

COMMISSIONERS APPROVAL

58 FOSS

CHILCOTT 

IMAN 

STOLTZ 

BURROWS 

Members Present.....Commissioner Suzy Foss, Commissioner Greg Chilcott, Commissioner J.R. Iman, Commissioner Ron Stoltz and Commissioner Jeff Burrows

Date.....October 29, 2012

► Minutes: Glenda Wiles

► The Board met at 9:00 a.m. with Tom Grymes of Daly Leach Chapel regarding the need for cremation services for Michael Baker of Hamilton. Mr. Baker was in the Balkans for the last month working due to a lay off in Hamilton where he lived with his wife and four children. The wife does not work and has no money to pay for these services. Tom was able to negotiate with the funeral home in Sydney for a reduced cost for cremation. (See attached). **Commissioner Stoltz made a motion to pay the cremation services for Michael Baker in the amount of \$520.00. Commissioner Burrows seconded the motion and all voted "aye". (4-0)** Commissioner Suzy Foss was not present for this meeting.

► The Board met at 9:30 a.m. with Charmell Owens, Coordinator of the Drug Free Communities Grant regarding the 'Buckle Up Montana' Grant. Prior to completing the grant application Charmell was seeking approval to submit this grant to the State which is due on Friday. (See attached). The grant, if approved by the Department of Transportation could be \$20,000 to \$30,000 which would be used for education in the Buckle Up Montana campaign. Ravalli County would be the fiscal entity for the standard 5% fee. **Commissioner Chilcott made a motion to apply for this grant through the Department of Transportation with Chair signature on Friday November 2nd. Commissioner Iman seconded the motion. Discussion: Charmell will submit this grant in the amount of \$25,000. All voted "aye". (5-0)**

► The Board met at 10:00 a.m. for a presentation by MACo for health insurance. MACo Health Care Trust Staff Pam Walling and Traci Thatcher presented information on the Health Care Trust and benefits. Trust Companies are a risk sharing pool (not an insurance company) that if accepted, Ravalli County would become a part of. Benefits and rate calculations were discussed. No decision was made at this meeting.

► The Board met at 11:10 a.m. for a discussion and possible decision on operation protocol at the Road Department. Present at this meeting was Human Resource Director Robert Jenni and

Deputy County Attorney Howard Recht. Robert noted during the period of time up to when the Operations Manager begins employment, the Board has opted to take an active role in the daily operations with the Road Department. Robert presented a work outline under Physical Plant; Operations and Time Management (see attached).

Discussion included the following comments:

- Commissioner Stoltz addressed the time clock (bio clock) which is computerized with a thumb print which would move the time cards to an electronic process (which will include trips to and from sites, hours, mileage etc.) Time clocks could be taken to a job site as well as having one at the building. Robert stated his only concern is that they have a hard time having the employees fill out the paper time card, let along this type of time clock. There are other types of clocks available. Commissioner Foss thinks time clocks that monitors time management, costs etc. would be a good fiscal tool.
- Commissioner Iman asked if there are other items that should be included in the operational plan, such as major purchase/equipment.
- Commissioner Chilcott addressed a more detailed log and assignment of the daily assignments. It was also noted the union contract addresses split 4-10's for winter only.
- Robert indicated some of the road department employees feel that the Commissioners would be using un-warranted discipline if the new time cards/time management are utilized.
- Attorney Recht stated time management is within the Board of County Commissioners purview. The Employee Handbook spells out much of this information. The Board wants to make sure the new program is for all employees and not specifically targeting a specific group, i.e., women versus men.
- Commissioner Foss felt the use of cameras would be a good idea.
- Commissioner Burrows felt this discussion was premature. He prefers to have the new Operations Manager on board first. Allow that operations manager to see what is happening, what needs to be done, then bring information back to the Commissioners in order to make some decisions about the time cards, cameras etc.
- Attorney Recht suggested they add asset management and road priorities with job costs.

It was concurred Robert will re-work this list presented with the ideas and added issues discussed here today. The Board might meet again prior to the first day of the Operations Manager's start date.

Public Comment: Chris Hockman addressed the road priorities (as adopted by the Board of County Commissioners by Resolution a couple of years ago) and the importance of their utilization. Chris also asked if the Commissioners have any interest in having a citizen driven committee to review the issue of the roads. Commissioner Foss felt winter time would be a good time to meet with the citizens in each of the districts to help review the needs of the roads.

► The Board met at 1:30 p.m. for a discussion of the development of a Natural Resource Policy input.

Road Department Operational plan by BCC

Physical Plant (buildings and grounds)

time clock in break room

Inability to monitor break room, shop or yard

possibly install camera's

break room

shop

yard

gates

paging system for office staff w/ speakers through out the building

install GPS monitors in all trucks

Operations

Management by commissioners with delegated authority from BCC

get list of roads needing gravel from grader operators

Work plan for 2 weeks

gravel and blade roads

stockpile gravel for sanding

assign individuals specific vehicles

institute new daily log

eliminate crew leader positions as permanent appointments and assign for specific projects

(not directing 1 or 2 individuals on routine tasks)

Time Management

planning and assignments done the previous evening

re-assert 30 min lunch

give work assignments that run into the next day so employees work a full shift

if employees arrive before 5 send home as end of day

if unable to get 5/8's split crew to 4/10 M-TH & T-Fri

re-affirm vacation policy

list at beginning of year then 1st come first served

no more than 3 people gone at any point in time

make assignments while mixing crews



STATE OF MONTANA REQUEST FOR PROPOSAL (THIS IS NOT AN ORDER)

RFP Number:
HWY- 310574-KS

RFP Title:
Buckle Up Montana Coalitions – Occupant Protection Safety Practices

RFP Due Date and Time:
October 22, 2012
3:00pm, Local Time

Number of Pages: 1 of 58
Number of Attachments: NONE

ISSUING AGENCY INFORMATION

Procurement Officer:
Kim Stewart

Issue Date:
October 1, 2012

PURCHASING SERVICES SECTION
MONTANA DEPARTMENT OF TRANSPORTATION
P.O. BOX 201001
HELENA, MT 59620-1001

Phone: (406) 444-9282
Fax: (406) 444-5411

TTY Users:
1-800-335-7592 or (406) 444-7696

Website: <http://vendor.mt.gov/>

INSTRUCTIONS TO OFFERORS

Return Sealed Proposal to:

PURCHASING SERVICES SECTION
MONTANA DEPARTMENT OF TRANSPORTATION
2701 PROSPECT AVENUE
P.O. BOX 201001
HELENA, MT 59601

Mark Face of Envelope/Package:

RFP Number: HWY-310574-KS
RFP Response Due Date: October 22, 2012

Special Instructions:
(insert special instructions and/or date of pre-proposal conference, if applicable)

IMPORTANT: SEE STANDARD TERMS AND CONDITIONS

OFFERORS MUST COMPLETE THE FOLLOWING

Offeror Name/Address:

Authorized Offeror Signatory:

(Please print name and sign in ink)

Offeror Phone Number:

Offeror FAX Number:

Offeror Federal I.D. Number:

Offeror E-mail Address:

OFFERORS MUST RETURN THIS COVER SHEET WITH RFP RESPONSE

SECTION 3: SCOPE OF PROJECT

3.0. PURPOSE

The purpose of these services is to increase safety belt usage in Montana from 78.9% in 2010 to 89.3% by 2015; reduce the five-year average number of unrestrained vehicle occupant fatalities from 126 in 2010 to 98 by 2015; and reduce the five-year average number of unrestrained vehicle occupant fatalities and incapacitating injuries from 633 in 2010 to 490 by 2015.

The State is seeking up to seven (7) new lead agencies to oversee part-time coalition coordinators to promote the Buckle Up Montana Coalition occupant protection traffic safety program at the local level. The objective is to increase seatbelt and child safety seat usage on Montana's roads. The successful agencies are responsible for the development of BUMT coalitions with diverse memberships to promote the benefits of seat belt and child restraint use. These coalitions will meet on a regular basis to develop and implement local public information and education (PI&E) programs that reach various demographics to encourage increases in safety belts usage and child safety seats. The long-term impact of this program is to increase occupant protection usage resulting in measurable progress toward the motor vehicle reduction in fatalities and incapacitating injuries in the currently underserved communities/counties.

3.1. SCOPE

Between 2007 and 2011, 880 drivers and passengers died in vehicle crashes on Montana's roads. More than 67% of those people were not wearing their seatbelts. Another 35,904 occupants were injured where more than 21% of those were not wearing seatbelts. Single vehicle run-off-the-road crashes cause over 50% of the fatalities in Montana; many due to ejection from the vehicle.

In response to Montana's need for improved highway safety and a reduction in crashes and their consequences, the State led the development of the Montana Comprehensive Highway Safety Plan (CHSP). The plan was developed in collaboration with other agencies and jurisdictions with roles in highway safety at the state, local and federal level as well as Montana's sovereign Tribal Nations. The plan contains 12 priority areas, one of which is seatbelt use, along with quantifiable safety related goals, objectives and performance measures. The objective of the safety belt use priority is to increase safety belt usage to 90%.

In support of this CHSP initiative, each successful agency will oversee one part-time coalition coordinator that will promote safe occupant protection practices in the county/counties. The coalition coordinator will serve as a resource providing technical assistance on the implementation of occupant protection restraint education. This includes overseeing promotion of seatbelts and child restraints using non-paid placement of media; public information and education campaigns; support for state-sponsored media messaging; and innovative approaches for reaching those who do not regularly buckle up. The uses of environmental prevention and/or evidence based intervention methodologies are highly recommended. Increases in safety belt usage are expected to result in measurable progress towards reductions in fatalities and incapacitating injuries on Montana's roads.

The following list of counties are the areas that MDT is seeking lead agency coverage:

Beaverhead County, Montana	Mineral County, Montana
Blaine County, Montana	Missoula County, Montana
Carbon County, Montana	Musselshell County, Montana
Carter County, Montana	Park County, Montana
Cascade County, Montana	Petroleum County, Montana
Chouteau County, Montana	Phillips County, Montana
Daniels County, Montana	Powell County, Montana

Deer Lodge County, Montana	Prairie County, Montana
Fergus County, Montana	Ravalli County, Montana
Gallatin County, Montana	Richland County, Montana
Glacier County, Montana	Rosebud County, Montana
Golden Valley County, Montana	Sanders County, Montana
Granite County, Montana	Sheridan County, Montana
Hill County, Montana	Silver Bow County, Montana
Judith Basin County, Montana	Stillwater County, Montana
Liberty County, Montana	Sweet Grass County, Montana
Lincoln County, Montana	Treasure County, Montana
Madison County, Montana	Valley County, Montana
McCone County, Montana	Wheatland County, Montana
Meagher County, Montana	Wibaux County, Montana
	Yellowstone County, Montana

The offeror should describe, in their own words, what offeror understands as the purpose and scope of this project.

3.2. OBJECTIVES

Each successful agency will oversee a staff person (either already employed or will be employed for this contract) to act as a part-time coalition coordinator. The successful agency will oversee monitoring time, activities and success in completing the following objectives during the term of the contract. To convincingly demonstrate to the State what the offeror intends to do, offeror should provide and describe the following:

- How the work will be accomplished to meet the contract requirements as more specifically detailed in Section 3.2. by each objective.
- Methodology of implementing listed objectives
- A work plan;
- The timeframes necessary to accomplish the work

3.2.1 Objective 1: Increase use of seat belts

Activity #1: Data-driven Community Public Information & Education (PI&E) Campaigns

Activity #2: Support three mobilizations w/PI&E Campaigns:

- National May Click It Don't Risk It (May 20 – June 2, 2013), this mobilization includes conducting pre & post seatbelt surveys
- Fourth of July State Mobilization (June 26 –July 7, 2013)
- National Thanksgiving Holiday Travel (November 25 – December 1, 2012)

3.2.2 Objective 2: Increase proper selection, installation and use of child restraints

Activity #1: Develop, support, and promote local Child Passenger Safety Inspection Station

Activity #2: Support and promote CPS Week (September 15-21, 2013) and National Seat Check Saturday (September 21, 2013)

Activity #3: Develop a statewide year-long PI&E campaign for the following:

- Booster Seat Campaign (ages 4-8)
- Riding in the Back Seat (ages 9-12)

Activity #4: Raise supplemental funding to purchase child restraints

3.2.3 Objective 3: Raise general public understanding and knowledge of the benefits of seat belt usage and Montana’s seat belt laws

- Activity #1:** Earned media – newspaper articles, letters to the editor, business/school newsletters, etc. educating the public about the benefits of seat belt and child restraint use and that law enforcement is enforcing Montana’s OP laws, etc.
- Activity #2:** Organize and deliver BUMT presentations to local businesses
- Activity #3:** Collaborate with local law enforcement agencies at public education events, e.g. Alive at 25, Saved by the Belt Awards.
- Activity #4:** Support and promote National Teen Driver Safety Week (October, 20-26, 2012) and Montana Teen Driver Safety Day (October 24, 2012)

3.2.4 Objective 4: Miscellaneous recommended activities to support objectives 1-3

- Add BUMT to your agency's website;
- Encourage businesses to adopt a seatbelt policy;
- Partner/collaborate with local businesses/schools/healthcare organizations/churches to do a contest to increase seat belt use among their employees/staff/congregation;
- Set up an “Empty Dinner Party” display. This is a visual event displaying empty places at the dinner table where community members/family members will never sit again because they were not wearing their seat belt when they were involved in a fatal motor vehicle crash.
- Conduct pre and post seatbelt surveys in low belt use locations throughout the fiscal year
- Locally developed innovative campaign

3.3 EVALUATION

Successful offeror regularly interfaces with the State Highway Traffic Safety Office (SHTSO) staff, the Seat Belt Emphasis Area Team and other traffic safety advocates to create a multi-year Occupant Protection Strategic Plan that includes a unified coordinated seatbelt effort and media-related campaign. The Seat Belt Emphasis Area Team meets monthly in Helena. Out of town coalitions may attend via conference call. There will be a maximum of two face to face BUMT coalition coordinator meetings in Helena during the federal fiscal year.

Offeror proposes initial performance measures and grant activity evaluation methods to use to assess progress quarterly. The goal of the grant activity is to increase seat belt use by 2.5% in the community annually. The proposal should include performance measures and outline evaluation methods that will be used to meet the goal. This will include utilization of observed seatbelt usage surveys, pre-mobilization as compared to post-mobilization, and any other method of evaluating the success of the program that the offeror would deem appropriate. MDT has a survey design available that the successful offeror can use to evaluate pre- and post-seatbelt usage.

Reporting requirements for FFY 2013 are outlined below.

Report required	Due
First quarter report <i>(covering contract progress in October, November, December 2012)</i>	January 30, 2013
Second quarter report <i>(covering contract progress in January, February, March 2013)</i>	April 30, 2013
Third quarter report <i>(covering contract progress in March, April, May, June 2013)</i>	July 30, 2013
Fourth quarter report <i>(covering contract progress in July, August, September 2013)</i>	October 30, 2013
Final report <i>(covering contract progress from October 2012 – September 2013)</i>	October 30, 2013

Quarterly reports should contain activities performed to meet each of the above listed objectives which may include:

- A description of activities during that period
- Event reports
- A summary of accomplishments and measurable trends
- A summary of training and conferences
- Results of earned media coverage during the period
- Report of all research conducted during the period
- Examples of materials, including media materials, produced during the quarter
- Description of new directives or initiatives
- Any feedback received from partners or the public
- In-kind resources contributed to the program
- Local benefit received
- Recommendations for improvements or campaign adjustments
- Challenges or problems encountered in developing and implementing the program
- Any other important information relative to the program

MDT may request additional information to help clarify certain aspects of the program that may not be addressed in these activity reports. The offeror's proposal should include a sample quarterly report.

Supplies & Materials
Telephone
In-State Travel
Car Seats (note: to claim must have match in kind)
Other 1(list)
Other 2(list)
TOTAL DIRECT COSTS
Indirect Costs/Administrative Fee
TOTAL REIMBURSABLE COSTS
INKIND UTILIZED (list)
Car Seat Match (attach documentation)
Local Contribution 2 (list)
Local Contribution 3 (list)
TOTAL INKIND UTILIZED
TOTALS



DALY-LEACH MEMORIAL CHAPEL

1010 West Main Street • Hamilton, Montana 59840

Phone: (406) 363-2010

October 29, 2012

Ravalli County Commissioners

Re: Michael Baker

The family of Michael Baker has requested indigent burial funds. Michael Baker was working in North Dakota driving truck for oil companies. He was laid off over a month ago and had not been able to find work. He leaves behind a wife and four dependent children. His wife does not work and only one of these children is his natural child. His child will receive Social Security benefits on his behalf.

We are requesting county assistance funeral funds for the Direct Cremation Services which were handled in North Dakota. We were able to negotiate a price of 520.00 with the funeral home in North Dakota.

Thank you for your thoughtful consideration of this matter. We are aware of the budget difficulties at the county and always endeavor to find alternatives to requesting public assistance.

Thank you,

Tom Grymes
Daly-Leach Chapel