

**Minutes of Meeting
Elected Officials
April 27, 2016
9:00 a.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 Clerk Jim Brannon, Chief Deputy Clerk Pat Raffee, Prosecutor Barry McHugh, Chief Deputy Prosecutor Barry Black, Coroner Warren Keene, Sheriff Ben Wolfinger, Chief Deputy Assessor Richard Houser, BOCC Administrative Supervisor Nancy Jones, and Deputy Clerk Alicia Lynch.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 9:00 a.m.

- B. Changes to the Agenda:**

Chairman Green said that he had received notice from Sheriff Ben Wolfinger that Reallocation of Budgeted Funds- Moving funds from employee recognition to A Budget should be pulled from the agenda. Sheriff Wolfinger explained that he had misinformation regarding the merit award funding and that Chief Deputy Clerk Pat Raffee had cleared up his confusion so he no longer needed to discuss the item.

Commissioner David Stewart moved to remove the item Reallocation of Budgeted Funds from 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.

Prosecutor Barry McHugh said that the Sheriff's need for clarification might be a common issue among the Elected Officials and asked the Sheriff to share his new information. Sheriff Wolfinger explained that he had previously understood that the merit system awards came from his budget, but he had no way of knowing how many of his employees would be awarded employee of the month throughout the year. He had since learned that the funding came from Human Resources' budget, so he was not required to move funds from KCSO's B Budget (Operations) to their A Budget (Personnel).

- C. Business:**

~~**Reallocation of Budgeted Funds**~~ *Pulled*

Fleet Management

Chairman Green provided updated drafts of the Use of County Vehicles and Use of Privately Owned Vehicles policies. He drew the Elected Officials' attention to the addition of the Internal Revenue Service (IRS) Fringe Benefit Valuation Rules regarding a \$3 per day reimbursement for employees that commute in County vehicles. Sheriff Wolfinger requested that the policy state that law enforcement was exempt. The Board agreed to add the exemption. Chairman Green noted the addition of annual mileage reporting to the Auditor's office in the Procurement portion of the Use of County Vehicles policy. He opened the floor to discuss further changes. Sheriff Wolfinger suggested numerous alterations to both policies offering his law enforcement perspective.

Those present discussed at length how often driver's licenses and insurance would need to be examined. Sheriff Wolfinger said that KCSO's policy stated that any change in status of an employees' driver's license needed to be reported. Prosecutor McHugh inquired what the Idaho County Risk Management Program (ICRMP) requirements were. Ms. Raffee explained that Human Resources Director Skye Reynolds had written that section of the policy draft according to ICRMP guidelines. Chairman Green recommended leaving the language as it was currently written and no one opposed that.

Sheriff Wolfinger expressed concerns with section twelve of the Use of County Vehicles Policy because he said it combined two issues and could be interpreted that if an employee broke the law while acting within the scope of their duty they were not responsible. Chief Deputy Prosecutor Barry Black agreed that section twelve needed to be rephrased to cover responsibility for damages and responsibility for adherence to the law as separate issues. Chairman Green agreed to revise section twelve.

Chairman Green provided a report titled Vehicles by Category dated March 2016 for review. He explained that it was the Fleet Management Task Force's intention to have two motor pools available; one at the Administrative Campus and one at the Sheriff's Campus.

Clerk Jim Brannon requested clarification regarding the Auditor's responsibility for maintaining the records of vehicle mileage as stated in the Use of County Vehicle policy. Chairman Green replied that he did not have an answer at this time but he said the concept was derived from the fact that the Auditor's office maintains the fixed asset list, which includes vehicles. He added that the Sheriff's office checks each vehicle's mileage at every oil change. Clerk Brannon expressed concerns that the Auditor's office could not enforce the policy and might have to withhold insurance cards until the mileage was reported. Chairman Green said that the policy was still being revised and the Auditor's concerns would be addressed.

- 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 9:52 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Alicia Lynch, Deputy Clerk
