

**PENNINGTON COUNTY  
BOARD OF COMMISSIONER'S MEETING  
COUNTY BOARD ROOM  
TUESDAY, MARCH 25<sup>th</sup>, 2014, 5:00 P.M.**

**AGENDA - REVISED**

Pledge of Allegiance

5:00 Ken Yutrzenka – Human Services Director  
- Consent Agenda

5:05 Mike Flaagan – County Engineer  
- Fuel, Equipment Rental, and Culvert bids  
- Highway Dept. Items

5:20 Ray Kuznia – County Sheriff  
- P/T Sentence to Serve Position  
- L.E.C. Items

County Auditor's Items

**(This agenda is subject to change)**



Commission Meeting  
March 25, 2014

1. Award Culvert, Equipment Rental and Fuel
  
2. Advertise Summer Help
  
3. Petition County Ditch #96
  
4. Replace RR Crossing on CSAH 3
  
5. Sell Unit 234
  - 1981 Flatbed Chevrolet Truck
  
6. Other

# EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



## FEMA

### **Course:** *E0291 Community Dam Safety, Preparedness & Mitigation*

**Course Dates:**

May 12-15, 2014

**Travel Dates:**

May 11 and 16, 2014

**Course Length:**

This course is 4 days in length.

**Location:**

Emergency Management Institute (EMI)  
National Emergency Training Center (NETC)  
Emmitsburg, Maryland

**Course Description:**

Dam safety is not just the responsibility of the owner and operator of the dam. The best way to reduce, mitigate or eliminate the risks of flooding resulting from normal dam operations and dam failure is for the entire community to work together to reduce the effects of a potential dam failure by increasing preparedness, reducing potential consequences, improving communications and land use planning.

This course will teach dam owners, emergency service providers, emergency planners & managers, land use and transportation planners, community leaders and other members of the community to work together through upfront planning to reduce the risks and mitigate the consequences resulting from a dam failure, and recover more effectively in the event of a failure.

**Course Goals:**

Upon completion of this course, participants will understand how dam safety, preparedness and risk mitigation relates to:

- Understanding Risk
- Land Use Planning
- Dam Failure Consequences
- Risk Communication
- Preparedness and Emergency Planning
- Response/Recovery

**Prerequisites:**

None

**Continuing Education Units (CEU's):**

EMI awards 2.8 CEUs for completion of this course.

**Target Audience:**

This course is intended for the following: Community Land Use Planners, Community Leaders, Transportation Planners, Emergency Management Personnel, Emergency Planners, Emergency Service Providers, Dam Safety Officials, Dam Owners, and Dam Operators.

**To Apply:**

Complete a FEMA Form 119-25-1, General Admissions Application, with student signature and signature of supervisor or sponsoring agency official. Submit the application no later than 4 weeks prior to the start of the course. Mail, scan, or fax the application to:

# TRAINING OPPORTUNITY

No. 1050

Thursday, February 27, 2014



NETC Admissions Office (Room I-216)  
National Emergency Training Center  
16825 South Seton Avenue  
Emmitsburg, MD 21727-8998  
Phone: (301) 447-1035 Fax: (301) 447-1658  
Email: [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov)

Scan the QR Code, or click the link to get information on how to apply for EMI courses:



<http://training.fema.gov/Apply/>

The FEMA Form 119-25-1 must be received by NETC Admissions – no later than April 11, 2014.

#### Application Review:

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the student selection criteria listed below and indicate how you meet the requirements based upon your position and experience.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter/Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code, or click the link for a PDF copy of the NETC Welcome Package online:



[http://training.fema.gov/EMIWeb/downloads/NETC\\_Welcome\\_Package.pdf](http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf)

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat. Call (301) 447-1048, ext. 1113, or email [FEMA-netc-housing@fema.dhs.gov](mailto:FEMA-netc-housing@fema.dhs.gov).

#### Travel Authorizations:

PFT and CORE employees must ensure their travel authorization (TA) is completed through Concur Government Edition (CGE) Travel System for course offerings.

All Federal travelers must have an approved TA prior to travel. A copy of the TA must be presented upon arrival. No exceptions are made to the NETC policy.

#### Notice to Applicants for EMI courses:

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form. **The SSN is no longer required.**

#### How do I obtain my FEMA SID number?

- Step 1: To register, go to <https://cdp.dhs.gov/femasid>
- Step 2: Click on the “Need a FEMA SID” button on the right side of the screen.
- Step 3: Follow the instructions and provide the necessary information to create your account.
- Step 4: You will receive an email with your SID number. You should save this number in a secure location.

#### What do I do with this new SID number I have been assigned?

The SID number is used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1).

#### EMI Point of Contact:

For additional information contact the course manager, Jordan T. Manos, at (301) 447-1356 or by email at: [jordan.manos@fema.dhs.gov](mailto:jordan.manos@fema.dhs.gov).

# TRAINING OPPORTUNITY

No. 1050

Thursday, February 27, 2014



DEPARTMENT OF HOMELAND SECURITY  
 FEDERAL EMERGENCY MANAGEMENT AGENCY  
**GENERAL ADMISSIONS APPLICATION**

See Reverse for  
 Privacy Act Statement

O.M.B. No. 1660-0100  
 Expires November 30, 2016

<b>SECTION I - GENERAL INFORMATION</b>		1. U.S. Citizen <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PERMANENT RESIDENT		If No, City and Country of Birth: _____	
2. NAME (Last, First, Middle Initial, Suffix) Beitel, Erik L.			3. STUDENT IDENTIFICATION (SID) NUMBER [REDACTED]		
4. HOME MAILING ADDRESS (Street, avenue, road no, P.O. box/city or town, state, and zip code) [REDACTED]		5. WORK PHONE NO. ( 218 ) 6,837,087		6. HOME PHONE NO. ( 218 ) [REDACTED]	
		7. FAX NO. ( )		8. E-MAIL ADDRESS: elbeitel@co.pennington.mn.us	
9a. ENTER COURSE CODE AND TITLE: (If you wish to apply for more than one course, please attach a sheet of paper to this application)		9b. COURSE LOCATION		9c. DATES REQUESTED (Please give three choices)	
E0291 Community Dam Safety, Preparedness, mitigati		EMI, NETC Maryland		May 12, 20	
10. COMPLETE THE ITEMS BELOW REGARDING THE PREREQUISITES OF THE COURSE FOR WHICH YOU ARE APPLYING					
INSTITUTION		DEGREE/CERTIFICATE		DATE EARNED	
N/A		N/A		N/A	
11. DO YOU HAVE ANY DISABILITIES (Including special allergies or medical disabilities) WHICH WOULD REQUIRE SPECIAL ASSISTANCE DURING YOUR ATTENDANCE IN TRAINING? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If yes, describe & indicate any special assistance required on a separate sheet)					
<b>SECTION II - EMPLOYMENT INFORMATION AND AUTHORIZATION</b>					
12a. NAME AND COMPLETE ADDRESS OF ORGANIZATION BEING REPRESENTED Pennington County Emergency Management 101 Main Ave ,PO Box 101 Thief River Falls, MN 56701			12b. NFIRS # (NFA STUDENTS ONLY)	13. CURRENT POSITION AND NUMBER OF YEARS IN POSITION Director of EM; Less than 1 year	
14. CHECK THE BOX(ES) BELOW THAT BEST DESCRIBE YOUR ORGANIZATION					
14 a. JURISDICTION		14 b. ORGANIZATION		15. CURRENT STATUS	
1. <input type="checkbox"/> STATEWIDE		1. <input checked="" type="checkbox"/> ALL CAREER		1. <input checked="" type="checkbox"/> PAID FULL TIME	
2. <input checked="" type="checkbox"/> COUNTY GOVERNMENT		2. <input type="checkbox"/> ALL VOLUNTEER		2. <input type="checkbox"/> PAID PART TIME	
3. <input type="checkbox"/> CITY/TOWN/VILLAGE		3. <input type="checkbox"/> COMBINATION		3. <input type="checkbox"/> VOLUNTEER	
4. <input type="checkbox"/> SPECIAL DISTRICT/TOWNSHIP				4. <input type="checkbox"/> DISASTER RESERVIST	
5. <input type="checkbox"/> FEDERAL/MILITARY (non-DHS)					
6. <input type="checkbox"/> INDUSTRY/BUSINESS					
7. <input type="checkbox"/> FOREIGN					
8. <input type="checkbox"/> DHS/FEMA					
9. <input type="checkbox"/> TRIBAL NATION					
16. Briefly describe your activities/responsibilities as they relate to the course for which you are applying and identify how you will use the information obtained from the course. Attach an organizational chart for the organization being represented and indicate your position. If you need more space, please attach a sheet to this application.  See attached documents.					
17. CHECK ONE BOX IN EACH COLUMN THAT BEST DESCRIBES YOUR PRESENT PRIMARY RESPONSIBILITY AND TYPE OF EXPERIENCE AS IT RELATES TO THE COURSE FOR WHICH YOU ARE APPLYING. ALSO ENTER THE NUMBER OF YEARS OF EXPERIENCE.					
17a. PRIMARY RESPONSIBILITY		17b. TYPE OF EXPERIENCE		17c. NUMBER OF YEARS OF EXPERIENCE <u>1</u>	
1. <input type="checkbox"/> MANAGEMENT		1. <input checked="" type="checkbox"/> INCIDENT COMMAND			
2. <input type="checkbox"/> TRAINING/EDUCATION		2. <input type="checkbox"/> ADMINISTRATION/STAFF SUPPORT		17d. SIZE OF DEPARTMENT <u>2</u>	
3. <input type="checkbox"/> SCIENTIFIC/ENGINEERING		3. <input type="checkbox"/> SUPERVISION			
4. <input type="checkbox"/> INVESTIGATION		4. <input type="checkbox"/> BUDGET/PLANNING		17e. BUSINESS TYPE	
5. <input type="checkbox"/> FIRE PREVENTION		5. <input type="checkbox"/> PROGRAM DEVELOPMENT/DELIVERY		1. <input checked="" type="checkbox"/> GOVERNMENT	
6. <input type="checkbox"/> FIRE SUPPRESSION		6. <input type="checkbox"/> COORDINATION/LIAISON		2. <input type="checkbox"/> EDUCATION	
7. <input type="checkbox"/> PROGRAM/ACTIVITY		7. <input type="checkbox"/> PUBLIC EDUCATION		3. <input type="checkbox"/> FIRE SERVICE	
8. <input type="checkbox"/> HEALTH		8. <input type="checkbox"/> CODE DEVELOPMENT		4. <input type="checkbox"/> LAW ENFORCEMENT	
9. <input type="checkbox"/> PUBLIC WORKS		9. <input type="checkbox"/> CODE ENFORCEMENT/INSPECTION		5. <input type="checkbox"/> VOLUNTEER AGENCY	
10. <input type="checkbox"/> DISASTER RESPONSE/RECOVERY		10. <input type="checkbox"/> SUPPORT SERVICES		6. <input type="checkbox"/> EMERGENCY MANAGEMENT	
11. <input type="checkbox"/> EMERGENCY MEDICAL SERVICE		11. <input type="checkbox"/> RESEARCH AND DEVELOPMENT		7. <input type="checkbox"/> HEALTH CARE	
12. <input type="checkbox"/> HAZARD MITIGATION		12. <input type="checkbox"/> ARSON		8. <input type="checkbox"/> PUBLIC WORKS	
13. <input checked="" type="checkbox"/> EMERGENCY PREPAREDNESS		13. <input type="checkbox"/> LAW ENFORCEMENT			
14. <input type="checkbox"/> OTHER (Specify) _____		14. <input type="checkbox"/> DESIGN AND PLANNING			
		15. <input type="checkbox"/> OTHER (Specify) _____			
18. DATE OF BIRTH Dec 9, 1968			19. GENDER <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
20. RACE (Please check all that apply)				20a. Ethnicity	
1. <input type="checkbox"/> AMERICAN INDIAN or ALASKAN NATIVE				<input type="checkbox"/> HISPANIC or LATINO	
2. <input type="checkbox"/> ASIAN				<input type="checkbox"/> NOT HISPANIC or LATINO	
3. <input type="checkbox"/> BLACK or AFRICAN AMERICAN					
4. <input checked="" type="checkbox"/> WHITE					
5. <input type="checkbox"/> NATIVE HAWAIIAN or PACIFIC ISLANDER					

**SECTION III - ENDORSEMENT AND CERTIFICATION**

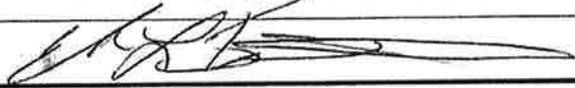
21a. I certify that the information recorded on this application is correct. Falsification of information will result in denial of a course certificate and stipend (18 U.S.C. 1001).

21b. I hereby authorize the release of any and all information concerning my enrollment in this course to the chief officer in charge, or designee, of my organization. All requests for information shall be in writing from said chief or designee.

21c. Further, I understand that the National Emergency Training Center (NETC), the Mt. Weather Emergency Operations Center (MWEEOC), and the Noble Training Facility (NTF) are not authorized to provide medical or health insurance for students. I maintain appropriate insurance on an individual basis.

21d. I agree to abide by the rules, policies, and regulations of NETC, MWEEOC, and NTF. Failure to do so will result in denial of the student stipend, expulsion from the course, and possible barring from future National Fire Academy (NFA) and Emergency Management Institute (EMI) courses.

SIGNATURE OF APPLICANT

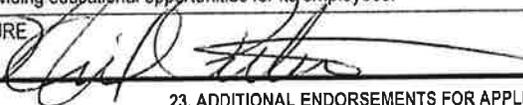


DATE  
Mar 10, 2014

**22. APPROVAL BY THE HEAD OF THE SPONSORING ORGANIZATION**

"By signing this application, I certify that my organization does not discriminate on the basis of age, gender, race, color, religious belief, national origin, economic status, or disability in providing educational opportunities for its employees."

22a. SIGNATURE



22b. PRINTED NAME AND TITLE

Neil Peterson, Pennington County Board - Chair

**23. ADDITIONAL ENDORSEMENTS FOR APPLICATION TO THE EMERGENCY MANAGEMENT INSTITUTE:**

23a. SIGNATURE AND DATE (State Office)

23b. SIGNATURE AND DATE (FEMA Regional Office)

24a. FOR NFA REGIONAL DELIVERY COURSES AND COURSES DELIVERED AT EMMITSBURG, MD. SUBMIT APPLICATION TO:

NATIONAL EMERGENCY TRAINING CENTER  
OFFICE OF ADMISSIONS, BLDG. I-216  
16825 SOUTH SETON AVENUE  
EMMITSBURG, MD. 21727

24b. FOR EMI COURSES DELIVERED AT NETC, MWEEOC, OR NTF SUBMIT APPLICATION THROUGH THE APPROPRIATE STATE EMERGENCY MANAGEMENT COORDINATOR OR FEMA REGIONAL TRAINING MANAGER TO NETC.

24c. FOR FIELD PROGRAM COURSES, SUBMIT APPLICATION TO APPROPRIATE SPONSOR.

25. DISPOSITION

ACCEPTED     REJECTED

SIGNATURE OF REVIEWER

DATE

**EQUAL OPPORTUNITY STATEMENT**

NFA and EMI are Equal Opportunity institutions. They do not discriminate on the basis of age, gender, race, color, religious belief, national origin, or disability in their admissions and student-related procedures. Both schools make every effort to ensure equitable representation of minorities and women in their student bodies. Qualified minority and women candidates are encouraged to apply for all courses.

**PRIVACY ACT STATEMENT**

**GENERAL** - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), Title 5 United States Code (U.S.C.) Section 552a, for individuals applying for admission to NFA or EMI.

**AUTHORITY** - Federal Fire Prevention and Control Act of 1974, as amended, Title 15 U.S.C., Sections 2201 *et seq.*; Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, Title 42 U.S.C., Sections 5121 *et seq.*; Title 44 U.S.C., Section 3101; Executive Orders 12127, 12148, and 9397; Title VI of the Civil Rights Act of 1964; and Section 504 of the Rehabilitation Act of 1973.

**PURPOSES** - To determine eligibility for participation in NFA and EMI courses. Information such as age, gender, and ancestral heritage are used for statistical purposes only.

**USES** - Information may be released to: 1) FEMA staff to analyze application and enrollment patterns for specific courses, and to respond to student inquiries; 2) a physician to provide medical assistance to students who become ill or are injured during courses; 3) Members of the Board of Visitors for the purpose of evaluating programmatic statistics; 4) sponsoring States, local officials, or State agencies to update/evaluate statistics of NFA and EMI participants; 5) Members of Congress seeking first party information; and 6) Agency training program contractors and computer centers performing administrative functions.

**EFFECTS OF NONDISCLOSURE** - Personal information is provided on a voluntary basis. Failure to provide information on this form, however, may result in a delay in processing your application and/or certifying completion of the course.

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this data collection is estimated to average 9 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20598-3005, Paperwork Reduction Project (1660-0100) **NOTE: Do not send your completed form to this address.**

**FORWARD**

The primary purpose of this plan is to provide a guide for emergency operations. It is intended to assist key county officials and emergency organizations to carry out their responsibilities for the protection of life and property under a wide range of emergency conditions.

Although an organization may have the foresight to plan for anticipated situations, such planning is of little worth if it is not reduced to written form. Personnel familiar with unwritten "plans" may be unavailable at the very time it becomes necessary to implement them. A written plan will furnish a documentary record, which can be referred to as needed. This documentary record will serve to refresh the knowledge of key individuals and can be used to inform persons who become replacements.

**TRANSFER OF OFFICE**

This document shall remain the property of the Pennington County Emergency Management Director. Upon termination of office by reason of resignation, election, suspension, or dismissal, the holder of this document shall transfer it to his / her successor or, to the Pennington County Emergency Management Director.

**Copy # 1:** Assigned to: Pennington County Emergency Management Director

**Copy # 2:** Assigned to: Pennington County Sheriffs Office.

**I. CERTIFICATION OF PLAN APPROVAL**

This page documents approval of the Basic Plan and Annexes, the Standard Operating Procedures, and the Resource Manual.

Plan prepared by: Erik L. Beitel,  
Pennington County Emergency Management Director

Plan approved by: Pennington County Board of Commissioners

(Original copy has signature here)

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Cody D. Hempel, Chairman 09/24/2013

**II. RECORD OF BASIC PLAN AND ANNEX REVISIONS**

Page	Revision	Page	Revision	Page	Revision
Updates throughout	9/10/2013				

- F. Minnesota Division of Emergency Management (DEM) Bulletin No. 85-1 (Local government emergency operations plan requirements).
- G. Pennington County Resolution dated \_\_\_\_\_.

**IV. ORGANIZATION**

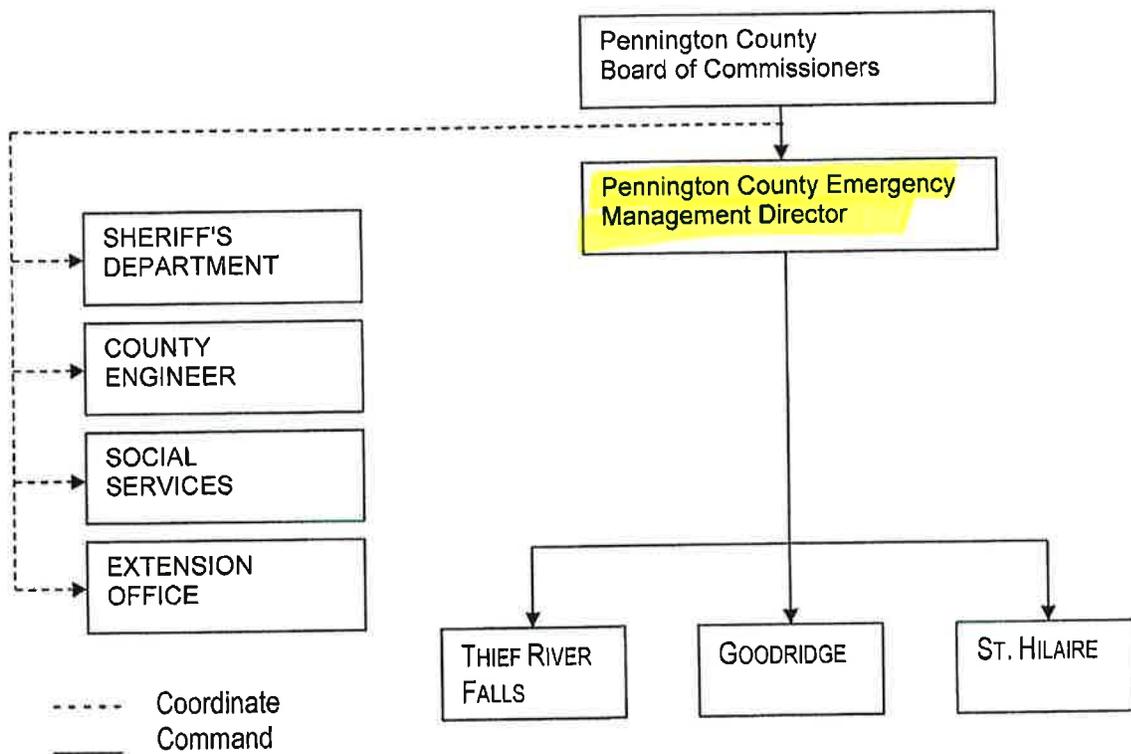
Existing government is the basis for emergency operations. That is, government agencies will perform emergency activities related to those they perform on a day-to-day basis. County organization and interrelationships are shown on Chart A of this basic plan.

**V. DIRECTION AND CONTROL**

The direction and control of government operations from a central, protected facility with adequate communications and key personnel is essential to the conduct of emergency operations. This has been provided for and is as follows: (Chart includes primary operational positions / departments only).

**CHART A**

**COUNTY ORGANIZATION AND INTERRELATIONSHIP**



**COORDINATING CITIES IN PENNINGTON COUNTY**

THIEF RIVER FALLS, GOODRIDGE AND ST. HILAIRE

- A. County Government – The Board of Commissioners will be responsible for providing overall direction and control of county government resources involved in the response to a disaster. The Pennington County Emergency Management Director will serve in a staff capacity to the Board of Commissioners, will implement this plan, and will coordinate emergency operations. The Emergency Management Director will also serve as the "Community Emergency Coordinator" for the county. The specific information for the Sheriff of Pennington County is located in the Resource Manual, Law Enforcement, Page 26 or call 9-1-1. The Assistant Emergency Management Director is the Chief of Police of the Thief River Falls Police Department. Direction and control of Pennington County's response to a major disaster will be carried out at the Pennington County Emergency Operating Center (EOC).
- B. City Government – The mayors of the cities in Pennington County will be responsible for providing overall direction and control of their city government's resources involved in the response to a disaster. (For additional direction and control information such as staffing, communications, incident command system [ICS], etc.; refer to the Direction and Control Annex, and SOP, to this plan).

**VI. EMERGENCY RESPONSIBILITY ASSIGNMENTS**

- A. A summary of Pennington County's emergency responsibility assignments, by function, is shown on Chart B. Heads of the various county government departments and agencies will be responsible for carrying out the assignments shown on this chart. Additional information about these emergency responsibility assignments is contained in the annexes to this basic plan. (One annex exists for each of the responsibilities [functions] that are shown on Chart B). Lastly, county departments and agencies are expected to develop whatever SOPs they may need in order to carry out these responsibilities.

**CHART B**

**EMERGENCY RESPONSIBILITY ASSIGNMENTS**

**BASIC PLAN (Pages 5 to 10)**

Emergency Management Director

Asst Emergency Management Director Thief River Falls Police Chief

\_\_\_\_\_  
Erik L. Beitel

\_\_\_\_\_  
Ray D. Kuznia

**ANNEX A – Notification and Warning - (Pages 11 to 23)**

Notification & Warning

Pennington County Sheriff

\_\_\_\_\_  
Ray D. Kuznia

**ANNEX B – Direction and Control - (Pages 24 to 35)**

Direction and Control

Pennington County Board Chair

\_\_\_\_\_  
Cody D. Hempel

Alternate

Pennington County Board Vice Chair

\_\_\_\_\_  
Neal Peterson

**ANNEX C – Emergency Public Information - (Pages 36 to 38)**

FEM Form 119-25-1 (16) Continuation

As the Emergency Management Director, I am responsible for providing the management and direction of the County's emergency management response planning, training, procedural policies and coordination of the county's efforts and resources in responding to a wide variety of natural and man-made emergencies to include dam safety.

As the newly appointed County Emergency Management Director, attendance of this course will provide myself and others the course goals: rather more importantly, allowing me to better understand how dam safety, preparedness and dam risk mitigation relates to understanding risk; dam failure consequences, risk communication; preparedness planning and response and recovery.

"The best way to reduce, mitigate or eliminate the risks of flooding resulting from normal dam operations and dam failures is for the entire community to work together to reduce the effects."

As EM Director, I have that unique opportunity to work very closely with the dam owner (City) and the supervisors responsible for its operation, coupled with the knowledge that I directly coordinate with emergency officials, and more importantly the community members. Attendance of this course, will provide me a better understanding of how to accomplish the task.



*National Fire Academy/Emergency Management Institute*

# Welcome Package

National Emergency Training Center

*January 2014*



**FEMA**

## TRAVEL

### TRAVEL BY AIR:

- ▶ You **must** make your own travel arrangements. Available airports were listed in your acceptance email/letter.
- ▶ You **must** be sure your flights meet the shuttle pickup/departure times, and the ticket purchase follows the parameters of travel as defined under “**REIMBURSEMENT**” in this package.

### REIMBURSEMENT FOR AIRFARE:

- ▶ You will be reimbursed the cost of a direct (no side trips or extended stays), **21-day prior to the course travel date prepurchase, nonrefundable** ticket for round trip transportation by common carrier (economy coach class, nonrefundable) for each course or back-to-back courses that you attend. Proof of nonrefundable fare is required!
- ▶ **If you take side trips or travel outside of the defined travel days**, your reimbursement shall be limited to **no more than** the state ceiling amount as noted on the Reimbursement Ceiling Chart.
- ▶ **To eliminate the perception of misuse of government funds, FIRST CLASS, BUSINESS CLASS, and REFUNDABLE AIRLINE TICKETS WILL NOT BE REIMBURSED AT FULL FARE**, unless you request, in writing, an exception prior to making your travel arrangements and have received written approval. Otherwise, your reimbursement will be limited up to the state ceiling amount.
- ▶ **It is your responsibility to find the cheapest ticket available.** Failure to do so may result in your reimbursement being limited to the state ceiling amount.
- ▶ **Use of frequent flyer miles** toward the purchase of a ticket is **NOT** reimbursable.
- ▶ **Fees associated with seat upgrades or early bird check-ins are not reimbursable.**
- ▶ **Flight or ticket insurance is not reimbursable.**
- ▶ If any portion of your airfare is subsidized by another source, that portion is **NOT** reimbursable under the Stipend program.

### NETC SHUTTLE SERVICE:

- ▶ Shuttle service is available between NETC and the airport(s) listed on your email notification for this course.
- ▶ If you need bus transportation/shuttle service to NETC from the airport, you should plan to arrive at least one hour before the departure time stated on your email. **You must notify (email, phone or fax) the NETC Transportation Office at least two weeks prior to the course start date to reserve a seat. Please provide the transportation information below (boxed area) to ensure a seat on the shuttle bus. If you do not call the NETC Transportation Office or provide the information below, seating may not be available on the shuttle and transportation to Emmitsburg will be at your own expense.**

continued on next page

### **LODGING CHARGE:**

- ▶ There is no charge for lodging if you are eligible for stipend reimbursement or if you are a DHS federal traveler (see “Reimbursement” section).
- ▶ If you do have to pay for lodging, the current charge is \$40 per day, single occupancy.
- ▶ NETC Housing accepts cash, personal check, travelers check and major credit cards (American Express, VISA, MasterCard and Discover).

### **STAYING OFF CAMPUS:**

- ▶ If you choose to stay off campus, it will be at your own expense. You are required to purchase a break ticket from the food service contractor for the length of your class.

### **AMENITIES IN EACH DORMITORY ROOM:**

- ▶ Private bathroom.
- ▶ TV and clock radio.
- ▶ Refrigerator.
- ▶ Microwave.
- ▶ Iron/Ironing board.
- ▶ Hair dryer.
- ▶ Twin bed, linens and towels. Each room comes furnished with bath and bed linens. Bath linens include washcloth, hand towel, body towel and bath mat. The NETC offers a green program for bath linens as noted on each bathroom mirror. Bed linens include pillowcase, sheets, blanket and bedspread. All mattresses and pillows have encasements to assist with bedbug prevention. Bed linens are only handled and changed by housekeeping after checking out and each Friday when staying over into the following week for a course.
- ▶ Telephone with voice mail.
- ▶ NETC now has Wi-Fi in all dormitory buildings. User IDs and passwords will be issued when you register in Building C.
- ▶ A telephone jack is located in each room for dial-up Internet access. Check with your Internet Service Provider for local calling area access. Out-of-area ISP accessibility will require credit card, third party, or collect billing for access from NETC. You should consider bringing a longer cord (10 feet) if you are bringing your laptop computer. Some courses require students to bring reports or projects to be shared with the class. It is convenient to bring that information in an electronic format. NETC can support CD-ROM, universal serial bus devices, and 3 1/2 inch floppy storage. USB devices will be scanned before being allowed to connect to government equipment.
- ▶ No one may connect personal computer devices to FEMA’s computer equipment at any time including thumb-drives, USB peripherals, etc., and must contact the Course Manager and classroom IT Technician for guidance and assistance with these issues. No one may connect personal computer equipment, including laptops, to the FEMA network.

## FOOD SERVICE

- ▶ The NETC food service contractor is Guest Services. If needed, Guest Services' federal tax identification number is #53-0164700.
- ▶ If you stay on campus, you must purchase a meal ticket. **If you do not purchase a meal ticket, you will be asked to vacate your room on campus. You then will be responsible for your off-campus lodging costs, and your request for stipend reimbursement will be denied.**
- ▶ **Prices Effective August 5, 2012:** If you stay off campus, you must purchase a break ticket, currently \$6.00 per day. The cost for the meal ticket is \$25.04 per day — breakfast is \$5.81; lunch is \$7.96; and dinner is \$11.27. There is no tax on the meal ticket. The amounts for five-day, six-day, and two-week courses are
  - five-day course: \$125.20 (Sunday evening arrival through Friday lunch);
  - six-day course: \$167.32 (Saturday evening arrival through Saturday morning departure);
  - two-week course: \$300.48 (Sunday evening arrival through second Friday lunch); and
  - for any other variation of course days, please contact Guest Services.
- ▶ **Meal ticket prices are subject to change and will be updated in this package as the changes are provided.**
- ▶ **Meal amounts for focus groups, conferences or any activity other than a resident course are not provided in this package. Please contact the food service contractor for your meal amount. You may call 301-447-1303 for exact meal ticket prices for conferences, symposiums and any other special groups.**
- ▶ Meals other than those included in your meal ticket are to be paid for with cash.
- ▶ If you are attending back-to-back courses, your meal ticket includes the time between the two courses.



## REIMBURSEMENT

**B**elow is information about reimbursement procedures for NFA and EMI. Please read the information carefully. If you have any questions about your eligibility to receive a stipend, please contact Admissions either by email at [NETCAdmissions@fema.dhs.gov](mailto:NETCAdmissions@fema.dhs.gov) or by phone at 301-447-1035.

**Any exceptions to travel must be requested in writing and faxed along with documentation to 301-447-1441 for NFA and 301-447-1658 for EMI. All exceptions must be approved prior to making your travel arrangements.** Otherwise, your stipend may be denied or limited to the state ceiling amount.

### INDIVIDUALS ELIGIBLE FOR REIMBURSEMENT:

- ▶ State, local or tribal government representatives.
- ▶ Recognized volunteer organization representatives.
- ▶ Active emergency management organization representatives.
- ▶ Representatives from state or local fire organizations.

**If you do not apply for a stipend reimbursement within 60 days following the course start date, your stipend reimbursement will be denied.**

### INDIVIDUALS NOT ELIGIBLE FOR STIPEND REIMBURSEMENT:

- ▶ Federal government. (Federal students are subject to federal travel regulations and travel under orders prepared by their office.)
- ▶ Private industry employees.
- ▶ Employees who are contracted to federal, state or local government entities (such as rural-metro departments).
- ▶ Representatives of a foreign organization.
- ▶ **For EMI only:** students eligible for federally funded grants.

### REIMBURSEMENT PROCESS:

- ▶ Reimbursement will be deposited electronically into the checking or savings account that you identify. This reimbursement may take six to eight weeks following the course start date. If you haven't received reimbursement by eight weeks, call the NETC Admissions Office at 301-447-1035.
- ▶ **Reimbursement will only be made to an account that bears your name.** You are responsible for reimbursing your department, if applicable. This is a result of increased restrictions by the receiving financial institutions.

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- ▶ If you do not have a personal account, please contact the Admissions Office prior to your arrival for further instructions.

#### REIMBURSEMENT FOR:

##### Airfare:

- ▶ You will be reimbursed the cost of a direct (no side trips or extended stays), **21-day prior to the course travel date prepurchase, nonrefundable** ticket for round trip transportation by common carrier (economy coach class, nonrefundable) for each course or back-to-back courses that you attend. Proof of nonrefundable fare is required!
- ▶ If you take side trips or travel outside of the defined travel days, your reimbursement shall be limited to **no more than** the state ceiling amount as noted on the Reimbursement Ceiling Chart.
- ▶ To eliminate the perception of misuse of government funds, **FIRST CLASS, BUSINESS CLASS, and REFUNDABLE AIRLINE TICKETS WILL NOT BE REIMBURSED AT FULL FARE**, unless you request, in writing, an exception prior to making your travel arrangements and have received written approval. Otherwise, your reimbursement will be limited up to the state ceiling amount.
- ▶ **It is your responsibility to find the cheapest ticket available.** Failure to do so may result in your reimbursement being limited to the state ceiling amount.
- ▶ **Use of frequent flyer miles** toward the purchase of a ticket is **NOT** reimbursable.
- ▶ **Fees associated with seat upgrades or early bird check-ins are not reimbursable.**
- ▶ **Flight or ticket insurance is not reimbursable.**
- ▶ If any portion of your airfare is subsidized by another source, that portion is **NOT** reimbursable under the Stipend program.

##### Driving:

- ▶ You will be reimbursed the current Privately Owned Vehicle federal mileage allowance or the state ceiling, whichever is less.
- ▶ POV mileage is subject to validation.
- ▶ **If you do not register your vehicle with the Housing Office**, reimbursement for POV mileage may be denied.
- ▶ **If someone is dropping you off**, you **must** have the vehicle verified by the Housing Office prior to the vehicle departing campus, or your stipend will be denied.
- ▶ If you carpool with another student, only the driver will be reimbursed.
- ▶ If you drove a rental car instead of your POV, your reimbursement is limited to the POV allowance. Reimbursement will be made to the individual who rented the vehicle. The name of the individual requesting reimbursement must appear on the rental car agreement. Otherwise, the request may be denied.
- ▶ If you are requesting mileage reimbursement and you are not the owner of the vehicle, you need to provide a letter from the owner stating that you have permission to drive the vehicle.
- ▶ Registration of the POV must be presented at the time of registration to validate ownership.

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# Pennington County Financial System



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Print List in Order By: 2 1 - Fund (Page Break by Fund) Page Break By: 1 1 - Page Break by Fund  
2 - Department (Totals by Dept) 2 - Page Break 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



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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	<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 #</u>	<u>On Behalf of Name</u>
3	DEPT			Board County Commissioners		
	1308 ASSOCIATION MINNESOTA COUNTIES					
90	01-003-000-0000-6241		6,555.00	2014 MEMBERSHIP DUES	38522	DUES - BOARD
	1308 ASSOCIATION MINNESOTA COUNTIES		6,555.00	1 Transactions		
	8014 HUGOS #7					
105	01-003-000-0000-6330		12.79	FOOD FOR MEETING	1155	TRAVEL & EXPENSE
	8014 HUGOS #7		12.79	1 Transactions		
3	DEPT Total:		6,567.79	Board County Commissioners	2 Vendors	2 Transactions
13	DEPT			TOWARD ZERO DEATH		
	6305 FLAAGAN/JODI					
38	01-013-000-0000-6853		1,168.00	36.5 HRS @ \$32 TZD GRANT		TOWARD ZERO DEATH GRANT
	6305 FLAAGAN/JODI		1,168.00	1 Transactions		
13	DEPT Total:		1,168.00	TOWARD ZERO DEATH	1 Vendors	1 Transactions
16	DEPT			Law Library		
	14378 LEXISNEXIS MATTHEW BENDER					
23	01-016-000-0000-6242		115.43	FEBRUARY SUBSCRIPTIONS	57242674	SUBSCRIPTIONS - LAW LIBRARY
	14378 LEXISNEXIS MATTHEW BENDER		115.43	1 Transactions		
	23303 WEST GROUP PAYMENT CENTER					
25	01-016-000-0000-6242		701.70	FEB WESTLAW SELECT WPACK	829109252	SUBSCRIPTIONS - LAW LIBRARY
108	01-016-000-0000-6242		320.25	FEBRUARY SUBSCRIPTION	829192688	SUBSCRIPTIONS - LAW LIBRARY
	23303 WEST GROUP PAYMENT CENTER		1,021.95	2 Transactions		
16	DEPT Total:		1,137.38	Law Library	2 Vendors	3 Transactions
41	DEPT			County Auditor		
	9017 INSIGHT TECHNOLOGIES					
91	01-041-000-0000-6210		222.86	IT GLOBAL APRIL- AUDITOR/TREAS	758860	E-MAIL SERVICES
	9017 INSIGHT TECHNOLOGIES		222.86	1 Transactions		
41	DEPT Total:		222.86	County Auditor	1 Vendors	1 Transactions

# Pennington County Financial System



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
70	DEPT			Data Processing		
9017	INSIGHT TECHNOLOGIES					
92	01-070-000-0000-6263		445.71	IT GLOBAL APRIL - HIGHWAY	758860	COMPUTER SERVICES - DP
93	01-070-000-0000-6263		297.14	IT GLOBAL APRIL - ICN	758860	COMPUTER SERVICES - DP
94	01-070-000-0000-6263		891.43	IT GLOBAL APRIL - WELFARE	758860	COMPUTER SERVICES - DP
95	01-070-000-0000-6263		49.52	IT GLOBAL APRIL - DATA	758860	COMPUTER SERVICES - DP
96	01-070-000-0000-6263		140.00	IT GLOBAL APRIL - DATA	758860	COMPUTER SERVICES - DP
9017	INSIGHT TECHNOLOGIES		1,823.80	5 Transactions		
13329	MN ENTERPRISE TECHNOLOGY SHARED					
107	01-070-000-0000-6263		114.00	FEBRUARY SPAM FILTER	14020519	COMPUTER SERVICES - DP
13329	MN ENTERPRISE TECHNOLOGY SHARED		114.00	1 Transactions		
70	DEPT Total:		1,937.80	Data Processing	2 Vendors	6 Transactions
91	DEPT			County Attorney		
9017	INSIGHT TECHNOLOGIES					
97	01-091-000-0000-6300		99.05	IT GLOBAL APRIL - ATTORNEY	758860	REPAIRS & MAINTENANCE
9017	INSIGHT TECHNOLOGIES		99.05	1 Transactions		
13341	MINNESOTA CLE					
87	01-091-000-0000-6240		87.64	MN JUDGES CRIMINAL BENCHMARK	INV620827	SUBSCRIPTIONS
13341	MINNESOTA CLE		87.64	1 Transactions		
18400	ROHLF-TECH INC					
20	01-091-000-0000-6401		21.00	RIBBONS	1929	SUPPLIES
21	01-091-000-0000-6401		12.54	LABELS	1929	SUPPLIES
18400	ROHLF-TECH INC		33.54	2 Transactions		
23303	WEST GROUP PAYMENT CENTER					
24	01-091-000-0000-6240		397.53	FEBRUARY WEST LAW ACCESS	829117542	SUBSCRIPTIONS
23303	WEST GROUP PAYMENT CENTER		397.53	1 Transactions		
91	DEPT Total:		617.76	County Attorney	4 Vendors	5 Transactions
101	DEPT			County Recorder		
9017	INSIGHT TECHNOLOGIES					
98	01-101-000-0000-6300		123.81	IT GLOBAL APRIL - RECORDER	758860	REPAIRS & MAINTENANCE

# Pennington County Financial System



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
9017	INSIGHT TECHNOLOGIES		123.81		1 Transactions	
13322	MINNESOTA STATE TREASURER					
33	01-101-000-0000-6825		285.00	MARRIAGE SURCHARGE		MARRIAGE SURCHARGES MN - RECORDER
36	01-101-000-0000-6827		1,639.00	RECORDER & REGISTRAR		STATE SURCHARGES
32	01-101-000-0000-6829		237.00	CHILDREN'S SURCHARGE		CHILDREN SURCHARGE MN - RECORDER
34	01-101-000-0000-6831		808.00	BIRTH/DEATH SURCHARGE		BIRTH/DEATH CERTIF SURCHARGE - REC
35	01-101-000-0000-6848		790.00	BIRTH RECORD SURCHARGE		BIRTH DEFECT SURCHARGE
37	01-101-000-0000-6848		19.50	REGISTERED LAND		BIRTH DEFECT SURCHARGE
13322	MINNESOTA STATE TREASURER		3,778.50		6 Transactions	
19357	SCHMALZ/KEN					
89	01-101-000-0000-6631		150.00	USED CANON AP110 TYPEWRITER		FURNITURE & EQUIPMENT - RECORDER
19357	SCHMALZ/KEN		150.00		1 Transactions	
101	DEPT Total:		4,052.31	County Recorder	3 Vendors	8 Transactions
106	DEPT			County Assessor		
99	9017 INSIGHT TECHNOLOGIES					
	01-106-000-0000-6300		74.29	IT GLOBAL APRIL - ASSESSOR	758860	REPAIRS & MAINTENANCE
	9017 INSIGHT TECHNOLOGIES		74.29		1 Transactions	
106	DEPT Total:		74.29	County Assessor	1 Vendors	1 Transactions
111	DEPT			Courthouse		
30	12037 LEE PLUMBING & HEATING					
	01-111-000-0000-6300		120.63	STATE RPZ TEST - CRTH	65105	REPAIRS & MAINTENANCE
	12037 LEE PLUMBING & HEATING		120.63		1 Transactions	
16317	PENNINGTON COUNTY HIGHWAY DEPT					
106	01-111-000-0000-6262		180.00	FEBRUARY SNOW REMOVAL	29814	OTHER SERVICES - COURTHOUSE
	16317 PENNINGTON COUNTY HIGHWAY DEPT		180.00		1 Transactions	
111	DEPT Total:		300.63	Courthouse	2 Vendors	2 Transactions
121	DEPT			Veterans Service		
62	1301 AMERICAN LEGION					
	01-121-000-0000-6846		674.00	VETS TRANSPORT TO VA APPTS		CVSO GRANT EXPENSE

# Pennington County Financial System



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1301	AMERICAN LEGION		674.00		1 Transactions	
100	9017 INSIGHT TECHNOLOGIES 01-121-000-0000-6300		49.52	IT GLOBAL APRIL - VET SERVICE	758860	Repairs & Maintenance
	9017 INSIGHT TECHNOLOGIES		49.52		1 Transactions	
60	20027 THE TIMES 01-121-000-0000-6846		266.00	AD FOR VETERAN BENEFIT FAIR		CVSO GRANT EXPENSE
	20027 THE TIMES		266.00		1 Transactions	
61	22304 VFW POST 2793 01-121-000-0000-6846		1,390.00	VETS TRANSPORT TO VA APPTS		CVSO GRANT EXPENSE
	22304 VFW POST 2793		1,390.00		1 Transactions	
121	DEPT Total:		2,379.52	Veterans Service	4 Vendors	4 Transactions
132	DEPT			Motor Vehicle		
101	9017 INSIGHT TECHNOLOGIES 01-132-000-0000-6300		148.57	IT GLOBAL APRIL - MV	758860	REPAIRS & MAINTENANCE
	9017 INSIGHT TECHNOLOGIES		148.57		1 Transactions	
132	DEPT Total:		148.57	Motor Vehicle	1 Vendors	1 Transactions
201	DEPT			Sheriff		
58	4305 D & J RADIO SALES & SERVICE 01-201-000-0000-6304		200.00	REMOVE CAGE IN TRANSPORT	8462	REPAIR & MAINTENANCE - SQUADS
	4305 D & J RADIO SALES & SERVICE		200.00		1 Transactions	
59	6315 FALLS RADIATOR SERVICE 01-201-000-0000-6262		65.00	TOW VEHICLE CFS 14-0521	54051	OTHER SERVICES
	6315 FALLS RADIATOR SERVICE		65.00		1 Transactions	
52	8337 HUNTER'S OUTLET 01-201-000-0000-6405		42.69	GUN CLEANING SUPPLIES	31114	GENERAL SUPPLIES
	8337 HUNTER'S OUTLET		42.69		1 Transactions	
56	11003 K-MART 01-201-000-0000-6300		96.18	BATTERY BOOSTER	13812	REPAIRS & MAINTENANCE

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
11003	K-MART		96.18		1 Transactions	
16314	PENNINGTON FAST LUBE					
53	01-201-000-0000-6304		92.53	#6 ALTERNATOR REPAIR	27620	REPAIR & MAINTENANCE - SQUADS
54	01-201-000-0000-6304		62.51	TRANSPORT REMOTE REPAIR	27637	REPAIR & MAINTENANCE - SQUADS
16314	PENNINGTON FAST LUBE		155.04		2 Transactions	
19189	STREICHER'S					
47	01-201-000-0000-6405		286.91	#8 UNIFORM	77926	GENERAL SUPPLIES
46	01-201-000-0000-6405		487.53	#8 UNIFORMS	78518	GENERAL SUPPLIES
19189	STREICHER'S		774.44		2 Transactions	
20346	TRF LOCK & KEY					
45	01-201-000-0000-6801		68.00	KEY FOR SCHOOLS	104219	MISCELLANEOUS EXPENSE
20346	TRF LOCK & KEY		68.00		1 Transactions	
201	DEPT Total:		1,401.35	Sheriff	7 Vendors	9 Transactions
206	DEPT			County Coroner		
7012	JOHNSON FUNERAL SERVICE					
48	01-206-000-0000-6262		150.00	JEFF JEUNE	112013	OTHER SERVICES-CORONER
7012	JOHNSON FUNERAL SERVICE		150.00		1 Transactions	
206	DEPT Total:		150.00	County Coroner	1 Vendors	1 Transactions
219	DEPT			Law Enforcement Center Building		
12037	LEE PLUMBING & HEATING					
49	01-219-000-0000-6300		48.63	3.5 GALLON REPAIR KIT		REPAIRS & MAINTENANCE
12037	LEE PLUMBING & HEATING		48.63		1 Transactions	
23019	WOODMEN CONSTRUCTION, INC.					
51	01-219-000-0000-6300		220.00	REPLACES SPRING WEST DOOR LEC	12426	REPAIRS & MAINTENANCE
23019	WOODMEN CONSTRUCTION, INC.		220.00		1 Transactions	
219	DEPT Total:		268.63	Law Enforcement Center Building	2 Vendors	2 Transactions
220	DEPT			Law Enforcement - Shared		
3307	COMMISSIONER OF TRANSPORTATION-					

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Vendor No.	Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Invoice #	Account/Formula Description
					Service Dates	Paid On Bhf #	On Behalf of Name
55		01-220-000-0000-6207		400.00	HIGHLANDING TOWER FEE		RADIO
	3307	COMMISSIONER OF TRANSPORTATION-		400.00	1 Transactions		
	15051	OFFICE MAX					
88		01-220-000-0000-6401		320.80	10 REAMS PAPER	093495	SUPPLIES
	15051	OFFICE MAX		320.80	1 Transactions		
	18154	RICHARDS/BETTY					
44		01-220-000-0000-6420		20.00	HEM PANTS/SHORTEN SHIRT SLEEVE	371513	UNIFORMS
	18154	RICHARDS/BETTY		20.00	1 Transactions		
220	DEPT Total:			740.80	Law Enforcement - Shared	3 Vendors	3 Transactions
251	DEPT				Jail		
	1380	A'VIANDS LLC					
81		01-251-000-0000-6427		2,873.60	JAIL MEALS 2-16 TO 2-22	69548	JAIL MEALS
82		01-251-000-0000-6427		2,289.94	JAIL MEALS 2-23 TO 2-29	69706	JAIL MEALS
83		01-251-000-0000-6403		497.93	TP, LAUNDRY SOAP, HAND SOAP	69880	JANITORIAL SUPPLIES - JAIL
84		01-251-000-0000-6403		311.92	SHOWER CLEANER	69880	JANITORIAL SUPPLIES - JAIL
	1380	A'VIANDS LLC		5,973.39	4 Transactions		
	6303	F-M AMBULANCE INC					
78		01-251-000-0000-6255		437.00	AMBULANCE 13-463	143666	MEDICAL - LOCAL
	6303	F-M AMBULANCE INC		437.00	1 Transactions		
	9001	INTER COUNTY NURSING					
85		01-251-000-0000-6255		1,112.50	22.25 NURSE HOURS - FEB	932	MEDICAL - LOCAL
86		01-251-000-0000-6255		50.00	10 MANITOUX TESTS	932	MEDICAL - LOCAL
	9001	INTER COUNTY NURSING		1,162.50	2 Transactions		
	11003	K-MART					
57		01-251-000-0000-6300		56.09	LED LIGHTS	08152	REPAIRS & MAINTENANCE
	11003	K-MART		56.09	1 Transactions		
	13460	MN ENERGY RESOURCES CORP					
80		01-251-000-0000-6251		1,356.12	ANNEX - FEBRUARY	42080499	GAS - JAIL
	13460	MN ENERGY RESOURCES CORP		1,356.12	1 Transactions		
	14303	NORTHLAND FIRE PROTECTION					

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Vendor No.	Vendor Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
50	14303	01-251-000-0000-6302 NORTHLAND FIRE PROTECTION		186.30 186.30	SEMI ANNUAL INSPECTION		13032		KITCHEN REPAIRS & EXPENSE	
						1 Transactions				
19378	SANFORD HEALTH ACCESSORIES LLC									
79	19378	01-251-000-0000-6405 SANFORD HEALTH ACCESSORIES LLC		107.88 107.88	6 BOXES NITRILE GLOVES		3120540		GENERAL SUPPLIES - JAIL	
						1 Transactions				
20047	THRIFTY WHITE PHARMACY									
65		01-251-000-0000-6255		128.52	PRESCRIPTION 13-472		24197		MEDICAL - LOCAL	
66		01-251-000-0000-6256		34.95	PRESCRIPTION 14-041		24410		MEDICAL - REIMBURSED	
67		01-251-000-0000-6255		16.00	PRESCRIPTION 14-049		27577		MEDICAL - LOCAL	
68		01-251-000-0000-6255		54.87	PRESCRIPTION 13-462		32833		MEDICAL - LOCAL	
64		01-251-000-0000-6255		69.92	PRESCRIPTION 13-356		4136		MEDICAL - LOCAL	
69		01-251-000-0000-6255		240.28	PRESCRIPTION 13-463		56456		MEDICAL - LOCAL	
70		01-251-000-0000-6255		112.44	PRESCRIPTION 14-056		56942		MEDICAL - LOCAL	
71		01-251-000-0000-6255		6.99	PRESCRIPTION 13-411		58031		MEDICAL - LOCAL	
72		01-251-000-0000-6256		190.68	PRESCRIPTION 14-045		58298		MEDICAL - REIMBURSED	
73		01-251-000-0000-6256		40.95	PRESCRIPTION 14-031		58300		MEDICAL - REIMBURSED	
74		01-251-000-0000-6256		27.96	PRESCRIPTION 14-039		58309		MEDICAL - REIMBURSED	
75		01-251-000-0000-6256		11.88	PRESCRIPTION 14-028		58339		MEDICAL - REIMBURSED	
76		01-251-000-0000-6256		13.98	PRESCRIPTION 14-028		58346		MEDICAL - REIMBURSED	
77		01-251-000-0000-6256		34.56	PRESCRIPTION 14-061		58353		MEDICAL - REIMBURSED	
20047	THRIFTY WHITE PHARMACY			983.98		14 Transactions				
251	DEPT Total:			10,263.26	Jail		8 Vendors		25 Transactions	
252	DEPT				Training					
19259	STEELE/DANTE									
43	19259	01-252-000-0000-6330 STEELE/DANTE		9.18 9.18	MEAL - JAIL CONFERENCE		021314		TRAVEL & EXPENSE	
						1 Transactions				
252	DEPT Total:			9.18	Training		1 Vendors		1 Transactions	
253	DEPT				Probation Service					
99999997	GERARDY/MARY									
63	99999997	01-253-000-0000-6847 GERARDY/MARY		36.87 36.87	GRAD SUPP - DOMESTIC ABUSE GRP				SUPERVISION FEE EXPENSE	
						1 Transactions				

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
253	DEPT Total:	36.87	Probation Service	1 Vendors	1 Transactions
259	DEPT		Canteen Collections		
20357	TURNKEY CORRECTIONS				
39	01-259-000-0000-6405	76.37	VENDING & CANTEEN FEB 16-28	31290	GENERAL SUPPLIES - CANTEEN
40	01-259-000-0000-6405	154.48	11-\$5 & 9-\$10 PHONE CARDS	31291	GENERAL SUPPLIES - CANTEEN
41	01-259-000-0000-6405	22.65	INDIGENT FEES 2-1 TO 2-28	31292	GENERAL SUPPLIES - CANTEEN
42	01-259-000-0000-6405	21.64	MP3 FEE & SALES 2-1 TO 2-28	31436	GENERAL SUPPLIES - CANTEEN
20357	TURNKEY CORRECTIONS	275.14	4 Transactions		
259	DEPT Total:	275.14	Canteen Collections	1 Vendors	4 Transactions
270	DEPT		Crime Victim Advocate Grant		
9017	INSIGHT TECHNOLOGIES				
102	01-270-000-0000-6300	24.77	IT GLOBAL APRIL - CRIME VICTIM	758860	REPAIRS & MAINTENANCE
9017	INSIGHT TECHNOLOGIES	24.77	1 Transactions		
270	DEPT Total:	24.77	Crime Victim Advocate Grant	1 Vendors	1 Transactions
290	DEPT		EMERGENCY MANAGEMENT		
9017	INSIGHT TECHNOLOGIES				
103	01-290-000-0000-6300	49.52	IT GLOBAL APRIL - EMER MGMT	758860	Repairs & Maintenance
9017	INSIGHT TECHNOLOGIES	49.52	1 Transactions		
290	DEPT Total:	49.52	EMERGENCY MANAGEMENT	1 Vendors	1 Transactions
501	DEPT		Auditorium		
6001	FALLS DAY ACTIVITY CENTER				
28	01-501-000-0000-6262	69.60	CLEAN AUDITORIUM	13857	OTHER SERVICES
29	01-501-000-0000-6262	63.80	CLEAN AUDITORIUM	13870	OTHER SERVICES
6001	FALLS DAY ACTIVITY CENTER	133.40	2 Transactions		
12037	LEE PLUMBING & HEATING				
31	01-501-000-0000-6300	120.63	STATE RPZ TEST - AUDITORIUM	65105	REPAIRS & MAINTENANCE
12037	LEE PLUMBING & HEATING	120.63	1 Transactions		

# Pennington County Financial System



ANGIE  
3/25/14 8:12AM

1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 10

Vendor Name		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
No.	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
501	DEPT Total:		254.03	Auditorium	2 Vendors	3 Transactions
601	DEPT			County Extension		
	9017 INSIGHT TECHNOLOGIES					
104	01-601-000-0000-6300		123.81	IT GLOBAL APRIL - EXTENSION	758860	REPAIRS & MAINTENANCE
	9017 INSIGHT TECHNOLOGIES		123.81		1 Transactions	
601	DEPT Total:		123.81	County Extension	1 Vendors	1 Transactions
801	DEPT			Unallocated Revenue		
	16328 PEPSI COLA BOTTLING CO					
22	01-801-000-0000-6838		137.48	PEPSI PRODUCTS	84380458	POP MACHINE EXPENSE
	16328 PEPSI COLA BOTTLING CO		137.48		1 Transactions	
801	DEPT Total:		137.48	Unallocated Revenue	1 Vendors	1 Transactions
1	Fund Total:		32,341.75	County Revenue		87 Transactions

# Pennington County Financial System



ANGIE  
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3 Road & Bridge

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
320	DEPT			Highway Administration		
6320	FIRST LAB					
12	03-320-000-0000-6801		79.90	RANDOM DRUG SCREEN		MISCELLANEOUS EXPENSE
6320	FIRST LAB		79.90		1 Transactions	
6350	FLAAGAN/MIKE					
10	03-320-000-0000-6330		5.80	MEALS MEETING MPLS MAR 11-12		TRAVEL & EXPENSE
11	03-320-000-0000-6401		7.98	COOKIES FOR PRECON		SUPPLIES
6350	FLAAGAN/MIKE		13.78		2 Transactions	
14123	NORTHWEST BEVERAGE INC					
16	03-320-000-0000-6401		13.00	WATER		SUPPLIES
14123	NORTHWEST BEVERAGE INC		13.00		1 Transactions	
16067	PEMBERTON, SORLIE, RUFER & KERSHNE					
15	03-320-000-0000-6261		3,049.30	EMPLOYEE INVESTIGATION		CONSULTING & LEGAL SERVICES
16067	PEMBERTON, SORLIE, RUFER & KERSHNE		3,049.30		1 Transactions	
20027	THE TIMES					
3	03-320-000-0000-6232		318.76	BRAY TWP HEARING,AD FUEL, CULV		ADVERTISING
20027	THE TIMES		318.76		1 Transactions	
320	DEPT Total:		3,474.74	Highway Administration	5 Vendors	6 Transactions
330	DEPT			Highway Maintenance		
3307	COMMISSIONER OF TRANSPORTATION-;					
13	03-330-000-0000-6274		413.92	EQUIPMENT CALIBRATION		LAB TESTING
3307	COMMISSIONER OF TRANSPORTATION-;		413.92		1 Transactions	
330	DEPT Total:		413.92	Highway Maintenance	1 Vendors	1 Transactions
350	DEPT			Equipment & Maintenance Shop		
6344	FLEETPRIDE					
9	03-350-000-0000-6564		144.46	FILTERS FOR UNIT 208	59498519	EQUIPMENT REPAIR PARTS
8	03-350-000-0000-6564		68.40	FILTERS FOR UNIT 206 & 209	59758759	EQUIPMENT REPAIR PARTS
6344	FLEETPRIDE		212.86		2 Transactions	
7337	GCR TIRE STORES					

# Pennington County Financial System



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3 Road & Bridge

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 12

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
7	03-350-000-0000-6564		656.58	TIRES UNIT 230		EQUIPMENT REPAIR PARTS
	7337 GCR TIRE STORES		656.58		1 Transactions	
	8014 HUGOS #7					
5	03-350-000-0000-6556		29.87	SHOP SUPPLIES 211, 212, 500		SHOP SUPPLIES
6	03-350-000-0000-6556		44.62	SHOP SUPPLIES 500		SHOP SUPPLIES
	8014 HUGOS #7		74.49		2 Transactions	
	11003 K-MART					
19	03-350-000-0000-6556		46.39	PHONE SHOP 211		SHOP SUPPLIES
	11003 K-MART		46.39		1 Transactions	
	12315 LITTLE FALLS MACHINE					
18	03-350-000-0000-6564		249.07	PLOW BOLTS UNIT 242		EQUIPMENT REPAIR PARTS
	12315 LITTLE FALLS MACHINE		249.07		1 Transactions	
	14329 NORTH AMERICAN SALT CO.					
17	03-350-000-0000-6565		5,272.30	SALT		ROAD MATERIALS
	14329 NORTH AMERICAN SALT CO.		5,272.30		1 Transactions	
	19426 SANDAHL'S					
14	03-350-000-0000-6428		288.56	SHOP 500 ID SIGNS		SAFETY EQUIPMENT
	19426 SANDAHL'S		288.56		1 Transactions	
	19306 SEARS					
4	03-350-000-0000-6556		70.53	GRINDER SHOP 211		SHOP SUPPLIES
	19306 SEARS		70.53		1 Transactions	
	26301 ZIEGLER, INC.					
1	03-350-000-0000-6561		6,026.57	CUTTING EDGES		CUTTING EDGES
2	03-350-000-0000-6564		49.70	WELDING RODS UNIT 242 & 310		EQUIPMENT REPAIR PARTS
	26301 ZIEGLER, INC.		6,076.27		2 Transactions	
350	DEPT Total:		12,947.05	Equipment & Maintenance Shop	9 Vendors	12 Transactions
3	Fund Total:		16,835.71	Road & Bridge		19 Transactions

# Pennington County Financial System



ANGIE  
3/25/14 8:12AM  
60 Capital Improvement Spec

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
460 DEPT				
2337 BKV GROUP INC				
27 60-460-000-0000-6801		1,104.10	29878	MISCELLANEOUS EXPENSE
26 60-460-000-0000-6801		8,970.00	30733	MISCELLANEOUS EXPENSE
2337 BKV GROUP INC		10,074.10		2 Transactions
460 DEPT Total:		10,074.10	1 Vendors	2 Transactions
60 Fund Total:		10,074.10		2 Transactions
Final Total:		59,251.56	69 Vendors	108 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	32,341.75	County Revenue
3	16,835.71	Road & Bridge
60	10,074.10	Capital Improvement Special Re
All Funds	59,251.56	Total

Approved by, .....

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ANGIE  
3/25/14 8:12AM

# 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



ANGIE  
3/25/14 8:12AM  
1 County Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

<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>
6347 FULTON/JIM				
1 01-251-000-0000-6330		16.07	MEAL - TRANSPORT - BEMIDJI	031114 TRAVEL & EXPENSE
6347 FULTON/JIM		16.07	1 Transactions	
1 Fund Total:		16.07	County Revenue	1 Vendors 1 Transactions
Final Total:		16.07	1 Vendors	1 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	16.07	County Revenue
All Funds		16.07	Total

Approved by, .....

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**OFFICIAL PROCEEDINGS**  
**PENNINGTON COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY, MARCH 11<sup>TH</sup>, 2014, 10:00 AM**

Pursuant to adjournment, the Pennington County Board of Commissioners met in the Pennington County Board Room in Thief River Falls, MN, on Tuesday, March 11<sup>th</sup>, 2014 at 10:00 a.m.  
Members present: Donald Jensen, Neil Peterson, Cody Hempel, and Oliver “Skip” Swanson.  
Members absent: Darryl Tveitbakk.

The Pledge of Allegiance was recited.

County Engineer Mike Flaagan presented the bids for equipment rental, culvert supplies and fuel for 2014. The bids were opened at 10:00 a.m. as duly advertised and the name of each bidder was read aloud. Motioned by Commissioner Jensen, seconded by Commissioner Swanson, to have the County Engineer tabulate the bids and return next meeting with an abstract and recommendations for approval. Motion unanimously carried.

Mike Flaagan then discussed leasing a skid steer versus buying. Mike also discussed the meeting with Bray Township officers tonight regarding turn back of County Roads. Hearing is to be held at 7:00 p.m. at the Bray Township Hall.

Erik Beitel, Emergency Manager, presented a proposal from Integrated Solutions Consulting to complete a 5 year mitigation plan update for Pennington County in accordance to Federal Law and Policy. The cost of the professional service contract will not exceed \$27,900 and will be paid by the Emergency Management Grant Funds. Commissioner Hempel moved, seconded by Commissioner Jensen to approve the Professional Service Agreement with Integrated Solutions Consulting to complete a 5 year mitigation plan update. Motion unanimously carried.

Erik Beitel also discussed the Chain of Command to be included in the Emergency Operation Center Plan. He recommends that it read the Chairman of the County Board and in their absence the Vice-Chairman and then any other County Commissioner. In the absence of all County Commissioners the Incident Commander would be in charge. The following resolution was introduced by Commissioner Hempel, seconded by Commissioner Jensen and upon vote unanimously carried.

BE IT RESOLVED, that the Pennington County Board of Commissioners hereby approve the following Chain of Command to be included in the Emergency Management Plan.

1. Chair of the County Board
2. Vice-Chair of the County Board
3. Any other County Commissioner

#### 4. Incident Commander.

Erik Beitel then gave a report on the drill he conducted of the phone contact tree contained in the Emergency Management Plan. He stated it was well worth his time as he obtained information he needed and was able to find any problem areas in the plan and phone tree. Erik Beitel plans to convert the phone tree to include text and emails where applicable.

Commissioner Swanson moved, seconded by Commissioner Jensen to appoint Gladys Hallstrom and Barb Natvik to a three year term on the County Extension Committee. Motion unanimously carried.

Deputy Auditor Angie Philipp and County Recorder Ken Schmalz presented a proposal from Tyler Technologies to provide the iDoc 5 software and hosting services that would allow property records to be viewed thru a web interface via the internet. The initial cost of \$7,980 includes the iDoc 5 software, annual support, hosting services, training and installation. After the first year there will be a fee of \$2,280 for support and hosting services.

Moved by Commissioner Hempel, seconded by Commissioner Jensen, to approve the Tyler Technologies proposal to provide software and services to place the County Recorders property documents online. Motion unanimously carried.

Deputy Auditor, Computer Supervisor Angie Philipp then discussed if she should have Pro-West put the GIS data now completed out on the County's web site now or wait for the updated City of Thief River Falls GIS data and put it all out on the web site at one time. It was the direction of the County Board to have Pro-West put the GIS data that is complete on the web site as soon as possible.

Bryon Malone and Peter Nelson, representing the Pennington County SWCD met with the County Board. Bryan Malone asked if it's the County Boards intention to have the Pennington County SWCD take over the Feedlot Program. After a short discussion the County Board asked that a Memorandum of Agreement be drafted authorizing the Pennington County SWCD to administer the Feedlot Program.

Peter Nelson discussed applying for a grant to do a pilot project under the One Watershed One Plan program for the Thief and Red Lake River Watersheds.

Moved by Commissioner Jensen, seconded by Commissioner Swanson to have Pennington County participate in an application for a grant for funding of a pilot project to develop a One Watershed One Plan for the Thief and Red Lake River Watersheds. Motion carried.

Anita Cardinal, Inter County Nursing Service Director, made a request that Carmen Stinson and Kim Swanson be reappointed for a two year term on the Inter County Nursing Service Board. Moved by Commissioner Swanson, seconded by Commissioner Hempel to approve the

appointments of Carmen Stinson and Kim Swanson to the Inter County Nursing Services Board for a two year term. Motion carried.

Moved by Commissioner Hempel, seconded by Commissioner Jensen to limit the terms on the Inter County Nursing Service Board to a total of eight years. Motion carried.

Moved by Commissioner Hempel, seconded by Commissioner Jensen to approve the minutes of February 25<sup>th</sup>, 2014 as written. Motion carried.

Commissioner Jensen moved, seconded by Commissioner Hempel to approve payment of the Human Service warrants totaling \$211,905.98, the Auditor and Manual warrants for February 2014 totaling \$1,053,254.23 and the following Commissioner warrants. Motion carried.

#### WARRANTS

County Revenue	\$65,647.78
Road & Bridge	\$34,089.68
Solid Waste Facility	\$ 705.00

Per diems and meal reimbursements in the amount of \$2,915.61 were also approved.

Commissioner Jensen moved, seconded by Commissioner Swanson to authorize County Extension Agent Howard Person to spend one day per week working with the Wheat/Soybean Growers to assist with research and trial plots. Motion carried.

The Wheat/Soybean Growers will reimburse the County for his time.

Commissioner Hempel moved, seconded by Commissioner Jensen to authorize advertising for applicants to fill the Economic Development Director position. Motion carried.

County Sheriff Ray Kuznia asked to use Ray Freeman as a consultant for Radio Improvements. Commissioner Swanson moved, seconded by Commissioner Hempel to authorize the County Sheriff to use Ray Freeman on a consulting basis for Radio Improvements as needed. Motion carried.

The County Board authorized the County Sheriff to hire a part-time Juvenile Sentence to Serve crew leader as per previous authorization.

Rick Trontvet and Emery Lee representatives of Job's Inc. Board met to discuss moving forward with the hiring of an Economic Development Director. It was noted that a motion was made to start advertising for applicants for the position. Rick Trontvet will forward us some contact information he has for placing Job positions.

It was noted that the Community Expo was scheduled for April 24<sup>th</sup>, 2014 at the Ralph Engelstad Arena.

Moved by Commissioner Hempel, seconded by Commissioner Jensen to adjourn to 5:00 p.m. March 25<sup>th</sup>, 2014. Motion carried.

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