

CORONAVIRUS FINANCIAL ADVISORY SUB-COMMITTEE

MINUTES– July 20, 2020 – 4:00 p.m. State
Controller's Office
4th Floor, Syringa Conference Room

Available through Webex

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The regular meeting of the Subcommittee to the Coronavirus Financial Committee was called to order at 700 W State Street, 4th floor, Syringa Conference Room, Boise, Idaho, at 4:02 p.m. pursuant to Idaho Code §67-2002 and by order of the chair.

The following members were present: Chairman Joshua Whitworth, David Fulkerson, Division of Financial Management by phone; Kelley Packer, Association of Cities by phone; Mr. Grigg, Association of Counties by phone.

Also present were Meg Byram, State Controller's Office; Annette Valenzuela, State Controller's Office; John Iasonides, State Controller's Office by phone; Kim Keely, Teton County by phone; Alesia Winner, Lewis County by phone; Mike Ponozzo, Lewis County by phone; Chief Mark Wendelsdorf, City of Caldwell by phone; Glenda Poston, Boundary County by phone and Chief Bill Guiberson, City of Chubbuck by phone; Chris Way, Kootenai County Fire and Rescue by phone.

Discussion: Mr. Whitworth stated there would be an adjustment to the agenda item CFAC-96. The dollar figure should be \$34,834.24 and updated agenda to reflect the proper dollar figure.

REGULAR AGENDA

1. Teton County –ACTION ITEM - APPROVED

- a. (CFAC-82) Request for reimbursement of expenses. For the total amount of \$18,636.06. Line items include: Overtime reimbursement for employees responding to COVID-19.

Discussion: Ms. Keeley stated that when COVID initially hit they closed down the courthouse and allowed those who can to work from home. Many employees are part of emergency operation center and shifted to duties for this. Ms. Keeley stated that as

an example, Greg Adams is emergency manager where we detailed the time he was working, which included spending 8-10-hour days in meetings and moving equipment around, making the transition to all video conferencing, website updates.

Resolution: Mr. Grigg moved to approve item 1. Ms. Packer seconded the motion. The motion carried on a unanimous voice vote.

2. Lewis County –ACTION ITEM - APPROVED

- a. (CFAC-72 – Line Item 9 ONLY) Request for reimbursement of expenses. For the total amount of \$935.90. Line item include: Salary for Employee stationed at front door taking temperatures, issuing masks and dispensing hand sanitizer

Discussion: Ms. Winner stated the employee was reassigned from normal duties to be stationed in lobby of courthouse. It was mandated by the supreme court to limit hours. That employee was to take temperatures of people coming in and to give them maps and hand sanitizer.

Resolution: Ms. Packer moved to approve item 2a. Mr. Grigg seconded the motion. The motion carried a unanimous voice vote.

- b. (CFAC-74) Request for pre-approval of expenses. For the total amount of \$45,714.00. Line items include: Six 25-year-old heat pump/fresh air exchangers. These units provide critical fresh air exchange especially in the confined spaces of the jail. County has a critical need to replace at least three of these units that service the jail and adjoining Prosecutor/Judge areas for the safety and air quality of the Jail, Prosecutor, Judge, justice employees, and public. We need to replace all six but the critical three have minimal to no ventilation options such as windows, etc. Should COVID-19 be exposed within the confines of the jail with a failure of any of these fresh air exchange units, consequences could be quickly catastrophic for detainees and staff. We worry about the inquiries from the ACLU. Estimated cost of the three units is \$45,714 (\$15,238 each) as quoted by our local HVAC Professional.

Discussion: Mr. Ponozzo stated at the start of COVID-19 they had one of the units go down and were not able get parts for them. The particular unit that went down was over the jail and they were not able to get the unit up and functional. Mr. Ponozzo stated they do not have the budget for this. There is no option other than the units to get air circulated. Mr. Ponozzo stated that the other advantage would be they are adaptable to medical grade filters. Mr. Ponozzo stated that this is a critical need. Mr. Whitworth then asked if the concern was not being able to maintain the doors open to vent and how this specific request is related to COVID. Mr. Ponozzo stated that he believes if COVID-19 was introduced into the jail or area they do not have adequate airflow and filtration and it could spread quite rapidly among staff and population. The key is to allow for adequate filtration in that part of the building.

Resolution: Ms. Packer moved to approve item 2b. Mr. Grigg seconded the motion. The motion carried a unanimous voice vote.

3. City of Caldwell –ACTION ITEM

- a. (CFAC-66) Request for pre-approval of expenses. For the total amount of \$63,950.00. Fire Sprinkler System Installation in Certified Disaster Recovery Shelter in Caldwell aka the O'Conner Field House: The O'Connor field house is a certified disaster Recovery shelter in Caldwell and currently does not have a fire sprinkler system installed. This project is not currently in the budget and would not have been if not for COVID-19. Due to the COVID-19 pandemic it has become the City's priority to make this building safe to convert into an additional medical facility due to COVID-19. The plan is to have this complete by the end of August 2020.

Discussion: Chief Wendelsdorf stated since March of 2005 the city has used O'Connor Field house to provide testing facilities in the event of an incident and has been used as a staging area for the CDC or staging of other equipment that southwest district health, however never had the discussion to make a medical facility. Chief Wendelsdorf stated that in New York these systems quickly become overwhelmed. O'Connor field would be overflow area for patients as a field hospital. Currently the facility does not have a fire sprinkler system and one of the requirements to use as a facility is to have this.

Resolution: Ms. Packer moved to approve item 3a. Mr. Grigg seconded the motion. The motion carried a unanimous voice vote

4. Kootenai County Fire & Rescue –ACTION ITEM

- a. (CFAC-193) Request for pre-approval of expenses. For the total amount of \$58,434.92. Line items include: Salary for adding a Deputy Chief of Operations to track COVID-19.

Discussion: Mr. Way stated that this position is not to simply track COVID-19, but all things related to COVID-19. It will become an official position October 1, 2020 because they feel it is that important to fund. Mr. Way stated the individual has been in charge of attending every meeting, developing strategies, interacting with staff, video presentations, tracking all personnel expenses as it relates to overtime and quarantine, deciding on who is in quarantine, and a representative to the county. There are 84 personnel, therefore this translates to a full-time position and has become the only item this individual does. Mr. Way stated they are asking for funding May 18, 2020 to September 30, 2020 for the remainder of the fiscal year as it was not budgeted or planned. Mr. Way stated that they have budgeted for this in the next year's budget. Mr. Whitworth asked what the department lost when they had to move around the positions. Mr. Way stated they made the decision to remove the person from the duties but had to rehire another Fire Chief to backfill the position.

Resolution: Mr. Grigg moved to approve item 4a. Mr. Whitworth seconded the motion. The motion carried a unanimous voice vote

- b. (CFAC-174) Request for pre-approval of expenses. For the total amount of \$159,749.60. Line items include:
 - i. Decontamination fogger/sprayer system to decontaminate the stations, headquarters, fire apparatus, ambulances, training grounds and shop to help protect against COVID-19.

- ii. ID Card Software and Reader (along with ID Badge Holders, Ribbon, PVC Cards and Lanyards) to identify KCFR employees entering/exiting KCFR properties and ESO during the COVID-19 pandemic.
- iii. Fully enclose the reception counter at KCFR Headquarters to provide a safe atmosphere against the possible spread of COVID-19 for our employees and the public. Including secure door controller/relays to secure social distancing for employees and the public.
- iv. Increase virtual and digital training which has become our new normal. This will allow for remote training within the stations with the appropriate IT equipment, speeds, etc. and minimize multiple station trainings and the possibility for a multiple station COVID-19 exposure.
- v. 35 Surface Pro bundles; will serve in multiple situations by allowing members to spread out for Zoom meetings, report writing, working from home while in quarantine or a confined space.
- vi. First Arriving district dashboard to provide supplemental information for incident notification, mapping, delivering daily mission-critical information department wide. It will increase situational awareness and provide strengthened overall delivery. Track call status, PPE, vehicles, etc.

Discussion: Mr. Way stated the decontamination is for cleaning apparatus, equipment or gear. Currently they have a plain wallet card but it does not work if wearing a mask. If approved, this will require employees to have employee ID on all at times and to access doors. Representative Chris stated the glass piece is for the reception area. Representative Chris stated that accountants, HR staff, and financial staff needed the surface pros to do mobile work from home. The dashboard would be useful for constant status of COVID-19. Mr. Whitworth ask why the dashboard is needed. Mr. Whitworth is wondering if this will make a difference for COVID-19 or not.

Resolution: Mr. Fulkerson moved to approve item 4b. Mr. Grigg seconded the motion. The motion carried a unanimous voice vote.

5. Boundary County –ACTION ITEM

- a. (CFAC-157) Request for reimbursement of expenses. For the total amount of \$36,277.81. Line items include: Salary for employee to screen public as they enter election site, also several line items that were purchased at the end of February, however invoice was not paid until March.

Discussion: Ms. Poston stated that the individual carrying out these tasks is screening public to come into the facility. Ms. Poston Stated that the coroner had ordered body bags for end of February and did not arrive until March and were not paid for until March. Mr. Whitworth ask whether this individual was directed from other work. Ms. Poston stated he was a unique hire specifically related to COVID-19. Ms. Packer asked whether Ms. Poston planned to make this purchase regardless of COVID-19. Ms. Glenda stated they purchased specifically for COVID-19. Mr. Whitworth stated expenses must be purchased March 1, 2020 to December 30, 2020 and these expenses incurred prior to these dates, and therefore makes it unable for committee to understand if these fall under the guidelines.

Resolution: Mr. Whitworth motioned to approve the personnel expenses for \$2,182.50 for Boundary county and hold the remaining items to get more information on expenses gathered during specific time frame and meet at the next meeting to finalize on whether to approve said expenses. Ms. Packer moved to approve. The motion carried a unanimous voice vote.

6. City of Chubbuck –ACTION ITEM

- a. (CFAC-191) Request for pre-approval of expenses. For the total amount of \$234,668.00. Line items include: Purchase new radios, current handheld radio systems are more than 15 years old and parts and service for radios are obsolete.

Discussion: Chief Guiberson stated current radio systems are sporadically failing and out of service from a week to two weeks and sharing radios which has contamination concerns. Desiring a radio system functioning more efficiently than current system.

Resolution: Ms. Packer moved to approve item 6. Mr. Fulkerson seconded the motion. The motion carried a unanimous voice vote

Discussion: Mr. Whitworth motioned to take remaining items and move to next Monday subcommittee meeting July 27, 2020. Ms. Packer seconded. The motion carried on a unanimous voice vote.

Ms. Packer moved to adjourn the meeting. Mr. Grigg seconded the motion. The meeting adjourned at 5:01 p.m.

7. City of Meridian –ACTION ITEM (Will be addressed at July 27, 2020 meeting)

- a. (CFAC-179) Request for pre-approval of expenses. For the total amount of \$66,219.93. Line items include: City of Meridian Wastewater facility was scheduled to start up the new Capacity Expansion project on April 7th. Due to COVID-19 Order by Gov. Little, vendors, consultants, contractors were not able to meet on site to proceed with the commissioning on that date. The commissioning was pushed out 3 months and the City had to expend an additional \$66K to vendors, consultants, Builder's Risk Insurance and the like. Vendors like WETCO were not able to travel from SLC to Meridian as required to be onsite for startup activities to calibrate sensors and ensure proper running of systems.

8. Shoshone County –ACTION ITEM (Will be addressed at July 27, 2020 meeting)

- a. (CFAC-209) Request for reimbursement of expenses. For the total amount of \$2,886.06. Line items include: Gross Salary and Wage for temporary employee to screen public at front entry at court house and for additional staff to assist with backlog due to shut down.

9. Kootenai County –ACTION ITEM (Will be addressed at July 27, 2020 meeting)

- a. (CFAC-154) Request for pre-approval of expenses. For the total amount of \$655,858.50. Request Includes: A new location for the Kootenai County Emergency Operations Center (EOC). The current EOC does not allow for adequate social

distancing to be practiced. A new location has been identified which would allow all necessary social distancing measures to take place ensuring first responder safety. The new location will serve as a hub within Kootenai County for first responders across all disciplines; fire, law, EMS, public health, health care, and emergency management personnel. Additionally, in response to COVID-19, the new hub will significantly increase the efficiency and effectiveness of first responders to future crisis, while operating in a safe environment without compromising their own health. Not only will this solution work to mitigate against health concerns due to COVID but ultimately, it would work to strengthen response efforts, enhance communications between agencies, and foster greater collaboration, leading to a safer and healthier community.

10. Ada County –ACTION ITEM (Will be addressed at July 27, 2020 meeting)

- a. (CFAC-176) Request for pre-approval of expenses. For the total amount of \$84,303.00. Request include: The Trial Court Administrator rented Expo South and Center for the period of May 4, 2020 to June 12, 2020. Both wings were necessary due to social distancing. Also, because only 10 individuals could be in the same space at the same time. Citizens come to this space, sat in a kiosk (set up with appropriate social distancing), and received instruction and assistance in accessing their court hearing. This gave the public a way to attend remote court as well as giving access to anyone seeking redress in the court system.

11. City of Coeur d'Alene –ACTION ITEM (Will be addressed at July 27, 2020 meeting)

- a. (CFAC-187) Request for pre-approval of expenses. For the total amount of \$70,013.69. Line items include: Audio visual equipment for the Fire Department to be able to produce and distribute COVID-19 informational and training videos while maintaining social distancing during the COVID-19 pandemic. With this equipment the Fire Department will be able to hold live classes, and record the classes and post for later viewing.
- b. (CFAC-96) Request for pre-approval of expenses. For the total amount of \$14,225.40. Line items include: Currently the Coeur d'Alene Fire Department has 4 stations and an administrative building. Three of the stations have a moderate amount of carpet throughout the living areas. In response to Covid-19 and other infectious diseases, we are looking to completely remove all carpet from the emergency responders living quarters and replace it with non-porous surfaces such as laminate flooring. Our newest station was designed with these thoughts in mind and only has non-porous surfaces. The Fire Departments budget does not have the funding available to accomplish the flooring replacement in these three stations at this time. Thank you for your consideration.
- c. (CFAC-170 Line items 15-18, 23-27, 30-41) Request for reimbursement of expenses. For the total amount of \$18,600.77. Line items include: Costs for quarantine employees.