

Minutes of the Grant County Fiscal Court May 19, 2020

The Grant County Fiscal Court met in Regular Session on Tuesday, May 19, 2020, at 6:30 P.M. at the Grant County Courthouse in Williamstown, Kentucky. Due to the need for social distancing, this meeting was streamlined live via Zoom, thus protecting the general public and our elected officials. Those in attendance were The Honorable Judge/Executive Chuck Dills presiding, Magistrate Jacquelyn Riley, Magistrate Shawna Coldiron, and Magistrate Roger Humphrey. Stephen Bates II, Grant County Attorney and Pat Conrad, Grant County Fiscal Court clerk were also present.

The following guests were in attendance: Jim Wells, David Rose, Gary Brock, Judy Osborne, and Steve Tatum, Grant County Road Supervisor.

**CALL TO ORDER:**

Judge/Executive Chuck Dills called the meeting to order and directed the clerk to call the roll, whereupon all members of the Fiscal Court were present.

Grant County Judge/Executive Chuck Dills presented for review and a motion to approve the minutes of the May 5, 2020.

A motion was made by Magistrate Humphrey, and was seconded by Magistrate Coldiron to approve the minutes of the May 5, 2020 meeting.

Judge/Executive Chuck Dills called for discussion and there being none, all members present voted in the affirmative.

Judge/Executive Chuck Dills presented for review and a motion to approve the claims drawn on the General Fund, Road Fund, and Jail Fund dated May 19, 2020, along with the transfers as presented.

A motion was made by Magistrate Riley, and was seconded by Magistrate Humphrey to approve the claims dated May 19, 2020, drawn on the General Fund, Road

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Fund, and Jail Fund, along with the transfers as presented.

Judge/Executive Chuck Dills called for discussion and there being none all members present voted in the affirmative.

Judge/Executive Chuck Dills presented for a First Reading of Ordinance No. 0004-2020-0240, an Ordinance amending and revising the Grant County Fiscal Court Personnel Policies along with the notice of a Second Reading to be held on June 2, 2020, at 6:30 P.M. or as soon thereafter as possible,

A motion to approve the notice to be posted in the newspaper for the Second Reading of Ordinance No. 0004-2020-0240 was made by Magistrate Riley, and was seconded by Magistrate Coldiron.

Judge/Executive Chuck Dills called for discussion and there being none all members present voted in the affirmative.

Judge/Executive Chuck Dills then presented the bid(s) for materials and supplies for the Grant County Road Department for the Fiscal Year 2020-2021.

**The bids for Stone are as follows:**

**Kim Crupper Stone Delivered**

#11 Stone -Clean	\$19.25	Natural Sand	\$15.25	#304 Stone	\$16.45
# 9 Stone-Clean	\$20.60	#4 Stone	\$21.10	Channel Liner 2	\$26.00
#8 Stone-Clean	\$20.60	# 2 Stone	\$17.30	Channel Liner 3	\$28.50
Dense Grade Stone	\$16.70	#57 Stone	\$19.60	# 6 Stone	\$20.10

**Nally & Gibson LLC Stone PICKED UP**

#11 Stone	\$15.75	#2 Stone	\$14.75
#9 Stone	\$16.75	#57 Stone	\$15.50
#8 Stone	\$16.75	Dense Grade	\$13.75
#4 Stone	\$14.75	Class II Channel	\$18.00

**The bids for liquid asphalt for use on County roads are as follows:**

RS2 Oil MC:

**Hudson Materials Company**

RS2 Per Gallon	\$2.32 – Chip seal oil
Enviro (Which is equivalent to MC-70)	\$2.42 - Per Gallon

**Marathon Petroleum Company**

RS-2 Per Gallon	\$1.93 (delivered)
MC-30 or MC-70 Per Gallon	\$2.88

**The bids for Diesel Fuel # 2 are as follows:**

**Lykins Oil**

Will provide a daily price via email to the Finance Officer or Clerk

**Valor Oil** We will do a daily pricing via email to Finance Officer or Clerk

**The bids for Hot Mix base are as follows:**

**Bluegrass Paving**

Bid for Hot Mix Base & Surface is as follows:

Hot Mix Base picked up at the plant per ton	\$ 53.00
Hot Mix Surface picked up at the plant per ton	\$ 56.00

**Eaton Asphalt**

Hot Mix Base picked up at the plant per ton	\$67.00
Hot Mix Base picked up at the plant per ton	\$71.00
Cold Mix per ton	\$135.00

**Reigler Blacktop, Inc.**

Hot Mix Base picked up at the plant per ton	\$46.00
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Hot Mix Surface picked up at the plant per ton \$50.00

**The bids for salt, per ton, are as follows:**

<b>Kim Crupper Transport delivered per ton</b>	\$89.45
<b>Morton Salt delivered per ton</b>	\$89.02
<b>Cargill Deicing delivered per ton</b>	\$93.64
<b>Detroit Salt delivered per ton</b>	\$92.91

A motion was made by Magistrate Humphrey, and was seconded by Magistrate Riley to approve the following bids: For Stone and hauling of Stone the bid was awarded to Kim Crupper transport, for RS-2 the bid was awarded to Marathon Ashland, and AE-200 or MC 30 was awarded to Hudson Materials. The pug mill bid was awarded to Hudson Materials. Both Lykins Oil and Valor Oil were awarded bids for Diesel Fuel. The bid goes to the lowest price on the day that the fuel is ordered.

The bid for Hot Mix Base and Surface was awarded to Len Riegler Blacktop , and the bid for salt for roads was awarded to Kim Crupper Transport. Mr. Crupper is a local company and has been very reliable in delivering salt when the county has needed it on an emergency basis.

Judge/Executive Chuck Dills called for any further discussion and there being none, all members present voted in the affirmative.

Judge/Executive Chuck Dills presented for a motion to approve an agreement between the Grant County Fiscal Court and the Jonesville Volunteer Fire Department for the Fiscal Year 2019-2020, and grant permission for Judge/Executive Chuck Dills to sign the agreement.

A motion was made by Magistrate Coldiron, and was seconded by Magistrate Humphrey to approve an agreement between the Grant County Fiscal Court and the Jonesville

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Volunteer Fire Department for the Fiscal Year 2019-2020, and grant permission for Judge/Executive Chuck Dills to sign the agreement.

Judge/Executive Chuck Dills called for any further discussion and there being none, all members present voted in the affirmative.

Judge/Executive Chuck Dills presented for a motion to approve an agreement between the Grant County Fiscal Court and the Corinth Rural Fire Board for the Fiscal Year 2019-2020, and grant permission for Judge/Executive Chuck Dills to sign the agreement.

A motion was made by Magistrate Riley and was seconded by Magistrate Coldiron to approve an agreement between the Grant County Fiscal Court and the Corinth Rural Fire Board for the Fiscal Year 2019-2020, and grant permission for Judge/Executive Chuck Dills to sign the agreement.

Judge/Executive Chuck Dills called for any further discussion and there being none, all members present voted in the affirmative.

Judge/Executive Chuck Dills presented for review and approval an addendum to the Grant County Detention Center Policies and procedures pertaining to employee Workplace Accident or injury.

A motion was made by Magistrate Coldiron and seconded by Magistrate Humphrey to approve an addendum to the Grant County Detention Center Policies and procedures pertaining to employee Workplace and Accident or injury.

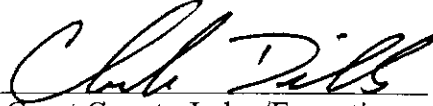
Judge/Executive Chuck Dills called for any further discussion, and there being none, all members present voted in the affirmative.

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Judge/Executive Chuck Dills gave a brief report and then gave the Magistrates the opportunity to report on their activities and what is going on in their district and around the county.

Judge/Executive Chuck Dills reminded the court that there will be a Special meeting held on Thursday, May 21, 2020 via zoom to open the bids for the resurfacing of county roads where slips were repaired and the next regular meeting of this body will be held on Tuesday, June 2, 2020. The meeting will be held at the Grant County Courthouse at 6:30 P.M.

Motion to adjourn was made by Magistrate Coldiron, and seconded by Magistrate Riley. All members present voted to adjourn.

  
Grant County Judge/Executive  
Chuck Dills

General

**Vendor Claims Register - Detail**

GRANT COUNTY FISCAL COURT

MAY 19 2020 GENERAL FUND CLAIMS

All Funds

From: 05/19/2020 To: 05/19/2020

Voucher	Date	PO No.	Invoice	Account	Account Name	Vendor Name	Claim Description	Pd Check	Amount
00002066	05/19	16002209		01-5047-567-	REFUNDS	CERTIFIED RESTAURANT SERVICES, LLC	PAID TAXES IN ERROR	<input type="checkbox"/>	130.60
							1 Voucher Items Listed		130.60
00002067	05/19	16002217	14239	01-5057-318-	CONTRACT PAYMENT - PAYROLL & COMPUTER E THOMAS & ASSOCIATES INC	PAYROLL 5/8/2020		<input type="checkbox"/>	492.50
							1 Voucher Items Listed		492.50
00002068	05/19	16002210		01-5135-455-	PETROLEUM PRODUCTS - GAS, OIL, ETC.	GRANT COUNTY OIL CO INC	PETROLEUM	<input type="checkbox"/>	25.15
							1 Voucher Items Listed		25.15
00002069	05/19	16002234	9667	01-9100-307-	AUDITING SERVICES	KENTUCKY STATE TREASURER - AUDITOR OF P CLERK FEE AUDIT / 2018		<input type="checkbox"/>	10,093.45
							1 Voucher Items Listed		10,093.45
00002070	05/19	16002225	2006.221	01-5057-705-	COMPUTER EQUIPMENT	RMB AGENCY INC	WEBSITE MAINTENANCE	<input type="checkbox"/>	50.00
							1 Voucher Items Listed		50.00
00002071	05/19	16002236	0011563655	01-5015-592-	SHERIFF, VEHICLE MAINTENANCE	S&S TIRE	TIRES FOR STOCK	<input type="checkbox"/>	524.00
							1 Voucher Items Listed		524.00
00002072	05/19	16002216	00067969	01-5015-315-	HOME INCARCERATION	SATELLITE TRACKING OF PEOPLE LLC	TRACKING / HOME INCARCERATION	<input type="checkbox"/>	228.00
							1 Voucher Items Listed		228.00
00002073	05/19	16002005		01-5001-445-	CO. JUDGE/EXEC, OFFICE SUPPLIES	SUBURBAN PROPANE	BOTTLED WATER / BLDG INSPECTOR	<input type="checkbox"/>	45.00
							1 Voucher Items Listed		45.00
00002074	05/19	16002219		01-5001-333-	MAINTENANCE AGREEMENT ON COPPER	U S BANCORP EQUIPMENT FINANCE	COPIER LEASES	<input type="checkbox"/>	117.58
							1 Voucher Items Listed		117.58
00002074	05/19	16002219		01-5015-445-	OFFICE SUPPLIES	U S BANCORP EQUIPMENT FINANCE	SHERIFF	<input type="checkbox"/>	235.14
							1 Voucher Items Listed		235.14
00002074	05/19	16002219		01-5205-445-	OFFICE SUPPLIES & EQUIPMENT	U S BANCORP EQUIPMENT FINANCE	SHELTER	<input type="checkbox"/>	117.57
							1 Voucher Items Listed		117.57
00002074	05/19	16002219		01-5212-445-	OFFICE SUPPLIES	U S BANCORP EQUIPMENT FINANCE	SOLID WASTE	<input type="checkbox"/>	117.57
							1 Voucher Items Listed		117.57
00002075	05/19	16002212	869226423018	01-5015-455-	PETROLEUM PRODUCTS	VOYAGER FLEET SYSTEMS INC	PETROLEUM / APRIL 2020	<input type="checkbox"/>	3,555.77
							4 Voucher Items Listed		587.86
00002075	05/19	16002212		01-5080-455-	PETROLEUM PRODUCTS	VOYAGER FLEET SYSTEMS INC	FISCAL COURT	<input type="checkbox"/>	62.64
							1 Voucher Items Listed		62.64
00002075	05/19	16002212		01-5081-455-	PETROLEUM PRODUCTS	VOYAGER FLEET SYSTEMS INC	JUDICIAL CENTER	<input type="checkbox"/>	16.23
							1 Voucher Items Listed		16.23
00002075	05/19	16002212		01-5115-455-	PETROLEUM PRODUCTS, GASOLINE & OIL ETC	VOYAGER FLEET SYSTEMS INC	BUILDING INSPECTOR	<input type="checkbox"/>	124.27
							1 Voucher Items Listed		124.27
00002075	05/19	16002212		01-5135-455-	PETROLEUM PRODUCTS - GAS, OIL, ETC.	VOYAGER FLEET SYSTEMS INC	EMA	<input type="checkbox"/>	68.22
							1 Voucher Items Listed		68.22
00002075	05/19	16002212		01-5205-455-	ANIMAL SHELTER PETROLEUM PRODUCTS	VOYAGER FLEET SYSTEMS INC	ANIMAL SHELTER	<input type="checkbox"/>	75.38
							1 Voucher Items Listed		75.38
00002075	05/19	16002212		01-5212-455-	PETROLEUM PRODUCTS	VOYAGER FLEET SYSTEMS INC	SOLID WASTE	<input type="checkbox"/>	68.56
							1 Voucher Items Listed		68.56
00002075	05/19	16002212		01-5401-455-	PETROLEUM PRODUCTS - GASOLINE, OIL ETC.	VOYAGER FLEET SYSTEMS INC	PARKS	<input type="checkbox"/>	224.86
							8 Voucher Items Listed		4,195.93
00002088	05/19	16002070	10775619	01-5401-467-	RECREATION SUPPLIES, EQUIP. & REPAIRS	MEADE TRACTOR	FUEL CAP	<input type="checkbox"/>	16.25
							1 Voucher Items Listed		16.25

# Vendor Claims Register - Detail

GRANT COUNTY FISCAL COURT

MAY 19 2020 GENERAL FUND CLAIMS

All Funds

From: 05/19/2020 To: 05/19/2020

Voucher	Date	PO No.	Invoice	Account	Account Name	Vendor Name	Claim Description	Pd Check	Amount
00002089	05/19	16002237	234845	01-5401-421-	FERTILIZER, LIME, CHEMICALS, ETC.	SELECT PEST CONTROL	PEST CONTROL	<input type="checkbox"/>	50.00
								1 Voucher Items Listed	<b>16.25</b>
00002090	05/19	16002241	80290	01-5020-725-	OFFICE EQUIPMENT	LIVE ACTION SAFETY	MORTUARY COT	<input type="checkbox"/>	1,889.85
								1 Voucher Items Listed	<b>50.00</b>
00002091	05/19	16002242	51491	01-5020-445-	OFFICE SUPPLIES	SALAM INTERNATIONAL INC	BODY BAGS	<input type="checkbox"/>	519.88
								1 Voucher Items Listed	<b>519.88</b>
00002093	05/19	16002261		01-5081-586-	JUDICIAL CENTER - CONTRACTED CUSTODIAN/CR SERVICES		MAY 2020	<input type="checkbox"/>	2,660.00
								1 Voucher Items Listed	<b>2,660.00</b>
00002094	05/19	16002257		01-5232-348-	CARE-NET	CARE NET PREGNANCY SERVICES NKY	APRIL 2020	<input type="checkbox"/>	500.00
								1 Voucher Items Listed	<b>500.00</b>
00002095	05/19	16002253		01-5081-578-	JUSTICE CENTER, UTILITIES	CINCINNATI BELL TELEPHONE	ELEVATOR TELEPHONES	<input type="checkbox"/>	183.33
								1 Voucher Items Listed	<b>183.33</b>
00002096	05/19	16002254		01-5001-573-	TELEPHONE	CINCINNATI BELL TELEPHONE	DES / PHONE	<input type="checkbox"/>	52.16
								1 Voucher Items Listed	<b>52.16</b>
00002097	05/19	16002260		01-5081-406-	JUSTICE CENTER, BLDG. MAINT. SUPPLIES	EDMONDSON'S FURNITURE & APPLICANCE	REPAIRS TO ICEMAKER	<input type="checkbox"/>	65.00
								1 Voucher Items Listed	<b>65.00</b>
00002098	05/19	16002138		01-5001-445-	CO. JUDGE/EXEC, OFFICE SUPPLIES	FORCHT BANK	1 HARD DRIVE/ BLDG. INSPECTOR	<input type="checkbox"/>	68.89
00002098	05/19	16002138		01-5015-445-	OFFICE SUPPLIES	FORCHT BANK	4 HARD DRIVES	<input type="checkbox"/>	275.56
00002098	05/19	16002111		01-5080-406-	BUILDING MAINTENANCE SUPPLIES	FORCHT BANK	HAND SANITIZER	<input type="checkbox"/>	303.98
								3 Voucher Items Listed	<b>648.43</b>
00002099	05/19	16002140		01-5080-463-	PLUMBING SUPPLIES & REPAIRS	FORCHT BANK	WAX RING FOR TOILET /SHERIFF	<input type="checkbox"/>	3.44
00002099	05/19	16002069		01-5081-406-	JUSTICE CENTER, BLDG. MAINT. SUPPLIES	FORCHT BANK	LIGHT BULBS/BALLASTS/BATTERY BACKUPS	<input type="checkbox"/>	660.00
00002099	05/19	16002103		01-5081-406-	JUSTICE CENTER, BLDG. MAINT. SUPPLIES	FORCHT BANK	STRETCHWRAP	<input type="checkbox"/>	19.84
00002099	05/19	16002140		01-5205-402-	KENNEL SUPPLIES & EQUIPMENT	FORCHT BANK	WAX RING FOR ANIMAL SHELTER	<input type="checkbox"/>	3.44
00002099	05/19	16002140		01-5205-592-	VEHICLE REPAIRS	FORCHT BANK	WINDSHIELD WIPERS	<input type="checkbox"/>	21.76
00002099	05/19	16002118		01-5401-592-	VEHICLE MAINTENANCE & REPAIRS	FORCHT BANK	PURCHASE TIRE	<input type="checkbox"/>	139.01
								6 Voucher Items Listed	<b>847.49</b>
00002100	05/19	16001935		01-5080-406-	BUILDING MAINTENANCE SUPPLIES	FORCHT BANK	BOTTLED WATER	<input type="checkbox"/>	10.72
00002100	05/19	16002250		01-5080-406-	BUILDING MAINTENANCE SUPPLIES	FORCHT BANK	BOTTLED WATER	<input type="checkbox"/>	10.72
								2 Voucher Items Listed	<b>21.44</b>



# Vendor Claims Register - Detail

GRANT COUNTY FISCAL COURT  
MAY 19 2020 GENERAL FUND CLAIMS

All Funds  
From: 05/19/2020 To: 05/19/2020

Voucher	Date	PO No.	Invoice	Account	Account Name	Vendor Name	Claim Description	Pd Check	Amount
00002101	05/19	16002098		01-5080-406	BUILDING MAINTENANCE SUPPLIES	FORCHT BANK	BOTTLED WATER/ COFFEE	<input type="checkbox"/>	25.12
00002101	05/19	16002102		01-5080-516	HEATING & AIR CONDITIONER REPAIRS	FORCHT BANK	FILTERS	<input type="checkbox"/>	56.87
00002101	05/19	16002020		01-5080-741	IMPROVEMENTS & CONSTRUCTION	FORCHT BANK	DUCT TAPE	<input type="checkbox"/>	14.98
00002101	05/19	16002019		01-5080-741	IMPROVEMENTS & CONSTRUCTION	FORCHT BANK	ROUND AIR DIFFUSER	<input type="checkbox"/>	75.35
							4 Voucher Items Listed		<b>172.32</b>
00002102	05/19	16002127		01-5405-445	OFFICE EXPENSES & SUPPLIES	FORCHT BANK	WATER FOR EMPLOYEES	<input type="checkbox"/>	7.50
							1 Voucher Items Listed		<b>7.50</b>
00002103	05/19	16002143		01-5205-402	KENNEL SUPPLIES & EQUIPMENT	FORCHT BANK	SUPPLIES	<input type="checkbox"/>	133.28
							1 Voucher Items Listed		<b>133.28</b>
00002104	05/19	16002262		01-5135-420	SUPPLIES & SERVICES & HAZ MAT MATERIAL	FORCHT BANK	HAND SANITIZER BOTTLES	<input type="checkbox"/>	114.48
00002104	05/19	16002263		01-5135-420	SUPPLIES & SERVICES & HAZ MAT MATERIAL	FORCHT BANK	COVID 19 - CLOROX	<input type="checkbox"/>	48.51
00002104	05/19	16002251		01-5135-574	TRAINING	FORCHT BANK	KES CONFERENCE	<input type="checkbox"/>	200.00
00002104	05/19	16002041		01-5135-588	EQUIPMENT REPAIRS	FORCHT BANK	SPARK PLUGS FOR EMA BOAT	<input type="checkbox"/>	5.49
							4 Voucher Items Listed		<b>368.48</b>
00002105	05/19	16002258		01-5025-539	ADVERTISING LEGAL NOTICES	GRANT COUNTY NEWS	AUDIT REPORT	<input type="checkbox"/>	328.50
00002105	05/19	16002258		01-5025-539	ADVERTISING LEGAL NOTICES	GRANT COUNTY NEWS	NOTICE TO BID / EMPLOYMENT	<input type="checkbox"/>	150.45
							2 Voucher Items Listed		<b>478.95</b>
00002106	05/19	16002256		01-5080-582	ELECTRIC	OWEN ELECTRIC COOPERATIVE	SIREN WARSAW RD.	<input type="checkbox"/>	36.90
00002106	05/19	16002256		01-5080-582	ELECTRIC	OWEN ELECTRIC COOPERATIVE	SIREN EIBECK LANE	<input type="checkbox"/>	31.75
							2 Voucher Items Listed		<b>68.65</b>
00002107	05/19	16002259	32601	01-5015-592	SHERIFF, VEHICLE MAINTENANCE	QUICK LUBE PLUS LLC	ROUTINE SERVICE	<input type="checkbox"/>	64.34
00002107	05/19	16002281	32643	01-5015-592	SHERIFF, VEHICLE MAINTENANCE	QUICK LUBE PLUS LLC	JORDAN CUMMINS	<input type="checkbox"/>	779.89
00002107	05/19	16002281	32654	01-5015-592	SHERIFF, VEHICLE MAINTENANCE	QUICK LUBE PLUS LLC	DEV HERBST	<input type="checkbox"/>	198.31
							3 Voucher Items Listed		<b>1,042.54</b>
00002108	05/19	16002110		01-5015-592	SHERIFF, VEHICLE MAINTENANCE	TIRE CITY OF KENTUCKY LLC DBA GRANT	TIRE CITY OF KENTUCKY LLC DBA GRANT COUJOL CHANGE / FILTER ETC	<input type="checkbox"/>	57.96
00002108	05/19	16002110		01-5015-592	SHERIFF, VEHICLE MAINTENANCE	TIRE CITY OF KENTUCKY LLC DBA GRANT	TIRE CITY OF KENTUCKY LLC DBA GRANT COUJOL CHANGE / FILTER ETC	<input type="checkbox"/>	885.72
							2 Voucher Items Listed		<b>943.68</b>
00002109	05/19	16002255	0798-0023567	01-5081-366	SOLID WASTE PICKUP	REPUBLIC SERVICES # 798	SOLID WASTE PICKUP	<input type="checkbox"/>	140.72
							1 Voucher Items Listed		<b>140.72</b>
00002116	05/19	16002265		01-9400-299	EDUCATION	COLTON SIMPSON	REIMBURSEMENT 1 CLASS	<input type="checkbox"/>	2,007.00
							1 Voucher Items Listed		<b>2,007.00</b>

# Vendor Claims Register - Detail

GRANT COUNTY FISCAL COURT  
MAY 19 2020 GENERAL FUND CLAIMS

All Funds  
From: 05/19/2020 To: 05/19/2020

Voucher	Date	PO No.	Invoice	Account	Account Name	Vendor Name	Claim Description	Pd Check	Amount
00002117	05/19	16002270	20-0567	01-5080-352-	ELEVATOR MAINTENANCE	TRI-STATE ELEVATOR INC	ELEVATOR MAINTENANCE 1 Voucher Items Listed	<input type="checkbox"/>	467.00
00002118	05/19	16002274		01-5015-445-	OFFICE SUPPLIES	BUSINESS CARD	B. WEBB 1 Voucher Items Listed	<input type="checkbox"/>	41.21
00002119	05/19	16002275		01-5015-385-	VET SERVICES	BUSINESS CARD	L. JACOBS / DOG FOOD 1 Voucher Items Listed	<input type="checkbox"/>	42.99
00002120	05/19	16002277		01-5015-435-	SHERIFF, LAW ENFORCEMENT EXPENSE	BUSINESS CARD	K. BURKE / WALMART 1 Voucher Items Listed	<input type="checkbox"/>	78.02
00002121	05/19	16002276		01-5015-592-	SHERIFF, VEHICLE MAINTENANCE	BUSINESS CARD	M. GOODRICH / SPEEDWAY 1 Voucher Items Listed	<input type="checkbox"/>	4.76
00002122	05/19	16002278		01-5015-435-	SHERIFF, LAW ENFORCEMENT EXPENSE	BUSINESS CARD	S. CONRAD / WAL MART / KELLY BROTHERS 1 Voucher Items Listed	<input type="checkbox"/>	140.88
00002123	05/19	16002279		01-5015-563-	POSTAL CHARGES	BUSINESS CARD	POSTAGE 1 Voucher Items Listed	<input type="checkbox"/>	12.20
00002123	05/19	16002279		01-5015-709-	FURNITURE & EQUIPMENT	BUSINESS CARD	LANDSCAPING 2 Voucher Items Listed	<input type="checkbox"/>	105.90
00002124	05/19	16002203	488282932001	01-5015-445-	OFFICE SUPPLIES	OFFICE DEPOT	COPY PAPER 1 Voucher Items Listed	<input type="checkbox"/>	104.97
00002125	05/19	16002282	294387	01-5081-588-	FIRE ALARM SYSTEM & ELEVATOR	D-C ELEVATOR COMPANY INC	ELEVATOR MAINTENANCE 1 Voucher Items Listed	<input type="checkbox"/>	352.40
00002126	05/19	16002285	587308	01-5080-741-	IMPROVEMENTS & CONSTRUCTION	TERRY CLEVELAND	1ST FLOOR, BASEMENT, OUTSIDE BLDG. 1 Voucher Items Listed	<input type="checkbox"/>	3,665.29
00002127	05/19	16002284	20450843	01-5401-467-	RECREATION SUPPLIES, EQUIP. & REPAIRS	JIM SOUTH LLC	MARTHA BLAIN THEATRE 1 Voucher Items Listed	<input type="checkbox"/>	419.50
00002130	05/19	16002294		01-5420-902-	COMMISSION PAYMENT	GRANT COUNTY TOURISM & CON COM	3RD QTR TOURISM TAX 1 Voucher Items Listed	<input type="checkbox"/>	29,042.35
00002131	05/19	16002291	11210	01-5135-739-	EQUIPMENT PURCHASE	SAYLOR TRAILER SALES LLC	20 FT EQUIPMENT TRAILER 1 Voucher Items Listed	<input type="checkbox"/>	4,250.00
00002132	05/19	16002280		01-5080-585-	MAINTENANCE AGREEMENT	EDIE IRELAND	CLEANING / MARCH & APRIL 2020 1 Voucher Items Listed	<input type="checkbox"/>	1,630.00
00002133	05/19	16002290		01-5135-739-	EQUIPMENT PURCHASE	GRANT COUNTY CLERK	TAGS FOR TRAILER 1 Voucher Items Listed	<input type="checkbox"/>	15.00

# Vendor Claims Register - Detail

GRANT COUNTY FISCAL COURT  
MAY 19 2020 GENERAL FUND CLAIMS

All Funds  
From: 05/19/2020 To: 05/19/2020

Voucher	Date	PO No.	Invoice	Account	Account Name	Vendor Name	Claim Description	Pd Check	Amount
00002134	05/19	16002295		01-5121-315	CONTRACTS WITH PRIVATE AGENCIES	JONESVILLE VOLUNTEER FIRE DEPT	FIRE CONTRACT/JONESVILLE	<input type="checkbox"/>	18,960.90
							1 Voucher Items Listed		<b>18,960.90</b>
00002135	05/19	16002297	86753934	01-5080-588	FIRE ALARM SYSTEM	JOHNSON CONTROLS FIRE	FIRE EXTINGUISHER INSPECTION	<input type="checkbox"/>	464.00
00002135	05/19	16002297	86753936	01-5080-588	FIRE ALARM SYSTEM	JOHNSON CONTROLS FIRE	EMERGENCY LIGHT INSPEC	<input type="checkbox"/>	814.00
							2 Voucher Items Listed		<b>1,278.00</b>
00002137	05/19	16002122	0444614-1n	01-5015-435	SHERIFF, LAW ENFORCEMENT EXPENSE	SIRCHIE ACQUISITION CO LLC	EVIDENCE SUPPLIES	<input type="checkbox"/>	331.42
							1 Voucher Items Listed		<b>331.42</b>
00002138	05/19	16002231		01-5080-406	BUILDING MAINTENANCE SUPPLIES	GLOBAL SUPPLY & FLOOR EQUIPMENT LLC	TISSUE, LINENS, DISPENSER	<input type="checkbox"/>	439.60
00002138	05/19	16002231		01-5081-411	JUSTICE CENTER, CUSTODIAL SUPPLIES	GLOBAL SUPPLY & FLOOR EQUIPMENT LLC	TISSUE, LINER, SOAP	<input type="checkbox"/>	274.40
							2 Voucher Items Listed		<b>714.00</b>
00002139	05/19	16002298		01-5232-515	COMMUNITY ACTION COMMISSION	NORTERN KY COMMUNITY ACTION		<input type="checkbox"/>	3,000.00
							1 Voucher Items Listed		<b>3,000.00</b>
00002140	05/19	16002299		01-5121-315	CONTRACTS WITH PRIVATE AGENCIES	CORINTH RURAL FIRE BOARD INC	FIRE CONTRACT 2019-2020	<input type="checkbox"/>	21,000.00
							1 Voucher Items Listed		<b>21,000.00</b>
							53 Vouchers Listed		<b>114,846.23</b>

Road

**Vendor Claims Register - Detail**

**GRANT COUNTY FISCAL COURT**  
**MAY 19 2020 ROAD FUND CLAIMS**

All Funds  
 From: 05/19/2020 To: 05/19/2020

Voucher	Date	PO No.	Invoice	Account	Account Name	Vendor Name	Claim Description	Pd Check	Amount
00002081	05/19	16002158	X100143764:0	02-6105-588-	MAINTENANCE & REPAIR - EQUIPMENT & VEH	BLUESGRASS INTERNATIONAL TRUCKS INC	- FILTERS FOR TRUCKS 10 & 11	<input type="checkbox"/>	475.06
								1 Voucher Items Listed	<b>475.06</b>
00002082	05/19	16002235	221732	02-6105-427-	GARAGE SUPPLIES	SUBURBAN PROPANE	BOTTLED WATER (4)	<input type="checkbox"/>	36.00
								2 Voucher Items Listed	<b>989.75</b>
00002083	05/19	16002213		02-6105-427-	GARAGE SUPPLIES	VOYAGER FLEET SYSTEMS INC	PETROLEUM / APRIL 2020	<input type="checkbox"/>	513.01
								1 Voucher Items Listed	<b>513.01</b>
00002084	05/19	16002239	9970128625	02-6105-364-	ROAD RENTALS	AIRGAS USA LLC	OXYGEN / ACETYLENE	<input type="checkbox"/>	118.85
								2 Voucher Items Listed	<b>254.69</b>
00002084	05/19	16002268	9101166067	02-6105-427-	GARAGE SUPPLIES	AIRGAS USA LLC	ARGON TANK EXCHANGE FOR WELDER	<input type="checkbox"/>	135.84
								1 Voucher Items Listed	<b>1,700.00</b>
00002085	05/19	16002131	10395110	02-6105-588-	MAINTENANCE & REPAIR - EQUIPMENT & VEH	JASPER ENGINE EXCHANGE INC	TURBO TRUCK #7	<input type="checkbox"/>	1,700.00
								1 Voucher Items Listed	<b>67.61</b>
00002086	05/19	16002101	2185165023	02-6105-588-	MAINTENANCE & REPAIR - EQUIPMENT & VEH	O'REILLY AUTOMOTIVE STORES INC	OIL & OIL FILTER	<input type="checkbox"/>	67.61
								1 Voucher Items Listed	<b>1,566.72</b>
00002087	05/19	16002238	201181	02-6105-447-	ROAD MATERIALS	RIEGLER BLACKTOP INC	SURFACE ASPHALT	<input type="checkbox"/>	631.89
								3 Voucher Items Listed	<b>5,808.30</b>
00002136	05/19	16002296		02-6105-578-	UTILITIES	OWEN ELECTRIC COOPERATIVE	METER # 125907	<input type="checkbox"/>	46.59
								3 Voucher Items Listed	<b>106.31</b>
00002136	05/19	16002296		02-6105-578-	UTILITIES	OWEN ELECTRIC COOPERATIVE	METER # 135521	<input type="checkbox"/>	362.91
								14 Voucher Items Listed	<b>10,171.33</b>
								8 Vouchers Listed	

# Vendor Claims Register - Detail

GRANT COUNTY FISCAL COURT  
MAY 19 2020 JAIL FUND CLAIMS

All Funds  
From: 05/19/2020 To: 05/19/2020

Voucher	Date	PO No.	Invoice	Account	Account Name	Vendor Name	Claim Description	Pd Check	Amount
00002076	05/19	16002204		03-5101-583-	NATURAL GAS	DUKE ENERGY	NATURAL GAS 1 Voucher Items Listed	<input type="checkbox"/>	915.54
00002077	05/19	16002233	52120	03-5101-343-	SPECIALIZED HEALTHCARE	GARCIA CLINICAL LABORATORY INC	LAB SERVICES / APRIL 2020 1 Voucher Items Listed	<input type="checkbox"/>	676.50
00002078	05/19	16002220		03-5101-445-	OFFICE SUPPLIES	U S BANCORP EQUIPMENT FINANCE	COPIER LEASES 1 Voucher Items Listed	<input type="checkbox"/>	235.14
00002080	05/19	16002214		03-5101-455-	PETROLEUM PRODUCTS	VOYAGER FLEET SYSTEMS INC	PETROLEUM/APRIL 2020 1 Voucher Items Listed	<input type="checkbox"/>	185.05
00002092	05/19	16002033	21093	03-5101-425-	FOOD SERVICE CONTRACT	KELLWELL FOODS INC	INMATE FOOD 1 Voucher Items Listed	<input type="checkbox"/>	4,785.91
00002092	05/19	16002074	21166	03-5101-425-	FOOD SERVICE CONTRACT	KELLWELL FOODS INC	INMATE MEALS 1 Voucher Items Listed	<input type="checkbox"/>	4,770.41
00002092	05/19	16002120	21298	03-5101-425-	FOOD SERVICE CONTRACT	KELLWELL FOODS INC	INMATE FOOD 1 Voucher Items Listed	<input type="checkbox"/>	4,711.39
00002092	05/19	16002139	21323	03-5101-425-	FOOD SERVICE CONTRACT	KELLWELL FOODS INC	WK ENDING 4/25/2020 4 Voucher Items Listed	<input type="checkbox"/>	4,698.90
00002110	05/19	16002252		03-5101-573-	TELEPHONE	CINCINNATI BELL TELEPHONE	FAX LINES 1 Voucher Items Listed	<input type="checkbox"/>	172.75
00002111	05/19	16002079	4047459035	03-5101-411-	CUSTODIAL SUPPLIES	CINTAS CORPORATION #312	MATS FOR Foyer 1 Voucher Items Listed	<input type="checkbox"/>	98.56
00002111	05/19	16002124	4048576575	03-5101-411-	CUSTODIAL SUPPLIES	CINTAS CORPORATION #312	MATS FOR Foyer 2 Voucher Items Listed	<input type="checkbox"/>	98.56
00002112	05/19	16001781	JIMMY SHANKS	03-5101-336-	EQUIPMENT REPAIRS	FORCHT BANK	WALK IN COOLER MOTOR 1 Voucher Items Listed	<input type="checkbox"/>	90.09
00002112	05/19	16002100		03-5101-336-	EQUIPMENT REPAIRS	FORCHT BANK	TOOLS 1 Voucher Items Listed	<input type="checkbox"/>	4.92
00002112	05/19	16002170		03-5101-516-	HEATING & AIR MAINTENANCE & REPAIRS	FORCHT BANK	A/C FILTERS 1 Voucher Items Listed	<input type="checkbox"/>	180.55
00002112	05/19	16002080		03-5101-587-	PLUMBING MAINTENANCE & REPAIRS	FORCHT BANK	PLUMBING PARTS 4 Voucher Items Listed	<input type="checkbox"/>	114.74
00002113	05/19	16002035	M.WEBSTER	03-5101-411-	CUSTODIAL SUPPLIES	FORCHT BANK	MASKING MATERIALS & CLEANING SUPPLIES 1 Voucher Items Listed	<input type="checkbox"/>	74.38
00002114	05/19	16002248	J. BODENHAME	03-5101-445-	OFFICE SUPPLIES	FORCHT BANK	POSTAGE / CENSUS 1 Voucher Items Listed	<input type="checkbox"/>	7.80
00002128	05/19	16002283	0335369528	03-5101-333-	MAINTENANCE AGREEMENTS	CINTAS FIRE 636525	ALARM MONITORING 1 Voucher Items Listed	<input type="checkbox"/>	32.92
00002129	05/19	16002223	489101046001	03-5101-445-	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES 1 Voucher Items Listed	<input type="checkbox"/>	53.48

**Vendor Claims Register - Detail**

**GRANT COUNTY FISCAL COURT**

**MAY 19 2020 JAIL FUND CLAIMS**

All Funds

From: 05/19/2020 To: 05/19/2020

Voucher	Date	PO No.	Invoice	Account	Account Name	Vendor Name	Claim Description	Pd Check	Amount
12 Vouchers Listed									
19 Voucher Items Listed									<b>21,907.59</b>

Date 05/19/2020

Transfer

**AN APPROVAL relating to the transfer of budgeted appropriations thereof.  
Whereas Grant County, Kentucky has realized unbudgeted appropriations.  
Be it so ordered by Grant County of the Commonwealth of Kentucky:**

**Section One: Current Fiscal Year: 2019-2020**

**The budget for the Current Fiscal Year is amended to:  
Increase / Decrease the appropriations of the following fund(s)  
to include unbudgeted appropriations for:**

Fund	Account	Description	Transfer In	TransferOut
General	01-5015-103-	DEPUTIES SALARIES		2,000.00
	01-5015-178-	DEPUTIES OVERTIME	2,000.00	
	01-5047-567-	TAX ADMIN/REFUNDS	80.00	
	01-5080-516-	COURTHOUSE/HVAC REPAIRS		1,122.00
	01-5080-588-	COURTHOUSE/FIRE ALARM SYSTEM	1,122.00	
	01-5081-578-	JUDICIAL CENTER/UTILITES		500.00
	01-5081-588-	JUDICAIL CENTER/FIRE ALARM ELEVATOR MAINT	500.00	
	01-5115-455-	BUILDING INSPECTOR/PETROLEUM	200.00	
	01-5115-723-	BUILDING INSPECTOR/MOTOR VEHICLE		200.00
	01-9100-307-	AUDITING SERVICES	3,695.02	
	01-9200-999-	RESERVES FOR TRANSFER		3,775.02
			7,597.02	7,597.02

ORDINANCE NO.0004-2020-0240

**AN ORDINANCE RELATING TO AN AMENDMENT TO THE GRANT COUNTY PERSONNEL POLICIES, AN AMENDING ORDINANCE NO. 18-2005-575, WHICH WAS PASSED ON OCTOBER 17, 2005, AND AMENDING ORDINANCE NO. 13-2006-593, WHICH WAS PASSED ON AUGUST 21, 2006.**

**WHEREAS**, the Grant County Fiscal Court has heretofore adopted the GRANT COUNTY PERSONNEL POLICIES; and

**WHEREAS**, the Grant County Fiscal Court has heretofore adopted Amendments to the GRANT COUNTY PERSONNEL POLICIES so as to meet the needs of current county personnel; and

**WHEREAS**, the Grant County Fiscal Court has determined that amendments to its Personnel Policies, specifically as it relates to Section 201 Employment Categories; Section 205 Probationary Period; Section 303 Vacation Days; Section 305 Holiday; Section 307 Sick Leave; Section 309 Bereavement; Section 401 Timekeeping; Section 507 Overtime; and

NOW, THEREFORE, BE IT ORDAINED by the Legislative Body of the County of Grant that:

1. That section 201 - Employee Categories which now reads as follows:

It is the intent of Grant County Fiscal Court to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time and for any or no reason is retained by both the employee and Grant County Fiscal Court.

Each employee is classified as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. "NONEXEMPT" employees are subject to the state and/or federal wage and hour laws and are paid at least the minimum wage and a premium for all overtime worked. "EXEMPT" employees are not subject to the minimum wage and overtime requirements of state and federal law. They are paid salary and include executives, high-level managers and administrators and professionals. An employee's EXEMPT or NONEXEMPT classification may be changed only where required to comply with wage and hour laws.



In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work Grant County Fiscal Court's full-time schedule. Generally, they are eligible for Grant County Fiscal Court's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR-PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of Grant County Fiscal Court's other benefit programs.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Grant County Fiscal Court is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. All legally mandated benefits (such as Social Security and workers' compensation insurance) are provided to temporary employees. Some other Grant County Fiscal Court-sponsored benefits may also be available, subject to the terms, conditions, and limitations of each benefit program.

**shall now read in full as follows:**

**It is the intent of Grant County Fiscal Court to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate**

the employment relationship at will at any time and for any or no reason is retained by both the employee and Grant County Fiscal Court.

Each employee is classified as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. "NONEXEMPT" employees are subject to the state and/or federal wage and hour laws and are paid at least the minimum wage and a premium for all overtime worked. "EXEMPT" employees are not subject to the minimum wage and overtime requirements of state and federal law. They are paid salary and include executives, high-level managers and administrators and professionals. An employee's EXEMPT or NONEXEMPT classification may be changed only where required to comply with wage and hour laws.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or probationary status and who are regularly scheduled to work Grant County Fiscal Court's full-time schedule. Generally, they are eligible for Grant County Fiscal Court's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR-PART-TIME employees are those who are not assigned to a temporary or probationary status and who are regularly scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of Grant County Fiscal Court's other benefit programs.

PROBATIONARY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Grant County Fiscal Court is appropriate. Employees who satisfactorily complete the probationary period will be notified of their new employment classification.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. All

legally mandated benefits (such as Social Security and workers' compensation insurance) are provided to temporary employees. Some other Grant County Fiscal Court-sponsored benefits may also be available, subject to the terms, conditions, and limitations of each benefit program

2. That section 205 - Introductory Period which now reads in part as follows:

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Grant County Fiscal Court uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Grant County Fiscal Court may end the employment relationship at will at any time during or after the introductory period, with or without cause for reason or no reason or advance notice.

All new and rehired employees work on an introductory basis for the first 180 calendar days after their date of hire. If Grant County Fiscal Court determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

shall now be renamed as "Probationary Period" and read in full as follows:

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Grant County Fiscal Court uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Grant County Fiscal Court may end the employment relationship at will at any time during or after the probationary period, with or without cause for reason or no reason or advance notice.

All new and rehired employees work on a probationary basis for the first 180 calendar days after their date of hire. If Grant County Fiscal Court determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specified period.

Upon satisfactory completion of the probationary period, employees enter the "regular" employment classification.

3. That section 303 - Vacation Days which now reads as follows:

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

\* Regular full-time employees

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

\*Upon initial eligibility the employee is entitled to 12 vacation days each year which is considered as time worked, accrued monthly at the rate of 1 day.

\*After 10 years of eligible service the employee is entitled to 18 vacation days each year, accrued monthly at the rate of 1.5 days.

\*After 20 years of eligible service the employee is entitled to 24 vacation days each year, accrued monthly at the rate of 2 days.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

From the date of hire, employees begin to earn paid vacation time according to the schedule. However, before vacation time can be used, a waiting period of 180 calendar days must be completed. After that time, employees can

request use of earned vacation time including that accrued during the waiting period.

Paid vacation time can be used in minimum increments of one hour. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. The total amount of unused vacation time that can be carried over reaches a "cap" equal to six days. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

**shall now read in full as follows:**

**Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:**

**\* Regular full-time employees**

**The amount of paid vacation time employees receives each year increases with the length of their employment as shown in the following schedule:**

**\*Upon date of hire the employee will accrue (8) hours of vacation time per month.**

**\*After 10 years of eligible service the employee will accrue (12) hours of vacation time per month.**

**\*After 20 years of eligible service the employee will accrue (16) hours of vacation time per month.**

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

From the date of hire, employees begin to earn paid vacation time according to the schedule. However, before vacation time can be used, a waiting period of 180 calendar days (probationary period) must be completed. After that time, employees can request use of earned vacation time including that accrued during the waiting period.

Paid vacation time can be used in minimum increments of one hour. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation and will not be calculated as time worked when calculating overtime. Vacation time is only considered time worked when determining eligibility for paid holiday time.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. The total amount of unused vacation time that can be carried over reaches a "cap" of (48) hours. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

4. That section 305 - Holiday which now reads as follows:

Grant County Fiscal Court will grant holiday time off to all employees on the holidays listed below:

\* New Year's Day (January 1)

- \* Martin Luther King, Jr. Day (third Monday in January)
- \* Good Friday (Friday before Easter)
- \* Memorial Day (last Monday in May)
- \* Independence Day (July 4)
- \* Labor Day (first Monday in September)
- \* Veterans' Day (November 11)
- \* Thanksgiving (fourth Thursday in November)
- \* Day after Thanksgiving
- \* Christmas Eve (December 24)
- \* Christmas (December 25)
- \* New Year's Eve (December 31)

Grant County Fiscal Court will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

Eligible employee classification(s):

- \* Regular full-time employees

To be eligible for holiday pay, employees must work the entire last scheduled day immediately preceding and the first entire scheduled day immediately following the holiday unless vacation time is used.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (vacation only), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for hours worked unless forty hours have already been actually worked in that workweek, in which

case, they will be paid their wages at a time and one-half rate.

shall now read in full as follows:

Grant County Fiscal Court will grant holiday time off to all employees on the holidays listed below:

- \* New Year's Day (January 1)
- \* Martin Luther King, Jr. Day (third Monday in January)
- \* Good Friday (Friday before Easter)
- \* Memorial Day (last Monday in May)
- \* Independence Day (July 4)
- \* Labor Day (first Monday in September)
- \* Veterans' Day (November 11)
- \* Thanksgiving (fourth Thursday in November)
- \* Day after Thanksgiving
- \* Christmas Eve (December 24)
- \* Christmas (December 25)
- \* New Year's Eve (December 31)

Grant County Fiscal Court will grant paid holiday time off to all full-time employees upon date of hire. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- \* Regular full-time employees

To be eligible for holiday pay, employees must work the entire last scheduled day immediately preceding and the first entire scheduled day immediately following the holiday unless vacation time is used.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (vacation only), holiday pay will be provided



instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for hours worked unless forty hours have already been actually worked in that workweek, in which case, they will be paid their wages at a time and one-half rate.

5. That section 307 - Sick Leave which now reads as follows:

Grant County Fiscal Court provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

\* Regular full-time employees

Eligible employees will accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service). Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits.

Employees can request use of paid sick leave after completing a waiting period of 180 calendar days from the date they become eligible to accrue sick leave benefits. Paid sick leave can be used in minimum increments of one hour. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse of the employee.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a medical certification must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 180 calendar days' worth of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

shall now read in full as follows:

Grant County Fiscal Court provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

\* Regular full-time employees

Upon date of hire, employees will accrue sick leave benefits at the rate of (8) hours per month. Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits.

Employees can request use of paid sick leave after completing a waiting period of 180 calendar days (probationary period) from their date of hire. Paid sick leave can be used in minimum increments of one hour. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse of the employee.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a medical certification must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested

for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 180 calendar days or 1440 hours of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

6. That section 309 - Bereavement Leave which now reads as follows:

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to 3 days of paid bereavement leave will be provided to eligible employees in the following classification(s):

\* Regular full-time employees

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

Grant County Fiscal Court defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren.

shall now read in full as follows:

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to three (8) hour days of paid bereavement leave will be provided to eligible employees in the following classification(s):

\* Regular full-time employees

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

Grant County Fiscal Court defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren.

7. That section 401 - Timekeeping which now reads as follows:

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Grant County Fiscal Court to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record shall result in disciplinary action, up to and including termination of employment.

ALL employee time cards shall be signed by the immediate supervisor.

shall now read in full as follows:

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require

during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Overtime pay is calculated as time worked over 40 hours a week. Time off on sick, vacation and/or holiday leave will not be considered hours worked for purposes of performing overtime calculations.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor shall result in disciplinary action, up to and including possible termination of employment.

Introduced, and given First Reading and ordered this the 19<sup>th</sup> day of May, 2020.

Given Second Reading, passed by the Grant County Fiscal Court and ordered recorded on this the 2nd day of June, 2020.

GRANT COUNTY FISCAL COURT

BY: \_\_\_\_\_  
CHUCK DILLS  
GRANT COUNTY JUDGE EXECUTIVE

ATTEST:

CLERK: \_\_\_\_\_  
PATRICIA (PAT) CONRAD  
GRANT COUNTY FISCAL COURT

# NOTICE

The Grant County Fiscal Court will hold the Second Reading of Ordinance No. 0004-2020-0240; an Ordinance amending Ordinance No. 18-2005-575 which was passed on October 17-2005, and Amending Ordinance No. 13-2006-593 which was passed on August 21, 2006, pertaining to the Grant County Personnel Policies. The Second Reading will take place in the Grant County Courthouse, 101 North Main Street, Williamstown, Kentucky 41097, on Tuesday, June 2, 2020 at 6:30 P.M. or as soon thereafter as possible.

All interested citizens are invited to attend the second reading of this Ordinance.

A copy of this proposed Ordinance may be seen in the Office of the County Judge/Executive during normal business hours.

Dated this the 19<sup>th</sup> day of May 2020.

ATTEST:



Patricia (Pat) Conrad  
Grant County Fiscal Court Clerk



Chuck Dills  
Grant County Judge/Executive

## AGREEMENT

This Agreement made and entered into by and between GRANT COUNTY, KENTUCKY, party of the first Part, and the Jonesville Volunteer Fire Department, Part of the second Part;

### WITNESSETH

WHEREAS, the part of the first part desires the party of the second part to provide, within the limits of its ability, fire protection to the properties lying outside the city limits of Jonesville; and

WHEREAS, the Jonesville Volunteer Fire Department is a wholly volunteer fire department with its personnel responding from their homes, places of work, or where they otherwise may be upon receiving notice of the existence of an emergency requiring a response by the Jonesville Volunteer Fire Department; and

WHEREAS, the Jonesville Volunteer Fire Department does own the fire apparatus or firefighting equipment and protective clothing used by personnel of the Jonesville Volunteer Fire Department; and

WHEREAS, all of such fire apparatus, firefighting equipment and personnel protective clothing and the fire station utilized by the Jonesville Volunteer Fire Department are owned by the Jonesville Volunteer Fire Department,

NOW THEREFORE, in consideration of these premises and of the covenants hereinafter contained the parties hereto do mutually agree:

- (1) The Jonesville Volunteer Fire Department, within the limits of its ability, at any specific time as provided herein will provide firefighting protection to the unincorporated areas, lying outside of the corporate limits of the City of Jonesville, during the period of July 1, 2019 and including June 30<sup>th</sup>, 2020.
- (2) The Jonesville Volunteer Fire Department does not represent or warrant that the apparatus and equipment mentioned is adequate or suitable for the purpose outlined herein or that such apparatus and equipment will at any particular time be available or capable of

responding to an emergency, fire or otherwise, and the party of the first part agrees to hold the party of the second part free of any and all liability or expense of any kind or nature by reason of the non-availability or inability of such equipment to respond to any emergency in the unincorporated area.

- (3) The Jonesville Volunteer Fire Department does not warrant or guarantee the number of officers or firefighters who will be available to respond to a given emergency situation, fire, or otherwise in the unincorporated area, nor does it warrant or guarantee the expertise or proficiency of the fire officers or fire fighters who may respond to an emergency, fire, or otherwise, in the unincorporated area; nor does it warrant or guarantee any minimum time in responding to any emergency, fire or otherwise, in the unincorporated area; and the party of the first part agrees to hold Jonesville Volunteer Fire Department and each of its officers and firefighters free of any and all liability or expense of any kind or nature by reasons of ineptness or negligence in responding to or coping with any emergency, fire, or otherwise, in the area described herein.
- (4) It is the intent of all parties hereto that there shall be NO third party beneficiaries of this agreement and no party hereto assumes any liability or obligation to any person, corporation or other legal entity not a named party to this contract by reason of any provisions of this agreement.
- (5) The party of the first part agrees all officers, certified firefighters, non-certified firefighters, reserve firefighters, trainee firefighters or others while engaged in carrying out the provisions of this contract shall be "loaned employees", loaned to the party of the first part, only for the purpose of enjoyment of any statutory immunities from liability while engaged in official duties and for no other purpose.
- (6) The party of the first part agrees to pay to the party of the second party of the second part the total sum of eighteen thousand nine



hundred sixty eight dollars and 01 cents, (\$18,960.90) on or before the 30<sup>th</sup> day of June, 2020 by draft payable to the Jonesville Volunteer Fire Department providing this agreement is signed by all parties.

- (7) This agreement shall not constitute a limitation on or prohibition of the right of the party of the second part to:
  - (a) bill and collect for the fire runs to property in the area herein described.
  - (b) to apply for and receive grants from the Kentucky Division of Forestry for availability to respond to woods and field fires.
  - (c) To bill and collect from the Commonwealth of Kentucky, Division of Forestry for compensation based upon the number of hours of individual firefighters expended in suppressing fires in woods and fields.
  - (d) from accepting gifts from property owners or any other person.
  
- (8) The party of the first part will in addition to the sums mentioned above pay for rental of or compensation for all non-firefighting personnel, expendable supplies and services used by the party of the second part in a major disaster event (i.e. hazardous material spills and natural disasters, etc.) which the officers of the party of the second part may request and utilize upon proper prior authorization by the executive authority of Grant County, Kentucky.

IN WITNESS WHEREOF, the parties hereto acting through their duly designated officers have hereunto set their respective hands.

Signed:

Date



05-19-2020


Chuck Dills  
Grant County Judge/Executive

Witness: 

Signed:



Allen Cammack  
Jonesville Fire Chief

Witness: 

# JONESVILLE FIRE DEPARTMENT

5670 JONESVILLE RD  
P.O. BOX 67  
JONESVILLE KY 40052  
OFFICE-859-823-2121  
FAX-859-823-2120



CHIEF: ALLEN CAMMACK  
ASST. CHIEF: CHRIS CURTIS  
ASST. CHIEF: GREG HEARN  
TREASURER: BOB HEARN

Grant County Fiscal Court,

The Jonesville Fire Department is requesting from the Grant Co. Fiscal Court for the difference in Fire Free Ordinance 656 for \$18960.90. You will see below a breakdown of the collected balance we received from the Ordinance. I would like to request these funds at this time upon the Fiscal Court's approval and signing of the yearly contract between the Jonesville Fire Department and the Fiscal Court. Please contact myself at 502-482-0016 with any questions or concerns. The Jonesville Fire Department would like to thank the members of Grant County Fiscal Court for your time and assistance for our agency in serving the residents of Grant County.

## Collections:

Nov-2019 \$4715.21  
Dec-2019 \$259.06  
Jan-2020 \$471.70  
Feb-2020 \$225.69  
March-2020 \$156.79  
April-2020 \$78.99  
May-\$131.66  
Total: \$6039.10

Sincerely,

  
Chief Allen Cammack

**Bid Committee Meeting  
Grant County Fiscal Court  
Wednesday, May 13, 2020**

The Bid Committee met on Wednesday, May 13, 2020 at 1:25 PM. Those in attendance were: County Judge Executive Chuck Dills, Magistrate Shawna Coldiron, Executive Assistant Pat Conrad, County Attorney Stephen Bates II and Grant County Road Supervisor Steve Tatum. County Judge Executive Chuck Dills chaired the meeting.

The purpose of this meeting was to open bids on the stone, asphalt, fuel and salt materials for Year 2020-2021 for use by the Grant County Road Department. Bids were submitted by the following:

Bluegrass Paving  
Cargill  
Detroit Salt  
Easton Asphalt  
Hudson Material  
Kim Crupper  
Len Riegler  
Lykins Oil  
Marathon Ashland  
Morton Salt  
Nally & Gibson  
Valor

Please see attached summary detail of all bids submitted.

The detail summary will be presented to the full Fiscal Court at the next Regular Fiscal Court Meeting on Tuesday, May 19, 2020, to award bids.

There being no further business, the meeting was adjourned by Chair and County Judge Executive Chuck Dills at 1:58 PM, May 13, 2020.

	Pickup		
	Nally & Gibson *	Kim Crupper Transport	
11 Stone	\$ 15.75	\$	19.25
10 Stone			
9 Stone	\$ 16.75	\$	20.60
8 Stone	\$ 16.75	\$	20.60
6 Stone		\$	20.10
4 Stone	\$ 14.75	\$	21.10
2 Stone	\$ 14.75	\$	17.30
#5/7 Stone	\$ 15.50	\$	19.60
DGA	\$ 13.75	\$	16.70
#610			
#304		\$	16.45
CL II	\$ 18.00	\$	26.00
CL III		\$	28.50
Class 1 Sand		\$	
Natural Sand			15.25

Pickup  
Reigler Blacktop

\$11.00

RS-2	Marathon Ashland	Hudson Materials	Cold Mix Oil
Ae-200 / MC 30	\$1.93 per Gallon	\$2.32 per Gallon	
Pug Mill	\$2.88 Per Gallon	\$2.42 per Gallon	
		30 Per Gallon	
Low Sulfur #2 Diesel	Lykins Oil	Valor Oil	
High Sulfur #2 Diesel	Call for Bid	Call for Bid	
	Call for Bid	Call for Bid	
Hot Mix Base	Len Reigler	Eaton Asphalt	Bluegrass Paving
Hot Mix Surface	\$46.00 Per Ton	\$67.00 per Ton	\$53.00 per Ton
	\$50.00 Per Ton	\$71.00 per Ton	\$56.00 per Ton
Salt per Ton	Detroit Salt	Cargill	Kim Crupper Transport
	\$92.91 Per Ton	\$93.64	Next Day Delivery \$89.45
	Maximum 1500 Tons	3-5 Day Delivery	
		1200 Ton Minimum	
Salt Per Ton	Morton Salt		
	\$89.02 Per Ton		

\* They do not deliver. Has to be picked up at quarry

## AGREEMENT

This Agreement made and entered into by and between GRANT COUNTY, KENTUCKY, Party of the first Part, and the Corinth Volunteer Fire Department, Party of the second part;

### WITNESSETH

WHEREAS, the party of the first part desires the party of the second part to provide, within the limits of its ability, fire protection to the properties lying outside the city limits of Corinth; and

WHEREAS, the Corinth Volunteer Fire Department is a wholly volunteer fire department with its personnel responding from their home, places of work, or where they otherwise may be upon receiving notice of the existence of an emergency requiring a response by the Corinth Volunteer; and

WHEREAS, the Corinth Volunteer Fire Department does own the fire apparatus or firefighting equipment or protective clothing used by personnel of the Corinth Volunteer Fire Department; and

WHEREAS, all of such fire apparatus, firefighting equipment and personnel protective clothing and the fire station utilized by the Corinth Volunteer Fire Department are owned by the Corinth Volunteer Fire Department;

NOW THEREFORE, in consideration of these premises and of covenants hereinafter contained the parties hereto do mutually agree;

- (1) The Corinth Volunteer Fire Department, within the limits of its ability, at any specific time as provided herein will provide firefighting protection to the unincorporated areas, lying outside of the corporate limits of the City of Corinth, during the period July 1, 2019 through and including June 30, 2020.

- (2) The Corinth Volunteer Fire Department does not represent or warrant that the apparatus and equipment mentioned here within is adequate or suitable for the purpose outlined herein or that such apparatus and equipment will at any particular time be available or capable of responding to an emergency, fire or otherwise, and the party of the first part agrees to hold the party of the second part free of any and all liability or expense of any kind or nature by reason of the non-availability or inability of such equipment to respond to any emergency in the unincorporated area.
  
- (3) The Corinth Volunteer Fire Department does not warrant or guarantee the number of fire officers or firefighters who will be available to respond to a given emergency situation, fire or otherwise in the unincorporated area, nor does it warrant or guarantee the expertise or proficiency of the fire officers or firefighters who may respond to an emergency, fire or otherwise, in the unincorporated area; and the party of the first part agrees to hold the Corinth Volunteer Fire Department and each of its officers and firefighters free of any and all liability or expense of any kind or nature by reasons of ineptness or negligence in responding to or coping with any emergency, fire or otherwise, in the are described herein.
  
- (4) It is the intent of all parties hereto that there shall be NO third party beneficiaries of the agreements and no party hereto assumes any liability or obligation to any person, corporation, or other legal entity not a named party to this contract by reason of any provisions of this agreement.
  
- (5) The Part of the first part agrees that all officers, certified firefighters, non-certified firefighters, reserve firefighters, trainee firefighters or other while engaged in carrying out the provisions of this contract shall be 'loaned employees', loaned to the party of the first part, only for the

purpose of enjoyment of any statutory immunities from liability while engaged in official duties and for no other purpose.

- (6) The party of the first part agrees to pay to the party of the second part the total sum of \$21,000.00 on or before the 30th day of June 2020 by draft payable to the Corinth Rural Fire Board, Inc., providing this agreement is signed by all parties.
- (7) This agreement shall not constitute a limitation on or prohibition of the right of the party of the second part to: (a) bill and collect for the fire runs to property in the area herein described, (b) to apply for and receive grants from the Kentucky Division of Forestry for availability to respond to woods and field fires, (c) to bill and collect from the Commonwealth of Kentucky, Division of Forestry for compensation based upon the number of hours of individual firefighters expended in suppressing fires in woods and fields, (d) from accepting gifts from property owners or any other person.
- (8) The party of the first part will in addition to the sums mentioned above pay for rental of or compensation for all non-firefighting personnel, expendable supplies and services used by the party of the Second part in major disaster events, (i.e. hazardous material spills, and natural disasters, etc..) which the officers of the party of the second part may request and utilize upon proper prior authorization by the executive authority of Grant County, Kentucky.



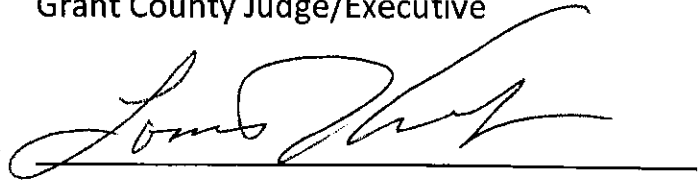
IN WITNESS WHEREOF, the parties hereto acting through their duly designated officers have hereunto set their respective hands.

Date: 5-21-2020

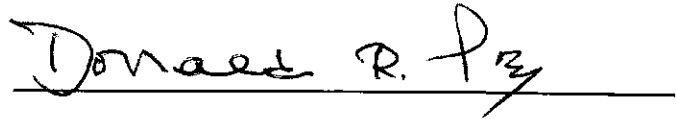
Grant County, Kentucky



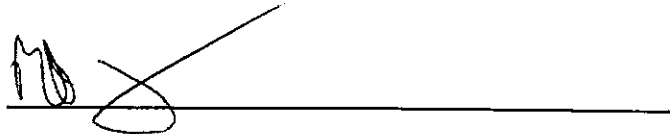
Grant County Judge/Executive



Chief, Corinth Volunteer Fire Department



Chairman, Corinth Rural Fire Board



Treasurer, Corinth Rural Fire Board

Policy #	
<b>Workplace Accident or Injury</b>	
Applicable Kentucky Regulation:	
Date Implemented: June 1, 2020	

As stated in the *Grant County Personnel Policies* all employees are provided (after a waiting period as determined by the Grant County Fiscal Court) worker's compensation insurance. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. *See Section 306 of the Grant County Personnel Policies for additional information.*

Employees who are involved in or sustain a workplace injury or illness must immediately report the incident to their supervisor and Jailer via the chain of command.

**Procedure.**

When an employee is involved in an accident while working or sustains an injury or illness, the following shall be taken:

1. Employee shall immediately contact their shift commander.
2. If the injury/illness does not require emergency medical care, then the employee shall call the KACo "Access24 hour" hotline number to report the injury/illness. Paper forms are no longer required to be completed. All information is collected by the triage nurse. The number is 866-367-5226. A copy of the informative flyer is located in the front office bulletin board, control room, shift commander's desk and the employee breakroom.
3. If the injury/illness requires emergency treatment, the employee shall immediately seek the treatment and the shift commander/OIC or other designee will call in the incident to the "Access24" hotline number.
4. Any employee involved in an accident (trip/fall, vehicle accident, burn, laceration, etc) whether or not resulted in injury, must be drug tested and sent to the lab for testing. Please utilize the drug test kits, not the quick test.
5. The employee is responsible for keeping their immediate supervisor updated on their condition, and return to work.
6. If an employee is taken off work due to the injury/illness, then a release for duty from a physician is required.
7. Employee must follow all directives provided by the KACo Access24 triage service.