

**Minutes of Meeting  
Senior Officials Workshop  
January 27, 2014  
9:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Emergency Management Manager Sandy Von Behren, Program Assistant II Nancy Mabile, and Resource and Preparedness Specialist Doug Fredericks, Chief Deputy Assessor Rich Houser, Clerk Jim Brannon, Sheriff Ben Wolfinger, Community Development Director David Callahan, Community Development Deputy Building Official Bob Ankersmit, Grants Compliance Officer Jody Bieze, Department of Homeland Security Field Officer Jay Baker, Rathdrum Police Chief Kevin Fuhr, City of Coeur d'Alene Administrator Wendy Gabriel, City of Hauser Mayor Claire Hatfield, City of Post Falls Mayor Ron Jacobson, City of Coeur d'Alene Mayor Steve Widmyer, City of Hayden Public Works Director Sean Hoisington, Fernan Lake Village Mayor Richard Jurvelin, Coeur d'Alene Tribe Public Works Director Jim Kackman, City of Worley Clerk Brenda Morris, Civil Deputy Prosecuting Attorneys Pat Braden and Jamila Holmes and Deputy Clerk Nancy Jones.

**A. Call to Order:** Chairman Tondee called the meeting to order at 9:02 a.m.

**B. Introductions:** There were no introductions made.

**C. Changes to the Agenda:** There were no changes made to the agenda.

**D. Old Business:** There was no old business discussed.

**E. New Business:**

Chairman Todd Tondee explained that the purpose of the meeting was to discuss required updates to the Emergency Mitigation Plan, as well as to share information regarding disaster reporting and assistance request processes.

Emergency Management Manager Sandy Von Behren gave a Power Point presentation on the following topics:

- Hazard Mitigation Planning
- Disaster Declarations
- Requests for County, State, and Federal Assistance
- Damage Assessment
- Collaboration

Ms. Von Behren explained the role of the Office of Emergency Management (OEM) and the phases of the Emergency Management Response Plan. In addition, she reviewed programs that allow for grant funding of preparation procedures and practice drills, which are part of the Federal Emergency Management Agency (FEMA) guidelines for OEM.

Ms. Von Behren explained that the response plan must be updated every five (5) years. In order to meet this deadline, the updates must be approved by the Elected Officials and adopted by the Board no later than May 27, 2015. Ms. Von Behren went on to discuss the number of meetings that must be held, and she explained that specific representatives would be required to attend each meeting, in order to

comply with FEMA guidelines. Department of Homeland Security Field Officer Jay Baker and Ms. Von Behren gave specific examples of previous situations where having an approved response plan had allowed other Idaho Counties to seek federal funding or reimbursement for necessary infrastructure improvements.

Ms. Von Behren detailed the process that occurs when the Emergency Operations Center (EOC) is activated, and she stressed the importance of exhausting local resources first (including use of local agreements and resources, use of memorandums of understanding with other entities, and seeking help from neighboring communities). When these resources have been exhausted, the next step is to contact OEM, in order to begin the process that allows for state and federal funding or reimbursement. Ms. Von Behren noted that requesting assistance directly from the state actually slows the process, as their first step would be to contact OEM. Mr. Baker and Ms. Von Behren briefly explained the requirements for federal assistance, which requires issuance of a presidential declaration and carries specific thresholds. (The threshold for Kootenai County is about \$478,000 and the threshold for Idaho is approximately \$2,200,000.) Mr. Baker explained the timelines associated with requests for federal disaster assistance and FEMA response times, noting that federal programs allow schools, highway districts, and fire districts to obtain disaster reimbursements.

In closing, Chairman Tondee noted that declaring disaster is a precautionary step that provides an opportunity to access additional resources, which may or may not be used after all local resources are exhausted. Further, Chairman Tondee stated that compliance with FEMA is important not only for emergency response purposes, but to ensure compliance with grant processes and to expedite new grant applications.

- F. Staff Reports:** There were no staff reports.
- G. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

The meeting was adjourned at 10:21 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: \_\_\_\_\_  
Nancy A. Jones, Deputy Clerk

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