

**Minutes of Meeting
Fleet Management
May 28, 2019
1:00 p.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 Undersheriff Dan Mattos, KCSO Captain Kevin Smart, Adult Misdemeanor Probation (AMP) Director Keith Hutcheson, Parks & Waterways (P&W)/Noxious Weeds Director Nick Snyder, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Senior Staff Accountant Melissa Merrifield, Staff Accountant – Fixed Assets Isaac Ohm, BOCC Senior Business Analyst Nanci Plouffe and Deputy Clerk Tina Ginorio. Also present were Contractor Shawn Riley and Mike White Ford Representative Kirk Lauer.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 1:01 p.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

Fleet Management Proposed Policy Revisions (Discussion)

Kirk Lauer introduced himself and reminded those assembled that Mike White Ford had previously been Parker Ford, and before that, Tom Addis Ford. He noted that the company had served the County for about sixteen years for vehicle purchases.

Assessor Rich Houser entered the meeting at 1:02 p.m.

Mr. Lauer explained the essential points of the proposed lease/buy program Fleet Management had under consideration.

- Fixed rate financing
- Flexible payment options: monthly, quarterly, semiannually or annually
- Financing for add-on equipment, up-fits and extended warranty plans
- Equity would accumulate with each payment and ownership of a vehicle would be completed with one final payment of \$1.

Mr. Lauer provided the Commissioners with packets detailing the program that included a complete list of the additional equipment normally installed to a vehicle to make it suitable for KCSO's needs, along with the cost of each item, the financial breakdown of the four possible payment plans and extended warranty options.

KCSO Undersheriff Dan Mattos pointed out that a patrol vehicle, as it was handled now, cost the County about \$73,000, which included all the added equipment. He observed that the price for ten cars under the lease program looked like it would be about \$65,000 per car. Mr. Lauer confirmed this, noting that an extra allowance for the camera and radio had been provided to him by Adult Misdemeanor Probation Director Keith Hutcheson and was included. KCSO Captain Kevin Smart stated that the figures used were

not quite accurate; the radio should have been priced at \$2,000 more, a \$1,500 radar system, a \$1,000 e-ticket system and some additional lights and ballistic panels should be added. He said the comparisons that he had seen would probably result in the final cost per vehicle being about equal.

Undersheriff Mattos stressed that KCSO wanted to keep their purchases local as much as possible. He said he was willing to listen to the proposal and evaluate it.

Resource Management Office (RMO) Senior Program Manager Kimberli Riley urged the Commissioners to check with the Auditor's Office and the Treasurer's Office to be sure the proposed lease plan would be acceptable under all the relevant rules.

Mr. Lauer exited the meeting at 1:28 p.m.

Ms. Riley called the Commissioners' attention to the draft of the revised Fleet Management Policy she had provided. She reviewed the proposed changes under vehicle procurement and fleet categorization. She also went over some possible additions to the Policy proposed by the prior Board under fuel and parts procurement; disposal, trade-in, sale or auction of County vehicles; and annual fleet replacement and related Budget. She asked for Board direction regarding the revisions.

Commissioner Leslie Duncan asked if the KCSO policy had been completed. Captain Smart reported that their draft had been finalized and was awaiting approval from the Sheriff and the Undersheriff.

Commissioner Duncan asked for input on the best use of Mr. Hutcheson as liaison with Fleet Management. Captain Smart noted that Sergeant Christopher Case would be taking on the Fleet Management responsibilities on their end and sketched a plan of how communications between County and KCSO Fleet Management could work.

Ms. Riley reminded the Board that Civil Deputy Prosecuting Attorney Jamila Holmes had been the Legal counsel for Fleet Management. She asked the Board's permission to submit their proposed revisions to her and continue work on their goals.

Chairman Fillios agreed with Ms. Riley's suggestions and asked that the Fleet Management group prepare their recommendation for FY20.

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. There was no public comment.

E. Adjournment (Action): Chairman Fillios adjourned the meeting at 1:46 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
