



POWER COUNTY BOARD OF COMMISSIONERS

Meeting Minutes
Commission Chambers
543 Bannock Ave.
American Falls, ID 83211
www.powercounty.id.us

Monday, January 23, 2023, 9:02 a.m.

I. CALL TO ORDER

The Board of County Commissioners met in regular session Monday, January 23, 2023, and called the meeting to order at the hour of 9:02 am, in the Commission Chambers of the Power County Courthouse.

II. COMMISSIONERS/STAFF

PRESENT:	Commissioner Ron Funk, Chair Commissioner Delane Anderson Commissioner Bill Lasley
ABSENT:	None
STAFF:	Sharee Sprague, Clerk Casey Annen, Deputy Clerk Cathy Miles, Deputy Auditor Jason Mackrill, Legal Counsel
OTHER PARTIES PRESENT:	Ben Taylor Brittney Herrgesell Chet Taylor Deanna Curry Flor Cardona Frances Beitia Judge Paul Laggis Kasey Kendall Kathryn McQueen Kerry Hong Laura Porath Lee Dille Mark Love Sheriff Josh Campbell Skylar Johns Steve Stringham Steven DeGuilio

III. AGENDA

A. NOTICES/REPORTS

1. **Assessor's Office Update:** Assessor Porath reports being informed of discussions happening to have the key pins that are used for access instead of a fob removed to only have key fob access as well restrict access to each employee to just their offices. Assessor Laura Porath reports her security concerns with the safety of her staff if this were to be implemented. As further security discussions happen Assessor Porath would like to be able to give input and opinion as an elected official. Assessor Porath uses the example that if her staff is in an area where a threat is, they would need to have access to use any exit in their escape route. If employees are only allowed access to one office this severely limits their chances of a successful escape. Assessor Porath reports that employees take an oath when they become employees and all should be trusted to utilize that access only in an emergency. Commissioner Anderson

discusses the ability to look into name badges or employee name tags to be worn by staff. Clerk Sprague states M2 presented their security concern and recommends removing the pin codes from use. Clerk Sprague states the County Commissioners need to make the final directive on that decision. Commissioner Funk states he doesn't want to see the fob keys go away. Commissioner Funk states the security discussions are just beginning and will be a topic during the monthly elected officials and department head meetings to allow for concerns and comments. Assessor Porath reports she is looking into changing office hours. Possibly opening at 8:00 am to 5:15 pm and rotate shifts. Assessor Porath states employees will work the same hours just flex who is on duty which days. Clerk Sprague states she didn't know if that would be a security issue or not. Assessor Porath wants the commissioners to be aware as she is trying to ensure the public is best served. Commissioner Funk states that as long as any security issues were worked out this would not bother him. Assessor Porath reports select employees will come in at 8am and leave at 4pm while the other comes in at 9am and leaves at 5pm. Assessor Porath reports the Planning and Zoning office is open at 8am so her office would not be the only ones to start an earlier work day. When Assessor Porath requested the remodel due to not having enough ada accessible space. Assessor Porath reports the DMV is seeing a slower number of customers and believes it could be from harvest time as well as more people are beginning to use the online ITD service. Assessor Porath reports they were having \$10,000.00 to \$11,000.00 days and now are doing \$5,000.00 - \$6,000.00 days. The holiday season also usually brings a slower time of year for the DMV as well. Assessor Porath reports the dealerships are doing title work and legislation passed that raised the title fee to \$20.00. Currently the title fee was \$14.00, \$10.00 goes to the state and \$4.00 stays at the county.

2. **Safety Protocols:** Safety Protocols discussion was held. Sheriff Campbell reports the first step to increase security would be to limit the access to the front of the Court House Entrance and close the back door. Clerk Sprague reports that the lettering on the back door will need to be removed once it is ready to be locked. The commission directs the back door to be locked and to limit access for public use to the front of the courthouse. Upon discussion a security action plan will be further updated and developed.
3. **Jv Policy Review/Update:** Juvenile Probation Director, Britney Herrgesell reports that she has reached out to Jefferson County, Gooding County, Bingham County and Bannock County to get copies of their JV Probation policies. Mrs. Herrgesell reports Jason Mackrill was not able to meet with her yet to review the policies. Upon discussion, Mrs. Herrgesell reports that Jefferson County's policy was the one that could be easily interpreted to fit power county, addressed officer safety as well is the only one that has been reviewed and accepted by the Juvenile Justice Committee. Jason Mackrill reports Mrs. Herrgesell took an officer and conducted a home search and found contraband the Juvenile should not have had and violated the terms of probation. Mrs. Herrgesell reports she reached out to one parent beforehand due to the child being at the school at the time of the inspection. Upon the home inspection Mrs. Herrgesell found the living conditions were far less than satisfactory for what a Juvenile should be able to be living in. Mrs. Herrgesell reports no incidents occurred during the inspection and the parents were on board. The child on probation sleeps in a room with the mother which created an issue of searching the living space of the Juvenile that shares common area with a parent. The parent was asked if they consented to searching that room as it was common shared space and they had no issue with that. Mrs. Herrgesell reported that it was a very interesting dynamic and believes this will happen in the future as it is common for multiple families to be living in a single dwelling home. Mrs. Herrgesell reports that Child Protection will be looking into the home. Commissioner Anderson inquired if the living conditions were less than they should be did it pose a threat to human health environment? Would that be her

responsibility to report or the state officer? Judge Laggis replied that the officer has the same duty and responsibility to report as does Mrs. Herrgesell. Mrs. Herrgesell exercises caution as it is unknown of the exact requirements of CPS that constitutes unhealthy situations. Mrs. Herrgesell will report conditions if it is deemed necessary as the care of those on probation is her priority. Upon discussion, it was determined to continue discussions on February 13, 2023 at 11:00 am.

B. MOTIONS:

1. **Agenda:** A motion to approve the agenda for Monday, January 23, 2023, was presented by Commissioner Funk with a second by Commissioner Anderson. Following audible call of the Board, motion unanimously carried.
2. **Building & Grounds:** Steve DeGuilio concentrated on using his thermal imaging camera on areas of concern around the courthouse building. Mr. DeGuilio reports that the areas inspected on the roof was below or at normal moisture content. The ceiling tiles will need to be replaced but there seems to be no further leaking in the area of concern. Ben Taylor reports that he had Mr. DeGuilio check the Jury room, Assessor's Office, Treasurer and the Courtroom. It appears the shrubbery around the building as well as sprinklers hitting the building were a main cause of water leaks. Mr. Taylor reports that the pipes to the furnace need silicone around it to prevent leaking. Facilities Manager Chet Taylor can inform the roof company and they can come back and fix it. Commissioner Funk requests Mr. Taylor to get ahold of the company due to the new roof being specific material. Mr. DeGuilio reports other areas checked showed no leaking. Mr. DeGuilio reports that while inspecting he has found some gas line support blocks fell off and the commission might want to do a full building inspection to provide a list of prioritized repairs that need attention. Mr. DeGuilio reports he saw heat vents that aren't connected and coming into rooms, crawl space needs vented among other building safety and maintenance issues that can be listed for repair. A motion to approve Mr. DeGuilio doing an inspection and analysis of the court house was presented by Commissioner Anderson with a second by Commissioner Lasley. Following audible call of the board, motion unanimously carried. Mr. DeGuilio is directed to send a proposal to get the contract agreed on and then a date for inspection will be set. Mr. DeGuilio will email Commissioner Funk the information. A motion to approve cutting a demand check for DeGuilio Commercial Property Inspections, LLC in the amount of \$300.00 to be paid out of PILT funds was presented by Commissioner Lasley with a second by Commissioner Funk. Following audible call of the board, motion unanimously carried. Lee Dille reports the Assessor's office remodel is waiting for materials before further work can be done, mainly cabinets and glass framing. The items that are waiting for installation is all the new things that need to go into the office but is waiting for delivery. Ben Taylor reports that the sheet rocking is hung but is still waiting to be textured and taped. The next step would be to paint the walls. Upon further discussion it was decided the carpet will be the same as the treasurer's office and Assessor Porath will choose the paint color. Commission directs Mr. Dille to take the plaque outside the front entry of the courthouse and to mount it on the new brick. A motion to pay the Design Place, PLLC invoice in the amount of \$6,879.00 to Mr. Dille for his services on the Courthouse Front Entry Modifications and to have it paid for out of ARPA funds was presented by Commissioner Anderson with a second by Commissioner Lasley. Following audible call of the board, motion unanimously carried. Mr. Dille reports the flag pole has been installed. Mr. Dille reports that while waiting for the new windows to be installed in the Assessor's office, Mr. Taylor can work to complete his touch ups and finish tasks. They will keep the old windows in place until the new windows come in. Mr. Taylor can clean the weep holes in the current windows to assist with drainage. Upon discussion it was determined John's Paint & Glass (Idaho Wholesale & Hardware) will send a bill for down payment once confirmation of windows is

received and place tape on the cracked window to stop further cracking until new windows arrive. Mr. Dille requests the shop drawings of the window and plans to install be emailed to his self. During further window discussions it was decided to have Mr. Dille solicit two more bids for the windows to ensure meeting requirements of legality and to allow John's Paint and glass to rebid if they so wish to as well. Commission will hold a special meeting to review the bids once all are received. Mr. Dille reports he can get the furnace and AC information ready to go out to bid. Mr. Dille states he will look into upgrading the four (4) furnaces without replacing them but is expecting to have to replace the Air Conditioning units. This would include a quote to fix all the ducting work as well. Commissioner Anderson inquired on the SEI Health district office building. Mr. Dille will check with Facilities Manager Chet Taylor as Mr. Dille believed they had done everything to make the furnaces workable. The Commission directs Mr. Dille to go forward with getting the furnaces and ac units for the entire court house along with the windows ready for bid. This should include the whole air duct system being looked at including the units not being changed out.

3. **Claims:** A motion to approve the claims approval report in the amount of \$680,020.32 and to withhold the claim for \$24,652.03 for Total Scales half down request for kiosk installation until an update is received on the status of the software, Once I.T. Director Steve Stringham and Landfill Supervisor Jeff Rankin have an update the claim may be paid was presented by Commissioner Lasley with a second by Commissioner Anderson. Following an audible call of the board, the motion unanimously carried. Upon approval of the Board, the summary of claims paid are as follows;

FUND	Paid
0001 GENERAL FUND (CURRENT EXPENSE)	\$ 202,780.91
0002 SICK BANK COMPENSATION	\$ -
0003 FAIR BOARD	\$ 2,801.85
0004 POWER COUNTY AMBULANCE DIST.	\$ 31,496.11
0005 POWER COUNTY ABATEMENT DIST.	\$ 16,060.00
0006 DISTRICT COURT	\$ 28,328.65
0008 JUSTICE FUND	\$ 212,233.43
0009 DRUG COURT	\$ 37.00
0010 ENHANCED 911 SERVICES	\$ 43,495.52
0011 HEALTH DISTRICT	\$ 515.74
0015 ELECTIONS	\$ 2,204.53
0016 INDIGENT	\$ 4,691.24
0017 JUNIOR COLLEGE TUITION	\$ 2,250.00
0020 REVALUATION	\$ 90.40
0023 SOLID WASTE (LANDFILL)	\$ 39,508.27
0024 TORT	\$ -
0027 WEEDS	\$ 91,782.34
0038 WATERWAYS	\$ 1,719.33
0039 MUSEUM	\$ 25.00
0041 AMERICAN RESCUE PLAN ACT	\$ -
0050 PAYMENT IN LIEU OF TAXES	\$ -

0051 BOND - WATER RIGHTS	\$ -
Total Amount Paid	\$ 680,020.32

4. **Convene as Ambulance District Board at 11:04 am:** A motion to adjourn as the Power County Board of County Commissioners and convene as the Power County Ambulance District Board was presented by Commissioner Lasley with a second by Commissioner Anderson. Following an audible call of the board, the motion unanimously carried.
5. **Emergency Management Update:** Emergency Management Director Frances Beitia discusses the importance of Local Emergency Planning Committee (LEPC) meetings. Attendance of this meeting is required for all first responding agencies in Power County. Ms. Beitia reports she can't get the Fire Department and others to attend the LEPC meetings. Commissioner Funk inquires if the Fire Commissioners can attend the meeting in part for the Fire Department's behalf. Commissioner Anderson suggests looking into utilizing the Fire Department training room to hold the LEPC meetings to make it easier for older citizens who volunteer so they don't have to walk up the stairs into the EMS training room. Commissioner Lasley reports that LEPC agendas are not being sent out for upcoming meetings, to meet federal requirements there should be an agenda and participants should be signing in to get reimbursements as far as FEMA requirements and currently this is not being satisfied. Ms. Beitia reports the meetings are only one hour long as well as the Hazard mitigation planning meetings. Ms. Beitia reports she has attendees sign in at the beginning of the meeting. Minutes for the meeting are taken to show who offers comment during the meeting. Ms. Beitia reports meetings must be at least 4 hours long to offer refreshments and 6 hours to offer lunch with the requirements for reimbursement from FEMA. Clerk Sprague reports LEPC meeting lunches can be budgeted for during budget discussions. Ms. Beitia would like to have the option to continue offering lunch during the meeting. Approximately 15 to 20 people attend the LEPC meeting and Ms. Beitia would like to continue to run the meetings as previously done. A motion to authorize Emergency Management director Frances Beitia provide lunch for the LEPC meeting as well as to provide food for All Hazard Mitigation Planning meeting that is coming up for Emergency Management with the understanding that will need to be augmented at the end of the year was presented by Commissioner Lasley with a second by Commissioner Funk. Following audible call of the board, motion unanimously carried. Ms. Beitia reports that she would like to receive assistance from Mark Love in creating the all hazards mitigation planning. Mr. Love informs the commission that at this time he is unable to add additional tasks to his duties due to already having an abundance of tasks to complete in his current role. Mr. Love offers for Ms. Beitia to call him if she has any questions that he may be able to answer. Mr. Love apologizes if this causes any inconvenience. Upon discussion, Ms. Beitia would like to reach out to anyone who creates an all hazard mitigation plan and to get 3 or 4 price bids, then to have them attend the LEPC meetings to get a plan in place and signed.
6. **Power County Ambulance Administration & Financial Report:** Mark Love and Katheryn McQueen appeared before the Board and presented information on the grant for Narcan. Ms. McQueen presented sample overdose rescue kits. Ms. McQueen reports that she has gathered a committee together of employees interested in supporting the Narcan Grant program. The committee will meet and develop training on how to use Narcan, how to leave the kit for public use and community members training. Ms. McQueen reports that the Narcan kits can be placed next to AED Machines within a vestibule that can be accessed 24/7. Ms. McQueen states the committee will drive around and observe some locations that may be best. The committee will meet on the 31st of January to help develop policy and procedures on how to leave behind the Narcan kits. Ms. McQueen informs the commission the key component is education, it is vital the public understand this gives a few minutes of extra time to breathe

this does not let you start all over again. Commissioner Anderson inquires if anything contained in the kit can be abused by the younger generation? Ms. McQueen states that to her knowledge there is not a concern for that as this medication is an antagonist that effectively kills the buzz and is used to temporarily bring someone back from an overdose to give the paramedics a few more minutes to get there to administer aid. This medication is not a permanent fix and a person can still return to an unconscious state depending on the severity of the number of drugs in their system. The committee is interested in gathering contact information to resources for mental health, addiction counseling and grief counseling to include in the kit for those in need. Ms. McQueen informs the commission she is looking for approval to move forward and to just build the partnership and to make sure the commission is aware of what they are doing. Mr. Love reports on recent ambulance calls and informs the Commission he will be going through mutual aid agreements and MOU's that are in place with surrounding agencies. Mr. Love will make sure they are in place and reviewed. Upon discussion of the proposed contract for the EMS billing, System Design West. Following discussion, a motion to accept the System Design West Contract as submitted was presented by Commissioner Anderson with a second by Commissioner Lasley. Following audible call of the Board, motion unanimously carried.

7. **Reconvene as Board of County Commissioners at 11:55 am:** A motion to adjourn as the Power County Ambulance District Board and reconvene as the Power County Commissioners was presented by Commissioner Anderson with a second by Commissioner Lasley. Following an audible call of the board, the motion unanimously carried.
8. **Treasurer Updates:** Treasurer Deanna Curry presented the Board of Commissioners with a LGIP monthly statement, Treasurer's Cash, Joint Quarterly Report ending December 31, 2022. Reports were discussed and reviewed by the Board and following discussion, a motion to accept the reports was presented by Commissioner Funk with a second by Commissioner Anderson. Following an audible call of the board, motion unanimously carried. Treasurer Curry reports in December a 9 month investment of a US Treasury Bond matured and was earning .125 so it was replaced with a 6 month investment earning at 1.75.
9. **I.T. Update:** Mr. Stringham reports the multi factor token price is going up significantly tomorrow. Mr. Stringham reports he is just focusing on the first phase which addresses everyone who has remote access, CGIS requirements need two form factor identification for all law enforcement. Mr. Stringham reports that if we wait and try to do this on the second go around with the price increase the cost would be approximately \$400.00 more. For an additional 15 users, it will cost \$25 in addition to the previous cost of \$55 to \$80 dollars each additional unit. The license is around \$1,600.00 additional cost from the previously approved one-time cost. Commissioner Anderson inquires if this allows for officers to remotely access criminal justice information. Mr. Stringham reports this covers the jail staff and dispatchers with additional security verification. Mr. Stringham explains when staff accesses important systems such as the State's this provides them more security and complies with CGIS requirements. Commissioner Lasley clarifies these benefits someone accessing off the server due to there being more of a risk for staff off site. Mr. Stringham reports he is first targeting jail and dispatch because they are under CGIS and the other departments will come later as they don't pose as pertinent of a risk at the moment. Upon discussion the commission directs Mr. Stringham to move forward with the one-time cost. Mr. Stringham reports becoming CGIS compliant is a long-term compliance effort that is a consistent process of improvements. A motion to authorize Mr. Stringham to move forward with the one-time purchase of Yubikey in the amount of \$1,600.00 for the Sheriff's office jailers and dispatchers that need to be put on Kiosks was presented by Commissioner Lasley with a second by Commissioner Funk. Following audible call of the board, motion unanimously carried. Mr. Stringham reports that he is

currently working with Sheriff Campbell and Clerk Sprague to evaluate the different carriers/options for phone use to identify the best solution that offers the best functionality, coverage and cost. Mr. Stringham reports the best solution will involve phones with hotspots and possibly some with radio capabilities. He is also working on analysis of current lines with usage and the needs. This will have potential impact across offices and departments. Clerk Sprague states that First Net is providing test phones and the Sheriff will have them tested out for coverage. First Net is a branch of AT&T service. Clerk Sprague reports the coverage map that was provided to her looks to fit the needs of the county. Clerk Sprague informs the Commission, First Net is the government portion of AT&T. AT&T has their own individual reserved band width just for first responders that is unique to this option to tie the phones in to the Sheriff's radios instead of paying for dedicated radios. Steve Stringham reports that he has setup three locations with a router from T-Mobile coverage that is a great price point and does not have as much overlap as far as one site overlapping another site. AT&T has about the same price point. Mr. Stringham inquires if the Commission would like him to take point on this subject and to keep moving forward with it. The Commission directs Mr. Stringham to move forward, Clerk Sprague requests Mr. Stringham keep everyone in the loop of the information. Mr. Stringham reports he has recalculated the cost for the AFD MOU as requested and needs the changes approved to move forward with the city. Mr. Stringham clarifies the information he has presented to the board has not been communicated this to the city yet. Clerk Sprague states she will get a hold of the Mayor and see if it's valid to have the discussion on cost changes again. Mr. Stringham informs the Commission he is looking at copiers and printers for their usage and cost agreements that are currently in place and will report back to the commission upon completion. Mr. Stringham reports he is looking at the I.T. budget and is working with Clerk Sprague to evaluate and change budget lines. Mr. Stringham is wanting to be consistent and logical, especially since other departments are hitting the I.T. budget. Mr. Stringham reports he has switched ambulance employees from a generic computer login to individual accounts. The door codes have been updated including codes for the Sheriff's Office and AFD.

C. POINTS OF ORDER:

1. Tabled: Airport Grant Request for Payment, Approval of Past Meeting Minutes, Conflict Public Defender Contract, Personnel.

IV. EXECUTIVE SESSION:

1. **Executive Legal Advice Session pursuant to I.C. §74-206(1)(f) 11:58 am:** A motion to enter into executive session pursuant to I.C. §74-206(f), to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated was presented by Commissioner Anderson with a second by Commissioner Lasley. Deputy Clerk Casey Annen conducted roll call on the motion;
 - Commissioner Funk, AYE
 - Commissioner Lasley, AYE
 - Commissioner Anderson, AYEFollowing roll call of the Board, motion unanimously carried. Upon conclusion of discussion, Commissioner Funk declared the meeting open at 12:44 pm.
2. **Executive Personnel Session I.C. 74-206(1)(b) 4:12 pm:** A motion to enter into executive session to consider personnel actions pursuant to Idaho Code 74-206(1)(b) was presented by Commissioner Lasley with a second by Commissioner Anderson. Deputy Clerk Casey Annen conducted roll call on the motion;

- Commissioner Funk, AYE
- Commissioner Lasley, AYE
- Commissioner Anderson, AYE

Following roll call of the Board, motion unanimously carried. Upon conclusion of discussion, Commissioner Funk declared the meeting open at 5:23 pm.

V. ASSESSMENTS/CONCLUSIONS:

1. **Next Meeting:** The next regular session for the board to meet is slated for February 13, 2023
2. **Adjourn:** A motion to table remaining items for discussion until Friday and to adjourn was presented by Commissioner Anderson with a second by Commissioner Lasley. Following audible call of the Board, motion carried and the meeting was adjourned at 5:26 pm.

The foregoing minutes were approved by the Board of County Commissioners during the Regular Board Meeting held March 20, 2023.

ATTEST:



CASEY ANNEN, Deputy Clerk



COMMISSIONER FUNK, Chairman