

**JEFFERSON COUNTY COMMISSIONER MEETING MINUTES
MARCH 25, 2019**

Meeting called to order at 9:00. Those present are Commissioner Clark, Commissioner Young, Chairman Hancock, Prosecutor Paul Butikofer, Planning & Zoning Kevin Hathaway, Sheriff Steve Anderson, Noxious Weeds & Invasive Species Mitch Whitmill, IT Garn Herrick, Treasurer Kristine Lund, Assessor Jessica Roach, Emergency Manager Rebecca Squires, Probation Tammy Adkins, Extension Office Lorie Dye, Parks & Recreation Mickey Eames, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Paul Butikofer. Prayer offered by Chairman Hancock.

COMMISSIONERS – ELECTED OFFICIALS – DEPARTMENT HEADS

• **STAFF MEETING**

[9:02:12 AM](#) Planning & Zoning Kevin Hathaway said they are working compliance cases. Have settled about thirty-five of these. Building permits have been up for the first two months. Will be getting ready to move and get settled. Had a legal phone conference on Municode updating the ordinances and codes. Took about two hours but this is coming together well. Should have another draft agreement in a few months that they will pass out for everyone to review.

[9:04:28 AM](#) Sheriff Steve Anderson said they have been busy. Had a deputy get into an accident. She is fine but they will have to get the vehicle fixed. Will be meeting with the Judge, Paul and Colleen tomorrow about a possible change of venue for a murder trial. Paul said trial would be around the first of May. The change of venue hearing should be around April 1. Once the Judge signs the change of venue the inmate will need to be housed in our jail. This is a murder trial so he will be a high risk inmate.

[9:06:43 AM](#) Prosecutor Paul Butikofer said they got another bid for moving their furniture the first one was \$4,500. This second company gave them a bid for \$900 so they will be going with them. Also may use Road & Bridge to help move some of their additional items. Commissioner Clark asked if the county gets any compensation for the murder trial. Sheriff Anderson said he will be sending a bill for inmate housing to Custer County. Colleen thinks Custer County will have to pay for the jury. Commissioner Young asked how they got picked. Sheriff Anderson is not sure. Chairman Hancock said he thinks it was court space. Paul said the attorneys had a motion for request to move and the Judge picked Jefferson.

[9:10:19 AM](#) Probation Tammy Adkins said her voice is gone. Will be planning to move this week. Will want to look at where they want to put their shed because she does not want this to be in anyone's way. Have a crew coming Thursday afternoon to move. Chairman Hancock said he will be around. Tammy said they made plans for 2:00 on Thursday as long as they are still on track. Will they be able to work out of their new office? Chairman Hancock said they would have to wait until April 1. Paul asked on the elevator. Chairman Hancock said as of Friday it was not in. Bryan Briggs said it is not in but they are putting in ceiling tiles. Chairman Hancock said they will start going through and doing a punch list.

[9:14:28 AM](#) Emergency Manager Rebecca Squires said it is the time where they will start watching the river. Palisades is at eighty-two percent full with daily inflows are 3,000 and kicking outflows up to 7,500 cubic feet per second. Island Park is at 127 percent of normal snowpack. Daily inflows are 500 and outflows are up to 700 this week. We are not flooding or in imminent danger of flooding. Have an Local Emergency Planning Committee (LEPC) meeting at 10:00 on April 9. The National Weather Service will be here and the FBI will do a briefing on what they do here. Will send out an agenda. On HR will be talking about updates to the personnel policy. ICRMP has provided a sample policy this is their suggested policy so they are bringing their policy into harmony with this policy. Is a process they are still in the baby stages. If anyone wants to offer their suggestions they can attend this. It is time for personnel performance evaluations. Before they do the evaluations make sure they have their job descriptions where they need to be. If they make any changes to the job descriptions make sure she has an updated copy. Kevin thought ICRMP wanted these done more than once a year. Rebecca said this is up to the local jurisdiction ICMP does not dictate what they do. Policy is currently annual and more often if a situation warrants. This is more of a coaching. Is at least an annual snapshot of where the employee is at. If they need forms let her know.

[9:18:12 AM](#) Treasurer Kristine Lund has been gone for a week so she does not have anything.

[9:18:26 AM](#) Noxious Weeds & Invasive Species Mitch Whitmill said they are gearing up for spring and things on the roadsides. If they need help moving into the courthouse they will be available to help. Public auction will be having another one go online on April 24. The deadline for information will be April 17. Sheriff Anderson thanks him for doing this it was helpful for them. Mitch said this has worked pretty well and have gotten good values. Will do this every quarter this year and go from there to see how often they need to do this. Rebecca said she can put this on the website and social media to help move the items.

[9:21:42 AM](#) Extension Office Lorie Dye said everything is in full swing. Saw the latest numbers on traditional 4-H programs and we have the largest in the state. Traditional means clubs with leaders. Have an amazing group of people that work hard for the youth. Looking for a move in date. Have a conference all week asked if they could put their desks in. They are putting these together if they could move their boxes in. Chairman Hancock said they do not have to move in. Have to make sure the contractors are ready. They

are pushing the rooms they need done first. Commissioner Young said they did not want boxes in their way. Lorie said they are okay where they are. Asked when the evaluations are due. Rebecca said policy does not give a due date just in March or April. These are needed for the budget.

[9:23:52 AM](#) Parks & Recreation Mickey Eames is gearing up. Will be planning a community cleanup day. Found an issue with their fence because the neighbor came down letting them know the fence was down realized they have rotten posts. Have chain link from the tennis court that they will put up. Dennis will be helping her out there. Getting her backhoe fixed. Have a lot of stuff to get ready. Got the bid out on the website for the wall between Highway 20. Will have a walkthrough tomorrow.

[9:25:44 AM](#) Lorie said Amanda Hickman and Sue Walker are 4-H assistants they got a shooting sport grant for the pellet guns and archery. This is a big program. All of the leaders have to go through an extensive class on teaching youth to shoot. Long-term goal is an inside sport shooting range. One of the things they are hung up on is land where they can locate this. Can get a grant for a building but the land would be a problem. If anyone could head them in the right direction let her know. This is the next five year goal if anyone has ideas.

[9:27:21 AM](#) Maintenance Corey Smith said everything has been going well. Working with D.L. Beck on how they will be running the building up there. Chairman Hancock asked if they have supplies for filling up the dispensers. Corey said they do and will go get that done. Chairman Hancock said they had to change controls on this building do they have this fixed. Corey said they think they do. Had the wrong type of wires thinks they have this all fixed. Chairman Hancock said so everyone knows they have had issues in this building and the jail so they hired Precision Controls and they found that they had controls that were not right. Corey thinks they ran out of a specific wire and used whatever they had. Sheriff Anderson said it is better in the jail. Corey said if they come into a cold office let them know.

[9:29:45 AM](#) Janitorial Bryan Briggs does not have anything just trying to keep things cleaned up. Cleaning up the new building.

[9:30:01 AM](#) Assessor Jessica Roach busy with reappraisals right now. Hired a new motor vehicle clerk so hopefully this will help with the lines. Is the new contact for GIS so contact her or Eric for now. Hopefully in a few months this will go back to normal. Mitch said they were going to do a training on their mapping system. Jessica will get with Eric and set a time for training.

[9:32:00 AM](#) IT Garn Herrick said the IT is operational over in the annex. Are just waiting for desks and computers. Phones will be changed for Lorie, Tammy and Paul. Phones will not work on Friday and will be working Monday at the annex. All the numbers will stay the same. If they have any business have them call in Monday or Tuesday. Are intergrading the lines into Blackfoot Communications. Have to get this activated with the new carrier. Paul said they will not have any phones as of Friday. Garn said around noon is what he has been told. Paul said this will put them in a bind. Can they forward the line? Garn said they could forward this to a cell phone number. Paul asked if this would give out their cell phone numbers. Garn said only if they call them back without blocking it. Tammy said Friday they will be cut off and will not work again until Monday. Will have to change drug testing. Kevin asked if theirs will be off. Garn said no they are already in the system. Tammy said they will not be working until Monday. Garn said they have to change carriers. Would not do anything on Monday. Tammy does not want individuals calling their cell phones all weekend about drug testing.

[9:35:40 AM](#) Clerk Colleen Poole said while talking about this reminds those getting new equipment make sure they get them on their inventory and get county tags. These are done in the fall but this will keep them up to date. Marilyn has county tags. They are working on the personnel policy. Have a key committee meeting Wednesday at 10:00 should not take too long. Knows Rebecca already mentioned the budget she will be getting their budget worksheets to them. These are due the third Monday in May. Sheriff Anderson asked when she would have their sheets. Colleen said within the next month.

[9:36:54 AM](#) Commissioner Clark does not have anything. Have a great county and appreciates working with each of them.

[9:37:18 AM](#) Commissioner Young thinks they are making progress and is good to be with them.

[9:37:31 AM](#) Chairman Hancock said they have a quick update on the building. Every time they think they have a firm date the contractor throws something at them. Have been meeting with the contractors every week. Building does look really nice. Thinks they will be happy with the facility. Has been a lot of work and the contractors have been working hard. Last glitch they have had some issues with the elevator but it should be installed today or tomorrow. Before they can use this they have to have a state inspector inspect the elevator. Has been notified they want to use this on Friday. Are very close. Road & Bridge did some smoothing out on the parking lot. Will put some gravel down at the end of this week. This will be provided that the weather cooperates. Mitch asked about any ground work they need to address. Can put down a pre-emergent in the parking lot. Chairman Hancock said they will pave this as soon as possible probably around May. Mitch said he will work with Dave on this. Dave is over taking a CPR class at his office today.

[9:40:59 AM](#) Chairman Hancock knows that the water issue really put them behind. Knows that Planning & Zoning is really busy have been doing a lot of work. Working on Municode and ordinances. A lot is taking place within the county. Lorie asked about getting keys when they move in. Chairman Hancock said they do not have any keys yet. This will go through John Wolfe. None of them have any keys. There will be a partition for Tammy they will have to come through the side door and be buzzed in. This way they only have access to Probation Office. Will have a camera and button system for after hours. Paul asked if there is a camera in the Prosecutor's Office. Garn said they would have to ask John.

[9:44:39 AM](#) Kevin asked about putting storage in the basement. Chairman Hancock said he will ask. There is an area on the northwest side that could possibly hold storage. Thinks it could be pretty soon but will have to check with the contractors. Appreciates everyone and the work they do.

COMMISSIONERS

- **NEW BUILDING PROJECT – (ACTION ITEM)**

[9:48:49 AM](#) Chairman Hancock gave most of the information in the staff meeting. Colleen said they have not done anything as far as chairs for the conference room. Chairman Hancock said they are going to have to. Have not looked at any desks either. This is something they need to think about. Has been shown a lot of chairs by Kevin who has looked into this. Commissioner Young said they are trying to get Prosecutor and Probation settled first. Asked if they have the elevator in the building yet. Chairman Hancock said they did not as of Friday. Will have to go over after the meeting and check on this.

PROSECUTOR – PAUL BUTIKOFER

- **LEGAL COUNSEL: EXECUTIVE SESSION IC 74-206 FOR PERSONNEL, HIRING CONSIDERATION, EMPLOYEE EVALUATION AND COMPLAINTS (1)(A) & (B), PENDING LITIGATION (1)(F), OR DELIBERATIONS ON LABOR NEGOTIATIONS OR PURCHASE OF PROPERTY (1)(C) – (AS NEEDED)**

[9:51:41 AM](#) Motion by Commissioner Young to go into executive session 74-206 (F) - Legal. Second by Commissioner Clark. Roll call taken. Commissioner Clark –aye, Commissioner Young- aye, Chairman Hancock – aye. Motion passed.
Open session 9:59

COMMISSIONERS

- **APPROVE COMMISSIONER MEETING MINUTES – (ACTION ITEM)**

[9:59:16 AM](#) Motion by Commissioner Clark to approve commissioner meeting minutes from February 11, 2019 and February 19, 2019 with noted changes. Second by Commissioner Young. Roll call taken. Commissioner Clark –aye, Commissioner Young- aye, Chairman Hancock – aye. Motion passed.

CENSUS BUREAU – MARC SUNDERLAND

- **CENSUS COMMITTEE – (ACTION ITEM)**

[10:05:58 AM](#) Marc hands out a packet on the 2020 census. (**Exhibit A**) Have this presentation on this PowerPoint in the packet. Marc Sunderland lives in Madison County. Is a Partnership Specialist. Knows there is always a group that will comply with the census. This is for those who will not take the census without some additional help and information.

[10:08:32 AM](#) Goal is to count everyone once and only once and in the right place. Real purpose of why we do a census is this is Article 1, Section 2 of the US Constitution. There is a pot of \$675 billion that is distributed annually. They apportion these funds out based off of these numbers. Get about \$2.4 billion for Idaho. This comes down to approximately \$1,473 per Idahoan.

[10:10:42 AM](#) Census also pays for transportation, job training centers, school programs with school lunch and Head Start programs, senior and foster care centers, housing, Medicaid and Medicare.

[10:10:55 AM](#) Goals for the 2020 census is to maintain quality and reduce costs. Four areas of innovation include efficiency in building an address list. This is for address updaters. Have easier ways to respond. This will be the first time they can reply online. Will send a post card and unique identifier to complete this online. There are also phone, paper and in person options. If they have not responded by the fourth mail out they will send the form out to be completed. Trying to use information they have and be more efficient. US Congress required some cuts in their budget so they have created some more innovated ways to save.

[10:13:01 AM](#) Focus is the Eastern part of Idaho and meeting with counties in the area. Impact to the region had seventy-five to eighty percent who had responded by mail in 2010. Had 27,700 to 34,600 residents that required a follow up by a census knocker.

[10:13:50 AM](#) Impact to the community. They estimated 31,500 individuals were not counted in Idaho. This is money they miss out on. Consider each person counted earns approximately \$1,473 so that is a loss of approximately \$460 million.

[10:14:10 AM](#) Looking for help in the hard-to-count populations. These include racial and ethnic minorities, low income, persons that do not speak English fluently, LGBT community, undocumented immigrants, children under 5, homeless people, triable members and those in rural communities.

[10:14:44 AM](#) Looking forward now at how they can work together to ensure a complete count in 2020. Is here to ask to make a committee to provide outreach for those hard-to-count populations. Identify community organizations in the city that work directly with the hard-to-count population and would be a good partner for outreach.

[10:15:22 AM](#) Community Partnership and Engagement Program. (CPEP) Encourages community partners to enroll to increase participation. Need to educate people about the 2020 census. Encourage citizens to respond. Engage by reaching out to those hard-to-

count groups. Has a diagram of individuals to complete this committee. Usually are experts in government, media, workforce development, business, education, community organizations and faith based organizations.

[10:16:17 AM](#) **Prosecutor Paul Butikofer left room**

[10:16:20 AM](#) Timeline right now they are in the education phase. Starting April 1 will begin into the awareness phase. Census day will be known as April 1. Need these results by December 31 which is nine months after they start the census. Have a Motivation phase begins March of 2020 through May of 2020. Reminder phase then goes from May of 2020 to July of 2020. Then last they have a thank you phase starting in July of 2020. Need local government and community leaders to participate highlighting how easy, important and safe it is to participate.

[10:18:04 AM](#) Go back to the recruiting they do have several job opportunities where they can be paid anywhere from \$13.50 to \$15.00 an hour. Are looking for several people in the area. Local face is easier to accept plus they have familiarity with the area. Have to be US Citizen, at least 18 years old and have a valid email address. Looking for address listers right now. Next they will be looking for door knockers. Here to ask if Jefferson County could support this with a count committee.

[10:19:52 AM](#) Chairman Hancock asked if they have gone to the state. To see other departments they would like on this committee. Does not see a problem with one commissioner being on this. But who goes out to get the rest of these individuals. Marc said this would be a partnership portion. Those that are no direct connections he would be willing to make that connection.

[10:20:44 AM](#) Commissioner Young asked what they would do. Marc said Rexburg completed their count committee last week and invited those with a vested interest. Head of hospital, superintendent with school district, mayors and commissioner. Identified the director of development would chair the committee because he had the most invested. The census data provides funding and they had already looked at their shortfall. Have a high dollar amount they were missing out on. Brought them in to help spread the word for the right demographic. Hospital said if they have basic information pamphlets and flyers they could put these throughout the hospital. If they need to use the library computers to fill out the paperwork to be recruited or to take the census itself. Have the school district willing to put census information at tables while they are in registering for classes. These are ways to encourage they get the census done with individuals they trust. There are several different ways of working on things within the community.

[10:24:48 AM](#) **Prosecutor Paul Butikofer is in room**

[10:24:50 AM](#) Marc said they are heading into the summer season and have a lot of outdoor events. Having a schedule of events ahead of time would be helpful. This is why a count committee exists. Wants everyone to come together for a discussion.

[10:25:23 AM](#) **Prosecutor Paul Butikofer left room**

[10:25:26 AM](#) Marc said this is for everyone to come together and move forward in this area. Could have the county start this with maybe a letter to the city, clerks and school districts getting this information out. Chairman Hancock said they would need to have a lead with county commissioners. Could ask by sending out letters to mayors, superintendents and ask them to come into a meeting. Would need to coordinate with him to get packets with education for these individuals. Could do different groups. Get cities on board. Most traffic would be with the school districts. Commissioner Clark asked if they would have flyers so they have something they could handout. Marc can bring packets like he has provided today. There is a training slide for what the committee would be there for. Commissioner Clark asked once the committee is together where they would find this information. Marc said they do have these on line. Could also email the information out. Would appreciate it if they put their census icon on the county website letting individuals know the county supports the census. Could also let individuals know of jobs which can be very flexible and it a limited timeframe. Would rather hire local people.

[10:30:07 AM](#) Chairman Hancock said they will discuss this as a commission to decide how they will handle this but are on board to get this done. Asked a timeline. Marc said they are looking at the first part of April and functional by mid-May. This way they know why they are here and where they need help. Can provide one of the clerks he had spoken with all of this information.

[10:31:34 AM](#) Marc said they have a tool called response outreach area mapper. This shows all of the areas within the county that did not respond well to the last census from 2010. Shows areas that have not wanted to participate in the past. Brings up the census tracker and in the Rigby area breakdown there is 7,611 counted and 19.5 percent did not respond. Further this shows twelve percent are in the poverty level. It breakdowns who lives in this area. This gives them the best way to approach the area. In the Ririe area nineteen percent did not respond out of 12,000. Lewisville and Menan area had 15.9 percent did not respond out of 4,225. Have starting point information. Roberts had 22.2 percent that did not respond. Knows this is a larger area with less people. This has a breakdown on where they need improvements. Helps show them where they need to focus. This provides an opportunity where to start. This is census data so you cannot pick out one individual.

[10:36:41 AM](#) Commissioner Young asked the process once they have the counters and the committee. Marc said the counters work out of office in Boise. This is based off address. Once they respond to the census they are removed from the list for the next round. Last part of the process are the door knockers. Chairman Hancock said they are trying to get the word out to individuals and then they will take the initiative to get the census completed. Commissioner Clark said they need to reach those that do not want to share information for certain reasons. They need to realize this needs to be done. Marc said another question is if they are or are not a citizen. It has been reintroduced because the last time they counted actual citizens was seventy years ago. Some will not want to tell

them this information. Do not trust where this information will go. This has been going on for so long. Only time this is released is when it goes to the national archives after seventy-two years. This is how it is protected. There are legal precedence on this but the constitution set this to count and that is the only purpose. This is encrypted and protected. Everyone that works for the census has to take an oath of office. If he discloses any information he could face jail time or penalties. This is not handed off. They only want to count you where you are.

ROBERTS FIRE DISTRICT – JERRY VAN LEUVEN – BEN POSTON

- **IMPACT FEES – (ACTION ITEM)**

[10:41:27 AM](#) Ben Poston lives at 2866 E 664 N in Roberts is a fire commissioner. Jerry Van Leuven is also a fire commissioner lives at 797 N 2850 E in Roberts. Jerry said they were given information that they have some money in the impact fees. Understands this is for new equipment for the department due to growth. Have purchased a used Hemtt tender 2,000 gallon tank that gives them additional use for fire suppression. This had come to them through grants with the wildland fire program. Will look at putting new equipment on this including valves. Chairman Hancock asked amount. Jerry said they have \$758.

[10:43:42 AM](#) Ben said they spent so much time out on the desert. Big shortage on the desert was water tenders. Are supplying other departments with water. This will allow them to get out farther in the desert. Jerry said this leaves the other tender available. As they look at this they see the amounts are lower than other fire districts. Knows they have growth they have added about sixty new homes. Chairman Hancock said along this line they are looking at the comprehensive plan and the impact fee agreement. Will be asking for input while they look at this again. Will have to do this by resolution. Will revisit this and will ask their input on this. Are in the process. Have a few issues ahead of this. Ben wanted to bring this up to know where they were in the process. Chairman Hancock said they can release the funds with a motion. Will address this with all entities. Jerry said to maintain the level of care they may need to put a satellite unit out there with a QRU especially if they make their own ambulance district.

[10:47:01 AM](#) **Motion by Commissioner Clark to release impact fees of \$758 to Roberts Fire District. Second by Commissioner Young. Roll call taken. Commissioner Clark –aye, Commissioner Young- aye, Chairman Hancock – aye. Motion passed.**

PUBLIC WORKS – JERRY RAMIREZ – KERRY ROMRELL

- **UPDATE**

[10:49:04 AM](#) Jerry said they will start on the courthouse on Wednesday. Chairman Hancock said they need to make sure they are out of the way. Jerry said they should be out of the way by then. Chairman Hancock said he told the group earlier they will get the sub base to grade and put gravel on top of this. Will wait until the asphalt plant is up. Jerry said this will be weather permitting. The asphalt plant should be opening on April 1. Will be hauling sand out to the lake tomorrow. Kerry said that they had some issues with a road grader transmission. This is their third newest. Have some issues they need to get taken care of. They are not set up to pull a transmission in their shop. Western States will rebuild the transmission. Chairman Hancock said labor is as much as the parts. Asked hours. Kerry said 7,343. This is the third newest. It is used here in Rigby. Chairman Hancock asked any reason it went out.

[10:52:55 AM](#) Kerry talked to CAT mechanics they say county government had the other two machines and both had transmissions put in around 6,000 hours. Pounding snow is hard on these. Made it a little longer than the other two. Chairman Hancock said the flip side a lease cost is \$25,000. Commissioner Young asked how the other items are on the machine. Kerry said once this is fixed it will last years. It does not get as much use. Chairman Hancock this one does not get as much use. Kerry said they got this in 2008. Chairman Hancock said that is ten years and put about 2,500 hours on this. Will be a big hit on the repair budget.

[10:57:36 AM](#) Chairman Hancock said they will have crews here and patching holes. Jerry said the durapatcher is going right now. Chairman Hancock asked if the paver is ready to go. Kerry said they have to get some updates on it. It is down at CAT. Chairman Hancock said it puts down a nice road. Do they still have the roller? Kerry said as far as he knows. Once they start working on the parking lot they will be going to get this. Chairman Hancock said they allowed conditions and money to put down on this. Does not want to lose this. They do not want to rent this. It may have issues but they could write this in the purchase agreement to fix any issues. Kerry said they had gone through this when they first got this in. Chairman Hancock said they are salesman they will sell this if someone comes to buy it. Jerry said the new employee will start the first of next week. Kerry said the truck is ordered. Got the bed price from Utility on a Williamsen bed. Was not able to do the plow so was supposed to get a comparable price. Was at \$60,000 but did not show a breakdown.

PARK & RECREATION – MICKEY EAMES

- **FLOATING WATER PARK VENDOR APPROVAL – (ACTION ITEM)**

[11:02:44 AM](#) Mickey is back on the vendor approval for the floating water park. Weston put everything together into one contract. Put together a waiver for all the people to sign before they enter. Modified section thirteen and fifteen. Chairman Hancock said they

went down to four percent. Mickey said they did but thinks they will be amazed at how many people will use this. It will be \$7 to \$10 an hour. Paul came over and looked this over today and did not have any issues. Chairman Hancock said they have discussed this numerous times.

[11:05:41 AM](#) **Motion by Commissioner Young to accept vendor agreement with Construction Solution, LLC for the floating water park at Jefferson Lake for the 2019 season with a four percent fee vendor fee. Second by Commissioner Clark. Roll call taken. Commissioner Clark –aye, Commissioner Young- aye, Chairman Hancock – aye. Motion passed.**

ASSESSOR – JESSICA ROACH

- **EXECUTIVE SESSION 31-874 & 74-206(D) – RECORDS EXEMPT FROM DISCLOSURE**

[11:07:28 AM](#) **Motion by Commissioner Clark to go into executive session 31-874 & 74-206 (D) – Records exempt from disclosure. Second by Commissioner Young. Roll call taken. Commissioner Clark –aye, Commissioner Young- aye, Chairman Hancock – aye. Motion passed.**

Open session 11:28

[11:28:22 AM](#) Chairman Hancock said were discussing donation of PTO between employees.

- **DONATION OF PTO – (ACTION ITEM)**

[11:29:05 AM](#) **Motion by Commissioner Clark to allow employee #278 to donate thirty-five hours of PTO to employee #185. Second by Commissioner Young. Roll call taken. Commissioner Clark –aye, Commissioner Young- aye, Chairman Hancock – aye. Motion passed.**

SOCIAL SERVICES – AMY JOHNSON

- **EXECUTIVE SESSION 31-874 & 74-206(D) – RECORDS EXEMPT FROM DISCLOSURE – CANCELLED**
 - **APPROVAL OR DENIAL OF INDIGENCY APPLICATION – (ACTION ITEM)**

HUMAN RESOURCES – REBECCA SQUIRES

- **PERSONNEL POLICY UPDATE**

[11:30:45 AM](#) Rebecca is going to bring this up on the screen to go through a draft. What would they like to go over today and accomplish. Chairman Hancock thinks they could look at what needs to be pulled over. Rebecca said right after the cover this is contained within the ICRMP is in the dark. There were some items listed that needed to be added the next time they did an update. Access to employee files technically the HR Director does not have access to these files. There are times when background checks come in correcting this in the policy would allow her to do her job. Another thing during a major event and disaster may train key employees for disaster jobs. Many are hired for a job and then have a disaster job. Say they have a missing child they could pull from these individuals to help with the situation. Could be tracking financial information or providing food. These are things that she would need help doing. Commissioner Young is not sure they want to inquire this into the policy especially if this is not paid for. Rebecca said they would be paid. Chairman Hancock said they would just be diverted from their normal job. Colleen likes the idea that they could pick a disaster job and have it be something they are interested in. Commissioner Young asked about training. Rebecca said to be disaster prepared may take them away from their jobs. Commissioner Clark said some of this may be coordinated with their jobs they have and may not need a lot of training. Commissioner Young thinks the thought is nice just worried if it turns into a lot of hours. Rebecca said in times of disaster these are reimbursable. Could reach out to other colleagues to see if they have this in their policy.

[11:41:11 AM](#) Rebecca said she has taken out credit union memberships this was a relic from the past. Has taken out that only the commissioners create policy because the sheriff as elected official can make policy as well. Want to be careful here. Thinks this other part could be a resolution that her job exists not sure it needs to be in the policy. Next part is specific to Jefferson County this is standard procedure for when employees are hired. As a new employee this is the first document they see. This shows employment forms that need to be returned. Chairman Hancock thinks they should move this over. Chairman Hancock asked if the recording system has everything correct now. They had some issue with the timecards on being paid and not being paid correctly. Had to do an audit at the Sheriff's Office. Sheriff's Office was not keeping accurate time of leave and comp time employees had accrued. Marilyn did not have an automated system and went by what she thought and the Sheriff's Office system did not jive. People were stating they had more hours than they had. Went back for five years and got them on a system that can be tracked. Rebecca thinks the computer based system should fix this. Audrey said this system came on right after she started so was around May of 2015. Rebecca thinks this will correct any issue because they document all PTO and comp time. Colleen said they did paper time cards that were transferred to green sheets. Mickey said there were too many hands in this when this was going on it was a mess. Chairman Hancock said they cleaned this up. Rebecca said she would like to incorporate this into another paragraph later in the policy. Commissioner Young does not like statements that say in a timely manner. Chairman Hancock said if they could add instead to complete this daily or at least weekly. Rebecca said from one week to the next it can be hard to remember.

[11:51:08 AM](#) Rebecca said distribution of policy everyone gets one and they have to sign for this. Usually initial when they redistribute. When she came on it was a discussion on where employee files should reside. Strongly recommends if it is not in the payroll office it does not exist. Guided department heads while keeping a log in their office that is fine if these are minor issues. At annual performance may want to document any of these notes. One problem they have is an employee can at any time see the contents of their file. If this is in the department head's office the employee does not have access to this. Really critical to not allow department heads to keep a file. Background checks are not available to the employee so she thinks they should take out all materials since some materials may be exempt. Could work with legal on this. Commissioner Young said all materials is too inclusive. Rebecca said she can work on this if they agree on the concept.

[11:55:53 AM](#) Rebecca said this is what was mentioned earlier. Goes over who has access to a personnel file. It is the payroll clerk, supervisor or elected official, commissioners when acting on official business, attorney and employee. Need to add HR Director to this list. File should not be removed from premises they can have a copy of the file. Only time a file may be removed is for a legal case but thinks they would still take a copy. Goes over the next paragraph is not added and has no problem with this.

[11:58:46 AM](#) Rebecca said the next section all personal performance and behavior is in this one. Thinks number one is redundant. Goes down to workplace conduct. Most of these are there. Chairman Hancock said two has a change. Rebecca calls these the Bob rules because Bob messed up so now they have added rules. Just because they did not hire an individual they supervise them. Add in number four. Would delete the end of eight they do not need the reasons why. May look at nine and ten and combine these. These are fairly redundant. Commissioner Young asked if they have an accident form they fill out. Thinks they should put the form number in here so they reference the exact form. Rebecca could look into that. Chairman Hancock said this only goes over injuries to employee not equipment. Rebecca said they could have one bullet on workman's comp injury and another on damage to equipment. Commissioner Clark said the whole paragraph needs some work. Not sure if some of these statements need to be in there. Rebecca said a policy is to redirect performance. Chairman Hancock said they could change this as assigned work. Rebecca said they have to pay them if they work through their lunch. Work related complaints they covered payroll and complaints. Chairman Hancock said that fourteen could be deleted. Stop here for today. Will keep this on the agenda to keep reviewing this.

CLERK – COLLEEN POOLE

- **TAX EXEMPTIONS – AG EXEMPTIONS – (ACTION ITEM)**

[12:09:14 PM](#) Colleen has one tax exemption. This is for School District #251. Colleen said believes this is a trailer they use for seminary.

[12:11:16 PM](#) **Motion by Commissioner Clark to approve tax exemption for Great American Financial Services for Jefferson County School District #251 for parcel #RPA0000184250. Second by Commissioner Young. Roll call taken. Commissioner Clark –aye, Commissioner Young- aye, Chairman Hancock – aye. Motion passed.**

[12:13:07 PM](#) Colleen has four ag exemptions. Commissioners review. Chairman Hancock said this one they have a schedule F but the animal cost them \$1,650 and only sold it for \$1,000. It says it is gross revenue of \$1,000 so does not necessarily mean they should profit.

[12:15:41 PM](#) **Motion by Commissioner Clark to approve ag exemption for parcel #RP05N39E313016. Second by Commissioner Clark. Roll call taken. Commissioner Clark –aye, Commissioner Young- aye, Chairman Hancock – aye. Motion passed.**

[12:16:56 PM](#) **Motion by Commissioner Clark to approve ag exemption for parcel #RP04N38E341300 for Gary Clark. Second by Commissioner Young. Roll call taken. Commissioner Clark –aye, Commissioner Young- aye, Chairman Hancock – aye. Motion passed.** Commissioner Clark clarifies there is no relation.

[12:17:38 PM](#) **Motion by Commissioner Young to approve ag exemption for parcel #RPE003600010010 as per attached for Nola Hale with Gunderson Enterprises. (Exhibit B) Second by Commissioner Clark. Roll call taken. Commissioner Clark –aye, Commissioner Young- aye, Chairman Hancock – aye. Motion passed.**

[12:18:46 PM](#) **Motion by Commissioner Young to approve ag exemption for parcel #RP04N39E340100 for Chad Curtis. Second by Chairman Hancock. Roll call taken. Commissioner Clark –aye, Commissioner Young- aye, Chairman Hancock – aye. Motion passed.**

SHERIFF'S OFFICE – DEPUTY MIKE MILLER

- **MOBILE COMMAND CENTER PURCHASE – (ACTION ITEM)**

[12:19:49 PM](#) Deputy Miller said this is actually a discussion on purchases for the mobile command center. Not buying a new vehicle. Started thinking about this they should have used this more last year. They had a lot of big events. Can run dispatch services for the event out of there and dispatch takes care of normal traffic. Found they have limitations on this because they bought this in 2004 and technology that is out now was not available. Look at the quote from AT&T this is for a Cradlepoint. Device they put the antenna on

the vehicle is wireless. Garn said this is a cellular connection that turns into Wi-Fi. Deputy Miller said when they are on an event they would have Wi-Fi there so they can transmit data they need. On the first line they have one year, three years or five years. The device itself is \$832.50. If they add three years of service on this than the price goes up. For five years this is \$1,257.50. Bottom line is a separate item it is the antenna. This has the capability to have a dual sim card. Could have a sim card from AT&T and Verizon. So if they are out of range of Verizon then AT&T would kick in. Right now would like to put one card in this. Thinks that they both have pretty good coverage. Advantage to AT&T they have FirstNet where they got the contract with the United States First Responders. This gives them priority calling and they have guaranteed services. That is why he is wanting an AT&T card. Have communication capabilities would go with one card but is capable to have two different carriers. The other part is with Teton Communications.

[12:23:51 PM](#) Did interface with BLM a lot last few years especially on the wildfires. Could not use the mobile command to communicate to them due to security reasons. They change programming of radios every year. Can program radios out in the field. Then they have their frequency in your radio. Only radio that allows this is Bendix King radio which is the top price. Still have an old radio and do have a cross connect that ties the two together. So the only way a driver would be able to communicate with dispatch is a 700 megahertz radio.

[12:25:15 PM](#) Chairman Hancock asked the Tait radio is replaced from the console and the other is a portable radio. Deputy Miller said they are both mobile radios that would be mounted in the vehicle. Bendix King just updated their radio to the newest model. Teton Communications has one older version left for \$1,800 while the newest one is \$3,500. Would rather save money and get this one for \$1,800 instead of \$3,500. Chairman Hancock asked if this will have the ability to plug into BLM system. Deputy Miller said they are on a different system. Rebecca asked on the Cradlepoint understands the FirstNet but most of the county employees have Verizon phones. Deputy Miller said they do not have to be a specific customer it is the card that allows them to get the signal. Thinks that AT&T actually has better coverage in this county. Rebecca said having the FirstNet contract they had to expand their coverage especially in the rural areas. Deputy Miller said the signal comes from the card. Broadcast the Wi-Fi out to the local area. Chairman Hancock said he wants to buy two things one from AT&T can they buy the antenna from AT&T or do they need the other services. Deputy Miller said the antenna is separate they need to decide on the maintenance plan.

[12:29:01 PM](#) Garn recommends going with five years plus antenna and get the radios from Teton Communications. Deputy Miller said they would have the cost from the five years plus the antenna. Chairman Hancock said there is not an amount for labor. Deputy Miller said this will depend. They do not know how much all of this will cost for the installation. Chairman Hancock said could do a not to exceed amount. Deputy Miller said they will have Teton Communications install everything while the vehicle is torn apart. Want to run all the cables at once. Not sure how long the install will take. Chairman Hancock said if they approve this they need to include money for labor. Deputy Miller would not think anything more than eight hours with what they have done in the past. Chairman Hancock said a ceiling amount of \$500 for labor. Will this come from 911 funds? Deputy Miller said they have funds available. Thinks this would be the best. They definably need this after looking at big events they could use this. Especially if they have this ability. Commissioner Young asked how far the distance is for the Wi-Fi from the vehicle. Garn said this is about six hundred feet from the vehicle and is usually better quality. Commissioner Young said that is why they need the antenna to boost this. Garn said some counties have put these in some of the police cars. It is cheaper to put this in instead of having a laptop in the cars that have the data add on.

[12:34:53 PM](#) **Motion by Commissioner Young to approve the purchase from AT&T a Cradlepoint system with five years of protection for \$1,520.26. Second by Commissioner Clark. Roll call taken. Commissioner Clark –aye, Commissioner Young-aye, Chairman Hancock – aye. Motion passed.**

[12:36:07 PM](#) **Motion by Commissioner Young to purchase with Teton Communications for mobile radio command station for \$4,511.23 with an additional \$500 ceiling amount for labor for a total of \$5,011.23. Second by Commissioner Clark. Roll call taken. Commissioner Clark –aye, Commissioner Young- aye, Chairman Hancock – aye. Motion passed.**

COMMISSIONERS

- **APPROVE CLAIMS – (ACTION ITEM)**

[12:37:13 PM](#) Recess to review claims

Open session 1:13

[1:13:16 PM](#) Commissioner Young asked about beach work on the lake. Chairman Hancock said Dig It is to haul sand. Hired Dennis Merrill to do some work out there. Knows that the backhoe needs some repair. Personally went out last year and did some repairs to this. Commissioner Clark asked if they get their use out of the backhoe out there. Chairman Hancock said if they actually used this then they would. Knows Dennis has a smaller piece of equipment that does less work at a time. It is a little loose but if they would just use this they could get a ton of work done. Might need to look for a smaller bucket.

[1:16:37 PM](#) Motion by Commissioner Clark to approve claims from 3/11/20219 to 3/22/2019 for \$517,034.62. Money for the LID assessment does have a separate line item for \$103,000 for the City of Rigby. Second by Commissioner Young. Roll call taken. Commissioner Clark –aye, Commissioner Young- aye, Chairman Hancock – aye. Motion passed.

[1:17:41 PM](#) Motion by Commissioner Clark to adjourn at 1:18. Second by Commissioner Young. All in favor – aye. Motion passed.

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date