

**Minutes of Meeting**  
**Office of Emergency Management**  
**August 17, 2023**  
**1:30 p.m.**

The Kootenai County Board of Commissioners: Chair Leslie Duncan and Commissioner Bruce Mattare met to discuss the following agenda items. Also present were Office of Emergency Management (OEM) Director Tiffany Westbrook, Civil Deputy Prosecuting Attorney Jamila Holmes, KCSO Lieutenant Zack Sifford, BOCC Executive Assistant Sara Masters, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Rosanna Santiago. Also present was Idaho Office of Emergency Management Director Ryan Bender. Commissioner Bill Brooks was excused. Mr. Bender was present via teleconference.

- A. **Call to Order:** Chair Leslie Duncan called the meeting to order at 1:30 p.m.
- B. **Changes to the Agenda: (Action):** There were no changes to the agenda.
- C. **Business:**

**Kootenai County State of Emergency Declaration Resolution 2023-70, Countywide Fire Disaster Declaration made pursuant to IC 46-1011(1) (Action)**

Office of Emergency Management (OEM) Director Tiffany Westbrook requested the Board's approval for a resolution to declare a countywide State of Emergency. She informed the Board that there had been multiple wildfires in the County, with one currently burning north of Hayden Lake. She said that there had been a strain on the resources due to red flag warnings in place, expected weather conditions, numerous evacuations that had occurred and a long wildfire season still ahead. She explained that the resolution would allow them to move more expediently to address the needs as they arise.

Commissioner Bruce Mattare moved that the Board approve the Kootenai County State of Emergency Declaration Resolution 2023-70, for Countywide Fire Disaster Declaration made pursuant to IC 46-1011(1). Chair Duncan seconded the motion. There being no further discussion, Deputy Clerk Santiago called the roll:

Commissioner Brooks:	Excused
Commissioner Mattare:	Aye
Chair Duncan:	Aye

The motion carried.

- D. **Public Comment (Discussion):** 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. There were no public comments.

**E. Adjournment (Action):** Chair Duncan adjourned the meeting at 1:32 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: \_\_\_\_\_  
Rosanna Santiago, Deputy Clerk