

Minutes of Meeting
Office of Emergency Management
August 10, 2020
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 item. Also present were KCSO Undersheriff Dan Mattos, Office of Emergency Management (OEM) Director Tiffany Westbrook, Airport Director Steven Kjergaard, Resource Management Office (RMO) Director Jody Bieze, RMO Senior Program Manager Kimberli Riley, Transit Fleet Maintenance Manager Joshua Nelson, Senior Staff Accountant Melissa Merrifield, BOCC Communications Manager Nancy Jones and Deputy Clerk Tina Ginorio. Also present were Contractor Shawn Riley and Cory Trapp from Longwell Trapp Architects.

- 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 (Action):**

Retrofitting of National Guard Reserve Center into New Office of Emergency Management/Emergency Operations Center Facility with Approved COVID-19 CARES Grant

Contractor Shawn Riley reported that he had looked at the building on Friday with Resource Management Office (RMO) Director Jody Bieze, RMO Senior Program Manager Kimberli Riley, Transit Fleet Maintenance Manager Joshua Nelson, Office of Emergency Management (OEM) Director Tiffany Westbrook and OEM Administrative Assistant Rachel Irish. He said the whole parcel was about eight acres, divided into four sections, but the County was interested in just Section 1. He commented that they would need to get started on the project if they wanted to have it done by the end of December. He added that he had the contract ready to submit to Civil Deputy Prosecuting Attorney R. David Ferguson as soon as the Board gave the authorization.

In response to Commissioner Leslie Duncan's question, Mr. Riley confirmed that Section 1 was 2.41 acres.

Airport Director Steven Kjergaard stated that the rental rate for the property would be 52 cents per square foot, or about \$52,000 per year.

Ms. Westbrook commented that she felt this was a good opportunity. She said the property would suit all of OEM's needs and allow them to centralize their services and storage. She added that it would benefit KCSO by freeing up the space OEM currently occupied in their building, plus offering offices and storage space for some of KCSO's personnel and records.

Commissioner Duncan asked if a funding source for the \$52,000 per year in rent had been located.

Ms. Westbrook stated that SHSP (State Homeland Security Program) grant funding could not be used for the rent and neither could COVID relief money. She confirmed that COVID funds could be used to renovate the building, however.

KCSO Undersheriff Dan Mattos commented that it seemed to make more sense for the County to buy the property, at the price of almost \$300,000 total, than to rent it, especially since they could use COVID grant funds to fix it up. He said that KCSO would locate a substation there as well, to house the Hayden Deputies and Detectives.

Mr. Riley reported that the building was just short of 10,000 square feet. He added that the K-9 units would be moved there, too. He noted that Transit also needed space to park its buses; part of the parcel could be used for that.

Ms. Bieze said that Section 3 seemed like another possible location for a facility to store and service buses. She stated that FTA (Federal Transit Administration) was very open to joint development projects and the combined use of properties.

Mr. Kjergaard stated that the Airport owned all four sections of the plot in question and they had been released by the FAA (Federal Aviation Administration) for sale.

Chairman Fillios encouraged Ms. Bieze to explore funding opportunities from the government.

Commissioner Duncan expressed her interest in learning more about such an arrangement, particularly any limitations it might impose.

Commissioner Brooks and Mr. Kjergaard expressed no objections to the proposal.

Commissioner Duncan asked those present whether they would favor funding a yearly rent of \$52,000 from the General Fund or taking \$133,000 to complete the purchase of Section 1.

Mr. Kjergaard explained that his budget had a shortfall of \$161,000, which would make up the rest of the purchase price of Section 1.

Chairman Fillios said that the Board should have a final decision on this issue within the next two to three weeks. He encouraged Mr. Riley to send the contract to Mr. Ferguson for examination.

- 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.

E. Adjournment (Action): Chairman Fillios adjourned the meeting at 1:29 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: _____
Tina Ginorio, Deputy Clerk
