

Minutes of Meeting
Sheriff FY21 Budget Review
May 13, 2020
8:00 a.m.

The Kootenai County Board of Commissioners: Chairman Chris Fillios, Commissioner Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda items. Also present were KCSO Sheriff Ben Wolfinger, Undersheriff Dan Mattos, Captain John Holecek, Captain Andy Deak, Captain Kevin Smart, Captain Kim Edmondson, Captain Matthew Street, 911 Communications Services Manager Collin McRoy, Office of Emergency Management (OEM) Preparedness Coordinator Tiffany Westbrook, Administrative Assistant Tamara Exley, Finance Director Dena Darrow, Staff Accountant – Budget Michelle Chiaramonte, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present were Contractor Shawn Riley and Kootenai County Residents Robert Norris, Rick Whitehead and John Parmann.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 8:05 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business (Action):**

Fiscal Year 2021 Budget Review – Sheriff

KCSO Sheriff Ben Wolfinger commented that this would be the 27th and final round of Budget discussions for him, since he planned to retire in January. He said that his role in managing the COVID-19 situation had prevented him from taking a more active role this year, but praised his staff for the excellent work they had done.

Kootenai County Resident John Grimm entered the meeting at 8:08 a.m.

KCSO Undersheriff Dan Mattos informed the Board that the documents provided to them included “B” Budget and Capital Requests. He noted that he had listed the areas in which the “B” Budget had exceeded the 2% increase provided. He added his praise for Administrative Assistant Tamara Exley and the other staff members who had helped prepare the documents. He explained that each Captain would provide highlights from his/her department’s budget and the Board would be able to ask any specific questions they had right away.

KCSO Operations Support Services Division

KCSO Captain Kevin Smart stated that this part of the budget included five sections: Driver’s License, Records, Auto Shop, Civil and 911/911 Enhanced. He offered the following information for the record.

Driver’s License had an increase of 7573 transactions in 2019, for a total of 63,992. He explained much of that increase came from people’s response to the Star Card implementation. He reported the deadline for that program had been extended to 2021.

He noted that they had experienced about a month's shutdown, so there would be a backlog of requests to fulfill.

The department was satisfied with the 2% increase for the "B" budget and planned to focus on the seminars/training line item. The department was requesting additional funding for overtime, in the amount of \$2,406. Captain Smart said this was in line with the three year average seen.

Records had a total of 6,884 public records requests in 2019, 7,255 law report entries, 8,533 inmate files processed and 2538 Concealed Carry Permits completed. Under the "B" Budget, Captain Smart said there was an increase requested of \$4,788 for Archive Social Software. He explained that Idaho Records Retention Laws required that they keep every form of writing on record; this would offer a social media cloud platform for any public records request based on social media sources. He added that the 2% allotted increase for "B" Budget had been directed mostly to seminar/training line item.

Captain Smart said they had an additional request for a \$1/hour stipend for a Records Training Officer position. He explained this would create a second Training Officer position. He stated they were also requesting an Overtime increase of \$7,465, which would more closely align to the three year average.

Commissioner Bill Brooks reiterated his previously stated discomfort with the blanket allowance of a 2% increase to all "B" Budgets and urged additional austerities in all departments. He stated that he felt this method was simplistic and sloppy. He added that he also was not comfortable with using three year averages in estimating FY21 projected expenses, since the COVID-19 crisis had affected all areas in unpredictable ways.

Chairman Fillios pointed out that the 2% figure had been established prior to the pandemic. Undersheriff Mattos remarked that they had been directed by the Board to use the 2% cap in determining their figures.

Auto Shop was able to keep its budget flat, beyond the 2% "B" Budget increase, which would again be focused on the seminars/training line item.

Civil had 13,209 processes in 2019. Captain Smart stated that the Civil Deputies had an average service rate of 88%. He said they were requesting a \$5,000 increase to the "B" Budget for Soft Code software maintenance. He explained that the 2% had been used up for other needs but added that they had cut training requests and shifted that funding to other areas. He said they were also requesting an additional \$4,973 for Overtime coverage.

911 handled a total of 201,172 phone events in 2019, with 43,297 911 calls, up 27,977 from the previous year. Captain Smart noted that they adopted the 2% "B" Budget increase and needed to request and additional \$1,079 to cover onboarding costs for the vacant positions. He added that the seminar/training line item again had received the primary focus.

Captain Smart announced that their Overtime request for FY21 was \$73,989, which was less than the previous year's request of \$90,733. He explained this was based on staffing projections. He stated they were asking the same amount for On-Call Pay as in FY19, \$19,176.

Captain Smart reported that they had several staff openings: one supervisor and three ECOs (Emergency Communications Officer). He said they would like to request three currently frozen positions to be revived for the new budget year as well: one more supervisor and two more ECOs. He predicted that they would request two more ECOs in the FY22 Budget.

911 Enhanced requested a "B" Budget increase of \$33,864, based on their new 911 phone system implemented last year, which doubled their equipment. Captain Smart said the rest of the "B" Budget was decreased by \$12,500. Their Capital Requests for FY21 were nine Console replacement for \$72,000, \$5,785 to update KVL (radio encryption key reader) and \$50,000 for backup planning to upgrade the microwave link between the center and the Canfield towers. He noted that this had been prompted by the incident last year in which a fiber optic cable at 95 and Cherry had been accidentally cut, which created 911 service issues. He explained that this would allow redundancy backup for the system and make a future interruption of service less likely.

911 Communications Services Manager Collin McRoy confirmed that the Cherry street outage had been the first one on that scale in the past ten years.

Commissioner Duncan asked if many of these requests would be rendered obsolete when the next generation of 911 equipment came out.

Mr. McRoy said they would not, especially the upgraded microwave link. He stated they had chosen items that would not become obsolete for at least five years. He added that all or most of the expenses would come from the restricted fund.

Jail FY21 Budget Summary

KCSO Captain John Holecek briefly reviewed the Jail's inmate numbers versus area population from 1920 to the present. He stated that they had succeeded in bringing their "B" Budget in below the 2% offered increase. He reported that the FY21 "B" Budget was \$3,548,099, with an increase of only \$3,750 from FY20. He noted that this figure was \$67,139 under the 2%. He said this included both the medical contract and the food contract.

Captain Holecek reported that the Jail overcrowding issue had been substantially reduced by the Jail Expansion Project. He said they had reached 417 inmates during FY20; if they had reached 430 they would have had to house inmates outside the County. Consequently, he noted he had left this item at \$51,125 for FY21. He cautioned the Commissioners that, of course, there was no certain way to predict fluctuations in the Jail population over the coming fiscal year.

Moving on to the “C” Budget, Captain Holecek stated they were requesting an upgrade for their Classification System. He said this system helps KCSO maintain compliance with mandatory Idaho Jail Standards for placement and tracking of inmates. He explained that the current classification program had been purchased in 2000 and had reached a point in which it could no longer receive technical support or function on upgraded Microsoft platforms. He said the new Northpointe system would offer an on-line program and would cost \$29,309 initially, with an annual licensing and maintenance fee of \$5,250. He provided the audience with a video that illustrated the new systems’ features. <https://youtu.be/9Bj8mhpWtZw>

KCSO Captain Andy Deak introduced their second “C” Budget request, for an upgraded surveillance system. He reported that their current system had been installed in 2011 and had reached an “end of life” status in which it could no longer be serviced. He added that as of spring 2021, the system would no longer be supported. He explained that the surveillance system allowed monitoring of inmates and staff, the failure of which could result in genuine safety issues and exposure of the County to liability. He stated that the recordings were also used in prosecution of crimes that were committed inside the Jail.

Captain Deak remarked that they had discussed the project with two regional vendors, each with widely different concepts and estimated prices. He stated that their request would be for about \$100,000 to cover an RFQ (Request for Qualifications) to move forward in FY21. He commented that future budget requests would include a five-year phase in of new cameras, at \$500 each, since those were also reaching the end of their usability. He also provided a video to illustrate the need for a new system. https://youtu.be/-R_43PMLWUc

Undersheriff Mattos pointed out that about \$400,000 had been set aside in dedicated fund balance for this project in the past.

Captain Holecek moved on their overtime request; the FY20 adopted budget had included \$215,000, while the amended budget had been \$340,000. He explained that they started out at the base budget of \$215,000 and were asking for a total of \$723,028, which represented a three year average. He pointed out that they had already spent 109% of FY20’s overtime budget at this time. He stated that the overtime was caused by a shortage of staff: they had 3 vacancies for Detention Deputies, 9 Detention Deputies in training, 6 Control Room Operator vacancies and 3 Booking Clerk vacancies, for a total of 21 positions that all had to be backfilled using overtime.

Captain Holecek said that there was also a minimum required number of deputies required to man each housing area, so when they did not have enough people to meet that minimum, additional employees were brought in on overtime.

Captain Holecek offered a brief preview of the Jail’s needs when the shelled portions of the expansion were completed. Chairman Fillios remarked that this would probably not take place within the next year or two.

KCSO Detective Jerrie Northrup entered the meeting at 9:30 a.m.

In closing, Captain Deak took up the Detention Deputy Pay Study. He noted that Human Resources and the BOCC had agreed to discuss this issue further in FY20. He also noted that a regional pay comparison had showed significant inequity for Jail staff as opposed to other Sheriff's agencies. He reported that they had lost thirteen Detention Deputies over the past year and currently four were on the Patrol Deputy hiring list.

Chairman Fillios placed the meeting in recess at 9:33 a.m.

Chairman Fillios called the meeting back into session at 9:52 a.m.

Chairman Fillios asked presenters to try to expedite the process so that the afternoon meeting could be eliminated. There was general agreement with his request.

Investigations and Professional Standards

KCSO Captain Kim Edmondson reminded the audience that the Investigations and Professional Standards Division had two sections, each with its own budget codes: Detectives, which included Criminal Investigators (20 employees), and Professional Standards and Investigations Support, which included Background Investigators, the Training Unit, Crime Analysis, the Evidence Unit and the Registered Sex Offender Registry (11 employees). She offered a brief history of the division.

Captain Edmondson began with the "A" Budget, a request of \$8,736 for on-call pay and an increase of \$36,910 in the overtime line item in addition to its base of \$15,862. She stated that the total impact to the "A" Budget, with loaded wages, would be \$56,077.

Captain Edmondson explained that they had chosen to apply the 2% increase to the "B" Budget to increase their training line items. She added that they had reduced the 8040 Motor Fuels and Lubricants item by \$3,466 and applied that to training line items as well. She concluded that their final "B" Budget request increase was \$0.

Captain Edmondson provided the Detectives' Training Line Items:

- 8301 increased by \$2,176 to \$4,112
- 8302 increased by \$677 to \$2,410
- 8303 increased by \$1,956 to \$4,084
- 8308 increased to \$10,925

She also reported on their succession planning and proposed training schedules.

Detective Northrup introduced the Detectives' Division "C" Budget request for an upgrade to their GPS (Global Positioning System) mapping tool used to document crime scenes. He reported that their current device was broken and not repairable or upgradable due to its age. He said the device allowed them to process complex scenes faster and increased productivity by reducing personnel demanded. He said he had received recommendations for an Arrow Gold unit produced by EOS from the Assessor's office and the GIS (Geographic Information System) division of the County's Information Technology (IT) Department.

Detective Northrup reported that he had tried out a demonstration unit and found it satisfactory. He added that the only recurring yearly cost would be for the computer tablet, which they could cover under their normal budget without requiring additional BOCC approval.

Captain Edmondson confirmed that the full amount of the request would be \$10,397.

Captain Edmondson provided a list of the Detective Division's non-capital requests:

- \$2,300 stand-alone, high speed computer station
- \$600 binoculars (4 at \$150 each)
- \$1,000 Varidesks (2 at \$500 each)
- \$800 digital cameras (2 at \$400 each)
- \$600 mobile fingerprint scanners (2 at \$300 each)
- \$145 UAV (unmanned aerial vehicle) parts/accessories

Captain Edmondson moved on to the Professional Standards and Investigations Support Division. She stated that they had no "A" Budget (personnel) requests. She explained that the "B" Budget line items had been moved from the Administrative section and were being tracked specifically for their individual areas. She added that increases to this were included to establish base budgets in several training line items and for office and investigative supplies.

The line items were as follows:

- 8301 increased by \$400 to establish a base budget
- 8303 increased by \$600 to establish a base budget
- 8308 increased by \$3,375 to establish a base budget
- 8001 increased by \$1,000 to establish a base budget
- 8077 increased by \$1000 to establish a base budget

Captain Edmondson noted that the Professional Standards' "B" Budget impact would be \$12,032. She said this included \$5,357 in non-capital requests: \$4,165 for a weapons storage rack and \$718 for EZ Flex Sport Training Mats.

Captain Edmondson moved on to the division's capital request of \$121,104 for architect's fees for a project in conjunction with Buildings & Grounds (B&G) to remodel the Work Release Center. She indicated she based the request on information received from Contractor Shawn Riley.

Patrol Division

KCSO Captain Matthew Street took over to outline the Patrol Division's budget requests. He began by describing their efforts to remain within the 2% allowed increase in the "B" Budget. Of the seven areas, Animal Control, OHV (Off Highway Vehicles), SWAT (Special Weapons and Tactics) and SAR (Search and Rescue) achieved the 2% goal, Snowmobile and Vessel accounts came in under the goal, and Patrol only exceeded it by \$927.

Captain Street provided an impressive dash cam video from an incident on November 7, 2019, in which an armed suspect, fleeing in a vehicle, was successfully apprehended. He stated that performance like this was the result of properly training and equipping officers. He stressed the need to seek out good people and retain them. He remarked that he would like to see officers' uniform costs covered by the department, rather than paid by the officers themselves. He said Honor Guard uniforms were about \$1,600, Class B (traditional Deputy's uniform) were about \$1,100 and Class C jumpsuits were \$663.

Captain Street requested the creation of a new cost center for the Dive Rescue Team (DRT). He pointed out there were many bodies of water in Kootenai County, from lakes and rivers to private pools and drainage ditches. He listed the various duties DRT performed: felony and misdemeanor evidence collection, open water rescues, swift water rescues, ice rescues, drowning recoveries, suicide response and technical boat operations. He said the members included twelve KCSO Deputies, one volunteer and four shore support personnel.

Captain Street said they were requesting \$8,000 from the General Fund to start up the cost center. He explained that currently all of the DRT training and equipment came from the County Vessel account or from donations, but only about 15% of DRT's responses were directly related to boating. Ultimately, he said the goal would be to have their budget funded 85% from the General Fund and 15% from the Vessel Fund.

In closing, he offered a preview of requests the Board would see in future budget years.

Commissioner Duncan asked how many radios had been purchased for KCSO last year.

Captain Street said he did not recall precisely, but thought that about twenty had been requested and twelve or fourteen actually bought. He confirmed that the request in this budget was for radios they anticipated would need to be replaced within the next eighteen months.

Undersheriff Mattos summed up the budget requests and stated that they had made every effort to reduce as much as possible. He stressed that competitive wages needed to be addressed to reduce personnel attrition.

Captain Street added that they had requested about \$13,000 to provide matching funds for grants offered under the Idaho Parks & Recreation program for their Recreation Safety Program. He pointed out that the \$22,406 from the Vessel Account was for the match portion of the tow vehicle capable of handling the sonar boat and the new SAFE boat purchased last year. Ms. Darrow provided a detailed breakdown of the request.

- D. 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.

Kootenai County Resident Rick Whitehead expressed his concerns regarding plans for handling COVID-19 related expenses.

- E. Adjournment (Action):** Chairman Fillios adjourned the meeting at 11:14 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
