Agenda

Missaukee County Board of Commissioners
Organizational Meeting
Commissioners Room
January 14, 2020 @ 4:00 PM

Providing high-quality and cost-efficient essential services that support local goals and needs for the health, safety, and economic prosperity of a culturally diverse community.

4:00  Roll Call, Invocation, Pledge of Allegiance
      Election of Officers
      Agenda Approval. Minutes approval, Correspondence
      Proclamation Presented to Sandy Laurent
      Public Comment**

4:10  Wilbur Yancer  Sheriff Report
     Lori Cox         Depositories Resolution Approval

4:25  Heather Jensen MCCOA Update

4:30  Phil Durst, MSU Ext Dairy Education Update

4:40  Precia Garland Administrators Report

1.  Finance
    a. EMS Policy and Procedure Manual Update
    b. FY20 Budget Amendment #1
    c. District Library Property – Ownership Transfer

2.  Personnel
    a.

3.  Claims & Accounts
    a. Monthly Claims

4.  Building & Grounds
    a.

5.  Safety Committee
    a. County Smoking Policy

6.  Commissioner Reports
    a. Commissioner Committee and Board Assignments

7.  Other New Business
    a.

Public Comment**

**Public Comment Rules authorized by the Missaukee County Board of Commissioners: Each person recognized by the Chairman shall state their name for the record and will have a limit of 3 minutes to state an opinion. All opinions will be duly noted by the board & if requiring an answer will be addressed by the chairman first or his designee or in writing. The audience is asked not to interrupt at anytime during public comment**
Missaukee County Board of Commissioners
Regular Board Meeting
Annex Building
105 S. Canal St. Lake City, MI
December 10, 2019 @ 4:00 PM

Meeting Called to Order 4:00pm. Invocation and Pledge of Allegiance.

Roll Call of Districts-
Present: Hubert Zuiderveen, Lan Bridson, Roger Ouwinga, Pam Niebrzydowski, Dean Smalley, Frank Vanderwal
Absent: Star Hughston

Motion by Zuiderveen, supported by Smalley, to approve the agenda as presented. Motion Carried.

Motion by Bridson, supported by Niebrzydowski, to approve minutes from November 12, 2019 as presented. Motion Carried. Correspondence received and reviewed.

Public Comment:
- Alan Deveraux, outgoing EMS Director, thanked the board for their support during his time here with Missaukee County.

Wil Yancer, Sheriff, gave a monthly update on the Sheriff’s Department.

Lori Cox, Treasurer, reviewed the status of delinquent taxes. Cox also gave an annual report on dog licenses issued in the county.

Heather Jensen, MCCOA Director, gave an update on the MCCOA.

Precia Garland, Administrator, reviewed the items she presented at the Finance Committee meeting.

Finance Committee Report
Motion by Smalley, supported by Niebrzydowski, to certify the following ballot language for the recycling millage proposal for the March 10, 2020 Presidential Primary election. Motion Carried.

MISSAUKEE COUNTY PROPOSITION FOR RECYCLING MILLAGE

This proposal is for a new millage and will permit the County to levy up to 0.25 mill to provide funds for the operation and maintenance of a county recycling program.

Shall the Tax limitation imposed under Article IX, Section 6 of the Michigan Constitution on the amount of ad valorem taxes which may be levied by the County of Missaukee, Michigan, against all taxable property in the County be increased by up to 25/100 of one (1) mill ($0.25 per $1,000 of taxable value) subject to reduction as provided by law, on the taxable value of such property for
a period of ten (10) years, 2020 through 2029, inclusive, for the purpose of providing funds for the operation and maintenance of a recycling program including recycling education, household hazardous waste and electronics collections, and shall the Missaukee County Board of Commissioners be authorized to levy such millage for these purposes? If approved and levied in its entirety, this millage would raise an estimated $148,097 for Missaukee County in 2020. The proceeds of this levy would be disbursed to the County of Missaukee, and a portion may be disbursed to the Cities of McBain and Lake City to provide curbside recycling under contract with the County. To the extent required by law, a portion of this millage may be captured by and retained by the Downtown Development Authority/Tax Increment Finance Authority.

Motion by Niebrzydowski, supported by Bridson, to approve the following fund creation and FY2020 budget as presented. Roll Call Vote: 6 Yeas (Smalegan, Zuiderveen, Bridson, Vanderwal, Niebrzydowski, Ouwinga) 0 Nays 1 Absent (Hughston). Motion Carried.

<table>
<thead>
<tr>
<th>243 - Brownfield Redevelopment Authority</th>
<th>Current</th>
<th>Amended</th>
<th>Difference</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>243-000-402.00 Current Taxes</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>243-000-539.00 State of Michigan</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>243-000-664.00 Interest Earned</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>243-000-699.01 Approp Fund Bal</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>243-000-699.02 Transfer In</td>
<td>$ -</td>
<td>$ 20,000.00</td>
<td>$20,000.00</td>
<td>new fund</td>
</tr>
<tr>
<td>Total</td>
<td>$ -</td>
<td>$ 20,000.00</td>
<td>$20,000.00</td>
<td></td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>243-000-727.00 Stat &amp; Supplies</td>
<td>$ -</td>
<td>$ 200.00</td>
<td>$ 200.00</td>
<td>new fund</td>
</tr>
<tr>
<td>243-000-801.03 Prof Srvcsc</td>
<td>$ -</td>
<td>$ 19,800.00</td>
<td>$19,800.00</td>
<td>new fund</td>
</tr>
<tr>
<td>243-000-805.00 Attorney Fees</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$ -</td>
<td>$ 20,000.00</td>
<td>$20,000.00</td>
<td></td>
</tr>
<tr>
<td>245 - Land Bank Authority</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>245-000-539.00 State of Michigan</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>245-000-664.00 Interest Earned</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>245-000-673.00 Sale of Cap Assets</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>245-000-699.01 Approp Fund Bal</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>245-000-699.02 Transfer In</td>
<td>$ -</td>
<td>$ 4,558.00</td>
<td>$4,558.00</td>
<td>new fund</td>
</tr>
<tr>
<td>Total</td>
<td>$ -</td>
<td>$ 4,558.00</td>
<td>$4,558.00</td>
<td></td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>245-000-727.00 Stat &amp; Supp</td>
<td>$ -</td>
<td>$ 200.00</td>
<td>$ 200.00</td>
<td>new fund</td>
</tr>
<tr>
<td>245-000-801.03 Prof Srvcsc</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>245-000-805.00 Attorney Fees</td>
<td>$ -</td>
<td>$ 2,358.00</td>
<td>$2,358.00</td>
<td>new fund</td>
</tr>
<tr>
<td>245-000-930.00 Repairs</td>
<td>$ -</td>
<td>$ 2,000.00</td>
<td>$2,000.00</td>
<td>new fund</td>
</tr>
<tr>
<td>Total</td>
<td>$ -</td>
<td>$ 4,558.00</td>
<td>$4,558.00</td>
<td></td>
</tr>
<tr>
<td>293 - CDBG Housing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>293-000-676.00 Reimbursements</td>
<td>$ -</td>
<td>$ 24,558.00</td>
<td>$24,558.00</td>
<td>non-program income</td>
</tr>
<tr>
<td>Total</td>
<td>$ -</td>
<td>$ 24,558.00</td>
<td>$24,558.00</td>
<td></td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>293-000-999.12 Transfer Out</td>
<td>$ -</td>
<td>$ 24,558.00</td>
<td>$24,558.00</td>
<td>transfer to BRA &amp; LBA</td>
</tr>
</tbody>
</table>
Total $ - $ 24,558.00 $ 24,558.00

Motion by Bridson, supported by Ouwinga, to approve the revisions to the Board of Commissioners Rules of Order document as presented. Motion Carried.

Motion by Zuiderveen, supported by Smallegan, to make the following board appointments.

**District Library Board:**
Brenda Morrissey, term ending 12/31/2023.

**Remon Board:**
Dean Geers, County Representative, new term ending 12/31/2020
Dan Schripsema, Philip Case, Craig Mcvean, Bill Sikkema, Peer Review, terms ending 12/31/2020.

**CDBG Housing Committee:**
Precia Garland, Diane Campbell, Linda Hartshorne-Shafer, terms ending 12/31/2020. Motion Carried.

Motion by Bridson, supported by Hughston, to establish the Soil Conservation Board of Appeals board with the following members: SESC Agent Michelle Hill; Soil Conservation District representatives Sue Nyce and Susan Schwager, and Board of County Commissioners representatives Star Hughston and Lan Bridson, all terms effective 12/10/2019. Motion Carried.

**Personnel Committee Report**
No items.

**Claims and Accounts Report**
Motion by Niebrzydowski, supported by Bridson, to pay Payroll, Claims and Accounts and Own Accounts as presented. Roll Call Vote: 6 Yews (Ouwinga, Smallegan, Zuiderveen, Niebrzydowski, Bridson, Vanderwal) 0 Nays 1 Absent (Hughston). Motion Carried.

**Buildings and Grounds Report**
No items.

**Commissioner Reports**
The Commissioners gave their monthly reports and updates.

**Public Comment:** None

Meeting adjourned at 4:35PM until January 14, 2019 at 4PM or Call of the Chair.

---

**Frank Vanderwal, Chairperson**  **Jessica Nielsen, County Clerk/Register**
Office of Missaukee County Treasurer
Lori Cox, County Treasurer

January 8, 2020

DEPOSITORY AND INVESTMENT RESOLUTION FOR MISSAUKEE COUNTY

At a Regular meeting of the board of Commissioners of the County of Missaukee, State of Michigan, held at Lake City, Michigan, on the _____ day of January, 2020.

PRESENT: ________________________________

ABSENT: ________________________________

__________ offered the following resolution and moved its adoption.

The motion was seconded by ________________________

WHEREAS, under the laws of the State of Michigan, Act No. 40 of the Michigan Public Acts of 1932, 1st Extra Session, as amended (MCL 129.12), this Board is required to provide, by resolution, for the deposit of all public monies, including tax monies, belonging to, or held for, the State, County, or other political units coming into the hands of the County Treasurer, in one or more banks, savings and loan associations or credit unions within the State.

THEREFORE BE IT RESOLVED as follows:

(1) The Missaukee County Board of Commissioners hereby directs Lori Cox, Missaukee County Treasurer, to deposit all public monies, including monies and funds held for the State Board of Escheats or missing heirs, coming into her hands as Treasurer in any bank, savings and loan association or credit union within the State which is a legal depository as defined by State and/or Federal law.

(2) The Treasurer is authorized to invest funds with these institutions or any institution legally permitted by State statute Act No. 20 of the Michigan Public Acts of 1943, as Amended (MCL 120.91) or Federal law or regulation within the limits set therein, and

(3) The Treasurer is authorized to enter into and execute on behalf of the County any contracts with any bank or trust company for the safekeeping or third party custodianship of any of the County’s securities as well as any contracts or repurchase terms and conditions as the County Treasurer shall require, and
(4) The County Treasurer is authorized to rely on the continuing effect of these Resolutions until amended or repealed by a subsequent resolution of this or a successor Board of Commissioners, and

(5) The County Treasurer requests the Missaukee County Board of Commissioners to authorize the following financial institutions as depository accounts FY 2020:

1. Chemical Bank as the main depository.
2. Fifth Third
3. Morgan Stanley
4. Chase
5. Independent Bank
6. Michigan Class
7. Mercantile Bank
8. Huntington Bank
9. Cantella & Co., Inc.

AYES ______________________________

NAYS ______________________________

ABSTENTIONS ______________________________

ABSENT ______________________________

County of Missaukee
State of Michigan

I, Jessica Nielsen, the undersigned duly qualified and acting Clerk of the Board of Commissioners of the County of Missaukee, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a Regular meeting of the Board of Commissioners of said Missaukee County held on the _______ day of January, 2019, insofar as the same relates to the Depository and Investment Resolution for the County of Missaukee, the original of which is on file in my office. Public notice of such meeting was given pursuant to and in compliance with Act No. 267, Public Acts of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed by official signature this _______ day of January, 2020.
## Missaukee County Commission on Aging
### Balance Sheet
#### As of January 9, 2020

<table>
<thead>
<tr>
<th>Assets</th>
<th>Jan 9, 20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Checking/Savings</td>
<td></td>
</tr>
<tr>
<td>1001 · Missaukee County COA</td>
<td>188,057.86</td>
</tr>
<tr>
<td>1002 · Payroll Missaukee COA</td>
<td>-14,636.93</td>
</tr>
<tr>
<td><strong>Total Checking/Savings</strong></td>
<td>173,420.93</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td></td>
</tr>
<tr>
<td>1100 · Accounts Receivable</td>
<td>30,986.24</td>
</tr>
<tr>
<td><strong>Total Accounts Receivable</strong></td>
<td>30,986.24</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>204,387.17</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>204,387.17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liabilities &amp; Equity</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Liabilities</td>
<td></td>
</tr>
<tr>
<td>Current Liabilities</td>
<td></td>
</tr>
<tr>
<td>Other Current Liabilities</td>
<td></td>
</tr>
<tr>
<td>2010 · Payroll Liabilities</td>
<td>12,246.24</td>
</tr>
<tr>
<td><strong>Total Other Current Liabilities</strong></td>
<td>12,246.24</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>12,246.24</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>12,246.24</td>
</tr>
<tr>
<td>Equity</td>
<td></td>
</tr>
<tr>
<td>3000 · Opening Balance Equity</td>
<td>7,596.97</td>
</tr>
<tr>
<td>32000 · Unrestricted Net Assets</td>
<td>294,083.59</td>
</tr>
<tr>
<td>Net Income</td>
<td>-100,519.63</td>
</tr>
<tr>
<td><strong>Total Equity</strong></td>
<td>192,140.93</td>
</tr>
<tr>
<td><strong>Total Liabilities &amp; Equity</strong></td>
<td>204,387.17</td>
</tr>
</tbody>
</table>
January 14, 2020

To: Missaukee County Board of Commissioners – Finance Committee

From: Precia Garland, Administrator

RE: Missaukee County EMS Policy and Procedure Manual – January 2020 Revision

A review of the Missaukee County EMS Policy and Procedure Manual was recently undertaken in association with the annual State of Michigan inspection of the department. As part of that review, the following revisions/additions were suggested:

- Revise Policy – 2010 Documentation and Paperwork to revise run reporting requirements to the State of Michigan
- Add Policy – 2023 Medical Waste

All revised/new policies follow this communication for your review. All other policies remain unchanged from their original approval by the Missaukee County Board of Commissioners on October 9, 2018.

Requested Action
It is requested that the Missaukee County Board of Commissioners consider approving the updated Missaukee County EMS Policy and Procedure Manual as presented.
# TABLE OF CONTENTS

## POLICIES

<table>
<thead>
<tr>
<th>Administrative</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy - 1001 Coding of Policies and Procedures</td>
<td>5</td>
</tr>
<tr>
<td>Policy - 1002 Administrative Issuance of Policies and Procedures</td>
<td>6</td>
</tr>
<tr>
<td>Policy - 1003 Equal Employment Opportunity Employer</td>
<td>7</td>
</tr>
<tr>
<td>Policy - 1004 Entry Requirements</td>
<td>8</td>
</tr>
<tr>
<td>Policy - 1005 Orientation</td>
<td>9</td>
</tr>
<tr>
<td>Policy - 1006 Probationary Period</td>
<td>10</td>
</tr>
<tr>
<td>Policy - 1007 Employee Records</td>
<td>11</td>
</tr>
<tr>
<td>Policy - 1008 Worker’s Disability Compensation</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personnel</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy - 2001 Dress Code and Appearance</td>
<td>13</td>
</tr>
<tr>
<td>Policy - 2002 Clothing/Equipment - County Issued</td>
<td>14</td>
</tr>
<tr>
<td>Policy - 2003 Coverage Time by Volunteers</td>
<td>15</td>
</tr>
<tr>
<td>Policy - 2004 Wage Administration - Reimbursements</td>
<td>16</td>
</tr>
<tr>
<td>Policy - 2005 Reimbursement for Employee Education and Licensures</td>
<td>17</td>
</tr>
<tr>
<td>Policy - 2006 Responding to Ambulance Runs</td>
<td>18</td>
</tr>
<tr>
<td>Policy - 2007 Driving Emergency Vehicles</td>
<td>19</td>
</tr>
<tr>
<td>Policy - 2008 Transportation of Patients Personal Property</td>
<td>21</td>
</tr>
<tr>
<td>Policy - 2009 Handling and Transporting the Deceased</td>
<td>23</td>
</tr>
<tr>
<td>Policy - 2010 Documentation and Paperwork</td>
<td>24</td>
</tr>
<tr>
<td>Policy - 2011 Patient Care Professionalism</td>
<td>26</td>
</tr>
<tr>
<td>Policy - 2012 Confidential Information</td>
<td>27</td>
</tr>
<tr>
<td>Policy - 2013 Unauthorized Medical Advice</td>
<td>28</td>
</tr>
<tr>
<td>Policy - 2014 Patient Rights and Responsibilities, Citizen Complaints</td>
<td>29</td>
</tr>
<tr>
<td>Policy - 2015 Resignation/Inactive Status</td>
<td>31</td>
</tr>
<tr>
<td>Policy - 2016 Workplace/Sexual Harassment</td>
<td>32</td>
</tr>
<tr>
<td>Policy - 2017 Communications and Discipline</td>
<td>33</td>
</tr>
<tr>
<td>Policy - 2018 Bloodborne Pathogen Exposure</td>
<td>34</td>
</tr>
<tr>
<td>Policy - 2019 Airborne Pathogen Exposure</td>
<td>43</td>
</tr>
<tr>
<td>Policy - 2020 Respiratory Protection</td>
<td>47</td>
</tr>
<tr>
<td>Policy -- 2021 Quarterly Time Requirements</td>
<td>54</td>
</tr>
<tr>
<td>Policy -- 2022 Transfer Coverage / Back Fill of Station</td>
<td>55</td>
</tr>
<tr>
<td>Policy -- 2023 Medical Waste</td>
<td>56</td>
</tr>
<tr>
<td>Policy -- 2024 Response to Hazardous Materials Incidents</td>
<td>57</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Equipment, Grounds, Vehicles</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy - 3001 Care of Department Property</td>
<td>60</td>
</tr>
<tr>
<td>Policy - 3002 Use of Department Vehicles/Equipment/Property</td>
<td>62</td>
</tr>
<tr>
<td>Policy - 3003 Use of Search and Rescue Equipment</td>
<td>63</td>
</tr>
<tr>
<td>Policy - 3004 Use of Emergency Command Van</td>
<td>64</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medical Control</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy - 4001 Medical Protocols</td>
<td>65</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Training and Education</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy -- 5001 Education Requests</td>
<td>66</td>
</tr>
<tr>
<td>Policy -- 5002 Use of Education Equipment</td>
<td>67</td>
</tr>
<tr>
<td>Policy -- 5003 Tuition Reimbursement</td>
<td>68</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy -- 6001 Accounts Receivable Management</td>
<td>70</td>
</tr>
<tr>
<td>Policy -- 6002 Charity Care</td>
<td>71</td>
</tr>
</tbody>
</table>

Employee Acknowledgement Form

4
POLICY – 2010

DOCUMENTATION AND PAPERWORK

PURPOSE
This policy shall provide guidelines for proper completion of the necessary forms and
documentation required in EMS.

RUN SHEETS
In order to maintain accurate records on all EMS runs it is extremely important to
thoroughly document every run by completely filling out a run sheet for all calls. These runs will
be recorded into the RUN LOG. This includes all disregards, non-transport and dead on arrival
(DOA) calls as well as emergency runs and transfers. In the case where more than one patient is
transported in one ambulance, a separate run sheet must be completed for each patient.

A. RUN FORMS - All information will be completed immediately, or during one’s
next regularly scheduled shift, but no later than 72 hours following the run. This
includes times and all patient information. A witness signature is required for
waste of all narcotics, along with a physician’s signature. This will be
documented in the field notes and a copy placed in the drug box.

B. DISREGARD CALLS - A disregard is a run that is aborted by dispatch or an
officer on scene and no patient contact was made. In this case, a non-transport
sheet will be completed with “disregard” written across the top. As much
information as possible should be filled in on the form including all times,
complaint number, person who disregarded the call for service and why.

C. NON-TRANSports - Once you arrive on scene and make patient contact, a
patient refusal form must be completed and signed if the person does not wish to
be transported. Witness signatures should be obtained from family members or
someone closely associated with this patient. The EMT should not sign as a
witness. If the patient refuses to sign the form, a witness signature is vital.
Remember to document everything well, along with names of any and all
personnel and witnesses on scene.

D. TRANSFERS - All transfers should have the same information recorded as an
emergency run sheet. A transfer slip must also be completed and signed
by the attending physician on ALL transfers.

E. Dead on Arrival (DOA) Trips - Any DOA that is transported to a funeral home will
have a run sheet completed. The run sheet should include officer(s) names,
the medical examiner information provided to you by the officer, and a list
of any and all items transported on or with the body (i.e. wallet, clothing,
jewelry, dentures, etc.).

F. ROUND-TRIPS – A round trip occurs when a patient is picked up, taken for X-
rays, etc. and then returned to the pickup point. Each way is considered a run,
therefore each must have a run sheet, transfer slip, and a bill completed. Run
sheets must be as complete/accurate as possible, as they will become part of the
patient’s chart and department records for any future court or legal proceedings.

BILLING FORMS
A billing form must be completed on each run where a patient is transported. When the
patient is treated and turned over to an air unit, or when extrication is provided, a billing form must
also be completed. For any call that involves cardiac area or diabetic assistance (D50), it is the
responsibility of the crew to obtain insurance information. If more than one person is cared for
and transported in the same ambulance, a separate bill will be completed for each patient. Billing
forms shall record the following information:

A. Date, complaint number, and all times must be documented on the bill sheet.
B. Complete patient information must be obtained, and responsible person if applicable.
C. Reasons for transport must BOTH be filled in.
D. Patient's signature is a must. If the patient is unable to sign, have a family member sign the form and indicate their relationship to the patient.

E. If a patient was treated at the scene by Missaukee EMS and then turned over to a helicopter crew for transport, this should be billed at the base rate. If the patient was transported any distance to meet with an air crew, this mileage should also be noted.

F. If a patient was extricated, this should be noted on the bill form. If Missaukee EMS performed the extrication and the patient was transported via ground EMS from another department, a bill noting extrication only should be submitted along with the completed run sheet.

G. A copy of the hospital face sheet should also be obtained and turned in with each bill. The information from this face sheet eliminates EMTs from having to copy this information to the bill form.

Billing forms are a very important part of the paperwork that must be completed for each run. Without complete and accurate information, we cannot bill the patient or their insurance company for our services. If the billing forms are not completely and accurately filled out and submitted along with a proper and complete run form, progressive discipline up to and including termination will be utilized to correct employee performance.

DISPOSITION OF PAPERWORK
When returning from a run, the completed paperwork (run sheet, bill, transfer slip, hospital face sheet, etc.) will be placed either in the EMS Director's mailbox or in a location designated for this purpose.

REPORTING / UPLOADING DATA TO THE STATE OF MICHIGAN
Runs will be uploaded to the Michigan website on a monthly basis. These runs should be uploaded NO later than the 15th of each month. A log will be kept which shows when the data is uploaded and initials for the person completing.
POLICY 2023

SUBJECT
MEDICAL WASTE / BIOHAZARDS

PURPOSE
The purpose of this policy is to establish procedures for the collection and disposal of medical waste in order to safeguard the health of employees and students. The procedures are in compliance with the Medical Waste regulatory Act of Michigan, Part 138, sections 333.1101 to 333.25211 of the Michigan Compiled Laws.

POLICY
This policy shall be followed by ALL Missaukee County EMS employee or students who may generate or dispose of medical waste as defined in this plan.

DEFINITIONS
Medical Waste
- Cultures and stocks of infectious agents and associated biologicals, including laboratory waste, biological production wastes, discarded live and attenuated vaccines, related devices.
- Liquid human waste, including blood / products, and body fluids.
- Sharps, needles, scalpels, med vials, etc.
- Body parts; teeth, organs, skin, etc...

PROCEDURE
1. ALL medical waste will be packaged in "bio" bag or container that is sealed.
2. Medical waste will be taken to Cadillac ER to be disposed of properly.
3. Medical waste in sharps containers or waste in "bio" red bags will be placed in the soiled utility closest at Cadillac or Traverse ER.
4. NO medical waste will be disposed of in landfills.

The EMS Director shall be responsible for the overall administration of this policy and shall perform periodic inspections to ensure safe medical waste handling.
POLICY 2024
RESPONSE TO HAZARDOUS MATERIALS INCIDENTS

PURPOSE
The purpose of this policy is to establish procedures for responding to hazardous materials incidents by establishing proper incident classification and related response actions.

DEFINITIONS
Hot Zone – The perimeter surrounding the immediate hazard area.

Warm Zone – The perimeter adjacent to and upwind of the hot zone. The area where decontamination and support activities take place.

Cold Zone – Adjacent to the warm zone. The cold zone is where the command post and staging area would be located.

Transportation Incident – Incidents involving transport vehicles that carry hazardous materials as cargo.

Fixed Site Incident – Incidents involving hazardous materials at a site used for storage, manufacturing, processing, or handling of a hazardous material.

Hazardous Material Incident – A sudden, unexpected spill, leak, fire, explosion, accident, or similar occurrence which involves the transportation, storage, handling, manufacturing, sale, use, disposal or processing of a hazardous material.

Sheltering In-Place – Is used when evacuating the public would cause greater risk than staying where they are, or when an evacuation cannot be performed.

Evacuation – Removal of occupants from an area to protect them from a life safety threat, such as a vapor cloud or explosion. For protection from toxic vapors, evacuation routes should be made from a cross wind direction if possible.

Incident Classification
1. Minor Incident
   a. Transportation
      i. No evidence of a container leaking.
      ii. Transport vehicle not overturned.
      iii. Product transfer not required.
      iv. Traffic not rerouted.
   b. Fixed Site
      i. No outside assistance required.
      ii. No evacuation outside of incident site.

2. Alert
   a. Transportation
      i. Vehicle carrying hazardous materials has overturned.
      ii. Transfer is necessary.
      iii. Traffic rerouted.
   b. Fixed Site
      i. No outside assistance required.
      ii. No evacuation outside of incident site.

3. Site Emergency
   a. Transportation – site evacuation necessary.
b. Fixed Site – evacuation/sheltering in-place required for entire facility, with or without fire.

4. Community Emergency
   a. Transportation – evacuation of affected community is required.
   b. Fixed Site – evacuation of affected community required.

PROCEDURE

1) Incident Response
In order to function effectively and limit danger to responding personnel, the following shall be considered when responding to a reported hazardous material incident:

   a. Confirm dispatch information.
   b. Stage upwind, uphill, upstream and out of any smoke, liquid or vapor of the incident.
   c. Keep a safe distance away with apparatus and personnel until product is identified.
   d. Monitor any additional information or changes in the situation.

2) Arrival at an Incident
Several primary objectives must be met by the first arriving unit(s) at an entry control point hazardous material emergency:

   a. Establish command.
   b. Stage all responding unit(s) and personnel in a safe area.
   c. Determine the location and status of victims.
   d. Identify the material(s) involved.
   e. Contact the shipper, CHEMTREC, etc. for assistance.

If the Incident Commander determines the need exists for defensive mitigation actions by fire personnel, the Incident Commander may need to ask Central Dispatch for a reactivation for a full company response of all available personnel.

3) Scene Actions
Upon arrival on the scene and based on the information that is available, the Incident Commander, Operations Officer and Safety Officer, shall develop and implement an action plan. This action plan shall be consistent with the goal of protecting our own personnel first, along with the citizens and visitors in our jurisdiction, while attempting to contain property and environmental damage. The action plan shall address the following areas as required:

   a. Establish a perimeter using information from the DOT Emergency Response Guidebook and current weather conditions.
   b. Evacuate or shelter in-place of persons at risk.
   c. Maintain maximum possible safety of responding personnel.
   d. Identification of hazardous materials that meet one or more of the following criteria:
      i. Flash point less than 100 degree F
      ii. Toxic
      iii. Explosive
      iv. pH less than 2.0 (acid)
      v. pH greater than 11.0 (base)
      vi. Reactive
      vii. Oxidizers
      viii. Etiological
      ix. Radioactive
      x. Or any other material placarded or labeled.
Personnel should use the "Hazardous Materials Reminder" sheet along with the "Haz-Mat Incident Notification Form" – Bulletin 21 Fire Marshal Division, while commanding a Hazardous Material Incident. Specifically, fire department personnel shall:

1. Understand what constitutes a hazardous material and what are the risks associated with them at an incident.

2. Understand potential outcomes associated with an emergency incident when hazardous materials are present.

3. Be able to recognize the presence of a hazardous material.

4. Be able to identify a hazardous material.

5. Be able to understand the role of fire department personnel included in this procedure.

6. Be able to implement appropriate site control measures.

7. Be able to use the United States DOT Emergency Response Guidebook.

8. Be able to recognize the necessity of additional resources required for mitigation. (See attachments A)

Hazardous material spills or releases shall be handled by qualified firms and personnel. The incident commander will determine the appropriate mitigation request in any event actions are taken.
January 14, 2020

To: Missaukee County Board of Commissioners
From: Precia Garland, Administrator

RE: FY20 – Budget Amendment #1 – First Quarter

Attached please find the proposed first quarterly Budget Amendment for fiscal year 2020.

Proposed amendments to special funds:

- **Concealed Pistol Licensing Fund** - Revenues and expenditures were adjusted by $1,000 to reflect purchase of a new CPL permit printer.
- **CDBG Project Income** – Revenues and expenditures were adjusted by $3,000 to reflect activities associated with a mortgage foreclosure.
- **Capital Projects Fund** – Revenues and expenditures were adjusted by $32,800 to reflect four projects that were originally scheduled in FY19 but were not completed until FY20. Projects include a new exterior sign for the Annex Building, an enclosed trailer for facilities (on order), bullet-proof vests and a prisoner transport van.

**Requested Action**

It is requested that the Board of Commissioners consider amending the FY20 Missaukee County Budget – Special Funds as specified above.
### 263 - CONCEALED PISTOL LICENSING FUND

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Current</th>
<th>Amended</th>
<th>Difference</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>263-000-699.01 Approp Fund Balance</td>
<td>$ -</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$ -</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td></td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>263-000-742.03 Equipment</td>
<td>$1,000.00</td>
<td>$3,000.00</td>
<td>$2,000.00</td>
<td>CPL Printer Purchase</td>
</tr>
<tr>
<td>263-000-935.00 Computer Upgrade</td>
<td>$1,000.00</td>
<td>-</td>
<td>(1,000.00)</td>
<td>Transfer to cover printer</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,000.00</td>
<td>$3,000.00</td>
<td>$1,000.00</td>
<td></td>
</tr>
</tbody>
</table>

### 293 - CDBG PROGRAM INCOME

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Current</th>
<th>Amended</th>
<th>Difference</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>293-000-676.00 Reimbursements</td>
<td>$24,558.00</td>
<td>$27,558.00</td>
<td>$3,000.00</td>
<td>Foreclosure proceeds</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$24,558.00</td>
<td>$27,558.00</td>
<td>$3,000.00</td>
<td></td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>293-000-800.00 Services &amp; Charges</td>
<td>$700.00</td>
<td>$3,700.00</td>
<td>$3,000.00</td>
<td>Foreclosure expenses</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$700.00</td>
<td>$3,700.00</td>
<td>$3,000.00</td>
<td></td>
</tr>
</tbody>
</table>

### 401 - CAPITAL PROJECTS FUND

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Current</th>
<th>Amended</th>
<th>Difference</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>401-000-699.01 Approp Fund Balance</td>
<td>$ -</td>
<td>$26,000.00</td>
<td>$26,000.00</td>
<td></td>
</tr>
<tr>
<td>401-000-699.05 Transfer In from Jail Expandi</td>
<td>$ -</td>
<td>$6,800.00</td>
<td>$6,800.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$ -</td>
<td>$32,800.00</td>
<td>$32,800.00</td>
<td></td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>401-000-970.02 Cap Outlay - Facilities</td>
<td>$15,000.00</td>
<td>$19,000.00</td>
<td>$4,000.00</td>
<td>FY19 projects into FY20</td>
</tr>
<tr>
<td>401-000-970.03 Cap Outlay - Sheriff</td>
<td>$388,500.00</td>
<td>$417,300.00</td>
<td>$28,800.00</td>
<td>FY19 projects into FY20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$403,500.00</td>
<td>$436,300.00</td>
<td>$32,800.00</td>
<td></td>
</tr>
</tbody>
</table>

* Carry over projects include Annex Building Signage, enclosed trailer, bullet-proof vests and transport van.
December
To: Missaukee County Board of Commissioners

From: Precia Garland, Administrator for BOC Building & Grounds Committee

RE: Transferring ownership of Missaukee District Library property to Missaukee District Library

Introduction and Background:
Missaukee County facilitated the gift of the current Missaukee District Library from Dr. Ardis approximately 20 years ago and since that time, has owned the building and real estate on which the library is situated. The county has researched this issue and determined the time has come for the Missaukee District Library to take possession of its land and facility by deeding it to the Library for $1.

The library’s attorney, David McCurdy, has prepared a proposed transfer agreement (see attached), consistent with the recommendation of the BOC Buildings & Grounds Committee, which incorporates the agreed-up recommendations:

1. Transfer of the Missaukee District Library Board site, which includes Lots 2, 3, 4, 13, 14, 15, and 16, Block 4, Original Plat of Lake City, Missaukee County, Michigan (see attached site drawing). The library will give a permanent easement to Missaukee County for any Veterans’ Park improvements that encroach on Lot 2. This appears to include the Veterans’ Park monument sign, and limited seating wall and sidewalk improvements.

2. Provision of a title insurance policy by the County to the Library consistent with its insured property value. The estimated cost of such a policy is $2,563, based on the $1,562,776 insured value of the library.

3. The Library will honor the restrictions contained in the original Deed to the County of Missaukee dated May 21, 1999, except the reversion provision that was removed by a subsequent Deed from the Cadillac Area Community Foundation (CAFC).

4. Because irrigation and electrical systems are combined for the library and the Veterans’ Memorial Park, it is more cost effective for the county to pay an annual share of these utilities expenses than to rework the systems. The library proposes a $500 annual payment from the county to cover such expenses.

5. Transfer the Ardis or other donor funds held by the CACF to maintain or assist in development of the Library or the Veterans’ Park so that the benefits of those endowment funds will be received by the Library.

6. The county shall be relieved of any future expenses on behalf of the library property, except those provided by statute, or the agreed sharing of utility expenses for the Veterans’ Memorial Park.

Requested Action:
In order to accomplish transfer of the Library property from the County to the Library Board, it is requested the Board of Commissioners adopt a resolution approving the above actions, consistent with the proposed Transfer Agreement.
TRANSFER AGREEMENT

THIS AGREEMENT, is made this ____ day of January, 2020, by and between the County of Missaukee, of 111 South Canal Street, Lake City, Michigan 49651, and the Missaukee District Library Board, 210 South Canal Street, Post Office Box 340, Lake City, Michigan 49651:

WHEREAS, the County received a gift from the Cadillac Area Community Foundation (funded by Dr. Charles Ardis) for a District Library and for a Veteran’s Park;

WHEREAS, the gift from the Cadillac Area Community Foundation contains certain restrictions to ensure that the parcels would be used for as long as possible as a District Library (and Lots 1 and 2 to be used for a Veteran’s Park and a District Library addition); and

WHEREAS, Missaukee County and the Missaukee District Library Board are agreeable to transferring ownership of the lots to the Library under the following conditions:

NOW, THEREFORE, IT IS AGREED as follows:

1. The Library agrees to take ownership of Lots 2, 3, 4, 13, 14, 15 and 16, Block 4, Original Plat of Lake City, Missaukee County, Michigan. The Library will grant a permanent easement to Missaukee County over Lot 2 to the extent necessary to keep and maintain the Veteran’s Park improvements, which may encroach on Lot 2.

2. Missaukee County will provide title insurance from Missaukee Title Company in an amount equal to the insurance value currently placed on the Library building and parcel. Missaukee County will cause a Policy of Title Insurance to be issued in favor of the Library, and pay the cost of such policy.

3. The Library will honor the restrictions contained in the Deed to the County of Missaukee, dated May 21, 1999, except the reversion provision which was removed by a subsequent Deed from the Cadillac Area Community Foundation.

4. Missaukee County and the Library will take such steps as are necessary to separate the irrigation and electrical usage for the benefit of Lot 1, Block 4, Original Plat of Lake City, Missaukee County, Michigan, or to arrange for an expense sharing for the water and electricity. Water and electricity are used for the lighting and irrigation of the existing Veteran’s Park.
5. This Agreement is subject to approval by the Cadillac Area Community Foundation for any donor advised funds or other funds held by the Foundation for the benefit of the Library and/or Missaukee County, to be used solely for the benefit of the Library (for the property which is the subject of this Agreement).

6. Upon consummation of this Transfer Agreement, any further expenses that have been paid in the past by Missaukee County will cease and Missaukee County shall be relieved from any future expenses on behalf of the Library, except those expenses that are provided for by statute (i.e. sharing of court fines for the benefit of the Library), or if there is cost sharing of electricity or water pursuant to paragraph 4.

This Transfer Agreement has been approved by proper resolution by the Missaukee County Board of Commissioners

SIGNED:
Missaukee County Board of Commissioners

By:

__________________________
Its Chairperson

Missaukee District Library Board

By:

__________________________
Brenda Morrissey
Its Chairperson

APPROVED:
Cadillac Area Community Foundation

By

__________________________
Doreen Lane
Its Executive Director

Prepared by:
David S. McCurdy
McCURDY, WOTILA & PORTEOUS
Professional Corporation
Attorneys at Law
120 West Harris Street
Cadillac, Michigan 49601
(231) 775-1391

G:\CLIENTS\Missaukee County\Missaukee Library\Transfer Agreement.Revised.docx
January 14, 2020

To: Missaukee County Board of Commissioners

From: Missaukee County Safety Committee

RE: Recommendation to revise P-19500; Missaukee County Smoking Policy

The Missaukee County Safety Committee recently discussed options regarding restricting smoking on county property. After reviewing the county's existing policy regarding smoking, it recommended the policy be revised to establish designated smoking areas at each county facility and/or to prohibit smoking within 25 feet on any building entrance. Also recommended was to add a ban regarding smoking in any county vehicles. The revised policy follows for review.

Requested Action
It is requested that the Missaukee County Board of Commissioners consider approving the updated P-19500 Missaukee County Smoking Policy as presented.
BOARD OF COMMISSIONERS
MISSAUKEE COUNTY, MICHIGAN
MISSAUKEE COUNTY SMOKING POLICY

1.0  SUBJECT
Smoking Policy

2.0  POLICY
There shall be no smoking in any county building or within any county-owned vehicles. Smoking on county property is limited to designated smoking areas and/or is also prohibited within 25 feet of any county building entrance. Enforcement of this policy shall be accomplished by department heads and the county administrator.

3.0  PURPOSE
To follow State Law and protect the health of employees and constituents.

4.0  REFERENCES

5.0  REVISION HISTORY
5.1  Board Resolution 12/09/1986
5.2  Board Resolution 05/14/1991
5.3  Revised 01/12/2016
5.4  Revised 01/14/2020

Approved by:

County Administrator  Missaukee BOC Chairperson