

**Lincoln County**  
**City-County Board of Health Agenda**  
**Lincoln County Courthouse, Libby**  
**6:00 PM, January 14, 2025**

- **Call to Order**
  - Pledge of Allegiance
  - Roll Call
- **Administrative Items**
  - *Action Item:* Election of officers
- **Public Comment on Items Not on Agenda**
- **Public Comment on Non-Action Agenda Items**
- **Approval of Minutes**
  - *Action Item:* Approval of 11/12/24 minutes
- **Unfinished Business**
- **New Business**
  - Crisis Response Team
- **Program Reports:**
  - **Zero to Five**
    - Transitioning to a New Local Collaboration Coordinator
    - Strategic Reflection Session
  - **Public Health**
    - Credible Mind
    - Opioid – MOAT Region 5 and County Abatement Funds
    - *Action Item:* Approval of Communicable Disease Response Plan
  - **Environmental Health**
    - Food Safety: FightBAC campaign
    - Air Quality: Wildfire Smoke Preparedness – Clean Air Center Program
    - FDA Retail Program Standards
  - **Solid Waste and Recycling**
    - Expansion Update
- **General Comments from Board Members**
- **Adjourn**

Please note that our ZOOM login has changed:

ZOOM Login – Meeting ID: **5451478326** / Password: **59923**

## MISSION STATEMENT

The City-County Board of Health for Lincoln County works to prevent disease and illness, ensures a healthy environment and promotes healthy choices by setting county-wide policies to protect the health of Lincoln County residents.

## PUBLIC COMMENT

The Board encourages public comment and time is designated for public comment on every agenda. Public comment on non-action agenda items and non-agenda items is welcomed during the general public comment period. Action items will include public comment as follows:

- Presentation of the action item
- Board motion and second
- Board discussion
- **Public comment**
- Additional Board discussion
- Board vote

## GROUND RULES

1. Plan comments to be concise, relevant, and meaningful.
2. Keep questions and comments respectful in content and tone.
3. Submit lengthy, detailed comments or supporting documentation in writing
4. Address the problem not the person.
5. Be prepared by reviewing the agenda and pertinent information.
6. Listen with an open mind.
7. Focus on the mission statement.
8. Encourage participation of all board members and attendees.
9. Public participation according to Operating Procedure #2:
  - Participants will address the Board at the time designated in the agenda or as directed by the Board, by presenting before the Board and stating their name audibly.
  - Persons wishing to speak, including Board members, shall first be recognized by the Chair. One speaker shall be given the floor at a time and may not re-enter the discussion without being given recognition by the Chair.
  - Verbal comments will be limited to 3 minutes per individual or as time permits.
10. Participants ask the chair for permission to speak. Participants are to give their full name and topic.
11. Questions or remarks shall be addressed to the board as a body and not to any member of the board or staff without permission from the chair.
12. If a remark has been made, the attendee can agree with what was previously stated. Repetition is unnecessary.

Everyone is responsible for enforcing ground rules.

**Lincoln County**  
**City- County Board of Health Minutes**  
**Lincoln County Courthouse, Libby**  
**6:00 PM, November 12, 2024**

- **Call to Order**
  - **Pledge of Allegiance**
  - **Roll Call**
    - Jim Seifert, Jan Ivers, Amy Fantozzi, Kristin Smith, Patty Kincheloe (Zoom), Josh Letcher (Zoom), Lannie Fehlberg (Zoom). Quorum present.
  - **Zoom Attendance**
    - Donovan Truman, Lannie Fehlberg, Kevin Stone, Ray Stout, Sarah Long, Brad Black, Melody Wunderlin, Maggie Ogden, Danielle Faris
  - **In Person Attendance**
    - Dustin Webb, Zach Sherbo, Allie Archer, Layla Landeros, Jason Rappe, Robin Blumberg, Shane Campbell, Dorey Rowland, Chris Noble, Tina Oliphant
- **Administrative Items**
  - **Board Vacancies**
    - The board members went over the upcoming board vacancies. Jan Ivers is up in December and Lannie Fehlberg's expires in January. Jan has reapplied but Lannie has not.
- **Public Comment on Items Not on Agenda**
  - None at this time.
- **Public Comment on Non-Action Agenda Items**
  - None at this time.
- **Approval of Minutes**
  - *Action Item:* Approval of 09/10/2024 minutes
    - Lannie joined the meeting at this time. Kristin motioned to approve the minutes with changing that Jim and Kristin did not have part in a vote about the 06/11/24, 06/18/24, and 07/02/24 minutes or the Dirty Shame variance because of technical difficulties. Lannie motioned to approve with revisions. Josh abstained his vote because he was not at the September meeting. All in favor. Motion passes.
- **Unfinished Business**
  - None at this time.
- **New Business**
  - *Action Item:* Northrup Variance Request
    - The board discussed the request for a variance to the setback from a sealed component to the well for the Northrup property.

Donavan Truman from Kootenai Sand & Gravel presented information supporting the request. Kristin motioned to approve the variance with the stipulation that the property owner gets yearly water tests. Patty seconds. Josh abstained from voting. Jim voted no. Patty, Amy, Jan, Lannie and Kristin were all in favor. Motion passes.

- Groundwater Superfund Site Update
  - Jason Rappe from U.S. EPA Region 8, presented an update on remediation of the groundwater contamination at the old mill site.
- **Program Reports**
  - **Zero to Five**
    - Childcare Cohort Report
      - Dorey Rowland gave a summary of the Community Child Care Capacity Building Cohort that Zero to Five has been actively working on this year. Throughout the year, the team participated in a process alongside other communities throughout Montana to evaluate local childcare data, enhance awareness of the challenges to the larger community and establish an action plan.
  - **Public Health**
    - Flu Vaccine Update
      - Zach Sherbo gave an update on influenza and covid immunizations so far this year. 608 individuals were vaccinated in October.
    - Red Ribbon Week
      - Zach summarized the events and activities that Sarah Long organized with Libby Elementary School to promote drug and tobacco free lifestyles.
    - *Action Item:* Pandemic Influenza Response Plan
      - Kristin made a motion to approve the Pandemic Influenza Response Plan. Jan seconded. Josh and Patty opposed. Other board members in favor. Motion passes.
    - *Action Item:* Communicable Disease Response Plan
      - The board decided to postpone the vote on this until the contact list is updated.
  - **Environmental Health**
    - Animal Shelter Update
      - Dustin Webb gave an update on the Libby Animal Shelter. The Libby shelter has plans to make some new updates to the building including outside kennels so

that the dogs can have more outside space. An MOA is currently underway with TVAS.

- *Action Item: Animal Shelter Fees Increase*
  - Lincoln County is looking to double their shelter fees. The current fee schedule is outdated. Kristin made a motion to adopt the shelter fee increase as recommended by staff. Jan seconded. Lannie objected. All the other board members in favor. Motion passed.
- *Group Event Policy Discussion*
  - Dustin had a discussion with the board about the group event policy specifically regarding temporary campgrounds.
- **Solid Waste**
  - *Expansion Update*
    - Kathi Hooper said we have just over 2 years left in the current landfill cell. The expansion application is at DEQ and is open for public comment until November, 15<sup>th</sup>.
- **General Comments from Board Members**
  - Jan would like to see some sort of penalty for affidavit issuances regarding wastewater treatment systems. Kristin requested that the Department establish criteria for variance requests.
- **Adjourn**
  - Adjourned at 8:15 PM. Next meeting January 14<sup>th</sup> at 6:00pm.



# CredibleMind Client Report

Report Date Range: Jan 01, 2024 - Dec 31, 2024

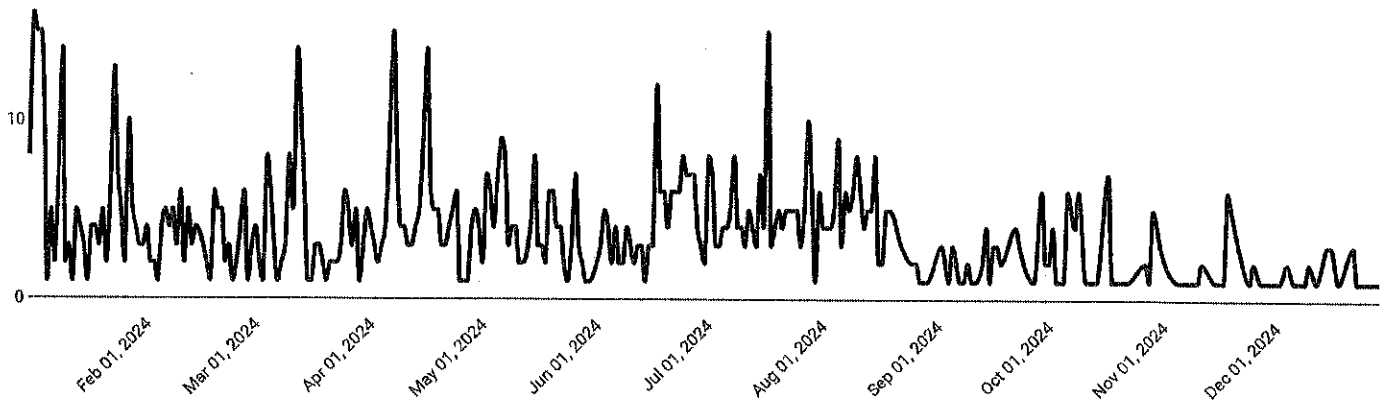
Comparison Date Range: Jan 01, 2023 - Dec 31, 2023

Client: Lincoln County Public Health

Site Launched: Dec 18, 2023

## Traffic for the Report Date Range

— Users



## Audience Overview: Report Date Range

Users <b>1,084</b> ↑ 740.3% vs Previous Period	New Users <b>1,072</b> ↑ 731.0% vs Previous Period	New Registered Users <b>39</b> ↑ 160.0% vs Previous Period
Sessions Per User <b>1.14</b> ↓ 88.1% vs Previous Period	Average Session Duration <b>05:31</b> 10:36 (Change: -5.08 minutes)	Sessions <b>1,233</b> ↑ 780.7% vs Previous Period

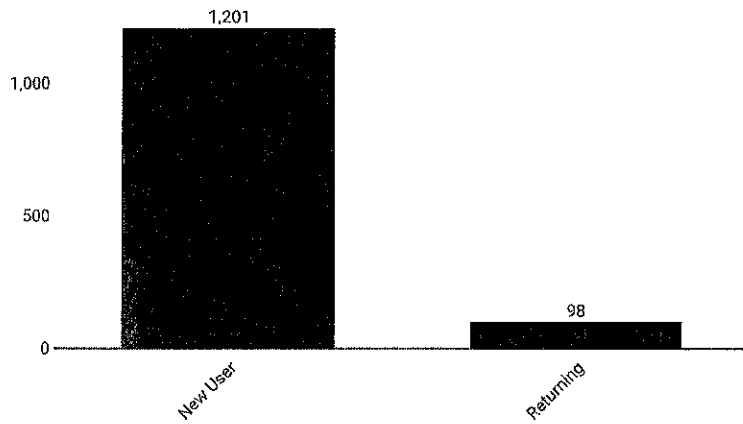
## Audience Overview: All Time

Users  
**1,201**

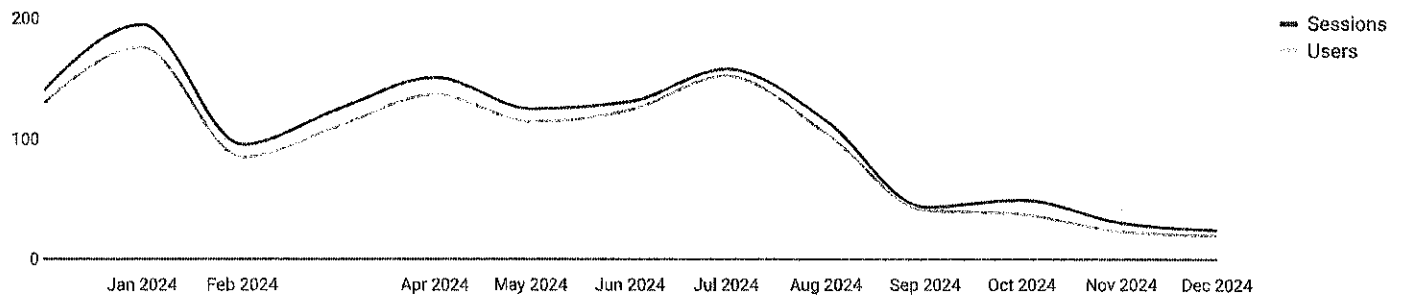
Registered Users  
**69**

Sessions  
**1,373**

## New vs Returning Visitor: All Time



## Traffic by Month



### Metric Definitions:

**Users:** Number of unique people

**Sessions:** Number of times a user interacts with the website. Each time a user visits the site, it's a session. A new session is registered after 2 hours have passed.



# CredibleMind Client Report

Report Date Range: Jan 01, 2024 - Dec 31, 2024

Comparison Date Range: Jan 01, 2023 - Dec 31, 2023

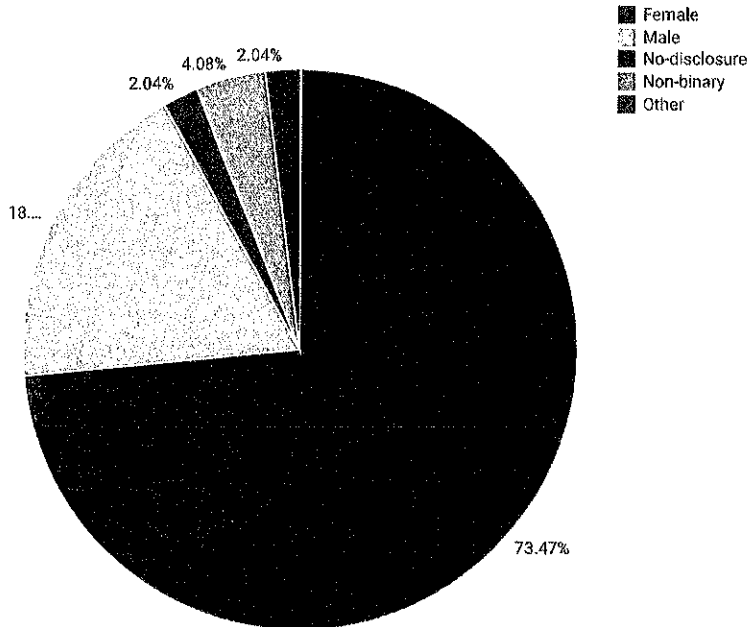
Client: Lincoln County Public Health

Site Launched: Dec 18, 2023

## Demographics Overview: Report Date Range

Demographic data has been provided by 40.9% of users within this date range.

### Gender



### Age (5 or more)

Age Range	Users
<13	7
13-17	185
18-24	89
25-34	57
35-44	42
45-54	30
55-64	21
65-74	12
75+	<5

### Language

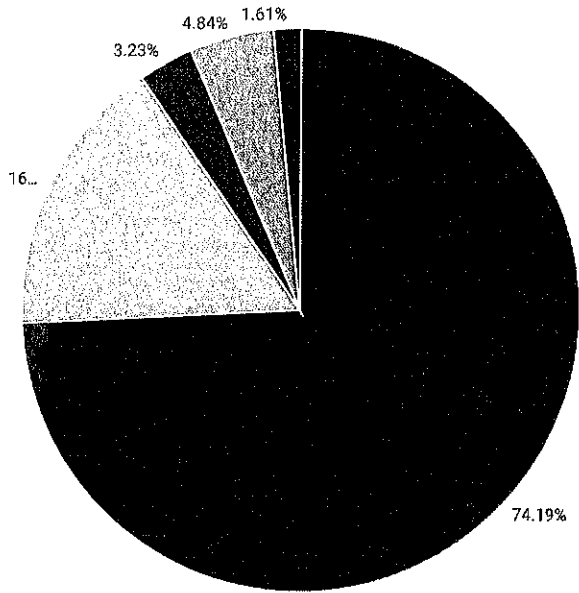
Language	Users	% of Total
English	1084	100.0%

## Demographics Overview: Since Launch

Since launch, demographic data has been provided by 40.55% of users.



## Gender



## Age (5 or more)

Age Range	Users
<13	7
13-17	195
18-24	96
25-34	72
35-44	45
45-54	37
55-64	21
65-74	13
75+	<5

## Language

Language	Users
English	1,201



# CredibleMind Client Report

Report Date Range: Jan 01, 2024 - Dec 31, 2024

Comparison Date Range: Jan 01, 2023 - Dec 31, 2023

Client: Lincoln County Public Health

Site Launched: Dec 18, 2023

## What Users Did on the Site: Report Date Range

### Used Topic Center

**5.54%**

↓ 55.4% vs Previous Period

### Watched or Listened to Something

**0.37%**

↓ 52.4% vs Previous Period

### Read an Insight

**3.41%**

↑ 10.1% vs Previous Period

### Read Something

**5.26%**

↑ 13.1% vs Previous Period

### Used a Resource

**15.68%**

↓ 8.0% vs Previous Period

### Used a List

**18.36%**

↓ 30.3% vs Previous Period

### Completed an Assessment

**40.22%**

↑ 3.8% vs Previous Period

## 'User Resources' and 'Need Help Now' Page Visits

Page	Users	% of Total
Need Help Now	5	0.46%
User Resources	19	1.75%

# Benchmarking vs Other NACCHO Customers

The following visualizations show your users' behavior and metrics as compared with other NACCHO Customers.

## User Activity

	Users	
	Your Users	Other NACCHO Customers
Completed Assessment	40.22%	25.57%
Read Insight	3.41%	1.31%
Read Something	5.26%	2.94%
Played Media	1.38%	1.30%
Used Resource	15.68%	12.79%
Used List	18.36%	11.62%
Used Topic Center	5.54%	4.78%

## Session Duration

Your Users  
**05:31**  
 04:43 Similar CM Users

## Sessions per User

Your Users  
**1.14**  
 1.15 Similar CM Users

## Top 25 Topics Across All Site Content

Includes: Topic Centers, Resources, Assessments and Insights

### This Report

Topic	Use	Δ
Depression	329	+308
Anxiety	90	+76
Flourishing or Languishing	32	+13
Stress	22	+19
Friendships & Social Support	13	+13
Exercise & Body Movement	10	+10
Mental Health	10	+10
Attachment Style	9	+3
Leadership	9	+9
Self-Care	9	+6
ADHD	8	+4
Gratitude	8	+8
Sleep	7	+7
Alcohol Use	6	+6
Burnout	6	+3
Grief & Loss	6	+6
Meaning & Purpose	6	+6
Therapy & Support Groups	6	+5
Cognitive Behavioral Therapy	5	+5
Goal-Setting	5	+5
Personality Types	5	+1
Trauma	5	+4
Communication Skills	4	+4
Happiness	4	+4
Hypnosis	4	+4

### All Time

Topic	Use
Depression	349
Anxiety	103
Flourishing or Languishing	50
Stress	25
Attachment Style	15
Friendships & Social Support	13
Self-Care	12
ADHD	11
Exercise & Body Movement	10
Mental Health	10
Burnout	9
Leadership	9
Personality Types	9
Gratitude	8
Sleep	7
Therapy & Support Groups	7
Addiction & Recovery	6
Alcohol Use	6
Grief & Loss	6
Meaning & Purpose	6
PTSD	6
Trauma	6
Cognitive Behavioral Therapy	5
End-of-Life Care & Planning	5
Goal-Setting	5

# of Different Topics Explored: Date Range

**70**

↑ 169.2% vs Previous Period

# of Different Topics Explored: Since Launch

**74**



# CredibleMind Client Report

Report Date Range: Jan 01, 2024 - Dec 31, 2024

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## Topic Center Metrics: Report Date Range

# of Unique Topic Centers Viewed

**32**

↑ 128.6% vs Previous Period

### Top Topic Centers: This Report

### Top Topic Centers: All Time

Topic	Use	Δ	Topic	Use
Self-Care	9	+6	Self-Care	12
Gratitude	7	+7	Stress	8
Mental Health	7	+7	Gratitude	7
Stress	7	+6	Mental Health	7
Anxiety	5	+4	Anxiety	6
Cognitive Behavioral Therapy	5	+5	Burnout	5
Burnout	4	+3	Cognitive Behavioral Therapy	5
Anxiety and Young Adults	3	+2	Anxiety and Young Adults	4
Awe	3	+3	Depression	4
Depression	3	+2	End-of-Life Care & Planning	4
Divorce	3	+3	Addiction & Recovery	3
Exercise & Body Movement	3	+3	Awe	3
Grief & Loss	3	+3	Divorce	3
Friendships & Social Support	2	+2	Exercise & Body Movement	3
Happiness	2	+2	Grief & Loss	3
Meaning & Purpose	2	+2	Romantic Relationships	3
Romantic Relationships	2	+1	Bipolar Disorder	2
Sleep	2	+2	Friendships & Social Support	2
Addiction & Recovery	1	-1	Happiness	2
Bipolar Disorder	1	+0	Meaning & Purpose	2
Breathing Practices	1	+1	Sleep	2
Compassion Fatigue	1	+1	ADHD	1
Dealing with Weight Issues	1	+1	Breathing Practices	1
Eating Disorders	1	+1	Caring for Aging Loved Ones	1
Hypnosis	1	+1	Compassion Fatigue	1
Job Transitions	1	+1	Dealing with Weight Issues	1
Positive Psychology	1	+1	Eating Disorders	1
Postpartum Depression	1	+1	Hypnosis	1
Pregnancy & Childbirth	1	+1	Job Transitions	1
Sexual Violence	1	+1	OCD	1
Workplace Wellness	1	+1	Positive Psychology	1



# CredibleMind Client Report

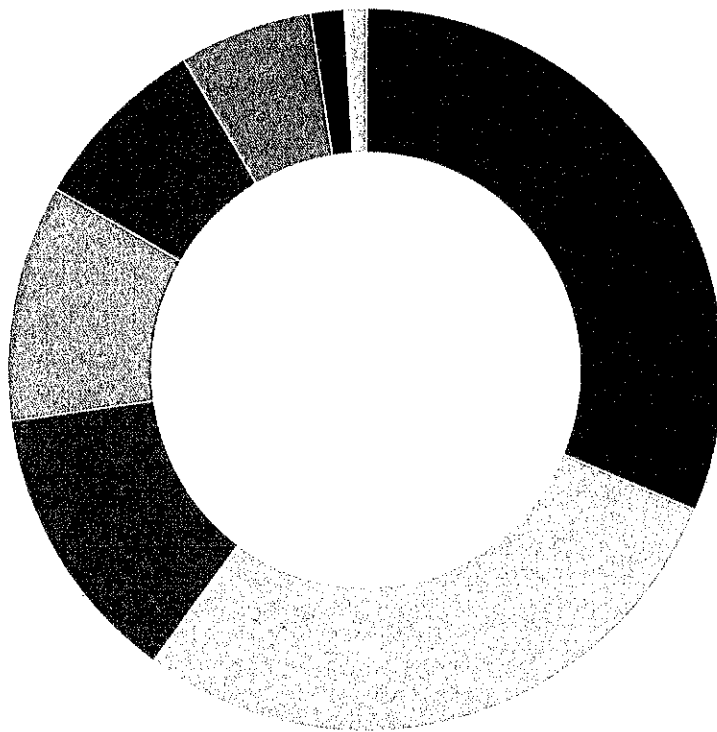
Report Date Range: Jan 01, 2024 - Dec 31, 2024

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## Resources Viewed by Type: Report Date Range



- List (31%)
- Insight (29%)
- Video (13%)
- Article (11%)
- Faq (8%)
- Podcast (6%)
- App (2%)
- Book (1%)

## Top Resources Viewed: Report Date Range

Resource	Resource Type	Useful
<a href="#">Political Stress</a>	List	8
<a href="#">How to Follow Your Instincts When You're Worried About a Friend</a>	Article	6
<a href="#">Parenting a Child With ADHD</a>	List	6
<a href="#">20 Minute Morning Qi Gong Exercise</a>	Video	5
<a href="#">Navigating Your Relationship with Alcohol</a>	List	5
<a href="#">Intention Setting for a Balanced Life</a>	List	4
<a href="#">Relax &amp; Sleep Well Hypnosis</a>	App	3
<a href="#">30 Days to Discovering Your Purpose</a>	Podcast	2
<a href="#">Brighten Your Winter</a>	List	2
<a href="#">Chronic Pain and Mental Health Disorders</a>	Video	2
<a href="#">Coping With Life's Challenges</a>	List	2
<a href="#">Coping with Traumatic Events</a>	List	2
<a href="#">Healthy at Home</a>	List	2
<a href="#">How to Talk about Cancer with Your Loved Ones</a>	List	2
<a href="#">Supporting a Loved One With Depression</a>	List	2
<a href="#">Unlocking Us with Brené Brown</a>	Podcast	2
<a href="#">What are the main symptoms of anxiety?</a>	Faq	2
<a href="#">What is happiness?</a>	Faq	2
<a href="#">120 Days Don't Forget Finding Your Purpose - Do This Instead</a>	Podcast	1

# Top CredibleMind Insights: Report Date Range

Resource	Useful
<a href="#"><u>Practical Wisdom for Election Stress: How to Stay Calm</u></a>	6
<a href="#"><u>Let's Talk Therapy: Understanding Different Types and What to Expect</u></a>	5
<a href="#"><u>5 Hacks to Reset the Brain and Overcome Feeling Overwhelmed</u></a>	4
<a href="#"><u>7 Tips for Navigating Difficult Relationships at Work</u></a>	4
<a href="#"><u>Four Ways to Cope With Loss and Change</u></a>	4
<a href="#"><u>Understand Your 'Why': How Leaders Can Stay Motivated and Motiva...</u></a>	3
<a href="#"><u>8 Ways You Can Improve Your Sleep Naturally</u></a>	2
<a href="#"><u>Want To Be a Better Leader? Improve Your Empathy</u></a>	2
<a href="#"><u>A Parents' Guide to Combating Cyberbullying</u></a>	1
<a href="#"><u>A Recipe for How to Choose Meaningful Relationships</u></a>	1
<a href="#"><u>Exercise Your Way to Better Mental Health</u></a>	1
<a href="#"><u>Feeling Funky? Head Outside for Better Wellbeing</u></a>	1
<a href="#"><u>Four Easy Ways to Create Work-Life Balance</u></a>	1
<a href="#"><u>Four Ways to Develop Gratitude at Work</u></a>	1
<a href="#"><u>How to Build Healthy Relationships</u></a>	1
<a href="#"><u>How to Train Your Brain for Happiness and Wellbeing</u></a>	1

## # of Unique Resources Viewed: Report Date Range

**107**

↑ 463.2% vs Previous Period

## # of Unique Resources Viewed: Since Launch

**122**



# CredibleMind Client Report

Report Date Range: Jan 01, 2024 - Dec 31, 2024

Comparison Date Range: Jan 01, 2023 - Dec 31, 2023

Client: Lincoln County Public Health

Site Launched: Dec 18, 2023

## Top Client Resources: Report Date Range (>1 user)

Client Resource	Use
<a href="https://foreverforwardtherapy.com/">https://foreverforwardtherapy.com/</a>	4
<a href="https://lincolncountyconnections.com/">https://lincolncountyconnections.com/</a>	3
<a href="https://ridgeview.clientsecure.me/?mld=186cc854062262-0b6d22b74052eb-74525476-144000-1...">https://ridgeview.clientsecure.me/?mld=186cc854062262-0b6d22b74052eb-74525476-144000-1...</a>	2
<a href="https://www.cabinetpeaks.org/getpage.php?name=Senior_Life_Solutions&amp;sub=Services">https://www.cabinetpeaks.org/getpage.php?name=Senior_Life_Solutions&amp;sub=Services</a>	2

## Top Client Resources: Since Launch (>1 user)

Client Resource	Use
<a href="https://foreverforwardtherapy.com/">https://foreverforwardtherapy.com/</a>	4
<a href="https://lincolncountyconnections.com/">https://lincolncountyconnections.com/</a>	3
<a href="https://libbychristianchurch.com/ministries/counselinginto-the-light">https://libbychristianchurch.com/ministries/counselinginto-the-light</a>	2
<a href="https://ridgeview.clientsecure.me/?mld=186cc854062262-0b6d22b74052eb-74525476-144000-186...">https://ridgeview.clientsecure.me/?mld=186cc854062262-0b6d22b74052eb-74525476-144000-186...</a>	2
<a href="https://www.cabinetpeaks.org/getpage.php?name=Senior_Life_Solutions&amp;sub=Services">https://www.cabinetpeaks.org/getpage.php?name=Senior_Life_Solutions&amp;sub=Services</a>	2





# CredibleMind Client Report

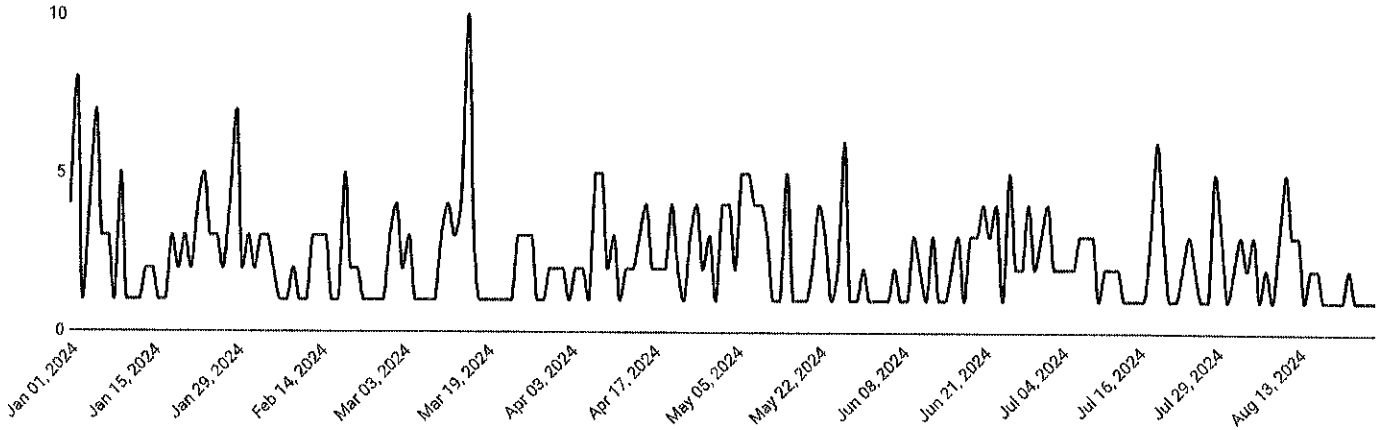
Report Date Range: Jan 01, 2024 - Dec 31, 2024

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## Assessments Taken: Report Date Range



## Top Assessments Taken: Report Date Range

Assessment Name	# Taken	Δ	Unique Users
Are Your 'Off Days' a Sign of Depression	325	+306	325
Are Your 'Worry Days' a Sign of Anxiety	75	+66	75
Mental Health Check-in	31	+12	31
What's Your Mental Health Profile	14	+11	14
What's Your Attachment Style?	9	+1	9
Dive Into Your Personality Big 5	7	+3	7
Have Past Events Left You With Trauma or PTSD	4	+2	4
How Much Social Support is in Your Life	4	+4	4
How's Your Sleep Quality	4	+4	4
Is Loneliness Impacting Your Life	2	+2	2
Is Your Mental Health Flourishing	2	+2	2
Is it Job Stress or Burnout	2	+0	2
Procrastination, Distraction, or ADHD	2	-1	2
Are You Mindful or Is Your Mind Full	1	+1	1
Is Your Substance Use Harmful	1	+0	1
What's Your Meditation Style	1	+1	1
<b>Total</b>	<b>484</b>	<b>+414</b>	<b>441</b>

## Total Assessments Taken: Report Date...

**484**

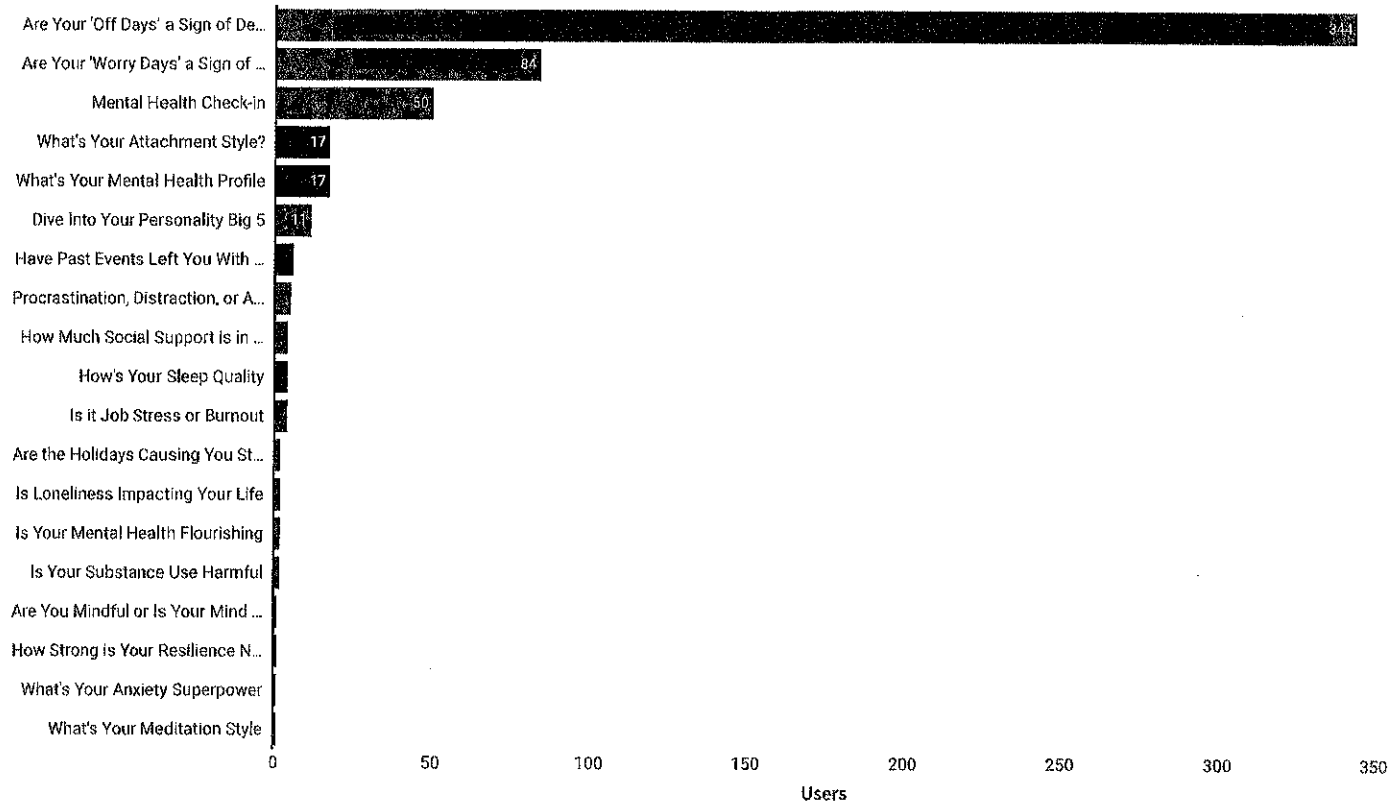
↑ 410 vs Previous Period

## Unique Assessment Users: Report Dat...

**441**

↑ 392 vs Previous Period

## Total Assessments Taken: Since Launch



Unique Assessment Users: Since Launch

**488**

Total Assessments Taken: Since Launch

**558**



# CredibleMind Client Report

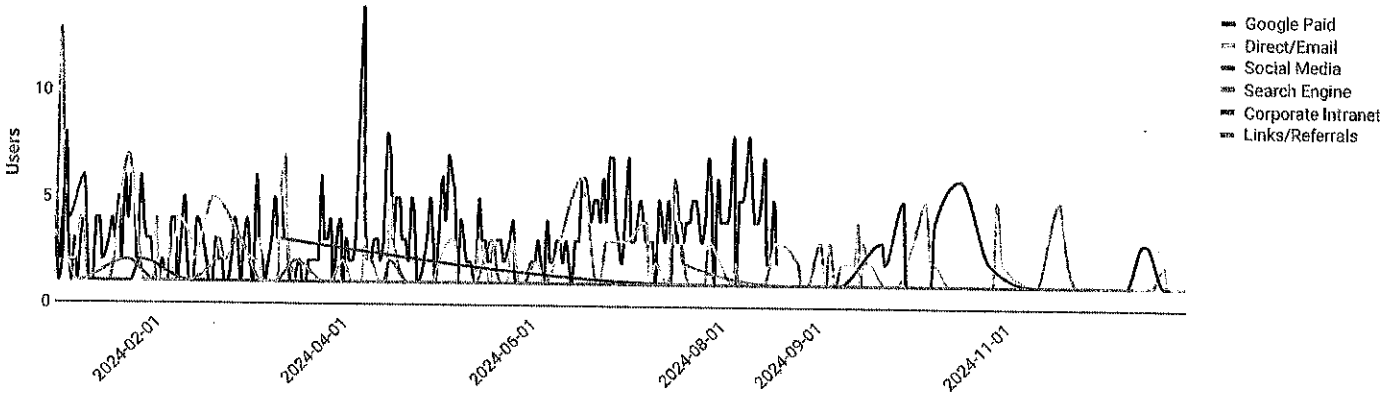
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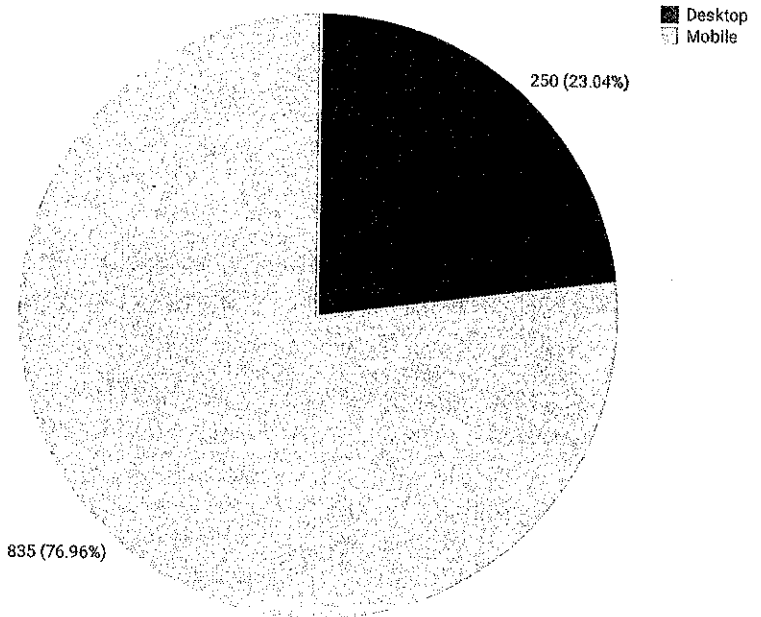
## Traffic by Source Category: Report Date Range



## Traffic Source: Report Date Range

Traffic Type	Users	% Δ
Google Paid	714	+93.4%
Direct/Email	224	+68.8%
Social Media	76	+84.2%
Search Engine	55	+100.0%
Corporate Intranet	10	+100.0%

## Device Type



## Traffic Source Details (Min 5 Users)

Link/Referral Details	Users	% Δ
lincolncountymt.us	9	+100.0%
lincolncountyconnections.com	7	+100.0%

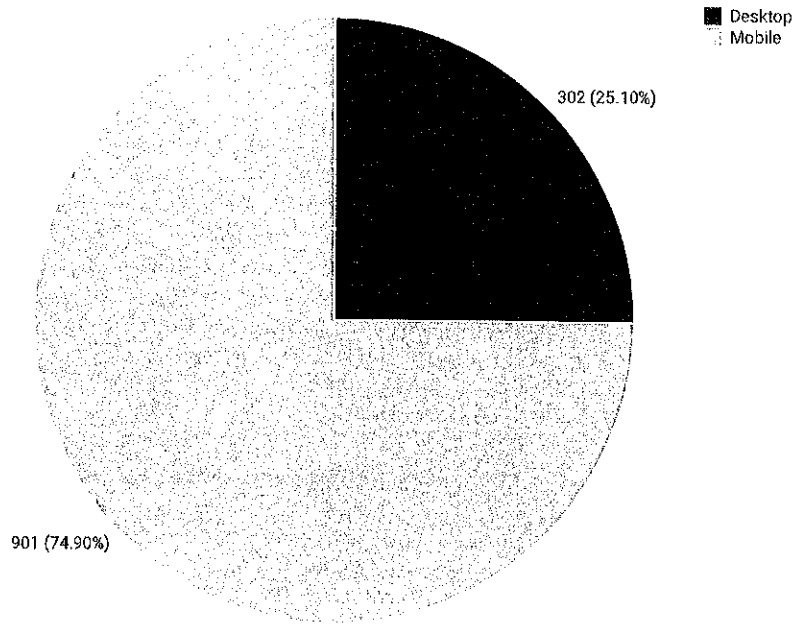
### Traffic Source: Since Launch

Traffic Type	Users
Google Paid	759
Direct/Email	285
Social Media	87
Search Engine	55
Corporate Intranet	10
Links/Referrals	10

### Traffic Source Details: Since Launch (Min 5 Users)

Link/Referral Details	Users
lincolncountymt.us	9

### Device Type: Since Launch





# CredibleMind Client Report

Report Date Range: Jan 01, 2024 - Dec 31, 2024

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## Email Campaigns - UTM Encoded Traffic

Email Campaign	UTM Source	UTM Content	UTM Medium	Useful
lincolncountymt-ads	adwords	null	ppc	146
share	facebook	null	null	5
welcome	newsletter	mentalhealthcheckin	email	2
cm_assessment_mentalhealthprofile	null	null	null	1
cm_assessment_mentalhealthprofile	email	null	null	1
welcome	newsletter	mindfulness	email	1
workplacewellness	email	null	null	1

# **Lincoln County Communicable Disease Response Plan**

## **January 2025**

This document contains the plans and protocols regarding the investigation, identification, and containment of illnesses caused by pathogens, radiological hazards, and toxins. This is a hazard-specific annex to the Lincoln County All-Hazards Emergency Operations Plan. Should an actual event occur, the response may vary depending on the type of emergency situation. This plan will be reviewed and updated annually or as necessary by the Health Director, Public Health Emergency Preparedness Coordinator, or designee. This version supersedes all previous versions of this document.

**Promulgation of Authorization**

This document serves as the formal declaration authorizing the use of this emergency response plan to protect the public’s health and safety in Lincoln County against communicable diseases. City-County Board of Health for Lincoln County acknowledges that Lincoln County Health Department has the responsibility and duty to execute this plan in defense of public health.

This plan complies with existing federal, state, and local statutes and agreements made with the various agencies identified within. Lincoln County Health Department, in defense against disease outbreaks in our communities, prepares and maintains emergency preparedness documents and is committed to the training and exercise required to support this plan.

All partners with roles identified in this plan have participated in its development and concur with the processes and strategies found within, which comply with the Public Health Emergency Preparedness and Response Capabilities National Standards (CDC, 2019), and adhere to the science-based, industry, and academic standards of disease control.

All partners and stakeholders are responsible for advising Lincoln County Health Department of any changes in their own procedures or operations that could affect any emergency responses undertaken.

This plan is hereby approved for implementation. It supersedes all previous editions.

\_\_\_\_\_  
Signature  
Amy Fantozzi, Chair  
Board of Health

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
Brad Black, MD  
Health Officer

\_\_\_\_\_  
Date

## Record of Changes

Date	Revisions Made	Approved by:	Distribution Date
1/2016	Total re-write		
3/2020	Updated active surveillance contact list and expanded active surveillance list.		
2/2022	Added paragraph about outbreaks and emergency events		
1/2023	Added promulgation of authorization. Updated active surveillance contact list.		
11/14/2024	Updated active and expanded surveillance contacts and communicable disease reporting in Montana form-rev. June 2024.		



**Table of contents**

<b>Section</b>	<b>Page</b>
Introduction	5
<b>Communicable Disease Public Health Emergency Response Plan</b>	<b>6</b>
Routine Disease Surveillance Protocol	7
Active Surveillance Protocol	9
<b>Appendix A – List of Reportable Diseases in Montana</b>	<b>11</b>

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## **Introduction**

Communicable disease outbreaks, epidemic and pandemics are a threat to the public health and well-being. This plan was developed to be specific for guidelines for the prevention, mitigation and response to communicable diseases. Montana law requires the reporting of suspected communicable diseases to the local Health Department. Timely reporting of suspected disease helps public health officials to conduct follow-up on cases of significance to protect the public's health, limit further spread of disease and assure that those affected are screened and treated appropriately. This will also help identify outbreaks or emerging health concerns.

## **Purpose**

This plan was developed to ensure communicable disease monitoring and to reduce disease-related morbidity and mortality in an effort to save lives, mitigate loss and assist in preventing further catastrophe. The role of the LCHD is to:

- Gather and report communicable disease data: As directed by Montana ARM Chapter 114, data regarding reportable illnesses in the jurisdiction to Montana Department of Health and Human Services (DPHHS) will be gathered and sent in a confidential manner
- Education: Provide accurate and comprehensive information about communicable diseases to the affected individual and provide guidance to health professionals as needed
- Delineate responsibilities to LCHD staff members: A team approach is considered the most successful manner to monitor and respond to emergency events
- Create a partnership with key surveillance partners and stakeholders: Communicate with designated key surveillance partners regarding the most effective methods of reporting and response during planning

## **Scope & Authority**

This communicable disease response plan is limited in scope to events that affect or potentially affect public health. This plan also contains activities that will be conducted during non-emergency phases. The implementation and responsibility of activation of the response portion of this plan is the Health Department Director, Health Officer, Board of Health or appointed designee(s) of these listed individuals and entities.

## **Protocol**

Reportable diseases and suspicious trends should be reported to the Health Department as soon as possible for investigation. Those requiring immediate reporting include: Anthrax, Botulism, Plague, Poliomyelitis, SARS-CoV disease, Smallpox, Tularemia, Viral Hemorrhagic Fevers or any unusual illness or cluster of illnesses. A list of these reportable diseases and conditions and the timelines within which

they must be reported are found on Appendix A. Reportable diseases fall within HIPAA medical privacy exceptions for release of information; therefore, patient consent is not required.

## **Reporting Contacts**

For reporting during regular hours: Monday–Friday 8:00–5:00 phone the Communicable Disease Coordinator at 406-283-2467 or fax reports to 406-283-2466.

For reporting after hours, holidays and weekends follow the 24/7 Emergency Contact System Protocol by calling the Lincoln County Sheriff’s Office Dispatch. Dispatch will call the public health call down list until someone is available to take the report:

- **Health Department 24/7 contact: Lincoln County Sheriff’s Department Dispatch at 406-293-4112.**

If you are unable to locate anyone locally and the report requires immediate response, please phone the Department of Public Health and Human Services (DPHHS) Communicable Disease 24/7 reporting number at 406-444-0273 and they will put you in contact with someone from CD/EPI at DPHHS.

## **Routine Disease Surveillance Protocol**

The following protocol has been developed to ensure consistency in reporting and investigation of reportable communicable diseases. This protocol is applicable to all communicable diseases that may be reported in Lincoln County.

Disease reports may be received by LCHD by phone or confidential fax from hospitals, laboratories, physicians, the State Health Department, individuals or other health jurisdictions.

All reports will be reviewed by the Communicable Disease Coordinator, Disease Intervention Specialist or a team member within 24 hours of receipt. The team member assigned will be responsible for case investigation, implementation of control measures and follow up, and completion and submission of reporting forms.

In the event of a report of communicable disease the following steps should be taken:

1. Confirm the report of communicable disease. This may be done by contacting the laboratory or health-care provider.
2. If the report comes as a result of testing by a physician.
  - a. Contact the physician to coordinate notification of the patient, assure that the physician knows the diagnosis and has communicated that to the patient before the Health Department makes contact with the patient.

- b. Physicians should also be encouraged to inform the patient that the Health Department may be calling to investigate communicable diseases.
3. Notify other professionals as necessary. This may include:
  - a. The Sanitarian in cases of food borne illness, rabies or when exposure is not limited to humans.
  - b. The Health Officer and/or other medical providers in cases requiring mass prophylaxis, unusual events or when large numbers of people are involved.
  - c. Veterinarians would be notified in the case of animal illness or when increased surveillance of the animal population is required.
4. If the reported illness involves a case or case contact outside of Lincoln County, fax the information to MT DPHHS at 1-800-616-7460 for referral to the appropriate jurisdiction.
5. Locate the appropriate disease specific form and interviewing tool available from the DPHHS CD/Epi. In the cases of animal bites or potential rabies exposure follow the Rabies Prevention and Control Policy and Procedure.
6. Review recommendations for treatment, isolation and communicability. The standard resource is the current American Public Health Association Control of Communicable Diseases Manual – current edition is 21<sup>st</sup> dated 2022.
7. Initiate contact with the individual named in the report maintaining confidentiality in all contacts.
8. Conduct case investigation using the appropriate and most current guidelines. Solicit information about potential source, other contacts and treatment.
9. Educate the client about the disease and appropriate precautions including treatment, work restrictions, follow-up testing and prevention of spread of the disease.
10. Follow-up with any contacts assuring compliance with screening and treatment as appropriate. If contacts are out-of-county, report them via epass or fax to DPHHS.
11. Assure that necessary steps are taken to eliminate exposure of others to disease. This may include closure of food establishments, quarantine of animals or isolation of people. Increased surveillance may be implemented to identify additional cases. In taking these steps the Board of Health may be required to take action.
12. In the event that a communicable disease is of interest to the general public and the media assure that accurate information is given to the media and that client confidentiality is

protected. Press releases and media contact are the responsibility of the Public Information Officer in consultation with the Lead Local Public Health Official, Health Officer or Board of Health.

13. Cases will be reported to MT DPHHS within 7 days or within the time guidelines for that specific disease.
14. For most reportable communicable diseases, data entry is required through Montana Infectious Disease Information System (MIDIS) to complete case reports. Those diseases requiring paper forms may be faxed via the MT DPHHS confidential fax line 1-800-616-7460. *Email is not an acceptable method of disease reporting.*
15. Conduct ongoing surveillance and case investigation until all cases have resolved and potential incubation periods have expired.
16. Highly active surveillance will be utilized to solicit case reports throughout an outbreak or as long as the potential remains utilizing the active surveillance contact list.

During outbreaks, emergency events or a surge in cases, prioritization of cases may have to occur. The prioritized individuals will be those at highest risk of severe disease and congregate settings (schools, long term care facilities, corrections, group homes, etc.). During these events, staff may be pulled from other health department duties and trained in proper case investigation and contact tracing.

## Active Surveillance Protocol

The following active surveillance contact list is utilized by the Communicable Disease Coordinator to conduct ongoing surveillance on a weekly basis. This is not an exhaustive list of providers or surveillance partners.

In the event of an outbreak or public health emergency the following expanded contact list would be contacted on a daily or more frequent basis to elicit case reports and assure ongoing reporting. Providers would be contacted by phone and/or fax as appropriate.

In the event of a mass outbreak or public health emergency all providers in Lincoln County would be notified of events however the following people have been designated as key contacts and are responsible for dissemination of information within their facilities.

### Active surveillance contact list:

Name	Title	Phone	Email	Cell Phone
Quinn Nordwick	CPMC Lab	406-283-7090	qnord@cabinetpeaks.org	

Lacey Poirier	CPMC Infection Control	406-283-7059	lacpoi@cabinetpeaks.org	
<u>Dawn Munsel</u>	Libby Clinic Nurse	406-293-8711	<u>Dawn.munsel@libbyclinic.org</u>	
<u>Lacey Uithof</u>	<u>NW CHC</u>	406-283-6912	<u>Lacey.uithof@northwestchc.org</u>	
Krystal Fleenor	<u>Logan Health Eureka</u>	406-297-3145	kfleenor@logan.org	
	<u>Family Health and Wellness Libby</u>	<u>406-293-3113</u>		
	<u>Family Health and Wellness Eureka</u>	<u>406-297-3266</u>		

**Expanded active surveillance contacts:**

Name	Title	Phone	Email	Cell Phone
Sarah Soete	<u>Libby Care Center of Cascadia</u>	406-293-6285	ssoete@cascadiahc.com	
Dan Demmerly	<u>Care Center of Cascadia</u>	406-297-2541	<u>ddemmerly@cascadiahc.com</u>	
Joel Graves	Superintendent, Eureka School District	406-297-5650	jgraves@teameureka.net	

Ron Goodman	Superintendent, Libby School District	406-293-8811	goodmanrw@libbyschools.org	
<u>Christina Schertel</u>	Superintendent, Troy School District	406-295-4321 x1	<u>cschertel@troyk12.org</u>	







Montana Opioid  
Abatement Trust

# Framework for Awarding Opioid Abatement Dollars

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## **Step 1: Understand the Unique Needs and Priorities in Your Community**

*What does the data say?*

Review the community health assessment data available on the problem of opioid use. Your local health department and regional prevention specialist can help you locate and interpret the latest available data for your community including the:

- Community Health Needs Assessment
- Youth Risk Behavior Survey
- Prevention Needs Assessment
- Montana Overdose Indicators Dashboard

*What partnerships already exist?*

Connect with groups already working collaboratively to prevent and address substance use disorders. Your local health department can help you interface with the leadership for these groups, which may include:

- Regional Opioid Education and Naloxone Distribution Programs
- Youth substance use prevention coalitions
- Local Advisory Councils
- Crisis Response Coalitions
- Early Childhood Coalitions
- DUI Task Forces
- Drug Task Forces

*What has your community prioritized?*

Review any plans that have already been developed prioritizing opioid abatement strategies based on your community health data including the:

- The Montana Substance Use Disorders Strategic Plan
- Community Health Improvement Plans
- Tribal Opioid Response plans
- Strategic plans from local coalitions and organizations working to prevent substance use and address opioid use

Familiarize your board with how these key partners are organized and funded, and consider ways that your abatement region dollars can be braided to supplement (not supplant or duplicate) their work to increase its impact and sustainability.

## **Step 2: Understand What Works to Address Opioid Use**

Once you understand the data, partnerships and priorities in your community, review evidence-based strategies and existing resources available to address opioid use. Gain insight into what works across the entire continuum of care from prevention to recovery.

Primary Prevention Strategies	Resources
<ul style="list-style-type: none"> <li>Local youth prevention coalitions</li> <li>Education for youth and families</li> <li>School-based prevention programs</li> <li>Home visiting and parental supports for at-risk families</li> <li>Safe drug storage and disposal</li> <li>Cultural activities for Native youth</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Communities that Care</a></li> <li><a href="#">The Good Behavior Game</a></li> <li><a href="#">Parenting Montana</a></li> <li><a href="#">Healthy Montana Families Home Visiting</a></li> <li><a href="#">Prescription Drug Drop Box locations</a></li> <li><a href="#">All Nation Youth Partner for Success</a></li> </ul>

Early Identification and Referral Strategies	Resources
<ul style="list-style-type: none"> <li>Universal screening in schools and primary care</li> <li>Identification and referral to treatment for pregnant women and parents</li> <li>Warm hand offs and care coordination</li> <li>Drop-In Centers and Low Barrier Shelters</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Screening, Brief Intervention and Referral to Treatment (SBIRT)</a></li> <li><a href="#">The Meadowlark Initiative</a></li> <li><a href="#">988 Crisis Line</a></li> <li><a href="#">CONNECT Referral System</a></li> </ul>

Harm Reduction Strategies	Resources
<ul style="list-style-type: none"> <li>Syringe service programs</li> <li>Naloxone education and distribution</li> <li>Fentanyl test strip distribution</li> <li>Public awareness campaigns and education to reduce stigma</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Open Aid Alliance</a></li> <li><a href="#">Opioid Education and Naloxone Distribution Programs</a></li> <li><a href="#">Healthy Mothers Healthy Babies Look Closer Campaign</a></li> <li><a href="#">Tribal Opioid Response Program</a></li> </ul>

Treatment Strategies	Resources
<ul style="list-style-type: none"> <li>Education to reduce overprescribing</li> <li>Integrating substance use screening and treatment into primary care</li> <li>Medication for Opioid Use Disorder (MOUD)</li> <li>Linkage to MOUD through EMS, the Emergency Room and in corrections facilities</li> <li>Culturally grounded treatment</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Behavioral Health Alliance of Montana</a></li> <li><a href="#">Montana Primary Care Association</a></li> <li><a href="#">Linkage to care recommendations from the CDC</a></li> <li><a href="#">Integrated Behavioral Health</a></li> <li><a href="#">White Bison Wellbriety</a></li> <li><a href="#">Montana Consortium for Urban Indian Health</a></li> </ul>

Recovery and Support Strategies	Resources
<ul style="list-style-type: none"> <li>Peer Support Specialists</li> <li>Recovery, sober and supportive house</li> <li>Recovery support groups</li> <li>Linkage to housing, employment and childcare supports</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Montana's Peer Network</a></li> <li><a href="#">Recovery Residences Alliance of Montana</a></li> <li><a href="#">Narcotics Anonymous of Montana</a></li> <li><a href="#">Recovery Community Organizations</a></li> <li><a href="#">Housing is Healthcare</a></li> </ul>

Public Safety Strategies	Resources
<ul style="list-style-type: none"> <li>Mobile Crisis Response Teams and Crisis Receiving Centers</li> <li>Drug Treatment Courts</li> <li>Diversion to treatment</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">The Crisis Now Model</a></li> <li><a href="#">Montana Drug Treatment Courts</a></li> <li><a href="#">State Justice Initiative</a></li> </ul>

**Step 3: Develop a funding request and scoring criteria that align with Step 1 and 2.**

**TASK ORDER NUMBER 25-07-3-01-213-0**

**TO THE MASTER CONTRACT HHS-PHSD-00000621  
EFFECTIVE JULY 1, 2019 TO JUNE 30, 2026  
BETWEEN THE STATE OF MONTANA,  
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES  
AND LINCOLN COUNTY**

Chronic Disease Prevention and Health Promotion Bureau - Supporting Clean Air Among Priority Populations In Western Montana

**SECTION 1. PARTIES**

This Task Order is entered into between the Montana Department of Public Health and Human Services, ("Department" or "DPHHS"), P.O. Box 4210, Helena, Montana, 59620, Phone Number (406) 444-5623, Fax Number (406) 444-1970, and Lincoln County Health Department ("Contractor"), **Federal ID Number** \_\_\_\_\_, **UEI #** \_\_\_\_\_ and **Address**.

**THE DEPARTMENT AND CONTRACTOR AGREE AS FOLLOWS:**

**SECTION 2. PURPOSE**

- A. The purpose of the Wildfire Smoke Preparedness in Community Buildings funding is to increase wildfire smoke awareness, create and pilot a clean air shelter recognition program in three (3) communities for easy replication in other high need areas, create culturally appropriate and tailored messaging on wildfire smoke and air quality, and provide training to building and facility managers on HVAC maintenance and importance of good indoor air quality (IAQ). The clean indoor air recognition program will empower community building managers to improve HVAC system filtration and efficiency, while identifying other environmental hazards that pose a risk to the public. Local media campaigns will promote clean indoor air spaces and the steps local partners have taken to improve IAQ in community buildings, including participating in the Clean Air Recognition Program. Tailored messaging will involve a collaborative process to ensure messaging meets culture and linguistic needs of local target communities. Education and resources will be provided to HVAC technicians and building managers on how to create and maintain clean indoor air in public buildings during poor outdoor air quality, heat events, and periods of communicable disease transmission. Public messaging will be developed and informed by local communities, tribal members, and priority populations to create culturally and linguistically relevant messages. Outreach will also include the maintenance of a state website with resources for communities to start smoke readiness planning and messaging.

**SECTION 3. TERM OF TASK ORDER**

- A. The term of this Task Order for the purpose of delivery of services is from January 15, 2026, through January 14, 2027.
- B. Each Party, after expiration or termination of this Task Order, remain subject to and obligated to comply with all legal and continuing contractual obligations arising in relation to its duties and responsibilities that may arise under the Task Order including, but not limited to, record retention,

audits, indemnification, insurance, the protection of confidential information, and property ownership and use.

#### **SECTION 4. SERVICES TO BE PROVIDED AND SCOPE OF WORK**

A. The Contractor agrees to provide the following services:

1. Work with local partners to identify up to 3 buildings in Lincoln County that would qualify for and commit to participating in the Cleaner Air Center Recognition Program. These buildings will receive air purifiers, an air quality monitor, a walkthrough inspection from an HVAC specialist with expertise in wildfire smoke preparedness, and program implementation materials provided by the Department.
2. The Contractor will support the efforts of the identified buildings to achieve recognition as community clean air centers. This will include guidance towards filling out preparedness activity checklists, establishing a building smoke readiness and communication plans, and providing technical assistance around indoor air quality monitoring.
3. Participate in development and placement of public messaging of wildfire smoke and health communications that will be focused on priority populations in the area. This includes working with the DPHHS team to conduct focus groups and/or key informant interviews to collect information on communication best practices.
4. Market and/or recruit for an indoor air quality training for local building managers and other facilities managers, including, at a minimum, representatives of the clean air center buildings.
5. Participate on planning calls with the Department and other target communities to discuss lessons learned, strategies, and technical assistance opportunities with Clean Air Centers.
6. Communicate with DPHHS monthly on progress.
7. Participate in program evaluation activities, completing an interim and final report to be provided by the Department.

B. The Department agrees to do the following:

1. Provide a program liaison for the task order.
2. Facilitate regularly scheduled communications and interactions with Contractor to assist and guide project implementation.
3. Provide air purifiers, air quality monitors, technical assistance program implementation materials to the selected buildings participating in the clean indoor air center recognition program.
4. Maintain the DPHHS air quality website as a platform to share smoke readiness resources.

5. Partner with Contractor to host focus groups and/or key informant interview in the local communities of service to identify appropriate messaging and methods of communication with priority populations.
6. Partner with Contractor to host a training for building managers on ASHRAE Ventilation and Acceptable Indoor Air Quality Standards.
7. Provide technical assistance and resources to clean air centers identified by the Contractor.

## **SECTION 5. CONSIDERATION, PAYMENTS, AND PROGRESS PAYMENTS**

- A. In consideration of the services provided through this Task Order, the Department will pay the Contractor a total of \$20,000 as follows:
  1. \$10,000 upon execution of the task order and receipt of the first invoice, due no later than 30 days following the Task Order start date of January 15, 2026.
  2. \$5,000 upon receipt and DPHHS approval of the first interim report and second invoice, due no later than 30 days following the date of June 30, 2026.
  3. \$5,000 upon receipt and DPHHS approval of final report and final invoice, due no later than 30 days following the Task Order end date of January 14, 2027.
  4. The task order amount includes funds to support the Wildfire Smoke Preparedness in Community Buildings workplan and provide subawards to local non-profits or other local health departments or tribal nations.
- B. All invoices must be received by the Department no later than 30 days following the Task Order end date of 1/14/2027. Invoices received after 60 days will not be paid by the Department.
- C. The completion date of performance for purposes of issuance of final payment for services is the date upon which the Contractor submits to the Department such final reports as are required under this Task Order and are satisfactory in form and content as determined by the Department.
- D. That funds received under this Task Order may not be used for:
  1. Any activity that involves, or may lead to involvement in, endorsement of the nomination and/or election of a political candidate, the passage of legislation or of a ballot issue, or political support or opposition in connection with a political committee or political activity;
  2. Replacing or supplanting existing activities;
  3. Out-of-state travel;
  4. Construction or remodeling;
  5. Equipment, computer hardware and/or printer purchase; or
  6. Research.



- E. Materials developed under this Task Order will remain the property of the Department. The Contractor will be granted a non-exclusive, royalty-free right to use all materials developed for educational and research uses.

## **SECTION 6. SOURCE OF FUNDS AND FUNDING CONDITIONS**

The source of the funding for this Task Order is \$20,000 from a cooperative agreement from the U.S. Environmental Protection Agency, C.F.D.A. #66.044 - Wildfire Smoke Preparedness in Community Buildings Grants.

## **SECTION 7. CFR 200 REQUIREMENTS**

The following information may be required pursuant to 2 CFR 200:

1. Sub recipient name: Lincoln County
2. Sub recipient Unique Entity Identifier: [REDACTED]
3. FAIN number: 84075701
4. Federal award date: 04/17/2024
5. Federal award start and end date: 08/15/2024 – 06/30/2025
6. Total amount of funds obligated with this action: \$20,000
7. Amount of funds obligated to sub recipient: \$20,000
8. Total amount of the federal award: \$610,000
9. Project description: Supporting clean air among priority populations in Western Montana through clear messaging, training, and public spaces.
10. Awarding agency/pass-through entity/contact info: Environmental Protection Agency / MT Department of Public Health and Human Services / William (BJ) Biskupiak, Phone Number (406) 444-0995
11. CFDA/ALN number/name: 66.044 / Wildfire Smoke Preparedness in Community Buildings Grants
12. Research and Development: No
13. Indirect cost rate: N/A

## **SECTION 8. TERMINATION**

Either party may terminate this Task Order in accordance with the Master Contract.

## **SECTION 9. LIAISON AND SERVICE OF NOTICES**

- A. William (BJ) Biskupiak, or their successor, will be the liaison for the Department. Contact information is as follows:

William Biskupiak, Program Manager  
Montana Asthma Control Program  
Chronic Disease Prevention & Health Promotion Bureau  
PO Box 202951  
1400 Broadway, Cogswell Building, R C314B  
Helena, Montana 59620-2951  
(406) 444-0995 (phone)  
(406) 444-7465 (fax)

wbiskupiak@mt.gov

~~Elena Evans~~, or their successor, will be the liaison for the Contractor. Contact information is as follows:

~~Elena Evans~~

~~Missoula County Health Department~~

~~301 West Alder~~

~~Missoula, Montana 59802~~

~~(406) 258-3495 (phone)~~

~~(406) 258-4857 (fax)~~

~~eevans@missoulacounty.us~~

These above referenced liaisons serve as the primary contacts between the parties regarding the performance of this Task Order. The State's liaison and Contractor's liaison may be changed by written notice to the other party.

- B. Written notices, reports and other information required to be exchanged between the parties must be directed to the liaison at the parties' addresses set out in this Task Order.

## **SECTION 10. FEDERAL REQUIREMENTS**

The Contractor agrees that they will comply with all federal statutes and regulations in providing services and receiving compensation under this Task Order. The Contractor acknowledges that there are certain federal statutes and reporting requirements that must be followed whenever certain federal funds are used. It is the Contractor's responsibility to comply with all federal laws and reporting requirements.

## **SECTION 11. DEPARTMENT GUIDANCE**

The Contractor may request from the Department guidance in administrative and programmatic matters that are necessary to the Contractor's performance. The Department may provide such guidance as it determines is appropriate. Guidance may include providing copies of regulations, statutes, standards and policies that are to be complied with under this Task Order. The Department may supply essential interpretations of such materials and this Task Order to assist with compliance by the Contractor. The Contractor is not relieved by a request for guidance of any obligation to meet the requirements of this Task Order. Legal services will not be provided by the Department to the Contractor in any matters relating to the Task Order's performance under this Task Order.

## **SECTION 12. INFORMAL DISPUTE RESOLUTION PROCEDURES**

In addition to the Choice of Law and Remedies in the Master Contract, the Contractor may provide written request for resolution about any disagreement about the Task Order to the Public Health & Community Affairs Executive Director, David Gerard, Phone Number (406) 444-4930, Fax Number (406) 444-1970, david.Gerard@mt.gov, with a copy to Director Charlie Brereton, Phone Number (406) 444-5623, Fax Number (406) 444-1970, charles.brereton@mt.gov.

## **SECTION 13. PUBLIC INFORMATION AND DISCLAIMERS**



- A. The Contractor may not access or use personal, confidential, or privileged information obtained through the Department, its agents and contractors, unless the Contractor does so:
1. in conformity with governing legal authorities and policies;
  2. with the permission of the persons or entities from whom the information is to be obtained; and
  3. with the review and approval by the Department prior to use, publication or release.

Privileged information includes information and data the Department, its agents and contractors produce, compile or receive for state and local contractual efforts, including those local and state programs with which the Department contracts to engage in activities related to the purposes of this Task Order.

- B. The Contractor may not use monies under this Task Order to pay for media, publicity or advertising that in any way associates the services or performance of the Contractor or the Department under this Task Order with any specific political agenda, political party, a candidate for public office, or any matter to be voted upon by the public. Media includes but is not limited to commercial and noncommercial print, verbal and electronic media.
- C. The Contractor must inform any people to whom it provides consultation or training services under this Task Order that any opinions expressed do not necessarily represent the position of the Department. When using non-federal funds from this Task Order, all public notices, information pamphlets, press releases, research reports, posters, public service announcements, web sites and similar modes of presenting public information pertaining to the services and activities funded with this Task Order prepared and released by the Contractor must include the statement:

*"This project is funded in whole or in part under a Contract with the Montana Department of Public Health and Human Services. The statements herein do not necessarily reflect the opinion of the Department."*

- D. The Contractor must state the percentage and the monetary amount of the total program or project costs of this Task Order funded with (a) federal monies and (b) non-federal monies in all statements, press releases, and other documents or media pieces made available to the public describing the services provided through this Task Order.

*"For contracts funded in whole or part with federally appropriated monies received through programs administered by the U.S. Department of Health & Human Services, Education or Labor. Section 503 of H.R. 3288, "Consolidated Appropriations Act, Division D, Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2010", Pub. L. No. 111-117, and in H.R. 1473, "Department" Of Defense And Full-Year Continuing Appropriations Act, 2011", Title I – General Provisions, Sec. 1101, Pub. L. 112-10, and as may be provided by congressional continuing resolutions or further budgetary enactments."*

- E. When using federal funds from this Task Order, all public notices, information pamphlets, press releases, research reports, posters, public service announcements, web sites and similar modes of presenting public information pertaining to the services and activities funded with this Task Order prepared and released by the Contractor must include the following statement or its



equivalent and must be approved by the Department liaison, prior to use, publication and release.

*“This project is funded in part **AND/OR** in whole by grant number 84075701 from the United States Environmental Protection Agency and from the Montana Department of Public Health and Human Services. The contents herein do not necessarily reflect the official views and policies of the U.S. Environmental Protection Agency or the Montana Department of Public Health and Human Services.”*

- F. Before the Contractor uses, publishes, releases or distributes them to the public or to local and state programs, the Department must review and approve all products, materials, documents, publications, press releases and media pieces (in any form, including electronic) the Contractor or its agents produce with task order monies to describe and promote services provided through this Task Order.

#### **SECTION 14. COMPLIANCE WITH LAWS/WARRANTIES**

Nondiscrimination Against Firearms Entities/Trade Associations. Contractor shall not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, and Contractor shall not discriminate during the term of the contract against a firearm entity or firearm trade association. This section shall be construed in accordance with HB 356, Ch. 193, Mont. L. 2023.

#### **SECTION 15. SCOPE OF TASK ORDER**

**This Task Order consists of eight (8) numbered pages.**

All of the provisions of the Master Contract are incorporated into and are controlling as to this Task Order. In the case of a material conflict, a dispute, or confusing language between this Task Order and Master Contract the Master Contract shall control. This Task Order does not stand alone. If Master Contract lapses, so does this Task Order. The original Task Order will be retained by the Department. A copy of the original has the same force and effect for all purposes as the original. This is the entire Task Order between the parties.

#### **SECTION 16. AUTHORITY TO EXECUTE**

Each of the parties represents and warrants that this Task Order is entered into and executed by the person so authorized to bind the party to the provisions of this Task Order and the Master Contract.

IN WITNESS THEREOF, the parties through their authorized agents have executed this Task Order on the dates set out below:

**MONTANA DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES**

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Todd Harwell, PHSD Administrator

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
David Gerard  
Public Health & Community Affairs Executive Director

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Charles T. Brereton, Director

**MONTANA DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES OFFICE OF LEGAL AFFAIRS**

Approved as to form:

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Attorney

**MONTANA DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES PUBLIC HEALTH & SAFETY DIVISION**

Approved as to form:

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Kim Venetz, PHSD Contracts Manager

**LINCOLN COUNTY**

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Health Officer

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Board of County Commissioners

## Deliverable XX- Wildfire Smoke in Community Buildings

- Work with local partners to identify up to 3 buildings in Lincoln County that would qualify for and commit to participating in the Cleaner Air Center Recognition Program. These buildings will receive air purifiers, an air quality monitor, a walkthrough inspection from an HVAC specialist with expertise in wildfire smoke preparedness, and program implementation materials provided by the Department.
- The Contractor will support the efforts of the identified buildings to achieve recognition as community Clean Air Centers. This will include guidance towards filling out preparedness activity checklists, establishing a building smoke readiness and communication plans, and providing technical assistance around indoor air quality monitoring. Additional support may also include assistance identifying engagement activities for the public accessing the clean air center and connecting with community partners who may be interested in contributing to the mission of the clean air centers.
- Participate in development and placement of public messaging of wildfire smoke and health communications that will be focused on priority populations in the area. This includes working with the DPHHS team to conduct focus groups and/or key informant interviews to collect information on communication best practices.
- Market and/or recruit for an indoor air quality training for local building managers and other facilities managers.
- Participate on planning calls with the Department and other target communities to discuss lessons learned, strategies, and technical assistance opportunities with Clean Air Centers.
- Communicate with DPHHS monthly on progress.
- Participate in program evaluation activities, completing an interim and final report to be provided by the Department.