

**Minutes of Meeting**  
**Office of Emergency Management**  
**September 25, 2020**  
**10:00 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 KCSO Undersheriff Dan Mattos, Office of Emergency Management (OEM) Director Tiffany Westbrook, Finance Director Dena Darrow, Buildings & Grounds (B&G) Operations Manager Greg Manley, Resource Management Office (RMO) Senior Program Manager Kimberli Riley, Civil Deputy Prosecuting Attorney Pat Braden, BOCC Communications Manager Nancy Jones and Deputy Clerk Tina Ginorio. Also present were Contractor Shawn Riley and Longwell Trapp Architects Representative Cory Trapp. Mr. Braden was present via teleconference.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 10:03 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business (Action):**

**Procurement Process for the Armory Building Project**

Contractor Shawn Riley informed the Board that a fourth contractor had expressed interest in the project. He said that they would now have to begin a formal RFP (Request for Proposal) process.

Mr. Riley stated that the Board now would have three choices. First, they could reduce the scale of the project to below \$200,000 to avoid having to engage in a drawn out process that would exceed the deadline. He cautioned them against this, because they would eventually have to find money to do all the things they cut out and would no longer have COVID-19 grant funds to pay for it.

Mr. Riley said the second choice would be to bid the full project. He reported that Civil Deputy Prosecuting Attorney Pat Braden and Resource Management Office (RMO) Senior Program Manager Kimberli Riley had created a timeline which would allow them to start on the project at the same time they had originally intended, when the bids had been scheduled to be opened on September 29, 2020. He stated they would have to advertise the project on September 26, 2020 and October 3, 2020, offer a walk-through for interested contractors on September 30, 2020 at 10:00 a.m., and then open bids on October 8, 2020 at 2:00 p.m. He added that they would have to schedule a special meeting on October 9, 2020 to approve the bid. He noted that the contract had already been approved by Legal, so they could issue a notice to proceed and have the contract signed on October 13, 2020, with work starting October 19, 2020. He remarked that this would be his preference. He cautioned the Commissioners that, if there were any unforeseen delays, they could overshoot the funding deadline and lose the money for any part not yet completed.

Mr. Riley noted that some changes in their original plan would need to be reconsidered, since the funding was supposed to only be for OEM (Office of Emergency Management).

KCSO Undersheriff Dan Mattos stated that one of the components of the grant was that the building had to be used exclusively for the OEM. He reminded the Board that they had considered putting a detective substation and some other features in the building. He said that, according to what Mr. Riley had told him, a Detective could not be permanently stationed there. He noted that the report-writing room could still be included, since it was not a permanent fixture. He assured the Board that they would comply with whatever requirements the grant made.

Mr. Riley confirmed that, since no law enforcement personnel would report to work or check out from work there, that the rules would be satisfied. He remarked that the small area planned for the K-9s would not use any CARES money at all. He said it would be covered by their own donation fund.

All present agreed that the second option would be pursued.

Ms. Riley offered some details regarding funding.

Commissioner Leslie Duncan moved that the Board proceed with the State Procurement Process for the Armory Building Project with the dates outlined, publishing September 26, 2020 and October 3, 2020, walk-through on September 30, 2020, bids to be opened October 8, 2020, bids to be approved on October 9, 2020 and contract to be approved on October 13, 2020. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

**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 10:20 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

CHRIS FILLIOS, CHAIRMAN

BY: \_\_\_\_\_  
Tina Ginorio, Deputy Clerk

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