Nozzles	26	EA	\$	55.00	\$	1,430.00	Correct	
02920.16-3	Install Fixed Riser Sprinkler Head Assembly Spray)	Rain Bird PA-82- 30PRS w/ HE-VAN Nozzles	7	EA	\$	55.00	\$	385.00	Correct	
02920.16-4	Install Sprinkler Head Assembly (6-inch Pop-up Rotator)	Rain Bird 1806-SAM- 45 PRS w/ R-Van or MP Rotator Noz.	69	EA	\$	55.00	\$	3,795.00	Correct	

02920.16-5	Install Sprinkler Head Assembly (6-inch Pop-up Medium Radius Rotor)	Rain Bird 5006-PL- SAM-SS	206	EA	\$	70.00	\$	14,420.00	Correct	
02920.16-6	Install Sprinkler Head on Existing Lateral	Rain Bird 5006-PL- SAM-SS	27	EA	\$	70.00	\$	1,890.00	Correct	
02920.16-7	Install Sprinkler Head Assembly (5-inch Pop-up Large Radius Rotor)	Rain Bird 8005	88	EA	\$	100.00	\$	8,800.00	Correct	
02920.17	Install Wire	Toro Two Wire 14 guage control wire in 1-inch Sch. 40 Conduit with Mainline Pipe	2,920	LF	\$	1.00	\$	2,920.00	Correct	
02920.18	Install Wire (with Trench)	Toro Two Wire 14 guage control wire in 1-inch Sch. 40 Conduit to Existing RCV's	610	LF	\$	1.00	\$	610.00	Correct	
02075.04	Removal of Sidewalk	4-inch thick	400	SF	\$	1.00	\$	400.00	Correct	
02075.12	Removal of Concrete Trickle Channel	Approximate Dimensions, 3' wide, 4-inches thick	10	LF	\$	25.00	\$	250.00	Correct	
02075.13	Removal of Miscellaneous Concrete - Drainage Channel	Approximate Dimensions, 5' inside width, 2-ft depth, 6- inch Thick sides and base	10	LF	\$	30.00	\$	300.00	Correct	
02530.01	Install Concrete Sidewalk	4-inch thick	400	SF	\$	4.00	\$	1,600.00	Correct	
02725.36	Install Miscellaneous Concrete - Trickle Channel, Match Existing	Approximate Dimensions, 3' wide, 4-inches thick	10	LF	\$	40.00	\$	400.00	Correct	
027525.38	Install Concrete Low Flow Channel- Match Existing	Approximate Dimensions, 5' inside width, 2-ft depth, 6- inch Thick sides and base	10	LF	\$	50.00	\$	500.00	Correct	
02900.04	Imported Landscaping Topsoil	Fill voids from removed valve boxes with top soil	4	CY	\$	50.00	\$	200.00	Correct	
02900.09	Hydroseed disturbed turf areas	Prepare seed bed, and hydroseed	20,000	SF	\$	0.20	\$	4,000.00	Correct	

16000.02-1	Install Electrical PVC Conduit (1-inch) with Mainline Pipe (Trenching and backfill included with mainline pipe)	for two-wire control cable	2,500	LF	\$	1.00	\$	2,500.00	Correct	
16000.02-2	Install Electrical PVC Conduit (1-inch) including trenching and backfill. (To Existing RCV's)	for two-wire control cable to existing RCV's to remain.	540	LF	\$	5.00	\$	2,700.00	Correct	

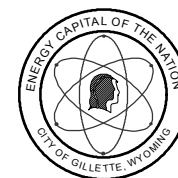
Total Base Price:	\$	199,789.00	Correct	\$	199,789.00
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Connelly's Scenic Landscape and Nursery, LLC					
Unit Bid Price, \$		Bid Price, \$	Check Column	Notes	
\$ 1,000.00	\$	1,000.00	Correct		
\$ 8,000.00	\$	8,000.00	Correct		
NOT BID	NOT BID		Incorrect		
NOT BID	NOT BID		Incorrect		
\$ 70.00	\$	15,400.00	Correct		
\$ 3,000.00	\$	3,000.00	Correct		
\$ 10,000.00	\$	10,000.00	Correct		
\$ 10.00	\$	22,000.00	Correct		
\$ 11.00	\$	3,300.00	Correct		
\$ 4.50	\$	37,800.60	Incorrect		\$ 37,800.00
\$ 4.75	\$	12,825.00	Correct		
\$ 5.00	\$	3,750.00	Correct		
\$ 5.50	\$	3,300.00	Correct		
\$ 6.00	\$	1,860.00	Correct		
\$ 10.00	\$	1,000.00	Correct		
\$ 10.00	\$	300.00	Correct		
\$ 15.00	\$	300.00	Correct		

\$	20.00	\$	200.00	Correct	
\$	1,200.00	\$	7,200.00	Correct	
\$	1,250.00	\$	8,750.00	Correct	
\$	1,300.00	\$	29,900.00	Correct	
\$	200.00	\$	1,200.00	Correct	
\$	500.00	\$	6,000.00	Correct	
\$	600.00	\$	1,800.00	Correct	
\$	400.00	\$	5,200.00	Correct	
\$	500.00	\$	500.00	Correct	
\$	25.00	\$	5,075.00	Correct	
\$	30.00	\$	780.00	Correct	
\$	35.00	\$	245.00	Correct	
\$	35.00	\$	2,415.00	Correct	

\$	50.00	\$	10,300.00	Correct	
\$	75.00	\$	2,025.00	Correct	
\$	75.00	\$	6,600.00	Correct	
\$	3.50	\$	10,220.00	Correct	
\$	5.00	\$	3,050.00	Correct	
\$	20.00	\$	8,000.00	Correct	
\$	25.00	\$	250.00	Correct	
\$	25.00	\$	250.00	Correct	
\$	10.00	\$	4,000.00	Correct	
\$	30.00	\$	300.00	Correct	
\$	150.00	\$	1,500.00	Correct	
\$	100.00	\$	400.00	Correct	
\$	0.50	\$	20,000.00	Incorrect	Used incorrect quantity

\$	3.00		\$	7,500.00		Correct	
\$	3.00		\$	1,620.00		Correct	
Total Base Price:			\$	269,115.00		Incorrect	\$ 269,115.60



**Sage Bluffs Park
Irrigation Project
19PK11**

December 03, 2019

CITY OF GILLETTE
Engineering Division
201 E. 5th St.
GILLETTE, WYOMING 82716
(307) 686-5265



CITY OF GILLETTE
P.O. Box 3003
201 E. 5th Street
Phone (307)686-5200
CITY OF GILLETTE

www.gillettewy.gov

DATE: 12/17/2019 7:00:00 PM

SUBJECT:

Appointment to Citizen Advisory Board

~ Mayor's Art Council - One (1) Partial Term Expiring on June 30, 2020

BACKGROUND:

ACTUAL COST VS. BUDGET:

SUGGESTED MOTION:

STAFF REFERENCE:

Patrick G. Davidson, City Administrator

ATTACHMENTS:

[Click to download](#)

No Attachments Available