

**Minutes of Meeting
Business Meeting
February 1, 2022
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Chris Fillios and Commissioner Bill Brooks, met to discuss the following agenda items. Also present were Finance Director Dena Darrow, Staff Accountant – Fixed Assets Astra Underdown, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, KCSO Captain Andy Deak, Civil Deputy Prosecuting Attorney Jamila Holmes, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Office of Emergency Management (OEM) Administrative Assistant Rachel Irish, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Commissioner Leslie Duncan was excused.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:10 p.m.
- B. Pledge of Allegiance:** Adult Misdemeanor Probation (AMP) Director Keith Hutcheson led the Pledge of Allegiance.
- C. Changes to the Agenda: (Action):** There were no changes to the Agenda.
- D. Consent Calendar (items to be approved listed below):**

Minutes of Meetings:

01/11/2022 Kootenai County Fire & Rescue
01/13/2022 Human Resources: Personnel Changes
01/18/2022 Business Meeting

Commissioner Bill Brooks moved that the Board approve items one through three on the agenda, the submitted minutes. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Excused
Chairman Fillios: Aye

The motion carried.

- E. Consent Calendar (items to be approved listed below):**

Board Actions:

Assessor Allow Homeowner Exemption
BOCC Signatures for Indigent Cases: 01/20/2022 – 01/26/2022
Human Resources PAF/SCF Report for PP03 FY22 PP03 Week 2

Commissioner Brooks moved that the Board approve items four through six as part of the Consent Calendar. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Excused
Chairman Fillios: Aye

The motion carried.

F. Payables List (Action):

Chairman Fillios moved that the Board accept the Payables List for the week of January 24, 2022 through January 28, 2022 in the amount of \$347,216.20, with no jury payments. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Excused
Chairman Fillios: Aye

The motion carried.

G. Business:

MOU Renewal for Emergency Transportation/Kootenai County/Post Falls School District #273/Office of Emergency Management (Action)

Office of Emergency Management (OEM) Administrative Assistant Rachel Irish requested the Board's approval of the MOU (Memorandum of Understanding). She explained that this was a renewal of an agreement that would allow the County to use the School District's vehicles in case of an emergency.

Commissioner Brooks moved that the Board approve the MOU renewal for emergency transportation between Kootenai County and Post Falls School District #273, for the Office of Emergency Management. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Excused
Chairman Fillios: Aye

The motion carried.

Correspondence – Board Approval: North Kootenai Water & Sewer District Request for Support of Hazard Mitigation Grant Application/ Office of Emergency Management (Action)

Ms. Irish explained that the County needed to sign off on the Hazard Mitigation Grant application for North Kootenai Water & Sewer District. She indicated that the grant funds would be used to purchase generators to use as backups in case of a power outage.

Commissioner Brooks moved that the Board support the request for the Hazard Mitigation Grant Application for North Kootenai Water & Sewer District. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Excused
Chairman Fillios: Aye

The motion carried.

FY23 Western State Fire Managers Grant Tubbs Hill Hazard Fuels Reduction Grant Application/Idaho Department of Lands (IDL) \$300,000/Cash Match City of CDA and Friends of Tubbs Hill Foundation \$24,000/Resource Management Office (Action)

Resource Management Office (RMO) Senior Program Manager Kimberli Riley requested the Board's approval of a grant application to the Idaho Department of Lands (IDL) in the amount of \$300,000. She stated that the cash match for the grant, in the amount of \$24,000, would be provided by the City of Coeur d'Alene and the Friends of Tubbs Hill Foundation. The funds would be used for hazardous fuels reduction at Tubbs Hill.

Commissioner Brooks moved that the Board approve the application for the Idaho Department of Lands FY23 Western State Fire Managers' Grant for Tubbs Hill Hazardous Fuels Reduction. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Excused
Chairman Fillios: Aye

The motion carried.

BOCC Administrative Secretary Teri Johnston and BOCC Administrative Secretary Julie Kamps entered the meeting at 2:14 p.m.

ISP-21-204 NICS Act Record Improvement Program (NARIP) – Livescan Grant Agreement/Idaho State Police \$15,000/No Match Requirement/Sheriff – Jail (Action)

KCSO Captain Andy Deak requested the Board's approval of an agreement with Idaho State Police (ISP) for a \$15,000 grant for the replacement of a Livescan Fingerprint device. He explained the device allowed the electronic submission of fingerprints to the BCI (Bureau of Criminal Information). He noted that they would also like authorization to purchase the machine.

Captain Deak confirmed that they had already received the payment and no match from the County was needed.

Commissioner Brooks moved that the Board approve the NICS Act Record Improvement Program (NARIP) Livescan Grant Agreement with the Idaho State Police, to include both the grant and the purchase. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Excused
Chairman Fillios: Aye

The motion carried.

Advisory Board: Appoint Astra Underdown to Fleet Management/BOCC (Action)

Commissioner Brooks moved that the Board appoint Auditor’s Office Staff Accountant – Fixed Assets Astra Underdown to Fleet Management Advisory Board. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Excused
Chairman Fillios: Aye

The motion carried.

Grant Use Agreement 2021 State Homeland Security Grant/Coeur d’Alene Tribe/Office of Emergency Management (Action)

Ms. Irish requested the Board’s approval of the Grant Use Agreement for the 2021 State Homeland Security Grant with the Coeur d’Alene Tribe. She explained that some of the funds would be used to buy mobile computers for the Coeur d’Alene Tribal Police.

Commissioner Brooks moved that the Board approve the Grant Use Agreement for 2021 State Homeland Security Grant between the Coeur d’Alene Tribe and OEM. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Excused
Chairman Fillios: Aye

The motion carried.

Resolution 2022-11/Deletion of Assets from Inventory/Office of Emergency Management (Action)

Ms. Irish requested the Board’s approval of Resolution 2022-11, for the deletion of various assets from OEM inventory.

Commissioner Brooks moved that the Board approve Resolution 2022-11 for the deletion of assets from the OEM inventory. Chairman Fillios seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Duncan: Excused
Chairman Fillios: Aye

The motion carried.

Ms. Johnston and Ms. Kamps exited the meeting at 2:21 p.m.

Status Update Pending Items/Board of Commissioners (Discussion)

Facilities Expansion

Chairman Fillios confirmed that the BOCC would be meeting with LCA (Lombard Conrad Architects) February 18, 2022 to discuss the expansion.

PAC Airport Lease

Commissioner Brooks confirmed that the Board was still waiting to hear a response from PAC (Panhandle Area Council). He remarked that the FAA (Federal Aviation Administration) had representatives at the Airport this week to conduct inspections.

Financial Snapshot

Finance Director Dena Darrow noted that it was the end of the first quarter of the fiscal year. She stated that Health Insurance claims were at a normal level for this time of year. She provided an estimate of the total loaded amount for vacant positions at the moment and confirmed that the County had 76.6 positions open. She remarked that the Personnel Budget, as a result, was about 4.8 million underspent at this time.

Ms. Darrow gave an update on intergovernmental revenues that the County received from the State. She said that the projected liquor apportionment for the General Fund and District Court may exceed expectations and that the Justice Fund revenue sharing was also growing fairly rapidly.

Chairman Fillios remarked that the amended Budget now stood at about \$132 million.

Ms. Darrow confirmed this and said it was mainly driven by grants, especially ARPA (American Rescue Plan Act). She said that the first half of those funds had been received and the second would be received in the spring.

Impact Fee Analysis

Commissioner Brooks reported that he had spoken with Anne Wescott, from Galena Consulting, today. He said that the contracts should be on next week's Business Meeting agenda.

North Lot Land Sale

Chairman Fillios stated that the Board had received a response from the property owners. He said they had offered \$1,000 for the section of land in questions.

Skeet & Gun Club

Commissioner Brooks said that the Club had been provided with copies of the three appraisals and a proposal from Airport Director Steven Kjergaard. He stated that no response has yet been received from the Club.

ARPA Statement

Chairman Fillios read the prepared ARPA statement into the record.

H. Public Comment (Discussion): 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.

I. Adjournment (Action): Chairman Fillios adjourned the meeting at 2:30 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk