

**Minutes of Meeting  
Department Heads  
May 20, 2015  
4:15 p.m.**

The Kootenai County Board of Commissioners: Chairman David Stewart, Commissioner Dan Green and Commissioner Marc Eberlein met to discuss the following agenda items. Also present were Parks and Waterways Director Nick Snyder, Office of Emergency Management Director Sandy Von Behren, Adult Misdemeanor Probation Director Kevin Creighton, Juvenile Probation Director Debra Nadeau, Juvenile Detention Director JT Taylor and Assistant Director Linda Hoss, Human Resources Director Skye Reynolds, Administrative Assistant Nancy Jones, Community Development Director David Callahan, Reprographics Manager David Reid, Information Systems Network Specialist Grant Kinsey, Airport Director Greg Delavan, Solid Waste Director Cathy Mayer, Grants Management Office Director Jody Bieze, Public Defender Administrative Supervisor Jamie Woods, and Deputy Clerk Paige Plew.

**A. Call to Order:** Chairman Stewart called the meeting to order at 4:15 p.m.

**B. Changes to the Agenda:**

Commissioner Eberlein made a motion to remove the Discussion for Treasurer Memorandum from the agenda. Chairman Stewart seconded the motion. There being no discussion, Deputy Clerk Plew called the roll:

Commissioner Eberlein: Aye

Commissioner Green: Aye

Chairman Stewart: Aye

The motion was carried.

**C. New Business:**

**1. Recap of the May Elected Officials Meeting**

**Mass Fatality Plan Vehicle Needed**

Chairman Stewart said that County Coroner Warren Keene had asked the Elected Officials for the loan of a large refrigerated vehicle in the case of mass casualties. Emergency Management Director Sandy Von Behren said she will be contacting the State to discuss other counties mass fatality plans. Chairman Stewart asked the Department Heads if they have any ideas on where to further this search, to please contact Ms. Von Behren or Dr. Keene.

**Compensation Survey**

The Board announced they needed more information from Black Data Processing Associates (BDPA) to make a decision regarding the Compensation Survey results.

**At Will vs. For Cause Discussion**

Chairman Stewart said this agenda item will be discussed in the June Elected Officials meeting.

**Fleet Management**

Chairman Stewart explained that the Board was discussing Fleet Management with the Elected Officials to explore how the County can improve the purchase and use of its vehicles.

**2. Requests for Legal Advice**

The Board asked to be copied on all requests for written legal advice related to the functions of the Board's departments. There being some confusion among attendees, Chairman Stewart and Administrative Assistant Nancy Jones agreed to meet with Prosecutor Barry Black to find the specifics on exactly when the Board should be copied for legal advice.

Commissioner Green left the meeting at 4:37 p.m.

**3. Kootenai County Emergency Plans**

Ms. Von Behren said currently there are eight County Campus Emergency plans meant to provide information for elected officials, department heads and employees as to how to respond to an emergency incident. She said that these plans need to be practiced at least once a year.

**4. Recruitment – EOC Position Vacancies**

Ms. Von Behren asked the Department Heads to help recruit employees from their offices to be trained in working with the Emergency Operation Center (EOC). She has planned quarterly meetings each year for training.

**D. Staff Reports:** Ms. Von Behren told the Board the All Hazard Communication Plan would be late, as she is awaiting information from the Federal Emergency Management Agency.

With no further business, Chairman Stewart adjourned the meeting at 4:55 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DAVID STEWART, CHAIRMAN

BY: \_\_\_\_\_  
Paige Plew, Deputy Clerk

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