

JEROME COUNTY COMMISSIONERS

Monday, September 19, 2016

PRESENT: Charles Howell, Chairman
Catherine Roemer, Vice Chairman
Roger Morley, Commissioner
Jane White, Deputy Clerk

Meeting convened at 9:03 A.M.

COMMISSIONER COMMITTEE REPORTS

Commissioner Morley reported from a Jerome Chamber of Commerce ambassadors' luncheon where new Chamber members had been introduced. He had also attended a Republican Central Committee meeting.

Commissioner Roemer related from a Jerome 20/20 economic development meeting where she had heard a presentation from David Thibault with EHM Engineers; she later spoke with him about residential development within the County.

Commissioner Roemer had attended a Social Services Conference where one of the topics was medical reviews by Dr. Dammrose. She had also attended the Chamber luncheon.

Commissioner Howell brought information from a meeting of representatives from both Jerome and Twin Falls Counties who were in the preliminary stages of planning a Snake River Festival promoted by Southern Idaho Tourism.

Commissioner Howell had attended a Bureau of Land Management Resource Advisory Council meeting where he heard regional updates and a travel management plan. He had also attended Fair Board and Jerome 20/20 meetings.

BRENT CULBERTSON—MAINTENANCE MATTERS

Maintenance Supervisor Brent Culbertson was present.

Additional Cell Phone: Culbertson said it was too preliminary to discuss this matter.

Patrol Office Refurbishment: Culbertson said he was unable to begin refurbishment of patrol offices until the sheriff's department retrieved its materials from the offices. Discussion was held about replacing a sink and the items the cemetery board would like left in its office.

➤ Commissioner Roemer said she would like patching, painting, and new flooring in the offices.

FAIR MANAGER CANDIDATE REIMBURSEMENT

Discussion of this matter was delayed until the chairman of the Fair Board would be present later in the morning.

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DISCUSS EMERGENCY NOTIFICATION TEST

The Board discussed when to test the telephone emergency notification system. Commissioner Howell suggested combining testing with a fire drill.

➤ It was determined the department heads would train their employees on using the system and that the Board would consult the emergency management coordinator about overseeing a fire drill.

SIGN EXTENSION OFFICE BUDGET

The Board had reviewed a budget agreement between the County and the University of Idaho that Extension Educator Steve Hines had presented on September 12.

❖ A Motion was made by Commissioner Howell to authorize the chair to sign the County extension office agreement. It was seconded and carried with unanimous ayes.

APPROVE ATTENDANCE RECORDS

The Board approved attendance records for the September pay period for Garth Baker, Clint Blackwood, Arthur Brown, Brent Culbertson, and Bob Smith.

The Board had questions about the attendance record of Kyle Fisher and continued their meeting until September 21 when he could be present; the meeting was later changed to September 22.

BUSINESS AND/OR ADMINISTRATIVE MATTERS

Commissioner Howell announced that Richard Elorrieta, a former County employee, had passed away.

➤ The Board determined to send flowers for his services.

The Board signed a Time Clock Correction form for Clint Blackwood for September 10, 2016.

Commissioner Howell signed a catering permit for the Iron Horse Saloon, Shoshone, to be used at the Hilltop Grill & Pub, 402 DC Circle, Jerome, on October 1, 2016, from 12 P.M. - 5 P.M., and October 2 from 11 A.M. - 10 P.M.; and two catering permits for Landmark Beef, Hazelton, to be used September 20, 2016, and September 22, 2016, both from 5 P.M. - 1 A.M. at The Risk Barn.

Commissioner Howell reported he had spoken with Russ Moorhead, LCA Architects, about excessive water consumption at the new jail facility. He said Moorhead had a formula for estimated water usage and would investigate the matter.

CLINT BLACKWOOD—OFFICE OF EMERGENCY MANAGEMENT REPORT

Office of Emergency Management Coordinator Clint Blackwood was present.

Blackwood submitted and briefed the Board on his activities during the previous month. He said the new radio tower project had been completed. He had participated in the National Veterinary Stockpile full-scale exercise; a four-part Webinar series on the National Incident Management System; a back-to-school safety event; and an ad hoc committee meeting for the Local Emergency Planning Committee (LEPC).

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Blackwood had also distributed 120 copies of a new Emergency Response Guidebook, facilitated installation of equipment in the Emergency Operations Center, and had provided coverage for the County building inspector.

➤ It was determined Blackwood would train employees on using the phone emergency notification system.

ART BROWN—PLANNING AND ZONING MATTERS

Planning and Zoning Administrator Art Brown and Administrative Assistant Nancy Marshall were present.

Jail Storage: Brown said he would like to store boxes on metal bunks in the former jail in the Courthouse. He recommended changing a door lock for easy egress.

➤ Commissioner Howell said the Board would ask the maintenance supervisor to change the lock.

Personnel Budget: Brown advised the Board his “B” Budget might be short about \$5,000 due to hiring a temporary worker.

GARY WARR—FAIRGROUNDS END-OF-YEAR PROJECTS

Gary Warr, as chairman of the Fair Board, was present.

Fair Manager Candidate: The Board discussed with Warr travel expenses for a fair manager candidate. The county clerk had found that the County previously had paid travel expenses for an applicant for a County position.

➤ The Commissioners determined to pay for travel expenses for a candidate interview if a bona fide County application were received.

Jamie Rupert, interim Fair manager, was present.

End-of-Year Projects: Warr and Rupert requested expenditures from the fair capital budget line. They detailed needs for restrooms that would be compliant with Americans with Disabilities Act (ADA) requirements; electrical improvements; striping of a parking lot; tree removal; signage; a water trough replacement; curbing; grass seed; gravel; and more panels for pens.

❖ A Motion was made by Commissioner Morley to approve not more than \$12,000 for fairgrounds maintenance work, to be taken out of the capital fair account as presented by Gary Warr and Jamie Rupert. It was seconded and carried with unanimous ayes.

Meeting recessed at 12:01 P.M.

Meeting reconvened at 1:20 P.M.

DOUG McFALL—PURCHASE OF BREATH-TESTING MACHINE

Sheriff Doug McFall and Clerk/Auditor/Recorder Michelle Emerson were present.

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Sheriff McFall said his department was in need of a breath-testing machine. Emerson advised the necessary funds could be taken from either the current budget or the 2016-17 budget.

❖ A Motion was made by Commissioner Morley to allow Sheriff McFall to begin the process of obtaining a Draeger 4460 for \$10,475. It was seconded and carried with unanimous ayes.

ELECTED OFFICIALS—EARLY RELEASES

Present were Treasurer Tevian **Ekren-Kober**, Clerk/Auditor/Recorder Michelle **Emerson**, Deputy Prosecutor Mike **Seib**, and Sheriff Doug **McFall**. Assessor Rick Haberman could not be present because of a family emergency. Larry Hall was also present.

Commissioner Howell told those present that the Board's legal counsel had advised that only the Commissioners have the authority to allow early releases from work with pay because they are responsible for the County funds.

Sheriff McFall said he allows his administrative staff to work on Veterans Day instead of the day after Thanksgiving.

Seib approved of McFall's decision because the number of hours worked and the pay were the same. He further explained that if employees are released from work early without the Commissioners' approval that they would need to use accrual from their paid time off or comp time.

➤ It was determined Seib would draft a memo to all employees explaining the County's early release policy.

Fire Drill: Ekren-Kober suggested that Courthouse employees meet in the Jerome Public Library if they are evacuated from their building.

MIKE SEIB—LEGAL COUNSEL

Attorney Mike Seib was present.

❖ **Executive Session:** 2:12 P.M. – A Motion was made by Commissioner Howell to go into executive session per Idaho Code Section 74-206(1)(b) regarding personnel. It was seconded and carried with a unanimous roll call vote.

2:35 P.M. – Return to open session.

Employee Manual Changes for Extension Office: As a follow-up to Extension Educator Steve Hines's request on September 12, Seib recommended that the Commissioners consider an annual request from the extension office to increase and carry over comp hours for the 4-H coordinator rather than amend the Employee & Supervisor Manual.

➤ Commissioner Roemer said she would notify Hines of the Board's decision to follow Seib's advice.

Employee Manual Changes for Per Diem Reimbursement: The Board continued its September 12 discussion of whether to continue to allow reimbursement for meals that are provided at employee conferences.

Commissioner Howell suggested changing the Employee & Supervisor Manual to state that a per diem rate would not be allowed if more than one meal were provided at a conference.

➤ The Board requested that Seib bring back suggested language to change the Manual.

Economic Development Agreement Procedures: Larry Hall was present. Commissioner Roemer said she had conferred with Hall as executive director of an economic development group and with Seib about confidentiality for residential agreements.

➤ Seib said he would research for an exception of the confidentiality of a public record.

The Board agreed to offer the services of Hall to the Planning and Zoning Commission for updating the Comprehensive Plan.

READ AND APPROVE MINUTES

❖ A Motion was made by Commissioner Howell to approve the minutes of September 12 as presented. It was seconded and carried with unanimous ayes.

INDIGENT MATTERS

❖ A Motion was made by Commissioner Morley to follow staff recommendations regarding indigent matters. It was seconded and carried with unanimous ayes. Denied was Case No. 1516-133; dismissed was Case No. 1516-102.

Meeting recessed at 3:03 P.M. until Thursday at 9 A.M.

Respectively submitted:

Jane White, Deputy Clerk

Charles M. Howell, Chairman

Catherine M. Roemer, Commissioner

Roger M. Morley, Commissioner