

**Minutes of Meeting**  
**Office of Emergency Management Monthly Discussion**  
**October 5, 2015**  
**9:30 a.m.**

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

- 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:**

Commissioner Eberlein joined the meeting at 9:35 a.m.

**Planning and Preparedness Updates**

OEM Director Sandy Von Behren provided the Board with updates on a variety of projects:

- The Great Idaho Shake Out-October 15, 2015
- County Campus Emergency Plans
- All Hazard Mitigation Plan
- Continuity of Operations Plan
- Hazard Mitigation Grant Program-Letter of Intent due October 30, 2015
- Emergency Operations Center Readiness Project
- Promote Preparedness Presentation to the Kiwanis Club
- Active Shooter Exercise-Initial planning meeting October 21, 2015
- Cascadia Rising Full-Scale Exercise
- September 21, Volunteer Appreciation Picnic Recap
- Fire Management Assistance Grant (FMAG) reimbursement for Cape Horn Fire

The Board encouraged Ms. Von Behren to set deadlines for submittal of the FMAG paperwork.

**Staffing**

Ms. Von Behren said that 30 applications were received for the Administrative Assistant position. She explained that nine individuals were sent to testing and two individuals had been scheduled for interviews.

**Letter to Bayview Cell Tower Committee**

Ms. Von Behren asked the Board for input on a draft letter regarding cell phone service challenges in the Bayview Area.

The Board advised Ms. Von Behren to abandon the letter.

**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 10:09 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: \_\_\_\_\_  
Theresa Atchley, Deputy Clerk

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