

**Minutes of Meeting
Commissioners' Debriefing
April 7, 2014
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Dan Green met to discuss the following agenda items. Also present were Lieutenant Stuart Miller, Prosecutor Barry McHugh and Deputy Clerk Brandie Bradley. Commissioner Jai Nelson was excused.

A. Call to Order: Chairman Tondee called the meeting to order at 2:14 p.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: Commissioner Green requested that an Executive Session under *Idaho Code* §67-2345(1)(c) be added to the agenda, so that the Board could discuss a potential lease for the Public Defender's Office. Commissioner Green advised that this item is time sensitive.

Commissioner Green moved to add Executive Session §67-2345(1)(c) to the agenda for discussion. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused
Commissioner Green: Aye
Chairman Tondee: Aye

The motion carried.

D. Old Business: No old business was discussed.

E. New Business:

Lieutenant Stuart Miller came before the Board to clarify information about County vehicles and the way they are titled. Chairman Tondee explained that the Board had given direction to have all County vehicles titled to Kootenai County. Some vehicles are still titled to the department to which they are assigned, and when these vehicles are transferred to another department the title is also transferred to that department. Lieutenant Miller explained that the registrations on these vehicles are valid for (7) years and that the renewal notices are sent to the department to which they are registered. Lieutenant Miller advised that the Fleet Management Task Force is exploring software programs that will track the vehicles and the registrations for each of the departments, but until this program is in use a different tracking method will be necessary. The Board agreed that a decision on this topic can wait until more information can be obtained from the Fleet Management committee.

Commissioner Green moved that the Board enter Executive Session pursuant to *Idaho Code* §67-2345(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual agent and pursuant to *Idaho Code* §67-2345(1)(c) to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency. Chairman Tondee seconded the motion. There being no discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused
Commissioner Green: Aye
Chairman Tondee: Aye

The motion carried.

Executive Session was entered into at 2:27 p.m. and Prosecutor Barry McHugh and Human Resources Director Skye Reynolds joined the Board in Executive Session.

Mr. McHugh and Ms. Reynolds left the Executive Session at 2:41 p.m.

The Board exited Executive Session at 2:54 p.m.

Commissioner Green moved to authorize Mr. McHugh to contract with outside legal counsel on the matter that was discussed under Executive Session §67-3245(1)(b). Chairman Tondee seconded the motion. There being no discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused
Commissioner Green: Aye
Chairman Tondee: Aye

The motion carried.

Commissioner Green moved that the Board direct Commissioner Green to present an offer for the leasing of space for the Public Defender's Office. Chairman Tondee seconded the motion. There being no discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused
Commissioner Green: Aye
Chairman Tondee: Aye

The motion carried.

Chairman Tondee presented a request from the American Lands Council (ALC) inviting the Board to join as a Silver Member. The cost of this membership is \$5,000. The Board discussed this invitation and decided that they were not going to join the ALC at this time.

Commissioner Green explained that Adult Misdemeanor Probation (AMP) currently has four (4) vehicles for their department, of which only one (1) meets their needs: the 2013 Ford Escape. The two (2) Pontiac Grand Ams work well within the city limits, but are not appropriate for outlying areas or winter driving, and the one (1) 1995 Chevy Blazer is unreliable. AMP Director Kevin Creighton has requested to surplus or trade in the three (3) vehicles that do not meet the needs of the department and to purchase one (1) vehicle that will meet the department's needs. Chairman Tondee suggested that the Grand Ams would be sufficient for the needs of the Bailiffs. The Board agreed that this request from AMP should go through the normal budget process.

Chairman Tondee advised that the primary tow vehicle, a 2007 Dodge Cummins Pick-up truck, used by Parks and Waterways needs repairs due to some engine problems. The cost for these repairs is \$5,000 and Parks and Waterways Director Nick Snyder is requesting that the Board approve these expenditures.

Commissioner Green moved to authorize Parks and Waterways to fund the needed repairs with the understanding that they may exceed their budget for this year. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused
Commissioner Green: Aye
Chairman Tondee: Aye

The motion carried.

Commissioner Green explained that the Idaho Association of Counties and Clerks Annual Conference will be held June 10, 2014, through June 12, 2014, in Challis, Idaho. The Board agreed on the importance of attending this conference and the need to be present for the Public Defense System discussion. Commissioner Green advised that he will make arrangements to be in attendance.

Chairman Tondee advised that Buildings and Grounds Operations Manager Shawn Riley has prepared the press release about the construction of the Ancillary Building and the parking situation during the construction period. The Board agreed that they would review the press release and provide suggestions prior to the notice being published.

Commissioner Green stated that Assessor Mike McDowell has requested that his staff be allowed to take County vehicles home during the parking lot construction. The Assessor's Department has fourteen (14) vehicles that they use daily and the Board agreed that this request would be appropriate, provided that the vehicles are only used for County business.

Commissioner Green informed the Board that a letter of support for the Harrison Community Ambulance has been requested. The Board agreed to direct staff to draft the letter.

Chairman Tondee explained that Office of Emergency Management (OEM) Manager Sandy Von Behren would like to amend the Homeland Security Grants by transferring 2011 and 2012 planning, training, and exercise grant investment funds over to the equipment investment funds. These funds will be expiring soon if not used, but can be used to purchase equipment and provide partial funding for a School Resource Officer Training.

Commissioner Green moved to authorize OEM to use expiring funds for the purpose of procuring equipment and for partial funding of a School Resource Officer Training. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson: Excused
Commissioner Green: Aye
Chairman Tondee: Aye
The motion carried.

Human Resources Director Skye Reynolds joined the meeting at 3:11 p.m.

Ms. Reynolds presented the potential employee badge designs, as well as an example of the emergency cards that will be distributed to all County employees. The Board agreed that the horizontal badge layout which includes the employee's last name in small print was the most appealing. Chairman Tondee advised that his preference was to print new badges for all of the employees, as he would like one consistent badge for all staff, excepting the Sheriff's Office. Chairman Tondee stated that the emergency cards did not contain the information that he had expected and would like to see them contain more useful information. The Board agreed that affixing stickers to the back of the badges that would direct employees to their designated evacuation area would be beneficial. The Board directed Ms. Reynolds to work with the Sheriff's Office and the OEM to ensure that information related to the County's existing emergency plan will be included on the emergency cards.

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 3:32 p.m.

Respectfully submitted,
JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk
