



# CITY OF GILLETTE

Administration  
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## MEMORANDUM

**TO:** Mayor and Members of the City Council  
**FROM:** J. Carter Napier, City Administrator *JCN*  
**RE:** General Information  
**DATE:** September 4, 2015

The following meetings are scheduled for the week of **September 7 – September 12:**

### Monday, September 7<sup>th</sup>

- Labor Day – City Offices Closed

### Tuesday, September 8<sup>th</sup>

- **6:00 p.m. Special Meeting (Agenda attached)**
  - **Action Item:** Council Consideration to Accept Emergency Operations Plan (See Attached)
  - **Action Item:** Council Consideration of a Bid to Purchase the House and Lot at 2000 Autumn Court.
  - **Action Item:** Council Consideration of the Acceptance of the Guaranteed Maximum Price (GMP) Proposal Prepared by Van Ewing Construction, Inc., for the Preliminary Packages for the Gillette College Student Housing Phase II Project in the Amount of \_\_\_\_\_.
  - **Action Item:** Council Consideration of Amendment #1 to the Professional Services Agreement with MOA Architecture, Inc., for Construction Administrative Services for the Gillette College Student Housing Phase II Project in the Amount of \_\_\_\_\_.
  - **Action Item:** Council Consideration of a Professional Services Agreement with Strata, a Professional Services Corporation, for Materials Testing Services Associated with the Gillette College Student Housing Phase II Project in the Amount of \_\_\_\_\_.
  - Urban Chicken Discussion
  - Aquatic Park Update (See Attached)
  - Review September 15<sup>th</sup> Agenda
  - Executive Session
  - **City West – Break Room**
  - Dinner served at 5:45 p.m.

### Wednesday, September 9<sup>th</sup>

- 4:00 p.m. ~ Ground Breaking – Gillette College Student Housing Phase II (Information Attached)

### Friday, September 11<sup>th</sup>

- 1:00 p.m. ~ 9/11 Remembrance Ceremony at Fire Station 1

### Saturday, September 12<sup>th</sup>

- 10:00 a.m – 3:00 p.m ~ Gillette Gun Club Open House

1. Attached please find follow up information requested by Councilman Jerred regarding Catering Permits Issued in 2015 provided by Administrative Services Director Boger.
2. Attached please find an email from Development Services Director Hamilton regarding Trailer Signs and DC Cabs.
3. Attached please find the Department of Engineering Project Status Reports provided by Development Services Director Hamilton.

4. Attached please find a letter from **Patsy Allen** regarding **Urban Chickens**.
5. Attached please find a letter from **Karen Kay Johnson** regarding her **resignation** from the **Parks and Beautification Board**. **Applications** are being **accepted** for this position until **September 14, 2015**.
6. Attached please find a letter from **Chanda Snook, Executive Director, Y.E.S. Foundation** regarding **City's** generous support of the **2015 Dancing with the Gillette Stars** and donation.
7. Attached please find the **Mayor's Art Council Agenda** dated **Wednesday, September 2, 2015** and the **July 29, 2015 meeting minutes**.
8. Attached please find the **Board of Examiners Regular Meeting Agenda and Packet** dated **Wednesday, September 8, 2015** and the **August 11, 2015 meeting minutes**.
9. Attached please find an **update** from **WAM** dated **September 2, 2015** on **local, state, and national issues**.
10. Attached please find a **thank you** from **Habitat for Humanity International**.
11. Attached please find a **thank you** from **Judy Hein**.

JCN/ale

	<b>Special Meeting</b> <b>Tuesday, September 8, 2015</b> <b>Meeting: 6:00 p.m.</b> <b>City West Break Room</b>

Dinner served at 5:45 p.m. in the City West Break Room

**Agenda Topics:**

- **ACTION ITEM:** Council Consideration to Accept the Emergency Operations Plan.
- **ACTION ITEM:** Council Consideration of a Bid to Purchase the House and Lot at 2000 Autumn Court.
- **ACTION ITEM:** Council Consideration of the Acceptance of the Guaranteed Maximum Price (GMP) Proposal Prepared by Van Ewing Construction, Inc., for the Preliminary Packages for the Gillette College Student Housing Phase II Project in the Amount of \_\_\_\_\_.
- **ACTION ITEM:** Council Consideration of Amendment #1 to the Professional Services Agreement with MOA Architecture, Inc., for Construction Administrative Services for the Gillette College Student Housing Phase II Project in the Amount of \_\_\_\_\_.
- **ACTION ITEM:** Council Consideration of a Professional Services Agreement with Strata, a Professional Services Corporation, for Materials Testing Services Associated with the Gillette College Student Housing Phase II Project in the Amount of \_\_\_\_\_.
- Urban Chicken Discussion
- Aquatic Park Update
- Review September 15th Council Agenda
- Executive Session



**Upcoming Work Session Topics:**

**September 22**

- Retail Liquor License Presentations

**September 29**

- Retiree Trust Fund Discussion (Per Councilman McGrath)
- Budget Amendment Discussion
- Review October 6th Agenda
- Executive Session

**October 13 - CANCELED**

**October 27**

- Review November 2nd Agenda
- Executive Session

**November 10**

- Review November 17th Agenda
- Executive Session

**November 24**

- Review December 1st Agenda
- Executive Session

**December 8**

- Review December 15th Agenda
- Executive Session

**December 29**

- Review January 5th Agenda
- Executive Session

**Upcoming City/County/Town of Wright Luncheon Meeting – October 6th – 12:00 p.m. City Hall Second Floor Community Room**

- Joint Powers Agreement – Public Land Board & Fire Board

**Upcoming City/County/Town of Wright Dinner Meeting – December 2nd – 5:30 p.m. (Town of Wright Town Hall)**

**Upcoming Council Pre-Meeting Topics:**

**September 15**

- Energy Policy Network Grant Request– Kelly Mader
- Snow Option – Level of Service
- Review September 15th Agenda
- Executive Session

**October 6**

- CCJP Fire Board 3rd Quarter Update
- Cam-Plex 3rd Quarter Update
- Energy Capital Economic Development (ECED) 3rd Quarter Update
- Review October 6th Agenda
- Executive Session

**October 20**

- Review October 20th Agenda
- Executive Session

**November 2 (MONDAY)**

- Review November 2nd Agenda
- Executive Session

**November 17**

- Review November 17th Agenda
- Executive Session

**December 1**

- Review December 1st Agenda
- Executive Session

**December 15**

- Review December 15th Agenda
- Executive Session

**New Agenda Items for September 15, 2015**

1. **ITEM TABLED UNTIL SEPTEMBER 15TH:** An Ordinance to Amend the District Zoning Map of the City of Gillette, Wyoming, for a Portion of Tract 2C, Energy Park Third Addition, from M-H, Mobile Home District, to C-1, General Commercial District, Subject to all Planning Requirements.

(Ordinance Third Reading – General Agenda)

2. Council Consideration of a Proposal to Extend Audit Services to the City of Gillette for the City's Fiscal Years Ending June 30, 2016, 2017, and 2018, Submitted by Bennett, Weber & Hermstad, LLP, at a Cost not to Exceed \$80,000.00 Per Year.

(General Agenda – New Business)

3. Council Consideration of a Resolution for the Submittal of a Grant Application for the 2015 Sewer Main Replacement Project to the Office of State Lands and Investments Board in the Amount of \$1,295,140.00.

(General Agenda – New Business)

4. Council Consideration of a Resolution Approving and Authorizing the Final Plat to the Leon Subdivision in the City of Gillette, Wyoming, Subject to all Planning Requirements. (Pending Approval of the Planning Commission on 9/8/15).

(General Agenda – New Business)

5. Council Consideration to Approve Parks and Beautification Board By-Laws.

(General Agenda – New Business)

6. Council Consideration of a Professional Services Agreement for Design and Bidding Services Associated with the 2015 Sanitary Sewer Main Replacement Project with HDR Engineering, Inc., in the Amount of \$169,321.00 (1% Project).

(General Agenda – New Business)

7. Council Consideration of an Amendment to the Professional Services Agreement with Burns & McDonnell Engineering Co., for Construction Phase Services for Contract #2a of the Gillette Madison Pipeline Project in the Amount of \$1,261,600.00.

(General Agenda – New Business)

8. Appointments to the Gillette Historic Preservation Commission.

(Appointments)



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**COORDINATOR**

David King

**Emergency Management  
Agency**

[dak41@ccgov.net](mailto:dak41@ccgov.net)

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August 28<sup>th</sup>, 2015

To: Gillette Mayor and City Council

From: David King

Re: Joint EOP

I am asking the City, County and Town of Wright adopt a new Joint Emergency Operations Plan to bring us into compliance with the requirements of the Wyoming Office of Homeland Security (WOHS).

Our last plan was approved in 2008, and WOHS is now requiring a currently adopted plan by September of this year, and it will have to be readopted/updated on a two-year cycle from now on.

Failure to have a current plan will be considered a breach of the contractual agreements entered into when accepting Homeland Security Grant funding, making our jurisdictions ineligible for additional grants until a new EOP is approved.

Although the 119 page document before you seems massive, I have trimmed down the original 280+ page plan generated by the standardized planning template suggested by the state. That was accomplished largely by removing redundant information, such as a full explanation of the Incident Command System and similar concepts which could be incorporated by reference rather than spelled out in detail.

As I ask you for your adoption of this plan at this time to meet state deadline requirements, I cannot assure you it won't be back within the next several months for revision/re-adoption. Emergency Operations Plans are designed to be a "living" document, and the experiences and lessons learned through real-life and exercise events will assuredly demonstrate places in the document which need adjusted. As After Action Reports are completed and Corrective Action Plans created following those

exercises and incidents, we will identify those needed changes and be able to make adjustments and fine-tune the concepts. And, that “living” document process is one of the reasons for the two-year update/re-adoption cycle being imposed by the state.

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# CAMPBELL COUNTY CITY OF GILLETTE TOWN OF WRIGHT WYOMING

## JOINT EMERGENCY OPERATIONS PLAN (Joint EOP)



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# **Supersession**

Upon adoption by the Campbell County Commissioners, Gillette City Council and Wright Town Council, this plan replaces all previous Emergency Operating Plans and Joint Response Frameworks.

The Record of Adoption is contained beginning on Page 118.

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# Campbell County, the City of Gillette and Town of Wright Joint Emergency Operations Plan

## I. INTRODUCTION

### A. General

Presidential Homeland Security Directives 5 and 8, enacted in 2004, require the State and Local governments to adopt the fundamental principles, language and operational concepts embedded in the National Incident Management System (NIMS) and the National Response Plan (NRP) as a condition for receiving certain categories of federal support for Emergency Management. To meet these requirements, Campbell County, the City of Gillette and Town of Wright created and adopted this Joint Emergency Operations Plan (Joint EOP).

The revised Campbell County, the City of Gillette and Town of Wright Joint EOP is the product of a planning process that 1) fully incorporates the NIMS concepts, principles, practice and language 2) capitalizes on the lessons learned from recent disasters, 3) incorporates plans, programs and policies that have emerged since the last revision of the Joint EOP. The Joint EOP establishes a framework through which the Jurisdictions may prepare for; respond to; recover from; and mitigate to prevent the impacts of a wide variety of disasters that could adversely affect the health, safety and/or general welfare of the residents and emergency workers of Campbell County, the City of Gillette and Town of Wright. The Joint EOP provides guidance to Campbell County, the City of Gillette and Town of Wright officials of procedures, organization and responsibilities which will prevent, minimize and/or relieve personnel hardship and property damage associated with disasters or the imminent threat thereof. This plan also provides for an integrated and coordinated county, municipal, state and federal response.

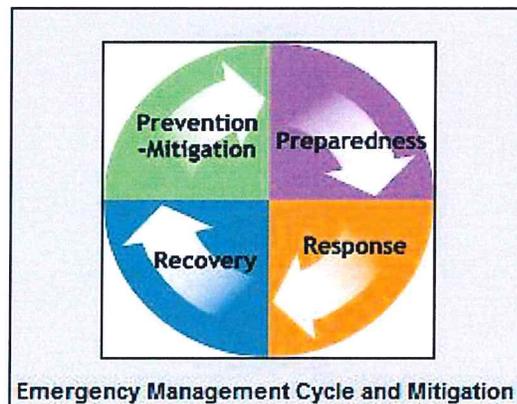
The Joint EOP describes the basic strategies, assumptions and mechanics through which the Jurisdictions will mobilize resources and conduct activities to guide and support Emergency Management efforts through prevention, preparedness, response, recovery and mitigation. To facilitate inter-government operations, the Joint EOP adopts a functional approach that groups the type of assistance to be provided under each ESF. Each ESF is headed by a primary agency, which has been selected based on its authorities, resources and capabilities in the functional area. In addition, other agencies with similar capabilities have been given support assignments to appropriate ESF. The ESF serve as the primary operational mechanism through which local assistance is managed.

In an effort to ensure that the revised Joint EOP was strictly aligned with the State and National preparedness guidance, the Wyoming Office of Homeland Security and National Department of Homeland Security publications listed below were consulted:

- Comprehensive Preparedness Guide (CPG) 101, November 2010
- Threat and Hazard Identification Guide (THIRA) 201, Second Edition, August 2013
- Draft National Response Framework (July, 2007)
- FEMA NIMCAST User's Guide
- National Planning Scenarios (15)
- Targeted Capabilities List (Draft Version 2.0)
- Universal Task List (Draft Version 2.1)

## B. Purpose

The purpose of the Campbell County, City of Gillette and Town of Wright Joint Emergency Operations Plan is to establish a framework for government, non-profit organizations and residents to address prevention, preparation, response, recovery and mitigation of the effects of emergencies and disasters. The ideal life-cycle is shown below:



## C. Scope

This plan identifies when and under what conditions the application, activation or revision of this plan is necessary.

The plan establishes fundamental policies, strategies and assumptions for a program guided by the principles of the National Incident Management System. This Joint EOP provides the following benefits to Campbell County, the City of Gillette and Town of Wright:

- 
- Creating a plan which addresses all hazards, all phases of emergency management, all impacts, and extends an opportunity to partner with all stakeholders.
  - The Joint EOP establishes a Concept of Operations spanning the direction and control of an emergency from initial monitoring through post disaster response, recovery and mitigation.
  - The Joint EOP defines inter-agency and inter-government coordination mechanisms to facilitate delivery of immediate response and recovery assistance.
  - The Joint EOP assigns specific functions to appropriate County and municipal agencies and organizations as well as outlines methods to coordinate with the private sector, volunteer organizations, citizens and state and federal counterparts.
  - The Joint EOP identifies actions local response and recovery organizations will take in coordination with municipal, state and federal counterparts as appropriate, regardless of the magnitude of the disaster.

## **D. Methodology**

The Campbell County, the City of Gillette and Town of Wright Joint EOP was developed by the Campbell County Emergency Management Agency and approved by the governing bodies of Campbell County, the City of Gillette and Town of Wright.

Each jurisdiction, agency and organization involved is expected to have its own procedures to implement the concept of operations.

- The Campbell County, City of Gillette and Town of Wright Joint EOP is adopted by governing bodies and by resolution, which serves as the promulgation letter for the Joint EOP.
- A Record of Changes Log is used to record all published changes as those holding copies of the Joint EOP receive them. The holder of the copy is responsible for making the appropriate changes and updating the Log.
- A master copy of the Joint EOP, with a master Record of Changes Log, is maintained in the Campbell County Emergency Management Agency.

## **Planning Process**

The Joint EOP is based on the best information available. To this end, the planning process is based on the following planning principles:

- Planning should represent the whole community and their needs
- When possible, planning should include participation from all stakeholders in the community

- Planning uses a logical and analytical problem-solving process to help address the complexity and uncertainty inherent in potential hazards
- Planning considers all hazards and threats
- Planning should be flexible enough to address both traditional and catastrophic incidents
- Time, uncertainty, risk and experience influence planning
- Effective plans tell those with operational responsibilities what to do and why to do it
- Planning is fundamentally a process to manage risk
- Planning is one of the key components of the preparedness cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective actions

### **Implementation of NIMS**

The Campbell County, the City of Gillette and Town of Wright Joint EOP implements NIMS by:

- Using ICS and the multi-agency coordination system to manage and support all incidents
- Integrating all response agencies and entities into a single, seamless system
- Establishing a public information plan in ESF 2 dealing with dissemination of information.
- Identifying and characterizing resources according to established standards and types
- Requiring all personnel to be trained properly for the job they perform
- Ensuring interoperability, accessibility and redundancy of communications

## II. SITUATION

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This section of the plan summarizes the hazards that could potentially affect Campbell County, the City of Gillette and Town of Wright. The hazards and risk analysis addresses the major hazards to which the County is vulnerable; provides a summary of the County's vulnerable population; outlines the assumptions that were considered in the planning process; and defines disaster magnitude classifications that will trigger County response under the NIMS.

A comprehensive hazard and risk assessment is contained in the Campbell County, City of Gillette and Town of Wright Multi-Jurisdiction Hazard Mitigation Plan. The plan is kept under separate cover and can be accessed by contacting Campbell County Emergency Management Agency.

### A. Hazard Analysis

#### Hazard and Vulnerability Assessment Summary

Campbell County, the City of Gillette and Town of Wright are vulnerable to a wide range of hazards that threaten its communities, businesses and environment. To determine the hazards that pose the greatest threat, Campbell County, the City of Gillette and Town of Wright has prepared a hazard mitigation plan which identifies and assesses the risk of hazards affecting our jurisdictions. The major findings are summarized below. The assessment was developed from historical data of events that have occurred, and specifically examines:

1. Probability (frequency) of event
2. Magnitude of event
3. Expected warning time before event
4. Expected duration of event

For emergency management planning purposes, the critical analysis that must be undertaken is an assessment of the consequences of each hazard, including potential area of impact, population exposed and impacted, duration of the hazard, and potential economic consequences. These rankings utilize criteria which weights them proportionally through historic data as well as future projections based on economic, demographic, the critical infrastructure information.

Three levels of risk have been identified: High, Moderate and Low.

**High** - High probability of occurrence; at least 50 percent or more of population at risk from hazard; significant to catastrophic physical impacts to buildings and infrastructure; major loss or potential loss of functionality to all essential facilities (hospital, police, fire, EOC and shelters).

**Moderate** - Less than 50 percent of population at risk from hazard; moderate physical impacts to buildings and infrastructure; moderate potential for loss of functionality to essential facilities.

**Low** - Low probability of occurrence or low threat to population; minor physical impacts.

Hazard Profile Summary for Joint Emergency Operations Plan						
Hazard	Probability	Magnitude	Warning Time	Duration	CPRI	Planning Significance
Severe Winter Storms	4	3	2	3	3.3	High
Tornadoes	4	3	4	1	3.4	High
Wildland Fires	4	4	4	3	3.9	High
Hazardous Materials	3	3	4	3	3.15	High
Toxic Gas Seeps	2	2	1	4	2.05	Moderate
Floods	4	3	4	2	3.5	High
Microbursts	4	3	4	1	3.4	High
Drought	2	4	1	4	2.65	Moderate
Earthquakes	2	3	4	1	2.5	Moderate
Landslides	3	3	4	4	3.25	High

### Critical Facilities

Facility Summary for Joint Emergency Operations Plan					
Facility Type	Facility Name	Address	City	State	Zip Code
Emergency Operations Center	Campbell County Sheriff's Office	600 West Boxelder Road	Gillette	WY	82718
Other	Campbell County Virtual School	800 Butler Spaeth Road	Gillette	WY	82716
Other	Cam-Plex Multi-Events Center	1635 Reata Drive	Gillette	WY	82718
Other	City West	611 North Exchange Avenue	Gillette	WY	82716
Other	Gillette City Hall	201 East 5th Street	Gillette	WY	82716
Emergency Operations Center	Campbell County Emergency Operations Center (EOC)	600 West Boxelder Road	Gillette	WY	82718
Department Operations Center	Campbell County Courthouse	500 South Gillette Avenue	Gillette	WY	82716

Department Operations Center	Campbell County Public Health Department	2301 South 4-J Road	Gillette	WY	82718
Department Operations Center	Campbell County Road and Bridge Department	1704 South 4J Road	Gillette	WY	82718
Other	Campbell County Senior Center	701 Stocktrail	Gillette	WY	82716
Other	Campbell County Detention Center	600 West Boxelder Road	Gillette	WY	82718
Other	Campbell County Landfill	909 Westover Road	Gillette	WY	82718
Other	Gillette/Campbell County Airport	2000 Airport Road	Gillette	WY	82716
Other	Campbell County Parks & Recreation Department	250 Shoshone Avenue	Gillette	WY	82718
Other	Wright Recreation Center	225 Wright Boulevard	Wright	WY	82732
Other	Rock Pile Museum	900 West Second Street	Gillette	WY	82716
Other	Campbell County Public Library	2101 South 4J Road	Gillette	WY	82718
Other	Campbell County Weed and Pest	213 Stocktrail Avenue	Gillette	WY	82716
Other	4-J Elementary School	2830 Highway 50	Gillette	WY	82718
Other	Wright Town Hall	295 Lariat Way	Wright	WY	82732
Other	Buffalo Ridge Elementary School	4501 Tanner Drive	Gillette	WY	82718
Other	Conestoga Elementary School	4901 Sleepy Hollow Boulevard	Gillette	WY	82718
Other	Cottonwood Elementary School	330 Wright Boulevard P.O. Box 330	Wright	WY	82732
Other	Hillcrest Elementary School	1500 South Butler Spaeth Road	Gillette	WY	82716
Other	Lakeview Elementary School	1017 Gabriel Drive	Gillette	WY	82716
Other	Little Powder Elementary School	15902 Highway 59 North	Weston	WY	82731
Other	Meadowlark Elementary School	816 East 7th Street	Gillette	WY	82716
Other	Paintbrush Elementary School	1001 West	Gillette	WY	82718

		Lakeway Road			
Other	Prairie Wind Elementary School	200 Overdale Dive	Gillette	WY	82718
Other	Pronghorn Elementary School	3005 Oakcrest Drive	Gillette	WY	82718
Other	Rawhide Elementary School	200 Prospector Parkway	Gillette	WY	82716
Other	Recluse Elementary School	31 Greenough Road	Recluse	WY	82725
Other	Rozet Elementary School	14054 Highway 51	Rozet	WY	82727
Other	Sunflower Elementary School	2500 South Dogwood Avenue	Gillette	WY	82718
Other	Wagonwheel Elementary School	800 Hemlock	Gillette	WY	82716
Other	Campbell County High School - North Campus	1000 Camel Drive	Gillette	WY	82716
Other	Sage Valley Junior High School	1000 West Lakeway Road	Gillette	WY	82718
Other	Twin Spruce Junior High School	100 East 7th Street	Gillette	WY	82716
Other	Westwood High School	7 Opportunity Spur	Gillette	WY	82718
Other	Wright Junior/Senior High School	Cattle Drive	Wright	WY	82732
Other	Educational Services Center	1000 West 8th Street P.O. Box 3033	Gillette	WY	82716
Other	Aquatic Center	800 East Warlow Drive	Gillette	WY	82716
Other	Wyoming Office of Homeland Security	5500 Bishop Blvd	Cheyenne	WY	82002
Emergency Operations Center	State Emergency Operations Center	5500 Bishop Blvd	Cheyenne	WY	82009
Other	Campbell County High School - South Campus	4001 Saunders Boulevard	Gillette	WY	82718
Other	Gillette College	300 West Sinclair	Gillette	WY	82718
Other	Gillette College Technical Education Center	3251 South 4-J Road	Gillette	WY	82718

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## Disaster Magnitude Class

This is an all-hazards Joint EOP and addresses minor, major and catastrophic disasters. These levels of disaster are defined as:

**Catastrophic Disaster:** A disaster that will require massive State and Federal assistance, including immediate military involvement. Federal assistance will involve response as well as recovery assets.

**Major Disaster:** A disaster that will likely exceed local capability and require a broad range of State and Federal assistance. The Federal Emergency Management Agency (FEMA) will be notified and potential Federal assistance will be predominantly recovery oriented.

**Minor Disaster:** A disaster that will likely be within the response capability of local government and will result in only a minimal need for State or Federal assistance.

## B. Capability Assessment

Currently capability assessments are performed by local homeland security programs and their stakeholders in Wyoming. The results of the capability assessment, or Community Preparedness Report (CPR), guide future investments in planning, training, exercising and resources. The local capability assessment is classified as "For Official Use Only" or FOUO, and is available to appropriate parties under separate cover and can be accessed by contacting Campbell County Emergency Management Agency.

Capability Targets are developed in accordance with THIRA guidelines, resulting in comprehensive Capability Estimation rankings.

## C. Economic Profile

The latest figures (April 23rd, 2015) available from the U.S. Census Bureau lists data from the year 2013, and shows A total of 1,470 business establishments in Campbell County with 22,950 paid employees. The First quarter Payroll was \$337,679,000, and the annual payroll is \$1,322,844,000.

The largest sector is mining, quarrying, and oil and gas extraction, showing 148 establishments employing 7,555 people with an annual payroll of \$618,010,000.

- Based on employee totals, the second largest is retail with 186 establishments paying 2,493 employees \$71,259,000 annually.

- Third is construction with 197 establishments, 1,897 employees and \$116,224,000 for annual payroll, followed by health care and social assistance with 103 establishments paying 1,830 employees \$94,536,000.
- 114 accommodation and food service establishments report 1,832 employees and an annual payroll of \$29,280,000.

The 2010 Census shows in Gillette, the per capita money income in the past 12 months was \$32,395 and the median household income was \$75,293. 10.4% were persons below the poverty level.

The economy of Campbell County is primarily based on energy extraction. Coal, oil and gas are all produced in the County. Campbell County is often referred to as the energy capital of the nation.

Mineral resources in the County include coal, oil, natural gas, uranium, and sand and gravel. The first open pit coal mine in Wyoming, Wyodak Resources' mine east of Gillette, opened in 1925. The coal reserves of Campbell County make a significant contribution to meeting the nation's energy needs and coal from the County is burned in generation facilities in approximately half of the states in the country and provides up to 40% of the nations electrical power produced from coal.

Commercial oil and gas activity in the County began in the late 1940s and continues today. Since the late 1980s coal bed methane gas exploration and production has occurred in the central areas of the County.

### **Transportation**

**Roads** – The primary vehicle corridor crossing the County is Interstate 90, which crosses the center of the County passing through Gillette in an east-west direction.

State Highways 14 and 16 run generally northwest/southeast in the north half of the County turning due east at Gillette.

State Highway 59 runs north-south through the County linking Gillette and Wright with Douglas to the south. Highway 59 is the most heavily traveled state highway in Wyoming.

State Highway 50 runs southwest from Gillette in the southern half of the County.

State Highway 387 runs south and west from Wright linking it with Casper, which is south of the Town of Wright.

Highway 450 runs south and east to the Weston County line continuing on to the east, to Newcastle.

The road network in the County also includes approximately 1,000 miles of County roads (160 miles paved, 840 miles gravel), 14 major County bridges, roads providing access to energy development, and private roads and drives that access rural residences, subdivisions, and ranches.

**Railroads** – Burlington Northern Santa Fe (BNSF) Railroad has two main rail lines in the County. One line crosses the County in a northwest to southeast direction as far as Gillette, then continues in an easterly direction parallel to Interstate 90. Approximately 10 miles east of Gillette, the line intersects at the “Donkey Creek Junction.” A rail spur serves the large coal mines north and east of Gillette and ties in at Donkey Creek. The second line running to the south continues on to Douglas while serving the mines in the southern half of the County. The Union Pacific Railroad also operates some coal-shipping trains into and out of the County.

**Airport** – Gillette is home to the Gillette-Campbell County Airport. The airport sits at an elevation of 4,363 feet above sea level northwest of the City. The airport reported the first six months of 2015 had an increase in traffic of approximately 19% compared to the same period in 2014. During that period, the airport served 29,761 travelers.

The Gillette-Campbell County Airport is a certificated Federal Aviation Regulation Part 139 airport. Aircraft Rescue and Fire Fighting is an Index "A" with Index "B" capabilities. The Gillette-Campbell County Airport is a TSA Category IV Security Airport.

The 55,000 passengers that currently use the airport are serviced by the following airlines:

- Delta Air Lines,
- United Airlines
- SkyWest

## D. Spatial Profile

Campbell County is located on the high plains of Northeastern Wyoming. Much of the County can be characterized as rolling prairie although there are areas of hills and timber, and the Pumpkin Buttes in the southeastern part.

The County measures 50 miles east-west by 100 miles north-south and encompasses approximately 5,000 square miles.

Campbell County is situated in northeast Wyoming in the Powder River Basin, surrounded by Johnson County to the west, Sheridan to the northwest, Weston County to the southeast, Crook County to the northeast, Converse County to the south, and Powder River County, Montana to the north.

Elevations range from a low of 4,100 feet above sea level in the northwest corner of the County to 6,052 feet on the top of the north Pumpkin Butte. The elevation is 4,544 at Gillette and 5,010

at Wright.

The County is drained by three river basins. The southern and extreme eastern part of the County drains to the south into the Cheyenne River. The central portion of the County is drained by the Belle Fourche which begins in Campbell County and flows northeasterly into Crook County. The northwestern area of the County is drained by the Powder River of which only 7 miles crosses the northwest tip of the County flowing to the north and east.

The Belle Fourche, Little Powder, and Powder Rivers are perennial streams. Donkey, Stonepile, and Caballo Creeks are perennial but this may be only because of point source discharges into them.

### **Population Demographics**

The 2010 U.S. Census placed Campbell County's population at 46,133. The 2014 estimate from the census places the population at 48,320.

**Campbell County** – Based on the 2010 numbers, Campbell County has 14,227 residents (7,376 males, 6,851 females) that are 19 or younger, 14,059 residents (7,572 males, 6,487 females) that are between 20 and 39 years of age, 13,346 (7,083 males, 6,263 females) between 40 and 59 years of age, and 4,501 (2,227 males, 2,274 females) that are over 60. Of that, 1,089 (497 males, 592 females) were between 70 and 79, and 532 (202 males, 330 females) were 80 years old or older.

The County's Median Age is 31.9 years old.

**Gillette** – The City of Gillette's population in the 2010 Census was 29,087. The 2014 estimate is 31,971. Of the 2010 population, 9.2% were under 5 years of age, 28% was under 18 years of age, and 5.8% were 65 or over. Gillette's 2010 population was 47.7% female.

**Wright** – The Town of Wright's population in the 2010 Census was 1,807. 8% were under 5 years old, 33% are under 19 years of age, and 2.2 percent were 65 or older. Wright's 2010 population was 45% female.

The 2010 Census identified 92.2% of Campbell County's population as being white, 9.5% Hispanic or Latino, 1.2% American Indian, .7% Asian and .4% Black or African American. 2/2% of the population listed themselves as being of two or more races.

78% of the population reported living in the same house for one year or longer, 4.7% were foreign born, 7.8% reported a language other than English was what was spoken in their home, 91%.2 percent were high school graduates, , 18.1% had a bachelor's degree or higher, 1,728 were veterans.

## **Climate**

Gillette, Wyoming has a cold semi-arid steppe climate. The area within 25 miles of the Gillette/Campbell County Airport (GCC) is covered by shrub lands (91%) and grasslands (9%).

### **Temperatures**

The annual high temperature in Gillette is 59.3 degrees Fahrenheit, and the annual low is 33 F degrees, making an average temperature of 46.15 F degrees. Over the course of a year, the temperature typically varies from 15°F to 89°F and is rarely below -2°F or above 97°F. The warm season lasts from June 21 to September 8 with an average daily high temperature above 78 degrees F. The hottest day of the year (on average) is July 22nd, with an average high of 89 F degrees and a low of 59 F degrees. The cold season lasts from November 17 to March 12 with an average daily high temperature below 46 F degrees. The coldest day of the year (on average) is December 14th, with an average low of 15 F degrees and a high of 35 F.

### **Precipitation**

Annual precipitation is 16.93 inches of rain, with an annual snowfall of 59 inches. The probability that precipitation will be observed in Gillette varies throughout the year. On average, precipitation is most likely around May 13, occurring in 42% of days. Precipitation is least likely around September 7, occurring in 23% of days. There are typically 40 days of snowfall during the year.

Over the entire year, the most common forms of precipitation are light snow and light rain. Light snow is most likely to fall on average around February 1st, when it is observed during 34% of all days. Of days with precipitation during the year, 46% of those days are light snow. The likelihood of significant snow falling is highest around January 31, occurring in 37% of days. The season in which it is relatively likely for snow to fall spans from October 16 to May 7. The months of March and April are the two largest months for snowfall, 11 and 10 inches respectively. On the average, snow is recorded every month except for June, July and August. Light rain is observed during 26% of those days with precipitation, and on average, is most likely around June 2nd when it is observed during 19% of all days.

### **Sunlight**

The length of the day varies significantly over the course of the year and changes a few minutes within the county from north to south. Using Gillette as a central point in the county, in 2015 the shortest day is December 18th with 8:51 hours of daylight; the longest day is June 21 with 15:32 hours of daylight. The earliest sunrise was at 4:17 a.m. on June 14th and the latest sunset is at 8:50 p.m. on June 21st. The latest sunrise was at 7:38 a.m. on December 30th and the earliest sunset was at 4:23 p.m. on December 4th. Daylight Saving Time (DST) is observed, beginning on June 21<sup>st</sup> and ending November 1<sup>st</sup> in 2015.

### **Winds**

Over the course of the year, typical wind speeds vary from 0-21 mph (calm to fresh breeze), rarely exceeding 30 mph. The Highest average wind speed of 12 mph occurs around April 5th, at which time the average daily maximum wind speed is 20 mph. The lowest average wind

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speed of 9 mph occurs around July 18, at which time the average daily maximum wind speed is 18 mph. The wind is most often out of the south (19% of the time), north west (14% of the time), south west (14% of the time), west (12% of the time), and north (12% of the time). The wind is least often out of the east (3% of the time) and north east (3% of the time).

### **School Districts / Higher Education**

Primary and Secondary education is offered by the Campbell County School District, which as of the 2015-16 school year has 16 elementary schools, three Junior High Schools and three High Schools. There are nine elementary schools within the Gillette city limits, one within Wright, and six located in the county outside of Gillette and Wright. The school district also operates a Virtual School, the Lakeway Learning Center, the Educational Services Center where the districts administration is located, and the district's Aquatic Center in Gillette. Campbell County High School in Gillette is split into two campus's, one called the North Campus, the other is the South Campus.

The district has 2,090 employees and the 2015 enrollment is 5,326 elementary students, 3,845 secondary students. The district's transportation department fields a total of 162 buses.

There are two private schools operating in Gillette.

The John Paul II Catholic School serves students pre-school through Sixth Grade and is located at 1000 Butler-Spaeth Road in Gillette. For the 2015-16 school year, they have a total of 80 preschool students, 150 grades K-6 and 40 employees.

Heritage Christian School includes preschool classes for 3 and 4 year olds, along with Kindergarten through 12th Grade. The school is located at 510 Wall Street Court in Gillette, and for the 2015-16 school year, they have a total student population (including preschool) of 42 students, 24 are elementary students, 3 are high school students and 12 employees.

Gillette College is part of the Northern Wyoming Community College District and offers Associate of Arts, Associate of Science and Associate of Applied Science Degrees at their campus in Gillette located at 300 West Sinclair. The College also offers an outreach program at City Hall in Wright.

The campus in Gillette includes the main facility at 300 West Sinclair which opened in 2003, the 96,000 square foot Technical Education Center to the north at 3251 South 4-J Road, and the Nursing program located at the Herb & Dorothy Carter Health Sciences Center to the south, along with the 100 student Tanner Village residence hall complex. In 2015-16, the college is in the process of constructing a new 52,000 square foot Education and Activity Center southeast of the Health Sciences Education Center.

For the 2015-16 school year, the College has 957 students, of which 830 are classified as full-time, of which 96 students in the residence hall complex.

The Campus is also the site of the UW Outreach program, offering some distance learning

University of Wyoming courses.

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The Campus also houses the MSHA (Mine Safety and Health Administration) training program in Gillette.

## **E. Vulnerable Needs**

Campbell County, the City of Gillette and Town of Wright recognize consideration must be made to reasonably accommodate vulnerable populations during emergencies. Campbell County, the City of Gillette and Town of Wright work to prepare plans and conduct necessary operations which attempt to accommodate the needs of those most vulnerable during an emergency event. ESF's within this plan outline or identify guidance to better assist supporting vulnerable needs populations. While Campbell County, the City of Gillette and Town of Wright believe our citizenry must take individual responsibility for being prepared for emergencies resulting from any hazards, we acknowledge there will be times it is beyond the capabilities of both our citizens and local government and it may become necessary to request assistance from regional and/or state partners. Specifically the following will be addressed in this Joint EOP:

- Identification of Vulnerable populations: Basic Plan, Vulnerable Needs Planning System, ADA criteria in Authorities and References.
- Notification: ESF 2
- Evacuation and Transportation: ESF 1
- Sheltering: ESF 6
- First aid and medical care: ESF 8
- Temporary lodging and housing: ESF 6
- Transition back to the community: ESF 14
- Recovery: ESF 14

## **Pets and Service Animals**

This plan takes into consideration the needs of individuals with disabilities relying on service animals. The Americans with Disabilities Act (ADA) protects the rights of all individuals with disabilities and requires that State and local governments comply with Title II of the ADA in the emergency and disaster-related programs, services, and activities they provide.

The sheltering and protection of companion animals are the primary responsibility of their owners. When owners are unable to provide for the care and needs of their household pets and service animals, the local jurisdictions will provide assistance as outlined in the Pets Evacuation

and Transportation Standards Act of 2006 (PETS) and FEMA DAP 9523.19. The Pets Evacuation and Transportation Standards Act of 2006 requires that local governments plan for sheltering and care of household pets and service animals during emergencies where shelters are established. Campbell County, the City of Gillette and Town of Wright have included pet sheltering as part of ESF 6: Mass Sheltering Annex. The following is specifically addressed in ESF 6:

- Pre-event planning
- Animal sheltering operations
- Animal registration and return
- Coordination with human shelters

#### FEMA Disaster Assistance Policy 9523.19

The Policy identifies the expenses related to state and local governments' emergency pet evacuation and sheltering activities that are eligible for reimbursement following a major disaster declaration under Category B, Emergency Protective Measures, and provisions of the Public Assistance Program. The terms household pet, service animal, and congregate household pet shelters are defined. The policy details eligible reimbursements related to shelter facilities, supplies and commodities, eligible labor, equipment, emergency veterinary services, transportation, shelter safety and security, cleaning, reunification, and restoration, and the removal and disposal of animal carcasses.

## **F. Planning Assumptions**

The preparation of the Joint EOP was guided by several assumptions that address a range of issues that potentially impact response and recovery capabilities and the concept of operations. These assumptions include:

- Incidents are best managed at the lowest possible geographic, organizational and jurisdictional level.
- A disaster may occur with little or no warning, and may escalate more rapidly than the ability of our jurisdictions to effectively respond.
- Achieving and maintaining effective citizen and community preparedness reduces the immediate demands on response organizations. This level of preparedness requires continued public awareness and education programs to ensure citizens will take appropriate advance actions to reduce their vulnerability, especially during the initial days (first 72 hours) after disaster impact.
- Disasters may involve multiple jurisdictions simultaneously.

- Disasters will require significant information sharing across jurisdictions and between the public/private sector.
- Campbell County, the City of Gillette and Town of Wright will utilize available resources fully before requesting state and/or federal assistance.
- Mutual Aid Agreements will be implemented in those instances when locally available resources are depleted or need augmentation.
- The jurisdictions will coordinate all public information activities during an emergency.
- Disasters may attract a sizeable influx of spontaneous volunteers and donations.
- Widespread damage to commercial telecommunications facilities may occur and the ability of governmental response and emergency response agencies to communicate may be impaired.
- Homes, public buildings and other critical facilities and equipment may be destroyed or severely damaged.
- Debris may make streets and highways impassable, seriously impeding the movement of emergency supplies and resources.
- Public utilities may be damaged and may be either fully or partially inoperable.
- Many emergency personnel may themselves become victims of the emergency, preventing them from performing their assigned emergency duties.
- Numerous separate hazardous conditions and other emergencies could result from the major event, further complicating the response efforts.
- People may be forced from their homes and large numbers of people may be killed or injured.
- Many victims may be in life-threatening situations requiring immediate rescue and medical care.
- There may be shortages of a wide variety of supplies necessary for emergency survival.
- Our hospital, nursing homes, pharmacies and other health/medical facilities may be severely damaged or destroyed; and the number of victims requiring medical attention may overwhelm those that do remain in operation.
- Normal food processing and distribution capabilities may be severely damaged or destroyed.
- Damage to fixed facilities that generate, produce, use, store or dispose of hazardous materials could result in the release of hazardous materials into the environment.

- Near-total disruption of energy sources and prolonged outages may occur.
- Initially, emergency response will focus on lifesaving activities. Local officials will work toward restoring order and control in the disaster area.
- In major and catastrophic disasters the Campbell County Emergency Operations Center (EOC) may become the central coordination point and response and recovery activities.
- The emergency response will be coordinated through Emergency Support Functions (ESF's). The coordinating agency for each support function is responsible for coordinating the planning and response activities for all the agencies of the function and will coordinate with the Emergency Operations Center (EOC).
- The County will coordinate as needed with State and Federal personnel to expedite recovery.
- Damage assessments will be conducted as soon as weather or the situation permits.
- The jurisdictions will work to reduce their vulnerabilities and risk to hazards through proactive mitigation actions and activities.
- All levels of government share the responsibility for working together in mitigating, preparing for, responding to, and recovering from disasters. Emergency plans and procedures established by the jurisdictions are to be exercised on a regular basis.
- Those individuals and organizations with responsibilities identified in the Joint EOP (or in plans that support of the Joint EOP) are to be sufficiently trained and prepared to perform their respective responsibilities.

### III. ROLES AND RESPONSIBILITIES

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#### A. Federal Government

The federal government is responsible for:

- Preventing terrorist attacks within the United States through the Department of Homeland Security; reducing the vulnerability of the nation to terrorism, natural disasters, and other emergencies; and minimizing the damage and assisting in the recovery from emergencies.
- Providing emergency response on federally owned or controlled property, such as military installations and federal prisons.
- Providing federal assistance as directed by the President of the United States under the coordination of the United States Department of Homeland Security, Federal Emergency Management Agency and in accordance with National Response plans.
- Identifying and coordinating provision of assistance under other federal statutory authorities.
- Providing assistance to the State and local governments for response to and recovery from a commercial radiological incident consistent with guidelines as established in the current Federal Radiological Emergency Response Plan and the National Response Plan.
- Managing and resolving all issues pertaining to the influx of illegal immigrants.
- Providing repatriation assistance to U.S. citizens (including noncombatants of the U.S. Department of Defense) evacuated from overseas areas. The U.S. Department of Health and Human Services (DHHS), in coordination with other designated federal departments and agencies, is responsible for providing such assistance.

#### B. State Government

As a State's Chief Executive, the Governor is responsible for the public safety and welfare of the people of Wyoming. The Governor:

- Is responsible for coordinating State resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents in an all-hazards context to include terrorism, natural disasters, accidents, and other contingencies.
- Has power to make, amend, and rescind orders and regulations under a Governor's emergency declaration.

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- Provides leadership and plays a key role in communicating to the public and in helping people, businesses, and organizations cope with the consequences of any type of declared emergency within Wyoming.
  - Encourages participation in mutual aid and implements authorities for the State to enter into mutual aid agreements with other States, tribes, and territories to facilitate resource-sharing.
  - Is the Commander-in-Chief of State military forces (National Guard when in State Active Duty or Title 32 Status and the authorized State militias).
  - Requests Federal assistance when it becomes clear that State or tribal capabilities will be insufficient or have been exceeded or exhausted.

The Wyoming Office of Homeland Security is responsible on behalf of the State for implementing all policy decisions relating to emergency management. These decisions are then relayed to the tasked state agencies. Emergencies relating to local matters will be coordinated with local emergency management coordinators.

### **C. County Government**

County governments are responsible for:

- Maintaining an emergency management program at the county level involving all government, private and volunteer organizations which have responsibilities in the comprehensive emergency management system within the county.
- Coordinating the emergency management needs of all municipalities within the county and working to establish intra-county Mutual Aid Agreements as needed to render emergency assistance.
- Implementing public awareness, education and information programs designed to reach all citizens of the county including those needing special media formats, who are non-English speaking (including persons who do not use English as their first language), and those with hearing impairment or loss.
- Coordinating mutual aid activities within the jurisdictions to ensure the provision of supplemental emergency aid and assistance.
- Maintaining an emergency management program designed to avoid, reduce and mitigate the effects of hazards through the enforcement of policies, standards and regulations.
- Maintaining cost and expenditure reports associated with disasters, including resources mobilized as a result of Mutual Aid Agreements.

- Coordinating public information activities during disasters.
- Developing and maintaining systems to coordinate the provision of shelters and mass care to those displaced by disasters.

Departments and agencies of Campbell County, the City of Gillette and the Town of Wright have specific responsibilities during disasters and/or during Emergency Operations Center (EOC) activations. The everyday organizational structure of Campbell County, the City of Gillette and Town of Wright's government's remain in effect during disaster situations, however certain functions of various departments may be modified or suspended to meet the needs of the disaster situation.

## **D. Municipal Government**

Municipalities are responsible for ensuring the safety and well-being of their citizens, as well as providing initial response, within their capabilities, in the case of emergency/disaster events. At a minimum, they should establish emergency response policies and procedures for their jurisdiction. Specific responsibilities could include:

- Appoint and support a qualified person to serve as the City or Town Emergency Management Coordinator. This position serves as the primary emergency management point of contact between the City and the County and actively participates in the emergency management system.
- Coordinate and integrate emergency management activities of the jurisdiction with county emergency management through all phases of emergency management (mitigation, preparedness, response, and recovery).
- Provide Campbell County Emergency Management Agency with current copies of any city EOP's, Emergency Operating Guides or Standard Operating Procedures, emergency contact information, and lists of critical resources.
- Ensure incident management activities will be initiated and conducted using the concepts and principles identified by the National Incident Management System (NIMS).
- Ensure all responders have the appropriate level of NIMS and hazardous materials training.
- Coordinate efforts among the jurisdictions for establishing an overall damage assessment process.
- Ensure that Campbell County Emergency Management Agency is kept informed of situations that require (or may potentially require) coordination and/or the activation of the Campbell County Emergency Operations Center (EOC).

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- Ensure that during a disaster, response activities (including requests for assistance and public information efforts) are coordinated among the jurisdictions and situation reports, damage assessments, and requests for County, State and/or Federal assistance are channeled through the County and to the State.

## **E. Special Districts**

Special districts (such as Soil and Water Conservation, Water Management, Joint Powers Boards and Schools) should establishing liaisons with the Jurisdictions and Campbell County Emergency Management to support emergency management capabilities. Special districts that involve inter-jurisdictional authority can provide resources and services to support other functionally related systems in times of disaster.

## **F. Private Sector**

It is encouraged that members of the Private Sector:

- Coordinate with government agencies to ensure a broad and comprehensive coverage of assistance during emergencies.
- Provide and coordinate relief not provided by government on a complimentary and supplementary basis.
- Certain organizations are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of cause.
- Unless the response role is inherently governmental (e.g., law enforcement, etc.), private-sector organizations are encouraged to develop and maintain capabilities to respond to and manage a complete spectrum of incidents and emergencies.
- Develop Mutual Aid Agreements and Memorandums of Understanding for actions performed during emergencies.

## **G. Non-Government and Volunteer Organizations**

- Coordinate with government agencies to ensure broad and comprehensive coverage of assistance and relief during emergencies.
- Provide and coordinate relief not provided by government on a complementary and supplementary basis.
- Develop Mutual Aid Agreements and Memorandums of Understanding of duties and areas of responsibilities to be performed during an emergency.

## **H. Hospitals, Nursing Facilities and Assisted Living Facilities**

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These facilities are responsible for the safety and well-being of visitors and tenants to their facilities. They have a state mandate to maintain an emergency operations plan and should coordinate those plans with the Campbell County Emergency Management Agency.

## **I. School Districts**

School districts are responsible for the safety and well-being of students, staff and visitors to their facilities. Emergency plans should be developed taking into account those hazards to which schools might reasonably be exposed. The districts are encouraged to be proactive in developing and implementing these plans.

## **J. Legal Affairs**

Legal advice and guidance should be provided by the appropriate offices or departments to emergency management and the jurisdictions for all emergency management issues and concerns. These offices or departments are responsible for supporting requests about actions that require a legal opinion regarding jurisdictional policy and authority by ordinances, statutes and under state and federal laws (e.g., evacuations, quarantines, etc.).

## **K. Citizen Involvement**

Campbell County, the City of Gillette and Town of Wright believe our citizenry must take individual responsibility for being prepared for emergencies resulting from any hazards,

The public is responsible for preparing for disasters just as the various levels of government do.

Specifically, individual, family and/or business plans need to be developed and maintained to ensure the appropriate level of preparedness.

Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery, and mitigation.

Campbell County, the City of Gillette and Town of Wright will work to provide our citizens opportunities for training and education on appropriate individual preparedness to deal with emergencies.

Vulnerable needs population citizens are encouraged to register their information with the Campbell County Emergency Management Agency for disaster planning and response purposes.

## IV. METHOD OF OPERATIONS

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Campbell County, the City of Gillette and Town of Wright use the nearest appropriate responder concept when responding to any threat, event or disaster. In most situations agencies of Campbell County, the City of Gillette or Town of Wright will be the first and primary responders, and will be required to exceed their abilities or deplete their resources before requesting state assistance. Under some circumstances, state or federal agencies may have the primary jurisdiction for the overall response effort. However, resources of Campbell County, the City of Gillette and the Town of Wright will normally provide the first response for all incidents impacting the jurisdictions.

### Non-Disaster Daily Operations

Day-to-day operations for Campbell County, the City of Gillette and Town of Wright, absent of a declaration of State or Local Disaster Emergency are under the authority of the local governing body.

A proactive day-to-day disaster planning process is in place within the Emergency Management Agencies of the jurisdictions.

Additionally, a Local Emergency Planning Committee (LEPC) has been established.

- The Local Emergency Planning Committee prepares regional hazardous materials emergency plans that indicate the facilities that use, produce or store hazardous substances that are present in the jurisdiction.

The Campbell County LEPC serves as the repository for regional reports filed under Title III of the Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA). The LEPC directs regional Title III implementation activities and performs associated outreach functions to increase awareness and understanding of, and compliance with the EPCRA program.

In addition to its hazardous materials planning function, the Campbell County LEPC serves as an “All-Hazards” networking opportunity for local jurisdictions, non-governmental entities and the private sector.

In accordance with EPCRA, the Campbell County LEPC’s membership should consist of representatives of:

- Elected state and local officials
- Law enforcement
- Fire fighting
- Hazmat
- Medical
- Owners and operators of covered facilities
- Local environmental groups

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- Hospital
  - Transportation
  - Media
  - Community groups
  - Health
  - Emergency management

In Wyoming, LEPC's are the county-level representatives of the State Emergency Response Commission, which has statewide responsibility for the provisions of EPCRA.

It is the responsibility of Campbell County, the City of Gillette and the Town of Wright to protect life and property from the effects of hazardous events. This plan is based on the concept that emergency functions of responding agencies will generally parallel their normal, day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts which would normally be required of those functions may be re-directed to accomplish the emergency task assigned.

This plan provides assistance in day-to-day operations by providing each agency information about their potential responsibilities during an emergency. This allows agencies to construct programs, strategies and methods which allow day-to-day responsibilities to compliment emergency operations.

## **Emergency Operations**

The Campbell County Board of Commissioners may declare a state of local disaster emergency within Campbell County. The Mayors and Councils of the City and Town may make similar declarations for their jurisdictions.

The jurisdictions will work with emergency management to prepare any disaster declarations. A declaration of a state of local disaster emergency shall implement the response and recovery elements of this plan and any applicable emergency operations plans. Subject Wyoming statutes, the jurisdictions may issue any order deemed necessary for the efficient and effective management of protection of life or property or for the general public health and welfare.

The Campbell County, the City of Gillette and Town of Wright Joint EOP may be activated by the following positions in order of succession:

1. The Campbell County Emergency Management Agency
2. The Campbell County Commissioners, Mayor and/or Council of the City of Gillette and/or Town of Wright.
3. The Campbell County Emergency Council.

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Any response to emergencies or disasters not already the responsibility of emergency response entities within the jurisdictions is to be coordinated by the Campbell County Emergency Management Agency and the County Emergency Management Coordinator is the overall coordination authority for the incident. As defined in this plan, the ESF structure operates through the Campbell County Emergency Operations Center (EOC) and supports the Campbell County Emergency Management Agency.

## **EOC Activations/Event Levels**

The expected or actual severity of an incident or event is key in determining the level of activation of the EOC. The Emergency Management Coordinator or his designee has the responsibility for determining whether the EOC should be activated, at what level, if the level should increase or be decreased, or the EOC should be deactivated. The purpose of the EOC is to support response entities and centralize recovery decisions, plans and operational activities in order to maximize the efficiency, quality and quantity of recourses under the Incident Command System.

### **Physical and/or Virtual EOC Activation**

Campbell County maintains a physical Emergency Operations Center at the Campbell County Sheriff's Office, 600 West Boxelder in Gillette, Wyoming. The Campbell County Emergency Management Agency also administers a virtual Emergency Operations Center utilizing software known as WebEOC® which provides many of the same functions as a physical EOC, but provides distributed interoperability by allowing authorized users/agencies to access and provide information to other users via the virtual platform. Activations will involve either or both physical and virtual EOC's in various combinations as event circumstances dictate.

### **Considerations for Determining Event Levels**

The following factors are among those considered in determining the level for the event and subsequent EOC activation

- Anticipated time-span of event response and recovery
- Number of Operational Periods for the Event
- Need for additional manpower, call-backs
- Need for outside resources for the event
- Multi-agency or multi-jurisdictional response
- Issuance of Tornado or Severe Storm Warning(s)
- Issuance of Winter Storm or Blizzard Warnings
- Predicted rate of snowfall
- Potential for Road Closures
- Threat of flooding
- Evacuations
- Potential requirement of emergency feeding or sheltering services

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- Events which cause significant disruption to community activities
  - Events which affect public safety
  - Events which may cause business, school or other closures or alterations of normal operating schedules
  - Potential or actual impacts on critical facilities
  - Resource requests or need for involvement of multiple local or state agencies
  - Area Affected
  - Population Affected
  - Transportation and infrastructure affected
  - Ability of staff to respond to EOC
  - Potential for power outages
  - Timing of the event (holidays, large public gatherings, on-going special events, etc.)

## **EOC Activation Levels**

### **Duty Officer Status**

- The Emergency Management Coordinator or his designee is on-call 24 hours a day, seven days a week and has the responsibility to monitor and follow-up on any threat, unusual event or situation that has the potential to impact Campbell County or its municipalities. It should be noted that although the County constantly monitors events, the EOC is not considered to be activated during day-to-day operations.

### **Special Event**

- Normal activation of the EOC for use in support or command and control of special events. EOC operation and organization structure may be uniquely configured for the specific event and may utilize some or all of the typical EOC positions and/or functions.

### **Monitoring Watch**

- Conditions exist which could have adverse impacts on Campbell County or its municipalities or an occurring incident which could possibly escalate into a larger event.
- Typically this is a monitoring and assessment watch where a specific threat, unusual event or situation is actively monitored through an internal process involving little, if any, inter-agency coordination.
- The threat, unusual event or situation simply warrants observation, verification of appropriate action and follow-up by Emergency Management or preparation for activation of the EOC. WebEOC® may be active during this level.
- Events or incidents during this watch can generally be resolved in a brief period of time by a very small number of resources and does not require significant alterations of day-to-day operations or management structure by any involved entities.

### **Level 4 Activation**

- A small event has or may be about to occur, typically involving only one site and two or more agencies.
- Appropriate agencies may be alerted and advised of the situation. Briefings or meetings may be held but no Incident Action Plan (IAP) is developed or distributed.

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- No cycle of Operational Periods are established for the EOC and staffing is likely to primarily consist of Emergency Management personnel.
  - WebEOC® is active and updated as necessary.
  - Public notifications, advisories or warnings may be prepared and as appropriate, might be issued.

### **Level 3 Activation**

- One or more events have or may be about to occur and may involve more than one site and three or more agencies.
- Staffing is likely to primarily consist of Emergency Management and Communications personnel.
- A cycle of Operational Periods may be established for the EOC.
- Appropriate agencies are alerted and advised of the situation, briefings and meetings may be held and an Incident Action Plan (IAP) may be developed and distributed.
- WebEOC® is active and updated as necessary. Updates are being provided as necessary to the state's WebEOC and the State Duty Officer has been notified.
- The Campbell County Emergency Council may be notified of the situation and provided updates as warranted.
- Public notifications, advisories or warnings are likely to be prepared and issued.

### **Level 2 Activation**

- One or more events have or may be about to occur and involve multiple agencies.
- A disaster declaration may be sought and mutual aid may, or is, being requested.
- Staffing is expanded and may include agency representatives and several or all of the EOC functions.
- A cycle of Operational Periods have been implemented for the EOC.
- Briefings and meetings are being held, Situational Reports (SitReps) are being generated along with Incident Action Plans (IAP's).
- WebEOC® is active and being updated regularly
- The Campbell County Emergency Council has been activated and is being provided regular updates and a meeting schedule has been established.
- Public notifications, advisories or warnings are being issued.
- Liaison has been established with the State Operations Center (SOCC) and state agencies may have representatives at the EOC or monitoring Campbell County's WebEOC®.

### **Level 1 Activation**

- The EOC is activated on a 24-hour schedule due to an imminent threat or occurrence of a disaster. Emergency conditions are having a serious effect on the public and/or governmental functions.
- A disaster declaration has been issued or is being sought.
- Local resources are fully committed and mutual aid may, or is, being requested.
- The Campbell County Emergency Council has convened and is and is providing guidance and direction.
- Staffing includes agency representatives and most or all EOC functions.

- Briefings and meetings are being held, Situational Reports (SitReps) are being generated along with Incident Action Plans (IAP's).
- A cycle of Operational Periods have been implemented for the EOC.
- WebEOC® is active and being updated regularly
- Public notifications, advisories or warnings are being issued.
- Liaison has been established with the State Operations Center (SOCC) and state and federal agencies may have representatives at the EOC or monitoring Campbell County's WebEOC®.
- Response and recovery operations are expected to last for an extended period of time.

## Alternate EOC

Alternate Campbell County EOC locations include the basement of the Campbell County Public Health Department, Campbell County Fire Department's Station One in Gillette, Gillette City Hall, Wright Town Hall, and Fire Station Nine in Wright.

The activated EOC serves as the coordination center for Campbell County, the City of Gillette and Town of Wright during emergencies and disasters, and may also fulfill command and control functions if necessary.

The Campbell County Sheriff's Office serves as the 24 hour Warning Point for initial notification and warning of emergencies and disasters.

This Joint EOP anticipates operation under the ESF concept. Each ESF contained in this plan identifies the coordinating, primary and support agencies required to carry out the responsibilities of the ESF. These agencies are responsible for preparing additional operating guides, checklists, staffing patterns or resource requirements needed to complete their assignments. Each agency is responsible for carrying out the tasks assigned by this EOP, with the coordinating agency having primary responsibility for coordinating that effort. A comprehensive list of ESF's and their responsibilities can be found as attachments to this plan.

During activation, the Campbell County Emergency Operations Center (EOC) provides the core emergency functions of coordination, communication, resource dispatch and tracking; information collection, analysis and dissemination; multi-agency coordination and joint information coordination. Field Operations will be managed through the Incident Command System (ICS) and is discussed below.

## EOC Organizational Structure

The EOC staffing level and composition is contingent on the specific requirements of an incident and may be a physical or virtual presence, depending upon the levels of activation or situational needs. The organizational structure of the EOC is modular, extending to incorporate all elements necessary for the type, size, scope, and complexity of a given incident. While any configuration of functional units may be used in the EOC, the core organizational structure of the EOC is organized by Sections and ESF teams. The various functional elements are activated based on need. The organizational structure can be condensed, expanded, or

reconfigured as needed.

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While the structure is flexible, it is always organized around five core functions:

- **EOC Management**: This component is responsible for the overall disaster policy and coordination. Specific functions include oversight of the EOC and coordinates public information with ESF 15. EOC Management is led by the EOC Director. This position is staffed by a designated responsible agency. By default, this position is staffed by Emergency Management personnel unless otherwise assigned.
- **Operations Section**: The purpose of this section is to support field operations and coordinate countywide response activities through the implementation of the EOC Action Plan. This section is led by the Operations Section Coordinator which is staffed by a designated responsible agency.
- **Planning Section**: The purpose of this section is to collect, evaluate, process, and disseminate information for use in the EOC. This section is led by the Planning Section Coordinator which is staffed by a designated responsible agency.
- **Logistics Section**: This section supports operational activities through the provision of supplies, equipment, facilities, personnel, mutual aid, and other support and services necessary for disaster response and recovery. This section is led by the Logistic Sections Coordinator which is staffed by a designated responsible agency.
- **Finance / Administration Section**: This section is responsible for the coordination of the financial planning, operations, and reporting services. This section is led by the Finance Section Coordinator which is staffed by a designated responsible agency.

Each agency responding will report to the Campbell County Emergency Operations Center (EOC) through their liaison who is the Point of Contact (POC) for each respective agency or organization in either a single or Unified Command Structure. These reports are later synchronized and information is provided to mutual aid partners, adjacent counties, and as appropriate, to the Wyoming Office of Homeland Security.

## The Emergency Council

The Emergency Council acts as the Policy Group for the Emergency Operations Center when activated.

The Emergency Council is responsible for:

- Working with the Incident Commander(s) to provide overall direction and coordination of emergency operations from the EOC
- The organization of personnel, resources and facilities responding to the event

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- Making decisions concerning expenditure of funds and requesting outside support after local resources are exhausted
  - Responding to requests for emergency services from other entities not covered by this plan or mutual aid agreements

The Chair of the Emergency Council shall be the senior representative of the jurisdiction affected by the event. A quorum of the council will consist of those members present either physically or in contact electronically, provided that best efforts to give notice to all members have been made.

When activated, the Emergency Council has authority and the power to obligate monies

The Emergency Council consists of the following officials (or their designees who have authority to act in their absence):

- Chair of the County Commissioners
- Mayor of Gillette
- Mayor of Wright
- County Commissioners Administrative Director
- Gillette City Administrator
- Campbell County Sheriff
- Gillette Police Chief
- Campbell County Fire Chief

The Campbell County Emergency Management Coordinator or designee acts as the Emergency Council's staff coordinator and will coordinate with State, Federal and other outside agencies.

All local jurisdictional divisions, departments, agencies and entities along with non-governmental agencies and other organizations fall under the direction of the coordinating agency(s) as designated in the plan.

## **Incident Command System**

Field Operations will be managed through the Incident Command System (ICS).

ICS utilizes common terminology; is modular and scalable; incorporates measurable objectives; provides for a manageable span of control; and when appropriate, relies on the Incident Action Plan (IAP) as the principal tool for communicating and carrying out operational objectives in an incident. The incident may be controlled by local emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are not sufficient to mitigate the situation, the Incident Commander may request the Campbell County Emergency Operations Center (EOC) be activated to support the field operations.

## Multi-Agency Coordination Center

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A key component of NIMS is the development of a multi-agency coordination system that integrates the operations and functions of Emergency Operations Centers and field operations, guided by the principles embedded in the Incident Command System. In most cases, emergencies are handled by local fire departments, law enforcement agencies, medical service agencies, and communication/dispatch centers; but in larger emergencies or disasters, additional coordination support is required. In these situations, entities such as EOCs have critical roles.

As a multi-agency coordination entity, the Campbell County Emergency Operations Center (EOC) will:

- Ensure that each agency involved in incident management activities is providing appropriate situational awareness and resource status information to the Campbell County Emergency Operations Center (EOC)
- Establish priorities between incidents and/or Area Commands in concert with the Incident Command or Unified Command involved
- Acquire and allocate resources required by incident management personnel in coordination with the priorities established by the IC or UC
- Anticipate and identify future resource requirements
- Coordinate and resolve policy issues arising from the incident(s)
- Provide strategic coordination as required
- Coordinate briefings, message tracking, situational reports, and establish a common operating picture

Following an incident, plans, procedures, communications, staffing and other capabilities necessary for improved incident management are coordinated through the Campbell County Emergency Management Agency with a focus on the ability to perform four core functions:

- Coordination
- Communications (that are reliable and contain built-in redundancies)
- Resource dispatch and tracking
- Information collection, analysis, and dissemination

## Joint Information System

A Joint Information System (JIS) provides a mechanism for integrating public information activities among Joint Information Centers (JIC), across jurisdictions, and with private-sector

and non-governmental organizations.

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Campbell County, the City of Gillette and Town of Wright have developed processes, procedures and plans for its JIC and can be referenced in the ESF 15.

When the Campbell County Emergency Operations Center (EOC) is activated the Joint Information System (JIS) may also be activated. When a JIC is in operation, it serves as the central point of public information collection and dissemination. The JIC functions as part of the Campbell County Emergency Operations Center (EOC) and will coordinate the release of non-operational information. Even with a JIC activation, agencies and jurisdictions will remain responsible for public information dissemination on behalf of their individual agencies or jurisdiction.

When a JIC is activated, the appropriate Public Information Officer or his/her designee will notify media outlets.

More information on public awareness and education can be found in ESF 15, External Communications.

More information on communication plans and protocols can be found in ESF 2, Communications.

## **Coordination, Direction and Control**

### **Information Collection and Dissemination**

Initial notification of incidents at the local level are accomplished in a variety of ways including public safety radio, paging systems, television, broadcast radio, fax, emails, text messaging, telephone systems, etc.

Responsibility for notification of most incidents is accomplished through the Campbell County Sheriff's Office or the Gillette Police Department's Communications Centers. The National Weather Service may also issue notifications.

Campbell County Emergency Management utilizes a "Duty Officer" concept, in which the Emergency Management Coordinator or his designee is on-call 24 hours a day, seven days a week and has the responsibility to monitor and follow-up on any threat, unusual event or situation that has the potential to impact Campbell County or its municipalities.

Some of the reasons to contact EMA might include:

- The local Notification, Advisory or Warning Systems need to be activated
- The EOC needs activated
- Assistance is needed to contact the radio stations or media

- Road Closures due to Weather or major accidents
- Hazmat incidents
  - “Orange Cloud” Incidents
- Threatening or Severe Weather
  - Winter storms
  - Summer Storms (Tornadoes, etc.)
  - Flooding
  - Structural Damage
- Sheltering

**Internal:** Response agencies will be notified by their normal communication center(s) as required by the nature of the emergency or disaster.

**External:** It is the responsibility of Campbell County Emergency Management Agency to notify the appropriate agencies outside of the jurisdiction such as Wyoming Office of Homeland Security, State Emergency Response Commission (SERC), or appropriate Federal Agency.

The Campbell County Sheriff’s Office or the Gillette Police Department’s Communications Centers provide communications essential for local government to communicate with all government entities.

## Public Warning and Notification Systems

The Campbell County Emergency Management Coordinator is responsible for establishing and maintaining public warning and communication systems for emergencies and disasters including the warning siren system, the automated telephone warning system, the all-channel cable TV interrupt system, and the local Emergency Alert System. The coordinator is also responsible for functioning as the primary point of contact for the National Weather Service warning coordination efforts within the county, including emergency notification and public educational efforts.

Public warning and notification systems within Campbell County include:

- Public warning sirens located in Gillette, Wright, and rural subdivisions
- Automated telephone, email, text notification system
- The Emergency Alert System (EAS)

Title 47 U.S.C. 151, 154(1) and (o), 303(r), 524(9) and 606; and 47 C.F.R. Part 11, FCC Rules and Regulations, Emergency Alert System (EAS) as pertains to day-to-day emergency operations. 47 CFR, Part 11, Subpart A, 11.18 (b), authorizes Local Emergency Management officials to utilize local EAS systems to issue emergency messages. The Wyoming EAS Plan (rev. 8/6/2012) lists the

local EOC or Emergency Management as authorized to initiate local-level emergency messages.

- The Integrated Public Alert and Warning System (IPAWS)

Campbell County was certified October 15<sup>th</sup>, 2012 for use of the IPAWS–OPEN Platform for Emergency networks in a Memorandum of Understanding executed between the County and the FEMA IPAWS Program Management Office.

- Amateur Radio

Campbell County Emergency Management is the “Certifying Civil Defense Organization” (CCDO) for Campbell County under the State of Wyoming RACES (Radio Amateur Civil Emergency Service) program as established by the Federal Communications Commission in Title 47 CFR Section 97.407.

The media assume a vital role in dispersing information to the public. Campbell County Emergency Management Agency and local jurisdiction Public Information Officers work closely with local media providers to ensure timely and accurate information is provided to the public.

Information collection needs and priorities will include:

1. Life safety
2. Incident security and stability
3. Property and environmental protection

## **Direction and Control**

Impacted entities will coordinate the emergency response efforts within their political jurisdiction.

The Incident Command System (ICS) and National Incident Management System (NIMS) will be used to coordinate emergency response and recovery operations at the emergency or disaster scene(s). The ICS/NIMS organization will maintain communications and coordination with the Campbell County Emergency Operations Center (EOC) as necessary.

Campbell County Emergency Management Agency may activate Mutual Aid Agreements with neighboring jurisdictions. Campbell County Emergency Management Agency may also recommend the Campbell County Commissioners, the Mayor and Council of the City of Gillette or the Mayor and Council of the Town of Wright declare a local state of emergency and make a formal request for state assistance.

The following positions are authorized to request resources by contacting Wyoming Office of Homeland Security.

1. Campbell County, the City of Gillette or Town of Wright Emergency Management Coordinator(s)

2. Any designated personnel authorized by the Campbell County, the City of Gillette or Town of Wright Emergency Management Coordinator(s)

To request state assistance, Campbell County, the City of Gillette or Town of Wright must meet the following parameters:

1. Have exhausted or will likely exhaust local jurisdiction resources
2. Have exhausted or will likely exhaust mutual aid resources
3. Have exhausted or will likely exhaust contractual resources
4. The requested assistance is not available at the local level

The Campbell County Emergency Management Agency is responsible for routine management and operation of the facility. When the EOC is activated, the designated EOC Director may issue mission assignments to the ESF(s) to perform duties consistent with local jurisdiction policy. Mission assignments and mutual aid assistance is tracked at the Campbell County Emergency Operations Center (EOC).

Initial planning for recovery should begin before an emergency event impacts any of the jurisdictions. During response actions, a recovery section should be established to begin coordination and implementation of the recovery programs.

In the event state and federal assistance is required, Campbell County Emergency Management or its designee will coordinate with the State Coordinating Officer, who in turn will interface directly with representatives of the federal government.

## **ESF Coordinating Agencies**

The Emergency Manager of Campbell County Emergency Management Agency designates the coordinating agencies for each emergency support function to coordinate the activities of that support function.

Upon activation of any ESF's, the primary agency for the activated functions will send representatives to the Campbell County Emergency Operations Center (EOC) to coordinate activities. The coordinating agency determines which primary and support agencies are required to provide representatives at the EOC.

## **Intergovernmental Mutual Aid**

Mutual Aid Agreements and Memoranda of Understanding are essential components of emergency management planning, response, and recovery activities.

These agreements provide reciprocal emergency aid and assistance during an emergency or disaster. They can increase available resources and improve response and recovery efforts. A

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complete list of Mutual Aid Agreements in effect for Campbell County, the City of Gillette and Town of Wright related to emergency management can be found in Section VII-Authorities and References of this Joint EOP.

## **Communication**

### **Campbell County, the City of Gillette and Town of Wright Warning Point**

The Campbell County Sheriff's Office Communications Center serves as the Campbell County Warning Point. The Warning Point provides the jurisdictions with a single point to disseminate information and warnings to government officials that a hazardous situation could threaten the general welfare, health and safety, and/or property of the population.

The Campbell County Sheriff's Office Communications Center is the primary notification or warning point for emergency management personnel.

The Warning Point is equipped with multiple communication networks and auxiliary power.

A list of these capabilities is provided in ESF 2 (Communications).

## **Prevention**

Campbell County, the City of Gillette and Town of Wright's prevention goals are to avoid an incident, intervene, or stop an incident from occurring. To accomplish the goal the following strategy will be used:

- Expand Regional Collaboration
- Implement the National Incident Management System and National Response Framework (NRF)
- Strengthen Information Sharing and Collaboration capabilities
- Strengthen Interoperable and Operable Communications capabilities
- Strengthen Medical Surge and Mass Prophylaxis capabilities
- Strengthen Planning and Citizen Preparedness Capabilities

## Preparedness

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The goal of Campbell County, the City of Gillette and Town of Wright's preparedness operations is to help ensure a timely and effective response to, recover from and mitigation of the impacts and consequences associated with an emergency/disaster situation. To accomplish the goal the following strategy will be used:

- Administer grant programs for mitigation, operational support and training activities
- Participate in capability assessments at the regional and county level
- Establish an inclusive planning process using the "Whole Community" concept.

## Resource Management and Credentialing

### Resource Management

Each agency tasked within this plan is responsible for developing and maintaining applicable resource lists. At a minimum, resource lists will be provided to Campbell County Emergency Management Agency. The resources being identified would include:

1. Vehicle inventories
2. Personnel with specialized training or skills
3. Equipment
4. Equipment operators
5. Suppliers/Contractors/Vendors

### Credentialing

A credentialing system should be established to ensure that personnel resources requested to assist are adequately trained and skilled, to verify identity and qualifications and to allow access to an incident site. Use of a credentialing system can serve to prevent unauthorized (self-dispatched or unqualified personnel) access to an incident site.

### Plan Maintenance

The Campbell County Emergency Management Agency will maintain the Campbell County, City of Gillette and Town of Wright Joint EOP and provide an updated Joint EOP to Wyoming Office of Homeland Security every five years, with the exception of ESF 10 which must be updated annually as per federal law. However, the Joint EOP may be updated as often as needed during any year.

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The Campbell County Emergency Management Agency is responsible for annual examination and review of the plan, ensuring it reflects changes in implementing procedures, improved emergency preparation capabilities, and deficiencies identified from corrective action planning.

The Campbell County Emergency Management Agency will revise the plan by using a process best suited for the jurisdictions. Whenever a change is made, the date and nature of the change will be recorded. Upon update, these changes will be incorporated into the overall plan and re-promulgated by the Campbell County Commissioners, Gillette City Council, Wright Town Council.

The coordinating, primary and support agencies/organizations of each ESF will be responsible for preparing and maintaining operating procedures for all responsibilities assigned them in the Joint EOP.

## **Other Plans**

In addition to the Campbell County, City of Gillette and Town of Wright Joint EOP, additional plans have been developed and are maintained pursuant to state and federal requirements.

## **Public Information**

Before an emergency or disaster occurs, public information is critical for the public to take the necessary protective actions. The public information programs for the jurisdictions should focus on how to better communicate emergency information to the public before, during, and after a disaster. Particular attention will be given to strategies to enhance awareness of the evacuation process, road conditions, shelter status and re-entry issues, and how to communicate information to people during evacuation.

- The PIO(s) will work closely with the Campbell County Emergency Management Agency to provide disaster-related information to the public. This includes information about preparedness, response, recovery, and mitigation activities.
- Pre-scripted public service announcements and pre-scripted news releases that can easily be edited to include disaster specific information should be maintained as part of the Joint Information System.
- During activations of the Campbell County EOC, the PIO(s) will be responsible for collecting information, preparing releases for the media, and responding to requests for information and interviews.
- Additional information is provided in ESF 15.

## Training and Exercise

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Campbell County Emergency Management is responsible for maintaining a Training and Exercise Plan for the jurisdictions. This plan will include all training related to emergency management, and may include preparedness, response, recovery, mitigation, hazardous materials, debris management, terrorism and other issues. Training may be offered to responders and the public, and may be offered in coordination with the Wyoming Office of Homeland Security training section, American Red Cross, the National Weather Service and any other organization offering training.

Campbell County, the City of Gillette and Town of Wright require incident management organizations and personnel comply with NIMS training requirements. These include at minimum for all personnel:

- IS 700 - National Incident Management System (NIMS), An Introduction
- IS 800 - National Response Plan (NRP), An Introduction
- ICS 100 Series - Incident Command Systems, An Introduction
- ICS 200 Series - Incident Command System, Basic

As appropriate to their position:

- ICS 300 Series - Intermediate Incident Command System
- ICS 400 Series - Advanced Incident Command System

Exercises are a key component in improving all-hazards incident management capabilities. The Homeland Security Exercise Evaluation Program (HSEEP) will be used for developing, delivering and evaluating Department of Homeland Security/Office of Domestic Preparedness funded exercises.

## After Action Reviews and Corrective Action Plans

After each exercise, the lead agency performing the exercise will conduct an evaluation of the effectiveness of the exercise. This information will be incorporated by the Campbell County Emergency Management Agency into future plan revisions and updates. This will be accomplished by drafting a corrective action plan which may include, but not limited to assigning the following actions:

- Change to plans/procedures
- Acquire new or replace outdated equipment/resources
- Train/Re-Train Personnel

The same process may be used following actual events and will be led by Campbell County Emergency Management Agency.

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## Response

Emergency responders in the jurisdictions must be prepared to respond quickly and effectively on a 24-hour basis to developing events. The primary goal of response operations is to ensure a timely and effective response to emergency/disaster situations. When an event or potential event is first detected, a series of actions will take place to ensure an effective and efficient response operation.

### Local Emergency Operations Center (EOC)

The Campbell County Emergency Operations Center (EOC) is a facility used to coordinate a local response to any major emergency or disaster situation. The Campbell County Emergency Operations Center (EOC) is located at the Campbell County Sheriff's Office in Gillette. The facility serves as the coordination center for Campbell County, the City of Gillette and Town of Wright. In the event the Campbell County Emergency Operations Center (EOC) is threatened or another site would better serve the need, an alternate EOC site may be activated.

Additional information on Campbell County Emergency Operations Center (EOC), activation levels, communications, warning points, and field operations has been previously provided in this plan.

### Public Safety Enforcement Actions

In a large-scale incident law enforcement resources may quickly become overwhelmed and law enforcement officials may have to balance their resources and efforts between new responsibilities brought about by the incident and everyday service demands. The ESF 13 Coordinating Agency may find it necessary to initiate mutual aid assistance from law enforcement agencies outside the affected area. Additional information is provided in ESF 13.

## Recovery

In the aftermath of a disaster, local jurisdiction efforts turn to rebuilding the infrastructure and restoring the social and economic life of the community. Incorporation of mitigation measures should be as a major goal and to accomplish this, the following strategy is an option:

- Deployment of several specialized recovery teams (personnel) and facilities (centers) into a disaster area to help victims and support the Incident Commander
- Working closely with the Wyoming Office of Homeland Security and informing affected local governments, individuals and businesses of programs available to assist them in recovery efforts.

- Review of the goals and projects within the Multi-Jurisdiction Hazard Mitigation Plan for possible application during recovery.

## **Recovery Field Operations**

In the aftermath of a disaster, with or without a Presidential Declaration and upon request of the affected jurisdiction, the State may deploy several specialized recovery teams (personnel) and establish centers (facilities) into a disaster area.

## **Recovery Personnel**

- **Assessment Team** - Teams of qualified personnel, including building inspectors, structural engineers and architects, who will gather information by performing an assessment of all structures and property in the disaster area; and teams of administrative personnel who will compile the gathered information to facilitate the application process for local, state and federal disaster assistance programs.
- **Community Relations Team** - Team is deployed to disseminate information and collect data to assist disaster-affected communities and eligible individuals in receiving assistance. The primary function of this team is to identify and report unmet human needs and to inform disaster victims of the disaster assistance programs and registration process.
- **Unmet Needs Committee** - A committee that helps identify unmet needs and possible assistance. Such committees are comprised of volunteer agencies, private sector representatives, and governmental agencies.
- **Human Needs Assessment Team** - A team that is deployed immediately after a disaster and before the establishment of a JFO Office to help counties assess and report the immediate needs of disaster victims.
- **Insurance Team** - A team that is deployed to assist policy owners following a disaster.

## **Damage Assessment**

Damage assessments include those actions that are undertaken to determine the nature and scope of damages to structures, facilities and infrastructure for the purpose of identifying and scaling the need for State and Federal disaster assistance in the recovery phase. Damage assessment will be closely coordinated with ESF 5, which has the lead for impact assessment and incident action planning during the response phase.

Operational assessment is the immediate, informal reporting of emergency conditions to size-up the damage that has occurred and to determine what personnel, equipment and facility resources the county has available for response. First indications of the scope and extent of damages will likely be provided by field personnel reporting to their dispatch centers or to the Campbell County Emergency Operations Center (EOC). These initial reports include hazard conditions, critical emergency needs and condition of surface routes, and are extremely

important in allocating emergency responders and determining incident situation status.

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The Campbell County Emergency Operations Center (EOC) may also receive damage assessment information from additional sources: ambulance crews, utility crews, employees traveling to or from work, media sources in the field, citizens, businesses, etc. The Campbell County Emergency Operations Center (EOC) may establish a process where the public can submit damage reports.

The Public Works or Engineering Departments for Campbell County, the City of Gillette or Town of Wright will be lead for the Damage Assessment Program. Responsibilities include: recruitment and training of team members and the overall management of damage assessment priorities in coordination with ESF 5.

The County Assessor's Office will assist in providing estimates of loss and economic impact. The Chamber of Commerce and the insurance industry will be possible sources of information about losses to businesses.

Emergency Management will provide information to the Wyoming Office of Homeland Security as soon as possible, within a goal of within 12-36 hours.

### ***Initial Safety and Damage Assessments***

The County, City and/or Town will conduct an initial damage assessment to determine the overall extent of damages. The Public Works or Engineering Departments of the jurisdictions will be responsible for the Impact Assessment process and may use employees from other departments and agencies to assist. The goal of this assessment is to determine the magnitude and severity of damage to structures and infrastructure; and, in the event of a flood, determine the extent of damage.

Collection of the impact assessment data provides a general overview of the most significantly impacted areas and assists in establishing priorities for deployment of damage assessment teams, resource allocation and disaster assistance.

### ***Preliminary Damage Assessment***

If the situation warrants, a formal Preliminary Damage Assessment will be requested and performed by local, State and Federal assessors. This will include assessments for both public and individual damages. Local representatives will accompany these teams during their assessments. The Wyoming Office of Homeland Security will then coordinate with the Federal Emergency Management Agency to determine if the County qualifies for public and/or individual assistance.

Capturing all costs associated with the emergency is essential because accurate damage assessments (Initial Damage Assessments and Preliminary Damage Assessments) document the need for state and/or federal assistance and are required to obtain a federal disaster

declaration.

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### **Habitability Assessments**

Habitability assessors will determine the structural safety of residential buildings. This will be conducted through the coordinated efforts of the Public Works or Engineering Departments of the jurisdictions. When practical, this assessment will be coordinated with the American Red Cross or other relief agencies.

Campbell County, the City of Gillette and Town of Wright are responsible for all corresponding inspections, damage assessments and other disaster response and recovery functions and activities for their jurisdictional area.

Priorities of inspections include:

- Structures involved in response operations
- Critical transportation routes and infrastructure
- Essential facilities

### **Disaster Declaration**

Following a major or catastrophic disaster in which an emergency or major disaster declaration is granted by the President, federal assistance to disaster victims becomes available under three program areas: Individual Assistance, Public Assistance and Hazard Mitigation. The administration of these programs is coordinated through a joint Federal/State effort in a Joint Field Office, which is usually located in the impacted area

The Joint Field Office (JFO) is the primary field location for the coordination of federal and state recovery operations. The Federal Coordinating Officer (FCO) and the State Coordinating Officer (SCO) co-locate in the JFO, as well as other Federal and State personnel. Recovery and mitigation operations, logistics, information and planning, financial management and general administration are coordinated at the JFO.

### **Public Assistance (PA) and Individual Assistance (IA) Activities**

#### **Declared Disasters**

#### **Public Assistance (PA)**

The Public Assistance (PA) program provides program support to eligible local governmental entities following a disaster to assist in the recovery and restoration of buildings, infrastructure and the removal of debris that is on public property. The categories of Public Assistance include:

- Category A: Debris Removal
- Category B: Emergency Protective Actions
- Category C: Road Systems
- Category D: Water Control Facilities
- Category E: Buildings and Equipment
- Category F: Utilities
- Category G: Parks, Recreation, and Other

In the event of a declared disaster, Campbell County Emergency Management Agency will work closely with ESF 15 - External Communications to notify all eligible governments and private not-for-profit organizations of the availability of federal public assistance funds. They include all local government agencies and those quasi-governmental organizations that perform a governmental function. Notification will be given of scheduled briefings and Kick-Off Meetings for the Public Assistance (PA) program and the Hazard Mitigation Grant Program (HMGP). The Public Assistance applicant briefings include procedures for all aspects of financial management, personnel and record keeping required for the various Federal and State financial assistance programs. State and Federal recovery personnel will advise the Campbell County Emergency Management Agency of these briefings so local agencies can be notified. Key components of the Public Assistance program include:

- Project Worksheets are prepared for eligible emergency costs and eligible costs for restoration of damaged facilities.
- The federal share for reimbursement under most federal declarations is 75 percent. The 25 percent nonfederal share is normally provided from a combination of State and local sources in accordance with policies established by the Executive Office of the Governor and the Wyoming Legislature.
- The State serves as the Grantee and eligible applicants are Sub-grantees under the federal disaster assistance program.
- Contractual agreements with Wyoming Office of Homeland Security are executed with applicants with all reimbursements coming through Wyoming Office of Homeland Security.
- Documentation, record keeping, inspections, and final closeouts are overseen and approved by the Wyoming Office of Homeland Security.

Documentation is obtained by the local jurisdictions and provided as needed regarding damage sustained to:

- Roads

- 
- Water control, treatment and distribution facilities
  - Public building and related equipment
  - Public utilities
  - Facilities under construction
  - Recreational and park facilities
  - Educational institutions
  - Certain private non-profit facilities

### **Individual Assistance (IA)**

If the County is declared for Individual Assistance, eligible residents will be able to apply for the Individual Assistance Program. In some cases, FEMA will deploy habitability inspectors to verify the damages individual applicants are claiming. They will do this independent of the State or local assessors. Campbell County, the City of Gillette and Town of Wright will also perform inspections of damaged homes to determine safety and will be responsible for coordinating post-disaster habitability inspections.

### **Non-Declared Disasters**

During the recovery stage, a disaster may not be declared at the federal level. It will then fall upon the jurisdictions to use local funds, available competitive grant funds, or any supplemental funding provided by the State of Wyoming to recover from the event.

Similar to a declared disaster, costs for response and recovery are to be monitored by all participating agencies. Each responding agency is responsible for the overall management of documentation of the costs of a non-declared disaster with reports submitted ultimately to the Campbell County Commissioners, Gillette City Council, Wright Town Council for budget and expenditure approval.

### **Disaster Recovery Centers and Staging Areas**

Centers may be established in a disaster area to provide information concerning the range of disaster assistance available. The responsibility for managing these centers is jointly shared by the State, the Federal Emergency Management Agency, and the County where the center is located.

A Disaster Recovery Center (DRC) is a facility established in, or in close proximity to, the community affected by the disaster where persons can meet face-to-face with represented Federal, State, local and volunteer agencies to:

- Discuss their disaster-related needs

- Obtain information about disaster assistance programs
- Tele-register for assistance
- Learn about measures for rebuilding that can eliminate or reduce the risk
- Request the status of their application for Assistance to Individuals and Households

The Campbell County Emergency Management Agency, the State of Wyoming and potentially FEMA, will assess the need to open Disaster Recovery Centers and Field Offices, based upon initial damage assessment and human services needs estimates and reports. Should the need be established, Campbell County Emergency Management Agency will make a formal request to the Wyoming Office of Homeland Security for a Disaster Recovery Center.

Once it has been determined that Disaster Recovery Centers and/or a Disaster Field Office will be opened, the State Emergency Operations Center will take the lead and notify the Campbell County Emergency Operations Center (EOC). The State Emergency Operations Center will advise if there are resources the local jurisdictions may need to supply include staffing. The DRC will be staffed with representatives from appropriate federal, state, local, private relief organizations, and other organizations capable of providing disaster related information to individuals and businesses.

### **Unmet Needs**

The Campbell County Emergency Management Agency will coordinate the unmet needs recovery function and will contact the Wyoming Office of Homeland Security to obtain assistance through multiple agencies. A Local Coordinator will be named to serve as the Unmet Needs Coordinator following a disaster. The Coordinator will be responsible for making contacts and establishing a relationship with community service providers, local churches, community outreach programs and volunteer organizations to be called upon in the event that a disaster creates unmet needs in the community.

Once immediate life safety issues have been addressed in the end of the response phase and early in the recovery phase, the next task will be identifying any unmet needs. If the need arises for an Unmet Needs Committee, a committee will be appointed, comprised of members from local religious, non-profit organizations, NGO's, emergency management, and the appropriate State and Federal agencies. The committee will address immediate human needs (food, water, clothing, etc.), immediate housing needs and issues involving special needs population. The unmet needs committee will be formed on an as-needed basis for a given event.

### **G. Mitigation**

In the aftermath of a disaster, the mitigation goal is to ensure mitigation efforts are designed to ensure that residents, visitors, and businesses in Campbell County, the City of Gillette and Town of Wright are safe and secure from future disasters. The strategies to complete this goal include:

- 
- Complete and maintain a hazards and risk assessment
  - Maintain a comprehensive list of mitigation goals, objectives and tasks
  - Planning process and organizational framework for carrying out the mitigation goals and objectives
  - Implement Pre and Post Hazard Mitigation Actions to reduce overall risk/vulnerability
  - Evaluation of existing agencies, organizations, plans, programs and guidelines that impact mitigation.

### Coordination of Mitigation Activities

The Campbell County Emergency Management Agency has been delegated as the lead agency to facilitate and coordinate the mitigation activities. The Campbell County, City of Gillette and Town of Wright's Multi-Jurisdiction Hazard Mitigation Plan identifies the hazards to which the jurisdictions are vulnerable; assesses the facilities and structures that are most vulnerable to hazards; offers a prioritized list of mitigation projects to take advantage of available funding; and links mitigation projects to these sources of funding.

The Multi-Jurisdiction Hazard Mitigation Plan defines the mitigation goals, objectives and is reviewed annually and fully updated every five years, although in the event of a disaster or if needed, the plan can be updated more frequently.

### Mitigation Programs

#### *Pre-Disaster Activities*

- **The National Flood Insurance Program (NFIP)** –The Department of Agriculture, Division of Water Resources (DWR), provides technical assistance to the public and communities on the NFIP. The NFIP provides flood insurance to communities that agree to implement land use planning and construction requirements to reduce flood damage in their jurisdiction. These land use and construction requirements apply to all new construction and substantial improvements to existing structures in the community's Special Flood Hazard Areas (SFHAs).
- **Community Rating System (CRS)** - Additionally, DWR provides technical assistance to local communities on the Community Rating System (CRS). The CRS is an integral part of the NFIP. Through reduced flood insurance premiums, the CRS provides incentives to communities that go beyond the minimum flood plain management requirements established through the NFIP.

- ***Flood Mitigation Assistance (FMA) Program*** – Wyoming Office of Homeland Security administers the FMA. This program makes federal funds available pre-disaster to fund mitigation projects in communities participating in the NFIP. These funds have a 25 percent non-federal match requirement. The overall goal of the FMA is to fund cost effective measures that reduce or eliminate the long-term risk of flood damage to NFIP insurable structures. This is accomplished through the reduction of the number of repetitively or substantially damaged structures.
- ***Repetitive Flood Claims (RFC) Program*** - Wyoming Office of Homeland Security administers the RFC. The goal remains to reduce flood damages to individual properties for which one or more claim payments for losses have been made under flood insurance coverage and that will result in the greatest savings to the National Flood Insurance Fund (NFIF) in the shortest period of time.
- ***Severe Repetitive Loss (SRL) Program*** - Wyoming Office of Homeland Security administers the SRL. The goal remains to reduce flood damages to residential properties that have experienced severe repetitive losses under flood insurance coverage and that will result in the greatest savings to the National Flood Insurance Fund (NFIF) in the shortest period of time.
- ***Pre-Disaster Mitigation (PDM) Program*** - Wyoming Office of Homeland Security administers the PDM. The PDM is designed to assist States, Territories, Indian Tribal governments, and local communities to implement a sustained pre-disaster natural hazard mitigation program to reduce overall risk to the population and structures from future hazard events, while also reducing reliance on Federal funding from future major disaster declarations.
- ***State Hazard Mitigation Planning*** - The State Hazard Mitigation Plan is updated every three years or in the aftermath of a disaster at the direction of the State Hazard Mitigation Officer (SHMO) as necessary. Additionally, the mitigation staff continues to provide technical assistance to communities on the development, implementation, and maintenance of local mitigation strategies.

#### **Post-Disaster Activities**

- ***Hazard Mitigation Grant Program (HGMP)*** - Wyoming Office of Homeland Security administers the HGMP. HGMP is authorized by Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (the Stafford Act), Title 42, United States Code (U.S.C.) 5170c. The key purpose of HMGP is to ensure that the opportunity to take critical mitigation measures to reduce the risk of loss of life and property from future disasters is not lost during the reconstruction process following a disaster. HMGP is available when authorized under the Presidential major disaster declaration in the areas of the State requested by the Governor.
- ***406 Mitigation*** - Section 406 of the Stafford Act provides for direct federal assistance for repairs and improvements to eligible damaged public facilities. Mitigation measures (improvements) must be identified in the Project Worksheets (PW's). The award of

Section 406 hazard mitigation projects is at the discretion of the FEMA Regional Director.

## Recovery Section

When the Emergency Operations Center is activated in response to an emergency/disaster, a recovery component is activated as well. The purpose of this component is to initiate activities necessary to ensure a successful recovery effort. Activities include: condition monitoring, situation evaluation, damage assessment teams, mitigation assessment teams, deployment of damage assessment teams, liaisons, and mitigation assessment team.

Once the initial response operations have been completed, and it is appropriate for recovery activities to commence, the agencies identified as having recovery functions will initiate their activities. In actuality, many of the recovery functions run concurrent with the initial response functions, and are managed by the same agencies.

## Disaster Declaration

Requests for federal disaster assistance will be predicated on the requirements outlined in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended). After local government conducts the initial damage assessment and reports it to the State Emergency Operations Center, a joint local/State preliminary damage assessment may be scheduled that could include the Federal Emergency Management Agency. This damage assessment validates the local data and is the basis for requesting a Presidential Disaster Declaration. Other federal agencies that may participate in the assessment process include the Small Business Administration. This process is described in 44 CFR, Part 206, Subpart B - The Declaration Process and other federal and state policies and procedures.

Recovery Section	Roles and Responsibility
All ICS Recovery Section Departments	<ol style="list-style-type: none"><li>1. Coordinate community relations addressing unmet needs and providing emergency housing following a disaster.</li><li>2. Coordinate activities to address individual and community needs that remain after governmental assistance has been exhausted following a disaster.</li><li>3. Provide damage reports to the local EOC.</li><li>4. Provide food and water to field operations.</li><li>5. Coordinate all damage assessment for public infrastructure with assistance from local public works agencies.</li></ol>

	<ol style="list-style-type: none"> <li>6. Coordinate activities associated with the Public Assistance Program following a disaster.</li> <li>7. Provide information and planning support for agencies involved in recovery operations.</li> <li>8. Issue post-disaster permits, as necessary.</li> <li>9. Serve as the lead agency for post-disaster debris management operations.</li> <li>10. Identification of immediate personal and disaster relief needs for individuals affected by the event (Victim mass care requirements to include: food, water, clothing, shelter/housing, medical needs).</li> <li>11. Coordinate for removal and disposal of all debris.</li> <li>12. Identify proper disposal sites, both temporary and long term.</li> <li>13. Provide assistance and information in coordination with Finance regarding Unemployment Compensation and Disaster Unemployment assistance.</li> </ol>
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## V. ADMINISTRATION, FINANCE AND LOGISTICS

### A. Documentation

Responding agencies should keep documentation on the ICS Activity Log (ICS Form 214) or another suitable log. The Campbell County Emergency Operations Center (EOC) will document activities through methods which could include an ICS form 214, situation reports, and/or some form of common operating pictures. Such documentation is crucial for the following reasons:

- Documentation is the key to recovering emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.
- Documentation provides a legal account of the actions which took place before, during and after an emergency.
- Documentation provides for a historical record which could be used during after action reviews to improve response operations in the future.

Following a disaster, the Campbell County Emergency Management Agency or appropriate agencies should maintain an archive and ensure the archival documents are protected.

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During after action review the documentation will be used to identify:

- Actions taken (or not taken)
- Resources expended
- Economic and human impacts
- Lessons learned and possible improvements
- Possible mitigation measures that could be taken
- Key impacts and damages

## **B. Finance**

### **Funding**

- During local state of emergency, the monetary support for logistical and administrative support will be funded out of each agency's budget. However, agencies may request reimbursement or additional funds that may be provided through the jurisdiction's general funds or other legal funding mechanisms available. The Governor's Office Emergency Disaster Fund is available to local jurisdictions if the incident is declared a state disaster by the Governor's Office. Application for those funds is made through the Wyoming Office of Homeland Security Disaster/Recovery Bureau.
- In the event of a federal declaration, some expenses and/or reimbursements are available to affected agencies through Public Assistance Grants.

### **Disaster Assistance**

In a federal disaster declaration the county and its eligible jurisdictions/citizens may qualify for federal assistance. Such assistance has been previously described and will be further described in ESF 14. In the event of a federal declaration authorizing public assistance, applicant briefings will be conducted to educate responders and local officials about the cost recovery process.

The Campbell County Commissioners, Gillette City Council and Wright Town Council will manage and oversee the financial aspects of the Public Assistance Programs. The jurisdictions will need to identify available funds for the recovery effort, to include response, recovery and mitigation functions.

### **Tracking Local Disaster Costs**

In the event of a federally declared disaster, Campbell County Emergency Management Agency may ask the jurisdiction's Financial Officer(s) to assign a special project number to track all

disaster-related expenses.

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## **Insurance and Cost Recovery**

Insurance actions pertaining to government property will be coordinated by the normal risk management/insurance departments/personnel within the jurisdictions. Record keeping of those claims/payments resulting from the disaster will need to be identified and maintained separate from routine claims/payments not related to the event.

### **Pet Sheltering Costs: Disaster Assistance Policy (DAP) 9523.19**

FEMA Disaster Assistance Policy (DAP) 9523.19 details eligible reimbursements related to pet sheltering including: shelter facilities, supplies and commodities, eligible labor, equipment, emergency veterinary services, transportation, shelter safety and security, cleaning and restoration, and the removal and disposal of animal carcasses.

ESF 6 provides the concept of operations for pet sheltering and documentation of costs.

## **C. Logistics**

### **Requesting State Assistance**

Coordination of resource needs:

- When local municipal resources are committed, the Campbell County Emergency Management Agency will coordinate assistance to satisfy resource needs.
- If the County requires additional assistance, it will call mutual aid from adjacent counties and regional resources.
- Only the Campbell County Emergency Manager or his/her documented designee, is authorized to request resource support from the Wyoming Office of Homeland Security on behalf of the local jurisdictions.
- Wyoming Office of Homeland Security will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster that threatens to exceed the capabilities and resources of the state.

#### Key Logistics Facilities

Potential locations for Staging Areas, Points of Distribution sites (PODS) and Landing Zones should be identified annually by Campbell County Emergency Management Agency.

## **VI. CONTINUITY OF OPERATIONS / CONTINUITY OF GOVERNMENT**

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All Campbell County, the City of Gillette and Town of Wright government agencies are encouraged to develop and implement Continuity of Operations Plans (COOP) to ensure that a viable capability exists to continue their essential functions of government services. Planning and training efforts for COOP is closely coordinated with the Joint EOP and actions. This serves to protect and preserve vital records/documents deemed essential for continuing government functions and conducting post-disaster operations.

Continuity of Government is also an essential function of Emergency Management and is vital during an emergency/disaster situation. Critical issues such as Lines of Succession, Delegation of Emergency Authority, Emergency Actions, safeguarding essential records, and protection of government resources are adhered within the State of Wyoming constitution, statutes and administrative rules.

## **VII. REFERENCES AND AUTHORITIES**

The following references and authorities may be consulted for further advice and guidance. Other than those references and authorities that have the inherent force and effect of law, this Joint EOP is not intended to incorporate them by reference.

### **Relationship to Other Plans**

In addition to the Campbell County, the City of Gillette and Town of Wright Joint EOP, the following plans should be developed and maintained pursuant to state and federal requirements.

- Hazardous Materials Plan
- Hazard Mitigation Plan (HMP)
- Local Mitigation Strategy
- Special Needs
- Continuity of Operations / Continuity of Government (COOP/COG)
- Terrorism
- Other

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## References:

- **Comprehensive Preparedness Guidance (CPG) 101: November 2010**
- **Comprehensive Preparedness Guidance (CPG) 201: Threat and Hazard Identification Risk Analysis (THIRA) August 2013**
- **Federal Bureau of Investigation's Concept of Operations for Weapons of Mass Destruction**
- **Federal Radiological Emergency Response Plan**
- **National Incident Management System (NIMS)**
- **National Response Framework (NRF)**

## Authorities:

- **16 U.S.C. 3501** - Coastal Barrier Resources Act.
- **44 CFR 350** - Code of Federal Regulations.
- **44 CFR Part 10** - Environmental Considerations.
- **44 CFR Part 13** - Uniform Administrative Requirements for Grants and Cooperative Agreements.
- **44 CFR Part 14** - Audits of State and Local Governments.
- **44 CFR Part 206** - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
- **44 CFR Parts 59-76** - National Flood Insurance Program and related programs.
- **50 CFR, Title 10** - Code of Federal Regulations.
- **National Flood Insurance Act of 1968, 42 U.S.C. 4101** - As amended by the National Flood Insurance Reform Act of 1994 (Title V of Public Law 103-325).
- **Public Law 101-549** - Clean Air Act Amendments of 1990, which provide for reductions in hazardous air pollutants and risk management planning requirements.
- **Public Law 101-615** - Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.

- **Public Law 106-390, Disaster Mitigation Act 2000** - To amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the Federal costs of disaster assistance, and for other purposes.
- **Public Law 107-296, 116 Stat. 2135 (2002)** - (codified predominantly at 6 U.S.C. 101-557 and other sections of the U.S.C.), Established The Department of Homeland Security with the mandate and legal authority to protect the American people from the continuing threat of terrorism.
- **Public Law 833-703** - amendment to the Atomic Energy Act of 1954.
- **Public Law 84-99,33 U.S.C. 701n** - Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, and repair and restoration of flood control works threatened or destroyed by flood.
- **Public Law 85-256, Price-Anderson Act, 42 U.S.C. 2210** - Provides for a system of compensating the public for harm caused by a nuclear accident.
- **Public Law 89-665,16 U.S.C. 470** - National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.
- **Public Law 91-671, Food Stamp Act of 1964 in conjunction with Section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.**
- **Public Law 93-234** - Flood Disaster Protection Act of 1973, as amended by the Flood Insurance Reform Act of 1994, 42 U.S.C. 4001, et seq, provides insurance coverage for all types of buildings.
- **Public Law 93-288, as amended, 42 U.S.C. 5121** - The Robert T. Stafford Disaster Relief and Emergency Assistance Act, which provides authority for response and recovery assistance under the Federal Response Plan, which empowers the President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts.
- **Public Law 95-510, 42 U.S.C. 9601** - The Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- **Public Law 99-499** - Superfund Amendments and Re-authorization Act of 1986, Part III, the Emergency Planning and Community Right-to-Know Act of 1986, 42 U.S.C. 11001, et seq, which governs hazardous materials planning and community right-to-know.
- **Regal Community Development and Regulatory Improvement Act of 1994.**
- **Stewart B. McKinney Homeless Assistance Act, 42 U.S.C. 11331-11352** - Federal Emergency Management Food and Shelter Program.

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## EMERGENCY SUPPORT FUNCTION ANNEXES

### *Purpose*

This section provides an overview of the Emergency Support Function (ESF) structure, common elements of each of the ESFs, and the basic content contained in each of the ESF Annexes.

### *Background*

The ESFs provide the structure for coordinating support for emergencies or disasters. The ESF structure includes mechanisms used to provide local jurisdiction support, both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents. The following section includes a series of annexes describing the roles and responsibilities of County and local jurisdictions, Departments/Agencies, and the American Red Cross as ESF coordinators or as primary or support agencies.

The ESF structure provides mechanisms for interagency coordination during all phases of incident management. Some departments and agencies provide resources for response, support, and program implementation during the early stage of an event, while others are more prominent in the recovery phase.

## ESF NOTIFICATION AND ACTIVATION

The Incident Commander or the Campbell County EOC and Campbell County Emergency Management Agency, activates individual ESFs based on the scope and magnitude of the threat or incident.

ESF primary agencies are notified of the activation and time to report to the EOC. Not all ESFs may be activated at any one time. It is also acknowledged that EOC and ESF personnel may need to first check on and secure their families safety, therefore, the EOC may not be immediately activated or fully staffed.

ESF primary agencies notify and activate support agencies as required for the threat or incident, to include support to specialized teams. Each ESF is required to develop standard operating procedures (SOPs) and notification protocols and to maintain current rosters and contact information.

## ESF ROLES AND RESPONSIBILITIES

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Each ESF Annex identifies the ESF coordinator(s) and the primary and support agencies pertinent to the ESF. Several of the ESFs incorporate multiple components, with primary agencies designated for each component to ensure seamless integration of and transition between preparedness, prevention, response, recovery, and mitigation activities. ESFs with multiple primary agencies designate an ESF coordinator for the purposes of pre-incident planning and coordination.

### ESF Coordinator

The ESF coordinator has ongoing responsibilities throughout the prevention, preparedness, response, recovery, and mitigation phases of incident management. The role of the ESF coordinator is carried out through a “unified command” approach as agreed upon collectively by the designated primary agencies.

Responsibilities of the ESF coordinator include:

- Writing the ESF;
- Pre-incident planning and coordination;
- Maintaining ongoing contact with ESF primary and support agencies;
- Conducting periodic ESF meetings and conference calls;
- Coordinating efforts with corresponding private-sector organizations; and
- Coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness as appropriate.

### Primary Agencies

A County agency designated as an ESF primary agency **serves as the contact point to accomplish the ESF mission**. When an ESF is activated in response to an emergency or disaster or incident of significance, the primary agency is responsible for:

- Orchestrating support within their functional area for an affected area;
- Providing staff for the operations functions at fixed and field facilities;
- Notifying and requesting assistance from support agencies;
- Managing mission assignments and coordinating with support agencies, as well as appropriate State agencies;
- Working with appropriate private-sector organizations to maximize use of all available resources;
- Supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities;
- Executing contracts and procuring goods and services as needed;
- Ensuring financial and property accountability for ESF activities;

- Planning for short-term and long-term incident management and recovery operations; and
- Maintaining trained personnel to support interagency emergency response and support teams

### **Support Agencies**

When an ESF is activated in response to an to an emergency or disaster or incident of significance, support agencies are responsible for:

- Conducting operations, when requested by the IC or EOC or the designated ESF primary agency, using their own authorities, subject-matter experts, capabilities, or resources;
- Participating in planning for short-term and long-term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first-responder standards;
- Assisting in the conduct of situational assessments;
- Furnishing available personnel, equipment, or other resource support as requested by the IC, EOC or the ESF primary agency;
- Providing input to periodic readiness assessments;
- Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities;
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats;
- Nominating new technologies for review and evaluation that have the potential to improve performance within or across functional areas; and
- Providing information or intelligence regarding their agency's area of expertise.

Emergency Support Functions																
	#1 Transportation	#2 Communications	#3 Public Works and Engineering	#4 Firefighting	#5 Emergency Management	#6 Mass Care, Housing, and Human Services	#7 Resource Support	#8 Public Health and Medical Services	#9 Search and Rescue	#10 Oil and Hazardous Materials Response	#11 Agriculture and Natural Resources	#12 Energy / Public Utilities	#13 Public Safety and Security	#14 Long-term Community Recovery and Mitigation	#15 External Affairs	
Agency																
Campbell County Commissioners	S	S	S		S	S	S	S						S	CP	
Gillette and Wright Mayors / Councils	S	S	S		S	S	S							S	CP	
Emergency Management	S	S	S	S	CP	S	CP	S	S	S	S	S	S	CP	S	
Campbell County Sheriff and Gillette Police		CP		S	S		S		CP	S			CP	S	S	
RERT # 1	S	S		S	S		S		S	P	S	S	S	S	S	
Campbell County Fire Department	S	S		CP	S		S		S	CP	S	S	S	S	S	
Road & Bridge, Street Departments	CP		S	S	S		S			S	S			S	S	
Gillette/Campbell County Airport	P			S	S		S							S	S	
Campbell County Public Health					S	S	S	CP			S			S	S	
Campbell County Assessor's Office					S		S							S	S	
County, Gillette, Wright Animal Control					S	P	S							S	S	
Public Works / Engineering Departments	S		CP		S		S			S		S		S	S	
American Red Cross					S	CP	S							S	S	
City of Gillette Electrical Department		S	S		S		S					CP		S	S	
University of Wyoming Extension Office					S	S	S				CP			S	S	
Public Information Officers	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	P
ITS Departments		P	S	S	S	S	S					S	S	S	S	

**ESF Coordinating, Primary, and Supporting Designation Table**

C = ESF coordinator

P = Primary agency

S = Support agency

## ESF #1: Transportation Annex

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<b>Coordinator:</b>	<b>Campbell County Road and Bridge</b>
<b>Primary Agencies:</b>	<b>Campbell County Road and Bridge Gillette\Campbell County Airport City of Gillette Street Department</b>
<b>Support Agencies:</b>	<b>Campbell County Commissioners Gillette Mayor and Council Wright Mayor and Council Emergency Management Regional Response Team #1 Campbell County Fire Department Campbell County Public Works\Engineering City of Gillette Public Works\Engineering Town of Wright Public Works\Engineering Public information Officers</b>

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### **Purpose**

The Transportation Emergency Support Function (ESF) #1 ensures the coordination of transportation route repair and restoration. In addition, it ensures transportation support for agencies requiring access to significant events.

### **Scope**

ESF #1 is designed to provide transportation support to assist in local incident management. Activities within the scope of ESF #1 function include: reporting damage to transportation infrastructure as a result of the incident; coordinating alternate transportation services; coordinating the restoration and recovery of the transportation infrastructure; and coordinating and supporting traffic control and traffic flow.

### **Responsibilities**

- Coordinate and report damage assessment of infrastructure (road, bridge, rail, pipelines, etc...) to EOC
- Process and coordinate requests for transportation (civil, local, state, or federal) and any alternate transportation services.
- Coordinate and support the repair and restoration of local transportation infrastructure.
- Coordinate and support traffic control and flow (signage and barriers).

- Refer media and general public information requests to ESF #15 for response.
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## ESF #2: Communications Annex

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<b>Coordinator:</b>	<b>Campbell County Sheriff's Office Gillette Police Department</b>
<b>Primary Agencies:</b>	<b>City\County IT Departments</b>
<b>Support Agencies:</b>	<b>Campbell County Commissioners Gillette Mayor and Council Wright Mayor and Council Emergency Management Regional Response Team #1 Campbell County Fire Department City of Gillette Electrical Department Public Information Officers</b>

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### **Purpose**

Ensures the coordination and use of communication systems and is designed to support emergency response and recovery efforts.

### **Scope**

ESF #2 coordinates local jurisdiction actions to provide for the restoration of the telecommunications interface for local government and agencies, and with outside organizations including the state and federal governments, private nonprofit organizations, and business/industry. This includes radio, telecommunications, broadcast cables, and electronic networks.

### **Responsibilities**

Coordinate and report communications damage assessment of infrastructure (land lines, radio towers, fiber optics, satellite dishes, cell towers, etc...) to the EOC

- Process and coordinate requests for communications (civil, local, state, or federal) and any alternate communication services.
- Coordinate and support the repair and restoration of local communication infrastructure.
- Coordinate and support RACES and ARES.
- Refer media and general public information requests to ESF #15 for response.

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## **ESF #3: Public Works and Engineering Annex**

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**Coordinator:** Campbell County Public Works

**Primary Agencies:** Campbell County Public Works  
City of Gillette Public Works/Engineering  
Town of Wright Public Works/Engineering

**Support Agencies:** Campbell County Commissioners  
Gillette Mayor and Council  
Wright Mayor and Council  
Emergency Management  
Campbell County Road and Bridge  
City of Gillette Street Department  
City of Gillette Electrical Department  
Public information Officers  
City\County IT Departments

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### **Purpose**

The Public Works and Engineering Function ensures coordination for incident assessments as well as repair and restoration of essential facilities, utilities, and other public works.

### **Scope**

ESF #3 is structured to provide public works and engineering-related support for the changing requirements of the emergency response and recovery efforts. Activities within the scope of this function include conducting incident assessments of public works and infrastructure; executing emergency contract support for life-saving and life-sustaining services; coordinate technical assistance to include engineering expertise, construction management, contracting, and real estate services; coordinate providing emergency repair of damaged infrastructure and critical facilities.

### **Responsibilities**

- Coordinate and report public works and engineering damage assessment to the EOC.
- Coordinate and support emergency infrastructure repair for life-saving and life-sustaining services.
- Coordinate and support engineering and design of infrastructure during the response and recovery of an incident.
- Coordinate and support with physical debris removal and its associated labor.
- Coordinate and support public works equipment.

- Provide information and documentation for Rapid Assessment assistance.
- Refer media and general public information requests to ESF #15 for response.

## **ESF #4: Fire Annex**

**Coordinator:** Campbell County Fire Department

**Primary Agency:** Campbell County Fire Department

**Support Agencies:** Emergency Management  
Campbell County Sheriff's Office  
Gillette Police Department  
Regional Response Team #1  
Campbell County Road and Bridge  
City of Gillette Street Department  
Campbell County Airport  
Public Information Officers  
City\County ITS Departments

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### **Purpose**

The detection and suppression of wildland, rural, and urban fires. The function provides for a coordinated application of available resources, and also provides assistance to local governments.

### **Scope**

Emergency Support Function #4 manages and coordinates firefighting activities, including the detection and suppression of fires, and provides personnel, equipment, and supplies in support of local entities involved in rural and urban firefighting operations. State and Federal departments may provide direct assistance in accordance with the provisions of active mutual aid agreements and annual operating plans.

### **Responsibilities**

- Coordinate and report damage assessment from fires EOC.
- Detection and suppression of fires.
- Provide and maintain fire service equipment, personnel, and supplies for fighting fires.
- Rescue / extrication services.
- Refer media and general public information requests to ESF #15 for response.

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## **ESF #5: Emergency Management Annex**

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**Coordinator:** Campbell County Emergency Management Agency

**Primary Agency:** Campbell County Emergency Management Agency  
City of Gillette Emergency Management  
Town of Wright Emergency Management

**Support Agencies:** Campbell County Commissioners  
Gillette Mayor and Council  
Wright Mayor and Council  
Campbell County Sheriff's Office  
Gillette Police Department  
Regional Response Team #1  
Campbell County Fire Department  
Campbell County Road and Bridge Department  
City of Gillette Street Department  
Gillette/Campbell County Airport  
Campbell County Public Health  
Campbell County Assessor's Office  
Campbell County, City of Gillette, Town of Wright Animal Control  
Campbell County Public Works  
American Red Cross  
City of Gillette Public Works\Engineering  
Town of Wright Public Works\Engineering  
City of Gillette Electrical Department  
University of Wyoming Extension Office  
Public information Officers  
City\County IT Departments

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### **Purpose**

Emergency Management supports overall activities of local jurisdiction incident management. ESF #5 provides the core management and administrative functions in support of the Emergency Operations Center, Joint Information Center, and other agencies and departments.

### **Scope**

ESF #5 serves as the support for all local government departments and agencies from response to recovery. ESF #5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to pre-position assets for quick response. During the post-incident response phase, ESF #5 transitions and is responsible for support and planning functions. ESF #5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination for operations. This includes training and public

education, alert and notification, deployment and staffing of emergency response teams, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for State assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required

### **Responsibilities**

- Coordinate and report damage assessment to the EOC.
- Coordinate and support all ESFs.
- Coordinate and support EOC activities (command support, operations, planning, logistics, and finance/administration).
- Coordinate and support COOP and COG
- Coordinate and support Public Warning and notification.
- Coordinate with the National Weather Service and EAS broadcasts.
- Coordinate and support record documentation management.
- Provide administrative support to the Emergency Council, or other agencies/departments.
- Refer media and general public information requests to ESF #15 for response.

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## ESF #6: Mass Care, Housing, and Human Services Annex

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**Coordinator:** American Red Cross

**Primary Agency:** American Red Cross  
Campbell County, City of Gillette, Town of Wright Animal Control

**Support Agencies:** Campbell County Commissioners  
Gillette Mayor and Council  
Wright Mayor and Council  
Emergency Management  
Campbell County Public Health  
University of Wyoming Extension Office  
Public information Officers  
City\County IT Departments

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### **Purpose**

Mass Care, Housing, and Human Services support the efforts to address the non-medical mass care, housing, and human services needs of individuals and/or families impacted by disaster event(s).

### **Scope**

ESF #6 promotes the delivery of services and the implementation of programs to assist individuals, households and families impacted by potential or actual incidents of state and local significance. ESF #6 includes three primary functions: Mass Care, Housing, and Human Services. Mass Care involves the coordination of non-medical mass care services to include sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on victims to family members, and coordinating bulk distribution of emergency relief items. Housing involves the provision of assistance for short- and long-term housing needs of victims. Human Services include providing victim-related recovery efforts such as counseling, and identifying support for persons with special needs.

### **Responsibilities**

- Coordinate and report damage assessment of care facilities, housing, etc. to EOC.
- Coordinate and support programs to assist individuals, households, and families impacted by an incident.
- Coordinate and support economic assistance and other services for individuals impacted by the incident.
- Coordinate and support non-medical mass care services including: sheltering of victims and household pets, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on victims to family members, and distribution of bulk distribution of emergency relief items.

- Coordinate and support housing for short-and long-term needs of victims.
- Coordinate emergency assistance including functions of evacuation support in conjunction with ESF 1 and ESF 9, reunification of families, vulnerable needs support, sheltering of disaster survivors and household pets, and overall shelter management.
- Coordinate and support victim related recovery efforts such as counseling, identifying support for special needs, assisting with benefit claims, and expediting mail services.
- Refer media and general public information requests to ESF #15 for response.

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## ESF #7: Resource Support Annex

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**Primary Agency:** Campbell County Emergency Management Agency

**Coordinator:** Campbell County Emergency Management Agency

**Support Agencies:** Campbell County Commissioners  
Gillette Mayor and Council  
Wright Mayor and Council  
Campbell County Sheriff's Office  
Gillette Police Department  
Regional Response Team #1  
Campbell County Fire Department  
Campbell County Road and Bridge Department  
City of Gillette Street Department  
Gillette/Campbell County Airport  
Campbell County Public Health  
Campbell County Assessor's Office  
Campbell County, City of Gillette, Town of Wright Animal Control  
Campbell County Public Works  
City of Gillette Public Works\Engineering  
Town of Wright Public Works\Engineering  
American Red Cross  
City of Gillette Electrical Department  
University of Wyoming Extension Office  
Public information Officers  
City\County IT Departments

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### **Purpose**

Emergency Support Function (ESF) #7 facilitates logistical and resource support, other than funds, to local emergency recovery efforts, including personnel, equipment, supplies, and similar items not included in other ESFs.

### **Scope**

ESF #7 provides resource support to local government, consisting of facility space, office equipment and supplies, telecommunications, emergency relief supplies, personnel, transportation services (equipment, personnel, supplies), contracting services, and logistical support.

## **Responsibilities**

- Coordinate and support resources consisting of emergency relief supplies, facility space, office equipment, office supplies, telecommunications, or other resources to support immediate response activities.
- Coordinate and support other resources for items not identified in other ESFs.
- Refer media and general public information requests to ESF #15 for response.

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## **ESF #8: Public Health and Medical Services Annex**

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**Coordinator:** Campbell County Public Health

**Primary Agency:** Campbell County Public Health

**Support Agencies:** Campbell County Commissioners  
Emergency Management  
Public information Officers

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### **I. Purpose and Scope**

#### **A. Purpose**

The purpose of ESF 8 is to provide health and medical coordination in support of emergency events in Campbell County, the City of Gillette and Town of Wright. It can provide the mechanism for personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives.

#### **B. Scope**

1. ESF 8 is a functional annex to the Campbell County, the City of Gillette and Town of Wright Joint EOP and this Annex describes the actions required to coordinate public health and medical services during a disaster. It addresses.
  - a. Local Health Department notification, coordination and response
  - b. Emergency Medical Services (EMS) activities
  - c. Coordination among community hospital partners
  - d. Mass fatality partnerships in planning
  - e. Community planning with other health care providers
  - f. Behavioral health (mental health) activities
2. Most of the agencies involved in public health and medical services activities have existing emergency plans and procedures. The ESF 8 Annex is not designed to take the place of these plans rather it is designed to complement, support and reference existing plans and procedures.

3. The ESF 8 Annex supports health and medical response during a biological incident within the community.
4. For this document, public health and medical services include: medical needs associated with behavioral health needs of victims and responders, medical needs of "at risk" populations, and environmental health concerns associated with activities outlined in other portions of the Campbell County, the City of Gillette and Town of Wright Joint EOP.

## **II. Concept of Operations**

### **A. General**

1. Operational Overview
  - a. ESF 8 is organized to be consistent with the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System (ICS). This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Campbell County, the City of Gillette and Town of Wright to provide a timely and appropriate response to an emergency or situation.
  - b. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Campbell County Emergency Operations Center (EOC) and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding appendices, annexes and standard operating guidelines, which describe capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
  - c. In a large event requiring local or State mutual aid assistance, this ESF will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of required assets.
  - d. When an event is focused in scope to a specific type or response mode (i.e., hospital evacuation, biological threat, hazardous materials release, pandemic disease or radiological event) technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the ICS structure.
  - e. Throughout the response and recovery periods, Campbell County Emergency Operations Center (EOC) will evaluate and analyze information regarding medical, health and public health assistance requests for response, develop and update assessments of medical and public health status in the impact area and do contingency planning to meet anticipated demands.

- f. If additional support is necessary, the Campbell County Emergency Operations Center (EOC) will contact the supporting agencies and other EM's to request applicable support activities.

## 2. Continuity of Operations

- a. Continuity of Operations establishes policies and guidance to ensure the essential business functions of the healthcare system in the community are continued in the event that a manmade, natural or technological emergency disrupts or threatens to disrupt normal business operations. The community hospital and county health department have established a Continuity of Operations Plan (COOP).
- b. Reconstitution is the process by which surviving and/or replacement health and medical personnel resume normal operations at the original or replacement facility. There are three tasks associated with reconstitution: transitioning, coordinating and planning, and outlining the procedures. The decision to reconstitute will be made by the Incident Commander and as outlined in internal plans. Operations may be resumed in phases with the essential functions being first priority followed by other functions as resources and personnel allow.

## 3. Medical Surge

- a. In the event of a disaster, it is necessary to use surge capacity to provide emergency care and appropriate definitive management of patients. Bed counts alone do not determine surge capacity or the ability to care for patients. The hospital has internal policies, plans and procedures for patient surge within their facilities, including requesting medical material and pharmaceuticals and coordinating mass fatality.
- b. ESF 8 will maintain awareness of the availability of beds at hospitals within their jurisdiction and surrounding counties. Campbell County Health will be requested to update their bed availability at the time of a disaster or large-scale emergency and update the bed status as requested to assist with planning of patient transfers.
- c. The health and medical community has a decontamination plan and access to necessary equipment. The health and medical community also have trained individuals who can assist and perform decontamination activities for patients arriving from the scene of emergencies and disasters.
- d. Health and medical entities have processes and policies for medical surge capabilities, these internal plans provide details with internal patient tracking procedures. Patients seen as a result of an emergency will be tracked utilizing these procedures. The numbers of patients seen, disposition and status of these patients will be coordinated throughout the day by ESF 8. HIPAA regulations will

be followed when reporting patient information. All participating health and medical organizations will assist in determining the health and medical impact of the emergency on the community.

- e. Health and medical entities protect the privacy of individually identifiable health information. ESF 8 follows standards to protect information and will utilize internal policies for reunification of patients with family. Staff will coordinate efforts, when possible, to gather missing persons information from participating health and medical partners and response organizations to cross reference with data received from ESF 6 – Mass Care, Housing, and Human Services. If staff recognize a patient identified as missing on the American Red Cross's Safe and Well or another missing person data system provided by another mass care, housing, and human service agency, staff will verify to the extent possible the validity of their reunification need and, if acceptable, provide the current location of the patient to the requesting family member.
- f. In the event individuals are in need of additional transportation to health and medical facilities, ESF 8 will coordinate with ESF 1 - Transportation.
- g. During a large scale emergency, the emergency room, treatment centers, and other medical facilities across the community may see an influx in patients. An Alternate Care Site (ACS) is a community-based location that may provide additional treatment area(s) with a minimum specific level of care for patients. An ACS may be established at sites where no medical care is usually provided or at medical facilities where the usual scope of medical services does not normally include large-scale urgent care or traditional inpatient services. If an ACS is needed to respond for managing a disaster that creates a surge of patients beyond community capabilities, Campbell County Public Health and Campbell County Health (hospital) will consider options for ACS to care for ill patients who would otherwise seek care at hospitals and community health centers.
- h. Through preparedness planning the community has developed regional relationships within the health and medical sector. This provides additional access to medical surge supply trailers, field hospital trailers, health and medical supplies, and specialized equipment which may be necessary for response. The ESF 8 coordinator will follow standard procedures for requests in the event these assets are needed to support operations and improve the health delivery during an emergency.

#### 4. Epidemiology and Surveillance

- a. The Campbell County Health Department is responsible for conducting disease surveillance and investigation within Campbell County and the Wyoming Department of Health maintains access to an electronic disease tracking and surveillance system.
- b. The Campbell County Health Department conducts disease surveillance and investigation activities in partnership with the local hospital, physician's offices, clinics, schools and pharmacies to maintain an overall assessment of disease outbreaks or clusters within the county. These activities also provide a reporting avenue from these organizations to the Campbell County Health Department to identify and contain disease outbreaks. The Campbell County Health Department also works with neighboring counties and state assistance in disease surveillance and investigation as part of a coordinated statewide public health system.
- c. Campbell County Emergency Management Agency has identified vulnerabilities within the community. In the event of a radiological emergency, Community Reception Center (CRC) guidance is available to assist local jurisdictions with this process and would be used as guidance for population monitoring of county residents should a radiological emergency be declared. At the CRC, citizens will be asked to provide information regarding their location and possible exposure to the radiological emergency. This will assist the Campbell County Health Department, Wyoming Department of Health and the Centers for Disease Control and Prevention in providing appropriate surveillance and follow up after this type of emergency.

#### 5. Fatalities Management

- a. The local jurisdictions recognize the need to organize local agencies and resources to plan for and respond to an incident resulting in catastrophic loss of life. Natural disasters frequently overwhelm local systems that care for the deceased. Consequently, the responsibility for the immediate response falls on local organizations and communities. Management of the dead requires coordination of body recovery, short and long-term storage, identification, burial arrangements, and support of victims and relatives.
- b. Campbell County Public Health will coordinate with county coroner, funeral directors, mortuary services, and coordinating group(s)/team(s) during an emergency to ensure required resources, assessment activities and the responsible agencies implement appropriate plans.
- c. Following an emergency, when requested, and in coordination with its partner organizations, Campbell County Public Health will assist or help identify

resources to support the coroner, medical professionals and law enforcement agencies in:

- i. Tracking and documenting of human remains and associated personal effects
  - ii. Reducing the hazard presented by chemically, biologically or radiologically contaminated human remains (when indicated and possible)
  - iii. Establishing temporary morgue facilities
  - iv. Determining the cause and manner of death. When the determination of the cause of a death is held to be in the public interest or a child under the age of 18 dies, the coroner or deputy coroner shall be notified. The coroner shall decide if an investigation shall take place
  - v. Collecting ante mortem data in a compassionate and culturally competent fashion from authorized individuals
  - vi. Performing postmortem data collection and documentation
  - vii. Identifying human remains using scientific means (e.g., dental, pathology, anthropology, fingerprints, and, as indicated, DNA samples.
  - viii. Preparing, processing and returning human remains and personal effects to the authorized person(s) when possible
  - ix. Providing technical assistance and consultation on fatality management and mortuary affairs
  - x. Coordinating with behavioral health, social workers, counselors, and community mental health centers in support of victims and relatives
- d. During an event, first responders will follow appropriate policies, procedures and guideline to ensure safety precautions are appropriate and implemented.

## 6. Pre-Hospital Care

- a. The local jurisdictions promote local and regional coordination and cooperation in emergency pre-hospital care for mass casualty events. During an emergency, pre-hospital care may involve more than one jurisdiction, therefore ICS will be used to help standardize organizational structure and common terminology and to ensure a useful and flexible management system is practical for incidents involving multi-jurisdictional and multi-agency response, especially those in the field.

- b. Pre-arrival assessments will be conducted by Emergency Medical Services and notification procedures to dispatch, hospitals and other mutual aid partners will be activated.
- c. Triage procedures, ambulance diversion guidelines, EMS protocols and policies, pediatric guidelines, and other community and internal agency plans have been developed and may be implemented in response this type of emergency.
- d. Medical mutual aid may be necessary and implemented during a mass casualty or large-scale emergency.

#### 7. Medical Countermeasure Dispensing

- a. The primary goal of the county's mass dispensing program is to provide lifesaving medical countermeasures to citizens and visitors of the jurisdictions in a timely manner in response to a health and medical emergency. This program is led by the Campbell County Health Department and includes many of the county's other departments, health and medical partner organizations and private companies. The Campbell County Health Department has developed a Mass Dispensing Standard Operating Guide (SOG) which will be used during an emergency as a guide for providing vaccines and pharmaceuticals at Point of Dispensing (POD) sites for the public.

#### 8. Medical Material Distribution

- a. During a time of disaster state and federal medical material and pharmaceuticals may be available to the jurisdictions. To access these assets, a coordinated resource management and requesting process must be in place for participating agencies. This process promotes the full utilization of local medical equipment and supplies and exhaustion of services available locally. With the exhaustion or imminent exhaustion of these local supplies and services, Campbell County can make a request through Campbell County Emergency Management Agency to the State Emergency Operations Center for fulfillment. Procedures for requesting medical materials can be found in the Campbell County Mass Dispensing SOG and Hospital EOP.
- b. Health and medical entities have processes in place for requesting medical countermeasures, including but not limited to the Strategic National Stockpile (SNS), CHEMPACK (nerve agent and organophosphate antidotes), and Chemical Event Shipping Supply Location (CESSL) program.

#### 9. Non-Pharmaceutical Interventions

- a. In the case of large-scale outbreaks of naturally occurring diseases, like pandemic influenza, SARS, MERS, or artificially introduced biological agents in connection with bioterrorism, the Campbell County Health Officer may also issue

advisories or recommendations for the closure of public buildings, events and activities. In partnership with local school districts, schools may also be dismissed to aid in disease containment measures. Schools also maintain pandemic health response plans in their existing EOPs.

- b. When necessary, the Campbell County Emergency Operations Center (EOC) will coordinate with ESF 13 – Public Safety to ensure the safety of public and community members related to isolation and quarantine.
- c. The hospital maintains an appropriate HVAC system which is an essential tool for the control of infection. The hospital has a negative pressure room and procedures to keep contaminants and pathogens from reaching surrounding areas within the hospital. These procedures are outlined in internal hospital policies and will be active as outlined in these policies to prevent cross-contaminations from room to room.

#### 10. Responder Health and Safety

- a. Health and medical officials may be requested to provide information related to agents or diseases and appropriate measures to take to protect the health, medical and emergency services sector responders. Officials may be asked to serve as subject matter experts and information resources to make health and safety recommendations to incident management staff and safety officers.
- b. ESF 8 has or has access to personal protective equipment (PPE) to ensure the safety and health of first responders.
- c. There are counseling services available throughout the community for those victims and responders with behavioral health needs.

#### 11. Volunteer Management

- a. Volunteer resources may be available through Wyoming Medical Reserve Corps (MRC) units, Community Emergency Response Teams (CERT), American Red Cross (ARC) and other community organizations active in disasters.

#### 12. Behavioral Health

- a. ESF 8 will coordinate with behavioral health professionals and organizations within the county and with the State Coordinator to promote behavioral health response and recovery needs. The Coordinator will work with behavioral health, social workers, counselors, substance abuse professionals and community mental health centers. Behavioral health will also focus on the long term recovery

responses and facilitation of communicating appropriate and accurate information to allay public concerns.

### 13. Demobilization and Recovery

- a. When the Incident Commander has ordered demobilization, health and medical response entities will be notified. Each agency should consider their property and business impact for returning to normal facility operations.
  - i. As needs for personnel decrease, personnel should report to debriefing area or standard area of operations as directed by supervisor. Positions will deactivate in a phased manner as outlined by internal plans and policies.
  - ii. All equipment and supplies shall be returned or disposed of in compliance with recommendations from internal and/or external authorities and coordinated by supply unit leader and finance/administration section. Health and medical supplies and equipment should be repaired, repacked and replaced as needed.
  - iii. Any plans to salvage, restore and recover the impacted facility will initiate upon approval from applicable local, State, and Federal law enforcement and emergency service authorities.

### **B. Direction and Control**

1. During a state of emergency, the local jurisdiction's health and medical response activities will be coordinated through the Campbell County Emergency Operations Center (EOC).
2. The Campbell County Emergency Manager or designee provides direction and control to include mission assignments, mutual aid, contracts for goods and services, and recovery and mitigation activities.
3. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff assist the commander in carrying out the overall mission. Resources for response are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. A staffing directory is maintained by the Campbell County Public Health Department, which is responsible for ensuring contact information is accurate and ready for response.

## **C. Organization**

### **1. County**

- a. During an actual or potential emergency or disaster, the primary agency of will assign a liaison to Campbell County Emergency Operations Center (EOC) to fill the role of ESF 8 Coordinator. During an activation of the Campbell County Emergency Operations Center (EOC), support agency staff will work with the coordinating agency to provide support that will allow for an appropriate, coordinated and timely response.
- b. During the response phase, the Coordinator will evaluate and analyze information regarding medical and public health assistance requests.
- c. The Coordinator will develop and update assessments of medical and public health status in the impact area and do contingency planning to meet anticipated demands.
- d. The Coordinator will partner with ESF 6 – Mass Care, Housing, and Human Services to support all individuals and organizations regarding mass care services, including sheltering that may be required to support disaster response and recovery operations in Campbell County, the City of Gillette and Town of Wright.

### **2. State of Wyoming**

- a. The Wyoming Department of Health is the lead Coordinating agency for the State of Wyoming. The State provides supplemental assistance to local governments in identifying and meeting the public health and medical needs of victims of disasters and emergencies. The State concept of operations is outlined in the Wyoming Response Plan.

## **D. Alerts and Notifications**

1. The Coordinator and/or Emergency Management will provide notification to primary and support agencies as outlined in internal call down procedures. The Coordinator will continue to update those agencies as the situation progresses and upon demobilization and recovery.

## **E. Actions**

1. Actions carried out by ESF 8 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 8 agencies and the intended recipients of service.

## **F. Special Tasks**

### **1. Hazardous Materials:**

- a. Activate provisions for keeping responders and the public informed of the health risks created by a Haz-Mat release
- b. Plan and take into consideration the special needs population for the following: mobility impairment, visual impairments, deaf or hard of hearing, cognitive disabilities and the mentally ill
- c. Designate health and medical facilities that have capabilities to decontaminate and medically treat exposed persons and dispose of contaminated items (clothing, medical supplies, etc.)
- d. Activate provisions for continued medical surveillance of personnel performing decontamination tasks, including radiological monitoring, if appropriate
- e. Coordinate monitoring of water quality and sanitary conditions in the areas affected by the Haz-Mat release.

### **2. Flooding and Dam Failure:**

- a. Work with the Communications and Warning and EPI Coordinators to keep people informed of the health and sanitary conditions created by floods. Floodwaters may carry untreated sewage, dead animals, disinterred bodies, and hazardous materials.
- b. Coordinate teams to monitor water quality and sanitary conditions.
- c. Relocate resources and equipment from the flood area that is needed to assure continuation of health and medical services.

### **3. Nuclear Attack:**

- a. Work with Haz-Mat team to determine the radiation levels of exposed people.
- b. Activate provisions for continued medical surveillance of persons performing essential tasks.
- c. Designate facilities that have radiological capabilities to decontaminate and treat exposed people, and dispose of contaminated items (clothing, medical supplies, and other waste items).

#### 4. Mass Casualties

- a. In the event of mass casualties in Campbell County, the City of Gillette or Town of Wright, local resources will be quickly overwhelmed. The Campbell County Emergency Operations Center (EOC) will notify the Wyoming Office of Homeland Security.

#### 5. D.M.O.R.T. (Mortuary Services)

- a. In the event there is a disaster/emergency with multiple deaths, as request will be made to the state to notify the Disaster Mortuary Emergency Operations Center. An activated DMORT will require the following:
  - i. Minimum of 10,000 square feet (prefer 18,000 square feet)
  - ii. Water/Sewer
  - iii. Bio-Hazard Equipment Containers
  - iv. Room for separate partitions
  - v. Area that is easy to secure (lock up money, etc.)
  - vi. Parking lots for rental cars
  - vii. Good access

### III. Financial Management

- A. ESF 8 is responsible for coordinating with the local jurisdictions to manage expenses relevant to an event.
- B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.
- C. C. Expenditures by support entities will be documented by those entities and submitted directly to the Campbell County Commissioners, Gillette City Council, Wright Town Council or a designated Finance Section Chief as soon as possible.

### IV. References and Authorities

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## **REFERENCES**

1. Comprehensive Preparedness Guidance (CPG) 101: November 2010

## **AUTHORITIES**

1. 44 CFR Part 13 - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.

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## **ESF #9: Search and Rescue Annex**

**Coordinator :** Campbell County Sheriff's Office

**Primary Agency:** Campbell County Sheriff's Office  
Gillette Police Department

**Support Agencies:** Emergency Management  
Regional Response Team #1  
Campbell County Fire Department  
Public information Officers

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### **Purpose**

To provide support for search and rescue during an emergency.

### **Scope**

Search and Rescue (S&R) coordinates and utilizes available resources and personnel in relieving distress, preserving life and removing survivors from the site of a disaster, emergency, or hazard, to safety in case of lost, stranded, entrapped or injured persons.

The goal of ESF #9 is to assist the Campbell County Sheriff, who is charged by state statute to conduct S&R operations, with the execution of this mandate.

Typically the Campbell County Sheriff's Office is the lead entity for searches outside of the City of Gillette, while the Gillette Police Department takes the lead for searches inside the City Limits. Rescue of entrapped persons is typically led by the Campbell County Fire Department.

### **Responsibilities**

- Coordinate and report damage assessment to EOC.
- Coordinate and support search and rescue services for individuals and animals during an incident.
- Coordinate and support recovery services for individuals and animals during the post-incident.
- Refer media and general public information requests to ESF #15 for response.

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## ESF #10: Oil and Hazardous Materials Response Annex

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**Primary Agency:** Campbell County Fire Department

**Coordinator:** Campbell County Fire Department

**Support Agencies:** Regional Emergency Response Team #1  
Emergency Management  
Campbell County Sheriff's Office  
Gillette Police Department  
Campbell County Road and Bridge Department  
City of Gillette Street Department  
Public information Officers

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### Purpose

Emergency Support Function (ESF) #10 provides support to the Campbell County Fire Department or RERT #1 in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials.

### Scope

ESF #10 provides for a coordinated response to actual or potential oil and hazardous materials incidents. ESF #10 includes the appropriate response and recovery actions to prepare for, prevent, minimize, or mitigate a threat to public health, welfare, or the environment caused by actual or potential oil and hazardous materials incidents. This includes certain chemical, biological, and radiological substances considered as weapons of mass destruction (WMD).

Appropriate response and recovery actions can include efforts to detect, identify, contain, clean up, or dispose of released oil and hazardous materials. Specific actions may include stabilizing the release through the use of berms, dikes, or impoundments; capping of contaminated soils or sludge; use of chemicals and other materials to contain or retard the spread of the release or to decontaminate or mitigate its effects; drainage controls; fences, warning signs, or other security or site-control precautions; removal of highly contaminated soils from drainage areas; removal of drums, barrels, tanks, or other bulk containers that contain oil or hazardous materials; and other measures as deemed necessary.

### Responsibilities

- Coordinate and report damage assessment due to oil or hazardous chemicals to the EOC.
- Coordinate and support response to oil and hazardous materials incidents
- Coordinate and support response and recovery actions to prepare for, prevent, minimize, or mitigate a threat to public health, welfare or the environment.

- Provide response organizations, personnel, and resources that may be used to support the response actions.
- Provide response and recovery actions to detect, identify, contain, clean up, or dispose of hazardous materials (agriculture, business, and household products).
- Refer media and general public information requests to ESF #15 for response.

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## ESF #11: Agriculture and Natural Resources Annex

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**Primary Agency:** UW Extension Service

**Coordinator:** UW Extension Service

**Support Agencies:** Emergency Management  
Regional Response Team #1  
Campbell County Fire Department  
Campbell County Public Health  
Campbell County Road and Bridge Department  
City of Gillette Street Department  
Public information Officers

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### **Purpose**

The Agriculture and Natural Resources function ensures an adequate and safe food supply; mitigates the loss of crops, livestock, and wildlife; and protects significant natural and cultural resources as well as historic properties.

### **Scope**

ESF #11 includes four primary functions:

- Provision of food supply: Includes determining nutrition assistance needs, obtaining appropriate food supplies, arranging for delivery of the supplies, and authorizing disaster food stamps.
- Animal and plant disease and pest response: Includes implementing an integrated Federal, State, and local response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant pest infestation. Ensures, in coordination with ESF #8 – Public Health and Medical Services, that animal/veterinary/ wildlife issues in natural disasters are supported.
- Assurance of the safety and security of the commercial food supply: Includes the 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; food borne disease surveillance; and field investigations.
- Protection of natural, cultural, and historic resources and properties: Includes appropriate response actions to conserve, rehabilitate, recover, and restore NCH resources.

## **Responsibilities**

- Coordinate and report agriculture or natural resource damage assessment to the EOC.
- Coordinate and support animal and plant disease, and pest response.
- Coordinate and support safety and security of the commercial food supply.
- Coordinate and support the protection of natural resources, cultural resources, and historic properties.
- Provide assistance in licensing
- **Consumer Health Services**
  - Teach Food Safety Education
  - Security (Contaminated Food Supply) Response
  - Food Transportation
  - Locating Available Food Resources
  - Equipment
  - Food Distribution
  - Assemble Field Staff for On-site Assistance
  - Provide Assistance in Identifying Hazardous food and Fit for Consumption
  - Inspection Services for Shelters and Feeding Sites
  - Can assist Public Health in Rodent and Pest Contamination
- Refer media and general public information requests to ESF #15 for response.

## ESF #12: Energy Annex

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<b>Coordinator:</b>	<b>City of Gillette Electrical Department</b>
<b>Primary Agency:</b>	<b>City of Gillette Electrical Department</b>
<b>Support Agencies:</b>	<b>Campbell County Commissioners Gillette Mayor and Council Wright Mayor and Council Emergency Management Campbell County Sheriff's Office Gillette Police Department Regional Response Team #1 Campbell County Fire Department Campbell County Road and Bridge Department City of Gillette Street Department Gillette/Campbell County Airport Campbell County Public Health Campbell County Assessor's Office Campbell County, City of Gillette, Town of Wright Animal Control Campbell County Public Works City of Gillette Public Works\Engineering Town of Wright Public Works\Engineering American Red Cross University of Wyoming Extension Office Public information Officers City\County IT Departments</b>

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### **Purpose**

The Energy Support Function is intended to restore damaged energy systems and components after a disaster. In addition, it guides the restoration of energy supply.

### **Scope**

The function leads to the collection, evaluation, and sharing of information on energy system damage and estimations on the impact of energy system outages within affected areas. The term "energy" includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems and system components. Additionally, ESF #12 provides information concerning the energy restoration process such as projected schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate.

### **Responsibilities**

- Coordinate and report energy damage assessment to the EOC.

- Coordinate and support the collection, evaluation, and sharing of information on energy system damage and the impact of energy system outages.
- Coordinate and support the energy restoration process.
- Refer media and general public information requests to ESF #15 for response.

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## **ESF #13: Public Safety and Security Annex**

**Coordinator:** Campbell County Sheriff's Office  
Gillette Police Department

**Primary Agency:** Campbell County Sheriff's Office  
Gillette Police Department

**Support Agencies:** Emergency Management  
Regional Emergency Response Team #1  
Campbell County Fire Department  
City\County Public Information Officers  
City\County ITS Departments

### **Purpose**

The Public Safety and Security function integrates the local jurisdiction's public safety, security capabilities, and resources to support the full range of incident management activities.

### **Scope**

ESF #13 provides a mechanism for coordinating and providing support to County and local authorities to include non-investigative / non-criminal law enforcement, public safety, security capabilities, and resources during incidents. ESF #13 capabilities support incident management requirements including force and critical infrastructure protection, security planning, technical assistance, technology support, and public safety in both pre-incident and post-incident situations. ESF #13 generally is activated in situations requiring extensive assistance to provide public safety and security and where local government resources are overwhelmed or are inadequate

### **Responsibilities**

- Coordinate and report any public safety or security damage assessment to the EOC.
- Coordinate and support communications for first responders, and incident response personnel.
- Coordinate and support public safety.
- Coordinate and support public security.
- Coordinate and support critical infrastructure protection.
- Refer media and general public information requests to ESF #15 for response.

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## ESF #14: Long-Term Community Recovery and Mitigation Annex

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**Coordinator:** Campbell County Emergency Management Agency

**Primary Agency:** Campbell County Emergency Management Agency

**Support Agencies:** Campbell County Commissioners  
Gillette Mayor and Council  
Wright Mayor and Council  
Emergency Management  
Campbell County Sheriff's Office  
Gillette Police Department  
Regional Response Team #1  
Campbell County Fire Department  
Campbell County Road and Bridge Department  
City of Gillette Street Department  
Gillette/Campbell County Airport  
Campbell County Public Health  
Campbell County Assessor's Office  
Campbell County, City of Gillette, Town of Wright Animal Control  
Campbell County Public Works  
City of Gillette Public Works\Engineering  
Town of Wright Public Works\Engineering  
American Red Cross  
City of Gillette's Electrical Department  
University of Wyoming Extension Office  
Public information Officers  
City\County IT Departments

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### **Purpose**

The Long-Term Community Recovery and Mitigation Function provides a framework for County and Local Government, nongovernmental organizations (NGOs), and the private sector designed to enable community recovery from the long-term consequences of a significant incident.

### **Scope**

The policies and concepts in this annex apply to appropriate County and local government departments and agencies following an incident that affects the long-term recovery of a community.

Based on an assessment of incident impacts, ESF #14 support may vary depending on the magnitude and type of incident and the potential for long-term and severe consequences. ESF #14 will most likely be activated for large-scale or catastrophic incidents that require at a minimum State assistance to address significant long-term impacts in the affected area (e.g., housing impact, businesses and employment, community infrastructure, and social services).

### **Responsibilities**

- Lead planning efforts for recovery plans and policies.
- Coordinate the transition from incident response to recovery activities.
- Coordinate and support community recovery plans and policies.
- Coordinates public information with the PIO.
- Assess the social and economic impact of the incident.
- Identify gaps in resources to complete the recovery plans.
- Coordinate and support the reduction, or elimination, of risks.
- Refer media and general public information requests to ESF #15 for response.

## **ESF #15: External Affairs Annex**

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**Coordinator:** Campbell County Commissioners  
Gillette Mayor and Council  
Wright Mayor and Council

**Primary Agency:** Public information Officers

**Support Agencies:** Emergency Management  
Campbell County Sheriff's Office  
Gillette Police Department  
Regional Response Team #1  
Campbell County Fire Department  
Campbell County Road and Bridge Department  
City of Gillette Street Department  
Gillette/Campbell County Airport  
Campbell County Public Health  
Campbell County Assessor's Office  
Campbell County, City of Gillette, Town of Wright Animal Control  
Campbell County Public Works  
City of Gillette Public Works\Engineering  
Town of Wright Public Works\Engineering  
American Red Cross  
City of Gillette's Electrical Department  
University of Wyoming Extension Office  
City\County IT Departments

### **Purpose**

Emergency Support Function (ESF) #15 – External Affairs ensures that sufficient County or local government assets are deployed during a potential or actual incident to provide accurate, coordinated, and timely information to affected audiences, including governments, media, the private sector, and the local populace.

ESF #15 coordinates external affairs support to Public Affairs, Community Relations, and coordinates information to County and local governmental officials on response efforts, protocols, and other information as requested.

### **Scope**

ESF #15 coordinates County and local government actions to provide the required external affairs to support the incident management elements.

ESF #15 is organized into the following functional components: Public Affairs, Community

Relations, County, disseminated correct information to County and local government elected officials, and support a Recovery Radio Network.

**Responsibilities**

- Coordinate and support Public Affairs.
- Coordinate and support Community Relations.
- Coordinate and support the update of information to County and local government officials concerning the incident.
- Coordinate and support a Recovery Radio Network.
- Drafting and writing all news releases to media (i.e. radio, tv, newspaper)
- Sets up and maintains media messages throughout the day and evening
- Takes media on press tours of sites when safety is approved by the IC
- Managing daily relations with national press corps
- Ensures information is correct and is approved prior to giving statements to the press.

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## **ANNEX: RISK ASSESSMENT**

Risk Rating	Risk	Risk Type	Risk Description	Risk Impact
3.3 - High	Severe Winter Storms	Natural Risk	Severe winter storms affect far more people in Wyoming than their summer counterparts, even though they are inherently less violent. This is because severe snowstorms are often so extensive they usually require a day or two to cross and completely exit the state. Blizzard conditions bring the triple threat of heavy snowfall, strong winds, and low temperatures. Poor visibility and huge snowdrifts are major hazards caused by blowing snow. These storms disrupt work, make travel difficult or impossible, isolate communities, kill large numbers of livestock, and sometimes leave human fatalities in their wake	<ul style="list-style-type: none"> <li>• Loss of life / Injury</li> <li>• Loss of utilities (gas, electric, water, wastewater, etc.)</li> <li>• Business interruption</li> <li>• Food shortages</li> <li>• Medication shortages</li> <li>• Transportation interruption</li> <li>• Loss of emergency response access</li> <li>• Stranded people (mine workers, locals, travelers)</li> <li>• Increased risks to emergency responders</li> <li>• Injuries associated with loss of utilities</li> <li>• Loss of livestock</li> </ul>
3.4 - High	Tornadoes	Natural Risk	Tornadoes are the most intense storm on earth, having been recorded at velocities exceeding 315 miles per hour (mph). The phenomena, which mimics	<ul style="list-style-type: none"> <li>• Loss of life</li> <li>• Loss of property</li> </ul>

		<p>hurricanes, results in a destructive rotating column of air ranging in diameter from a few yards to greater than a mile, usually associated with a downward extension of cumulonimbus cloud. Tornadoes are classified by their intensity using the Fujita (F) Scale, with F0 being the least intense and F6 being the most intense.</p> <p>In a database composed of information derived from the National Oceanic and Atmospheric Administration's (NOAA) National Climactic Data Center (NCDC), the Wyoming Climate Atlas and the Wyoming Office of Homeland Security, between the period of 1907-2011 there have been 70 tornado events in Campbell County, with 14 identified as damaging (including the 2005 Wright Tornado).</p> <p>The Wyoming Multi-Hazard Mitigation Plan states that historical data demonstrates that the most critical area of the state for tornado hazards is the eastern one third, with the five most threatened counties being Laramie, Campbell, Goshen, Converse and Platte.</p> <p>Tornadoes will continue to occur in Campbell County, which is one of the</p>	<ul style="list-style-type: none"> <li>• Loss of income/business interruption</li> <li>• Relocating people</li> <li>• Injuries</li> <li>• Large amounts of debris</li> <li>• Secondary impacts such as fires, damaged infrastructure</li> <li>• Looting and crimes</li> <li>• Replacement housing</li> </ul>
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			<p>most tornado prone counties in Wyoming. Based upon the historic record, a tornado will on average occur every one to two years. A damaging tornado occurs in Campbell County every seven years based upon the compiled data. Tornadoes are most likely to occur on average in May and June, but have been recorded in Campbell County April, July, and August.</p>	
<b>3.9 - High</b>	Wildland Fires	Natural Risk	<p>As defined by the National Interagency Fire Center (NIFC), a "wildland fire" is any non-prescribed, non-structure fire that occurs in the wildland. As the population and the wildland/urban interface increases, the more significant the risk of wildland fire hazard. A wildland/urban interface is an area where residential or commercial developments are in proximity to natural vegetation.</p> <p>The County contains approximately 5,000 square miles of rolling prairie, river breaks and two population centers, Wright and Gillette. Vegetation across the County consists of grasses, sagebrush, juniper, and some forested areas. According to the U.S.D.A. Farm Service Agency; there are 17,474.4</p>	<ul style="list-style-type: none"> <li>• Loss of life (human, livestock, wildlife)</li> <li>• Loss of property</li> <li>• Evacuations</li> </ul>

acres of land in the County enrolled in the Conservation Reserve Program. These lands may have heavier fuels than those that are regularly grazed. Large-scale, active energy development, agriculture, and rural residential growth create a unique wildland/urban interface situation in the County.

For the reporting year 2010, causes for wildland fires in Campbell County, by percent:

- Lightning 27.5%
- All equipment 40.8%
- Fireworks 8.3%
- Incendiary device . 1%
- Smoking 4.6%
- Outdoor fire 3.5%
- Chemical/natural .5%
- Other heat 1.2%
- Undetermined 13.5%

<p><b>3.15 - High</b></p>	<p>Hazardous Materials</p>	<p>Technological</p>	<p>A general definition of hazardous material is a substance or combination of substances which because of its quantity, concentration, or physical, chemical, or infectious characteristics, may either (1) cause or significantly contribute to, an increase in mortality or an increase in serious, irreversible, or incapacitating reversible, illness; or (2) pose a substantial present or potential hazard to human health or environment when improperly treated, stored, transported, disposed of, or otherwise managed. Hazardous material incidents can occur from a fixed facility or during transportation.</p>	<p>Impacts that could occur from hazardous waste spills or releases include:</p> <ul style="list-style-type: none"> <li>• Injury</li> <li>• Loss of life (human, livestock, fish and wildlife)</li> <li>• Evacuations</li> <li>• Property damage</li> <li>• Air pollution</li> </ul>
<p><b>2.05 - Moderate</b></p>	<p>Toxic Gas Seeps</p>	<p>Natural Risk</p>	<p>Campbell County is rich in energy resources, so rich in fact that natural or methane gas seeps out of the ground. Residents attempting to drill water wells have in some cases encountered natural gas instead. This phenomenon creates serious risk of fire and explosion. This abundance of natural resource has spawned the methane gas industry, producing approximately 70,000 water wells.</p> <p>In the summer and fall of 1987, residents of the Rawhide Subdivision north of Gillette were evacuated when</p>	<p>Potential impacts from toxic gas seeps include: Illness, injury or loss of life from explosions and fires Based on past experience, losses have been limited to localized areas. In the case of the Rawhide Subdivision, associated expenses and losses included emergency response, evacuation of the subdivision and assisting residents in financing and relocating to new homes. The dollar loss for this incident was in the hundreds of thousands of dollars. Loss of life and property due to an explosion or fire is possible though not highly</p>

			<p>poisonous hydrogen sulfide (H<sub>2</sub>S) along with methane gases were detected seeping from the ground. Much of the subdivision was subsequently found to be uninhabitable and residents were permanently relocated.</p> <p>There have been a small undocumented number of mobile home fires and explosions from natural gas seepage. Due to water line leaks, gases escaped from water and have accumulated in the skirted areas beneath mobile homes and then been ignited by the pilot light on the water heater.</p> <p>With the ongoing development of the coalbed methane resource in the County a number of fires and explosions necessitating emergency response have already occurred. Water well pits have experienced explosions as collected gases were ignited when electric pump motors started up.</p>	likely in the future.
<b>3.5 - High</b>	Floods	Natural Risk	Floods have caused significant damage in Wyoming, and are one of the more significant natural hazards in the state. They can cause millions of dollars in damage in just a few hours or days.	<p>Impacts that could occur from flooding include:</p> <ul style="list-style-type: none"> <li>• Injury</li> </ul>

		<p>Flooding typically occurs after spring rains, heavy thunderstorms, or may be caused by winter snow thaws or ice jams. A flood, as defined by the National Flood Insurance Program (NFIP), is a general and temporary condition of partial or complete inundation of two or more acres of normally dry land area or of two or more properties from overflow of waters, unusual and rapid accumulation or runoff of surface waters from any source, or a mudflow. Floods can be slow or fast rising, but generally develop over a period of many hours or days. Floods can also occur with little or no warning and can reach full peak in only a few minutes. Such floods are called flash floods. A flash flood usually results from intense storms dropping large amounts of rain within a brief period. Floods can occur for reasons other than precipitation or rapidly melting snow. They can also occur because of ice jams or natural and man-made dam failures, both of which have occurred in Wyoming.</p> <p>Campbell County has experienced 11 significant floods resulting in one death and \$1,872,725 in property damage for the period 1905 and 2010.</p>	<ul style="list-style-type: none"> <li>• Loss of life</li> <li>• Injury and loss of life to livestock, pets, wildlife</li> <li>• Damage to and loss of property and infrastructure</li> <li>• Interruption of transportation and commerce</li> <li>• Contamination of surface and ground waters</li> </ul>
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			<p>One flash flood following a summer thunderstorm in north eastern Campbell County on July XXX, xxx, resulted in one death during the night when a pickup truck drove into a void created when the storm waters had washed out the county road on which the pickup truck was traveling.</p> <p>Since then, the Town of Wright experienced flood damages due to a severe thunderstorm with heavy hail.</p>	
<b>3.4 - High</b>	Microbursts	Natural Risk	<p>Campbell County experiences strong winds as a result of weather systems that both pass through and build up over the County. Summer thunderstorms create the potential for microburst and downburst winds as they dissipate, and strong updrafts become strong downdrafts (Hazard/Risk Assessment and Mitigation Plan, 2001). A microburst occurs when rain evaporates before hitting the ground, cooling the air as it drops. The cooler air plummets to the ground at great speeds creating an effect similar to a tornado.</p> <p>Microbursts between 1995-2010.</p>	<p>Impacts that could occur from a microburst include the following:</p> <ul style="list-style-type: none"> <li>• Loss of life</li> <li>• Loss of and damage to property</li> <li>• Injuries</li> <li>• Loss of income/business interruption</li> <li>• Large amounts of debris that require disposal</li> <li>• Secondary impacts such as fires and damaged infrastructure</li> </ul>

			<p>There are five thunderstorms on record which caused significant damage (&gt;\$100,000) in Campbell County. Most other reports of property damage were to mobile homes and seemed to be isolated—more indicative of microbursts, small scale downburst winds. Some thunderstorm wind gusts combined with large hail to cause more extensive damage.</p> <p>The entire County is vulnerable to microbursts. The most vulnerable structures are mobile homes that are not anchored to the ground with either hurricane straps or tie down straps. Mobile homes are found in both communities (Gillette and Wright) and in rural areas across the County. Additional damage can result from unsecured objects around all types of structures that can become wind-borne debris. The frequency of these events based upon a history of 68 events, in 50 years, is greater than one event per year.</p>	
2.65 - Moderate	Drought	Natural Risk	<p>Drought is by far our society's most costly natural weather-related disaster. It indirectly kills more people and animals than the combined effects of hurricanes, floods, tornadoes, blizzards,</p>	<p>Impacts from drought can include the following:</p> <ul style="list-style-type: none"> <li>• Economic losses to agricultural producers (crops and livestock)</li> </ul>

			<p>and wildfires. Unlike other disasters that quickly come and go, drought's long-term unrelenting destruction has been responsible for mass migrations and lost civilizations. The 1980 and 1988 droughts in the U.S. resulted in approximately 17,500 heat-related deaths and an economic cost of over \$100 billion. Drought occurs in four stages and is defined as a function of its magnitude (dryness), duration, and regional extent. Severity, the most commonly used term for measuring drought, is a combination of magnitude and duration.</p> <p>The first stage of drought is known as a meteorological drought. The conditions at this stage include any precipitation shortfall of 75% of normal for three months or longer.</p>	<ul style="list-style-type: none"> <li>• Physical and mental health issues in those suffering losses</li> <li>• Water supply interruption for business and industry</li> <li>• Water quality problems</li> <li>• Reduced soil and vegetation moisture</li> <li>• Vegetation mortality, insect infestations</li> <li>• Impacts to fish and wildlife populations</li> <li>• Increase in wildland fires and associated losses</li> </ul>
2.5 - Moderate	Earthquakes	Natural Risk	<p>An earthquake is generally defined as a sudden motion or trembling in the earth caused by the abrupt release of slowly accumulated strain. The most common types of earthquakes are caused by movements along faults or by volcanic forces, although they can also result from explosions, cavern collapse, and other minor causes not</p>	<p>The U.S. Geological Survey identified tectonic provinces in the report "Probabilistic Estimates of Maximum Acceleration and Velocity in Rock in the Contiguous United States" (Algermissen and others, 1982). In that report, Campbell County was classified as being in a tectonic province with a "floating earthquake" maximum</p>

		<p>related to slowly accumulated strains.</p> <p>In a statewide analysis, the third most impacted areas would be Big Horn, Albany, Sheridan, Platte, and Campbell counties. Total dollar loss in these counties is projected to be about \$203.2 million, with approximately \$60 million of that occurring in Campbell County.</p> <p>Six earthquakes have been recorded in Campbell county since May of 1967.</p>	<p>magnitude of 6.1.</p> <p>Geomatrix (1988b) suggested using a more extensive regional tectonic province, called the "Wyoming Foreland Structural Province," which is approximately defined by the Idaho-Wyoming Thrust Belt on the west, 104° West longitude on the east, 40° North latitude on the south, and 45° North latitude on the north. Geomatrix (1988b) estimated that the largest "floating" earthquake in the "Wyoming Foreland Structural Province" would have a magnitude in the 6.0 — 6.5 range, with an average value of magnitude 6.25. A magnitude 6.25 "floating" earthquake, placed 15 kilometers from any structure in Campbell County, would generate horizontal accelerations of approximately 15% at the site. Placing a magnitude 6.25 earthquake at 15 kilometers from a site will provide a fairly reasonable estimate of design ground accelerations in the northeastern and eastern parts of Campbell County, but will be inadequate in the southwestern part of the County. There are no known exposed active faults with a surficial expression in Campbell County. Based</p>
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				on past occurrences, Campbell County is likely to experience an earthquake approximately every ten years, however also based on past occurrences, the earthquakes have caused little to no damage.
<b>3.25 - High</b>	Landslides	Natural Risk	<p>There are many types of landslides present in Wyoming. In order to properly describe landslide type, the Geologic Hazards Section of the Wyoming State Geological Survey (WSGS) developed a landslide classification modified from Varnes (1978) and Campbell (1985). There are five basic types of landslides that occur in three types of material. Falls, topples, slides, lateral spreads, and flows can occur in bedrock, debris, or earth. While individual landslide types can occur in nature, most landslides are complex, or composed of combinations of basic types of landslides.</p> <p>The probability of a landslide causing damage in Campbell County is difficult to determine because of the poor historical data. Neither of the two incorporated communities in the County is located in areas most vulnerable to landslides, although Gillette has had several landslide incidents including</p>	<p>Impacts possible from a landslide include:</p> <ul style="list-style-type: none"> <li>• Property damage to structures and vehicles</li> <li>• Damage to infrastructure to roads, railroad track, and pipelines</li> <li>• Injury</li> <li>• Loss of life</li> <li>• Flash flooding when creeks are dammed by landslides, subsequent dam bursts</li> </ul>

			some litigation as a result of structural damage from landslides.	
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**Plan Adoption**

**Campbell County Commissioners**

**City of Gillette**

**Town of Wright**

# Record of Changes

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No changes have been made to this plan since original adoption.



Patti Davidsmeier <patti@gillettewy.gov>

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## Aquatic Park Discussion on Sept. 8th

1 message

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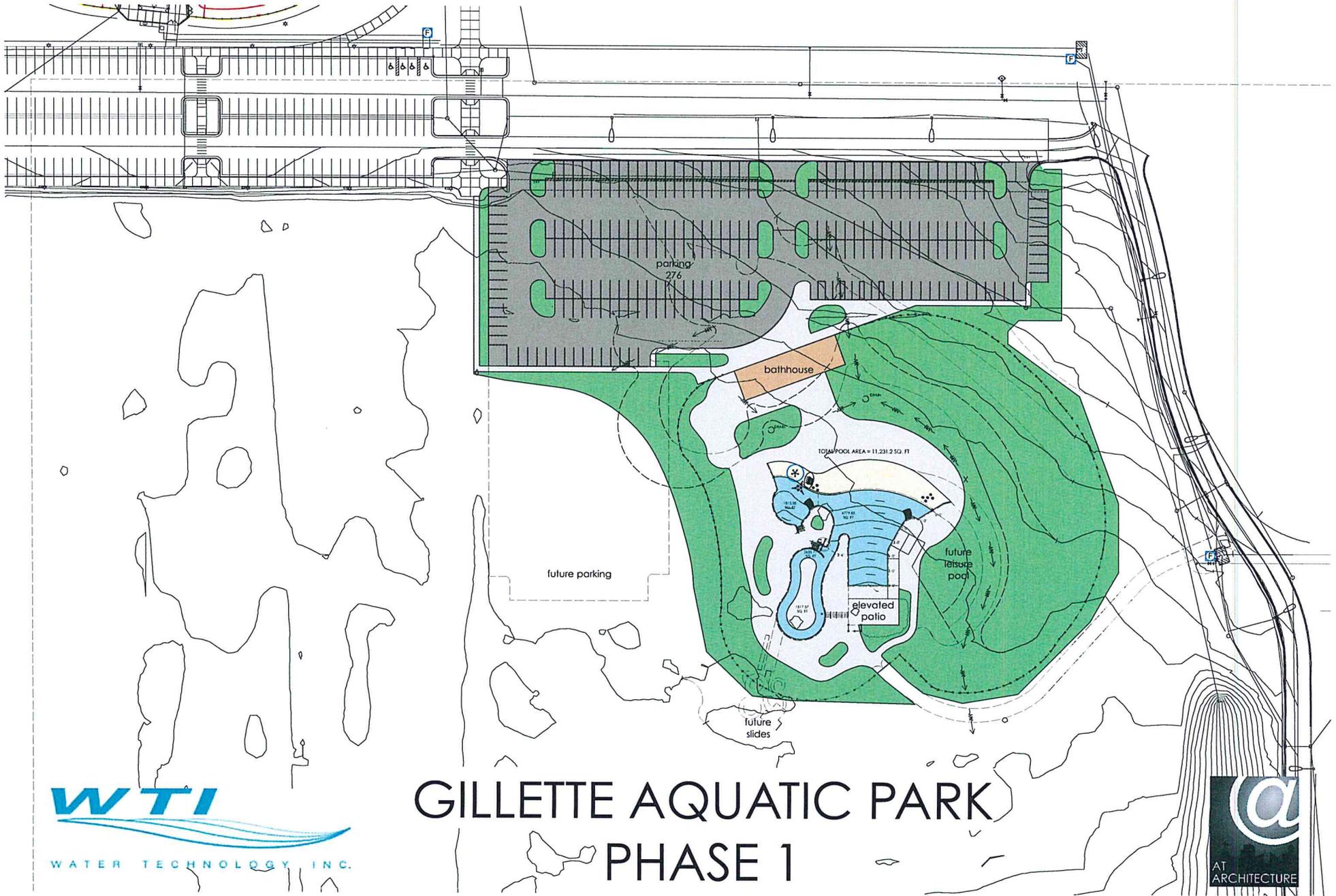
**Dustin Hamilton** <dustinh@gillettewy.gov>  
To: Patti Davidsmeier <Patti@gillettewy.gov>

Thu, Sep 3, 2015 at 11:54 AM

Patti,

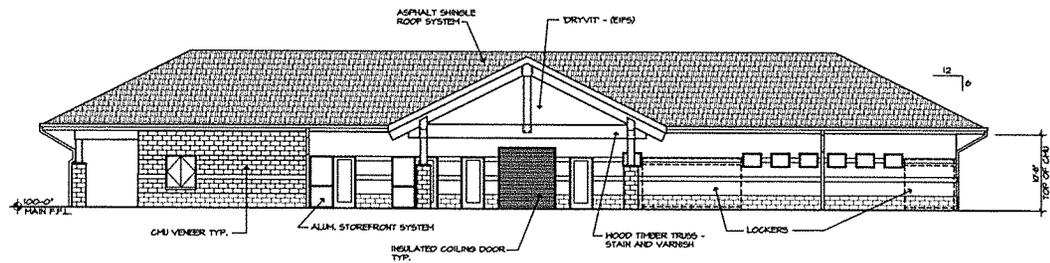
Please see exhibits provided as a preview of our project update on the Aquatic Park at the September 8th Work Session.

Dustin

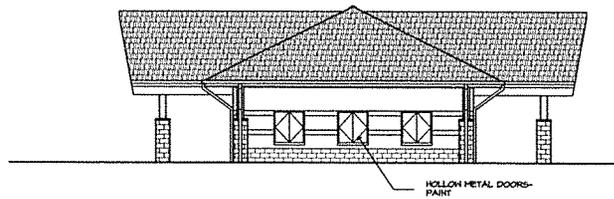


# GILLETTE AQUATIC PARK PHASE 1

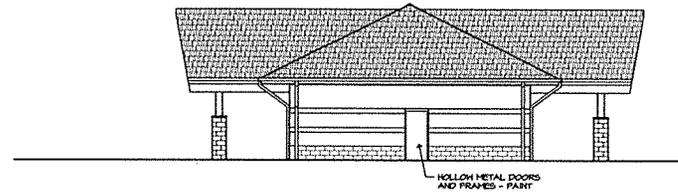




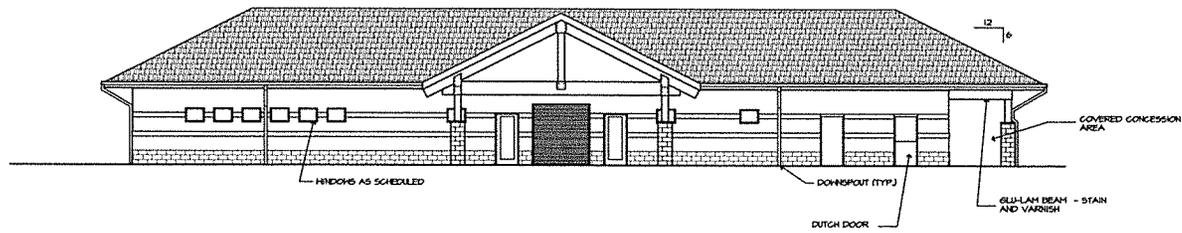
1 SOUTH ELEVATION  
A4.1 Scale: 1/8" = 1'-0"



2 WEST ELEVATION  
A4.1 Scale: 1/8" = 1'-0"



3 EAST ELEVATION  
A4.1 Scale: 1/8" = 1'-0"



4 NORTH ELEVATION  
A4.1 Scale: 1/8" = 1'-0"

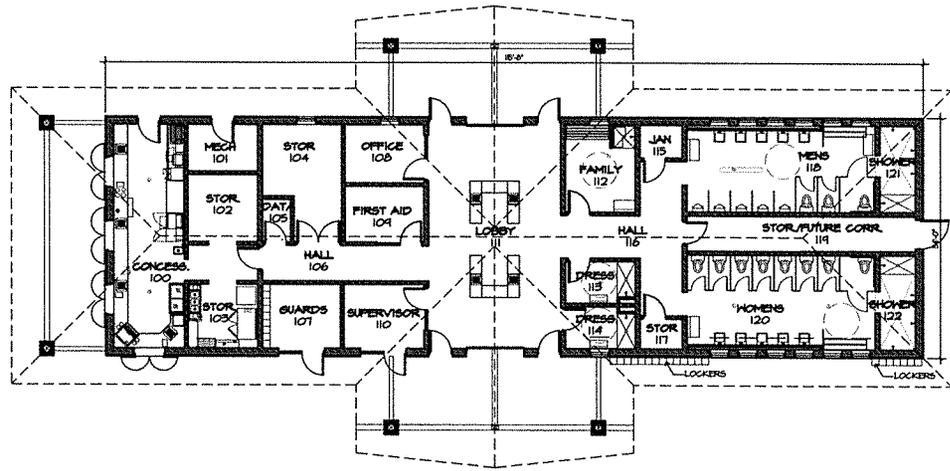
# Gillette Aquatic Park:

GILLETTE, WYOMING

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DATE:	08/20/18
DRAWN BY:	MAO
CHECKED BY:	AT
REVISIONS:	

EXTERIOR ELEVATIONS



1 FLOOR PLAN  
 A2.1 Scale: 1/8" = 1'-0"



# Gillette Aquatic Park:

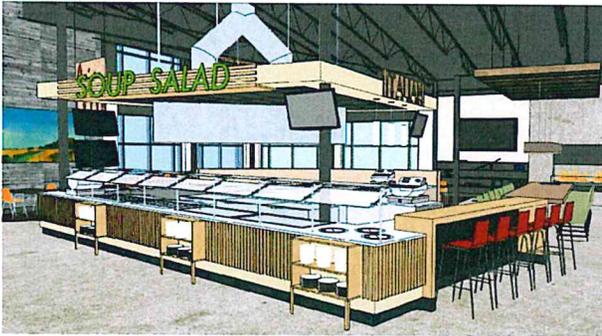
Gillette, Wyoming

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REVISIONS	

FIRE PROTECTION PLAN

A2.1



# Gillette College Student Housing Ph. II

# ground-breaking

Wednesday, Sept. 9 at 4:00 pm. • 265 W. Sinclair St.

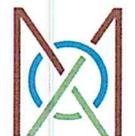


## Event Schedule

### Comments by:

Mayor Louise Carter-King, City of Gillette  
Dr. Mark Englert, Vice President/CEO  
of Gillette College  
Robert Palmer, Gillette College Advisory  
Board Vice-Chairman

Followed by the Groundbreaking Ceremony



MOA ARCHITECTURE



Afton Evans &lt;aftone@gillettewy.gov&gt;

---

**Fwd: Catering Permit listing requested by Councilman Jerred**

1 message

**Pam Boger** <pamb@gillettewy.gov>

Wed, Sep 2, 2015 at 4:39 PM

To: Carter Napier &lt;CarterN@gillettewy.gov&gt;

Cc: Patti Davidsmeier &lt;Patti@gillettewy.gov&gt;, Afton Evans &lt;aftone@gillettewy.gov&gt;

I wanted you all to be aware that Councilman Jerred asked for this information.

----- Forwarded message -----

From: **Karlene Abelseth** <karlene@gillettewy.gov>

Date: Wed, Sep 2, 2015 at 12:01 PM

Subject: Catering Permit listing requested by Councilman Jerred

To: Pam Boger &lt;PamB@gillettewy.gov&gt;

Cc: Charlie Anderson &lt;Charlie@gillettewy.gov&gt;, Patrick Davidson &lt;patrickd@gillettewy.gov&gt;

Pam,

Councilman Jerred asked that I send him a list of the catering permits that have been issued in 2015. Attached is a listing of the license holder, the date of the event catered, and the location and event type. Could you please pass this on to Carter so he can provide it to the Council? Thanks

**Karlene Abelseth**  
City Clerk  
307-686-5210  
[karlene@gillettewy.gov](mailto:karlene@gillettewy.gov)

—  
**Pamela L. Boger**  
Administrative Services Director  
City of Gillette  
PO Box 3003  
Gillette, WY 82717  
307-686-5230

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 **Catering Permits Issued thus far - 2015.pdf**  
1404K

Beverage Broker	08/13/15	Cam-Plex (Wyoming Center) - Gary Allen Concert
Beverage Broker	03/17/15	Gillette College Tech Center - Dinner Party
Beverage Broker	04/11/15	Gillette College Tech Center - College Foundation
Beverage Broker	05/30/15	Gillette College Tech Center - Gardeners Party
Beverage Broker	06/25/15	Gillette College Tech Center - Mayor's Art Council
Beverage Broker	01/23/15	Harley Davidson - Bike Sales
Beverage Broker	02/28/15	Harley Davidson - Bike Sales
Beverage Broker	03/01/15	Harley Davidson - Bike Sales
Beverage Broker	03/13/15	Harley Davidson - Bike Sales
Beverage Broker	04/10/15	Harley Davidson - Bike Sales
Beverage Broker	07/30/15	Harley Davidson - Bike Sales
Beverage Broker	04/11/15	Rockpile - Wedding Reception
Beverage Broker	04/25/15	Rockpile - Fundraiser
Beverage Broker	04/25/15	Rockpile Ice Arena - Roller Derby
Beverage Broker	05/30/15	Rockpile Ice Arena - Roller Derby
Beverage Broker	06/06/15	Rockpile Ice Arena - Roller Derby
Beverage Broker	07/11/15	Rockpile Ice Arena - Roller Derby
Beverage Broker	02/07/15	Senior Center - Fire Dept. Party
Beverage Broker	02/13/15	Senior Center - Fundraiser
Beverage Broker	03/05/15	Senior Center - Wedding Reception
Beverage Broker	03/20/15	Senior Center - Women's Resource Center Fundraiser
Beverage Broker	04/11/15	Senior Center - Wedding Reception
Beverage Broker	05/02/15	Senior Center - VFW
Beverage Broker	05/09/15	Senior Center - Wedding Reception
Beverage Broker	05/22/15	Senior Center - Graduation Party for Adults
Beverage Broker	05/30/15	Senior Center - Wedding Reception
Beverage Broker	06/06/15	Senior Center - Wedding Reception
Beverage Broker	06/13/15	Senior Center - Wedding Reception
Beverage Broker	06/20/15	Senior Center - Wedding Reception
Beverage Broker	06/26/15	Senior Center - Wedding Reception
Beverage Broker	06/27/15	Senior Center - Wedding Reception
Beverage Broker	08/08/15	Senior Center - Wedding Reception
Beverage Broker	08/21/15	Senior Center - Senior Center Fundraiser
Creative Beverages	07/24/15	Grand Opening Celebration
Creative Beverages	07/25/15	Grand Opening Celebration
Fiesta Tequila	07/18/15	Quinceanera - Cam-plex Central Pavilion
Fiesta Tequila	09/03/15	311 S Gillette Ave - Front of Bldg (Chamber Member Appreciation event)
Good Times Liquor & Lounge	04/24/15	Cam-plex (Wyoming Center - Equality & Frontier Hall) - Crawfish Boil

Beverage Broker	08/13/15	Cam-Plex (Wyoming Center) - Gary Allen Concert
Beverage Broker	03/17/15	Gillette College Tech Center - Dinner Party
Beverage Broker	04/11/15	Gillette College Tech Center - College Foundation
Beverage Broker	05/30/15	Gillette College Tech Center - Gardeners Party
Beverage Broker	06/25/15	Gillette College Tech Center - Mayor's Art Council
Beverage Broker	01/23/15	Harley Davidson - Bike Sales
Beverage Broker	02/28/15	Harley Davidson - Bike Sales
Beverage Broker	03/01/15	Harley Davidson - Bike Sales
Beverage Broker	03/13/15	Harley Davidson - Bike Sales
Beverage Broker	04/10/15	Harley Davidson - Bike Sales
Beverage Broker	07/30/15	Harley Davidson - Bike Sales
Beverage Broker	04/11/15	Rockpile - Wedding Reception
Beverage Broker	04/25/15	Rockpile - Fundraiser
Beverage Broker	04/25/15	Rockpile Ice Arena - Roller Derby
Beverage Broker	05/30/15	Rockpile Ice Arena - Roller Derby
Beverage Broker	06/06/15	Rockpile Ice Arena - Roller Derby
Beverage Broker	07/11/15	Rockpile Ice Arena - Roller Derby
Beverage Broker	02/07/15	Senior Center - Fire Dept. Party
Beverage Broker	02/13/15	Senior Center - Fundraiser
Beverage Broker	03/05/15	Senior Center - Wedding Reception
Beverage Broker	03/20/15	Senior Center - Women's Resource Center Fundraiser
Beverage Broker	04/11/15	Senior Center - Wedding Reception
Beverage Broker	05/02/15	Senior Center - VFW
Beverage Broker	05/09/15	Senior Center - Wedding Reception
Beverage Broker	05/22/15	Senior Center - Graduation Party for Adults
Beverage Broker	05/30/15	Senior Center - Wedding Reception
Beverage Broker	06/06/15	Senior Center - Wedding Reception
Beverage Broker	06/13/15	Senior Center - Wedding Reception
Beverage Broker	06/20/15	Senior Center - Wedding Reception
Beverage Broker	06/26/15	Senior Center - Wedding Reception
Beverage Broker	06/27/15	Senior Center - Wedding Reception
Beverage Broker	08/08/15	Senior Center - Wedding Reception
Beverage Broker	08/21/15	Senior Center - Senior Center Fundraiser
Creative Beverages	07/24/15	Grand Opening Celebration
Creative Beverages	07/25/15	Grand Opening Celebration
Fiesta Tequila	07/18/15	Quinceanera - Cam-plex Central Pavilion
Fiesta Tequila	09/03/15	311 S Gillette Ave - Front of Bldg (Chamber Member Appreciation event)
Good Times Liquor & Lounge	04/24/15	Cam-plex (Wyoming Center - Equality & Frontier Hall) - Crawfish Boil

Jack's Drive-Up	07/04/15	Jack's - 4th of July parade
Jordan's Fine Dining	03/14/15	Cam-Plex (Central Pavilion) - Roller Derby
Jordan's Fine Dining	04/11/15	Cam-Plex (Central Pavilion) - Roller Derby
Jordan's Fine Dining	06/13/15	Cam-Plex (Central Pavilion) - Roller Derby
Jordan's Fine Dining	09/19/15	Cam-Plex (Central Pavilion) - Roller Derby
Jordan's Fine Dining	09/18/15	Cam-Plex (Energy Hall) - Black Cat Ball
Jordan's Fine Dining	04/25/15	First Interstate Bank - Open House VOIDED
Jordan's Fine Dining	03/20/15	Gillette College Tech Center - CCMH Fundraiser
Jordan's Fine Dining	05/12/15	Gillette College Tech Center - Cloud Peak Energy Dinner
Jordan's Fine Dining	05/23/15	Gillette College Tech Center - Relay for Life VOIDED
Mingles	06/26/15	Mingles - 1st Summertime Bash
Mingles	07/24/15	Mingles - Cool Summer Nights
Mingles	08/21/15	Mingles - Last Summertime Bash
Pokey's BBQ	05/01/15	Cam-Plex (Energy Hall) - Artist Reception
Pokey's BBQ	05/02/15	Cam-Plex (Energy Hall) - Artist Reception
Pokey's BBQ	06/06/15	Cam-Plex (Energy Hall) - Wedding Reception
Pokey's BBQ	05/23/15	Cam-Plex (Morningside Park Arena) - Rodeo
Pokey's BBQ	02/20/15	Cam-Plex (Wyoming Center) - Banquet
Pokey's BBQ	08/29/15	Cam-Plex (Wyoming Center) - Wedding Reception
Pokey's BBQ	01/03/15	Senior Center - Wedding
Pokey's BBQ	07/11/15	Senior Center - Wedding
Prime Rib Restaurant	03/07/15	Cam-Plex (Energy Hall) - Chuckles for Charity
Prime Rib Restaurant	05/09/15	Cam-Plex (Energy Hall) - Fundraiser to Rotary Club
Prime Rib Restaurant	06/20/15	Cam-Plex (Energy Hall) - Lineman Scholarship Banquet
Prime Rib Restaurant	03/07/15	Cam-Plex (Equality Hall) - WY. Sportsman Banquet
Prime Rib Restaurant	05/01/15	Cam-Plex (Equality Hall) - St. Matthew's Springfest
Prime Rib Restaurant	03/13/15	Cam-Plex (Frontier Hall) - Fundraiser
Prime Rib Restaurant	02/15/15	Cam-Plex (Heritage Center) - Performance - STOMP
Prime Rib Restaurant	02/15/15	Cam-Plex (Heritage Center) - STOMP (Duplicate-Refunded)
Prime Rib Restaurant	08/11/15	Cam-Plex (Morningside Park) - PGI Brd Mtg Dinner
Prime Rib Restaurant	02/21/15	Cam-Plex (Wyoming Center) - Ducks Unlimited
Prime Rib Restaurant	09/05/15	Cam-Plex (Wyoming Center) - Class Reunion

Prime Rib Restaurant	01/31/15	Gillette College Tech Center - AVA Fundraiser
Prime Rib Restaurant	08/22/15	Gillette College Tech Center - Wedding
Prime Rib Restaurant	03/05/15	Gillette College Tech Center - Hospital Awards Banquet
Prime Rib Restaurant	04/09/15	Gillette College Tech Center - CCEDC Annual Event
Prime Rib Restaurant	05/23/15	Gillette College Tech Center - Relay for Life
Prime Rib Restaurant	08/22/15	Gillette College Tech Center - Wedding
Prime Rib Restaurant	08/13/15	Gillette College Tech Center - Mine Rescue
Prime Rib Restaurant	08/14/15	Gillette College Tech Center - Mine Rescue
Prime Rib Restaurant	03/11/15	Gillette College - Main Campus
Prime Rib Restaurant	06/26/15	Gillette College - Donkey Creek Festival
Prime Rib Restaurant	06/27/15	Gillette College - Donkey Creek Festival
Prime Rib Restaurant	06/28/15	Gillette College - Donkey Creek Festival
Prime Rib Restaurant	04/18/15	Rockpile Community Center - Fundraiser for Soup Kitchen
Prime Rib Restaurant	05/01/15	Senior Center - Poker Night for American Legion Baseball
Prime Rib Restaurant	08/15/15	Senior Center - Wedding
Prime Rib Restaurant	03/28/15	Boys' & Girls' Club (410 Lakeside Dr) - Fundraiser
Shorty's Liquor Store (Thermopolis)	09/19/15	Cam-Plex (Frontier Center) - Wedding
Sundance Lounge	06/26/15	Sundance Lounge Parking Lot - Beer Garden
Sundance Lounge	06/27/15	Sundance Lounge Parking Lot - Beer Garden
Sundance Lounge	07/17/15	Sundance Lounge Parking Lot - Beer Garden
Sundance Lounge	07/18/15	Sundance Lounge Parking Lot - Beer Garden
Sundance Lounge	07/26/15	Dalbey Park - Edwards Shelter - Fund Raiser
Towers West	06/12/15	Towers West Back Parking Lot - Outdoor Beer Garden

On Sep 2, 2015, at 1:58 PM, Dustin Hamilton <[dustinh@gillettewy.gov](mailto:dustinh@gillettewy.gov)> wrote:

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I just went by the ERA trailer along Butler Spaeth and the Team Properties Trailer on Lakeway and both trailers have been moved away from the main streets and are now located in or very near the actual construction areas.

I also went by Autumn Court once again and there were no signs of a cab business being run today.

So as it stands for now, there will be no citations needing to be issued.

Dustin

--

Dustin Hamilton, P.E.  
Development Services Director  
City of Gillette, Wyoming

Phone: 307-686-5265

My email has changed to [dustinh@gillettewy.gov](mailto:dustinh@gillettewy.gov)

DEPARTMENT OF ENGINEERING - Project Status Report

9/1/2015

Project Manager - Luke Antonich, P.E.

PROJECT NUMBER	PROJECT NAME	BUDGET	PROJECT MANAGER	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES
12EN20	Gillette Softball/Baseball Complex	\$ 4,087,825.90	Levi Jensen	PCA	Van Ewing		Eng Notice to Proceed	18-Jun-12
	SCOPE OF WORK			COMMENTS		2-Nov-12	Final Drawing 100%	9-Nov-12
	Design of improvements for Phase I of the Field of Dreams, which includes: 12" domestic water infrastructure, a gravity sewer line, drainage improvements, and eight ball fields and associated appurtenances.			Earth work is complete. Water line installation is complete. Sanitary sewer installation is complete. Landscaping is complete. Remaining work includes finishing the punch lists for the grading and for the landscaping.		17-Dec-12	Council Award	17-Dec-12
						14-Jan-13	Notice to Proceed	15-Jan-13
						1-Nov-13	Final Completion	
						Dec-13	Council Acceptance	
13EN33	Gillette Softball/Baseball Complex CMAR	\$ 7,475,701.00	Levi Jensen	PCA	VEC			
	SCOPE OF WORK			COMMENTS		28-Jun-13	CM/GC RFQ Issued	28-Jun-13
	Obtain Construction Manager at Risk (CMAR) services to develop a Guaranteed Maximum Price (GMP) for the construction of a Softball/Baseball Complex.			All of the major work has been completed. The buildings have been completed. A punch list has been developed for the rest of the complex. A punch list for the landscaping/irrigation is forthcoming. Grass has been planted and is being established outside the fence of the complex.		17-Jul-13	Qualifications Due	13-Jul-13
						24-Jul-13	CMAR Selection	24-Jul-13
						5-Aug-13	CMAR Pre-Const. Award	5-Aug-13
						11-Sep-13	GMP Complete	11-Sep-13
					16-Sep-13	GMP Consideration	16-Sep-13	
					18-Jul-14	Project Completion		
14EN10	PMS 2014 - Schedule C	\$ 800,000	Bruce Engineering, Inc.		Powder River Construction			
	SCOPE OF WORK			COMMENTS		31-Jan-14	Study Phase Completed	
	Street repair in the RC Ranch Subdivision (Rocking T Drive, J-Cross Avenue, Tate Avenue, and Spur Court. Removal and replacement of 1,700 sy AC pavement, 4,600 sf sidewalk and driveway, 1,020 LF curb and gutter, prepare 1,800 cy of excavation below subgrade. Install 3,750 lf 4" sub-drain, 1,600 LF 18" CPE & 410 LF 15" CPE storm drain pipe, 5 manholes and 19 storm drain inlets.			Bruce Engineering, Inc. performed the design on a storm sewer system on Rocking T Dr and J Cross Ave and began designing street repairs on Rocking T, J-Cross, Tate Ave and Spur Ct. The design emphasis shifted to incorporating sub-drain systems as a preliminary measure to protect the sub-grade and were subsequently designed for the above streets as well as Lexington Ave. Construction complete on Spur Ct, Lexington Ave, and Tate Ave. Construction proceeding on J-Cross Avenue.		23-Jan-15	Preliminary Design	
						1-Mar-15	Bidding	20-Feb-15
						3-Mar-15	Council Award	3-Mar-15
						Fall - 2015	Substantial Completion	
					Fall - 2015	Final Completion		
					Fall - 2015	Council Acceptance		
15EN35	Gillette College Student Housing Ph. II	\$ 12,500,000	MOA Architecture		Van Ewing			
	SCOPE OF WORK			COMMENTS			CM/GC RFQ Issued	
	Obtain Construction Manager at Risk (CMAR) services to develop a Guaranteed Maximum Price (GMP) for the construction of the Gillette College Student Housing Phase II project.			MOA assembled a design team, started the design programming, and developed the programming document, schematic design, and design drawings. A CMAR has been selected and has engaged with the design team early in the process. Construction Documents phase of design is under way. An early bid package called "Foundation CD's" has been issued with the remainder of the package to follow.			Qualifications Due	
						Spring 2015	CMAR Selection	Spring 2015
							CMAR Pre-Const. Award	
						October 2015	GMP Complete	
					October 2015	GMP Consideration		
					Fall - 2016	Project Completion		
15EN37	Golden Rod/Lonigan Repairs	\$ 117,946	In House		Simon Contractors			
	SCOPE OF WORK			COMMENTS			Study Phase Completed	
The repair of damage caused by trench settlement on Golden			A design and quote form have been assembled and the project			Preliminary Design		

**DEPARTMENT OF ENGINEERING  
PROJECT STATUS REPORT - Jade Butler**

9/1/2015

	PROJECT NAME	BUDGET	PROJECT MANAGER	Engineer	CONTRACTOR	PROPOSED	MILESTONE	ACTUAL
	Parking Lots Rehabilitation	\$ 362,000.00	Jade Butler	CEI, INC	TBD	DATES		DATES
15EN09	SCOPE OF WORK		COMMENTS			9-Sep-14	Eng Notice to Proceed	9-Sep-14
	Engineer shall provide Civil Engineering, geotechnical engineering, and limited surveying services for the repair and replacement of the existing asphalt parking lots in the following 3 areas: Hidden Valley Park, McManamen Park, and Dalbey Park.		Project has been awarded to PRC. The contractor has completed both the Dalbey Parking Lot and the Hidden Valley Parking Lot. They are currently working on the McManamen Parking lot and will be completed by mid September.			22-Feb-15	Final Drawing 100%	22-Feb-15
						7-Apr-15	Council Award	
						June, 2015	Notice to Proceed	
						31-Oct-15	Final Completion	
						Council Acceptance		
	PROJECT NAME	BUDGET	PROJECT MANAGER	Engineer	Contractor	PROPOSED	MILESTONE	Actual
	Fox Park Improvements and Arley Acres	\$ 750,000.00	Jade Butler	ECS	TBD	DATES		DATES
14EN23	SCOPE OF WORK		Comments			Dec 1 2014	Eng Notice to Proceed	
	Design of Improvements for Fox Park. This shall include a new access road, pathways, parking, lighting, play equipment, trail system, storm water install and multi-purpose ball field. Arley Acres project includes new pathways and drainage improvements.		Project has been awarded to DRM. Contractor has started the Project in July and will be completed by October 1, 2015. They are online for the completion date.			15-Feb-15	Final Drawing 100%	Feb 22,2015
						15-May-15	Council Award	
						15-Jul-15	Notice to Proceed	15-Jul-15
						1-Oct-15	Final Completion	
						Council Acceptance		
	PROJECT NAME	BUDGET	PROJECT MANAGER	Engineer	Contractor	PROPOSED	MILESTONE	Actual
	Maple Ave Culvert Replacement	\$ 450,000.00	Jade Butler	HDR Engineering	S & S Builders LLC	DATES		DATES
14EN27	SCOPE OF WORK		Comments			14-May-14	Eng Notice to Proceed	1-Mar-14
	Design new drainage improvements in the Maple ave. crossing located within Sunflower park. This design will include improvements to the existing system including new concrete box culverts. This project will improve the current overtopping of the road during minor storm events.		Project has been completed and it has been accepted by City Council.			1-Jul-14	Final Drawing 100%	1-Aug-14
						2-Sep-14	Council Award	2-Sep-14
						16-Mar-15	Notice to Proceed	
						1-Jun-15	Final Completion	
						Council Acceptance	4-Aug-15	
	PROJECT NAME	BUDGET	PROJECT MANAGER	Engineer	Contractor	PROPOSED	MILESTONE	Actual
	Raymond Street Improvements	\$ 350,000.00	Jade Butler	KLJ Engineering	Melgaard Const.	DATES		DATES
15EN42	SCOPE OF WORK		Comments			14-May-15	Eng Notice to Proceed	1-Mar-15
	Design of Improvements for Raymond Street located in the Southern Industrial area. Drainage improvements including grading and culverts will be added and the road grade will be brought up and the addition of a 10" gravel road section will be added.		This area was recently annexed into the City of Gillette. This street is nearly impassable in its current condition. The contractor has started the project on August 21, 2015.			15-Jun-15	Final Drawing 100%	
						July 21,2014	Council Award	
						21-Aug-15	Notice to Proceed	21-Aug-15
							Final Completion	
						Council Acceptance		

DEPARTMENT OF ENGINEERING - Project Status Report

9/1/2015

Project Manager - Bonnie Hochhalter

PROJECT NUMBER	PROJECT NAME	BUDGET	ENGINEER	CONTRACTOR	PROPOSED DATES	MILESTONE	ACTUAL DATES
16EN02	PMS 2015 Schedule B	\$1,400,000.00	PCA Engineering, Inc.	S&S Builders, LLC			
	SCOPE OF WORK		COMMENTS				
	7th Street from 4-J to Gillette Avenue (1140 LF), a portion of Echeta Road (1,950 LF), and minor asphalt patching on 6th Street between Gillette Avenue and Highway 59		PCA has ask for an received the prior record drawings for work in these areas to be able to evaluate prior conditions and work. PCA has sent the conceptual analysis which is under review. Wastewater videod the storm sewer along Echeta as requested by PCA. The storm sewer is plugged on the west end - Streets was ask to clean the storm line and Wastewater will video the line again. 90% drawings were returned to PCA for the Final Plan Set on 2/13/2015. Kurt added 5 street areas to crack seal the concrete surfaces, so the bid date was pushed forward to April 7th. All contract documents have been completed, signed and returned the the Contractor, Engineer and the City of Gillette. The project will start on June 8th. The project is 52% complete, 51 working days have been used, and there have been nine rain days. Twenty (20) days have been added for adiiional work.		19-Aug-14	Proposal	19-Aug-14
					2-Sep-14	Council Approval	2-Sep-14
					9-Jan-15	90% Review	5-Feb-15
					16-Mar-15	100% Plan Set	20-Mar-15
					16-Mar-15	Final Report	20-Mar-15
					7-Apr-15	Bid Date	7-Apr-15
					21-Apr-15	Council Award	21-Apr-15
					7-Oct-15	Substantial Completion	
					22-Oct-15	Final Completion	
					17-Nov-15	Council Acceptance	
16EN03	Alley PMS 2015	\$200,000.00	Bruce Engineering	Powder River Const, Inc.			
	SCOPE OF WORK		COMMENTS				
	Proposed alley to be reconstructed with a concrete surface is between LA Lane and Jack Plane Lane from Flying Circle to Hogeys (720 LF) plus repairing one sewer service.		Wastewater did a video on the sewer line. There is one suspicious sewer connection that will be checked during construction. The 90% Plan Set was received on 11/20/2014 - approved. Council awarded on 2/17/2015 and contract has been signed and returned to all parties.		2-Sep-14	Proposal	2-Sep-14
					16-Sep-14	Administrator Approval	10-Sep-14
					5-Dec-14	90% Review	20-Nov-14
					9-Jan-15	100% Plan Set	19-Dec-14
					15-Jan-15	Final Report	16-Jan-15
					3-Feb-15	Bid Date	3-Feb-15
					17-Feb-15	Council Award	17-Feb-15
					22-May-15	Substantial Completion	18-May-15
					1-Jun-15	Final Completion	20-May-15
					7-Jul-15	Council Acceptance	16-Jun-15
16EN25	Pathway Repairs 2015	\$300,000.00	In-House	SIMON CONTRACTORS			
	SCOPE OF WORK		COMMENTS				
	The designated pathway is on the north side of Westover Road from Skyline to Overdale - approximately 5100 LF.		Project is in design, Rick Eddy is core drilling the existing pathway to determine the thickness of the current asphalt. Preliminary plan set is being drawn and will be ready for review on February 9th. Kurt is reviewing plan set - 2/13/2015. Kurt still has the plan set under review. Kurt returned the reviewed plan set on April 1, comments were addressed and the project is ready for bid. The project is stated to start on October 12, 2015.		9-Feb-15	90% Review	6-Feb-15
					20-Feb-15	100% Plan Set	7-Apr-15
					20-Feb-15	Final Report	7-Apr-15
					6-May-15	Bid Date	6-May-15
					19-May-15	Council Award	19-May-15
					12-Oct-15	Substantial Completion	
					26-Oct-15	Final Completion	
					17-Nov-15	Council Acceptance	

## **CJ Sloan**

### **Permits Issued and Improvements Accepted**

Pat's Off-Road - 4" Waterline - PTC issued on 7/22/15  
Gillette College Education Activities Center (Grading Only) - PTG issued on 8/21/15  
Coleman Electric - Hydrant Extension - PTC issued on 8/21/15

### **Permits Under Review**

Doud Ranch Addition, Ph. IV - 1st submittal under review  
Doud Ranch Addition, Ph. IV - Off-Site Sanitary Sewer - 1st submittal under review  
Antelope Valley Business Park - Water System - 2nd submittal under review  
Gillette College Education Activities Center Site & Utilities - 2nd submittal under review  
Gillette College Student Housing, Ph. II Site & Utilities - 1st submittal under review

### **Additional Development Staff Reviews, Meetings, and other Miscellaneous Items**

Attended a Pre-Staff Review Meeting on 7/9/15

Attended a Staff Review Meeting on 7/16/15 to present review comments on the following projects:

- *Commercial Site Plan - Tesla Supercharging Station*
- *Final Plat PUD - Villas at Tenth Hole Estates*
- *Final Plat - Lots A1, A2, & 1A, Tract M, Sunburst Subdivision, No. 3*
- *Tower Application - 909 Westover Road*

Attended a Pre-Staff Review Meeting on 7/23/15

Attended a Staff Review Meeting on 7/30/15 to present review comments on the following projects:

- *Vacation - Lots 21 & 22, Block 3, RC Ranch, Ph. I*
- *Commercial Site Plan - BHO Gillette Properties*
- *Zoning Map Amendment - Ash Meadows Subdivision, Tract D*

Attended a Pre-Staff Review Meeting on 8/13/15

Attended a Staff Review Meeting on 8/20/15 to present review comments on the following projects:

- *Development Plan - Gillette College Student Housing, Phase II*

Attended a Pre-Staff Review Meeting on 8/27/15

Attended a Staff Review Meeting on 9/3/15 to present review comments on the following projects:

- *Annexation Plat - Kintz Addition (Rockpile Museum)*
- *Vacation - Gillette College Student Housing, Phase II, Tract C*

Attended a meeting regarding the completion of the TBO project on 7/27/15

Held a Pre-Construction meeting for the LaQuinta (Homestead Development) Project on 7/28/15

Attended a meeting at the BHO (2670 Oakcrest) Project regarding Contractor questions on 8/12/15

### **Final, Interim, and Warranty Inspections Conducted**

Garner Lake Village, Ph. I - Final Warranty Inspection on 7/14/15

Bomgaars Water System - Final Warranty Inspection on 8/14/15

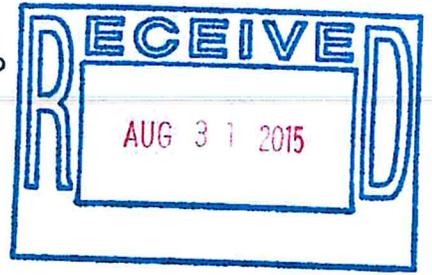
Antelope Valley Sewer - Final Warranty Inspection on 8/14/15

Lifestyle Homes Office (400 Miller Avenue) - C.O. Inspection on 7/22/15

Home 2 Suites (Vista Grande Development) - C.O. Inspection on 8/19/15

To: Mayor + City Council Members

From: Patey Allen



Subject: Chickens in City Limits

Again this same subject comes up to consider allowing chickens in the city. I was against this the first time it came up a few years ago and I haven't changed my mind. Chickens and other farm animals belong on a farm. Dillette has a beautification plan that has been in place for many years - I applaud and appreciate the people who have worked very hard to make Dillette what it is today. I have lived in Dillette 47 years and I've seen many changes and most for the good. I want it to keep making good changes. I don't feel that having farm animals will beautify the city in any way. I like chickens but only on my plate. I would like to see this request put rest for good instead of having it come up every so often. If we let things like this be allowed it will only be a start for many more unwanted things.

I would like to see our Council & Mayor use  
good judgement and keep Lilette a Nice Place  
for everyone - Not mess it up for ~~for~~ just a  
few who are not using good judgement at all. It  
seems that just a few are ruling our entire Nation.  
I'm very tired of it. Please do Not allow this  
~~to happen~~ to happen to Lilette. Please stand  
for the right so all can benefit.

Patsy Allen  
1600 Monte Vista  
Lilette

I'm really disturbed by this coming  
back to the Council when it was  
defeated by a large margin back in 2019.

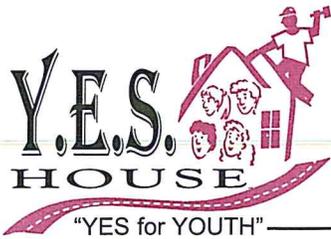
Dear Staff and Parks Board Members,

I would like to thank you for allowing me to serve on the board the past two years. After much consideration I think it would be best at this time for me to step down from my position. With the addition of my fourth child approaching I feel my efforts will start to be limited. Again thank you for allowing me to be a part of the Parks Board and staff thank you for your hard work to make Gillette Great!

Sincerely,

A handwritten signature in black ink that reads "Karen Kay Johnson". The signature is written in a cursive style with a large initial 'K'.

Karen Kay Johnson



P.O. Box 2151 • Gillette, Wyoming 82717-2151

Phone: (307) 686-0669 • Fax: (307) 686-2121

Aug 25, 2015

Y.E.S. Foundation  
PO Box 2151  
Gillette, WY 82717

City of Gillette  
P.O. Box 3003  
Gillette, WY 82717

Dear City of Gillette,

On behalf of Y.E.S. Foundation, thank you for your generous support of the 2015 *Dancing with the Gillette Stars*. Your donation of \$1,000.00 which we received on 8/25/15 is greatly appreciated.

Please mark your calendar for October 10, 2015; the date of this year's *Dancing with the Gillette Stars* event. The theme will be "Hollywood Wyoming" which is sure to bring some amazing performances to the dance floor.

Again, we thank you for your support and helping us succeed in our mission. Please keep this letter as acknowledgement of your donation.

Sincerely,

Chanda Snook  
Executive Director  
Y.E.S. Foundation  
csnook@ccsd.k12.wy.us

Y.E.S. Foundation Tax Information: 501-c3 Private, Non-Profit. Tax ID# 02-613686



**Date:** Wednesday, September 2, 2015  
**Time:** 5:15 PM  
**Location:** City Hall, 3<sup>rd</sup> Floor Conference Room

**Attendees:**

- Tom Ford, President
- Mitch Benson, Vice President
- Leta Tanner
- Jamie LaValley
- Dorie Beck
- Mary Ellen Young, Secretary
- Jessica Klym
- Myra Lacy
- Patti Davidsmeier

**Meeting called to order by:** President, Tom Ford

**AGENDA**

- I. Welcome Myra Lacy as new MAC Member
- II. New Group and Individual Committee Photos
- III. Approval of July 29, 2015 Minutes
- IV. Approval of Treasurer's Report for July
- V. Artwork
  - a. Floating Notes Location
  - b. Last to Launch
  - c. Going Deep
  - d. Hanging
- VI. 2016 Sponsors
  - a. Three Sponsor Commitment Per Board Member
- VII. Update on Name Badges - Jessica
- VIII. Update on Artist's Shirts –Jamie & Mary Ellen
- IX. MAC Goals for 2015-16
- X. Sculpture Follow-Up Repairs
  - Summer Showers Trio, Summer Showers Girls & JJ & Murphy – hose repair/water turned on 
  - Peace Offering – work with Bruce Schilling on pedestal – Easement Agreement & Insurance (breakfast burrito sign)
- XI. Next Meeting – August
- XIV. Adjourn

**Dates to Remember:**

- Deadline for Christmas Pin Design Contest – October 1, 2015 @ 5 PM
- Avenues of Art Reception & Donkey Creek Festival – June 24, 25 & 26, 2016

**BOARD TERMS:**

Myra Lacy	Appointed September 2015	Partial Term	Ends June 30, 2016
Dorie Beck	Appointed June 2013	1 <sup>st</sup> Term	Ends June 30, 2016
Jessica Klym	Appointed July 2015	Partial Term	Ends June 30, 2017
Tom Ford	Appointed August 2011	2 <sup>nd</sup> Term	Ends June 30, 2017
Mitchell Benson	Appointed June 2014	1 <sup>st</sup> Term	Ends June 30, 2017
Mary Ellen Young	Appointed December 2014	Partial Term	Ends June 30, 2017
Jamie LaValley	Appointed February 2011	2 <sup>nd</sup> Term	Ends June 30, 2017
Leta Tanner	Permanent Member		

## MAC Meeting Minutes

July 29, 2015

The Mayor's Art Council Meeting was called to order by President Tom Ford at 5:15pm.

Roll call was taken, members present were:

Pattie Davidsmeier

Tom Ford-President

Jessica Klym

Jamie LaValley

Mary Ellen Young

Not Present:

Dorie Beck

Mitch Benson

- I. Representatives from the Campbell County Fire Department attended the meeting and expressed their happiness with the art piece "Forced Entry" that is on display at the front of their building. The representatives requested the Mayor's Art Council (MAC) waive their 25% commission on the piece, thereby lowering the purchase price from \$59,500 with a donation from MAC of \$14,875 to the Fire Department \$44,625. Jamie LaValley made the motion to waive the 25% commission for the "Forced Entry" piece to make it more affordable for the CCFD to purchase. Jessica Klym seconded. Motion passed.
- II. Dan Morton addressed the MAC with a project that he is doing that involves a story he is writing on each art piece that has been purchased by the city of Gillette or various businesses. The project will be a book that shows the art piece and an article on how that art piece impacts him and the way he perceives the meaning behind the art.
- III. July 8 minutes: A motion was made by Jessica and seconded by Mary Ellen to approve the minutes as presented. Motion passed.
- IV. June Treasurer's Reports: A motion was made by Jessica and seconded by Jamie to approve the financials as presented. Motion passed.
- V. A resignation letter from Michelle Butler was presented and read to the board members.

- VI. Various ideas were discussed for the 2016 AOA Reception including giving the participating artists a gift bag and event shirt. These items were approved at the July 8<sup>th</sup> meeting.
- VII. It was noted that we already have one local sponsor, Sulzer, for 2016 that will be sponsoring an artist as well as beverages for the AOA Reception.
- VIII. Jessica Klym will provide an update on name badges at the September 2nd meeting.
- IX. Patti Davidsmeier gave the board an update concerning the visit from Gregory and Jane Johnson's Gillette visit.
- X. Replacement of 3 of the sculptures were discussed;
  - a. Floating Notes – Looking to move to the College or Westwood school
  - b. Last to Launch- Not visible where it is; possibly move to the Post Office.
  - c. Going Deep-move to Prairie Fire Brewing
- XI. Discussion was held concerning 2015-16 goals.
- XII. Next meeting scheduled at 5:15 on September 2; City Hall, 3<sup>rd</sup> Floor Conference Room.
- XII. Meeting was adjourned at 7:20pm

Respectfully submitted by Mary Ellen Young



# CITY OF GILLETTE

Development Services Department  
Building Inspection Division  
P.O. Box 3003 • Gillette, Wyoming 82717-3003  
Phone 307.686.5260  
www.gillettewy.gov

## MEMORANDUM

TO: Board of Examiners – John Alt, Chairman; Scott Heibult, Vice-Chairman; Steve King, Jaye Drake, Brian Shippy, Chad Renken, Weston Scott, Dale Phipps, and Dean Thompson.

CC: Administration  
Carter Napier, City Administrator  
Charlie Anderson, City Attorney  
Dustin Hamilton, P.E., Development Services Director  
Jim Brown, Deputy Building Official  
Kim King, Administrative Assistant

FROM: Ken Rogers, Chief Building Official

SUBJECT: Board of Examiners Regular Meeting – September 8, 2015

DATE: September 3, 2015

The Regular Meeting is scheduled for 12:30 p.m. on Tuesday, September 8, 2015 at City Hall, in the Community Conference Room, 2<sup>nd</sup> Floor. Lunch will be served at 12:00 p.m. in the Engineering Conference Room.

Enclosed please find the Meeting Agenda and Packet.

If you have questions or concerns prior to the meeting, please contact me.

Thank you.

# **Agenda**

## **BOARD OF EXAMINERS REGULAR MEETING**

**September 8, 2015  
12:00 p.m. to 2:00 p.m.  
City of Gillette – City Hall  
2<sup>nd</sup> Floor  
Community Conference Room**

### **Call to Order**

John Alt, Chairman

### **Approval of Minutes**

Regular Meeting of August 11, 2015

### **Unfinished Business**

### **New Business**

2015 Code Updates

Citizen Advisory Board Training – Fall Session

- September 16, 2015 from 1:00 – 5:00 p.m.
- September 17, 2015 from 5:00 – 9:00 p.m.

### **Approval of Contractor License Applications**

Individual Trade License Applications

Contractor License Applications (Class A, B, C, D, F and R)

### **Announcements**

The next Regular Meeting will be on Tuesday, October 13, 2015.

### **Adjournment**

BOARD OF EXAMINERS  
MEETING MINUTES

Regular

August 11, 2015

12:30 p.m.

Board Members present: Vice Chairman Heibult, Steve King, Jaye Drake, Chad Renken, Weston Scott, Dale Phipps, and Dean Thompson.

Board Members absent: Chairman John Alt and Brian Shippy.

Staff Members present: Dustin Hamilton, Development Services Director; Ken Rogers, Chief Building Official; Jim Brown, Deputy Building Official; and Kim King, Administrative Assistant.

Scott Heibult, Vice Chairman, called the meeting to order.

Approval of Minutes

Vice Chairman Heibult called for approval of the July 14, 2015, Regular Meeting Minutes. It was moved by Dean Thompson, seconded by Steve King, to approve said Minutes. Roll was called on the motion with the following results. Board Members voting aye: King, Drake, Renken, Scott, Phipps, Thompson, and Vice Chairman Heibult. Motion carried.

New Business

There was none.

Unfinished Business

There was none.

Individual Trade License Applications

The Board reviewed the following Individual Trade License Applications:

ALLEN CLINT of SHERIDAN, WY • JOURNEYMAN HVAC TECH, WESTIN MECHANICAL LLC Lic# 2091  
BARTON DONOVAN of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, POWER SOLUTIONS LLC Lic# 2147  
BENSON JAY D of GILLETTE, WY • APPRENTICE REFRIGERATION TECH, SOURCE GAS LLC Lic# 2155  
BENSON JAY D of GILLETTE, WY • APPRENTICE HVAC TECH, SOURCE GAS LLC Lic# 2154  
BENSON JAY D of GILLETTE, WY • APPRENTICE GAS PIPEFITTER, SOURCE GAS LLC Lic# 2153  
CHADO BERNARD of GILLETTE, WY • JOURNEYMAN PLUMBER, MILLER MECHANICAL LLC Lic# 2194  
DOWDY LUKE of UPTON, WY • MASTER PLUMBER, LG PLUMBING LLC Lic# 1536  
DOWDY LUKE of UPTON, WY • MASTER GAS PIPEFITTER, LG PLUMBING LLC Lic# 1535  
ELLSWORTH ROY of GILLETTE, WY • JOURNEYMAN HVAC TECH, POWDER RIVER HEATING & A/C Lic# 2218  
ELLSWORTH ROY of GILLETTE, WY • JOURNEYMAN GAS PIPE, POWDER RIVER HEATING & A/C Lic# 2217  
FULWILER DUSTIN of BILLINGS, MT • MASTER PLUMBER, BIG CREEK PLUMBING LLC Lic# 2236

FULWILER DUSTIN of BILLINGS, MT • MASTER GAS PIPEFITTER, BIG CREEK PLUMBING LLC Lic# 2235  
GALES TIM of GILLETTE, WY • MASTER PLUMBER, CITY OF GILLETTE Lic# 2305  
GOODELL CRAIG of HULETT, WY • JOURNEYMAN ELECTRICIAN, HULETT ELECTRIC LLC Lic# 2310  
JOHNSON BRANDON of GILLETTE, WY • JOURNEYMAN HVAC TECH, POWDER RIVER HEATING Lic# 2344  
JOHNSON BRANDON of GILLETTE, WY • JOURNEYMAN GAS PIPE, POWDER RIVER HEATING Lic# 2343  
MORENO FRANCISCO of GILLETTE, WY • APPRENTICE PLUMBER, POWDER RIVER HEATING Lic# 2381  
MORENO FRANCISCO of GILLETTE, WY • APPRENTICE GAS PIPEFITTER, POWDER RIVER HEATING Lic# 2380  
MURRAY PHILLIP of CASPER, WY • JOURNEYMAN ELECTRICIAN, ENVISION ELECTRIC INC Lic# 2662  
OLIVER TOAN of CASPER, WY • JOURNEYMAN ELECTRICIAN, ENVISION ELECTRIC INC Lic# 2663  
OPP RUSSELL of GILLETTE, WY • MASTER PLUMBER, LICENSE ACTIVE ONLY Lic# 1694  
PLATO ALAN of GILLETTE, WY • JOURNEYMAN HVAC TECH, POWDER RIVER HEATING Lic# 2400  
PLATO ALAN of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, POWDER RIVER HEATING Lic# 2399  
REED MATTHEW of CASPER, WY • MASTER ELECTRICIAN, ENVISION ELECTRIC INC Lic# 2661  
RENKEN BRYAN of GILLETTE, WY • MASTER HVAC TECH, RENKEN PLUMBING LLC Lic# 2657  
RENKEN BRYAN of GILLETTE, WY • MASTER PLUMBER, RENKEN PLUMBING LLC Lic# 1788  
ROGERS LANCE of HULETT, WY • MASTER ELECTRICIAN, HULETT ELECTRIC LLC Lic# 1809  
SALES STEVE of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, POWDER RIVER HEATING Lic# 1823  
SALES STEVE of GILLETTE, WY • JOURNEYMAN PLUMBER, POWDER RIVER HEATING Lic# 1822  
SCHULTZ SHANE of GILLETTE, WY • MASTER PLUMBER, SHANE SCHULTZ PLUMBING & HEATING Lic# 1843  
SHIELDS CORBY of GILLETTE, WY • MASTER PLUMBER, S & S BUILDERS LLC Lic# 1849  
SHIELDS CORBY of GILLETTE, WY • MASTER GAS PIPEFITTER, S & S BUILDERS LLC Lic# 1848  
SHIELDS CORBY of GILLETTE, WY • MASTER HVAC TECH, S & S BUILDERS LLC Lic# 1847  
SIMPSON JUSTIN of LOVELAND, CO • MASTER ELECTRICIAN, SIMPSON ELECTRIC OF COLORADO Lic# 1868  
SMITH GARR of GILLETTE, WY • JOURNEYMAN HVAC TECH, POWDER RIVER HEATING Lic# 1882  
SMITH GARR of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, POWDER RIVER HEATING Lic# 1881  
STRONG JUSTIN of GILLETTE, WY • JOURNEYMAN PLUMBER, POWDER RIVER HEATING Lic# 1909  
STRONG JUSTIN of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, POWDER RIVER HEATING Lic# 1908  
SUCHOR JOE of GILLETTE, WY • MASTER PLUMBER, JOES PLUMBING & HEATING INC Lic# 1913  
THOLE ADAM of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, CAMPBELL COUNTY SCHOOL DIST Lic# 1935  
WHATLEY JOSH of GILLETTE, WY • APPRENTICE HVAC TECH, POWDER RIVER HEATING Lic# 2659  
WHATLEY JOSH of GILLETTE, WY • APPRENTICE GAS PIPEFITTER, POWDER RIVER HEATING Lic# 2658  
WOFFORD KRISTOPHER of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, AMPED ELECTRIC LLC Lic# 2048

It was moved by Jaye Drake, seconded by Dale Phipps, to approve the above Individual Trade License Applications. Roll was called on the motion with the following results. Board Members voting aye: Drake, Renken, Scott, Phipps, Thompson, King, and Vice Chairman Heibult. Motion carried.

### Contractor License Applications

The Board reviewed the following Contractor License Applications (Class A, B, C, D, F and R):

ABRAHAM PERAZA of GILLETTE, WY • ABRAHAM PERAZA, TRIM CARPENTRY PAINT FLOORING  
ACCENT MASONRY of GILLETTE, WY • SCOTT BENNETT, STRUCTURAL CONCRETE  
AIR SOLUTIONS LLC of GILLETTE, WY • BRAD REED, MISCELLANEOUS  
ANASAZI CUSTOM TILE of GILLETTE, WY • FRANCISCO HERNANDEZ, TRIM CARPENTRY PAINT FLOORING  
BEATRIZ G FERRALES FRAMING of GILLETTE, WY • BEATRIZ FERRALES, WIND SIDING GUTTER GARAGE  
BHS LLC of GILLETTE, WY • LANCE BYRD, TRIM CARPENTRY PAINT FLOORING  
BHS LLC of GILLETTE, WY • LANCE BYRD, MISCELLANEOUS  
BHS LLC of GILLETTE, WY • LANCE BYRD, LANDSCAPING & FENCING  
BIG CREEK PLUMBING LLC of BILLINGS, MT • DUSTIN FULWILER, GAS PIPEFITTER  
BIG CREEK PLUMBING LLC of BILLINGS, MT • DUSTIN FULWILER, PLUMBING  
BRICKER ENTERPRISES LLC of GILLETTE, WY • LES BRICKER, MISCELLANEOUS  
BRICKER ENTERPRISES LLC of GILLETTE, WY • LES BRICKER, LANDSCAPING & FENCING  
BRICKER ENTERPRISES LLC of GILLETTE, WY • LES BRICKER, TRIM CARPENTRY PAINT FLOORING

BRICKER ENTERPRISES LLC of GILLETTE, WY • LES BRICKER, NONSTRUCTURAL CONCRETE  
 BRICKER ENTERPRISES LLC of GILLETTE, WY • LES BRICKER, MASONRY (VNR)  
 BROWN CONSTRUCTION SERVICES LLC of GILLETTE, WY • BILL BROWN, BUILDING CONTRACTOR  
 CJ'S LANDSCAPING & MAINTENANCE LLC of GILLETTE, WY • TOMMIE PADOVA, LANDSCAPING & FENCING  
 COLLINS COMPANIES of RAPID CITY, SD • GENE WITTKOWSKA, WIND SIDING GUTTER GARAGE DOOR  
 DELTA CONSTRUCTION INC of LARAMIE, WY • TRAVIS ANESI, GENERAL CONTRACTOR  
 DENALI CONSTRUCTION of GILLETTE, WY • ALEX GILMOUR, GENERAL CONTRACTOR  
 DESIGN CONSTRUCTION LLC of GILLETTE, WY • EDD COLLINS, GENERAL CONTRACTOR  
 DORANCE JOHNSON CONSTRUCTION of WELLINGTON, CO • DORANCE JOHNSON, FRAMING  
 E & S CONSTRUCTION LLC of GILLETTE, WY • EARL SHAW, EXCAVATION & GRADING  
 EHC LLC of DEEVER, WY • JERRY BUBLITZ, NONSTRUCTURAL CONCRETE  
 ENVISION ELECTRIC INC of CASPER, WY • MATTHEW REED, ELECTRICAL  
 FDR QUALITY SOLUTIONS LLC of GILLETTE, WY • FRED REUM, BUILDING CONTRACTOR  
 G & G LANDSCAPING INC of GILLETTE, WY • GREG SCALLON, WATER & SEWER PIPELAYER  
 G P SPECIALTIES INC of GILLETTE, WY • MICHAEL STEDMAN, BUILDING CONTRACTOR  
 GOLDEN WEST TECHNOLOGIES INC of RAPID CITY, SD • COLE ROMNEY, LOW VOLTAGE  
 HEAVY CONSTRUCTORS INC of RAPID CITY, SD • MARIA GARDUNA, GENERAL CONTRACTOR  
 HERITAGE HOMES INC of MOORCROFT, WY • DAN SWANEY, GENERAL CONTRACTOR  
 HILLS ROOFING & SHEET METAL of RAPID CITY, SD • RANDALL PALMER, GENERAL ROOFING  
 HLADKY CONSTRUCTION INC of GILLETTE, WY • SCOTT HEIBULT, GENERAL CONTRACTOR  
 HULETT ELECTRIC LLC of HULETT, WY • LANCE ROGERS, ELECTRICAL  
 HYATT CONSTRUCTION of GILLETTE, WY • SHAWN HYATT, NONSTRUCTURAL CONCRETE  
 J AND E ROOFING LLC of CHEYENNE, WY • JULIE MAUCH, SHINGLE ROOFING  
 JAY'S CONCRETE CONSTRUCTION of GILLETTE, WY • JAY SUCHOR, STRUCTURAL CONCRETE  
 JOHN'S CUSTOM CARPET & TILE of GILLETTE, WY • JONATHAN EHREDT JR, TRIM CARP PAINT FLOOR  
 JP RESIDENTIAL CONSTRUCTION of MOORCROFT, WY • JOSE PACHECO, FRAMING  
 JUAN & LUCIA MIRANDA PAINTING of GILLETTE, WY • LUCIA MIRANDA, TRIM CARP PAINT FLOORING  
 JUDSON ENTERPRISES INC - K DESIGNERS of GOLD RIVER, CA • JOHN FRENCH, RESIDENTIAL CONT  
 KUNTZ ROOFING & REPAIR of GILLETTE, WY • DAMIAN KUNTZ, GENERAL ROOFING  
 KUSTOM HOME REPAIR of GILLETTE, WY • DAVID NICKS, WIND SIDING GUTTER GARAGE DOOR  
 L M OLSON INC of RAWLINS, WY • GREGG OLSON, GENERAL CONTRACTOR  
 LINE FINDERS, LLC of GILLETTE, WY • SCOT ANDERSON, MISCELLANEOUS  
 LOST CABIN CONSTRUCTION LLC of GILLETTE, WY • GARY GILBERT, GENERAL CONTRACTOR  
 LPR CONSTRUCTION CO of LOVELAND, CO • JOHN TURNER, GENERAL CONTRACTOR  
 MARTEL CONSTRUCTION CO INC of CHEYENNE, WY • JONATHAN MARTEL, GENERAL CONTRACTOR  
 MGM ENTERPRISES INC of GILLETTE, WY • MATTHEW GARLAND, GENERAL CONTRACTOR  
 MODERN ELECTRIC COMPANY of CASPER, WY • RICHARD VIGNAROLI, ELECTRICAL  
 NEW DISCOVERY CONSTRUCTION of GILLETTE, WY • HECTOR GANDARA, NONSTRUCTURAL CONCRETE  
 NEW WAVE BUILDERS of MOORCROFT, WY • ROBERT SUCHOR, RESIDENTIAL CONTRACTOR  
 NORTON CONSTRUCTION INC of GILLETTE, WY • DOUG NORTON, GENERAL CONTRACTOR  
 OEDEKOVEN EXCAVATING & CONSTRUCTION of GILLETTE, WY • ROGER OEDEKOVEN, WATER & SEWER  
 PINNACLE CONSTRUCTION INC of CASPER, WY • TYRELL ROBERTSON, SHINGLE ROOFING  
 QUALITY FLOOR COVERING LLC of GILLETTE, WY • DALLAS GRUBBS, RESIDENTIAL CONTRACTOR  
 R & L CONTRACTORS INC of GILLETTE, WY • RANDY LANGDON, RESIDENTIAL CONTRACTOR  
 RADIX CONSTRUCTION INC of GILLETTE, WY • TIM DEWINE, GENERAL CONTRACTOR  
 RENKEN PLUMBING LLC of GILLETTE, WY • BRYAN RENKEN, MECHANICAL  
 RENKEN PLUMBING LLC of GILLETTE, WY • BRYAN RENKEN, PLUMBING  
 ROLL "N" RITE DOORS INC of SHERIDAN, WY • BRAD ROSENLUND, WIND SIDING GUTTER GARAGE DOOR  
 RUSSELL CONSTRUCTION CO of DOUGLAS, WY • WILLIAM RUSSELL, GENERAL CONTRACTOR  
 SCHINDLER ELEVATOR CORPORATION of LAKEWOOD, CO • STEPHEN MARSHALL, ELEVATOR  
 SHANE SCHULTZ PLUMBING & HEATING of GILLETTE, WY • SHANE SCHULTZ, PLUMBING  
 SIMON CONTRACTORS of GILLETTE, WY • BRYSON GAMBREL, EXCAVATION & GRADING  
 SIMON CONTRACTORS of GILLETTE, WY • BRYSON GAMBREL, NONSTRUCTURAL CONCRETE  
 SIMON CONTRACTORS of GILLETTE, WY • BRYSON GAMBREL, WATER & SEWER PIPELAYER  
 SPRY CONSTRUCTION of CARTHAGE, MO • ROCKY SPRY, NONSTRUCTURAL CONCRETE  
 STEVE GEERTSON of GILLETTE, WY • STEVE GEERTSON, BUILDING CONTRACTOR  
 TURN KEY TECHNOLOGIES LLC of GILLETTE, WY • DAVID BRINEY, LOW VOLTAGE  
 VAZQUEZ GARAGE DOOR SERVICES of GILLETTE, WY • LUIS VAZQUEZ, WIND SIDING GUTTER GARAGE  
 VERSATILE CARPETS of SPEARFISH, SD • TIM VERHULST, TRIM CARPENTRY PAINT FLOORING  
 VIPER ENERGY SERVICES LLC of GILLETTE, WY • CHARLES CORNELIUS, NONSTRUCTURAL CONCRETE  
 VIPER ENERGY SERVICES LLC of GILLETTE, WY • CHARLES CORNELIUS, INSULATION

WATERSCAPES INC of BROOMFIELD, CO • SCOTT WAGNER, MISCELLANEOUS  
WESTERN SERVICES LLC of GILLETTE, WY • DOUG COX, NONSTRUCTURAL CONCRETE  
WHITE & TIGHT INDUSTRIES of GILLETTE, WY • MARCUS BLACK, NONSTRUCTURAL CONCRETE  
WOLFFS PLUMBING & HEATING INC of SPEARFISH, SD • SCOTT HARTMAN, PLUMBING  
WORCESTER CONSTRUCTION of GILLETTE, WY • JEFF WORCESTER, GENERAL CONTRACTOR  
YELLOWJACKET CONSTRUCTION of GILLETTE, WY • EDI MENDOZA, TRIM CARPENTRY PAINT FLOORING  
YELLOWJACKET CONSTRUCTION of GILLETTE, WY • EDI MENDOZA, LANDSCAPING & FENCING  
YELLOWJACKET CONSTRUCTION of GILLETTE, WY • EDI MENDOZA, NONSTRUCTURAL CONCRETE

It was moved by Dean Thompson, seconded by Jaye Drake, to approve the above Contractor License Applications. Roll was called on the motion with the following results. Board Members voting aye: Renken, Scott, Phipps, Thompson, King, Drake. Vice Chairman Heibult abstained. Motion carried.

### Announcements

Jim Brown informed the Board the 2015 Code Adoptions were going to be taken to the City Attorney, Charlie Anderson, for a review process prior to being brought to the Board. Jim stated he had had some inquiries about the building of townhouses in Gillette and under our current Building Codes, there would be a requirement for a fire suppression system. Jim stated the fire suppression system could be a residential grade wet plumbing loop incorporated in the potable water system or it can be something else. Because of this, Jim felt a new license category should be created for the installation of these types of fire suppression systems. He stated this would put the City 'ahead of the curve' if the townhouses come in, then we would be ready. He stated there are two (2) options available for licensing. One is from the International Residential Code, which allows plumbers to install this system as part of the potable water system and there is one from the National Fire Protection Association that requires a fire protection engineer to install the system. He stated they would be bringing it to the Board for review in September.

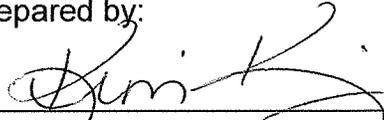
Ken Rogers asked the Board if they would like to have a copy of the Code changes before the next meeting for review. Vice Chairman Heibult asked if the Board could have the changes a few days prior to their meeting packets being mailed that would be appreciated. Ken asked if the changes could be emailed and the Board agreed. Ken stated once the changes are approved by the Board and City Council, the 2015 Codes will go into effect on January 1, 2016. Steve King asked how the contractors would be notified of the new Code adoption, Ken stated a postcard would be mailed.

The next regularly scheduled meeting will be Tuesday, September 8, 2015.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 12:38 p.m.

Prepared by:



---

Kim King, Administrative Assistant  
Building Inspection Division

ORDINANCE NO. \_\_

An Ordinance to Amend the Gillette City Code, to Adopt and Amend the 2015 Editions of the International Building Code, the International Residential Code, the International Plumbing Code, the International Mechanical Code, the International Fuel Gas Code, the International Fire Code, the International Existing Building Code and Repeal Section 5-I-11 *Adoption of Construction Design Requirements For New Healthcare Facilities and Healthcare Facility Alterations and Additions*

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF GILLETTE, WYOMING:

SECTION ONE. Section 5-I-2 A. of the Gillette City Code is amended to read as follows:

**§ 5-I-2. Adoption of International Building Code.**

A. There is hereby adopted by reference that certain document known as the International Building Code, ~~2012-2015~~ Edition, including Appendix C and J, as copyrighted by the International Code Council. Said document is hereby adopted as the Building Code for the incorporated areas of the City of Gillette providing for the regulation and the erection, construction, enlargement, alteration, repair, moving, demolition, conversion, occupancy, of all buildings and structures within this city and each and all such regulations, provisions, penalties, conditions and terms of the International Building Code, ~~2012-2015~~ Edition, including Appendix C and J, and the International Code Council A117.1-2009 ANSI National Standard, Accessible and Useable Buildings and Facilities, are hereby referred to, adopted, and made a part hereof as though set forth herein, excepting such portions as are hereinafter deleted, modified or amended. (Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3521, 11-19-2007; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012)

SECTION TWO. Section 5-I-2 B (5) and (6) of the Gillette City Code are amended to read as follows:

(5) Sections 305.2, ~~308.3, 308.3.1, 308.5.2, 308.6, 308.6.1 310.1 (R3)~~ of the International Building Code ~~is~~are amended as follows:

Child Daycare shall be modified in accordance with the Wyoming State Child Care Licensing Rules. A complete guide of these rules and requirements can be viewed on the Wyoming Department of Family Services website at: <http://dfswapps.state.wy.us/> ( Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012)

(6) Chapter 13 of the International Building Code is amended to read as follows:

*Commercial Buildings*

A Comcheck compliance report using the 2012 Edition of the International Energy Conservation Code (IECC) or ASHRAE Standard 90.1.2013 shall be submitted with the proposed building plans at the time of application for review and comment. Only the building envelope calculations are required.

Exception: IBC Occupancies S-1, S-2, F-1, F-2, & U are exempt ~~for~~ from the above requirement.

“Comcheck” software may be obtained at no cost on the internet at:

[http://www.energycodes.gov/comcheck/ez\\_download.stm](http://www.energycodes.gov/comcheck/ez_download.stm)

<http://www.energycodes.gov/comcheck>

(Ord. 3630, 6-15-2009 effective 7-1-2009; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012)

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SECTION THREE. Section 5-I-3 A. of the Gillette City Code is amended to read as follows:

**§5-I-3. Adoption of International Residential Code.**

A. There is hereby adopted by reference that certain Document known as the International Residential Code, 2012-2015 Edition, including Appendix A, B, C, D, and E, as copyrighted by the International Code Council. Said document is hereby adopted as the Building Code for the incorporated areas of City of Gillette providing for the regulation of the erection, construction, enlargement, alteration, repair, moving, demolition, conversion, occupancy, use, height and area of all building and structures within this city and each and all such regulations, provisions, penalties, conditions and term of the International Residential Code, 2012-2015 Edition, including Appendix A, B, C, ~~D~~, ~~and E~~ and N are hereby referred to, adopted, and made a part hereof as thoughtfully set forth herein, excepting such portions as are hereinafter deleted, modified or amended. (Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3521, 11-19-2007 ;Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012)

SECTION FOUR. Section 5-I-3 B (4), (5), and (6) of the Gillette City Code are amended to read as follows:

(4) Table R301.2 (1) of the International Residential Code is amended to read as follows:

**TABLE R301.2 (1)  
CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA**

<b>Ground Snow Load</b>		<b>25 psf</b>
<b>Minimum Roof Snow Load for Roofs with = &gt; 1:12 Pitch or greater 4.76 Degrees</b>	Load reductions shall be <u>prohibited.</u>	<b>30 psf</b> See Footnote #1.
<b>Minimum Roof Snow Load for Roofs with less than 1:12 Pitch 4.76 Degrees</b>	Load reductions shall be <u>prohibited.</u>	<b>35 psf</b> See Footnote #2.
<b><del>Basic Wind Speed (MPH) &amp; Exposure</del></b>	<del>IRC 2012 BUILDINGS</del>	<del>90 MPH Exposure C</del>
<b>Wind Loads</b>	<del>IBC 2012 BUILDINGS All Buildings &amp; Structures</del>	<del>In — Accordance with IBC Section 1609 Ultimate Design Wind Speed 115 mph Nominal Wind Speed 90 mph</del>

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<b>100-Year, 1 Hour Rainfall (inches)</b>	Source: IPC Figure 1106.1	<b>2.5</b>
<b>Seismic Design Category</b>		<b>B minimum</b>
<b>SUBJECT TO DAMAGE FROM:</b>		
	<b>Weathering</b>	<b>Severe</b>
	<b>Frost Line Depth</b>	<b>42 inches</b>
	<b>Termite</b>	<b>Slight to moderate</b>
	<b>Decay</b>	<b>None to slight</b>
<b>Winter Design Temp</b>	Source: IPC Table D-101	<b>-8° F</b>
<b>Ice Shield Underlayment Required</b>	Source: IBC Section 1507.2.8.2, IRC Sections R905.2.7.1, R905.4.3.1, R905.5.3.1, R905.6.3.1, R905.7.3.1, R905.8.3.1,	<b>Yes</b>
<b>Flood Hazard</b>	Source: IRC Table R-301.2(1) Note - G	<b>10/15/90</b>
<b>Air Freezing Index</b>	Source: IRC Table R-403.3(2)	<b>2500</b>
<b>Mean Annual Temp</b>	Source: NOAA as referenced By the IBC.	<b>45° F</b>
<b>Heating Degree Days (HDD)</b>	Climate Zone-6B.	<b>7995</b>
<b>Structural Concrete Minimum 28 Day</b>		<b>4,000 PSI</b>

<b>Compressive Strength</b>		
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- 1) The roof snow load shall be 30 pounds per square foot, or as determined per ASCE 7-10 as referenced by the ~~2012~~-2015 Edition of the International Building Code based upon ground snow load ( $p_g$ ) of 25 psf; **whichever is greater**. In either case the effects of unbalanced snow, drifting, sliding snow, and ponding shall be considered where applicable.
- 2) The roof snow load shall be 35 pounds per square foot, or as determined per ASCE 7-10 as referenced by the ~~2012~~-2015 Edition of the International Building Code based upon ground snow load ( $p_g$ ) of 25 psf; **whichever is greater**. In either case the effects of unbalanced snow, drifting, sliding snow, and ponding shall be considered where applicable.

(Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012; Ord. 3812, 1-7-2014)

(5) Section R302.1 *Exterior Walls* of the International Residential Code is amended to read as follows:

**R302.1 Exterior Walls.** Construction, projections, openings and penetrations of exterior walls of dwellings and accessory buildings shall comply with Table R302.1(1). (Ord. 3771, 8-20-2012)

**Exceptions:**

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1. Walls, projections, openings or penetrations in walls perpendicular to the line used to determine the *fire separation distance*.
2. Walls of *dwellings* and *accessory structures* located on the same *lot*.
3. Detached tool sheds and storage sheds, playhouses and similar structures exempted from permits are not required to provide wall protection based on location on the *lot*. Projections beyond the *exterior wall* shall not extend over the *lot line*.
4. Detached garages accessory to a *dwelling* located within 2 feet (610 mm) of a *lot line* are permitted to have roof eave projections not exceeding 4 inches (102 mm).
5. Foundation vents installed in compliance with this code are permitted.

(6) Table R302.1(2), ~~including footnote a~~ of the International Residential Code, is repealed.

SECTION FOUR. Section 5-I-3 B (16) of the Gillette City Code is repealed. Section 5-I-3 B (8), through (15) of the Gillette City Code are renumbered to 5-I-3 B (9), through (16)

SECTION FIVE. Section 5-I-3 B (8), of the Gillette City Code is amended to reads as follows:

~~(8) R-302.13 of the International Residential Code is repealed.~~

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SECTION SIX. 5-I-3 B (9) through (17) of the Gillette City Code are amended to read as follows:

~~(89)~~ Section R309.5 of the International Residential Code is Repealed. (Ord. 3771, 8-20-2012)

~~(910)~~ Sections ~~R310.2.2~~ R310.2.3.2 & R310.3.2.1 *Drainage*, of the International Residential Code is amended to read as follows:

~~R310.2.2~~R310.2.3.2 **Drainage.** Window wells shall be designed for proper drainage by connecting to the building's foundation drainage system required by Section R405.1 or by an approved alternative method. (Ord. 3771, 8-20-2012)

R310.3.2.1 **Drainage.** Bulkhead enclosures shall be designed for proper drainage by connecting to the building's foundation drainage system required by Section R405.1 or by an approved alternative method.

~~(4011)~~ R313.2 of the International Residential Code is repealed. (Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012)

~~(412)~~ Section R313.1.1 & R313.2.1, of the International Residential Code is amended to read as follows:

R313.1.1 & R313.2.1 When provided automatic residential fire sprinkler systems for buildings covered under the International Residential Code shall be designed and installed in accordance with IRC Section P2904, or NFPA 13D, ~~NFPA 13R, or NFPA 13.~~ (Ord. 3771, 8-20-2012)

(~~4213~~) Section R403.1.1 *Footings* of the International Residential Code is enacted to read as follows:

**R403.1.1 Footings.** Minimum steel reinforcement for typical spread footings shall be 2 (two) #4 rebar continuous. (Ord. 3555, 5-119-08; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012)

(~~4314~~) Section R403.1.4.1 *Frost protection Exception 1* of the International Residential Code is amended to read as follows:

1. Freestanding accessory structures with an area of 1000 square feet (37m<sup>2</sup>) or less and an eave height of 14 feet (4267.2 mm) or less shall not be required to be protected. (Ord. 3555, 5-19-08 ; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012)

(~~4415~~) Section ~~R404.1.2.2~~ R404.1.3.2 *Foundation Walls* of the International Residential Code is enacted to read as follows:

R404.1.3.2 ~~R404.1.2.2~~ **Foundation Walls.** Minimum steel reinforcement of typical foundation walls shall be #4 rebar, 2' on center, horizontal and vertical. (Ord. 3555, 5-19-00; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012)

(~~4516~~) Section R405.1 *Concrete or masonry foundations*, of the International Residential Code is amended to read as follows:

**R405.1 Concrete or masonry foundations.** Drains shall be provided around all concrete or masonry foundations that retain earth and enclose interior spaces located below grade. Drainage tiles, gravel or crushed stone drains, perforated pipe or other approved systems or materials shall be installed at or below the area to be protected and shall discharge by gravity or mechanical means into an approved drainage system. Gravel or crushed stone drains shall extend at least 1 foot (305 mm) beyond the outside edge of the footing and 6 inches (152 mm) above the top of the footing and be covered with an approved filter membrane material. The top of open joints of drain tiles shall be protected with strips of building paper. ~~Perforated~~ Except where otherwise recommended by the drain manufacturer, perforated drains shall be surrounded with an approved filter membrane or the filter membrane shall cover the washed gravel or crushed rock covering the drain. Drainage tiles or perforated pipe shall be placed on a minimum of 2 inches (51 mm) of washed gravel or crushed rock

at least one sieve size larger than the tile joint opening or perforation and covered with not less than 6 inches (152 mm) of the same material. (Ord. 3662, 2-1-2010; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012)

(17) Chapter 11 of the International Residential Code is amended to read as follows:

***Residential Energy Efficiency Requirements for IRC Housing  
Climate Zone-6B. Heating Degree Days (HDD) 7995***

Note: Insulation R-Values are pre-calculated for insulation only and already assume credible R-values for other building materials. I.e. you can not add R-Value for sheetrock, OSB, vinyl siding, block, concrete, house wrap, etc...

- ❖ FRAMED WALLS: R-19 CAVITY OR R-13 CAVITY + R-5 INSULATING SHEATHING.
- ❖ CEILINGS: R-49<sup>1</sup>
- ❖ BASEMENT WALLS: R-13 CAVITY OR R-10 CONTINUOUS. NOTE: THIS APPLIES TO FINISHED AND UNFINISHED BASEMENTS.
- ❖ FLOORS: R-30<sup>2,3,4</sup>
- ❖ CRAWL SPACE WALLS: R-13 CAVITY OR R-10 CONTINUOUS.
- ❖ WINDOW MAXIMUM ALLOWABLE U-FACTOR: 0.32<sup>4</sup>
- ❖ DOOR MAXIMUM ALLOWABLE U-FACTOR: 0.35<sup>4</sup>

***FOOTNOTES:***

- 1) Or insulation sufficient to fill the framing cavity, R-13 minimum.  
Intent: To allow for the use of hand cut rafters for cathedral ceilings & shed roofs that will not accommodate R-49*
- 2) Or insulation sufficient to fill the framing cavity, R-19 minimum.  
Intent: To allow for the use of 2 X 6 floor joists that will not accommodate R-30.*
- 3) Floor insulation may be deleted when the floor is over a conditioned space.*

4) Required as modified by RES-check option.

~~“REScheck” Software Option~~

~~A “REScheck” compliance report based on the 2012 International Energy Conservation Code (IECC) may be submitted with the permit application as an alternative method to the above prescriptive requirements. This software may be obtained at no cost on the internet at:~~  
~~<http://www.energycodes.gov/rescheck/download.stm>~~ (Ord. 3691, 9-7-2010)

Additional Requirements:

- 1) A permanent certificate shall be posted on or in the electrical distribution panel. The certificate shall be completed by the builder or design professional and shall list all R-values of insulation for walls, ceilings/roofs, foundation walls, floor(s) over outside air, crawl space walls and or floors, ducts outside conditioned space(s), and U-factors of all doors & windows. The certificate shall list the type, size and efficiency of heating and cooling equipment. An additional copy shall be provided to the building inspection division prior to the final inspection. The “Residential Energy Efficiency Certificate” shall be provided by The City of Gillette Building Inspection Division.
- 2) The thickness of blown in or sprayed roof/ceiling insulation (fiberglass or cellulose) shall be written in inches on markers that are installed at least one for every 300 ft<sup>2</sup> throughout the attic space. The markers shall be affixed to the trusses or joists and marked with the minimum initial installed thickness with numbers a minimum of 1 inch high. Each marker shall face the attic access opening.
- 3) HVAC supply and return ducts located in any unconditioned space shall be insulated to a minimum R-8.
- 4) The following shall be caulked, gasketed, weatherstripped or otherwise sealed with an air barrier material, suitable film or solid material.
  - 1) All joints, seams and penetrations.
  - 2) Windows, doors and skylights.
  - 3) Openings between window and door assemblies and their respective jambs and framing.
  - 4) Utility penetrations.

- 5) Dropped ceilings or chases adjacent to the thermal envelope.
- 6) Knee walls.
- 7) Walls and ceilings separating the garage from conditioned spaces.
- 8) Behind tubs and showers on exterior walls.
- 9) Common walls between dwelling units.
- 10) Other sources of infiltration.
- 11) Joints of duct systems shall be made substantially airtight in accordance with Section M1601.4.1

- 5) All building plans (including master plans) shall clearly indicate all R-values of insulation for walls, ceilings/roofs, foundation walls, floor(s) over outside air, crawl space walls and or floors, ducts outside conditioned space(s), and U-factors of all doors & windows. The plans shall list the type, size and efficiency of heating, cooling and service water heating equipment.
- 6) Heating and cooling equipment shall be sized in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J or other approved heating and cooling calculation methodologies. (Ord. 3630, 6-15-2009 effective 7-1-2009; Ord. 3662, 2-1-2010; Ord. 3771, 8-20-2012)

-SECTION SEVEN. 5-I-3 B (20) and (21) of the Gillette City Code are amended to read as follows:

(20) Section ~~P2905.4~~ P2906.4 *Water Service Pipe* of the International Residential Code is enacted to read as follows:

~~P2905.4~~**P2906.4 Water Service Pipe.** Water piping from the curb stop or meter pit to inside of a building meter or shut-off valve location shall be type K copper or PE 200 Psi clear core or PE # 3408 160 psi. All joints or connections in PE piping shall be brass with minimum 2 stainless steel clamps at each side of the joint or connection. Stainless steel clamps shall be installed so that they are opposing each other or other approved connection. Interior water meters 1 inch or less in size shall have a clear space of 2 feet wide from the center of the meter and 3 feet in front of the meter housing on new construction. The measurement from the center of the meter shall be equal on both sides of the meter. (Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012)

(21) Section ~~M1411-6~~M1411.8 of the International Residential Code is repealed. (Ord. 3771, 8-20-2012)

SECTION EIGHT. 5-I-4 A of the Gillette City Code are amended to read as follows:

A. There is hereby adopted by reference the International Plumbing Code ~~2012~~ 2015 Edition, and Appendices B, D, and E, as copyrighted by the International Code Council. Said document is hereby adopted as the plumbing code for the City of Gillette, for regulating the installation, maintenance, and repair of plumbing, drainage systems, water systems, and each and all such regulations, provisions, penalties, conditions and terms of the International Plumbing Code, ~~2012-2015~~ 2015 Edition and Appendices B, D, and E, thereto are hereby referred to, adopted and made a part hereof as though fully set forth herein, excepting such portions as are hereinafter deleted, modified, or amended. (Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3521, 11-19-2007 ; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012)

SECTION NINE. Section 5-I-5 A of the Gillette City Code is amended to read as follows:

A. There is hereby adopted by referenced, that certain document known as the International Mechanical Code ~~2012-2015~~ 2015 Edition as copyrighted by the International Code Council, Inc. Said document is hereby adopted as the International Mechanical Code for the incorporated areas of the City of Gillette providing for the regulating, installation and maintenance fuel gas piping systems, fuel gas utilization equipment and related accessories. And each and all such regulations, provisions, conditions and terms of the International Mechanical Code are hereby referred to, adopted and made a part hereof as though fully set forth herein, excepting such portions as are hereinafter deleted, modified or amended. (Ord. 3312, 4-19-2004 ; Ord. 3415, 4-17-2006; Ord. 3521, 11-19-2007; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012)

SECTION TEN. Section 5-I-7 A of the Gillette City Code is amended to read as follows:

A. There is hereby adopted by reference, that certain document known as the International Fuel Gas Code ~~2012~~2015 Edition and Appendix A, B, C and D, thereof as copyrighted by the International Code Council, Inc. Said document is hereby adopted as the International Fuel Gas Code for the incorporated areas of the City of Gillette providing for the regulating, installation and maintenance fuel gas piping systems, fuel gas utilization equipment and related accessories. And each and all such regulations, provisions, conditions and terms of the International Fuel Gas Code and Appendix A, B, C and D, are hereby referred to, adopted and made a part hereof as though fully set forth herein, excepting such portions as are hereinafter deleted, modified or amended. (Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3521, 11-19-2007; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012)

SECTION ELEVEN. Section 5-I-8 A of the Gillette City Code is amended to read as follows:

A. There is hereby adopted by reference that certain Document knows as the International Fire Code, ~~2012~~2015 Edition, including Appendices B, C, D, E, F, and G as copyrighted by the International Code Council. Said document is hereby adopted as the Fire Code for the incorporated areas of City of Gillette providing for the regulation of the erection, construction, enlargement, alteration, repair, moving, demolition, conversion, occupancy, use, height and area of all building and structures within this city and each and all such regulations, provisions, penalties, conditions and term of the International Building Code, ~~2012~~2015 Edition, including Appendices B, C, D, E, F, and G are hereby referred to, adopted, and made a part hereof as though fully set forth herein, except such portions as are hereinafter deleted, modified or amended. (Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3521, 11-19-2007; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012)

PASSED, APPROVED AND ADOPTED this \_\_\_ day of \_\_\_\_\_, 2015.

SECTION TWELVE. Section 5-I-8 B (7) of the Gillette City Code is amended to read as follows:

(7) Section ~~409-3~~109.4 of the International Fire Code is repealed. (Ord. 3691, 9-7-2010)

SECTION THIRTEEN. Section 5-I-8 B (20) of the Gillette City Code is amended to read as follows:

(20) Section **5706.3.1.3.2** *Existing wells* of the International Fire Code is amended to read as follows:

**5706.3.1.3.2 Existing wells.** Where wells are existing, buildings shall not be constructed within the distances set forth in Section ~~3406-3-~~5706.3.1 for separation of wells or buildings.

SECTION FOURTEEN. Section 5-I-9 A of the Gillette City Code is amended to read as follows:

A. There is hereby adopted by reference that certain document known as the International Existing Building Code, ~~2012-2015~~ Edition, as published by the International Code Council. It is adopted as the Existing Building Code of the City of Gillette, for regulating and governing the repair, alteration, change of occupancy, addition, and relocation of existing buildings, including historic buildings, as herein provided except such portions as are hereinafter deleted, modified or amended or adequately addressed by the International Building code and / or the International Fire code. (Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3521, 11-19-2007; Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012)

SECTION FIFTEEN. Section 5-I-9 A (3) of the Gillette City Code is amended to read as follows:

(3) Section ~~1301~~1401.2. Applicability, of the International Existing Building Code is amended to read as follows:

~~1301~~1401.2 **Applicability.** Structures existing prior to January 1, 1979, in which there is work involving *additions, alterations, or changes* of occupancy shall be made to conform to the requirements of this chapter or the provisions of Chapters ~~4-5~~ through ~~12~~13. The provisions of Sections ~~1301~~1401.2.1 through ~~1301~~1401.2.5, shall apply to existing occupancies that will continue to be, or are proposed to be, in Groups A, B, E, F, ~~I-2~~, M, R, and S. These provisions shall not apply to buildings with occupancies in Groups H or ~~I-1, I-3~~ Group I-4. ( Ord. 3691, 9-7-2010)

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SECTION FIFTEEN. Section 5-I-11 of the Gillette City Code is repealed.

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~~§ 5-I-11. Adoption of Construction Design Requirements for New Healthcare Facilities and Healthcare Facility Alterations and Additions. (Ord. 3771, 8-20-2012)~~

~~A. Definition of Healthcare Facilities:~~

~~The standards adopted in §5-I-11 of the Gillette City Code shall apply solely to Healthcare Facilities, which are defined herein as any adult day care facility, ambulatory surgical center, assisted living facility, birthing center, boarding home, freestanding diagnostic testing center, home health agency, hospice, hospital, intermediate care facility for the mentally retarded, medical assistance facility, nursing care facility, rehabilitation facility and renal dialysis center, or as defined by W.S. 35-2-901, et seq.~~

~~B. Adoption of Healthcare Facilities Construction Design Requirements Codes and Standards:~~

~~1. National Fire Protection Association (NFPA):~~

~~a. Adoption of Codes:~~

~~There is hereby adopted by reference the 2012 Edition of “NFPA 101: Life Safety Code” and all codes and standards referenced therein, and the current editions of NFPA 13, 70, 99 and 110. (Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012)~~

~~b. Exceptions:~~

~~(i) Healthcare facilities that are excepted from “NFPA 101: Life Safety Code” are home health agencies and hospice facilities that do not provide inpatient care:~~

~~(ii) Healthcare facilities that are excepted from “NFPA 99: Standard for Health Care Facilities” are adult day care facilities, home health~~

agencies, and hospice facilities that do not provide inpatient care. (Ord. 3771, 8-20-2012)

2. ~~Wyoming Design and Construction Minimum Standards for Healthcare Facilities.~~

a. ~~Adoption of Codes.~~

~~There is hereby adopted by reference the "Guidelines for Design and Construction of Health Care Facilities", The Facility Guidelines Institute 2010 Edition published by the American Society for Healthcare Engineering of the American Hospital Association. (ASHE) ISBN: 978-0-87258-859-2. (Ord. 3771, 8-20-2012)~~

b. ~~Exceptions.~~

~~(i) Healthcare facilities that are excepted from the "Guidelines for Design and Construction of Health Care Facilities", the Facility Guidelines Institute 2010 Edition, published by the American Society for Healthcare Engineering of the American Hospital Association are adult day care facilities, assisted living facilities, boarding homes, hospice facilities that do not provide inpatient care, home health agencies, and intermediate care facilities for the mentally retarded. (Ord. 3771, 8-20-2012)~~

~~c. Requirements in addition to the "Guidelines for Design and Construction of Health Care Facilities" the Facility Guidelines Institute 2010 Edition, published by the American Society for Healthcare Engineering of the American Hospital Association are as follows: (Ord. 3771, 8-20-2012)~~

~~(i) In hospitals and nursing care facilities, the laundry shall have a soiled linen holding room equipped with hand washing facilities and a sink for soaking soiled items.~~

~~(ii) In ambulatory surgical centers, birthing centers, hospices providing inpatient care, hospitals, and nursing care facilities, continuous mechanical exhaust ventilation shall be provided in all bathing rooms, toilet rooms, and soiled and wet areas.~~

~~(iii) In ambulatory surgical centers, birthing centers, hospices providing inpatient care, hospitals, and nursing care facilities, the air ducts that~~

~~penetrate floors shall be provided with fire-rated dampers which are activated by smoke and heat. (Ord. 3771, 8-20-2012)~~

~~(iv) In ambulatory surgical centers, birthing centers, freestanding diagnostic testing centers, hospices providing inpatient care, hospitals, medical assistance facilities, nursing care facilities, rehabilitation facilities, and renal dialysis centers, all sinks shall be provided with spray heads or equivalent. Aerators shall not be used. (Ord. 3771, 8-20-2012)~~

~~(v) In ambulatory surgical centers, birthing centers, freestanding diagnostic testing centers, hospices providing inpatient care, hospitals, medical assistance facilities, nursing care facilities, rehabilitation facilities, and renal dialysis centers, all hand wash sinks shall have faucets which discharge at least five (5) inches above the spill level of the sink. Soap dispensers and hand drying apparatus shall be provided at each hand wash sink. (Ord. 3771, 8-20-2012)~~

~~(vi) In nursing care facilities, bathing facilities shall include one (1) circulating type fixture for each nurses' station. (Ord. 3771, 8-20-2012)~~

~~(vii) In nursing care facilities, each resident shall have within his or her bedroom, minimum storage space to include a wardrobe, locker or closet, separated from other resident-shared spaces by a solid divider with a minimum dimension of 2' 4" x 1' 8", with a shelf and rod to permit hanging of full-length garments. In addition, a built-in or freestanding drawer unit which contains at least three (3) drawers, with a minimum inside drawer width of 24", shall be provided for each resident. Nightstand furniture is not considered storage space. (Ord. 3771, 8-20-2012)~~

~~(viii) Engineering Services and Equipment. (Ord. 3771, 8-20-2012)~~

~~(I) In ambulatory surgical centers, birthing centers, freestanding diagnostic testing centers, hospices providing inpatient care, hospitals, medical assistance facilities, nursing care facilities, rehabilitation facilities, and renal dialysis centers, the boiler room or other rooms containing storage of combustible material shall not contain ventilation equipment, the main electrical switch board, or emergency electrical equipment.~~

~~(II) In ambulatory surgical centers, birthing centers, freestanding diagnostic testing centers, hospices providing inpatient care, hospitals,~~

~~medical assistance facilities, nursing care facilities, rehabilitation facilities, and renal dialysis centers, building water system designs shall be in accordance with "Guideline 12-2000—Minimizing the Risk of Legionellosis Associated with Building Water Systems," published by the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE).~~

~~(III) In ambulatory surgical centers, birthing centers, hospitals, medical assistance facilities, and nursing care facilities, a standby electrical generator shall be installed in all facilities to provide emergency lighting and power per the 2011 Edition of "NFPA 70: National Electrical Code, and the current editions of NFPA 99: Standard for Health Care Facilities, and NFPA 110: Standard for Emergency and Standby Power Systems. (Ord. 3691, 9-7-2010; Ord. 3771, 8-20-2012)~~

~~(IV) In ambulatory surgical centers, birthing centers, freestanding diagnostic testing centers, hospices providing inpatient care, hospitals, medical assistance facilities, nursing care facilities, rehabilitation facilities, and renal dialysis centers, exposed light bulb fixtures and heat lamps shall not be allowed. Globes, guards, lenses, and specialty coated bulbs shall be provided. (Ord. 3771, 8-20-2012)~~

~~(V) In ambulatory surgical centers, birthing centers, hospitals, medical assistance facilities, and nursing care facilities, supply and return air systems for patient and resident care areas shall be within a duct. Common returns using corridor, ceiling cavities, and attic spaces as return plenums are prohibited. (Ord. 3771, 8-20-2012)~~

~~(1.) Exception: Remodeling of existing buildings where the remodeling causes no change of space use that previously existed and where the ventilation of the existing building complies with Section 7 (b) of these Rules.~~

~~(VI) In assisted living facilities where there are sleeping accommodations for more than sixteen (16) residents, the automatic sprinkler system shall be installed in accordance with "NFPA 13: Standard for the Installation of Sprinkler Systems." (Ord. 3621, 5-4-2009; Ord. 3771, 8-20-2012)~~

( S E A L )  
ATTEST:

\_\_\_\_\_  
Louise Carter-King, Mayor

\_\_\_\_\_  
Karlene Abelseth, City Clerk  
Published:

AN ORDINANCE TO ENACT STANDARDS FOR RESIDENTIAL FIRE SUPPRESSION SYSTEM LICENSES, BY AMENDING SECTION 5-III-5 AND SECTION 5-III-7 OF THE GILLETTE CITY CODE, ENACTING ARTICLE III (D) *Residential Fire Suppression System Licenses*, AND RENUMBERING GILLETTE CITY CODE SECTIONS AFTER 5-III-23.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF GILLETTE, WYOMING:

SECTION ONE. Section 5-III-5 (e) and Section 5-III-5(f) of the Gillette City Code are amended to read as follows:

(e) Class D Contractor

This class includes all plumbing, Residential Fire Suppression System in Accordance with the International Residential Code, 2015 Edition, Section P2904, & NFPA 13-D, Section 6.3 & Section 6.5 Multipurpose & Common Supply Piping Systems, electrical, mechanical, and gas, license contractors. (Ord. 2050, 6-3-96; Ord. 3784, 3-4-2013)

(f) Class F Fire Suppression Contractor

This license shall entitle the holder to perform the work described in this section. If an applicant desires to engage in more than one activity, a license must be obtained for each activity. These are life safety systems consisting of one or more of the following:

F - Chemical Fire Suppression – Type 1 – The installation, demolition, repair, alteration, removal or maintenance of chemical fire suppression systems or appurtenances.

F - Fire Alarm – Type 1 – The installation, demolition, repair, alteration, removal or maintenance of fire alarm systems or appurtenances in commercial building. The applicant must possess both Wyoming State and City of Gillette licenses for one of the following: low voltage technician, journeyman electrician, or master electrician.

F - Sprinkler (Fire/Standpipe) – Type 1 – The installation, demolition, repair, alteration, removal or maintenance of building fire suppression systems or

appurtenances except sprinkler systems in accordance with the International Residential Code, 2015 Edition Section P2904 & NFPA 13-D, Section 6.3 & Section 6.5 Multipurpose & Common Supply Piping Systems. (water type) (Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3784, 3-4-2013)

SECTION TWO. Section 5-III-7 of the Gillette City Code is amended to read as follows:

**§ 5-III-7. Licenses, Fee Schedule.**

The following annual fees are payable upon issuance of the type of license indicated:

Type of license	New	Renewal
Class A: General Contractor	\$500.00	\$500.00
Class B: Building Contractor	\$300.00	\$300.00
Class R: Residential Contractor	\$150.00	\$150.00
Class C: Specialty Contractor	\$75.00	\$75.00

Type of license	New	Renewal
Class D Electrical	\$ 150.00	\$ 50.00
Class D Plumbing	\$ 150.00	\$ 50.00
Class D HVAC, Mechanical	\$ 150.00	\$ 50.00
Class D Gas Pipefitters	\$ 150.00	\$ 50.00
Class F: Fire Suppression Contractor	\$75.00	\$75.00

(Ord. 2050, 6-3-96; Ord. 3312, 4-19-2004; Ord. 3415, 4-17-2006; Ord. 3568, 7-21-2008; Ord. 3621, 5-4-2009)

SECTION THREE. The following sections of the Gillette City Code are renumbered as shown in the following table.

City Code Sections	Amended City Code Sections
--------------------	----------------------------

Section 5-III-24 through 5-III-28	5-III-28 through 5-III-32
Section 5-III-34 through 5-III-37	5-III-33 through 5-III-36
Section 5-III-29 through 5-III-33	5-III-37 through 5-III-41
Section 5-III-38	5-III-42

SECTION FOUR. Sections 5-III-24 through 27 of the Gillette City Code are amended to read as follows:

**(D) Residential Fire Suppression System Licenses**

**§ 5-III-24. Licenses, Residential Fire Suppression System Generally.**

The following Class D – Residential Fire Suppression System licenses are issued for the term of one year by the Board of Examiners in compliance with the applicable provisions of this Code. Individuals must be employed by a licensed Plumbing Contractor with the City of Gillette.

**§ 5-III-25. Licenses – Residential Fire Suppression System Individuals.**

(a) To obtain a Residential Fire Suppression System license, one must possess the qualifications indicated:

- (1) Master:
  - (a) Master Plumbing License
  - (b) Residential Fire Suppression System ICC Certification
- (2) Journeyman:
  - (a) Journeyman Plumbing License
  - (b) Residential Fire Suppression System ICC Certification

**§ 5-III-26. Licenses, Examinations.**

Residential Fire Suppression System license holders must show that they have passed the specific ICC test to receive a Residential Fire Suppression System license

**§ 5-III-27. Licenses, Fee Schedule**

The following annual fees are payable upon issuance of the type of license indicated:

Type of License	New	Renewal
Residential Fire Suppression System	\$50	\$50

PASSED, APPROVED AND ADOPTED this \_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Louise Carter-King, Mayor

( S E A L )  
ATTEST:

\_\_\_\_\_  
Karlene Abelseth, City Clerk  
Published:

DRAFT

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND SECTION 5-IV-1(A) AND SECTION 5-IV-3(A)  
OF THE GILLETTE CITY CODE CONCERNING PLAN REVIEW AND  
PERMIT FEES

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF GILLETTE,  
WYOMING:

SECTION ONE. Section 5-IV-1(a) of the Gillette City Code is amended to read as follows:

**§ 5-IV-1. Plan Review Fees, Permit Fees and Reinspection Fees**

(a) Plan Review Fees:

1.	Plans are required for one and two family dwellings	No charge for plan reviews
2.	First Commercial Plan Review including Commercial Master Plans and additional plan review required by changes, additions, or revisions to approved plans	1 <sup>st</sup> review \$100 <del>2<sup>nd</sup></del> review \$200 <del>3<sup>rd</sup></del> review \$1,125 4 <sup>th</sup> and any additional reviews are \$1,500 each.(Ord. 3720, 5-2-2011)
<del>3.</del>	<del>Commercial Master Plans are subject to a plan review fee on first review. Thereafter, only the building permit fee will be charged on duplicate units of the approved master plan. All Master plan approval is valid until new code editions are adopted, or until subsequent code revisions effect master plan status.</del>	
4.	<del>All Master plan approval is valid until new code editions are adopted, or until subsequent code revisions effect master plan status.</del>	

SECTION ONE. Section 5-IV-3(a) of the Gillette City Code is amended to read as follows:

**§ 5-IV-3. Plumbing, Mechanical and Gas Pipefitting Permit Fees.**

(a) Plumbing Permit Fees

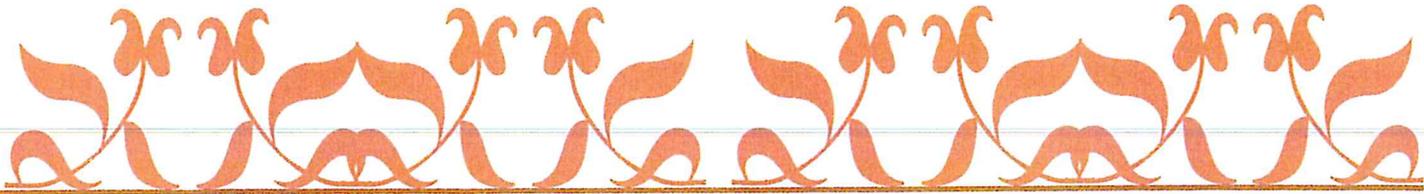
Minimum permit fee	\$10.00
For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping, and backflow protection therefore)	\$2
For each water heater	\$10
For each industrial waste pre-treatment grease or sand-oil interceptor, including its trap and vent, excepting kitchen type grease, interceptors functioning as fixture traps	\$10.00
For installation, alteration or repair of water line	\$10
For each lawn sprinkler system and associated backflow protection devices	\$5
For water softeners or treatment systems	\$10
Plumbing repair (any type)	\$10
Sewer Line Installation and/or repair	\$10
Residential Plumbing (New single family construction) - Interior	\$30
Demolition of Building – Cap off plumbing at Street	\$10
Plumbing Residential Basement Finish	\$10

PASSED, APPROVED AND ADOPTED this \_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Louise Carter-King, Mayor

( S E A L )  
ATTEST:

\_\_\_\_\_  
Karlene Abelseth, City Clerk  
Published:



## *Board Member Training Fall 2015*

George Amos Memorial Bldg. (GAMB)  
Cottonwood room  
Gillette, WY  
412 S. Gillette Ave.

### Board Fundamental Session:

Board Members will gain knowledge about their responsibilities.

Topics include:

- ~ Building Exceptional Boards
- ~ Understanding Fiduciary and Legal Responsibilities
- ~ Intentional Leadership
- ~ Ensuring Organizational Sustainability

Fall 2015:

Wednesday, September 16, 2015

1:00-5:00 pm

or

Thursday, September 17, 2015

5:00-9:00 pm

### Who Should Attend:

- ~ Appointed Board Members
- ~ Community Volunteer Board Members
- ~ Organizational Directors

Your participation will be an investment in your success as a board member.

*Michelle Pierce*—

Northeast Area Community Development Educator for the University of Wyoming Extension

*Carol Seeger*—

Deputy County and Prosecuting Attorney for Campbell County Government

*Ivy McGowan-Castleberry*—

Campbell County Grants Specialist and Public Information Officer

Please register early as seating is limited! Contact Kendra  
Call: (307) 682-7283 or email  
[krc01@ccgov.net](mailto:krc01@ccgov.net)

**Sponsored by:**



Campbell County  
w y o m i n g



Fall Session Hosted By: Campbell County

**FOR REVIEW INDIVIDUAL LICENSE APPLICATIONS**

**SEPTEMBER 8, 2015**

1	<b>ALEXANDER AARON of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, BLAIR ELECTRIC SERVICE CO Lic# 2090</b>
2	<b>AMDAHL GERALD of LOVELAND, CO • JOURNEYMAN ELECTRICIAN, MAC ELECTRIC COMPANY INC Lic# 2133</b>
3	<b>ATKINSON JOSEPH of COALVILLE, UT • MASTER ELECTRICIAN, RIDGELINE ELECTRIC INC Lic# 2704</b>
4	<b>BAYNE JAMES P of GILLETTE, WY • MASTER GAS PIPEFITTER, JIM'S HEATING A/C &amp; REFRIGERATION Lic# 1481</b>
5	<b>BAYNE JAMES P of GILLETTE, WY • MASTER HVAC TECH, JIM'S HEATING A/C &amp; REFRIGERATION Lic# 1482</b>
6	<b>BLONQUIST CODY of COALVILLE, UT • MASTER ELECTRICIAN, RIDGELINE ELECTRIC INC Lic# 2703</b>
7	<b>BONEFIELD MICHAEL of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, R &amp; G ELECTRIC INC Lic# 2163</b>
8	<b>BOWAR KEITH of GILLETTE, WY • MASTER HVAC TECH, CAMPBELL COUNTY Lic# 2167</b>
9	<b>BOWAR KEITH of GILLETTE, WY • MASTER PLUMBER, CAMPBELL COUNTY Lic# 2168</b>
10	<b>CARNAHAN JONATHON of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, PRO ELECTRIC INC Lic# 2697</b>
11	<b>DEGEN ROBERT of GILLETTE, WY • MASTER GAS PIPEFITTER, BOB DEGEN PLUMBING Lic# 2207</b>
12	<b>DEGEN ROBERT of GILLETTE, WY • MASTER PLUMBER, BOB DEGEN PLUMBING Lic# 2208</b>
13	<b>FRONK JOSH of GILLETTE, WY • APPRENTICE HVAC TECH, EASTERN WYOMING MECHANICAL PLUMBING HEAT Lic# 2707</b>
14	<b>GRECO FRANK of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, POWDER RIVER HEATING &amp; AIR CONDITIONING Lic# 2312</b>
15	<b>GRECO FRANK of GILLETTE, WY • JOURNEYMAN HVAC TECH, POWDER RIVER HEATING &amp; AIR CONDITIONING Lic# 2313</b>
16	<b>JOHNSON RICHARD of CASPER, WY • MASTER HVAC TECH, LONG BUILDING TECHNOLOGIES INC Lic# 2347</b>
17	<b>KNAPP JEREMY of GILLETTE, WY • JOURNEYMAN HVAC TECH, POWDER RIVER HEATING &amp; AIR CONDITIONING Lic# 2355</b>
18	<b>KNAPP JEREMY of GILLETTE, WY • JOURNEYMAN GAS PIPEFITTER, POWDER RIVER HEATING &amp; AIR CONDITIONING Lic# 2356</b>
19	<b>MCLAUGHLIN SHANNON of LOVELAND, CO • MASTER ELECTRICIAN, MAC ELECTRIC COMPANY INC Lic# 1588</b>
20	<b>MILNER BENJI of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, AMPED ELECTRIC LLC Lic# 2694</b>
21	<b>MORRISON DONALD of GILLETTE, WY • MASTER ELECTRICIAN, NEON MAGIC OF WY LLC Lic# 1651</b>
22	<b>PFLEGER MARK of RAPID CITY, SD • MASTER ELECTRICIAN, TEMPERATURE TECHNOLOGY INC Lic# 2389</b>
23	<b>ROHDE CHRIS of GILLETTE, WY • MASTER ELECTRICIAN, RMS INSTRUMENT &amp; ELECTRIC LLC Lic# 1810</b>
24	<b>THOMAS RICHARD J of GILLETTE, WY • JOURNEYMAN ELECTRICIAN, TUCKER ELECTRIC INC Lic# 1936</b>
25	<b>WINTERHOLLER MICHAEL of GILLETTE, WY • MASTER GAS PIPEFITTER, LONG'S PLUMBING &amp; HEATING INC Lic# 2041</b>
26	<b>WINTERHOLLER MICHAEL of GILLETTE, WY • MASTER PLUMBER, LONG'S PLUMBING &amp; HEATING INC Lic# 2042</b>

**FOR REVIEW CONTRACTOR LICENSE APPLICATIONS**

**SEPTEMBER 8, 2015**

1	<b>3D ENTERPRISES LLC</b> of GILLETTE, WY • BILL DEMUNBRUN, WATER & SEWER PIPELAYER
2	<b>3D ENTERPRISES LLC</b> of GILLETTE, WY • BILL DEMUNBRUN, EXCAVATION & GRADING
3	<b>A CLIMB ABOVE LLC</b> of GILLETTE, WY • DANIEL BRYCE, LANDSCAPING & FENCING
4	<b>ABC SEAMLESS OF BILLINGS</b> of BILLINGS, MT • LARRY GRAYSON, GENERAL ROOFING
5	<b>ABC SEAMLESS OF BILLINGS</b> of BILLINGS, MT • LARRY GRAYSON, WIND SIDING GUTTER GARAGE DOOR
6	<b>AMERICAN EXTERIORS LLC</b> of GREENWOOD VILLAGE, CO • STEVEN THIEL, WIND SIDING GUTTER GARAGE DOOR
7	<b>BAR 86 CORP</b> of GILLETTE, WY • CAROL YONKEE, LANDSCAPING & FENCING
8	<b>BIG HORN ROOFING INC</b> of LARAMIE, WY • JASON SMALLWOOD, GENERAL ROOFING
9	<b>BLACK HILLS INSTALLATION</b> of SPEARFISH, SD • BILL DURNAL, TRIM CARPENTRY PAINT FLOORING
10	<b>BOB DEGEN PLUMBING</b> of GILLETTE, WY • BOB DEGEN, GAS PIPEFITTER
11	<b>BOB DEGEN PLUMBING</b> of GILLETTE, WY • BOB DEGEN, PLUMBING
12	<b>BRIAN MAXFIELD CONSTRUCTION</b> of GILLETTE, WY • BRIAN MAXFIELD, WIND SIDING GUTTER GARAGE DOOR
13	<b>BRIAN MAXFIELD CONSTRUCTION</b> of GILLETTE, WY • BRIAN MAXFIELD, NONSTRUCTURAL CONCRETE
14	<b>CASCADE DRILLING LP</b> of FEDERAL WAY, WA • J. TRENT CASTNER, MISCELLANEOUS
15	<b>CENTENNIAL HOMES OF RAPID CITY</b> of BLACK HAWK, SD • ERIC SCHWEITZER, MANUFACTURED HOME INSTALLATION
16	<b>CHALK BUTTES LANDSCAPING INC</b> of DOUGLAS, WY • BRET FRYE, LANDSCAPING & FENCING
17	<b>CHILL LAKES CONCRETE</b> of BUFFALO, WY • JASON PETERS, STRUCTURAL CONCRETE
18	<b>CLEAN HARBORS ENVIRONMENTAL SERVICES IN</b> of NORWELL, MA • JOHN IRWIN, EXCAVATION & GRADING
19	<b>CNC TRUCKING LLC</b> of GILLETTE, WY • CASEY MCKIM, EXCAVATION & GRADING
20	<b>COMPLETE DRYWALL SOLUTIONS INC</b> of LOVELAND, CO • CARL HUGHES, DRYWALL
21	<b>DUDA BUILDERS</b> of RAPID CITY, SD • TIM DUDA, BUILDING CONTRACTOR
22	<b>EASTERN WYOMING MECHANICAL PLUMBING HEAT</b> of GILLETTE, WY • LORRAN MINICK, GAS PIPEFITTER
23	<b>EASTERN WYOMING MECHANICAL PLUMBING HEAT</b> of GILLETTE, WY • LORRAN MINICK, MECHANICAL
24	<b>ESSEN CONSTRUCTION</b> of MOORCROFT, WY • KIM ESSEN, BUILDING CONTRACTOR
25	<b>FIRETECH LLC</b> of GILLETTE, WY • KELLEE CARROLL, FIRE ALARM SYSTEMS
26	<b>FIRETECH LLC</b> of GILLETTE, WY • KELLEE CARROLL, LOW VOLTAGE
27	<b>GEM CITY ROOFING INC</b> of LARAMIE, WY • DEREK OLSON, GENERAL ROOFING

**FOR REVIEW CONTRACTOR LICENSE APPLICATIONS  
SEPTEMBER 8, 2015**

28	<b>GEO-SOLUTIONS INC</b> of NEW KENSINGTON, PA • ANTHONY MORAN, EXCAVATION & GRADING
29	<b>HIGH GLASS WINDOW CLEANERS INC</b> of GILLETTE, WY • KATHLEEN BANG, MISCELLANEOUS
30	<b>INNOVATIVE BUILDERS</b> of GILLETTE, WY • JOE LAHR, GENERAL CONTRACTOR
31	<b>JB'S LANDSCAPING SERVICE</b> of GILLETTE, WY • JOSH BUNGARD, LANDSCAPING & FENCING
32	<b>JB'S LANDSCAPING SERVICE</b> of GILLETTE, WY • JOSH BUNGARD, NONSTRUCTURAL CONCRETE
33	<b>JC TRIMWORKS CONSTRUCTION LLC</b> of GILLETTE, WY • JUAN CASTRO, TRIM CARPENTRY PAINT FLOORING
34	<b>JDS ELECTRIC LLC</b> of GILLETTE, WY • JUSTIN STRUB, SIGNAGE
35	<b>JIM'S HEATING A/C &amp; REFRIGERATION</b> of GILLETTE, WY • JIM BAYNE, MECHANICAL
36	<b>JIM'S HEATING A/C &amp; REFRIGERATION</b> of GILLETTE, WY • JIM BAYNE, GAS PIPEFITTER
37	<b>KANSAS ASPHALT INC</b> of BUCYRUS, KS • ANDREW JEFFRIES, NONSTRUCTURAL CONCRETE
38	<b>KL BUILDERS</b> of GILLETTE, WY • KRIS LANGDON, BUILDING CONTRACTOR
39	<b>LIPP CONSTRUCTION INC</b> of RAPID CITY, SD • DAVID LIPP, GENERAL CONTRACTOR
40	<b>LONG BUILDING TECHNOLOGIES INC</b> of CASPER, WY • RICHARD JOHNSON, MECHANICAL
41	<b>MAC ELECTRIC COMPANY INC</b> of LOVELAND, CO • SHANNON MCLAUGHLIN, ELECTRICAL
42	<b>MONUMENT HOME BUILDERS INC</b> of CHEYENNE, WY • COLLIN KOSTELECKY, WATER & SEWER PIPELAYER
43	<b>NEON MAGIC OF WY LLC</b> of GILLETTE, WY • DON MORRISON, ELECTRICAL
44	<b>NEON MAGIC OF WY LLC</b> of GILLETTE, WY • DON MORRISON, SIGNAGE
45	<b>NERY SOSA PAINTING</b> of GILLETTE, WY • NERY SOSA, TRIM CARPENTRY PAINT FLOORING
46	<b>NEW LOOK CONSTRUCTION</b> of MOORCROFT, WY • WARREN WENDLING, EXCAVATION & GRADING
47	<b>NEW LOOK CONSTRUCTION</b> of MOORCROFT, WY • WARREN WENDLING, LANDSCAPING & FENCING
48	<b>NEW LOOK CONSTRUCTION</b> of MOORCROFT, WY • WARREN WENDLING, NONSTRUCTURAL CONCRETE
49	<b>OTIS ELEVATOR COMPANY</b> of SPOKANE, WY • PHILLIP COMPTON, ELEVATOR
50	<b>PERFORMANCE SURFACES LLC</b> of OKLAHOMA CITY, OK • JOHN CONNERS, TRIM CARPENTRY PAINT FLOORING
51	<b>PINE RIDGE CONSTRUCTION</b> of MOORCROFT, WY • RONALD WRIGHT, MASONRY (VNR)
52	<b>PRECISION SIDING &amp; CONSTRUCTION CO</b> of DENVER, CO • HAROLD GRAHAM, WIND SIDING GUTTER GARAGE DOOR
53	<b>PS SERVICES LLC</b> of GILLETTE, WY • PATRICK SCHWEITZER, EXCAVATION & GRADING
54	<b>PS SERVICES LLC</b> of GILLETTE, WY • PATRICK SCHWEITZER, WATER & SEWER PIPELAYER

**FOR REVIEW CONTRACTOR LICENSE APPLICATIONS  
SEPTEMBER 8, 2015**

<b>55</b>	<b>RAMIRES BROTHERS STONE &amp; STUCCO</b> of GILLETTE, WY • JOSE RAMIRES, WIND SIDING GUTTER GARAGE DOOR
<b>56</b>	<b>RAZOR CITY ROOFING &amp; SIDING</b> of ST CLOUD, FL • TROY KRISLE, SHINGLE ROOFING
<b>57</b>	<b>RIDGELINE ELECTRIC INC</b> of COALVILLE, UT • CODY BLONQUIST, ELECTRICAL
<b>58</b>	<b>RMS INSTRUMENT &amp; ELECTRIC LLC</b> of GILLETTE, WY • CHRIS ROHDE, ELECTRICAL
<b>59</b>	<b>SPECIALTY CONCRETE INC</b> of GILLETTE, WY • MONTE ANDERSON, STRUCTURAL CONCRETE
<b>60</b>	<b>TEMPERATURE TECHNOLOGY INC</b> of RAPID CITY, SD • MARK PFLEGER, ELECTRICAL
<b>61</b>	<b>WBI ENERGY CORROSION SERVICES</b> of BILLINGS, MT • BRENT CATHEY, MISCELLANEOUS
<b>62</b>	<b>WYOMING LAWN PRO</b> of GILLETTE, WY • NEIL OUTZEN, LANDSCAPING & FENCING
<b>63</b>	<b>WYOMING SEAMLESS</b> of RANCHESTER, WY • NICOLE ROSICS, WIND SIDING GUTTER GARAGE DOOR



Karlene Abelseth <karlene@gillettewy.gov>

# WAM's Heads Up!

1 message

Wyoming Association of Municipalities <kwaldner@wyomuni.org>

Wed, Sep 2, 2015 at 11:39 AM

Reply-To: kwaldner@wyomuni.org

To: karlene@gillettewy.gov



Wyoming  
Association of  
Municipalities  
Building Strong Communities

## Heads Up from WAM!

**September 2, 2015**

### Labor Day Celebration

SEPT. 5TH - 7th  
Meeteetse, WY  
*The 103rd annual celebration with a craft fair, parade, street dance and the end to the Big Horn Rodeo Circuit for the year. For more details call 307-868-2454.*

### Sundance-Devils Tower Climbing Festival

SEPT 6th - 12th  
Devils Tower, WY  
*Festivities include a walk, bike ride, climbing and many speakers focusing on the use of passive*

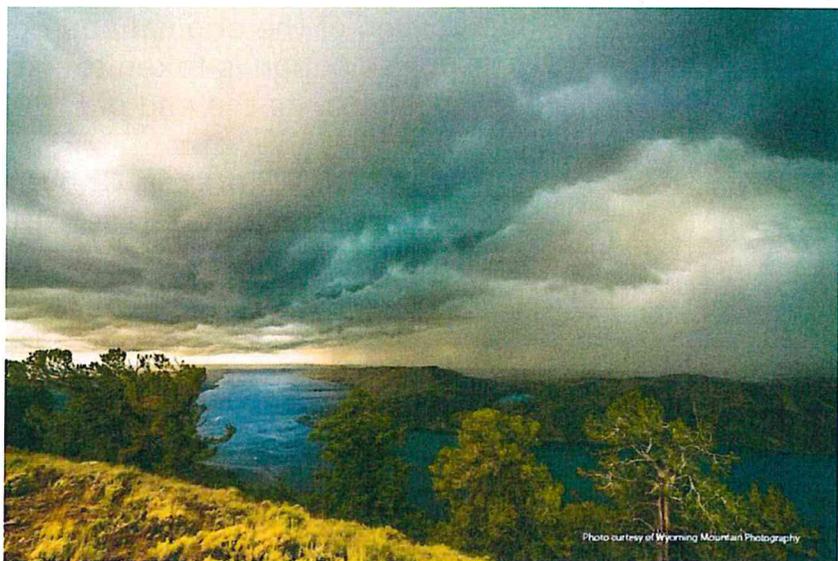


Photo courtesy of Wyoming Mountain Photography

### Wyoming Business Council Business Ready Community Program Rule Changes

*gear that was used out of necessity by the pioneering climbers at the Tower in the 1970's*

### **Farmer's Markets:**

**Basin** Wed 4:30-6 pm  
4th St & C Street.

**Buffalo** Wed 5 - 7 pm  
Crazy Woman Square,  
55 N. Main St

**Casper** Tues 5 - 7:30 pm  
Nicolaysen Art Museum,  
400 E. Collins Dr.

**Cheyenne** Saturday  
7 am Depot Plaza  
Tuesday 3-6:30 pm Frontier  
Mall by Sears.

**Cody** Thurs 4:30 - 6:30  
pm Park County Complex,  
1501 Stampede Ave.

**Dubois** Thursday  
St Thomas Episcopal  
Church,

**Evanston** Thurs 3 - 7 pm  
Historic Depot Community  
Room

**Green River** Wed 4 - 7  
pm Corner of Uinta Dr. &  
Roosevelt Dr.

**Jackson** Sat 10 - 6 pm  
Jackson Hole Town Square

**Kemmer** Sat 9 - noon  
Downtown on Grand Ave.  
Herschler Triangle Park

**Laramie** Fri. 3 - 7  
Downtown on Grand Ave.  
Thursday Local Market 3 -  
7 Undine Park

**Rock Springs** Thursday  
4 - 7 pm South Main St.

**Sundance** Thurs. 4 - 7  
pm Church of Christ Parking  
Lot 369 US 14

The Wyoming Business Council is proposing new rules to the Business Ready Communities Program. The purpose of this program is to promote economic development at the city, town and county levels in order to improve economic health and a stronger state economy. [Take the time to read WAM's Position.](#)

### **Fading Energy Romance impacts the State**

WyoFile's Gregory Nickerson reports yesterday that the declining revenue from the energy industry could cause a 10% budget decline. He says Wyoming could see a drop of \$500 million to as much as \$832 million in 2017-2018. [Read More](#)

### **WAM @ Joint Interim Meetings**

Scott Badley, WAM's new Legislative Manager, spent last week on the go. He attended the Wyoming Legislatures Transportation Committee meeting in Riverton Tuesday and Wednesday. At this meeting they reviewed the WYOLINK request for additional funding for Fiscal Years 2017 through 2020 totaling \$40 million. This topic of discussion will come up again in Buffalo early this month. Also reviewed by the Transportation Committee was the draft legislation for Railroad Quite Zones. The draft was amended to remove a provision that would have removed matching funding requirements for towns that have less than 2,500 in population before tabling the bill until their next meeting. Approximately \$2.7 million of the original appropriation remains and unless action is taken to extend it; the appropriation will lapse as the end of FY2016.

### **WAM & LTS met in Cheyenne to make plans for a new Education Program**

The 2014 WAM Membership Survey found that WAM should offer more consistent training and on a more frequent basis. As a result WAM entered into a contract with Community Builders, Inc. (CBI) to help WAM & LTS take training to the next level. Here is what you can expect from this partnership this coming year.

- Development of consistent curriculum and outcomes
- Two-year training cycle
- Renewed emphasis on web-based, regional and

## **Wyoming Trivia**

*What year did Wyoming copyright the bucking horse and rider that is featured on WY's license plates?*

*Last week's Answer:*

*From what addition to the United States- the Louisiana Purchase, the Oregon Acquisition, the Texas*

Annexation or the Mexican Cession - did the land that comprises Wyoming come from?

Wyoming is the only state to contain land from all four additions to the United States.

- individual community training
- Brochures on topics of interest
- Partnerships with WAMCAT, CEO's, Fiance Directors, WALGA, ect.
- Creation of sustainable business plan to support training efforts
- Coordination with other Wyoming leadership programs

The overall benefits of this program are to produce better leaders, expand member's knowledge base and decision-making ability and enhance credibility with constituents.

Charles A. Jaffe says, "It's not your salary that makes you rich, it's your spending habits."



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Thank you  
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*Cat in the Hat*



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