

**Minutes of Meeting**  
**9-1-1 Staffing and Salary Issues Discussion (Continuation)**  
**July 30, 2014**  
**9:30 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 Clerk Jim Brannon, Human Resources Director Skye Reynolds, Personnel Technician Marcia Heglie, Undersheriff Dan Mattos, Support Captain Lee Richardson, Staff Accountant Kimberli Price, Finance Director David McDowell, and Deputy Clerk Brandie Bradley.

**A. Call to Order:** Chairman Tondee called the meeting to order at 9:31 a.m.

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

**C. Changes to the Agenda:** Commissioner Nelson requested that a discussion of the Sheriff's budget be added to the agenda.

Commissioner Green moved that the Board add a discussion on the Sheriff's Fiscal Year 2015 (FY15) Budget to the agenda, so that the budget can be finalized. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

Commissioner Nelson:           Aye

Commissioner Green:         Aye

Chairman Tondee:             Aye

The motion carried.

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

**E. New Business:**

The attendees met to have further discussion about the pay matrix, vacant positions, employee retention, and recruitment for the 9-1-1 Operations Center. Commissioner Green proposed that the Board implement a \$250 bonus as incentive for employees that recruit qualified candidates for vacant positions at the County. Bonuses would be paid to the employees for any qualified individuals that are hired by the County and that are retained for at least six months.

Elected/Appointed Officials and Human Resources staff would not be eligible for these incentives. Department Heads would be eligible, provided they are not recruiting for their own departments. These recruitment bonuses will be offered through FY15. Human Resources Director Skye Reynolds was directed to update the County employment application to include a line that indicates the employee that made the referral. It was agreed that this must be completed at the time the application is submitted for the employee to be eligible to receive the bonus.

The Board again reviewed the frozen positions and discussed the number of open, unfrozen positions that should be available to the 9-1-1 Operations Center. The Board agreed that three (3) positions should be available, until all positions have been filled and the 9-1-1 Center is completely staffed. As these positions are filled, the Sheriff's Office will contact the Auditor and request that additional positions be unfrozen.

Commissioner Green moved that the Board reverse the decision that was made on July 29, 2014, to unfreeze four (4) frozen positions, keeping these positions frozen, and to authorize three (3) open, unfrozen positions for the 9-1-1 Center and, once these positions are filled, to unfreeze additional positions until the Center is fully staffed. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

The Board considered the Sheriff's request to increase the pay matrix for Emergency Communications Officers and considered a five percent (5%) to ten percent (10%) increase to make compensation competitive with other similar agencies. The Board suggested that the Sheriff's Office could be allowed flexibility in their recruitment process, including offering qualified applicants a range of pay that equates to their years of experience, less two years. The attendees agreed that the 9-1-1 Director position will be removed from the pay matrix as that position is no longer being utilized by the Sheriff's Office.

Commissioner Green moved that the Board authorize staff to amend the pay matrix for the 9-1-1 Operations Center with an increase of five percent (5%) effective as of October 1, 2014 and further directed the Auditor's Office to use the fund balance to subsidize this increase. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bradley called the roll:

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

**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 11:21 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: \_\_\_\_\_  
Brandie Bradley, Deputy Clerk

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