

FREMONT COUNTY COMMISSIONERS MEETING MINUTES
April 25, 2011

Present for the meeting was: Commissioners Skip Hurt, Lee Miller and Jordon Stoddard.

Also attended by: Clerk Abbie Mace, Deputy Clerk Cathy Jasinsky, Sheriff Len Humphries, Assessor Kathy Thompson, Treasurer Patricia McCoy, 4-H Director Dana Miller, Extension Agent Lance Ellis, Weed Supervisor Bryce Fowler, Planning & Building Administrator Stephen Loosli, Planner II/GIS Greg Newkirk, Juvenile Probation Administrator Darrin Burrell, IT Administrator Lisa Turner, IT Technician Josh Warnke, Public Works Director Marla Vik, Ambulance Director Bob Foster, Island Park Sewer Supervisor Dan Lostutter

Commissioner Hurt called the meeting to order and welcomed those in attendance.

Elected Officials & Department Heads RE: IT Proposed Changes & Telephones

Commissioner Hurt announced that the IT department will now be in charge of contracts, maintenance and supply orders for all electronic equipment. There will be a rotation schedule for computers. The IT department has developed a draft policy and an inventory list. Discussion was held on the equipment. They would like to see a five year rotation and replace the oldest yearly. They would like to streamline the Microsoft office licensing. By streamlining this they could eliminate \$20 per license and everyone would be under the same version. All the policies for technical equipment were separated and they have combined them. We have approximately 148 computers and would replace 30 a year. Estimated savings would be close to 20% when compared to purchasing them individually. Individual printers are being phased out. There are a number of specialty printers. There are five copy machines on this floor alone.

Greg Newkirk stated that consolidation was effective where he was previously. This was based on user need. Individual printers were based on user need. With GIS after 5 years computers become obsolete. Commissioner Hurt feels that these desktop printers are cheap to buy but expensive to run. Sheriff Humphries feels that consolidation is a good idea. The sheriff's department networks the printers. He has purchased two new computers since coming into office through IT. His operating systems are older and are approaching the need to be replaced. The 911 system computers are separate from everything else. The 911 Computers would not be through the county's systems but would be coordinated with IT. He would like a provision for certain printers that require privacy. Darin Burrell stated that the problem with the state is similar to what we are looking at going to now. They networked to a specific printer unless privacy was required. Commissioner Hurt feels that this is an economic issue. Stephen Loosli stated that he has not had any computer replacements although he has two requests in to IT now for cheap computers for the meeting rooms. Patricia McCoy has five printers and they use them all. There is one for privacy issues and one for checks. She feels that customer service requires them. Kathy Thompson has one copier for circuit breakers that is used a lot. It is getting pretty old. Her office has one desktop in appraisers and a printer. Motor vehicle has a fax/copier. She has some desktops that are not being used. Everything in their office is owned not leased. Josh Warnke stated that he could estimate repair cost but it is still an unknown. Mr. Loosli feels that it is more about usage. Heavily used machines will have more maintenance. Clerk Mace stated that her office has several printers. There is one copy machine/fax in the Payroll/Social Services for privacy issues, one in main office that is used heavily and by other offices (it is leased), a check printer, and the others are ones that we bought before you could network into other machines. Payroll and Social Services have desktop printers for privacy issues.

Clerk Mace's biggest concern is that this money is distributed all over the budget and some of these funds can't be moved around. If you put it all in one big pot she is concerned about getting it from the right dedicated source. Greg Newkirk explained that in his previous job all the basic things were centralized and each department was charged a certain amount and then IT had a fund to draw from. Weeds computers and printers are from the noxious grants. Commissioner Hurt believes that there will be some challenges but it can be done. A yearly assessment per department could be used. Clerk Mace explained that some of the budget lines would have to remain because of the funding source. Commissioner Hurt would like to see us using like equipment so that we can save on supplies. Darin Burrell asked about using office equipment budget line for other stuff such as office supplies. We are offsite and not a part of 5 County Detention and so they have 2 desk top printers. Commissioner Hurt explained that they understand that there are some unique situations, however there are some savings that can be coordinated. He feels that this building alone we can have one copier on this

floor. Clerk Mace does not feel that this is feasible. She feels that this would be an efficiency issue. Patricia McCoy brought up an issue that they do not have access to every office. Josh Warnke stated that it would be difficult to determine what we are paying now and what the savings would be. There are fewer of those that do not go to IT than those that do. The general feeling is that most go through IT and would like to see what the savings would be. Stephen Loosli stated that they generate documents digitally and try to move things to the archives without copies. He feels that copies are overused. Commissioner Hurt feels that the more we can get the electronics placed in IT the more savings that can be generated. Commissioner Miller feels that everyone has some different ideas and would like everyone to go back and look at what their real needs are and what can be streamlined. He feels that we have too many printers. He would like to see what the cost savings would be. He likes the concept. Josh Warnke stated there are some savings that we have already done when people come through IT for toner and things.

Commissioner Hurt would like Josh Warnke and Lisa Turner to go to each department and talk with them about what they really need and what can be streamlined. There are some things that can be streamlined that currently are not. Josh Warnke explained that in the past when someone orders through them they give the bills to the department. Commissioner Miller would like to look at the high traffic areas and create something that is highly efficient. He likes the idea for this. There are some built in issues that will have to be dealt with. Sale of used equipment funds could potentially be put back into IT for this purpose. Discussion was held on mail machines. Discussion was held on telephones and what has been done so far. The annex will be maxed out on lines when the extension office moves in. Discussion was held on the 911 system and when that will be available. Sheriff Humphries will have a better idea tomorrow after the conference call. There is the thought that it would be better to complete the process all at once. Clerk Mace asked about putting the budget equipment line to IT. Commissioners would like to see all the electronic equipment going to IT and the equipment line for each department to go away. IT will give the departments an estimate on equipment cost for their budget.

Bid Opening for Gravel Crushing

Commissioner Hurt opened the bids at 10:20 am. Bids submitted were as follows:

Company	Amount of Gravel	Amount of Bid	Bid Bond
Siepert Crushing Inc	12,500 tons class 2 ½ inch chips	\$147,875	Present
Brett Price Excavating Inc	12,500 tons	\$168,125	Present

Commissioner Lee Miller made the motion to award the bid to Siepert for \$147,875 for 12,500 tons. Commissioner Jordon Stoddard seconded the motion. A full voice vote was heard with all voting in favor.

Ms. Vik explained that they do not need it for this year but next year. Siepert Crushing will meet with Ms. Vik to let her know when they will start that.

Emergency Medical Services Bob Foster RE: South Fremont Fire MOU & Executive Session IC 67-2345 (b)

Discussion was held on the MOU for extrication protocol between St Anthony EMS and South Fremont Fire District.

Commissioner Lee Miller made the motion to sign the MOU between St. Anthony EMS and South Fremont Fire District. Commissioner Jordon Stoddard seconded the motion. A full voice vote was heard with all voting in favor.

Commissioner Lee Miller made the motion to allow EMS to complete an inter-facility transport as recommended by Bob Foster after insurance billing is completed for approximately \$1,100. Commissioner Jordon Stoddard seconded the motion. A full voice vote was heard with all voting in favor.

Commissioner Skip Hurt made a motion to go into executive session pursuant to IC 67-2345 (b) to consider the evaluation, dismissal or disciplining of or to hear complaints or charges brought against a public officer, employee, staff member or individual agent, or public school student at 10:40 a.m. Commissioner Jordon Stoddard seconded the motion. A roll call

vote was taken with Commissioner Jordon Stoddard voting "Aye", Commissioner Lee Miller voting "Aye", and Commissioner Hurt voting "Aye". Commissioner Skip Hurt declared the meeting open at 10:50 a.m.

Commissioner Skip Hurt made a motion to amend the agenda to include an executive session IC 67-2345 (b). Commissioner Jordon Stoddard seconded the motion. A full voice vote was heard with all voting in favor.

Commissioner Skip Hurt made a motion to go into executive session pursuant to IC 67-2345 (b) to consider the evaluation, dismissal or disciplining of or to hear complaints or charges brought against a public officer, employee, staff member or individual agent, or public school student at 10:55 a.m. Commissioner Jordon Stoddard seconded the motion. A roll call vote was taken with Commissioner Jordon Stoddard voting "Aye", Commissioner Lee Miller voting "Aye", and Commissioner Hurt voting "Aye". Commissioner Skip Hurt declared the meeting open at 11:13 a.m.

Planning and Building Administrator Stephen Loosli RE: Department Report

Cancelled

Public Works Director Marla Vik RE: Department Report

She received a call from Neal Jenkins. He refused the offer that we gave him on his property for gravel mining. Discussion was held on gravel pits. She may have a proposal from Rocky Mountain Engineering next week. She is not sure if SE/Z has accepted our counter offer or not on the change orders for the Island Park Road & Bridge Building. She will check with them. She received a message from Jerry Dalling about a canal bridge. She will be contacting him to get more information. BLM expressed interest to her about meeting with the commissioners. The commissioners would appreciate it if they would come in. There was a lot of discussion regarding rural roads at the conference that she attended last week. She would be able to bring in information regarding this.

Social Services – Debbie Adams Re: Indigent Claims

Commissioner Skip Hurt made a motion to go into executive session pursuant to IC 67-2345 (d) to consider records that are exempt from disclosure as provided in chapter 3, title 9, Idaho Code at 11:36 p.m. Commissioner Jordon Stoddard seconded the motion. A roll call vote was taken with Commissioner Jordon Stoddard voting "Aye", Commissioner Lee Miller voting "Aye", and Commissioner Hurt voting "Aye". Commissioner Skip Hurt declared the meeting open at 11:45 p.m.

Commissioners signed two new liens.

Commissioner Lee Miller made a motion to approve case #G2011-63. Commissioner Jordon Stoddard seconded the motion. A full voice vote was heard with all commissioners voting in favor.

Weed Department Supervisor Bryce Fowler RE: DOT Contract

Commissioner Lee Miller made the motion to sign the contract with Department of Transportation for \$11,000 to spray the right of ways. Commissioner Jordon Stoddard seconded the motion. A full voice vote was heard with all voting in favor.

Training for boat washers will include a working lunch. All of the boat washers will be certified. Discussion was held on spraying vacant subdivisions. Mr. Fowler believes that a UTV would be more effective for spraying. This would be helpful with water supply as well. Discussion was held on revenue resources. Surplus sale is Friday & Saturday. Bob Foster asked if they could borrow a 4 wheeler in the summer in Island Park and Mr. Fowler indicated his department has one that they can just leave in Island Park for multiple uses. The sheriff may have a trailer that they can use to get it there.

Discussion was held on work camp assistance and buildings & grounds. Discussion was held on budgeting for the fleet manager.

Review of Vehicle, Per Diem & Hiring Regarding Veterans Policies

Discussion was held on the vehicle policy and where the sheriff's vehicles are at on mileage. The fleet management policy was reviewed.

Discussion was held on per diem rates and tracking of receipts. It is not necessary to track receipts when using per diem. When using a credit card you still need to use the same per diem rates. Cash advance for trainings should not be submitted more than a couple of weeks in advance. There is a daily limit for the credit cards as well. Daily amounts are not rolled over with the credit card like what can be done with per diem money. Discussion was held on travel arrangements when attending conferences.

Discussion was held on the veteran's preference when hiring. Depending on circumstance a veterans spouse may qualify. The person interviewing has to be minimally qualified for the job. To qualify for the veteran's preference the veteran has to have served during a time of crisis/conflict declared by the President. The application needs to ask if they are claiming veteran's status and be able to provide evidence to that. Discussion was held on inter-department promotions in regards to veteran's status. Veteran's preference only applies to obtaining employment. The application needs to be adjusted to specifically address veteran's preference. Discussion was held on job descriptions. Annual reviews need to be done and documented.

The sheriff would like to move to an electronic time sheet that would have an electronic signature. Each person would have their own timesheet that would automatically add up the person's time. Discussion was held on electronic timesheets when compared to hand written timesheets. Clerk Mace indicated to the sheriff that the current time sheets will add the time for you if you use the electronic version.

Miscellaneous

Discussion was held on the Idaho Falls BLM RAC Committee. Commissioner Hurt spoke with Sarah Wheeler and she is excited to have Ms. Keller on the board. She would represent the public at large. It covers the area from Challis, Salmon, Burley, and to the Utah border. Deputy Clerk Jasinsky will write a letter of recommendation of Ms. Keller being on the Idaho Falls RAC committee for the commissioners to review and sign.

We have received the employee insurance surveys back and are waiting for Carlos Aponte to come count them.

Discussion was held on gravel pits. Commissioner Miller will meet with Ms Vik and Neal Jenkins this week.

Discussion was held on completing the wiring in the meeting rooms for the annex. The wiring Stephen Loosli wanted will not be done except for the speakers in the ceilings. The small computer will stay on a tray that can be moved from room to room. The small meeting room is getting more use but doesn't have the ability to do power point. He can get a lap top that will make it work. Commissioner Miller discussed with Mr. Loosli a meeting on May 4th that is scheduled by people in Wilford. Commissioner Miller clarified with Mr. Loosli what he is able to discuss with them.

Discussion was held on gravel pit requests. There are requests that have been submitted that are restricting what a gravel pit can do.

The state passed a new law on the public records requests that the first 100 pages of copies are free exempting what falls under other statutes such as maps. Clerk Mace is waiting for some clarification from Seth at Idaho Association of Counties before moving forward with the resolution.

Commissioner Lee Miller made the motion to approve the claims as submitted. Commissioner Jordon Stoddard seconded the motion. A full voice vote was heard with all voting in favor.

Discussion was held on the extension building offer. The buyer would be responsible for ADA requirements. The county would determine the dimensions of the lot and complete a survey. The county would do a title search.

Commissioner Jordon Stoddard made the motion to accept the \$36,000 offer from Gary Bidwell for the extension office and give Commissioner Hurt the authority to sign the closing documents on this transaction. The county will pay for title insurance and will clarify the property line. Commissioner Lee Miller seconded the motion. A full voice vote was heard with all voting in favor.

Commissioner Skip Hurt made the motion to approve the alcohol beverage license for D & K Enterprises LLC dba Dusty's Pit Stop. Commissioner Jordon Stoddard seconded the motion. A full voice vote was heard with all voting in favor.

Commissioner Lee Miller made the motion to approve two junior college applications. Commissioner Jordon Stoddard seconded the motion. A full voice vote was heard with all voting in favor.

Commissioner Skip Hurt made the motion to approve the minutes from April 11, 2011 and April 14, 2011. Commissioner Jordon Stoddard seconded the motion. A full voice vote was heard with all voting in favor.

Discussion was held on the Animal Damage Control request for funding.

Commissioner Lee Miller made the motion to pay the \$4,500 to the Animal Damage Control Board. Commissioner Jordon Stoddard seconded the motion. A full voice vote was heard with all voting in favor.

Clerk Mace presented to the commissioner the locations of the upcoming polling places. There will not be an election in Newdale for the library district. In Teton we have used the city building but it has been moved into the church to meet the requirements.

Discussion was held on the state board of tax appeals. Each commissioner was given a packet that explains the laws and what needs to be filed.

All three commissioners will attend the legislative review next week, and the BOE training on May 5th.

Commissioner Jordon Stoddard made the motion to amend the agenda to include an executive session IC 67-2345 (b). Commissioner Lee Miller seconded the motion. A full voice vote was heard with all voting in favor.

Commissioner Skip Hurt made a motion to go into executive session pursuant to IC 67-2345 (b) to consider the evaluation, dismissal or disciplining of or to hear complaints or charges brought against a public officer, employee, staff member or individual agent, or public school student at 4:17 p.m. Commissioner Jordon Stoddard seconded the motion. A roll call vote was taken with Commissioner Jordon Stoddard voting "Aye", Commissioner Lee Miller voting "Aye", and Commissioner Hurt voting "Aye". Commissioner Skip Hurt declared the meeting open at 4:50 p.m.

There being no further business to come before the board, the meeting was adjourned.

Skip Hurt, Chairman
Fremont County Commission

Attest: _____
Abbie Mace, Clerk