

Agenda Item 1.5.1

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

Topic: Policy Amendment- Declaration of Disaster or Emergency

Presented by: Kate Newman, Deputy County Manager

Date: 4/29/2025

☐ For Information

☐ For Discussion/Board Direction

☒ Consent to
Place on Business/
Hearing Agenda

Issue: Amendments to the Declaration of Disaster or Emergency Policy regarding the emergency management definition, emergency and disaster work assignments and overtime pay for employees, and clarification on authorization to sign contracts during an emergency.

Background: The existing Declaration of Disaster or Emergency Policy provides for the basic governmental functions of maintaining the public peace, health and safety before, during, and after, an emergency or disaster, including mitigation, preparedness, response and recovery, as contemplated by the Colorado Disaster Emergency Act. This policy has been used to guide declarations for past wildland fires, floods, and even the COVID pandemic.

Discussion: A review of the policy found that the definition of "Emergency Management" was not in sync with the current statutes. The proposed amendment aligns the definitions. The amendment also clarifies that the Public Health Director's Authority During an emergency or disaster is for public health purposes.

Additionally, some Elected Official Offices and Divisions have internal policies to allow exempt employees overtime when they are required to work overtime during an emergency or disaster. Often, this overtime is eligible for reimbursement when there is a declared emergency. However, a county-wide policy is required for reimbursement. The proposed amendment adds a provision that exempt employees are eligible for overtime pay, provided that all time is tracked, verified, and approved. The amendment also clarifies that an employee may be required to work overtime, and alternative work schedule, or work at an alternate county facility.

Finally, authorization for the Sheriff and the Public Health Director to approve any

purchase and sign all contracts, contract amendments, or contract terminations, upon approval of the County Attorney's Office has been included in the amended policy.

Fiscal Impact: ☒ yes ☐ no

Fiscal impact can affect multiple funds as emergency responses are provided by various Departments and Divisions.

- Year(s) of impact: 2025 onward
- Existing grant or project: No
- New grant or project: No
- Requested in adopted budget: N/A
- Ongoing or one-time: On-going
- General Fund impact: Yes
- Staffing impact: N/A
- Match requirements: N/A
- Mandate/Contractual obligation: N/A

SPA Review: Support, no concern. Brett Deady 4/14/2025

The exact fiscal impact is unknown currently. The new policy allows for overtime for exempt employees and emergency purchases, costs will not be known until an emergency occurs.

County Attorney Review: Kym Sorrells 4/7/25

Facilities Review: Support, Mark Danner 4/14/2025

BIT Review: No concerns, Andy Corbett 4/14/25

Fleet Review: Support, Janice Mayer 4/15/25

County Human Resources Review (new FTE only): N/A

Recommendations: Direct staff to bring the amendments to a future hearing for Board of County Commissioners (BCC) consideration.

Originator: Kate Newman, Deputy County Manager,

Contacts for Additional Information:

Nathan Whittington, Emergency Management Manager, x-4947

Jennifer Fairweather, Human Resources Director, x-8402