

**Minutes of Meeting
Commissioners' Debriefing
April 4, 2016
3:00 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 Chief Deputy Assessor Rich Houser, Chief Deputy Prosecutor Barry Black, Civil Deputy Prosecuting Attorney Jamila Holmes and Deputy Clerk Cecilia Sweet.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 3:00 p.m.
- B. Changes to the Agenda:** There were no changes to the agenda.
- C. Business:**

National Service Volunteer Recognition Day

Chairman Green reported that Panhandle Health District's Director of the Corporation for National and Community Service (CNCS), Miranda Hoefert, had requested support of the Recognition Day for National Service to recognize millions of volunteers throughout the United States. He said that CNCS was reaching out to the local Mayors, County Commissioners, Elected Officials and Tribal Leaders to show their support of local volunteer programs. He asked if his fellow Commissioners were interested in CNCS's project. Both Commissioner David Stewart and Marc Eberlein were in favor of the volunteer recognition program.

Chairman Green said he would direct BOCC Administrative Supervisor Nancy Jones to register the Board of County Commissioners with CNCS.

Fleet Management

Chairman Green explained that the Fleet Management Task Force was reviewing and developing County vehicle policies, which included:

- Use of County Vehicles
- Use of Privately Owned Vehicles
- Fleet Management

He said that the existing County policy covered the *Use of County Vehicles*, but upon review, further clarity was needed pertaining to employees providing a valid driver's license to the Elected Official or Department Head. He commented that the task force developed the *Use of Privately Owned Vehicles* policy to better reflect the differences between using County vehicles and privately owned vehicles on County business. Chairman Green mentioned that County insurance would not cover an employee's vehicle involved in an accident while conducting County business. He stated that in the *Use of Privately Owned Vehicles* policy, the employee must be authorized to use their

own vehicle for County business, provide a valid driver's license, and proof of automobile liability/property damage insurance as well.

Commissioner Eberlein asked where the copies of proof of insurance and drivers' licenses would be kept since these documents contained personal information.

Chairman Green replied that the direct supervisors would be appropriate unless the Elected Official wanted to retain the copies. He added that policy and procedure had not been addressed regarding the storage of the personal information.

Chairman Green said that the third part of the County vehicle policy was Fleet Management. He said that this policy was to formulate when and how to reuse County vehicles. He explained that the task force recommended uniformity by purchasing only two makes of all-wheel drive vehicles. He added that County vehicles were categorized as follows:

- Category 'A' – Vehicles purchased for use by the Kootenai County Sheriff's Office (KCSO) as patrol vehicles, which were utilized on a daily basis by patrol lieutenants, sergeant and deputies. Vehicles would be repurposed to category 'B' at 70,000 miles.
- Category 'B' – Vehicles assigned for use by offices such as Assessor, Community Development, Juvenile Probation, Adult Misdemeanor Probation and KCSO (for non-patrol purposes). Vehicles in this category were generally used on a daily basis but not in close proximity to the Administration Campus. Vehicles would be repurposed to category 'C' at 125,000 miles.
- Category 'C' – Vehicles assigned for use by offices such as Information Systems, Prosecutor, Veterans' Services, Bailiffs, or for general use (vehicle pool). Vehicles in this category were generally not used on a daily basis and/or were used in close proximity to the Administration Campus. Annual mileage in this group was low when compared to categories A and B. Vehicles would be declared as surplus at 150,000 miles.

Chairman Green explained that specialty vehicles had not been addressed, but he anticipated that the same process would be applied, and those vehicles would be declared as surplus at 150,000 miles as well.

Commissioner David Stewart said he could appreciate the benefit of having uniform vehicle makes and models. He asked about the cost and process of repurposing a vehicle from Category 'A' to Category 'B' due to KCSO's specialized equipment.

Chairman Green responded that KCSO Auto Mechanic Will Stein stated that the specialized equipment removed from one vehicle could be used for the next vehicle, so the process would not cost more.

Chairman Green said that this draft would be sent to the Elected Officials. He added that to develop a County vehicle pool, he would request from the Elected Officials the number of vehicles each department had and the vehicles' usage.

Chief Deputy Assessor Rich Houser exited the meeting at 3:28 p.m.

Fuel Services Discussion

Civil Deputy Prosecuting Attorney Jamila Holmes said that she had spoken with each of the Commissioners to address any contract concerns, and she had provided a copy of the new Fuel Services Agreement. She stated that she received no prior feedback from the Board, and she had no concerns about whether the public meeting law had been violated.

Commissioner Stewart said that he was concerned that changes were made and he wanted to know what the process had been for the changes. He said that he expected a meeting to discuss the new changes to the Agreement. He added that since the Board had received a letter of concern from one of the prior bidders, he felt that extra care would be prudent.

Chairman Green said that the redraft of the proposal was meant to add clarity on the fuel mark up and address concerns with the previous contract.

Ms. Holmes said that one concern with the previous contract was that the County did not pay for an OPUS rack subscription, and that contract referenced the City of Coeur d'Alene's fuel contract which did. She said her contract redraft purged the ambiguous language, and used new language with direct terminology on fuel cost fluctuations. She anticipated the bid would be awarded to the lowest offer on the non-fluctuating costs which were: freight, hazardous fees and the vendor's fuel mark-up.

Commissioner Stewart said that the current fuel services contract guarantees a profit to the vendor but not a savings to the County. He added that he found a copy of a contract from 1940 between the County and Shell Oil Company that showed a percentage off of the daily retail price, which ensured a saving to the County.

Ms. Holmes stated that given Board direction she could structure the contract differently, but her research of contracts providing price minus a percentage discount did not provide the County's preferred transparency of the oil companies practices.

Commissioner Stewart added that oil companies would not provide trade practices or the rebates they received, which was why he believed a supply agreement would be in the County's best interest.

Commissioner Eberlein noted that in the future the County could develop a fueling station and storage facility to take advantage of bulk fuel purchases.

Chairman Green said that he supported a fixed market fuel mark-up and Commissioner Eberlein agreed.

Commissioner Eberlein moved to approve the Fuels Services contract and send the Agreement out for bid. Chairman Green seconded the motion. There being no further discussion, Deputy Clerk Sweet called the roll:

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

The motion carried.

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 3:36 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Cecilia Sweet, Deputy Clerk
