

**Minutes of Meeting
Fleet Management
January 29, 2019
11:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios, Commissioner Leslie Duncan, and Commissioner Bill Brooks met to discuss the following agenda item. Also present were Assessor Rich Houser, Building & Grounds (B&G) Director Shawn Riley, KCSO Lieutenant Kevin Smart, Resource Management Office (RMO) Program Manager Kimberli Riley, Transit Fleet Maintenance Manager Kelly Soske, Civil Deputy Prosecutor Jamila Holmes, Senior Staff Accountant Mel Merrifield, Staff Accountant – Fixed Assets Isaac Ohm, and Deputy Clerk Ronnie Davisson.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 11:02 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

Fleet Management Overview (Discussion)

B&G Director Shawn Riley said the Fleet Management Committee wanted to speak to the Board to provide an overview of what the Fleet Management Committee did and where the County's Fleet was currently. He said they had just recently met with former Commissioner Bob Bingham before he had left office, wherein Mr. Bingham had provided some input. Mr. Riley mentioned the Committee would be meeting again in the future, as there were some ideas brought forth that the Committee was not too keen on.

Assessor Rich Houser provided some history on the Fleet Management Committee; he said that any department that had a need for a vehicle would request one from the BOCC and there was little to no trickle down of the vehicles. He said there were instances in which a vehicle had reached the end of its useful life and would be traded in for newer vehicles. Mr. Houser said the idea of a Fleet Management program had been brought forth by a prior BOCC with the intent to cascade vehicles down through the needs of the County; this had been memorialized into County Policy 429. He said there had also been discussion of a Fleet fueling station and a garage, in hopes of gaining full use out of the vehicles and eliminate multiple different types of vehicles.

Mr. Riley stated that because there were no vehicles funded in FY18, the Fleet Management Program had taken a step in the wrong direction. He said it had been effective, most notably with his department as he relied on the Fleet to get vehicles to help plow snow. Mr. Riley said that now the main goal of the Committee was to be caught up on the vehicles so they can have more vehicles to ensure the trickle down works effectively.

Mr. Houser said one of the topics at the previous Committee meeting was a discussion on the vehicle categories: A, B, and C. Each category had been set based on mileage and he noted that Mr. Bingham had suggested altering the mileage setting. RMO Program

Manager Kimberli Riley said another change that had been discussed was changing the verbiage from “shall” to “may”, which would help provide flexibility on the interpretations. Mr. Riley said the “A” Class was proposed to increase from 70,000 miles to 100,000, “B” Class from 125,000 miles to 150,000 and “C” Class was increased from 150,000 miles to 175,000 miles.

Lieutenant Kevin Smart said the Sheriff’s Office was a big advocate of keeping the mileage to 70,000 for the type “A” vehicles, as the engine still garners use by idling for longer periods. Mr. Riley said the idea behind changing the mileage was that the Policy was not attainable as it was currently written due to budgetary constraints and the number of vehicles, unless there was a huge investment into vehicles. He said that with the changes to the Policy, it would help make the Policy useful again.

Chairman Fillios asked Mr. Riley to clarify what he meant by making changes to get to where the County needed to be or to implement the Policy; Mr. Riley said that there were multiple Crown Victoria’s that needed replacing. Lieutenant Smart agreed, stating that ten Crown Victoria’s were currently in the Patrol Fleet and those could be trickled down through the County if they were to be replaced. Chairman Fillios asked Lieutenant Smart for the average mileage of a Patrol Interceptor and he said the average was at 69,743. Lieutenant Smart said 17 Interceptors were at 50,000 miles or less, 15 at 50,000 to 70,000 miles and 36 over 70,000 miles. Mr. Riley added that that seemed to be the largest obstacle, because each Interceptor was approximately \$74,000 fully outfitted and that it just was not feasible to purchase 36 new Interceptors in the next two Fiscal Years. Lieutenant Smart pointed out that it was the BOCC’s decision whether or not the vehicles were funded.

Ms. Riley said there had been discussion on creating two pools, one for Public Safety and one for all other County vehicles. As an additional possibility, there may be opportunities within smaller jurisdictions to purchase the Public Safety vehicles since they were already outfitted.

Commissioner Leslie Duncan asked Lieutenant Smart what the percentage of failure was on the 36 Interceptors that were currently above the 70,000-mile mark. Lieutenant Smart said he would have to work with the Sheriff Auto Shop to determine how many come in for routine maintenance and noted that they did not have many engine failures, but operational, day-to-day maintenance. Commissioner Duncan pointed out that that type of maintenance was not vehicle related, it was more equipment related. She then said that she had owned three retired Crown Victoria’s in the prior 15 years, none of them needed maintenance, and they were retired at 250,000 miles. Commissioner Duncan acknowledged the concern of the Sheriff’s Office, but wanted to remain realistic instead of unobtainable when it came to purchasing vehicles.

Chairman Fillios had asked the Committee what deficiencies they had noticed in the draft Policy. Ms. Riley said the most important for her was changing the verbiage from “shall” to “may”, because then the mileage could essentially become a goal to attain. She then pointed out that the Auditor’s Office used a spreadsheet that was updated annually that tracked the vehicle and mileage. Civil Deputy Prosecutor Jamila Holmes asked if the BOCC had observed the spreadsheet, as it was compiled with every single vehicle in the County

and their details. She said it would be beneficial for them to see because they could see the Fleet Management Program in practice, rather than just hear a discussion.

Mr. Houser said that one of the big sticking points was the fact that there were no vehicles awarded during FY18 Budget and only 7.5 in FY19 Budget. Lieutenant Smart said as soon as a determination had been made on whether or not the Sheriff's Office should purchase seven vehicles or eight, they would be able to order the new Interceptors, which would take an estimated 16 weeks for completion.

Commissioner Duncan asked when the Committee had completed hashing out the details of updating the Policy, if they would bring it to the Elected Officials meeting. Mr. Riley said it would most likely be presented to the BOCC first, then to the Elected Officials with the BOCC's approval.

Commissioner Duncan said that she was very excited about the Fleet Management Program; she felt as though it was necessary for a County our size and appreciated all the work that went into the Program.

- 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.

Transit Maintenance Fleet Manager Kelly Soske said that he had spent many years in the automotive industry and said that a complete vehicle evaluation should be completed as well as a double check on the warranties of the Interceptors because those are big factors when it came to decision making.

- E. Adjourn (Action):** Chairman Fillios adjourned the meeting at 11:33 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Ronnie Davisson, Deputy Clerk
