



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Agenda

Tuesday, December 19, 2017 ♦ 6:30 PM

Putnam County Administration Building – Room 203

Opening

1. Welcome - Call to Order
2. Invocation
3. Pledge of Allegiance

Road Abandonment Public Hearing

4. Consideration of Road Abandonment - Price Road (KI)

Regular Business Meeting

5. Public Comments
6. Approval of Agenda
7. Consent Agenda
 - a. Approval of Minutes - December 1, 2017 Public Hearing and Regular Meeting (staff-CC)
8. Authorization for Chairman to sign GDOT Drug and Alcohol Policy Addendum (staff-Transit)
9. Proposed adoption of changes to the Putnam County Code of Ordinances - Appendix D (Short Term Vacation Rentals) (AF)
10. Consideration of ACCG-IRMA Firefighters' Cancer Benefit Program (staff-Finance & Fire)
 - a. Authorization for Chairman to sign Resolution Authorizing Participation in the ACCG-IRMA Supplemental Medical, Accident, and Disability Fund
 - b. Authorization for Chairman to sign ACCG-IRMA Firefighter Cancer Coverage Application and Participation Agreement
11. Recommendation for Appointment to the Region 5 Emergency Medical Services Council (staff-CC)
12. Appointment to the Board of Health (staff-CC)
13. Approval of 2018 BOC Meeting Schedule (staff-CC)
14. Approval of LMIG Projects (staff-CM)
15. Discussion and possible action on a Resolution in support of HR158 (SH)

Reports/Announcements

16. County Manager Report
17. County Attorney Report
18. Commissioner Announcements

Closing

19. Adjournment

Backup material for agenda item:

4. Consideration of Road Abandonment - Price Road (KI)



PUTNAM COUNTY BOARD OF COMMISSIONERS

117 Putnam Drive, Suite A ♦ Eatonton, GA 31024 ♦ Tel: 706-485-5826 ♦ Fax: 706-923-2345

Road Abandonment Request

Date of Request: NOVEMBER 17, 2017

Road Name: PRICE RD.

Requester/Authorized Agent: STEVE BUSH

Requester's physical Address: 34 OLD IVY RD. SUITE 200, ATLANTA, GA. 30342

Mailing Address: SAME AS ABOVE

Contact Number(s): (O) 404-495-4552 (M) 404-401-0871

Road length in Miles: 1.2 (Paved or Unpaved)

For recording purposes, please provide Survey Plat of Road

Reason for Requested Abandonment: 1036 ACRES UNDER SINGLE OWNERSHIP - SEVERE DUMPING - TIRES - FURNITURE - CRIME - DRUG TRAFFICING - POACHING - TRESPASSING -

Number of homeowners to be affected by Abandonment: 1 *Have they been notified of proposal? YES

Number of businesses to be affected by Abandonment: 0 *Have they been notified of proposal? _____
*Please provide proof of notification

OFFICE USE ONLY:

Was evidence provided to indicate that all or most of the affected home or business owners have been notified of proposed abandonment? _____

Recommendation by Planning & Development Director: _____

If recommendation is for Denial, reason _____

Planning Director Signature: _____ Date: _____

CALLS ALONG R/W OF C.R. #1 (TRACT #1)

Crse.	Bearing	Distance
1	S 00°44'05" E	224.09'
2	Rad: 4827.86' Arc: 643.90'	
	Tan: 321.87' CA: 7'37" 52'	
	Chd: S 03°20'40" W 642.52'	
3	Rad: 9365.54' Arc: 411.49'	
	Tan: 209.78' CA: 2'31" 01"	
	Chd: S 09°04'20" W 411.46'	
4	S 10°40'55" W	235.92'
5	Rad: 957.87' Arc: 181.29'	
	Tan: 90.91' CA: 10°50' 43"	
	Chd: S 15°48'50" W 181.00'	
6	S 24°27'50" W	13.32'
7	S 25°29'05" W	48.25'
8	S 27°48'45" W	55.44'
9	Rad: 2056.37' Arc: 371.06'	
	Tan: 186.02' CA: 10°08' 49"	
	Chd: S 38°41'05" W 370.57'	
10	S 44°48'20" W	55.57'
11	Rad: 1200.71' Arc: 239.10'	
	Tan: 119.94' CA: 11°24' 31"	
	Chd: S 48°53'15" W 239.10'	
12	S 57°01'25" W	19.58'
13	S 38°24'40" E	189.53'
14	Rad: 3998.56' Arc: 277.39'	
	Tan: 136.75' CA: 3°59' 29"	
	Chd: S 38°44'30" E 277.34'	
15	Rad: 2560.83' Arc: 333.71'	
	Tan: 167.09' CA: 7°24' 31"	
	Chd: S 38°53'55" E 333.48'	
16	S 41°06'50" E	236.69'
17	S 40°32'25" E	299.73'
18	S 40°14'10" E	220.89'
19	S 40°31'25" E	294.84'
20	S 39°36'15" E	357.17'
21	S 39°36'15" E	209.29'
22	S 39°48'20" E	209.29'
23	Rad: 9983.56' Arc: 229.08'	
	Tan: 114.54' CA: 1°19' 02"	
	Chd: S 40°12'30" E 229.07'	

CALLS ALONG BRANCH (TRACT #1)

Crse.	Bearing	Distance
1	N 80°51'20" E	328.92'
2	N 71°04'10" E	292.22'
3	N 71°08'35" E	384.56'
4	N 68°05'35" E	217.90'
5	N 74°50'35" E	412.06'
6	N 81°15'05" E	339.24'
7	N 63°20'55" E	271.05'
8	N 54°35'10" E	206.49'
9	N 64°39'20" E	255.39'
10	N 68°48'20" E	212.05'
11	N 02°21'45" E	276.01'
12	N 47°26'50" W	117.75'
13	N 44°10'30" W	198.09'
14	N 50°18'00" W	281.20'
15	N 48°03'20" W	336.82'
16	N 40°27'45" W	309.59'
17	N 38°54'15" W	403.17'
18	S 42°04'45" E	339.31'
19	S 40°58'45" E	168.18'
20	S 41°08'55" E	324.55'
21	S 41°08'15" E	491.40'
22	S 37°11'10" W	81.74'
23	S 72°15'00" W	97.27'
24	S 26°34'00" E	91.30'
25	S 29°29'00" E	497.24'
26	N 48°17'25" E	191.77'

CALLS ALONG C/L OF BRANCH FROM POINT "J" TO POINT "K" (TRACT #1)

Crse.	Bearing	Distance
1	S 64°28'35" W	42.77'
2	S 66°52'25" W	58.28'
3	N 85°03'55" W	21.88'
4	S 40°34'45" W	40.64'
5	S 85°03'45" W	23.25'
6	S 67°21'50" W	57.25'
7	S 54°44'15" W	9.27'
8	S 26°41'40" E	8.12'
9	S 53°39'30" W	7.39'
10	S 05°59'05" W	52.36'
11	S 84°30'55" W	32.77'
12	S 39°13'50" W	19.49'
13	S 53°54'00" W	17.11'
14	S 53°44'40" W	12.97'
15	S 08°00'55" E	10.34'
16	S 47°58'25" E	17.52'
17	S 12°37'55" E	37.29'
18	S 48°53'50" W	11.09'
19	S 68°27'00" W	15.19'
20	S 42°40'10" W	13.77'
21	S 02°48'10" W	24.49'
22	S 29°45'35" E	24.72'
23	S 28°18'50" W	14.68'
24	S 35°11'35" W	40.89'
25	N 03°24'50" W	24.60'
26	S 26°11'45" W	30.32'
27	S 73°25'15" W	25.96'
28	S 11°42'25" W	19.82'
29	S 18°04'45" E	51.71'
30	S 25°36'55" E	53.07'
31	S 83°18'30" W	10.87'
32	S 86°25'20" W	14.80'
33	S 13°55'45" W	28.88'
34	S 20°45'10" W	40.28'
35	S 75°55'30" W	15.18'
36	S 40°57'15" W	54.51'
37	S 06°34'35" W	24.31'
38	S 06°29'15" E	17.30'
39	S 04°18'05" W	48.74'
40	S 17°00'40" E	32.05'
41	S 73°57'30" W	18.00'
42	S 27°14'20" W	29.35'
43	S 22°50'15" W	44.71'
44	S 08°22'00" W	27.97'
45	S 03°04'45" W	56.40'
46	S 24°10'00" W	50.04'
47	S 63°58'50" W	35.47'
48	S 57°52'30" W	50.68'
49	S 69°36'35" W	47.87'
50	S 36°22'10" W	30.82'
51	S 31°51'05" W	25.19'
52	S 71°03'00" W	53.26'

CALLS ALONG R/W OF C.R. #1

Crse.	Bearing	Distance
1	N 41°08'50" W	507.81'
2	Rad: 9923.56' Arc: 354.74'	
	Tan: 177.39' CA: 2°02' 52"	
	Chd: N 40°37'40" W 354.72'	
3	N 38°48'20" W	293.29'
4	N 39°36'15" W	352.47'
5	N 40°31'25" W	295.05'
6	N 40°14'10" W	220.99'
7	N 40°32'25" W	300.03'
8	N 41°06'50" W	280.61'
9	Rad: 2540.83' Arc: 328.54'	
	Tan: 164.50' CA: 7°24' 31"	
	Chd: N 38°53'40" W 328.51'	
10	Rad: 4038.96' Arc: 280.61'	
	Tan: 140.36' CA: 5°58' 52"	
	Chd: N 35°40'30" W 280.55'	
11	N 38°25'20" W	192.09'
12	N 63°25'20" E	1129.59'
13	N 59°15'10" E	78.49'
14	N 57°00'00" E	53.17'
15	Rad: 1240.71' Arc: 246.85'	
	Tan: 123.84' CA: 11°29' 59"	
	Chd: N 49°53'35" E 246.45'	
16	N 44°48'20" E	55.72'
17	Rad: 2135.37' Arc: 380.53'	
	Tan: 190.77' CA: 10°12' 37"	
	Chd: N 28°59'45" E 380.03'	
18	N 27°48'45" E	57.28'
19	N 27°53'00" E	71.48'
20	N 25°29'05" E	18.34'

CALLS ALONG R/W OF C.R. #1

Crse.	Bearing	Distance
1	S 51°18'55" W	91.55'
2	S 40°42'15" E	69.43'
3	N 49°18'25" E	91.32'
4	N 48°17'25" E	245.00'
5	N 38°32'00" W	189.90'

CALLS ALONG R/W OF C.R. #1

Crse.	Bearing	Distance
1	S 17°00'40" E	32.05'
2	S 73°57'30" W	18.00'
3	S 27°14'20" W	29.35'
4	S 22°50'15" W	44.71'
5	S 08°22'00" W	27.97'
6	S 03°04'45" W	56.40'
7	S 24°10'00" W	50.04'
8	S 63°58'50" W	35.47'
9	S 57°52'30" W	50.68'
10	S 69°36'35" W	47.87'
11	S 36°22'10" W	30.82'
12	S 31°51'05" W	25.19'
13	S 71°03'00" W	53.26'

CALLS ALONG R/W OF C.R. #1

Crse.	Bearing	Distance
1	N 41°08'50" W	507.81'
2	Rad: 9923.56' Arc: 354.74'	
	Tan: 177.39' CA: 2°02' 52"	
	Chd: N 40°37'40" W 354.72'	
3	N 38°48'20" W	293.29'
4	N 39°36'15" W	352.47'
5	N 40°31'25" W	295.05'
6	N 40°14'10" W	220.99'
7	N 40°32'25" W	300.03'
8	N 41°06'50" W	280.61'
9	Rad: 2540.83' Arc: 328.54'	
	Tan: 164.50' CA: 7°24' 31"	
	Chd: N 38°53'40" W 328.51'	
10	Rad: 4038.96' Arc: 280.61'	
	Tan: 140.36' CA: 5°58' 52"	
	Chd: N 35°40'30" W 280.55'	
11	N 38°25'20" W	192.09'
12	N 63°25'20" E	1129.59'
13	N 59°15'10" E	78.49'
14	N 57°00'00" E	53.17'
15	Rad: 1240.71' Arc: 246.85'	
	Tan: 123.84' CA: 11°29' 59"	
	Chd: N 49°53'35" E 246.45'	
16	N 44°48'20" E	55.72'
17	Rad: 2135.37' Arc: 380.53'	
	Tan: 190.77' CA: 10°12' 37"	
	Chd: N 28°59'45" E 380.03'	
18	N 27°48'45" E	57.28'
19	N 27°53'00" E	71.48'
20	N 25°29'05" E	18.34'

SCALE - 1" = 600'

TOTAL AREA = 1060.95 ACRES

Reference: P.B. 28, P.C. 269 (Putnam)



NOTE: CALLS IN A CLOCKWISE DIRECTION FROM POINT "A" TO POINT "J" WERE NOT SURVEYED BY US AND WERE TAKEN FROM A PLAT BY ROBERT H. HARTWELL FOR THE STERLING R. FULLER ESTATE DATED 04/22/04 AND RECORDED IN P.B. 33/74 (MORGAN CO.) AND P.B. 28/296 (PUTNAM CO.)

B.F. GRANT MEMORIAL FOREST CENTRAL GA. EXPERIMENT STATION

TRACTS #3A & 3B CALLS & CURVES ALONG R/W

Course	Bearing	Distance
L1	N 39°11'50" W	147.95'
L2	Rad: 74.19' Arc: 90.78'	
	Tan: 52.06' CA: 7°08' 44"	
	Chd: N 01°19'40" E 85.23'	
L3	Rad: 413.74' Arc: 138.04'	
	Tan: 69.87' CA: 19°07' 00"	
	Chd: N 48°44'30" E 137.40'	
L4	N 57°28'10" E	46.87'
L5	N 82°38'20" E	8.08'
L6	S 37°00'25" W	31.72'
L7	S 59°15'10" W	77.24'
L8	S 60°36'20" W	98.84'
L9	S 57°28'10" W	47.68'
L10	Rad: 453.73' Arc: 152.00'	
	Tan: 78.72' CA: 19°11' 40"	
	Chd: S 48°39'55" W 151.29'	
L11	Rad: 114.19' Arc: 142.91'	
	Tan: 82.52' CA: 71°42' 17"	
	Chd: S 01°01'20" W 133.78'	
L12	S 39°12'00" E	151.40'

TRACT #1 991.093 ACRES

CO. ROAD #1 - 40' R/W "PRICE ROAD"

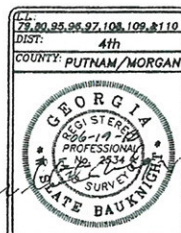
Clerk of Superior Court, Putnam County GA
Filed & Recorded
Book 10-2-2013
Page 82
Time 2:04 PM
Deputy Clerk

Putnam Co. Planning & Development
10-2-13

THE FIELD EQUIPMENT USED FOR THIS SURVEY WAS A LEICA... THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 29,862 FEET AND AN ANGULAR ERROR OF 1/30" PER ANGLE POINT AND WAS ADJUSTED USING THE CRANDALL RULE. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 180,321 FEET.

I HEREBY CERTIFY, THAT IN MY OPINION THIS IS A CORRECT REPRESENTATION OF THE LAND PLATED AND HAS BEEN PREPARED IN CONFORMITY WITH THE MINIMUM STANDARDS AND REQUIREMENTS OF THE LAW.

- LEGEND:**
- = POINT ONLY
 - = IRON PIN SET
 - ⊙ = IRON PIN FOUND
 - ⊙ = 1/2" REBAR SET
 - IPF = IRON PIN FOUND
 - RF = REBAR FOUND
 - OTF = CRAMP TOP PIPE FND.
 - OTF = OPEN TOP PIPE FND.
 - CMF = CONCRETE MONUMENT FND.
 - SMF = GRANITE MONUMENT FND.
 - MF = ANGLE IRON FOUND
 - SPK = RAILROAD SPIKE SET
 - SPK = PR. NAIL SET
 - DS = CROSS-TIE
 - PL = PROPERTY LINE
 - CD = CENTERLINE
 - OP = OVERHEAD POWERLINE
 - SS = SANITARY SEWER
 - P.O.B. = POINT OF BEGINNING
 - B.S. = BUILDING SETBACK
 - IPF(1) = IPF-#4 REBAR
 - IC = SWAMP



STATE: GEORGIA
DATE: JUNE 19, 201
SCALE: 1" = 600'

SURVEY FOR: PUTNAM PROPERTY HOLDINGS, LLC

SURVEYED BY: BAUKNIGHT & ASSOCIATES, INC.
W. SLATE BAUKNIGHT
GEORGIA RLS # 2534
SOUTH-CAROLINA RLS # 20471
109 N. JACKSON STREET HARTWELL GA 30643
706-378-5948 (OFFICE) 888-378-5948 (TOLL FREE)
BAUKNIGHTASSOC@HOTMAIL.COM

PARTY CHIEF: RPA
CRD FILLS: 08275
DRAWN BY: APB
DWG FILE: 08275-21

ROAD ABANDONMENT PROCEDURES

When there is a request to abandon a county road the following steps must be followed:

1. The Board of Commissioners must approve beginning the process at a regular board meeting.
2. A "Notice of Intent to Abandon A County Road" must be published in the legal organ of the county for two weeks.
3. Public hearing is held.
4. Board of Commissioners approves Certification of Road Abandonment at a regular board meeting. A copy of the certification and plat is mailed to the property owner and is published in the county's legal organ for two weeks.
5. Board of Commissioners declares road abandoned at a regular board meeting.
6. County attorney prepares an affidavit of abandonment, to be executed by the Chairman, and files the same with the Putnam County Superior Court.



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
706-485-5826
www.putnamcountyga.us

NOTICE OF INTENT TO ABANDON A COUNTY ROAD

Pursuant to O.C.G.A. Section 32-7-1 and 32-7-2, notice is given that Putnam County will consider the abandonment of Price Road, the length being approximately 1.3 miles long.

It appears the roadway proposed to be abandoned serves no public purpose and it is otherwise in the best interest of the County to abandon the same. If abandoned, this road shall no longer be part of the county road system and the rights of the public in and to the section of road, as a public road shall cease.

A public hearing will be held on December 19, 2017 at 6:30 p.m.* in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, GA 31024 regarding the abandonment of this county road. The public is invited to express any concerns regarding Putnam County's determination.

Persons with special needs relating to handicapped accessibility shall contact County Manager Paul Van Haute five business days in advance of the meeting at 117 Putnam Drive, Suite A, Eatonton, GA 31024, (706) 485-5826, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

The Board of Commissioners reserves the right to continue the hearing to another time and place in the event the number of people in attendance at the hearing, including the Board of Commissioners, staff, and members of the public exceeds the legal limits. Hearings will be conducted pursuant to O.C.G.A. 50-14-1 and Section 2-42 of the Putnam County Code of Ordinances.

*Start time may be delayed if another public hearing is scheduled prior to this meeting.

11/30/2017 & 12/07/2017

Backup material for agenda item:

7. Consent Agenda
 - a. Approval of Minutes - December 1, 2017 Public Hearing and Regular Meeting (staff-CC)

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

Minutes

Friday, December 1, 2017 ♦ 9:00 AM

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met on December 1, 2017 at approximately 9:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia

PRESENT

- Vice Chairman Alan Foster
- Commissioner Kelvin Irvin
- Commissioner Daniel Brown
- Commissioner Trevor Addison

ABSENT

- Chairman Stephen Hersey

STAFF PRESENT

- County Attorney Adam Nelson
- County Manager Paul Van Haute
- Assistant County Manager Lisa Jackson
- County Clerk Lynn Butterworth

Opening

1. Welcome - Call to Order

Vice Chairman Foster called the meeting to order at approximately 9:00 a.m. (Copy of agenda made a part of the minutes on minute book page _____.)

2. Invocation

The invocation was given by Rev. Ford G'Segner.

3. Pledge of Allegiance

The Pledge of Allegiance was led by Vice Chairman Foster.

4. Special Presentation - Retirement Proclamation

Retirement proclamations and watches were presented to former Chief Appraiser Charles Anglin and former EMS Director Nathan Mason. (Copy of proclamations made a part of the minutes on minute book pages _____ to _____.)

Ordinances Public Hearing

5. Proposed adoption of changes to the Putnam County Code of Ordinances - Appendix D (Short Term Vacation Rentals) (AF)

Public comments were received from the following individuals:

Mark Willett – don’t make same mistakes as Greene County, don’t make ordinance too strict (distributed copies of a letter from his attorney)

Ann Laidlaw – maybe different regulations for houses on Sinclair vs. Oconee, rentals are good for the county, lack of current enforcement

Ken Harris – not in favor of rentals

Vince Maiello – neutral as far as ordinance, in favor of increasing revenue for county, make process streamlined

Tom Anderson – not in favor of rentals, ordinance doesn’t address boat issues

Sylbie Yon – against rentals in R1-R zoning areas especially, might be okay to allow in RM or Commercial zoning areas, neighbors are paying the price, proposed ordinance is weak

Billy Webster – should be collecting taxes if rentals are being made, process should be a one-stop shop with Planning & Development office making more sense

Wendy Stewart – signed up but decided not to speak

Jeanne Defort – hospitality is important to county, rules should be uniform on both lakes, don’t require inside inspections, create a phase-in period, exclude minor children from counts

Roddie Anne Blackwell – make process simple-something homeowners will not be afraid of and will not ignore, make it simple for renter as well as rental business

Steve Kollross – try to achieve balance, could be considered government interference with county officials in homes, complainers could complain frequently just to enforce the three strikes and you’re out rule

Rob Dillard – owner’s responsibility to keep property up, no objection to paying fee to register business, section 4.11 “any other items that might be needed” is too open ended

Jan Elliott – don’t over restrict, keep it simple and fair

No action taken

Meeting recessed at approximately 9:52 a.m.

Meeting reconvened at approximately 10:08 a.m.

Regular Business Meeting

6. Public Comments

Don Cottrell commended the Sheriff for rightfully letting go two deputies even though he is short staffed

7. Approval of Agenda

Motion made by Commissioner Addison, seconded by Commissioner Irvin, to approve the agenda. Motion carried with Commissioners Irvin, Brown, Foster, and Addison voting yes.

8. Consent Agenda

- a. Approval of Minutes - November 17, 2017 Retreat (staff-CC)
- b. Approval of Minutes - November 17, 2017 Executive Session (staff-CC)
- c. Approval of Minutes - November 21, 2017 Regular Meeting (staff-CC)
- d. Approval of Minutes - November 21, 2017 Executive Session (staff-CC)
- e. Authorization for Chairman to sign GDOT Federal Transit Administration Section 5311 Program Formula Funds for Rural Transit FY 2019 Grant Application (staff-Transit)

Motion made by Commissioner Addison, seconded by Commissioner Irvin, to approve the Consent Agenda. Motion carried with Commissioners Irvin, Brown, Foster, and Addison voting yes. (Copy of application made a part of the minutes on minute book pages _____ to _____.)

9. Presentation by Advanced Disposal (staff-CM)

Mr. Jarrod Lovett, District Manager for Advanced Disposal discussed increase in costs due to increase in yard waste and options regarding convenience centers and curbside pickup. No action was taken.

10. Appointment to the Board of Assessors (staff-CC)

Mr. Don Cottrell commented on his qualifications and showed his numerous certificates.

Commissioner Irvin, seconded by Commissioner Addison, nominated Don Cottrell to serve on the Board of Assessors. Commissioners Irvin, Brown, Foster, and Addison voted for Don Cottrell to be appointed to the Board of Assessors.

Reports/Announcements

11. County Manager Report

County Manager Van Haute thanked Charles Anglin and Nathan Mason for their service. He also announced that Gayle Whitman had recently retired from the Sheriff's office and thanked her as well.

12. County Attorney Report

No report.

13. Commissioner Announcements

Vice Chairman Foster commented that it was his pleasure to serve as Chairman.

Closing

14. Adjournment

Motion made by Commissioner Addison, seconded by Commissioner Irvin, to adjourn the meeting. Motion carried with Commissioners Irvin, Brown, Foster, and Addison voting yes.

Meeting adjourned at approximately 11:06 a.m.

ATTEST:

Lynn Butterworth
County Clerk

Alan Foster
Vice Chairman

Backup material for agenda item:

8. Authorization for Chairman to sign GDOT Drug and Alcohol Policy Addendum (staff-Transit)

DRUG AND ALCOHOL POLICY ADDENDUM

EFFECTIVE: JANUARY 1, 2018

The United States Department of Transportation (USDOT) – Office of Drug and Alcohol Policy and Compliance (ODAPC) has issued an update to USDOT’s drug and alcohol testing regulation (49 CFR Part 40). The new regulation has been revised and the changes (summarized below) will become effective on January 1, 2018. Therefore, the Putnam County Transit drug and alcohol testing policy is amended as follows:

1. CHANGES TO THE DRUG TESTING PANEL

- a. Four new opioids added to the drug testing panel –
 - i. The USDOT drug test remains a “5-panel” drug test; however, the list of opioids for which are tested will expand from three to seven opioids.
 - ii. The “opioid” category will continue to test for codeine, morphine, and heroin; however, the “opioid” testing panel will now be expanded to include four (4) new semi-synthetic opioids:
 1. (1) Hydrocodone, (2) Hydromorphone, (3) Oxycodone, and (4) Oxymorphone.
 2. Common brand names for these semi-synthetic opioids include, but may not be limited to: OxyContin®, Percodan®, Percocet®, Vicodin®, Lortab®, Norco®, Dilaudid®, Exalgo®.
- b. ‘MDEA’ will no longer be tested for under the “amphetamines” category.

2. BLIND SPECIMEN TESTING

- a. The USDOT no longer requires blind specimens to be submitted to laboratories.

3. ADDITIONS TO THE LIST OF “FATAL FLAWS”

- a. The following three circumstances have been added to the list of “fatal flaws”:
 - i. No CCF received by the laboratory with the urine specimen.
 - ii. In cases where a specimen has been collected, there was no specimen submitted with the CCF to the laboratory.
 - iii. Two separate collections are performed using one CCF.

4. MRO VERIFICATION OF PRESCRIPTIONS

- a. When a tested employee is taking a prescribed medication, after verifying the prescription and immediately notifying the employer of a verified negative result, the MRO must then (after notifying the employee) wait five (5) business days to be contacted by the employee's prescribing physician before notifying the employer of a medical qualification issue or significant safety risk.
 - i. Specifically, in cases where an MRO verifies a prescription is consistent with the Controlled Substances Act, but that the MRO has still made a determination that the prescription may disqualify the employee under other USDOT medical qualification requirements, or that the prescription poses a significant safety-risk, the MRO must advise the employee that they will have five (5) business days from the date the MRO reports the verified negative result to the employer for the employee to have their prescribing physician contact the MRO. The prescribing physician will need to contact the MRO to assist the MRO in determining if the medication can be changed to one that does not make the employee medically unqualified or does not pose a significant safety risk. If in the MRO's reasonable medical judgment, a medical qualification issue or a significant safety risk still remains after the MRO communicates with the employee's prescribing physician, or after five (5) business days, whichever is shorter, the MRO must communicate this issue to the employer consistent with 49 CFR Part 40.327.

5. DEFINITIONS

- a. The term "***DOT, the Department, DOT Agency***"
 - i. Modified to encompass all DOT agencies, including, but not limited to, FAA, FRA, FMCSA, FTA, PHMSA, NHTSA, Office of the Secretary (OST), and any designee of a DOT agency.
 - ii. For the purposes of testing under 49 CFR Part 40, the USCG (in the Department of Homeland Security) is considered to be a DOT agency for drug testing purposes.
- b. The term "***Opiate***" is replaced with the term "***Opioid***" in all points of reference.

- c. The definition of “**Alcohol Screening Device (ASD)**” is modified to include reference to the list of approved devices as listed on ODAPC’s website.
- d. The definition of “**Evidential Breath Testing Device (EBT)**” is modified to include reference to the list of approved devices as listed on ODAPC’s website.
- e. The definition of “**Substance Abuse Professional (SAP)**” will be modified to include reference to ODAPC’s website. The fully revised definition includes:
 - i. A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

NOTE: The revisions listed in this addendum include only those revisions to 49 CFR Part 40 which may be referenced in our drug & alcohol testing policy. A list of all the revisions made to 49 CFR Part 40 can be found at <https://www.transportation.gov/odapc>.

Addendum Authorization Date:

Authorized Official (Printed Name): Stephen J. Hersey

Signature: _____

January 2016

**SECOND CHANCE
DRUG AND ALCOHOL TESTING POLICY
PUTNAM COUNTY**

**Adopted as of April 19, 2016
and Revised September 2, 2016**

A. PURPOSE

- 1) The Putnam County Board of Commissioners provides public transit and paratransit services for the residents of Putnam County. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, Putnam County declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.
- 3) Any provisions set forth in this policy that are included under the sole authority of Putnam County and are not provided under the authority of the above named Federal regulations are underlined. Tests conducted under the sole authority of Putnam County will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

B. APPLICABILITY

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing safety sensitive duties. Putnam County employees that do not perform safety-sensitive functions are also covered under

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this policy under the sole authority of Putnam County. See Attachment A for a list of employees and the authority under which they are included.

A safety-sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or person controlling the movement of revenue service vehicles and any transit employee who operates a vehicle that requires a Commercial Drivers License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

C. DEFINITIONS

Accident: An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a. An individual die;
- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers that makes them inoperative.

Adulterated specimen: A specimen that has been altered, as evidence by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

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Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

Alcohol Concentration: Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

Aliquot: A fractional part of a specimen used for testing, it is taken as a sample representing the whole specimen.

Canceled Test: A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

Confirmatory Drug Test: A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or metabolite.

Confirmatory Validity Test: A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

Covered Employee Under FTA Authority: An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

Covered Employee Under Company Authority: An employee, applicant, or transferee that will not perform a safety-sensitive function as defined by FTA but is included under the company's own authority. (See Attachment A).

Designated Employer Representative (DER): An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

Department of Transportation (DOT): For the purposes of Drug and Alcohol regulatory oversight, DOT is the department of the federal government which includes the Federal Transit Administration, Federal Railroad Administration, Federal Aviation Administration, Federal Motor Carriers' Safety Administration, Pipeline & Hazardous Materials Safety Administration, United States Coast Guard, and the Office of the Secretary of Transportation.

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Dilute specimen: A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling damage: Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Evidentiary Breath Testing Device (EBT): A Device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations. Approved devices are listed on the National Highway Traffic Safety Administration (NHTSA) conforming products list.

Initial Drug Test: (Screening Drug Test) The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Initial Specimen Validity Test: The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid

Invalid Result: The result reported by a Department of Health & Human Services (HHS)-certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted results cannot be established for a specific drug or specimen validity test.

Laboratory: Any U.S. laboratory certified by HHS under the National Laboratory Certification program as meeting standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

Limit of Detection (LOD): The lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

Limit of Quantitation: For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has

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appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

Negative Dilute: A drug test result which is negative for the five drug/drug metabolites but has a specific gravity value lower than expected for human urine.

Negative result: The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen.

Non-negative test result: A urine specimen that is reported as adulterated, substituted, invalid, or positive for drug/drug metabolites.

Oxidizing Adulterant: A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

Performing (a safety-sensitive function): A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive result: The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

Prohibited drug: Identified as marijuana, cocaine, opiates, amphetamines (including ecstasy), or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.

Reconfirmed: The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

Rejected for Testing: The result reported by an HHS- Certified laboratory when no tests are performed for a specimen because of a fatal flaw or a correctable flaw that has not been corrected.

Revenue Service Vehicles: All transit vehicles that are used for passenger transportation service.

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Safety-sensitive functions: Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.
- (4) Controlling the movement of a revenue service vehicle and
- (5) Carrying a firearm for security purposes.

Split Specimen Collection: A collection in which the urine collected is divided into two separate bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

Substance Abuse Professional (SAP): A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed marriage and family therapist, or drug and alcohol counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse (ICRC) or by the National Board for Certified Counselors, Inc. and Affiliates/Master Addictions Counselor (NBCC)) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Substituted specimen: A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

Test Refusal: The following are considered a refusal to test if the employee:

- (1) Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer
- (2) Fails to remain at the testing site until the testing process is complete
- (3) Fails to provide a urine or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations
- (4) In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of your provision of a specimen
- (5) Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure

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- (6) Fails or declines to take a second test the employer or collector has directed you to take
- (7) Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the "shy bladder" or "shy lung" procedures
- (8) Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process)
- (9) If the MRO reports that there is verified adulterated or substituted test result
- (10) Failure or refusal to sign Step 2 of the alcohol testing form
- (11) Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- (12) Possess or wear a prosthetic or other device that could be used to interfere with the collection process
- (13) Admit to the collector or MRO that you adulterated or substituted the specimen.

Vehicle: A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

Verified negative test: A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

Verified positive test: A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

Validity testing: The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

D. EDUCATION AND TRAINING

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- 1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.
- 2) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

E. PROHIBITED SUBSTANCES

- 1) Prohibited substances addressed by this policy include the following.
 - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines (including methamphetamine and ecstasy), opiates (including codeine, morphine, and heroin), phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA Authority be tested for marijuana, cocaine, amphetamines (including methamphetamine and ecstasy), opiates (including codeine, morphine, and heroin), and phencyclidine as described in Section H of this policy. Employees covered under company authority will also be tested for these same substances. Illegal use of these five drugs is prohibited at all times and

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thus, covered employees may be tested for these drugs anytime that they are on duty.

- b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a Putnam County supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.
- c. Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited. A random or reasonable suspicion alcohol test can only be performed on a covered employee under 49 CFR Part 655 just before, during, or just after the performance of safety-sensitive job functions. Under Putnam County authority, a non-DOT alcohol test can be performed any time an employee is on duty.

F. PROHIBITED CONDUCT

- 1) All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR PART 40, as amended.
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline.
- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater regardless of when the alcohol was consumed.

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- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- 7) Putnam County under its own authority also prohibits the consumption of alcohol all times employee is on duty, or anytime the employee is in uniform.
- 8) Consistent with the Drug-free Workplace Act of 1988, all Putnam County employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.

G. DRUG STATUTE CONVICTION

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the Putnam County management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section Q.10 of this policy.

H. TESTING REQUIREMENTS

- 1) Analytical urine drug testing and breath testing for alcohol will be conducted using the testing methodologies and thresholds defined in 49CFR part 40 as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in Section K, L, M, and N of this policy, and return to duty/follow-up. All employees covered under company authority will also be subject to testing for reasonable suspicion, post-accident, random and return to duty/follow up using non-DOT testing forms
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion and random alcohol test can be performed just before, during, or after the performance of a safety-sensitive job function. Under Putnam County authority, a non-DOT alcohol test can be performed any time an employee is on duty.

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- 3) All employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with Putnam County. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section Q of this policy.

I. DRUG TESTING PROCEDURES

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- 2) The drugs that will be tested for include marijuana, cocaine, opiates (including codeine, morphine, and heroin), amphetamines (including methamphetamine and ecstasy), and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Chain of Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.
- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as

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appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to the Putnam County Drug and Alcohol Program Manager (DAPM). If a legitimate explanation is found, the MRO will report the test result as negative to the DAPM.

- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test under paragraphs L through P of this policy may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. Putnam County will ensure that the cost for the split specimen are covered in order for a timely analysis of the sample, however Putnam County will seek reimbursement for the split sample test from the employee.
- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled. If the split specimen is not available to analyze the MRO will direct Putnam County to retest the employee under direct observation.
- 7) The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so requested by the employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.
- 8) Observed collections

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- a. Consistent with 49 CFR part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:
- i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to Putnam County that there was not an adequate medical explanation for the result;
 - ii. The MRO reports to Putnam County that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
 - iii. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen to you as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).
 - iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
 - v. The temperature on the original specimen was out of range;
 - vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with.
 - vii. All follow-up-tests; or
 - viii. All return-to-duty tests

J. ALCOHOL TESTING PROCEDURES

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). Alcohol screening tests may be performed using a non-evidential testing device which is also approved by NHSTA. If the initial test indicates an alcohol concentration of 0.02 or greater, a

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second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

- 2) An employee who has a confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q. of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in Section Q of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.
- 3) Putnam County affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
- 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

K. PRE-EMPLOYMENT TESTING

- 1) All applicants for covered transit positions shall undergo urine drug testing prior to performance of a safety-sensitive function.
 - a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.

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- b. An employee shall not be placed, transferred or promoted into a position covered under FTA or company authority until the employee takes a drug test with verified negative results.
- c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be referred to a SAP. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
- d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with Section Q herein.
- e. If a pre-employment test is canceled, Putnam County will require the applicant to take and pass another pre-employment drug test.
- f. In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.
- g. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- h. Applicants are required (even if ultimately not hired) to provide Putnam County with signed written releases requesting FTA drug and alcohol records from all previous, DOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. Putnam County is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a DOT covered employer within the last two

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years. If the applicant has tested positive or refused to test on a pre-employment test for a DOT covered employer, the applicant must provide Putnam County proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

L. REASONABLE SUSPICION TESTING

- 1) All Putnam County FTA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under Putnam County's authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty. All employees covered under the sole authority of Putnam County will also be subject to non-USDOT reasonable suspicion testing procedures modeled off the provisions in 49 CFR Part 40.
- 2) Putnam County shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Section Q of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q of this policy.
- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the Putnam County.

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- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with Section Q of this policy. Putnam County shall place the employee on administrative leave in accordance with the provisions set forth under Section Q of this policy. Testing in this circumstance would be performed under the direct authority of Putnam County. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Section Q.

M. POST-ACCIDENT TESTING

- 1) **FATAL ACCIDENTS** - All employees covered under FTA authority will be required to undergo urine and breath testing if they are involved in an accident with a transit vehicle regardless of whether or not the vehicle is in revenue service that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident.
- 2) **NON-FATAL ACCIDENTS** - A post-accident test of the operator will be conducted if an accident results in injuries requiring immediate transportation to a medical treatment facility; or one or more vehicles incurs disabling damage, unless the operator's performance can be completely discounted as a contributing factor to the accident.
- a. As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.
- b. The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as

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practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

- c. Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.
- d. An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.
- e. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.
- f. In the rare event that Putnam County is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), Putnam County may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

N. RANDOM TESTING

- 1) All covered employees will be subjected to random, unannounced testing. Employees covered under FTA authority will be selected from a pool of DOT-covered safety-sensitive employees. Employees covered under company authority will be selected from a pool of non-DOT-covered employees. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of employees.

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- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates established by Federal regulations for those safety-sensitive employees subject to random testing by Federal regulations. The current random testing rate for drugs established by FTA equals twenty-five percent of the number of covered employees in the pool and the random testing rate for alcohol established by FTA equals ten percent of the number of covered employees in the pool.
- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under Putnam County authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can be performed just before, during, or just after the performance of a safety sensitive duty. However, under Putnam County's authority, a non-DOT random alcohol test may be performed any time the employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

O. RETURN-TO-DUTY TESTING

All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. For an initial positive drug test a Return-to-Duty drug test is required and an alcohol test is allowed. For an initial positive alcohol test a Return-to-Duty alcohol test is required and a drug test is allowed. Following the

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initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undo concerns for public safety.

P. FOLLOW-UP TESTING

Covered employees will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

Q. RESULT OF DRUG/ALCOHOL TEST

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and referred to a Substance Abuse Professional (SAP) for assessment. No employee will be allowed to return to duty requiring the performance of safety-sensitive job functions without the approval of the SAP and the employer.
- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 3) Refusal to submit to a drug/alcohol test shall be considered a positive test result and a direct act of insubordination and shall result in termination and referral to an SAP. A test refusal includes the following circumstances:

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- a. Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer
 - b. Fails to remain at the testing site until the testing process is complete
 - c. Fails to provide a urine or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations
 - d. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of your provision of a specimen
 - e. Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
 - f. Fails or declines to take a second test the employer or collector has directed you to take
 - g. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the "shy bladder" or "shy lung" procedures
 - h. Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process)
 - i. If the MRO reports that there is verified adulterated or substituted test result
 - j. Failure or refusal to sign Step 2 of the alcohol testing form
 - k. Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
 - l. Possess or wear a prosthetic or other device that could be used to interfere with the collection process
 - m. Admit to the collector or MRO that you adulterated or substituted the specimen
- 4) For the first instance of a verified positive test from a sample submitted as the result of a random, drug/alcohol test (≥ 0.04 BAC), disciplinary action against the employee shall include:
- a. Mandatory referral to Substance Abuse Professional for assessment, formulation of a treatment plan, and execution of a return to duty agreement;

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- b. Failure to execute, or remain compliant with the return-to-duty agreement shall result in termination from Putnam County employment.
 - i. Compliance with the return-to-duty agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; in the judgment of the SAP the employee is cooperating with his/her SAP recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as defined in Section P of this policy.
 - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination.
 - d. A periodic unannounced follow-up drug/alcohol test which results in a verified positive shall result in termination from Putnam County employment.
- 5) The second instance of a verified positive drug or alcohol (≥ 0.04 BAC) test result including a sample submitted under the random, reasonable suspicion, return-to-duty, or follow-up drug/alcohol test provisions herein shall result in termination from Putnam County employment.
- 6) A verified positive post-accident, or reasonable suspicion drug and/or alcohol (≥ 0.04) test shall result in termination.
- 7) An alcohol test result of ≥ 0.02 to ≤ 0.039 BAC shall result in the removal of the employee from duty for eight hours or the remainder or the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to an alcohol test with a result of less than 0.02 BAC
- 8) The cost of any treatment or rehabilitation services will be paid directly by the employee or their insurance provider. The employee will be permitted to take accrued sick leave or administrative leave to participate in the prescribed treatment program. If the employee has insufficient accrued leave, the employee shall be placed on leave without pay until the employee has successfully completed the required treatment program and has been released to return-to-duty. Any leave taken, either paid or unpaid, shall be considered leave taken under the Family and Medical Leave Act.
- 9) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:

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- a. Mandatory referral for an assessment by an employer approved counseling professional, formulation of a treatment plan, and execution of a return to work agreement;
 - b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from Putnam County employment.
 - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as described in Section P of this policy; however, all follow-up testing performed as part of a return-to-work agreement required under section Q of this policy is under the sole authority of Putnam County and will be performed using non-DOT testing forms.
 - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. All tests conducted as part of the return to work agreement will be conducted under company authority and will be performed using non-DOT testing forms.
 - d. A self-referral or management referral to the employer's approved counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in Section Q of this policy.
 - e. Periodic unannounced follow-up drug/alcohol test conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in Section Q of this policy.
 - f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with Putnam County.
 - g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 10) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

R. GRIEVANCE AND APPEAL

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The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

S. PROPER APPLICATION OF THE POLICY

Putnam County is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

T. INFORMATION DISCLOSURE

- 1) Drug/alcohol testing records shall be maintained by the Putnam County Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.
- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need to know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the preceding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of

competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.

- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over Putnam County or the employee.
- 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

This Policy was adopted by the *Putnam County Board of Commissioners* on April 19, 2016 and revised on September 2, 2016.


Chairman Stephen Hersey

ATTEST: 
Lynn Butterworth, County Clerk

Attachment A

Job Title	Job Duties	Testing Authority
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Transit System Supervisor-- Hires, supervises, evaluates, and schedules the work of PTS employees engaged in operating passenger vans or buses to transport county residents to various locations inside and outside of the county; disciplines and counsels' subordinates.

- o Logs incoming calls; communicates passenger information to drivers; dispatches drivers to calls; operates two-way radio to communicate with drivers on assigned routes or assignments.
- o Prepares bus routes.
- o Receipts fees from drivers.
- o Oversees the maintenance of department vehicles.
- o Prepares and administers the transportation budget.
- o Completes required reports.
- o Maintains department inventory.
- o Trains employees in vehicle operations, related clerical work, and customer service.
- o Reviews and approves time sheets.
- o Performs other related duties as assigned.

Testing Authority: FTA/DOT

Transit System Driver-- Drives a PTS van or mini-bus to transport clients to medical appointments and other locations.

- o Assists the disabled and elderly with packages such as groceries, etc.; helps patrons on and off the bus when needed.
- o Communicates with dispatcher for additional or added work load.
- o Records client pick-up and drop-off times; records vehicle mileage.
- o Completes pre-trip safety inspections of vehicles; performs minor vehicle maintenance; reports vehicle maintenance issues to supervisor.
- o Operates a lift van to load and unload clients.
- o Accepts money from patrons; maintains records of some.
- o Assists clients by scheduling transportation times.
- o Performs other related duties as assigned.

Testing Authority: FTA/DOT

Mechanic--- Assists in small and large engine repair work; repairs weed-eaters, lawnmowers, cars, trucks, and construction equipment.

- o Assists in servicing county vehicles and equipment; checks and changes fluids.
- o Checks and replaces belts, hoses, and brakes.
- o Assists in performing road service and repairs as needed.
- o Transports personnel to and from equipment as needed.
- o Repairs and replaces tires.
- o Performs other related duties as assigned.

Testing Authority: FTA/DOT

Attachment B Contacts

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s).

Putnam County Drug and Alcohol Program Manager

Name: Cynthia Miller

Title: Human Resources Director

Address: 117 Putnam Dr. Ste. A, Eatonton GA. 31024

Telephone Number: 706-485-1885

Medical Review Officer

Name: Omar Akhras, MD

Title: Certified Medical Officer

Address: 120 Sparta Highway, Eatonton, GA. 31024

Telephone Number: 706-485-7117

Substance Abuse Professional

Name: Omar Akhras, MD

Title: Certified Medical Officer

Address: 120 Sparta Highway, Eatonton, GA. 31024

Telephone Number: 706-485-7117

Backup material for agenda item:

9. Proposed adoption of changes to the Putnam County Code of Ordinances - Appendix D (Short Term Vacation Rentals) (AF)

ORDINANCE

AN ORDINANCE REGULATING SHORT TERM VACATION RENTALS WITHIN THE UNINCORPORATED AREAS OF PUTNAM COUNTY

WHEREAS, the Putnam County Board of Commissioner’s (“Board”) recognizes the significant impact short term vacation rentals within the unincorporated areas of the County may have on limited public resources; and

WHEREAS, the Board wishes to provide for the health and safety of all individuals renting, offering for rent and residing adjacent and near to short term vacation rentals; and

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF PUTNAM COUNTY, GEORGIA, HEREBY ORDAIN as follows:

SECTION 1: That Appendix D, Short Term Vacation Rental, is hereby included in the Code of Ordinances, Putnam County, Georgia and shall read as follows:

Sec. 1. – Short Title

This ordinance shall be titled the “Putnam County Short Term Vacation Rental Ordinance.”

Sec. 2. – Definitions

For the purpose of this ordinance, the following terms, phrases, words and derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is always mandatory and not merely dicta.

- a. *Short Term Vacation Rental.* Short term vacation rental means an accommodation for transient guests where, in exchange for compensation, a residential dwelling unit is provided for lodging for a period of time not to exceed 30 consecutive days. Short term vacation rental shall not include any residential dwelling unit not regularly offered for rental, which shall be defined as any residence offered for rental less than 14 days in any given calendar year. For the purposes of this definition, a residential dwelling shall include all housing types and shall exclude group living or other lodging uses.

Sec. 3 – Regulations for short term vacation rentals.

Short term vacation rentals may be offered to the public for rental following issuance of a short term vacation rental certificate, receipt of an occupation tax certificate, and payment of any and all applicable state and county taxes. Any taxes

owed to the County as a result of any hotel motel tax shall be paid to the County Clerk and any failure to remit the same or to register pursuant to this Ordinance shall be subject to the penalties included in Section 54-38 of these Code of Ordinances. Owners shall also insure occupants do not disrupt or interfere with rights of adjacent property owners to quiet enjoyment of their property and shall adhere to the following requirements:

ORIGINAL TEXT:

- a. Owner shall not allow any gathering of persons at the short term vacation rental in excess of 2 more than the stated residential occupancy.
- b. Owner shall not allow occupants to cause excessive noise at the residence and shall maintain against any noise after 10:00 PM which is audible at a distance of 100 feet from the residence.
- c. Owners shall not allow occupants to park any vehicle on a public or private road or at any other location other than those areas specifically designated within the application for the short term vacation rental certificate.
- d. Owners shall not allow occupants to violate any federal, state, or local law, statute, rule or ordinances.

ALTERNATE 1:

- a. At no time shall occupancy at the short term vacation rental be in excess of 2 persons per bedroom and 2 additional individuals, excluding any minor child under the age of 12. Such occupancy limit shall be conspicuously posted within the short term vacation rental.
- b. Owners shall not allow occupants to violate any federal state, or local law, statute, rule or ordinances, including, but not limited to, Sections 29-1 and 32-20.

ALTERNATE 2:

- a. Owners shall not allow occupants to violate any federal state, or local law, statute, rule or ordinances, including, but not limited to, Sections 29-1 and 32-20.

Sec. 4 – Application; fee.

- a. An application for a short term vacation rental certificate shall be submitted, under oath, on a form specified by the County Clerk, accompanied by a non-refundable application fee Planning & Development Director, or their designee, accompanied by a \$25.00 non-refundable application fee as set forth by the Board of Commissioners, which shall include at a minimum the following information or documentation:

1. The name, address, telephone and email address of the owner(s) of record of the dwelling unit for which a certificate is sought. If such owner is not a natural person, the application shall identify all partners, officers and/or directors of any such entity, including personal contact information;
2. The address of the unit to be used as a short term vacation rental;
3. The name, address, telephone number and email address of the short term vacation rental agent, which shall constitute his or her 24 hour contact information and who shall:
 - a. Be reasonably available to handle any problems arising from use of the short term vacation rental unit;
 - b. Appear on the premises within 24 hours following notification from the Planning and Development Director, or his/her designee, of issues related to the use or occupancy of the premises. ~~including, but not limited to, complaints of unreasonable noise or disturbances, disorderly conduct, or other illegal activity.~~
 - c. Receive and accept service of any notice of violation related to the use or occupancy of the premises; and
 - d. Monitor the short term vacation rental unit for compliance with this chapter;
4. The owner's sworn acknowledgment that he or she has received a copy of this section, has reviewed it and understands its requirements;

ORIGINAL TEXT:

5. The owner's designation of how many occupants may reside at the short term vacation rental;
6. The number and location of parking spaces allotted to the premises;

ALTERNATE 1:

5. The number of bedrooms in the short term vacation rental;

ALTERNATE 2:

5. [Reserved]
6. The owner's agreement to use his or her best efforts to assure that use of the premises by short term vacation rental occupants will not disrupt

the neighborhood, and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties;

7. A copy of an exemplar agreement between the owner and occupant(s) which obligate the occupant to abide by all of the requirements of the chapter, and other Putnam County ordinances, state and federal law, and that such a violation of any of these rules may result in the immediate termination of the agreement and eviction from the premises, as well as potential liability for payment of fines levied;
8. Proof of the owner's current ownership of the short term vacation rental unit; and
9. Proof of homeowner's insurance;

b. Registration under this code section is not transferrable and should ownership of a short term vacation rental change, a new application is required.

Sec. 5 – Review of application.

Review of an application shall be conducted by the Planning and Development Director, or their designee, in accordance with due process principles and shall be granted unless the applicant fails to meet the conditions and requirements of this chapter, or otherwise fails to demonstrate the ability to comply with local, state, or federal laws. Any false statements or information provided in the application are grounds for revocation, suspension and/or imposition of penalties, including denial of future applications. A certificate shall not be issued unless the owner demonstrates compliance with the applicable codes.

Sec. 6 – Violations; revocation.

- a. In any instance in which use of the short term rental by a guest results in a violation of these ordinances, or any other ordinance of Putnam County, notice of such violation shall be provided to the short term vacation rental agent. ~~Upon notice of three violations within a period of 12 consecutive months, the Planning & Development Director shall revoke the short term vacation rental certificate and reject all applications for the subject premises for a period of 12 consecutive months.~~ Failure to remedy any notice of violations may result in the issuance of a citation, which shall be prosecuted pursuant to this Code. Upon a conviction of violation, the Planning & Development Director may revoke the short term vacation rental certificate and reject all applications for the subject premises for a period of 12 consecution months.

b. Nothing in this Ordinance shall be construed to limit any action by the Putnam County Health Department to seek the remediation of any dangerous condition at the short term vacation rental or to take any action seeking to protect and preserve against any threat to public safety.

Sec. 7 – Appeal Rights.

A person aggrieved by the Planning & Development Director’s decision to revoke, suspend or deny a short term vacation rental certificate may appeal the decision to the County Manager. The appeal must be filed with the County Manager’s office in writing, within 30 calendar days after the adverse action and it shall contain a concise statement of the reasons for the appeal. A decision from the County Manager shall be rendered within 5 business days of receipt of the appeal, and may hold any administrative hearing deemed necessary in consideration of the appeal.

SECTION 2: That any ordinances or resolutions as adopted by this Board which are in conflict with these ordinances are hereby repealed and rendered ineffective.

IN WITNESS WHEREOF, this ordinance has been duly adopted by the governing authority of Putnam County, Georgia on the ___ day of _____, 2017.

Chairman

CERTIFICATION

I hereby certify that the foregoing is a true and correct copy of an original ordinance adopted by the Putnam County Board of Commissioners on the ____ day of _____, 2017.

In witness whereof, I hereunto set my hand and affix the seal of Putnam County, this ____ day of _____, 2017.

County Clerk

[Affix Seal]

Backup material for agenda item:

10. Consideration of ACCG-IRMA Firefighters' Cancer Benefit Program (staff-Finance & Fire)
 - a. Authorization for Chairman to sign Resolution Authorizing Participation in the ACCG-IRMA Supplemental Medical, Accident, and Disability Fund
 - b. Authorization for Chairman to sign ACCG-IRMA Firefighter Cancer Coverage Application and Participation Agreement



ACCG-IRMA Firefighters' Cancer Benefit Program Proposal for Coverage

Effective Date: January 1, 2018

Anniversary Date: January 1

County Name: Putnam County

County FCC ID Number: 5150

Insurer: Hartford Life and Accident Insurance Company

There are two coverage components required by House Bill 146 (2017) effective January 1, 2018:

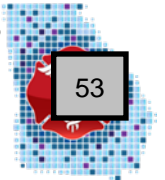
- 1) Lump Sum Cancer Benefit
- 2) Long-Term Disability (Income Replacement)

The ACCG-IRMA Lump Sum Cancer Benefit and Long-Term Disability (Income Replacement) coverage components are designed to comply with House Bill 146 when purchased together. However, a county is permitted to purchase only one component if desired.

Estimated annual premiums are based on the Eligible Firefighter census data provided by the county. Premiums for Long-Term Disability (Income Replacement) differ based on whether a firefighter is employed or is a volunteer. While the premiums below are estimated annual amounts, the county will be billed on a quarterly basis in an amount that reflects the county's updates to the census.

Component 1: Lump Sum Cancer Benefit – All Firefighters	
Maximum Benefit each diagnosis:	\$6,250 (less severe forms of cancer)
	\$25,000 (severe forms of cancer)
Lifetime Benefit per firefighter:	\$50,000
Lump Sum Cancer Benefit Only - Estimated Annual Premium for All Firefighters:	\$7,498
Component 2: Long-Term Disability (Income Replacement)	
Employed Firefighters	
Monthly benefit:	60% of pre-disability firefighter earnings
Maximum monthly benefit per firefighter:	\$5,000
Estimated Annual Premium for Employed Firefighters:	\$1,250
Volunteer Firefighters	
Monthly Benefit per firefighter:	\$1,500
Estimated Annual Premium for Volunteer Firefighters:	\$2,186
Long-Term Disability Only (Income Replacement) – Estimated Annual Premium for All Firefighters:	\$3,436
Estimated Annual Premium for Components 1 & 2: Lump Sum Cancer Benefit + Long Term Disability (Income Replacement):	\$10,934

This proposal is valid for 30 days after proposal is issued or until the effective date, whichever is later.
This overview is not a part of the policy(ies) and does not provide or explain all provisions of the policy(ies).



DESCRIPTION OF COVERAGE PROVIDED THROUGH ACCG

All legally organized fire departments in Georgia are required by House Bill 146 (2016-2017) to provide certain cancer benefits to their firefighters effective January 1, 2018. ACCG has developed a solution for Georgia counties that need this coverage, providing financial protection to firefighters and their families in the event they contract cancer.

INSURER: The Hartford Life and Accident Insurance Company
 COVERAGES PROVIDED: Lump Sum Cancer & Long Term Disability (Income Replacement)
 MASTER POLICYHOLDER: ACCG - Interlocal Risk Management Agency
 ADMINISTRATOR: Association County Commissioners of Georgia

Who is eligible? An “Eligible Firefighter” is a recruit or a trained individual who is a full-time employee, part-time employee, or volunteer for a legally organized fire department as defined by O.C.G.A. § 25-4-2 after having served 12 consecutive months for such fire department.

CLASS DESCRIPTIONS: Class 1 - Volunteer Firefighters; Class 2 – Employee Firefighters

Lump Sum Cancer Benefit: **Full-time/Part-time Employees and Volunteers**
 Maximum Limit each diagnosis: \$6,250 (less severe forms of cancer as noted in HB 146);
 \$25,000 (severe forms of cancer as noted in HB 146)
 Lifetime Benefit per Firefighter: \$50,000
 Continuation Rights: Yes (Enroll within 31 days of termination of eligibility)

Long-Term Disability (Income Replacement)
 Elimination Period: 180 Days
 Benefit Duration: 3 Years or until released to work as firefighter
 Return to Work Incentive: Included
 Integration Method: Direct with Family Social Security Offset
 Pre-Existing Condition Limit: 3 months lookback
 Survivor Income Benefit: 3 times last monthly Benefit
 Continuation Rights: Yes (Enroll within 31 days of termination of eligibility)

Benefits:
 Volunteer: \$1,500 Monthly Benefit
 Full-time/Part-time Employee: 60% of pre-disability earnings as firefighter for Participating Employer
 Minimum Monthly Benefit: \$100
 Maximum Monthly Benefit: \$5,000

The disability benefits will be reduced by any other income benefits other than those purchased solely by the firefighter as noted by House Bill 146 (2016-2017).

This overview is not a part of the policy(ies) and does not provide or explain all provisions of the policy(ies).

Questions about this program? Call Willis Towers Watson representatives Lindsey Albright (404.224.5044) or Meghan Murray (404.302.3898) or Ashley Abercrombie at ACCG (404.589.7828).

**RESOLUTION AUTHORIZING PARTICIPATION IN THE
ACCG - INTERLOCAL RISK MANAGEMENT AGENCY
SUPPLEMENTAL MEDICAL, ACCIDENT, AND
DISABILITY FUND**

WHEREAS, Article 9, Section 3, Paragraph 1 of the Constitution of Georgia authorizes counties and other political subdivisions to contract with each other for activities which the contracting parties are authorized by law to undertake; and,

WHEREAS, Chapter 85 of Title 36 of the Official Code of Georgia Annotated authorizes counties to execute intergovernmental contracts to form, and become members of, an interlocal risk management agency for the purpose of sharing the risks of accident, disability, supplemental medical, general liability, motor vehicle liability, property damage, or any combination of such risks with those of other counties; and,

WHEREAS, counties within Georgia have found it increasingly difficult to obtain commercial insurance protection, and have found the costs of such protection often exceed the ability of a county to pay; and,

WHEREAS, counties in Georgia need a stable method for managing their risks to avoid the unpredictable and cyclical nature of the commercial insurance market; and,

WHEREAS, many Georgia counties do not have sufficient resources to self-insure their risks on an individual basis; and,

WHEREAS, through the Association County Commissioners of Georgia, Georgia counties have created an intergovernmental risk management agency so that the Georgia counties may insure and/or self-insure their risks; and,

WHEREAS, the County of Putnam is an existing member of the Association County Commissioners of Georgia – Interlocal Risk Management Agency (hereafter referred to as ACCG-IRMA), an interlocal risk management agency formed pursuant to Chapter 85 of Title 36 of the Official Code of Georgia Annotated, and previously has entered into an intergovernmental contract for the purpose of joining ACCG-IRMA and participating in the ACCG-IRMA Property and Liability Fund; and,

WHEREAS, ACCG-IRMA has also established a Supplemental Medical, Accident, and Disability Fund for the purpose of protecting against certain other liabilities imposed upon Georgia counties by state law; and,

WHEREAS, the governing authority of the County of Putnam finds that it is in the best interest of its citizens to participate in the ACCG-IRMA Supplemental Medical, Accident, and Disability Fund,

NOW THEREFORE, BE IT RESOLVED by the governing authority of the County of Putnam, Georgia:

SECTION 1

The governing authority of the County of Putnam hereby authorizes the County to become a participant in the ACCG-IRMA Supplemental Medical, Accident, and Disability Fund for the purpose of providing coverage for those risks imposed upon the County by state law and for which the Supplemental Medical, Accident, and Disability Fund has been established. The County's continuing participation in the ACCG-IRMA Property and Liability Fund is hereby confirmed.

SECTION 2

The Chairman of the County of Putnam is authorized to execute on behalf of the County any and all documents necessary and proper to become a participant in the ACCG-IRMA Supplemental Medical, Accident, and Disability Fund.

SECTION 3

The powers of ACCG-IRMA, unless the intergovernmental contract and ACCG-IRMA bylaws are amended, shall be limited to those authorized by Chapter 85 of Title 36 of the Official Code of Georgia Annotated, and the related Rules and Regulations of the Commissioner of Insurance of the State of Georgia.

SECTION 4

The continuing operations of ACCG-IRMA and the obligation of the County to fully participate in such operations shall be effectuated in accordance with the intergovernmental contract and ACCG-IRMA bylaws.

SECTION 5

The Human Resources Director is designated as the County's representative to ACCG-IRMA. The County may change its representative by informing ACCG-IRMA of the change in writing.

SECTION 6

This resolution shall be effective upon its passage and approval.

Adopted this 19th day of December 2017.

Chairman

County of Putnam

ATTEST:

Clerk of the County of Putnam
(Imprint County Seal)

ACCG - INTERLOCAL RISK MANAGEMENT (ACCG-IRMA) FIREFIGHTER CANCER COVERAGE APPLICATION AND PARTICIPATION AGREEMENT

Employers eligible to participate in ACCG-IRMA (hereinafter a “Participating Employer” or “Employer”) shall complete this Application and Participation Agreement in order to purchase firefighter cancer coverage fully insured by The Hartford under the ACCG-IRMA Master Policy for Lump Sum Cancer Benefit or Master Policy for Long-Term Disability (Income Replacement) or under both Policies. Once approved by ACCG-IRMA’s Program Administrator, the Participating Employer will receive a one-page Schedule of Benefits identifying the purchased coverage(s) and a link to the Policy for the purchased coverage(s), so it may make these available to Eligible Firefighters.

Who Does What?

- ACCG-IRMA is the Policyholder of two firefighter cancer coverage policies insured by The Hartford: Lump Sum Cancer Benefit and Long-Term Disability (Income Replacement), (together, the “Firefighter Cancer Policies”). These coverages together are designed to meet the requirements of Georgia House Bill 146 (2016-2017), an Act effective January 1, 2018.
- The Association County Commissioners of Georgia (“ACCG”) is the Program Administrator for ACCG-IRMA. ACCG uses information from the Eligible Firefighter census data provided by the Participating Employer to bill for the Firefighter Cancer Policies, and maintains (either directly or through the broker for the Firefighter Cancer Policies) Participating Employers’ Application and Participation Agreements.
- Participating Employers are responsible for identifying all Eligible Firefighters, submitting complete and accurate census data to ACCG, paying premiums to ACCG-IRMA, communicating with Eligible Firefighters about the coverages it provides, providing the Schedule of Benefits and links to the applicable Policies to Eligible Firefighters, and providing all requested information and documentation to The Hartford when an Eligible Firefighter makes a claim under one or both of the Firefighter Cancer Policies.
- The Hartford evaluates and pays claims under the Firefighter Cancer Policies. All claims for benefits must be submitted to The Hartford. Neither ACCG-IRMA nor ACCG have any role in claim determination or payment.
- The Hartford provides tax services related to payments under the Long-Term Disability (Income Replacement) Policy.

Definition of Eligible Firefighter: An “Eligible Firefighter” is a recruit or a trained individual who is a full-time employee, part-time employee, or volunteer for a legally organized fire department of the Participating Employer and as such has duties of responding to mitigate a variety of emergency and nonemergency situations where life, property, or the environment is at risk, which may include without limitation fire suppression; fire prevention activities; emergency medical services; hazardous materials response and preparedness; technical rescue operations; search and rescue; disaster management and preparedness; community service activities; response to civil disturbances and terrorism incidents; nonemergency functions including training, preplanning, communications, maintenance, and physical conditioning; and other related emergency and nonemergency duties as may be assigned or required; provided, however,

that a firefighter's assignments may vary based on geographic, climatic, and demographic conditions or other factors including training, experience, and ability. A firefighter is an "Eligible Firefighter" as soon as he or she meets the description above, even though coverage under the Firefighter Cancer Policy(ies) does not become effective until completion of a waiting period as set forth in O.C.G.A. § 25-3-23.

Employer Obligations

- Employer shall not require any kind of contribution from Eligible Firefighters for the coverage(s) provided under the Firefighter Cancer Policies.
- Employer is solely responsible for identifying all Eligible Firefighters (as defined above) and providing correct and complete information to ACCG.
- Employer shall submit initial Eligible Firefighter census data to ACCG in the form requested, and must update this census data as needed in order to ensure that all Eligible Firefighters are identified.
- The Employer's cost for coverage under the Firefighter Cancer Policy(ies) will be based on the most recent census data at the time of billing.
- A claim by an Eligible Firefighter may be denied if the Eligible Firefighter was not timely listed in the census data.
- Employer shall provide the Schedule of Benefits and a link to the applicable Policy(ies) to Eligible Firefighters at no charge, and shall provide a copy of the applicable Policy(ies) to an Eligible Firefighter upon request.
- When a firefighter submits a claim to The Hartford, Employer shall provide The Hartford the information requested so that The Hartford may evaluate the claim, and shall affirm that this information is accurate and complete.

If the Employer is purchasing Long-Term Disability (Income Replacement) coverage, the Employer agrees as follows.

Employer Authorization for Tax Services: By completing this Application and Participation Agreement, Employer authorizes The Hartford to report, withhold and deposit the taxes described below, and agrees to provide The Hartford with accurate and timely information to provide these tax services. Employer acknowledges that The Hartford, ACCG-IRMA, and ACCG, singularly and collectively, shall have no responsibility for any liability in connection with these tax services that may result from inaccurate, untimely or incomplete information provided by Employer to any of them, including but not limited to fines or penalties.

- The Hartford will withhold and deposit applicable and properly elected additional United States federal income taxes (FIT) and state income tax (SIT) as well as applicable Employee FICA taxes from disability benefits/sick pay. The Hartford will make timely filings with the appropriate United States federal and state agencies. The Hartford will deposit the taxes using The Hartford's tax identification number and will timely notify the Employer of these payments. This notification is provided on the EOB (Explanation of Benefits).
- The Hartford will prepare Forms W-2 for payees and pay the Employer's share of FICA taxes, and submit such forms and payments to the appropriate United States federal and state agencies. The Hartford will postmark by January 31st of each year, or such other date required by law, Forms W-2 containing disability benefits/sick pay information to payees and make information return filings in accordance with Federal and State

requirements regarding income tax, Social Security, and Medicare tax. The Hartford will issue Forms W-2 using The Hartford's tax identification number. If the Policy is terminated, The Hartford will continue to provide Forms W-2 and make information return filings for disability benefits/sick pay payments on all claims incurred prior to termination of the Policy.

The Hartford assumes no responsibility for any other payroll or employment related tax, fee, premium or the like including Federal Unemployment Insurance (FUTA) and State Unemployment Insurance (SUTA), State Disability Insurance, State or Local Occupational Taxes, other jurisdictional taxes such as municipal, city or county taxes, or any Workers' Compensation Tax which may be applicable to the disability benefits The Hartford is paying. The Hartford will prepare and deliver to Employer the annual summary reports of benefits paid.

Participating Employer is applying for and agreeing to purchase BOTH the Lump Sum Cancer Benefit & Long Term Disability (Income Replacement) coverages *unless* either of the following options is checked.

- Lump Sum Cancer Benefit Only* OR
- Long Term Disability (Income Replacement) Only*

* Alone, this coverage does NOT meet the requirements of HB146.

The coverage elected above automatically renews at each anniversary of the effective date, based on then current premiums established by the Administrator. Coverage may be terminated in accordance with the terms of the Firefighter Cancer Policy(ies) or for Employer's failure to comply with 1) the terms of this Agreement or 2) the terms for membership in ACCG-IRMA and/or the ACCG-IRMA Accident, Disability, and Supplemental Medical Fund.

On behalf of Putnam County, I submit this Application and Participation Agreement and agree to its terms.

Signature: _____ Date: _____
 Print Name: _____ Title: _____

APPROVED BY ACCG-IRMA PROGRAM ADMINISTRATOR: _____

EFFECTIVE DATE OF COVERAGE: _____

Backup material for agenda item:

11. Recommendation for Appointment to the Region 5 Emergency Medical Services Council (staff-CC)

Central Georgia Region 5 Emergency Medical Services Council

1000 Indian Springs Dr.

Forsyth, GA 31029

478-993-4990 (office) 470-599-9279 (cell)

www.ems.ga.gov

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DEC 4 17 9:09 PM

Lee Oliver
Chairman

Terry Cobb
Vice-Chair

Ralph Griffin, M.D.
Medical Director

Kelly Joiner
Regional EMS Director

November 28, 2017

Putnam County Board of Commissioners
117 Putnam Dr., Ste. A
Eatonton, GA 31024

Dear Commissioners:

On behalf of the Region 5 EMS Advisory Council, I am asking for an appointment from you for the Regional Emergency Medical Services Advisory Council to represent your county. The purpose of this Council is to recommend policies, ambulance zoning plans and trauma center designations to the Georgia Department of Public Health (DPH).

Putnam County has two (2) Representatives on this Council. Your current Representatives are **Shane Hill, term 2015-2018** and **Nathan Mason, term 2014-2017**. Council bylaws require that at least two-thirds of the voting membership be comprised of individuals selected by the County Commissions; therefore, I am soliciting from you the name of one individual whom you wish to represent your county on this council for the 2017-2020 term. Council By-laws require members to attend at least fifty percent (50%) of the scheduled council meetings.

Your current representative, **Nathan Mason** has resigned from the Council due to his retirement from Putnam Co EMS. Please submit a representative to replace Mr. Mason for the remainder of this term and for the next term (2017-2020) if you so desire.

Members of the Regional EMS Council should possess interest and/or expertise in the areas of Emergency Medical Services, health care, or public safety. The following is a list of categories, which you may wish to consider when recommending your representative:

- | | |
|--|---|
| ▪Public EMS Provider | ▪Consumer |
| ▪Private EMS Provider | ▪Emergency Physician |
| ▪EMT/Paramedic (non-supervisory) | ▪General Surgeon |
| ▪Authority hospital representative | ▪Communications agency representative |
| ▪Non-authority hospital representative | ▪Law enforcement representative |
| ▪City government representative | ▪Emergency department nurse and/or trauma nurse |
| ▪County government representative | ▪Pediatrician |

Please forward the recommendation of your Commission to Kelly Joiner, DPH Region 5 EMS Director, along with a brief synopsis of the individual's qualifications along with his/her mailing address and telephone number on the attached form.

Please complete the attached form and return to Kelly Joiner via USPS or email. Your participation in this effort is important to the provision of quality Emergency Medical Services to the citizens in your community, region, and state. I appreciate your cooperation and welcome you to contact me if you have any questions. Thank you.

Sincerely,

Lee Oliver
Region 5 EMS Council Chair

BALDWIN
BIBB
BLECKLEY
CRAWFORD
DODGE
HANCOCK
HOUSTON
JASPER
JOHNSON
JONES
LAURENS
MONROE
MONTGOMERY
PEACH
PULASKI
PUTNAM
TELFAIR
TREUTLEN
TWIGGS
WASHINGTON
WHEELER
WILCOX
WILKINSON

December 6, 2017

To Putnam County Board of Commissioners:

Putnam County has 2 Representatives on the Region 5 EMS Advisory Council, Shane Hill and Nathan Mason. Since Nathan has retired, Nathan has resigned from region 5 council. I would like to be nominated as the representative on the Region 5 EMS Advisory Council.

I have been a paramedic with Putnam County EMS for 24 years. Of those years, I was a shift captain for 15. I attended Georgia EMS Directors and Leadership program at Georgia Southern University in 2014. I attend the annual Directors and Leadership conference and many other educational events yearly.

I am willing to learn and apply my knowledge to assist with Region 5 EMS Advisory Council and to Putnam County EMS.

Thank you,



Brad Murphey
Director
Putnam County EMS

Backup material for agenda item:

12. Appointment to the Board of Health (staff-CC)

NAME	ADDRESS	DISTRICT	CURRENT OCCUPATION	PHYSICIAN	APPLICATION DATE
Dr. Thomas Brown	940 S Steel Bridge Road	3	Dentist	Yes	11/27/2017

PUTNAM COUNTY BOARD OF COMMISSIONERS

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117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
706-485-5826
www.putnamcountyga.us

NOTICE

The Putnam County Board of Commissioners is seeking qualified candidates for a position on the **Putnam County Board of Health**. This seat is required to be held by a physician. This appointment will be for a six-year term. Meetings are usually held once per quarter.

Interested persons should submit an **application** to the Putnam County Board of Commissioners, 117 Putnam Drive, Suite A, Eatonton, Georgia 31024. Applications will be accepted until the position is filled. The board application form can be found on the county website at www.putnamcountyga.us (in the "How Do I..." or "Forms & Documents" sections) or by calling 706-485-5826.

11/22/2017 & 11/30/2017

PUTNAM COUNTY BOARD OF COMMISSIONERS

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NOV27 17 3:05PM



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
706-485-5826 ♦ 706-923-2345 fax
www.putnamcountyga.us

APPLICATION FOR BOARDS, COMMITTEES, & AUTHORITIES

Name: Dr. Thomas Brown Home Phone: _____
Address: 940 S Steel Bridge Road Work Phone: 706-485-6313
Eatonton, Georgia 31024 Cell Phone: 478 456 4845
Occupation: Dentist E-mail: _____

I would like to apply for appointment to the following Board, Committee, or Authority:
Putnam County Board of Health

Which district do you live in? 1 2 3 4

Briefly explain your educational background _____
Received Dental Degree in 1966 at University of Tennessee.

Are you an owner or officer in any business or corporation? Yes No

If yes, please list the name and activity of the business or corporation: _____
Owner of Dr. Thomas Brown DDS in Eatonton, Georgia 31024

Please explain any previous experience with State or Local Government: _____
Presently serving on Putnam County Board of Health and has done so for 20 plus years.

Briefly explain why you seek this appointment: I enjoy serving our community and
the Putnam County Health Department.

If appointed, I agree to serve.

Thomas L Brown DDS
Signature

11/27/17
Application Date

*This application should be submitted to the Putnam County Board of Commissioners. Any additional information may be included on a separate page.

BOARD OF HEALTH

<u>MEMBER</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>
(1) Chairman Steve Hersey Putnam County Board of Commissioners 117 Putnam Drive, Suite A Eatonton, GA 31024	01/01/2013	12/31/2018
(2) School Superintendent Eric Arena Putnam County Board of Education 158 Old Glenwood Springs Road Eatonton, GA 31024	01/01/2011	12/31/2022
(3) Dr. Thomas L. Brown 104 N. Lafayette Street Eatonton, GA 31024	12/19/2011	12/31/2017
(4) Yvonne Harrell 439 Lower Harmony Road Eatonton, GA 31024	01/06/2017	12/31/2022
(5) Charlotte Green Eatonton, GA 31024	12/31/2016	12/31/2022
(6) Charlotte Griffin 1633 Godfrey Road Eatonton, GA 31024 Phone: (706) 485-5357 (home) Phone: (706) 485-5381 (work)	12/15/2015	12/31/2021
(7) Mayor Walter C. Rocker, Jr. City of Eatonton P. O. Box 3820 Eatonton, GA 31024	01/01/2016	12/31/2019

- (1) CEO of County or designee
- (2) County Superintendent of Schools or designee
- (3) Physician – Appointed by BOC
- (4) County Consumer Advocate – Appointed by BOC
- (5) Nurse – Appointed by the City
- (6) Advocate for Needy, Underprivileged or Elderly – Appointed by BOC
- (7) Mayor or Designee

Appointed – 6 year terms
Elected – term of office

Last Updated 11/16/2017

Backup material for agenda item:

13. Approval of 2018 BOC Meeting Schedule (staff-CC)

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
706-485-5826 ♦ 706-923-2345 fax ♦ www.putnamcountyga.us

2018 BOC MEETING SCHEDULE

DATE	DAY	TIME
January 5, 2018	Friday	9:00 am
January 16, 2018	Tuesday	6:30 pm
February 2, 2018	Friday	9:00 am
February 20, 2018	Tuesday	6:30 pm
March 2, 2018	Friday	9:00 am
March 20, 2018	Tuesday	6:30 pm
April 6, 2018	Friday	9:00 am
April 17, 2018	Tuesday	6:30 pm
May 4, 2018	Friday	9:00 am
May 15, 2018	Tuesday	6:30 pm
June 1, 2018	Friday	9:00 am
June 19, 2018	Tuesday	6:30 pm
July 6, 2018	Friday	9:00 am
July 17, 2018	Tuesday	6:30 pm
August 3, 2018	Friday	9:00 am
August 21, 2018	Tuesday	6:30 pm
September 7, 2018	Friday	9:00 am
September 18, 2018	Tuesday	6:30 pm
October 5, 2018	Friday	9:00 am
October 16, 2018	Tuesday	6:30 pm
November 2, 2018	Friday	9:00 am
November 20, 2018	Tuesday	6:30 pm
December 7, 2018	Friday	9:00 am
December 18, 2018	Tuesday	6:30 pm

Backup material for agenda item:

14. Approval of LMIG Projects (staff-CM)

DISTRICTS	ROAD NAME	BEGINNING	ENDING	LENGTH/MILES	DESCRIPTION OF WORK	LMIG Award	ESTIMATED PROJECT COST	PROJECT SCHEDULE	
1	Reid Rd (PW)	City Limits	End of Pavement	1.1	Patching, leveling, and resurfacing 20' wide asphalt rd		\$165,000.00	Bid projects June 2018	
2	Texas Chapel (PW)	Hwy 16	Oconee Springs Rd	2.4	Patching, leveling, and resurfacing 20' wide asphalt rd		\$360,000.00	Bid projects June 2018	
2	Oconee Springs Rd	City Limits	Pea Ridge Rd	3.8	Striping		\$15,200.00	Bid projects June 2018	
C	Oconee Springs Rd	Pea Ridge Rd	Hwy 16	6	Striping		\$24,000.00	Bid projects June 2018	
3	Crooked Creek	Pea Ridge Rd	Scuffleboro Rd	8.6	Striping		\$34,400.00	Bid projects June 2018	
3	Winding River Rd	Rock Island	ENDING	1.0	Patching, leveling, and resurfacing 20' wide asphalt rd		\$150,000.00	Bid projects June 2018	
4	Scuffleboro	Pea Ridge Rd	Sinclair Circle	3.8	Striping		\$15,200.00	Bid projects June 2018	
4	Twin Bridges	Dennis Station Rd	Hwy 441	2.0	Patching, leveling, and resurfacing 20' wide asphalt rd		\$300,000.00	Bid projects June 2018	
4	Southshore Rd	Blue Gill Rd	Twin Bridges Rd	1.9	Striping		\$7,600.00	Bid projects June 2018	
						LMIG Award 2017	\$523,064.79	\$1,071,400.00	Project Total
						Match @ 30%	\$156,919.44		
						Total	\$679,984.23	\$391,415.77	Excess funding over Match\$

Backup material for agenda item:

15. Discussion and possible action on a Resolution in support of HR158 (SH)



A RESOLUTION OF THE PUTNAM COUNTY BOARD OF COMMISSIONERS

WHEREAS, Georgia’s 159 counties, more than 500 municipalities, local businesses, and citizens annually submit millions of dollars in fees and payments to the state; and

WHEREAS, in many cases these fees were created to aid local governments in implementing programs such as hazardous waste cleanups, clean community programs, indigent defense and judicial programs, peace officer training, and teen driver training; and

WHEREAS, the state government significantly redirects these fees to fund unrelated portions of the state budget; and

WHEREAS, without funding from these fees, local governments often must raise taxes to fund programs designed to keep their citizens healthy and safe; and

WHEREAS, regarding the Hazardous Waste Trust Fund and Solid Waste Trust Fund, nearly 40 percent of the \$469 million collected since 1993 has been diverted from its designated purposes; and

WHEREAS, in the case of the teen driving program known as Joshua’s Law, which generates between \$3-\$10 million annually, only about \$8 million has been used to fund teen driver programs since the program’s creation in 2005; and

WHEREAS, with respect to the Peace Officer & Prosecutors Training Fund that generates an estimated \$27 million annually, an estimated \$70 million was redirected to fund unrelated portions of the state budget between 1987 and 2009; and

WHEREAS, because of these diversions of fees, tire dumps and hazardous waste sites remain untouched, teen drivers have inadequate guidance, and peace officers cannot get funding for additional and necessary training programs; and

WHEREAS, these diversions of fees are therefore detrimental to the health, safety, and welfare of our citizens; and

WHEREAS, the Georgia Municipal Association and the Association County Commissioners of Georgia support legislation to end the practice of these fee collections becoming de facto taxes.

NOW THEREFORE, BE IT RESOLVED that the Putnam County Board of Commissioners supports legislative efforts to address this ongoing funding problem for local governments by adopting a constitutional amendment authorizing the General Assembly to establish dedicated trust funds.

BE IT FURTHER RESOLVED that the Georgia General Assembly should adopt a resolution on this issue, such as HR 158, during the 2018 legislative session so that a constitutional amendment can be put before voters in November 2018.

BE IT FURTHER RESOLVED that the Governor of the State of Georgia should sign and approve such constitutional amendment resolution.

IN WITNESS WHEREOF, this resolution has been duly adopted by the governing authority of Putnam County, Georgia on the 19th day of December 2017.

Chairman Stephen Hersey

ATTEST:

Lynn Butterworth, County Clerk

Upon adoption of this resolution, copies of the full resolution shall be mailed or electronically submitted to the Governor, Lt. Governor, Speaker of the House of Representatives, and the local legislative delegation.

CERTIFICATION

I hereby certify that the foregoing is a true and correct copy of an original resolution adopted by the Putnam County Board of Commissioners on the 19th day of December 2017.

In witness whereof, I hereunto set my hand and affix the seal of Putnam County, this 19th day of December 2017.

County Clerk
Lynn Butterworth

[Affix Seal]