

M E M O R A N D U M

TO: Honorable Chair and Members of the Board of County Commissioners
FROM: Joe Kerby, County Manager
RE: Policy Part 1, Chapter 3, Section 4 Regarding Declaration of Disaster or Emergency Policy- Emergency Management
Date: 5/13/2025

Staff Recommendation:

WHEREAS, the ability to pay overtime to exempt employees who are critical to responding to an emergency or disaster is important for staff morale and to prevent burnout or turnover, and

WHEREAS, the proposed amendments allow for paying overtime to exempt employees provided the time is approved and tracked.

NOW THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Jefferson County that the existing Declaration of Disaster or Emergency Policy is hereby rescinded and replaced with the Policy attached hereto, effective May 13, 2025.

Resolution No: CC25-123

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.

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, an alternative work schedule, or work at an alternate county facility.

Finally, the amended policy includes express 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.

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

BCC Briefing Presented on: 4/29/2025

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