

**PENNINGTON COUNTY
BOARD OF COMMISSIONER'S MEETING
COUNTY BOARD ROOM
TUESDAY, MARCH 11TH, 2014, 10:00 A.M.**

AGENDA - REVISED

Pledge of Allegiance

- 10:00 Mike Flaagan – County Engineer
- Bid Letting: Fuel, Equipment Rental, Culverts
 - Highway Dept. Items
- 10:30 Eric Beitel – Emergency Management Director
- Emergency Mgmt. Performance Grant
 - Resolution for Chain of Command
 - EOC Activation Summary Review
- 10:45 Angie Philipp, Ken Schmalz
- iDoc: Online Document Retrieval
 - ProWest
- 11:00 Bryan Malone, Pete Nelson – Penn. Co. SWCD
- Feedlots
 - ‘One Watershed, One Plan’ Pilot Program
- 11:30 Ray Kuznia – County Sheriff
- Consulting Contract: ARMOR
 - P/T Sentence to Serve Position
- 11:45 Rick Trontvet, Emery Lee
- Economic Development Director

County Auditor's Items

(This agenda is subject to change)

PROFESSIONAL SERVICES AGREEMENT

This AGREEMENT (“Agreement”) is effective as of the 1 day of May 2014, and is entered into by and between Pennington County, (“Client”) and Integrated Solutions Consulting, (“ISC” or “Contractor”).

RECITALS

WHEREAS, the Client desires that Contractor render certain services more fully described herein; and

WHEREAS, the Contractor has demonstrated expertise in providing such services, has represented that it has the requisite knowledge, skill, experience and other resources necessary to perform such services and is desirous of providing such services for the Client.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants contained herein, the parties hereby agree as follows:

1. Incorporation of Recitals: The matters recited above are hereby incorporated into and made a part of this Agreement.

2. Term: This Agreement, except for the provisions of any section intended to survive this Agreement, shall remain in effect until the Contractor has completed the contracted services as described in the Scope of Work, or at the Contractor’s discretion, the first of the following to occur:

2.1 Written Agreement of the Parties to terminate this Agreement;

2.2 The expiration of one (1) year from the effective date of this Agreement;

2.3 The commencement, voluntary or involuntary, or proceedings in bankruptcy law or assignment for benefit of creditors;

2.4 A material breach by either party of the provisions contained herein.

3. Scope of Services: Contractor agrees to provide the services required and, set forth on **Exhibit “A”** including the deliverables set forth therein (“Services”), in accordance with the terms and conditions of this Agreement. The Client may, from time to time, request changes in the scope of Services. Any such changes, including any increase or decrease in Contractor’s fees, shall be documented by an amendment to this Agreement.

4. Compensation and Payment: All fees and payment schedule are subject to the terms listed in the Fee Schedule, **Exhibit “B”**.

5. Events of Default and Remedies:

5.1 Events of Default. Events of default include, but are not limited to, any of the following: (i) Any material misrepresentation by Client or Contractor in the inducement of this Agreement or the performance of Services; (ii) Breach of any agreement, representation or warranty made by Client or Contractor in this Agreement; (iii) Failure of Contractor to perform in accordance with or comply with the terms and conditions of this Agreement, or (iv) failure of Client to pay fees according to the Fee Schedule, as outlined in Exhibit “B.”

5.2 Remedies. In the event Client or Contractor defaults under this Agreement and such default is not cured within thirty (30) calendar days after written notice is given, the non-breaching party may terminate this Agreement immediately. The remedies stated herein are not intended to be exclusive and the Client and Contractor may pursue any and all other remedies available at law or equity.

6. Standards of Performance: Contractor agrees to devote such time, attention, skill, and knowledge as is necessary to perform Services effectively and efficiently. Contractor acknowledges and accepts a relationship of trust and confidence with the Client and agrees to cooperate with the Client in performing Services to further the best interests of the Client.

7. Assignment: This Agreement shall be binding on the parties and their respective successors and assigns, provided however, that neither party may assign this Agreement or any obligations imposed hereunder without the prior written consent of the other party.

8. Confidentiality and Ownership of Documents:

8.1 Confidential Information. “Confidential Information” refers to any information provided by one party to the other which is marked “Confidential,” described as “proprietary” or “confidential,” or which may be part of a trade secret, whether disclosed orally or in writing, or any other information which should reasonably be understood by the receiving party to be confidential information of the disclosing party. “Proprietary Information” is all information and any idea in whatever form, tangible or intangible, pertaining in any manner to the business of the parties, or its employees, clients, consultants, or business associates, which was produced by any employee or consultant of the parties in the course of his or her employment or consulting relationship or otherwise produced or acquired by or on behalf of the parties. All Proprietary Information not generally known outside of the parties’ organizations, and all Proprietary Information so known only through improper means, shall be deemed “Confidential Information.” By example and without limiting the foregoing definition, Proprietary and Confidential Information shall include, but not be limited to:

8.1.1 formulas, algorithms, logic, functionality, research and development techniques, processes, trade secrets (including as defined in 765 ILCS 1065/2(d)), computer programs, software, electronic codes, mask works, inventions, innovations, patents, patent applications, discoveries, improvements, data, know-how, formats, test results, and research projects;

8.1.2 information about costs, profits, markets, sales, contracts and lists of customers, and distributors;

8.1.3 business, marketing, and strategic plans;

8.1.4 forecasts, unpublished financial information, budgets, projections, and customer identities, characteristics and agreements; and

8.1.5 employee personnel files and compensation information.

Confidential Information is to be broadly defined, and includes all information that has or could have commercial value or other utility in the business in which ISC is engaged or contemplates engaging, and all information of which the unauthorized disclosure could be detrimental to the interests of the parties, whether or not such information is identified as Confidential Information by either party.

8.2 Existence of Confidential Information: ISC owns and has developed and compiled, and will develop and compile, certain trade secrets, proprietary techniques and other Confidential Information which have great value to its business. This Confidential Information includes not only information disclosed by ISC to Client, but also information developed or learned by Client during the course of his/her relationship with ISC, including but not limited to the development of the software or the completion of the deliverables under the Statement of Work.

8.3 Protection of Confidential Information: Each party agrees to maintain all Confidential Information in confidence to the same extent that it protects its own Confidential Information and shall not use, disclose, provide, or otherwise make available, in whole or in part, such Confidential Information to any person or entity, except as necessary to execute the Statement of Work. Subject to the foregoing, a party may disclose the Confidential Information of the other party to any of its employees, agents, or contractors with a need to know such information to the extent necessary for that party to perform its obligations under this Agreement, provided the individuals to whom disclosure is made are bound to protect the confidentiality of such Confidential Information and comply with the limitations of this Agreement

Further, Client agrees not to, directly or indirectly, use, make available, sell, disclose or otherwise communicate to any third party, other than in its assigned duties and responsibilities under the Statement of Work and for the benefit of ISC, any of ISC's Confidential Information, either during or after Client's relationship with ISC. Client agrees not to publish, disclose or otherwise disseminate such information without prior written approval of the Principle of ISC. Client acknowledges that it is aware that the unauthorized disclosure of Confidential Information of ISC may be highly prejudicial to ISC's interests and an improper disclosure of trade secrets.

Client agrees to execute, and to cause its employees and contractors to execute, such agreements, waivers, and other documents as may be reasonably required by ISC and/or any of ISC's customers, contractors, and/or any other third-party that ISC may identify, in order to complete any software, deliverables, and works as identified by this Agreement and within subsequent Statement of Work.

8.4 Delivery of Confidential Information: Consistent with this Agreement, upon request or when Client's relationship with ISC terminates, Client will immediately deliver to ISC all copies of any and all materials and writings received from, created for, or belonging to ISC including, but not limited to, those which relate to or contain Confidential Information.

Neither Contractor nor Client shall issue publicity news releases nor grant press interviews, except where first agreed upon by the parties or as may be required by law, during or after the performance of the Services, nor shall Contractor or Client disseminate any information regarding Services without the prior written consent of the parties. Contractor and Client agree to cause its personnel, staff and/or subcontractors, if any, to undertake the same obligations of confidentiality agreed to by Contractor and Client under this Agreement.

The terms of Section 8 of this Agreement, shall survive the expiration or termination of this Agreement.

9. Ownership: Except as otherwise specified in Exhibit A, any deliverables developed in accordance with the Scope of Work shall be considered works for hire in accordance with the United States Copyright Act, 17 U.S.C. §101, and shall be the sole property of the Client. Any software, confidential information, or other work product developed independently by ISC before the effective date of this Agreement, and improved upon, modified, or otherwise developed or expanded upon, during the Term of this Agreement, even if done at the Client's request and/or direction, shall remain the sole and exclusive property of ISC, and no right, title, interest, or license shall be deemed to arise in or for Client, except that a limited license to use the product, work, or other documents may be presumed to exist, unless ISC notifies client otherwise. In the event that the deliverables or works specified within the Scope of Work, or any part or portion thereof shall be deemed not to constitute works made for hire, or in the event that the Client should otherwise, by operation of law, be deemed to retain any rights (whether moral rights or otherwise) to any deliverables or works specified within the Scope of Work, or any part or portion thereof, ISC agrees to assign to Client, without further consideration, its entire right, title and interest in and to each and every such part or portion of the deliverables or works specified within the Scope of Work, subject to its rights and interests identified in this Section.

10. Representations and Warranties of Contractor: Contractor represents and warrants that the following shall be true and correct as of the effective date of this Agreement and shall continue to be true and correct during the Term of this Agreement.

10.1 Compliance with Laws. Contractor is and shall remain in compliance with all local, state and federal laws relating to this Agreement and the performance of Services. Further, Contractor is and shall remain in compliance with all Client policies and rules.

10.2 Good Standing. Contractor is not in default and has not been deemed by the Client to be in default under any other Agreement with the Client during the five (5) year period immediately preceding the effective date of this Agreement.

10.3 Authorization: Client represents that it has taken all action necessary for the approval and execution of this Agreement (or will take within thirty days) and execution by the person signing on behalf of Client is duly authorized by Client and has been made with complete and full authority to commit Client to all terms and conditions of this Agreement which shall constitute valid, binding obligations of Client.

10.4 **Financing:** Client warrants that they have taken steps necessary to secure financing and warrants they will be able to pay all fees due.

11. Disclaimer of All Other Warranties: THE WARRANTY PROVIDED HEREIN IS EXCLUSIVE AND IS IN LIEU OF ALL OTHER WARRANTIES WHETHER EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY ORAL OR WRITTEN REPRESENTATIONS, PROPOSALS OR STATEMENTS MADE ON OR PRIOR TO THE EFFECTIVE DATE OF THIS AGREEMENT. IN THE EVENT THAT ANY PRODUCT, PART, OR OTHER SERVICE IS PROVIDED TO CLIENT BY ISC, ISC SHALL PASS ON WARRANTY COVERAGE TO THE CLIENT FOR ITS BENEFIT. THE SOLE AND EXCLUSIVE REMEDY TO CLIENT SHALL BE REPLACEMENT OF THE ALLEGEDLY DEFECTIVE GOOD, OR REWORK OR REPLACEMENT/REPEAT PERFORMANCE OF THE ALLEGEDLY DEFECTIVE SERVICES. IN ANY EVENT, CLIENT SHALL NOT BE ENTITLED TO ANY INCIDENTAL, CONSEQUENTIAL, LOSS OF PROFIT, LOSS OF OPPORTUNITY, OR PUNITIVE OR EXEMPLARY DAMAGES FOR ANY BREACH OF THIS AGREEMENT BY ISC, EVEN IF WILLFUL.

12. Contractor: It is understood and agreed that the relationship of Contractor to the Client is and shall continue to be that of an independent contractor and neither Contractor nor any of Contractor's employees shall be entitled to receive Client employee benefits. As an independent contractor Contractor agrees to be responsible for the payment of all taxes and withholdings specified by law, which may be due in regard to compensation paid by the Client. Contractor agrees that neither Contractor nor its employees, staff or subcontractors shall represent themselves as employees or agents of the Client. Contractor hereby represents that Contractor's valid taxpayer identification number as defined by the United States Internal Revenue Code (social security number or federal employer identification number) will be provided upon request prior to payment.

13. Indemnification: Parties agree not to defend, and or not to indemnify each other, their members, trustees, employees, agents, officers and officials, from and against any and all liabilities, taxes, tax penalties, interest, losses, penalties, damages and expenses of every kind, nature and character, including costs and attorney fees, arising out of or relating to, any and all claims, liens, damages, obligations, actions, suits, judgments, settlements, or causes of action of every kind, nature and character, in connection with or arising out of the acts or omissions of the parties or their employees or its subcontractors under this Agreement.

14. Insurance: At all times during the term of the contract, the Contractor and its independent contractors shall maintain, at their sole expense appropriate insurance coverage for the Contractor, its employees, officers and independent contractors.

15. Employee Non-Recruit: The Client will not, directly or indirectly, solicit, recruit or induce any employee to (i) terminate his or her employment relationship with the Contractor, or (ii) work for any other person or entity engaged in the Contractor's industry for the duration of the term of this agreement and at east two years thereafter.

16. Notices: All notices required under this Agreement shall be in writing and sent to the addresses and persons set forth below, or to such other addresses as may be designated by a party in writing. All notices shall be deemed received when (i) delivered personally; (ii) sent by confirmed telex or facsimile (followed by the actual document); or (iii) one (1) day after deposit with a commercial express courier specifying next day delivery, with written verification of receipt

17. Entire Agreement and Amendment: This Agreement, including all exhibits and referenced documents, constitutes the entire agreement of the parties with respect to the matters contained herein. All attached exhibits are incorporated into and made a part of this agreement. No modification of or amendment to this Agreement shall be effective unless such modification or amendment is in writing and signed by both parties hereto. Any prior agreements or representations, either written or oral, relating to the subject matter of this Agreement are of no force or effect. Headings are for convenience only, and shall not be deemed to create or waive any substantive rights.

18. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to any conflict of law or choice of law principles. Venue will be proper in the Northern District of Illinois or Cook County of Illinois.

19. Waiver: No delay or omission by ISC to exercise any right hereunder shall be construed as a waiver of any such right and ISC reserves the right to exercise any such right from time to time as often and as may be deemed expedient.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written

CLIENT By: _____	INTEGRATED SOLUTIONS CONSULTING  BY
-------------------------	---

SCOPE OF WORK

ISC will work with the designated Mitigation Plan Update Committee and pertinent emergency managers to ensure the successful completion of the 5-year mitigation plan updates for Pennington County and its participating jurisdictions. ISC will further ensure Pennington County’s plan is completed in accordance to Federal Law and policy. As such, ISC will ensure each of the plans are updated with the required sections (Community Profile, Risk Assessment, Mitigation Actions, Maintenance sections, etc.), the required process are explained and narrated per stated standard. Planning is conducted using a whole community approach, and each of Pennington County’s incorporated jurisdictions (as listed on the Grant application) are included as required for plan approval.

Throughout the planning process, ISC will conduct five (5) meetings concerning the hazard mitigation planning update process. These meetings will occur throughout the duration of the project and will be facilitated by the project manager in conjunction with Pennington County Emergency Manager and Mitigation Steering Committee.

Meeting 1: In the kickoff meeting, ISC will describe the rationale behind the mitigation program and answer questions posed by participants. This meeting will also include a discussion of roles, responsibilities, decision-making processes, administrative procedures, and communication strategies.

Meeting 2: In this meeting, ISC will present the community profile to the planning committees for approval, discuss hazards and describe the next steps of the planning process (risk assessment).

Meeting 3: In this meeting, ISC will present the results of the modeling and risk assessment analyses for approval, answer any questions and describe the next steps of the planning process (mitigation actions).

Meeting 4: In this meeting, ISC will present the Pennington County Planning Committees with the tested process of gathering the data necessary to update the county and pertinent jurisdictions previous mitigation actions. In addition, ISC will assist Pennington County and their incorporated jurisdictions in identifying additional actions as well as resources to fund said actions.

Meeting 5: In meeting 5, the planning team will meet to review and revise the draft plan before adopting it.

Public Involvement

During the planning/update process, ISC will conduct three public forums and several public outreach activities to solicit public involvement. ISC will conduct three presentations in a public meeting and will assist in answering questions. The first meeting will provide a briefing of the county’s updated risk assessment findings and present the first draft of the updated plan. The second meeting will present the proposed mitigation goals, objectives and strategies. The third public meeting will be to present the finished plan. These public meetings will be held immediately following or in conjunction with the Pennington County Hazard Mitigation Planning Committee briefings/meetings (Meeting 3, 4 & 5 as outlined above). Public and key agency involvement at this meeting will provide ISC and the Pennington County Hazard Mitigation Planning Committee with different points of view about the needs of the community and help build consensus for the plan, especially among the approving agencies.

Organize Resources

Before the first formal meeting convenes, ISC will make contact with the Pennington County's Emergency Managers to formalize a scope of work, identify planning committee members, and identify other logistical necessities needed to complete the project.

Community Profile

Understanding the makeup of Pennington County is a critical component of the mitigation update process. Ensuring to include the participating incorporated cities, ISC will use the industries best practices to complete a community profile of the county and participating jurisdictions. As previously indicated, once the community profile is completed, the ISC Project Manager will present the data to the planning committees for approval.

Assess Risks/GIS Analysis

A community's hazard risk assessment is a critical document that defines a community's strategic common operational picture to mitigate, as well as prepare, protect, respond, and recover to emergencies and disasters. ISC also recognizes that a community's vulnerability assessment and analysis is a definitive measure of the risk associated with each individual hazard. Therefore, in addition to updating the county's multi-hazard risk assessment for the mitigation plan, the ISC project team will develop planning considerations that are integrated into other planning doctrine. This approach will serve as the foundation for other emergency management initiatives and create increased programmatic efficiencies and a common operational picture.

The ISC Team will rely on its experience developing natural, technological, and political hazard risk and vulnerability assessments for some of the nation's most complex communities and infrastructure systems. As part of the communities overall risk assessments, the ISC team will provide an updated analysis of the natural, technological, and political hazard impacting or potential impacting the Pennington County. In addition, ISC will define the specific types of hazards; identifying recent events that have occurred locally and/or regionally; update the hazard profiles, parameters, and characteristics; assessing possible vulnerabilities not addressed in the previous plans; determining probable scenarios; and conduct modeling of 3 pertinent hazards. The results of the analyses will be presented to the applicable planning committees for approval.

Determine Vulnerability & Risk

Utilizing the inventory of local hazards as previously described, our team will quantify all-hazard events depending on their location, duration, intensity, and severity. In addition, ISC will use an evidenced based process to measure issues of vulnerability to include geography, development, population distribution, economic significance, and systematic functions etcetera. The information gathered in this step when measured with critical infrastructure and capacity will help determine each of the county's risk to the germane hazards.

Inventory Assets

Using GIS data management and analysis, an inventory of the Pennington County assets will be developed based on the five categories defined in DHS/FEMA protocol. This inventory of assets will assist in identifying areas that are subject to the various natural hazards in the subject area.

An initial inventory will use the baseline data contained in HAZUS-MH and supplemented by GIS data provided by the Pennington County. The effort includes developing and mapping a general inventory of assets within the community. Using a base map, the ISC team will identify the assets inside areas for each identified hazard that has a defined physical geographic boundary.

Estimate Losses

Our team will conduct three GIS-HAZUS Analysis Models of varying hazard scenarios (flood, tornado and airborne hazard material releases) for Pennington County. NOTE: The client will choose the most appropriate scenarios. The ISC team will deliver a Technical Memorandum of Agreement that summarizes the natural, technological, and political hazard profiles and the HAZUS-MH modeling (or other modeling program) scenarios to be performed by our team.

The loss estimation process will utilize HAZUS-MH modeling (or other modeling program), GIS analysis, historical disaster data and information, and quantitative analysis to estimate the losses to natural and human-induced hazard events in a defined area. Where applicable, our team will use HAZUS-MH structure loss estimation tables with engineering expertise and previous disaster experience to determine the direct loss and primary indirect loss from those hazard events identified in the Technical Memorandum of Agreement.

Our team will use HAZUS-MH (or other pertinent modeling programs) and GIS analysis to determine which individual assets could sustain the largest potential losses, by adding the structure loss, content loss, and function loss for each asset to determine the total loss.

Review and Analyze the Results of the Hazard Profiles and Loss Estimation

Upon compiling the pertinent information to determine risk, ISC will analyze the data to determine the causes of hazards, the likelihood of occurrence, the potential severity, and the extent of areas affected etcetera. ISC will present these findings to the various key stakeholders and Pennington County Residents.

Review the Mitigation Plan and Objectives

A multi-hazard mitigation plan defines mitigation goals and objectives for the community. Based upon the hazard profiles, hazard loss, vulnerability and risk assessment presented and approved by the planning committees, ISC will work with the local planning team to update mitigation goals that articulate Pennington County's desire to protect people and structures, reduce the cost of disaster response and recovery, and minimize disruption to the communities following a disaster.

Update and Prioritize Mitigation Actions

Effective mitigation actions and preparedness activities are complementary of one another and provide a holistic approach that aligns multiple state and federal directives and funding. The strategies proposed by ISC will ensure compliance with DMA 2000, and will delineate between pre-disaster (FEMA's PDM program) and post-disaster (HMGP 404 and 406) actions. The ISC team will provide technical support to the six-hazard mitigation and preparedness categories, as defined by FEMA: prevention, property protection, public education and awareness, natural resources protection, emergency services and structural projects. Furthermore and as required by FEMA, ISC will ensure each of the county's participating jurisdictions are incorporated into the planning process to be compliant for plan approval.

Identification, Reprioritization and Update of Mitigation Actions

Mitigation actions that are consistent with the changing risk of the county will be created and added to the plan. Mitigation actions completed in the past five years will be evaluated to determine the action's effectiveness and efficiency for preventing, protecting, and reducing damages to the community's assets from natural hazards. Actions that are no longer relevant will be documented with a narrative explanation as to their situation.

Review the Implementation Strategy & Identify In-kind Match Strategies

The implementation strategy and in-kind match strategies identifies how Pennington County proposes to use the mitigation actions to achieve its Mitigation goals and objectives. The mitigation action implementation strategy will redefine, identify, and confirm mitigation actions, partners, resources, and schedules etcetera. As such, the ISC

team will use its knowledge of various public programs and policies to identify funding strategies to fund the various mitigation actions.

Complete Multi-Hazard Mitigation Plan Update

The Pennington County Hazard Mitigation Planning Committee, with assistance from the ISC, will prepare the Updated Mitigation Plan. Pennington County will assume authorship of the updated plan, and can rely on ISC's dedicated partnership and expertise throughout the process. Although the analyses and compilation of the updated plan will largely be completed by ISC, the county will exercise final decision regarding the outcome of the plan and will be responsible for any additional updates. Final drafts will be delivered to Pennington County as well as relevant stakeholders.

Write, Print, and Distribute Draft of the Updated Plan

The project team will prepare a draft Updated Multi-Hazard Mitigation Plan that will document the updated mitigation planning process and address the elements required by 44 CFR 201.6(d)(3).

ISC will assemble information, comments, and reports from the previous tasks. Informational databases, graphics, and maps will also be included in the final plan update in order to visualize the geographic, functional, or systematic relationship between the loss estimation and the mitigation chosen activities. The implementation strategy and overall plan will be supported by a set of plan maintenance and updating procedures for the county. These procedures will be incorporated into the final report. The ISC team will further ensure and document how the participating incorporated jurisdictions will actively engage in the maintenance of the Pennington County's plans. Thus, the plan Maintenance section will ensure that the document continues to be viable and compliant with both state and federal directives.

Exhibit “B”

COST

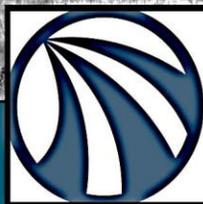
Cost/Budget Items Breakdown & Progress Reports

The cost for this project will be (not to exceed) **\$27,900.00**. General budget item categories along with cost breakdowns to correspond with Pennington County’s approved grant

Proactive Solutions For Tomorrow



Pennington Mitigation Update



INTEGRATED SOLUTIONS
CONSULTING

TECHNICAL PROPOSAL

P: 877.437.4271 | F: 877.684.0557 | www.i-s-consulting.com

March 6, 2014
Attention: Director Erik L. Beitel

As the individual authorized to contractually obligate and negotiate for Integrated Solutions Consulting (ISC), I am pleased to present our proposal to support the five-year update of Pennington County's Multi-Hazard Mitigation Plan (MHMP). This proposal describes our team, our qualifications, and our approach to effectively develop a fully integrated MHMP Update.

We believe that our team offers a locally based contractor who embodies all the elements critical to the success of this project. Specifically, ISC will provide a contractor that:

- ✓ Is a Local Firm with Client-focused, National Expertise
- ✓ Is a Recognized Leader in Mitigation Planning
- ✓ Has Extensive Experience Utilizing GIS-Based Technologies to Enhance Mitigation Planning Efforts
- ✓ Has Proven Best Practices and Innovative Solutions in Emergency Management
- ✓ Has a Demonstrated Project Methodology that Ensures Programmatic Success

We appreciate the opportunity to bid on this very important project, and we look forward to the possibility of working with Pennington County on the MHMP Update.

Sincerely,



Micheal A. Kemp, PhD, CEM
Integrated Solutions Consulting, Inc.



Table of Contents

EXECUTIVE SUMMARY	4
SECTION I: CORPORATE OVERVIEW	5
1.1 LEGAL & ORGANIZATIONAL STRUCTURE	5
SECTION II: EXPERIENCE & EXPERTISE	6
SECTION III: KEY PERSONNEL	Error! Bookmark not defined.1
SECTION IV: PROJECT UNDERSTANDING & SCOPE OF WORK	25
Task 1: Organize Resources	277
Task 2: Community Profile, Hazard Profile and Various Analyses	
Assess Risks/GIS Analysis	299
Task 3: Prioritize Mitigation Actions	32
Task 4: Complete Multi-Hazard Mitigation Plan Update	33
Task 5: Finalize Updated Plan/Print.....	34
SECTION V: SCHEDULE & COST	355

EXECUTIVE SUMMARY

Like most states and local jurisdictions, Pennington County and the State of Minnesota are not immune to hazards that may impact a community. Each year brings new concerns and an increasing probability of a natural or manmade disaster occurring, such as severe storms, flooding, and tornadoes. The recent severe floods as well as the increasingly dramatic frequency of flood events in the 21st Century are a constant reminder that every community is vulnerable to all-hazards.

Over the past three decades, the nation has witnessed an alarming increase in the frequency and impact of large-scale emergencies and disasters. Congress has witnessed a significant increase in direct and indirect costs, as well as economic disruption and loss of life, from disasters. For this reason, Congress passed Public Law 106-390, the Disaster Mitigation Act of 2000. Its intent is to control federal costs of disaster assistance by initiating a national, sustained program for pre-disaster hazard mitigation at the local level. Consequently, there is a growing commitment on all levels of government to invest in the development and maintenance of multi-hazard mitigation plans (MHMP) that can provide the foundation for effective pre- and post-disaster mitigation actions.

In accordance with 44 CFR 201.6(d)(3), the local jurisdiction is required to review and revise its plan at regular intervals. In order to be eligible for project grant funding, the local plan must be evaluated and updated every five (5) years. The Federal Emergency Management Agency (FEMA) *Multi-Hazard Mitigation Planning Guidance under DMA 2000*, is the official FEMA guidance to support the development and review of mitigation plans under 44 CFR Part 201.

Although the Disaster Mitigation Act of 2000 is a much-needed program, it is inherent with programmatic constraints that limit the effectiveness of local governments to secure funding and implement necessary mitigation actions. For example, the Disaster Mitigation Act of 2000 established FEMA's nationally competitive Pre Disaster Mitigation (PDM) Program; however, since its inception, funding has been limited nationwide with funding for FY 2009 amounting to only \$90 million.

That being said, substantial mitigation funding is available for local governments in a post-disaster environment through various FEMA programs, such as Sections 404 and 406 of the Hazard Mitigation Grant Program. Furthermore, additional funding sources are available through various pre- and post-disaster programs operated by other federal agencies. As stated by the Subcommittee on Economic Development, Public Buildings, and Emergency Management, "emergency managers at all levels should leverage all available funding and resources from multiple sources wherever possible...[and]...should not restrict their activities to only limited Federal funding to achieve goals outlined within their mitigation strategies."

As part of our commitment to assist Pennington County, ISC understands the funding constraints facing local jurisdictions, and our team can leverage our programmatic knowledge and experience to assist Pennington County and its participating jurisdictions in meeting both the short and long-term goals as it relates specifically to mitigation planning and project implementation. More importantly, we recognize and advocate that the sincere investment in the development and maintenance of MHMPs on the part of all levels of government will provide the foundation for effective pre and post-disaster mitigation actions.

As a nationally recognized team, we are client-focused and purely dedicated to the profession of emergency management. For these reasons, **Integrated Solutions Consulting (ISC) is committed and qualified to fulfill all provisions required to complete a MHMP 5-year update.** This proposal will provide testimony of the dedication, qualifications, planning methodology, and exceptional services we intend to utilize in the completion of Pennington County's MHMP Update. ISC has prepared an exemplary team of professionals to assist Pennington County and its participating jurisdiction in the development of your all-hazard mitigation planning.

SECTION I: CORPORATE OVERVIEW

A Local Firm with Client-focused, National Expertise

1.1 LEGAL & ORGANIZATIONAL STRUCTURE

In 2005, Integrated Solutions Consulting (ISC) was organized in the State of Illinois. Since the inception, we have been committed to taking an all-hazard integrated approach to help solve complex challenges facing communities and to develop comprehensive solutions for an increasingly volatile world. ISC is a NAICS defined small business enterprise that provides emergency management, mitigation and comprehensive planning, training/exercise, and recovery support services to a variety of governmental and industrial clients. Specifically, ISC is focused on developing and implementing comprehensive crisis and consequence management. This is accomplished by providing top tier consultants that are recognized national leaders in the field of emergency management and engineering. Furthermore, our team of consultants possesses extensive operational disaster and planning experience. The principles of ISC are based on our combined 70+ years of practical experience and educational attainment in the fields of emergency management, homeland security, law enforcement, health, engineering, economics and environmental sciences; and are supported by our reputation of providing exceptional professional consulting services.

**DESIGNATED PROJECT
OFFICE LOCATION:**

315 Woodland Place
West Fargo, ND
58078

Point of Contact:

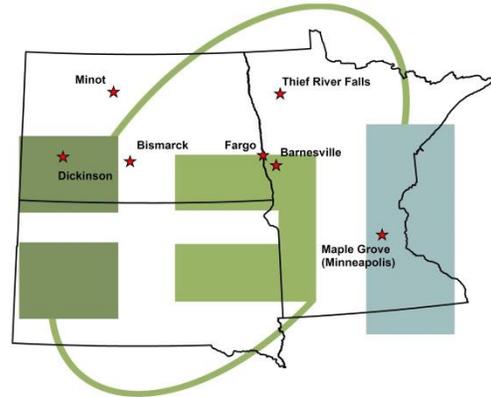
Micheal Kemp, Ph.D
701.721.0796
micheal.kemp@i-s-
consulting.com

Our People

At ISC, we recognize that our past and future success is directly attributed to hiring and continuously investing in outstanding people. We take great care in recruiting seasoned consultants that possess a consistent record of success and demonstrate a commitment to the emergency management profession. Our team is comprised of a complementary group of professionals whose skill sets are based on a mix of academic achievement and proven experience. The skill sets range from a wide variety of fields necessary to offer a complete and comprehensive delivery of technical expertise on any emergency management related project.

Our Partners: Houston Engineering

To provide a full service experience, ISC has collaborated with Houston Engineering Inc. (HEI) and their experienced engineering and GIS staff. HEI is a multi-disciplined consulting firm providing engineering, surveying, environmental, GIS, and web application services to clients in the public and private sectors. With offices in 7 offices in North Dakota and Minnesota, HEI has built a regional and national reputation as a leader in GIS applications for hydraulic analysis, flood modeling, and mitigation projects.



Flood Insurance Study (FIS), floodplain mapping, and flood protection work has been a major focus at HEI for 35 years. This work history began in 1978 when HEI was selected by FEMA Region VIII to conduct FISs for the communities of Kathryn, & Valley City ND. That work continues with the ongoing Map Modernization and Risk MAP projects currently conducted for the ND State Water Commission and ND Department of Natural Resources as Cooperating Technical Partners. During this time, floodplain mapping has evolved from the community FIS and paper Flood Insurance Rate Map (FIRM) panels to the new countywide FIS and Digital Flood Insurance Rate Map (DFIRM). With these changes, the technical ability of HEI has evolved to include a seamless integration of GIS and web applications in flood modeling; HAZUS risk assessment, as well as the design and construction of both permanent and emergency flood protection. The engineers, GIS specialists, and technicians on project teams have the expertise and experience to provide effective and timely solutions for emergency managers.

SECTION II: EXPERIENCE & EXPERTISE

Recognized Leader in Mitigation Planning

Our mission is to provide consulting solutions from a professional emergency management perspective for public and private entities. This mission is carried out by our combined 70+ years of experience in the operational fields of emergency management, homeland security, law enforcement, health, environmental, and critical infrastructure engineering; and is supported by our reputation of providing exceptional professional service. Our principles drive us to achieving continued project success with value-added products. These principles are:

- **COMPREHENSIVE ALL-HAZARD SOLUTIONS**
- **CONTINUAL INNOVATION**
- **EVIDENCED-BASED BEST PRACTICES**
- **CLIENT-FOCUSED RESULTS**

ISC's mission and guiding principles provide a framework to deliver success on every project engagement. We owe much of our success by demanding exceptional consulting services that exceed client expectations, investing in the latest tools and systems to improve our project performance, and maintaining strong client and partnership relationships. Our recipe for continued success has resulted in a continuous record of

exceeding project expectations and client satisfaction. **Dun & Bradstreet** conducted an evaluation of over 50 ISC consulting engagements from coast to coast. Dun & Bradstreet awarded ISC a **Top Supplier Performance Rating**. Our Top Supplier Performance Rating serves as a benchmark to other similar emergency management consultants and sets ISC as one of the industry's premier organizations in our category of service.

ISC Top Supplier Performance Rating		
✓	<i>Reliability</i>	97%
✓	<i>Cost</i>	95%
✓	<i>Order Accuracy</i>	95%
✓	<i>Timeliness</i>	97%
✓	<i>Quality</i>	97%
✓	<i>Business Relations</i>	98%
✓	<i>Personnel</i>	99%
✓	<i>Customer Support</i>	98%
✓	<i>Responsiveness</i>	98%

The ISC Team has a reputation that is supported by a record of successful project execution to ensure the updated MHMP will meet or exceed the requirements of Public Law 106-390, the Disaster Mitigation Act of 2000 (DMA 2000). We have worked closely with the Federal Emergency Management Agency (FEMA), state emergency management agencies and local jurisdictions to develop an extensive knowledge of local and national best practices in the development of successful FEMA grant proposals and hazard mitigation plans. The ISC Team has prepared thousands of FEMA Hazard Mitigation Grant Program grants and has successfully developed numerous local and state-level hazard mitigation plans for rural and urban counties and states.

An essential element of this achievement is attributed to our ability to utilize our team's cooperative strengths and national expertise to provide our clients with multi-disciplinary solutions to their emergency management and mitigation planning projects. ISC's collective experience of providing services for Federal, State and local emergency management agencies is to deliver an outstanding product that is beyond expectations. Specifically, we will provide Pennington County with a team that:

- ✓ **Is a Local Firm with Client-focused, National Expertise:** We are client-focused and purely dedicated to the field of comprehensive emergency management and the disciplines that support it. Located in Fargo, ND, we are strategically located to best serve Pennington County. ISC has successfully executed numerous emergency management and mitigation planning projects throughout the nation. With the addition of HEI, our team includes local mitigation planning and implementation experience that ranges from Basin-wide hydraulic modeling to local community mitigation projects and individual dam Emergency Action Plans. Thus, we present a team that has successfully augmented and complemented our nationally recognized FEMA Disaster Recovery and Hazard Mitigation experience with existing emergency management expertise and local knowledge.
- ✓ **Is a Recognized Leader in Mitigation Planning:** ISC's project principal is a Certified Floodplain Manager and Certified Emergency Manger that has leveraged his exceptional knowledge in emergency management and hazard mitigation policy to establish a storied success of developing nationally recognized hazard mitigation plans. In many cases, these plans have received FEMA approval upon initial submission and positioned our clients to maximize pre-and post-disaster mitigation funding. Our project manager is a certified emergency manager that is a recognized leader in the industry and the architect of several FEMA-approved mitigation plans for both rural and urban communities. Our planners are Certified Floodplain Managers and Certified Emergency Mangers that have a distinguished record completing mitigation plans, FIRM mapping and various mitigation projects.

- ✓ **Has Extensive Experience in Utilizing GIS-Based Technologies to Enhance Mitigation Planning Efforts:** Both ISC and HEI have a wealth of experience in applying GIS technology to real-world challenges as they pertain to the wide-ranging needs of the emergency management community in areas such as planning, response, mitigation, and recovery from disasters. Our team has assisted federal, state, and local governments in identifying and quantifying the impacts of natural and manmade hazard scenarios using HAZUS-MH Level 2 modeling and GIS analyses.
- ✓ **Have Proven Best Practices and Innovative Solutions in Emergency Management:** ISC has continued success of providing local jurisdictions with Comprehensive Emergency Management (CEM) solutions in order to manage the increasing demands of the growing number of new federal directives, mandates, and grant requirements. Most recently, ISC utilized its Odysseus™ system to enhance the limited scope of several local mitigation plans, ensure consistency with the local emergency management agency's emergency operations strategy, and compliance with state statutes. Odysseus™ is ISC's electronic-based program management system that provides jurisdictions with a robust system that will increase efficiency, ensure regulatory compliance, and maximize funding allocations.
- ✓ **Has a Demonstrated Project Methodology that Ensures Programmatic Success:** ISC possesses a time-proven project approach that is consistent with FEMA's *How-to-Guide to Mitigation Planning*, yet tailored to meet Pennington County's growing number of programmatic needs as a state-recognized Emergency Services and Disaster Agency (ESDA). Our approach provides an efficient method that will fulfill multiple programmatic requirements including Public Law 106-390, the Disaster Mitigation Act, as well as Minnesota regulations and guidance.

Office Location and Equipment

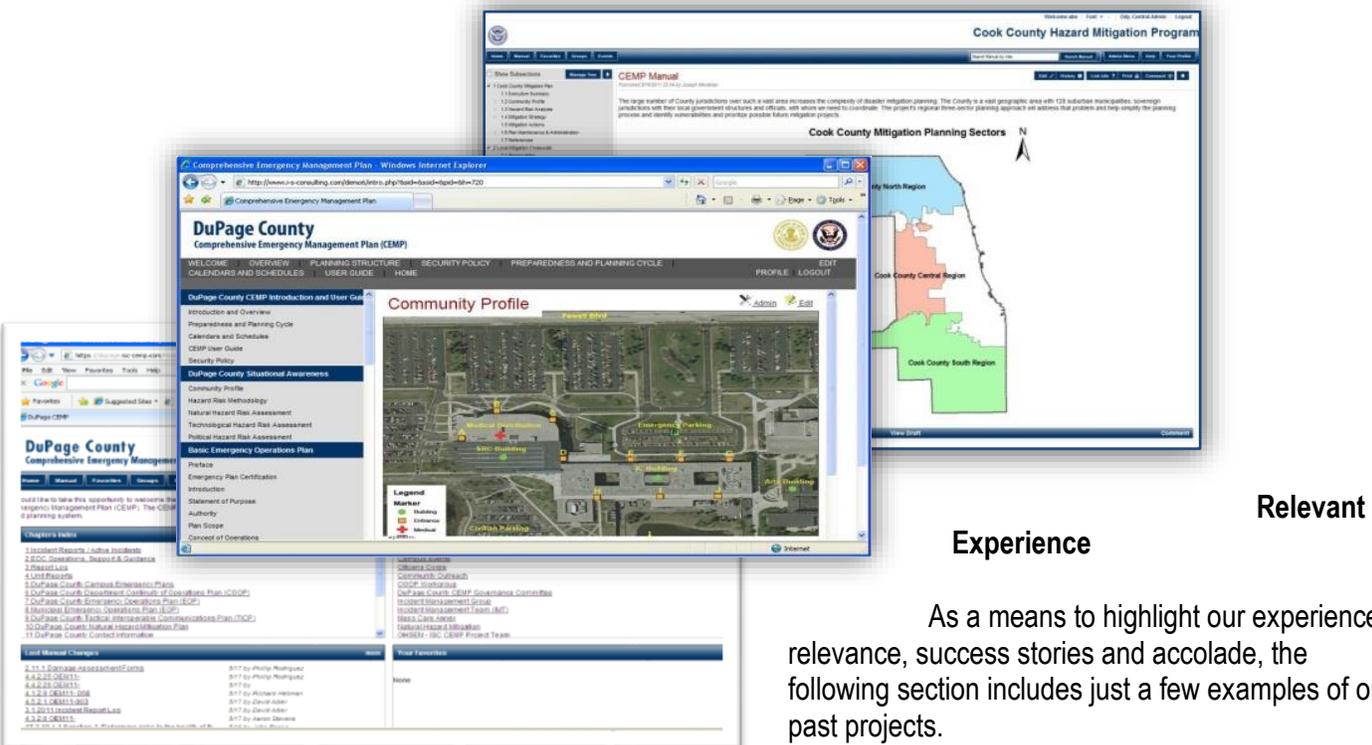
With offices located throughout the Midwest, both ISC and HEI are fully functional pertinently staffed and equipped to meet the day-to-day and long-term needs of our clients. The West Fargo (ISC) and Fargo (HEI) offices will be the designated offices supporting the Pennington County Mitigation update project. In support of this particular and similar past projects, the ISC team will use our basic office equipment (computers, phones, printer etc.) and a standard array of software and modeling packages (Word, Adobe, HAZUS, ALOHA & ISC's proprietary packages Odysseus CEMP & CVR2, etc.—See below for a brief description).

The Odysseus™|CEMP planning system has proven to be an effective preparedness tool by demonstrating the following: 1) improving overall plan quality and preparedness, 2) enhancing collaboration between partners, 3) providing a common operational picture through a common planning structure, and 4) identifying and assessing preparedness gaps. Odysseus™|CEMP provides jurisdictions with an emergency preparedness planning system that facilitates the integration of comprehensive and department-specific emergency planning doctrine in a consistent and operational format.

The CVR2 Model offers strategies and processes to build partner consensus, ensure uniformity, and provide results that are reliable, accurate, and operationally significant. The CVR2 Model operates by utilizing a number of data and assessment input parameters of potential community hazard vulnerabilities and impacts. These inputs are assessed and evaluated to determine the risk to the community from a specific or multiple hazard threat(s).

The output of the CVR2 Model is a prioritized indication of planning risk considerations that can be incorporated into the community's comprehensive preparedness efforts, providing a foundation that will

increase programmatic efficiency, operational effectiveness, and a unified common operational picture. The CVR2 Model is a culmination of over 100 years of emergency and disaster management knowledge, and incorporates over a decade of research of hazard risk assessment methodologies by several of the nation's premier disaster researchers.



Experience **Relevant**

As a means to highlight our experience, relevance, success stories and accolade, the following section includes just a few examples of our past projects.

Note: Letters of recommendation, references, resumes, documentation of training, and past plans are also provided in additional Attachments.

<h2>Summary of Relevant Mitigation Planning Experience (2004-Present)</h2>			Mitigation Planning		FEMA Regulations & Programs		Risk Assessments		Planning and
			Haz	Miti	Nati	FE	Staff	for	

CONTRACT NAME: MISSOURI RIVER EMERGENCY FLOOD PROTECTION MEASURES								
Client: ND State Water Commission								
<i>Project Duration</i>	2011							
<i>Project Location(s)</i>	Burleigh County, ND							
Federal Mitigation Planning Experience								
FEMA: Hazard Mitigation Technical Assistance Program Support	X	x	x	x	X	x	x	X
FEMA Public Assistance TAC - Infrastructure Recovery & Mitigation Support		x	x	x	X	x		X
FEMA HQ Program Coordination and Planning Technical Support Services	X			x	X	x		X
Department of Interior - Infrastructure & Emergency Planning Support		x	x	X	X		x	X
State-level Mitigation Planning Experience								
Indiana Statewide Hazard Identification and Risk Assessment Model	X		x	x	X	x	x	
STOF State-level, Enhanced Hazard Mitigation Plan	X	x	x	x	X	x	x	X
MN Statewide Target Capability and Capacity Assessment Tool						x	x	
State of Illinois Comprehensive Planning Preparedness Program Support	X	x			x		x	X
Texas Hurricane Ike - Galveston Regional Recovery & Mitigation Plans.[2008]	X	x	x	x	x	x		X
Katrina Long-term Recovery & Mitigation Plans	X	x	x	x	x	x		X
Florida Hurricanes - Regional Recovery & Mitigation Plans.[2004]	X	x	x	x	x	x		X
County & Local Mitigation Planning Experience								
Emergency Flood Assistance: Pennington, Burleigh, Cass, and Ward				x	x		x	X
Comprehensive Flood Planning: City of Fargo, Minot & Harwood				x	x	x	x	X
ND DFIRM Mapping: Pennington, Burleigh, Stutsman, Barnes, Richland, Ransom, McHenry, Roulette, McLean, McKenzie, Ward, Mercer & Cass.	x	x	x			x	x	X
MN Mitigation 5-year Plan Updates: Becker, Cass, Clay, Hubbard, Marshall, Roseau, Polk, Norman, Red Lake & Kandiyohi Counties	X	x	x	x	x	x	x	X
Chicago All-Hazard Mitigation Plan	X	x	x	x	x	x	x	X
DuPage County All-Hazard Mitigation Plan	X	x	x	x	x	x	x	X
Will County All-Hazard Mitigation Plan	X	x	x	x	x	x	x	X
*Various All Hazard Mitigation Plans in over 10 states	X	x	x	x	x	x	x	X

The summer of 2011 was unforgettable for cities and counties along the Missouri River in western ND. Record mountain snowpack set the stage for unprecedented flooding. After nearly 15 inches of rainfall (nearly the average annual total for this area) fell during a two-week period in eastern Montana in late May and early June, the need to use the emergency spillway at Garrison Dam was inevitable. The US Army Corps of Engineers (USACE) started increasing their flow release projections on May 23, starting with an initial flow of 75,000 cfs. Nearly daily updates followed, making planning for emergency flood prevention measures extremely challenging. Continually condensing timelines created what many perceived as impossible deadlines. In the end, the Missouri River stage at Bismarck was projected to reach 20.6 feet at

150,000 cfs, effectively a 500-year flow. The Burleigh County Highway Department (BCHD) retained Houston Engineering, Inc. (HEI) to assist in developing a strategic plan to save as much of the City/County as they could, given the time available.

- Utilization of GIS Mapping Tools to Assess and Communicate Vulnerability and Risk Reduction:** HEI assisted at the ND State Emergency Operations Center by completing HEC-RAS water surface profile modeling for multiple flood stage projections, creating depth grids for flood inundation mapping using LiDAR topography and GIS ArcInfo. HEI worked closely with the City/County Emergency Operations Center to evaluate alternative temporary protective measures

CONTRACT NAME: MITIGATION PLANNING UPDATE & ENHANCEMENT	
<i>Client:</i> DuPage County, IL	
Project Duration	Ongoing
Project Location(s)	Wheaton, IL

and provide resource coordination and information for evacuation planning.

- Coordination with Federal, State, and Local Agencies:** HEI assisted in the State Emergency Operations Center (SEOC) effort collaborating with the ND Department of Emergency Services, ND State Water Commission, US Geological Survey (USGS), National Weather Service (NWS), USACE, and other federal, state, and local representatives on flood issues. HEI worked closely with the BCHD to plan, survey, and design emergency flood control levees, and provided construction management services for their construction. The completion schedule became increasingly compressed as the USACE's peak flow forecasts continued to increase.
- Emergency Management and Implementation of Mitigation Strategies:** HEI coordinated the process to excavate borrow material from the Bismarck City Landfill and near the City's Sanitary Sewage Treatment Plant and haul it to multiple construction sites. This process provided the required clay soils to construct 4.53 miles of county emergency flood levees. The County levees consisted of 14,418 lineal feet of levee containing 68,250 cubic yards of in-place materials, and 9,425 lineal feet of six-foot high sand trap bags containing 7,000 cubic yards of sand for the Fox Island project. This construction utilized 62 trucks per hour hauling clay borrow materials from the Bismarck landfill, while another 21 trucks per hour were hauling clay material from the Sanitary Sewage Treatment Plant. It was an incredibly complex project in a confined work space, requiring careful coordination and choreographed operations to provide an efficient and effective working environment. As construction progressed, HEI coordinated a number of missions with the NDANG. One included the removal of an 80-foot wide swath of dense, large diameter river bottom cottonwood trees through a one-half mile corridor south of England Street. This mission was completed in 15 hours, surprising many with the ability to accomplish this task in this timeline.

Community Success Stories & Project Accolades

- Concurrently, HEI designed and supervised construction of a roadway grade raise and ring dikes to protect the South Central Rural Water intake and treatment plant. This system provides potable water to most of Burleigh County. The directive on this project was that these services are critical infrastructure that must be protected, and they were.

ISC has been awarded an annual contract to provide “as needed” consulting services for DuPage County, one of the nation’s largest and fastest growing communities. The Director of the Office of Homeland Security & Emergency Management (OHSEM) selected ISC to perform a variety of critical tasks and projects related to emergency management, including the enhancement of the County’s Natural Hazard Mitigation Plan. The objective of these services is to develop a comprehensive emergency management (CEM) program that complies with relevant Federal, State and local emergency management programmatic requirements. The overarching goal of this project is to provide DuPage County with a framework that will facilitate an appropriate level of steady-state readiness.

Community Success Stories & Project Accolades

- **Mitigation Planning Enhancement:** ISC maximized the operational effectiveness of the DuPage County Mitigation Plan by incorporating specific elements of the DuPage EOP in order to ensure compliance with Public Law 106-390 and IL Title 29, Section 301.
- **Odysseus™ Implementation:** Utilized Odysseus™ to ensure comprehensive integration of over 15 emergency planning doctrines, including the DuPage County Natural Mitigation Plan, in a consistent and operational format. The Odysseus™ system received praise for its ease of use and ability to improve operations efficiency before and after an event.
- **Creating partnerships:** ISC conducted a Technical Review of the County emergency management plans, procedures, and protocols to ensure compliance with State, CDC, DHS, and FEMA regulatory requirements and guidance. With ISC guidance, the Client received exemplary marks from governing bodies and was able to leverage this accomplishment into new partnerships that increased amount of monies made available to the agencies mitigation efforts.

CONTRACT NAME: WILL COUNTY ALL-HAZARD MITIGATION PLAN	
Client: Will County Emergency Management Agency	
Project Duration	2006
Project Location(s)	Will County, Illinois

Key principals of ISC provided professional services to develop a countywide, All-Hazards Mitigation Plan for one of the fastest growing counties in the nation. Will County has 36 municipalities, 24 townships, and a population of 595,000. The land use within Will County ranges from urban to rural and industrial to agricultural. The ISC Team supplemented an existing risk assessment document prepared by the county with HAZUS-MH profiling and modeling to identify county assets that are vulnerable to natural, technological, and political (terrorism) hazards. The ISC Team provided a unique approach that ensured that the plan was compliant with the Disaster Mitigation Act of 2000, exceeded the expectations of FEMA, and minimized duplication of efforts.

Community Success Stories & Project Accolades

- HAZUS-MH Expertise & Implementation:** In recognition of the importance of planning in mitigation activities, FEMA has created HAZUS-MH, a powerful GIS-based disaster mitigation tool. Currently, one of the state's larger Universities is implementing and utilizing ISC's system in an innovative way to deliver HAZUS-MH expertise to the seventeen southern Illinois counties.
- Community Coordination:** Coordinated with urban and rural local governments including 36 municipalities and 24 jurisdictions including townships, water and health districts etcetera. Several jurisdictional boundaries extended beyond Will County borders, requiring regional coordination and collaboration.
- Plan completion and budget:** Due to federal grant funding delays, Will County was required to complete this project in six months instead of the one year that was proposed in the grant application. Leveraging past emergency management planning efforts, the ISC Team was able to complete the project ahead of schedule and under budget. The budget savings from this project allowed the client to develop additional mitigation grant applications once the plan was approved and adopted.

CONTRACT NAME: CHICAGO ALL-HAZARD MITIGATION PLANNING	
Client: Chicago Office of Emergency Management and Communications	
Project Duration	2005 – 2006
Project Location(s)	Chicago, IL

Key principals of ISC developed the All Hazard Mitigation Plan for the City of Chicago. The Chicago All Hazard Mitigation Plan assessed the natural, technological and political (terrorism) hazards that threaten Chicago assets and identified mitigation actions to ensure resiliency and continuity of services during a disaster or emergency. The All-Hazard Mitigation Plan was in accordance with the latest requirements of FEMA Disaster Mitigation Act of 2000 and incorporated strategies identified in the National Response Plan (2004), and Department of Homeland Security (DHS) initiatives, directives, and strategies; including the Target Capabilities List and National Priorities List

The All Hazard Mitigation Plan identified, assessed and evaluated opportunities to implement infrastructure resiliency and continuity strategies into significant Chicago initiatives. The mitigation planning strategy identified funding programs from various Federal entities - including but not limited to FEMA, DHS, Federal Aviation Administration, US EPA, and US Army Corps of Engineers - that could be leveraged into existing and proposed infrastructure resiliency and continuity of operations hazard mitigation projects.

Community Success Stories & Project Accolades

- **Community Outreach and Media Relations:** Due to security concerns, a public and media strategy was developed to fulfill the programmatic requirements of federal Public Law 106-390, The Disaster Mitigation Act of 2000 while protecting sensitive and classified information. The strategy developed created sensitive information firewalls while effectively collecting and delivering information to the public through web surveys, billboards, and media campaigns.
- **Regulatory Compliance:** The Chicago All-Hazard Mitigation Plan was reviewed and accepted by the Illinois Emergency Management Agency and FEMA on its initial submission.
- **Multi-agency Collaboration:** The planning process facilitated the participation of multiple city departments including Environment, Public Health, Police, and Fire; neighboring jurisdictions; and regional authorities such as the Metropolitan Water Reclamation District.
- **Recognized Planning:** During a DHS Congressionally-mandated review of Chicago’s emergency planning doctrine, the Chicago All-Hazard Mitigation Plan was recognized for its thoroughness and as an example of outstanding emergency planning doctrine.

CONTRACT NAME: STATE-LEVEL, ALL HAZARD MITIGATION PLAN	
<i>Client: Seminole Tribe of Florida</i>	
Project Duration	2007
Project Location(s)	Hollywood, FL

ISC developed a state-level All-Hazard Mitigation Plan that received enhanced-grantee status by FEMA upon its initial submission. The plan identified and assessed mitigation actions for natural, technological, and political (terrorism) hazards. This plan incorporated complex GIS analysis and hazard modeling programs to evaluate the effectiveness of mitigation alternatives for critical community assets including an airport, gaming facilities, healthcare networks, and other essential community needs. The All-Hazard Mitigation Plan was in accordance with the latest requirements of FEMA Disaster Mitigation Act of 2000 (DMA 2K), while also incorporating strategies identified in the National Federal Response Plan (2004) and Department of Homeland Security (DHS) initiatives, directives, and strategies. The Seminole Tribe of Florida (STOF) All-Hazard Mitigation Plan provided a first step toward identifying strategies and actions to ensure resiliency of STOF critical assets including an airport, six casinos with helicopter pads, hospital and healthcare networks, and residential communities from natural, technological, and political hazards. The mitigation strategy leveraged funding programs from various Federal entities including, but not limited to, FEMA, DHS, US EPA, the Department of Health & Human Services, Center for Disease Control, and US Army Corps of Engineers.

Community Success Stories & Project Accolades

- **Operational Integration:** Provided a framework that facilitates the integration of other operational doctrine, providing a useful product for STOF while also meeting the requirements as outlined in the Disaster Mitigation Act of 2000 and DHS directive
- **Regulatory Compliance:** The State-level, enhanced All-Hazard Mitigation Plan was reviewed, and accepted by the FEMA on its initial submission.
- **Enhanced Grantee Status:** Prepared STOF's Hazard Mitigation Grant Program Administration Protocol and Procedures in accordance with 44 CFR Part 201.5 (b) (2) (iii) - enabling STOF to obtain FEMA-State grantee status under Sections 404 and 406 of the Hazard Mitigation Grant Program.
- **Critical Infrastructure Mitigation:** Incorporated a multi-federal agency approach to provide for comprehensive, all-hazard mitigation actions for extensive network of assets and critical community investments.
- **Align Federal Directives:** Aligned competing DHS and FEMA strategies, allowing STOF to successfully meet the influx of new federal directives, initiatives, and programs.

CONTRACT NAME: FEMA DISASTER RECOVERY & HAZARD MITIGATION SUPPORT SERVICES	
<i>Client:</i> DHS: Federal Emergency Management Agency	
<i>Project Duration</i>	2010 to Present
<i>Project Location(s)</i>	Nationwide

ISC was recently awarded a 5-year contract to provide technical support to FEMA’s Hazard Mitigation Program. ISC was recognized for its proven record of accomplishment in producing high-quality products and services, and having extensive knowledge of floodplain management and Sections 404 and 406 of the Hazard Mitigation program. As such, ISC is able to leverage its institutional knowledge of these various programs in order to provide solutions that are compliant with programmatic and regulatory requirements and authority.

In addition, ISC supports FEMA in carrying out the statutory authorities of the Robert T. Stafford Disaster Relief and Emergency Assistance Act. These services are provided in response to nationally declared disasters for FEMA. As part of FEMA’s team, ISC provides a variety of post-disaster and hazard mitigation services to FEMA and its State and local counterparts including program management, operational and strategic planning support, training development and delivery, policy definition and analysis, grant management, organizational assessment and other special studies and assignments.

ISC’s reputation as a highly qualified technical contractor has resulted in the assignment of special projects and program initiatives for FEMA Headquarters. ISC has a proven record of accomplishment of producing high-quality products and services, and have extensive knowledge of floodplain management and Sections 404 and 406 of the Hazard Mitigation Program.

Finally, under these contracts, ISC has worked with FEMA to coordinate the rapid mobilization of thousands of technical staff and integrate these personnel into the event’s Incident Command Structure. ISC has responded to hundreds of natural hazards, man-made disasters, and incidents of national significance, including the 2004 and 2005 Florida hurricanes, World Trade Center Attacks and Hurricane Katrina.

Community Success Stories & Project Accolades

- **Mitigation & Recovery Grant Expertise:** ISC has prepared, secured, and coordinated the distribution of billions in FEMA Hazard Mitigation Grant Program (HMGP) and Public Assistance (PA) funding. ISC is an integral team member of FEMA’s elite training cadre, instructing thousands of students in the administrative requirements of the FEMA HMGP and PA programs.
- **Disaster Recovery & Mitigation Integration:** Executed Long-term Recovery & Mitigation Planning efforts under the coordination of the National Response Plan (2004) Emergency Support Function 14. ESF 14 provides local communities in identifying and assessing opportunities during disaster recovery that are aligned with mitigation goals and the community vision.
- **Public & Media Relations:** Executed several recovery and mitigation planning efforts that required a sophisticated public outreach strategy that included mass media publications, Special Editions in the local Sunday newspapers and a series of public forums.
- **Strategic Planning:** Developed and implemented strategies to address post-disaster programmatic gaps and to meet the developing needs and concerns of the community, including regional critical infrastructure, essential community networks, community preparedness, business development, community social services, and regional environmental concerns.

FEMA requested ISC to develop and establish an evaluation system for assessing the effectiveness of the

CONTRACT NAME: NRF LONG-TERM COMMUNITY MITIGATION EVALUATION	
<i>Client:</i> DHS: Federal Emergency Management Agency (AECOM Recovery)	
<i>Project Duration</i>	2007 – Present
<i>Project Location(s)</i>	<i>Nationwide</i>

National Response Framework, Emergency Support Function 14: Long-term Community Recovery & Mitigation. This request stems from FEMA’s acknowledgement of ISC’s expertise in recovery and mitigation planning, and the unique experience obtained implementing numerous mitigation planning efforts into long-term recovery needs.

The NRF’s ESF 14 has been utilized in several disasters to provide a structure for the Federal government – led by the DHS: FEMA - to support local and state recovery efforts by cultivating the long-term vision of the community, facilitating in the development of key stakeholder long-term support, addressing local recovery and mitigation needs, and creating a mechanism that will guide the community’s long-term recovery efforts. Although the implementation of ESF 14 has been well received immediately following several disasters, it is critical for the success of this relatively new program for it to be periodically assessed to determine the progress of the long-term recovery and mitigation efforts, evaluate the effectiveness of the ESF 14 process, and identify areas of success and needed improvement. The NRF ESF 14 Evaluation Tool developed by ISC will assist in the determination of the effectiveness of ESF 14 to achieve its purpose; ability to systematically analyze ESF 14 and identify areas for improvements; and; identify programmatic improvements with recovery and mitigation assistance.

Community Success Stories & Project Accolades

- **Emerging Mitigation Program:** This innovative, and relatively new FEMA program, is intended to fuse post-disaster recovery and mitigation operations in order to provide local government with the effectiveness needed to ensure long-term community sustainability.
- **National Best Practices:** ISC will assess mitigation and recovery plans and operations from disasters in which ESF 14 was initiated. ISC has a unique perspective of long-term recovery and mitigation best practices in a post disaster environment.
- **Recognized Expertise:** ISC was chosen by FEMA Headquarters to execute this task order based upon the recognized expertise in recovery and mitigation planning, and the unique experience obtained implementing numerous mitigation planning efforts into long-term recovery needs.

The 2009 flood along the Red River of the North brought record flood levels to much of the southern Red River Valley. This flood was a result of saturated and frozen ground, and rapid spring snowmelt combined

CONTRACT NAME: FLOOD CONTROL LEVEE IMPROVEMENT PROJECTS	
Client: Wild Rice Watershed District	
<i>Project Duration</i>	2010
<i>Project Location(s)</i>	<i>Perley, Hendrum, Shelly, MN</i>

with early rain and snowstorms. Many of the communities within the Wild Rice Watershed District (WRWD) experienced record flood levels during the event. This resulted in the need for significant emergency measures (i.e., emergency levees and sandbagging) to be completed by the cities, US Army Corps of Engineers, and hundreds of volunteers. Following the 2009 Red River Flood, HEI worked directly with the cities of Perley, Hendrum and Shelly to assist in the development of conceptual plans and cost estimates to provide improved permanent flood protection for the cities. HEI then assisted the cities in preparation of funding applications and was instrumental in obtaining final design, land acquisition, and construction funding from the State of Minnesota Flood Hazard Mitigation Program. Final design of the Perley and Hendrum projects was completed and construction contracts were awarded in the fall of 2010. Final design of the Shelly project is currently underway.

The projects generally involve construction of earthen flood control levees around all four sides of the cities. The projects were designed to provide permanent flood protection to the 100-year flood plus FEMA accepted freeboard to minimize future flooding impacts. In addition, they include internal drainage and storage improvements, stormwater lift station, closure structures, roadway and utility modifications, bypass channels, emergency closures, and necessary land acquisition.

HEI's role was comprehensive in nature. HEI completed the conceptual planning, preliminary and final designs, property owner negotiations, grant applications, fiscal management, public outreach, assessment determination, project scheduling, contracting, construction observation, operation and maintenance plan development, and overall project management. The projects were designed to meet both US Army Corps of Engineers and Federal Emergency Management Agency standards.

The projects were funded through a combination of grants from the State of Minnesota and special assessments. The total estimated project cost of the three communities is approximately \$8 million.

Community Success Stories & Project Accolades

- Fast-tracked projects necessary to provide protection for flooding.
- Significantly increased flood protection for the cities of Perley, Hendrum, and Shelly.
- Eliminates the need for emergency road raises within the communities.
- Improved internal flood fight pumping ability.

A revised FEMA flood map for the Red River through the City of Fargo is anticipated to become effective

CONTRACT NAME: COMPREHENSIVE REVIEW OF POTENTIAL FLOOD MITIGATION OPTIONS	
Client: City of Fargo, ND	
<i>Project Duration</i>	2011
<i>Project Location(s)</i>	Fargo, ND

in 2013.

To address the impacts of this revised mapping, the City of Fargo enlisted the services of Houston Engineering, Inc. (HEI) to develop a Comprehensive Master Plan of the future flood control requirements. This evaluation focused on flood mitigation options for properties that will soon become mapped within the floodplain. The analysis included a conceptual review and design using readily available information. A recommended geotechnical setback was developed to assist the City with floodplain management and development guidelines.

The project deliverables consisted of proposed future flood mitigation project concepts, costs, and determination of the potential value of the flood management risk reduction.

This Comprehensive Plan identified approximately \$250 million in future protection needs within the City. This plan is now serving as the basis for prioritization of flood control projects by the City and its staff

Community Success Stories & Project Accolades

- Provided complete view of all future flood control needs.
- Provided the City with a way to prioritize future financing requirements.
- Identified priority acquisition locations.

CONTRACT NAME: RISKMAP PROJECT, PHYSICAL MAP REVISION	
Client: ND State Water Commission	
<i>Project Duration</i>	2010
<i>Project Location(s)</i>	Pennington County, ND

As part of the FY2010 Risk MAP project being conducted within FEMA's Cooperating Technical Partners (CTP) program, the NDSWC contracted with Houston Engineering, Inc. (HEI) to develop a Physical Map Revision (PMR) for portions of Pennington County, ND. As part of this project, detailed flood insurance studies (FISs) are being conducted on portions of the Heart River near Mandan, ND, and the Little Knife River in Hebron, ND; limited detail FISs are being conducted on portions of Sweet Briar Creek, Otter Creek, and Terra Vallee near Mandan, ND; approximate FISs are being conducted for Harmon Lake and the Poresberg Dam Tributary; and a redelineation for portions of the detailed floodplain on the Missouri River. As a result, 21 DFIRM panels were created/updated, including the post preliminary processing activities through map adoption.

The HEI team's responsibilities include field surveys, topographic data development, hydrologic analyses, hydraulic analyses, floodplain mapping (detailed riverine, limited detail riverine, creation of Zone A, and redelineation), DFIRM database development, preliminary map development and distribution, and post preliminary processing.

Community Success Stories & Project Accolades

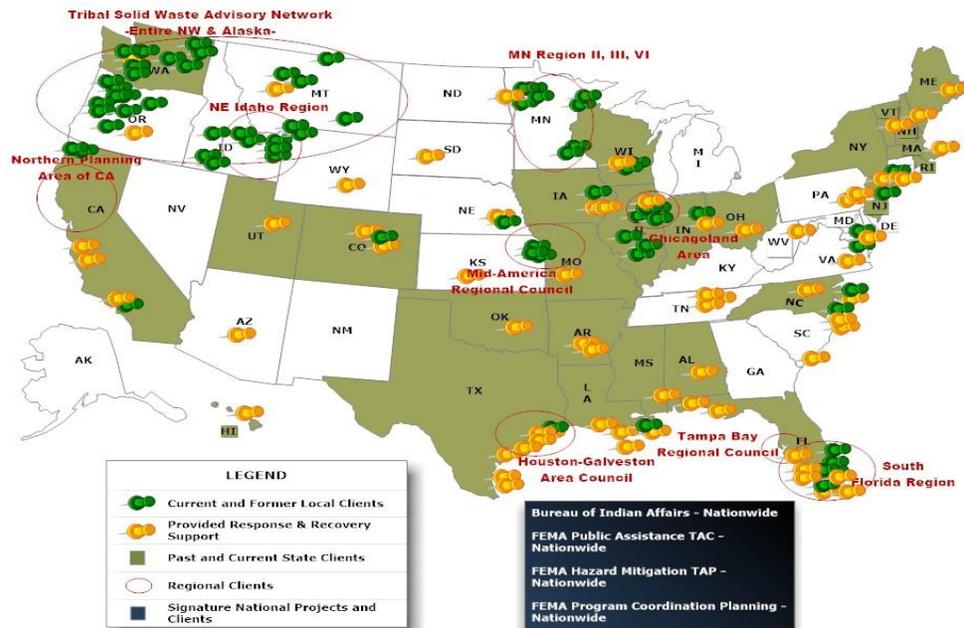
- **Flood Insurance Studies and Risk Mapping:** The Pennington County PMR includes the development of new FISs and the incorporation of the new studies into the effective countywide DFIRM. The project includes 18 miles of detailed FIS, 37 miles of limited detail FIS, 7 miles of approximate study, and a redelineation of 20 miles of detailed floodplain.
- **Hydraulic Analysis and Floodplain Mapping:** These studies involve developing 10-, 25-, 50-, 100-, and 500-year flood elevations; a floodway for the detailed study reaches; and 100-year flood elevations for the limited detail study reaches, along with floodplain mapping. The hydraulic analysis was performed using HEC-RAS and HEC-GeoRAS. HEC-HMS was used to develop the hydrology for Sweet Briar Creek and Terra Vallee.
- **Integration of Survey and LiDAR:** As part of the project, new topographic data was developed for the Heart River, Little Knife River, and Sweet Briar Creek, and field survey data was acquired for the Heart River, Little Knife River, Sweet Briar Creek, Otter Creek, and Terra Vallee.



SECTION III: KEY PERSONNEL

Proven Best Practices and Innovative Solutions in Emergency Management

As a seasoned firm, ISC believes in doing what is right by the customer and the community our customers serve. As such, we are offering Pennington County a 100% dedicated team of experienced academics educated in emergency management, practically credentialed and vetted through real-world experiences. Furthermore, we are providing a team of experienced planners, engineers and GIS specialist that has created hundreds of plans. Our team not only creates plans, our Team is often a direct partner with those agencies who regulate these activities (FEMA). Thus, we understand the needs of both the jurisdictions we serve and requirements of the agencies whose guidelines that must be followed.



Beyond our knowledge of the profession and its application, our team has a working understanding of mitigation planning. This experience comes both from working in a University setting as academics and as consultants advising Jurisdictions on the many aspects of mitigation planning. With the addition of HEI, that breadth of knowledge is expanded to include the preparation of Emergency Action Plans for multiple dams along the Turtle River; flood forecasting across the entire basin; and assisting multiple counties and municipalities implement both emergency and long-term mitigation strategies. Thus, if chosen for this project, we believe Pennington County and its participating jurisdictions will not only be satisfied, but a lasting partnership will be solidified.

ISC recognizes that the successful management of this project is dependent upon our ability to effectively deliver exceptional professionals with a documented record of success. Our continued success has served to strengthen our belief that our team must be coordinated and versed in a wide array of fields that support hazard mitigation planning. Our team is unmatched in its ability and experience at providing comprehensive and innovative solutions.

Key personnel positions for this project include the Project Manager, and a select group of essential staff that will be dedicated to support this project, as needed. All key personnel assigned to this project have

backgrounds in emergency management, hazard mitigation planning, operations and strategic comprehensive emergency planning, and GIS mapping.

Principal

Daniel Martin, Ph.D., CEM

Dr. Martin is a nationally recognized Certified Emergency Manager (CEM) and a Certified Floodplain Manager (CFM) with extensive all-hazard mitigation planning and post disaster recovery operations knowledge and expertise. His prior experience managing large Federal and local government task-oriented contracts, diverse expertise in the field of emergency management, track record of ensuring client satisfaction, and delivering technically accurate products make him an outstanding fit for this position.

Daniel Martin, Ph.D., CEM, CFM

- Extensive Pre- and Post-Disaster Mitigation & Recovery Experience
- Managed over \$2B in post disaster recovery and mitigation grants
- PhD in Emergency Management, specializing in recovery & mitigation

The Principal will support the technical management and execution of the awarded contract. He will have responsibility for the management, guidance, and direction of the project engagement team, quality control, review and approval of internal documents and submittals, adherence to standards and assisting the Program Manager in the execution of the project. In conjunction with the Program Manager, the Principle has overall responsibility for the performance and outcome of the project. This position will work closely with the client to resolve project specific issues and elevates issues when necessary.

Project Manager

Micheal A. Kemp, Ph.D., CEM

Dr. Kemp is a nationally recognized Certified Emergency Manager (CEM) with extensive all-hazard mitigation planning and over 16 years of public safety experience. His prior experience includes conducting extensive flooding research and community preparedness and mitigation and conducting threat hazard risk assessments throughout the Region.

As the project manager, Dr. Kemp will utilize his extensive vulnerability indexing, emergency management expertise and history of successful project management to implement essential project and management techniques.

The Project Manager will be responsible for the overall direction of the team and the overall success of the contract.

For this project, he will oversee essential staff to ensure all required resources are made available to the awarded project, assist in resolving complex issues, provide supervisory and team leadership and management of the contract. The Project Manager will play a significant role in maintaining client relationships, monitoring work progress against the work plan and budget, and developing status reports. He will coordinate with the County Emergency Manager on all program management matters related to the project, as well as any technical matters identified by members of the team that will influence the scope or budget of this project.

Micheal Kemp, Ph.D., CEM,

- Project manager of numerous FEMA-approved All-Hazard Mitigation and THIRA Plans throughout the Midwest (**over 30 plans**)
- PhD in Emergency Management, specializing in mitigation & community vulnerability
- Extensive knowledge of the impact of flooding in Minnesota Communities

Essential Mitigation Planning & Support Staff

Designated essential planners and support staff are responsible for completing assigned tasks accurately, thoroughly, and within scope and budget. All of our planners and support staff are individuals with experience in disaster and emergency management operations as well as possess knowledge in various support disciplines. These individuals will be responsible for ensuring each county's plans are completed according to policies and regulatory requirements of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Section 404 and 406), the National Flood Insurance Act, the Flood Disaster Protection Act, and the Disaster Mitigation Act of 2000.

Lauren Martin

Ms. Martin has developed an exceptional leadership style that promotes and cultivates an environment of teamwork, respect, and continued learning. Ms. Martin possesses intimate programmatic knowledge in the administration of the FEMA's Public Assistance and Hazard Mitigation programs, which enabled her in past disaster operations to successfully represent FEMA leadership and negotiate with key officials on controversial issues. Ms. Martin's skills as both an oral and written communicator have allowed her to investigate and analyze conditions, identify areas of issue, and implement corrective action as necessary, as well as effectively disseminate program guidance.

Lauren Martin

- Developed interactive, web-based FEMA PA Pocket Guide Course for Applicants
- FEMA Planning and Reports Specialist (Reports, Congressional Inquiries, Appeals)
- FEMA Region VII Closeout Specialist

Daiko Abe CEM, CFM

Mr. Abe's direct experience includes preparing emergency management planning doctrine for several local jurisdictions. As a former Communications Director, Mr. Abe also has experience in legislative and governmental affairs and policy; media relations; public outreach; crisis management support services; grant writing, administration and management. He is currently a candidate for advanced degrees in emergency management with a special area of emphasis in hazard mitigation planning and risk and vulnerability assessments.

Daiko Abe, CEM, CFM

- Architect of NE Idaho Regional Coordination Plan
- Comprehensive Emergency Management Program expertise
- Kansas City Regional Evacuation Plan

C. Gregg Thielman, PE, CFM

Mr. Thielman has managed several floodplain map modernization projects, including flood insurance studies and DFIRMs developed as part of FEMA's floodplain map modernization and Risk MAP programs. Mr. Thielman has been the project manager for ND State Water Commission (NDSWC) DFIRM and floodplain map modernization projects, including Barnes, Mercer, Richland, Ransom, Ward, McHenry, Rolette, Stutsman, McLean, Burleigh, Slope, and Pennington counties in ND. The projects included preparing countywide DFIRM or DFIRM updates for each county along with flood insurance studies for several streams. These projects included the production of over 400 DFIRM panels.

C. Gregg Thielman, PE, CFM

- Project Manager for FIS and DFRM revisions for several ND & MN Minnesota Counties
- Over 400 DFRIM panels produced or revised

Craig Odenbach, PE, CFM

Mr. Odenbach specializes in the area of water resources and project development. Prior to joining HEI, he worked for the NDSWC as a Water Resource Engineer Manager I and Chief of their Regulatory Section for five years. Mr. Odenbach also served as project manager for the development of Emergency Action Plans for 6 high hazard dams in Pennington County. These include Larimore, Fordville, and Kolding Dams, as well as 3 dams along the Turtle River. Each plan included information on determining the appropriate hazard level, definition of the roles, responsibilities and expected actions of the respective agencies, notification flow charts, and a listing of available resources for responding to an emergency event. In each case, a dam breach was modeled and the inundation area downstream of the dam was mapped to identify the downstream property owners to be notified and the roads and railroads potentially impacted.

Craig Odenbach, PE, CFM

- Prepared EAPs for 6 elevated risk dams in Pennington County.
- FEMA Benefit-Cost Analysis training

David Kirkpatrick

Mr. Kirkpatrick has conducted the GIS and Terrain Processing for the NDSWC Risk MAP and DFIRM projects in Pennington, McKenzie, Stutsman, and Ward counties, in addition to delineating floodplain impacts from Lake Sakakawea, Lake Audubon and the Missouri River based on USGS DEMs and combining multiple imagery sources in Geo Express to create the base image for McLean County. Mr. Kirkpatrick was also instrumental in providing technical mapping and spatial data analysis for to Federal, State, and local agencies during regional flooding events in 2009, 2010, and 2011. Recently Mr. Kirkpatrick has been using HAZUS-MH in support of MHMP updates in Kandiyohi County, MN and Cass County, ND.

David Kirkpatrick

- DFIRM Mapping
- HAZUS-MH Training
- GIS and Spatial Analysis

Joshua Kadrmas, PE

Mr. Kadrmas has a diverse combination of engineering work experience, technical expertise, and scientific background. As project engineer, Mr. Kadrmas prepared separate applications for FEMA's Hazard Mitigation Grant Program to fund storm sewer improvements for Harwood, ND, and storm sewer and flood protection projects for Fargo, ND. Activities associated with the Harwood application included preparing preliminary calculations for the size and cost of proposed lift stations, conducting a benefit/cost analysis for 170 structures within the area protected by the proposed improvements using FEMA's BCA tool Flood Full Data and Damage Frequency Assessment modules. The Fargo applications involved preparing a benefit-cost analysis to characterize potential damages from flood events under three different reoccurrence intervals. Impacts to more than 9,000 structures were categorized by use and method of impact to determine potential value of the proposed protection. In addition, 34 critical facilities were identified to demonstrate to FEMA the impracticality of individual flood protection for each of these structures. The applications were submitted to the ND Department of Emergency Services. Mr. Kadrmas has also prepared Spill Prevention, Controls and Countermeasures (SPCC) Plans for facilities ranging from individual farms to bulk fuel distribution centers, and has 8 years of experience in administering all aspects of hazardous waste investigation and cleanup.

Joshua Kadrmas, PE

- HMGP Experience
- FEMA Benefit-Cost Analysis training
- SPCC Plan and HAZWOPER clean-up experience

SECTION IV: PROJECT UNDERSTANDING & SCOPE OF WORK

Demonstrated Project Methodology that Ensures Programmatic Success

Integrated Solutions Consulting (ISC) will work closely with Pennington County staff and members of the County Multi-Hazard Mitigation Planning Team throughout this mitigation planning process. ISC's active participation will help to ensure that the mitigation plan update process meets the requirements as defined by DMA 2000, as well as other regulatory and programmatic requirements including the National Flood Insurance Program's Community Rating System (CRS) and the emergency management standards and regulations as prescribed in the Minnesota's regulation and guidance. This best-practice approach will provide a steady foundation to integrate mitigation into preparedness activities of Pennington County and provide a method to preserve the lives and property of the people of Pennington County. More specifically, ISC will assist Pennington County and its participating jurisdictions in updating the Multi-Hazard Mitigation Plan to ensure that it is operational both before and after a disaster; and is closely integrated with existing County emergency management planning doctrine, objectives, and strategies.

PROJECT MANAGEMENT APPROACH

Because the Tasks as specified in the Scope of Work are interdependent and must accomplish specific project objectives, our team has developed a preliminary Action Plan that provides a framework to execute each task in the most efficient manner. Our project management framework depicted below will be implemented in concert with the scope of services.

Phase 1: Project Start Up

Based on our prior experience of executing similar task-oriented contracts, it is essential that a clear understanding of the goals and objectives be established prior to initiating the project. A collaborative approach will ensure the objectives of Pennington County are successfully realized. To foster a collaborative approach, the County will have the opportunity to provide feedback and direction throughout the project life cycle. (NOTE: Collaborative communication is achieved by various methods of communication to include, but not limited to regular update reports, mandatory meetings, and informal communications) This approach will ensure that a clear understanding is achieved between both parties about the content and context of work initiated by the ISC Team. Phase 1 will be implemented in two sections, described in the following:

- **Project Kick Off:** The ISC Team will meet with the designated Pennington County representative(s) to review and coordinate the tasks of the assigned project. During this meeting, we will introduce the proposed project team, present the project approach, identify initial data requests, and establish processes for collecting data, designation of control, points of contact and quantity of, and schedule for project deliverables. Additionally, the project management for ISC and Pennington County will discuss and define administrative requirements for the project including

correspondence, invoicing, and other related project issues. If needed, ISC can also assist the County in the selection of Steering Committee members, creating invitations to participate etcetera.

- **Project Work Plan Development and Approval:** Within 5 days following project award, the Project Manager will develop a Project Work Plan that clearly presents a comprehensive project management approach. The Project Work Plan will be used by the Project Team and Pennington County to monitor risks and manage the quality of the overall project engagement. The Project Work Plan guides the execution of the project, measures progress, and depicts the proposed team structure with assigned functions, duties and responsibilities that will meet the project needs, fulfill Pennington County objectives, and define and delineate any regulatory policies and laws that will dictate project success and ensure compliance. The Project Work Plan will be reviewed and approved by the Pennington County designated project representative to ensure consensus prior to project engagement.

Upon approval of the Project Work Plan, ISC will commence on the project. To ensure project compliance, ISC will maintain the Project Work Plan throughout the project and provide quarterly updates to the Pennington County project representative.

Phase 2: Project Execution

The tasks outlined in the Scope of Work are essential to the success of any hazard mitigation. Due to the continual nature of effective mitigation planning efforts, it will be important for each task to develop cohesion with the County, as well as third parties including local key stakeholders, regional partners and state and federal governments. ISC will utilize proven best practices in forming an efficient strategy to accomplish the assigned tasks while building a consensus with all parties involved with the project. The tasks will be completed successfully using ISC's corporate values and principles that stress collaboration, expertise, integration and compliance.

Phase 3: Project Reporting

To ensure program success, the Project Manager will provide regular "Status of Accomplishments" reports to the designated County leads. The reports will include a summary of accomplishments by task, and an overall assessment of project progress, major accomplishments and deliverables for the reporting period, a summary of the tasks due during the current phase, any current and foreseeable problems, and proposed corrective actions. Program risks will be identified in the report, along with actions to reduce project risks. In addition, a financial status (invoice/quarterly report) will be provided. This report will include a list of completed tasks, an itemized breakdown of services as well as an overall project budget to date. The report will be used to create quarterly reports; these reports will be drafted to meet the needs of NDDDES and the client. .

Phase 4: Project Closeout

Final drafts will be delivered to Pennington County and/or relevant stakeholders as identified in the Request for Proposal. Presentation of the final product will occur once feedback has been collected and added to the drafts. These deliverables will integrate with the business flow at Pennington County and be compliant with Federal and State regulations. Upon completion of this project and finalization of proposed deliverable, the Project Manager will provide a "Project Close-Out" report. This report will incorporate the final "Monthly Status of Accomplishments and Costs" report information, summarize this project effort, and recommend

improved methodologies for future initiatives of a similar nature. The report will be submitted as draft copies to the designated County representative within 10 days from the completion of the project.

The ISC Team will provide a continuing commitment of collaboration and limited support past the project deadline to ensure successful implementation of planning doctrine and to ensure project needs are met.

Task 1: Organize Resources

Subtask 1.1: Coordinate with Mitigation Planning Team

ISC will work with the designated Mitigation Plan Update Committee. Coordinating with this core group is important to ensure support of the planning process and implementation once the plan is completed. The planning committee will further coordinate with representatives from the participating jurisdictions, township officials, watershed and health care districts, neighborhood groups, other non-profit organizations, state, regional, and local government representatives, businesses and development organizations, federal representatives, elected officials, academic officials, and individuals from neighboring jurisdictions as necessary to complete the plan.

Subtask 1.2: Update Process and Identify Hazards

Before the first formal meeting convenes, ISC will develop issues and points of discussion from the information it has collected. After reviewing the information, ISC will prepare an agenda to be sent to the members before each meeting. The meetings will address, but are not limited to the following key points:

- Address FEMA's requirements for updating mitigation plans; as identified in 44 CFR 201.6(d)(3)
- Identify members' contribution to the planning process;
- Address preliminary goals and objectives of the plan and planning process;
- Identify (and debrief) meetings with key community stakeholders and any other bodies that may seem appropriate;
- Distribute questionnaires that will assist in identifying resources that will be needed for successful completion of the project;
- Highlight the progress-to-date and the schedule for the remainder of the planning process, and;
- Solicit input from members.

Throughout the planning process, ISC will conduct five (5) formal meetings concerning the hazard mitigation planning update process. In conjunction with Pennington County Emergency Manager and Mitigation Steering Committee, the following these meetings will occur throughout the duration of the project and will be facilitated by the project manager.

Meeting 1: In the kickoff meeting, ISC will describe the rationale behind the mitigation program and answer questions posed by participants concerning the process. ISC will also present its formal review of the current plan with recommendations as well as lead a discussion concerning the plan update. This meeting will also include a discussion of roles, responsibilities, decision-making processes, administrative procedures, and communication strategies.

Meeting 2: In this meeting, ISC will present the community profile to the steering committees for approval, discuss the hazard profile, and explain the requirements for the next steps of the planning process; i.e., the

risk assessment. (Note: Prior to meeting 2, the Steering Committee will be provided a draft of the plan for review).

Meeting 3: In this meeting, ISC will explain the process and requirements for gathering data necessary to complete the mitigation actions, review the methodology used to complete the risk assessment and finalize the details of the disaster modeling (we create 3 unique disaster model scenarios).

Meeting 4: In this meeting, ISC will present the results of the hazard assessment, disaster modeling and mitigation action update. In addition, ISC and HEI will assist Pennington County and their incorporated jurisdictions in identifying additional actions as well as resources to fund said actions. In this meeting, the Steering Committee is asked to approve the Hazard profile and Risk Assessments. This meeting is also used to finalize any existing issues and details. (Note: Prior to meeting 4, the Steering Committee will be provided a draft of the plan for review).

Meeting 5: In meeting 5, ISC will present the overall plan to include the added mitigation actions and maintenance section. The steering committee is asked to approve the overall plan in this meeting. Upon approval of the plan it is ready to be sent to the State for review. (Note: Prior to meeting 5, the Steering Committee will be provided a draft of the plan for review).

(NOTE: ISC will continue to work for the county until the plan is approved by FEMA. Thus, ISC is responsible to complete any adjustments needed for plan approval.)

Subtask 1.3: Public Involvement (Note this task is based on completing 3 public meetings; however, ISC is more than happy to accommodate if the Local Jurisdiction were to decide to have all of the aforementioned meetings open to the public)

During the planning/update process, ISC will conduct three public forums and oversee several public outreach activities to solicit public involvement. ISC will conduct three presentations in a public meeting format and will assist in answering questions and formulating discussion etcetera. The first meeting will provide a briefing of the county's updated risk assessment findings and present the first draft of the updated plan. The second meeting will present the proposed mitigation goals, objectives and strategies. The third public meeting will be to present the finished plan. These public meetings will be held immediately following or in conjunction with the Pennington County Hazard Mitigation Planning Committee briefings/meetings (Meeting 2, 4 & 5 as outlined above). Public and key agency involvement at this meeting will provide ISC and the Pennington County Hazard Mitigation Planning Committee with different points of view about the needs of the community and help build consensus for the plan, especially among the approving agencies.

Additionally, ISC will provide support and advice to Pennington County's efforts to inform the public and officials about the opportunity to participate in the update process. These efforts may include:

- Advertisements in local newspapers
- Preparation of public service announcements
- Distribution of brochures, newsletters and fliers
- Posting information and announcements on the Town web site, select list serves and other electronic means

Methods of capturing the public's comments and concerns may include recording or documenting the meetings, providing comment cards, use of easel charts to record comments during question and answer sessions, and memorandums summarizing the proceedings.

Task 2: Risk Assessment---Community Profile, Hazard Profile and Various Analyses

A community's risk assessment is a critical document that defines a community's strategic common operational picture to mitigate, as well as prepare, protect, respond, and recover to emergencies and disasters. As such, the accuracy of the assessment is a direct reflection that influences the quality of the planning. Thus, the ISC Team will rely on its experience and knowledge of the FEMA guidelines, best practices and evidenced based research in developing natural, technological, and political hazard risk and vulnerability assessments. In addition to the assessment serving as the foundation for the mitigation update, it can be incorporated in other emergency management initiatives to create increased programmatic efficiencies and a common operational picture for additional plans (THIRA operational planning recovering planning etc.). Beyond ensuring the most accurate methodology is used to complete the mitigation update, our planning approach produces a product that can be utilized to complete other existing planning mandates--a benefit for our clients.

Concerning the process of determining the County's and participating jurisdiction's vulnerability, hazard impacts and risk, our team will complete a risk assessment by incorporating/completing the community profile, Hazard profile, and using HAZUS-MH as an added risk assessment tool. In addition, our team will conduct three disaster models (Flood, Tornado and a HAZMAT release---locations to be approved by the Steering Committee). Finally, ISC will also incorporate the jurisdictional NFIP activities to include listing repetitive loss structures (number and type) and providing an overview of the benefits of past mitigation actions (risk reduction). ISC's proven methodology will ensure the Pennington plan includes the following:

- Uniformity between hazard categories
- Empirical values that can be universally applied to all communities, facilities and systems
- Complex GIS modeling and analysis of probable disaster scenarios
- Planning considerations across the demographic, social, political and geographical spectrum
- Flexibility needed to accurately and systematically integrate the vulnerability assessments of critical assets
- Benefits and justification concerning past actions and future investments

Subtask 2.1: Community Profile

Understanding the makeup of the County and its participation jurisdictions is a critical component of the mitigation update process. Thus, to ensure the planning incorporates the most accurate assessment possible ICS will complete an exhaustive community profile. ICS's updates will include all of the elements of the existing plan and the approved additional elements recommended by our planner. As previously indicated, once the community profile is completed, the ISC Project Manager will present the data to the planning committees for approval (see aforementioned meeting 2).

Subtask 2.2: Risk

As previously noted, ISC also recognizes that a community's vulnerability assessment and analysis is a definitive measure of the risk associated with each individual hazard. Thus, as part of the community's overall

risk assessment, the ISC team will provide an updated analysis of the natural, technological, and political hazard categories by elaborating upon and defining the specific types of hazards; identifying recent events that have occurred locally and/or regionally and analyzing the impacts of the selected hazards.

Subtask 2.2.1: Update & Identify Hazards (Hazard Profile)

The ISC team will help the county's planning team identify and review all of the hazards that might affect the participating communities and will narrow the list to the hazards that most likely will impact these communities. There is no one source for identifying which applicable hazards may affect the community; thus, the following methods will be used where applicable.

Our team will obtain this information through various avenues, including, but not limited to the following:

(1) Research of historical documents and data: by accessing newspapers, historical societies, known databases and clearinghouses, etcetera, the ISC team will gather records that may contain dates, magnitude of the events, damage/loss, and further evidence of the past disasters in the community.

(2) Review of existing plans and reports: To ensure Pennington County is covering all of the possible hazards, our team will collect and review plans and documents that may have information on multi-hazard planning. Transportation, environmental, dam, or public works reports or plans are examples of documents that may contain relevant information. These documents will be reviewed to identify a list of disasters and potential issues that have occurred in the past. In addition, local comprehensive plans, land use plans, capital improvement plans, as well as building codes, land development regulations, and flood ordinances will be reviewed to identify hazard provisions that indicate the presence of local hazards.

(3) Coordination with emergency managers and key stakeholders: In close coordination with the Pennington County's staff and committee, the ISC team will make efforts to coordinate with the local, state, and federal governments to obtain hazard information, development trends, known vulnerabilities, and experiences mitigating, responding, and recovering from disasters. Coordination efforts will include:

- Interview pre-identified local officials and pre-identified FEMA officials
- Contacting other resources such as Natural Hazards Center, Hazard Disaster Center, National Weather Service, Association of State Floodplain Managers, International Association of Emergency Managers, etcetera.

Coordinating efforts will be accomplished using the following methods:

- Documented telephone calls and interviews
- E-mail correspondence
- Meetings (if necessary) – in conjunction with previously scheduled client meetings – with key stakeholder representatives

Utilizing the inventory of local hazards, our team will assist in re-identifying and updating procedures and techniques of the County to quantify all-hazard events depending on their location, duration, intensity, and

severity. Because each hazard type has unique characteristics that can impact Pennington County and participating jurisdictions in different ways based on geography, development, population distribution, economic significance, and systematic functions, the information gathered in this step will help determine the assets in the hazard areas.

Subtask 2.3: Estimate Losses

Our team will conduct a GIS-HAZUS Analysis Models of varying hazard scenarios. The scenarios will be depicted by the client. The ISC team will deliver a Technical Memorandum of Agreement that summarizes the natural, technological, and/or political hazard profiles and the HAZUS-MH modeling (or other modeling program) scenarios to be performed by our team. This Memorandum of Agreement is to ensure that ISC and Pennington County agree on the HAZUS-MH modeling (or other modeling program) and GIS analysis scenarios that will be conducted.

The loss estimation process will utilize HAZUS-MH modeling (or other modeling program), GIS analysis, historical disaster data and information, and quantitative analysis to estimate the losses to natural and human-induced hazard events in a defined area. Where applicable, our team will use HAZUS-MH structure loss estimation tables with engineering expertise and previous disaster experience to determine the direct loss and primary indirect loss from those hazard events identified in the Technical Memorandum of Agreement. The analysis reports will include the following:

- Estimation of the losses to structures
- Estimation of the losses to contents
- Estimation of the losses to structure use and function
- Projection of human losses
- Estimation of the primary direct and indirect loss

Our team will use HAZUS-MH (or other modeling programs) and GIS analysis to determine which individual assets could sustain the largest potential losses, by adding the structure loss, content loss, and function loss for each asset to determine the total loss. This process will produce the following:

- Calculation of the losses to each asset
- Calculation of the estimated damages for each hazard event
- Creation of a map that shows a composite of the areas of highest loss

The objective of the risk methodology is to devise a method to compare and evaluate which hazards are the greatest threats to Pennington County and the participating Jurisdictions. Differences in the hazard's impact area, amount and severity of damage, duration of the event, and direct and indirect economic impacts make it difficult to develop empirical values that can be universally applied to each hazard category. In this subtask, we will leverage our experience to incorporate the numerous other planning considerations that are not captured by GIS hazard loss programs alone. The intent is to provide Pennington County with a hazard loss assessment that is relevant to the attributes of the County.

2.3.1 Integrate with Significant Future Development Trends and Considerations

Future development trends and special considerations (i.e. historical property, environmentally sensitive areas, etc.) can have a significant impact on a community's risk to hazards. The impact of these trends and special considerations on the community's risk is directly proportional to the size of the community,

community values, and the significance of the development trend or special consideration. With input from members of the Hazard Mitigation Planning Committee and key stakeholders, our team will analyze the effect of any significant regional future development trends and special considerations identified by Pennington County and or participating jurisdictions to determine their positive or negative impacts on the hazard profiles, inventoried assets, or the projected losses.

2.3.2 First Draft of Updated Risk Assessment Section of Multi-Hazard Mitigation Plan

The ISC team will provide Pennington County a draft submittal of the All-Hazard Risk Assessment Report for review and comment. We will schedule and conduct a meeting with the County Hazard Mitigation Planning Committee and public to provide a briefing of the updated risk assessment in order to build consensus and buy-in from the group. Once these documents are reviewed, we will incorporate changes into the final All-Hazard Risk Assessment Report. The report will be included in the next phase of the hazard mitigation planning process.

Task 3: Prioritize Mitigation Actions

Effective mitigation actions and preparedness activities are complementary of one another and provide a holistic approach that aligns multiple state and federal directives and funding. The strategies proposed by ISC will ensure compliance with DMA 2000, and will delineate between pre-disaster (FEMA's PDM program) and post-disaster (HMGP 404 and 406) actions. The ISC team will provide technical support to the six hazard mitigation and preparedness categories, as defined by FEMA: prevention, property protection, public education and awareness, natural resources protection, emergency services and structural projects.

Identifying and prioritizing mitigation actions are the fundamental components of a Multi-Hazard Mitigation Plan. In the previous tasks, hazards were redefined, vulnerabilities were reassessed, and the losses were estimated. Development of a prioritized and updated list of mitigation actions will be developed that will reduce future risks and losses. This task will assist ISC in the following:

- Update goals and objectives
- List completed actions
- Identify and reevaluate mitigation actions
- Assess the value of past mitigation actions
- Update past mitigation actions
- Create new mitigation actions

Subtask 3.1: Review and Analyze the Results of the Hazard Profiles and Loss Estimation

Information revealed in the updated hazard profiles and loss estimation will be used to develop clear mitigation goals. ISC will present the results of the previous risk assessment planning process that outlined the updated hazard profiles with details on the causes of hazards, the likelihood of occurrence, the potential severity, and the extent of areas affected. Based upon available data, ISC will review the loss estimation dollar amounts of damages for particular hazard events, as well as related economic information like business interruption and revenue losses.

Subtask 3.2 Updating Goals & Objectives

The hazard mitigation plan defines the action plan to reduce community loss from future hazard events. Thus, utilizing the aforementioned assessments, the existing goals and objectives will be analyzed and updated to ensure the County's and participating jurisdictions vulnerabilities are addressed. These updated goals will be aligned with the hazards that impact the County and participating jurisdictions.

Subtask 3.3: Identification and Reprioritization of Mitigation Actions

ISC will evaluate existing as well as recommend new mitigation actions that are consistent with the updated goals and objective. In order to ensure the plan can be integrated into other emergency management operational phases, ISC will also explore mitigation actions relevant to the following:

- Prevention
- Property protection
- Public education and awareness
- All resources protection
- Emergency services
- Structural project

Furthermore, the updated mitigation actions will be evaluated to determine the action's effectiveness and efficiency for preventing, protecting, and reducing damages to the community's assets from hazards. Evaluation of these mitigation actions will be based on, but not limited to, the following criteria:

- Technical feasibility
- Economic benefits
- Environmental impacts
- Community acceptance
- Staffing and funding
- Maintenance needs
- Political support
- Legal authority
- Historical projects of similar scope or magnitude

Finally, ISC will facilitate a meeting to review the draft mitigation goals and objectives and objectives (see aforementioned Meeting 4). ISC will solicit feedback in order to gain buy-in and consensus. In addition, it is important to acknowledge the interdependencies of mitigation with response, recovery, and preparedness functions of emergency management.

Subtask 3.4: Review the Implementation Strategy

The implementation strategy identifies how Pennington County proposes to achieve its Mitigation goals and objectives. The mitigation action implementation strategy will redefine, identify, and confirm mitigation actions, partners, resources, and schedules; i.e., prioritization etcetera.

ISC will prepare a draft Mitigation Implementation Strategy for review by the County Hazard Mitigation Planning Committee. Once reviewed, ISC will incorporate changes to the newly updated Mitigation Implementation Strategy.

Task 4: Complete Multi-Hazard Mitigation Plan Update

ISC, will package the updated Mitigation Plan to meet the standard outlined in FEMA's Plan Review Guide. The County will assume authorship of the updated plan, and can rely on ISC's dedicated partnership and expertise throughout the process. Although the analyses and compilation of the updated plan will largely be completed by ISC, the county will exercise final decision regarding the outcome of the plan and will be responsible for any additional updates. Final drafts will be delivered to Pennington County and relevant

stakeholders. These deliverables will integrate with the business flow at Pennington County and be compliant with Federal, State and local regulations.

Subtask 4.1: Write, Print, and Distribute Draft of the Updated Plan

The project team will prepare a draft of Pennington County's Updated Multi-Hazard Mitigation Plan that will document the updated mitigation planning process and address the elements required by 44 CFR 201.6(d)(3).

ISC will assemble information, comments, and reports from the previous tasks. Informational databases, graphics, and maps will also be included in the final plan update in order to visualize the geographic, functional, or systematic relationship between the loss estimation and the mitigation activity chosen. The implementation strategy and overall plan will be supported by a set of plan maintenance and updating procedures for the county. These procedures will be incorporated into the final report. The Plan Maintenance section will ensure that the document continues to be viable and is compliant with both state and federal directives.

To meet DMA 2000 requirements, the document will include a description of the update process; a definition of the planning area identifying who was involved in the process, how they were involved, methods of public participation that were employed; and a detailed description of the decision-making and prioritization process.

As identified in the request for proposal, ISC will print the draft plan and distribute the copies to the planning committee members for review to include copies in both word and Adobe formats.

Subtask 4.2: Review the Documented Planning Process

ISC will present the plan to the Steering committee and public (Meeting 5) for final review and approval.

Task 5: Finalize Updated Plan/Print

ISC will incorporate all of the committee's final revisions into a completed plan. Furthermore, ISC will reconcile the plan with the FEMA's Mitigation Plan Review Tool (regulation checklist). Finally, ISC will submit the completed plan with FEMA's Multi-Jurisdictional Summary Guide and "Regulation Checklist" to the State for approval. If changes are recommended at during either the state or FEMA review ISC will work to ensure said changes are made.

Upon approval by FEMA and adoption by the County Commissioners, ISC will provide three (3) copies, and an electronic version (Word and Adobe) of the plan to Pennington County. In addition, ISC will provide one copy per participating Jurisdiction within two (2) weeks after the receipt of final review comments.

SECTION V: SCHEDULE & COST

The estimated cost for this project will be **\$27,900.00**. We welcome the opportunity to establish a collaborative working relationship with Pennington County. The Project Pricing estimate provided is as a Lump Sum (**Not to Exceed**) fee estimate for each task of the work described in this Scope of Work. ISC's hourly rate replicates a reasonable salary similar to that of a public employee plus benefits and the associated expenses of self-employment (i.e. overhead).

The title and number of ISC personnel assigned to each task will be dependent upon the unique nature of the task itself. With due regard to the unique needs of our clients, ISC always provides a team that can technically and tactically complete the task order in the most efficient and effective manner.

While ISC does not charge its hourly rate during the time spent traveling, ISC does require that regular costs associated with official travel be reimbursed according to the appropriate Government Service Administrations 2013 per diem schedule.

Task	Budget
Task 1: Organize Resources	\$3,500.00
Task 2: Risk Assessment	\$5,500.00
Task 3: Prioritize Mitigation Strategies	\$5,000.00
Task 4: Complete Multi-Hazard Mitigation Plan Update and Public Review	\$5,000.00
Task 5: Write Updated Plan/ and edit per review	\$2,000.00
Assess Risks/GIS Analysis	\$3,000.00
Travel (PerDeim)	\$1,400.00
Printing	\$1,500.00
Project Total (Not to exceed)	\$27,900.00

Proposed Project Timeline

The team recognizes that the key project timeline is created with the intention to foster full collaboration with the project's key stakeholders and principles to ensure that the project is completed in the most efficient manner possible. While various variables outside the control of ISC can influence the time it takes to complete a project, county mitigation updates typically take anywhere from six to twelve months to complete. Our staff is capable and ready to initiate the project and will have the mitigation plan completed in order to meet the deadline and timely approval from FEMA. While we feel our proposed team can meet and/or exceed expectations, ISC is prepared to allocate additional resources and qualified staff to the project, if necessary.

The project timeline demonstrates ISC work plan and is arranged around a typical **Nine-month schedule**. Again, the timeline does not account for any unforeseen or uncontrollable delays to the project, nor does the timeline account for any expedience and efficiencies that may exist. ISC fully anticipates the completion of this project to fall into the nine-month window. NOTE: In our experience, a plan update can be conducted in as few as 6 Months. However, this assumes that the participating jurisdiction are timely with their obligated

participation---as per the Federal Participation Requirements outlined in the FEMA Plan Review Guide. When one compensates for the time it takes the participating jurisdictions to complete their obligation, it is our experience that a 9-month window is much more realistic. The plan update is executable within ten business days of the notice-to-proceed.

<u>Project Timetable</u>	Month Number												
	1	2	3	4	5	6	7	8	9	10	11	12	
TASK 1 – ORGANIZE RECOURSES													
1.1 Coordinate with Mitigation Planning Team	X	X	X	X	X	X	X	X	X				
1.2 Update Process and Identify Hazards (5 Meetings)	X	X	X	X	X	X	X	X	X				
1.3 Public Involvement (3 public meetings)	X	X	X	X	X	X	X	X	X				
TASK 2 – RISK ASSESSMENT---COMMUNITY PROFILE, HAZARD PROFILE & VARIOUS ANALYSES													
Task 2.1 Community Profile	X	X											
Task 2.2 Risk	X		X	X	X	X							
Task 2.3 Estimate Losses				X	X								
TASK 3 – PRIORITIZE MITIGATION STRATEGY													
Task 3.1 Review and Analyze the Results of the Hazard Profiles and Loss Estimation				X	X	X	X						
Task 3.2 Updating Goals & Objectives						X	X						
Task 3.3 Identification and Prioritization of Mitigation Actions						X	X						
Task 3.4 Review the Implementation Strategy	X						X						
TASK 4 – COMPLETE MULTI-HAZARD MITIGATION PLAN UPDATE													
Task 4.1 Write, Print, and Distribute Draft of the Updated Plan								X					
Task 4.2 Review the Documented Planning Process	X	X		X		X	X						
TASK 5 – FINALIZE UPDATE													
Task 5.1 Finalize Plan									X				
State/FEMA Approval Final Adoption ---ISC guarantees we are not done until the plan is approved and adopted.										X	X	X	X

315 Woodland Place
West Fargo, ND 58078

T: 701.721.0796
F: 877.684.0557

INTEGRATED SOLUTIONS CONSULTING

ISC is a NAICS defined small business focused on developing

North Dakota / Chicago / St Louis / Miami / Washington D.C.

Team solvers, dedicated to the profession of emergency management, and proficient in the disciplines that support it.

OUR PRINCIPLES

Comprehensive All-Hazard Solutions

Continual Innovation

Client-focused Results



WWW.I-S-CONSULTING.COM

3900 N. FREMONT
CHICAGO, IL 60613

T: 877.437.4271
F: 877.684.0557

CHICAGO | ST. LOUIS | MINNESOTA





Proposal

Local Government Division

iDoc 5

Presented to:

Ken Schmalz
County Recorder
Pennington County
101 Main Avenue North
Thief River Falls, MN 56701
218-683-7027
kdschmalz@co.pennington.mn.us

Proposal date:

January 20, 2014

Submitted by:

Christine Jandreau
800-554-4434
christine.jandreau@tylertech.com

Tyler Technologies
Local Government Division
5519 53rd Street
Lubbock, Texas 79414



Pennington County, MN.



iDoc 5
January 20, 2014

Description	Document Pro	Taxation	Totals
<u>Software Modules</u>			
iDoc 5 o Web interface allowing access to data and images via the internet	\$ 4,000		\$ 4,000
Total Software ---->			\$ 4,000
<u>Software Annual Support Fees (per year)</u>			
iDoc 5	\$ 1,080		\$ 1,080
Hosting Services at Tyler Secure Data Center	\$ 1,200		\$ 1,200
Total Annual Support ---->			\$ 2,280
<u>Services</u>			
Training Services	\$ 280		\$ 280
Installation Services	\$ 1,400		\$ 1,400
Total Services ---->			\$ 1,680
Total 1st Years Costs ---->			\$ 7,960



Pennington County, MN.



iDoc 5
January 20, 2014

Software Modules Purchased Description	Purchase Price	Annual Maintenance	Training Services	Conversion Services	Installation Services
Document Pro					
iDoc 5 o Web Interface allowing access to data and images via the internet.	\$ 4,000	\$ 1,080	2		10
Hosting Services at Tyler Secure Data Center o Can be paid by the month or annually - up to 10GB		\$ 1,200			
Total Software ----->	\$ 4,000	\$ 2,280	\$ 2	\$ -	\$ 10
Professional Services Summary					
	<i>qty</i>				
Installation Services o Project Management o Configure PC Workstations o Install o Configure Workflow Schemas o Setup Security/User Roles o Setup Fee Structures/ Revenue Accounts o Setup Instruments/Departments o Go Live Assistance	10	\$ 1,400			
Training	2	\$ 280			
Services billed as incurred					
Totals ----->	\$ 5,680	\$ 2,280			

Jennifer
3/10/14 3:41PM

Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Print List in Order By: 1
1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D
D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

Pennington County Financial System



Jennifer
3/10/14 3:41PM
1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
99	1380 A'VIANDS LLC 01-251-000-0000-6427		3,319.84	JAIL MEALS 2-1 TO 2-8	69332	JAIL MEALS
100	01-251-000-0000-6427		2,816.47	JAIL MEALS 2-9 TO 2-15	69368	JAIL MEALS
	1380 A'VIANDS LLC		6,136.31	2 Transactions		
80	1011 ACE HARDWARE 01-220-000-0000-6801		28.25	HOSES & CLAMPS DISPATCH	189998	MISCELLANEOUS EXPENSE
81	01-220-000-0000-6801		18.44	CLAMPS	190027	MISCELLANEOUS EXPENSE
133	01-111-000-0000-6300		3.92	CONDUIT	190031	REPAIRS & MAINTENANCE
82	01-251-000-0000-6300		25.15	DRIVER BIT & SCREWS	190335	REPAIRS & MAINTENANCE
134	01-111-000-0000-6801		24.57	GAS CAN	191977	MISCELLANEOUS EXPENSE
135	01-111-000-0000-6300		11.01	BOLT, THREAD LOCKER	192024	REPAIRS & MAINTENANCE
	1011 ACE HARDWARE		111.34	6 Transactions		
109	1308 ASSOCIATION MINNESOTA COUNTIES 01-003-000-0000-6241		225.00	LEGISLATIVE CONF - D JENSEN	38993	DUES - BOARD
110	01-003-000-0000-6241		225.00	LEGISLATIVE CONF - D TVEITBAKK	38993	DUES - BOARD
111	01-003-000-0000-6241		225.00	LEGISLATIVE CONF - N PETERSON	38993	DUES - BOARD
112	01-041-000-0000-6241		225.00	LEGISLATIVE CONF - K OLSON	38993	DUES - AUDITOR
	1308 ASSOCIATION MINNESOTA COUNTIES		900.00	4 Transactions		
95	2307 BRODIN COMFORT SYSTEMS 01-251-000-0000-6300		80.80	GRILL - ANNEX	38193	REPAIRS & MAINTENANCE
97	01-251-000-0000-6300		64.13	FABRICATED ELBOW	38790	REPAIRS & MAINTENANCE
96	01-251-000-0000-6300		80.80	RETURN GRILL #530	78025	REPAIRS & MAINTENANCE
	2307 BRODIN COMFORT SYSTEMS		64.13	3 Transactions		
71	2322 BRUZEK/CARL 01-106-000-0000-6330		107.52	FEBRUARY ASSESSING MILEAGE		TRAVEL & EXPENSE
	2322 BRUZEK/CARL		107.52	1 Transactions		
119	3323 CHAMBER OF COMMERCE 01-003-000-0000-6330		65.00	DAY @ CAPITAL D TVEITBAKK	12035	TRAVEL & EXPENSE
	3323 CHAMBER OF COMMERCE		65.00	1 Transactions		
123	4310 D & T VENTURES 01-070-000-0000-6301		450.00	PROPERTY TAX WEBSITE SUPPORT	295351	MAINTENANCE AGREEMENT
	4310 D & T VENTURES		450.00	1 Transactions		
	5053 ELECTION SYSTEMS & SOFTWARE					

Pennington County Financial System



Jennifer
3/10/14 3:41PM
1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
121	01-061-000-0000-6262		398.01	CODING AUTOMARK ROCKSBURY	876035	OTHER SERVICES - ELECTIONS
5053	ELECTION SYSTEMS & SOFTWARE		398.01	1 Transactions		
90	5031 ELECTRONICS PLUS 01-219-000-0000-6300		146.28	LEC FIRE ALARM INSPECTION	82738	REPAIRS & MAINTENANCE
91	01-251-000-0000-6300		146.28	FIRE ALARM INSPECTION	82739	REPAIRS & MAINTENANCE
140	01-111-000-0000-6300		75.28	TEST FIRE ALARM SYSTEM	82740	REPAIRS & MAINTENANCE
5031	ELECTRONICS PLUS		367.84	3 Transactions		
174	6006 FARMERS UNION OIL 01-290-000-0000-6560		42.10	GAS		Gas & Diesel
6006	FARMERS UNION OIL		42.10	1 Transactions		
64	6306 FLEET DISTRIBUTING 01-219-000-0000-6300		90.83	FLOOR JACK	22114	REPAIRS & MAINTENANCE
6306	FLEET DISTRIBUTING		90.83	1 Transactions		
61	7316 GALLS INCORPORATED 01-201-000-0000-6405		160.90	SLING & MACE AEROSOL	587984	GENERAL SUPPLIES
7316	GALLS INCORPORATED		160.90	1 Transactions		
176	8401 HALLSTROM/GLADYS 01-601-000-0000-6330		50.00	PER DIEM - MARCH EXTENSION		TRAVEL & EXPENSE
177	01-601-000-0000-6330		16.80	MILEAGE - MARCH EXTENSION		TRAVEL & EXPENSE
8401	HALLSTROM/GLADYS		66.80	2 Transactions		
76	8331 HARDWARE HANK 01-219-000-0000-6300		23.49	12 X 6 REGISTER	14662	REPAIRS & MAINTENANCE
8331	HARDWARE HANK		23.49	1 Transactions		
180	8351 HELGELAND/LINDA 01-601-000-0000-6330		50.00	PER DIEM - MARCH EXTENSION		TRAVEL & EXPENSE
181	01-601-000-0000-6330		8.40	MILEAGE - MARCH EXTENSION		TRAVEL & EXPENSE
8351	HELGELAND/LINDA		58.40	2 Transactions		
166	8352 HEMPEL/CODY 01-003-000-0000-6330		35.00	JANUARY TECHNOLOGY REIMB		TRAVEL & EXPENSE
167	01-003-000-0000-6330		35.00	FEBRUARY TECHNOLOGY REIMB		TRAVEL & EXPENSE
8352	HEMPEL/CODY		70.00	2 Transactions		

Pennington County Financial System



Jennifer
3/10/14 3:41PM
1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

Vendor No.	Vendor Name	Account/Formula	Accr	Rpt Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description	Paid On Bhf #	On Behalf of Name
118	8125	HEPPNER CONSULTING		525.00	WEBSITE UPDATES		2264	COMPUTER SERVICES - DP		
	8125	HEPPNER CONSULTING		525.00		1 Transactions				
197	8305	HONEYWELL,INC		3,486.47	2ND QTR 14 MAINTENANCE		5228493240	REPAIRS & MAINTENANCE		
198		01-219-000-0000-6300		1,041.40	2ND QTR 14 MAINTENANCE		5228493240	REPAIRS & MAINTENANCE		
	8305	HONEYWELL,INC		4,527.87		2 Transactions				
149	8014	HUGOS #7		18.67	FOOD FOR MEETING		1155	TRAVEL & EXPENSE		
	8014	HUGOS #7		18.67		1 Transactions				
60	999999997	ILS WELDING & REPAIR		120.00	REPAIR CHAIR			FURNITURE & EQUIPMENT		
		01-220-000-0000-6631								
	999999997	ILS WELDING & REPAIR		120.00		1 Transactions				
138	9304	INCONTACT INC		23.71	DEC & JAN TOLL FREE BILL		124503199	TELEPHONE - EXTENSION		
	9304	INCONTACT INC		23.71		1 Transactions				
169	9017	INSIGHT TECHNOLOGIES		2,286.00	PC'S W/MICROSOFT OFFICE 2013		758466	FURNITURE & EQUIPMENT		
142		01-201-000-0000-6631		60.00	HOSTED EXCHANGE - MARCH		758547	E-MAIL SERVICES		
143		01-041-000-0000-6210		12.00	HOSTED EXCHANGE - MARCH		758547	E-MAIL SERVICES		
144		01-070-000-0000-6210		36.00	HOSTED EXCHANGE - MARCH		758547	E-MAIL SERVICES		
152		01-070-000-0000-6210		36.00	HOSTED EXCHANGE - MARCH		758547	E-MAIL SERVICES		
145		01-091-000-0000-6210		12.00	HOSTED EXCHANGE - MARCH		758547	E-MAIL SERVICES		
146		01-201-000-0000-6210		24.00	HOSTED EXCHANGE - MARCH		758547	E-MAIL SERVICES		
147		01-290-000-0000-6210		12.00	HOSTED EXCHANGE - MARCH		758547	E-MAIL SERVICES		
	9017	INSIGHT TECHNOLOGIES		2,478.00		8 Transactions				
153	10026	JENSEN/DONALD J		514.08	FEBRUARY MILEAGE			TRAVEL & EXPENSE		
154		01-003-000-0000-6330		22.60	MEAL - AMC - ST PAUL			TRAVEL & EXPENSE		
155		01-003-000-0000-6330		20.00	MEAL - AMC - ST PAUL			TRAVEL & EXPENSE		
156		01-003-000-0000-6330		20.45	MEAL - AMC - ST PAUL			TRAVEL & EXPENSE		
	10026	JENSEN/DONALD J		577.13		4 Transactions				
	11003	K-MART								

Pennington County Financial System



Jennifer
3/10/14 3:41PM
1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

Vendor No.	Vendor Name	Account/Formula	Accr	Rpt Amount	Warrant Description	Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
151		01-801-000-0000-6801		86.59	FITNESS EQUIP - WELLNESS			MISCELLANEOUS EXPENSE
	11003	K-MART		86.59		1 Transactions		
	99999997	KEEPRS INC						
79		01-201-000-0000-6420		51.19	UNIFORM/MELISSA		237670	UNIFORMS
	99999997	KEEPRS INC		51.19		1 Transactions		
	11063	KUZNIA/RAYMOND D						
93		01-201-000-0000-6300		30.00	MEAL - TRANSPORT			REPAIRS & MAINTENANCE
69		01-201-000-0000-6330		11.52	MEAL - SHERIFF CONFERENCE			TRAVEL & EXPENSE
70		01-201-000-0000-6330		12.92	MEAL - SHERIFF CONFERENCE			TRAVEL & EXPENSE
68		01-201-000-0000-6330		21.01	MEAL - SHERIFF CONFERENCE		021114	TRAVEL & EXPENSE
92		01-201-000-0000-6300		25.68	MEAL - TRANSPORTQ		25.68	REPAIRS & MAINTENANCE
	11063	KUZNIA/RAYMOND D		101.13		5 Transactions		
	13498	MARCO, INC						
137		01-601-000-0000-6301		410.01	COPIER REPAIR		1829659	MAINTENANCE AGREEMENT
191		01-801-000-0000-6301		132.65	EQ238936 MAINTENANCE AGREEMENT		INV1743552	MAINTENANCE AGREEMENT
148		01-132-000-0000-6301		32.59	105437 MAINTENANCE AGREEMENT		INV1844419	MAINTENANCE AGREEMENT
	13498	MARCO, INC		575.25		3 Transactions		
	13483	MCF - LINO LAKES						
63		01-251-000-0000-6801		911.00	STATE WAGES JAN		192960	MISCELLANEOUS EXPENSE - JAIL
	13483	MCF - LINO LAKES		911.00		1 Transactions		
	13422	MINNESOTA SUPREME COURT						
189		01-091-000-0000-6241		254.00	2014 ATTORNEY LICENSE -KRISTEN		KRISTIN HANSON	DUES
	13422	MINNESOTA SUPREME COURT		254.00		1 Transactions		
	99999996	MIRAMONTES/PAUL						
67		01-254-000-0000-6837		166.66	RESTITUTION			REFUNDS & REIMBURSEMENTS
	99999996	MIRAMONTES/PAUL		166.66		1 Transactions		
	99999996	MIRAMONTES/VINCE						
66		01-254-000-0000-6837		166.66	RESTITUTION			REFUNDS & REIMBURSEMENTS
	99999996	MIRAMONTES/VINCE		166.66		1 Transactions		
	4311	MN DEPARTMENT OF CORRECTIONS						
62		01-255-000-0000-6837		29,077.88	STATE PAYMENT JAN - JUNE 2014		191470	REFUNDS & REIMBURSEMENTS

Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
4311	MN DEPARTMENT OF CORRECTIONS		29,077.88	1 Transactions	
141	13329 MN ENTERPRISE TECHNOLOGY SHARED : 01-070-000-0000-6263		1,300.00	FEBRUARY FIBER USAGE	DV14020409 COMPUTER SERVICES - DP
	13329 MN ENTERPRISE TECHNOLOGY SHARED :		1,300.00	1 Transactions	
171	13401 MN JUVENILE OFFICER'S ASSOCIATION 01-252-000-0000-6330 AP		185.00	2013 MNJOA CONFERENCE	TRAVEL & EXPENSE
	13401 MN JUVENILE OFFICER'S ASSOCIATION		185.00	1 Transactions	
178	14305 NATVIK/BARB 01-601-000-0000-6330		50.00	PER DIEM - MARCH EXTENSION	TRAVEL & EXPENSE
179	01-601-000-0000-6330		1.12	MILEAGE - MARCH EXTENSION	TRAVEL & EXPENSE
	14305 NATVIK/BARB		51.12	2 Transactions	
72	14301 NELSON/MICHELLE 01-106-000-0000-6330		64.96	FEBRUARY ASSESSING MILEAGE	TRAVEL & EXPENSE
	14301 NELSON/MICHELLE		64.96	1 Transactions	
188	14335 NORTH AMERICAN RESCUE 01-290-000-0000-6631		518.53	COMBAT APPLICATION TOURNIQUET	Furniture & Equipment
	14335 NORTH AMERICAN RESCUE		518.53	1 Transactions	
175	14123 NORTHWEST BEVERAGE INC 01-801-000-0000-6801		29.25	WATER	5447 MISCELLANEOUS EXPENSE
	14123 NORTHWEST BEVERAGE INC		29.25	1 Transactions	
56	15323 OFFICE DEPOT 01-201-000-0000-6405		26.97	TAPE/PUNCH	183001 GENERAL SUPPLIES
57	01-201-000-0000-6405		83.73	LEAD, INK CARTRIDGE, NOTES	457001 GENERAL SUPPLIES
78	01-201-000-0000-6405		7.98	NOTE PADS	57002 GENERAL SUPPLIES
58	01-201-000-0000-6405		26.76	SHRED BAGS	593002 GENERAL SUPPLIES
59	01-201-000-0000-6405		3.99	HIGHLIGHTER	66001 GENERAL SUPPLIES
186	01-101-000-0000-6401		421.07	TONER 55X (2)	698683908001 SUPPLIES - RECORDER
187	01-801-000-0000-6401		66.18	CORRECTION TAPE, AIR DUSTER	698683908001 SUPPLIES-UNALLOCATED
	15323 OFFICE DEPOT		636.68	7 Transactions	
139	15051 OFFICE MAX 01-601-000-0000-6401		59.51	OFFICE SUPPLIES	984127 SUPPLIES - EXTENSION

Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
15051	OFFICE MAX		59.51		1 Transactions	
74	15302 OLSON/ADELINE 01-106-000-0000-6241		15.00	REGION DUES		DUES - ASSESSOR
73	01-106-000-0000-6330		20.72	MILEAGE-REG MEETING-ERSKINE		TRAVEL & EXPENSE
75	01-106-000-0000-6330		19.04	MILEAGE - MEETING - RLF		TRAVEL & EXPENSE
15302	OLSON/ADELINE		54.76		3 Transactions	
136	16313 PENNINGTON COUNTY AUDITOR 01-601-000-0000-6209		79.85	FEB POSTAGE	3323	POSTAGE
16313	PENNINGTON COUNTY AUDITOR		79.85		1 Transactions	
185	16317 PENNINGTON COUNTY HIGHWAY DEPT 01-111-000-0000-6262		315.00	JANUARY SNOW REMOVAL	29791	OTHER SERVICES - COURTHOUSE
16317	PENNINGTON COUNTY HIGHWAY DEPT		315.00		1 Transactions	
77	16079 PETERSON LUMBER 01-255-000-0000-6631		50.03	STS SUPPLIES	85611	SUPPLIES & EQUIPMENT - S.T.S.
16079	PETERSON LUMBER		50.03		1 Transactions	
168	16362 PETERSON/NEIL 01-003-000-0000-6330		335.88	LODGING - AMC - ST PAUL		TRAVEL & EXPENSE
158	01-003-000-0000-6330		418.88	FEBRUARY MILEAGE		TRAVEL & EXPENSE
159	01-003-000-0000-6330		16.14	MEAL - AMC - ST PAUL		TRAVEL & EXPENSE
16362	PETERSON/NEIL		770.90		3 Transactions	
122	17003 QUICK PRINT CENTER 01-091-000-0000-6401		29.93	VELOBIND	8150	SUPPLIES
17003	QUICK PRINT CENTER		29.93		1 Transactions	
101	17002 QUILL CORPORATION 01-251-000-0000-6631		662.60	2 HEAVY DUTY CHAIRS	9617246	FURNITURE & EQUIPMENT - JAIL
17002	QUILL CORPORATION		662.60		1 Transactions	
150	18327 REIERSON EXCAVATING 01-800-000-0000-6262		240.00	SNOW REMOVAL - FEB		OTHER SERVICES-WELFARE BUILDING
18327	REIERSON EXCAVATING		240.00		1 Transactions	
102	19375 SANFORD MEDICAL CENTER TRF 01-251-000-0000-6255	AP	76.02	DR-13-244	2106345	MEDICAL - LOCAL

Pennington County Financial System



Jennifer
3/10/14 3:41PM
1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 8

Vendor No.	Vendor Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Invoice #	Account/Formula Description
					Service Dates	Paid On Bhf #	On Behalf of Name
103		01-251-000-0000-6255	AP	76.02	DR-13-356	2111990	MEDICAL - LOCAL
104		01-251-000-0000-6255	AP	76.02	DR-13-479	2112245	MEDICAL - LOCAL
105		01-251-000-0000-6255	AP	72.28	DR-13-356	2112281	MEDICAL - LOCAL
106		01-251-000-0000-6255	AP	72.28	DR-13-459	2112326	MEDICAL - LOCAL
19375	SANFORD MEDICAL CENTER TRF			372.62			
					5 Transactions		
19326	SATHER LAW LTD						
192		01-011-000-0000-6261		105.89	ATTNY FEES 57-F3-98-827		COURT APPOINTED ATTORNEYS
193		01-011-000-0000-6261		46.49	ATTNY FEES 57-FA-07-1487		COURT APPOINTED ATTORNEYS
194		01-011-000-0000-6261		204.88	ATTNY FEES 57-F1-05-197		COURT APPOINTED ATTORNEYS
195		01-011-000-0000-6261		295.77	ATTNY FEES 57-F1-06-50110		COURT APPOINTED ATTORNEYS
196		01-011-000-0000-6261		31.49	ATTNY FEES 57-FA-13-5		COURT APPOINTED ATTORNEYS
125		01-011-000-0000-6261		168.78	ATTNY FEES 57-F6-02-181		COURT APPOINTED ATTORNEYS
126		01-011-000-0000-6261		45.00	ATTNY FEES 57-F3-98-50157		COURT APPOINTED ATTORNEYS
127		01-011-000-0000-6261		30.00	ATTNY FEES 57-F4-01-234		COURT APPOINTED ATTORNEYS
128		01-011-000-0000-6261		328.00	ATTNY FEES 57-FA-13-5		COURT APPOINTED ATTORNEYS
129		01-011-000-0000-6261		160.70	ATTNY FEES 57-PR-147-124		COURT APPOINTED ATTORNEYS
130		01-011-000-0000-6261		15.00	ATTNY FEES 57-F3-98-50157		COURT APPOINTED ATTORNEYS
131		01-011-000-0000-6261		60.89	ATTNY FEES 57-FA-13-5		COURT APPOINTED ATTORNEYS
132		01-011-000-0000-6261		382.50	ATTNY FEES 57-P3-01-693		COURT APPOINTED ATTORNEYS
19326	SATHER LAW LTD			1,875.39			
					13 Transactions		
19302	STERICYCLE						
98		01-251-000-0000-6300		268.17	QUARTERLY BIOHAZARD WASTE FEE	4004705347	REPAIRS & MAINTENANCE
19302	STERICYCLE			268.17			
					1 Transactions		
19310	STONE'S MOBILE RADIO						
170		01-201-000-0000-6801		210.00	DISPOSE OF LITHIUM RECHARGABLE	2011602	MISCELLANEOUS EXPENSE
19310	STONE'S MOBILE RADIO			210.00			
					1 Transactions		
19423	SWANSON/DEB						
182		01-601-000-0000-6330		50.00	PER DIEM - MARCH EXTENSION		TRAVEL & EXPENSE
183		01-601-000-0000-6330		23.52	MILEAGE - MARCH EXTENSION		TRAVEL & EXPENSE
19423	SWANSON/DEB			73.52			
					2 Transactions		
19048	SWANSON/OLIVER (SKIP)						
157		01-003-000-0000-6330		87.36	FEBRUARY MILEAGE		TRAVEL & EXPENSE
19048	SWANSON/OLIVER (SKIP)			87.36			
					1 Transactions		
20027	THE TIMES						

Pennington County Financial System



Jennifer
3/10/14 3:41PM
1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 9

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
172	01-003-000-0000-6231		40.67	NOTICE OF HEARING-ABATEMENT		PUBLISHING - BOARD
173	01-003-000-0000-6231		2.50	AFFIDAVIT OF PUBLICATION		PUBLISHING - BOARD
120	01-003-000-0000-6231		527.88	LINE PROCEEDINGS		PUBLISHING - BOARD
20027	THE TIMES		571.05	3 Transactions		
190	20343 TITAN MACHINERY 01-111-000-0000-6300		5.33	SPARK PLUGS FOR LEAF BLOWER	3196610	REPAIRS & MAINTENANCE
20343	TITAN MACHINERY		5.33	1 Transactions		
107	20357 TURNKEY CORRECTIONS 01-259-000-0000-6405		495.21	VENDING & CANTEEN 2-1 TO 2-15	31068	GENERAL SUPPLIES - CANTEEN
108	01-259-000-0000-6405		468.85	50 - \$5 & 19-\$10 PHONE CARDS	31069	GENERAL SUPPLIES - CANTEEN
20357	TURNKEY CORRECTIONS		964.06	2 Transactions		
161	20307 TVEITBAKK/DARRYL 01-003-000-0000-6330		10.00	TAXI CHARGE		TRAVEL & EXPENSE
162	01-003-000-0000-6330		12.92	MEAL - AMC - ST PAUL		TRAVEL & EXPENSE
163	01-003-000-0000-6330		3.76	MEAL - AMC - ST PAUL		TRAVEL & EXPENSE
164	01-003-000-0000-6330		16.95	MEAL - AMC - ST PAUL		TRAVEL & EXPENSE
165	01-003-000-0000-6330		10.00	MEAL - AMC - ST PAUL		TRAVEL & EXPENSE
160	01-003-000-0000-6330		358.40	JANUARY MILEAGE		TRAVEL & EXPENSE
20307	TVEITBAKK/DARRYL		412.03	6 Transactions		
117	20361 TYLER TECHNOLOGIES, INC 01-102-000-0000-6301		3,654.79	2014 SUPPORT FEE	025-88474	MAINTENANCE AGREEMENT
20361	TYLER TECHNOLOGIES, INC		3,654.79	1 Transactions		
199	21338 UND FORENSIC PATHOLOGY 01-206-000-0000-6262		2,000.00	AUTOPSY	A13-152	OTHER SERVICES-CORONER
84	01-206-000-0000-6262	AP	89.49	TOXICOLOGY	A13229	OTHER SERVICES-CORONER
85	01-206-000-0000-6262	AP	131.12	TOXICOLOGY	A13238	OTHER SERVICES-CORONER
83	01-206-000-0000-6262		89.49	TOXICOLOGY	A14001	OTHER SERVICES-CORONER
21338	UND FORENSIC PATHOLOGY		2,310.10	4 Transactions		
86	23347 WELLS FARGO CREDIT CARD SERVICES 01-251-000-0000-6330		38.83	#7 GAS - TRANSPORT		TRAVEL & EXPENSE
87	01-251-000-0000-6330		84.92	LODGING - TRANSPORT		TRAVEL & EXPENSE
88	01-251-000-0000-6330		36.70	#7 GAS - TRANSPORT		TRAVEL & EXPENSE
89	01-251-000-0000-6330		35.40	#7 GAS - TRANSPORT		TRAVEL & EXPENSE

Jennifer
 3/10/14 3:41PM
 1 County Revenue

Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
	23347 WELLS FARGO CREDIT CARD SERVICES		195.85	4 Transactions	
94	23309 WHOLESAL SUPPLY CO INC 01-259-000-0000-6405		663.78	EAGLE, HUSKY, BURRITO, BURGER	1347753 GENERAL SUPPLIES - CANTEEN
	23309 WHOLESAL SUPPLY CO INC		663.78	1 Transactions	
184	23337 WOLD/TOM 01-601-000-0000-6330		50.00	PER DIEM - MARCH EXTENSION	TRAVEL & EXPENSE
	23337 WOLD/TOM		50.00	1 Transactions	
65	26302 ZEE MEDICAL SERVICE 01-220-000-0000-6801		112.20	PAIN AID IBUTAB EYEWASH	69513 MISCELLANEOUS EXPENSE
	26302 ZEE MEDICAL SERVICE		112.20	1 Transactions	
1 Fund Total:			65,647.78	County Revenue	64 Vendors 139 Transactions

Pennington County Financial System



Jennifer
3/10/14 3:41PM
3 Road & Bridge

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 11

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
54	1011 ACE HARDWARE 03-350-000-0000-6556		39.96	SCREWDRIVER SET & PIPE WRENCH		SHOP SUPPLIES
	1011 ACE HARDWARE		39.96	1 Transactions		
55	1353 AMERICAN TIRE SERVICE CO 03-350-000-0000-6564		149.00	SPARE TIRE FOR SNOWPLOW WHEELS		EQUIPMENT REPAIR PARTS
	1353 AMERICAN TIRE SERVICE CO		149.00	1 Transactions		
48	1364 AUTO VALUE 03-350-000-0000-6556		21.81	FLINT STRIKER, FILTERS SHOP 21		SHOP SUPPLIES
49	03-350-000-0000-6556		166.78	IMPACT WRECH, ACETYLENE SHOP		SHOP SUPPLIES
52	03-350-000-0000-6556		99.47	WIRE, GRINDING WHEEL, TOGGLE		SHOP SUPPLIES
44	03-350-000-0000-6564		138.46	ALTERNATOR, STARTING FLUID UNI		EQUIPMENT REPAIR PARTS
45	03-350-000-0000-6564		29.96	8" BLADE UNIT 209		EQUIPMENT REPAIR PARTS
46	03-350-000-0000-6564		4.31	ON/OFF SWITCH UNIT 310		EQUIPMENT REPAIR PARTS
47	03-350-000-0000-6564		143.88	ANTI GEL SNOW PLOW TRUCKS		EQUIPMENT REPAIR PARTS
50	03-350-000-0000-6564		43.48	ANTI SEIZE, FAN UNIT 242		EQUIPMENT REPAIR PARTS
51	03-350-000-0000-6564		23.98	ANTIFREEZE UNIT 203		EQUIPMENT REPAIR PARTS
53	03-350-000-0000-6564		60.99	PULLEY UNIT 209		EQUIPMENT REPAIR PARTS
	1364 AUTO VALUE		733.12	10 Transactions		
43	2326 BERT'S TRUCK EQUIPMENT INC 03-350-000-0000-6564		72.25	HEADLIGHT UNIT 311	61086	EQUIPMENT REPAIR PARTS
	2326 BERT'S TRUCK EQUIPMENT INC		72.25	1 Transactions		
41	6006 FARMERS UNION OIL 03-350-000-0000-6556		31.89	FILTER, BOLTS SHOP 212		SHOP SUPPLIES
35	03-350-000-0000-6560		7,945.18	GAS & DIESEL SHOP 500		GAS & DIESEL
36	03-350-000-0000-6560		4,886.96	DIESEL SHOP 213		GAS & DIESEL
37	03-350-000-0000-6560		4,137.31	DIESEL SHOP 211		GAS & DIESEL
38	03-350-000-0000-6560		3,567.25	DIESEL SHOP 212		GAS & DIESEL
39	03-350-000-0000-6560		3,581.50	DIESEL SHOP 215		GAS & DIESEL
40	03-350-000-0000-6564		39.16	LINKS UNIT 204		EQUIPMENT REPAIR PARTS
42	03-350-000-0000-6564		39.70	REPARI FLAT UNIT 230, CHAIN LU		EQUIPMENT REPAIR PARTS
	6006 FARMERS UNION OIL		24,228.95	8 Transactions		
34	6349 FASTENAL COMPANY 03-350-000-0000-6556		14.59	BOLTS FOR SHOP 500		SHOP SUPPLIES
32	03-350-000-0000-6564		83.25	BOLTS UNIT 206		EQUIPMENT REPAIR PARTS
33	03-350-000-0000-6564		31.05	SHOE BOLTS		EQUIPMENT REPAIR PARTS

Pennington County Financial System



Jennifer
3/10/14 3:41PM
3 Road & Bridge

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 12

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
6349	FASTENAL COMPANY			128.89			
					3 Transactions		
26	6306 FLEET DISTRIBUTING			43.99	GREASE GUN SHOP 213		SHOP SUPPLIES
29	03-350-000-0000-6556			6.36	CLIP SHOP 213		SHOP SUPPLIES
25	03-350-000-0000-6564			28.99	WD 40 UNIT 204		EQUIPMENT REPAIR PARTS
27	03-350-000-0000-6564			12.99	EMBLEM UNIT 292		EQUIPMENT REPAIR PARTS
28	03-350-000-0000-6564			43.96	PENETRATING SPRAY, CHAIN LUBE		EQUIPMENT REPAIR PARTS
	6306 FLEET DISTRIBUTING			136.29			
					5 Transactions		
30	6344 FLEETPRIDE			52.20	FILTERS FOR UNIT 206 & 209		EQUIPMENT REPAIR PARTS
31	03-350-000-0000-6564			144.46	FILTERS UNIT 208		EQUIPMENT REPAIR PARTS
	6344 FLEETPRIDE			196.66			
					2 Transactions		
24	7308 GRAND FORKS WELDING & MACHINE CO			73.57	D-RING, GRAB HOOK UNIT 226		EQUIPMENT REPAIR PARTS
	03-350-000-0000-6564			73.57			
	7308 GRAND FORKS WELDING & MACHINE CO			73.57			
					1 Transactions		
23	8315 HUBERT OUTDOOR POWER			19.74	OIL, FILTER CHAIN SAW SHOP 500	122054	SHOP SUPPLIES
	03-350-000-0000-6556			19.74			
	8315 HUBERT OUTDOOR POWER			19.74			
					1 Transactions		
114	10008 JOHN DEERE FINANCIAL			97.65	REPAIR UNIT 2209		EQUIPMENT REPAIR PARTS
	03-350-000-0000-6564			214.83	REPAIR UNIT 206		EQUIPMENT REPAIR PARTS
115	03-350-000-0000-6564			148.52	WINTER FUEL COND. GRADERS		EQUIPMENT REPAIR PARTS
116	03-350-000-0000-6564			461.00			
	10008 JOHN DEERE FINANCIAL			461.00			
					3 Transactions		
22	11003 K-MART			29.97	TOTES FOR STORING PLANS		ENGINEERING & SURVEYING SUPPLIES
	03-330-000-0000-6554			29.97			
	11003 K-MART			29.97			
					1 Transactions		
21	13197 MODEL LAUNDRY			138.99	SHOP 500 RUGS		OTHER SERVICES
	03-320-000-0000-6262			138.99			
	13197 MODEL LAUNDRY			138.99			
					1 Transactions		
113	14316 NELSON EQUIPMENT OF TRF INC			8.90	BEARING UNIT 286		EQUIPMENT REPAIR PARTS
	03-350-000-0000-6564						

Pennington County Financial System



Jennifer
3/10/14 3:41PM
3 Road & Bridge

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 13

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
14316	NELSON EQUIPMENT OF TRF INC		8.90		1 Transactions	
20	14329 NORTH AMERICAN SALT CO. 03-350-000-0000-6428		25.00	SERVICES FIRE EXT UNIT 302		SAFETY EQUIPMENT
	14329 NORTH AMERICAN SALT CO.		25.00		1 Transactions	
18	14312 NORTHWEST POWER SYSTEMS 03-350-000-0000-6556		6.70	GRIP AIR CHUCK SHOP 500		SHOP SUPPLIES
13	03-350-000-0000-6564		62.20	JOINT UNIT 279		EQUIPMENT REPAIR PARTS
14	03-350-000-0000-6564		99.14	U JOINT UNIT 279		EQUIPMENT REPAIR PARTS
15	03-350-000-0000-6564		14.76	COUPLER, BUSHING GASKET UNIT		EQUIPMENT REPAIR PARTS
16	03-350-000-0000-6564		399.00	STARTER UNIT 303		EQUIPMENT REPAIR PARTS
17	03-350-000-0000-6564		6.15	ELBOW UNIT 303		EQUIPMENT REPAIR PARTS
19	03-350-000-0000-6564		36.15	HYD HOSE, ADAPTOR FITTING UNIT		EQUIPMENT REPAIR PARTS
	14312 NORTHWEST POWER SYSTEMS		624.10		7 Transactions	
3	16027 PENNINGTON COUNTY TREASURER 03-320-000-0000-6263		38.47	HOSTED EXCHANGE - FEB	3321	COMPUTER SERVICES
4	03-320-000-0000-6263		445.71	IT GLOBAL - MARCH	3321	COMPUTER SERVICES
	16027 PENNINGTON COUNTY TREASURER		484.18		2 Transactions	
12	16343 PRAXAIR 03-350-000-0000-6556		17.04	WELDING SUPPLIES		SHOP SUPPLIES
	16343 PRAXAIR		17.04		1 Transactions	
8	18106 RED LAKE COUNTY COOP 03-350-000-0000-6418		2,002.36	PROPANE SHOP 211		PROPANE FOR HEATING SHOPS
9	03-350-000-0000-6418		1,760.56	PROPANE SHOP 212		PROPANE FOR HEATING SHOPS
10	03-350-000-0000-6418		1,487.94	PROPANE SHOP 213		PROPANE FOR HEATING SHOPS
11	03-350-000-0000-6418		644.39	PROPANE SHOP 215		PROPANE FOR HEATING SHOPS
	18106 RED LAKE COUNTY COOP		5,895.25		4 Transactions	
7	20027 THE TIMES 03-320-000-0000-6240		39.00	TIMES/WATCH SUBSCRIPTION		SUBSCRIPTIONS
	20027 THE TIMES		39.00		1 Transactions	
5	21332 ULINE 03-330-000-0000-6554		299.62	BAGS FOR PLANS		ENGINEERING & SURVEYING SUPPLIES
	21332 ULINE		299.62		1 Transactions	

Pennington County Financial System



Jennifer
3/10/14 3:41PM

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 14

3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
6	22315 VALLEY TRUCK		109.70	REPAIR UNIT 303	EQUIPMENT REPAIR PARTS
	03-350-000-0000-6564				
	22315 VALLEY TRUCK		109.70	1 Transactions	
	23318 WALLWORK TRUCK CENTER				
1	03-350-000-0000-6564		87.10	BLOWER MOTOR UNIT 230	EQUIPMENT REPAIR PARTS
2	03-350-000-0000-6564		91.40	SWITCH ASSEMBLY KIT, WIRE UNIT	EQUIPMENT REPAIR PARTS
	23318 WALLWORK TRUCK CENTER		178.50	2 Transactions	
3 Fund Total:			34,089.68	Road & Bridge	23 Vendors 59 Transactions

Pennington County Financial System



Jennifer
3/10/14 3:41PM
32 Solid Waste Facility

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 15

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
12123 LES'S SANITATION SERVICE				
124 32-390-000-0000-6262		705.00		OTHER SERVICES-SCORE ACCOUNT
12123 LES'S SANITATION SERVICE		705.00	1 Transactions	
32 Fund Total:		705.00	Solid Waste Facility	1 Vendors 1 Transactions
Final Total:		100,442.46	88 Vendors	199 Transactions

Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	65,647.78	County Revenue	
	3	34,089.68	Road & Bridge	
	32	705.00	Solid Waste Facility	
	All Funds	100,442.46	Total	Approved by,
			
			

Jennifer
3/10/14 3:41PM

Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Print List in Order By: 1
1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D
D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

Pennington County Financial System



Jennifer
3/10/14 3:41PM

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

1 County Revenue

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
2	6347 FULTON/JIM 01-201-000-0000-6330		6.95	MEAL - VEHICLE REPAIR - GF	030314	TRAVEL & EXPENSE
	6347 FULTON/JIM		6.95	1 Transactions		
3	8352 HEMPEL/CODY 01-003-000-0000-6103		65.00	PER DIEM - SAFETY COMM - TRF	020414	PER DIEMS - BOARD
4	01-003-000-0000-6103		65.00	PER DIEM - TECH COMM - TRF	020714	PER DIEMS - BOARD
5	01-003-000-0000-6103		65.00	PER DIEM - JOBS INC - TRF	021214	PER DIEMS - BOARD
	8352 HEMPEL/CODY		195.00	3 Transactions		
6	10026 JENSEN/DONALD J 01-003-000-0000-6103		100.00	PER DIEM - DNR - BEMIDJI	020514	PER DIEMS - BOARD
16	01-003-000-0000-6330		10.19	MEAL - DNR - BEMIDJI	020514	TRAVEL & EXPENSE
7	01-003-000-0000-6103		65.00	PER DIEM - CD 36 RR CROSS -TRF	020614	PER DIEMS - BOARD
8	01-003-000-0000-6103		65.00	PER DIEM - ATP - MCINTOSH	021314	PER DIEMS - BOARD
17	01-003-000-0000-6330		7.75	MEAL - ATP - MCINTOSH	021314	TRAVEL & EXPENSE
9	01-003-000-0000-6103		65.00	PER DIEM - AIRPORT AUTH - TRF	021914	PER DIEMS - BOARD
10	01-003-000-0000-6103		100.00	PER DIEM - LAW ENF - TRF	022014	PER DIEMS - BOARD
11	01-003-000-0000-6103		65.00	PER DIEM - HWY COMM - TRF	022114	PER DIEMS - BOARD
12	01-003-000-0000-6103		65.00	PER DIEM - JTC - BEMIDJI	022414	PER DIEMS - BOARD
13	01-003-000-0000-6103		100.00	PER DIEM - AMC - ST PAUL	022514	PER DIEMS - BOARD
14	01-003-000-0000-6103		100.00	PER DIEM - AMC - ST PAUL	022614	PER DIEMS - BOARD
15	01-003-000-0000-6103		100.00	PER DIEM - AMC - ST PAUL	022714	PER DIEMS - BOARD
	10026 JENSEN/DONALD J		842.94	12 Transactions		
1	11063 KUZNIA/RAYMOND D 01-201-000-0000-6330		14.44	MEAL- VEHICLE REPAIR - GF	030314	TRAVEL & EXPENSE
	11063 KUZNIA/RAYMOND D		14.44	1 Transactions		
32	16362 PETERSON/NEIL 01-003-000-0000-6330		9.81	MEAL - DNR - BEMIDJI		TRAVEL & EXPENSE
25	01-003-000-0000-6103		100.00	PER DIEM - DNR - BEMIDJI	020514	PER DIEMS - BOARD
26	01-003-000-0000-6103		65.00	PER DIEM - CD 36 RR CROSS- TRF	020614	PER DIEMS - BOARD
27	01-003-000-0000-6103		65.00	PER DIEM - EMERG MGMT - TRF	020714	PER DIEMS - BOARD
28	01-003-000-0000-6103		65.00	PER DIEM - HWY COMM - TRF	022114	PER DIEMS - BOARD
29	01-003-000-0000-6103		100.00	PER DIEM - MRCC - ST PAUL	022514	PER DIEMS - BOARD
30	01-003-000-0000-6103		100.00	PER DIEM - LEG CONF - ST PAUL	022614	PER DIEMS - BOARD
31	01-003-000-0000-6103		100.00	PER DIEM - LEG CONF - ST PAUL	022714	PER DIEMS - BOARD
	16362 PETERSON/NEIL		604.81	8 Transactions		

Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
18	19048 SWANSON/OLIVER (SKIP)				
	01-003-000-0000-6103		PER DIEM - BUILDING COMM - TRF	020514	PER DIEMS - BOARD
	01-003-000-0000-6103	65.00	PER DIEM - CD36 RR CROSS - TRF	020614	PER DIEMS - BOARD
	01-003-000-0000-6103	65.00	PER DIEM - RADIO BRD - TRF	021214	PER DIEMS - BOARD
	01-003-000-0000-6103	65.00	PER DIEM - HHW - WARREN	021914	PER DIEMS - BOARD
	01-003-000-0000-6330	6.47	MEAL - HHW - WARREN	021914	TRAVEL & EXPENSE
	01-003-000-0000-6103	100.00	PER DIEM - LIBRARY - TRF	022014	PER DIEMS - BOARD
	01-003-000-0000-6103	65.00	PER DIEM - BUILD COMM - TRF	022414	PER DIEMS - BOARD
	19048 SWANSON/OLIVER (SKIP)	431.47	7 Transactions		
	20307 TVEITBAKK/DARRYL				
	01-003-000-0000-6103	65.00	PER DIEM - BUILD COMM - TRF	020514	PER DIEMS - BOARD
	01-003-000-0000-6103	65.00	PER DIEM - DITCH HEARING - TRF	020614	PER DIEMS - BOARD
	01-003-000-0000-6103	65.00	PER DIEM - EM MEETING - TRF	020714	PER DIEMS - BOARD
	01-003-000-0000-6103	65.00	PER DIEM - CHAMBER - TRF	021314	PER DIEMS - BOARD
	01-003-000-0000-6103	65.00	PER DIEM - REP PETERSON - TRF	021714	PER DIEMS - BOARD
	01-003-000-0000-6103	65.00	PER DIEM - AIRPORT AUTH - TRF	021914	PER DIEMS - BOARD
	01-003-000-0000-6103	65.00	PER DIEM - CHAMBER - TRF	022014	PER DIEMS - BOARD
	01-003-000-0000-6103	65.00	PER DIEM - BUILD COMM - TRF	022414	PER DIEMS - BOARD
	01-003-000-0000-6103	100.00	PER DIEM - AMC - ST PAUL	022514	PER DIEMS - BOARD
	01-003-000-0000-6103	100.00	PER DIEM - AMC - TRF	022614	PER DIEMS - BOARD
	01-003-000-0000-6103	100.00	PER DIEM - AMC - ST PAUL	022714	PER DIEMS - BOARD
	20307 TVEITBAKK/DARRYL	820.00	11 Transactions		
1 Fund Total:		2,915.61	County Revenue	7 Vendors	43 Transactions
Final Total:		2,915.61	7 Vendors	43 Transactions	

Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	2,915.61	County Revenue
	All Funds	2,915.61	Total

Approved by,

.....

.....

OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
TUESDAY, FEBRUARY 25TH, 2014, 8:00 AM

Pursuant to adjournment, the Pennington County Board of Commissioners met in the Pennington County Board Room in Thief River Falls, MN, on Tuesday, February 25th, 2014 at 8:00 a.m. Members present: Donald Jensen, Neil Peterson, Cody Hempel, Oliver “Skip” Swanson, and Darryl Tveitbakk. Members absent: none.

The Pledge of Allegiance was recited.

County Assessor Adeline Olson presented Abatement Applications for Aaron Miller and Heather Walbeck Diardo.

Moved by Commissioner Jensen, seconded by Commissioner Swanson to approve the application of abatement for the Aaron Miller property, Parcel #14.03514100, reducing the value of the parcel for taxes payable 2014 due to a shed destroyed by high winds in 2013. Motion unanimously carried.

Moved by Commissioner Swanson, seconded by Commissioner Jensen to approve the application of abatement for the Heather Walbeck Diardo property, Parcel #16.04102430, reducing the value of the parcel for taxes payable 2014 due to two garages and a breeze way destroyed by high winds on July 12th, 2013. Motion unanimously carried.

Inter County Nursing Director Anita Cardinal met with the County Board to discuss an open position on the Inter County Nursing Service Board. Commissioner Hempel moved, seconded by Commissioner Tveitbakk to appoint Don Aandal to the Inter County Nursing Board for a 2-year term. Motion unanimously carried.

Inter County Nursing Director Anita Cardinal also gave an update on the Quinn County Board. There has been people interviewed for the Quinn County Director position and their selection will be sent to DHS for approval.

Moved by Commissioner Jensen, seconded by Commissioner Tveitbakk to approve the February 11th, 2014 minutes as written. Motion carried.

Emergency Management Director Erik Beitel met with the County Board to discuss a quote from North American Rescue for tourniquets. Commissioner Tveitbakk moved, seconded by Commissioner Hempel to purchase 23 tourniquets and holders for city and county patrol use from North American Rescue. Motion unanimously carried.

Other items that were discussed by Mr. Beitel was that the EEOC activation training was last week and all emergency personnel was contacted, there will be an active shooter training scheduled with the school and Law Enforcement, and he is also looking at hiring consultants for Pennington County's Multi-Hazard Mitigation Plan.

Commissioner Peterson, Commissioner Tveitbakk and Emergency Management Director Erik Beitel are to meet before the next County Board meeting to discuss a chain of command resolution and present it at the March 11 County Board meeting.

County Sheriff Ray Kuznia met with the County Board to discuss the position of part-time Deputy Sheriff. Commissioner Jensen moved, seconded by Commissioner Tveitbakk to approve Dustin Coauette for the position of part-time Deputy Sheriff contingent upon passing the medical and psychological exams as well as the background check. Motion unanimously carried.

They also discussed ARMOR grant moneys for emergency radios. The County Sheriff would like to bid for dispatch and then complete the rest of the patrol cars if grant money is available.

Commissioner Tveitbakk moved, seconded by Commissioner Hempel to approve payment of the Human Service warrants totaling \$119,718.32 and the following commissioner warrants. Motion carried.

WARRANTS

County Revenue	\$66,156.54
Road & Bridge	\$ 9,635.98
Ditch	\$ 21.19
Capital Improvement	\$ 1,100.00

Per diems and meal reimbursements in the amount of \$383.68 were also approved.

County Engineer Mike Flaagan brought before the Board a resolution for deficient bridges requiring replacement or rehabilitation.

Commissioner Jensen moved, seconded by Commissioner Tveitbakk to approve the following resolution. Motion carried.

RESOLUTION

WHEREAS, the County of Pennington has determined that the following deficient bridges on the CSAH, County Road and Township systems are a high priority and require replacement or rehabilitation within the next five (5) years, and

<u>Bridge No</u>	<u>Road No</u>	<u>Est. Project Cost</u>	<u>Town Bridge</u>	<u>Bond</u>	<u>Proposed Year</u>
L0251	CR 55	\$150,000		\$150,000	2014
L0257	CR 59	\$ 75,000		\$ 75,000	2014
L0264	CR 75	\$ 85,000		\$ 85,000	2014
93203	CR 65	\$ 10,000		\$ 10,000	2014

WHEREAS, local roads play an essential role in the overall state transportation network and local bridges are the critical component of the local road systems, and

WHEREAS, State support for the replacement or rehabilitation local bridges continues to be crucial to maintaining the integrity of the local road systems and is necessary for the County and the Townships to proceed with the replacement or rehabilitation of the high priority deficient bridges described above, and

WHEREAS, Pennington County intends to proceed with replacement or rehabilitation of these bridges as soon as possible when State Transportation Bond Funds are available.

NOW THEREFORE, BE IT RESOLVED, that Pennington County commits that it will proceed with design and contract documents for these bridges immediately after being notified that funds are available in order to permit construction to take place within one year of notification.

Bray Township Road Hearing is set for March 11, 2014 at 7:00 pm.

Commissioner Jensen moved, seconded by Commissioner Hempel to set the bituminous overlay bid letting for April 8th, 2014 at 10:00 am. Motion carried.

Moved by Commissioner Jensen, seconded by Commissioner Tveitbakk to sell a 1994 Ford pickup on k-bid and to sell 3 wood mowers a 2004, 2005, and 2007 at Mckercher's Auction. Motion carried.

Commissioner Jensen moved, seconded by Commissioner Swanson to authorize the County Chairman and the County Auditor to sign the Township Maintenance Agreements for 2014. Motion carried.

A BWSR Hearing is set for March 5th at 10:30 am. The Pennington County Board of Commissioners does not feel they need to have a person on the BOWSR board.

The Pennington County Board of Commissioners would like the City/County Breakfast meeting moved to March 17th, 2014 at Dees' Kitchen.

There was discussion that Job's Inc wants an executive committee formed.

Commissioner Hempel moved, seconded by Commissioner Tveitbakk to purchase an Apple TV box for the projector in the County Board room. Motion carried.

Kristi Hastings from the Permberton, Sorlie, Rufer, and Kershner Office attended the County Board meeting to discuss a personnel issue. *Wording to be changed by Al Rogalla*

Commissioner Tveitbakk moved, seconded by Commissioner Jensen to close the County Board meeting at 9:00 am pursuant to MN Statute 13D.05 for preliminary consideration of allegations against an individual. Motion unanimously carried. *Wording to be changed by Al Rogalla*

Commissioner Tveitbakk moved, seconded by Commissioner Hempel to close the closed meeting at 9:45 am. Motion unanimously carried. *Wording to be changed by Al Rogalla*

Human Service Director Ken Yutrzenka, Social Worker Supervisor Julie Sjostrand, and Fiscal Supervisor Scott Sommers presented the Human Service consent agenda.

CONSENT AGENDA

On a motion by Commissioner Hempel and seconded by Commissioner Tveitbakk, the following recommendations of the Pennington County Human Service Committee for February 18, 2014 (detailed minutes on record) are hereby adopted:

SECTION A

- I. To approve the January 21, 2014 Human Service Committee meeting minutes as presented.
- II.
 - A. To approve the Pennington County Human Services Mental Health Fee Subsidy Program sliding fee scale, as presented.
 - B. To approve the updated Pennington County Pre-Petition Screening Team list of authorized screeners.

SECTION B

- I. To approve payment of the Agency's bills.

Moved by Commissioner Tveitbakk, seconded by Commissioner Hempel to adjourn to 10:00 am
March 11, 2014.

ATTEST: Kenneth Olson, Auditor-Treasurer Neil Peterson, Chairman
 Pennington County Board of Commissioners