

Idaho Transportation Board Subcommittee on Policies
November 13, 2024, Chinden Campus, Long Bridge conference room

Idaho Transportation Board Subcommittee on Policies met on November 13, 2024. Chairman Gary Osborn called the meeting to order at 1:30 PM. Subcommittee members present were District 2 Member Gary Osborn (Chairman), District 3 Member Julie DeLorenzo and District 6 Member Bob Hoff, and Business Executive to the Board Lorraine Dennis.

Key principals staff members advisor Deputy Attorney General (DAG) Tiffany Hales, Director Scott Stokes, Chief Innovation Experience Officer (CIEO) Brenda Williams, Highway Division Administrator Amy Schroeder, Employee Safety & Risk Manager Randy Danner, and Business and Support Manager Michelle Doane were present. Rail-Highway Crossing Program Manager Blaine Schwendiman attended remotely.

Minutes. Member DeLorenzo made a motion to approve the minutes of August 29, 2024. Member Hoff seconded the motion and it passed.

Administrative Policy A-01-11/5516 Hazardous Materials/Waste Activities. ESRM Danner stated this policy's original intent was to address how hazardous waste should be handled and added the department does not generate much waste. Specific roles and responsibilities, along with required hazardous materials training, have been incorporated into either the Safety Operations Manual or HazMat Coordinator Handbook. Because the policy is redundant and no longer warranted, staff recommends deleting it.

In response to Chairman Osborn's question about handling of paint waste, ESRM Danner stated the department recycles its paint and used vehicle oil.

Member DeLorenzo made a motion, seconded by Member Hoff, to concur with staff's recommendation to delete the policy and refer it to the full Transportation Board for approval.

Admin. Policy 5558 Use of Electronic Devices While Driving and Operating ITD Vehicles and Equipment. ESRM Danner reviewed the Division of Human Resources (DHR) Defensive Driving Vehicle Usage training (recently implemented as an online class and a requirement for all state employees) with the corresponding requirement to sign an acknowledgment form upon completion. It was brought to ITD's attention that there is a discrepancy between DHR's acknowledgement form and ITD's Admin. Policy 5558 regarding the use of cell phones. With recent changes, DHR follows state law that allows for hands-free cell phone use whereas ITD policy prohibits any cell phone use.

Director Stokes stated he welcomed the subcommittee's input in consideration prior to making any changes to the department's policy. It is permissible for ITD to have a more restrictive policy. It does, however, present a legal anomaly so decisions need to be considered. Currently, radios are in some state vehicles and available for staff's use. Director Stokes stated the department will continue to review options.

Member DeLorenzo supports the use of hands-free cell phones stating it may be safer than employees having to pull over and potentially putting them in an unsafe situation. Another point, if allowed, it could be safer if it was hands-free versus handling a radio. Member Hoff agreed.

Member Osborn invited Member Thompson to comment. Having had both options when his business was in operation, he does not have any problems with hands-free cell use.

Director Stokes pointed out Policy 5558 was last updated in 2020. As considerations are taken into account, the department would not endorse personal cell phone activity when driving a state vehicle and would encourage employees to use good judgement.

Admin. Policy 5538 Purchase, Inventory and Disposal of Property. BSM Doane reported on the proposed changes for Admin. Policy 5538. The main purpose is to establish who is responsible for managing these activities and delegating specific duties for each – purchasing, payments, and accountability and disposal of personal state property. The Chief Administrative Officer is responsible who then delegates to appropriate managers within the Division of Administration. The statement on the use of state property was also clarified.

Member Hoff made a motion, seconded by Member DeLorenzo, to concur with staff's recommendation to revise the policy and refer it to the full Transportation Board for approval.

Board Policy 4085 and Admin. Policy 5085 Rail-Highway Crossing Program. RHCP Manager Schwendiman reported on the proposed revisions for 4085. Changes are mainly administrative clerical updates and includes a statement about staffing giving an annual RHCP update to the Board. Previously, the annual update was only in 5085. Revisions to 5085 are similar - administrative changes, updates to the Railroad Operation and Safety Team's membership and removes the specific month when the Board receives the RHCP report update.

In response to Member DeLorenzo's question regarding the reason for the percentage change from 2% to 8% of Federal Section 130 funds that may be used for data compilation and analysis, RCHP Manager Schwendiman confirmed that was a federal code change.

Member DeLorenzo made a motion, seconded by Member Hoff, to concur with staff's recommendation to revise the policy and refer it to the full Transportation Board for approval.

The meeting adjourned at 1:58 P.M.

Respectfully submitted by:

LORRAINE DENNIS

Business Executive, Idaho Transportation Board