



**Board of Riley County
Commissioners
Regular Meeting
Agenda
September 09, 2024**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Preservation of Ballots and Election Records
4. Sign Riley County Employee Action Form(s)
5. Discuss Good Morning Manhattan

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Sep 5, 2024 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Rich Vargo, County Clerk

9. Year to date budget and expenditure reports

9:15 AM

Michael Rezkella, Pawnee Mental Health Services Director

10. Pawnee Mental Health Services update

9:30 AM

Press Conference

11. LEPP Grant - Amanda Webb (1-2 minutes)
12. RCPD update - Captain Mark French (3-4 minutes)

9:35 AM

Russel Stukey, Emergency Management Director

- 13. EM / Fire Staff Update for the month of March
- 14. Community Wildfire Protection Plan (CWPP)

9:55 AM**Anna Burson, Appraiser**

- 15. Appraiser's Office September Staff Report

10:10 AM**Elizabeth Ward, Human Resources Director**

- 16. Request to Fill Health Department Director

10:25 AM**Amanda Webb, Planning/Special Projects Director**

- 17. Letter of Support for Creekside at Fall Color Farm's Tourism Grant Application

10:40 AM**Clancy Holeman, Counselor/Director of Administrative Services**

- 18. Administrative Work Session
- 19. Pending County Projects County Counselor

11:00 AM**Katharine Hensler, Museum Director**

- 20. Staff Report - Riley County Historical Museum
- 21. Out of State Travel Request for Museum Curator of Education and Design, Melanie Highsmith

Adjournment**Announcements**

Riley County Planning Board/Board of Zoning Appeals meeting will be held tonight at 7:30 p.m. in the Commission Chambers, Courthouse Plaza East Building, 115 N. 4th Street.

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, September 10, 2024 (KF).

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



COUNTY CLERK & ELECTIONS
Election

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

MEMORANDUM

FROM: Rich Vargo, County Clerk

MEETING: September 9, 2024

SUBJECT: Preservation of Ballots and Election Records

PRESENTER: Rich Vargo, County Clerk

BACKGROUND

Per K.S.A. 25-2708, the County Election Officer shall preserve all State and National ballots for 22-months. For the 2022 State General Election, the 22-month date was September 8, 2024.

Per K.S.A. 25-2708 (b) At the expiration of such time, the county election officer **shall** destroy them without previously opening any of the envelopes, in the presence of two electors of approved integrity and good repute, members of the two leading political parties. Such electors **shall** be designated by the board of county commissioners.

Our office has contacted the chairs of the Democratic and Republican parties and asked for them to select recommendations for the Board to consider. Democratic Party Chair Carl Reed nominated himself and the Republican Party Chair John Ball nominated Marvin Rodriguez.

Once the Board approves the selected electors the County Clerk & Election Officer will coordinate the destruction of ballots for the November 2022 Election with the approved representatives from the Democratic and Republican Parties.

Paper ballots will be destroyed by shredding and the electronic votes will be deleted from the software files.

25-2708. Preservation of ballots and election records; distribution of abstracts of voting. (a) The county election officer shall preserve all ballots, books and records delivered to such officer by election boards and make the same available to any canvassing board or election

court who it is provided by law shall have access to the same.

(b) The county election officer shall preserve all county, city, school district and township ballots for six months and all state and national ballots for 22 months. **At the expiration of such time, the county election officer shall destroy them without previously opening any of the envelopes, in the presence of two electors of approved integrity and good repute, members of the two leading political parties. Such electors shall be designated by the board of county commissioners. If the election of any officer or any question submitted at such time is being contested, the ballots shall not be destroyed until such contest is finally decided.** In all cases of contested elections, either of the parties contesting shall have the right to have such ballots opened and to have all errors of the judges in counting the ballots corrected by the court or body trying such contest. Such ballots shall be opened in open court or in an open session of such body and the presence of the officer having the custody thereof.

(c) The three copies of the certified abstract of each voting place and the three copies of all certified abstracts of the county board of canvassers shall be distributed as follows:

(1) One copy shall be retained as a permanent record in the office of the county election officer.

(2) One copy shall be delivered to the chairperson of the county committee of the political party of the candidate for governor who received the greatest number of votes in the last state general election.

(3) One copy shall be delivered to the chairperson of the county committee of the political party of the candidate for governor who received the second greatest number of votes in the last state general election.

(d) Other election supplies, books, records, lists and papers shall be destroyed as provided by law.

History: L. 1968, ch. 406, § 40; L. 1974, ch. 106, § 5; L. 1988, ch. 122, § 1; L. 1989, ch. 108, § 4; July 1.

RECOMMENDATIONS

Approve Democratic Party Chair Carl Reed and the Republican appointee Marvin Rodriguez to observe the destruction of the 2022 State General Election votes.

POSSIBLE MOTION(S)

Move to approve the Democratic Party Chair Carl Reed and the Republican appointee Marvin Rodriguez to observe the destruction of the 2022 State General Election votes.

Move to deny

Move to modify

Move to table

Enclosures:



COUNTY CLERK & ELECTIONS
Personnel

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: September 9, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-09 EMS SThielenhaus EAF (DOCX)
- 2024-09 PW JWinter EAF (DOCX)
- 2024-09 HD KLawrence EAF (DOCX)
- 2024-09 HD KHiebert EAF (DOCX)
- 2024-08 HD JGibbs EAF (DOCX)
- 2024-08 HD SHays EAF (DOCX)
- 2024-08 Comm Corr M Lewis EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Sara Thielenhaus**Status Change Date:** 09/16/2024**Status Change:** Full-Time to As Needed**Date of Hire:** 05/19/2019**Seniority:** 5 Year, 3 Month(s)**Position:** Paramedic**Position Type:** As Needed**Pay Range:** EMS**Pay Type:** Hourly**Base Rate:** \$23.48**Annualized Pay:** \$11,740.00**Funds Codes:** 1-County General, 20-EMS/Ambulance**Supervisor:** Joshua Gering**Department Head:** David Adams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-09 EMS SThielenhaus EAF (15030 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Julie Winter**Status Change Date:** 12/20/2024**Status Change:** Retirement**Date of Hire:** 05/01/1977**Seniority:** 47 Year(s), 4 Month(s)**Position:** Admin Services Manager**Position Type:** Regular Full Time**Pay Range:** Range 17**Pay Type:** Salary**Base Rate:** \$3,750.40**Annualized Pay:** \$97,510.40**Funds Codes:** 1-General/40-Public Works**Supervisor:** John Ellerman**Department Head:** John Ellerman

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-09 PW JWinter EAF (15030 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Kaisha Lawrence**Status Change Date:** 08/01/2024**Status Change:** Separation**Date of Hire:** 06/01/2024**Seniority:** 0 Year(s), 2 Month(s)**Position:** MCH Intern**Position Type:** Intern**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 30 – Health Department, 423 – Maternal Child Health**Supervisor:** Breva Spencer**Department Head:** Julie Gibbs

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-09 HD KLawrence EAF (15030 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Kenna Hiebert**Status Change Date:** 07/12/2024**Status Change:** Separation**Date of Hire:** 05/28/2024**Seniority:** 0 Year(s), 1 Month(s)**Position:** RCHD Intern**Position Type:** Temporary**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 30 – Health Department, 400 - Health Department General**Supervisor:** Tasha Drake**Department Head:** Julie Gibbs

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-09 HD KHiebert EAF (15030 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Julie Gibbs**Status Change Date:** 08/29/2024**Status Change:** Separation**Date of Hire:** 10/28/2019**Seniority:** 4 Year(s), 10 Month(s)**Position:** Health Department Administrator**Position Type:** Full Time**Pay Range:** Range II**Pay Type:** Salary**Base Rate:** \$5,789.44**Annualized Pay:** \$150,525.44**Funds Codes:** 30- Health Department/400- HD General**Supervisor:** Board of County Commissioners**Department Head:** BOCC

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-08 HD JGibbs EAF (15030 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Shelley Hays**Status Change Date:** 08/29/2024**Status Change:** Separation**Date of Hire:** 3/18/1996**Seniority:** 28 Year(s), 5 Month(s)**Position:** Administrative Analyst**Position Type:** Full Time**Pay Range:** Range 8**Pay Type:** Hourly**Base Rate:** \$37.49**Annualized Pay:** \$77,979.20**Funds Codes:** 30- Health Department/400- HD General**Supervisor:** Rich Vargo**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-08 HD SHays EAF (15030 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Megan Lewis**Status Change Date:** 9/14/2024**Status Change:** Promotion**Date of Hire:** 11/3/2008**Seniority:** 15 Year(s), 10 Month(s)**Position:** Community Corrections Director**Position Type:** Full Time**Pay Range:** Range DD**Pay Type:** Exempt**Base Rate:** \$4179.49**Annualized Pay:** \$108,666.86**Funds Codes:** 2000- KDOC Adult Servies/520- KDOC Adult Services**Supervisor:** Board of County Commissioners

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-08 Comm Corr M Lewis EAF (15030 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 12, 2024**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Intergovernmental Luncheon
2. Discuss Joint City/County/County Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:20 AM

Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

4. Monthly Cash Flow Reports

9:30 AM

Amy Manges and Shari Morrand, United Way Committee

5. United Way Campaign wrap up

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

6. Economic development update

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

7. Executive session to discuss a performance matter involving non-elected personnel

Adjournment

Attachment: 09-12-24 tentative agenda (14233 : Tentative Agenda)

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.

Attachment: 09-12-24 tentative agenda (14233 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 16, 2024**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:15 AM

David Adams, EMS/Ambulance Director

1. Staff update

9:30 AM

Press Conference

9:35 AM

Shilo Heger, Treasurer

2. Monthly revenue report

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

12:00 PM

Law Enforcement Agency Meeting

Adjournment

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.

Attachment: 09-16-24 tentative agenda (14233 : Tentative Agenda)



COUNTY CLERK & ELECTIONS
Budget

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

STAFF REPORT

FROM: Rich Vargo, County Clerk

MEETING: September 9, 2024

SUBJECT: Year to date budget and expenditure reports

PRESENTER: Rich Vargo, County Clerk

Enclosures:

- 2024 YTD Wage-Overtime Report Overview 2024-08 (PDF)
- 2024 YTD Wage-Overtime Report Detail Page 2024-08 (PDF)
- August Financial reports 2024 (PDF)

2024 YTD Wages/Overtime Compared to Budget						% of Year Used 66.67%		
August	YTD Wages	Budgeted Wages	YTD OT	Budgeted Overtime	OT Spent - % of wages	Total YTD Wages & OT	2024 Total Budget	Budget Spent
Department								
1 Attorney	\$1,179,455.01	\$1,890,104.00	\$2,681.76	\$6,916.00	0.14%	\$1,182,136.77	\$1,897,020.00	62.32%
2 Clerk	\$626,220.21	\$951,551.00	\$1,319.51	\$6,433.00	0.14%	\$627,539.72	\$957,984.00	65.51%
3 Commissioners	\$111,050.46	\$174,351.00	\$0.00	\$0.00	0.00%	\$111,050.46	\$174,351.00	63.69%
4 Administrative Services	\$323,557.63	\$555,325.00	\$0.00	\$2,312.00	0.00%	\$323,557.63	\$557,637.00	58.02%
6 Register of Deeds	\$235,973.37	\$372,032.00	\$0.00	\$3,082.00	0.00%	\$235,973.37	\$375,114.00	62.91%
7 Treasurer	\$632,004.92	\$1,006,658.00	\$1,684.21	\$10,130.00	0.17%	\$633,689.13	\$1,016,788.00	62.32%
10 Emergency Mgt	\$140,474.43	\$205,200.00	\$113.67	\$792.00	0.06%	\$140,588.10	\$205,992.00	68.25%
17 Museum	\$244,341.96	\$345,029.00	\$0.00	\$0.00	0.00%	\$244,341.96	\$345,029.00	70.82%
19 Election	\$260,607.61	\$509,811.00	\$4,655.23	\$7,042.00	0.91%	\$265,262.84	\$516,853.00	51.32%
20 EMS/Ambulance	\$1,552,108.92	\$2,311,206.00	\$669,855.17	\$1,390,792.00	28.98%	\$2,221,964.09	\$3,701,998.00	60.02%
22 Appraiser	\$758,917.75	\$1,083,795.00	\$1,322.24	\$17,139.00	0.12%	\$760,239.99	\$1,290,068.00	58.93%
24 Planning & Development	\$313,478.84	\$490,685.00	\$0.00	\$1,516.00	0.00%	\$313,478.84	\$492,201.00	63.69%
29 Information Tech-GIS	\$446,557.62	\$679,298.00	\$339.21	\$8,219.00	0.05%	\$446,896.83	\$687,517.00	65.00%
30 General Serv.-Separation	\$31,725.17	\$120,000.00	\$0.00	\$0.00	0.00%	\$31,725.17	\$120,000.00	26.44%
40 Public Works	\$2,314,658.36	\$3,837,928.00	\$41,224.89	\$139,223.00	1.07%	\$2,355,883.25	\$3,977,151.00	59.24%
41 Noxious Weed	\$292,228.58	\$447,359.00	\$3,412.91	\$12,406.00	0.76%	\$295,641.49	\$459,765.00	64.30%
NON-GENERAL FUNDS								
Solid Waste payroll	\$125,257.34	\$191,080.00	\$802.98	\$16,822.00	0.42%	\$126,060.32	\$207,902.00	60.63%
Fire District #1	\$181,984.66	\$340,399.00	\$210.71	\$671.00	4.69%	\$182,195.37	\$341,070.00	53.42%
Subtotal-All County Funds	\$9,770,602.84	\$15,511,811.00	\$727,622.49	\$1,623,495.00	4.69%	\$10,498,225.33	\$17,324,440.00	
Health Dept.-General Fund	\$265,752.49	\$345,543.00	\$703.91	\$1,930.00	0.20%	\$266,456.40	\$347,473.00	76.68%
Health Dept.-Grant Funds	\$1,887,766.55	\$2,828,382.00	\$437.09	\$19,210.00	0.02%	\$1,888,203.64	\$2,847,592.00	66.31%
Community Corrections								
Adult Services	\$187,915.71	\$327,830.00	\$4,651.45	\$0.00	1.42%	\$192,567.16	\$327,830.00	58.74%
Juvenile Services	\$154,338.60	\$290,394.00	\$1,172.30	\$0.00	0.40%	\$155,510.90	\$290,394.00	53.55%
Juvenile reinvestment	\$27,854.58	\$135,766.00	\$0.00	\$0.00	0.00%	\$27,854.58	\$67,230.00	41.43%
BJA Grant	\$44,022.56	\$68,536.00	\$2,948.60	\$0.00	4.30%	\$46,971.16	\$68,536.00	68.54%
Subtotal Grant Funds	\$414,131.45	\$822,526.00	\$8,772.35	\$0.00	1.07%	\$422,903.80	\$753,990.00	
Totals	\$12,338,253.33	\$19,508,262.00	\$737,535.84	\$1,644,635.00	3.78%	\$13,075,789.17	\$21,273,495.00	

Attachment: 2024 YTD Wage-Overtime Report Overview 2024-08 (15028 : Year to date budget and expenditure reports)

											9.b
Dept				1st Quarter	2nd Quarter	July	August	September	3rd Quarter	YTD 2024	2024 Budget
	Department										
1	Attorney	Regular Salaries	1001	\$401,252.63	\$497,815.95	\$139,526.15	\$140,860.28		\$280,386.43	\$1,179,455.01	\$1,862,409.00
		Seasonal/ASND	1003		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$27,695.00
		Overtime	1005	\$256.73	\$1,961.50	\$177.09	\$286.44		\$463.53	\$2,681.76	\$6,916.00
				\$401,509.36	\$499,777.45	\$139,703.24	\$141,146.72	\$0.00	\$280,849.96	\$1,182,136.77	\$1,897,020.00
2	Clerk	Regular Salaries	1001	\$216,158.59	\$256,240.25	\$73,125.22	\$73,237.40		\$146,362.62	\$618,761.46	\$936,551.00
		Seasonal/ASND	1003	\$2,741.25	\$2,591.25	\$922.50	\$1,203.75		\$2,126.25	\$7,458.75	\$15,000.00
		Overtime	1005	\$301.37	\$399.11	\$57.02	\$562.01		\$619.03	\$1,319.51	\$6,433.00
				\$219,201.21	\$259,230.61	\$74,104.74	\$75,003.16	\$0.00	\$149,107.90	\$627,539.72	\$957,984.00
3	Commissioners	Regular Salaries	1001	\$39,194.28	\$45,726.66	\$13,064.76	\$13,064.76		\$26,129.52	\$111,050.46	\$174,351.00
4	Administrative Svcs	Regular Salaries	1001	\$116,367.84	\$128,705.03	\$39,242.38	\$39,242.38		\$78,484.76	\$323,557.63	\$555,325.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$2,312.00
				\$116,367.84	\$128,705.03	\$39,242.38	\$39,242.38	\$0.00	\$78,484.76	\$323,557.63	\$557,637.00
6	Register of Deeds	Regular Salaries	1001	\$84,144.42	\$98,168.51	\$28,048.15	\$25,612.29		\$53,660.44	\$235,973.37	\$372,032.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$3,082.00
				\$84,144.42	\$98,168.51	\$28,048.15	\$25,612.29	\$0.00	\$53,660.44	\$235,973.37	\$375,114.00
7	Treasurer	Regular Salaries	1001	\$229,801.70	\$256,489.88	\$73,763.65	\$71,949.69		\$145,713.34	\$632,004.92	\$1,006,658.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
		Overtime	1005	\$1,442.49	\$226.58	\$15.14	\$0.00		\$15.14	\$1,684.21	\$10,130.00
				\$231,244.19	\$256,716.46	\$73,778.79	\$71,949.69	\$0.00	\$145,728.48	\$633,689.13	\$1,016,788.00
10	Emergency Mgt	Regular Salaries	1001	\$49,598.62	\$57,830.05	\$16,522.89	\$16,522.87		\$33,045.76	\$140,474.43	\$205,200.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	
		Overtime	1005	\$9.47	\$104.20	\$0.00	\$0.00		\$0.00	\$113.67	\$792.00
				\$49,608.09	\$57,934.25	\$16,522.89	\$16,522.87	\$0.00	\$33,045.76	\$140,588.10	\$205,992.00
17	Museum	Regular Salaries	1001	\$77,817.69	\$90,854.25	\$26,064.00	\$25,977.27		\$52,041.27	\$220,713.21	\$323,579.00
		Seasonal/ASND	1003	\$8,452.50	\$10,042.50	\$2,516.25	\$2,617.50		\$5,133.75	\$23,628.75	\$21,450.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
				\$86,270.19	\$100,896.75	\$28,580.25	\$28,594.77	\$0.00	\$57,175.02	\$244,341.96	\$345,029.00
19	Election	Regular Salaries	1001	\$55,930.69	\$65,352.48	\$18,708.79	\$18,743.56		\$37,452.35	\$158,735.52	\$419,641.00
		Seasonal/ASND	1003	\$14,946.76	\$40,524.48	\$7,943.15	\$38,457.70		\$46,400.85	\$101,872.09	\$90,170.00
		Overtime	1005	\$293.49	\$1,806.31	\$188.09	\$2,367.34		\$2,555.43	\$4,655.23	\$7,042.00
				\$71,170.94	\$107,683.27	\$26,840.03	\$59,568.60	\$0.00	\$86,408.63	\$265,262.84	\$516,853.00
20	EMS/Ambulance	Regular Salaries	1001	\$552,139.40	\$609,066.87	\$184,989.25	\$176,930.66		\$361,919.91	\$1,523,126.18	\$2,311,206.00
		Seasonal/ASND	1003	\$9,110.41	\$15,606.83	\$2,842.98	\$1,422.52		\$4,265.50	\$28,982.74	
		Overtime	1005	\$237,234.41	\$275,226.79	\$77,275.85	\$80,118.12		\$157,393.97	\$669,855.17	\$1,390,792.00
				\$798,484.22	\$899,900.49	\$265,108.08	\$258,471.30	\$0.00	\$523,579.38	\$2,221,964.09	\$3,701,998.00

Attachment: 2024 YTD Wage-Overtime Report Detail Page 2024-08 (15028 : Year to date budget and

											9.b
Dept				1st Quarter	2nd Quarter	July	August	September	3rd Quarter	YTD 2024	2024 Budget
	Department										
22	Appraiser	Regular Salaries	1001	\$256,050.52	\$316,565.71	\$91,796.03	\$88,899.24		\$180,695.27	\$753,311.50	\$1,257,929.00
		Seasonal/ASND	1003	\$1,845.00	\$2,306.25	\$926.25	\$528.75		\$1,455.00	\$5,606.25	\$15,000.00
		Overtime	1005	\$665.11	\$657.13	\$0.00	\$0.00		\$0.00	\$1,322.24	\$17,139.00
				\$258,560.63	\$319,529.09	\$92,722.28	\$89,427.99	\$0.00	\$182,150.27	\$760,239.99	\$1,290,068.00
24	Planning & Development	Regular Salaries	1001	\$106,007.37	\$125,609.86	\$36,110.44	\$36,110.42		\$72,220.86	\$303,838.09	\$475,685.00
		Seasonal/ASND	1003	\$3,164.50	4458.75	\$858.75	\$1,158.75		\$2,017.50	\$9,640.75	\$15,000.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$1,516.00
				\$109,171.87	\$130,068.61	\$36,969.19	\$37,269.17	\$0.00	\$74,238.36	\$313,478.84	\$492,201.00
29	Information Tech-GIS	Regular Salaries	1001	\$152,491.63	\$187,132.90	\$53,466.55	\$53,466.54		\$106,933.09	\$446,557.62	\$679,298.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$123.56	\$160.63	\$55.02		\$215.65	\$339.21	\$8,219.00
				\$152,491.63	\$187,256.46	\$53,627.18	\$53,521.56	\$0.00	\$107,148.74	\$446,896.83	\$687,517.00
30	General-General	Regular Salaries	1001	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	
		Separation Payout	1005	\$10,316.86	\$19,926.47	\$1,481.84	\$0.00		\$1,481.84	\$31,725.17	\$120,000.00
				\$10,316.86	\$19,926.47	\$1,481.84	\$0.00	\$0.00	\$1,481.84	\$31,725.17	\$120,000.00
40	Public Works	Regular Salaries	1001	\$835,465.18	\$937,241.27	\$263,130.96	\$263,831.27		\$526,962.23	\$2,299,668.68	\$3,705,476.00
		Seasonal/ASND	1003	\$228.16	\$5,217.42	\$5,860.44	\$3,683.66		\$9,544.10	\$14,989.68	\$132,452.00
		Overtime	1005	\$25,875.82	\$9,124.67	\$1,697.32	\$4,527.08		\$6,224.40	\$41,224.89	\$139,223.00
				\$861,569.16	\$951,583.36	\$270,688.72	\$272,042.01	\$0.00	\$542,730.73	\$2,355,883.25	\$3,977,151.00
41	Noxious Weed	Regular Salaries	1001	\$105,670.67	\$119,503.05	\$33,340.09	\$33,714.77		\$67,054.86	\$292,228.58	\$447,359.00
		Seasonal/ASND	1003	\$0.00	\$0.00	0	0		\$0.00	\$0.00	\$0.00
		Overtime	1005	\$2,522.24	\$285.08	\$281.37	\$324.22		\$605.59	\$3,412.91	\$12,406.00
				\$108,192.91	\$119,788.13	\$33,621.46	\$34,038.99	\$0.00	\$67,660.45	\$295,641.49	\$459,765.00
150	Solid Waste Payroll	Regular Salaries	1001	\$47,911.12	\$49,407.87	\$13,802.92	\$14,135.43		\$27,938.35	\$125,257.34	\$191,080.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
		Overtime	1005	\$12.02	\$409.12	\$237.32	\$144.52		\$381.84	\$802.98	\$16,822.00
				\$47,923.14	\$49,816.99	\$14,040.24	\$14,279.95	\$0.00	\$28,320.19	\$126,060.32	\$207,902.00
183	Fire District #1	Regular Salaries	1001	\$56,459.63	\$55,254.70	\$15,926.06	\$14,857.27		\$30,783.33	\$142,497.66	\$267,949.00
		Seasonal/ASND	1003	\$11,993.00	\$20,593.00	\$3,168.00	\$3,733.00		\$6,901.00	\$39,487.00	\$72,450.00
		Overtime	1005	\$8.78	\$26.33	\$0.00	\$175.60		\$175.60	\$210.71	\$671.00
				\$68,461.41	\$75,874.03	\$19,094.06	\$18,765.87	\$0.00	\$37,859.93	\$182,195.37	\$341,070.00
400	Health Dept.-General	Regular Salaries	1001	\$96,492.02	\$110,681.60	\$30,010.71	\$28,568.16		\$58,578.87	\$265,752.49	\$345,543.00
		Seasonal/ASND	1003	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
		Overtime	1005	\$362.62	\$266.63	\$21.33	\$53.33		\$74.66	\$703.91	\$1,930.00
				\$96,854.64	\$110,948.23	\$30,032.04	\$28,621.49	\$0.00	\$58,653.53	\$266,456.40	\$347,473.00
410	Health Dept.-Grants	Regular Salaries	1001	\$655,476.58	\$788,969.23	\$223,918.60	\$211,562.45		\$435,481.05	\$1,879,926.86	\$2,828,382.00
		Seasonal/ASND	1003	\$0.00	\$6,951.29	\$888.40	\$0.00		\$888.40	\$7,839.69	

Attachment: 2024 YTD Wage-Overtime Report Detail Page 2024-08 (15028 : Year to date budget and

Dept				1st Quarter	2nd Quarter	July	August	September	3rd Quarter	YTD 2024	2024 Budget	9.b
	Department											
		Overtime	1005	\$8.47	\$234.64	\$165.82	\$28.16		\$193.98	\$437.09	\$19,210.00	
				\$655,485.05	\$796,155.16	\$224,972.82	\$211,590.61	\$0.00	\$436,563.43	\$1,888,203.64	\$2,847,592.00	
520	Community Corrections	Regular Salaries	1001	\$76,012.58	\$73,249.88	\$19,711.19	\$18,942.06		\$38,653.25	\$187,915.71	\$327,830.00	
	-Adult	Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$353.36	\$4,121.41	\$104.35	\$72.33		\$176.68	\$4,651.45	\$0.00	
				\$76,365.94	\$77,371.29	\$19,815.54	\$19,014.39	\$0.00	\$38,829.93	\$192,567.16	\$327,830.00	
521	Community Corrections	Regular Salaries	1001	\$62,305.45	\$51,023.24	\$12,865.83	\$12,096.70		\$24,962.53	\$138,291.22	\$278,928.00	
	-Juvenile	Seasonal/ASND	1003	\$5,542.03	\$6,390.69	2012.46	\$2,102.20		\$4,114.66	\$16,047.38	\$11,466.00	
		Overtime	1005	\$331.98	\$734.11	\$54.26	\$51.95		\$106.21	\$1,172.30	\$0.00	
				\$68,179.46	\$58,148.04	\$14,932.55	\$14,250.85	\$0.00	\$29,183.40	\$155,510.90	\$290,394.00	
523	Community Corrections	Regular Salaries	1001	\$9,843.98	\$11,483.79	\$3,082.82	\$3,082.83		\$6,165.65	\$27,493.42	\$67,230.00	
	-Juvenile reinvestment	Seasonal/ASND	1003	\$0.00	\$0.00	0	\$0.00		\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$168.90	\$192.26	\$0.00	\$0.00		\$0.00	\$361.16	\$0.00	
				\$10,012.88	\$11,676.05	\$3,082.82	\$3,082.83	\$0.00	\$6,165.65	\$27,854.58	\$67,230.00	
2003	Community Corrections	Regular Salaries	1001	\$14,723.59	\$18,754.95	\$5,272.01	\$5,272.01		\$10,544.02	\$44,022.56	\$68,536.00	
	-BJA Grant	Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$1,312.26	\$920.18	\$0.00	\$716.16		\$716.16	\$2,948.60	\$0.00	
				\$16,035.85	\$19,675.13	\$5,272.01	\$5,988.17	\$0.00	\$11,260.18	\$46,971.16	\$68,536.00	
	Totals			\$4,626,803.29	\$5,370,880.47	\$1,522,263.24	\$1,527,987.59	\$0.00	\$3,050,250.83	\$13,047,934.59	\$21,273,495.00	
										\$13,047,934.59	\$21,273,495.00	

Attachment: 2024 YTD Wage-Overtime Report Detail Page 2024-08 (15028 : Year to date budget and

2024 YTD BUDGET ACTIVITY

% of Year 66.7

9.c

	DEPARTMENT	BUDGET	1st QTR EXPENSES	2nd QTR EXPENSES	JUL EXPENSES	AUG EXPENSES	3rd QTR EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
	Attorney	\$2,856,887	\$568,279	\$689,448	\$208,861	\$198,120	\$406,981	\$0	\$1,664,708	\$1,192,179	58.27%
	Clerk	\$1,440,925	\$299,716	\$370,972	\$106,023	\$106,872	\$212,895	\$0	\$883,584	\$557,341	61.32%
	County Commissioners	\$296,259	\$57,982	\$62,491	\$19,367	\$16,370	\$35,736	\$0	\$156,209	\$140,050	52.73%
	Admin. Svcs/Counselor	\$829,699	\$156,855	\$184,494	\$56,665	\$53,268	\$109,933	\$0	\$451,282	\$378,417	54.39%
	Register of Deeds	\$574,159	\$120,376	\$132,715	\$45,716	\$33,072	\$78,789	\$0	\$331,879	\$242,280	57.80%
	Treasurer	\$1,477,499	\$325,929	\$362,929	\$108,395	\$104,098	\$212,492	\$0	\$901,350	\$576,149	61.01%
	District Court	\$185,080	\$35,172	\$47,475	\$16,690	\$6,528	\$23,218	\$0	\$105,865	\$79,215	57.20%
1.00	Emergency Management	\$285,041	\$70,215	\$88,098	\$28,905	\$24,812	\$53,718	\$0	\$212,031	\$73,010	74.39%
	Coroner	\$132,000	\$21,523	\$44,395	\$15,474	\$7,577	\$23,050	\$0	\$88,969	\$43,031	67.40%
	Juvenile Detention	\$112,000	\$16,424	\$16,424	\$16,424	\$0	\$16,424	\$0	\$49,271	\$62,729	43.99%
	Fair	\$110,500	\$7,354	\$41,170	\$11,497	\$22,993	\$34,490	\$0	\$83,014	\$27,486	75.13%
1.00	Museum	\$497,666	\$112,776	\$129,904	\$37,376	\$37,368	\$74,744	\$0	\$317,425	\$180,241	63.78%
	Election	\$950,543	\$145,036	\$170,605	\$60,182	\$88,586	\$148,768	\$0	\$464,410	\$486,133	48.86%
	Ambulance	\$5,854,658	\$1,232,677	\$1,396,289	\$440,415	\$412,560	\$852,976	\$0	\$3,481,942	\$2,372,716	59.47%
	Appraiser	\$1,971,216	\$420,508	\$464,067	\$139,255	\$132,909	\$272,165	\$0	\$1,156,740	\$814,476	58.68%
	Planning & Development	\$744,156	\$177,211	\$177,541	\$52,330	\$52,390	\$104,720	\$0	\$459,472	\$284,684	61.74%
	Budget Appropriations	\$1,922,463	\$916,250	\$45,660	\$876,232	\$5,000	\$881,232	\$0	\$1,843,141	\$79,322	95.87%
	Insurance	\$887,340	\$341,535	\$644,097	\$5,884	-\$60,614	-\$54,730	\$0	\$930,902	-\$43,562	104.91%
	Information Systems	\$1,882,246	\$288,468	\$482,328	\$107,609	\$234,672	\$342,281	\$0	\$1,113,077	\$769,169	59.14%
	County General-General	\$5,686,207	\$255,274	\$307,708	\$105,777	\$105,608	\$211,385	\$0	\$774,367	\$4,911,840	13.62%
	Public Works	\$9,818,041	\$1,738,177	\$3,503,652	\$694,858	\$509,115	\$1,203,973	\$0	\$6,445,802	\$3,372,239	65.65%
	Noxious Weed	\$894,703	\$187,086	\$192,327	\$65,240	\$46,398	\$111,638	\$0	\$491,051	\$403,652	54.88%
	Juvenile Supervision	\$1,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,400	0.00%
	Payroll Clearing	\$0	\$0	\$1,045	\$0	-\$1,045	-\$1,045	\$0	\$0	\$0	0.00%
	General Fund Transfers	\$7,312,193	\$7,312,193	\$0	\$8,900,000	\$0	\$8,900,000	\$0	\$16,212,193	-\$8,900,000	221.71%
	County General subtotal	\$46,722,881	\$14,807,016	\$9,555,836	\$12,119,174	\$2,136,658	\$14,255,832	\$0	\$38,618,684	\$8,104,197	82.65%
	Less Budget Stabilization	\$4,000,000									
	General Fund w/out Budget Stabilization	\$42,722,881									

Attachment: August Financial reports 2024 (15028 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 66.7

9.c

	DEPARTMENT	BUDGET	1st QTR EXPENSES	2nd QTR EXPENSES	JUL EXPENSES	AUG EXPENSES	3rd QTR EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
2.00	Riley County Health Dept #30	\$5,601,756	\$1,245,806	\$1,547,875	\$484,162	\$461,717	\$945,879	\$0	\$3,739,560	\$1,862,196	66.76%
	Disaster Fund #3	\$6,773,382	\$297,589	\$692,812	\$594,910	\$567,763	\$1,162,673	\$0	\$2,153,073	\$4,620,309	31.79%
	21st District Adult Drug Court #40	\$0	\$25,938	\$0	\$0	\$0	\$0	\$0	\$25,938	-\$25,938	#DIV/0!
	Court Tech Fund #50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
	Court Services #51	\$0	\$0	\$300	\$150	\$0	\$150	\$0	\$450	-\$450	#DIV/0!
	EMS Grants #52	\$2,088	\$0	\$886	\$0	\$0	\$0	\$0	\$886	\$1,202	42.43%
	KS Opioid Settlement #53	\$222,546	\$22,795	\$0	\$0	\$0	\$0	\$0	\$22,795	\$199,751	10.24%
	LATCF Funds #54	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	0.00%
	Register of Deeds Tech Fund #106	\$198,870	\$5,752	\$36,072	\$1,750	\$670	\$2,420	\$0	\$44,244	\$154,626	22.25%
	Clerk's Tech Fund #107	\$179,871	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$179,871	0.00%
	Treasurer's Tech Fund #108	\$97,183	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$97,183	0.00%
	War Memorial #112	\$1,000	\$0	\$360	\$0	\$0	\$0	\$0	\$360	\$640	36.00%
	County Auction #118	\$42,206	\$1,731	\$2,266	\$47	\$799	\$846	\$0	\$4,844	\$37,362	11.48%
	P.A.T.F #128	\$0	\$0	\$4,853	\$400	\$0	\$400	\$0	\$5,253	-\$5,253	0.00%
	Motor Vehicle Operations #130	\$393,298	\$5,270	\$48,752	\$3,552	\$9,508	\$13,060	\$0	\$67,082	\$326,216	17.06%
	Special Alcohol Programs #132	\$25,106	\$5,616	\$2,500	\$0	\$0	\$0	\$0	\$8,116	\$16,990	32.33%
2.00	Community Corrections #144	\$1,250,832	\$310,558	\$0	\$0	\$0	\$0	\$0	\$310,558	\$940,274	24.83%
	KDOC Adult Services - 2000	\$488,857	\$122,036	\$123,587	\$39,634	\$44,541	\$84,176	\$0	\$329,798	\$159,059	67.46%
	KDOC Juvenile Services - 2001	\$373,864	\$90,861	\$80,266	\$24,436	\$28,754	\$53,191	\$0	\$224,318	\$149,546	60.00%
	KDOC Juv Reinvestment - 2002	\$117,230	\$15,332	\$24,353	\$4,802	\$4,802	\$9,604	\$0	\$49,288	\$67,942	42.04%
	BJA Grant - 2003	\$158,894	\$47,672	\$43,745	\$8,602	\$17,352	\$25,954	\$0	\$117,371	\$41,523	73.87%
	21st Jud Dist DC ADSAP - 2004	\$25,938	\$2,233	\$568	\$525	\$26	\$551	\$0	\$3,353	\$22,586	12.93%
	Kansas Fights Addiction - 2005	\$180,601	\$24,922	\$8,464	\$7,938	\$3,528	\$11,465	\$0	\$44,852	\$135,749	24.84%
	City Alcohol Funds - 2006	\$27,300	\$15,064	\$4,979	\$181	\$2,584	\$2,765	\$0	\$22,807	\$4,493	83.54%
	RL County Alcohol Funds - 2007	\$0	\$4	\$6,251	-\$895	\$0	-\$895	\$0	\$5,360	-\$5,360	#DIV/0!
	RL Salary Appropriations - 2008	\$87,324	\$21,831	\$21,831	\$7,277	\$7,277	\$14,554	\$0	\$58,216	\$29,108	66.67%
	Caroline Peine Grant - 2009	\$2,978	\$1,224	\$1,238	-\$38	\$0	-\$38	\$0	\$2,424	\$554	81.39%
	GMCF Grant - 2010	\$4,640	\$1,887	\$2,904	-\$52	\$35	-\$17	\$0	\$4,775	-\$135	102.90%
	Daniel Keating Foundation - 2011	\$4,865	\$375	\$762	\$0	\$483	\$483	\$0	\$1,619	\$3,246	33.29%
	Capital Improvements Fund #145	\$7,990,119	\$260,586	\$874,189	\$361,894	\$12,298	\$374,192	\$0	\$1,508,967	\$6,481,152	18.89%
	Economic Development #146	\$259,053	\$86,437	\$2,899	\$30,507	\$12,214	\$42,721	\$0	\$132,057	\$126,996	50.98%
	Emergency 911 #148	\$502,665	\$179,325	\$14,186	\$4,230	\$6,999	\$11,229	\$0	\$204,740	\$297,925	40.73%
	Solid Waste #150	\$3,672,807	\$493,581	\$855,504	\$278,457	\$40,072	\$318,529	\$0	\$1,667,614	\$2,005,193	45.40%
	County Building #152	\$430,000	\$48,982	\$86,413	\$25,504	\$16,749	\$42,253	\$0	\$177,648	\$252,352	41.31%
	Road & Bridge Capital Projects #157	\$6,892,240	\$56,116	\$386,463	\$552	\$101,208	\$101,760	\$0	\$544,340	\$6,347,900	7.90%
	Road & Bridge Capital Projects #188	\$3,967,650	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,967,650	0.00%
	RCPD Operations #173	\$5,745,592	\$1,422,163	\$1,437,447	\$1,368,425	\$33,699	\$1,402,124	\$0	\$4,261,734	\$1,483,858	74.17%
	Landfill Closure #180	\$52,623	\$2,223	\$7,986	\$1,968	\$1,553	\$3,520	\$0	\$13,729	\$38,894	26.09%
	Bond & Interest # 181	\$478,856	\$30,469	\$0	\$0	\$318,702	\$318,702	\$0	\$349,170	\$129,686	72.92%
	Riley Co Fire Dist #1 #183	\$1,368,786	\$394,267	\$344,142	\$90,265	\$128,004	\$218,269	\$0	\$956,678	\$412,108	69.89%
	Riley Co Fire Dist Cap Out #184	\$112,269	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$112,269	0.00%
	Fire Station Projects #185	\$513,850	\$9,428	\$173,326	\$47,136	\$1,457	\$48,593	\$0	\$231,348	\$282,502	45.02%

Attachment: August Financial reports 2024 (15028 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 66.7

9.c

			1st QTR	2nd QTR	JUL	AUG	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	Keats Capital Project #236	\$0	\$0	\$0	\$0	\$4,511	\$4,511	\$0	\$4,511	-\$4,511	0.00%
	University Park W&S #230	\$168,034	\$10,925	\$28,485	\$9,067	\$8,719	\$17,786	\$0	\$57,196	\$110,838	34.04%
	Univ Park W/S Reserve #284	\$173,850	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$173,850	0.00%
	Hunters Island Water #238	\$38,586	\$4,163	\$10,480	\$3,262	\$1,884	\$5,146	\$0	\$19,789	\$18,797	51.29%
	Hunters Island Reserve #241	\$11,225	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,225	0.00%
	Carson Sewer Operations #239	\$79,816	\$2,266	\$3,258	\$1,336	\$1,185	\$2,520	\$0	\$8,045	\$71,771	10.08%
	Carson Sewer Reserve #237	\$73,687	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$73,687	0.00%
	Deep Creek Sewer #242	\$11,349	\$605	\$2,291	\$561	\$1,678	\$2,238	\$0	\$5,133	\$6,216	45.23%
	Deep Creek Reserve #243	\$39,243	\$0	\$2,400	\$0	\$0	\$0	\$0	\$2,400	\$36,843	6.12%
	Moehlman Bottoms #244	\$26,565	\$1,382	\$4,012	\$1,237	\$390	\$1,627	\$0	\$7,020	\$19,545	26.43%
	Moehlman Bottoms Reserve #245	\$18,456	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,456	0.00%
	Terra Hts Sewer #252	\$66,245	\$2,388	\$7,382	\$1,275	\$4,522	\$5,797	\$0	\$15,568	\$50,677	23.50%
	Terra Hts Sinking #254	\$137,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$137,400	0.00%
	Konza Water Operations #256	\$121,900	\$9,368	\$27,598	\$7,210	\$3,666	\$10,877	\$0	\$47,843	\$74,057	39.25%
	Konza Water Reserve #257	\$157,647	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$157,647	0.00%
	Valleywood Cap Reserve #282	\$118,630	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$118,630	0.00%
	Valleywood Operations #248	\$67,029	\$1,504	\$1,600	\$250	\$2,244	\$2,494	\$0	\$5,598	\$61,431	8.35%
	Mertz/McGehee Drainage #322	\$6,183	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183	0.00%
	Lakeside Heights Sewer #285	\$2,345	\$399	\$244	\$92	\$135	\$227	\$0	\$871	\$1,474	37.13%
	Lakeside Heights Sewer Capital #286	\$6,230	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,230	0.00%
		\$49,721,559	\$5,281,071	\$6,925,931	\$3,410,608	\$1,851,727	\$5,262,335	\$0	\$17,469,337	\$32,252,222	
	Total including General Fund	\$96,444,440	\$20,088,087	\$16,481,767	\$15,529,782	\$3,988,385	\$19,518,167	\$0	\$56,088,021	\$40,356,419	

Attachment: August Financial reports 2024 (15028 : Year to date budget and expenditure reports)

2023 to 2024 Comparison

% of Year 66.7

DEPARTMENT	AUGUST		AUGUST	YEAR-TO-DATE THRU AUGUST		Y-T-D	2024
	2023	2024	DIFFERENCE	2023	2024	DIFFERENCE	BUDGET
Attorney	\$191,531	\$198,120	\$6,590	\$1,575,775	\$1,664,708	\$88,933	\$2,856,887
Clerk	\$90,758	\$106,872	\$16,113	\$762,830	\$883,584	\$120,754	\$1,440,925
County Commissioners	\$15,566	\$16,370	\$804	\$153,363	\$156,209	\$2,846	\$296,259
Admin. Svcs/Counselor	\$64,142	\$53,268	-\$10,874	\$503,794	\$451,282	-\$52,512	\$829,699
Register of Deeds	\$34,505	\$33,072	-\$1,433	\$303,968	\$331,879	\$27,911	\$574,159
Treasurer	\$102,857	\$104,098	\$1,241	\$859,090	\$901,350	\$42,260	\$1,477,499
District Court	\$5,970	\$6,528	\$558	\$95,956	\$105,865	\$9,910	\$185,080
Emergency Management	\$22,374	\$24,812	\$2,439	\$201,118	\$212,031	\$10,913	\$285,041
Coroner	\$12,082	\$7,577	-\$4,505	\$106,716	\$88,969	-\$17,747	\$132,000
Juvenile Detention	\$0	\$0	\$0	\$52,228	\$49,271	-\$2,957	\$112,000
Fair	\$22,454	\$22,993	\$539	\$81,206	\$83,014	\$1,808	\$110,500
Museum	\$35,967	\$37,368	\$1,401	\$298,691	\$317,425	\$18,734	\$497,666
Election	\$47,753	\$88,586	\$40,833	\$341,962	\$464,410	\$122,448	\$950,543
Ambulance	\$344,350	\$412,560	\$68,210	\$2,987,707	\$3,481,942	\$494,235	\$5,854,658
Appraiser	\$132,021	\$132,909	\$888	\$1,071,954	\$1,156,740	\$84,786	\$1,971,216
Planning & Development	\$41,318	\$52,390	\$11,072	\$396,933	\$459,472	\$62,539	\$744,156
Budget Appropriations	\$0	\$5,000	\$5,000	\$1,766,009	\$1,843,141	\$77,132	\$1,922,463
Insurance	\$105,450	-\$60,614	-\$166,063	\$680,165	\$930,902	\$250,737	\$887,340
Information Systems/GIS	\$220,491	\$234,672	\$14,181	\$999,510	\$1,113,077	\$113,567	\$1,882,246
County General-General	\$103,287	\$105,608	\$2,321	\$2,742,485	\$774,367	-\$1,968,118	\$5,686,207
Public Works	\$653,936	\$509,115	-\$144,820	\$4,694,719	\$6,445,802	\$1,751,084	\$9,818,041
Noxious Weed	\$44,480	\$46,398	\$1,918	\$518,774	\$491,051	-\$27,722	\$894,703
General Fund	\$2,291,290	\$2,137,703	-\$153,587	\$21,194,952	\$22,406,491	\$1,211,539	\$39,409,288

Attachment: August Financial reports 2024 (15028 : Year to date budget and expenditure reports)

2023 to 2024 Comparison

% of Year 66.7

DEPARTMENT	AUGUST		AUGUST	YEAR-TO-DATE THRU AUGUST		Y-T-D	2024
	2023	2024	DIFFERENCE	2023	2024	DIFFERENCE	BUDGET
Health Department - 30	\$416,373	\$461,717	\$45,344	\$3,588,506	\$3,739,560	\$151,053	\$5,601,756
Disaster Fund - 3	\$86,990	\$567,763	\$480,773	\$336,251	\$2,153,073	\$1,816,822	\$6,773,382
EMS Grants Fund - 52	\$0	\$0	\$0	\$833	\$886	\$53	\$2,088
KS Opioid Settlement - 53	\$0	\$0	\$0	\$0	\$22,795	\$22,795	\$222,546
LATCF Funds - 54	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
Register of Deeds Tech Fund - 106	\$2,017	\$670	-\$1,347	\$46,440	\$44,244	-\$2,196	\$198,870
Clerk's Tech Fund - 107	\$0	\$0	\$0	\$0	\$0	\$0	\$179,871
Treasurer's Tech Fund - 108	\$0	\$0	\$0	\$0	\$0	\$0	\$97,183
War Memorial - 112	\$0	\$0	\$0	\$360	\$360	\$0	\$1,000
County Auction - 118	\$93	\$799	\$706	\$3,838	\$4,844	\$1,005	\$42,206
P.A.T.F - 128	\$0	\$0	\$0	\$580	\$5,253	\$4,673	\$0
Motor Vehicle Operations - 130	\$4,266	\$9,508	\$5,243	\$35,838	\$67,082	\$31,244	\$393,298
Special Alcohol Programs - 132	\$0	\$0	\$0	\$5,325	\$8,116	\$2,791	\$25,106
Community Corrections - 144	\$88,897	\$0	-\$88,897	\$774,398	\$310,558	-\$463,840	\$1,250,832
KDOC Adult Services - 2000	\$0	\$44,541	\$44,541	\$0	\$329,798	\$329,798	\$488,857
KDOC Juvenile Services - 2001	\$0	\$28,754	\$28,754	\$0	\$224,318	\$224,318	\$373,864
KDOC Juv Reinvestment - 2002	\$0	\$4,802	\$4,802	\$0	\$49,288	\$49,288	\$117,230
BJA Grant - 2003	\$0	\$17,352	\$17,352	\$0	\$117,371	\$117,371	\$158,894
21st Jud Dist DC ADSAP - 2004	\$0	\$26	\$26	\$0	\$3,353	\$3,353	\$25,938
Kansas Fights Addiction - 2005	\$0	\$3,528	\$3,528	\$0	\$44,852	\$44,852	\$180,601
City Alcohol Funds - 2006	\$0	\$2,584	\$2,584	\$0	\$22,807	\$22,807	\$27,300
RL County Alcohol Funds - 2007	\$0	\$0	\$0	\$0	\$5,360	\$5,360	\$0
RL Salary Appropriations - 2008	\$0	\$7,277	\$7,277	\$0	\$58,216	\$58,216	\$87,324
Caroline Peine Grant - 2009	\$0	\$0	\$0	\$0	\$2,424	\$2,424	\$2,978
GMCF Grant - 2010	\$0	\$35	\$35	\$0	\$4,775	\$4,775	\$4,640
Daniel Keating Foundation - 2011	\$0	\$483	\$483	\$0	\$1,619	\$1,619	\$4,865
Capital Improvements Fund - 145	\$155,538	\$12,298	-\$143,239	\$1,579,267	\$1,508,967	-\$70,300	\$7,990,119

Attachment: August Financial reports 2024 (15028 : Year to date budget and expenditure reports)

2023 to 2024 Comparison

% of Year 66.7

DEPARTMENT	AUGUST		AUGUST	YEAR-TO-DATE THRU AUGUST		Y-T-D	2024
	2023	2024	DIFFERENCE	2023	2024	DIFFERENCE	BUDGET
Economic Development - 146	\$326	\$12,214	\$11,888	\$123,830	\$132,057	\$8,228	\$259,053
Emergency 911 - 148	\$6,749	\$6,999	\$250	\$213,353	\$204,740	-\$8,612	\$502,665
Solid Waste -150	\$253,159	\$40,072	-\$213,088	\$1,746,687	\$1,667,614	-\$79,073	\$3,672,807
County Building - 152	\$27,066	\$16,749	-\$10,317	\$276,053	\$177,648	-\$98,405	\$430,000
Road & Bridge Capital Projects 1/2 - 157	\$36	\$101,208	\$101,172	\$7,097	\$544,340	\$537,242	\$6,892,240
Road & Bridge Capital Projects 0.2	\$0	\$0	\$0	\$0	\$0	\$0	\$3,967,650
RCPD Operations - 173	\$21,116	\$33,699	\$12,583	\$3,997,147	\$4,261,734	\$264,586	\$5,745,592
Landfill Closure - 180	\$5,506	\$1,553	-\$3,953	\$16,081	\$13,729	-\$2,352	\$52,623
Bond & Interest - 181	\$314,374	\$318,702	\$4,328	\$447,553	\$349,170	-\$98,382	\$478,856
Riley Co Fire Dist #1 - 183	\$95,017	\$128,004	\$32,987	\$674,488	\$956,678	\$282,190	\$1,368,786
Riley Co Fire Dist Cap Ou - 184	\$0	\$0	\$0	\$0	\$0	\$0	\$112,269
Fire Station Projects - 185	\$5,434	\$1,457	-\$3,977	\$5,434	\$231,348	\$225,914	\$513,850
University Park W&S - 230	\$11,064	\$8,719	-\$2,344	\$66,041	\$57,196	-\$8,845	\$168,034
Keats Capital Project - 236	\$0	\$4,511	\$4,511	\$0	\$4,511	\$4,511	\$0
Univ Park W/S Reserve - 284	\$6,336	\$0	-\$6,336	\$33,639	\$0	-\$33,639	\$173,850
Hunters Island Water - 238	\$3,673	\$1,884	-\$1,789	\$20,338	\$19,789	-\$549	\$38,586
Hunters Island Reserve -241	\$0	\$0	\$0	\$0	\$0	\$0	\$11,225
Carson Sewer Operations - 239	\$2,693	\$1,185	-\$1,509	\$7,687	\$8,045	\$358	\$79,816
Carson Sewer Reserve -237	\$0	\$0	\$0	\$0	\$0	\$0	\$73,687
Deep Creek Sewer - 242	\$1,474	\$1,678	\$204	\$3,847	\$5,133	\$1,287	\$11,349
Deep Creek Reserve - 243	\$0	\$0	\$0	\$0	\$2,400	\$2,400	\$349,243
Moehlman Bottoms - 244	\$1,460	\$390	-\$1,071	\$1,460	\$7,020	\$5,560	\$26,565
Moehlman Botoms Reserve - 245	\$0	\$0	\$0	\$0	\$0	\$0	\$18,456
Terra Hts Sewer 252	\$2,624	\$4,522	\$1,898	\$10,749	\$15,568	\$4,818	\$66,245
Terra Hts Sinking - 254	\$0	\$0	\$0	\$0	\$0	\$0	\$137,400
Konza Water Operations -256	\$6,782	\$3,666	-\$3,116	\$44,655	\$47,843	\$3,188	\$121,900
Konza Water Reserve - 257	\$0	\$0	\$0	\$0	\$0	\$0	\$157,647
Valleywood Cap Reserve - 282	\$0	\$0	\$0	\$0	\$0	\$0	\$118,630
Valleywood Operations - 248	\$406	\$2,244	\$1,837	\$4,586	\$5,598	\$1,012	\$67,029
Mertz/McGehee Drainage - 322	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183
Lakeside Heights Sewer - 285	\$32	\$135	\$103	\$255	\$871	\$616	\$2,345
Lakeside Heights Sewer Cap - 286	\$0	\$0	\$0	\$0	\$0	\$0	\$6,230
Total Including General Fund	\$3,810,790	\$3,989,430	\$178,640	\$35,267,567	\$39,849,440	\$4,581,873	\$89,440,847

Attachment: August Financial reports 2024 (15028 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 66.7

COUNTY GENERAL-GENERAL		BUDGET	1st QTR EXP.	2nd QTR EXP.	JUL EXP.	AUG EXP.	SEPT EXP.	3rd QTR EXP.	4th QTR EXP.	TOTAL EXP.	AVAILABLE BUDGET	% USED
Personnel	1000	\$141,612	\$10,317	\$21,968	\$1,597	\$0		\$1,597	\$0	\$33,881	\$107,731	23.93%
Contractual	2000	\$1,502,095	\$243,528	\$285,089	\$103,994	\$105,608		\$209,603	\$0	\$738,220	\$763,875	49.15%
Commodities	3000	\$2,500	\$400	\$651	\$186	\$0		\$186	\$0	\$1,236	\$1,264	49.46%
Misc-Budget Stabilization		\$4,000,000	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$4,000,000	0.00%
Capital Outlay	4000	\$40,000	\$1,030	\$0	\$0	\$0		\$0	\$0	\$1,030	\$38,970	2.57%
Transfers Out	604	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	#DIV/0!
Grand Total		\$5,686,207	\$255,274	\$307,708	\$105,777	\$105,608	\$0	\$211,385	\$0	\$774,367	\$4,911,840	13.62%
Other Expense Totals		Year-To- Date										
Indigent Attorney		\$296,658										
Incidentals:												
Postage		\$136										
Computer Software												
Mileage		\$1,438										
Copies		\$2,525										
Misc Fees		\$1,711										
Meals		\$0										
		\$5,810										
Base Panel fees		\$0										
Off Panel		\$290,848										

Attachment: August Financial reports 2024 (15028 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 66.7

[illegible]

Attachment: August Financial reports 2024 (15028 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 66.7

	2020	2021	2022	2023	2024	Total
Dental	\$0	\$0	\$0	\$0	\$0	\$0
Physician	\$163,648	\$191,373	\$206,854	\$228,812	\$202,561	\$790,687
Laboratory	\$0	\$0	\$0	\$0	\$0	\$0
Hospital	\$0	\$0	\$0	\$0	\$0	\$0
Advertising/Legal	\$0	\$0	\$0	\$0	\$0	\$0
Prescriptions	\$0	\$0	\$0	\$0	\$0	\$0
Bldg Maintenance	\$103,569	\$71,043	\$60,486	\$109,933	\$49,504	\$345,031
Land Rental/Lease	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Office Space Rental	\$9,625	\$10,500	\$10,500	\$10,800	\$7,600	\$41,425
Juvenile Transport	\$2,144	\$152	\$237	\$0	\$0	\$2,533
Water, Electric	\$252	\$444	\$352	\$169	\$0	\$1,217
Storm Drainage	\$0	\$0	\$0	\$0	\$0	\$0
Other Commodities/Contractual	\$693,906	\$91,239	\$21,447	\$0	\$0	\$806,592
Budget Appropriation	\$4,420,348	\$4,391,746	\$4,597,175	\$5,000,016	\$4,002,069	\$18,409,285
Total	\$5,393,492	\$4,756,498	\$4,897,050	\$5,349,730	\$4,261,734	\$20,396,770

Attachment: August Financial reports 2024 (15028 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 66.7

RCPD											
OFF-SITE INMATE MEDICAL EXPENSES PAID BY ADVANCED CORRECTIONAL HEALTHCARE											
INCLUDED IN 2024 \$31,000 POOL											
	1st Quarter	APR	MAY	JUN	2nd Quarter	JUL	AUG	SEPT	3rd Quarter	4th Quarter	TOTAL EXPENSES
Dental	\$0	0.00	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0
Physician	\$0	0.00	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0
Laboratory	\$0	204.50	\$202	\$0	\$406	\$1,099	\$0		\$1,099	\$0	\$1,505
Hospital	\$3,428	5,261.81	\$4,664	\$5,027	\$14,953	\$3,448	\$256		\$3,704	\$0	\$22,085
Prescriptions	\$16,737	5,819.55	\$13,918	-\$344	\$19,394	\$6,466	\$8,025		\$14,491	\$0	\$50,621
Supplies	\$0	0.00	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0
TOTAL	\$20,164	\$11,286	\$18,784	\$4,683	\$34,753	\$11,013	\$8,280	\$0	\$19,293	\$0	\$74,211
Savings from Medicaid Rate	\$0				\$0				\$0	\$0	\$0
\$31,000 Pool Balance		-\$450	-\$19,235	-\$23,918		-\$34,931	-\$43,211	-\$43,211			-\$43,211
Quarterly ADP: (Contract)											
County Inmate (72 base census)	311	100	106	113	319	115.6	119		235	0	
Non-County Inmate (0 base census)	0	0	0	0		0	0				
Billing Adjustments for prior years	\$0				\$0	\$0	\$0	\$0	\$0	\$0	\$0

Attachment: August Financial reports 2024 (15028 : Year to date budget and expenditure reports)



**EMERGENCY
MANAGEMENT/FIRE**
Staff Update

Russel Stukey
Emergency Management
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6333

STAFF REPORT

FROM: Russel Stukey
MEETING: September 9, 2024
SUBJECT: EM / Fire Staff Update for the month of March
PRESENTER: Russel Stukey

EM / Fire July Staff Update

Enclosures:

- 8, 2024 August staff time (1) (DOCX)



Monthly staff time report to BOCC, for the month of **August 2024**

911- Russel

- Constantly working on radio system management, analyzing opportunities to lower the annual operating costs of the 911 system.
- Completed Radio System maintenance agreement addendum and received approval to sign it by BOCC
- Sent SUMS update and password to Ka-Comm
- Working with Finance, IT, L3 Harris, RCPD and Ka-Com to complete a police report to that we can submit a claim to insurance for damaged radio equipment
-

Emergency Management-Russel

- Attended and chaired department head meetings
- Attended several commission meetings
- Working with IT and dispatch staff on the MCP CIP upgrade project
- Met with HR about personnel matters
- Participated in Riley Co. employee day committee meetings
- Helping KEMA conference committee plan KEMA conference this month and as part of that committee work invited Mayor Adamchak and Chairman Ford to offer a greeting to the conference attendees during the opening of the conference
- KSU parking meeting have started up again to for plan for KSU home football
- Monitored severe weather several times this month
- Attended planning meetings with MKH parks department for a hot air Ballon festival that is being planned
- Placed light towers for KSU home game
- Attended KDOT open house in Ogden to learn more about upcoming highway construction
- Met with KA-Comm staff and CISA representative to complete the cyber security AAR
- Attended KSICS training at Ft. Riley
- Met with L3 Harris staff and finance committee to discuss contract terms and addendum
- Chaired NEKHSC meeting in Topeka
- Kristin Little from Jerry Moran's office stopped by and discussed issues the Senator might be able to assist with. We discussed possible EOC funding and the military surplus program and that KS Forestry doesn't seem to be getting as many trucks from the military as they used to.
- Worked KSU football game on the 31st

Items awaiting legal review:

Drake tower lease addendum (this one is potentially costing the CIP fund lost income)

Assistant Director Laurie Harrison activity EM/911

Kansas Emergency Management Association (KEMA):

Serve as Treasurer



Attend conference planning meeting
Attend NE regional KEMA meeting
Public Notification, Everbridge, Integrated Public Alert and Warning System (IPAWS):
Conduct monthly siren test, Everbridge test, IPAWS test
Facilitate Everbridge NE regional working group meeting
Update contacts
Serve as NE regional account administrator
Provide Everbridge training to RCPD dispatchers
Comprehensive Resource Management and Credentialing System (CRMCS):
Update resource list
Serve as account administrator
Northeast Regional Homeland Security Council (NERHSC):
Serve as a project manager for Everbridge and CRMCS
Serve as KEMA representative
Attend NE regional meeting
Emergency Management fund:
Oversee invoice payment process
Submit EMPG grant application documents
911 fund:
Pay invoices
Track expenses and income
Provide 911 budget overview for 911 working group
Exercises:
Volunteer Management:
Training:
Attend SBA overview webinar
Misc:
Attend 911 working group meeting
Organize storeroom

EM Planner Baldwin Fisher

Planning:
Work on County Disaster Recovery Plan

Exercises:

Training:

Misc:

Attend NEKEMA
Participate in Flood predictor sales webinar
Prepare school bags for USD 383 for Disaster Preparedness Month

**Fire-Russel**

- Attended county fire trainings
- Continue to accept and process applications for volunteer firefighters
- Covered emergency calls
- Reviewing RCFD #1 Policy Manual for updates
- Working with my staff and KS Forest Service staff to write a Community Wildfire Protection Plan (CWPP) which is a prerequisite for applying for a Community Wildfire Defense Grant (CWDG)
- Working with HR to complete policy manual acknowledgement forms with volunteers
- Completed hiring process for Deputy Chief of Administration
- Several Structure fires and auto accidents this month
- Met with BOCC twice to discuss RCFD#1 budget request
- Attended RCFD #1 RNR hearing
- Hosted 1st annual firefighter appreciation picnic at Keats Park, almost 90 firefighters and family members attended
- Researching new fire reporting software because our current software will be discontinued next year
- Working with architect to update UP Fire Station 110 drawings
- Attended the intergovernmental meeting at KSU
-

Items awaiting legal review:

- a. University Park proposed fire station property legal description and agreement with UP board to swap property when new fire station is completed, this is required prior to starting construction of the new UP Fire station 110 This has reached a critical stage regarding starting construction on the fire station
- b. First responder agreement with the City of Randolph, Mercy Hospital Ambulance service (now Riley County EMS) and RCFD #1

Admin. Asst. M. Horstmeier

Continued to maintain the hiring process for Volunteer Firefighters and provided newly hired firefighters with their gear.

Provided and recorded gear exchanges for current firefighters who had ill fitting or damaged gear.

Continued to process the Volunteer Firefighter stipends for Payroll.

Continued to record, process, and complete the Accounts Payable and Purchase card invoices and receipts.

Assisted in completing any required incident reports as needed.

Updated Firefighter files as required with new documentation or certifications.



Continued to maintain and process 2024 Burn Permit documentation, as well as sent the updated burn permit list to dispatch for their records. Kept the Burn Map up to date. Completed the August Prescribe Burn Report and sent it to the Kansas Forest Service for their records.

Completed the required paperwork to close out the LSSE Grant.

Deputy County Counselor Bryant was able to look over and add language to the *Community Wildfire Protection Plan*. It was updated and will soon be presented for review.

Created the September *Extinguisher* Newsletter and will distribute it on September 3rd.

Assisted and attended the RC FRA's Appreciation Picnic held in Keats. We had a great turn out and the kids enjoyed water balloons from BC McNulty!

Set up and Attended the Image Trend demonstration of their reporting software for consideration. Also had a follow up phone conversation with ESO, another reporting software, and scheduled a demonstration.

Attended the August REACH meeting.

Attended the KDEM L105: *Public Information and Warning* course held in Topeka.

Attended the K-18/I-70 Interchange meeting on the future construction plans.

Attended the NVFC "Round Table Talk- The Virtual Fireground: Evaluating Immersive Learning for Fire Service Training".

See below for Firefighter statistics for the month of February.

May FF Stats	Total Number
New Applications	10
Rejected/Withdrawn Candidates	3
Hired Candidates	1
Probationary Firefighters	16
Trained Firefighters	118
Total Active Members	133
Terminations	0
Resignations	2
Retirements	0



Deputy Chief Doug Russell

- Responding to multiple incidents.
- Dealing with personnel issues.
- Working through new applications for FFs.
- Working on and prioritizing truck repairs.
- Station 110
 - Working with Planning and Development and legal
- Working on County trainings for September
- Repairing trucks and equipment from spring fires.
- Working with Admin Assistant to outfit new FFs.
- Met with RCEMS to discuss CPR and Credentialing
- RCEMS and RCFD toured and discussed items at Konza Prairie.
- Station maintenance items.
- Assisting with onboarding and training of new hire DC of Admin.
- Outlining county trainings for the remainder of the year.
- Reporting software demos to replace our current software that is no longer serviced.

Deputy Chief Jake Konrardy

- New Hire On-Boarding
- Respond to Calls
- Deal with personnel issues
- Review New Hire Applications
- Reviewed SOGs for updating
- Met with RCEMS on CPR Classes
- Met with RCEMS on EMT Credentialing
- Met with Dispatch Communications Center Manager
- Help planned County Training for September
- Assisted Station 103 with truck swap
- Attended Training at Station 102
- Worked with KU Fire to set up a class for a County Training
- Worked with 1501 to do bi-annual air pack checks and battery replacement
- Attended OK Kids Day at Tuttle Creek State Park

Submitted by:

Russel Stukey
EM Director/ Fire Chief
Riley County



**EMERGENCY
MANAGEMENT/FIRE**
Policy

Russel Stukey
Emergency Management
Director
115 North 4th Street
Manhattan, KS 66502
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COMMISSION AGENDA REPORT

FROM: Luke Berning

MEETING: September 9, 2024

SUBJECT: Community Wildfire Protection Plan (CWPP)

PRESENTER: [Russel Stukey & Luke Berning]

BACKGROUND

The CWPP process involves a thorough assessment of the community's wildfire risk and vulnerabilities, including the analysis of fire history, fuel (vegetation) conditions, weather patterns, and the community's capacity to respond to wildfire events.

Community Wildfire Protection Plans (CWPPs) are collaborative, community-driven frameworks that outline local priorities for wildfire risk mitigation. Since the passage of the Healthy Forest Restoration Act (HFRA) in 2003, thousands of plans have been developed across the United States.

The considerable flexibility given to communities by HFRA as they develop their CWPPs has enabled communities to create plans which are tailored to their individual needs. There is considerable variation in the scope, scale, and goals of the CWPPs in place across the country.

DISCUSSION

Riley County Fire District #1/Riley County EM staff along with Manhattan FD worked with the KS Forest Service staff to write our CWPP. Luke Berning with the KS Forest Service was the primary contact for us during this process.

Bryant Parker, Deputy County Counselor has reviewed the plan and made a few minor changes.

FISCAL IMPACT

[Include exact cost if known or projected cost, fund to be paid from, if it was budgeted for or if funding has been approved for project. Also include ongoing cost associated with project.] To date the only fiscal impact has been staff time allotted to complete the planning process. Going forward the intent is to apply for a Community Wildfire Defense Grant (CWDG). These grants may or may not come with a matching requirement, often you can use an in kind match such as volunteer time, equipment etc. The CWDG is a grant program intended to help at-risk local communities and Tribes plan for and reduce wildfire risk.

The Bipartisan Infrastructure Law authorizes the \$1 billion, five-year CWDG Program, which prioritizes at-risk communities:

1. In an area identified as having high or very high wildfire hazard potential,
2. Are low income or,
3. Have been impacted by a severe disaster that affects the risk of wildfire.
4. The program provides funding to communities for two primary purposes:
5. Develop and revise Community Wildfire Protection Plans
6. Implement projects described in a Community Wildfire Protection Plan that are less than ten years old.
7. The Community Wildfire Defense Grant Program also helps communities in the wildland urban interface implement the three goals of the National Cohesive Wildland Fire Management Strategy.

RECOMMENDATION(S)

[Present staff's recommendation in concise terms. Justify the reason(s) we are recommending the action with logical positions.] Staff recommends adoption of the CWPP. This will allow applications to be completed for CWDG grant funds to initiate mitigation projects throughout the county.

POSSIBLE MOTION(S)

Move to approve adoption of the Community Wildfire Protection Plan.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Riley County CWPP Draft RCFD.Counselor Edits 08142024 (PDF)



Riley County

Kansas

2024

Community Wildfire Protection Plan



Riley County Community Wildfire Protection Plan 2024

Prepared for RILEY COUNTY Fire District #1

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This plan is intended to be used as a non-binding guidance document only.

The decision to implement any recommendation made in this plan is at the sole discretion of community members.

How to use this CWPP Document

This document is designed for everyone that lives, works, and manages land within and around Riley County. Different sections will be most helpful to different people; please use this guide to direct you to the resources most relevant to you.

I want to learn the basics about wildfires, my local fire districts, and what a CWPP is.

Look for:

- Section 1.a to learn about CWPPs
- Section 2 to learn about wildfire threats in your local fire district
- Section 3.a to learn what your next steps can be
- Appendix A for an introduction to fire behavior

I'm a resident / homeowner and want to learn about protecting my family, home, and property from wildfires.

Look for:

- Section 3.a to learn about the actions you can take, including detailed recommendations and research-backed guidance for protecting your home and family
- Section 3.b to find detailed hazard ratings and recommendations for your neighborhood

I want to learn about community-led wildfire mitigation actions for the CLRR.

Look for:

- Sections 3.b, 3.d, and 3.e to learn about the actions communities can take together to better protect everyone, including funding opportunities
- Section 3.c to find detailed hazard ratings and recommendations for your neighborhood

I'm with a government agency or cross-boundary organization and want to learn about landscape-scale wildfire mitigation.

Look for:

- Section 2.d and 2.e to learn about fire history and treatment history in the area
- Section 4.b to learn about priority fuel treatment projects for this community
- Sections 4.c and 4.d for general recommendations for stand-level and roadside fuel treatments
- Section 4.d to learn about pros and cons of different slash management options

I want to learn about the science behind these recommendations and how priorities were made.

Look for:

- Appendix B to learn about methodology for assessing fire behavior and evacuation, on-the-ground hazard assessments, and treatment prioritization

Acronyms

RCFD #1	Riley County Fire District #1
COE	Corp of Engineers
CR	County Road
CWDG	Community Wildfire Defense Grant
CWPP	Community Wildfire Protection Plan
DFPC	Division of Fire Prevention and Control
FAC	Fire Adapted Community
FEMA	Federal Emergency Management Agency
HIZ	Home Ignition Zone
HOA	Homeowner's Association
IIBHS	Insurance Institute for Business & Home Safety
IRPG	Incident Response Pocket Guide
ISO	Insurance Services Office
RCPD	Riley County Police Department
NFPA	National Fire Protection Association
NWCG	National Wildfire Coordinating Group
RAWS	Remote Automatic Weather Stations
USFS	U.S. Forest Service
WUI	Wildland-Urban Interface

Refer to the **Glossary** on page 67 for definitions of the words and phrases used throughout this document.

1. Introduction

1.a. Purpose and Need for a Community Wildfire Protection Plan

Community Wildfire Protection Plans (CWPPs) help communities assess local hazards and identify strategic investments to mitigate risk and promote preparedness (Figure 1.a.1). Assessments and discussions during the planning process can assist fire protection districts with fire operations in the event of a wildfire and help residents prioritize mitigation actions. These plans also assist with funding gaps for fuel mitigation projects since many grants require an approved CWPP.

This CWPP covers the area of Riley County. Totaling 398,107 acres, this district is largely private land. 97,382 acres are held by public entities including the Department of Defense, the Corps of Engineers, and Kansas State University

This CWPP was written in 2024 and must be updated every five years to remain relevant. The objectives of this project are to:

- Create a common understanding of the wildfire threat to Riley County
- Provide community-driven action items to address wildfire threats.
- Identify additional resources available to Riley County

Complex interactions among wildland fuels, weather, and topography determine how wildfires behave and spread. Many aspects of wildfires are predictable based on known scientific research on the physical processes driving fire. Much of the work in this CWPP is based on scientific research and computer models of wildfire behavior. A basic understanding of fire behavior aids in interpreting the findings and recommendations reported herein. See **Appendix A. Introduction to Wildfire Behavior and Terminology** and the **Glossary** on page 67 for the definition of key terms.



Figure 1.a.1. Elements of a holistic and actionable CWPP.

Why is the CWPP relevant to me?

Becoming a fire adapted community that can safely coexist with wildland fire takes a concerted, ongoing effort by everyone who lives, owns property, protects, or manages land in and around this community. Conditions in Riley County share some risk factors common to past catastrophic wildfires across the country. This CWPP provides recommendations for how to prepare your family to safely evacuate during a wildfire, how to mitigate your home ignition zone to give your house a fighting chance at surviving wildfires and protect the lives of firefighters engaged in protecting your community.

Work you do to reduce fire risk on your property can amplify the work that your neighbors do on theirs, resulting in greater protection for everyone. Removing trees from along roadways can increase the visibility of your property to firefighters, increase the accessibility of your property for fire engines, and reduce the chance that non-survivable conditions can develop and entrap residents and first responders during wildfires.

This CWPP is a call to action to do your part to continue making Riley County a beautiful and safe community. Land management partners and Riley County are here to support your individual efforts, and they are committed to taking action to reduce wildfire risk and increase emergency preparedness for the benefit of this amazing community.



Flint Hills Pasture. Photo credit: Jacob Winkel.

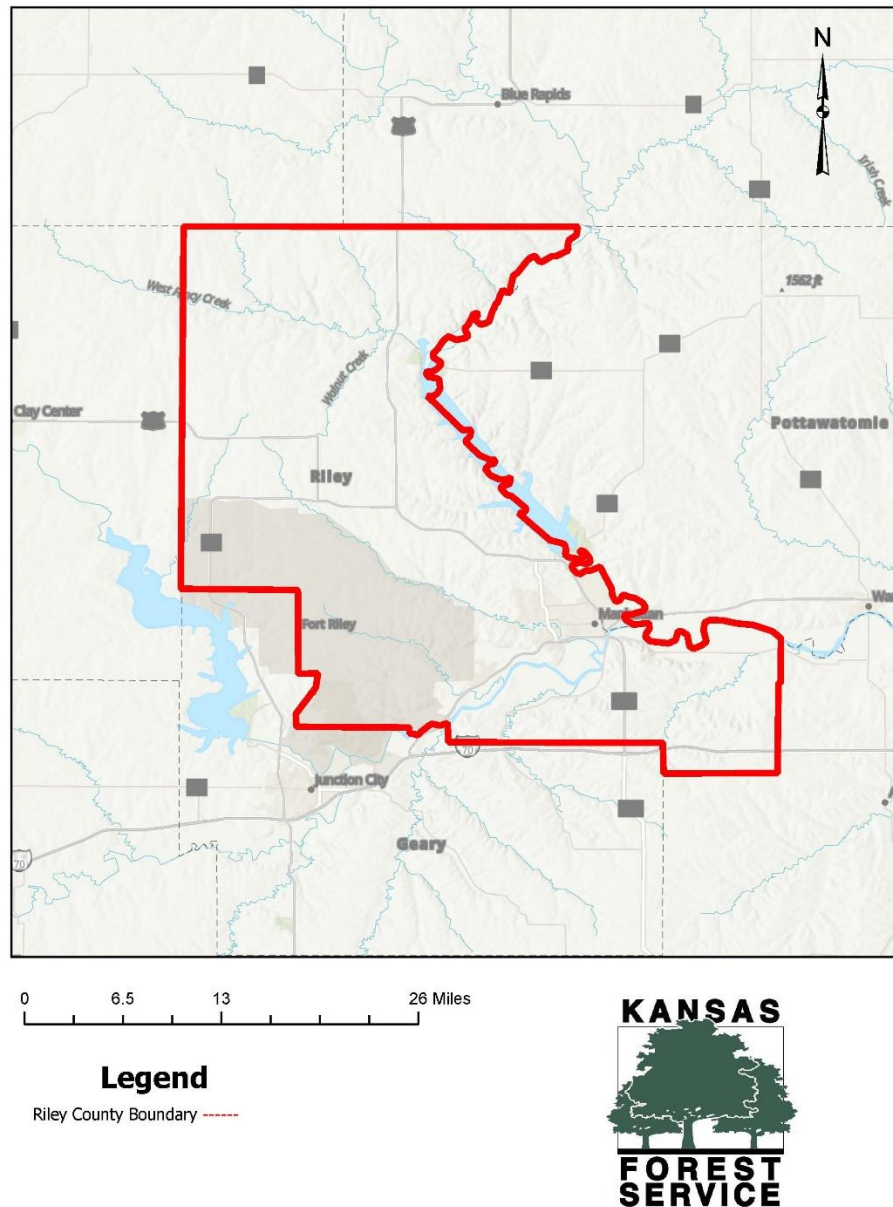


Figure 1.a.2. Boundary of Riley County

Source: KFS ArcGIS

1.b. Community and Partner Engagement

Collaboration is an essential part of CWPPs. Community engagement, partner commitment, and follow through are what make a CWPP successful. Representatives from Riley County engaged partners from across the district and neighboring districts to develop the recommendations set forth in this CWPP.

The Core Team would like to thank the following partners for their time and effort in developing, providing data, providing feedback, and planning implementation projects for this CWPP:

- Riley County Fire District #1
- Riley County Police Department
- Riley County Public Works
- Corps of Engineers
- Kansas Department of Wildlife and Parks
- Kansas Forest Service
- University Park Firewise
- The City of Manhattan
- The Nature Conservancy
- City of Randolph

There have been numerous community engagement sessions held within Riley County over the last year. The majority of which involve discussions of the Riley County Comprehensive Plan, which is a long-range document containing the goal objectives, and actions of Riley County. The 2040 Comprehensive Plan is currently being developed and requires survey and public meetings to discuss what should be included in the plan. The following are the dates and locations of the public meetings: September 26, 2023 at Ashland Community Center, October 10, 2023 at Leonardville Community Center, October 17, 2023 at Pottorf Hall, October 19, 2023 at Sedalia Community Church, October 23, 2023 at Manhattan Fire Department Headquarters, October 24, 2023 at Ogden Community Center, October 26, 2023 at Zeandale Community Center, November 1, 2023 at Randolph VFW, November 6, 2023 at Keats Park Community Building, November 8, 2023 at Riley City Hall, and November 15, 2023 at Randolph VFW.

Attendance for the meetings ranged from 10-30 people, and comments focused on improving Riley County without compromising the beauty of the Flint Hills prairie. The main suggestions were to allow for growth in the city of Manhattan without encroaching on the agricultural and natural landscape. There were also comments about the challenges of red cedar trees and their intrusion into what was once wild prairie grass. For many of the rural participants, red cedar trees were a major concern for the county, due to them changing the landscape and creating more wildfire hazards.

On February 28th, 2024, a Prescribe Burn class was put on in collaboration with Kansas Forest Service, K-State Research and Extension, Riley County Fire District #1, and Riley County Emergency Management. The goal of the class was to educate participants on the safe and effective use of fire as a land management tool. There was a discussion on how prescribed fire must be conducted in a controlled manner to maximize benefits and minimize risks. Those that attended learned valuable insights into utilizing prescribed fire and controlled burns responsibly to prevent out-of-control wildfires from damaging property and endangering lives. The class was extremely successful with more than 180 people in attendance. There are plans for more Prescribe Burn classes in the future to educate the public on safe practices, wildland urban interface, defensible spaces, and home hardening.

2. Riley County: Background

2.a. General Description

Riley County Fire District #1 protects an extremely diverse population. As of the 2020 US Census, 17,859 people live in RCFD #1. Primarily private land, majority ownership is held by agricultural interests, with a strong intermix of WUI homes and nonresident recreational landowners. The Manhattan Fire Department provides fire protection for the City of Manhattan, population 53,829, and is a critical asset in wildland response in Riley County WUI areas.

The RCFD# 1 is bordered by and/or has mutual aid agreements with the City of Blue Rapids, Fort Riley Fire Department, Geary County Rural Fire Department, Green Rural Fire Department, Manhattan Fire Department, Pottawatomie County Consolidated Fire District 1, Pottawatomie County Fire District 5, Wabaunsee County Fire District #2, Wabaunsee County Fire District #6, Wabaunsee County Fire District #8, Washington County Fire District 2, Washington County Fire District 3, Waterville Volunteer Fire Department, the Fort Riley Fire Department and the Westmoreland Fire Department.

Riley County contains several major critical infrastructures that are vulnerable to wildfire hazards. There are three school districts within Riley County and five schools outside of the city limits of Manhattan and within WUI areas. There is one main hospital in Manhattan that lies within the Urban/town center area of the city.

Rail lines pass through the southern portion of the county carrying commercial freight including oil, coal, lumber, and other heavy freight. There are five main bridges that span the Kansas River, Tuttle Creek Lake, Tuttle Creek Dam, and Fancy Creek. There are numerous smaller bridges throughout the County, as well as five state highways and Interstate 70 that bring traffic from other areas. The rail lines, bridges, and roads cross in areas that are flanked by red cedar trees and heavy brush, which could impact transportation and freight during wildfires.

Riley County is home to Tuttle Creek Lake, a reservoir of the Big Blue River. The Tuttle Creek Dam was constructed in 1952 and was built to help with flood control and maintain water stores for the Mississippi River.

The Konza Prairie Biological Station, 8,616-acres of protected land that contains native tallgrass prairie is found in the Southern portion of the County. Konza is routinely burned for research and to maintain the natural prairie. Konza houses countless animals and is a draw for tourist and hikers who wish to experience the wonders it has to offer.

The Fort Riley Army installation resides between Riley and Geary Counties. Fort Riley Fire is consistently understaffed with firefighter and routinely asks for mutual aid from RCFD and other Counties. Fires can easily start on base and spread to other areas quickly.

The National Bio and Agro-Defense facility (NBAF) is a newer addition to Riley County's critical infrastructure. NBAF is a Biosafety Level 4 (BSL-4) research laboratory that houses and researches dangerous biological agents.

There are several radio towers and sirens that are placed within the WUI that could be damaged by a wildfire and would be detrimental to the operations of police, fire, and EMS. The NuStar natural gas

pipeline crosses the northern region of Riley County. The pipeline is also within the WUI and could present a potential hazard for residents and first responders during a wildfire.

More than 40% of the land in Riley County is tax exempt land owned by US Army Corps of Engineers, Kansas Wildlife and Parks, Fort Riley Army Installation, Kansas State University, City of Manhattan, Riley County, and other non-taxable entities. Approximately 87% of the land in Riley County is zoned for agricultural use, including Kansas State Research Plots, crop land, grazing land, and land reserved for conservation.

Approximately 97,382 acres of land (24.5%) of Riley County is publicly managed land. (**Figure 2.a.2**).

Historically tallgrass prairie, much of the District has been overtaken by woody encroachment, increasing the wildfire risk to the entire District. (**Figure 2.a.3**).

Elevations in Riley County range from 1532 to 978 feet above sea level. The district lies within the Big Blue River watershed.

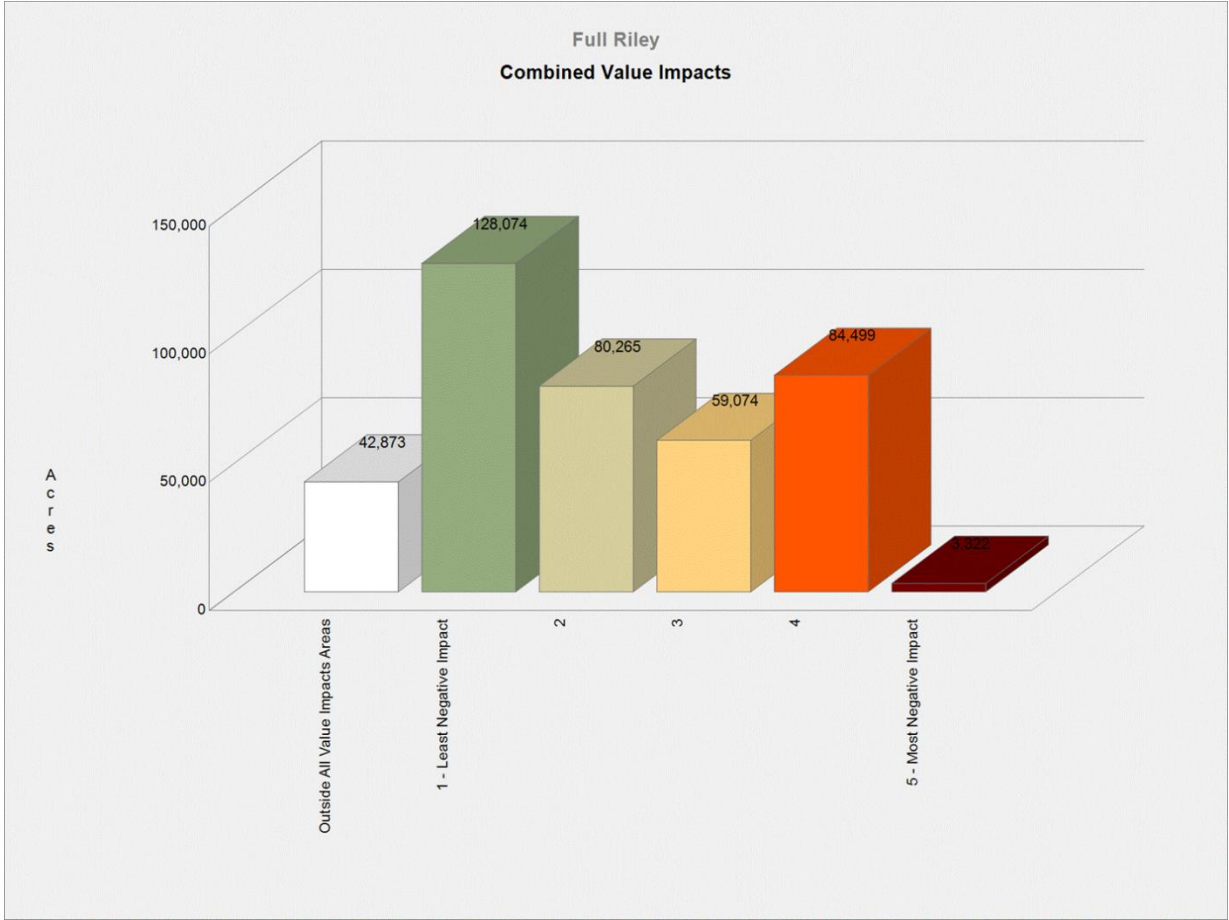


Figure 2.a.1. Non-residential values [Critical infrastructure, locations of vulnerable populations, response resources, etc.] at risk within and around Riley County.

Sources: KSWRAP

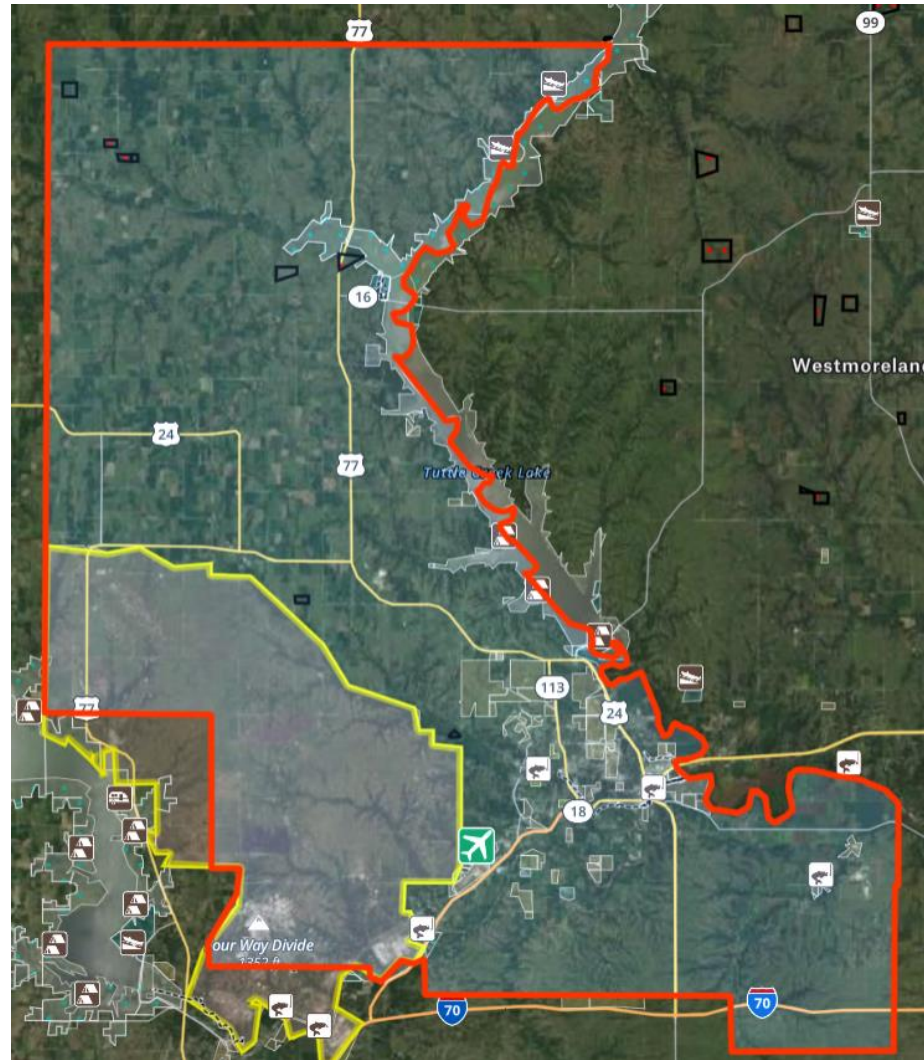


Figure 2.a.2. Publicly owned land across Riley County.

2.b. District Capacity

Riley County has 2 volunteer fire departments and one career department which cover the entirety of the County, including unincorporated areas. Riley County Fire District #1 has five command vehicles, one 6000-gallon tender, six 2500-gallon tenders, one 3000-gallon pumper tender, thirteen 300–400-gallon light brush trucks, eight 750–1500-gallon heavy brush trucks, thirteen class A pumpers, and six UTVs. Manhattan Fire Department and Riley City have a total of ten class A pumpers.

2.c. Wildland-Urban Interface

The WUI is any area where the built environment meets wildfire-prone areas—places where wildland fire can move between natural vegetation and the built environment and result in negative impacts on the community (Forge, 2018). People that live and work in the WUI must be aware of the effect that ecosystem processes and disturbances, such as wildland fire, have on their lives. WUI exists along a continuum of wildland to urban densities (**Figure 2.c.1**). Wildland-urban intermix refers to areas where housing and wildland vegetation intermingle, while wildland-urban interface refers to areas where housing is in the vicinity of a large area of dense wildland vegetation (Martinuzzi et al., 2015).

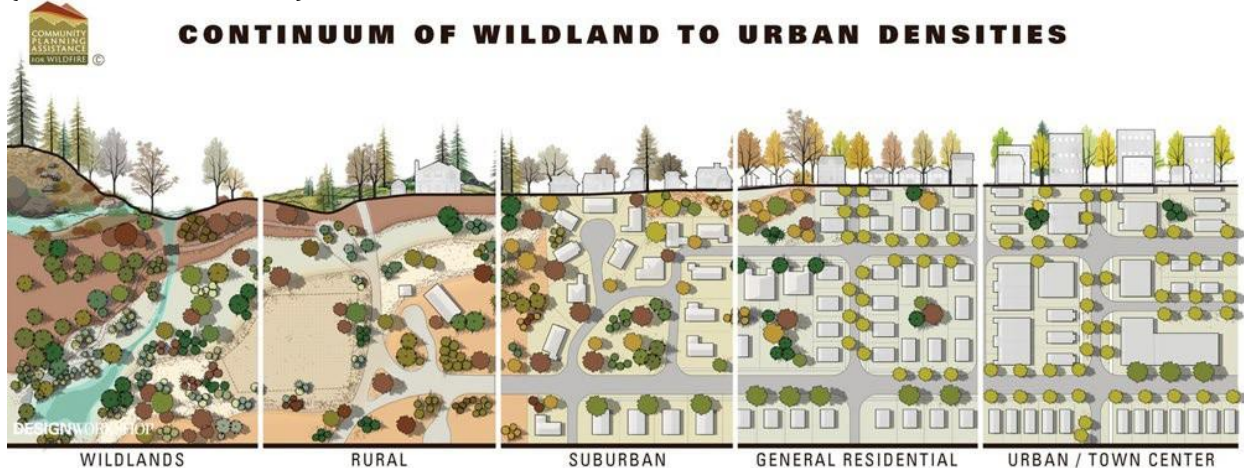


Figure 2.c.1. The wildland-urban interface exists along a continuum of wildland to urban densities.
Source: Community Planning Assistance for Wildfire.

Outside of the city of Manhattan, nearly every home in Riley County exists in the WUI. (**Figure 2.c.2**). According to the 2020 [Wildfire Risk to Communities](#) analysis by the U.S. Forest Service, homes in Riley County and the surrounding areas have a higher risk of fire than 65% of the communities in the US. (USFS, 2021a).

For the purpose of this CWPP, the WUI boundary includes all of Riley County, the surrounding landscape that could transmit wildland fire into Riley County, and the area along important evacuation routes (**Figure 2.c.2**; see methodology in **Appendix B**. Strategic wildfire mitigation

across the WUI can increase the safety of residents and wildland firefighters and can reduce the chances of home loss.

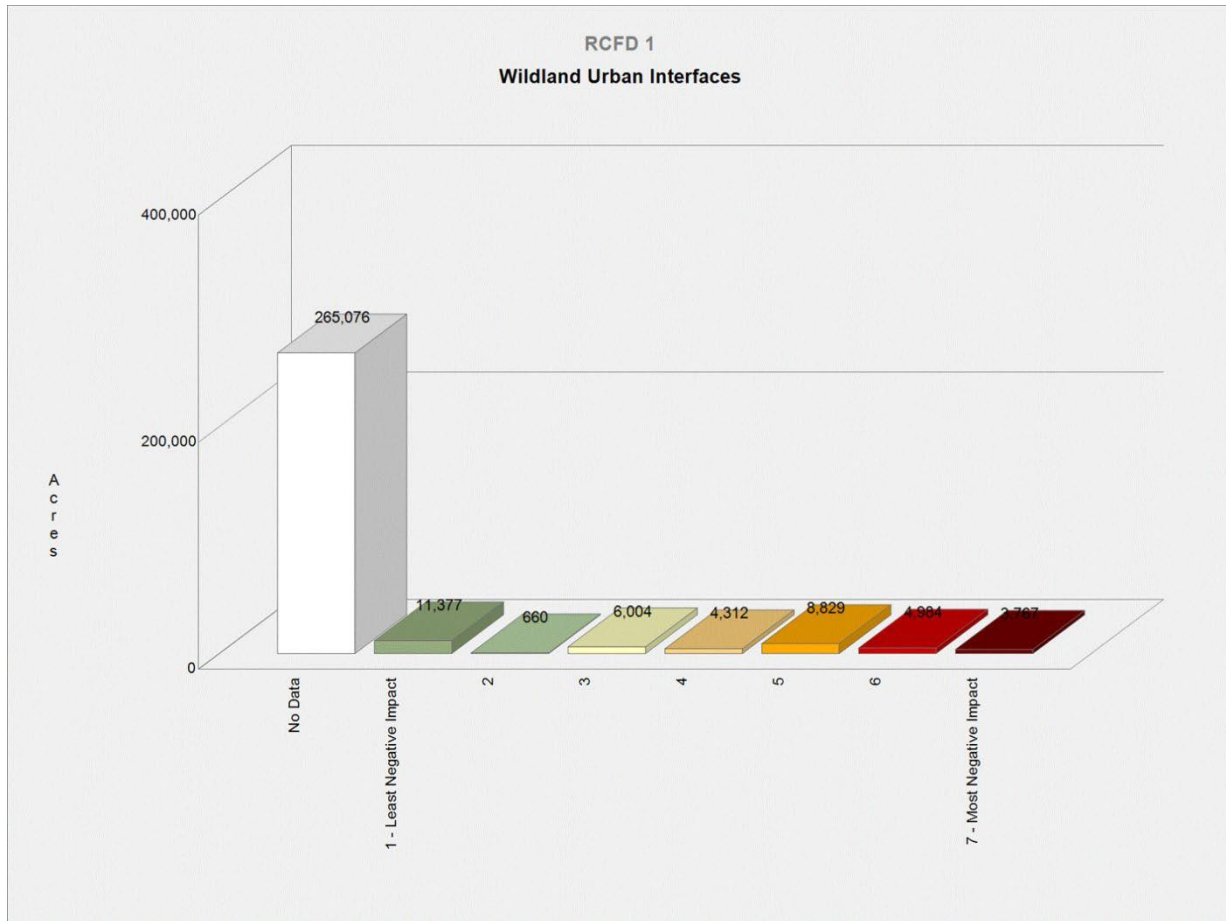


Figure 2.c.2. Residents in the Riley County Wildland-Urban Interface and/or Intermix and are exposed to elevated wildfire risk. (see methodology in **Appendix B**). Source: KSWRAP.

2.d. Fire History

- Riley County is located on the northern edge of the Flint Hills. The Flint Hills are predominantly tallgrass prairie.
- Prior to European contact, Riley County would experience large, low intensity fires every 2-4 years. Historic fires burned everything except for a few stands of trees on rock outcroppings or along rivers, allowing grasses to dominate.
- After European Settlement, fire continued to be present on much of the landscape. Early Settlers recognized the benefits of fire and used it as a tool to manage pastures.
- However, as time passes less and less fire is occurring on the landscape. In the 1960's, Tuttle Creek Reservoir was built, and since then much of the land around the reservoir has not burned. Additionally, the population of Riley County continues to grow, leading to more homes in the WUI, discouraging some landowners from using prescribed fire in the area.
- The removal of prescribed fire from many areas of the county has resulted in an explosion of woody species, including eastern red cedar. These species present significantly great risk to homeowners during a wildfire event.
- Notable recorded wildfires in the area over the last decade include Baldwin, Blue River Hills, Carlson, Carlson Rd, Deep Creek, Hidden Valley, Indian Hills, Mariadahl, Pillsbury, Smith Hills, Axelton-Burklund and Blue River 2.

2.e. Potential Fire Behavior and Exposure in Riley County

Many neighborhoods in Riley County could experience extreme fire behavior that could put the lives of residents, visitors, and firefighters at risk. Residents in Riley County are exposed to steep slopes, dense forests, limited road access in and out of neighborhoods, and flammable buildings which contributes to this dangerous situation. **Figure 2.f.1.** *There is an immediate need for this community to undertake proactive measures to mitigate wildfire risk to protect lives and property.*

Like much of Kansas, the greatest number of wildfires in Riley County occur during the months of March and April. High winds and fully cured fuels allow wildfires to rage. In Riley County, the steep terrain makes suppression, evacuation and mitigation difficult.

Many access roads are unmanaged, resulting in a canopy of eastern red cedar that would both impede travel during a wildfire and present a significant threat if they caught fire.

Increasing numbers of homes in the WUI create more concerns during wildfires as well. Homes can produce powerful flames and can send embers in various directions. This could initiate home-to-home ignitions, depending on proximity of homes to each other.

Nearly all forested areas are unmanaged, leading to prolific ladder fuels and extremely high fuel loading. Active crown fire is very likely during moderate to extreme wildfire conditions.

Tallgrasses can exceed 6' in height, producing long flame lengths and extremely fast rates of spread across grassy areas.



Figure 2.f.1. Fuel type and fuel loads greatly influence fire behavior, intensity, and rate of spread. Fuel loads are variable across Riley County, ranging from these examples above.

Photo credit: Jason Hartman, Luke Berning and Riley County Fire District #1.

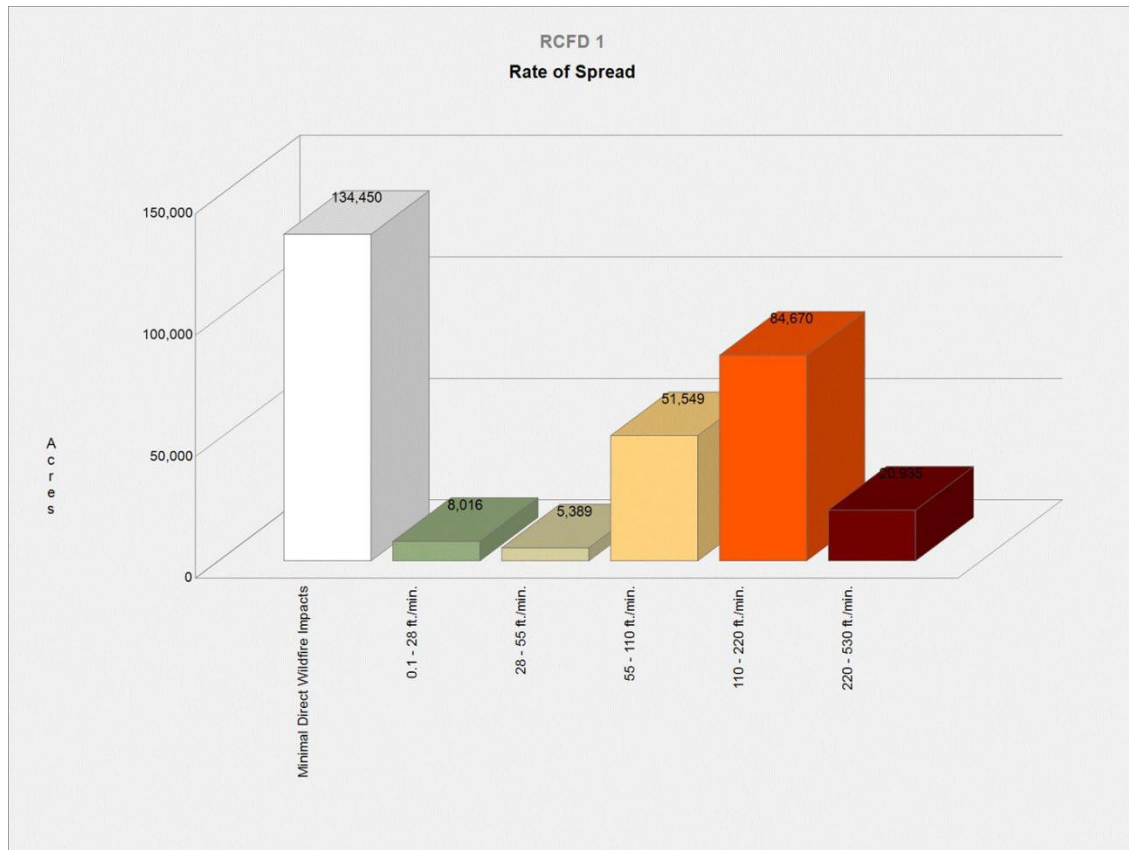


Figure 2.f.2. Rate of spread during extreme fire weather. Source: KSWRAP

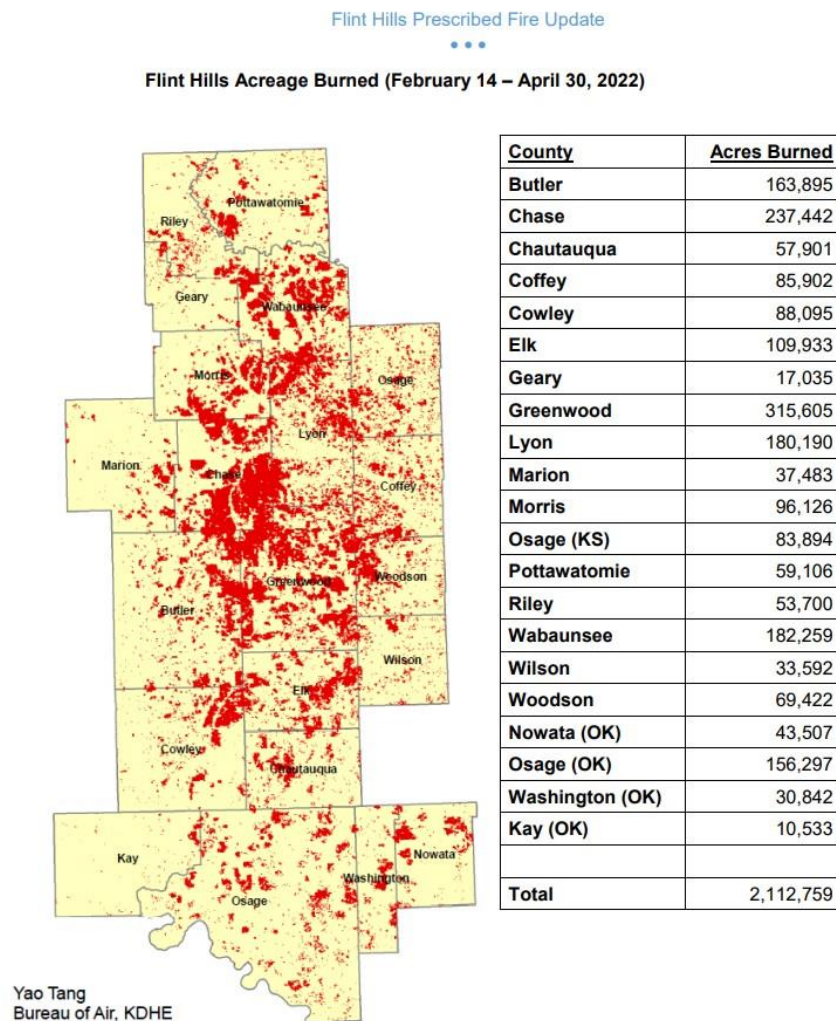
Take Away Message

Riley County is at risk for large, high-severity wildfires due to dense forest conditions, dry and hot weather, and strong, gusty winds. Increasing drought and warming temperatures exacerbate wildfire risk in the area. **Riley County and residents in Riley County must prepare for large wildfire events. Proactive work is imperative to protect lives and property.**

2.f. Fuel Treatment History in and Around Riley County

Fuel treatments reduce the amount of fuel in strategic locations, reducing fire risk to nearby communities and creating tactical opportunities for wildland firefighters to engage with wildland fires. According to the Kansas Department of Health and Environment, 643,054 acres have burned through prescribed fire in Riley County since 2012. Averaging 58,459 acres per year, these prescribed burns are extremely important treatments that protect the community at large. Primarily carried out by private landowners, these burns often take place on the same acres year after year in grasslands that quickly recover. (Figure 2.g.1; Figure 2.g.2).

An important component of this CWPP was identifying locations for fuel treatments to protect the community. **Section 4** outlines these priority locations and the organizations that will lead these efforts in the coming years.



Thursday, May 19, 2022 • 3
Kansas Department of Health and Environment

Figure 2.g.1. Locations of fuels management treatments and wildfires in and around Riley County during spring 2022. Collected by the Kansas Department of Health and Environment.

3. Becoming a Fire Adapted Community

It is recommended that Riley County, HOAs, and residents embrace the concept of Fire Adapted Communities (FAC), which is defined by the National Wildfire Coordinating Group as “a human community consisting of informed and prepared citizens collaboratively planning and taking action to safely coexist with wildland fire”. This concept can guide residents, fire practitioners, and communities through a holistic approach to become more resilient to fire (**Figure 3.1.**).

Your community’s CWPP sets the stage for fire adaptation, and the next step is on-the-ground action and an ongoing commitment to risk mitigation at all levels of the community, from individual homeowners to neighborhoods and HOAs to Riley County, to land managers and other partners. This section of the CWPP includes recommendations and resources for mitigating wildfire risk and enhancing emergency preparedness. Riley County and land managers have an important role to play in implementing the recommendations in this CWPP, and they have made commitments to take on-the-ground action as outlined in **Section 4.**

Individual homeowners, neighborhoods, and HOAs also have a vital role to play in addressing shared wildfire risk. Action and community-building centered around mitigation have reduced wildfire risk and increased community resilience across the mountain west. Mitigation work by residents can spur mitigation by their neighbors (Brenkert-Smith et al., 2013). The cumulative impact of linked defensible space across private properties can improve the likelihood of home survival and protect firefighters during wildfire events (Jolley, 2018; Knapp et al., 2021).

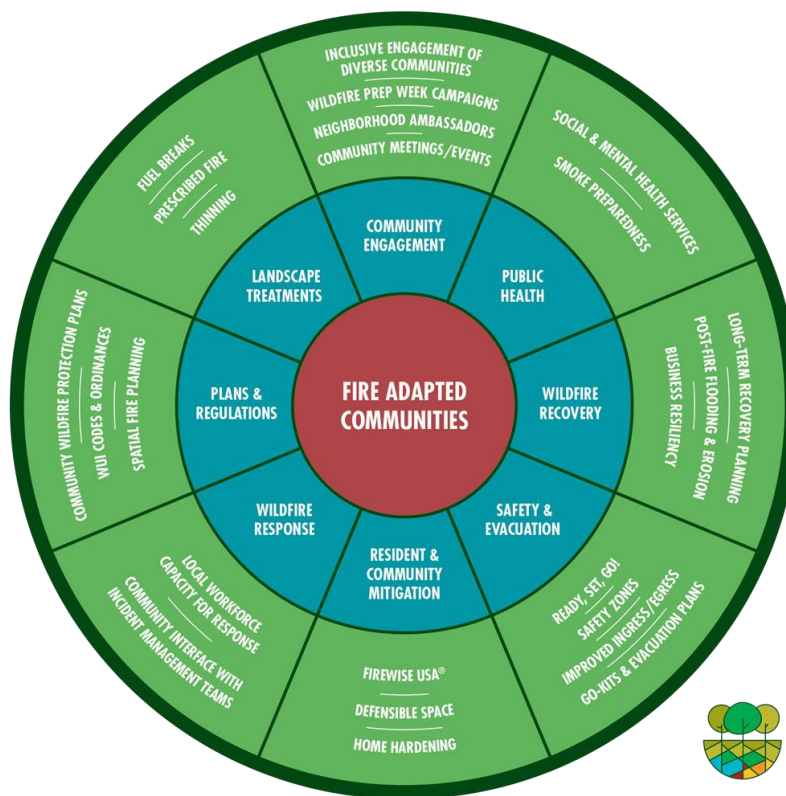


Figure 3.1. The Fire Adapted Communities graphic provides specific programs and activities that communities can take to reduce their wildfire risk and increase their resilience

Source: [Fire Adapted Community Learning Network](#).

3.a. Individual Recommendations

Mitigate the Home Ignition Zone

During catastrophic wildfires, property loss happens mostly due to conditions in the **home ignition zone** (HIZ). The home ignition zone includes your home and other structures (e.g., sheds and garages) and area within 100 feet of each structure. Firefighter intervention, adequate defensible space, and home hardening measures were common factors for homes that survive major wildfires (IIBHS, 2019; Maranghides et al., 2022). Research following the 2018 CA Camp Fire showed that homes were more likely to burn down when they were close to other structures that had also burned, when they had vegetation within 100 meters of the home, and when they had combustible/flammable materials (firewood or propane tanks) near the home (Knapp et al., 2021).

You can increase the likelihood that your home will survive a wildfire and help protect the safety of firefighters by creating defensible space, replacing, or altering building materials to make your home less susceptible to ignition, and taking steps to increase firefighter access along your driveway.

It is important for residents to work together as a community to mitigate shared wildfire risk in the HIZ. Structure-to-structure ignition is a major concern in WUI communities and can cause substantial property loss. Neighbors can increase their homes' chances of survival during a wildfire if they work together to reduce hazards in their overlapping defensible space.

Defensible space is the area around a building where vegetation, debris, and other types of combustible fuels have been treated, cleared, or reduced to slow the spread of fire and reduce exposure to radiant heat and direct flame. It is encouraged that residents develop defensible space so that during a wildfire their home can stand alone without relying upon limited firefighter resources due to the great reduction in hazards they have undertaken.



Defensible space allowed firefighters to protect this home during the 2016 Cold Springs Fire near Nederland, CO. Photo credit: [Wildfire Partners](#).

Home hardening is the practice of making a home less likely to ignite from the heat or direct contact with flames or embers. It is important to remember that embers can ignite homes even when the flaming front of a wildfire is far away. Home hardening involves reducing this risk by changing building materials, installation techniques, and structural characteristics of a home. Home hardening

measures are particularly important for WUI homes; 50% to 90% of homes ignite due to embers rather than radiant heat during wildfires (Babrauskas, 2018; Gropp, 2019).

Fortunately, many residents in Riley County have already started taking actions to mitigate their home ignition zone. (**Figure 3.a.1**) Residents should follow the defensible space and home hardening recommendations outlined below to continue increasing their home's chances of surviving a wildfire.

Defensible Space

Defensible space creates a buffer between your home and grass, trees, and shrubs that could ignite during a wildland fire. Defensible space can slow the spread of wildfire, prevent direct flame contact, and reduce the chance that embers will ignite material on or near your home (Hakes et al., 2017). Substantially reducing vegetation within the HIZ and removing vegetation that overhangs decks and roofs can reduce structure loss, especially for homes on slopes (Syphard et al., 2014).

Defensible space is divided into multiple zones around a home, and recommended practices vary among zones. The Kansas Forest Service defines zone one as 0 to 5 feet from the home, zone two as 5 to 30 feet from the home, and zone three as 30 to about 100 feet from the home [**Figure 3.a.2.**]. Some organizations call zone one the

Do not count on firefighters staying to defend your home—your home should be able to survive a wildfire on its own. There are never enough firefighters to stay and defend every single home during large incidents. Properties that are not defensible will not often receive firefighter resources due to unsafe conditions and the higher likelihood of home loss.

“noncombustible zone” (0 to 5 feet from the home) and zone two the “lean, clean, and green zone” (5 to 30 feet from the home).

Property owners should establish defensible space around each building on their property, including campers / RVs, detached garages, storage buildings, barns, and other structures. RVs are highly combustible and can emit embers that might ignite nearby homes and vegetation. Removing all vegetation under and around campers in HIZ 1 is crucial. Campers / RVs, boats, detached garages, storage buildings, barns, and other large structures should be placed at least 50 feet away from primary structures to prevent structure-to-structure fire spread (Maranghides et al., 2022).

A 2021 study from the University of Colorado-Boulder showed that homeowners living in the WUI in Bailey, CO typically underestimated the level of risk their home is at due to wildfire, and tended to overestimate the amount of work they have done to protect their property (Simpkins, 2021). Make sure you are informed about best practices for protecting your home. See **Table 3.a.1** and the KFS publication Ready, Set, Go! for recommendations. **Section 4.c.** includes specific defensible space recommendations by forest type for HIZ zone 3.



Some homes in Riley County have exemplary defensible space with [ex.: mowed grass near structures, trees limbed and not overhanging roofs, non-flammable barriers, etc.] within Zone 1.

Photo credit: Riley County Fire District #1.



Figure 3.a.1. Home ignition zones recommended by the Kansas Forest Service. Using ignition-resistant building materials and removing burnable fuel around primary structures, outbuilding such as sheds, and campers / RVs is crucial for increasing your home's chance of surviving a wildfire and creating safe conditions for wildland firefighters.

Source: Kansas Forest Service, [Ready, Set, Go!](#)

Table 3.a.1. Home ignition zone recommendations based on the KFS publication Ready, Set, Go! This is not an all-inclusive list of activities.

Zone 1: 0 to 5 feet from your home – the noncombustible zone.
Goal: Prevent flames from having direct contact with your home.
• Create a noncombustible border 5 feet around your home (aka, hardscaping). Replace flammable wood chips with alternatives like dirt, stone, or gravel. • Remove branches that hang over your roof and drop needles onto your roof and remove all fuels within 10 feet of the chimney. • Remove combustible materials (dry vegetation, wooden picnic tables, juniper shrubs, etc.) from underneath, on top of, or within 5 feet of decks, overhangs, windows, and doors. • Annually remove dead or dry leaves, pine needles, and dead plants within 5 feet of your home and off your deck, roof, and gutters. Farther than 5 feet from structures, raking material will not significantly reduce the likelihood of ignition and can negatively affect other trees. • Move firewood or other combustible materials to Zone 3. • Do not use space under decks for storage.
Zone 2: 5 to 30 feet from your home – the lean, clean, and green zone.
Goal: Slow the movement of flames approaching your home and lower the fire intensity.
• Irrigate and mow grasses to 4 inches tall or less. If you are unable to irrigate, replace dry grasses with Firewise Plant Materials that are more drought tolerant and less flammable. • Remove any accumulated surface fuels such as logs, branches, slash, and mulch. • Remove all common junipers because they are highly flammable and tend to hold a layer of flammable material beneath them. Landscape with plants that have more fire-resistant attributes, like short-statures, deciduous leaves, and higher moisture content. • Remove enough trees to create at least 10 feet* of space between crowns. Measure from the outermost branch of one tree to the nearest branch on the next tree. Create even more space between trees if your home is on a slope (Table 3.a.2). See Figure 3.a.3 for how to measure crown spacing. • Favor the retention of aspen trees because this species naturally has high fuel moisture, no low branches, and smooth bark, making them less likely to ignite than conifer trees. • Remove ladder fuels under remaining trees. This is any vegetation that can bring fire from the ground up into taller fuels. • Remove limbs so branches do not hang below 6 feet above the ground, ideally not below 10 feet above the ground. See Figure 3.a.3 for a depiction of how to measure limb height. • Keep spacing between shrubs at least 2-3 times their height. • Relocate wood piles and propane tanks to Zone 3. • Remove stressed, diseased, dead, or dying trees and shrubs. This reduces the amount of vegetation available to burn and improves forest health. • Keep shrubs at least 10 feet* away from the edge of tree branches.

Zone 3: 30 to 100 feet from your home

If you live on a slope, this zone should be larger due to the greater potential for extreme fire behavior.

Goal: Slow movement of flames, move fire to the ground, reduce ember production.

- Store firewood and propane tanks at least 30 feet away and uphill from your home and away from flammable vegetation. Store even farther away if your home is on a slope.
- Move campers / RVs, boats, detached garages, storage buildings, barns, and other large structures at least 50 feet away from your home.
- Mow or trim grasses to maximum height of 6 inches. Grasses can be taller in zone 3 than zone 2 because of the greater distance from your home, but shorter grass is always better for reducing potential flame lengths and therefore radiant heat exposure.
- Remove enough trees to create at least 6- to 10-foot spacing* between the outermost branches of remaining trees. Create even more space between trees if your home is on a slope (**Table 3.a.2**). See **Figure 3.a.3** for a depiction of how to measure crown spacing.
- Favor the retention of aspen trees because this species naturally has high fuel moisture, no low branches, and smooth bark, making them less likely to ignite than conifer trees.
- Remove limbs so branches do not hang below 6 feet above the ground, ideally not below 10 feet above the ground. See **Figure 3.a.3** for a depiction of how to measure limb height.
- Remove shrubs and saplings that can serve as ladder fuels.
- Remove heavy accumulations of dead trees and branches and piles of fallen leaves, needles, twigs, pinecones, and small branches. Thin trees to increase spacing and remove ladder fuels to reduce the likelihood of torching, crown fires, and ember production.
- Consult with a qualified forester to develop a plan to manage your property to achieve fuel reduction and other goals, such as creating wildlife habitat. Follow principles of ecological restoration as outlined in **Section 4.c**.



In Riley County Eastern Red Cedar are prevalent. Although removal is preferred, any cedars that remain in the HIZ must be trimmed up and spaced out to reduce the risk of ignition.

Photo credit: Jason Hartman.

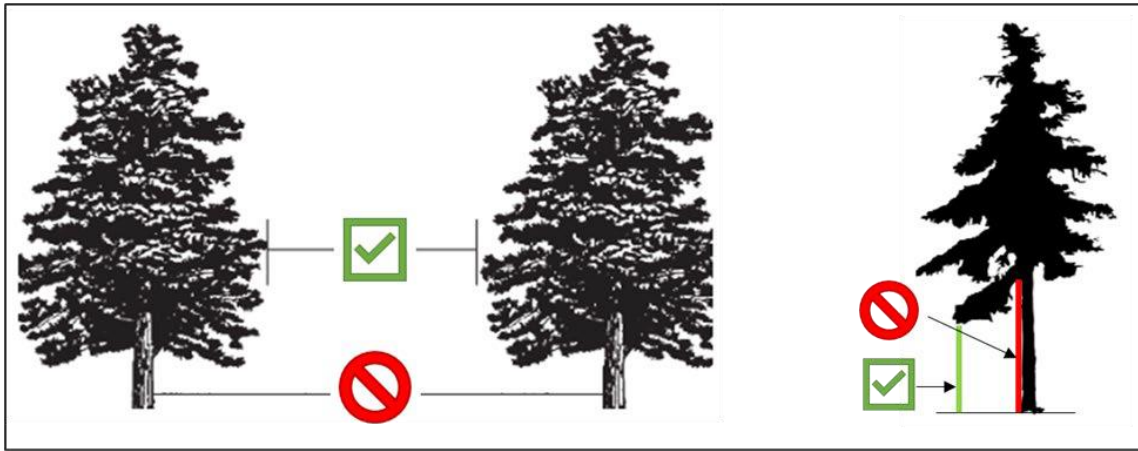


Figure 3.a.2. Spacing between tree crowns is measured from the edge of tree crown to tree crown, NOT from tree stem to tree stem (left). Height of limbs above the ground is measured from the ground to the lowest point of the limb, NOT from where the limb attaches to the tree (right).

Some homeowners in the WUI are concerned that removing trees will destroy the forest and reduce the aesthetic and monetary value of their property. In Riley County there are many dense Eastern Red Cedar stands that are unhealthy and greatly diverged from historical conditions that were maintained by frequent wildfires. The reality is that nothing will decrease the aesthetic and monetary value of your home as much as a high-severity wildfire burning all the vegetation in the community, even if your home survives the fire. Forest management can look messy and destructive in the first years following treatment; however, grasses, shrubs, and wildflowers will respond to increased light availability after tree removal and create beautiful ecosystems with lower fire risk (**Figure 3.a.4**). It might even be said that the more trees you cut, the more trees you save from wildfire.

Many property owners enjoy their land even more after conducting effective fuel treatments. Removing trees can open incredible views of prairies, rivers, and sunsets. Wildlife are often attracted to forests with lower tree densities and a greater abundance of understory plants. Reducing fuel loads and increasing the spacing between trees increases the chance that your home and your neighbors' homes will survive a wildfire, and most importantly, it increases the safety of wildland firefighters working to protect your community.



Figure 3.a.3. Grasses, shrubs, and wildflowers quickly respond to increased light availability after tree removal, resulting in beautiful ecosystems with lower fire risk. The green star in each photo indicates the same tree. Image sizes vary due to the use of different cameras over the years.

Photo credit: [Jefferson Conservation District](#).

Home Hardening

Home hardening involves modifying your home to reduce the likelihood of structural ignition. Fire not immediate to a home can still threaten the structure as long-range embers travel. Homes in denser neighborhoods are also at risk of short-range embers from nearby homes, which could lead to structure-to-structure ignitions.

Buildings cannot be made fireproof, but the chance of your home surviving wildfires increases when you reduce structural ignitability through home hardening in tandem with the creation and maintenance of defensible space. Figure 3.a.5 depicts important home hardening measures.

Roofs, vents, windows, exterior siding, decks, and gutters are particularly vulnerable to wildfires. Research on home survival during wildfires demonstrates that enclosed eaves and vent screens can reduce the penetration of wind-born embers into structures (Hakes et al., 2017; Syphard and Keeley, 2019).

Multi-pane windows have greater resistance to radiant heat. Windows often fail before a home ignites, providing a direct path for flames and airborne embers to enter a home (CSFS, 2021).

It is important to replace wood or shingle roofs with noncombustible materials ¹ such as composite, metal, or tile. Ignition-resistant or noncombustible siding and decking further reduce the risk of home ignition, particularly when homes also have a 5-foot noncombustible border of dirt, stone, or gravel. Non-wood siding and decking are often more durable and require less routine maintenance.

Residents can increase their homes' chance of survival by making it harder for embers to enter and ignite their homes (image from [Healthy Building Science](#)).

There are many low-cost actions you can start with to harden your home (see **Table 3.a.3**). Keep home-hardening practices in mind and use ignition-resistant materials if you replace a hail-damaged roof or remodel your home.

¹ See the **Glossary** on page 106 for the definition of terms used to describe the performance of building materials when exposed to fire (e.g., wildfire-resistant, ignition-resistant, and noncombustible).

Low-cost actions:

- Cover chimneys and stovepipe outlets with 3/8th to 1/2 inch corrosion-resistant metal mesh.
- Minimize debris accumulation under and next to solar panels.
- Cover vent openings with 1/16th to 1/8th inch corrosion-resistant metal mesh. Install dryer vents with metal flappers and keep closed unless in use.
- Clear debris from roof and gutters regularly.
- Install metal flashing around and under garage doors that goes up at least 6 inches inside and outside the door.
- Use noncombustible lattice, trellis, or other decorative features.
- Install weather stripping around and under doors.
- Remove combustible materials from underneath, on top of, or within 5 feet of deck.
- Use noncombustible patio furniture.
- Cover all eaves with screened vents.
- Establish and maintain a 5-foot noncombustible buffer around the home.

Actions to plan and save for:

- B.** Use noncombustible or ignition resistant siding and trim (e.g., stucco, fiber cement, fire-retardant treated wood) at least 2 feet up around the base of your home.
- E.** Use multipaned glass for skylights, not materials that can melt (e.g., plexiglass), and use metal flashing.
- F.** Install a 6-inch vertical noncombustible surface on all gables above roofs.
- G.** Install multi-pane windows with at least one tempered-glass pane and metal mesh screens. Use noncombustible materials for window frames.
- H.** Install noncombustible gutters, gutter covers, and downspouts.
- I.** Install ignition-resistant or noncombustible roofs (composite, metal, or tile).
- J.** Install 1-hour fire rated garage doors.
- A.** Install a 1-hour fire rated doors.
- B.** Use ignition-resistant or noncombustible decking. Enclose crawl spaces.
- C.** Use noncombustible eaves.
- F.** Replace wooden fences with noncombustible materials and keep at least 8 feet away from the home. Keep double combustible fences at least 20 feet away from the home.

Figure 3.a.4. *A home can never be made fireproof, but home hardening practices decrease the chance that flames, radiant heat, and embers will ignite your home. Infographic by [Community Planning Assistance for Wildfire](#) with modifications to include information from CALFIRE 2019 and Maranghides et al. 2022.*

Annual Safety Measures and Home Maintenance in the WUI

Reviewing safety protocols, creating defensible space, and hardening your home are not one-time actions, but part of *annual* home maintenance when living in the WUI. During a wildland fire, homes that have clear defensible space are identified as sites for wildland firefighters to engage in structure protection, and homes that are not safely defensible will not usually receive firefighter resources.

The Kansas Forest Service provides the following recommendations for annual activities to mitigate risks and increase your wildfire preparedness:

- ✓ Check fire extinguishers to ensure they have not expired and are in good working condition.
- ✓ Review your family's evacuation plan and practice family fire and evacuation drills.
- ✓ Verify that your home telephone number, cell phone, and/or email are properly registered for emergency notifications. Visit [Emergency Notifications | Riley County Official Website \(rileycountyks.gov\)](https://www.rileycountyks.gov/emergency-notifications) website on [emergency notifications](#) for more information.
- ✓ Review the contents of your "go-bag" and make sure it is packed and ready to go. Visit [Wildfire Home Protection: Emergency "Go Bag" | Rotary Wildfire Ready - Rotary Wildfire Ready](#) to learn about preparing go-bags. Your go-bag should include supplies to last at least three days, including cash, water, clothing, food, first aid, and prescription medicines for your family and pets. Keep important documents and possessions in a known and easily accessible location so you can quickly grab them during an evacuation.
- ✓ Pay attention to red flag-day warnings from the National Weather Service and stay vigilant. Ensure your family is ready to go in case of an emergency.
- ✓ Walk your property to identify new hazards and ways to maintain and improve current defensible space. Take pictures of your defensible space to help you monitor regrowth and determine when additional vegetation treatments are necessary.
- ✓ Clear roofs, decks, and gutters of pine needles and other debris. Remove all leaves and flammable debris from around the foundation of your home and deck. Remove trash and debris accumulations within 30 feet of your home. Repeat throughout the year as necessary.
- ✓ Properly thin and prune trees and shrubs that have regrown in home ignition zones 1 and 2 (0-5 feet and 5-30 feet from your home). Remove branches that overhang the roof and chimney. Prune trees and shrubs that are encroaching on the horizontal and vertical clearance of your driveway.
- ✓ Mow grass to a height of 4 inches or less within 30 feet of your home, camper / RV, sheds, and barns. If possible, keep your lawn irrigated, particularly within 30 feet of your home. Consider replacing dry grasses with [Firewise Plant Materials](#) that are more drought tolerant and less flammable.
- ✓ Check the visibility of your address and remove vegetation that obscures it.
- ✓ Check screens over chimneys, eaves, and vents to make sure they are in place and in good condition.
- ✓ Ensure that an outdoor water supply is available for responding firefighters. Put a hose and nozzle in a visible location. The hose should be long enough to reach all parts of your home.

Mitigation Barriers and Opportunities

Homeowners and residents in the WUI share concerns about mitigating risk and maintaining safe conditions in their home ignition zone. **Table 3.a.3.** proposes several opportunities to address these challenges.

Table 3.a.2. Common concerns from residents in the WUI, and potential solutions to encourage mitigation measures in the home ignition zone.

Concern	Potential solutions
I don't have the resources to invest in defensible space.	Creating adequate defensible space can take years and a significant financial investment. Fortunately, there are effective, low-cost measures that residents can start with: ✓ Annually remove leaves, needles, and other vegetation from roofs, gutters, decks, and around the base of homes. ✓ Use hand tools like a pole saw to remove tree branches that hang less than 10 feet above the ground. ✓ Remove combustible materials (dry vegetation, wooden picnic tables, conifer shrubs, etc.) from underneath, on top of, or within 5 feet of decks. ✓ Remove downed logs and branches within 30 feet of all structures. ✓ Apply for cost-sharing grants with your neighbors to subsidize the creation of defensible space (see Section 3.f. for potential funding sources). ✓ Research tax credits that will offset the costs or the work you want to do.
I am afraid that removing trees will destroy the forest and reduce the aesthetic and monetary value of my property.	The reality is that nothing will decrease the value of your home as much as a high-severity wildfire burning all the vegetation in the community, even if your home survives the fire. Drive around the community and look for homes that have followed the guidelines in Figure 3.a.2 and Table 3.a.1. Some properties in Riley County have exemplary defensible space and beautiful landscaping at the same time. Read Firescaping from FIRESafe MARIN for suggestions on beautiful, fire-resistant landscaping. As an added benefit, fire-resistant landscaping is often more drought tolerant. Benefits of rangeland prescribed burning.indd (gpfirescience.org) Restored ecosystems can be aesthetically pleasing, benefit wildlife and light-loving wildflowers and grasses, and protect your home from high-severity wildfires.

My neighbors haven't mitigated risk on their property.

Some residents in Riley County are rightfully concerned about high hazards on their neighbors' properties. Your home ignition zone might overlap with your neighbor's property. Given the high fire risk in the area, it is important that residents across Riley County create defensible space and harden their homes. Ideas to inspire action by your neighbors include:

- ✓ Working with your HOA, Township Board, and other community groups to help educate your community about the benefits of defensible space and home hardening.
- ✓ Organizing walking tours to visit the property of residents with exemplary defensible space. Witnessing the type of work that can be done, and seeing that a mitigated property can still be aesthetically pleasing, can encourage others to follow suit.
- ✓ Inviting your neighbors over for a friendly conversation about the risk assessment in this CWPP. Review resources about defensible space together, discuss each other's concerns and values, and develop joint solutions to address shared risk.



Fire-resistant landscaping in zone 1 can be aesthetically pleasing and more drought tolerant, requiring less watering during the summer. Limbed and thinned trees in zone 2 (as seen in the background of this photo) can create beautiful, open conditions that allow understory vegetation to flourish under higher light conditions and provide habitat for wildlife.

Photo credit: Washington State University Master Gardener Program.

Evacuation Preparedness

The best way to get out quickly and safely during an evacuation is to be prepared with a go-bag and have a family emergency plan **before** the threat of wildfire is in your area. Talk to children and elderly family members about what they are expected to do and make necessary plans for pets and/or livestock. Visit [Be Prepared | Riley County Official Website \(rileycountyks.gov\)](https://rileycountyks.gov) for information on go-bags and evacuation planning. Signing up for local emergency notifications can also help you leave quickly. Residents should register their cell phones and email addresses through [Everbridge](#), the official emergency notification system for Riley County². See the Riley County Emergency Management's website on Evacuation for more information.

Evacuation preparedness is the responsibility of each resident in Riley County. These are simple and crucial actions that can save lives.

Understand the types of emergency communications you might receive during an incident. The following definitions are provided by RCFD.

Advisory messages will provide information but do not require any action on your part.

Instruction messages provide information AND require you to take some action to be safe. There are three types of standard instructions:

- **Shelter in place:** There is a hazard in your area, and you should remain or go indoors; you should not go outdoors, and not evacuate the area. This may be the safest strategy for hazardous materials, law enforcement, or other incidents wherein an evacuation could actually increase the danger to you and others.
- **Pre-evacuation:** There is a hazard in your area that may require you to evacuate soon. Everyone should be prepared to leave at a moment's notice. If you feel you are in danger and want to leave, do so. If you need additional time to evacuate, you should consider leaving now. If you need to arrange for transportation assistance, you should do so immediately. If you have livestock or other large animals, you should consider removing them from the hazard area now.
- **Evacuation:** There is a hazard in your area and you have been ordered to evacuate immediately. If you need assistance evacuating yourself, call 911. You will be provided with the safest escape routes known, so make sure you follow the instructions as other routes may be closed or unpassable. You will also be told where an evacuation point has been established to provide information and a safe place if you have nowhere else to go.
Do not delay – evacuation means you need to leave immediately!

Some residents have family members or neighbors with physical limitations who might struggle to evacuate in a timely manner. Family members or individuals living alone also need to address the unique needs and vulnerabilities that arise from mobility or hearing impairments during an evacuation. Other residents are concerned about school-aged children who might be home alone during an evacuation. Parents should work with their neighbors to develop a plan for how their children would evacuate if they were to be home alone. Families with these concerns should put extra time into having go bags ready and using the earliest evacuation warnings to leave in the event of a

² Everbridge is the official emergency notification system for Riley County as of the writing of the Riley County CWPP in 2023.

wildfire, rather than waiting for mandatory evacuation orders. Having a plan in place ahead of time can ensure prompt evacuations and save lives during wildfires.

Residents with livestock trailers or large camper vehicles should plan to leave during voluntary evacuation notices to allow time for their preparations and create more space on the roads for other residents during a mandatory evacuation. It is important to have a plan for where to take livestock to reduce some of the chaos and uncertainty created by wildfire evacuations.

Follow evacuation etiquette to increase the chance of everyone exiting the fire district in a safe and timely manner during a wildfire incident:

- Our county uses [Everbridge](#) and asks residents to register for emergency notifications through [Everbridge](#) for timely information about evacuations.
- See the RCPD website for details.
- Leave as quickly as possible after receiving an evacuation notice.
- Have a go-bag packed and ready during the wildfire season, especially on days with red flag warnings.
- Leave with as few vehicles as necessary to reduce congestion and evacuation times across the community.
- Drive safely and with headlights on. Maintain a safe and steady pace. Do not stop to take pictures.
- Yield to emergency vehicles.
- Follow directions of law enforcement officers and emergency responders.

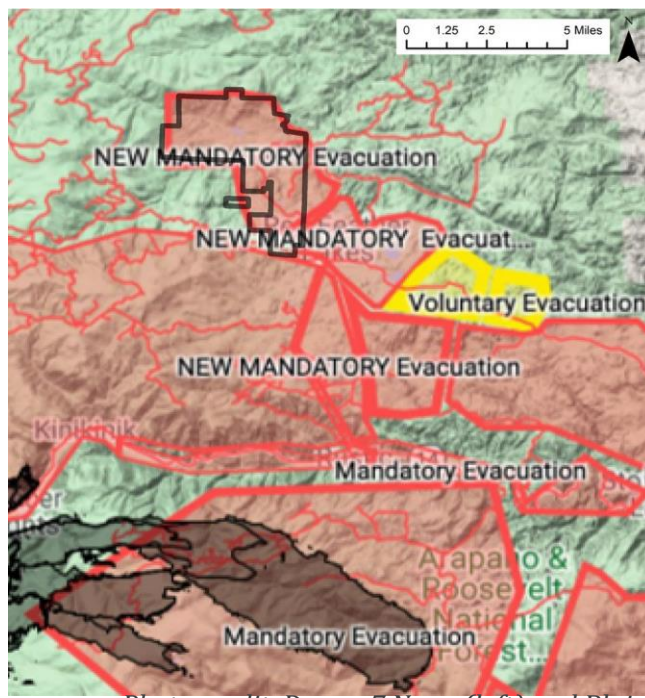


Photo credit: Denver7 News (left) and Blaine Howerton/North Forty News (right).

Accessibility and Navigability for Firefighters

Address signs

Installing reflective address numbers can save lives by making it easier for firefighters to navigate to your home at night and under smokey conditions. Reflective signs are an easy and inexpensive action you can accomplish to protect firefighters and your family. Mount reflective address signs on noncombustible posts, not on stumps, trees, wooden posts, or chains across driveways. Chains across driveways might be removed during wildfire suppression to facilitate access to your property. Make sure the numbers are clearly visible from both directions on the roadway.

Driveways

It is important to ensure emergency responders can locate and access your home. Narrow driveways without turnarounds, tree limbs hanging over the road, and lots of dead and down trees by the road may make firefighters unable to defend your home during a wildfire event (Brown, 1994).

Some roads in Riley County have accessibility and navigability issues, such as narrow widths, inadequate vertical clearance for engines, and heavy fuel loading on the sides of the road. These unsafe road and driveway conditions could make it excessively dangerous for firefighters to attempt to defend homes. According to the National Fire Protection Association, driveways and roads should have a minimum of 20 feet of horizontal clearance and 13.5 feet of vertical clearance to allow engines to safely access the roads (O'Connor, 2021).



Many driveways within Riley County do not meet current access requirements and pose safety issues that are difficult to mitigate. [ex: long, narrow, steep driveways lacking turnarounds dense trees on the sides of the road, etc.] These issues can create challenges for emergency response vehicles during wildfires. Home hardening and fuel mitigation are particularly important to reduce wildfire risk around homes with accessibility issues.

Where possible, residents should improve roadway access, and where this is not feasible, it is vital that homeowners take measures to harden their home and create defensible space. Some actions to increase access to your home are simple, such as installing reflective address numbers, and others take time and investment, such as widening driveways to accommodate fire engines.

Most importantly, create defensible space around your home and buildings so that water resources can be used effectively. Water alone will not help if firefighters are facing 60'+ flames. Maintaining a property that requires less water and resources to defend is more likely to survive a fire. See **Table 3.a.1** and **Figure 3.a.5** for guides on defensible space and home hardening recommendations.

Steps to enhance firefighter safety and access to your home:

- Install reflective address numbers on the street to make it easier for firefighters to navigate to your home under smokey conditions and at night. Make sure the numbers are clearly visible from both directions on the roadway. Use noncombustible materials for your address sign and sign supports. **Installing reflective address numbers can save lives and is inexpensive and easy to accomplish.**
- Address roadway accessibility for fire engines. Long, narrow, steep, and curving private drives and driveways without turnarounds significantly decrease firefighter access to your property, depending on fire behavior.
- Fill potholes and eroded surfaces on private drives and driveways.
- Increase fire engine access to your home by removing trees along narrow private drives and driveways so the horizontal clearance is 20 feet wide, and prune low-hanging branches of remaining trees so the unobstructed vertical clearance is at least 13.5 feet per the National Fire Protection Association (O'Connor, 2021).
- Park cars in your driveway or garage, not along narrow roads, to make it easier for fire engines to access your home and your neighbors' homes.
- Clearly mark septic systems with signs or fences. Heavy fire equipment can damage septic systems.
- Clearly mark wells and water systems. Leave hoses accessible for firefighters to use when defending your home, but **DO NOT** leave the water running. This can reduce water pressure to hydrants across the community and reduce the ability of firefighters to defend your home. Read [this post by FIRESafe Marin](#) about why it is dangerous to leave water running when you evacuate during a wildfire.
- Post the load limit at any private bridges or culverts on your property.
- Leave gates unlocked during mandatory evacuations to facilitate firefighter entrance to your property.
- Leave exterior lights on to increase visibility.

If time allows, leave a note on your front door confirming that all parties have evacuated and providing your contact name and phone number.

3.b. Neighborhood Recommendations

The CWPP is a useful planning document, but it will only affect real change if residents, neighbors, Riley County, other community groups, and agency partners come together to address shared risk and implement strategic projects.

Linked Defensible Space

The home ignition zone of individual residents can overlap that of their neighbors, so wildfire hazards on one property can threaten adjacent properties. Structures that are on fire can emit significant radiant heat and embers and endanger homes and structures near them.

Neighbors can increase their homes' chances of survival during a wildfire if they work together to create linked defensible space. Linked defensible space also creates safer conditions and better tactical opportunities for wildland firefighters. According to James White, the Prescribed Fire and Fuels Specialist for the Arapaho/Roosevelt National Forests, "Broadcast burning, mechanical thinning, and other treatments are proven to mitigate wildfire risk, but they are even more effective when we work together to integrate treatments across the landscape, across borders and ownerships" (Avitt, 2021). Defensible space projects that span ownership boundaries are better candidates for grant funding due to their strategic value.

How can you help inspire action by your neighbors? Start by creating defensible space and hardening your own home. Then try the ideas below:

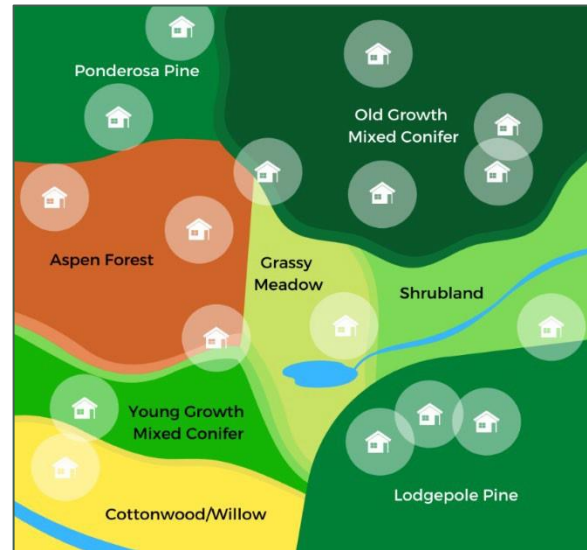
- Invite your neighbors over for a friendly conversation about the risk assessment in this CWPP. Review resources about defensible space together, discuss each other's concerns and values, and develop joint solutions to address shared risk.
- Volunteer with RCFD #1 to help educate your community about the benefits of defensible space and home hardening.
- Help organize walking tours in your neighborhood to visit the property of residents with exemplary defensible space. Witnessing the type of work that can be done and seeing that a mitigated property can still be aesthetically pleasing, can encourage others to follow suit.

Mosaic Landscapes

Varied fuel types are known to slow the spread of fire, and heterogeneous landscapes (landscapes with multiple fuel types and trees of different sizes and ages) are more typical of historical forest conditions (Duncan et al., 2015). Creating a mosaic landscape in neighborhoods can help slow fire spread by changing the fuel types as it moves across a hill or valley. A mosaic landscape can be created many ways. For example, a neighborhood could have a few acres of old growth conifer trees next to a couple acres of oak stands, and a few acres of young regenerating conifer trees by a large grassy meadow. This can be arranged in many ways for aesthetic and tactical purposes, and will resemble a patchwork quilt or mosaic art (**Figure 3.b.1**).

The homes in these patches still need to have adequate defensible space, but this would create a more diverse landscape where fire may move slower as it transitions between forest types and unforested locations like shrublands or meadows. Slower fire movement means firefighters have time to defend more homes in the neighborhood. It also creates a diversity of biomes that both residents and wildlife enjoy.

Figure 3.b.1. Example of a mosaic landscape in a neighborhood. Each home has defensible space around it, and the landscape is varied throughout, providing tactical opportunities for firefighters working to defend homes. Source: The Ember Alliance



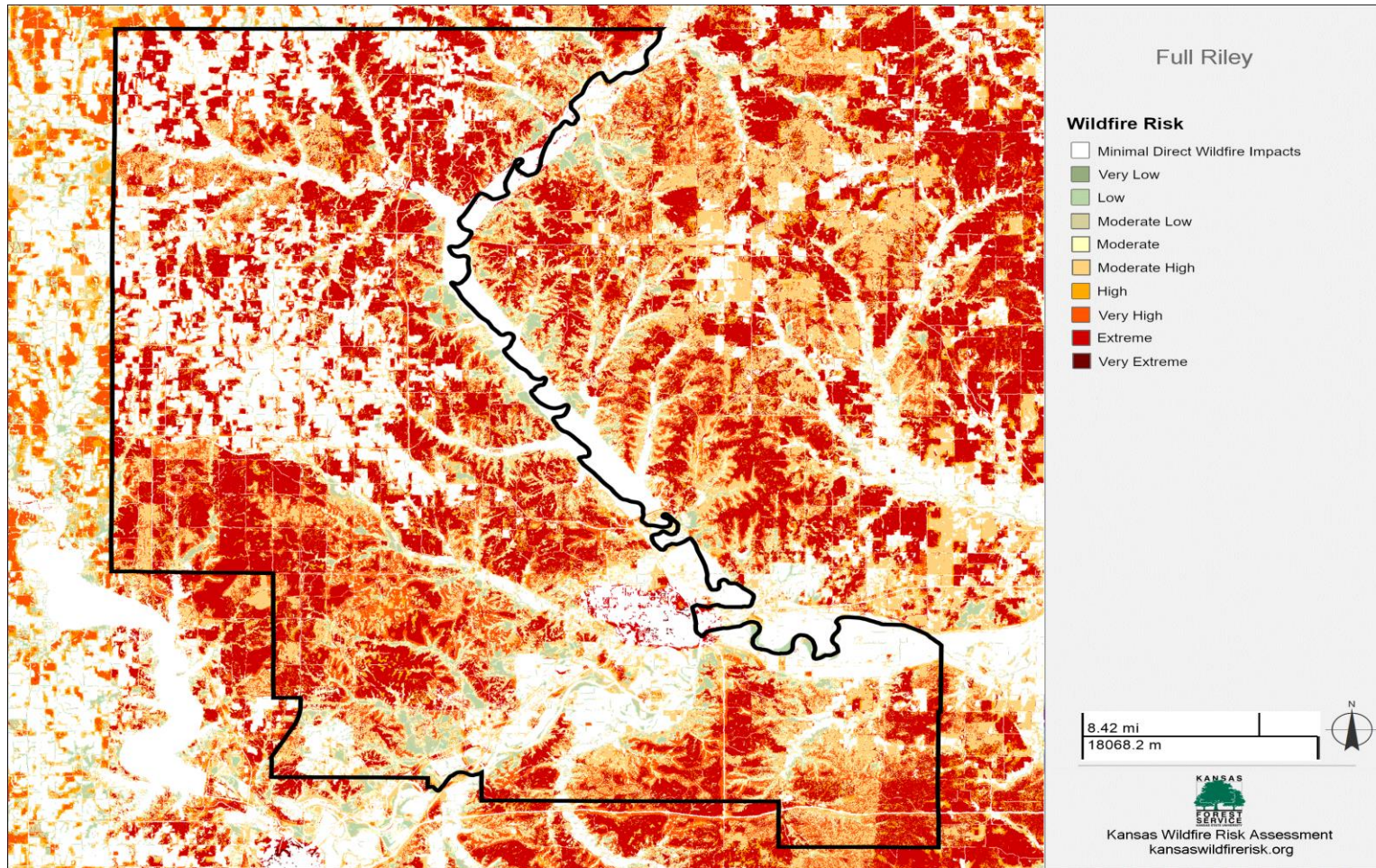


Figure 3.b.2. Relative risk ratings across Riley County. “Moderate” risk is a relative term – all residents within RCFD #1 are exposed to elevated fire danger due to topography, weather, fuels, etc in this part of Kansas, and should take recommended actions in this CWPP seriously

Community-Wide Recommendations

Slash Management Recommendations

Residents in Riley County have experienced difficulties with slash management, like many other communities in Kansas. During the community engagement process for this CWPP, residents shared that access to inexpensive/easy means of slash disposal would help enable them to do more work to reduce wildfire risk on their property.

In Riley County, the County Transfer Station is the one main location where citizens can take their brush and slash waste. There is no charge for residential brush at the Riley County Transfer Station, although other forms of waste may have a price per pound or ton. Residents may also take brush to Howie's Trash Service in Manhattan for a fee. There are no County Slash days within Riley County. There are several cities and unincorporated towns within Riley County that have burn piles they allow residents to add to including Riley, Ogden, and University Park. The City of Manhattan carries out a Spring Clean Up day every April and collects brush and yard waste throughout the city. There are also collection days after major storms to assist with tree debris clean up.

Riley County allows prescribed burning of brush and agricultural waste through K.A.R. 28-19-648 and Riley County Resolution No. 092399-32, with an approved burn permit. Each year residents, businesses, and all other entities must apply for a burn permit by giving contact information and what they are planning on burning (acreage, brush piles, range management, etc.) The burn permit application can be found on the Riley County website at <https://www.rileycountyks.gov/1746/Burn-Permits>. All applicants have to comply with the above regulations while burning. There is no burning allowed in the City of Manhattan without a permit from the city and under certain restrictions on what can be burned.

Any burn bans placed in Riley County encompass the entirety of the county including the City of Manhattan. There are also restrictions during the month of April due to the Kansas Flint Hills Smoke Management Plan. The Smoke Management Plan allows for prescribed burning for the purpose of range and pasture management only as an attempt to balance the need for prescribed burning with the need for clean air in communities downwind.

Pile burning should be considered as an alternative to hauling slash, where feasible. Care should be taken to execute the burn properly, following best practice recommendations from the Kansas Forest Service and Riley County Fire District #1

WUI Building Regulations

Encourage property owners to voluntarily comply with the relevant provisions of the International Wildland Urban Interface Code to support home hardening. Consider amending of the code recommendations to match current research recommendations (Maranghides et al., 2022):

- Home and structure setbacks should be structure-centric, not parcel-centric. Cross-boundary structure separation should always be a consideration.
- Existing high-density housing areas should prioritize home hardening as opposed to defensible space.
- New high-density developments should have complete defensible space and buildings that are extremely resistant to ignition. They should have HOAs or other forms of financial and regulatory collaboration set up to maintain community wildfire protection.

- Combustible fences should not be double-wide or placed less than 3 feet apart in parallel.

Evacuation Planning and Capacity

There is a high likelihood of evacuation congestion and long evacuation times during a wildfire in Riley County. Communities near Tuttle Creek Reservoir face particularly high evacuation challenges due to steep terrain, large stands of cedar and poor access.

Overgrown/dense vegetation that extends over roadway, narrow roads, one way access roads and low maintenance gravel create hazardous conditions for evacuees. (Figure 3.c.1). **Mitigation actions along sections of road with high risk for non-survivable conditions during a wildfire can increase the chances of survival for residents stranded in their vehicles during and decrease the chance that roadways become impassable due to flames.**



Figure 3.c.1. Some roads in Riley County have been well mitigated by removing tall trees and saplings, removing limbs on the remaining trees, and keeping grass mowed (left images). Other roads could experience potentially non-survivable conditions because they are lined by thick forests that have an abundance of ladder fuels (right images).

Photo credit: Riley County Fire District #1.

Reliable technology to provide warnings and information about evacuations can help residents feel confident in their ability to evacuate during a wildfire. Riley County uses the NE Kansas Notification System ([Everbridge](#)) to alert residents about a variety of events, ranging from severe weather, fires, floods, and other emergencies. Sign up and [manage your subscriptions](#) for items of interest to you. HOAs, and residents should actively extend awareness about the NE Kansas Notification System to neighbors that are unaware of the program.

Everbridge is used by Riley County to contact residents during emergencies, including during wildfire evacuations. Residents should register their cell phones and email addresses with Everbridge. Learn more about Lookout Alert and emergency notifications at <https://www.rileycountyks.gov/917/Emergency-Notifications>

We recommend the following steps for residents, HOAs, community groups, Riley County Fire District #1, and the Riley County Police Department to address evacuation concerns in Riley County:

- Conduct tree removal, cut low limbs, and mow grass along roadways to increase the likelihood of survivable conditions during a wildfire in accordance with existing Riley County road rights-of-way maintenance standards and practices,. Prioritize the roads with the most traffic and congestion and work out to the less congested roads [Figure 3.c.2]. See

Section 4.d. for recommended approaches to reduce wildfire risk along roadways.

- Coordinate with Riley County to increase participation in the local emergency alert system NE Kansas Notification System across Riley County.
- Regularly test the NE Kansas Notification System to ensure timely and accurate communication could occur during an evacuation.
- Educate residents about warning systems, protocols for evacuation orders, and evacuation etiquette prior to the need to evacuate the community. Communicate the importance of following evacuation orders; **failing to leave the community in a timely manner during a wildfire emergency can put first responders at risk.**
- Encourage residents to leave with one vehicle per household to reduce congestion for everyone.
- Encourage all households to develop family evacuation plans and to pack go-bags that are ready.
- Encourage residents to work with their neighbors to develop a plan for helping each other with evacuation if a resident is not at home, school-aged children or pets might be home alone, or residents have mobility impairments and need special assistance.
- Encourage residents to evacuate whenever they feel unsafe, even before receiving mandatory evacuation orders. All residents should leave promptly when they receive a mandatory evacuation order. This means having a family emergency plan already in place and having go-bags prepacked.
- Evaluate the efficacy of alternate methods of warnings and alerts, such as warning sirens. Research suggests that individuals trust and are more likely to respond to sirens than other warning systems like social media (National Academies of Sciences, Engineering, and Medicine, 2018).
- Make sure warnings and alerts can be understood by all residents, including those with English as a second language and with hearing impairments.

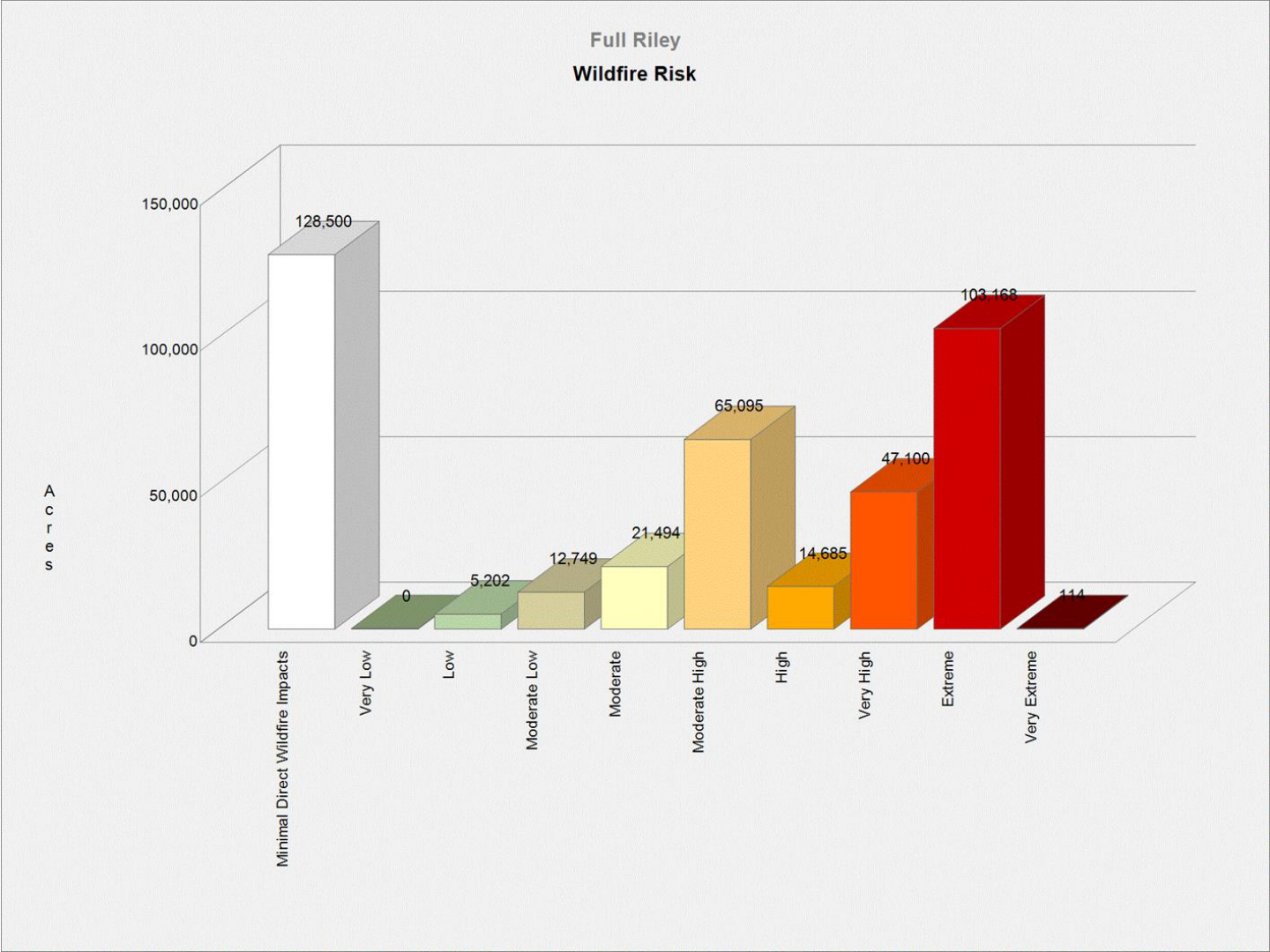


Figure 3.b.2. Relative risk ratings across Riley County. “Moderate” risk is a relative term – all residents within RCFD #1 are exposed to elevated fire danger due to topography, weather, fuels, etc in this part of Kansas, and should take recommended actions in this CWPP seriously

Accessibility and Navigability for Firefighters

Shared Driveways and Community Roads

Residents, Riley County, and HOAs can work together to ensure emergency responders are able to locate and access everyone's home. Narrow roads without turnarounds, tree limbs hanging over the road, and lots of dead and down trees by the road may make it nearly impossible for firefighters to defend. (Brown, 1994).

Where feasible, Riley County and residents should improve roadway access by widening road networks in areas with narrow roads and creating turnarounds and pullovers to accommodate fire engines and two-way traffic during evacuation. The community can apply for grants to remove trees from along roads to reduce the chance of non-survivable conditions occurring during wildfires. Residents can remove trees along driveways and prune low-hanging branches to increase horizontal and vertical clearance. According to the National Fire Protection Association, driveways and roads should have a minimum of 20 feet of horizontal clearance and 13.5 feet of vertical clearance to allow engines to safely access the roads (O'Connor, 2021).

Working cooperatively with Riley County Public Works, residents of Riley County can widen roads, remove fuels along roadways, etc. This can be time-consuming and expensive, but this work is vital for the safety of residents and first responders. Residents, community leaders, and county agencies can work together to share costs and apply for grants to facilitate this important work. Riley County's ongoing maintenance of rights of way adjacent to roads and highways in accordance with existing Riley County road rights-of-way maintenance standards and practices will be Riley County's contribution to these efforts.

3.c. Outreach and Education

Riley County should continue to engage with community members using a variety of methods, including community ambassadors, social media, and education materials for visitors of short-term rentals. The following priority recommendations may fall to different entities or partners within and around Riley County.

As your community makes progress on the top-priority actions outlined below, refer to the fire adapted communities' "wheel" (**Figure 3.1**) and seek additional ideas and resources from the [Fire Adapted Community Learning Network](#). Visit their website for more information on their programs and upcoming events.

Firewise Community

University Park has been a designated Firewise community since 2006. This is a great foundation to build off for planning community outreach and education events. Visit the Riley County Fire District #1 website for more information about when and where Firewise events will take place in the future.

Neighborhood Ambassador Program

Introducing and providing resources for the Neighborhood Ambassador Program could help residents better understand wildfire risks and spark coordinated action that effects positive change in Riley County. The neighborhood ambassador approach requires engaged volunteer ambassadors and a dedicated lead coordinator. See **Table 3.d.1** from the guide [Fire adapted communities neighborhood ambassador approach: Increasing preparedness through volunteers](#) for effective activities that neighborhood ambassadors can undertake (Wildfire Adapted Partnership, 2018).

Table 3.d.1. Potential activities for the neighborhood ambassador program. Table adapted from (Wildfire Adapted Partnership, 2018).

Example activity	Ambassador responsibility	Coordinator responsibility
Educational programs about defensible space and home hardening	Gauge interest of neighbors and select topics. Find a meeting location. Encourage neighbors to attend.	Arrange for specialists to make presentations. Advertise program through HOA newsletters, social media, etc.
Emergency planning	Organize an event for people to ask firefighters and law enforcement personnel about emergency planning and evacuation. Encourage residents to work with their neighbors to develop a plan for evacuation if a resident is not at home, school-aged children or pets might be home alone, or residents have mobility impairments and need special assistance.	Provide information to residents about emergency planning and go-bags. Arrange for specialists to make presentations. Advertise program through HOA newsletters, social media, etc.
Community chipping day	Secure HOA buy-in and request financial support. Select a date and organize event logistics. Encourage neighbors to attend.	Secure fuels module availability and grants or other financial support. Address liability and safety concerns. Advertise program through HOA newsletters, social media, etc.
Defensible space projects	Work with neighbors to identify high-priority project locations using insights from this CWPP. Secure HOA buy-in and request financial support. Select contractors and solicit bids. Oversee project completion.	Work with a certified forester for insights about effective treatment location and prescriptions, following guidelines in this CWPP. Identify potential contractors. Write scope of work for contract. Inspect project upon completion. Celebrate success through social media posts and newspaper articles.

Considerations for Vulnerable Populations

Social factors influence how impacted an individual or a community may be in the event of wildfire. This so-called social vulnerability is due to a lack of access to resources. The resources that are lacking can include infrastructure, social support, health, and financial means (Cutter et al., 2003). While Riley County at large may be well prepared for wildfire after engaging in this CWPP planning process, there is potential for some to fall through the cracks or struggle to engage in necessary mitigation and preparation work which makes them more at risk in the event of a fire.

Poverty, racial and ethnic discrimination, age, and physical ability are frequently factors that are associated with social stratification and result in resource inequity (Crowley, 2020; Cutter et al., 2003; Davies et al., 2018; Emrich et al., 2020; Hewitt, 2013; Ojerio et al., 2008). Thus, it is important to consider how to ensure that all community members can participate in the wildfire preparedness actions outlined in this CWPP.

Pre-fire

Before a fire, it is important to ensure that preparation and potential evacuation communication materials are available in other languages spoken in Riley County. Sole use of English in materials makes it difficult for people with lower proficiency in English to understand. This includes children, people with low literacy, and people who primarily speak other languages. Materials that use images and diagrams rather than words can make sure the broadest audience can understand any materials that Riley County distributes about wildfire.

Another major barrier is the ability to do the work recommended in this plan. Populations that may be impacted by this include those in lower income brackets who don't have the resources to harden their homes (i.e., by replacing their roofs, siding, and decks with non-combustible construction materials) and those with physical disabilities or impairments that keep them from doing the physical labor often involved in preparation and mitigation actions themselves. A CWPP is a great way to begin addressing economic disparity because it can provide a basis for Riley County to apply for grant funding to support mitigation work on behalf of the community.

To truly reduce the economic barrier at a community level, community leaders must design programs that are accessible for all income brackets. For example, providing mitigation services such as a community chipping program that is free for residents who fall within lower income brackets can encourage those residents to mitigate their properties when they may have otherwise found it inaccessible. Similarly, volunteer days can help those who are not physically able to engage in pre-fire protection of their home by connecting physically able community members with them to help do home hardening work.

Post-fire

Following a fire, households are often solely responsible for their own recovery. While challenging for everyone, this is a particular issue for those without equal access to the social aid that is available like FEMA recovery funds, information on the internet, and claims for insurance (Laska and Morrow, 2006; Méndez et al., 2020). Groups impacted by this can include older adults, undocumented folks, and those who speak English as a second language or not at all.

While planning for post-fire is less of a focus of this CWPP, it is worth mentioning that community ties are as important after a fire as they are in trying to reduce the impact of potential fire. Communities that consider who will need the most assistance after a fire ahead of time are better able to get those folks the help they need quickly.

Funding Opportunities for Wildfire Hazard Mitigation and Emergency Preparedness

There are many funding opportunities from federal, state, and local agencies as well as non-profits to assist in forest health and wildfire mitigation projects. These funds can increase capacity but cannot cover all the costs of fire mitigation needed within the valley. Residents and partners must put forth funds and time to complete this work.

Funding from Federal Agencies

- [Building Resilient Infrastructure and Communities \(BRIC\) grant program](#) supports states, local communities, Tribes, and territories as they undertake large-scale projects to reduce or eliminate risk and damage from future natural hazards. Homeowners, business operators, and non-profit organizations cannot apply directly to FEMA, but they can be included in sub-applications submitted by an eligible sub-applicant (local governments, Tribal governments, and state agencies).
- [Hazard Mitigation Assistance Grants Program \(HMGP\)](#) provides funding to state, local, Tribal, and territorial governments so they can rebuild in a way that reduces, or mitigates, future disaster losses in their communities. This grant funding is available after a presidentially declared disaster.
- [Assistance to Firefighters Grants \(AFG\)](#) help firefighters and other first responders obtain critical resources necessary for protecting the public and emergency personnel from fire and related hazards.
- [Fire Prevention & Safety \(FP&S\) Grants](#) support projects that enhance the safety of the public and firefighters from fire and related hazards.
- [Staffing for Adequate Fire and Emergency Response \(SAFER\)](#) grants directly fund fire departments and volunteer firefighter organizations to help increase their capacity.
- [Community Wildfire Defense Grants](#) (CWDG) are funded annually through the National Forest Service and help communities take action on implementation projects outlined in recent CWPPs.

Opportunities from Non-Governmental Organizations

- Coalitions and Collaboratives, Inc. manages the [Action, Implementation, and Mitigation Program \(AIM\)](#) to increase local capacity and support wildfire risk reduction activities in high-risk communities. AIM provides direct support to place-based wildfire mitigation

organization with pass-through grant funding, on-site engagement, technical expertise, mentoring, and training on mitigation practices to help high-risk communities achieve their wildfire adaptation goals.

Supporting the Fire District

- The [Staffing for Adequate Fire and Emergency Response \(SAFER\)](#) grants can help fund staff capacity for fire departments.
- The [Assistance to Firefighters Grants \(AFG\)](#) can provide critical response resources for firefighters and emergency responders.
- Community support is also vital to the success of the fire stations:
 - Riley County is supported by volunteer responders who respond to fires, medical emergencies, and rescues every day of the year. Learn more about how you can volunteer by contacting your local fire department.
 - Financial support in the form of monetary donations or support of local ballot measures that provide tax revenue for RCFD #1 is vital to their success in responding to residents in their time of need.
 - Attend events hosted by RCFD #1. Seeking out information to protect your home from fire danger can also help protect your local firefighters. Sharing this information within your community can build community resilience and can help lower implementation costs for individual homeowners for many projects.

4. Implementation Recommendations for Fuel Treatments and Ecological Restoration

4.a. Objectives and Benefits of Fuel Treatments and Ecological Restoration

Fuel Treatments

Fuel treatments are a land management tool for reducing wildfire hazard by decreasing the amount and altering the distribution of wildland fuels. Common goals of stand-scale fuel treatments are to reduce the risk of active or passive crown fires and to reduce fire intensity. This is achieved by removing trees, increasing the distance between tree crowns, removing small trees, shrubs, and low branches to increase the distance between surface fuels and tree crowns, and removing downed trees and other dead vegetation (Agee and Skinner, 2005). Fuel treatment methods include tree thinning, pruning, pile burning, broadcast prescribed burning, and fuel mastication.

“Given the right conditions, wildlands will inevitably burn. It is a misconception to think that treating fuels can ‘fire-proof’ important areas... Fuel treatments in wildlands should focus on creating conditions in which fire can occur without devastating consequences, rather than on creating conditions conducive to fire suppression” (Reinhardt et al. 2008).

Strategically located, high-quality fuel treatments can create tactical options for fire suppression (Jolley, 2018; Plucinski, 2019; Reinhardt et al., 2008). Fuel treatments along trails, ridgelines, and other features can allow firefighters opportunities to use direct or indirect suppression techniques to contain fire spread. For example, keeping an access road or long driveway well maintained may allow firefighters to use it to stop a fire.

Ecological Restoration

Ecological restoration is the process of assisting the recovery of an ecosystem that has been damaged, degraded, or destroyed (SER, 2004). Many forests in the western United States have been damaged, degraded, or destroyed because of changes to their historical fire regimes following Euro-American colonization.

Prescribed fire, along with pasture clearing, is a phenomenal tool to both restore degraded landscapes, as well as mitigate wildfire risk. By removing fuels under controlled conditions, land managers are able to fine tune the ecological effects of the treatment and prevent those acres from being part of a wildfire.

Treatment Types Covered in the CWPP

This CWPP covers fuel treatments in the home ignition zone 3, stand-level fuel treatments, and roadside fuel treatments, each with their own objectives and benefits:

Fuel Treatment Category	Primary Objectives and Benefits
Defensible space in home ignition zone 3 (30-100	Reduce surface fuels, reduce tree density, and increase the distance between surface and canopy fuels.

feet away from the home)	Moderate fire behavior near structures and increase their chance of surviving a wildfire. Increase safety and access for wildland firefighters. Increase the visibility of structures from roadways to assist wildland firefighters with locating and accessing your home. Coordinate with partners when home ignition zone 3 overlaps neighboring properties to address shared wildfire risk. Linked defensible space creates safer conditions and better tactical opportunities for wildland firefighters. Defensible space projects that span ownership boundaries are better candidates for grant funding due to their strategic value.
Stand-level ecological restoration / fuel treatments	Reduce surface fuels, reduce tree density, and increase the distance between surface and canopy fuels. Restore ecological conditions to create more fire-resilient ecosystems. Reduce the likelihood of high-severity wildfires near communities. Create tactical opportunities for fire suppression.
Roadside fuel treatments	Dramatically reduce or eliminate surface and canopy fuels. Reduce the likelihood of non-survivable conditions along roadways during wildfires. Create tactical opportunities for fire suppression. Increase the visibility of structures from roadways to assist wildland firefighters.

4.b. Priorities for Ecological Restoration and Roadside Fuel Treatments in Riley County

Altering potential wildfire behavior and restoring ecological conditions requires a landscape-scale approach to treatments across ownership boundaries. We located and prioritized project areas for roadside fuel treatments, ecological restoration, and/or stand-level fuel treatments within and around Riley County to be implemented in the next 5 years (**Figure 4.b.1**)a. These project areas cross ownership boundaries and require community-wide commitment, coordination, and collaboration among private landowners, public land managers, and forestry professionals to create successful outcomes.

The section below describes the current conditions in each CWPP project area, treatment objectives and benefits, potential treatment types, project leads, and relative importance. The relative importance and feasibility of treatments is reflected in their timeline—partners aim to conduct treatments for immediate action in the next 1-2 years, short-term treatments are targeted for the next 3-4 years, and mid-term projects for the for the next 5-10 years. Mid-term projects will require more coordination, funding, and other enabling conditions before implementation can begin.

The CWPP implementation plan for stand-level and roadside treatments focuses on high-priority locations, but this does not discourage ecological restoration and fuel mitigation in other areas. If multiple neighbors work together to mitigate fire risk across ownership boundaries, it could attract funding and increase the priority and effectiveness of treating those areas. Riley County, HOAs, residents, and land managers should reevaluate fire risks and reprioritize treatment units as conditions change over time.

Roadside Fuels Reduction

This was selected for a priority project because non-survivable conditions along roadways is a critical issue across Riley County.

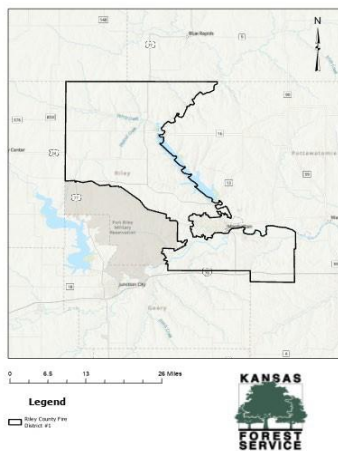
Roadside Fuels Reduction

Treatment objectives: Remove fuels including eastern red cedar along public roadways in an attempt to keep potential flame lengths below 8 feet. This will provide safe evacuation and allow for effective use of roadways as fuel breaks during wildfire events.

Treatment type: Fuels Reduction

Priority: 3

Lead and support organizations: RCFD #1, RCPW & KFS



Map of the project area.

Defensible Space Fuels Reduction

This was selected for a priority project because creating defensible space around structures throughout the WUI is critical to creating safe firefighting conditions and saving structures.

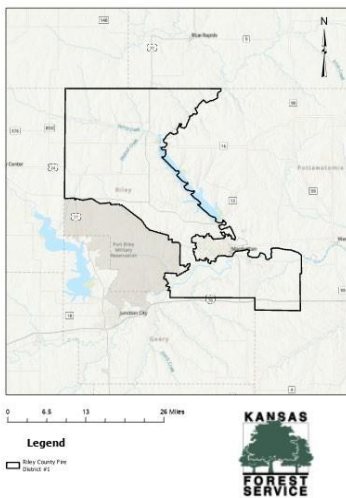
Defensible Space Fuels Reduction

Treatment objectives: Remove fuels including eastern red cedar in the Home Ignition Zone to create defensible space, which will increase structure survival rates and firefighter effectiveness during wildfire events.

Treatment type: Fuels Reduction/Education

Priority: 1

Lead and support organizations: RCFD #1, HOAs & KFS



Map of the project area.

Chipper Days

This was selected for a priority project because slash removal is a critical roadblock for homeowners who apply Home Ignition Zone practices in the WUI. Chipping and removing slash will allow homeowners to treat more of their property.

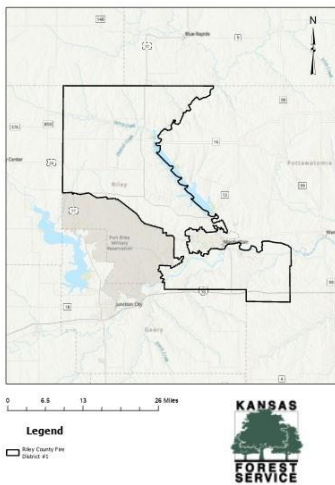
Chipper Days

Treatment objectives: Provide chipping and slash removal services to communities so that homeowners without means to transport slash off their property can remove the slash and reduce wildfire risk.

Treatment type: Slash Management/Education

Priority: 4

Lead and support organizations: RCFD #1, HOAs & KFS



Map of the project area.

Stand Restoration

This was selected for a priority project because increasingly extreme wildfires are directly tied to the degradation of native habitats present in Riley County.

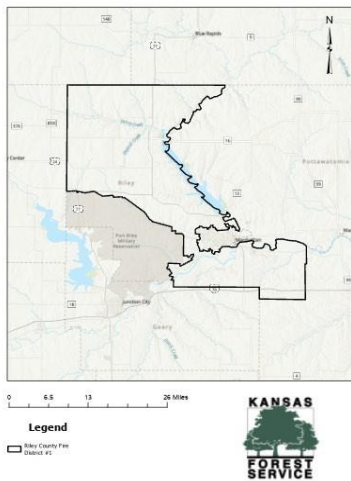
Stand Restoration

Treatment objectives: Strategically remove invasive coniferous trees to reduce wildfire risk, increase firefighter access and set back seed sources that are leading to cedar encroachment in the WUI, thereby reducing risk long-term.

Treatment type: Fuels Reduction

Priority: 8

Lead and support organizations: RCFD #1 HOAs, Private landowners and KFS



Map of the project area.

Driveway Access Fuels Reduction

This was selected for a priority project because steep, heavily forested private driveways are a significant hazard to homeowners and firefighters during a wildfire event.

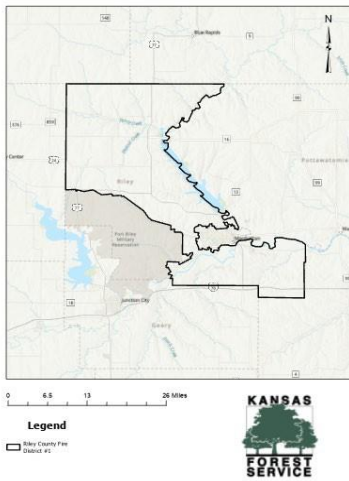
Driveway Access Fuels Reduction

Treatment objectives: Remove fuels along private driveways in an attempt to keep potential flame lengths below 8 feet. This will provide safe evacuation and allow for effective use of driveways as fuel breaks during wildfire events.

Treatment type: Fuels Reduction

Priority: 2

Lead and support organizations: RCFD #1, Private Landowners & KFS



Map of the project area.

Community Wildfire Reduction Workshops

This was selected for a priority project because educating homeowners on Home Ignition Zone practices is critical to reducing wildfire impacts in Riley County

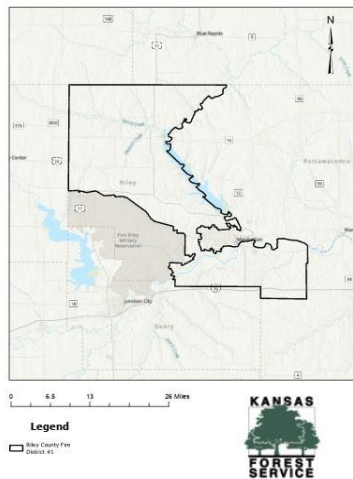
Community Wildfire Reduction Workshops

Treatment objectives: Hold public workshops demonstrating HIZ practices in order to equip homeowners to apply practices on their own properties.

Treatment type: Education

Priority: 5

Lead and support organizations: RCFD #1, Private Landowners & KFS



Map of the project area.

Prescribed Burn Association Assistance

This was selected for a priority project because prescribed burning on private lands is the most effective method to reduce fuels across the CWPP area.

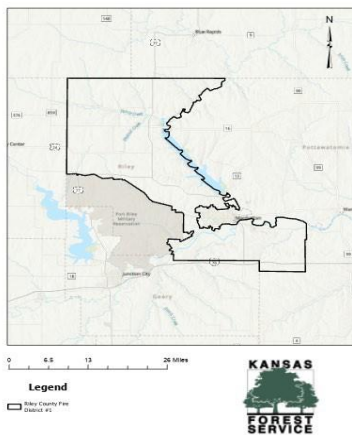
Prescribed Burn Association Assistance

Treatment objectives: Provide resources and training to further the impact of new and existing PBAs within the project area.

Treatment type: Fuels Reduction

Priority: 7

Lead and support organizations: RCFD #1, KSPBA & KFS



Map of the project area.

Public-Private Boundary Treatments

This was selected for a priority project because many of the significant wildfires occurring in Riley County originate on Federal lands.

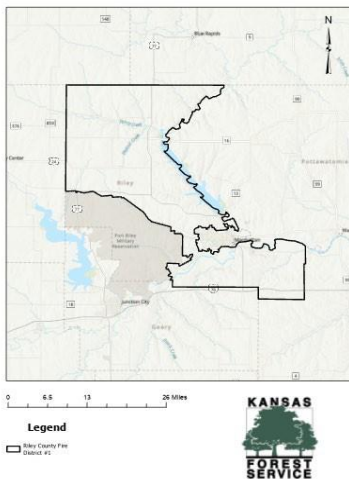
Community Wildfire Reduction Workshops

Treatment objectives: Create Fuel breaks on the private side of public-private land boundaries in Riley County.

Treatment type: Fuels

Priority: 6

Lead and support organizations: RCFD #1, Private Landowners & KFS



Map of the project area.

4.c. General Recommendations for Home Ignition Zone 3 and Stand-scale Treatments

Local knowledge and professional expertise are needed to design effective, site-specific fuel treatments based on the best available science. Specific fuel treatment recommendations are dependent on forest type, tree density, fuel loads, terrain, land use, and management objectives. The location and purpose of treatments also matter. Treatments in large, forested areas can include the retention of individual trees and groups of trees. Evenly and widely spaced trees might be reasonable in the home ignition zone 3, but this tree arrangement would not be appropriate for restoration-style fuel treatments.

Treatments in home ignition zone 3 (30-100 feet away from the home) can restore historical forest structure, but it is most important to focus on reducing wildfire risk to the home, creating safe conditions for fire fighters, and increasing the visibility of your home from the road for firefighters. Homeowners often enjoy the more open forest around their home because it lets in more light which encourages understory grasses and shrubs to grow and, in turn, can increase wildlife sightings near their home. Home ignition zone 3 often overlaps neighboring properties and requires residents to work together to address shared wildfire risk.

For all fuel treatments, it is important to address surface fuels. Forest management operations often increase surface fuel loads and can fail to achieve fire mitigation objectives if fuels created by the harvest activities (also known as slash) are not addressed (Agee and Skinner, 2005). Slash can include small trees, limbs, bark, and treetops. See **Section 4.e. Approaches to Slash Management** for pros and cons of different slash management options.

Mitigating the impacts of tree removal on soil compaction and erosion is also important when treatments occur near streams and riparian ecosystems. Treatments should be monitored for colonization of invasive, weedy plants that might require control through integrated weed management. It's always a good idea to take pictures of treatments before and after to help evaluate effectiveness and monitor changes over time.

4.d. General Recommendations for Roadside Fuel Treatments

Treatments along roadways require a dramatic reduction of fuels to create safe and survivable conditions. This includes removing most trees adjacent to the roadway, limbing remaining trees, and regularly mowing grass and shrubs (**Figure 4.d.1**). Treatments along roadways are often described as shaded fuelbreaks (Dennis, 2005). See **Table 4.d.2** for some example recommendations for roadside fuel treatments in Riley County.

The width of an effective roadside fuel treatment (distance to the left and right of a road) is dependent on slope. It is recommended that treatments extend 150 to 240 feet off the downhill side of the road and 100 to 150 feet off the uphill side. Wider treatments may be necessary or convenient on the downhill side on steeper slopes due to the exacerbating effect of slope on fire intensity when fires travel uphill (**Table 4.d.1**) (Dennis, 2005). In all circumstances treatments will be performed pursuant to existing Riley County road rights-of-way maintenance standards and practices. Important best practices (when applicable/feasible in light of available equipment and resources) of all roadside fuel treatments include:

- Removing limbs overhanging the road to create **at least** 13.5-feet of vertical clearance. See

Figure 3.a.3 for a depiction of how to measure limb height.

- Removing trees alongside the road to create **at least** 20-feet of horizontal clearance.
- Removing trees to create **at least** 10-feet crown spacing between remaining trees within the roadside treatment zone specified in **Table 4.d.1**. See **Figure 3.a.3** for a depiction of how to measure crown spacing.
- Removing shrubs and regeneration that can serve as ladder fuels.
- Mowing grasses adjacent to the road.
- Remove slash following fuel treatments. See **Section 4.e. Approaches to Slash Management** for pros and cons of different slash management options.

Along important evacuation routes that could experience extreme congestion, roadside treatments should be more aggressive and consist of near removal of all trees within at least 30 feet of roadways.

Some residents find roadside fuel treatments aesthetically displeasing because of the removal of so many trees, but these treatments are vital for increasing the safety of residents and firefighters in this community. Roadside treatments must dramatically reduce fuel loads to effectively reduce the risk of non-survivable conditions developing during wildfires.



Figure 4.d.1. Effective roadside fuel treatments remove enough trees to result in widely space crowns, remove ladder fuels (seedlings, saplings, shrubs, and low limbs), and reduce surface fuels. More dramatic tree removal along roadways can create even safer roadside conditions where appropriate. Photo credits: Genesee Foundation (top) and USDA/FPAC/GEO/Google Earth (bottom).

Table 4.d.1. Examples of conditions occurring along roadways in Riley County and suggestions for treatment and improvement.

Roadway example	Suggestions for improvement
	• Clear trees and tall shrubs away from the roadways • Clear extra space on the downhill side
	• Mowing along the side of the road is recommended for the tall grasses. • Burning road ditches during favorable weather conditions can help widen fuel breaks.
	• Remove trees that are leaning over the roadway because they could fall and trap residents during an evacuation • Clear all trees on the sides of the roadways

4.e. Approaches to Slash Management

Forest management operations often increase surface fuel loads and can fail to achieve fire mitigation objectives if fuels created by the harvest activities (also known as slash) are not addressed (Agee and Skinner, 2005). Slash can include small trees, limbs, bark, and treetops. Slash management is a critical step in the forest management process. It is unwise, ineffective, and even dangerous to conduct poor-quality fuels treatments that fail to reduce canopy fuels, result in increased surface fuel loads, and do not receive maintenance treatments. Such treatments can lead to a false sense of security among residents and fire suppression personnel (Dennis, 2005), and they divert limited funds away from more effective, strategic projects.

Leaving untreated slash within roadside fuel treatments is particularly counterproductive. The risk of active crown fire might be lower after a thinning operation, but untreated slash in fuel treatments can burn at high intensities and endanger the lives of residents stuck on roadways during a wildfire. Slash is easier and cheaper to manage along roadways due to access, and roads can serve as highly effective holding features for controlled burning of grass in the spring and fall and pile burning in the summer.

Methods for managing slash come with different benefits and challenges (**Table 4.e.1**). For example, lop-and-scatter and mastication do not remove surface fuels from the site, they only rearrange them. It can take a decade or more for slash to decompose to a point where it no longer poses a significant fire hazard. Broadcast prescribed burning and pile burning are more effective at removing surface fuels, but they require extensive planning and expertise to conduct properly.

Riley County and HOAs should work together to develop a slash management strategy for the area.

5. The Future of the CWPP and Implementation Plan

Below are strategic actions for residents, RCFD #1, other community groups, public land managers, county, state, and federal agencies, and non-profit conservation groups to accomplish in the short-, mid-, and long-term (see definitions below). Some activities have low financial cost but require a fundamental shift in attitudes and behavior to prioritize wildfire risk mitigation. Other actions are more substantial and require commitment and collaboration across the community to pool resources, apply for grants, and make incremental steps towards meaningful change.

5.a. Implementation Phases

Short-term actions	Mid-term actions	Long-term actions
• Can be implemented within the remainder of 2024. • Can be accomplished within the current funding capacity for the fire district and , and residents. • Can occur within the context of the current volunteer base, with modest expansion. • Can capitalize on current relationships with emergency response partners and land managers.	• Can be implemented within 18-24 months, generally in 2025 and 2026. • Will require expansion of the current Firewise volunteer base. • Requires new cooperative relationships with emergency response partners, land managers, and non-profit organizations. • Actions that are already in the planning stages and have some portion of funding already identified.	• Require planning to start within 18-24 months so implementation can occur after 2025. • Requires multi-year planning and funding. • Requires extensive grant funding. • Requires local staffing beyond volunteers.

5.b. Implementation Activities and Responsibilities

Recommendation	Responsibility	Timeline
Category: Fire Adapted Communities		
Adopt the Fire Adapted Communities as the overarching vision and strategy for CWPP implementation.	RCFD #1, HOAs, residents	Short-term
Volunteer annually during University Park's Firewise Education Day during the summer to encourage residents to implement home hardening and defensible space.	Residents	Short-term
Recommendation	Responsibility	Timeline
Category: District Capacity and Outreach		
Form a volunteer group called the CWPP Implementation Committee, or other mutually agreeable name to continue momentum developed by the CWPP. Create a regular meetup schedule to talk through progress.	RCFD #1	Short-term
Collaborate with adjacent fire protection districts to establish a cooperative paid outreach or mitigation position to increase capacity. Could be full-time or part time but must be able to work directly with residents on mitigation.	RCFD #1	Long-term
Category: Home Ignition Zone		
Complete maintenance of your home ignition zone annually. Add 1-2 new mitigation actions each year.	Residents	Short-term
Conduct 20 home assessments to provide specific recommendations to individual homeowners.	RCFD #1, volunteers and/or CWPP committee	Mid-term
Category: Linked Defensible Space and Fuel Treatments		
Focus initial efforts on mitigating fire risk in areas with extreme fire risk. Have formal conversations about each area within 6 months of this document being signed.	RCFD #1, HOAs, residents, and other partners	Short- to mid-term

Work together to pool financial and other resources and pursue grants. Apply for 3-5 grants annually.	RCFD #1, HOAs and residents	Mid- to long-term
Recommendation	Responsibility	Timeline
Category: Slash Management		
Develop a slash management strategy within 1 year, including judiciously relaxing slash burning prohibitions.	RCFD #1 and HOAs	Short-term
Implement a community chipping program.	RCFD #1 and HOAs	Mid-term
Category: Evacuation Preparedness		
Develop a family evacuation plan and go-bags. Plans should include considerations of pets and livestock if applicable.	Residents	Short-term
Sign up for emergency notification through Emergency Notifications Riley County Official Website (rileycountyks.gov) .	Residents	Short-term
Category: Firefighter Access and Evacuation Safety		
Improve driveway access for firefighters.	Residents and HOAs	Mid-term
Coordinate efforts to mitigate hazardous conditions along private and HOA roadways.	RCFD #1 and local land managers	Mid- to long-term

5.c. CWPP as a Living Document

It is recommended to update them every *5 years, at minimum*. CWPPs greater than 10 years old are outdated and can exclude communities from successfully applying for competitive funding opportunities.

The update to this plan can either be a preface to this document or a new document that integrates with this one. The update to this plan should include:

- A description of progress made since the CWPP was created.
- A description of demographic changes in the community and other important infrastructure changes.
- Identification of new risks in the community.
- Updated risk analysis if major changes have happened between revisions.
- Updated and prioritized projects for the community with maps and descriptions

The suggested review process involves:

- Reviewing the existing CWPP

- Engaging partners that have a vested interest in the plan
- Hosting collaborative meetings
- Documenting completed projects and demographic and landscape changes
- Developing updated wildfire risk reduction priorities
- Updating maps
- Distributing updated drafts to key partners for review and input prior to final approval
- Finalizing with core team signatures and submit to Kansas Forest Service.

This CWPP is a **call to action!** Becoming a fire adapted community and decreasing wildfire risk takes concerted effort, time, and coordination. Use it to spark action on your property and across your neighborhood and entire community. The need to protect lives, safety, and property from wildfire is too great to wait.

6. Glossary

20-foot wind speed: The rate of sustained wind over a 10-minute period at 20 feet above the dominant vegetation. The wind adjustment factor to convert surface winds to 20-foot wind speeds depends on the type and density of surface fuels slowing down windspeeds closer to the ground (NWCG, 2021).

Active crown fire: Fire in which a solid flame develops in the crowns of trees and advances from tree crown to tree crown independently of surface fire spread (NWCG, 2018b).

Basal area: Cross sectional area of a tree measured at breast height (4.5 feet above the ground). Used as a method of measuring the density of a forest stand in units such as ft²/acre (USFS, 2021b).

Broadcast prescribed burning (aka, prescribed burn, controlled burn): A wildland fire originating from a planned ignition in accordance with applicable laws, policies, and regulations to meet specific objectives (NWCG, 2018b).

Canopy cover: The ground area covered by the crowns of all trees in an area as delimited by the vertical projection of their outermost crown perimeters (NWCG, 2019).

Canopy fuels: The stratum of fuels containing the crowns of the tallest vegetation (living or dead), usually above 20 feet (NWCG, 2018b).

Canopy height: The average height of the top of the vegetated canopy (NWCG, 2019).

Canopy: The more or less continuous cover of branches and foliage formed collectively by adjacent tree crowns (USFS, 2021b).

Canyon: A long, deep, very steep-sided topographic feature primarily cut into bedrock and often with a perennial stream at the bottom (NRCS, 2017).

Chain: Chains are commonly used in forestry and fire management as a measure of distance. 1 chain is equivalent to 66 feet. Chains were used for measurements in the initial public land survey of the U.S. in the mid-1800s.

Chute: A steep V-shaped drainage that is not as deep as a canyon but is steeper than a draw. Normal upslope air flow is funneled through a chute and increases in speed, causing upslope preheating from convective heat, thereby exacerbating fire behavior (NWCG, 2008).

Community Wildfire Protection Plan (CWPP): A plan developed in the collaborative framework established by the Wildland Fire Leadership Council and agreed to by state, Tribal, and local governments, local fire departments, other partners, and federal land management agencies in the vicinity of the planning area. CWPPs identify and prioritize areas for hazardous fuel reduction treatments, recommend the types and methods of treatment on Federal and non-Federal land that will protect one or more at-risk communities and essential infrastructure, and recommend measures to reduce structural ignitability throughout the at-risk community. A CWPP may address issues such as wildfire response, hazard mitigation, community preparedness, and structure protection (NWCG, 2018b).

Convection: A type of heat transfer that occurs when a fluid, such as air or a liquid, is heated and travels away from the source, carrying heat along with it. Air around and above a wildfire expands as it is heated, causing it to become less dense and rise into a hot convection column. Cooler air flows in to replace the rising gases, and in some cases, this inflow of air creates local winds that further fan the flames. Hot convective gases move up slope and dry out fuels ahead of the flaming front, lowering their ignition temperature and increasing their susceptibility to ignition and fire spread. Homes located at the top of a slope can become preheated by convective heat transfer. Convection columns from wildfires carry sparks and embers aloft.

Crown (aka, tree crown): Upper part of a tree, including the branches and foliage (USFS, 2021b).

Defensible space: The area around a building where vegetation, debris, and other types of combustible fuels have been treated, cleared, or reduced to slow the spread of fire and reduce exposure to radiant heat and direct flame. It is encouraged that residents develop defensible space so that during a wildfire their home can stand alone without relying upon limited firefighter resources due to the great reduction in hazards they have undertaken. The Colorado State Forest Service defines three zones of defensible space: zone 1 (HIZ 1) as 0 to 5 feet from the home, zone 2 (HIZ 2) as 5 to 30 feet from the home, and zone 3 (HIZ 3) as 30 to about 100 feet from the home (CSFS, 2021).

Direct attack: Any treatment applied directly to burning fuel such as wetting, smothering, or chemically quenching the fire or by physically separating the burning from unburned fuel (NWCG, 2018b).

Draws: Topographic features created by a small, natural watercourse cutting into unconsolidated materials. Draws generally have a broader floor and more gently sloping sides than a ravine or gulch (NRCS, 2017).

Ecological restoration: The process of assisting the recovery of an ecosystem that has been damaged, degraded, or destroyed (SER, 2004). Kansas is primarily a grassland dominated, fire adapted ecosystem. Prior to European settlement, large fires occurred throughout the state with most of those being ignited by Native Americans and dry lightning. As a result, tree and woody species were confined to low lying areas along rivers and streams and rock outcroppings where there was little fuel to carry a fire.

As Europeans settled the State, the land was divided into ownership boundaries with various management objectives carried out by the owner. The settlers along with early Governmental programs planted significant number of trees across the landscape for windbreaks, livestock, farmstead protection and in the developing cities and towns. Significant fire suppression was done. With the suppression of fires and varying landowner management objectives, over time, the result has been an increase of trees and woody species in Reno County. Ecological restoration involves transforming areas beyond the WUI to the historical grassland biome.

Ember: Small, hot, and carbonaceous particles. The term “firebrand” is also used to connote a small, hot, and carbonaceous particle that is airborne and carried for some distance in an airstream (Babrauskas, 2018).

Fire adapted community (FAC): A human community consisting of informed and prepared citizens collaboratively planning and taking action to safely coexist with wildland fire (NWCG, 2018b). There is not a checklist or one silver bullet to become a FAC; there are many strategic actions and tools that should be used together to reduce shared risk. Risk mitigation is the responsibility of everyone who lives and works in the community—residents, community groups, fire protection districts, agency partners, non-governmental organizations, etc. Fire adaptation is an ongoing process of collaborative action to identify risk, mitigate it, and maintain the work overtime.

Fire behavior: The manner in which a fire reacts to the influences of fuel, weather, and topography. Characteristics of fire behavior include rate of spread, fire intensity, fire severity, and fire behavior category (NWCG, 2018b).

Fire history: A general term referring to the historic fire occurrence in a specific geographic area (NWCG, 2018b).

Fire intensity (aka, fireline intensity): (1) The product of the available heat of combustion per unit of ground and the rate of spread of the fire, interpreted as the heat released per unit of time for each

unit length of fire edge, or (2) the rate of heat release per unit time per unit length of fire front (NWCG, 2018b).

Fire regime: Description of the patterns of fire occurrences, frequency, size, and severity in a specific geographic area or ecosystem. A fire regime is a generalization based on fire histories at individual sites. Fire regimes can often be described as cycles because some parts of the histories usually get repeated, and the repetitions can be counted and measured, such as fire return interval (NWCG, 2018b).

Fire severity. Degree to which a site has been altered or disrupted by fire; loosely, a product of fire intensity and residence time (NWCG, 2018b). Fire severity is determined by visually inspecting or measuring the effects that wildfire has on soil, plants, fuel, and watersheds. Fire severity is often classified as low-severity (less than 20% of overstory trees killed) and high severity (more than 70% of overstory trees kills). Moderate-severity or intermediate fire severity falls between these two extremes (Agee, 1996). Specific cutoffs for fire severity classifications differ among researchers. For example, Sherriff et al. (2014) define high-severity fires as those killing more than 80% of overstory trees.

Fire weather conditions: Weather conditions that influence fire ignition, behavior, and suppression, for example, wind speed, wind direction, temperature, relative humidity, and fuel moisture (NWCG, 2018b).

Firebreak: A natural or constructed barrier where all vegetation and organic matter have been removed down to bare mineral soil. Firebreaks are used to stop or slow wildfires or to provide a control line from which to work (Bennett et al., 2010; NWCG, 2018b).

Fireline: (1) The part of a containment or control line that is scraped or dug to mineral soil, or (2) the area within or adjacent to the perimeter of an uncontrolled wildfire of any size in which action is being taken to control fire (NWCG, 2018b).

Flame length: The distance between the flame tip and the midpoint of the flame depth at the base of the flame (generally the ground surface). Flame length is measured on an angle when the flames are tilted due to effects of wind and slope. Flame length is an indicator of fire intensity (NWCG, 2018b).

Fuel reduction: Manipulation, combustion, or removal of fuels to reduce the likelihood of ignition and/or to lessen potential damage from wildfires and resistance to control (NWCG, 2018b).

Fuelbreak: A natural or manmade change in fuel characteristics which affects fire behavior so that fires burning into them can be more readily controlled. Fuelbreaks differ from firebreaks due to the continued presence of vegetation and organic soil. Trees in shaded fuelbreaks are thinned and pruned to reduce the fire potential but enough trees are retained to make a less favorable microclimate for surface fires (NWCG, 2018b).

Fuels mitigation / management: The act or practice of controlling flammability and reducing resistance to control of wildland fuels through mechanical, chemical, biological, or manual means, or by fire, in support of land management objectives (NWCG, 2018b).

Fuels: Any combustible material, most notably vegetation in the context of wildfires, but also including petroleum-based products, homes, and other man-made materials that might combust during a wildfire in the wildland-urban interface. Wildland fuels are described as 1-, 10-, 100-, and 1000-hour fuels. One-hour fuels are dead vegetation less than 0.25 inch in diameter (e.g., dead grass), ten-hour fuels are dead vegetation 0.25 inch to 1 inch in diameter (e.g., leaf litter and pine needles), one hundred-hour fuels are dead vegetation 1 inch to 3 inches in diameter (e.g., fine branches), and one thousand-hour fuels are dead vegetation 3 inches to 8 inches in diameter (e.g., large branches).

Fuels with larger diameters have a smaller surface area to volume ratio and take more time to dry out or become wetter as relative humidity in the air changes (NWCG, 2018b).

Handcrews: A number of individuals that have been organized and trained and are supervised principally for operational assignments on an incident (NWCG, 2018b).

Handline: Fireline constructed with hand tools (NWCG, 2018b).

Hazards: Any real or potential condition that can cause injury, illness, or death of personnel, or damage to, or loss of equipment or property (NWCG, 2018b).

Home hardening: Steps taken to improve the chance of a home and other structures withstanding ignition by radiant and convective heat and direct contact with flames or embers. Home hardening involves reducing structure ignitability by changing building materials, installation techniques, and structural characteristics of a home (California Fire Safe Council, 2020). A home can never be made fireproof, but home hardening practices in conjunction with creating defensible space increases the chance that a home will survive a wildfire.

Home ignition zone (HIZ): The characteristics of a home and its immediate surroundings within 100 feet of structures. Conditions in the HIZ principally determine home ignition potential from radiant heat, convective heat, and ember cast (NWCG, 2018b).

Ignition-resistant building materials: Materials that resist ignition or sustained flaming combustion. Materials designated ignition-resistant have passed a standard test that evaluates flame spread on the material (Quarles, 2019; Quarles and Pohl, 2018).

Incident Response Pocket Guide (IRPG): Document that establishes standards for wildland fire incident response. The guide provides critical information on operational engagement, risk management, all hazard response, and aviation management. It provides a collection of best practices that have evolved over time within the wildland fire service (NWCG, 2018a).

Indirect attack A method of suppression in which the control line is located some considerable distance away from the fire's active edge. Generally done in the case of a fast-spreading or high-intensity fire and to utilize natural or constructed firebreaks or fuelbreaks and favorable breaks in the topography. The intervening fuel is usually backfired; but occasionally the main fire is allowed to burn to the line, depending on conditions (NWCG, 2018b).

Insurance Services Office (ISO) rating: ISO ratings are provided to fire departments and insurance companies to reflect how prepared a community is for fires in terms of local fire department capacity, water supply, and other factors (see more information online at <https://www.isomitigation.com/ppc/fsrs/>).

Ladder fuels: Fuels that provide vertical continuity between strata, thereby allowing fire to carry from surface fuels into the crowns of trees with relative ease. Ladder fuels help initiate torching and crowning and assure the continuation of crowning. Ladder fuels can include small trees, brush, and lower limbs of large trees (NWCG, 2018b).

Lop-and-scatter: Cutting (lopping) branches, tops, and unwanted boles into shorter lengths and spreading that debris evenly over the ground such that resultant logging debris will lie close to the ground (NWCG, 2018b).

Mastication: A slash management technique that involves using a machine to grind, chop, or shred vegetation into small pieces that then become surface fuel (Jain et al., 2018).

Mitigation actions: Actions that are implemented to reduce or eliminate (mitigate) risks to persons, property, or natural resources. These actions can be undertaken before and during a wildfire. Actions before a fire include fuel treatments, vegetation modification in the home ignition zone, and

structural changes to increase the chance a structure will survive a wildfire (aka, home hardening). Mitigation actions during a wildfire include mechanical and physical tasks, specific fire applications, and limited suppression actions, such as constructing firelines and creating "black lines" through the use of controlled burnouts to limit fire spread and behavior (NWCG, 2018b).

Mosaic landscape: A heterogeneous area composed of different communities or a cluster of different ecosystems that are similar in function and origin in the landscape. It consists of 'patches' arranged in a 'matrix', where the patches are the different ecosystems and the matrix is how they are arranged over the land (Hansson et al., 1995).

National Wildfire Coordinating Group (NWCG): An operational group established in 1976 through a Memorandum of Understanding between the U.S. Department of Agriculture and Department of the Interior to coordinate programs of the participating agencies to avoid wasteful duplication and to provide a means of constructively working together. NWCG provides a formalized system and agreed upon standards of training, equipment, aircraft, suppression priorities, and other operational areas. More information about NWCG is available online at <https://www.nwcg.gov/>.

Noncombustible building materials: Material of which no part will ignite or burn when subjected to fire or heat, even after exposure to moisture or the effects of age. Materials designated noncombustible have passed a standard test (Quarles, 2019; Quarles and Pohl, 2018).

Non-survivable road: Portions of roads adjacent to areas with predicted flame lengths greater than 8 feet under severe fire weather conditions. Potentially non-survivable flame lengths start at 8 feet according to the Haul Chart, which is a standard tool used by firefighters to relate flame lengths to tactical decisions (NWCG, 2019). Drivers stopped or trapped on these roadways would have a low chance of surviving radiant heat from fires of this intensity. Non-survivable conditions are more common along roads that are lined with thick forests, particularly with trees that have limbs all the way to the ground and/or abundant saplings and seedlings.

Overstory: Layer of foliage in a forest canopy, particularly tall mature trees that rise above the shorter immature understory trees (USFS, 2021b).

Passive crown fire: Fire that arises when surface fire ignites the crowns of trees or groups of trees (aka, torching). Torching trees reinforce the rate of spread, but passive crown fires travel along with surface fires (NWCG, 2018b).

Pile burning: Piling slash resulting from logging or fuel management activities into manageable piles that are subsequently burned during safe and approved burning conditions (NWCG, 2018b).

Radiation: A method of heat transfer by short-wavelength energy through air (aka, infrared radiation). Surfaces that absorb radiant heat warm up and radiate additional short-wavelength energy themselves. Radiant heat is what you feel when sitting in front of a fireplace. Radiant heat preheats and dries fuels adjacent to the fire, which initiates combustion by lowering the fuel's ignition temperature. The amount of radiant heat received by fuels increases as the fire front approaches. Radiant heat is a major concern for the safety of wildland firefighters and can ignite homes without direct flame contact.

Rate of spread: The relative activity of a fire in extending its horizontal dimensions. It is expressed as rate of increase of the total perimeter of the fire, as rate of forward spread of the fire front, or as rate of increase in area, depending on the intended use of the information. Rate of spread is usually expressed in chains or acres per hour for a specific period in the fire's history (NWCG, 2018b).

Ravine: Topographic features created by streams cutting into unconsolidated materials and that are narrow, steep-sided, and commonly V-shaped. Ravines are steeper than draws (NRCS, 2017).

Risk: (1) The chance of fires starting as determined by the presence and activity of causative agents (e.g., lightning), (2) a chance of suffering harm or loss, or (3) a causative agent (NWCG, 2018b).

Roadside fuel treatment: A natural or manmade change in fuel characteristics along a roadway which affects fire behavior so that fires burning into them can be more readily controlled, survivable conditions with shorter flame lengths are more likely during a wildfire, and firefighter access is enhanced (NWCG, 2018b).

Saddle: A low point on a ridge or interfluvium, generally a divide or pass between the heads of streams flowing in opposite directions. The presence of a saddle funnels airflow and increases windspeed, thereby exacerbating fire behavior (NRCS, 2017).

Safety zones: An area cleared of flammable materials used by firefighters for escape in the event the line is outflanked or spot fires outside the control line render the line unsafe. In firing operations, crews progress so as to maintain a safety zone close at hand, allowing the fuels inside the control line to be consumed before going ahead. Safety zones may also be constructed as integral parts of fuelbreaks; they are greatly enlarged areas which can be used with relative safety by firefighters without the use of a fire shelter (NWCG, 2018b).

Shaded fuelbreak: Fuel treatments in timbered areas where the trees on the break are thinned and pruned to reduce fire potential yet enough trees are retained to make a less favorable microclimate for surface fires (NWCG, 2018b).

Slash: Debris resulting from natural events such as wind, fire, or snow breakage or from human activities such as road construction, logging, pruning, thinning, or brush cutting. Slash includes logs, bark, branches, stumps, treetops, and broken understory trees or brush (NWCG, 2018b).

Smoldering combustion: The combined processes of dehydration, pyrolysis, solid oxidation, and scattered flaming combustion and glowing combustion, which occur after the flaming combustion phase of a fire; often characterized by large amounts of smoke consisting mainly of tars (NWCG, 2018b).

Spot fire: Fire ignited outside the perimeter of the main fire by an ember (NWCG, 2018b). Spot fires are particularly concerning because they can form a new flaming front, move in unanticipated directions, trap firefighters between two fires, and require additional firefighting resources to control.

Spotting: Behavior of a fire producing sparks or embers that are carried by the wind and start new fires beyond the zone of direct ignition by the main fire (NWCG, 2018b).

Stand: An area of forest that possesses sufficient uniformity in species composition, age, size, structural configuration, and spatial arrangement to be distinguishable from adjacent areas (USFS, 2021b).

Structure protection: The protection of homes or other structures from an active wildland fire (NWCG, 2018b).

Structure triage: The process of inspecting and classifying structures according to their defensibility or non-defensibility, based on fire behavior, location, construction, and adjacent fuels. Structure triage involves a rapid assessment of a dwelling and its immediate surroundings to determine its potential to escape damage by an approaching wildland fire. Triage factors include the fuels and vegetation in the yard and adjacent to the structure, roof environment, decking and siding materials, prevailing winds, topography, etc. (NWCG, 2018b). There are four categories used during structure triage: (1) defensible – prep and hold, (2) defensible – stand alone, (3) non-defensible – prep and leave, and (4) non-defensible – rescue drive-by. The most important feature differentiating defensible and non-defensible structures is the presence of an adequate safety zone for firefighters

(NWCG 2018a). Firefighters conduct structure triage and identify defensible homes during wildfire incidents. Categorization of homes are not pre-determined; triage decisions depend on fire behavior and wind speed due to their influence on the size of safety zones needed to keep firefighters safe.

Suppression: The work and activity used to extinguish or limit wildland fire spread (NWCG, 2018b).

Surface fire: Fire that burns fuels on the ground, which include dead branches, leaves, and low vegetation (NWCG, 2018b).

Surface fuels: Fuels lying on or near the ground, consisting of leaf and needle litter, dead branch material, downed logs, bark, tree cones, and low stature living plants (NWCG, 2018b).

Torching: The burning of the foliage of a single tree or a small group of trees from the bottom up. Torching is the type of fire behavior that occurs during passive crown fires and can initiate active crown fires if tree canopies are close to each other (NWCG, 2018b).

Values at risk: Aspects of a community or natural area considered valuable by an individual or community that could be negatively impacted by a wildfire or wildfire operations. These values can vary by community and include diverse characteristics such as homes, specific structures, water supply, power grids, natural and cultural resources, community infrastructure, and other economic, environmental, and social values (NWCG, 2018b).

Watershed (aka, drainage basin or catchment): An area of land where all precipitation falling in that area drains to the same location in a creek, stream, or river. Smaller watersheds come together to create basins that drain into bays and oceans (NOAA, 2021).

Wildfire-resistant building materials: A general term used to describe a material and design feature that can reduce the vulnerability of a building to ignition from wind-blown embers or other wildfire exposures (Quarles, 2019; Quarles and Pohl, 2018).

Wildland-urban interface (WUI): Any area where the built environment meets wildfire-prone areas—places where wildland fire can move between natural vegetation and the built environment and result in negative impacts on the community (Forge, 2018). For the purpose of this CWPP, the WUI boundary is defined in **Figure 2.c.2**. Strategic wildfire mitigation across the WUI can increase the safety of residents and wildland firefighters and reduce the chances of home loss.

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Appendix A. Introduction to Wildfire Behavior and Terminology

Fire Behavior Triangle

Complex interactions among wildland fuels, weather, and topography determine how wildfires behave and spread. These three factors make up the sides of the fire behavior triangle, and they are the variables that wildland firefighters pay attention to when assessing potential wildfire behavior during an incident (NWCG, 2019).

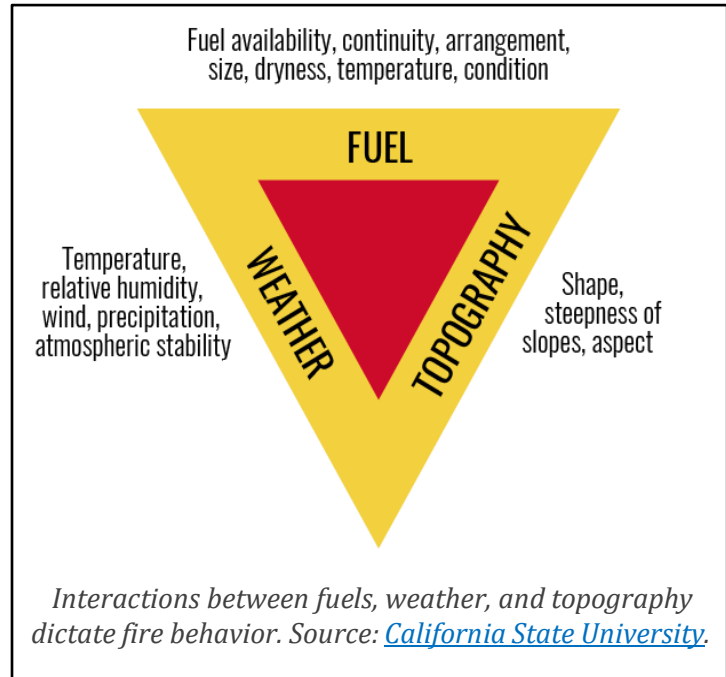
Fuels

Fuels include live vegetation such as trees, shrubs, and grasses, dead vegetation like pine needles and cured grass, and materials like houses, sheds, fences, trash piles, and combustible chemicals.

Grasses and pine needles are known as “flashy” fuels because they easily combust and burn the fastest of all fuel types. If you think of a campfire, flashy fuels are the kindling that you use to start the fire. Flashy fuels dry out faster than other fuel types when relative humidity drops or when exposed to radiant and convective heat³. Fires in grassy fuel types can spread quickly across large areas, and fire behavior can change rapidly with changes in weather conditions.

Dead branches on the surface dry out slower than flashy fuels, release more radiant heat when they burn, and take longer to completely combust. The rate of spread is fast to moderate through shrublands depending on their moisture content, and long flame lengths can preclude direct attack by firefighters. Shrubs and small trees can also act as ladder fuels that carry fire from the ground up into the tree canopy.

Dead trees (aka, snags) and large downed logs are called “heavy fuels”, and they take the longest to dry out when relative humidity drops and when exposed to radiant and convective heat. Heavy fuels release tremendous radiant heat when they burn, and they take longer to completely combust, just like a log on a campfire. Fire spread through a forest is slower than in a grassland or shrubland, but



³ Radiant heat transfer occurs by short-wavelength energy traveling through air. Radiant heat is what you feel when sitting in front of a fire. Radiant heat preheats and dries fuels adjacent to a wildfire, which initiates combustion by lowering the fuel's ignition temperature. Convective heat transfer occurs when air is heated, travels away from the source, and carries heat along with it. Convective heat is what you would feel if you put your hand in the air above an open flame. Air around and above a wildfire expands as it is heated, causing it to become less dense and rise into a hot convection column. Cooler air flows in to replace the rising gases, and in some cases, this inflow of air creates local winds that further fan the flames. Hot convective gases move up slope and dry out fuels ahead of the flaming front, lowering their ignition temperature and increasing their susceptibility to ignition and fire spread.

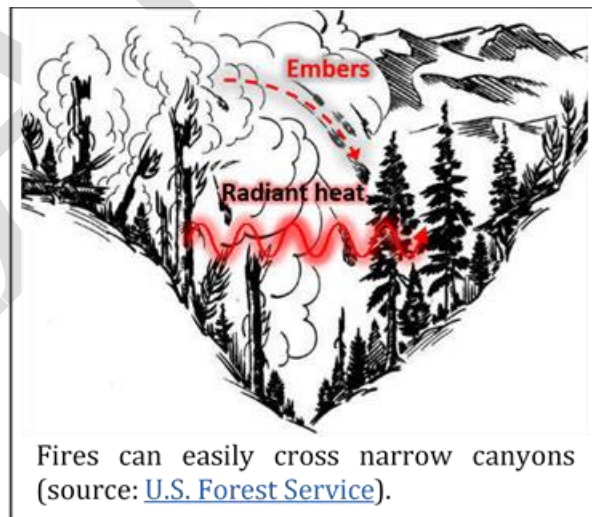
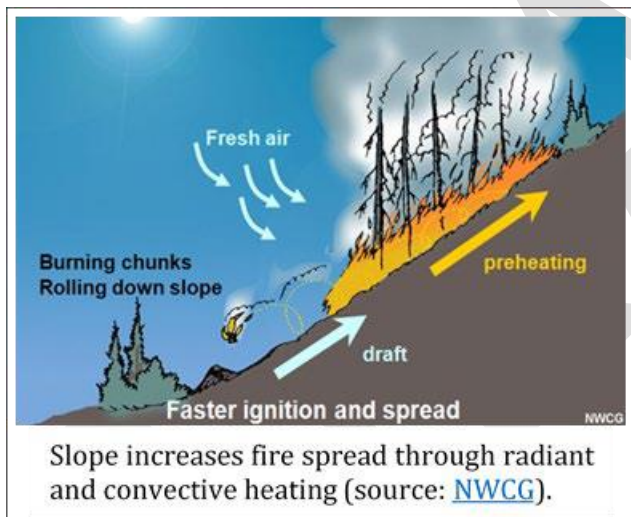
forest fires release more heat and can be extremely difficult and unsafe for firefighters to suppress. An abundance of dead trees killed by drought, insects, or disease can exacerbate fire behavior, particularly when dead trees still have dry, red needles (Moriarty et al., 2019; Parsons et al., 2014).

Topography

Topography (slope and aspect) influences fire intensity, speed, and spread. In the northern hemisphere, north-facing slopes experience less sun exposure during the day, resulting in higher fuel moistures. Tree density is often higher on north-facing slopes due to higher soil moisture. South-facing slopes experience more sun exposure and higher temperatures and are often covered in grasses and shrubs. The hotter and drier conditions on south-facing slopes mean fuels are drier and more susceptible to combustion, and the prevalence of flashy fuels results in fast rates of fire spread.

Fires burn more quickly up steep slopes due to radiant and convective heating. Fuels are brought into closer proximity with the progressing fire, causing them to dry out, preheat, and become more receptive to ignition, thereby increasing rates of spread. Steep slopes also increase the risk of burning material rolling and igniting unburnt fuels below.

Narrow canyons can experience increased combustion because radiant heat from fire burning on one side of the canyon can heat fuel on the other side of the canyon. Embers can easily travel from one side of a canyon to the other. Topography also influences wind behavior and can make fire spread unpredictable. Wildfires burning through steep and rugged topography are harder to control due to reduced access for firefighters and more unpredictable and extreme fire behavior.



Steep slopes and topographic features such as narrow canyons exacerbate fire behavior.

Weather

Weather conditions that impact fire behavior include temperature, relative humidity, precipitation, and wind speed and direction. The National Weather Service uses a system called a red flag warning to indicate local weather conditions that can combine to produce increased risk of fire danger and behavior. Red flag warning days indicate increased risk of extreme fire behavior due to a combination of hot temperatures, very low humidity, dry fuels, strong winds, and the presence of thunderstorms (Table A.1).

Direct sunlight and hot temperatures impact how ready fuels are to ignite. Warm air preheats fuels and brings them closer to their ignition point. When relative humidity is low, the dry air can absorb moisture from fuels, especially flashy fuels, making them more susceptible to ignition. Long periods of dry weather can dehydrate heavier fuels, including downed logs, increasing the risk of wildfires in areas with heavy fuel loads.

Wind influences fire behavior by drying out fuels (think how quickly your lips dry out in windy weather), increasing the amount of oxygen feeding the fuel, preheating vegetation through convective heat, and carrying embers more than a mile ahead of an active fire. Complex topography, such as chutes, saddles, and draws, can funnel winds in unpredictable directions, increasing wind speeds and resulting in erratic fire behavior.

Table A.1. Red flag days are warnings issued by the National Weather Service using criteria specific to a region.

National Weather Service – Topeka Forecast Office Red Flag Warning Criteria	
Option 1	Option 2
Relative humidity less than or equal to 15%	Widely scattered dry thunderstorms
Wind gusts greater than or equal to 25 mph	Dry fuels
Dry fuels	

Categories of Fire Behavior

Weather, topography, and fuels influence fire behavior, and fire behavior in turn influences the tactical options available for wildland firefighters and the risks posed to lives and property. There are three general categories of fire behavior described throughout this CWPP: surface fire, passive crown fire, and active crown fire.

- **Surface fire** – Fire that burns fuels on the ground, which include dead branches, leaves, and low vegetation. Surface fires can be addressed with direct attack using handcrews when flame lengths are less than four feet and with equipment when flame lengths are less than eight feet. Surface fires can emit significant radiant heat, which can ignite nearby vegetation and homes.
- **Passive crown fire** – Fire that arises when surface fire ignites the crowns of trees or groups of trees (aka, torching). Torching trees reinforce the rate of spread, but passive crown fires travel along with surface fires. Firefighters can sometimes address passive crown fires with indirect attack, such as dropping water or retardant out of aircraft or digging fireline at a safe distance from the flaming front. The likelihood of passive crown fire increases when trees have low limbs and when smaller trees and shrubs grow below tall trees and act as ladder fuels. Radiant heat and ember production from passive crown fires can threaten homes during wildfires.
- **Active crown fire** – Fire in which a solid flame develops in the crowns of trees and advances from tree crown to tree crown independently of surface fire spread. Crown fires are very difficult to contain, even with the use of aircraft dropping fire retardant, due to long flame lengths and tremendous release of radiant energy. The likelihood of active crown fires increases when trees have interlocking canopies. Radiant heat and ember production from active crown fires can threaten homes during wildfires.

Passive and active crown fires can result in short- and long-range ember production that can create spot fires and ignite homes. Spot fires are particularly concerning because they can form a new

flaming front, move in unanticipated directions, trap firefighters between two fires, and require additional firefighting resources to control. Crown fires are generally undesirable in the wildland-urban interface (WUI) because of the risk to lives and property; however, passive and active crown fires are part of the natural fire regime for some forest types and result in habitat for plant and animal species that require recently disturbed conditions (Keane et al., 2008; Pausas and Parr, 2018).



Wildfire Threats to Homes

Wildfires can ignite homes through several pathways: radiant heat, convective heat, and direct contact with flames or embers. The ability for radiant heat to ignite a home is based on the properties of the structure (i.e., wood, metal, or brick siding), the temperature of the flame, the ambient air temperature, and distance from the flame (Caton et al., 2016). Ignition from convective heat is more likely for homes built along steep slopes and in ravines and draws. For flames to ignite a structure, they must directly contact the building long enough to cause ignition. Flames from a stack of firewood near a home could cause ignition to the home, but flames that quickly burn through grassy fuels are less likely to ignite the home (although the potential still exists). Fires can also travel between structures along fuel pathways such as a fence or row of shrubs connecting a shed and a home (Maranghides et al., 2022). Some housing materials can burn hotter than the surrounding vegetation, thereby exacerbating wildfire intensity and initiating home-to-home ignition (Mell et al., 2010).

Homes can be destroyed during wildfires even if surrounding vegetation has not



Homes built mid-slope and at the top of steep slopes and within ravines and draws are at greater risk of convective heat from wildfires. A wildfire could rapidly spread up this steep slope and threaten the home above. Photo credit: The Ember Alliance

burned. During many wildland fires, 50 to 90% of homes ignite due to embers rather than radiant heat or direct flame (Babrauskas, 2018; Gropp, 2019). Embers can ignite structures when they land on roofs, enter homes through exposed eaves, or get under wooden decks. Embers can also ignite nearby vegetation and other combustible fuels, which can subsequently ignite a home via radiant heating or direct flame contact. Burning homes can release embers that land on and ignite nearby structures, causing destructive home-to-home ignitions, as evidenced by the destructive 2021 Marshall Fire in Boulder County. Structural characteristics of a home can increase its exposure to embers and risk of combustion, such as wood shingle roofs and unenclosed eaves and vents (Hakes et al., 2017; Syphard and Keeley, 2019). Embers can also penetrate homes if windows are destroyed by radiant or convective heat. See your community's CWPP for specific recommendations to harden your home against wildfires.

Resources for More Information on Fire Behavior

- [Introduction to Fire Behavior](#) from the National Wildfire Coordinating Group (9:57 minute video)
- [The Fire Triangle](#) from the National Wildfire Coordinating Group (7:26 minute video)
- [Understanding Fire Behavior in the Wildland/Urban Interface](#) from the National Fire Protection Association (20:51 minute video)
- [Understanding Fire](#) from California State University (website)
- [S-190 Introduction to Wildland Fire Behavior Course Materials](#) from the NWCG (PowerPoints, handouts, and videos)

Appendix B. Community Risk Assessment Methodology

WUI Delineation

Delineating the wildland-urban interface is a critical component of CWPPs in compliance with the Healthy Forest Restoration Act (HFRA) of 2003. Communities can extend the WUI boundary into adjacent areas that pose a wildfire threat to their community, can serve as a strategic location for wildland firefighting, and are adjacent to evacuation routes for the community (HFRA 4 U.S.C. §101.16). Strategic wildfire mitigation across the WUI can increase the safety of residents and wildland firefighters and reduce the chances of home loss.

Based on assessment by KFS, the entirety of RCFD #1 falls within the Wildland Urban Interface zone.

Fire Behavior

Fire Behavior was modeled using the Kansas Wildfire Risk Assessment Portal.

Roadway Survivability

Survivability determinations were made based off potential flame lengths for roadside fuels. Fuels capable of producing flames 8' or greater create un-survivable conditions for motor vehicles. Potentially non-survivable flame lengths start at 8 feet according to the Haul Chart, which is a standard tool used by firefighters to relate flame lengths to tactical decisions (NWCG, 2019).





COUNTY APPRAISER'S OFFICE
Staff Update

Anna Burson
County Appraiser
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6310

STAFF REPORT

FROM: Appraiser's Office

MEETING: September 9, 2024

SUBJECT: Appraiser's Office September Staff Report

PRESENTER: Anna Burson

Enclosures:

- 9-9-24 staff update (DOCX)
- 9-9-24 BOTA UPDATE (PDF)

Appraiser's Office Staff Report

BOCC September 9th, 2024

Personal Property

- Our team is entering updates to personal property accounts as they are received, scanning real estate records as part of our digital process, assisting our residential team as needed in various processes. Additionally, we are reviewing our process relating to personal property manufactured home review and recent personal property legislative changes.

AG Use

- We are reviewing properties due for their annual reinspection. Processing changes in agricultural land delineation from returned agricultural use maps.

Residential

- There are approximately 674 residential home sales so far for 2024. The median sale price is \$234,000 and the average sale price is \$264,604. Our sales ratio currently stands at 94%. Our team is reviewing sales, and we are roughly 86% complete with the annual review of properties due for reinspection. We are reviewing and processing questionnaires "green cards" that were sent out last month as part of the reinspection process. We have 4 residential small claim hearings pending, related to 2024 valuations 3 are awaiting scheduling and one we are waiting for results of the hearing.

Commercial:

- Our commercial team completed land analysis, is preparing for BOTA hearings, reviewing sales, completing AR, working on depreciation analysis, and preparing for tenant interviews. Income and expense questionnaires will be reviewed and processed as received. The next slide shows updates to the open Commercial BOTA cases.

Other business:

- NCRAAO Conference
 - Keynote speaker Kathy Gruver- internationally recognized speaker with expertise in stress management and communication, a motivational powerhouse, and writer.
 - Several breakout sessions throughout the week including:
 - Cross Team Collaboration & Navigating Change
 - How to be a Leader-Not a Boss
 - Preparing Your Staff for Emergencies
 - Mass Appraisal as a Team Sport
 - Replacement Costs Through the Eyes of an old Contractor
 - Who are These People Anyway? How to work with others when you don't understand them.

- Round table discussion with Dr. Stanley Longhofer and the Flint Hills Realtors Association relating to the market.
- IAAO Conference
 - Keynote speaker Denver Broncos Legend and Pro Football Hall of Fame member Terrell Davis.
 - Many Sessions throughout the week:
 - Modern Techniques in Market Segmentation: A Case Study of Applied Methods
 - Catch the AI Wave: Demystifying AI Powered Property Valuation
 - Appraisal Foundation: Building Public Trust in the Appraisal Profession
 - Best Practices and Real- World Challenges- The Netherlands
 - Short Term Rentals and the Commercialization of Residential Real Estate
 - Metes and Bounds Surveying Fundamentals and Deed Sketching
 - Every Mistake Begins with Bad Data: How Data Governance Leads to Fewer Fires and Proactive Leadership
 - Where to Begin? Identifying and Addressing Projects in Your Jurisdiction
 - Lost in the Dark: An Interactive Workshop Focusing on the Challenges of Leading and Office
 - Assessing the Third Dimension: New Your City's Journey to 3D Cadastre
 - Master Marshall & Swift Cost Data within your CAMA system.
 - Women's Initiative

BOTA - OPEN									
9/4/2024									
DOCKET	PARCEL NUMBER	QR#	YEAR	PROPERTY OWNER	BUSINESS NAME/SITE	COUNTY VALUE	FINAL	TAXPAYER VALUE	SCHEDULED
2024-2422-EQ	081-177-25-0-10-01-004.00-0	R5674	2024	RIVERCHASE LLC	RIVERCHASE LLC	\$5,310,090		\$4,183,683	PENDING
2024-2423-EQ	081-177-25-0-10-01-007.00-0	R5678	2024	RIVERCHASE LLC	RIVERCHASE LLC	\$20,710		\$16,317	PENDING
2024-403-PR	081-177-35-0-00-04-001.00-0	R5761	2023	MASTER TEACHER, THE	MASTER TEACHER, THE	\$137,560		\$68,780	MONDAY, JANUARY 13, 2025 @ 9:00 AM FOR TWO HOURS IN TOPEKA
2023-2524-EQ	081-189-31-0-00-00-007.00-0	R6092	2023	COLONIAL GARDENS LLC (3050 TCB)	COLONIAL GARDENS MHP OFFICE	\$407,900		?	TUESDAY, SEPTEMBER 17, 2024 @9:00 AM FOR 2 HOURS IN TOPEKA
2024-2424-EQ	081-189-31-0-00-00-007.00-0	R6092	2024	COLONIAL GARDENS LLC (3050 TCB)	COLONIAL GARDENS MHP OFFICE	\$396,700		\$332,339	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024
2023-2523-EQ	081-189-31-0-00-00-010.00-0	R6096	2023	COLONIAL GARDENS LLC (3000 TCB)	COLONIAL GARDENS	\$8,856,630		\$8,327,504	TUESDAY, SEPTEMBER 17, 2024 @9:00 AM FOR 2 HOURS IN TOPEKA
2024-2425-EQ	081-189-31-0-00-00-010.00-0	R6096	2024	COLONIAL GARDENS LLC (3000 TCB)	COLONIAL GARDENS	\$9,317,830		\$7,791,037	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024
2023-2525-EQ	081-189-31-0-00-00-017.01-0	R6104	2023	COLONIAL GARDENS LLC (0000 E MARLATT)	COLONIAL GARDENS - VACANT	\$1,870		?	TUESDAY, SEPTEMBER 17, 2024 @9:00 AM FOR 2 HOURS IN TOPEKA
2024-2426-EQ	081-189-31-0-00-00-017.01-0	R6104	2024	COLONIAL GARDENS LLC (0000 E MARLATT)	COLONIAL GARDENS - VACANT	\$1,870		\$1,564	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024
2024-1200-EQ	081-189-31-0-00-00-073.00-0	R6161	2024	THE LINKS AT MANHATTAN	THE LINKS AT MANHATTAN	\$52,657,400		\$42,000,000	THURSDAY, MARCH 13, 2025 @ 1:30 PM FOR 1/2 DAY IN TOPEKA
2023-2526-EQ	081-203-06-2-70-18-001.00-0	R7912	2023	BLUE VALLEY MHC LLC	BLUE VALLEY MHC LLC	\$4,239,320		\$3,825,000	TUESDAY, SEPTEMBER 17, 2024 @11:00 AM FOR 1 HOUR IN TOPEKA TBA
2024-2427-EQ	081-203-06-2-70-18-001.00-0	R7912	2024	BLUE VALLEY MHC LLC	BLUE VALLEY MHC LLC	\$4,433,750		\$3,800,000	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 06/05/2024
2023-2441-EQ	081-203-07-2-20-09-003.00-0	R8759	2023	SUNFLOWER BANK	SUNFLOWER BANK	\$4,626,910		\$2,313,455	MONDAY, DECEMBER 16, 2024 @ 1:30 PM FOR 60 MINUTES IN TOPEKA
2024-2348-EQ	081-203-07-2-20-09-003.00-0	R8759	2024	SUNFLOWER BANK	SUNFLOWER BANK	\$4,801,840		\$2,400,920	MONDAY, DECEMBER 16, 2024 @ 1:30 PM FOR 60 MINUTES IN TOPEKA
2024-5727-EQ	081-203-07-2-80-01-001.02-0	R9273	2023	BJS INC	IHOP RESTAURANT	\$1,974,000		\$1,275,570	PENDING-PER CAROLINE'S EMAIL NOTIFICATION 08/07/2024
2020-1714-EQ	081-204-18-2-10-18-001.00-0	R9845	2020	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$2,100,000		\$1,365,000	FRIDAY, JANUARY 31, 2025 @9:00 FOR ONE DAY IN TOPEKA
2021-5574-EQ	081-204-18-2-10-18-001.00-0	R9845	2021	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$1,770,000		\$1,150,500	FRIDAY, JANUARY 31, 2025 @9:00 FOR ONE DAY IN TOPEKA
2022-1386-EQ	081-204-18-2-10-18-001.00-0	R9845	2022	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$1,670,000		1463240	FRIDAY, JANUARY 31, 2025 @9:00 FOR ONE DAY IN TOPEKA
2023-1154-EQ	081-204-18-2-10-18-001.00-0	R9845	2023	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$1,570,000		\$1,402,794	FRIDAY, JANUARY 31, 2025 @9:00 FOR ONE DAY IN TOPEKA
2024-2774-EQ	081-204-18-2-10-18-001.00-0	R9845	2024	MHTTN MARKETPLACE	A&W / NOODLES/ETC.	\$1,610,000		?	PENDING
2020-1099-EQ	081-204-18-2-10-18-001.01-0	R9846	2020	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$133,660		?	WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO DAYS IN TOPEKA
2021-1437-EQ	081-204-18-2-10-18-001.01-0	R9846	2021	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,910		prior year value	WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO DAYS IN TOPEKA
2022-2165-EQ	081-204-18-2-10-18-001.01-0	R9846	2022	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,040		?	WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO DAYS IN TOPEKA
2023-1916-EQ	081-204-18-2-10-18-001.01-0	R9846	2023	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$139,920		?	WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO DAYS IN TOPEKA
2024-1215-EQ	081-204-18-2-10-18-001.01-0	R9846	2024	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,940		?	THURSDAY, MARCH 13, 2025 @ 9:00 PM FOR 1/2 DAY IN TOPEKA
2020-1097-EQ	081-204-18-2-10-18-002.00-0	R9847	2020	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,398,740		?	WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO DAYS IN TOPEKA
2021-1435-EQ	081-204-18-2-10-18-002.00-0	R9847	2021	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,478,940		prior year value	WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO DAYS IN TOPEKA
2022-2164-EQ	081-204-18-2-10-18-002.00-0	R9847	2022	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,480,660		?	WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO DAYS IN TOPEKA
2023-1914-EQ	081-204-18-2-10-18-002.00-0	R9847	2023	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,479,080		?	WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO DAYS IN TOPEKA
2024-1213-EQ	081-204-18-2-10-18-002.00-0	R9847	2024	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,543,950		?	THURSDAY, MARCH 13, 2025 @ 9:00 PM FOR 1/2 DAY IN TOPEKA
2020-1098-EQ	081-204-18-2-10-18-011.00-0	R9848	2020	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$119,500		?	WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO DAYS IN TOPEKA
2021-1436-EQ	081-204-18-2-10-18-011.00-0	R9848	2021	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,850		prior year value	WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO DAYS IN TOPEKA
2022-2166-EQ	081-204-18-2-10-18-011.00-0	R9848	2022	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,000		?	WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO DAYS IN TOPEKA
2023-1915-EQ	081-204-18-2-10-18-011.00-0	R9848	2023	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$125,850		?	WEDNESDAY & THURSDAY, NOVEMBER 6 & 7, @ 9:00 FOR TWO DAYS IN TOPEKA
2024-1214-EQ	081-204-18-2-10-18-011.00-0	R9848	2024	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,810		?	THURSDAY, MARCH 13, 2025 @ 9:00 PM FOR 1/2 DAY IN TOPEKA
2024-1202-EQ	081-204-18-2-10-20-004.01-0	R9854	2024	MANHATTAN MARKETPLACE SC LLC	BEST BUY	\$2,460,000		?	TUESDAY, FEBRUARY 11, 2025 @ 9:00 AM FOR 1 HOUR IN TOPEKA
2021-285-PR	081-204-18-2-10-20-004.02-0	R9855	2020	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,375,000		\$1,114,370	FRIDAY, JANUARY 31, 2025 @9:00 FOR ONE DAY IN TOPEKA
2021-5575-EQ	081-204-18-2-10-20-004.02-0	R9855	2021	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,160,000		\$1,114,370	FRIDAY, JANUARY 31, 2025 @9:00 FOR ONE DAY IN TOPEKA
2022-1387-EQ	081-204-18-2-10-20-004.02-0	R9855	2022	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,090,000		?	FRIDAY, JANUARY 31, 2025 @9:00 FOR ONE DAY IN TOPEKA
2023-1155-EQ	081-204-18-2-10-20-004.02-0	R9855	2023	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,029,000		\$984,227	FRIDAY, JANUARY 31, 2025 @9:00 FOR ONE DAY IN TOPEKA
2024-2777-EQ	081-204-18-2-10-20-004.02-0	R9855	2024	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,070,000		?	PENDING
2020-1713-EQ	081-204-18-2-10-20-005.00-0	R9857	2020	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,585,000		?	FRIDAY, JANUARY 31, 2025 @9:00 FOR ONE DAY IN TOPEKA
2021-2046-EQ	081-204-18-2-10-20-005.00-0	R9857	2021	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,125,000		\$3,415,016	FRIDAY, JANUARY 31, 2025 @9:00 FOR ONE DAY IN TOPEKA
2022-1385-EQ	081-204-18-2-10-20-005.00-0	R9857	2022	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,015,000		\$3,415,016	FRIDAY, JANUARY 31, 2025 @9:00 FOR ONE DAY IN TOPEKA
2023-1153-EQ	081-204-18-2-10-20-005.00-0	R9857	2023	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$3,785,000		\$3,278,465	FRIDAY, JANUARY 31, 2025 @9:00 FOR ONE DAY IN TOPEKA
2024-2776-EQ	081-204-18-2-10-20-005.00-0	R9857	2024	MANHATTAN MARKETPLACE SC LLC	BURLINGTON / CRUMBL	\$3,890,000		?	PENDING
2020-1715-EQ	081-204-18-2-10-20-013.00-0	R302812	2020	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$745,000		\$484,250	FRIDAY, JANUARY 31, 2025 @ 9:00 FOR ONE DAY
2021-5576-EQ	081-204-18-2-10-20-013.00-0	R302812	2021	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$630,000		\$478,968	FRIDAY, JANUARY 31, 2025 @ 9:00 FOR ONE DAY
2022-1388-EQ	081-204-18-2-10-20-013.00-0	R302812	2022	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$380,000		\$190,000	FRIDAY, JANUARY 31, 2025 @ 9:00 FOR ONE DAY
2023-1156-EQ	081-204-18-2-10-20-013.00-0	R302812	2023	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$255,000		?	FRIDAY, JANUARY 31, 2025 @ 9:00 FOR ONE DAY
2024-2775-EQ	081-204-18-2-10-20-013.00-0	R302812	2024	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$580,000		?	PENDING
2024-402-PR	081-211-02-0-00-00-001.00-0	R13450	2023	MASTER TEACHER, THE	MASTER TEACHER, THE	\$2,855,840		\$1,427,920	MONDAY, JANUARY 13, 2025 @ 9:00 AM FOR TWO HOURS IN TOPEKA
2024-2362-EQ	081-211-02-0-00-00-001.00-0	R13450	2024	MASTER TEACHER, THE	MASTER TEACHER, THE	\$2,955,540		?	PENDING
2024-2781-EQ	081-211-11-0-40-13-003.00-0	R15610	2024	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$242,162,000		?	PENDING
2020-915-EQ	081-211-12-0-30-11-004.01.0	R16204	2020	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,715,200		?	FRIDAY, DECEMBER 13, 2024 @ 10:00 AM FOR TWO HOURS IN TOPEKA
2021-1439-EQ	081-211-12-0-30-11-004.01.0	R16204	2021	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400		prior year value	FRIDAY, DECEMBER 13, 2024 @ 10:00 AM FOR TWO HOURS IN TOPEKA
2022-2155-EQ	081-211-12-0-30-11-004.01.0	R16204	2022	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400		?	FRIDAY, DECEMBER 13, 2024 @ 10:00 AM FOR TWO HOURS IN TOPEKA
2023-2296-EQ	081-211-12-0-30-11-004.01.0	R16204	2023	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400		?	FRIDAY, DECEMBER 13, 2024 @ 10:00 AM FOR TWO HOURS IN TOPEKA
2024-1201-EQ	081-211-12-0-30-11-004.01.0	R16204	2024	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,879,000		?	THURSDAY, MARCH 13, 2025 @ 9:00 PM FOR 1/2 DAY IN TOPEKA
2024-1501-PR	081-216-13-0-40-06-003.00-0	R19702	2023	DEBRUYN, R L & T H TRUST	(RESIDENTIAL)	\$808,900		\$750,000	MONDAY AUGUST 5, 2024 @11:30
2024-2365-EQ	081-216-14-0-10-03-006.02-0	R19739	2024	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,297,170		?	CONTINUANCE
2023-2393-EQ	081-216-23-0-10-08-001.00-0	R20575	2023	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$8,152,300		\$4,076,150	WEDNESDAY, MARCH 5, 2025 @ 1:30PM FOR TWO HOURS IN TOPEKA
2024-2368-EQ	081-216-23-0-10-08-001.00-0	R20575	2024	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$8,441,700		?	PENDING

BOTA - OPEN									
9/4/2024									
DOCKET	PARCEL NUMBER	QR#	YEAR	PROPERTY OWNER	BUSINESS NAME/SITE	COUNTY VALUE	FINAL	TAXPAYER VALUE	SCHEDULED
2018-2047-EQ	081-216-24-0-20-01-002.00-0	R21281	2018	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$6,435,400	\$4,070,000	\$4,200,000	COTA REMANDED BACK TO BOTA- Briefs field
2024-2358-EQ	081-216-24-0-20-01-002.00-0	R21281	2024	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,000,000		\$4,200,000	PENDING
2020-914-EQ	081-216-24-0-20-02-001.00-0	R21288	2020	TARGET CORPORATION	TARGET	\$9,850,000		?	MONDAY & TUESDAY OCTOBER 28 & 29 2024 @ 9:00 AM FOR 2 FULL DAYS IN TOPEKA
2021-1440-EQ	081-216-24-0-20-02-001.00-0	R21288	2021	TARGET CORPORATION	TARGET	\$9,700,000		prior year value	MONDAY & TUESDAY OCTOBER 28 & 29 2024 @ 9:00 AM FOR 2 FULL DAYS IN TOPEKA
2022-2157-EQ	081-216-24-0-20-02-001.00-0	R21288	2022	TARGET CORPORATION	TARGET	\$9,700,000		?	MONDAY & TUESDAY OCTOBER 28 & 29 2024 @ 9:00 AM FOR 2 FULL DAYS IN TOPEKA
2023-2295-EQ	081-216-24-0-20-02-001.00-0	R21288	2023	TARGET CORPORATION	TARGET	\$9,700,000		?	MONDAY & TUESDAY OCTOBER 28 & 29 2024 @ 9:00 AM FOR 2 FULL DAYS IN TOPEKA
2024-1203-EQ	081-216-24-0-20-02-0001.00-0	R21288	2024	TARGET CORPORATION	TARGET	\$9,700,000		?	MONDAY, JANUARY 13, 2025 @ 11:00 AM FOR ONE HOUR IN TOPEKA
Total County Value in Question						\$488,239,680			



COUNTY CLERK & ELECTIONS
Personnel

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director
MEETING: September 9, 2024
SUBJECT: Request to Fill Health Department Director
PRESENTER: Elizabeth Ward

BACKGROUND

On August 29th, 2024 the Health Department Administrator positions became vacant.

This position is critical to Riley County operations and offers an important, and required, service to the citizens of Riley County.

DISCUSSION

The Health Department Director serves as the local health officer, leading the Department in its mission to promote and protect the health of Riley County residents. The duties of the local health officer are authorized by state law (K.S.A. 65-202) as well as local resolution and ordinances. The Director plans and establishes Department programs and services, reviews agency activities, ensures compliance with local, state and federal statutes as well as the Riley County policies and procedures, works cooperatively with staff from various local and state agencies, and performs complex professional and administrative work.

The position description and title of this position have been updated to align more effectively with the mission and goals of Riley County.

FISCAL IMPACT

The position is included in the 2024 and 2025 approved budget.

The Health Department Director position is pay range II with minimum annualized wage of \$133,819.67 and mid-range annualized wage of \$174,500.25 for 2024.

The personnel budget projections for 2025 would not be affected by these changes.

RECOMMENDATION(S)

I recommend the Board of County Commissioners approve the requisition to fill the Health Department Director position for recruitment.

POSSIBLE MOTION(S)

I move to approve the requisition to fill the Health Department Director position for recruitment.

I move to deny the requisition to fill the Health Department Director position for recruitment.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Health Department Director position description (DOC)
- 2024-09 HD Director PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	HEALTH DEPARTMENT DIRECTOR		
Department:	Health Department	Division:	Administration
Reports To:	Board of County Commissioners		
Pay Grade:	II	Status:	Full Time
FLSA Status:	Exempt		

POSITION SUMMARY: The Health Department Director serves as the local health officer, leading the Department in its mission to promote and protect the health of Riley County residents. The duties of the local health officer are authorized by state law (K.S.A. 65-202) as well as local resolution and ordinances. The Director plans and establishes Department programs and services, reviews agency activities, ensures compliance with local, state and federal statutes as well as the Riley County policies and procedures, works cooperatively with staff from various local and state agencies, and performs complex professional and administrative work.

ESSENTIAL FUNCTIONS

- Administers the Riley County Health Department on behalf of the Board of County Commissioners (BoCC) in order to fulfill its responsibilities for public health.
- Assists the Board with developing a strategic plan that prioritizes public health, measureable program outcomes, and capacity building strategies.
- Implements the strategic plan of the Board.
- Reports the Department's performance against the outcomes described in the strategic plan.
- Collects data and information about the health needs of the county.
- Proposes solutions an/or new programs to meet identified and anticipated health needs.
- Reports financial status, service delivery, and programming to the BoCC.
- Ensures the duties of health officer, as authorized by state law and local resolution and ordinance, are carried out.
- Establishes services for Riley County Health Department and directs activities.
- Oversees budget and financial management and maintains financial reporting systems that provide an accurate depiction of the financial status of the Riley County Health Department.
- Seeks and secures funding from diversified source including but not limited to federal and state grants, local government appropriations, and private sector partnerships
- Ensures accountability and compliance with grants and contracts.
- Ensures proper administration and coordination of grant funded programs and activities.
- Ensures grant reports are accurate, complete and submitted according to funder requirements.
- Works with Human Resources to direct hiring, supervision, and evaluation of staff performance, scheduling, discipline, and termination.
- Works with the Budget and Finance Officer to develop an annual balanced budget.
- Works with Budget and Finance Officer to develop fee schedules, billing, and collection practices
- Maintains a clear and transparent audit trail.
- Collaborates with agencies and groups providing health-related services and coordinates activities with these agencies and groups whenever possible.
- Serves as the public relations ambassador to describe public health philosophy and practice to elected officials, community partners, and the public.
- Regularly communicates information regarding public health and the mission of the Riley County Health Department to the public through publications, meetings, and the media.
- Ensures compliance with statutes and regulations pertaining to public health.
- Represents public health needs to state agencies and legislators, and national organizations.
- Assumes command for public health emergencies and works in incident command structure with

other emergency response partners.

- Provides on-call response to public health emergencies at all times.

SECONDARY FUNCTIONS:

- Serves on board committees as requested by the Board of County Commissioners.
- Maintains professional and impartial relationships with members of the Board of Health.
- Establishes administrative policies and procedures.
- Develops and implements board approved succession plans and cross training for employees.
- Pursues ongoing professional development for self and provides the same for staff.
- Participates in local, state, and national meetings and gives presentations when appropriate.
- Ensures involvement in discussions regarding public safety related to the federal research laboratory and other biotechnology companies which may have a presence in Riley County.
- Solicits input from various groups and organizations regarding health concerns of the community and directs attention to identified problems as resources allow.
- Works with the Public Information Officer to develop comprehensive public relations and marketing plan including media, website, promotional materials, etc. to inform the community about health department services and public health issues.
- Maintains high standards of ethics, honesty, and integrity in all matters.

Access to Protected Health Information

Conforms to, and ensures compliance with, HIPAA privacy and security regulations across the Health Department. The Director has authority to access the minimum necessary protected health information (PHI) for health department operations including electronic and paper files containing client protected health

POSITION REQUIREMENTS:

Residency within Riley County is required within one calendar year from date of hire.

Education: A master's degree in public health, public administration, or a related field from an accredited college or university is required.

KSA 65-202: The local health officer shall take the oath of office prescribed by law and shall give bond of \$500 conditioned for the faithful performance of his or her duties.

Experience: 5 years' progressively responsible experience in administration of public health programs and policy. 2 years' experience in government fiscal operations. Thorough knowledge of the principles, practices, and objectives of public health theory and public health administration and their application. Thorough understanding and practice of ethical and legal issues associated with public health administration. Thorough knowledge of community health problems and community resources that can be used to assist in solving those problems.

Skills: Ability to organize, interpret and retrieve large sums of data management. Working knowledge of insurance, Medicare, and Medicaid regulations and third-party reimbursement. Working knowledge of financial and managerial accounting. Working knowledge of computer software applications including word processing, spreadsheets, databases, medical records, etc. Ability to read, comprehend and compose written material of a highly technical nature. Excellent verbal, written, analytical, and interpersonal skills to communicate in a highly professional and competent manner. Ability to apply basic mathematical concepts. Ability to understand and retain detailed information pertaining to State and Federal laws. Ability to prepare highly technical and complex worksheets and reports on spreadsheets. Ability to inspire a shared vision for the organization by envisioning the future and creating an ideal and unique image of what the organization can become.

Equivalent combination of experience, education and training which provides the required knowledge,

Updated September 2024

skills, and abilities may be considered in lieu of the above.

Supervisory Controls: Works independently without daily supervision under established policies and procedures with occasional supervisory oversight from the Board of County Commissioners.

Interacts with a variety of individuals in a number of settings which influences the public's perceptions of the quality of the services provided by the Riley County Health Department.

Responsible for independently planning, prioritizing and scheduling their own work and the work of others. Their work is occasionally reviewed except for meeting general overall program objectives.

Supervisory Responsibility: This person manages and directs the operations of the Health Department. This position directly supervises a small staff of professional and technical employees and indirectly supervises the other Health Department employees.

Complexity: The job involves a variety of disciplines, i.e., business management, accounting, public health, business statistics, communication, working with individuals & groups, and human relations. Decisions must be made as to procedures and methods to be used to accomplish the task in any given situation.

Scope & Effect of Work: Proper administration of this department has a direct effect upon services to clients in public health for Riley County, the funding of county, state, Federal grant programs. This position is responsible for making sound decisions that limit the County's liability exposure, improve public relations and enhance the County's professional image. If errors are made, the County's image is affected, accountability is lost, operations and projects are slowed or failed, services are not well provided and people's lives are affected and/or threatened.

Physical Demands: The physical demands represent those required to successfully perform the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb; stoop, kneel, crouch, or crawl; talk and hear from both ears; smell. The employee occasionally lifts/pushes /pull 40 lbs, frequently lifts 10-25lbs. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Working Environment/Conditions: The work environment represents those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is subject to hazards including blood borne and air borne pathogens and physical conditions, such as proximity to moving parts, moving vehicles, electrical current, or exposure to chemicals. Employee is subject to atmospheric conditions, such as fumes, odors, dust, mists, gases, or poor ventilation. The noise level in the work environment is usually considered normal. May interact with potentially irate and/or defensive members of the public or health department staff. Sits for prolonged periods of time. Lifts objects weighing up to 40 pounds occasionally.

Valid Driver's License and eligible to operate an agency-owned vehicle.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

Submitted by Elizabeth Ward on 09/04/2024 at 06:15 AM

Michele Reid, Final Approval

Internal Position Details (not displayed on job posting)

Company

Riley County, KS

Job ID

2703565

Pay Grade

II [II]

Cost Center 1

Health Department [30]

1 Job Slot

HFAI TH -1

Position Template

Health Department Director [DIRHD]

Salary

\$133,819 - \$144,736 Annualized D.O.Q.

EEO Class

Exec/Senior Level Officials & Mgrs. [1.1]

Cost Center 2

HD-General [400]

Work Location

Health Department/EMS

Supervisor Position

Yes

Workers Compensation

8810 [8810]

Cost Center 3

--

Supervisor: Board of County Commissioners

☐ No changes to Position or Budget

☐ Position Description attached

Total annual hours: 2080

☒ Budgeted

☒ New or updated position description

☒ New request for budget (details attached)

Salary: \$144,736

Budget for Benefits: \$57,171

Total proposed annual budget: \$201907

Additional Position Comments: _____

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-09 HD Director PAF (15027 : Request to Fill Health Department Director)



PLANNING & DEVELOPMENT
Letter of Support

Amanda Webb
 Planning/Special Projects
 Director
 110 Courthouse Plaza
 Manhattan, KS 66502
 Phone: 785-537-6332

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: September 9, 2024

SUBJECT: Letter of Support for Creekside at Fall Color Farm's Tourism Grant Application

PRESENTER: Amanda Webb, Planning Director

DISCUSSION

Scott Howe, dba Creekside at Fall Color Farms, is applying for the Kansas Tourism Attraction and Development Grant and has requested a letter of support from the Riley County BOCC. Mr. Howe has an existing tree farm located in Riley, Kansas, that he plans to expand to include a u-pick orchard with several different varieties of apples, including new variants. He plans to offer tours of the tree fields, plus educational and fun activities for the whole family.

Please see attached letter for your signature.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends the BOCC sign the letter of support.

POSSIBLE MOTION(S)

Move to approve signing the letter of support for Scott Howe's, dba Creekside at Fall Color Farms, grant application.

Enclosures:

- Fall Color Farms Support Letter (PDF)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 66502
 Phone: 785-565-6844
 Fax: 785-565-6847
 E-mail: bocc@rileycountyks.gov

Dear Grant Reviewer:

We write in support of Scott Howe's (dba Creekside at Fall Color Farms) application for the Kansas Tourism Attraction and Development Grant. This project has the capacity to support the local economy, attract visitors, and provide a unique, educational, and engaging experience not found elsewhere in the area.

Agritourism blends agricultural practices and tourism, presenting significant economic benefits to our community. Creekside at Fall Color Farms, currently a commercial wholesale tree farm, will expand to create a high-density u-pick orchard, with a wide variety of apple types, including newer varieties not found in grocery stores including Pixie Crunch, Royal Empire, and Zestar. In addition to having fall festivities for kids and adults alike, the farm will offer tours of the tree fields and educational opportunities to help foster a deeper appreciation and understanding of where trees come from and how to care for them. The integration of educational programs with the agritourism framework ensures that the benefits extend beyond economic growth, contributing to a more informed and engaged community.

By drawing visitors from near and far, this project will stimulate local businesses, attractions, dining establishments, and accommodations, which in turn creates job opportunities and strengthens our economy. The influx of tourists will not only boost revenue for farms and related enterprises, but also encourage the broader economic vitality of our region.

We fully support this grant application and believe it will make a significant and positive impact on our community. We appreciate Mr. Howe's commitment to enhancing our local economy, enriching visitor experiences, and providing educational opportunities, all of which perfectly align with your grant program objectives. Thank you for your consideration.

Sincerely,

BOARD OF COMMISSIONERS OF
 RILEY COUNTY, KANSAS

John Ford, Chairman

Greg McKinley, Vice-Chairman

Kathryn Focke, Member

Attachment: Fall Color Farms Support Letter (15021 : Letter of Support - Fall Color Farms Grant)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

Clancy Holeman
Counselor/Director of
Administrative Services
115 North 4th Street
Manhattan, KS 66502
Phone: 785-565-6844

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: September 9, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 09.09.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ April. 2024 through September 4, 2024, Submitted by Clancy Holeman, Riley County Counselor

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or other County Department/Division projects underway. Instead, the below lists represent an ongoing “snapshot” of the current status of selected pending projects which have either consumed significant staff time or involve county issues of widespread significance. Additional entries show selected project work for individual county departments. The sequence of entries below is not intended to reflect the priority assigned to any work described. All entries more than 6 months old have been removed (with the exception of some entries when historical information may be useful). ***Bold type entries are the most recent.***

COMMISSION LIST

I. Projects By Category:

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County’s \$14M allocation of ARPA funds. Similar concept to staff’s use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21)

Board of Riley County Commissioners: Prepare letter of support for City of Ogden grant application. (9-13-23) Attend and participate in BOCC meetings. (9-7-23; 9-11-23) Assist in finalization of annual County financial audit. (9-14-23) Attend and participate in BOCC meeting. (10-12-23.) Work on pending litigation “I”. (10-13-23) Attend and participate in BOCC meeting (10-16-23.) Attend and participate in BOCC meetings. (10-19-23;10-23-23) Work on communication project. (10-24-23; 10-25-23.) Review contractual provisions for subsequent use. (10-25-23.) Attend and participate in BOCC meeting. (10-26-23.) Attend and participate in County/City/USD 383 meeting. (10-26-23.) Attend and participate in BOCC public meeting in City of Ogden. (10-30-23.) Attend and participate in BOCC meeting. (11-2-23.) Prepare for late arrival to BOCC meeting on November 6, 2023. (11-5-23.) Work on Fire District project. (11-7-23) Attend and participate in BOCC meetings. (11-9-23; 11-13-23) Attend and participate in BOCC meeting. (12-28-23) (Work on fence view issue. (1-2-24) Review agenda and prepare for 1-4-24 BOCC meeting. (1-3-24) Attend and participate in BOCC meeting. (1-4-24) Prepare for 1-8-24 BOCC meeting. (1-5-24) Work on fence view issue. (1-5-24) Attend and participate in BOCC public meetings. (1-8-24; 1-11-24) Review project contract. (1-11-24) Work on fence view. (1-14-24; 1-15-24; 1-16-24; 1-17-24) Work on Fence view. (1-18-24; 1-19-24; 1-20-24;1-21-24;1-22-24) Work on letter of support for WTC. (1-19-24; 1-20-24) Attend and participate in BOCC meeting. (1-18-24; 1-22-24) Obtain BOCC approval of letter of support for WTC. Attend and participate in BOCC meetings. (1-25-24; 1-29-24) Draft and place on BOCC agenda support letter for City of Ogden’s grant application. (1-25-24) Work on fence view. (1-25-24; 1-26-24;1-28-24; 1-29-24; 1-30-24; 1-31-24) Attend and participate in BOCC meetings. (2-1-24;2-5-24) Obtain BOCC signature on fence view order; file with ROD; email copies of signed order to both parties (or their counsel). (2-1-24) Regular mail and email to both parties of file-stamped originals of fence view order. (2-2-24) Attend and participate in BOCC meetings. (2-12-24; 2-15-24;2-19-24) Meet with counsel for party in pending matter. (2-16-24) Attend and participate in public BOCC meetings. (2-22-24; 2-26-24) Attend and participate in BOCC meeting. (2-29-24) Attend and participate in BOCC meeting (3-7-24) Attend and participate in BOCC meetings. (3-11-24;3-14-24; 3-18-24) Attend and participate in BOCC public meetings. (3-21-24;3-25-24) Work to schedule executive session. (3-21-24) Attend and participate in BOCC Meetings. (4-4-24; 4-8-24) Attend and participate in BOCC meetings. (4-11-24; 4-15-24) Enter appearance as counsel of record in multiple pending mortgage foreclosure and probate cases to process claims for unpaid real and/or personal property taxes. (4-9-24; 4-10-24; 4-11-24; 4-12-24) Review mtg. foreclosure file and answer filed. 4-16-24) Attend and participate in BOCC public meetings. (4-22-24; 4-25-24,4-29-24) Attend and participate in BOCC public

meetings. (5-2-24; 5-6-24) Attend budget presentations to BOCC of various outside agencies. (5-6-24) Work on file documentation presented today by Jason Hilgers of City's draft plan on City's proposed CICO Park Improvements. (5-2-24) Review information for BOCC agenda item scheduled for 5-6-24. (5-3-24) Work on appropriation request analysis. (5-3-24) Attend and participate in BOCC public meetings. (5-9-24; 5-13-24. Work on analysis of appropriation issues. (5-9-24;5-12-24) Work on appropriation issue question. (5-14-24) Attend and participate in BOCC public meetings: (5-30-24; 6-3-24) Attend and participate in BOCC public meetings. (6-6-24; 6-10-24) Watch BOCC public meeting online during remote work. (6-13-24) Attend and participate in BOCC public meeting. (6-17-24) Attend and participate in BOCC public meetings. (6-20-24;6-24-24) Attend City/County/County meeting. (6-20-24) Communication on pending contractual issue. (6-21-24) Schedule executive session for Monday, July 1, 2024. (6-26-24) Attend and participate in BOCC meetings (6-27-24; 7-1-24) Attend and participate in BOCC meetings. (July 8, 2024; July 11, 2024) Attend and participate in staff working group on planned retreat. (7-9-24) Prepare for upcoming executive session. (7-8-24;7-9-24;7-10-24) Work on potential authorization for beer sales at Kaw Valley Rodeo during Riley County Fair. (7-8-24) Attend and participate in BOCC public meetings. (7-15-24;7-18-24) Confirm vendor has complied with terms of beer sales at Kaw valley Rodeo. during Riley County Fair. (7-12-24) Place indemnification agreement on BOCC agenda for review and approval by BOCC at 7-18-24 public meeting. (7-16-24) Attend and participate in BOCC public meetings. (7-22-24; 7-25-24) Discuss new potential fence view with citizen. (7-24-24) Attend and participate in BOCC public meetings. (8-1-24; 8-5-24) Attend **and participate in BOCC public meetings. (8-8-24;8-12-24; 8-15-24; 8-19-24; 8-26-24;8-29-24;9) Register for ARPA webinar on preparation for 12-31-24 deadlines. (8-13-24) Work on citizen application to BOCC. (8-26-24)**

“Constitutional Protection of County Home Rule”:

County Jail Inmate Medical Care: Schedule staff discussion of contract development. (5-21-23) Meeting with Mark French on contract. Communication with staff working group to schedule teams meeting May 7, 2024. (5-1-24) Review material in preparation for Teams meeting. Participate in Teams meeting. Carry out assigned task. (5-7-24) Communication from team members regarding assigned task. (5-8-24) **Communicate with working group and vendor. Possible resolution by Thursday, September 5th, (9-2-24; 9-3-24) Finalize contract documents working with vendor and working group. Provide final contract documents to Clerk's office for 9-5-24 BOCC public agenda.(9-3-24)**

Countywide Emergency Radio Communications System Upgrade: The upgrade is complete. But now the “program” phase has been completed, additional work from this department will be provided, as necessary, during the “maintenance” and “warranty” periods now underway. Discussion with contract administrator for vendor (L3Harris) scheduled for August 27, 2021. Discussion held with vendor contract administrator. Discussion with EM Director (8-30-21). Working toward final documents of “program” phase. Conversation with EM Director. (9-24-21) Conversation with L3Harris contract administrator, moving this matter toward likely resolution by the BOCC on 9-30-21. (9-24-21) Review appropriately continues among EM, KSU and Emergency Dispatch personnel regarding close out of this phase of the project. (9-24-21) Draw Commission Agenda Report and place on 9-30-21 agenda for BOCC review and approval of contract documents. (9-28-21) Discuss final contract documents for agenda separately with EM Director and L3Harris Contract Administrator. (9-29-21) Obtain BOCC approval of Amendment 1 to Master Service Agreement. (9-30-21)

Delinquent Real Property Tax Sale: Legal research. Prepare documents for the next stage in the process. (4-12-24) Work to review final contract signed. (May 1, 2024) Contact IT with information on underlying purchase. (5-3-24) Attend and assist in Delinquent Real Property Tax Sale. (6-28-24)

“Dark Store”:

District Court:

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure (9-11-23;9-12-23;9-13-23) Work on Appeal. (9-14-23;9-15-23;9-16-23;9-17-23;9-18-23;9-19-23; 9-20-23; 10-4-23;10-5-23-10-6-23;10-7-23;10-8-23;10-10-23; 10-11-23.) Work on appeal. (10-12-23; 10-17-23; 10-18-23.) Conversation with opposing counsel and agree to extend her time to file brief. (11-3-23) Receive emailed brief from opposing counsel on appeal; following two extensions of time which opposing counsel had requested—which extensions were granted by the Court of Appeals. (1-19-24) Timely filed our brief in February 2024. Checked with Clerk of Court of Appeals—There have been no orders from Court of Appeals since, setting or denying both sides’ request for oral argument, etc. (5-2-24)

Indigent Legal Services: Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for the calendar year 2022. Work on various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23) Work on project. (6-1-23) Work on project. (6-8-23) Draw up final version of CAR; RFP; and Contract. (6-19-23; 6-20-23) Obtain BOCC approval of form RFP and Contract. (6-22-23) Finalize RFP and contract and distribute to local Bar Association membership with encouragement to apply well before August 4, 2023, deadline for proposals because they will be considered as they are submitted. (6-29-23; 6-30-23) Create documents for publication in newspaper and placement on county website for this service. (7-7-23; 7-10-23; 7-11-23; 7-12-23) Deadline for proposals to arrive in Clerk’s office 5 p.m. August 4. Work on issues related to service. (10-25-23.) Work on scheduling discussion. (6-5-24) **Work on issues. (7-29-24; 8-8-24; 8-9-24;8-12-24)**

Legislation: Discuss with BOCC potential annual legislative conference dates in December 2023. (10-16-23) Notify delegation members conference scheduled on the following date which worked for a majority of responding legislators: December 14, 2023, noon to 2 pm. (10-26-23) Work on agenda for legislative conference (10-27-23; 10-30-23) Work on agenda for legislative conference. (11-13-23;11-14-23;11-15-23) Work on letter of BOCC support for SB 196. Obtain BOCC signatures and email to Senate Assessment and Taxation Committee. (1-4-24;1-5-24;1-7-24;1-8-24) Prepare and submit timely lobbyist compensation report for 2023 legislative session. (1-10-24) Prepare BOCC opposition letter for HB 2036. (1-10-24) Present draft of HB 2036 opposition testimony. Re-draft to insert BOCC changes. Obtain BOCC final approval of letter. Timely submit to senate committee secretary final version of HB 2036 BOCC opposition testimony. (1-11-24) Communicate with House delegation on BOCC testimony submitted previously to Senate Tax on SB 196 and HB 2036. (1-15-24) Communicate with contract lobbyist on HB 2468 (a bill of concern to Emergency management) (1-16-24) Communicate with member of state delegation on SB 196; HB 2036. Work on HB 2026 opposition testimony. (1-16-24) Work on HB 2036. (1-17-24) Work on SB 162. Communicate with lobbyist. (1-18-24) Work on SB 162 (1-19-24) Appear before Senate Committee on Local Government on SB 162. (1-22-24) Review SB346(upzoning/downzoning—removal of county authority). (1-25-24) Work on SB 162. (1-25-24; 1-31-24) Discuss various bills with lobbyist. (2-2-24) Discussion with another county counselor on a bill Riley County is interested in. (2-2-24) Work on SB 162. (2-2-24) Discuss SB 162 with lobbyist. (2-21-24) Communicate with contract lobbyist on HB 2599 (KORA request fees) (2-27-24) Review legislative issues remaining in session of interest to Riley County. (2-28-24) Work on SB 162 set for hearing in House Local Government committee on Monday, March 11, 2024. (3-5-24;3-6-24) Work with Deputy Counselor on contract issue. (3-6-24) Work on SB 162 hearing scheduled for March 11, 2024. (3-7-24;3-8-24) Attend and participate with Commissioner McKinley in hearing before the House Committee on Local

Government in support of SB 162. (3-11-24) Communicate with contract lobbyist on SB 162. (3-12-24) Communicate with delegation member on SB 311; Discuss with County Appraiser. (3-12-24) Review House calendar status of SB 162. It is on General Orders. (3-20-24) Communication from contract lobbyist. Communicate with BOCC members regarding immediately foregoing. ***Attend and participate in KAC legislative policy committee zoom meeting. Present Riley County legislative requests. (8-28-24)***

Leonardville North County EMS Station: Follow up call to City of Leonardville attorney. (4-11-23) Set up phone appointment with City of Leonardville Attorney—to discuss having city begin process of opening the easement as an alley for access to the site. (5-3-23) Phone discussion with City of Leonardville attorney and arrange for teams meeting next Tuesday (5-9-23) with him, Craig and me to discuss details of City legally “opening” alley to site of ambulance and performing tree trimming along that alley. (5-3-23)

National Opioid Litigation Settlement: Notice of Deadline to “opt in” to latest round of national opioid class action litigation settlements is April 18, 2023. (3-27-23) Prepare and submit CAR for BOCC 4-10-23 public meeting; with my recommendation to BOCC regarding “opt in” to latest round of national opioid class action litigation settlements—5 new defendants settling. Discuss with Assistant Attorney General managing this matter state-wide. (4-6-23) Submit electronically our “opt in” to latest round of national opioid class action settlements, as previously authorized by BOCC. Confirmation from settlement administrator that “opt in” accomplished. (4-14-23)

NG-911 Committee (Road naming): Attend and participate in committee meeting. (2-14-23)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: Schedule work session for discussion of design issue related to facility. (1-27-23)

Riley County Annual Legislative Conference: Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature’s past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22) Work with members of delegation; 2023 Annual Legislative Conference scheduled for Thursday, December 14th, from noon to 2 p.m., BOCC chambers. (10-23-23) Conversation with member of delegation—confirming member will attend. (10-24-23.) Discuss options with BOCC regarding potential 2024 annual legislative conference. (7-22-24)

Riley County District Court: Discussion regarding BOCC consideration of funding potential “resolution docket” to assist with case backlog. (4-27-23) Work on project. (5-2-24)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

White Canyon Benefit District: White Canyon benefit district’s residents’ request, made during this date’s public commission meeting, asking whether Riley County willing to supplement the cost of the benefit district’s proposed private road improvement project. No dollar figure provided by benefit district residents. County staff instructed to provide BOCC at upcoming meeting most recent Riley County Public Works’ “estimate” of “northern route” as an option to current benefit district project proposed. (8-30-21)

II. Projects by Department or Division:

Administrative Services/County Counselor: Work on matters related to departmental transition. (1-25-2023; 1-26-2023; 1-27-2023) Interviews of applicants for Deputy County Counselor position in transition scheduled to take place 9-29-23.-23. (3-2-23; 3-3-23) Work on Departmental transition matters. (4-28-24) Work on Departmental transition matters. (5-2-24; 5-3-24)

Riley County Appraiser's Office: Communicate with department Head on costs associated with BOTA appeal. (12-29-23) Communicate with staff on immediately preceding issue. (1-1-24) Communicate with Appraiser on exemption application. (1-11-24) Advise Department Head on legal issues. (1-24-24) Advise Department Head on process issue. (2-29-24;3-1-24) Communicate with department head. And Deputy Counselor. (3-4-24; 3-8-24) Advise Appraiser on KORA request. (5-1-24) Communication on legal matters. (5-1-24) Communication on different legal matters. (5-1-24; 5-2-24) Assist Department Head on pending matter. (5-6-24) Communicate on legal matter. (5-14-24) Meet with and advise Department Head on BOTA decision and separate appraisal matter. (5-29-24) Communicate with staff on upcoming meeting dates for discussion. (7-5-24) ***Communicate with Department Head about recent appellate case victory for PVD involving 8 other counties. (9-3-24)***

Riley County Attorney: *Discuss legal issue. (2-1-24)*

Riley County Clerk: Advise and assist on open record act issue. (9-12-23;9-13-23) Schedule meeting with staff of two departments to plan means of addressing particular type of KORA request in most fair and efficient manner to reduce, potentially, two departmental workloads. (9-13-23;9-14-23) Reschedule forgoing meeting to 10-27-23. (10-19-23) Work on contract law issue. (10-24-23) Assist with legal issue. (11-3-23;11-5-23; 11-6-23.) Approve on minute track as to form revised parking lot resolution developed by Deputy Counselor. (1-2-24) Work on autopsy record storage issue. (2-2-24) *Prepare* resolution regarding Plaza reservations; present to BOCC and obtain approval. (2-27-24; 2-28-24;2-29-24) Communicate with staff on a request for a mailing address change. Communicate with counsel on client name change. Communicate with staff on records name change issue. (3-4-24;3-5-24) Work on notice of upcoming special meeting of BOCC. (3-12-24) Work with Clerk staff member on preparing for RNR compliance during 2025 budget. (3-20-24) Work with Department Head and his staff on election procedural matters raised by vacancy in a City of Manhattan elected office. (5-10-24) Work on contract issue for department. (6-14-24) Attend and participate in staff working group regarding ongoing project. Communicate with contractor afterward. (6-17-24) Review return of contract accepting our contractual attachment. Communicate with Department staff on next steps for BOCC approval. (6-21-24) Prepare Commission Agenda report on foregoing project. Staff uploads for Thursday, June 27th BOCC public meeting. (6-24-24) Work on Finance Officer question on behalf of BOCC. (6-25-24) Legal analysis of RNR statute. (6-27-24; 6-28-24;7-2-24;7-3-24) Assist with staff questions regarding legal interpretation. (7-5-24) ***Assist with project. (8-16-24) Assist with RNR resolution. (8-19-24;8-20-24) Assist with project. (8-21-24; 8-22-24;8-23-24; 8-27-24;8-28-24;8-29-24;8-30-24; 9-2-24;9-3-24)***

Riley County Community Corrections: Discuss with PIO and department Head proposed correction of recently published newspaper article on grant award to Department. (1-2-24) Further conversation with Department Head and PIO about immediately preceding newspaper article. (1-2-24) Communicate with Director on potential policy. (2-27-24) Contact Department at request. (5-14-24) Work with Department on project involving funding. (5-15-24)

Riley County Emergency Management: Work on project issue. (11-7-23; 11-8-23) Conversation with stakeholders on a radio tower lease amendment. (1-2-24) Communicate with Director on state winter weather disaster declaration just released. (1-24-24) ***Assist*** with written response to vendor. (4-22-24) Advise on KORA request. (5-2-24) Advise other staff on same KORA request. (5-2-24) Contact County PIO about foregoing, relevant to any photos or video. (5-2-24; 5-3-24) Check in with Helpdesk. (5-7-24) Work with

State project manager regarding scheduling matter on roundabout project at k-13/US24, easement purchase from county of County ROW at Fire Station. Work with Cindy K. on agenda time. (5-7-24) Work with department on personnel law matter. (5-14-24; 5-15-24) **Assist with project legal issue. (8-8-24) Assist with project legal issue. (8-12-24; 8-13-24; 8-14-24;8-15-16;8-16-24)**

Riley County Emergency Medical Services: Prepare for staff discussion of proposed ride along program and its necessary requirements. Participate in staff discussion. (5-7-24)

Riley County Extension: Work on legal question raised by Director. (5-29-24) **Communicate with Department Head. Work on project for upcoming use of Fairground Arena for KSU rodeo club event at county fairground arena. (8-20-24; 8-23-24; 8-25-24;9-2-24)**

Riley County Fire District No. 1: Work on contract law issue. (11-7-23; 11-8-23.) Work on separate contract law issue. (11-7-23) Prepare for January 9, 2024, training presentation to District leadership. (12-27-23; 12-28-23; 12-29-23; 12-30-23; 12-31-23; 1-1-24) Conversation with HR Director regarding upcoming training to District leadership. (1-2-24) Conversation with Department Head on pending litigation. (1-2-24) Additional conversation with HR Director regarding upcoming training in District leadership. (1-2-24) Preparation for January 9, 2024, training presentation to District Leadership. (1-3-24) Check out technology at Public Works for tonight's training presentation to District Leadership. (1-16-24) Present training, along with HR Director, to District Leadership. (1-16-24) Work on Fire District/University Park fire station project. (2-23-24) Communicate with lobbyist on HB of concern to department. (2-28-24) Communicate with department on KORA issue. Communicate with outside counsel. And Deputy County Counselor. (3-4-24) Communicate with Fire Chief. (3-21-24) Work on contract issue. (3-26-24) Prepare and obtain Chairman's signature on Local Disaster Emergency Declaration regarding cybersecurity incident. Attend and participate in special BOCC public meeting. (4-1-24) Draft extension of Local Disaster Emergency Declaration on cybersecurity incident. Then obtain BOCC approval of extension of local disaster emergency declaration. (4-2-24; 4-3-24; 4-4-24) Draft local emergency declaration on Axelton Hill Road wildfire and obtain BOCC chairman signature. (4-6-24) Prepare extensions of both local disaster emergency declarations. (4-10-24) Present and obtain BOCC approval of both immediately preceding local disaster emergency declarations. (4-11-24) Review and approves as to form FRA matter. (7-24-24) **Communicate with department staff on pending matter and advise. (9-3-24)**

Riley County GIS: Assist with provision of "shapefile" requested by company. Communicate with company representatives and GIS staff. (6-5-23; 6-6-23)

Riley County Health Department: Work on contract law issue. (10-12-23;10-13-23.) Work on contract law issue. (10-19-23;10-23-23; 10-24-23.) Advise Department on personnel policy manual upcoming revision. (3-19-24) Communicate with county staff on parking issue. (3-26-24) Schedule staff discussion with this Department and another on legislative issue. (6-26-24) (Advise Department Head on legislative matter. (7-3-24) Advise Department Head on state funding matter. (7-3-24)

Riley County Historical Museum:

Riley County Human Resources. Finalize Green Dot Contract. (9-12-23) Conversation with HR. (10-12-23.) Review example of proposed Performance Review new form to be completed by 10-16-23. (10-12-23) Work with a department on HR issue "IV." (10-13-23.) Work with Department on unrelated HR issue("V"). (10-16-23.) Work with Department on unrelated HR issue "VI". (10-16-23.) Work with department on Personnel issue I. (10-19-23;10-23-23; 10-25-23.) Work with division on personnel law issue II. (10-24-23.) Work with Division and Department Head on personnel law issue II. (10-25-23;10-26-23;10-27-23;10-28-23-10-29-23;10-30-23) Work with Division and Department Head on personnel law issue. (11-1-23.) Work with Division and Department on personnel law issues. (11-2-23;11-3-23; 11-5-23;11-6-23.) Work on personnel

law issue for Division and Department. (11-10-23). Work with Division and Department on personnel law issues. (11-9-23;11-13-23; 11-14-23). Prepare for disciplinary action appeal scheduled for January 4, 2024. (12-289-23) Communicate with team members on working group considering revision of personnel manual. Working group to reconvene 1-9-24. (1-2-24) Work on personnel issues. (1-4-24; 1-5-24) Communicate with Department head and Division head on upcoming potential meeting regarding process. (1-12-24) Communication from Division head on upcoming work group work for discussions on personnel policies. (1-12-24) Working group discussion of personnel policy issues. (1-12-23) Working group discussion of personnel policy manual. (1-18-24) Working group discussion of personnel policy practice. (1-22-24) Analyze and comment upon potential policy. (1-24-24) Analyze potential changes to personnel policy. (1-29-24; 1-30-24; 1-31-24) Advise on legal issue. (2-1-24) Work on personnel policy manual issues. (2-22-23;2-23-24) Communicate with Division director given federal law changes in identified policies. (2-27-24) Review material provided. (2-27-24) Work with Division Director on scheduling upcoming presentations to BOCC in public meetings. (3-12-24) Work on Personnel Policy issue. (3-13-24) Work on upcoming executive session. (3-12-24;3-13-24) Work on personnel policy issue. (3-14-24;3-15-24;3-17-24;3-18-24) Work on different personnel policy issues than immediately preceding entry. (3-18-24) Work on both of the immediately preceding entry matters. (3-19-24) Work on dress code issues. (4-9-24) Review KORA request. (4-9-24) Discuss personnel law issue. (5-8-24) Work with Division and Department Head on two distinct personnel law issues. (5-10-12) Work with Division and Department Head on distinct personnel law issue. (5-14-24) Review and continue working on proposed policy. (5-28-24; 5-29-24) Work with HR, and a Dept. Head on personnel law issue. (5-31-24; 6-3-24) Work with staff group on proposed policy. (6-3-24) Work with HR and Department Head on personnel issue. (6-3-24) Work with HR. on personnel issue. (6-4-24; 6-5-24)) Work with HR on personnel matter. (6-7-24) Work with HR on personnel policy approval. (6-7-24) Work with HR on 2 distinct and unrelated personnel law issues. (6-17-24) Work with HR on personnel law issues. (6-18-24) Work with Division head on personnel legal issue. (7-2-24) Assist with upcoming personnel issue. (7-5-24) Assist Division and BOCC with personnel law issue. (7-25-24)

Riley County Information Technology/GIS Work with department on contract law issue. (10-24-23.) Conversation with GIS staff member regarding City GIS “layer” issue. (1-2-24) Discuss legal issues involving federal act(s) and communication technology. (2-1-24) Communication from IT about on-going efforts to protect network. (5-7-24)

Riley County Museum: Advise Director on question raised on behalf of Historical Society. (5-3-23)

Riley County Noxious Weeds/Hazardous Household Waste: Discuss with department head upcoming potential property leases of county ground. (5-3-23) Request Department Head provide copy of deed on one of leased properties—to review restrictions on all the leased properties. (5-4-23) Schedule discussion with Department Head on real property issue. (5-22-23) Review and approve as to form weed control contract proposed by KDOT. Inform Department head I’ve done so. (1-2-24) Conversation with Department Head on immediately preceding contract. (1-2-24)

RILEY COUNTY PLANNING AND DEVELOPMENT. Work on Comprehensive Plan update matter. (7-17-24) Work on County Retreat matter. (7-17-24)

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”): Communication from City Manager, County Clerk and County Attorney regarding RCPD question about potential ordinance or resolution. I contact Barry Wilkerson for discussion. (1-12-24) Work on project. (4-15-24; 4-16-24;4-17-24) Communication from third party on budget matter. (5-2-24) Work on inmate medical project. (5-29-24) Participate in staff working group on inmate medical project. (5-31-24) Communicate with vendor of inmate medical services. (5-31-24) **Work on inmate medical project. (8-14-24; 8-15-24; 8-16-24)**

Riley County Planning & Development: Represent County in District Court hearing on Prairiewood appeal. (8-29-23) Conversation with landowner. (10-12-23.) Review and approve Comprehensive Plan resolution “as to form” for 10-16-23 BOCC meeting. (10-12-23.) Work on pending litigation. (10-13-23) Work on pending litigation “III”. (10-13-23.) Work on pending project “I”. (10-13-23.) Conversation with opposing counsel in pending appeal “II.” (10-13-23) Work on benefit district project. (11-6-23; 11-7-23.) Work to schedule meetings with business and staff on different pending legal issues. (11-7-23; 11-8-23) Work on benefit district contract for environmental assessment. (1-26-24; 1-31-24) Complete work on benefit district contract for environmental assessment; route vendor—approved contract to this department’s Office Manager for placement on next Monday’s business meeting agenda, following conversation with Department Head. (2-1-24) Work with Department Head on contractual issue. (2-14-24) Work with Department Planner and Deputy on upcoming agenda item. (3-19-24) Work on immediately preceding entry again. (3-20-24) Work on benefit district issue. Discuss with Deputy County Counselor. (3-20-24) Review and approve as to form plat. (3-21-24) Discuss upcoming public hearing with staff member. (3-21-24) Work on upcoming land use issue. (3-26-24) Discuss with staff special use hearing before Planning Board evening of 4-8-24. (4-9-24) Conversation with opposing counsel in pending appeal. Draft motion to extend time to file our brief. I will file such agreed motion this week. Motion filed. (4-15-24) Review sanitary code issue. (4-18-24) Schedule meeting with department staff member on separate code violation enforcement matter. (4-18-24) Review correspondence on separate possible code violation matter. (4-18-24) Status report back on separate code enforcement matter. (4-18-24) Status report back on separate code enforcement matter. (4-18-24) Work on SB 384. (SB 162) as signed by Governo as part of SB 384. Meeting with staff of Planning and Development and RCHD. (4-26-24). Work solo on immediately preceding project list entry. (4-28-24) Review and approve as to form contract for project. Discuss with Department Head. (5-2-24) Communication with Department Staff on pending code enforcement matter. (5-2-24) Communicate with Department head on immediately preceding code enforcement matter. (5-3-24) Correspondence with outside professional based on citizen question regarding pending project. (5-3-24) Assist staff of this department on pending matter. (5-6-24) Communication from Department staff on different matter for calendaring. Respond. (5-6-24. Contact representative of citizen in pending matter. Relay information to staff member working on the matter. Relay information to another Department Head assisting in matter. (5-6-24) Respond to communication from Department Head on ongoing project of her department. Respond to communication from Department Head on different project of her department. (5-7-24) Communication from staff of Department on different project of her department. (5-7-24) Discuss with Department Head different project of her department; in response to communication from her of procedural question. (5-7-24) Answer question from Department Head on procedural question. Communicate with Department Head and Cindy K. (5-7-24) Review litigation material served on a co-defendant in pending code enforcement case. (5-7-24) Discuss pending enforcement matter with Code Enforcement officer. (5-7-28; 5-8-24) Work on pending Court of Appeals matter. (5-15-24) Work on comp plan consultant project. (5-29-24) Calendar Evergy application regarding Ashland Bottoms special use application. (5-29-24) Review and sign plat presented by Department staff. (5-29-24) Prepare for executive sessions. (6-5-24) Advise Department Head on project legal issue. (6-12-24) Work on pending appeal matter. (6-25-24) Work on pending sewer project. (7-3-24) (Advise Department Head on legislative matter. (7-3-24) Complete Agreement for Retreat Consultant. (7-18-24) Work on Comprehensive Plan Update matter. (7-18-24; 7-19-24) **Work on court of appeals brief (8-1-24; 8-2-24; 8-3-24; 8-4-24; 8-5-24) Evaluate project grant possibility legal issue. (8-6-24) Work on different pending Court of Appeals brief augmentation in pending matter. (8-5-24; 8-6-24) Communicate with Deputy Counselor on update regarding project. (8-9-24) Review and approve “as to form” contract for surplus personal property auction. (8-30-24) Work on KDOT roundabout project involving K-13. (9-2-24) Finalize contract documents for KDOT roundabout projects at two locations and provide documents to County Clerk for BOCC agenda for 9-5-24 (9-3-24)**

Riley County Public Information Officer: (5-8-23) Further communication with PIO and working group about same informational program. (5-8-23) Communication from PIO requesting legal advice. (7-24-23) Conversation on lawful options for final version of BOCC minutes. (10-24-23.) Schedule upcoming meeting on possible documentary. (3-12-24) Communicate with regarding Facebook change of services offered. (3-

12-24) Discussion with PIO regarding request for release of information. (5-31-24)

Riley County Public Works: Discuss land use issue with Department Head. (10-12-23.) Communicate with potential vendor on project. (10-13-23.) Communicate with county insurer on project. (10-13-23.) Contract law issue. (11-6-23.) Work on bid packet issue. (1-2-24) Contacted by KDHE requesting permission for project. Relay request to Public Works Director and invite conversation. (1-3-24) Discuss with Director Township Officers' March 6, 2024, meeting agenda. Contact outside party as possible participant to assist with program. (2-2-24) Attend and participate in Township Officials annual meeting. (3-6-24) Review and approve contract "as to form." (3-8-24) Review contract proposed. (3-11-24) Discuss staff contract proposed. (3-12-24) Work with Assistant County Engineer on assembly of contract for agenda. (3-19-24) Review and approve as to form immediately preceding contract. Conversation with Cindy K on delivery of contract to County Clerk's office for this Thursday's agenda. Place contract in delivery bin from Public Works to County Clerk's office. (3-20-24) Work on elevator contracts and discuss with Department Head. (4-5-24; 4-6-24; 4-8-24) Conversation with Dept. Head regarding KDHE request to do well test on county site. (4-15-24) Conversation with Dept. Head regarding drainage easement. (4-16-24) Review update on pending resolution. (4-18-24). Review and approve as to form covenant and easement documents for EMS HQ project. (4-23-24) Respond to email from KDHE on agency's planned sampling in Fairmont Park, after discussion with Department Head. (4-23-24) Conversation with Assistant County Engineer. Approve as to form transfer station truck scale Contract. (4-23-24) Work on KDOT roundabout project as it affects Riley County. (4-26-24; 4-28-24; 4-29-24; 4-30-24) Work on preceding KDOT project as it affects Riley County. 5-8-24. Work on policy issue involving CDL training. (5-30-24; 5-31-24) Review and approve as to form project document. (5-31-24) Review and approve as to form unrelated project document. (5-31-24) Approve as to form contract for project. (6-3-24) Work on project documents. (6-4-24) Conversation with consulting engineer on state highway project. (6-14-24) Communication from KDOT counsel on state "roundabout" project at US 24 and K-13. Contact Public Works Director. Contact KTOT counsel. (6-26-24) Communicate with Department Head on immediately preceding project. (7-2-24) Advise Department Head on separate and distinct legal matter. (7-3-24) Assist Department and BOCC with ongoing project issue. (7-25-24) **Discuss with Department Head facilities matter. (8-15-24) Discuss with Department Head ongoing KDOT project. (8-15-24; 8-16-24) Communicate in response to KDOT attorney on KDOT project. (8-16-24) Attend and participate in departmental staff meeting. (8-30-24) Finalize contract documents on the two KDOT roundabout projects, working with Department Head. and provide documents to Clerk's office for 9-5-24 agenda. (9-3-24) Work with Department Head finalizing contract documents for design of window replacement project in CPE. Provide to Clerks office for 9-5-24 agenda (9-3-24).**

Riley County Register of Deeds: Communicate with three offices, their staff and department heads on common legal issues. (11-7-23) Communicate with department head on same issue. (11-8-23) Work on legal issue regarding filing. (2-29-24; 3-1-24; 3-4-24) Work with department head and staff of County Clerk and County Appraiser to resolve filing issue. (3-4-24)

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22) Work on Delinquent Real Property Tax Foreclosure case for 2024. (4-12-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review probate case order directing payment of real property tax. (4-16-24) Review mtg foreclosure case and demand for payment of real property tax. (4-16-24) Review of probate case and real property tax. (4-16-24) **Review** delinquent real property tax efiling. (4-19-24) Work with legal staff on upcoming delinquent real property tax sale. (4-23-24) Process with staff response to citizen inquiry to county website about tax sale properties. (4-29-24) Process with staff response to another citizen inquiry to county website about tax sale. (4-29-24) Discuss tax sale property issue involving request from executor of titled owner. Call the executor and leave voicemail. Resolve with executor. (5-7-24) Sign order dismissing individual parcel from tax sale. (5-8-24) Work with department staff on preparation of Motion for

Default Judgement in 2024 delinquent real property tax sale. (5-10-24) Obtain judgment in favor of Riley County on motion for default judgment in Riley County District Court for upcoming delinquent real property tax sale. (5-28-24) Delinquent property tax sale meeting with office staff. (5-29-24) Approve withdrawal pleadings from pending probate cases wherein our filed claims for property taxes resulted in payment. (6-14-24) Assist Department Head with citizen communication. (6-17-24;6-18-24) Work on property tax foreclosure case. (6-26-24)

III. Projects by Professional Association, Internal and External Committees/working groups, CLE, & Other Administrative Matters:

Ad Hoc Staff Committees/Work Groups on Multiple Subjects: Staff committee discussion of issue in recent tax sale. Clerk and staff, Treasurer, Appraiser and staff. (3-6-23)

Administrative Matters: Discuss with HR CAR I'll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent's scheduled retirement. (5-22-23;5-23-23) Discuss and decide with staff on renewal of "Hawver" subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners' Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23;7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards. (8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23;8-11-23; 8-13-23) Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23;8-16-23;8-17-23) Continued work on transition of department to fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position.9 (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23) Relay eflex latest to staff—No access to court of appeals or supreme court yet as of noon today. (1-26-24) Participate as donor in County/Red Cross blood donation drive. (2-14-24) Work on closing issue involving sale of a portion of a larger parcel—the sale of which does not involve a pending code enforcement proceeding. (2-15-24) Work at PW successfully confirming, with IT assistance, our desktops there appropriately "sync" with our desktops in our CPE office. (2-26-24) Work with Public Works on key card/key fob access to that portion of Public Works building where our office will temporarily relocate. (2-27-24) Work on temporary relocation of office during 4th floor renovation project. (2-28-24) Work with I.T. to synchronize desktops at departmental CPE office and temporary space at Public Works. (3-1-24) Catch up on emails. Respond when appropriate. (4-9-24) Work on transition of Deputy County Counselor caseload to County Counselor. (4-10-24; 4-11-24; 4-12-24) Work on applicant interview scheduling for Deputy County Counselor position. (4-15-24) Work with our Office Manager on 2025 departmental budget request. (4-16-24) Work on departmental transition matters. (5-2-24; 5-2-24; 5-3-24) Brief staff meeting—my meetings schedule today. (5-7-24) Review and delete emails. (5-7-24) Work on transition: Introduce Deputy County Counselor to BOCC members; and 3 department heads (5-13-24) Introduce Deputy County Counselor to 3 more department heads. (5-14-24) Review and approve as to form payroll and accounts payable. (5-28-24) Work on transition matters in office. (5-30-24; 5-31-24) Contact IT about recent communications to organization about a system update. (6-3-24) Brief Bryant on relevant discussions during today's public BOCC meeting. (6-3-24) Weekly office staff meeting. (6-14-24) Work with staff working group on scheduled shut off of electricity to CPE. (6-17-24; 6-18-24) Work on organization of office filing. (7-5-24) Participate in CAR promoting Deputy County Counselor to County Counselor, effective January 1, 2024. (7-18-24) Consult with Deputy County Counselor on various pending projects. (7-24-24) Discuss potential internal publication of notice of Deputy Counselor's recent promotion by BOCC, effective January 1, 2025. (7-24-24) ***Prepare for interviews of candidates for***

Deputy County Counselor position, now that current Deputy has been promoted to County Counselor effective January 1, 2025. (8-7-24; 8-8-24; 8-13-24) Weekly staff meeting. (8-9-24) Organization and filing in preparation for transition. (8-9-24; 8-10-24; 8-11-24)

Continuing Legal Education: Attend online CLE program. (6-11-23) Attend CCAK CLE program. (6-16-23) Discuss department budget preparation for 2025. (4-18-24) Attend an open.gov zoom on “roll out” of budget creation. (4-18-24) Work on department budget request. (4-22-24; 4-23-24; 4-24-24; 4-25-24) Confirm electronically with CLE commission whether compliant for 2023 through June 30, 2024, for CLE requirements. Register for the remaining one-hour CLE to be presented online. (5-2-24; 5-3-24)

County Counselor Association of Kansas: Attend and participate virtually in Board of Governors meeting of CCAK. Summer CLE planning. (2-21-24) Contact KAC about presenter’s assigned time during June 21, 2024, CCAK CLE program. Relay to presenter. Recontact KAC. Recontact presenter. (5-2-24) Contact from presenter. Relay information to Jay Hall. Confirm to presenter all in place for CLE. (5-6-24) Communicate with Deputy Director and Presenter scheduled for CCAK CLE to take place 6-21-24. (6-18-24) Attend online program of association for required CLE. (6-21-24) **Review opioid funds distribution charts from KAC. (8-9-24)**

Department Head Committee: Attend and participate in committee meeting. (7-5-23) Attend and participate in meeting. (7-19-23) Attend and participate in committee meeting. (8-2-23) Attend and participate in Committee Meeting. (10-18-23) Attend and participate in committee meeting. (11-1-23.) Prepare for meeting scheduled for 1-3-24 (1-2-24) Attend and participate in Committee meeting. (1-3-24) Prepare for, attend and participate in committee meeting. (3-20-24) Prepare for 4-17-24 committee meeting. (4-16-24) Attend and participate in committee meeting. (5-1-24) Attend and participate in committee meeting. (6-5-24) Attend and participate in meeting. (7-3-24)

Intergovernmental Luncheon: Attend and participate in 2 pm. meeting of committee. (3-11-24)

Joint Task Force on Possible Fair and Rodeo Relocation: Attend 2nd meeting of group at Chamber offices. (7-14-23) Attend first ½ hour of task force meeting at KSU foundation. (8-16-23)

Kansas Association of Counties: Review communication on Kansas Supreme Court case considering self-insured entities. (3-8-24)

Staff Budget and Planning Committee: Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23) Prepare for scheduled 1-3-24 committee meeting. (1-2-24) Attend and participate in Committee meeting. (1-3-24) Review upcoming agenda for scheduled 1-30-24 committee meeting. Communicate with committee. (1-26-24) Attend and participate in committee meeting. (2-20-24) Work with IT/GIS staff on temporary move of department to Public Works during 4th floor CPE construction project. (2-21-24) Attend and participate in meeting of committee. (3-11-24; 3-12-24; 3-13-24) Conversation with Budget and Finance Officer. Available date of return from vacation. Accept B & P Meeting scheduled for 3 pm May 28, 2024. (5-7-24) Attend and participate in committee meeting. (5-28-24) Work on potential remote work policy. (5-28-24; 5-29-24) Attend and participate in committee meeting. (6-4-24)

Staff Riley County Employee Recognition Day Planning Committee: Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue contract. Conversation with County’s insurer. Voicemail left with PIO. (7-5-23) Attend and participate in Committee meeting (7-18-23) Communicate with sales representative for AMC Theatre. (8-2-23; 8-3-23) Communicate with AMC

representative and our insurer regarding event. (8-13-23) Attend and participate in committee meeting. (8-15-23) Communicate with our insurer and attorney for venue regarding Recognition Day. (8-15-23) Communicate with attorney for venue regarding Recognition Day. (8-16-23; 8-17-23) Attend and participate in Employee Day. (10-9-23.) Work on future Employee Recognition Day issue. (10-18-23) Contact insurer to evaluate coverage for potential site for 2024 Employee Recognition Day. (1-2-24) Attend and participate in committee meeting. (2-20-24) Communicate in response to questions about recognition for years of service by employees in attendance. (3-15-24) Attend and participate in committee meeting. (3-19-24) Check on potential keynote or breakout session speaker. Contact agent for venue to confirm paperwork necessary to finally reserve venue, obtain copy of complete contract required and obtain liability insurance coverage requirements. Contact county's insurer to confirm the required liability coverage will be in place for county on October 14th. Attend and participate in committee meeting. (4-16-24) Work on venue documentation. (4-30-24; 5-1-24) Check with C & W on status of certificate of insurance. (5-3-24; 5-7-24) Work on venue reservation and insurance coverage required. (5-28-24; 5-29-24) Work on venue reservation. (6-7-24) Attend and participate in committee meeting. (6-18-24) Work with group on input for CAR to describe event for BOCC. (6-24-24) Attend and participate in committee meeting. (7-16-24) **Attend (*slightly late*) and participate in Committee meeting. (8-20-24)**

Staff Road Renaming Committee:



MUSEUM
Staff Update

Katharine Hensler
Museum Director
2309 Claflin Rd
Manhattan, KS 66502
Phone: 785-565-6490

STAFF REPORT

FROM: Katharine Hensler, Museum Director

MEETING: September 9, 2024

SUBJECT: Staff Report - Riley County Historical Museum

PRESENTER: Katharine Hensler, Museum Director

Riley County Historical Museum - Director's Report

September 9, 2024

1. Visitation and Tours:

Site Name	JUN 2024	JUL 2024	AUG 2024
Museum	372	248	292
Goodnow House	139	133	209
Wolf House	68	47	49
Pioneer Log Cabin	54	19	N/A
Programs & Outreach	161	57	40
TOTAL	794	504	590

Volunteer Hours	JUN 2024	JUL 2024	AUG 2024
General	72	56.5	116
RCHS Board of Directors	73.5	86	186.5
Community Service	15	32.25	24
TOTAL	160.5	174.75	326.5

2. Education and Outreach

August 15 - Curator Highsmith provided a presentation to the Manhattan Welcome Club on the Eureka Lake Resort and Electric Park (40 attendees)

August 16 - Director Hensler traveled to Topeka with County Public Affairs Officer Vivienne Leyva for a KSNT morning show interview. Hensler spoke on the topic of historic cemetery and headstone preservation and conservation, and the Museum's local initiative in Riley and surrounding counties.

August 19 - KMAN *In-Focus* radio segment with Curator Highsmith and County Extension Director Gary Fike, on the history of the Riley County Fair.

Sunflower Summer concluded in mid-August with the full program attendance reaching 173. The program was offered through the Kansas Department of Tourism and generated \$570.00 in grant funding for the Riley County Historical Society.

3. Collections:

Collections Numbers	JUN 2024	JUL 2024	AUG 2024
Number of Collections Donated	2	8	N/A
Individual Items Donated	8	69	N/A
Backlogged Collections Processed	0	0	N/A
Backlogged Items Processed	0	0	N/A
Museum Acquisitions Processed	0	0	N/A

Curator Munger and Director Hensler completed Step 2 of the recent NAGPRA revisions which was to send invitations to consult to all relevant recognized tribes. In our case, that includes 58 tribes. This process was completed on August 14. We have received ten (10) requests for consultation and one (1) request for repatriation. We are proceeding with the required processes and time statutes.

4. **Archives and Library** - Curator Glasgow managed ten (10) new incoming patron requests for the public in the month of August. There were eight (8) appointments made to use the research library, and there was one (1) walk-in patron. Glasgow continues to follow up with outstanding requests submitted previously. Glasgow will retire from her role on October 1, 2024 after thirty-two (32) years of County service.

Library and Archives Requests	JUN 2024	JUL 2024	AUG 2024
Research (external)	19	6	10
Research (internal)	1	0	0
In-Person Appointments	7	6	8
Walk-In Appointments	2	1	1
TOTAL	29	13	19

5. **Building and Grounds** - The Riley County Historical Society has hired a contractor to clean up much of the grounds of the Goodnow site. This has included the removal of low hanging branches, brush, overgrowth, weeds, and stabilized some of the walkways. There will be restoration work taking place this fall to the barn which will focus on the window and doors. The

work will be done by John Wood of Woodworks Restoration. This is a contract handled and funded by the Kansas Historical Society, the owner of the Goodnow House state Historic Site. They received a grant through the Caroline Peine Foundation for this project.

No major issues to the Museum building to note at this time.

6. **Staffing** - Director Hensler and the Human Resources department staff are actively working to fill one As-Needed Museum Assistant position and currently recruiting for the scheduled vacancy which will be left by the Curator of Archives and Library's upcoming retirement. We have an abundance of excellent candidates for the Museum Assistant position, but we are not receiving many for the curator position. Interviews for the Museum Assistant role will conclude on September 11 and interviews for the curator role will begin the following week. Both positions will remain open until filled.

A new intern has been hired for the fall semester. Anne Beard, a recent K-State graduate started in this role in early August. She has been working with the curators on a variety of research projects and will likely be assisting the historical society with a proposed oral history project later this year. Welcome Anne!

7. **Riley County Historical Society** - The Society's Board of Directors are now into their final days of working with Coneflower Consulting to create their new strategic plan. A final plan will be presented to the board members at the September 11 meeting. The Board plans to present their new strategic plan at the Society's annual meeting in November with an implementation date of January 1, 2025. This plan will also be presented to the Museum Trustees and the Board of County Commissioners for review prior to its public distribution.

8. **Upcoming Events**

September 10 - **Fireside Chat: The Music of Mo-Town** with Doug "Chappie" Chapman, 5:30-7pm, Flight Crew Coffee; free and open to the public

September 11 - RCHS Board of Directors meeting, 3:30pm, Dallas Gallery, RCHM

September 20 - **Retirement Celebration for Linda Glasgow**, 1-3pm, Goodnow House State Historic Site and Museum grounds, all are welcome

September 21 - **Bus Tour: Discovering Riley County's Hidden History** with Kevin Larson, 9:30am-2:30pm, starting and ending at the Flint Hills Discovery Center; \$25-\$30 (sold out)

October 8 - **Fireside Chat: A K-State Airman and His B29** with Carol Regehr, 5:30-7pm, Flight Crew Coffee, Free and open to the public

October 9 - RCHS Board of Directors meeting, 3:30pm, Dallas Gallery, RCHM

October 10 - RCHS Quarterly Meeting: **A History of Keats and the Wildcat Valley** - Panel Discussion with Marcella Gocken, Mel Nudson, and Kevin Larson (and pie from the Farmhouse Restaurant), 7pm, Keats Community Center; free and open to the public

October 15 & 16 - **Spooky Safari** with the Sunset Zoo, 6:30pm, \$12/person, tickets available on 9/17 through the Sunset Zoo website www.sunsetzoo.com

October 19 - **3rd Annual Walking Tour of Historic Sunset Cemetery**, time TBD, free-will donation

October 27 - The Pioneer Log Cabin closes for the season, 2-5pm, Manhattan City Park

October 30 - RCHM Trustees quarterly meeting, 4pm, Dallas Gallery, RCHM

October 31 - **Trick or Treating at the Museum**, 8:30am-5pm

Enclosures:



MUSEUM
Travel Request

Katharine Hensler
Museum Director
2309 Claflin Rd
Manhattan, KS 66502
Phone: 785-565-6490

COMMISSION AGENDA REPORT

FROM: Katharine Hensler, Museum Director

MEETING: September 9, 2024

SUBJECT: Out of State Travel Request for Museum Curator of Education and Design, Melanie Highsmith

PRESENTER: Katharine Hensler, Museum Director

FISCAL IMPACT

Museum staff have not attended the Mountain Plains Museums Association annual conference for nearly a decade. This fall, the Museum would like to send Curator of Education and Design, Melanie Highsmith to attend. The conference location will be Bismark, North Dakota, and will take place from October 6-8, 2024. The theme is "*Trails to the Future*."

While the costs associated with sending this staff member to the conference do not fit within the Museum's approved 2024 budget, the Riley County Historical Society has budgeted for staff and board conferences/education/training, and will assume the costs associated with this proposed trip. There will be **no financial impact** to the County. However, we do seek permission to send this staff person out of state to attend this professional development opportunity.

The estimated costs below would be covered by the Riley County Historical Society:

Conference Registration (member/student rate): \$465.00
 Airfare out of Wichita (round trip): \$257.00
 Radison Hotel Bismark (Oct. 5-Oct.9; nightly rate \$109): \$479.60
 Mileage (estimate): \$188.94
 Parking (estimate): \$80.00
 Meals: \$80.00

Total \$ 1,550.54

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- OUT OF STATE Travel Request_Highsmith_SEP 9 2024_signed (PDF)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Melanie Highsmith **DEPARTMENT:** Museum

POSITION TITLE: Curator of Education and Design **DATE REQUESTED** September 9, 2024

FUND: Museum 001-017

Travel From: Manhattan, Kansas **Date:** October 5, 2024

Travel To: Bismark, North Dakota **Date:** October 9, 2024

Purpose of Travel: Attendance at the Mountain Plains Museums Association Annual conference in Bismark, North Dakota, October 6-8, 2024.

Please note that all costs will be covered by the Riley County Historical Society and there will be fiscal impact to the County.

Mode of Travel: Common Carrier ☒ Riley County Vehicle ☐ Privately Owned Vehicle ☒

☐ Administratively determined to be to the advantage of Riley County

☒ Not to exceed the cost of common carrier including food and lodging
Mileage rate of

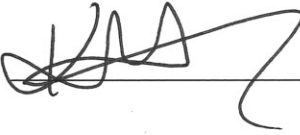
ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Airfare \$257.00; Mileage \$188.94;	\$445.94
Lodging	65.Radison Hotel Bismark (October 5-9; nightly rate of \$109) \$479.60	\$479.60
Meals	\$80 estimated as there will be some meals covered with conference registration fees.	\$80.00
Registration/Fees	with Member and Student rate: \$465.00	\$465.00
Other	Parking: \$80.00	\$80.00

Total Estimated Travel Costs: \$1550.54

Requested by: Melanie Highsmith **Date:** 9/5/2024

Approved by:

Department Head:  **Date:** 9/5/2024

Chair: _____ **Date:** _____

Board of County Commissioners

Attest: _____ **Date:** _____

Riley County Clerk

cc: Department Head
Department Assistant