

Minutes of Meeting
Human Resources: Idaho Counties Risk Management Program (ICRMP)
March 23, 2022
2:00 p.m.

The Kootenai County Board of Commissioners: Chairman Chris Fillios, Commissioner Leslie Duncan and Commissioner Bill Brooks met to discuss the following agenda items. Also present were KCSO Sheriff Robert Norris, KCSO Undersheriff Dan Mattos, KCSO Captain Brett Nelson, Human Resources (HR) Director Sylvia Proud, HR Generalist – Compliance Cecilia Sweet, Finance Director Dena Darrow, Staff Accountant – Budget Brandi Falcon, Civil Deputy Prosecuting Attorney Darrin Murphey, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present were ICRMP (Idaho Counties Risk Management Program) Underwriting & Technology Manager Sandy Moser, ICRMP Law Enforcement Risk Manager Chad Sarmento, ICRMP Risk Manager Kelly Paananen, ICRMP Senior Claims Specialist George Blickenstaff, ICRMP North Idaho Member Representative Debbie Ferguson, Insurance Northwest Representative John Goedde and three individuals who declined to give their names.

- A. Call to Order:** Chairman Chris Fillios called the meeting to order at 2:02 p.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

Review Kootenai County’s Five Year Loss Run (Discussion)

- **Tim Osborne, Executive Director**
- **Sandy Moser, Underwriting & Technology Manager**
- **George Blickenstaff, Senior Claims Specialist**

Underwriting & Technology Manager Sandy Moser stated that Executive Director Tim Osborne was unable to attend. She introduced the other ICRMP (Idaho Counties Risk Management Program) representatives: Risk Manager Kelly Paananen, Senior Claims Specialist George Blickenstaff, North Idaho Representative Debbie Ferguson, Law Enforcement Risk Manager Chad Sarmento and Kootenai County’s insurance agent John Goedde, from Insurance Northwest.

KCSO Lieutenant William Klinkefus entered the meeting at 2:04 p.m.

Ms. Paananen stated she had evaluated Kootenai County’s claims from October 1, 2019 through January 15, 2022. She said that there had been 114 claims, covering the areas of auto, property, general liability, police liability, employment practices and cyber security during that time. She added that, over the last 5 years, ICRMP had spent about \$2.9 million to support Kootenai County’s claims:

- 2019—44 claims--\$78,000
- 2020—41 claims--\$243,538
- 2021—29 claims--\$259,538

KCSO Sergeant Zachary Sifford entered the meeting at 2:05 p.m.

Ms. Paananen said that, during the past three years, the County had the most claims in the auto category, followed by property, then mechanical breakdowns, with the largest single claim of about \$100,000 in property due to the January 2021 windstorm.

Ms. Paananen remarked that their Risk Team could visit any County facility upon request, to help with safety inspections and loss control efforts. She then reviewed data illustrating the claims experience of the North Idaho Fair, Sanitation Department (Solid Waste), Law Enforcement and a grouping consisting of all the other County departments. She offered breakdowns of different categories of claims by department, noting that there had been only one employment-related claim in the past five years. She reminded those present that utilization of the Attorney Consultation Endorsement Service in the case of terminations, then following the advice offered, would allow ICRMP to waive the claim deductible.

Ms. Paananen stated that there had been 70 contacts with the County over the past three years, which included phone calls, trainings and policy reviews. She went over the plan of action for each of the major types of loss. She also pointed out that a course focused on distracted driving would be made available for covered drivers outside of KCSO.

Ms. Moser refreshed the Board on the County's underwriting history, including the cost to the County, the way premiums were developed and a recap of net claims, commission, reinsurance, operations costs and net contributions. She commented on the effect that increased property values had on the premiums and the steps ICRMP had taken to help the County manage those. She remarked that the County usually broke even with ICRMP, with the amount the County paid in premiums roughly balanced with the amount paid out in losses most years.

Ms. Moser stated that the Board would receive the 2022-2023 renewal pricing estimate by May 1, 2022. She reviewed the deductibles for each area of coverage: \$3,500 property, \$5,000 crime, \$10,000 cyber and \$10,000 employment (subject to the consultation waiver). She also reviewed the discounts the County had already earned for Patrol Assessment, Jail Assessment, Property & Cyber Assessments and Elected/Supervisors Webinars, each of which took 1% off the premium. She commented that another potential 2% in discounts could be offered, based on participation in other trainings.

ICRMP Law Enforcement Risk Manager Chad Sarmiento said KCSO had participated in the risk assessment process for both the Jail and Patrol. He described the assessments each department completed, the areas addressed and the level of participation in training sessions that ICRMP had offered.

Mr. Sarmiento stated that the areas of most concern involved staffing, both for Patrol and the Jail. He explained that the officer to population served ratio was three times what it was elsewhere in the Panhandle, meaning that each officer was responsible for coverage of more people than was recommended. He also voiced concern about Jail staffing issues and described the way these things increased risk for the County.

Commissioner Leslie Duncan asked if other law enforcement entities in the state had similar issues filling openings.

Mr. Sarmiento said there were problems filling positions everywhere, but especially in detention.

Chairman Fillios asked if he had presented this information to the Legislature.

Mr. Sarmiento said he had not.

Chairman Fillios commented on the increased limits placed on all counties' taxing abilities, a contributing factor in not being able to raise compensation to the levels that could improve staffing.

Commissioner Duncan moved that the Board enter into Executive Session pursuant to Idaho Code §74-206(1)(f), to discuss legal ramifications and options in relation to pending litigation. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Chairman Fillios stated that ICRMP Representatives and Civil Deputy Prosecuting Attorney Darrin Murphey would remain for the Executive Session.

The Board entered into Executive Session at 2:31 p.m.

Executive Session

Executive Session pursuant to Idaho Code §74-206(1)(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. The mere presence of legal counsel at an executive session does not satisfy this requirement. – Prosecuting Attorney Division (Closed Session – Discussion)

Decisions/Direction (Open Meeting – Action)

The Board exited Executive Session at 2:49 p.m.

Commissioner Duncan moved that the Board exit Executive Session. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Duncan: Aye

Chairman Fillios: Aye

The motion carried.

Chairman Fillios noted that there was no decision to be made.

- D. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing.

KCSO Sheriff Robert Norris asked if anyone from ICRMP was familiar with Blaine County, Idaho.

Mr. Sarmiento indicated that he was.

Sheriff Norris remarked that they only had two vacancies in their Dispatch Department, three in their Jail and one in Patrol. He pointed out that Blaine County also had similar housing rates to Kootenai County. He stated that they started their deputies out at “a significantly higher rate than we do.” He asked if Mr. Sarmiento felt this contributed to their low vacancy rate.

Mr. Sarmiento said he did and that Blaine County also offered a housing allowance.

KCSO Sergeant Zachary Sifford asked whether Mr. Sarmiento had looked over the vehicle fleet during this last evaluation.

Mr. Sarmiento said he had and that he had spoken about it to the Sheriff. He commented that the age of some vehicles presented a concern, partly because safety equipment was significantly different in the newer vehicles.

- E. Adjournment (Action):** Chairman Fillios adjourned the meeting at 2:52 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk