

Ridgway Town Council  
Regular Meeting Agenda  
Wednesday, July 11, 2018  
201 N. Railroad Street, Ridgway, Colorado

**5:30 p.m.**

**ROLL CALL** Councilors Robb Austin, Tom Heffernan, Ellen Hunter, Ninah Hunter, Tim Malone, Mayor Pro Tem Eric Johnson and Mayor John Clark

**EXECUTIVE SESSION**

The Council will enter into a closed session pursuant to Colorado Revised Statutes 24-6-402(b) and (e) for conference with the Town Attorney for the purpose of receiving legal advice regarding Council procedures for partnerships and land use, and to discuss matters subject to negotiations regarding property acquisition, land use, utilities and agreements. The Council may reconvene into executive session at the end of the regular meeting.

**6:00 p.m.**

**ADDITIONS & DELETIONS TO THE AGENDA**

**ADOPTION OF CONSENT CALENDAR** All matters listed under the consent calendar are considered to be routine by the Town Council and enacted by one motion. The Council has received and considered reports and recommendations prior to assigning consent calendar designations. Copies of the reports are on file in the Town Clerk's Office and are available to the public. There will be no separate discussion on these items. If discussion is requested, that item will be removed from the consent calendar and considered separately.

1. Minutes of the Regular Meeting of June 13, 2018.
2. Minutes of the Joint Council and Planning Commission Workshop Meeting of June 12, 2018.
3. Minutes of the Joint Council and Planning Commission Workshop Meeting on June 18, 2018.
4. Minutes of the Workshop held June 19, 2018.
5. Minutes of the Special Meeting from June 19, 2018.
6. Register of Demands for July 2018.
7. Renew restaurant liquor license for Thai Paradise.

**PUBLIC COMMENTS** Established time for the public to address the Council regarding any item not otherwise listed on the agenda. Comments will be limited to 5 minutes per person.

**PUBLIC HEARINGS** Public comments will be limited to 5 minutes per person; hearings may be limited to 20 minutes.

8. Adoption of an Ordinance of the Town of Ridgway Town Council Adoption of an Ordinance of the Town of Ridgway Town Council Granting a Franchise by the Town of Ridgway, Colorado to Black Hills Gas Distribution LLC D/B/A Black Hills Energy, its Successors and Assigns, to Locate, Build, Construct, Acquire, Purchase, Extend, Maintain and Operate into, within and through the Present and Future Corporate Limits of the Town of Ridgway, Ouray County, Colorado, a Plant or Plants, and Works for the Purchase, Manufacture, Transmission and

Distribution of Gas, Either Natural, Artificial or Mixed, and to Furnish, Sell and Distribute said Gas to the Town of Ridgway and Inhabitants Thereof, for Heating, Cooking or other Purposes by Means of Pipes, Mains, or Otherwise, Over, Under, Along, Across and Through any and all Streets, Other Public Ways and Places in said Town of Ridgway, Fixing the Terms and Conditions Thereof and Repealing a 2003 Ordinance by and between the Town of Ridgway and Black Hills Energy's Predecessor in Interest, Kinder Morgan, Inc. - Town Attorney.

**POLICY MATTERS** Public comments will be limited to 5 minutes per person; overall discussion of each item may be limited to 20 minutes.

9. Fourth request to extend a 30 day temporary access to Railroad Street from Lot A, Park Subdivision - Town Attorney.
10. Request to submit a State of Colorado Victim Assistance and Law Enforcement (VALE) grant application for 2019 Victim Advocate Services - Town Manager.
11. Review of Draft Emergency Operations Plan - Town Manager.
12. Drought Status and Discussion of the Water Conservation and Management Plan, Wasting Water Ordinance and Water Rate Structure - Town Manager.
13. Submittal of Department of Local Affairs Energy Impact grant application - Town Manager.
14. Personnel Manual update regarding vacation accrual and award of time - Town Manager.
15. Appointment of Town Marshal as the voting member, and Town Manager as the proxy, to the WestCO Dispatch Service Board - Town Manager.
16. Discuss Council representation on boards and committees - Mayor Clark.

## **MANAGERS UPDATE**

Master Plan update.

Planning Commission update.

2018 Workshop schedule and discussion of workshops for Space to Create Project, Revenues, Water Rate Structure and Water Wasting Regulations.

**STAFF REPORT** Written report is provided for informational purposes prior to the meeting updating Council on various matters that may or may not warrant discussion and action.

**COUNCIL COMMITTEE REPORTS** Informational verbal reports from Councilors pertaining to the following committees, commissions and organizations:

Chamber of Commerce Liaison - Councilors Hawse and Young

Communities That Care Coalition - Mayor Clark

County Board of Appeals - Mayor Clark

County Weed Board - Councilor Williams; alternate - Town Engineer

Fairgrounds Liaison - Councilor Hunter

Gunnison Valley Transportation Planning Region - Town Manager; alternate - Town Engineer

Joint Planning Board - Councilor Hunter, citizens Rod Fitzhugh & Tom McKenney; alternate-Mayor Pro Tem Johnson

Multi-Jurisdictional Housing Advisory Committee - Councilor Austin; alternate - Town Manager

Ouray County Transit Committee - Town Engineer; alternate - Town Manager  
Ouray County Water Users Association - Councilor Hunter  
Parks, Trails & Open Space Committee - Councilors Austin, Williams and Mayor Pro Tem Johnson  
Planning Commission representatives - Mayor Clark and Councilor Hunter  
Region 10 - Mayor Clark  
Scholarship Committee - Councilors Young, Mayor Pro Tem Johnson and Mayor Clark  
Sneffels Energy Board - Mayor Clark and Town Manager; alternate - Mayor Pro Tem Johnson

## **ADJOURNMENT**

Deadline for agenda items for next regular meeting, Wednesday, August 1, 2018 at 4:00 p.m.,  
Town Clerk's Office, 201 N. Railroad Street, Ridgway, Colorado.

# Consent Agenda

RIDGWAY TOWN COUNCIL  
MINUTES OF REGULAR MEETING  
JUNE 13, 2018

OATH OF OFFICE

The Town Clerk administered the oath of office to recently appointed Councilor Tom Heffernan.

CALL TO ORDER

The Mayor called the meeting to order at 5:35 p.m. in the Community Center at 201 N. Railroad Street, Ridgway, Colorado. In attendance Councilors Austin, Heffernan, N. Hunter, Malone and Mayor Pro Tem Johnson and Mayor Clark. Councilor E. Hunter was not present for the roll call.

EXECUTIVE SESSION

The Town Attorney requested an executive session pursuant to CRS 24-6-402(b) and (e) for conference with the Town Attorney for the purpose of receiving legal advice and to discuss matters subject to negotiations.

ACTION:

It was moved by Mayor Pro Tem Johnson, seconded by Councilor N. Hunter and unanimously carried to enter into closed session.

The Council entered into executive session at 5:35 p.m. with the Town Attorney and Town Manager.

The Council reconvened to open session at 6:00 p.m.

Councilor E. Hunter entered the meeting at 6:00 p.m.

CONSENT AGENDA

1. Minutes of the Regular Meeting of May 9, 2018.
2. Minutes of the Joint Workshop Meeting of May 7, 2018.
3. Minutes of the Special Meeting on May 23, 2018.
4. Minutes of the Joint Council and Planning Commission Workshop of May 23, 2018.
5. Minutes of the Joint Council and Planning Commission Workshop of June 6, 2018.
6. Register of Demands for June 2018.
7. Renew liquor store license for Ridgway Liquors.
8. Renew beer and wine liquor license for Burro Cafe.
9. Renew hotel liquor license for Chipeta Sun Lodge.
10. Renew tavern liquor license for the Sherbino Theater.

11. Renew 3.2 beer liquor license for Ridgway Shell.
12. Renew 3.2 beer liquor license for Ridgway Conoco.
13. Renew restaurant liquor license for Eatery 66.

**ACTION:**

It was moved by Mayor Pro Tem Johnson and seconded by Councilmember N. Hunter to approve the consent agenda. The motion carried with Councilors Austin and Heffernan abstaining.

**INTRODUCTIONS**

Mayor Clark introduced the consultants hired to prepare an update to the Town's Master Plan, Darcy White and Charlie Brennan of Clarian Associates and Heidi Aggeler of BBC Research and Consulting.

The Mayor noted the year long process will map the Town's future, and invited community involvement and public participation at meetings.

**PUBLIC COMMENTS**

Renee Marr inquired into possible funding for paving of North and South Amelia Streets, and expressed concerns with the need for sidewalks on the street for safe passage to the school. She suggested the County be invited to participate in funding as S. Amelia leads on to a well used county road.

Staff was directed to speak to County staff and inquire if there would be interest to participate in a chip sealing project for South Amelia Street; and also look into potential Safe Routes to School grant funds for sidewalk construction.

**PUBLIC REQUESTS AND PRESENTATIONS**

**14. Concerns regarding noise levels from Ridgway Concert Series**

Jane Haefner explained she lives in Pleasant Valley and last year during the Town concert held on July 7<sup>th</sup> she was able to hear the music from her home. She expressed concerns with potential noise levels from the upcoming July concerts.

The Mayor noted the noise levels are monitored and "that particular show" was an "unusual" circumstance.

**15. Presentation of Parking Assessment Study**

Community Initiatives Facilitator Diedra Silbert explained through a Technical Assistance Grant from the Colorado Department of Local Affairs Main Street Program, the Town was able to have a parking assessment of the downtown area prepared.

Walker Christensen with DHM Design presented an overview of the findings of the study, consisting of 354 off street and 488 on street existing parking spaces. The summary of the findings contained in the document addressed hubs of activity and analysis of walkability and bikeability, current parking utilization and recommendations. He noted the study area fits into a quarter mile walking distance, and average occupancy counts are 31% of available on street parking spaces are filled and 32% off street, during the farmers market those numbers

increase to 41% on and 74% off. He noted based on future analysis of ratio for adequate parking, the Town will need to reach fifty percent growth before it "will run out of parking". Recommendations include educate employees to not use parking spaces in front of businesses; add more painted symbols on bike lanes to prevent parking; add diagonal parking signs to one side of the gravel streets; encourage adding parking spaces for accessory dwelling units; consider a reduction of certain types of projects such as affordable housing, public housing projects, and dense multi-family; require installation of paved sidewalks and on street parking adjacent to new developments. Further recommendations include restricting parking in hub areas to two hours; create additional parking; encourage shared parking between private businesses and less used off street parking spaces; leasing land for parking lots; encourage alternative modes of transportation; wayfinding signs directing traffic to parking areas. Jeff Fillows with SET Engineering presented recommended ways to address parking at special events.

There were comments from the Council and audience.

16. Ratify request to change name of Ridgway Creative District Committee to Creative Advocacy Team

Coordinator Siebert presented a request from the Creative District Committee to change the name of the group to the Creative Advocacy Team (CAT), and requested Council endorsement.

ACTION:

Councilor E. Hunter moved, with a second by Councilmember Austin, to approve the ratification of the name change to the Creative Advocacy Team. The motion carried unanimously.

17. Ratify letter of support for comments to revision of the Grand Mesa Uncompahgre Gunnison (GMUG) National Forest Plan

Town Manager Coates reported at the previous meeting staff was directed to prepare a letter of support to endorse comments which were submitted pertaining to local areas to be addressed in the draft revision to the GMUG Forest Plan. She presented a letter dated May 21, 2018 and asked for Council ratification.

ACTION:

Councilor Austin moved to ratify the letter of support of the Grand Mesa Uncompahgre Gunnison National Forest Plan revision comments, Councilor N. Hunter seconded, and the motion carried unanimously.

18. Request for letter of support for improvements and expansion of Montrose Regional Airport

Manager Coates presented a request for a letter of support from the Montrose County Board of County Commissioners for the first phase of a long term plan to improve and expand the Montrose Regional Airport. She noted the phase will include terminal expansion, relocation of the highway entrance and shuttle and rental car improvements.

ACTION:

Mayor Pro Tem Johnson moved to approve the letter of support for the Montrose County Regional Airport expansion, Councilor E. Hunter seconded, and the motion carried unanimously.

19. Request to appoint Andrea Sokolowski as member at large to the Ouray County Housing Authority

Mayor Clark presented a recommendation to appoint Andrea Sokolowski to the Ouray County Housing Authority. There was discussion by the Council and it was noted all three entities in the County must approve members at large.

ACTION:

Moved by Councilor E. Hunter, seconded by Councilor N. Hunter to appoint Andrea Sokolowski as member at large of the Ouray County Housing Advisory Committee. The motion carried unanimously.

PUBLIC HEARINGS

20. Recommendation from Planning Commission to amend the Parkside Subdivision Plat

Notice of Public Hearing dated 5-30-18; Staff Report from the Planner dated 6-7-18.

Planner Coburn presented a recommendation from the Planning Commission meeting of 5-29-18 to approve a plat amendment to Parkside Subdivision to allow accessory dwelling units on single family lots, and an additional plat note to allow street trees to count toward landscaping requirements.

There was discussion by the Council.

ACTION:

Councilor N. Hunter moved to approve the amendment to the Parkside Subdivision plat regarding allowing accessory dwelling units and allowing adjacent street trees to count toward the overall landscaping requirement, seconded by Mayor Pro Tem Johnson. With the motion on the floor there was discussion and Councilor N. Hunter amended the motion to include as provided in the staff report, Mayor Pro Tem Johnson seconded and on a call for the vote the motion carried unanimously.

21. Recommendation from Planning Commission to approve Preliminary Plat for Lena Street Commons Planned Unit Development

Notice of Public Hearing dated 5-30-18; Staff Report from the Planner dated 6-4-18.

Planner Coburn presented a recommendation from the Planning Commission to approve the Preliminary Plat for the Lena Street Commons Planned Unit Development (PUD). The development consists of 19 residential units, three deed restricted, and four commercial units. She noted if approved by the Town Council a development agreement will accompany the plat, and be presented to the Council as the next item on the agenda.

Planner Coburn reviewed the items contained in the Staff Report. She reported the applicant is requesting purchase of an easement from the Town along the north side of the project to accommodate a private storm drain system, and a five foot reciprocal utility easement near the south end of the project which will benefit both parties for maintenance of utilities. The Planning Commission has set the price to use and encumber the properties. Public access will be provided through two easements near the center of the development. The applicant is requesting a number of conditional uses and variances within the development, including



zero lot lines; reducing lot sizes; reduction in parking spaces; exceeding the height limit; variance from setback and roof pitch requirements. She reported staff is recommending approval with the condition that all updates and modifications as described in the Staff Report are completed within a 90 day time frame, and if not the application will be deemed unapproved.

Applicants attorney Tom Kennedy stated the developers have reviewed and agree with staff recommendations.

Staff and the applicant answered questions from the Council.

#### SPEAKING FROM THE AUDIENCE:

Russ Meyer spoke in opposition to approving a variance to building height, citing impact to existing residents.

Tom McKenney suggested all elevations of buildings and infrastructure be “clearly detailed” on the map and noted “the back of the buildings” will be more visible then the front, and asked that exterior construction be consistent on all sides.

#### ACTION:

Councilor Heffernan moved to accept the recommendation from the Planning Commission to approve the Preliminary Plat for Lena Street Commons Planned Unit Development, applicant to meet all requirements in the Staff Report dated June 4, 2018 within 90 days, Councilor E. Hunter seconded, and the motion carried unanimously.

#### 22. Development Agreement and Site Specific Development Plan for the Lena Street Commons Planned Unit Development

Notice of Public Hearing dated 5-30-18; Staff Report from the Town Manager 6-12-18.

Manager Coates presented a recommendation from the Planning Commission to approve a Site Specific Development Plan and Development Agreement for Lena Street Commons PUD. She presented the development agreement along with exhibits and plans, noting the applicant is requesting statutory vested rights under the Municipal Code. Staff and the developers have been in discussions over the course of months to prepare the draft documents.

Manager Coates presented the agreement section by section and asked for Council direction on specific items which included phasing of the project with three years to submit final plat and total construction build out in six years; development of Lena Street including curb, gutter and sidewalks costs to be shared sixty percent by the developer and forty percent from the Town; acquisition of land and easement from the Town to be conveyed at market value of \$17,152 for the easement and \$16,209 for purchase; short term rentals to be allowed only in Buildings C & D; three units will be deed restricted and constructed in the last phase of development and there will be a waiver of plan check and excise development fees for those units.

Tom Kennedy, Attorney for the applicant, addressed the Council regarding infrastructure installations and the need for “additional time to get to final plat”; and conveyance of property after final plat, or “reevaluation before December 31, 2019”. He explained the developers wish to encompass within the construction of the Lena Street improvements “sidewalk to

sidewalk” and “ideally time all Lena Street improvements with our development”; and if the development places infrastructure “before the Town does” a “credit” is given to the developer.

There were questions from the Council to staff and the developers.

#### SPEAKING FROM THE AUDIENCE:

Russ Meyers spoke in opposition to diagonal parking on Lena Street.

There was discussion by the Council and agreement to the 60-40 split of costs for development of Lena Street from sidewalk to sidewalk; lock the selling price for the land and easement into the current prices until December 31, 2019 and if not purchased before this time a new purchase price will be renegotiated.

#### ACTION:

Moved by Councilmember N. Hunter to approve the Lena Street Commons Development Agreement and follow staff recommendations applying the following conditions 1) amend Section 4.3 to include as a date certain December 31, 2019 when the agreed upon purchase price of the Town properties will be renegotiated 2) developer shall submit final edits on the preliminary plat map which must be completed prior to recording of the agreement or plat 3) developer shall submit final legal descriptions of the Town properties to be purchased and conveyed along with reconciliation of the surveys with the final total land area 4) Exhibit A2 will be amended to add the following language from Section 3 of the Development Agreement, Phases 2 through 5 required improvements: “installation of sidewalk, curb, gutter, parking, drainage and other related facilities and improvements along the portion of Lena Street that is adjacent to the Project” 5) there shall be a 60/40 split, with the developer paying sixty percent and the Town forty percent, for all costs of developing all of Lena Street from sidewalk to sidewalk 6) add to Section 3 of the development agreement, under property owner may undertake improvements to Lena Street with the project: “In such event, the expenditures by the property owner in completing the Project Specific Infrastructure Improvements will be deemed to be a contribution by property owner towards its allocated share of the overall Lena Street Improvements” 7) staff and developer shall work together on language for subdivision improvements agreement options for the development of Lena Street at a later date, seconded by Councilor E. Hunter, on a call for the vote the motion carried unanimously.

Councilor Malone left the meeting at 9:30 p.m.

#### 23. Request for extension of River Park Ridgway Business Park Filing 3, Outlot P3/C Preliminary Plat

Application dated 5-30-18 and letter dated 3-28-18 from Ridgway Light Industrial LLC requesting extension of preliminary plat for River Park Business Park Filing 3; Staff Report from the Town Manager dated 6-12-18 presenting background on the request.

Manager Coates explained the applicant and owner of the property is requesting an extension of the approved preliminary plat as it pertains to Filing 3, Blocks 9-12 of the Industrial Park. She noted the Council has approved numerous grants for two year extensions which began in 2010. The Town Manager noted approval to extend the preliminary plat dated 12-27-00 and as amended 4-29-08 should be subject to all prior conditions of approval and requirements of the Planned Unit Development.

Applicant Glen Pauls addressed the Council and stated based on recent discussions pertaining to development within the area and “a turn around in the market,” he is requesting

an extension “for at least one year”, “two years being preferred” of the preliminary plat approval.

There was discussion by the Council.

ACTION:

Mayor Pro Tem Johnson moved to grant Ridgway Light Industrial LLC a two year extension on the Preliminary Plat for River Park Business Park Filing 3, Councilor N. Hunter seconded and the motion carried unanimously.

The Council took a recess at 9:45 p.m. and reconvened the meeting at 9:50 p.m.

POLICY MATTERS

24. Introduction of Ordinance Granting a Franchise to Black Hills Energy

The Town Attorney explained the Town currently has a franchise agreement which is expiring in the next month, with Black Hills Energy to provide natural gas utilities. He recommended approval of the ordinance to grant another franchise for a fifteen year term, with a three percent franchise fee on the cost of services.

ACTION:

Councilor E. Hunter moved and Mayor Pro Tem Johnson seconded to introduce the Ordinance Granting a Franchise by the Town of Ridgway, Colorado to Black Hills Energy. On a call for the vote the motion carried unanimously.

25. Commencement of Stage Two Water Restrictions effective June 12, 2018

Staff Report from the Town Manager dated 6-12-18 presenting a current report on water availability and drought status.

Manager Coates reported in April the Council adopted a mandatory water restriction plan to be implemented in a phased approach, and explained Stage Two restrictions were instituted effective June 12<sup>th</sup>. The new restrictions limit outdoor irrigation to two specified days per week before the hours of 9:00 a.m. and after 6:00 p.m. and will be enforced by Town staff. She explained staff has begun to develop possible implementation of Phase 3 of the plan, which would require adoption of an emergency ordinance to implement a new water rate structure. There are ten to fifteen pending certificates of occupancy which are tied to landscaping requirements which may be held in abeyance.

There was discussion by the Council regarding instituting Town wide fire restrictions based on current restrictions instituted by the County. It was agreed to direct staff to prepare an emergency ordinance following Ouray Counties fire restrictions and call a special meeting to address adoption.

ACTION:

Councilor E. Hunter moved to direct staff to look at putting the existing landscape requirements in abeyance for issuance of certificates of occupancy and acknowledge the commencement of Stage Two water restrictions, seconded by Mayor Pro Tem Johnson, the motion carried unanimously.

26. Request for thirty day extension of temporary access to North Railroad Street at Lot A Park Subdivision

The Town Attorney recommended approving the third request for a thirty day extension of temporary access on to Railroad Street for Lot A of Park Subdivision.

ACTION:

Moved by Councilor N. Hunter and seconded by Mayor Pro Tem Johnson the motion to approve the request for a thirty day extension for temporary access to North Railroad Street from Lot A Park Subdivision carried unanimously.

27. Request to expend funds to create a preliminary design for South Railroad Street

The Town Manager reported the Alpenglow Co-Housing Development on the south side of Highway 62 has submitted a preliminary plat. The proposed development involves the possible realignment of North and South Railroad Streets, and she recommended retaining the services of Consulted Consulting Services to prepare preliminary road designs, for an amount not to exceed \$12,000.

ACTION:

Councilor Austin moved to expend up to \$12,000 to create a preliminary design for South Railroad Street as related to the Alpenglow Co-Housing Development south of Highway 62. Councilmember E. Hunter seconded the motion, which carried unanimously on a call for the vote.

28. Appointment to WESCO Dispatch Services Board

Manager Coates recommended appointing Marshal Tammy Stroup as the Town representative to the WESCO Dispatch Services Board.

ACTION:

It was moved by Councilmember E. Hunter, seconded by Mayor Pro Tem Johnson and unanimously carried to appoint Tammy Stroup as the Town representative to the WESCO Dispatch Services Board.

TOWN MANAGERS REPORT

Manager Coates presented an update on the Master Plan process; Public Works Department and animal resistant containers.

ADJOURNMENT

The meeting adjourned at 10:30 p.m.

Respectfully Submitted,

Pam Kraft, MMC  
Town Clerk

## MINUTES OF JOINT WORKSHOP

### RIDGWAY TOWN COUNCIL & PLANNING COMMISSION

JUNE 12, 2018

The Town Council convened for a Joint Workshop with the Planning Commission at 6:00 p.m. in the Ridgway Community Center at 201 N. Railroad Street, Ridgway, Colorado. In attendance Councilors Austin, E. Hunter and Mayor Clark. Absent Councilors N. Hunter, Malone and Mayor Pro Tem Johnson. Commissioner Nelson and Chairperson Canright were in attendance representing the Planning Commission.

Town Clerk's Notice of Joint Workshop dated June 6, 2018.

The Council and Commission met with Darcie White, Charlie Brennon and Heidi Aggeler from Clarion Associates, recently retained as consultants to prepare the comprehensive update to the Town's Master Plan. The consultants presented a broad background on the master planning process, and discussed with the Council and Commission ideas and visions for the upcoming year long public process.

#### ADJOURNMENT

The meeting adjourned at 7:05 p.m.

Respectfully Submitted,

Pam Kraft, MMC  
Town Clerk

## MINUTES OF JOINT WORKSHOP

### RIDGWAY TOWN COUNCIL & PLANNING COMMISSION

JUNE 18, 2018

The Town Council convened for a Joint Workshop with the Planning Commission at 1:30 p.m. in front of the Ridgway Community Center at 201 N. Railroad Street, Ridgway, Colorado. In attendance Councilor Heffernan. Absent Councilors Austin, E. Hunter N. Hunter, Malone, Mayor Pro Tem Johnson and Mayor Clark. Commissioner Nelson and Chairperson Canright were in attendance representing the Planning Commission.

Town Clerk's Notice of Joint Workshop dated June 18, 2018.

The Council and Commission met with the public works staff and toured the wastewater facility, water treatment plant, happy hollow ditch and Lake Ottanawanda.

#### ADJOURNMENT

The meeting adjourned at 3:45 p.m.

Respectfully Submitted,

Pam Kraft, MMC  
Town Clerk

RIDGWAY TOWN COUNCIL  
MINUTES OF WORKSHOP MEETING

JUNE 19, 2018

The Town Council convened for a workshop meeting at 6:05 p.m. in the Ridgway Community Center at 201 N. Railroad Street, Ridgway, Colorado. In attendance Councilors Austin, Heffernan, E. Hunter, Malone, Mayor Pro Tem Johnson and Mayor Clark. Councilor N. Hunter was absent.

Town Clerk's Notice of Workshop dated June 14, 2018 to discuss the design of South Railroad Street.

Planner Coburn explained a co-housing group has purchased the four and half acre parcel on the south side of Highway 62 between S. Railroad Street and Liddell for a 24 unit development. As part of the process staff and development representatives have been in discussions regarding the Town's long term goal to realign N. Railroad with S. Railroad. She reported the Department of Transportation has approved the realignment, noting it will improve safety at the intersection, and if completed the existing S. Railroad Street will probably become a right in and right out street.

Manager Coates reported the Council budgeted funds for the preparation of options for the realignment and Consolidated Consulting Services (CCS) was retained to prepare the study.

Speaking on behalf of CCS Joanne Fagan presented a number of options. The first was submitted by the developers with the best access location for the development, and "contains problems" with sight distance and requires an easement, she noted it has "too many potential turning motions" and makes the choice "dangerous". Option two, the design would be "more square" and run along the east boundary of the project for "most of it's length", and "take property" from areas the development is planning to use for parking. The third option would add a turn at the west alley on to Liddell, noting this would present less sight issues, consolidate turning motions, and leave more land for the project, yet reduces the size of the commercial parcel. An alternative option, she noted, would be to extend the west alley to connect to the current S. Railroad Street, and include an access to the development off of Hyde Street, and not create an alignment.

The Town Manager noted the development team has reviewed options, alternatives, cost estimates, and pros and cons. She noted all options except the alternative option would require financial investment by the Town to purchase property from the developers.

The Council asked questions of staff. There was discussion by the Council and it was agreed to create a connector street not a by pass. Manager Coates noted the developers are pursuing application for preliminary plat and the decision regarding the street impacts the process.

The Council had discussion with the development representatives regarding the asking price of the property. There was discussion by Council regarding the financial outlay to purchase the property, and agreed to option three if the developers sold the remaining commercial property, and it was not included in the offer to the Town. It was also agreed to pursue an option for a collector street, not the alternative option.

S. Railroad Street property owner Susan Baker spoke on behalf of existing businesses accessing off the street, and supported option three, and asked to include “more parking”.

Consensus of the Council was to pursue option three, with a purchase of the right of way and not the remaining parcel, and direct staff to research funding options to reduce the financial responsibility for the purchase.

ADJOURNMENT

The meeting adjourned at 7:00 p.m.

Respectfully Submitted,

Pam Kraft, MMC  
Town Clerk



## RIDGWAY TOWN COUNCIL

### SPECIAL MEETING

JUNE 19, 2018

The Town Council convened for a special meeting at 7:05 p.m. in the Ridgway Community Center at 201 N. Railroad Street, Ridgway, Colorado. In attendance Councilors Austin, Heffernan, E. Hunter, Malone, Mayor Pro Tem Johnson and Mayor Clark. Councilmember N. Hunter was absent

Town Clerk's Notice of Special Meeting dated June 14, 2018.

#### PUBLIC HEARINGS

1. Adoption of an Emergency Ordinance of the Town of Ridgway Amending Chapter 12 of the Ridgway Municipal Code to Provide for Additional Burning and Fire Restrictions During Times of Significant Drought and Other Periods where Fire Danger and Risk to the Public are Determined to be High

Town Manager Coates reported at the regular meeting the Council directed staff to prepare an ordinance adopting fire restrictions which comport with those recently enacted by Ouray County. She presented an emergency ordinance, noting the adoption would be based on the public health, safety and welfare. The draft document is based on a recent ordinance adopted by a neighboring municipality, and will amend the municipal code to authorize the Town Manager to determine instituting fire restrictions, with subsequent confirmation and approval by the Town Council.

There was discussion between the Council and Town Manager regarding the proposed ordinance. There was no one in the audience wishing to speak.

#### ACTION:

Moved by Mayor Pro Tem Johnson, and seconded by Councilor Austin the motion to adopt the Emergency Ordinance of the Town of Ridgway Amending Chapter 12 of the Ridgway Municipal Code to Provide for Additional Burning and Fire Restrictions During Times of Significant Drought and Other Periods where Fire Danger and Risk to the Public are Determined to be High carried unanimously.

#### POLICY MATTERS

2. Confirmation or amendment of emergency restrictions promulgated by the Town Manager pertaining to burning and fires with the Town limits

Manager Coates asked for Council confirmation to distribute to the public a memorandum placing fire and burning restrictions in the Town limits.

#### ACTION:

Mayor Pro Tem Johnson moved to endorse the memo from the Town Manager initiating the current fire ban restrictions. Councilmember E. Hunter seconded and the motion carried unanimously.

### INTRODUCTIONS

The Town Manager introduced Chase Jones who will be working on public works administration. Under a six month contract he will be undertaking special projects including department succession planning, GIS implementation and capital asset and assessment.

### ADJOURNMENT

The meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Pam Kraft, MMC  
Town Clerk

**Town of Ridgway**  
**The Register of Demands**  
**July 2018**

<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
<b>Caselle Inc</b>		<b>Alpine-Operating Account</b>	
	Aug 2018	914SOO · Consulting & Engineering Servs	-159.50
	Aug 2018	914WOO · Consulting & Engineering Ser...	-159.50
<b>TOTAL</b>			<b>-319.00</b>
<b>Deeply Digital LLC</b>		<b>Alpine-Operating Account</b>	
	Aug 2018 maintenance	530GOO · Computer	-76.60
	Aug 2018 maintenance	630GO2 · Computer	-76.60
	Aug 2018 maintenance	830GO3 · Computer	-76.60
	Aug 2018 maintenance	930WOO · Computer	-76.60
	Aug 2018 maintenance	930SOO · Computer	-76.60
<b>TOTAL</b>			<b>-383.00</b>
<b>UNCC</b>		<b>Alpine-Operating Account</b>	
		915WOO · Dues & memberships	-15.95
		915SOO · Dues & Memberships	-15.95
<b>TOTAL</b>			<b>-31.90</b>
<b>Quill.com</b>		<b>Alpine-Operating Account</b>	
	cart	781POO · Events & Festivals	-79.99
		541GOO · Office Supplies	-2.29
		841GO3 · Office Supplies	-30.00
		941WOO · Office Supplies	-67.99
		541GOO · Office Supplies	-79.94
<b>TOTAL</b>			<b>-260.21</b>
<b>City of Delta</b>		<b>Alpine-Operating Account</b>	
		918SOO · Testing & Permits - sewer	-312.00
<b>TOTAL</b>			<b>-312.00</b>
<b>Ouray County Road &amp; Bridge</b>		<b>Alpine-Operating Account</b>	
	June 2018	660GO2 · Gas & Oil	-408.01
	June 2018	760POO · Gas & Oil	-58.83
	June 2018	960WOO · Gas & Oil	-406.64
	June 2018	960SOO · Gas & Oil	-218.43
	June 2018	860GO3 · Gas & Oil	-591.15
<b>TOTAL</b>			<b>-1,683.06</b>
<b>CDC Janitorial</b>		<b>Alpine-Operating Account</b>	
		732PO1 · Supplies - community center	-66.14
		732POO · Supplies & Materials	-66.45
<b>TOTAL</b>			<b>-132.59</b>
<b>Electric Motor Service LLC</b>		<b>Alpine-Operating Account</b>	
	aerator rebuild	931SOO · Maintenance & Repairs	-3,565.00
<b>TOTAL</b>			<b>-3,565.00</b>

**Town of Ridgway**  
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 July 2018

Name	Memo	Account	Paid Amount
Mesa County HDR Laboratory		Alpine-Operating Account	
		990WOO · Testing - water	-22.00
TOTAL			-22.00
Ridgway Office Supply & Servic...		Alpine-Operating Account	
	scan records request (to be reimb)	540GOO · Printing & Publishing	-12.00
TOTAL			-12.00
Midwest Radar & Equipment		Alpine-Operating Account	
	radar certs - all vehicles	862GO3 · Radio & Radar Repair	-168.00
TOTAL			-168.00
SGM		Alpine-Operating Account	
	thru 6/16/18	552GOO · GIS Mapping - admin	-62.18
	thru 6/16/18	952SOO · GIS Mapping - sewer	-62.18
	thru 6/16/18	952WOO · GIS Mapping - water	-62.17
TOTAL			-186.53
Sunset Automotive		Alpine-Operating Account	
	tire repair - backhoe loader	661GO2 · Vehicle & Equip Maint & Repair	-7.50
	tire repair - backhoe loader	961WOO · Vehicle & Equip Maint & Repair	-3.75
	tire repair - backhoe loader	961SOO · Vehicle & Equip Maint & Repair	-3.75
TOTAL			-15.00
Caterpillar Financial Services C...		Alpine-Operating Account	
	2nd qtr 2018	691GO2 · Equipment Lease - CAT	-1,576.36
	2nd qtr 2018	991SOO · Equipment Lease - CAT Equip	-1,576.36
	2nd qtr 2018	991WOO · Equipment Lease - CAT Equip	-1,576.35
TOTAL			-4,729.07
Montrose County Sheriff's Office		Alpine-Operating Account	
	3rd qtr 2018	885GO3 · Dispatch Services	-8,882.50
TOTAL			-8,882.50
True Value		Alpine-Operating Account	
		632GO2 · Supplies & Materials	-32.13
		732POO · Supplies & Materials	-316.40
		768POO · Mosquito Control	-12.98
		732PO1 · Supplies - community center	-14.99
		832GO3 · Equipment & Supplies	-44.98
		932SOO · Supplies & Materials	-32.14
		932WOO · Supplies & Materials	-281.45
TOTAL			-735.07
Galls		Alpine-Operating Account	

**Town of Ridgway**  
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Name	Memo	Account	Paid Amount
	badge - part time officers	883GO3 · Uniforms	-95.45
TOTAL			-95.45
Weehawken		Alpine-Operating Account	
	ad in Watch - First Friday	532GOO · Creative District	-103.00
TOTAL			-103.00
Del-Mont Consultants, Inc.		Alpine-Operating Account	
	Cottonwood culvert	719POO · Contractural Services	-417.15
TOTAL			-417.15
Rocky Mountain Ice		Alpine-Operating Account	
	LYVF - ice	781POO · Events & Festivals	-392.00
TOTAL			-392.00
Clear Networx, LLC		Alpine-Operating Account	
	July 2018	543GOO · Telephone	-56.00
	July 2018	643GO2 · Telephone	-56.00
	July 2018	843GO3 · Telephone	-56.00
	July 2018	943WOO · Telephone	-56.00
	July 2018	943SOO · Telephone	-56.00
	July 2018	530GOO · Computer	-60.00
	July 2018	630GO2 · Computer	-60.00
	July 2018	830GO3 · Computer	-60.00
	July 2018	930WOO · Computer	-60.00
	July 2018	930SOO · Computer	-60.00
	July 2018	930WOO · Computer	-50.00
	July 2018	930SOO · Computer	-25.00
	July 2018	630GO2 · Computer	-25.00
	July 2018	843GO3 · Telephone	-55.00
TOTAL			-735.00
Black Hills Energy-Lift Station		Alpine-Operating Account	
		942SOO · Utilities	-26.27
TOTAL			-26.27
Black Hills Energy-PW Building		Alpine-Operating Account	
		742POO · Utilities	-6.35
		642GO2 · Utilities	-6.36
		942SOO · Utilities	-6.36
		942WOO · Utilities	-6.36
TOTAL			-25.43
Black Hills Energy-Hartwell Park		Alpine-Operating Account	
		742POO · Utilities	-34.62
TOTAL			-34.62

**Town of Ridgway**  
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<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
<b>Black Hills Energy-PW Office</b>		<b>Alpine-Operating Account</b>	
		642GO2 · Utilities	-10.16
		942SOO · Utilities	-10.15
		942WOO · Utilities	-10.15
<b>TOTAL</b>			<b>-30.46</b>
<b>Black Hills Energy-Town Hall</b>		<b>Alpine-Operating Account</b>	
		742PO1 · Utilities - community center	-12.93
		842GO3 · Utilities	-12.93
		542GOO · Utilities	-12.94
<b>TOTAL</b>			<b>-38.80</b>
<b>United States Postal Service</b>		<b>Alpine-Operating Account</b>	
	June 2018 billing	951WOO · Postage - water	-89.67
	June 2018 billing	951SOO · Postage - sewer	-89.67
<b>TOTAL</b>			<b>-179.34</b>

## AGENDA ITEM #8

**ORDINANCE NO. 2018-04**

**TOWN OF RIDGWAY, COLORADO**

AN ORDINANCE OF THE TOWN OF RIDGWAY TOWN COUNCIL GRANTING A FRANCHISE BY THE TOWN OF RIDGWAY, COLORADO TO BLACK HILLS GAS DISTRIBUTION LLC D/B/A BLACK HILLS ENERGY, ITS SUCCESSORS AND ASSIGNS, TO LOCATE, BUILD, CONSTRUCT, ACQUIRE, PURCHASE, EXTEND, MAINTAIN AND OPERATE INTO, WITHIN AND THROUGH THE PRESENT AND FUTURE CORPORATE LIMITS OF THE TOWN OF RIDGWAY, OURAY COUNTY, COLORADO, A PLANT OR PLANTS, AND WORKS FOR THE PURCHASE, MANUFACTURE, TRANSMISSION AND DISTRIBUTION OF GAS, EITHER NATURAL, ARTIFICIAL, OR MIXED, AND TO FURNISH, SELL AND DISTRIBUTE SAID GAS TO THE TOWN OF RIDGWAY AND THE INHABITANTS THEREOF, FOR HEATING, COOKING OR OTHER PURPOSES BY MEANS OF PIPES, MAINS, OR OTHERWISE, OVER, UNDER, ALONG, ACROSS AND THROUGH ANY AND ALL STREETS, OTHER PUBLIC WAYS AND PLACES IN SAID TOWN OF RIDGWAY, FIXING THE TERMS AND CONDITIONS THEREOF AND REPEALING A 2003 ORDINANCE BY AND BETWEEN THE TOWN OF RIDGWAY AND BLACK HILLS ENERGY'S PREDECESSOR IN INTEREST, KINDER MORGAN, INC.

**RECITALS**

The Town Council of the Town of Ridgway, Colorado, makes the following findings to support the adoption of this Ordinance:

A. The Town of Ridgway (the "Town") is a legally created, established, organized and existing Colorado municipal corporation under the provisions of Article XX of the Constitution of the State of Colorado and the home rule charter of the Town (the "Charter").

B. The Town is governed by its Home Rule Charter ("Charter") as authorized by Article XX § 6 of the Colorado Constitution.

C. Article VIII of the Charter grants the Town the full authority, power and control over all streets, alleys, rights of way, easements and other Town owned property including but not limited to all power and authority to regulate, operate, use, maintain, establish, repair, replace, vacate, purchase, sell and lease such town Property, including the authority to regulate a public utility's use of such property.

**NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF RIDGWAY, COLORADO, THAT:**

**SECTION 1. SHORT TITLE.** This Ordinance shall be known and may be cited as the Black Hills Gas Distribution, LLC d/b/a Black Hills Energy (f/k/a SourceGas Distribution LLC) Franchise Ordinance.



**SECTION 2. DEFINITIONS.** For the purpose of this Ordinance, the following terms shall have the meaning given herein:

"Town" is the Town of Ridgway, Ouray County, Colorado, the grantor of rights under this franchise.

"Grantee" is Black Hills Gas Distribution, LLC d/b/a Black Hills Energy, its successors and assigns, the grantee of rights under this franchise.

"Council" is the Town Council of the Town of Ridgway, Colorado.

"Person" is any person, firm, partnership, association, corporation, company or organization of any kind.

**SECTION 3. GRANT OF AUTHORITY.** There is hereby granted for the period specified herein and subject to the conditions, terms and provisions contained herein to the Grantee the non-exclusive right, privilege and authority to locate, build, construct, acquire, purchase, extend, maintain and operate into, within and through the Town as the same now exists or may hereafter be extended, a plant or plants and works, for the purchase, manufacture, transmission and distribution of gas, either natural, artificial or mixed, with the right and privilege for the period and upon the terms and conditions hereinafter specified to furnish, sell and distribute gas to the Town and the inhabitants thereof, for heating, cooking or other purposes, by means of pipes, mains or otherwise, over, under, along, across and through any and all streets, alleys, viaducts, bridges, roads, lanes and gas easements in said Town and over, under, along, across and through any extension, connection with or continuation of the same and/or over, under, along, across and through any and all such new streets, alleys, viaducts, bridges, roads, lanes and gas easements as may be hereafter laid out, opened, located or constructed within the territory now or hereafter included in the boundaries of the Town.

This franchise and the right to use and occupy said streets, alleys, public ways and places shall not be exclusive, and the Town reserves the right to grant the use of said streets, alleys, public ways and places, to any person during the period of this franchise.

**SECTION 4. GENERAL CONDITIONS.** The Grantee is further granted the right, privilege and authority to excavate in, occupy and use any and all streets, alleys, viaducts, bridges, roads, lanes, and other public ways and places under the supervision of the properly constituted authority for the purpose of bringing gas into, within and through the Town, and supplying gas to the Town and the inhabitants thereof and in the territory adjacent thereto, provided however, that the Grantee shall so locate its plants, works, transmission and distribution structures, equipment, mains and pipes within the Town in a manner to meet with the approval of the Town and further in locating said facilities shall do so in such manner as to cause minimum interference with the proper use of streets, alleys and other public ways and places and to cause minimum interference with the rights or reasonable convenience of property owners whose property adjoins any of the said streets, alleys, or other public ways and places. Should it become necessary for the Grantee, in exercising

its rights and performing its duties hereunder, to interfere with any sidewalk, graveled or paved streets, roads or alleys, or any other public or private improvement, the Grantee shall repair at its own expense in a workmanlike manner subject to the approval by the Town and in accordance with the provisions of the Town's Municipal Code, such sidewalk, graveled or paved street, road, alley, or other improvement shall be restored to Town specifications and are subject to Town approval and receipt after the installation of its pipes or other structures. The Grantee shall use due care not to interfere with or damage any water mains, sewers, or other structures now in place or which may hereafter be placed in said streets, alleys, or other public places, and said Grantee shall, at its own expense, repair in a workmanlike manner subject to the approval of the Town and in accordance with the provisions of the Town Code, any such water mains, sewers, or other structures which are damaged through the action of Grantee, provided, however, that the Town may make such repairs and charge the reasonable cost thereof to the Grantee. Except as otherwise specifically provided herein, the Town retains the right to use, control, and regulate, through the exercise of its police power, the use of streets, and other public ways and places, and the Town retains the right to impose such other regulations as may be determined by the Town to be necessary in the exercise of the police power to protect the health, safety and welfare of the public.

**SECTION 5. INDEMNIFICATION.** General Indemnification. The Grantee agrees to indemnify, save and hold harmless, and defend the Town, its officers, elected or appointed officials, employees, agents, boards and employees, from any action or claim for injury, damage, loss, liability, cost or expense, including court and appeal costs and attorneys' and expert witness fees and expenses, arising from any casualty, accident, injury or loss to Person or property, including, without limitation, copyright infringement and defamation, and all other damages in any way arising out of, or by reason of, any construction, excavation, operation, maintenance, reconstruction of the natural gas delivery systems or any act done under or in connection with this Ordinance by or for the Grantee its agents or its employees by reason of any negligence or other fault of the Grantee.

Neither the Town nor the Grantee waives any rights under the statutes and constitution of the State of Colorado or the United States except as otherwise specifically set forth herein. This franchise constitutes a valid and binding contract between the Grantee and the Town. In the event the franchise fees specified herein are declared illegal, unconstitutional, or void for any reason by any court or other proper authority, the Grantee and Town shall negotiate in good faith any fees that lawfully may be paid to the Town hereunder as consideration for use of the Town's streets.

**SECTION 6. INSURANCE.** The Grantee shall save the Town harmless from all liability or damage and all reasonable expenses necessarily accruing against the Town arising out of the negligent exercise by the Grantee of the rights and privileges hereby granted. Grantee agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by the Grantee pursuant to Section 6 (Indemnification). Such insurance shall be in addition to any other insurance requirements imposed by this agreement or by law. The Grantee shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to Section 6 by reason of its failure to procure

or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, duration, or types. Grantee shall procure and maintain the minimum insurance coverages listed below. All coverages shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by the Grantee pursuant to Section 6. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage:

- A. Worker's Compensation insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this franchise, and Employers' liability coverage with minimum limits of FIVE HUNDRED THOUSAND DOLLARS (\$500,000 each accident, FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease - policy limit, and FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease - each employee. Evidence for qualified self-insured status may be substituted for the Worker's Compensation requirements stated herein.
- B. General Liability insurance with minimum combined single limits of TWO MILLION DOLLARS (\$2,000,000) each occurrence and FIVE MILLION DOLLARS (\$5,000,000) aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall include coverage for explosion, collapse, and underground hazards. The policy shall contain a severability of interests provisions. The coverage requirement may be satisfied with a combination of general and excess liability policies, or self-insurance.
- C. Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) aggregate with respect to each of Grantee's owned, hired and nonowned vehicles assigned to or used in performance of the services provided in accordance with this franchise. The policy shall contain a severability of interests provision. If the Grantee has no owned automobiles, the requirements as set forth herein shall be met by each employee of the Grantee providing services to the Town under this franchise

The policies required above, except for the Workers' Compensation insurance, shall include the Town's officers and employees as additional insureds. Every policy required above shall be primary insurance and any insurance carried by the Town, its officers, or its employees, or carried by or provided through any insurance pool of the Town, shall be excess and not contributory insurance to that provided by Grantee. No additional insured endorsement to any policy shall contain any exclusion for bodily injury or property damage arising from completed operations. The Grantee shall be solely responsible for any deductible losses under any policy required above.

The certificate of insurance shall be provided to the Town upon request using the "Accord Form" and shall be completed by the Grantee's insurance agent as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect. No other form of certificate shall be used. Failure on the part of the Grantee to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of the franchise after the Town has provided Grantee written notice of the failure, and upon sixty days thereafter, to cure any failure as so noticed. Thereafter, if Grantee has failed to cure, the Town may terminate this franchise, or at its discretion, the Town may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the Town shall be repaid by the Grantee to the Town upon demand, or the Town may offset the cost of the premiums against any monies due to Grantee from the Town.

The parties hereto understand and agree that the Town is relying on, and does not waive or intend to waive by any provision of this franchise, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, 24-10-101 *et seq.*, as from time to time amended.

Town

**SECTION 7. BONDS OR OTHER SURETY.** Except as expressly provided herein, the Grantee shall not be required to obtain or maintain bonds or other surety as a condition of being awarded the franchise or continuing its existence. The Town acknowledges that the legal, financial, and technical qualifications of the Grantee are currently sufficient to afford compliance with the terms of the franchise and the enforcement thereof. The Grantee and the Town recognize that the costs associated with bonds and other surety may ultimately be borne by the subscribers in the form of increased rates for natural gas delivery systems. In order to minimize such costs, the Town agrees to require bonds and other surety only in such amounts and during such times as there is a reasonably demonstrated need therefore. Initially, no bond or other surety will be required. In the event that one is required in the future, the Town agrees to give the Grantee at least sixty (60) days prior written notice thereof stating the reason for the requirement. Such reason must demonstrate a change in technical, legal or financial qualifications which would materially prohibit or impair Grantee's ability to comply with the terms of the franchise or afford compliance therewith, or may be based upon the Grantee's demonstrated failure to comply with the terms of this franchise in a timely manner.

**SECTION 8. RELOCATION OF FACILITIES.** If at any time it shall be necessary to change the position of any gas main or service connection of the Grantee to permit the Town to lay, make or change street grades, pavements, sanitary or storm sewers, water mains or other Town works, such changes shall be made by the Grantee at its own expense; provided, however, the Town shall confer with the Grantee and seek the Grantee's input during the preliminary stages of planning and engineering of any Town project which may require the Grantee to relocate its facilities in order to explore means of reducing the costs to the Grantee, and the Town shall make reasonable efforts to mitigate the financial impact of any such project on the Grantee.

The Grantee shall complete such relocations as soon as practicable from the date when the Town makes its request, except that the Grantee may be granted an extension of time for completion equivalent to any delay caused by conditions not under its control. Following the relocation, all property shall be restored substantially to its former condition by the Grantee at Grantee's sole cost and expense.

If the Town and Grantee confer and do not agree on a facilities relocation plan, the Grantee may request, and Town representatives shall participate in, good faith mediation before a mutually agreeable third party in an effort to resolve their differences.

The Town will not oppose just and reasonable recovery of substantial costs the Grantee incurs in complying herewith that the Grantee requests from the Public Utilities Commission of the State of Colorado (PUC).

If Grantor orders or requests Grantee to relocate its facilities or equipment for the primary benefit of a commercial or private project, or as a result of the initial request of a commercial or private developer or other non-public entity, and such removal is necessary to prevent interference with such project, then Grantee shall receive payment for the cost of such relocation as a precondition to relocating its facilities or equipment.

Grantor shall consider reasonable alternatives in designing its public works projects and exercising its authority under this section so as not to arbitrarily cause Grantee unreasonable additional expense. If alternative public right-of-way space is available, Grantor shall also provide a reasonable alternative location for Grantee's facilities. Grantor shall give Grantee written notice of an order or request to vacate a public right-of-way; provided, however, that its receipt of such notice shall not deprive Grantee of its right to operate and maintain its existing facilities in such public right-of-way until it (a) if applicable, receives the reasonable cost of relocating the same and (b) obtains a reasonable public right-of-way, dedicated utility easement, or private easement alternative location for such facilities.

## **SECTION 9. SERVICE STANDARDS.**

**A.** The Grantee shall maintain and operate its structures, apparatus, mains, pipe and other equipment and render efficient service in accordance with the rules and regulations of the PUC and the terms and conditions of Town codes and state statutes as revised from time to time.

**B.** Maps. The Grantee shall prepare and submit to the Town a map showing the location of its distribution system, showing location and size, as applicable, of lines, valves, gates and all appurtenances incident to the distribution system, so far as such facilities can reasonably be projected. The map shall be kept current and filed with the Town Clerk's office by May 1 of each year, when necessary.

The Town shall (if and to the extent available) provide Grantee annually a map showing the location of the following features and attributes: parcels, structures, boundaries,

utilities, transportation, natural features, community development planning, hazards, parks and recreation, public safety, topography and imagery.

Before commencement of installation of pipes in Town streets and alleys, the Grantee shall prepare and submit to the Town a map showing the location and size, as applicable, of lines, valves, gates and all appurtenances incident to the distribution system, so far as such facilities can reasonably be projected. In addition, the Grantee shall submit a construction plan indicating a construction schedule, showing the streets and alleys where excavations will be simultaneously open at any given time, making provision for traffic routing in the event of interruption, setting forth the places where pavement cuts are expected, and where underground boring will occur for pipe installation. Prior to beginning construction on Town Property, or within a Town right of way, Grantee, its subcontractors and or assigns, shall obtain an encroachment permit from the Town. Such permit shall be issued in a reasonable and timely manner, and not unreasonably withheld. Construction may then proceed upon approval of said map and plan by the Town.

**C. Access to Premises.** To the extent allowed by law, Grantee shall have the right to enter the premises of consumers at reasonable times for the purpose of reading meters, inspecting gas appliances, pipes and equipment and for the purpose of ascertaining loads, making necessary tests and installing, disconnecting or removing meters.

**SECTION 10. SUPPLY OF GAS.** If during the term of this franchise, there occurs a failure or partial failure of the supply of natural gas available to the Grantee because of depletion of such supply, the Grantee shall take all reasonable steps to obtain an additional natural gas supply from other sources to be delivered to the Grantee, and if unable to procure same, it is hereby authorized to supply artificial or mixed gas for the unexpired term of this franchise. If Grantee, within a reasonable period after failure of the supply of natural gas, shall fail to supply to its customers artificial and/or mixed gas, the franchise rights granted herein shall terminate.

**SECTION 11. FRANCHISE FEE.** In consideration of the rights and privileges herein granted, the Grantee shall assess, effective the first billing cycle after this franchise becomes effective, to residential and commercial customers of Grantee within the Town of Ridgway, Colorado, a franchise tax or fee equivalent to three percent (3%) of annual gross revenue derived from gas service within the corporate limits of the Town that is billed by the Grantee, including the revenue received from the sale of industrial gas, and excluding the amount received from the Town itself for gas service furnished it and after adjustment for the net write-off of uncollectable amounts and corrections of bills theretofore rendered. Grantee shall pay to the Town Treasurer an annual payment, for each year of the duration of this franchise, in an amount equal to the franchise fee or tax funds collected by Grantee hereunder. Payment shall be made on or before April 1 of each year for the preceding year and each such payment shall be accompanied by a statement supporting the payment.

Such payment shall be in lieu of any and all other fees, charges, licenses, taxes or assessments which said Town may impose for the rights and privileges herein granted or for the

privilege of doing business within said Town and, for the use of the rights of way, and in the event any such fee, charge, license, tax or assessment shall be imposed by the Town, the payment to be made in accordance with the provisions of this section shall be refunded in an amount equal to the annual burden of such fee, charge, license tax or assessment imposed upon the Grantee. Ad Valorem property taxes imposed generally upon all real and personal property within said Town shall not be deemed to affect the obligation of the Grantee under this section.

If at any time during the term of this franchise the manner in which the franchise fee is calculated, collected or paid is changed, whether by action of the Grantee, the PUC, or any entity having jurisdiction thereof, the Grantee agrees to cooperate with the Town in modifying the franchise to assure that the Grantee collects and the Town receives an amount in franchise fees or some other form that is the same amount of franchise fees collected by the Grantee and paid to the Town as of the date of such change and required modification, to the extent permitted by law.

**SECTION 12. PURCHASE OF SYSTEM.** The Town's rights and privilege of purchasing the Grantee's system subject to this franchise shall be governed by the laws of the State of Colorado.

**SECTION 13. TERM.** This Ordinance and the rights, privileges, and franchises hereby granted shall be and remain in full force and effect for a period of fifteen (15) years from the final passage date of this Ordinance. Within sixty (60) days from and after final passage of this Ordinance, the Grantee shall have filed with the Clerk of said Town its written acceptance of this Ordinance.

**SECTION 14. TERMINATION OF FRANCHISE.** Upon the termination of this franchise if the Grantee shall not have acquired an extension or renewal thereof and accepted same, Grantee may have and is hereby granted the right to enter upon the streets, alleys, bridges, viaducts, roads, lanes and other public places of the Town, for the purpose of removing there from any or all of its plants, structures, pipes, mains or equipment pertaining thereto, at any time after the Town has had ample time and opportunity to purchase, condemn or replace them. In so removing said pipes, mains or other property, the Grantee shall, at its own expense and in a workmanlike manner, refill any excavations that shall be made by it in the graveled or paved streets, alleys, bridges, viaducts, roads, lanes and other public places after the removal of its mains, pipes or other structures, and repair all surfaces to the condition prior to such removal.

**SECTION 15. ASSIGNMENT.** The Grantee may assign this franchise, or the rights granted hereunder without first obtaining the written consent of the Town, provided the Town receives notice of consideration of any assignment before approval by the PUC.

**SECTION 16. FORFEITURE.** The Town reserves the right to declare a forfeiture of this franchise for the breach of a substantial and material provision thereof. In the event that the Town believes that the Grantee has not complied with any term of the franchise, it shall notify the Grantee in writing in reasonable detail of the nature of the alleged noncompliance. No forfeiture

shall be declared until the Grantee shall have had an opportunity to be heard and to correct the alleged breach. Upon failure of the Grantee to exercise reasonable diligence to correct such condition, or to demonstrate that remedying the breach is legally proscribed, the Town may declare this franchise forfeited and notify Grantee in writing.

In the event that this franchise is forfeited, then the Grantee agrees to continue to render service as theretofore for a period of six (6) months to give the Town time to decide upon its course of action.

**SECTION 17. ORDINANCE REPEALED.** Ordinance No. 2003 \_\_\_\_, passed \_\_\_\_\_, is hereby repealed and of no further force or effect.

**SECTION 18. SEVERABILITY.** If any clause, sentence or section of this Ordinance shall be held invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remainder of this Ordinance.

**SECTION 19. RESERVED RIGHTS.** The right is hereby reserved by the Town to adopt, from time to time, in addition to the provisions herein contained, such ordinances as may be deemed necessary in the exercise of its police power, provided that such regulations shall be reasonable and not destructive of the rights and benefits herein granted, and not in conflict with the laws of the State of Colorado, or with orders of other authorities having jurisdiction in the premises, except, if applicable, as permitted in the exercise of the Town's home rule powers granted by Article XX of the Colorado Constitution. This franchise shall be subject to all valid and effective provisions of the Municipal Code for the Town of Ridgway, Town whether enumerated herein or not.

#### **SECTION 20 MISCELLANEOUS PROVISIONS.**

A. Nothing herein shall be in any way construed as a waiver on behalf of the Town of any of the protections or provisions of the Colorado Governmental Immunity Act.

B. In any action by the Town or authorized representative thereof mandated or permitted under the terms hereof, such party shall act in a reasonable, expeditious, and timely manner. Furthermore, in any instance where approval or consent is required under the terms hereof, such approval or consent shall not be unreasonably withheld.

C. The captions to Sections contained herein are intended solely to facilitate the reading hereof. Such captions shall not affect the meaning or interpretation of the text herein.

D. This Ordinance and the respective rights and obligations of the parties hereunder are subject to all present and future valid governmental legislation or regulation, whether federal or state, of duly constituted authorities which have jurisdiction over this Ordinance, one or both of the parties, or any transaction hereunder.



**SECTION 21. NO WAIVER.** Neither the Town nor the Grantee shall be excused from complying with any of the terms and conditions of this franchise by any failure of the other, or any of its officers, employees, or agents, upon any one or more occasions to insist upon or to seek compliance with any such terms and conditions.

**SECTION 22. AUTHORITIES.** This Ordinance and the respective rights and obligations of the parties hereunder are subject to all present and future valid governmental legislation or regulation, whether federal or state, of duly constituted authorities which have jurisdiction over this Ordinance, one or both of the parties, or any transaction hereunder.

**SECTION 23. EFFECTIVE DATE.** This Ordinance shall take effect thirty days after passage.

**SECTION 24. PUBLIC HEARING.** A public hearing on this Ordinance was held on the 11<sup>th</sup> day of July, 2018, in the Town Council Chambers, 201 N. Railroad Street, Ridgway, CO 81432.

**INTRODUCED, READ AND REFERRED** to public hearing before the Town Council of the Town of Ridgway, Colorado, on the 13<sup>th</sup> day of June.

**TOWN OF RIDGWAY, COLORADO, A HOME-  
RULE MUNICIPALITY**

By: \_\_\_\_\_  
JOHN CLARK, Mayor

ATTEST:

\_\_\_\_\_  
PAM KRAFT, Town Clerk

HEARD AND FINALLY ADOPTED by the Town Council of the Town of Ridgway, Colorado, this 11<sup>h</sup> day of July, 2018.

TOWN OF RIDGWAY, COLORADO, A HOME-  
RULE MUNICIPALITY

By: \_\_\_\_\_  
JOHN CLARK, Mayor

ATTEST:

\_\_\_\_\_  
PAM KRAFT, Town Clerk

Approved As To Form:

\_\_\_\_\_  
BO JAMES NERLIN, Town Attorney

**ACCEPTED AND EXECUTED** by Black Hills Gas Distribution, LLC d/b/a Black Hills Energy this \_\_\_\_ day of \_\_\_\_\_, 2018.

**BLACK HILLS GAS DISTRIBUTION, LLC D/B/A BLACK  
HILLS ENERGY**

\_\_\_\_\_  
Vice President – Operations – CO Gas

## AGENDA ITEM #9



## AGENDA ITEM #10



Subject: 2019 VALE Grant Application for Victim's Rights services in Ouray County  
Date: July 6, 2018  
From: Jen Coates, Town Manager

---

#### **Background and Request to Submit 2019 Grant Application:**

In 2017 the Town of Ridgway, in partnership with Ouray County and the City of Ouray, submitted an application to the State of Colorado Division of Criminal Justice and Department of Public Safety for financial assistance to fund an employee position to provide Victim Advocacy services throughout Ouray County. The Town of Ridgway took the lead on the application and hired a primary, part-time Victim Advocate (Elaine Wood) and 2 additional part-time Advocates to supplement and provide full-time coverage for Victim Services in Ouray County in 2018. The total grant request and award was for \$40,843, representing 100% of costs for employees, office supplies, travel, expenses and training. The request for funding for 2019 will be less as we plan to retain the current Advocates and will not have the upfront investments incurred in 2018. This position is an employee contract position and does not have benefits.

The Town, City and County entered into an Intergovernmental Agreement for these shared services in 2018. The same will need to happen for 2019 services upon successful grant award.

Information about this grant opportunity is online: <https://www.colorado.gov/pacific/dcj/state-vale>

## AGENDA ITEM #11

# Town of Ridgway Emergency Operations Plan





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## AUTHORIZATION

### Town of Ridgway Resolution Statement

To: All Ridgway Town Departments, Department Heads, Appointed Officials and Elected Officials  
All Participating Organizations, Agencies and Jurisdictions

In the Town of Ridgway, the public, private, and non-profit sectors, as well as individual citizens, must work together to protect against, mitigate, respond to, recover from, and, to the extent possible, prevent threats and hazards that pose a risk to the Town of Ridgway. The management of emergencies begins well before the emergency strikes.

Attached is the Town of Ridgway Emergency Operations Plan, which serves as a policy level and guidance document. It has been written and approved for use in responding to major incidents and disasters within the Town of Ridgway. All organizations participating in emergency management activities (mitigation, preparedness, response and/or recovery) are to follow the concepts and coordination systems specified in this plan and the accompanying Support Annexes, recognizing that each incident is unique and may require some variations in implementation.

The plan has been written in consultation with the participating organizations. It has been designed to serve and assist with the coordination of the activities of various organizations that may not interact on a daily basis, while recognizing the normal mission of the organization. Nothing in this plan is intended to interfere with the delivery of the organizations' primary services; although, during a crisis resources may have to be temporarily redirected for the public good. As necessary, a local disaster declaration will be issued to address those issues.

Upon authorization, this plan may be fully or partially activated to manage natural, technological and human-caused incidents that occur. All Town of Ridgway employees shall support this plan and carry out their responsibilities as required by this document.

Signed this the \_\_\_\_ Day of \_\_\_\_\_, 2018.

#### TOWN OF RIDGWAY, COLORADO

#### TOWN COUNCIL

\_\_\_\_\_  
John Clark, Mayor

<b>Vote:</b>	<b>John Clark, Mayor</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
	<b>Eric Johnson, Mayor Pro-Tem</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
	<b>Robb Austin</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
	<b>Ellen Hunter</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
	<b>Ninah Hunter</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
	<b>Tim Malone</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
	<b>Tom Heffernan</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>

**Attest:** \_\_\_\_\_

Pam Kraft, Town Clerk and Recorder

## INTRODUCTION

Major emergencies and disaster incidents are unique events that present communities and emergency personnel with extraordinary problems and challenges that cannot be adequately addressed within the routine operations of local government. Since disasters differ in important ways, and it is impossible to plan for every contingency, highly detailed operational procedures, that can quickly become out of date are avoided in this plan in favor of a streamlined, all hazards preparedness approach.

Government agencies need to anticipate how they will provide services during a disaster, how to resume services once they have been interrupted, or consider alternative means for providing services during a disaster. This Emergency Operations Plan provides guidance to the staff of the Town of Ridgway, volunteers, departments and agencies, private and non-profit sectors to respond to an emergency.

## PURPOSE

The purpose of the Town of Ridgway Emergency Operations Plan (EOP) is to provide general guidelines and principles for managing and coordinating the overall response and recovery activities before, during and after major emergencies and disaster events that affect the Town.

## Executive Summary

The Town of Ridgway Emergency Operations Plan (EOP) 1) outlines circumstances under which the plan should be implemented, 2) provides guidance on the key elements of plan, and 3) identifies the Town of Ridgway's implementation strategies. The EOP will be implemented during all emergency or disaster events that require Town staff to utilize alternative methods of maintaining the daily functions of the Town of Ridgway. This may include an internal disaster such as a fire in the building where the executive offices are located or where files critical to Town functions are located. It could include an environmental event such as extreme winds or flooding where access to services for the town may be interrupted due to debris or impassable roads. Implementation of this plan may occur due to a large disease outbreak or mass fatality event where components of the town's daily functions (vital records) may be overwhelmed. Implementation may also become necessary with the loss of essential leaders in the town or during a required evacuation of the population of the town and/or county.

This EOP has been developed in accordance with the requirements for local emergency planning established under the State of Colorado Disaster Emergency Act of 1992 and also meets the requirements of other state and federal guidelines for local emergency management plans and programs.

The contents of this plan are intended to provide a basis for the coordinated management of the types of emergencies and disaster events that may occur in the Town of Ridgway. Ouray County, the City of Ouray, and Regional Partners are welcome to use and adapt this plan. Other organizations and special districts are encouraged to develop and maintain current standard operating procedures (SOPs) to include checklists necessary for implementing assigned duties and functions.

This plan does not address emergency planning and management of the county or other special districts. These political subdivisions are responsible for the development and maintenance of their EOPs and Annexes, standard operating procedures (SOPs) and training necessary for implementing assigned duties and functions of their jurisdiction's EOP. The Plan is designed to work in concert with departmental standard operating guidelines, county, regional, and the State of Colorado EOPs.

The Town Manager is responsible for regularly scheduled plan updates and revisions and for developing a training and exercise program to familiarize town staff with provisions of the plan.



The National Incident Management System, NIMS, is the adopted method and organizational structure for managing emergency response and recovery operations within the Town of Ridgway. All Town employees are requested to achieve certificates in the FEMA recommended training fitting their job title fitting response level in an emergency.

## Planning Contact Information

For all information pertaining to this plan, contact:

**Jen Coates**  
**Town Manager**  
 201 N Railroad St (Physical)  
 PO Box 10 (Mailing)  
 Ridgway Colorado 81432  
 (970) 626-5308  
[jcoates@town.ridgway.co.us](mailto:jcoates@town.ridgway.co.us)

## Record of Change

All changes are to be annotated on the master copy of the Emergency Operations Plan, which is maintained by the Town Manager. Should the change be significant in nature, an electronic update shall be made and recorded with the applicable stakeholders. If not deemed significant, changes will be reviewed and incorporated into the plan as needed or during scheduled annual updates.

This plan will be updated as needed through the department heads and Town Council, and as needed after any incident, to ensure that it remains an effective and accurate emergency management tool for officials, responders, and citizens of the Town of Ridgway.

DATE REVISED	CHANGE OR UPDATE	PAGE REVISED	REVISED BY

## Distribution

This document shall be known as the Town of Ridgway Emergency Operations Plan (EOP). This EOP is approved and hereby ordered electronically distributed. All agencies, departments and personnel should review and accept their respective responsibilities as outlined in this plan, including organizational planning and training necessary to implement the plan when required. A hard copy will be kept in the Town Manager's Office (201 N. Railroad St. Ridgway Colorado 81432), Ridgway Marshal's Office (201 N. Railroad St. Ridgway Colorado 81432), and the Ouray County Emergency Manager's Desk (541 4<sup>th</sup> Street, Ouray Colorado 81427).

Upon adoption this EOP will be electronically distributed to town officials and departments, the county government and any identified stakeholders for their respective use as well as for planning and training purposes. Additional copies of this plan are available from the Town Manager and will be posted on the Town of Ridgway's website (<https://www.colorado.gov/ridgway>).

## Scope

The plan establishes a system for coordinating the prevention, preparedness, response and recovery and mitigation, phases of emergency management in the Town of Ridgway. This plan may be fully or partially activated to manage natural, technological and human-caused incidents that occur. It is divided into three sections: the base plan, supporting annexes and supporting documents.

Essential functions are those organizational functions and activities that must be continued under any and all circumstances as prescribed by the Colorado Constitution. However, some functions may be able to be suspended or prioritized on a temporary basis as needed in an emergency situation and/or recovery.

The scope of the EOP is to identify the essential functions of the Town of Ridgway and prepare to maintain or recover them during all hazard events. This plan and its annexes address capabilities the Town has or can develop to provide services from alternate locations, redundancy for data collection, and personnel that have been trained to provide leadership under disaster circumstances (order of succession). This plans annexes addresses key messages that may need to be developed for public, vendor-managed activities (vaccines, office supplies, UPS [uninterruptible power supply]). It also addresses payroll, purchasing and human resource considerations.

The Town of Ridgway is responsible for most emergency response operations within Town boundaries in conjunction with the Ouray County Sheriff's Office and the Ridgway Fire Protection District.

Disasters and large-scale emergencies are rarely confined to one jurisdiction. Although only a portion of Town of Ridgway is likely to be impacted by a single disaster or emergency event, a multi-jurisdictional effort will be required to effectively manage most major incidents. Accordingly, emergency plans and exercises should incorporate procedures for integrating the resources of town and municipal governments, private and volunteer organizations, and state and federal governments.

- ✿ Within the Town of Ridgway, emergency response functions are provided by the following agencies:
  - Town of Ridgway Marshal's Office
  - Ridgway Volunteer Fire Department
  - Ouray County Sheriff's Office
  - Ouray County Emergency Medical Services
  - Ouray County Social Services
  - Ouray County Public Health
  - Ouray County Emergency Management
  - Colorado Bureau of Investigations
  - Colorado State Patrol
  - Office of Homeland Security and Emergency Management
  - San Miguel Power Associations
  - Regional Dispatch
  - Deeply Digital
- ✿ Routine emergencies will be managed by these agencies under Colorado Revised Statue authorities using the Incident Command System. As an emergency escalates the Incident Commander will coordinate with town officials to ensure all public safety functions are being provided.

- ⚙ When required by incident complexity, the Town of Ridgway will either assign an agency representative to command and/or open an Emergency Operations Center (EOC). The EOC will manage issues including, but not limited to the following:
  - damage assessment,
  - coordination of outside agencies and volunteers,
  - intergovernmental relations,
- ⚙ The town will work in cooperation with the following agencies and jurisdictions in multi-jurisdiction incidents and/or through mutual aid response:

Ouray and Adjacent Counties	Colorado Parks and Wildlife
Bureau of Land Management	Log Hill Fire District
City of Ouray	Montrose Fire Protection District
Colorado Department of Public Health and Environment (CDPHE)	Ouray Fire Protection District
Colorado Department of Transportation (CDOT)	Ouray County Mountain Rescue
Colorado Forest Service	Ridgway Fire Protection District
Colorado Office of Emergency Management	U.S. Forest Service

- ⚙ The **Colorado Department of Public Safety, Division of Homeland Security, Office of Emergency Management (COEM)** is available 24 hours a day to provide advice and technical assistance to the Town of Ridgway, the City of Ouray and Ouray County. In addition, the COEM may provide state resources or coordinate other supplemental assistance in support of local emergency management actions. A formal declaration of a disaster by the Town Council may be required as a pre-condition of some forms of state assistance or to expedite state assistance. COEM is also the state agency responsible for processing requests for state and federal disaster assistance. It should be noted that response and recovery operations are the responsibility of the Town of Ridgway and initial support should be provided by Ouray County. As a result of an emergency or disaster event and declaration, **county, state or federal funding assistance is not guaranteed.**

## Base Plan

The Town of Ridgway Emergency Operations Base Plan describes the processes comprising a town-wide approach to incident management designed to integrate the efforts and resources of local governments, private sector and non-governmental organizations (NGOs). Ouray County Government, special districts, and non-governmental organizations should maintain and update their jurisdictional or response area emergency operations plans on an ongoing basis. Basic roles and responsibilities are outlined in this plan for coordination purposes. This base plan is adopted by the Ridgway Town Council and no major changes are done without their approval.

## Supporting Annexes

The Annexes to the EOP detail the policies, structures, and responsibilities for coordination support with local agencies or other jurisdictions and entities during incidents. Annexes in support of this EOP are both functional based and hazard specific based. As incidents, planned events, and exercises occur, these Annexes are subject to change to improve response capabilities. New Annexes may be added as needed. Town Council approval for annexes to be added is preferred but not required.

## Supporting Documents

These documents provide other relevant, more detailed supporting information, including terms, definitions, acronyms and a compendium of plans.

### Town of Ridgway Documents

- ✿ Ouray County Multi-Hazard Plan 2013
- ✿ Town of Ridgway ICS Forms

### Emergency Management

A link to the current Supporting Documents from Emergency Management may be found at <http://www.ouraycountyco.gov/272/Emergency-Management>. These plans include but are not limited to:

- ✿ Ouray County Emergency Operations Plan
- ✿ Ouray County Wildfire Annual Operating Plan
- ✿ Ouray County Wildfire Protection Plan
- ✿ West Region Tactical Interoperability Communications (TIC) Plan

### Public Health

A link to the current Supporting Documents from Emergency Management may be found at <http://www.ouraycountyco.gov/149/Public-Health>. These plans include but are not limited to:

- ✿ Public Health Emergency Operations Plan
- ✿ Public Health Improvement Plan
- ✿ Ouray County Community Health Resource Guide
- ✿ Regional Health Assessment

### Supporting Documents on the Web

Other Supporting Documents can be found on the web. They can be found by clicking on the hyperlinks below for each document:

- ✿ Colorado State Emergency Operations Plan (Link [Here](#))
- ✿ State of Colorado Resource Mobilization Annex (Link [Here](#))
- ✿ Colorado Homeland Security Resource Guide (Link [Here](#))

*Note:* Supporting documents may be developed and revised independent of the base plan. **Report broken links to Town Manager at [jcoates@town.ridgway.co.us](mailto:jcoates@town.ridgway.co.us).**

## AUTHORITIES

### Federal

- ✿ Robert T. Stafford Disaster Relief And Emergency Assistance Act And Amendments (Public Law 93-288)
- ✿ National Response Framework (PPD-8)
- ✿ Homeland Security Act And Information Sharing Act (H.R. 5710)
- ✿ Homeland Security Presidential Directive 5, Management Of Domestic Incidents (PPD-5)
- ✿ Homeland Security Presidential Directive 8, National Preparedness (PPD-8)
- ✿ National Incident Management System (NIMS)

### State

- ✿ Colorado Disaster Management Act (24 - 33.5 - 704(5) et seq., C.R.S., I,)
- ✿ Colorado All Hazard Resource Database Creation
- ✿ Colorado State Emergency Operations Plan (Signed by Governor Hickenlooper March, 26th 2015)

### Local

- ✿ Town of Ridgway Resolution\_\_\_\_\_ adopting the National Incident Management system affirmed by the Ridgway Town Council, \_\_\_\_\_
- ✿ Town of Ridgway \_\_\_\_\_, Adoption of Multi-Hazard Mitigation Plan affirmed by the Ridgway Town Council on \_\_\_\_\_.

## PLANNING ASSUMPTIONS

- ✿ Government at all levels must continue to function under all threats, emergency and disaster conditions. Continuity of Government (COG)/Continuity of Operations (COOP) plans should be developed by all agencies and departments consistent with this plan and in accordance with the State of Colorado Emergency Operations Plans and National level guidance.
- ✿ Municipal governments and special districts will perform under their scope of authority and responsibility and will make declarations of emergency or disaster to County Emergency Management. All emergency and disaster declarations received by the County Emergency Manager will be forwarded to the State of Colorado Office of Emergency Management.
- ✿ The Town of Ridgway has no fiscal responsibility to any special district after receipt of their emergency or disaster declaration nor should the Town of Ridgway expect Ouray County or the State of Colorado to have fiscal responsibility upon a receipt of an emergency or disaster declaration.
- ✿ County government, other municipal governments, special districts, and non-governmental organizations should maintain and update their jurisdictional or response area emergency operations and continuity plans on an ongoing basis and especially during time of an emergency or disaster response. These entities are expected to coordinate their planning, response, and continuity efforts with the Town of Ridgway Government to support intergovernmental responsibility.
- ✿ Incidents begin at the local government level (this includes special districts) and will remain the responsibility of the local government throughout the incident and through the recovery phase. Higher levels of government may agree to share some of the responsibility within an agreed upon scope. Generally, local jurisdictions (up through the county) should not plan on the arrival of significant State resources ordered for up to and possibly exceeding 36 hours after the incident. Federal resources may not arrive until 48-72 hours after the incident.
- ✿ An emergency or disaster can occur at any time and any location. It may create a significant degree of human suffering and loss of life, property damage and economic hardship to individuals, government, public services, the environment and the business community.
- ✿ Collaborating and sharing information across multiple levels of government, the response community and the private sector is essential for the successful stabilization and common operating picture of any emergency or disaster.
- ✿ The public expects government to keep them informed and to provide guidance and assistance upon detection of a threat and in the event of an actual emergency or disaster.
- ✿ The premise of the National Response Framework, the State Emergency Operations Plan and this plan is that all levels of government share responsibility for working together in preventing, preparing for, responding to and recovering from the effects of an emergency or disaster event.
- ✿ Within The Town of Ridgway's organization structure certain Town Departments have clearly understood responsibilities during an emergency while other departments have coordination responsibility and authority, however it may be necessary to staff an emergency or disaster with additional outside staff assistance. Depending upon the magnitude and catastrophic nature of the emergency and disaster there is a potential that any and all town offices and departments could be mission tasked to respond and perform certain functions during an emergency or disaster event. The transition to emergency work would be under the direction of the Town Council and managed by the Town Manager.

## Town Profile

The Town of Ridgway, coined Gateway to the San Juans, is a Home Rule Municipality in Ouray County, in the southwestern portion of the U.S. State of Colorado. The town is a former railroad stop on the Uncompahgre River in the northern San Juan Mountains. The town population was 713 at the 2000 census and 924 according to the 2010 census.

## Town of Ridgway History

Ridgway began as a railroad town, serving the nearby mining towns of Telluride and Ouray.

The town site is at the northern terminus of the Rio Grande Southern Railroad where it meets with Denver and Rio Grande Western Railroad running between Montrose and Ouray. Ridgway was located about 3 miles (4.8 km) south of the existing town of Dallas. Articles of incorporation were filed on May 22, 1890 and granted on March 4, 1891. This "Gateway to the San Juans" position was recognized over 100 years ago when the Rio Grande Southern established Ridgway as a railhead center servicing the nearby mining towns of Ouray and Telluride. The town was named for Denver and Rio Grande railroad superintendent Robert M. Ridgway, who established the town in 1891.

The Rio Grande Southern filed for abandonment on April 24, 1952 and the Denver and Rio Grande Western abandoned the line between Ridgway and Ouray on March 21, 1953. The line between Ridgway and Montrose was upgraded from narrow gauge to standard gauge and Ridgway continued to be a shipping point until the line to Montrose was abandoned in 1976 as result of a reservoir being built on the Uncompahgre River.

The dam for that reservoir, the Ridgway Dam, was proposed in 1957 as part of the U.S. Bureau of Reclamation's Dallas Creek Project, and its original location would have inundated Ridgway. A 1975 decision to put the dam further downstream kept the town above-water, and residents coined their own nickname, "The Town that Refused to Die." Land around the reservoir became the Ridgway State Park north of town limits.

## Geography

Ridgway is situated in the Uncompahgre Valley at an elevation of 6,985 feet. The town is located on the San Juan Skyway, cradled in the heart of some of the most photographed mountains in the world. The nearby San Juan Mountain Range has 14 of Colorado's 53 peaks over 14,000 feet. Among them, 14,150 foot Mt. Sneffels is most prominent from Ridgway. The eponymous Mt. Ridgway, 13,468 feet in height, is also nearby, 4.5 miles west of Ouray. To the east of the town also lies the smaller but equally-grand Cimarron Range, with Uncompahgre Peak at 14,309 feet.

The Uncompahgre River flows from Lake Como at 12,215 feet in northern San Juan County, in the Uncompahgre National Forest in the northwestern San Juan Mountains is the headwaters of the river. It flows northwest past Ouray, Ridgway, Montrose, and Olathe and joins the Gunnison at Confluence Park in Delta. The river forms Poughkeepsie Gulch and the Uncompahgre Gorge. The major tributaries are all creeks draining the northwest San Juan Mountains. There are two dams on the Uncompahgre River, a small diversion dam in the Uncompahgre Gorge, and Ridgway Dam below the town of Ridgway, which forms Ridgway Reservoir.



The river is used for irrigation in the Uncompahgre Valley. The Uncompahgre is unnavigable, except at high water. The name given to the river comes from the Ute word Uncompaghre, which loosely translates to "dirty water" or "red water spring" and is likely a reference to the many hot springs in the vicinity of Ouray. Lake Otonawanda is the primary source of Ridgway's municipal water.

## Climate

Ridgway experiences four distinct seasons. Summers are warm in the day and mild to cool at night with brief thunderstorms often occurring in the afternoons in July and August sometimes resulting in intense, though short lived, rainfall. Autumn is cool and mostly clear with occasional rain. Winters are long and cold—though seldom extremely so—with considerable snowfall. Spring is generally cool with early spring often bringing the largest snowfalls; late spring into early summer (mid-May through late June) is mild to warm and is usually the driest time of year. The Köppen climate classification for Ouray is Dfb (Cold-Continental; without a dry season; warm summer).

## Economy

The primary present day economy of the Town of Ridgway is based on tourism. Much of the tourism is based off of recreational activities, scenic mountains, souvenirs, and dining. Tourists come for ice climbing, mountain biking, hiking and off-roading in four-wheel drive (4WD) expeditions into the San Juan Mountains. Popular destinations include Yankee Boy Basin, Engineer Mountain, and Black Bear Road. Ridgway is also poised on a highway that leads tourists to several other mountain towns of the San Juan region. Ridgway is 37 miles east of the ski town of Telluride and 10 miles north of the tourist City of Ouray. The area is also set at the base of the San Juan Mountains providing excellent views especially when viewed from Log Hill Mesa.

## Demographics

As of the census of 2010, there were 924 people, 404 households, and 256 families residing in the town. The population density was 462 people per square miles. There were 511 housing units at an average density of 255.5 per square mile (98.3/km<sup>2</sup>). The racial makeup of the town was 95.5% White, 0.1% African American, 0.6% Native American, 0.8% Asian, 0.8% from other races, and 1.8% from two or more races. Hispanic or Latino of any race were 5.0% of the population.

There were 404 households out of which 31.4% had children under the age of 18 living with them, 51.2% were married couples living together, 7.7% had a female householder with no husband present, 4.5% had a male householder with no wife present, and 36.6% were non-families. 28.7% of all households were made up of individuals and 4.9% had someone living alone who was 65 years of age or older. The average household size was 2.29 and the average family size was 2.82.

In the town, the population was spread out with 23.3% under the age of 18, 28.6% from 18 to 44, 37.1% from 45 to 64, and 11.0% who were 65 years of age or older. The median age was 43.7 years. For every 100 females there were 94.5 males. For every 100 females age 18 and over, there were 93.7 males.

The median income for a household in the town was \$40,903, and the median income for a family was \$45,208. Males had a median income of \$31,597 versus \$26,250 for females. The per capita income for the town was \$20,084. About 3.2% of families and 4.3% of the population were below the poverty line, including 6.9% of those under age 18 and none of those age 65 or over.

## Government

The Town of Ridgway is a State of Colorado home rule Town within Ouray County. The town may govern its own affairs within certain limits, but authority to exercise powers is derived from the Colorado Revised State Statutes. The Ridgway Town Council consists of six members and a mayor. The mayor and members are elected for two-year terms. The mayor is an elected position. The mayor pro-tem is selected by the Council following each annual election. All members of Town Council are elected at large from within the town electorate as a whole. Council Members and the Mayor serve 2-year terms..

## Sectoring the Town of Ridgway

Due to the size and layout of the Town of Ridgway's Critical Infrastructure, the Town of Ridgway is one Sector in an emergency only involving the Town. In a County-wide event the County as whole is one Sector.

## Hazard Vulnerability Assessment

Through the county-wide hazard mitigation process, an assessment was conducted of potential hazards within the Town and County. The assessment details the frequency, vulnerability, exposure and risk of potential hazards to the County and was completed in 2008 and updated in 2015 (scheduled for revision in 2020). The Ouray County Multi-Hazard Mitigation Plan was developed to reduce and eliminate losses from natural and manmade hazard events and to better protect the people and property of the County from the effects of hazard events. The current All Hazard Mitigation Plan may be accessed by visiting <http://www.ouraycountyco.gov/272/Emergency-Management>.

### Hazard Profile

The Town of Ridgway is vulnerable to many hazards, all of which have the potential to disrupt the community, cause damage and create mass casualties. The Hazard Vulnerability Assessment identified specific hazards for the Town based on likelihood of occurrence, severity and impact. The findings include the following hazards and their relative risk ranking:

HIGH RISK	MEDIUM RISK	LOW RISK
Dam Failure	Drought	Extreme Temperatures
Debris Flow	Earthquake	Mass Causality Incident
Flooding	Hazardous Materials Incident	
Wildfire	Imminent Threat	
	Landslide/Rockfall	
	Lightning	
	Public Health Emergencies	
	School Incidents (in addition to imminent Threats)	
	Severe Winter Storms	
	Windstorms	

### Vulnerability Assessment

The Town of Ridgway and Ouray County Risk Assessment revealed a number of problem areas to be addressed in the mitigation strategy. These key findings are summarized in the following list.

#### Dam Failure

- ✿ Two high hazard (probable loss of life if failure) dams are located in Ouray County

#### Drought

- ✿ Multi-year droughts occur every 10 years on average in Ouray County;
- ✿ Drought can affect both water quantity and quality;
- ✿ The agriculture and tourism-based economy is particularly vulnerable to drought;
- ✿ Drought increases risk to other hazards, such as wildfire.

#### Extreme Temperatures

- ✿ Extreme cold is a bigger concern for the County than extreme heat, though extreme heat can exacerbate drought and wildfire conditions;

- ✿ Extreme cold has caused issues with frozen or burst water pipes and crop losses.

### Flood

- ✿ Thirty-five recorded flood events between 1874 and 2013;
- ✿ The most serious impacts could occur in the City of Ouray.

### Hazardous Materials Release

- ✿ Transported hazardous materials releases are of particular concern to the County due to narrow, winding mountain roads. These roads are especially dangerous during the winter;
- ✿ Streams and reservoirs are also vulnerable to contamination.

### Imminent Threat

- ✿ Imminent Threat can be defined as “any conditions or practices in any place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through the enforcement.” Some examples would be acts of terrorism and active shooters;
- ✿ Potential imminent threat targets in the County include mines, resorts, dams, schools, power infrastructure, and all government offices and facilities.
- ✿ School shootings and threats have been especially concerning in 2017-2018. The Town of Ridgway’s Marshal’s Department has facilitated significant community outreach and school trainings on this matter.

### Landslide/Rockfall

- ✿ Some areas in Town have potential for landslides and rockfall which can damage and/or close roads.

### Lightning

- ✿ Damaging or fatal lightning events are rare in the County;
- ✿ Outdoor recreationists at high altitude during summer months are very vulnerable to lightning;
- ✿ Lightning can damage power grid and information technology and communications networks.

### Mass Casualty Events

- ✿ Traffic accidents involving multiple casualties are the primary concern;
- ✿ Traffic and bus accidents are most likely to occur along the Highway corridors of 550 and 62. The steeper, curvy sections of Highway 550 above and south of Ouray are particularly prone to accidents;
- ✿ The reemerging mining industry in the County is another source of potential mass casualty events;
- ✿ The County has produced tabletop and full-scale exercises on mass casualty scenarios to improve preparedness and response.

### Multi-Hazard Event

- ✿ Ouray County has been included in past emergency declarations for drought, frost/freezing events, and high winds; the County has also been included in state declarations for flooding, mudslides, severe storms, and wildfires;
- ✿ Hazard events that cause road closures, such as debris flows/mudslides, floods, landslides, avalanches, and winter storms, affect the economy and safety of Ouray County by restricting access of visitors, workers, and goods and services.

### Public Health Emergencies

- ✿ West Nile Virus and pandemic flu are the main concerns for public health emergencies in the County;
- ✿ There have been a few pandemic flu or West Nile Virus cases in the County in 2010.

### Severe Winter Storm

- ✿ There is high vulnerability to severe winter weather along highways and mountain passes;
- ✿ Increased population is exposed to hazards and emergencies during high tourist seasons;
- ✿ Vehicle accidents, power/utility disruptions, and isolation due to road closures are the main concern related to severe winter storms.

### Wildfire

- ✿ Approximately \$930 million in property value and 2,617 structures are potentially exposed to wildland fire hazards in the county;
- ✿ Critical roads are also vulnerable to wildfire;

### Windstorm

- ✿ Past damages from windstorms have typically included blown down trees and power poles, and damage to roofs. Blown-down trees have fallen across Highway 550 just south of the City of Ouray. Strong winds can also blow loose rocks off cliffs and steep slopes in the County, creating a rockfall hazard.

## Critical Facility and Infrastructure

As part of the Multi-Hazard Mitigation Plan planning process, critical infrastructure and facilities were identified for the Town.

### Critical Facilities

Critical Facilities are defined as facilities that provide a necessary service before, during, and after times of disaster. These generally include:

- ✿ Carrier-Neutral Locations (CNL) for Broadband
- ✿ Emergency Operations Centers
- ✿ Emergency Medical Service Facilities
- ✿ Fire Station
- ✿ Fuel Station
- ✿ Governmental Buildings
- ✿ Grocery Stores
- ✿ Law Enforcement Facilities

- ✿ Schools
- ✿ 4-H Center
- ✿ Churches
- ✿ Youth Facilities
- ✿ Shelters/Evacuation Centers

### Critical Infrastructure

Critical infrastructure is defined as assets that are essential to the functioning of a society and economy. These includes:

- ✿ Cisterns
- ✿ Communication Towers
- ✿ Dams, water treatment and distribution, water storage, water supply
- ✿ Electric power lines, sub-stations
- ✿ Fiber Optic
- ✿ Generators
- ✿ Hydro power facilities
- ✿ Internet
- ✿ Natural Gas Distributors
- ✿ Propane Gas Facilities
- ✿ Sewer lines and wastewater treatment plants
- ✿ Telephone facilities
- ✿ Transportation routes

## MITIGATION CAPABILITIES

The jurisdictions within the Town of Ridgway have limited response and recovery capabilities due to town size, population, location from major municipalities, areas with limited access and limited emergency responder personnel. Further limitations in these capabilities are determined through annual plan reviews and exercises. The following details mitigation capabilities within the town structure.

### County Emergency Management Program

In the absence of a designated emergency manager for the Town of Ridgway, the County Emergency Manager assumes emergency management jurisdiction. The County's Emergency Management program addresses planning efforts for the four phases of emergency management that include preparedness, mitigation, response and recovery. The County Emergency Manager is under the direction of the Ouray County Sheriff operationally and Ouray County Administrator administratively.

The Emergency Manager's program provides a structure for anticipating and dealing with emergency incidents and recognizes that disasters are recurring through the four phases of emergency management: preparedness, mitigation, response and recovery.

### All Hazards Planning

#### Ouray County Multi-Agency Coordination Group

The Town of Ridgway participates in the Ouray County Multi-Agency Coordination Group. The Emergency Manager is responsible for establishing the Ouray County Multi-Agency Coordination Group. This is a multi-jurisdictional, multi-disciplinary planning and coordination group committed to the development and implementation of all-hazards planning for preparedness, prevention, response and

recovery from emergencies and disasters. Participation is open to all local and county agencies, departments, special districts, and businesses within Ouray County and surrounding areas.

### **Ouray County Local Emergency Planning Committee (LEPC)**

The Ridgway Volunteer Fire Department Chief is the Designated Emergency Response Authority (DERA) for the Town of Ridgway and a member of the LEPC. The LEPC is a committee appointed by the State Emergency Response Commission (SERC), as required by Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA). It develops emergency plans for Local Emergency Planning Districts, collects material safety data sheet (MSDS) forms and chemical release reports. It also provides this information to the public. The LEPC is tasked with hazardous materials preparedness, response, related training and sits in a policy advisory position for the county.

### **The Ouray County Policy Group**

The Ouray County Policy Group consists of county, municipal and other jurisdictional policy makers within Ouray County.

## **Regional Planning**

### **West Region Multi-Agency Coordination Group (WRMAC Group)**

To facilitate regional planning and mutual aid assistance, the Emergency Manager and Ouray County Sheriff participates in the WRMAC Group. The WRMAC Group is a six county all hazard planning region located in the western portion of the State of Colorado. It is comprised of Delta, Gunnison, Hinsdale, Montrose, Ouray and San Miguel Counties.

The WRMAC Group mission is to prepare Colorado's West Region communities to be resilient in the face of potential threats and hazards through coordination and collaboration. It is a multiagency, multi-disciplinary emergency planning and coordination group committed to improve all hazard preparedness and resiliency in the West Region, leading to fewer lives lost, reduced economic impacts in affected communities, improved response capabilities and faster recovery time.

### **West Region All Hazard Region (WAHR)**

WAHR is a multiagency, multi-disciplinary emergency planning and coordination group committed to improve all hazard preparedness and resiliency in the West Region, leading to fewer lives lost, reduced economic impacts in affected communities, improved response capabilities and faster recovery time.

### **West Region EMS Trauma Council (WRETAC)**

The mission of the WRETAC is to promote, foster and support cooperative organization of Emergency Medical and Trauma Services in the Western Region and State, utilizing data, communications, protocols and training to provide Quality Improvement.

### **West Region Health Care Coalition (WRHCC)**

The mission of the WRHCC is providing collaborative planning and response to emergencies, in a multi-disciplinary approach, and to preserve the medical infrastructure of the region.

### **West Region Emergency Preparedness and Response Team (WREPR)**

Led by Mesa County Regional EPR team, the mission is to prepare Colorado's West Region communities to be resilient in the face of potential public health threats and hazards through coordination and

collaboration. It is a multiagency, multi-disciplinary emergency planning and coordination group committed to improve all hazard preparedness and resiliency in the West Region.

### **West Region Wildfire Council**

West Region Wildfire Council was established in 2007 as a collaborative effort to support interagency efforts to develop and implement plans to better mitigate the threat of catastrophic wildland fire to the communities and natural resources in the Colorado counties of Delta, Gunnison, Hinsdale, Montrose, Ouray and San Miguel

## **Evacuation and Warning Systems**

### **Emergency Notification System**

The town utilizes an emergency phone notification system to provide ‘general information’ based alerts as well as geographically specific emergency notification to residents. These alerts can be sent to landline phones, cellular phones and email addresses if the end user has opted in for this service. Commuters and visitors to the county may also sign up for the system via a mobile application. Residents may self-register for emergency alerts on the Ouray County website:

<http://www.ouraycountyco.gov/272/Emergency-Management>.

### **Local Broadcast Media**

The Town also utilizes the Emergency Alert System to broadcast warnings over local radio stations and National Oceanic and Atmospheric Administration (NOAA) towers (where available). The authority to initialize this utility, and the message contained, lies with the Emergency Manager and/or Sheriff only. Local media is also utilized whenever necessary but currently only publishes weekly.

### **Social Media**

The town utilizes social media outlets such as Facebook and Twitter to inform, warn and prepare the public. The town general preparedness information alerts and incident updates are ongoing for this platform:

<https://www.facebook.com/TownOfRidgway/>. The authority to initialize this utility as a warning mechanism lies with an Incident Commander (IC), Ridgway Marshal, Fire Chief, the Emergency Manager, or the designated Town Public Information Officer (PIO) during an incident. To post preparedness information, contact the Town Manager or their designee.

### **Hazard and Critical Infrastructure Mapping**

The County has a Geographic Information System (GIS) and Information Technology (IT) Department that can, upon request, provide mapping and database support.

## **Concept of Operations**

The general concept on which this document is based is from lessons learned and best practices from previous events concerning command and coordination. This includes both the immediate event and any effects to the surrounding area or communities. Each incident is unique and requires different prevention and response measures. Therefore, by adhering to the guidelines of NIMS and the National Response Framework (NRF), the town stands ready to meet these challenges.

Every town department or office may be required to respond to an emergency. If a department does not have a specific response role in a given emergency, that department may still be relied upon to support



responding departments. The Town Manager has responsibility for the direction and control of town resources during an emergency situation that has reached beyond the capabilities of a local jurisdiction.

Upon request, the Town's Emergency Operations Center (EOC) Manager or designee will activate and manage the Town of Ridgway's EOC. The EOC is the facility from which emergency response activities can be directed, coordinated and/or supported. The EOC structure is scalable, based on the magnitude of the situation. If a disaster exceeds Town resources, assistance will be requested from the private sector, county agencies, regional agencies, State of Colorado, and if required, federal agencies.

### Incident Management Priorities

The Town of Ridgway's priorities for incident management are as follows:

- ✿ Save lives and protect the health and safety of the public, responders, and recovery workers;
- ✿ Protect and restore critical infrastructure;
- ✿ When appropriate, conduct law enforcement investigations to resolve the incident, apprehend the perpetrators, and collect and preserve evidence for prosecution;
- ✿ Protect property and mitigate damages and impacts to individuals, communities and the environment;
- ✿ Facilitate recovery for individuals, families, businesses, government and the environment.

The Town of Ridgway has resources and expertise available to assist with incident related problems. The town may modify normal operations and redirect resources in order to save lives, relieve human suffering, sustain survivors, protect property and assist in re-establishing essential services. Life-saving and life-protecting response activities have precedence over other emergency response activities.

Private, faith based, and volunteer organizations (i.e., American Red Cross, Salvation Army, Colorado Volunteer Organizations Active in Disasters), and others will provide basic necessity and life-sustaining relief which is not normally available from government resources to individuals and families. Local and State governmental agencies will assist these organizations by providing information, guidance and coordination of the relief efforts.

The Mayor, in consultation with the Town Council if possible, may declare a disaster or emergency. If the Mayor is unavailable, the Mayor Pro Tem may sign a declaration of disaster or emergency. If the Mayor and the Mayor Pro Tem is unavailable, any member of the town council may sign a declaration of disaster or emergency. The decision to make a declaration may be based upon emergency needs created by the incident, and/or damage assessment findings indicating the damages are of sufficient severity and magnitude to warrant assistance from the state. This authority is granted to a town through a county by the Colorado Disaster Act. Once the state receives a local emergency/disaster declaration, the state then may make a declaration under the Stafford Act to the President who may grant a major disaster declaration. This in turn, may make available specific federal support programs for a defined period. After the Town declaration is made, it must be ratified within seven (7) days by the full Town Council. The declaration must be renewed every seven (7) days, and should be let in place while emergency response measures are conducted. Local declarations should be discontinued or allowed to expire at the point emergency response work is completed. State or federal declarations may be left in place during recovery activities.

The Town Marshall, the local Fire Chief, and/or the Town Manager may directly call upon any Town Department available to assist in any emergency response. The Town Marshall may call upon resources under their control to include any agency or entity under agreement with their agency, as well as any

mutual aid agency requested by the Town Marshal of Local Fire Chief. The Town Marshal may call upon the Sheriff to utilize resources under control of the Sheriff to include the Search and Rescue Team, and any agency or entity under agreement with the Sheriff, as well as any mutual aid agency requested by the Sheriff.

### Local Coordination

The Town of Ridgway is responsible for large scale emergency response operations/coordination within the Town. Each of the Municipality and County Governments within Ouray County should establish both a Chain of Command and Continuity of Operations (COOP) sections for their respective functions as part of their Municipal/County Emergency Operations Plans.

All local governments and special districts within the Town of Ridgway are responsible for coordinating with one another and for providing mutual aid within their capabilities and usually according to the established written Mutual Aid Agreements. If necessary, normal working operations may be suspended or redirected during an incident in order to support emergency response and control throughout the Town.

Based on the assessment of emergency conditions by the designated Incident Commander(s), the Town Council (and/or County leadership) will be notified and advised of the situation and the need to report to the Town or County EOC.

### Policy Group

Designated Policy Group members with responsibility over an incident will be assembled as needed to evaluate policy level decisions on how best to manage the incident to best serve the Town, approval of incident expenditures and for formal declaration of a disaster. The Policy Group consists of the Ouray Town Council, designated leadership of the Town, special district, the Town Manager, the Town Marshal, Fire Chief or his/her designee, and other officials as needed.

The group may be called upon to discuss formal declaration of local or town emergencies or disasters, discuss and or approval and commitment of Town resources and funds for disaster or emergency purposes, discuss delegations of authority and/or fund expenditure, cost share agreements between involved jurisdiction, formulation of directives to municipal departments and personnel regarding changes in normal duties/work schedules and discussion of Continuity of Operation Plans. Other possible decisions involving issuance of official orders regarding population protection or temporary social restrictions, such as evacuation orders, establishment of curfews and enactment of price controls may need to be discussed and coordinated by this group.

## STAGES OF EMERGENCY MANAGEMENT

Emergency operations involve much more than merely responding to an incident when it occurs. Regardless of the type of hazard, there are four stages in the emergency management process: mitigation, preparedness, response, and recovery.

### Mitigation

FEMA.gov defines mitigation as:

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. In order for mitigation to be effective we need to take action now—before the next disaster—to reduce human and financial consequences later (analyzing risk, reducing risk, and insuring

against risk). It is important to know that disasters can happen at anytime and anyplace and if we are not prepared, consequences can be fatal.

Effective mitigation requires that we all understand local risks, address the hard choices, and invest in long-term community well-being. Without mitigation actions, we jeopardize our safety, financial security and self-reliance.

- ✿ Disasters can happen at anytime and anyplace; their human and financial consequences are hard to predict.
- ✿ The number of disasters each year is increasing but only 50% of events trigger Federal assistance.
- ✿ FEMA's mitigation programs help reduce the impact of events—and our dependence on taxpayers and the Treasury for disaster relief.

FEMA's Federal Insurance and Mitigation Administration (FIMA) manages the National Flood Insurance Program (NFIP) and implements a variety of programs authorized by Congress to reduce losses that may result from natural disasters. Effective mitigation efforts can break the cycle of disaster damage, reconstruction, and repeated damage. FEMA's mitigation and insurance efforts are organized into three primary activities that help states, tribes, territories and localities achieve the highest level of mitigation: Risk Analysis, Risk Reduction, and Risk Insurance. Through these activities and FEMA's day-to-day work across the country, communities are able to make better mitigation decisions before, during, and after disasters.

Effective mitigation requires that we all understand local risks, address the hard choices, and invest in long-term community well-being. Without mitigation actions, we jeopardize our safety, financial security and self-reliance.

Mitigation involves the actions taken prior to an incident that reduce the chance of occurrence or the effects of a disaster. This stage includes flood plain management, public education campaigns, building and fire codes, defensible space programs for residential buildings, and preventative health care.

## Prevention

Prevention means actions taken to avoid an incident or to intervene to stop an incident from occurring. – Involves actions taken to avoid an incident or to intervene to stop an incident from occurring.

Prevention involves actions to protect lives and property. It involves applying “Prevention” Activities to avoid an incident or to stop an emergency from occurring. Explanatory Material: Activities, tasks, programs, and systems intended to protect lives and property. – Involves applying intelligence and other information to a range of activities that may include such countermeasures as:

- ✿ Deterrence operations
- ✿ Heightened inspections
- ✿ Improved surveillance
- ✿ Disease prevention among people, domestic animals, and wildlife.

Examples of prevention activities include:

- ✿ Collect, analyze and apply intelligence and other information
- ✿ Conduct investigations to determine the full nature and source of the threat and to implement countermeasures such as inspections, surveillance, security and infrastructure protection

- ✿ Conduct tactical operations to interdict, preempt or disrupt illegal activity; and to apprehend and prosecute the perpetrators
- ✿ Conduct public health surveillance and testing procedures, immunizations and isolation or quarantine of individuals for biological and agricultural threats
- ✿ Deter, detect, deny access or entry, defeat and take decisive action to eliminate threats
- ✿ Conduct code enforcement, inspections and behavior modification to reduce risk
- ✿ Analyze threats created by natural hazards and develop action plans to reduce the threat to citizens and property

## Preparedness

Preparedness involves the planning necessary to ensure that the effects of a disaster or an emergency will be minimized, and to assist local jurisdictions in developing appropriate response capabilities needed in the event of an emergency. To respond properly, a jurisdiction must have a plan for response, trained personnel to respond, and necessary resources with which to respond. Emphasis is on emergency planning, training, exercises and public awareness information sharing and programs.

Examples of preparedness activities include:

- ✿ Development of plans and procedures, training and exercising
- ✿ Pre-establishment of incident command posts, mobilization centers, staging areas and other facilities
- ✿ Evacuation and protective sheltering
- ✿ Implementation of structural and non-structural mitigation measures
- ✿ Private sector implementation of business and continuity of operations plans
- ✿ Provision of mitigation activities which are a critical foundation across the incident management spectrum from prevention through response and recovery. Examples of key mitigation activities include the following:
  - Ongoing public education and outreach activities designed to modify behavior to reduce loss of life and destruction of property
  - Structural retrofitting to deter or lessen the impact of incidents and reduce loss of life, destruction of property and impact on the environment
  - Code enforcement through such activities as zoning regulation, land management and building and fire code inspection
  - Flood insurance and the buy-out of properties subjected to frequent flooding

## Response

The response stage covers the period during and immediately following a disaster. During this phase, jurisdictions provide emergency assistance to victims of the event and try to reduce the likelihood of further damage. The local fire district, law enforcement agencies, search and rescue, emergency medical service (EMS) units and Public Works crews are the primary responders. Response activities can be categorized into Initial or Extended Response.

### Initial Response Activity

The initial response activities are primarily performed at the field response level. Emphasis is placed on minimizing the effects of the emergency or disaster. Examples of initial response activities include:

1. Establishing Incident/Unified Command
2. Developing and implementing incident Action Plans, as needed
3. Documenting/Discussion of situation status
4. Assessing need for mutual aid assistance
5. Coordinating with state and federal agencies.
6. Staging of Resources
7. Check-in of Resources
8. A system to tracking resource on-scene
9. Briefing of Town management and other key officials and/or employees on the situation
10. Dissemination of warnings, emergency public information, and instructions to citizens
11. Conducting evacuations and/or rescue operations
12. Restricting and/or redirecting movement of traffic/people
13. Caring for displaced persons and treating the injured
14. Conducting initial damage assessments and surveys

### Extended Response Activity

Extended response activities are primarily conducted in the field and at the Emergency Operations Center (EOC). Extended emergency operations primarily involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. Examples of extended response activities include:

1. Preparing detailed damage assessments
2. Preparing public information
3. Operating mass care facilities
4. Conducting coroner operations
5. Procuring required resources to sustain operations
6. Continue documenting situation status
7. Protecting, controlling, and allocating resources
8. Restoring vital utility services
9. Documenting expenditures
10. Developing and implementing Action Plans for extended operations
11. Dissemination of emergency public information
12. Declaring a local emergency
13. Requesting a gubernatorial and federal declaration, if required
14. Allocate Resources
15. Inter/multi-agency coordination

## Recovery

Recovery is both short and long-term, and continues until all systems return to normal or near-normal operation. Short-term recovery restores vital life-support systems to minimum operating standards. Long-term recovery may go on for months—even years—until the entire disaster area returns to its previous condition or undergoes improvement with new features that are less disaster-prone. This will involve damage assessments, plan revisions, and actions initiated to mitigate future emergencies or disasters by reducing or eliminating their probability of recurring, among other things. Examples of recovery activities include:

1. Restoring utilities
2. Applying for state and federal assistance programs
3. Providing public assistance information for disaster assistance
4. Conducting hazard mitigation analyses
5. Identifying residual hazards
6. Determining and recovering costs associated with response and recovery

## Damage Assessment

Under federal disaster assistance programs, documentation must be obtained regarding damage sustained to:

1. Roads, bridges and culverts
2. Water control facilities
3. Public buildings and related equipment
4. Public utilities
5. Facilities
6. All recreational and park facilities
7. Educational institutions

## EMERGENCY PURCHASING

During a declared disaster or emergency, emergency purchases, which by their nature or circumstances do not lend themselves to a competitive selection process, are exempt from the Town's competitive bid selection process. This will be outlined in the Town of Ridgway Disaster Policies Annex (Not yet completed). However, emergency procurement in general must be at least as stringent as the state and, in turn, federal policies in order to remain eligible for reimbursements, which will be outlined in the Town of Ridgway Finance and Logistics Annex (Not yet completed).

## NIMS AND ICS

The National Incident Management System (NIMS) is a comprehensive system that is designed to improve local response operations through the use of the Incident Command System (ICS) and the application of standardized procedures and preparedness measures. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with command responsibility for the management of resources to effectively accomplish identified incident objectives.

While most incidents are generally handled on a daily basis by a single jurisdiction at the local level, there are important instances in which successful domestic incident management operations depend on the involvement of multiple jurisdictions, functional agencies and specific emergency responder disciplines. These instances require effective and efficient coordination across this broad spectrum of organizations and activities.

NIMS is the adopted organizational structure for both planning and managing emergency response and recovery operations in Town of Ridgway Employees' NIMS required trainings:

### ICS Field Operations Training Needs

Incident Type(s)	Core Courses	Additional Courses
1,2	<ul style="list-style-type: none"> <li>ICS-100</li> <li>ICS-200</li> <li>ICS-300</li> <li>ICS-400</li> <li>IS-700</li> <li>IS-800</li> <li>G-191 (ICS/EOC Interface)</li> </ul>	<ul style="list-style-type: none"> <li>Position-specific ICS courses (based on individual assignment or expected assignment)</li> <li>E/L-947 Emergency Operations Center (EOC) – Incident Management Team (IMT) Interface Course</li> <li>Training based on jurisdiction risk and/or specific interest (see Appendix A for sources of Federal Training)</li> </ul>
3	<ul style="list-style-type: none"> <li>ICS-100</li> <li>ICS-200</li> <li>ICS-300</li> <li>ICS-400</li> <li>IS-700</li> <li>IS-800</li> </ul>	<ul style="list-style-type: none"> <li>Position-specific ICS courses (based on individual assignment or expected assignment)</li> <li>G-191</li> <li>E/L-947</li> <li>Training based on jurisdiction risk and/or specific interest (see Appendix A for sources of Federal training)</li> </ul>
4	<ul style="list-style-type: none"> <li>ICS-100</li> <li>ICS-200</li> <li>IS-700</li> </ul>	<ul style="list-style-type: none"> <li>Position-specific ICS courses (based on individual assignment or expected assignment)</li> <li>Training based on jurisdiction risk and/or specific interest (see Appendix A for sources of Federal training)</li> </ul>
5	<ul style="list-style-type: none"> <li>ICS-100</li> <li>IS-700</li> </ul>	<ul style="list-style-type: none"> <li>Position-specific ICS courses (based on individual assignment or expected assignment)</li> <li>Training based on jurisdiction risk and/or specific interest (see Appendix A for sources of Federal training)</li> </ul>

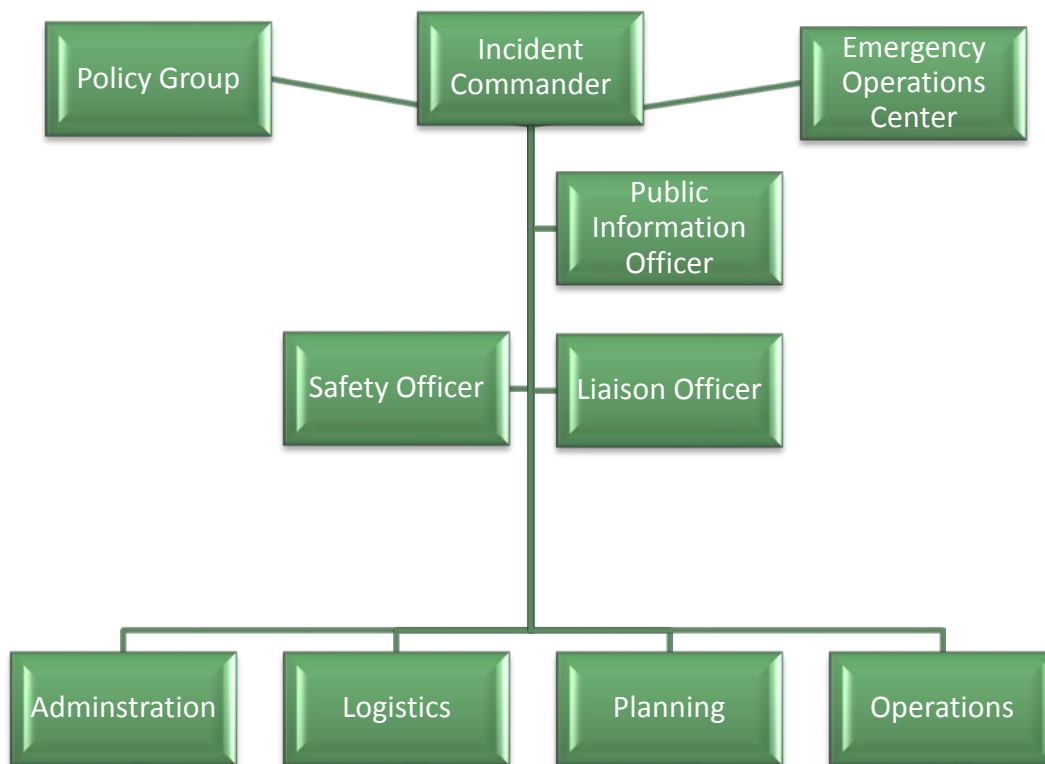
Source: National Incident Management System: Training Program September 2011 by: U.S. Department of Homeland Security

In larger incidents, the ICS structure may be extended and supported by activation of the Town of Ridgway's and/or Ouray County's Emergency Operations Center (EOC). The EOC will be staffed to serve as the coordination point for supplemental resources, intergovernmental assistance, as well as some

long-term planning and recovery activities. ICS principles are nationally accepted for addressing all types of hazards and for integrating multiple agencies, jurisdictions and disciplines into a coordinated relief effort.

For the purposes of this plan, it is assumed and expected that all town personnel, emergency response agencies and support organizations in the Town of Ridgway have completed the required NIMS courses. It is further assumed and expected that the various levels of management in each agency and organization has completed the level of ICS training appropriate to their respective rank or function. The Town of Ridgway has and will continue to support NIMS compliance programs, by assisting agencies in acquiring appropriate NIMS trainings and exercise/training evaluations. Ouray County Emergency Management can assist with training upon request.

Below is a basic ICS chart in which its positions should be followed during incidents in the Town of Ridgway. This chart can expand to meet the changing size and complexity of an incident as needed:





## EMERGENCY SUPPORT FUNCTIONS

The following is a summary of the Emergency Support Functions (ESF) as identified in the National Incident Management System and utilized the State Division of Homeland Security and Emergency Management. Below is a chart of ESF lead, ESF support and ESF titles (Support agencies and departments are not all inclusive):

TOWN OF RIDGWAY EMERGENCY SUPPORT FUNCTION MATRIX															
Department or Agency:  1. This chart shows the responsibilities of Town of Ridgway Agencies or Department in an Town of Ridgway Emergency or Disaster  2. Responsibilities can be delegated  3. Many Department hold multiple ESF responsibilities due to the size and lack of resources in the Town of Ridgway	ESF #1 – Transportation	ESF #2 – Communications and Alerting	ESF #3 – Public Works and Engineering	ESF #4 – Firefighting	ESF #5 – Emergency Management	ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services	ESF #7 – Logistics Management and Resource Support	ESF #8 – Public Health and Medical Services	ESF #9 – Search and Rescue	ESF #10 – Oil and Hazardous Materials Response	ESF #11 – Agriculture and Natural Resources	ESF #12 – Energy	ESF #13 – Public Safety and Security	ESF #14 – Long-Term Community Recovery	ESF #15 – External Affairs and Public Information
Town Council	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Town Manager (Also PIO)	S	S	S	S	S	L	S	L	S	S	L	S	S	S	L
Administrative Staff	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Attorney	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Building Inspector/Code Enforcement	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Clerk/Treasurer/Human Resources	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Community Development Coordinator	S	S	S	S	S	S	S	S	S	S	S	S	S	L	S
Planner	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Police Town Marshall	S	L	S	L	L	S	L	S	L	L	S	S	L	S	S
Public Works	L		L		S	S	S	S	S			L	S	S	
Non-Town Department/Agencies Upon Request of Town Leads															
Amateur Radio Emergency Services (ARES)	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Colorado Department Agriculture											L			S	
CSU Extension											S			S	
Ouray County Assessor	S				S						S			L	
Ouray County Coroner					S	S	S	S	S				S	S	
Ouray County Emergency Management	S	L	S	S	L	S	L	S	S	S	S	S	S	S	S
Fire Districts/Agencies/Departments	S	S	S	L	S		S	S	S	L			S	S	S
Emergency Medical Services (EMS)	S	S		S	S	S	S	S	S	S			S	S	
Montrose County Regional Dispatch	S	L	S	S	S				S	S			S		
Montrose Memorial Hospital						S		S							
Other Law Enforcement Agencies		S			S								L		
Ouray County Clergy Group	S	S			S	S	S							S	
Ouray County Public Health					S	S	S	L	S	S	L		S	S	S
Ouray County School Districts	S					S	S							S	S
Ouray County Social Services					S	L	S	S						S	
Public Utilities							S					S		S	
Private Business Sector	S				S	S	S				S	S	S	S	
Second Chance Humane Society						S									
State and Federal Agencies	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Telluride Hazardous Response Team				S	S					L					
L= ESF LEAD DEPARTMENT/AGENCY      S= SUPPORTING DEPARTMENT/AGENCY															

### **ESF #1 – Transportation**

Support and assist municipal, county, private sector and voluntary organizations requiring transportation for an actual or potential Incident of Critical Significance. This group insures all roads and conduits into and out of an affected area remain open, and that the traffic allowed into those areas is coordinated in a manner that prevents bottlenecks and gridlock which would prevent needed emergency assistance reaching those areas that need it.

### **ESF #2 – Communications and Alerting**

Ensures the provision of communications and alerting support to municipal, County, private-sector response efforts during a large scale incident. ESF #2 is responsible for the issuance of warning information regarding impending hazards, as well as the maintenance of warning networks which might be used by the Town in an emergency.

### **ESF #3 – Public Works and Engineering**

Coordinates and organizes the capabilities and resources of the municipal and county governments to protect critical roadway and building infrastructure, provide technical assistance, engineering expertise, construction management, debris removal and other support to prevent, prepare for, respond to, and/or recover from a large scale incident.

### **ESF #4 – Firefighting**

Enable the detection and suppression of wildland and urban fires resulting from a large scale incident.

### **ESF #5 – Emergency Management**

Responsible for supporting overall activities of the Town Government for Town incident management as well as assistance to support municipal overall activities as requested to include disaster intelligence, providing situational awareness, public information and damage assessment.

### **ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services**

Supports Countywide, municipal and non-governmental organization efforts to address non-medical mass care, housing and human services needs of individuals and/or families impacted by a large scale incident.

### **ESF #7 – Logistics Management and Resource Support**

Supports volunteer services, County agencies, and municipal governments tracking, providing, and/or requiring resource support before, during and after a large scale incident. This group is responsible for the acquisition of all types of resources that are identified following a disaster.

### **ESF #8 – Public Health and Medical Services**

Provide the mechanism for coordinated Town assistance to supplement municipal resources in response to public health and medical care needs (to include veterinary and/or animal health issues when appropriate) for potential or actual large scale incidents and/or during a developing potential health and medical situation.

### **ESF #9 – Search and Rescue**

This group coordinates local search and rescue operations.

### **ESF #10 – Oil and Hazardous Materials Response**

Coordinate Town support in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials incidents

### **ESF #11 – Agriculture and Natural Resources**

Supports Town and authorities and other agency efforts to address: control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease; assurance of food safety and food security and; protection of natural and cultural resources and historic properties.

### **ESF #12 – Energy**

This group is concerned with the restoration of the utility (electrical and gas) infrastructure following a disaster, as well as the provision of temporary emergency power capabilities to critical facilities until such time as a permanent restoration is accomplished.

### **ESF #13 – Public Safety and Security**

Integrates Town public safety and security capabilities and resources to support the full range of incident management activities associated with potential or actual incidents of a large scale Traffic control, security control, evacuation and prisoner management are examples.

### **ESF #14 – Long-Term Community Recovery**

Provides a framework for Town Government support to municipal governments, nongovernmental organizations, and the private sector designed to enable community recovery from the long-term consequences of a large scale incident. This group is responsible for managing the influx of donated goods into the Town following a disaster and provides the interface with the state/federal National Donations Management System. In addition, this group coordinates the use of persons and organizations who volunteer their services following a disaster.

### **ESF #15 – External Affairs and Public Information**

Ensures that sufficient Town assets are deployed to the field during a potential or actual large scale incident to provide accurate, coordinated, and timely information to affected audiences, including governments, media, the private sector and the public. This group is the mechanism through which state and local government provides disaster relief assistance to victims in the affected area(s), including the Individual and Family Grant program, the Small Business Administration's loan programs, the administration of unemployment compensation, and various other disaster relief programs available for both Presidentially-declared and non-Presidentially declared disasters.

## TOWN OF RIDGWAY EMERGENCY OPERATIONS CENTER (EOC)

The Town of Ridgway Emergency Operations Center (EOC) is located at the Ridgway Town Hall, 201 N Railroad St., Ridgway CO 81432. The purpose of the EOC is to bring together all ESF and essential functions during a prolonged disaster or emergency to a location cohesive to interoperability and communication to promote better documentation, collaboration and resource mobilization for supporting the incident in the field. The EOC is a location designed to support the incident in the field by providing key personnel, Policy Group, Finance, GIS, ESF's and other stakeholders and partners a location to support Incident Commands mission. The Town of Ridgway EOC will be managed by the designated Emergency Operations Center Manager and will be kept in a state of readiness in preparation for activation. Upon activation of the EOC all resource requests to support the incident or related needs are to be filled through the EOC Manager or designee and to be recorded, documented and approved by the financial stakeholder before a request is fulfilled.

The Emergency Operations Center can be activated at any level based on several factors:

- ✿ Size or expansion of incident
- ✿ Multiple jurisdiction response or multiple Mutual Aid requests.
- ✿ Request of support for statewide or neighboring incident.
- ✿ Incident of increasing complexity.
- ✿ Threat or hazard risk to lives or property.

The Operations Center can be activated at the request of:

- ✿ Incident Commander (IC) of any incident
- ✿ Town Manager
- ✿ Emergency Manager
- ✿ Fire Chief
- ✿ Town Marshal

The Emergency Operations Center can be activated at several levels. Not all activations require the response from every ESF or function of the EOC:

EOC Activation Level	Activation Scope	Activation Example
<b>Level 1</b>	Full activation of the EOC. All ICS EOC support positions and ESFs report to the EOC.	Major natural or manmade event - All departments assisting in response. Citizens in need of assistance and/or sheltering. Recovery may be long term.
<b>Level 2</b>	Partial activation of the EOC, only requested ICS EOC support positions and ESFs report to the EOC.	For short term operations involving limited agencies, such as Public Works, Fire and Police.
<b>Level 3</b>	Emergency Management staff and ICS EOC support positions as needed, monitoring potential hazard development when there is advance notice and/or a planned event.	Center is open; gaining situational awareness and monitoring the event(s). Conference calls may be occurring with Emergency Management and/or other Town agencies.
<b>Level 4</b>	Activation is virtual	Gaining situational awareness and monitoring the event(s).

## Personnel and Staffing

Upon activation of the EOC, and depending on the incident type, the appropriate representatives with oversight of the incident should staff the EOC. In some situations, access to the EOC may be limited in order to maintain functional effectiveness. The EOC may serve as the Incident and/or Command Post in some instances. The following are the staffing patterns for the EOC which is subject to change for IC needs:

### Level 4 Activation Staffing

- ✿ No staff on site at EOC; Emergency Management monitoring virtually

### Level 3 Activation Staffing

- ✿ Emergency Management
- ✿ Law Enforcement Representative(s)

### Level 2 Activation Staffing

- ✿ Emergency Management (ESF 5)
- ✿ Logistics Section Chief (ESF 7)
- ✿ Public Information Officer (ESF 15)
- ✿ Operations Section Chief/Law Enforcement Representative(s) (ESF 13)
- ✿ Fire Operations Liaison (as needed) (ESF 4)
- ✿ Medical Operations Liaison (as needed) (ESF 8)

### Level 1 Activation Staffing

- ✿ Emergency Management/ Planning Section Chief (ESF 5)
- ✿ Logistics Section Chief (ESF 7)
- ✿ Operations Section Chief/Law Enforcement Representative(s) (ESF 13)
- ✿ Communications (ESF 2)
- ✿ Fire Operations Liaison (ESF 4)
- ✿ EMS Operations Liaison (ESF 8)
- ✿ Public Information Officer (ESF 15)
- ✿ Public Health (ESF 8)
- ✿ Mass Care(Red Cross and /or Social Services) (ESF 6)
- ✿ Public Works (County and State if applicable) (ESF 1)
- ✿ Financial Officer, Documentation (ESF 14)
- ✿ IT/GIS (ESF 2)
- ✿ EOC Deputy Manager (ESF 5)
- ✿ Appointed Officials (ESF 15)
- ✿ State and Federal officials (as required by statute or incident type) (ESF 15)
- ✿ Other considerations for EOC staffing representatives:
  - Subject matter experts and/or private sector representative
  - Field Staff/Runner(s), whose primary purpose is to physically take pertinent information to different locations (i.e. field ICPs). This may be necessary due to congestion/technical problems on phones and radios, and/or sensitive information.

In most cases, the Unified Command Structure will be utilized for incidents within the Town of Ridgway. The command structure and communication plan is to be broadcast to all responding agencies as soon as possible after an event has started. The command structure may change during the event, as conditions warrant, with the change being broadcast to all involved agencies.

## DISASTER OR EMERGENCY DECLARATION

### Initial Emergency Response

The Ridgway Town Council authorizes the Town Marshal, Fire Chief, Town Manager, or their designees, to act as needed in the pre-disaster declaration time frame until an official emergency declaration can be made by the Town Council.

The emergency authority of the Town Marshal, Fire Chief, Town Manager, or their designees consists of ordering and mobilizing resources, as well as requesting mutual aid and/or spending to respond to an emergency or disaster. The Town Marshal, Town Manager, or their designees will, as soon as practical, make full notification to the Town Council of such actions taken during the pre-disaster declaration period. All disasters in the town will be managed under the National Incident Management System and the Incident Command System.

### Reason for Disaster Declaration

- ✿ To gain access to TABOR emergency reserves
- ✿ To qualify for certain types of federal and state disaster assistance
- ✿ To activate local and inter-jurisdictional emergency plans and mutual assistance agreements
- ✿ To support the enactment of temporary emergency restrictions or controls (e.g., curfews, price controls)

## Declaration Process

### Steps in the Declaration Process

1. Local government entities respond to incident and conduct Initial Damage Assessment
2. Implementation of Town EOP and activation of local resources
3. Resolution by Affected Local Governments Declaring a Disaster
4. Notify County Emergency Manager of declaration
5. Request for State Assistance
6. Implementation of State EOP and activation of state Resources
7. Situation Reports from State to FEMA Region VIII
8. Joint (Federal-State-Local) Preliminary Damage Assessment (PDA)
9. Governor's Request for a Presidential Disaster Declaration
10. FEMA Region VIII Review and Recommendation
11. Decision by President whether or not to authorize Stafford Act Assistance

### Authority to Declare a Disaster

The following individuals or their designees have the authority to declare a Town emergency as will be outlined in the Town of Ridgway Disaster Policies (Not yet completed). Because of the nature and unpredictability of some disasters the need for a quorum of the board may not be possible; as a result any of the parties below can declare a disaster.

- Mayor, in consultation with the Town Council
- Mayor Pro Tem in the absence of Mayor, in consultation with the rest of Town Council
- Another Town Council member if the Mayor and Mayor Pro Tem is not available, in consultation with the rest of Town Council

That declaration shall not be continued or renewed for a period in excess of seven days except by or with the consent of the Town Council. In all events, the Town Council shall make all reasonable efforts to meet a quorum of the Council within 48 hours of the initial declaration of emergency.

After twenty-four hours has elapsed from the initial declaration of emergency, the succession of authority to act for the Council is the same as above. The Mayor, Mayor Pro Tem (or any Council Member if Mayor or Mayor Pro Tem is unavailable) can act pending meeting of the Town Council.

Any order or proclamation declaring, continuing, or terminating a town emergency or disaster shall be filed promptly with the County Emergency Manager, who shall file promptly with the State of Office of Emergency Management.

## ESSENTIAL SERVICES

The Town of Ridgway government will continue to provide essential services in order to protect the public health, safety and welfare during an emergency or disaster event.

During a declared emergency or disaster event, the Mayor, or the Mayor Pro Tem in the absence of the Mayor, or any Council Member in the absence of the Mayor and Mayor Pro Tem has emergency authority to act on behalf of the Town Council.

## Responsibility Overview

It is important to remember that ALL responsibilities are just that. A listed responsibility does not mean that the Department Head, Appointed Officials or Elected Official has to physically do the task. They are just tasked to make sure the task get done.

The key to all emergency tasks in any small region with limited resources is to ask for help and delegate!!

However, when thinking about the delegation process, it is crucial to remember the planning assumption:

“Incidents begin at the County or local government level (this includes special districts) and will remain the responsibility of the local government throughout the incident and through the recovery phase. Generally, local jurisdictions (up through the county) should not plan on the arrival of significant State resources ordered for 36 hours after the incident. Federal resources may not arrive until 48-72 hours after the incident.”

The Town of Ridgway is responsible for the tasks until help is asked for and then arrives and help will not start mobilizing until requested.

ESF Leads are the lead of an entire group of agencies/department.

Though there are a lot of tasks for an ESF Group, “The Lead” just needs to make sure it is delegated to the appropriate agencies/department and that it gets done. “The Lead” does not necessary have to perform the task on their own.

## Department Heads, Appointed Officials, and Elected Officials' Responsibilities

### General Responsibilities

As members of the Town Emergency Operations Plan (EOP), all town employees are designated as disaster service workers during a declared emergency or disaster and may be required to perform certain emergency services at the direction of their supervisor.

All Town Department Heads, Appointed Officials and Elected Officials will be notified regarding emergency or disaster event issues that might impact their area of responsibility. Each department head and elected official shall work within the framework of this plan and supporting annexes and have the following general responsibilities:

- ✿ Be prepared to respond adequately to all emergency or disaster events;
- ✿ Ensure that employees within their department have their FEMA recommended training;
- ✿ Consider potential emergency or disaster events as related to his or her regular functions, particularly those functions essential in times of emergency or disaster;
- ✿ Design preparedness measures to permit a rapid and effective transition period following initial indication of a potential emergency or disaster event;
- ✿ Protect property, mitigate damages and facilitate recovery for individuals, communities, businesses, governments and the environment;
- ✿ Designate a member to represent their department during EOC activation and needed EOC support trainings. Designees must have the ability to direct Department resources, have departmental decision-making abilities and authority to allocate department funds as needed to support the incident;
- ✿ **Any Town employee may be required to respond outside of normal work hours.**

### Essential Function Responsibilities

All Town Department Heads, Appointed Officials and Elected Officials shall ensure the 'continuity of essential functions within their departments', also known as a COOP Plan, in any emergency or disaster event by providing for:

- ✿ Succession Planning of their office and keeping on file an Emergency Delegation of Authority in accordance with applicable law;
- ✿ Safekeeping of essential resources, facilities and records;
- ✿ Establishment of emergency operating capabilities;
- ✿ Plan for the use of essential emergency resources as well as alternative resources that may be used to meet essential demands during and following an emergency or disaster event;
- ✿ Participate in activities to continually assess the importance of various facilities and resources to essential community needs; integrate preparedness and response strategies and procedures as needed.

## DESIGNATED ROLES AND RESPONSIBILITIES

All offices (of elected officials), departments, agencies and organizations with responsibilities identified in this section of the plan are responsible for developing internal procedures and Standard Operating Plans (SOP's) for carrying out these roles and responsibilities and for the development of Continuity of



Operations (COOP) Plans for their department or agency. Each department has been assigned a section to report to within ICS/ESF when directives are received. Reporting sections for each department are below the title and in parentheses

### **Town of Ridgway Town Council**

1. Approval and commitment of Town of Ridgway resources and funds for disaster or emergency purposes;
2. Formal declaration of a Town emergency or disaster to the Ouray County Emergency Manager. Emergency Manager will submit to Governor's Office for the declaration of a state of emergency in Town of Ridgway for the purposes of obtaining state and/or federal assistance;
3. Approval of directives to Town departments and personnel regarding changes in normal duties/work schedules, temporary reassignments, and employment of temporary workers, as needed (implemented by Town Manager);
4. Development and maintenance of Continuity of Government/Continuity of Operation Plans;
5. Issuance of official orders or proclamations regarding population protection or temporary social restrictions, such as evacuation orders, enactment of price controls, or establishment of curfew;
6. Issuance of formal requests to the Governor's Office (through Colorado DEM) for the declaration of a state emergency for the purposes of obtaining state and/or federal assistance;
7. In the case of displacement from Town Hall, the Ouray Town Council will meet at a posted designated location within the Town of Ridgway (if possible) for regular meetings and at the designated policy group post for emergency meetings.

### **Town of Ridgway Manager**

(ESF #6, #8, #11, #15, Leads; and PIO)

1. Coordination, commitment and direction of Town of Ridgway government activities in support of emergency or disaster relief efforts;
2. Issuance of directives to Town departments and personnel regarding changes in normal duties/work schedules, temporary reassignments, and employment of temporary workers, as needed;
3. Intergovernmental liaison and initiation of formal requests for outside assistance from other local jurisdictions;
4. Provide personnel for structure and facility inspections to determine safety of individual structures (businesses, residences and public buildings) and to identify needed repairs or to implement condemnation procedures when necessary;
5. Coordination of resources to support the Incident Commanders' requirements;
6. Activation and management of the Town of Ridgway Emergency Operations Center (EOC)
7. Emergency situation assessment and recommendations to the Town Council concerning the need for local disaster declarations, travel restrictions, curfews or other temporary social restrictions;
8. Preparation of situation and damage assessment reports ;
9. Establishing communications with Ouray County Emergency Management for purposes of providing situation reports and forwarding requests for state assistance;
10. Obtaining technical support for; resource management, damage assessment, intergovernmental coordination, disaster recovery, hazard mitigation and other emergency management functions, as needed;

11. Approval of Town resources and funds for disaster or emergency purposes as authorized by the Town Council;
12. Provide assistance to the Town Marshal, Fire Chief, Incident Commander, and the Town Council as needed;
13. Plan maintenance, training and exercises;
14. Maintenance of departmental ability to manage response and recovery support operations using command and management principals as outlined in the National Incident Management System;
15. Participation on Town Damage Assessment Team at EOC and on local/state field damage survey teams, (primarily for Town owned facilities), as needed;
16. Facilitate restoration of Town public facilities, services and utilities. Assist with Emergency Operations as needed;
17. Maintain ability to manage response and recovery support operations using command and management principals as outlined in the National Incident Management System;
18. Restoration of public facilities and buildings to normal use;
19. Support and coordination of utilizing Town facilities and other buildings as emergency shelters;
20. Work with County Public Health for the following responsibilities:
  - In coordination with Incident Command, coordination with outside health and medical resources providing assistance to the Town, in cooperation with partner agencies;
  - Assistance to ICP/EOC staff in assessing overall health and medical resource needs during response and recovery operations and maintenance of situation status information within the ICP/EOC;
  - Provision of environmental health services and technical support, including the identification of chemical hazards, sources of contamination, or unsanitary conditions that present health hazards to the general public;
  - Identify biological and chemical hazards and mitigation of same in a joint effort with the Designated Emergency Response Authority (D.E.R.A.) or other appropriate resource;
  - Assist the Town Marshal and EMS in identifying homebound and/or special needs residents in the case of population evacuation;
  - Maintenance of departmental ability to manage response and recovery support operations using command and management principals as outlined in the National Incident Management System;
  - Provide immunizations as appropriate and necessary as determined by County Health Department;
  - Conduct public health surveillance and testing procedures as needed;
21. Work with County Social Services for the following responsibilities:
  - Assist the American Red Cross, Salvation Army and other volunteer organizations in the provision of emergency shelters, temporary housing and other assistance to displaced citizens;

- Assist in the coordination of overall efforts of volunteer organizations and other volunteers;
  - In coordination with Incident Command, management of resources of emergent or spontaneous volunteers (i.e., match available resources with individual needs);
  - Administration of Individual and Family Grant Program in presidentially declared disasters in the Town;
  - Responsible for sheltering displaced families;
  - Responsible for reuniting displaced families;
  - Provision of resources for stress counseling/crisis counseling for disaster victims and disaster relief workers, as needed;
22. Development and maintenance of Continuity of Government and Continuity of Operations plans;
23. Develops standard operating procedures (SOP) for Emergency Operations Center (EOC).

#### **Town Manager's Responsibilities as Public Information Officer**

1. Assist with media or other public communications;
2. Serve as the public information officer (PIO);
3. Attend Bi-Annual training for the PIO position as SOPs are continually changing;
4. Maintain a list of Press Contacts (including local, state, and national).

#### **Town Manager's Responsibilities as ESF #6 Lead**

(As outlined by NRF)

1. Mass Care: Includes sheltering, feeding operations, emergency first aid, bulk distribution of emergency items, and collecting and providing information on victims to family members;
2. Emergency Assistance: Assistance required by individuals, families, and their communities to ensure that immediate needs beyond the scope of the traditional "mass care" services provided at the local level are addressed. These services include: support to evacuations (including registration and tracking of evacuees); reunification of families; provision of aid and services to special needs populations; evacuation, sheltering, and other emergency services for household pets and services animals; support to specialized shelters; support to medical shelters; nonconventional shelter management; coordination of donated goods and services; and coordination of voluntary agency assistance;
3. Housing: Includes housing options such as rental assistance, repair, loan assistance, replacement, factory-built housing, semi-permanent and permanent construction, referrals, identification and provision of accessible housing, and access to other sources of housing assistance. This assistance is guided by the National Disaster Housing Strategy;
4. Human Services: Includes the implementation of disaster assistance programs to help disaster victims recover their non-housing losses, including programs to replace destroyed personal property, and help to obtain disaster loans, food stamps, crisis counseling, disaster unemployment, disaster legal services, support and services for special needs populations, and other Federal and State benefits;

5. Providing nutrition assistance: Includes working with State agencies to determine nutrition assistance needs, obtain appropriate food supplies, arrange for delivery of the supplies, and authorize the Disaster Food Stamp Program. These efforts are coordinated by the Department of Agriculture (USDA), Food and Nutrition Service (FNS).

### **Town Manager's Responsibilities as ESF #8 Lead**

(As outlined by FEMA.gov)

1. In collaboration with County Public Health and Emergency Management, mobilizes and deploys ESF #8 personnel to support national or regional teams to assess public health and medical needs, including the needs of at-risk population groups, such as language assistance services for limited English-proficient individuals and accommodations and services for individuals with disabilities. This function includes the assessment of the health care system/facility infrastructure;
2. In coordination with County Public Health and supporting departments and agencies, enhances existing surveillance systems to monitor the health of the general and medical needs population;
3. Overseeing immediate medical response capabilities are provided from ESF #8 supporting organizations;
4. In collaboration with County Public Health and Emergency Management, in addition to requesting assets from the Strategic National Stockpile (SNS), ESF #8 may request CDPHE to provide medical equipment, durable medical equipment, and supplies, including medical, diagnostic, and radiation-detecting devices, pharmaceuticals, and biologic products in support of immediate medical response operations and for restocking health care facilities in an area affected by a major disaster or emergency.
5. Utilizing Emergency Medical Services, transport seriously ill (seriously ill describes persons whose illness or injury is of such severity that there is cause for immediate concern, but there is not imminent danger to life) or injured patients, and medical needs populations from casualty collection points in the impacted area to designated reception facilities.
6. Coordinates the local and state response in support of emergency triage and prehospital treatment, patient tracking, and distribution;
7. In the event of a reportable disease case(s) being linked to a blood/blood product transfusion, or organ or tissue transplant, the local health department will notify CDPHE, who will notify the Centers for Disease Control and Prevention (CDC);
8. In coordination with ESF #11, may request CDPHE components to ensure the health, safety, and security of food-producing animals, animal feed, and therapeutics;
9. May request assistance from Regional EPR Staff and/or CDPHE offices and other ESF #8 partner organizations in assessing public health, medical, and veterinary medical effects resulting from all hazards. Such tasks may include assessing exposures on the general population and on high-risk population groups; conducting field investigations, including collection and analysis of relevant samples; providing advice on protective actions related to direct human and animal exposures, and on indirect exposure through contaminated food, drugs, water supply, and other

- media; and providing technical assistance and consultation on medical treatment, screening, and decontamination of injured or contaminated individuals;
10. May request assistance from other ESF #8 partner organizations in assessing mental health and substance abuse needs, including emotional, psychological, psychological first aid, behavioral, or cognitive limitations requiring assistance or supervision; providing disaster mental health training materials for workers; providing liaison with assessment, training, and program development activities undertaken by local mental health and substance abuse officials; and providing additional consultation as needed;
  11. Provides public health, disease, and injury prevention information that can be transmitted to members of the general public who are located in or near areas affected in languages and formats that are understandable to individuals with limited English proficiency and individuals with disabilities;
  12. May request assistance from CDPHE, Montrose County Health and Human Services, and other ESF #8 organizations to assist in assessing potable water, wastewater, solid waste disposal, and other environmental health issues related to public health in establishments holding, preparing, and/or serving food, drugs, or medical devices at retail and medical facilities, as well as examining and responding to public health effects from contaminated water; conducting field investigations, including collection and laboratory analysis of relevant samples; providing equipment and supplies as needed; and providing technical assistance and consultation;
  13. May request CDPHE, Regional EPR Staff and other ESF 8 partner organizations to assist the jurisdictional medico-legal authority and law enforcement agencies in the tracking and documenting of human remains and associated personal effects; reducing the hazard presented by chemically, biologically, or radiologically contaminated human remains (when indicated and possible); establishing temporary morgue facilities; determining the cause and manner of death; collecting ante mortem data in a compassionate and culturally competent fashion from authorized individuals; performing postmortem data collection and documentation; identifying human remains using scientific means (e.g., dental, pathology, anthropology, fingerprints, and, as indicated, DNA samples); and preparing, processing, and returning human remains and personal effects to the authorized person(s) when possible; and providing technical assistance and consultation on fatality management and mortuary affairs;
  14. Utilizing the Ouray County Coroner assists in identifying the human remains, re-casketing, and reburial in public cemeteries;
  15. Utilizing the Ouray County Coroner, may request assistance from CDPHE and other ESF #8 partner organizations, as appropriate, to provide support to families of victims during the victim identification mortuary process;
  16. May request veterinary assistance through the Colorado Department of Agriculture and the Colorado Veterinary Medical Association to support ESF #11. Support will include the amelioration of zoonotic disease where ESF #11 does not have the requisite expertise to render appropriate assistance;

17. Will assist ESF #11 as required to protect the health of livestock and companion and service animals by requesting the Colorado Department of Agriculture to request the USDA to ensure the safety of the manufacture and distribution of foods and drugs given to animals used for human food production. ESF #8 supports Town of Ridgway and Ouray County together with ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services, ESF #9 – Search and Rescue, and ESF #11 to ensure an integrated response to provide for the safety and wellbeing of household pets and service and companion animals;
18. Supports ESF #6 by providing expertise and guidance on the public health issues of the medical needs populations.

### **Town Manager's Responsibilities as ESF #11 Lead**

(As outlined by FEMA.gov)

1. Request Colorado Department of Agriculture to respond to animal and plant diseases and pests: Includes requesting state assets for a local response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, or an outbreak of a harmful or economically significant plant pest or disease. ESF #11 ensures, in coordination with ESF #8 – Public Health and Medical Services, that animal/veterinary issues in natural disasters are supported through state and federal resources (eg. USDA Animal Plant and Health Inspection Services)..
2. In the event of a reportable disease case(s) being linked to a food product, Town ESF #11 will work with the county health department who will notify the Colorado Department of Public Health and Environment (CDPHE), who will notify the Centers for Disease Control and Prevention (CDC). This will allow for the investigation at the state and federal level to be completed in order to implement any needed changes to federal and state system to ensure the safety and security of the commercial food supply: Includes the execution of routine food safety inspections and other services at the state and federal level to ensure the safety of food products that enter commerce. This includes the state and federal inspection and verification of food safety aspects of slaughter and processing plants, products in distribution and retail sites, and import facilities at ports of entry; laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; foodborne disease surveillance; and field investigations. These efforts are coordinated by USDA's Food Safety and Inspection Service (FSIS);
3. Ensuring provisions for the safety and well-being of household pets during evacuation and sheltering.

### **Town Manager's Responsibilities as ESF #15 Lead**

1. Delivery of incident preparedness, health, response, and recovery instructions to those directly affected by the incident;
2. Dissemination of incident information to the public, including children, those with disabilities and other access and functional needs, and individuals with limited English proficiency populations.

### **Town Manager Responsibilities as Finance Department Lead**

1. Prepare documents necessary to recover monies from insurance providers, State/Federal Disaster Assistance Programs, or other funds or combinations of funding sources;
2. Procure emergency-related supplies and materials and oversee the administration of vendor contracts for emergency services and equipment as authorized by the Town Council;
3. Responsible for resource tracking, record-keeping and documentation of disaster-related costs and financial commitments;
4. Participation on Town of Ridgway Damage Assessment Team at EOC and on local-state field damage survey teams, as needed;
5. Establish and maintain an incident related financial record keeping system;
6. Assist with Emergency Operations as needed;
7. Development and maintenance of standard operating procedures (SOP's);
8. Maintain ability to manage or assist response and recovery support operations using command and management principals as outlined in the National Incident Management System.

### **Town of Ridgway Attorney**

1. Provision of legal counsel and assistance to Town Council and to other Town officials before, during and after disaster and emergency incidents in the Town;
2. Draft and/or review emergency contracts, memoranda of understanding and inter-governmental agreements;
3. Preparation of legal documents (disaster declarations, resolutions or regulations required to facilitate emergency operations);
4. Assist with Emergency Operations as needed;
5. Development and maintenance of standard operating procedures (SOP's);
6. Maintain ability to manage or assist with response and recovery support operations using command and management principals as outlined in the National Incident Management System;

### **Town of Ridgway Marshal**

(Incident Command, ESF #2, ESF#4, ESF #5, ESF #7, ESF #9, ESF #10, ESF #13)

1. Implementation of the Incident Command System (ICS), including determining the locations of Incident Command Post (ICP) and establishing necessary positions and functions (i.e., planning, finance, logistics, operations and public information);
2. Assessment of emergency conditions and determination of required levels of immediate assistance;
3. Implementation of available public warning measures;
4. Implementation of the Incident Command System (ICS) in a fire or hazmat related event;
5. Conducts and coordinates search and rescue operations through request of the Sheriff's Department;
6. Determination of the need for population evacuations and provision of instructions to uniformed law enforcement personnel regarding evacuation operations;
7. Coordination of communications and provision of communications staff support for field command post(s);
8. Coordination of volunteer amateur radio resources to augment primary communications and provide back-up capabilities;



9. Provision of law enforcement, traffic control, and access control within the disaster area(s) and in other areas of the Town;
10. Provision of aviation support to include search & rescue, rapid transportation and aerial observation;
11. Provision of security measures at ICP, EOC, temporary emergency shelters, temporary morgues, and in evacuated and disaster-impacted areas, if available;
12. Coordination of wildland fire suppression in conjunction with CDFPC;
13. Coordination of uniformed reserve forces and uniformed reserve members;
14. Maintenance of departmental ability to manage response and recovery support operations using command and management principals as outlined in the National Incident Management System;
15. Make photographic or video record of damage;
16. Investigative support to National Transportation Safety Board/FAA and other investigative agencies in man-made disasters;
17. Commitment of personnel as directed to assist with evacuation, shelters, Coroner's Office or other needed locations to support their operations;
18. Establishment of measures for animal control, including the coordination of animal relief measures, the assurance of their care, and the search for their owners;
19. May serve as the Public Information Officer (PIO);
20. Coordination of volunteer amateur radio resources used for backup communications;
21. Maintain operational radio communications;
22. Coordination of all wired and radio communications in conjunction with the EOC and communications center;
23. Provision of communications staff support for field Command Post(s) and/or EOC as needed;
24. Assessment of emergency conditions and determination immediate and ongoing needs or assistance from County and/or outside sources;
25. Assess the emergency situation and make recommendations to the Town Manager and/or Town Council concerning needs for local disaster declarations, travel restrictions, curfews or other temporary social restrictions;
26. Coordination of resources to support the needs and requests presented by incidents;
27. Provide technical support to EOC staff and other town personnel with respect to resource management, damage assessment, intergovernmental coordination, disaster recovery, hazard mitigation, and other emergency management functions as needed;
28. Coordination of mutual aid documentation and assistance resources;
29. Emergency situation assessment and recommendations to the Town Manager and Town Council the need for local disaster declarations travel restrictions, curfews or other temporary social restrictions;
30. Provision of emergency public information and establishment of procedures for releases of disaster-related information to include casualties;



31. Establishment of communications with Colorado OEM and Ouray County EM for purposes of providing situation reports and forwarding requests for State assistance via WebEOC and other resources;
32. Notification of emergency personnel (maintenance of contacts outside Marshal Office);
33. Preparation of situation reports and damage assessment reports for Emergency Manager, Town Manager, Town Council and State Emergency Management;
34. Implementation of available public warning measures; Coordinate support for resource management, damage assessment, intergovernmental coordination, disaster recovery, hazard mitigation and other emergency management functions, as needed;
35. Plan maintenance, training and exercises;
36. Development and maintenance of standard operating procedures (SOP's).
37. Development and maintenance of Continuity of Government/Continuity of Operation Plans;
38. Coordination of volunteer amateur radio resources used for backup communications;
39. Maintain operational radio communications;
40. Coordination of all wired and radio communications in conjunction with the EOC and communications center;
41. Provision of communications staff support for field Command Post(s) and/or EOC as needed; Provide Hazardous Material Incident response;
42. Coordination of mutual aid assistance;
43. Assist in implementation of emergency evacuation operations;
44. Provision of triage, extrication, medical treatment, to include, field coordination of emergency transportation to hospitals;
45. Provision of heavy rescue services;
46. Provision of onsite emergency medical facility for minor injuries;
47. Provision of fire suppression, fire causation, and arson investigation services;
48. Provide a representative to the unified ICP and EOC;
49. Designated Emergency Response Authority (DERA) for hazardous materials incidents inside their Fire District;
50. Development and maintenance of Continuity of Government/Continuity of Operation Plans;
51. Development and maintenance of standard operating procedures (SOP's).

#### **Town of Ridgway Town Marshal's Responsibilities as ESF #2 Lead**

1. Provides disaster emergency communications, which consists of the technical means and modes required to provide and maintain operable and interoperable communications in an incident area;
2. Supports the temporary re-establishment of the basic public safety communications infrastructure and assists in the initial restoration of the commercial telecommunications infrastructure;
3. Coordinates the provisioning of priority and other telecommunications services at incident support facilities, provides capabilities and services to aid response and short-term recovery operations, and ensures a smooth transition to long-term recovery efforts;

4. Facilitates the delivery of mission critical information to maintain situational awareness for emergency management decision makers and support elements;
5. Develops and maintains a communications common operating picture;
6. Coordinates and de-conflicts incident radio frequencies.

#### **Town of Ridgway Marshal Responsibilities as ESF #4 Lead**

[As outlined by National Response Framework (NRF)]

1. Detecting and suppressing fires within town limits;
2. Providing personnel, equipment, and supplies in support of State, tribal, and local agencies involved in rural and urban firefighting operations;

#### **Town of Ridgway Town Marshal's Role as ESF #5 Lead**

1. Identifying resources for alert, activation, and subsequent deployment;
2. During the post-incident response phase, ESF #5 is responsible for the support and planning functions. ESF #5 activities include those functions that are critical to support and facilitate multiagency planning and coordination, including:
  - a. Alerts and notifications;
  - b. Working with county EM to request the deployment of Department of Homeland Security (DHS) and DHS/Federal Emergency Management Agency (FEMA) response teams, as well as response teams from other Federal departments and agencies;
  - c. Incident action planning;
  - d. Coordination of operations, direction, and control;
  - e. Logistics management;
  - f. Information collection, analysis, and management;
  - g. Facilitation of requests for Federal assistance;
  - h. Resource acquisition and management;
  - i. Federal worker safety and health;
  - j. Facilities management;
  - k. Financial management.

#### **Ridgway Marshal's Role as ESF #7 Lead**

1. Manage a collaborative and complex logistics supply chain that provides equipment, supplies, and services for incidents requiring an integrated whole community response capability;
2. Provision for the integration of whole community logistics partners through deliberate and crisis collaboration in the planning, sourcing, acquisition, utilization, and disposition of resources;
3. Facilitate communication and collaboration among all supply chain support elements in order to minimize recovery efforts in the impacted area and reestablish local and state self-sufficiency as rapidly as possible.

#### **Town of Ridgway Marshal's Responsibilities as ESF #9 Lead**

(As outlined by NRF)

1. Structure Collapse (Urban) Search and Rescue (US&R);
2. Inland/Wilderness Search and Rescue;
3. Aeronautical Search and Rescue.

#### **Town of Ridgway Responsibilities as ESF #10 Lead**

(As outlined by FEMA.gov)

1. Prevent, minimize, or mitigate a release of Oil or Hazardous Materials;
2. Detect and assess the extent of contamination (including sampling and analysis and environmental monitoring);
3. Stabilize the release and prevent the spread of contamination;
4. Analyze options for environmental cleanup and waste disposition;
5. Implement environmental cleanup;
6. Store, treat, and dispose of oil and hazardous materials

### **Town of Ridgway Marshal's Responsibilities as ESF #13 Lead**

(As outlined by FEMA.gov)

1. Pre-incident Coordination;
2. Technical Assistance: Providing expertise and coordination for security planning efforts and conducting technical assessments (e.g., vulnerability assessments, risk analyses, surveillance sensor architecture, etc.);
3. Specialized Public Safety and Security Assessment;
4. General Law Enforcement Assistance;
5. Badging and Credentialing;
6. Access Control: Providing security forces to support State, tribal, and local efforts (or to secure sites under Federal jurisdiction) to control access to the incident site and critical facilities;
7. Site Security: Providing security forces and establishing protective measures around the incident site, critical infrastructure, and/or critical facilities. ESF #13 responsibilities should not be confused with site-security responsibilities of the Office of Security of the Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA), which is responsible for providing security for DHS/FEMA facilities, to include a Joint Field Office (JFO). DHS/FEMA may request ESF #13 assistance if DHS/FEMA resources are overwhelmed;
8. Traffic and Crowd Control;
9. Force Protection: Providing for the protection of emergency responders and other workers operating in a high-threat environment, and for the operational security of emergency response operations wherever they may occur;
10. Specialized Security Resources: Providing specialized security assets such as traffic barriers; chemical, biological, radiological, nuclear, and high-yield explosives detection devices; canine units; law enforcement personal protective gear; etc.

### **Information Technology (IT)**

(Report to Emergency Operations Center if requested)

1. Coordinates needed actions to provide telecommunications, and the restoration of the telecommunications infrastructure for the town government;
2. Supports all Town agencies and Town EOC in the procurement and coordination of telecommunication services from the telecommunications and information technology (IT) industry during the duration of an incident;
3. Provide information services and telecommunications support to EOC and if necessary, the IC;
4. Assists with Emergency Operations as needed;
5. Development and maintenance of standard operating procedures (SOP's);

6. Mobilize or obtain computers for use in new/temporary facilities in the event that one or several offices need to be relocated;
7. Maintain ability to manage response and recovery support operations using command and management principals as outlined in the National Incident Management System.

### IT responsibilities as Geographic Information Systems (GIS)

1. Provide situational and incident maps to the IC or Emergency Management or response workers as needed;
2. These maps may include, but are not limited to, available data showing approximate property boundaries, approximate structure locations, property ownership, other pertinent property data maintained by the Ouray County Assessor's Office, geographic features, USGS topography or other utilized data or data collected by operations personnel;
3. Assist with Emergency Operations as needed;
4. Development and maintenance of standard operating procedures (SOP's);
5. Maintain ability to manage response and recovery support operations using command and management principals as outlined in the National Incident Management System.

### Town of Ridgway Administration Staff

1. Procurement of emergency-related supplies and materials and administration of vendor contracts for emergency services and equipment (Finance);
2. Resource tracking, record-keeping and documentation of disaster-related costs and financial commitments (Finance);
3. Participation with other departmental representatives on Town damage assessment team at EOC and on local-state field damage survey teams, as needed (Finance and Risk Management).
4. Provision of emergency public information and establishment of procedures for coordinated releases of disaster-related information to news media and the public. (Public Information Officer);
5. Establishes and maintains an incident related financial record keeping system. (Finance)
6. Development and maintenance of standard operating procedures (SOP's). (Finance and Risk Management);
7. Maintain list of NIMS trainings for all town employees;

### Human Resources

(Report to Emergency Operations Center if requested)

1. Ensure adequate timesheets are kept and recorded for all Town Employees from the start of the incident;
2. Ensure adequate timesheets are kept and recorded for all Volunteers from the start of the incident;
3. Prepare medical care compensation information for injured Town employees through Worker's Compensation Plans;
4. Assist the Town in returning to its normal productivity, while also ensuring that the reputation of the organization is kept intact;
5. Assist in developing, maintaining, updating, and implementing the Continuity of Operations Plan (COOP);

6. Development and maintenance of standard operating procedures (SOP's);

### **Town Clerk and Treasurer**

1. Provide for the safekeeping of vital records including Standard Operating Procedures (SOPs), guidelines, master equipment lists, etc.;
2. Participate with other departmental representatives in the establishment and maintenance of an incident-related financial recordkeeping system;
3. Receipt and filing of any orders or proclamations declaring, continuing or terminating a Town of Ridgway emergency or disaster;
4. Assist with Emergency Operations as needed;
5. Assist in developing, maintaining, updating, and implementing the Continuity of Operations Plan (COOP);
6. Maintain ability to manage response and recovery support operations using command and management principals as outlined in the National Incident Management System;
7. Provide and maintain financial records;
8. Development and maintenance of standard operating procedures (SOP's);

### **Town of Ridgway Public Works Department**

1. Restoration of public facilities, services, utilities (Facilities). Development and maintenance of standard operating procedures (SOP's);
2. Provision of transportation services in support of emergency response and recovery efforts (e.g., movement of Town personnel, equipment and supplies to designated staging areas);
3. Removal of debris, clearance of public right-of-ways, and planning for street/route recovery operations, with priority assigned to critical emergency services life line;
4. Provision of personnel and heavy equipment in support of search and rescue operations.
5. Provision of personnel, equipment, supplies and materials for flood control and flood hazard mitigation measures;
6. Restoration of damaged Town roads and bridges and other related infrastructure;
7. Provision of personnel for structure and facility inspections to determine safety of individual structures (businesses, residences and public buildings) and to identify needed repairs (or to implement condemnation procedures when necessary);
8. Participation with representatives of other Town departments on Town of Ridgway damage assessment team at EOC and on local-state field damage survey teams, as needed;
9. Maintenance of departmental ability to manage response and recovery support operations using command and management principals as outlined in the National Incident Management System;
10. Provide resources to responders (IE assist fire department in obtaining water when needed or other provisions requested, etc.)
11. Development and maintenance of Continuity of Government/Continuity of Operation Plans;
12. Development and maintenance of standard operating procedures (SOP's).

### **Town of Ridgway Public Works Department's Responsibilities as ESF #1 Lead**

(As outlined by FEMA.gov)

1. Monitor and report status of and damage to the transportation system and infrastructure as a result of the incident;
2. Identify temporary alternative transportation solutions that can be implemented by others when systems or infrastructure are damaged, unavailable, or overwhelmed;
3. Coordinate the restoration and recovery of the transportation systems and infrastructure;
4. Coordinate and support prevention, preparedness, response, recovery, and mitigation activities among transportation stakeholders within the authorities and resource limitations of ESF #1 agencies.

### **Town of Ridgway Public Works Department's Responsibilities as ESF #3 Lead**

(As outlined by FEMA.gov and NRF)

1. Conducting pre-incident and post-incident assessments of public works and infrastructure;
2. Executing emergency contract support for life-saving and life-sustaining services;
3. Providing technical assistance to include engineering expertise, construction management, and contracting and real estate services;
4. Providing emergency repair of damaged public infrastructure and critical facilities;
5. Tracking the DHS/Federal Emergency Management Agency (FEMA) Public Assistance Program and other recovery programs as it relates to Public Works.

### **Town of Ridgway Public Works Department's Responsibilities as ESF #12 Lead**

(As outlined by NRF)

1. Serve as the focal point within the Local Government for receipt of information on actual or projected damage to energy supply and distribution systems and requirements for system design and operations, and on procedures for preparedness, restoration, recovery, and mitigation;
2. Advise local authorities on priorities for energy restoration, assistance, and supply;
3. Assist industry and local authorities with requests for emergency response actions as required to meet the areas energy demands;
4. Assist local departments and agencies by locating fuel for transportation, communications, and emergency operations;
5. Provide guidance on the conservation and efficient use of energy to local governments and to the public;
6. Provide assistance to local authorities utilizing Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) established communications systems.

### **Community Development Coordinator**

(Report to Emergency Operations Center if requested)

1. Provision of personnel for structure and facility inspections in conjunction with municipal partners to determine safety of individual structures (businesses, residences and public buildings), including during rescue operations, and identify needed repairs (or to implement condemnation procedures when necessary);
2. Participation with other departmental representatives on Town Damage Assessment Team at EOC and on local/state field damage survey teams, as needed;

3. Participate in long-term disaster recovery and hazard mitigation planning and enforcement to ensure the compatibility of community redevelopment plans and hazard mitigation measures with comprehensive Town Land Use Code and other community development plans;
4. Provide public education materials related to community disaster recovery and reentry by citizens into disaster-impacted structures and neighborhoods (e.g., safety of stored goods, removal of mildew, cleaning of smoke damages, etc.);
5. Maintenance of departmental ability to manage response and recovery support operations using command and management principals as outlined in the National Incident Management System;
6. Assist with Emergency Operations as needed;
7. Update codes for preventive measures in the future;
8. Development and maintenance of standard operating procedures (SOP's), Continuity of Government (COG) and Continuity of Operations Plans (COOP);

### Community Development Coordinator's Responsibilities as ESF #14 Lead

(As outlined by NRF)

1. Convene interagency recovery expertise to provide strategic guidance to long-term recovery efforts;
2. Identify and address long-term recovery issues, including those that fall between existing mandates of agencies;
3. Avoid duplication of assistance, coordinate program application processes and planning requirements to streamline assistance processes, and identify and coordinate resolution of policy and program issues;
4. Identify programs and activities across the public, private, and nonprofit sectors that similarly support long-term recovery and promote coordination between them;
5. Identify appropriate programs and agencies to support implementation of comprehensive long-term community planning and identify gaps in available resources;
6. Identify appropriate programs and agencies to support and facilitate continuity of long-term recovery activities.
7. Work with State, tribal, and local governments; Non-Governmental Organizations (NGO); and private-sector organizations to support long-term recovery planning for highly impacted communities;
8. Link recovery planning to sound risk reduction practices to encourage a more viable recovery;
9. Strategically apply subject-matter expertise to help communities recover from disasters.

### Non- Ridgway Town Agencies and Department Services

The following are non-town agencies and departments that can be requested resources. They play a huge role in Emergency Response but must be requested by ESF Leads, IC, or EOC Manager if the emergency or Disaster is within the Town of Ridgway. Each department has been assigned a section to report to within ICS/ESF when directives are received. Reporting sections for each department are in parentheses. Following their title is a list of the services they provide.

### **Amateur Radio Emergency Services (ARES) / Radio Amateur Civil Emergency Service (RACES)**

(Report to and requested by ESF #2 if requested)

1. Provide emergency communications support as requested by the Town Marshal.

### **American Red Cross / Salvation Army**

(Report to and requested by ESF #6 if requested)

1. Provision of immediate assistance to disaster victims, including food, water, shelter, clothes, physical and mental health counseling and referrals;
2. Establishment and management of emergency shelters for mass care, in cooperation with Ouray County Emergency Management and affected municipalities, including registration, feeding, lodging, and responding to public inquiries concerning shelter residents (establish public inquiry telephones);
3. Provision of temporary and immediate housing for displaced disaster victims;
4. Provision of food, beverages and other assistance to emergency response personnel and emergency relief workers;
5. Provide training to volunteers prior to emergency or disaster declaration
6. Provide on-site training to volunteers during an emergency or disaster declaration
7. Provision of damage assessment information upon request;
8. Coordination of mental health services (in cooperation with Ouray County Human /Social Services Department;
9. Assist with Emergency Operations as needed.

### **Ridgway Marshal or County Sheriff or their Designee**

(Report to and requested by ESF #13 when requested)

1. Implementation of the Incident Command System (ICS);
2. Determination of location(s) in the field for Incident Command Post(s);
3. Assessment of emergency conditions and determination of required levels of assistance from Town and outside sources;
4. Activation and management of the Municipal Emergency Operations Center (EOC) if available.
5. Coordination of mutual aid assistance;
6. Provision of emergency public information and establishment of procedures for releases of disaster-related information to news media, to include casualties;
7. Determination of the need for population evacuations and provision of instructions to uniformed law enforcement, fire, and emergency medical personnel regarding the conduct of evacuation operations;
8. Emergency situation assessment and recommendations to Municipal Officials concerning the need for local disaster declarations travel restrictions, curfews or other temporary social restrictions;
9. Establishment of communications with County Emergency Management for purposes of providing situation reports and forwarding requests for State assistance through the County Emergency Management Director or EOC;



10. Provision for law enforcement and traffic control within the disaster area(s);
11. Provide a representative to EOC and or ICP as needed;
12. Formal declaration of a local disaster or emergency and issuance of other official orders regarding population protection and temporary restrictions, including evacuation orders, establishment of curfews, and enactment of price controls;
13. Approval and commitment of Municipal resources and funds for disaster/emergency response and recovery.
14. Establishment of intergovernmental liaison in multi-jurisdictional incidents, including coordination of emergency efforts with Ouray County Emergency Management Director (furnish representative to the Town of Ridgway or Ouray County EOC, when requested or needed);
15. Assist with Emergency Operations as needed;
16. Development and maintenance of standard operating procedures (SOP's);
17. Maintenance of departmental ability to manage response and recovery support operations using command and management principals as outlined in the National Incident Management System.

### Colorado Department of Agriculture

(Report to ESF #11)

1. May serve as ESF #11 lead if requested;
2. Must be requested by ESF #8 lead.

### Colorado Department of Transportation

1. Can supply heavy equipment
2. Can provide traffic control on State Highways
3. Can assist Public Works with road maintenance when requested

### Colorado State Parks and Wildlife

1. Provide perimeter security for scene;
2. Provide security for shelter
3. Provide security for Emergency Operations Center
4. Provide access and egress for emergency vehicles and needed personnel (establish one-way routes);
5. Provide Hazardous Material Incident response;
6. Assist with Emergency Operations as needed;
7. Provision of law enforcement, traffic control, and access control within the disaster area(s) and in any other needed areas of the Town;
8. Provide a representative to EOC and or ICP as needed.

### Colorado State Patrol

(Report to ESF #13 when requested)

1. Provide perimeter security for scene;
2. Provide security for shelter
3. Provide security for Emergency Operations Center

4. Provide access and egress for emergency vehicles and needed personnel (establish one-way routes);
5. Provide Hazardous Material Incident response;
6. Assist with Emergency Operations as needed;
7. Provision of law enforcement, traffic control, and access control within the disaster area(s) and in any other needed areas of the Town;
8. Provide a representative to EOC and or ICP as needed.

### CSU Extension

(Report to and requested by ESF #8 and ESF #11 if requested);

1. Connect community and regional needs with University and external talents and resources.

### Fire Protection District Chiefs

(Report to and requested by ESF #4 when requested)

1. Implementation of the Incident Command System (ICS);
2. Determination of location(s) in the field for Incident Command Post(s);
3. Assessment of emergency conditions and determination of required levels of assistance from County and outside sources;
4. Provide Hazardous Material Incident response;
5. Provide Incident Command Vehicle if available;
6. Activation and management of the Municipal Emergency Operations Center (EOC) if needed;
7. Coordination of mutual aid assistance;
8. Provision of emergency public information and establishment of procedures for releases of disaster-related information to news media, to include casualties;
9. Emergency situation assessment and recommendations to County and/or Municipal Officials concerning the need for local disaster declarations travel restrictions, curfews or other temporary social restrictions;
10. Establishment of communications with County Emergency Management for purposes of providing situation reports and forwarding requests for State assistance through the County Emergency Management Director;
11. Assist in implementation of emergency evacuation operations;
12. Provision of triage and extrication to include, field coordination of emergency transportation to hospitals;
13. Request of heavy rescue services;
14. Provision of onsite emergency medical facility for minor injuries;
15. Provision of fire suppression, fire causation, and arson investigation services;
16. Provide a representative to the unified ICP and EOC;
17. Hazardous Material Incident response;
18. Assist with Emergency Operations as needed;
19. Development and maintenance of standard operating procedures (SOP's);

20. Maintenance of departmental ability to manage response and recovery support operations using command and management principals as outlined in the National Incident Management System.

### **Ouray County Engineer**

(Report to and requested by ESF#3 when requested)

1. The purpose of the County Engineer is to provide technical and engineering services and support to other Town departments;
2. The County Engineer develops plans for water and sewer expansion and improvements, roadway and drainage improvements, and various Town projects;
3. The County Engineer deals with State and Federal permitting agencies, manages and administers construction projects and submits applications for State and Federal funding for road, water, sewer, and landfill projects.

### **Montrose County Regional Dispatch**

(Report to Emergency Operations Center if requested)

1. Dispatches all Ouray Town and County Resources;
2. Can dispatch regional assets requested by incident command in small scale incidents.

### **Montrose Fire District**

(Report to ESF #4 if requested)

1. Provide Hazardous Material Operations;
2. Provide Mutual Aid to any fire district within Ouray County;
3. Provision of heavy rescue services.

### **Montrose Memorial Hospital**

(Report to Emergency Operations Center if requested)

1. Receives medical and trauma patients;
2. Acts as the morgue for Ouray County;
3. Can assist Town of Ridgway in a medical surge event with personnel or services;
4. Provide Surge Trailer and supplies

### **Ouray County School Districts**

(Report to and requested by ESF #6 if requested)

1. Provide for the safety and protection of pupils and school personnel, through planning and training exercises with local public safety organizations;
2. Coordinate with Emergency Management, in cooperation with American Red Cross, to provide schools as temporary shelters, when needed;
3. Assist with Emergency Operations as needed;
4. Provide buses for evacuation and transportation, when needed;
5. Development and maintenance of standard operating procedures (SOP's);
6. Development and maintenance of Continuity of Government and Continuity of Operations Plans;

7. Maintenance of departmental ability to manage response and recovery support operations using command and management principals as outlined in the National Incident Management System.

### Public Utilities

(Report to and requested by ESF #12 if requested)

1. Provide emergency power to critical lift stations;
2. Monitor water and sewer utility use and assess capabilities;
3. Determine availability, quantity, and procedures to obtain sandbags in coordination with emergency management;
4. Clear emergency routes and arterial streets of debris to facilitate movement of emergency equipment Provide material for earthen dikes in cooperation with Public Works;
5. Provide potable water for drinking, if required;
6. Advise resource members of anticipated needs and support required;
7. Coordinate and compile damage reports from damage assessment teams and advise coordination and control group

### Second Chance Humane Society

(Report to ESF #6)

1. Can shelter cats and dogs in the event of an emergency.

### Telluride Hazardous Response Team

(Report to and requested by ESF # 10 if requested)

1. Ouray County's Hazardous Response Team;
2. Prevent, minimize, or mitigate a release of Oil or Hazardous Materials;
3. Detect and assess the extent of contamination (including sampling and analysis and environmental monitoring);
4. Stabilize the release and prevent the spread of contamination;
5. Analyze options for environmental cleanup and waste disposition;
6. Implement environmental cleanup;
7. Store, treat, and dispose of oil and hazardous materials

## CONTINUITY OF GOVERNMENT

1. In accordance with CRS 24-32-2107(9), it is the intent of the Town of Ridgway Town Council that Town government will continue to provide essential services in order to protect the public health, safety and welfare during an emergency or disaster event by distribution of these disaster chain of command procedures and protocols.
2. During a declared emergency or disaster event, the following Town of Ridgway elected and appointed officials, in the order listed, have the authority to execute the powers of the board in accordance with [CRS 31-15-101](#).
  - i. Mayor
  - ii. Mayor Pro Tem
  - iii. Any duly elected member of the Town Council
  - iv. Town Manager

3. All Town of Ridgway department heads and Town elected officials shall be consulted regarding emergency or disaster event issues that might impact their area of responsibility.
4. Each Town of Ridgway department head and Town elected official shall work within the framework established by the Town of Ridgway emergency operations plan.
5. GENERAL RESPONSIBILITIES. The head of each Town department and Town elected office, as appropriate, shall:
  - a. Be prepared to respond adequately to all emergency or disaster events.
  - b. Consider potential emergency or disaster events in the conduct of his or her regular functions, particularly those functions essential in time of emergency.
  - c. Design preparedness measures to permit a rapid and effective transition from routine to emergency operations, and to make effective use of the period following initial indication of a probable emergency or disaster events. This will include:
    - i. Development of a system of emergency actions that defines alternatives, processes, and issues to be considered during various stages of emergency or disaster event;
    - ii. Identification of actions that could be taken in the early stages of a emergency or disaster event to mitigate the impact of or reduce significantly the lead times associated with full emergency action implementation
  - d. Identify areas where additional legal authorities may be needed to assist management and notify the Town Manager of those authorities.
  - e. Coordinate with State and local government agencies and other organizations, including private sector organizations, when appropriate.
  - f. Cooperate, to the extent appropriate, in compiling, evaluating, and exchanging relevant data related to all aspects of emergency or disaster events.
  - g. Ensure that plans consider the consequences for essential services provided by the Town if the flow of State and/or Federal funds is disrupted.
6. CONTINUITY OF OPERATIONS. The head of each Town department and each Town elected official shall ensure the continuity of essential functions in any emergency or disaster event by providing for: succession to office and emergency delegation of authority in accordance with applicable law; safekeeping of essential resources, facilities, and records; and establishment of emergency operating capabilities.
7. RESOURCE MANAGEMENT. The head of each Town department and each Town elected official, as appropriate within assigned areas of responsibility, shall:
  - a. Develop plans and programs to mobilize personnel, equipment, facilities, and other resources;
  - b. Assess essential emergency requirements and plan for the possible use of alternative resources to meet essential demands during and following emergency or disaster event.
  - c. Prepare plans and procedures to share between and among the responsible agencies resources such as energy, equipment, food, land, materials, services, supplies, transportation, water, and workforce needed to carry out assigned responsibilities and other essential functions, and cooperate with other agencies in developing programs to ensure availability of such resources in an emergency or disaster event.

8. PROTECTION OF ESSENTIAL RESOURCES AND FACILITIES. The head of each Town department and each Town elected official, as appropriate within assigned areas of responsibility, shall:
  - a. Identify facilities and resources, both government and private, essential to the public welfare, and assess their vulnerabilities and develop plans to provide for the security of such facilities and resources, and to avoid or minimize disruptions of essential services during any emergency or disaster event

Participate in interagency activities to assess the relative importance of various facilities and resources to essential community needs and to integrate preparedness and response strategies and procedures.

## PLAN MAINTENANCE, TRAINING AND EXERCISES

Authority for maintenance and regular updates of this plan rests with the Town Manager. The Town Manager will also provide for regular exercises and training sessions to ensure that provisions of the plan are well understood by all departments and offices with assigned responsibilities.

Departments, offices and other organizations with responsibilities identified in the plan are responsible for ensuring that their staff is familiar with the applicable provisions of the plan and is adequately trained to carry out emergency assignments. Multi-agency and multi-jurisdictional exercises will be coordinated by the Emergency Manager.

This Emergency Operations Plan will be updated at least bi-annually through the Multi-Agency Coordination Group (MAC Group), and as needed after any incident, to ensure that it remains an effective, accurate emergency management tool for responders and citizens of the Town of Ridgway.

### CHECKLIST FOR PLAN MAINTENANCE, TRAINING AND EXERCISES

- ☐ Ensure that ICS policies and procedures are communicated to all agencies that may become involved in emergency response operations.
- ☐ Provide ICS and EOC training and exercise opportunities to all agencies and offices with emergency management responsibilities.
- ☐ Encourage all agencies with emergency responsibilities to develop and maintain current internal procedures for carrying out assigned functions, where appropriate.
- ☐ Conduct multi-agency and multi-jurisdictional exercises to improve coordination and reduce overall training costs.
- ☐ Establish procedures for distributing plan revisions to all agencies with assigned responsibilities.

## AGENDA ITEM #12



To: Town Council  
From: Jen Coates, Town Manager  
Date: July 11, 2018

RE: 2018 Water Availability and Drought Status

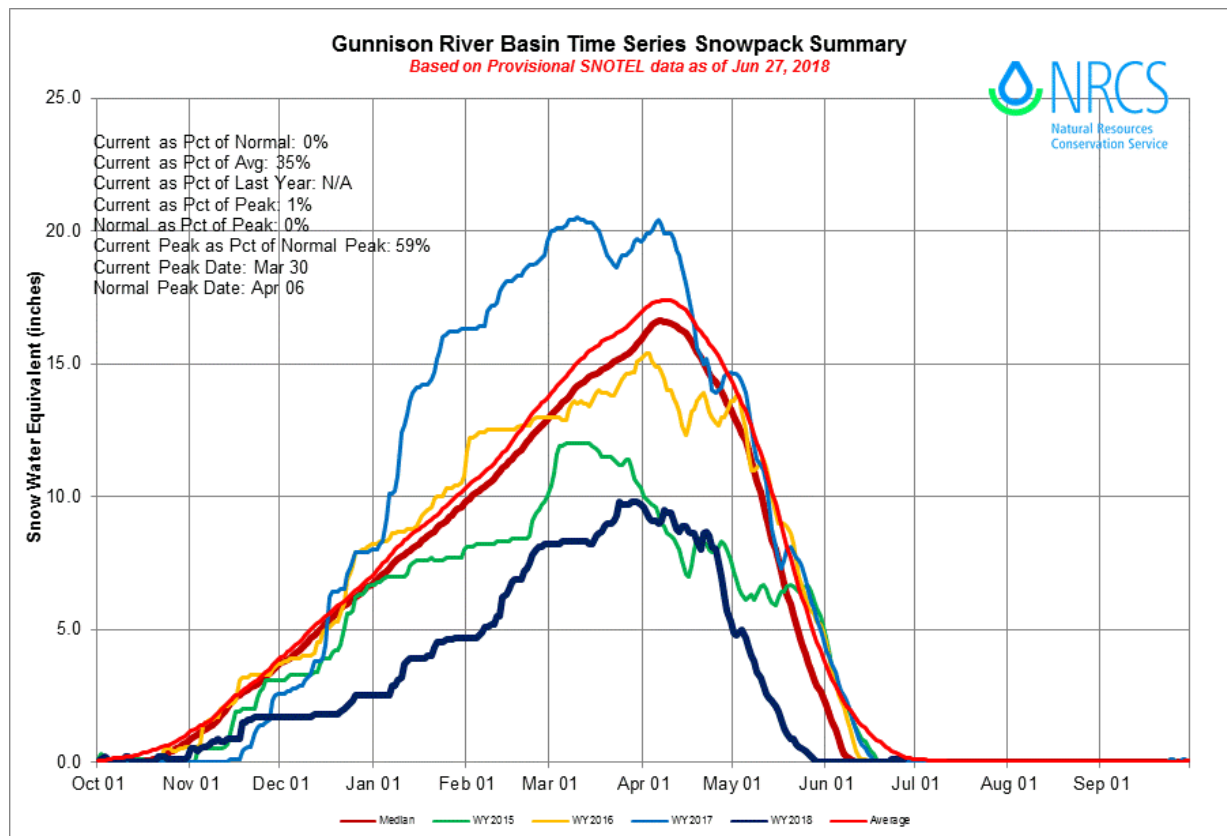
\*June Statewide Update: see attachment.

Town Update: The Town's water rights have been called since late April, restricting the Town to diverting 2.0 cfs to the Ridgway Ditch. We continue to fill our reservoir, which is roughly half full but now dropping as we opened the outlet in June to augment our other diminishing water supply in Happy Hollow, in order to meet water demand. Effective June 12<sup>th</sup> we implemented Phase 2 of the Town's Water Conservation and Management Plan, which means mandatory water restrictions, limiting outdoor water to 2 specified days per week for all properties, no watering between 9AM- 6PM nor when windy. This is being actively enforced.

State of Colorado Department of Natural Resources Water Availability Task Force. <http://cwc.state.co.us/public-information/flood-water-availability-task-forces/Documents/DroughtUpdate.pdf>

As of June 27<sup>th</sup>, Gunnison Basin snowpack (the bottom dark blue line).

[https://www.nrcs.usda.gov/wps/portal/nrcs/detail/co/snow/products/?cid=nrcs144p2\\_063323](https://www.nrcs.usda.gov/wps/portal/nrcs/detail/co/snow/products/?cid=nrcs144p2_063323)







# June 2018 Drought Update

## Water Availability Task Force Co- Chairs

Taryn Finnessey, CWCB  
303.866.3441 ext. 3231

[Taryn.Finnessey@state.co.us](mailto:Taryn.Finnessey@state.co.us)

Tracy Kosloff, DWR  
303-866-3581 ext. 8211

[Tracy.Kosloff@state.co.us](mailto:Tracy.Kosloff@state.co.us)

*In response to persistent and prolonged drought conditions throughout the southern half of the state and along the western border, **the Governor activated the Colorado Drought Mitigation and Response Plan for the agricultural sector on May 2, 2018**, additional information can be found [HERE](#).*

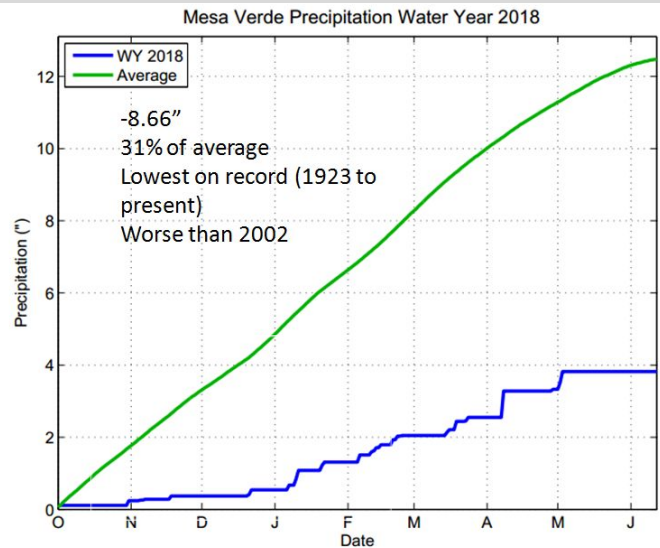
The month of May was, on average, the second warmest on record and the warmest since 1934. While daytime highs were above normal, night time highs were also well above normal, which may have contributed to early snowmelt across much of Colorado. June has continued to see well above average temperatures with most of the state experiencing temperatures 4-10 degrees above normal. Precipitation for both May and June to-date has largely been well below average statewide, these conditions contribute to fire danger.

- SNOTEL sites from the Grand Mesa to Mesa Verde National Park have broken low records for both peak snow accumulation as well as water-year to date precipitation.
- Water demand is increasing; and reservoir storage in the Southwest basins of the San Miguel, Dolores, Animas & San Juan, Gunnison and Rio Grande have seen significant decreases in reservoir storage in recent months. The reservoir storage for the Southwest basins of the San Miguel, Dolores, Animas & San Juan has dropped from 91 percent of normal storage last month to 75 this month and has the lowest storage levels in the state.
- Isolated cattle sell off and prevented planting of some acreage has been reported. High hay prices make purchasing adequate supplies to maintain livestock a challenge. There are some reports of cattle being moved to alternative grazing areas, including out of state, and we anticipate additional cattle sell off. Unless conditions improve additional prevented and failed crop acres are likely.
- Windy, dry conditions have continued to fuel fires in June leading to numerous large wildfires, including the 416 Fire near Durango that is now the 5th largest fire in Colorado history. Weather forecasts indicate the potential for large scale moisture statewide in the coming week and in particular in southwest Colorado. While this will help alleviate drought and fire potential, it also introduces the potential for floods near burn scars.
- As of June 12, exceptional drought, D4, continues to affect southwest Colorado and the Sangre de Cristo mountains, covering eight percent of the state. Extreme drought, D3, covers 27 percent of the state; severe drought 16 percent and 16 percent is classified as moderate drought. An additional 12 percent of the state is currently experiencing abnormally dry conditions (see image on reverse side).
- Reservoir storage statewide is at 106 percent of normal. The Arkansas basin is reporting the highest average storage at 127 percent. Front Range water providers are seeing an increase in demand but mainly draw water resources from areas of the state that received near normal winter precipitation, and therefore have adequate supplies and are not anticipating any water use restrictions outside normal operations.
- The Surface Water Supply Index (SWSI) values have declined slightly in June, with most of the western slope classified as extremely dry. These values are largely driven by well below average streamflow forecasts. Low streamflows are also a contributing factor to aquatic wildlife impacts that have been reported in isolated areas.

NOTE: The next Water Availability Task Force Meeting will be held on July 24, 2018 in Durango, Colorado; Additional information can be found at [www.cwcb.state.co.us](http://www.cwcb.state.co.us) or by contacting Ben Wade at [Ben.Wade@state.co.us](mailto:Ben.Wade@state.co.us)

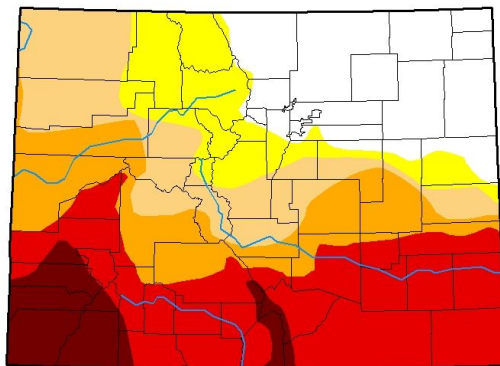
# June 2018 Drought Update

Colorado has been dry since the start of the water year on October 1, 2017 with the southern half of the state significantly drier than the north. The combined basins of the southwest including the San Miguel, Dolores, Animas and San Juan have only received 31 percent of average precipitation and currently have a deficit of nearly nine inches since October, this is worse than what this region experienced in 2002.



## U.S. Drought Monitor Colorado

June 12, 2018  
(Released Thursday, Jun. 14, 2018)  
Valid 8 a.m. EDT



### Intensity:

- D0 Abnormally Dry
- D1 Moderate Drought
- D2 Severe Drought
- D3 Extreme Drought
- D4 Exceptional Drought

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. See accompanying text summary for forecast statements.

### Author:

Brian Fuchs  
National Drought Mitigation Center

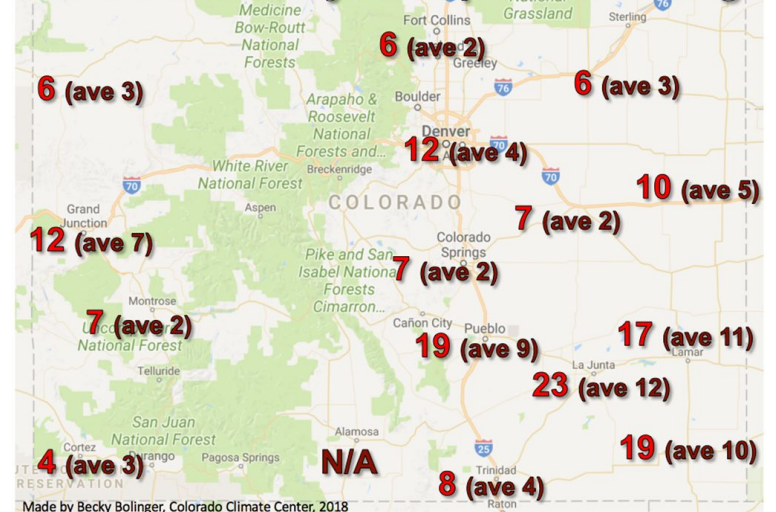


<http://droughtmonitor.unl.edu/>

Southern Colorado remains in exceptional drought conditions, with D4 now present in the Southwest and the Sangre de Cristo mountains. Northwest Colorado is being closely monitored for worsening conditions.

Nearly all regions of the state have seen an above average number of 90 degree days so far this calendar year, with La Junta having already had 23 days with temperatures exceeding 90 degrees. Even areas of the state that have seen good precipitation, like Denver, and Fort Collins have seen three times the average 90 degree days so far this year.

## Number of 90°-Days Compared to Average



## AGENDA ITEM #13



Subject: DoLA EIAF Grant Application  
Date: July 6, 2018  
From: Jen Coates, Town Manager

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### Background and Request to Consider Submission of DoLA EIAF Grant Application:

The Town has a number of unfunded infrastructure projects and priorities going into Fiscal Year 2019. The DoLA EIAF funding cycle has been a significant source of funding for many significant town projects. In fact, without DoLA EIAF funds, it's hard to imagine what the Town might be like today. Only recently this EIAF source has funded: the majority of the Space to Create efforts (feasibility, property acquisition, and predevelopment work), Lake Otonawanda construction, Downtown RAMP project construction, Best and Brightest Internship, subsurface utility tap extension and installation in advance of the downtown project, Region 10 broadband efforts, and SO much more.

The 2018 Funding Cycles are in April and August, with this application due August 1<sup>st</sup>. The following were identified as priority improvements for 2018 that were not able to be funded with existing resources, or are on the 5 Year Capital Project Plan. The Council may wish to consider these projects during the 2018 budget meetings, for the 2019 Fiscal Year. Competitive grants are those that include a 50% funding match by the local agency (Town). The Council will want to be prepared to prioritize and budget 50% of the estimated cost below for the work in 2019.

Project:	Estimated Cost:
Storm Water Management Plan	\$150,000
Public Parking Lot Design and Development (library)	\$155,000 plus design

Information about this grant opportunity is online:

<https://www.colorado.gov/pacific/dola/energymineral-impact-assistance-fund-eiaf>

## AGENDA ITEM #14



Subject: Personnel Manual: Vacation Accrual and Award  
Date: July 6, 2018  
From: Jen Coates, Town Manager

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## Background

The Town's Personnel Manual Section II: Work Hours, Holidays, Vacations and Leave, subsection 2-3D Vacation, reads as follows, in part:

*Vacation time is credited annually at the anniversary date, although it may be used as accrued, prior to the anniversary date, subject to advance approval by the Town. Vacation time shall not be used during probationary periods.*

*Employees shall be encouraged to take vacation time within a year of the date it is credited. Vacation time in excess of 160 hours may not be carried over to another year unless authorized by the Town Manager.*

## Analysis

Because of this provision on the annual award of accrued hours, payroll checks include only vacation hours awarded, which means accrued hours are not visible to employees unless they are tracking them separately, and they are not obvious that they can be used during the accrual period. While vacation hours in excess of 160 hours may not be carried over to another year unless authorized by the Town Manager, the potential to accrue hours may be in large part due to the fact that accrued hours are awarded only annually, or stated differently, the hours are not readily visible and available to the employee in real-time, but only in arrears after they are awarded.

In order to encourage the use of vacation time, we would like to modify the personnel regulations to award vacation hours monthly and show those hours to employees with each paycheck.

## Request

We would like to request that vacation hours be awarded at each pay period, and the personnel manual changed, as follows:

Vacation time is credited ~~annually~~ bi-monthly at ~~the anniversary date~~ each pay period, ~~although it~~ and may be used as accrued, ~~prior to the anniversary date~~, subject to advance approval by the Town. Vacation time shall not be used during probationary periods.

## AGENDA ITEM #15

## AGENDA ITEM #16



## AGENDA ITEM #17

**From:** [Shay Coburn](#)  
**To:** [Bill Liske](#); [Doug Canright](#); [Jennifer Nelson](#); [Larry Falk](#); [Thomas Emilson](#); [Ellen Hunter](#); [Eric Johnson](#); [John Clark](#); [Ninah Hunter](#); [Robb Austin](#); [Tim Malone](#); [Tom Heffernan](#)  
**Cc:** [Jennifer Coates](#); [Diedra Silbert](#)  
**Subject:** Master Plan Update - July 5, 2018  
**Date:** Thursday, July 05, 2018 3:08:31 PM

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Hi Councilors and Commissioners,

We are going to send you regular updates so you can have all of the latest and greatest info about the Master Plan Process.

1. Our webpage is up and running. Check it out here:  
<https://www.colorado.gov/ridgway/node/218366>. There is a space at the bottom of the page where people can let us know what they are interested in and give us their email for updates. Please feel free to send people to this page for info.
2. The Master Plan Survey is LIVE! Here is the link:  
<https://www.surveymonkey.com/r/RidgwayMPSurvey>. **Please take the survey yourself and pass it along to as many folks as you can.** We need input from everyone!
3. Speaking of the survey, we have great business-sized cards with the webpage and survey link on it. If you would like a few cards to pass out on your own, come by my or Diedra's office to pick some up.
4. We had a booth set up at the Riverfest to get some input. It was great! We will be hosting a booth at all of the concerts so come on by and meet the volunteer steering committee members running the booth and share your thoughts.

Thanks and feel free to reach out to me or Diedra if you have questions, concerns, etc.



**Shay Coburn**  
Town Planner

**RIDGWAY TOWN HALL**  
PO Box 10 | 201 N. Railroad Street | Ridgway, Colorado 81432  
970.626.5308 ext. 222 | [scoburn@town.ridgway.co.us](mailto:scoburn@town.ridgway.co.us)

## AGENDA ITEM #18

## RIDGWAY PLANNING COMMISSION

### AGENDA

Tuesday, June 26<sup>th</sup>, 2018  
Regular Meeting; 5:30 pm  
Ridgway Community Center  
201 North Railroad Street, Ridgway, Colorado

**ROLL CALL:** Chairperson: Doug Canright, Commissioners: John Clark, Thomas Emilson, Larry Falk, Ellen Hunter, Bill Liske, and Jennifer Nelson

### PUBLIC HEARINGS:

1. **Application:** Deviation to Single-Family Home Design Standards; **Location:** Sweetwater Subdivision, Lot 2; **Address:** 216 Sweetwater Dr.; **Zone:** Residential (R); **Applicant:** Dickerson Construction, Inc.; **Owners:** Carol Sherman Barron Revocable Trust and Richard Alan Barron Revocable Trust **Approved**
2. **Application:** Plat Amendment; **Location:** Willow Creek Trading Subdivision including Drashan Condominiums; **Addresses:** 167, 171, and 189 N Cora St.; 602, 604, and 610 Clinton St.; **Zone:** Historic Business (HB); **Applicant:** Willow Creek Trading Subdivision Parking Maintenance Association, Inc.; **Owners:** Arapaho Partners LLC, 171 N Cora LLC, Christopher Senior, Eka Pada LLC, and Ridgway Chautauqua Society Inc. **Recommending approval to TC with a few conditions to consider**
3. **Application:** Replat **Location:** River Park Ridgway Business Park, Filing 1, Block 8; **Address:** TBD Cora Street; **Zone:** Light Industrial 1 (I-1); **Applicant:** Ridgway Light Industrial, LLC; **Owners:** Ridgway Light Industrial, LLC **Canceled**
4. **Application:** Preliminary Plat for Vista Park Commons; **Location:** Ridgway USA Subdivision, Lots 30-34; **Address:** TBD Redcliff Drive; **Zone:** General Commercial (GC); **Applicant:** Vista Park Development, LLC; **Owners:** Ridgway Land Company, LLLP **Canceled**

### OTHER BUSINESS:

5. **Informal Discussion:** Tract D, River Park Ridgway Business Park Filing 1, including access to the property and the development of the Cora Street Right-of-Way; **Owner:** Alta Investments, LLC. **Canceled**
6. Master Plan process update **Had stakeholder meetings June 12-13, survey to be distributed this week (by June 29ish)**
7. Downtown Parking Assessment update **Shared the presentation that was given to Council last month, went over basics**

### APPROVAL OF MINUTES:

8. Minutes from the meeting of May 29<sup>th</sup>, 2018 **Approved**

ADJOURN REGULAR PLANNING COMMISSION MEETING  
CONVENE AS THE RIDGWAY BOARD OF APPEALS

**PUBLIC HEARINGS:**

1. **Application:** Appeal for interpretation on single-family home design standards; **Applicant:** Guthrie Castle **Denied**

ADJOURN BOARD OF APPEALS

## AGENDA ITEM #19



**To:** Ridgway Town Council (TC) and Planning Commission (PC) and Department Heads  
**From:** Jen Coates, Town Manager  
**Date:** June 11<sup>th</sup>, 2018  
**RE:** 2018 Meeting, Workshop, Training Schedule and Conference Opportunities

- Regular Town Council meetings are the 2<sup>nd</sup> Wednesday of the month.
- Regular Planning Commission meetings are the last Tuesday of the month.
- Most workshops are the 3<sup>rd</sup> Wednesday of the month. There are exceptions.
- 2018 will be working on the Space to Create project and a Master Plan update, so there will be quite a number of additional opportunities to meet! Stay tuned.

### WORKSHOPS, TRAININGS, MEETINGS

#### January

Jan 3<sup>rd</sup>: PC Regular Meeting (*rescheduled from December 2016*)  
Jan 11<sup>th</sup>: TC Regular Meeting  
Jan 24<sup>th</sup>: Tri-Agency Dinner  
Jan 25<sup>th</sup>: TC Special Workshop Meeting: River Corridor  
Jan 30<sup>th</sup>: 5:30 pm: TC/PC Joint Workshop: Comp Plan Prep  
6:30 pm: PC Regular Meeting

#### February

Feb 21<sup>st</sup>: Regular TC Meeting  
Feb 27<sup>th</sup>: PC Regular Meeting

#### March

March 5<sup>th</sup>: TC/PC Joint Workshop: Affordable Housing Discussion (6:00 pm)  
March 7<sup>th</sup>: TC Workshop Meeting: Lena Street Commons Development Agreement  
March 14<sup>th</sup>: TC Regular Meeting (5:30 pm)  
March 27<sup>th</sup>: PC Regular Meeting (5:30 pm)

#### April

April 11<sup>th</sup>: TC Regular Meeting (5:30 pm)  
April 24<sup>th</sup>: PC Regular Meeting (5:30 pm)

#### May

May 2<sup>nd</sup>: \*TC Training: Orientation with Manager and Clerk (6:00 – 9:00 pm)  
May 7<sup>th</sup>: TC/PC Training: CIRSA Public Official Liability (6:00 – 8:30 PM)  
May 9<sup>th</sup>: TC Regular Meeting (5:30 pm)  
May 23<sup>rd</sup>: TC/PC Joint Workshop: Ridgway Creative District Direction and meeting with volunteer committee (6:00 – 7:30 pm), include 30-minute training session on Community Initiatives - Diedra  
May 29<sup>th</sup>: PC Regular Meeting (5:30 pm)



## June

- June 6<sup>th</sup>: \*TC/PC Training: Marshal (6:00 – 7:00 pm) – Tammy and TC/PC Training: Zoning and Subdivision Training, Master Plan process update and review, and Community Development- (6:00 – 9:00 pm) - Shay
- June 13<sup>th</sup>: TC Regular Meeting (5:30 pm)
- June 18<sup>th</sup>: \*TC/PC Training: Public Works (1:30 – 3:30 pm) – Dan, Randy, Mike, Jeff
- June 26<sup>th</sup>: PC Regular Meeting (5:30 pm)
- June 27<sup>th</sup>: \*TC/PC/Staff Communications Training (6:00 – 9:00 pm /TBD – to confirm)

## July

- July 11<sup>th</sup>: TC Regular Meeting (5:30 pm)
- July 25<sup>th</sup>: TC/~~PC~~ Workshop: Water Management Plan Update, Water Rate and Usage Update (Emergency and Non-Emergency), Water Wasting Ordinance~~Sign Code Update (6:00 – 7:30 pm)~~ (6:00 – 8:00 pm)
- July 31<sup>st</sup>: PC Regular Meeting (5:30 pm)

## August

- August 8<sup>th</sup>: TC Regular Meeting (5:30 pm)
- August 15<sup>th</sup>: TC Workshop: Procurement and Per Diem Policies (6:00 – 8:00 pm)
- August 22<sup>nd</sup>: TC Budget Retreat #1 (6:00 – 9:00 pm)
- August 28<sup>th</sup>: PC Regular Meeting (5:30 pm)

## September

- September 12<sup>th</sup>: TC Regular Meeting (5:30 pm)
- September 19<sup>th</sup>: TC Budget Workshop #2 (6:00 – 8:30 pm)
- September 25<sup>th</sup>: PC Regular Meeting (5:30 pm)

## October

- October 3<sup>rd</sup>: TC / PC Workshop: Sign Code Update (6:00 – 7:30 pm)
- October 10<sup>th</sup>: TC Regular Meeting (5:30 pm)
- October 17<sup>th</sup>: TC Workshop: Presentation of Draft Water and Sewer Utilities Capital Improvements Planning (6:00 – 8:30 pm)
- October 24<sup>th</sup>: TC Budget Workshop #3 and Legislative Update (6:00 – 8:30 pm)
- October 30<sup>th</sup>: PC Regular Meeting (5:30 pm)

## November

- November 14<sup>th</sup>: TC Regular Meeting (5:30 pm)
- November 27<sup>th</sup>: PC Regular Meeting (5:30 pm)
- November 28<sup>th</sup>: TC Budget Workshop #4 (6:00 – 8:30 pm)

## December

- December TBD: Holiday Party
- December 12<sup>th</sup>: TC Regular Meeting (5:30 pm)





December 25<sup>th</sup>: PC Regular Meeting (*move to January 8<sup>th</sup>?*)

*\*Trainings with an asterisk are primarily for new elected or appointed officials but all are welcome*

## **2018 CONFERENCES and EDUCATIONAL OPPORTUNITIES**

### **March**

#### Rocky Mountain Land Use Institute

Date: March 16-17<sup>th</sup>

Info: <http://www.law.du.edu/index.php/rmlui>

Location: Denver

Cost: \$475 plus travel, lodging, meals

#### National Main Street Conference

Date: March 26-28, 2018

Info: <http://www.preservationnation.org/main-street/training/conference/>

Location: Kansas City, MO

Cost: The scholarship opportunity for 2018 has been used

### **May**

#### Colorado Creative Industries Spring Convening and Summit

Date: May 9-11, 2018

Info: <http://www.coloradocreativeindustries.org/summit>

Location: Greeley, CO

Cost: \$100 plus travel, lodging, meals

### **June**

#### CML Annual Conference

Date: June 19-22

Info: <http://www.cml.org/annual-conference/>

Location: Vail

Cost: \$295 plus travel and lodging (some meals included);

There is a scholarship available for this; CIRSA reimburses travel and other expenses if you attend their lunch at the conference on Tuesday

### **October**

#### Colorado Chapter of the American Planning Association Annual Conference

Date: October 3-5

Info: <http://www.apacolorado.org/2018-conference>

Location: Keystone

Cost: \$425 plus travel, lodging and meals