

**Minutes of Meeting  
Commissioners' Debriefing  
January 4, 2016  
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 County Assessor Mike McDowell, Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Human Resources Director Skye Reynolds, Buildings & Grounds Director Shawn Riley, BOCC Administrative Supervisor Nancy Jones, and Deputy Clerks Alicia Lynch and Cecilia Sweet. Also present was citizen Tina Kunishige.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 2:30 p.m.
- B. Changes to the Agenda:** There were no changes to the agenda.
- C. Business:**

**BDPA Inc. Contract/Salary Survey**

Human Resources Director Skye Reynolds explained that a 60 day notice had to be given to cancel the BDPA contract; she stated the cost was \$2,200 a year. Ms. Reynolds said that BDPA provided an excellent service for the cost of the membership. She stated that she had used the service to check public wage data; she said if the Board wanted to do public and private salary surveys the cost would be much higher.

The Board agreed to support the renewal of BDPA Contract.

**County Emergency / Evacuation Plans**

Buildings & Grounds Director Shawn Riley stated there was an evacuation of the County Administrative Building on December 28, 2015, due to burning food in an unattended toaster oven. Mr. Riley stated there were opportunities for improvement of the evacuation procedures, which would be addressed in the After Action Review. He said some of the issues identified were only one deputy to cover three entrances, limited communication between the building and the evacuation point, an unclear chain of command, and who was authorized to give the "all clear" to come back into the building.

Mr. Riley and Ms. Reynolds exited the meeting at 3:08 p.m.

**Open Meeting Law**

Clerk Jim Brannon emphasized the importance of following the Open Meeting Law to keep the County fully compliant. He stated that a meeting agenda must be made for every meeting. He stated it was not a good practice to rely on curing a meeting because mistakes were made, a better approach was preventative.

**Tax Extension Requests**

Chairman Green stated that a taxpayer can send in a request for an extension on their property tax payment, and he noted this was different from a tax exemption or a property tax cancellation.

Administrative Supervisor Nancy Jones said a tax extension request gives the property owner up to four additional months to pay their property taxes, plus applicable late charges and interest. Ms. Jones stated a warrant of distraint would not be issued until the end of the tax extension. She said if the tax extension was not requested or was denied the taxpayer's full property taxes remained due.

Chairman Green stated he would review each tax extension request and the other Commissioners could grant tax extensions or deny them as they wished.

**Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records that are exempt from disclosure as provided by law.**

Chairman Green moved that the Board enter Executive Session pursuant to *Idaho Code §74-206(1)(d) to consider records that are exempt from disclosure as provided by law.* Commissioner Eberlein seconded the motion. There being no discussion, Deputy Clerk Sweet called the roll:

Commissioner Stewart: Aye

Commissioner Eberlein: Aye

Chairman Green: Aye

The motion carried.

The Board entered into Executive Session at 3:20 p.m.

Clerk Brannon and Ms. Raffee joined the Board in Executive Session at 3:20 p.m.

The Board exited Executive Session at 3:53 p.m.

Chairman Green stated no decisions were 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 3:53 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: \_\_\_\_\_  
Cecilia Sweet, Deputy Clerk

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