

**Minutes of Meeting  
Business Meeting  
December 1, 2015  
2:00 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 Human Resources Director Skye Reynolds, Juvenile Probation Director Debbie Nadeau, Office of Emergency Management (OEM) Director Sandy Von Behren, Civil Deputy Prosecutors Jamila Holmes & Darrin Murphey, Grants Management Office (GMO) Program Specialist Kimberly Hobson, and Deputy Clerk Alicia Lynch. Also present were Kootenai Electric Cooperative representative Doug Elliott, Northern Lights representative Annie Terracciano, and citizens Jeremiah and Vanessa Lund.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 2:00 p.m.
- B. Pledge of Allegiance:** Chairman Green led the Pledge of Allegiance.
- C. Approval of Consent Calendar:**

**Minutes of Meetings:**

10/29/2015	Public Hearing/VAR15-0002/Molstead/Community Development
11/10/2015	Commissioners' Debriefing
11/16/2015	Commissioners' Debriefing Continued
11/16/2015	Commissioners' Debriefing
11/17/2015	Business Meeting
11/17/2015	County Clerk
11/17/2015	<i>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.</i>
11/18/2015	Elected Officials
11/18/2015	Buildings & Grounds
11/18/2015	Department Heads
11/20/2015	Heritage Health
11/20/2015	Human Resources
11/23/2015	Commissioners' Debriefing
11/23/2015	Quarterly Fire Protection Districts
11/23/2015	Community Development Update
11/23/2015	Continuation of Buildings & Grounds
11/24/2015	Business Meeting
11/24/2015	Sheriff

**Board Actions**

BOCC Signatures for Indigent Cases 11/19/2015 through 11/25/2015

Commissioner David Stewart moved to approve the Consent Calendar as it appeared in the agenda. Commissioner Marc Eberlein 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.

**D. Payables List:**

Commissioner Eberlein questioned the payment to Panhandle Health District for \$190,191, and asked if the County was required by statute to pay. Civil Deputy Prosecuting Attorney Darrin Murphey researched the issue and stated the County could not opt out of the payment.

Commissioner Stewart moved to approve the Payables List for the week of November 23, 2015, through November 27, 2015, in the amount of \$443,469.68 with no jury payments. Commissioner Eberlein 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.

Bureau of Homeland Security (BHS) North Area Field Officer Jay Baker entered the meeting at 2:03 p.m.

**E. Changes to the Agenda:**

Commissioner Eberlein moved to add two items to the agenda: a Request for Assistance/ Disaster Costs Northern Lights/ Kootenai Electric/ OEM and the Juvenile Justice Annual Financial Report/ Form C/ Idaho Department of Juvenile Corrections/ Juvenile Probation as both were time sensitive. The Board unanimously agreed the items were time sensitive. 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.

**F. New Business:**

**Personnel Policy Manual/Resolution 2015-52/ Human Resources**

Human Resources Skye Reynolds presented the Personnel Policy Manual and listed the changes made to the 2015 manual.

- Policy 10- Definitions of Employment Status
- Policy 340-Education and Training Assistance
- Policy 350-Insurance Programs
- Organizational Chart for Sheriff's Office
- New Notice to Employees

- Idaho Code numbers were updated
- Purchase Card Procedure

Ms. Reynolds stated if the Board approved the changes to the Policy Manual she would then submit the Policy to Idaho County Risk Management Plans (ICRMP) in order to participate in their discount program.

Commissioner Stewart moved to adopt Resolution 2015-52. Commissioner Eberlein 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.

**Memorandum of Understanding (MOU)/ Post Falls Chamber/ OEM**

OEM Director Sandy Von Behren requested the Board approve a MOU between the County and Post Falls Chamber authorizing a new Emergency Operations Center to be used if the Post Falls DMV and Veteran Services needed to evacuate.

Commissioner Stewart moved to approve the Memorandum of Understanding between the County (OEM) and Post Falls Chamber. Commissioner Eberlein 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.

**Grant Use Agreement/ City of Spirit Lake/ GMO**

GMO Program Specialist Kimberly Hobson requested the approval of a Grant Use Agreement between the County (GMO) and the City of Spirit Lake Police Department for the purchase of three Toughbooks, three car adapter chargers, and accidental warranty plan totaling \$7,796.04.

Ms. Von Behren clarified that OEM managed the contracts but GMO handled the administration of the contracts.

Commissioner Stewart moved to approve the Grant Use Agreement between the City of Spirit Lake and the Grants Management Office. Commissioner Eberlein 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.

**Request for Annexation/ Dickson/ Kootenai County Fire & Rescue**

Civil Deputy Prosecuting Attorney Darrin Murphey stated that the Dicksons were requesting three properties be annexed into the Kootenai County Fire & Rescue District.

Commissioner Stewart moved to approve the Dickson's Request for Annexation into Kootenai County Fire & Rescue District. Commissioner Eberlein 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.

**Tax Deed Bid/ AIN 145663/ Lund**

Commissioner Eberlein read the sealed bid for Bonanza Ranch AIN 145663 in the amount of \$1,250.

Chairman Green asked the bidders if they were aware they were bidding on property from the County that would be accepted as is. The Lunds confirmed they were aware. Commissioner Stewart asked if the adjacent property owners had been contacted to see if they had any concerns.

The Board discussed the acceptance or rejection of the bid.

Commissioner Stewart moved to accept the bid for AIN 145663 from the Lunds in the amount of \$1,250. Commissioner Eberlein 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.

**Request for Assistance/ Disaster Costs/ Northern Lights/ Kootenai Electric/ OEM**

Ms. Von Behren stated that OEM was collecting damage reports from the windstorm and reported that between Northern Lights and Kootenai Electric Cooperative there were \$1,282,816 in uninsured damages. She added that there were water districts' damage totaling an estimated \$8,000, Solid Waste had \$42,700 in additional hauling and \$5,000 in damages to the landfill but at this time it was not known if these expenses would be covered. She requested that the Board approve her office forwarding this information to the Bureau of Homeland Security as there was a threshold statewide of an estimated \$2.2 million before the federal government will reimburse for the damages. She added that this would cover public entities and that she would begin collecting information on private entity damages next.

Chairman Green stated he would like the Board to review a press release regarding private damages before it was released.

Commissioner Stewart moved to approve OEM forwarding the Request for Assistance to the Bureau of Homeland Security. Commissioner Eberlein 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.

Ms. Von Behren, North Area Field Officer Jay Baker, Kootenai Electric Cooperative representative Doug Elliott, Northern Lights representative Annie Terracciano, and Ms. Hobson exited the meeting at 2:28 p.m.

**Juvenile Justice Annual Financial Report/ Form C/ Idaho Department of Juvenile Corrections/ Juvenile Probation**

Juvenile Probation Director Debbie Nadeau requested the Board approve the Juvenile Justice Annual Financial Report. She explained this report detailed Juvenile Probation's expenditure of state funds mandated for Juvenile Justice and that the deadline for this submittal was December 1, 2015.

Commissioner Stewart moved to approve the Juvenile Justice Annual Financial Report. Commissioner Eberlein 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.

- G. 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 2:30 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: \_\_\_\_\_  
Alicia Lynch, Deputy Clerk

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