

Minutes of Meeting
Office of Emergency Management Monthly Discussion
September 9, 2015
9:30 a.m.

The Kootenai County Board of Commissioners: Chairman Dan Green, Commissioner Marc Eberlein, and Commissioner David Stewart met to discuss the following agenda items. Also present were Office of Emergency Management (OEM) Director Sandy Von Behren, Buildings and Grounds Director Shawn Riley, Human Resources Director Skye Reynolds, and Deputy Clerks Theresa Atchley and Alicia Lynch.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 9:32 a.m.
- B. Introductions:** There were no introductions.
- C. Changes to the Agenda:** There were no changes to the agenda.
- D. Old Business:** There was no old business discussed.
- E. New Business:**

Kootenai County's Continuity of Operations (COP)/Continuity of Government (COG) Plan

OEM Director Sandy Von Behren advised the Board that the OEM had provided copies of the COP plans at the Risk Management meeting in April 2015, and said she had since learned that many people were not aware of the plan or their roles. Ms. Von Behren said that Human Resources Director Skye Reynolds did not feel she had the skill set necessary to act as the COP/COG Manager as outlined in the plan. Ms. Von Behren said that Buildings and Grounds Director Shawn Riley had offered to act as the COP/COG Manager.

The Board agreed to reassign Buildings and Grounds Director Shawn Riley to act as COP/COG Manager.

Ms. Von Behren advised the Board that KCSO and the Courthouse would like to conduct an active shooter exercise for their annual drill. She said all campuses would be involved and lock down procedures would be exercised.

Ms. Reynolds and Mr. Riley exited the meeting at 9:45 a.m.

Fire Brief

Ms. Von Behren provided the Board with a briefing on the Northern Idaho wildfires. She provided maps and handouts from Idaho Department of Lands. She added that fire danger was still rated at Very High and the public was being advised to expect changing conditions including flooding and mudslides.

Staffing

Ms. Von Behren said there was a recruitment underway for the Administrative Assistant for OEM. She asked the Board's permission to allow current staff to work an additional five hours per week during the recruitment period. The Board agreed.

Commissioner Stewart exited the meeting at 9:50 a.m.

Project Updates

Ms. Von Behren provided the Board with updates on a variety of projects including the Rail, Pipeline & Highway Hazmat Resource Guide, Juvenile Justice Campus Emergency Plan Update, and the Courthouse Campus Plan. She said there was a contract dispute of \$3,666.71 related to work performance with Tetra Tech, the County’s consultant who provided the All Hazard Mitigation Plan, and she was working to resolve the issue. She provided highlights of the upcoming multi-agency 2016 Full-Scale Exercise called *Cascadia Rising*.

The Board discussed the seasonal flooding in Cataldo. They asked Ms. Von Behren to provide specific information regarding the extent of pumping and costs. Ms. Von Behren was instructed to email this information to the Board.

Volunteer Appreciation Picnic

Ms. Von Behren informed the Board regarding the Volunteer Appreciation Picnic scheduled for September 21, 2015, from 5:30 -7:30 p.m. at McEuen Park and invited the Commissioners to attend.

- F. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing. There were no public comments.

Chairman Green adjourned the meeting at 10:22 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Theresa Atchley, Deputy Clerk
