

The Allen County Board of Commissioners met in regular session at 8:30 a.m. with Chairperson Jerry Daniels, Commissioner John F. Brockner, Commissioner William H. "Bill" King and Sherrie L. Riebel, Allen County Clerk.

Robert Johnson, Iola Register, Nick Reynolds, The Humboldt Union, Roy Smith, Allen County Undersheriff, Bruce Symes, candidate for County Commission Dist. #3, Mike Bruner, Allen County Democratic Chairman/Commissioner Candidate for District #1, Michael Burnett, Allen County Ambulance Director, Timothy Thyer, City of Iola Fire Chief, Sid Fleming, City of Iola Administrator, Robert and Juanell Garrett, Larry Walden, citizens, was present to observe the meeting.

Chairman Daniels led the flag salute.

Commissioners approved the minutes of the regular meeting on August 21, 2018.

Commissioner King moved to appoint John Brockner as vice chairman. Chairman Daniels seconded, motion passed 3-0-0.

Director Burnett reviewed Allen County Emergency Medical Services 2nd quarter report:



## CITY OF IOLA

### Memorandum

**TO:** ALLEN COUNTY COMMISSION  
**FROM:** MICHAEL BURNETT, EMS DIRECTOR/PARAMEDIC  
**SUBJECT:** EMS UPDATE – 2018 2<sup>nd</sup> Quarter  
**DATE:** 24 AUGUST 2018  
**CC:** **MAYOR WELLS & MEMBERS OF COUNCIL**  
SID FLEMING, CITY ADMINISTRATOR  
TIM THYER, IOLA FIRE CHIEF  
COLE HERDER, HUMBOLDT CITY ADMINISTRATOR  
PHILLIP MERCKEL, MORAN MAYOR

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#### SECOND QUARTER HIGHLIGHTS

##### April:

- Renewed ambulance license with the the Board of EMS
- Had 2 paramedic students that did field internship with us, one who currently works for us
- Chief Thyer, Director Burnett and Deputy Chiefs started a leadership program that is being put on by Allen Community College and is sponsored through the city.
- Director Burnett and Chief Thyer attended SE Homeland Security Council meeting in Chanute
- Director Burnett and Chief Thyer attend Region 6 EMS meeting in Independence

##### May:

- Denver Mitchell finished paramedic school
- Staff provided CPR training to lifeguards for the City of Iola
- Chief Thyer and Director Burnett attended SE Homeland Security Council meeting in Chanute
- Director Burnett applied for a Homeland Security grant for ballistic vest, helmets, and medical kits for all of Region 6 EMS.
- Kansas Board of EMS performed yearly service inspection
- Staff attended Stop The Bleed train the trainer course

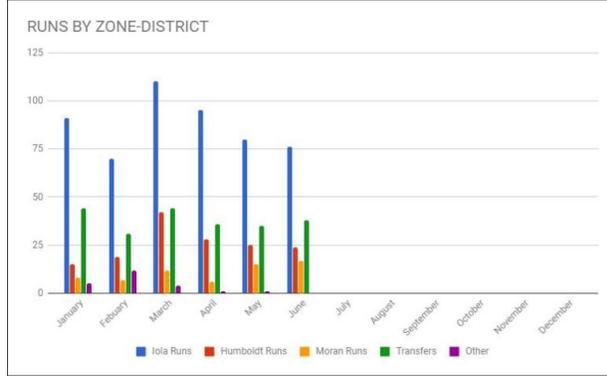
##### June:

- Staff waxed all ambulances
- Ordered and received new transport ventilator to better serve our citizens
- Denver Mitchell passed his boards to be a Paramedic
- Director Burnett met with Medical Director Tim Spears in regards to training, ambulance equipment, and removing medications from ambulances due to nationwide shortages
- Chief Thyer, Director Burnett, and various staff performed risk assessment walk throughs with the schools throughout the county in regards to school safety.

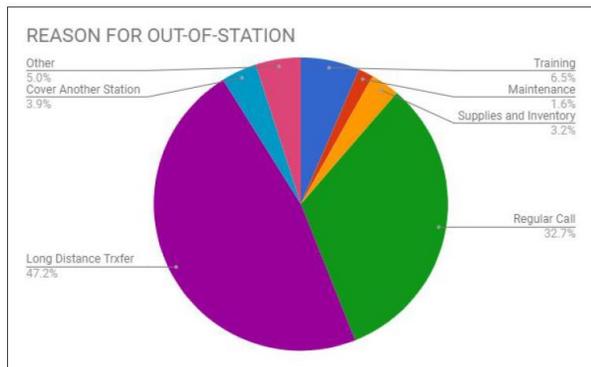
#### A LOOK FORWARD

- Recruitment - Continuing to seek Paramedics by visiting with colleges and students that are finishing up with their paramedic programs.
- Protocols - Staff will continue working on getting our protocols updated. We are taking our time on doing them and making sure we are using up-to-date guidelines and medications.
- Continue working on new station project.
- Start the ambulance replacement specifications for 2019
- Assisting the college in finding an EMS instructor
- Continue to seek ways to be more cost effective to help offset the rising cost of supplies

**EMS DATA**

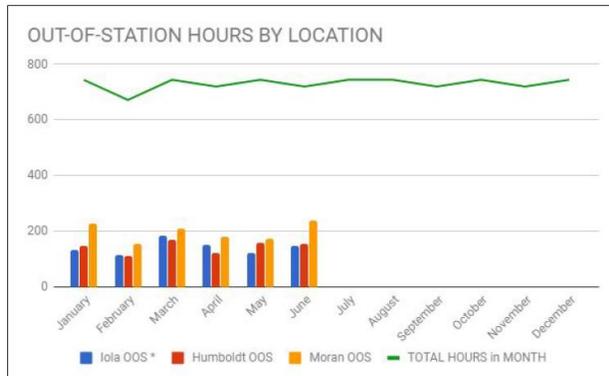


Graph 1 shows the Runs By Zone-District using year-to-date numbers (Jan-Jun). This information reflects where calls for service originate. The Other category reflects unclassified runs and runs outside Allen County.

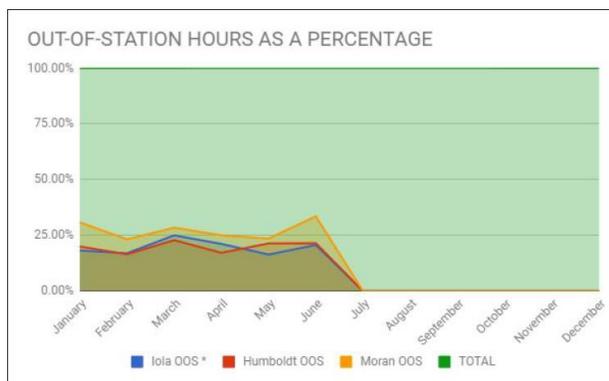


Graph 2 shows the YTD (Jan-Jun) percentage breakdown for the reason staff was

*Out-Of-Station.*



Graph 3 shows the Out-Of-Station hours by month by location compared to the total hours in each month. Since Lola Station cannot go to "status zero", Lola OOS does not reflect hours spent for Training, Maintenance, or Supplies & Inventory.



Graph 4 shows the same information as Graph 3 but as a percentage of the whole.

Alan Weber, Allen County Counselor, joined the meeting to discuss the proposed ambulance stations; mainly for the City of Humboldt. Alan stated it would probably be next year before anything can be started. Zingre & Associates, P.A., Fort Scott is the architect. They will be looking for possible areas around Moran. The ambulance station projects might be able to start both in Moran and Humboldt in 2019. Discussion followed on best locations.

Commissioners discussed new ambulances with Director Burnett, Chief Thyer and Administrator Fleming. Director Burnett stated they have started the process for getting bids for a new ambulance. Discussion followed on the need for a new Rescue Vehicle as well. Commissioners thanked Director Burnett, Chief Thyer and Administrator Fleming for their time and service. No action was taken at this time.

Director Burnett and Chief Thyer left the meeting.

Commissioners appointed William H. "Bill" King to serve on the Southeast Kansas Multi County Health Board as replacement for Tom Williams.

Chairman Daniels and Commissioner Brocker will fill in on the Hospital Task Force meeting and possibly the regular board meeting. Alan stated the hospital trustees will be discussing "Lease" verses "Management" before an RFP can go out.

Mitchell Garner, Allen County Public Works Director, reported the crews are currently mowing, patching and some of the equipment is in the shop. He reported lightning hit at the Allen County Regional Airport knocking out the AWAS system. Mitch is still waiting on bids for roofs for the hangars.

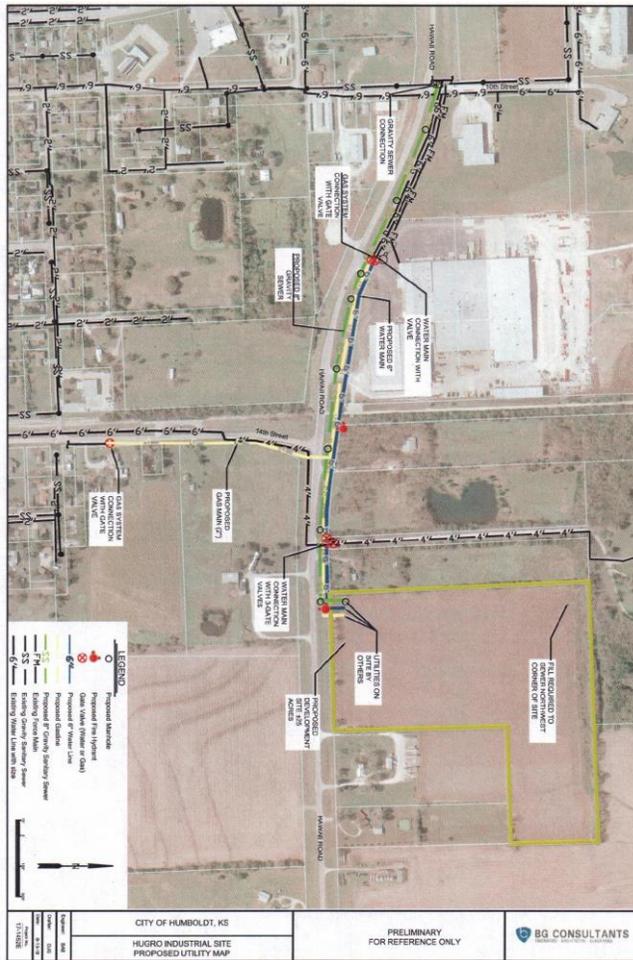
Mitch reported he would be getting bids for a trash compactor soon.

Commissioner Brocker stated he has heard the crusher has been down a lot. Mitch stated the bolts are vibrating out due to constant use. They will be moving the crusher on its tracks so it is a lot easier to move and time saving. It crushes so much more than it used to.

Mitch stated they are breaking ground on the new hangar at the airport. J&J Contractors will be starting as soon as they are done with a drain pipe on the new highway project.

Cole Herder, City of Humboldt Administrator, discussed the EOPC Gravity Sanitary Sewer, Water and Gas project for utilities project. The county had indicated they would pay up to \$335,000 towards the project when a grant was received, however they did not receive a grant so Cole wanted to verify that Commission still has that commitment. Cole had BG Consultants Engineers, Architects Surveyors to figure costs without grant. There were several items figured with in kind work to help with costs. Cole presented documents for discussion.

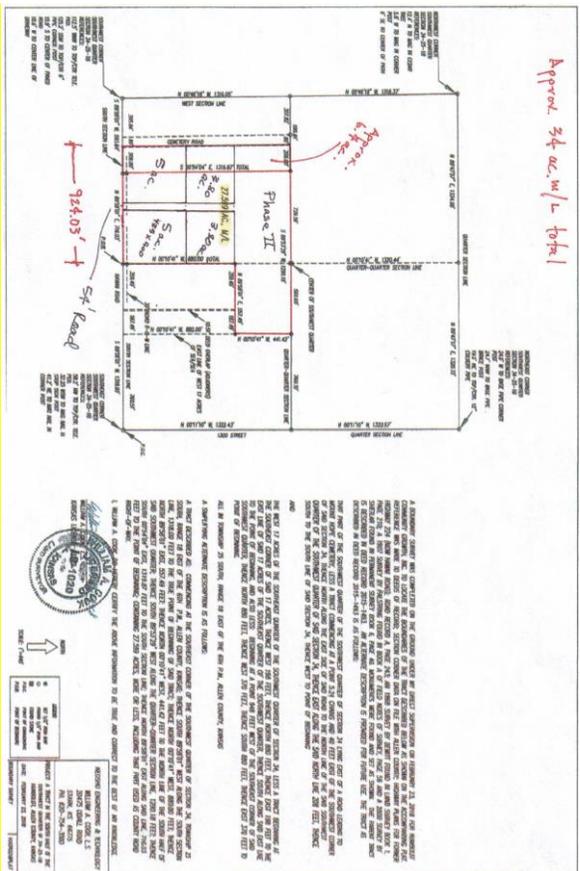
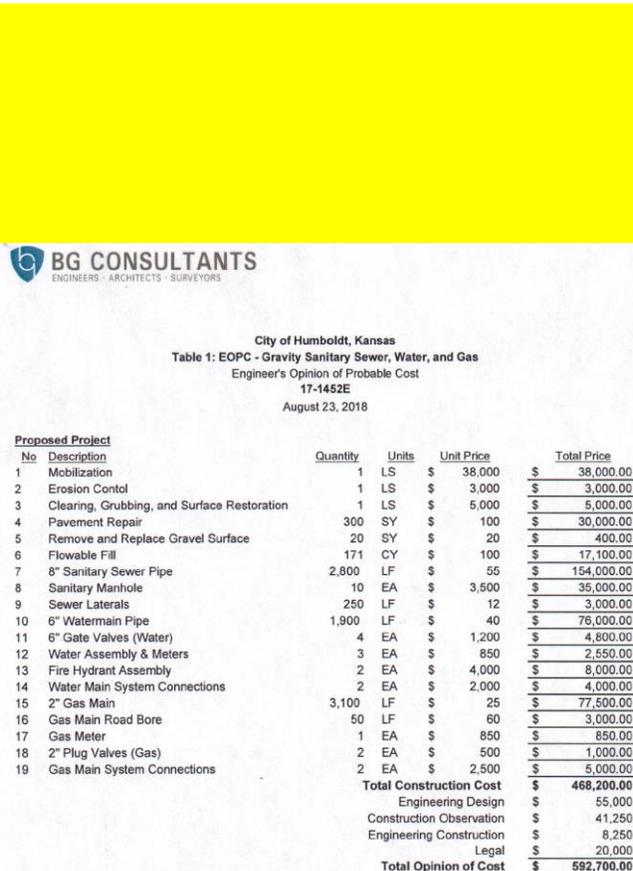
Cole explained the green line, gas line and water lines and what acreage it includes which puts it at about 30 acreage for development. One of Cole's biggest concerns is rock which will need to be removed between 10<sup>th</sup> Street and project area. Originally approved for funding but needs to clarify the funding the county will pay for. Alan is working on a preliminary memorandum of understanding for payment. The bid is \$500 under the \$335,000; Cole thinks it will come under \$300,000 if the county provides 891 tons of rock. Cole stated the project start date will be later this year. Discussion followed on who will be paying the bills? Commissioners are committed to this project and will like to see it completed. Chairman Daniels moved to agree with the BG consultants bid and for Allen County to pay up to the \$335,000. Commissioner Brocker seconded, motion passed 3-0-0.



City of Humboldt, Kansas  
**Table 1: EOPC - Gravity Sanitary Sewer, Water, and Gas**  
 Engineer's Opinion of Probable Cost for Project Materials  
 17-1452E  
 August 23, 2018

No	Description	Quantity	Units	Unit Price	Total Price
1	Asphalt Pavement	149	TONS	\$ 87.65	\$ 13,059.85
2	Asphalt Pavement Placement (Optional)	149	TONS	\$ 105.35	\$ 15,697.15
3	Concrete	30	CY	\$ 120.00	\$ 3,600.00
4	Gravel for Surfacing (AB-3)	10	TONS	\$ 17.30	\$ 173.00
5	Gravel for Bedding (CA-5)	891	TONS	\$ 20.45	\$ 18,220.95
6	Flowable Fill	177	CY	\$ 75	\$ 13,275.00
7	8" Sanitary Sewer Pipe	2,800	LF	\$ 6.56	\$ 18,368.00
8	Sanitary Manhole	10	EA	\$ 1,880	\$ 18,800.00
9	Sanitary Sewer Appurtenances	1	LS	\$ 2,000	\$ 2,000.00
10	Ring & Cover	10	EA	\$ 850	\$ 8,500.00
11	Sewer Laterals	250	LF	\$ 4	\$ 1,000.00
12	Sewer Lateral Connection	3	EA	\$ 250	\$ 750.00
13	6" Watermain Pipe (PE DR 11)	1,900	LF	\$ 8	\$ 15,048.00
14	6" Gate Valves (Water)	4	EA	\$ 630	\$ 2,520.00
15	Fire Hydrant Assembly	2	EA	\$ 3,200	\$ 6,400.00
16	Tracer Wire	1900	LF	\$ 0.50	\$ 950.00
17	Valve Boxes	4	EA	\$ 250	\$ 1,000.00
18	Water Assembly & Meters	3	EA	\$ 450	\$ 1,350.00
19	Misc. Water Fittings	18	EA	\$ 300	\$ 5,400.00
20	Lab Costs	1	LS	\$ 500	\$ 500.00
21	Water Appurtenances	1	LS	\$ 5,000	\$ 5,000.00
22	2" Gas Main (PE)	3,100	LF	\$ 1.24	\$ 3,844.00
23	Gas Main Road Bore	50	LF	\$ 60	\$ 3,000.00
24	2" Plug Valves (Gas)	2	EA	\$ 112.78	\$ 225.56
25	Gas piping Appurtenances	1	LS	\$ 2,000	\$ 2,000.00
26	Gas Meter	1	EA	\$ 450	\$ 450.00
27	Gas Sales Tax	1	LS	\$ 1,500	\$ 1,500.00
28	Tracer Wire	3100	LF	\$ 0.50	\$ 1,550.00
29	Aluminum Deflection Gauge Kit (Mandrel)	1	EA	\$ 900	\$ 900.00
30	Sewer Pipe Laser Level	1	EA	\$ 3,600	\$ 3,600.00
31	Sewer Plugs for Hydrostatic Testing	1	LS	\$ 700	\$ 700.00
32	Shipping Costs	1	LS	\$ 10,000	\$ 10,000.00
33	Erosion Control	1	LS	\$ 1,500	\$ 1,500.00
34	Seeding, Fertilizer, and Mulch	1	LS	\$ 1,000	\$ 1,000.00
35	Fuel	1	LS	\$ 5,000	\$ 5,000.00
36	Incidentals	1	LS	\$ 40,000	\$ 40,000.00
<b>Sub-Total Material Cost</b>					<b>\$ 223,881.61</b>
Contingency (15%)					\$ 33,582
<b>Total Material Cost</b>					<b>\$ 267,463.74</b>
Engineering Design					\$ 55,000
Construction Staking					\$ 10,000
Construction Observation					\$ 4,000
Engineering Construction					\$ 5,000
Legal					\$ 2,000
<b>Total Opinion of Cost</b>					<b>\$ 334,463.74</b>

Office Locations: Manhattan • Lawrence • Hutchinson • Emporia  
 T: 1.800.748.7572 • Web: www.bgcons.com



City of Humboldt, Kansas  
**Table 1: EOPC - Gravity Sanitary Sewer, Water, and Gas**  
 Engineer's Opinion of Probable Cost  
 17-1452E  
 August 23, 2018

No	Description	Quantity	Units	Unit Price	Total Price
1	Mobilization	1	LS	\$ 38,000	\$ 38,000.00
2	Erosion Control	1	LS	\$ 3,000	\$ 3,000.00
3	Clearing, Grubbing, and Surface Restoration	1	LS	\$ 5,000	\$ 5,000.00
4	Pavement Repair	300	SY	\$ 100	\$ 30,000.00
5	Remove and Replace Gravel Surface	20	SY	\$ 20	\$ 400.00
6	Flowable Fill	171	CY	\$ 100	\$ 17,100.00
7	8" Sanitary Sewer Pipe	2,800	LF	\$ 55	\$ 154,000.00
8	Sanitary Manhole	10	EA	\$ 3,500	\$ 35,000.00
9	Sewer Laterals	250	LF	\$ 12	\$ 3,000.00
10	6" Watermain Pipe	1,900	LF	\$ 40	\$ 76,000.00
11	6" Gate Valves (Water)	4	EA	\$ 1,200	\$ 4,800.00
12	Water Assembly & Meters	3	EA	\$ 850	\$ 2,550.00
13	Fire Hydrant Assembly	2	EA	\$ 4,000	\$ 8,000.00
14	Water Main System Connections	2	EA	\$ 2,000	\$ 4,000.00
15	2" Gas Main	3,100	LF	\$ 25	\$ 77,500.00
16	Gas Main Road Bore	50	LF	\$ 60	\$ 3,000.00
17	Gas Meter	1	EA	\$ 850	\$ 850.00
18	2" Plug Valves (Gas)	2	EA	\$ 500	\$ 1,000.00
19	Gas Main System Connections	2	EA	\$ 2,500	\$ 5,000.00
<b>Total Construction Cost</b>					<b>\$ 468,200.00</b>
Engineering Design					\$ 55,000
Construction Observation					\$ 41,250
Engineering Construction					\$ 8,250
Legal					\$ 20,000
<b>Total Opinion of Cost</b>					<b>\$ 592,700.00</b>

Cole reported on new businesses in the City of Humboldt: CDL Electric Company, BQ restaurant in the old pizza hut, Bijou Confectionary and Air B&B downtown, brewing and steak house in the old Wonder Bread store and more to come.

Ron Holman, Allen County House and Grounds Director, presented bids for replacing a portion of the concrete sidewalk on the east side of the courtyard. He had contacted J&J Contractors, who declined to bid, Ryan Sigg, Rock Creek Design, who hadn't called back and Lickteig Const Inc. for \$535.00. This bid is for tearing out and replacing 32 square feet of sidewalk. Commissioner King moved to accept the bid from Lickteig Const Inc. for \$535.00. Commissioner Brocker seconded, motion passed 3-0-0.

Ron reported he is having the Assembly Room painted on November 5 before the flooring is replaced on November 12. Ron presented bids for painting the assembly room down stairs before changing the floor out. Bids were from Ken Bryan for repair south wall cracks and pre-prime, paint 3 door jams matching the new color, painting all walls 2 coats and finish, labor quote for \$575.00; G. Ann Donaldson, Dry Creek Enterprises for painting the Allen County Community Room for \$800.00; and Daniel Ware, Superior Builders LLC for painting the assembly meeting room in the downstairs of the court house, bid contains all necessary materials and labor for \$2,766.20. Discussion followed. Commissioner Brocker moved to accept the bid from Ken Bryan for \$575.00. Commissioner King seconded, motion passed 3-0-0.

Alan explained he has been working on the employees' vacation policy to make it clearer to understand:

**E-5. Vacation Leave.**

**(a) Full-Time employees.** Full-time employees are entitled to paid vacation leave according to the following schedule provided no paid vacation leave may be taken without approval during the first twelve months of employment.

Years of continuous employment at anniversary date (*regular shifts*):

1	2 to 9	10 or more
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Vacation hours vesting on anniversary:

40	80	120
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Maximum accumulation of hours (**current and carryover**):

80	120	160
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Years of continuous employment at anniversary date (*12-hour shifts*):

1	2 to 9	10 or more
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Vacation hours vesting on anniversary:		
42	84	126
Maximum accumulation of hours ( <b>current and carryover</b> ):		
84	126	168
Years of continuous employment at anniversary date (24-hour shifts):		
1	2 to 9	10 or more
Vacation hours vesting on anniversary:		
56	112	168
Maximum accumulation of hours ( <b>current and carryover</b> ):		
112	168	224

**(b) Scheduling.** The dates for the taking of vacation leave shall be scheduled in consultation with the employee's supervisor or supervisors. In cases where the requested vacation schedules of two or more employees would adversely affect the efficient operation of the County, vacation leave shall be granted at the discretion of the supervisor.

**(c) Holiday During Vacation.** County holidays that occur during the taking of an employee's authorized vacation leave will not be counted as a day of vacation.

**(d) Minimum Hours.** Employees may use vacation leave in units of not less than 15 minutes, subject to the approval of their supervisor.

**(e) Termination.** Upon termination, an employee shall be compensated for all earned but unused vacation leave at their final rate of pay, **limited however** to the maximum accumulation **of hours** authorized in the schedule in ARTICLE E-5(a).

**(f) Carry over of excess hours.** Employees who are unable to use accrued vacation time which is above the **maximum accumulation of hours** allowed in paragraph E-5(a) may, **for good cause**, be allowed to carry the following number of hours **for** (6) months **after their anniversary date**:

Full-time employees: 40 hours

12-hour shift employees: 42 hours

24-hour shift employees: 56 hours

Such carry over must be approved by the employee's supervisor **and by the County Commission upon written application of the employee which application must be submitted by the employee to the Allen County Clerk no later than 30 days after the maximum accumulation of hours is accrued.**

**Unused vacation hours in excess of the maximum which are not approved by the employee's supervisor and the County Commission shall be deemed void and shall be removed from the employee's payroll record.**

**(g)** Elected officials are not eligible for vacation leave.

Alan would like to the commission to review the changes and if they choose to approve, he would like to have until January 1, 2019 for these employees who are over to use their vacation overage. Discussion followed on what other's thought. No action was taken at this time.

Commissioner King asked about interviews for County Counselor. Alan has scheduled one for today and will be scheduling two more for next week.

Commissioners discussed whether they are meeting next week or not due to nothing on the schedule at this time.

Chairman Daniels discussed the annual Kansas Association of Counties held in October.

Alan requested an executive session to discuss non-elected personnel for protection of the person.

Chairman Daniels moved to go into executive session for 15 minutes to discuss non-elected personnel. Commissioner King seconded, motion passed 3-0-0. Those in the room will be Chairman Daniels, Commissioner Brocker, Commissioner King, Alan Weber, Allen County Counselor, and Jake Knight, citizen and Sherrie L. Riebel, Allen County Clerk. The time is now 9:30 a.m. Commissioners reconvened at 9:45 a.m. No action was taken.

Commissioners approved the following documents:

- a) Clerk's Vouchers – \$75,390.49

With no further business to come before the board, Commissioner Brocker moved to adjourn, Commissioner King seconded, and motion passed 3-0-0. Meeting was adjourned at 9:46 a.m. until September 4, 2018 at 8:30 a.m. in the Commission room of the courthouse.

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Jerry Daniels, Chairperson

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John F. Brocker, Commissioner

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Sherrie L. Riebel, Allen County Clerk

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William H. King, Commissioner