

Minutes of Meeting
FY24 Budget – Elected Officials
June 2, 2023
10:00 a.m.

The Kootenai County Board of Commissioners: Chair Leslie Duncan, Commissioner Bruce Mattare and Commissioner Bill Brooks met to discuss the following agenda item. Also present were KCSO Sheriff Robert Norris, KCSO Undersheriff Brett Nelson, KCSO Captains Stuart Miller, Kevin Smart and Andy Deak, KCSO Lieutenants William Klinkefus, Ryan Higgins, Jeremy Hyle and Zach Sifford, KCSO Sergeants Jeremy Geurin and Chris Wagar, KCSO Patrol Deputy Aaron Roach, KCSO Chief Budget Officer Stephanie Drobny, KCSO Maintenance Supervisor Tom Reed, Clerk Jennifer Locke, Finance Director Brandi Falcon, Deputy Finance Director Keith Taylor, Staff Accountant – Budget Arrow Gidney, Prosecutor Stanley Mortensen, Human Resources (HR) Director Sylvia Proud, HR Generalist – Employee Relations Dorothy Cross, Treasurer Steve Matheson, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 10:00 a.m.
- B. Changes to the Agenda (Action):** There were no changes to the agenda.
- C. Business:**

FY24 Budget Review – Kootenai County Sheriff’s Office (Action)

KCSO Undersheriff Brett Nelson stated that they had tried to keep their budget flat for FY24, with the exception of increases due to inflation and for required training and equipment.

Chief Deputy Clerk Grace Blomgren entered the meeting at 10:01 a.m.

KCSO Chief Budget Officer Stephanie Drobny thanked Finance Director Brandi Falcon and Staff Accountant – Budget Arrow Gidney for their assistance. She reported that the following “B” (Operations) Budgets had decreased:

- Office of Emergency Management (OEM), by \$557.
- Snowmobile, by \$13,800.
- Vessel, by \$15,471.
- Search & Rescue, by \$5,766.
- K-9, by \$1,186.
- Maintenance, by \$3,889.
- Jail Extradition Program, by \$20,000.
- Jail Overcrowding, by \$1,200.
- Jail Detention Response Team, by \$4,771.

She stated that Animal Control, Dive Team, Jail Commissary and Court Ordered Transport all remained flat.

Ms. Drobny listed the areas in their “B” Budget which had experienced increases:

- Driver's License (Coeur d'Alene): \$600, due to Q-less program contract increase.
- Driver's License (Post Falls): \$1,652, due to Q-Less increase and travel/training expenses.
- Civil: \$8,566, due to fuel, travel/training and vehicle repair.
- 911: \$8,647, due to non-capital chair request and travel/training.
- E911: \$2,700, due to operating building and space rental 3% annual increases (Avista, Killarney and Canfield space).
- Records: \$4,252, due to Q-less software increase and travel/training.
- Shop: \$25,801, due to non-capital requests. (ATF w/dipstick option \$5,824.31, Coats Tire Changer \$7,499, Coats 1185 Wheel Balancer \$5,799, Rotary Lift 10,000 lbs \$6,999 and 59 FT Heavy Duty indoor/outdoor \$1,179.40).
- Admin: \$8,943, due to current spending trend in electrical costs and rising rates per Avista.
- VSAR (Volunteer Search & Rescue): \$5,032, due to inflation of safety and miscellaneous supplies.
- Detectives: \$20,959, due to computer software \$11,000, 8 car mounts \$2,880, 8 body cameras \$7,960, camera transfer station \$1,495.
- Patrol: \$146,435, due to weapons and self-defense \$86,995 – 35 ballistic vests, 140 Speed Plus Multi Curve Shooters Cut Plates, Subscription-based software \$8,000, Non Capital Requests \$37,137 (18 portable radios \$139,024, office chairs \$2,078, 5 body-worn cameras and equipment \$6,470, motor fuel and lube \$45,000).

Ms. Drobny explained why body cameras, in addition to the car dashboard cameras, were needed for Patrol.

KCSO Sheriff Norris provided additional support for the need for both car and body cameras.

Prosecutor Stanley Mortensen described the usefulness of both types of camera videos in hearings.

- SWAT: \$9,373, due to night vision goggles at \$4,449 each, rifle ballistic shield \$5,996 and travel/training.
- Jail: \$121,040, due to \$33,174 housing supplies, \$169,000 contracted food services, \$60,599 contracted medical services.

Ms. Drobny then listed the "C" (Capital) Budget requests for each department:

- Shop: Rotary Lift able to handle 12,000 lbs., with installation \$14,367.
- E911: Tower Top Amplifier Replacement Project, \$43,952, from E911 Restricted Fund.
- Detectives: 4 vehicles, \$196,000.
- Patrol: EDR Event Date Recorder, \$35,050.

Chair Duncan inquired whether there would be a policy put into place regarding the EDR to prevent misuse.

Undersheriff Nelson explained the use of an EDR and the limitations in function of the specific model they wished to purchase. He confirmed that a policy would be implemented regarding its use.

- Search & Rescue: S&R Building electronics and appliances, \$25,000.
- Dive Team: Breathing Air Filling Station \$15,931.
- Maintenance: 911 parking lot replacement, \$45,795.
- Jail: laundry equipment, washers, \$140,761; walk-in freezers \$36,627, building upgrades to fit freezers \$22,250; North Star Transport Vehicle \$194,547.

There followed substantial discussion regarding the Transport Vehicle and the advantages it would offer.

Commissioner Bill Brooks asked for information regarding purchase of firearms and ammunition.

KCSO Captain Kevin Smart replied that they were ordering seven Glock handguns this year to replace those given to retiring employees. He confirmed that ammunition needs had been covered in their Budget request.

Ms. Drobney said there were two New Program requests: HVAC Contract Service for \$23,248 and Janitorial Service for \$32,580.

KCSO Maintenance Supervisor Tom Reed stated that these were continuations of yearly contracts previously approved.

Ms. Falcon said she would move those two things to the regular "B" Budget.

Ms. Drobney said there were also two items included from the Jail Five Year Plan: \$49,690 for PSB Sliders replacement and \$30,860 for software, graphics and ACM Upgrades for the PSB HVAC.

Mr. Reed reported that there were still thirteen old sliders that ultimately would need to be replaced. He said they were moving to electronic from pneumatic versions and added that all the old-style ones should be replaced within the next five years.

Commissioner Brooks asked for more information about the Air Filling Station.

Undersheriff Nelson explained that they currently filled their air tanks at the KCFR (Kootenai County Fire & Rescue) station, when possible, or at Jake's Dive Shop. He confirmed that they did not have any quality control measures at this time.

Commissioner Bruce Mattare asked if the fire station at the Airport could be used, as an alternate to KCFR.

Chair Duncan remarked that, if the department moved to Kootenai North, the Airport station would be conveniently located.

In response to a question from Commissioner Mattare, Ms. Drobny said she would collect additional information regarding the request for Housing Supplies for him.

Captain Smart said that the appliances and electronics at Search & Rescue were original to the building, from about 1990. He stated that they would like this to be drawn from the General Fund rather than their donation funds.

Former Clerk Jim Brannon entered the meeting at 10:35 a.m.

Captain Miller confirmed that they spent \$152,000 on Housing Supplies in FY2022 and that they were overspent by 105% as of this morning. He said this caused the request for a \$33,000 increase.

Under "A" (Personnel) Budget requests, Ms. Drobny listed:

- Three Patrol Deputy positions, for a total of about \$254,595. She said that, if these three positions were approved, there would then be On-Boarding expenses and vehicles for about \$327,213 more. She remarked that these Deputies would fill the FY24 Contract positions for Hayden.

Undersheriff Nelson said that it was not known at what level Hayden would fund those positions.

- Shop: Mechanic \$69,305, to accommodate growing needs for services.
- Maintenance: Reclassification of job descriptions within the County would move positions from Grade 9 to Grade 10, for about \$6,323. She said this was reviewed by Human Resources (HR).
- Office of Emergency Management (OEM): Conversion of OEM Administrative Assistant to Grant Administrator, moving from a Grade 6 to Grade 7, for about \$4,755. She said this was reviewed by HR.
- On-Call Pay for Detectives: \$8,700.
- Administration: Increase Overtime Budget to \$2,500, increase Relocation and Hiring Bonuses from \$60,500 to \$100,000.
- 911: Increase Overtime Budget from \$204,000 to \$279,000, since the last two years this Budget had been overspent by about \$76,000 each year.
- Jail: Increase Overtime Budget from \$675,000 to \$925,000. She noted that Overtime for FY23 was projected to reach \$975,000 by the end of the fiscal year.
- Jail: Increase the Temp/Seasonal Pool from \$85,000 to \$245,000. She stated that the amount spent for FY23 was projected to reach \$245,000 by the end of the fiscal year.

Chair Duncan noted that Employee Service Awards and Bonus Summary had been increased from \$60,000 to \$100,000. She asked what this would cover.

Ms. Drobny stated that last year they had been told these could only be used for sign-on or relocation bonuses.

Ms. Falcon said they had indicated it would be used for Dispatch and Detention, as well as Patrol. She explained the reasons why this was under KCSO's Budget rather than HR's. She confirmed that these funds were not approved for use for retention bonuses.

HR Director Sylvia Proud reviewed the process by which the proposed FY24 KCSO Matrices were developed. She said the source they used was the City of Coeur d'Alene's (CDA) collective bargaining agreement which ran from October 1, 2022 through September 30, 2025.

- Peace Officers (Deputy) – five year matrix with no certification levels, 3% and 5% difference from Proposed FY24 CDA Sworn Officer Compensation per CDA Resolution #22-049.
- Operations Sergeant – five year matrix with no certification levels, maintain same percentage difference between Deputy master certification level year 9 and Sergeant advanced level year 7.
- Lieutenant and Captain – entry level salary at “current” percentage difference as topped out for Sergeant and Lieutenant.

She reviewed the FY23 Matrices and provided some explanation of their progression. She listed additional highlights of the CDA Police Department's FY24 bargaining agreement:

- Compensation subject to annual financial review.
- Performance based movement through steps, with the requirement that the individual receive an overall rating of average or better.
- Inclusion of a COLA (Cost of Living Adjustment) of 4.5%.
- Peace Officer Recruit non-certified minimum hourly pay, with a 5% increase year one, 5% year two, 10% year three, 10% year four and 5.5% year five. Senior pay would include an increase of 5%, with specific criteria to be met to qualify.

Ms. Proud provided an example of the KCSO FY24 Proposed Matrices, following this example, including the 3% difference from the CDA Police Officer. She said the estimated increase for Peace Officers was about 8.1% at the minimum level, or \$2.20 per hour. She stated that, if Detention received a 6% COLA, following this proposal would result in a difference versus Patrol of 4.62%.

Ms. Proud provided a similar example using a 5% difference from the CDA Police Officers. She said the Deputies would receive an increase of about 5.8% from 2023's minimum level. She said the difference between Patrol and Detention would then be about 4.42%. She listed several other items the Board might consider, if either of these options were approved: performance-based Step Progression, POST (Peace Officer Standards & Training) Certifications Career Progression beyond the basic level, hiring pay for lateral movement of officers and future changes to the KCSO Matrices.

In response to a question from Commissioner Mattare, Ms. Proud listed the criteria to receive Senior Pay and progression beyond year five.

Sheriff Norris informed the Board that some agencies, such as Ada County, offered Tenure Pay, after a certain number of years.

There followed substantial discussion of the application of these potential changes to specific circumstances in KCSO.

Civil Deputy Prosecuting Attorney Pat Braden entered the meeting at 10:53 a.m.

Ms. Proud provided additional information regarding progression for Captains, in response to a question from Chair Duncan.

Ms. Falcon reported that, of 109 KCSO Officers, about 70 would be placed at Step 5, if the proposed new matrix were implemented.

Chair Duncan asked what other matrices KCSO would like to review, pointing out that 911 currently had a worse turnover problem than Patrol.

Sheriff Norris stated that 911 and the Jail had been addressed previously. He suggested that the focus be on Patrol this year, but that next year they re-examine the Jail and 911.

Treasurer Matheson, Prosecutor Mortensen and Mr. Braden exited the meeting at 11:01 a.m.

KCSO Lieutenant William Klinkefus, as representative of the local FOP (Fraternal Order of Police), reported that these suggestions had been discussed among members. He remarked that many other agencies used similar paths of progression. He stated that most officers would not be interested in leaving a position for a 3% increase but would consider it for a substantially larger amount. He stated that most other agencies matrices were five years.

Chair Duncan asked how they felt about shifting to a performance based progression.

Sheriff Norris said he favored basing advances on performance evaluations but that HR and Legal had indicated this was no longer County procedure.

Lieutenant Klinkefus commented that CDA PD had been down eleven positions last year and, after contract negotiations resulted in a notable pay increase, they were now fully staffed. He cited Kent, WA as another city which had provided a substantial pay increase and thereby solved staffing challenges.

- 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 Patrol Deputy Aaron Roach said he had been with KCSO since 2018 and, since he had been hired, the matrix had been frozen on two occasions. He offered his perspective on recruitment and retention. He said he felt the five year matrix would improve these things.

Chair Duncan and Ms. Falcon confirmed that KCSO had not received a Step in FY23, but they had received a substantial increase in pay from the Salary Study that year.

E. Adjournment (Action): Chair Duncan adjourned the meeting at 11:10 a.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk