

**Minutes of Meeting
Commissioners' Debriefing
October 5, 2015
2:30 p.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 Prosecutor Barry McHugh, Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Staff Accountant Melissa Merrifield, Airport Director Greg Delavan, Airport Deputy Director Phil Cummings, Buildings and Grounds Director Shawn Riley, Deputy Clerks Theresa Atchley and Alicia Lynch. Also present was Coeur d'Alene Press staff writer Brian Walker.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 2:31 p.m.
- B. Changes to the agenda:** There were no changes to the agenda.

Chairman Green noted that an error was made on the Agenda prepared by BOCC staff and that the correct Idaho Code for the Executive Session was *§74-206(1)(b)*.

C. Business

Civil Attorney Office Project

Prosecutor Barry McHugh updated the Board regarding a remodeling project for the Prosecuting Attorney's second floor office addition. Buildings and Grounds Director Shawn Riley presented the Board with an estimate of \$3,535 for the project and said the funds could come from the FY2016 Buildings and Grounds Budget.

The Board directed Mr. Riley to proceed with the project.

Mr. McHugh exited the meeting at 2:34 p.m.

Fairgrounds Discussion Update

Commissioner David Stewart said that he and Mr. Riley met at the North Idaho Fair Grounds to discuss the relocation of the University of Idaho Extension office from the 3rd Street Elections Building to the fair grounds. Commissioner Stewart said North Idaho Fair staff was agreeable to the move and details would be discussed at a future Fair Board meeting. He added that he was hopeful that the move could be completed by September 30, 2016.

Fire Drill Requirements

Mr. Riley presented information regarding fire drill frequency requirements for County buildings as recommended by the Coeur d' Alene Fire Department. He said he wanted to conduct fire drills according to the requirements.

The Board encouraged Mr. Riley to conduct drills during non-peak hours to reduce service disruptions to the public. Commissioner Marc Eberlein, Clerk Jim Brannon, and Mr. Riley said they would meet with District Court Judge Haynes to discuss the required fire drills.

Public Defender Building Insurance

Mr. Riley presented an invoice in the amount of \$3,106 for property insurance for the leased building at 1607 Lincoln Way, Coeur d’Alene. He explained that this building could be added to the County’s existing insurance policy with Idaho Counties Risk Management Program (ICRMP) for a nominal fee.

The Board directed Mr. Riley to create a memo to add the building located at 1607 Lincoln Way to the County’s ICRMP policy and provide a copy of insurance coverage to the owner of the building.

Fuel Contract

Chairman Green referenced the County’s existing fuel contract with Coleman Oil and asked why Airport personnel were purchasing fuel from Kerr Oil.

Airport Deputy Director Phil Cummings said he had done research and had saved the County \$169 on a recent shipment by not using the contracted vendor.

Commissioner Stewart stated the \$225,000 fuel cost savings could have been due to a number of other factors rather than the single factor of using the contracted vendor.

The Board directed the Airport to continue to purchase fuel for the lowest price as done previously.

Airport Audit Follow Up

Chairman Green referenced communication from Airport staff that indicated they did not have time to address questions from the Auditor’s office. Staff Accountant Melissa Merrifield clarified that 12 questions needed to be answered and some documents were required. Airport Director Greg Delavan said his staff was busy with several other projects.

The Board directed Mr. Delavan to respond to the Auditor’s follow up questions and provide the documents by the end of October 2015.

Ms. Merrifield exited the meeting at 3:09 p.m.

Fleet Management Task Force

Chairman Green provided an update on the Fleet Management Task Force meeting and said they were in the data collection phase. He added that streamlining the variety of vehicles driven by the County might provide cost savings. He stated transferring vehicles no longer serviceable to KCSO while they still had value or low mileage to other departments might be a viable plan to upgrade existing vehicles.

Mr. Delavan, Mr. Cummings, and Chief Deputy Clerk Pat Raffee exited the meeting at 3:19 p.m.

Northern Idaho Crisis Center Follow Up

The Board discussed appointing a Commissioner to represent the County as a Board Member for the Northern Idaho Crisis Center.

Commissioner Stewart moved to appoint Commissioner Eberlein to serve as the County’s representative for the Northern Idaho Crisis Center. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

- Commissioner Stewart: Aye
- Commissioner Eberlein: Aye
- Chairman Green: Aye

The motion carried.

Chairman Green said he would instruct Administrative Supervisor Nancy Jones to send a letter to the Northern Idaho Crisis Center to designate Commissioner Eberlein as a Board Member.

Water Adjudication

Commissioner Eberlein provided an overview of the Water Adjudication meeting held on September 24, 2015. He said it was important that the County be represented at these meetings as this was an important community issue. The Board agreed that in the event Commissioner Eberlein was unable attend a meeting they would ensure the County was represented.

Executive Session §74-206(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.

Commissioner Eberlein moved to enter Executive Session pursuant to *Idaho Code §74-206(1)(b)*. Commissioner Stewart seconded the motion. There being no further discussion, Deputy Clerk Lynch called the roll:

Commissioner Stewart: Aye
Commissioner Eberlein: Aye
Chairman Green: Aye

The motion carried.

The Board entered into Executive Session at 3:25 p.m. and Administrative Supervisor Nancy Jones joined the Board in Executive Session at that time.

Human Resources Director Skye Reynolds joined the Board in Executive Session at 3:30 p.m.

The Board exited Executive Session at 3:36 p.m., and no decision was made.

D. 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 3:37 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Theresa Atchley, Deputy Clerk

BY: _____
Alicia Lynch, Deputy Clerk