

# Meeting Minutes

Idaho Medal of Honor Commission

Wednesday, November 3, 2004  
2:15 p.m. MST

Intergovernmental and Fiscal Law Division  
Idaho Attorney General's Office  
700 W. Jefferson St., Rm. 119  
Boise, Idaho

## Present at the physical meeting location

Bill von Tagen, Deputy Attorney General, Attorney General's Office  
Trish Stack, Governor's Office (sitting in for Megan Ronk)  
Melissa Ward, Mr. von Tagen's secretary (taking minutes)

## Present via conference call

Bill Douglas, Kootenai County Prosecuting Attorney  
Mike Becar, Executive Director, Peace Officers Standards & Training  
Doug Borah, District 2 Vice President, Idaho Peace Officers Association  
Ron Anderson, Nampa Fire Chief  
Joe Rice, Soda Springs Police Chief

## Absent

Blair Olsen, Jefferson County Sheriff  
Megan Ronk, Policy Advisor to Governor Kempthorne (Trish Stack sitting in)

Attendance was taken, and the meeting was called to order by Commission Chairman Bill von Tagen at approximately 2:15 p.m. MST.

The members reviewed the agenda, and Mr. von Tagen called for any amendments. Mr. von Tagen suggested an amendment to the agenda, and future Commission meeting agendas, to include the review and approval of the prior meeting's minutes. The Commission members took a few minutes to review the minutes from the September 21, 2004, Commission meeting, and Mr. Douglas moved to approve. Chief Rice seconded the motion, a vote was taken, all were in favor, and the minutes were approved as submitted.

Mr. von Tagen surveyed the group as to the address that should be used and offered as the Commission's official mailing address. Mr. Douglas moved that P.O. Box 83720, Boise, Idaho 83720-0010 (the Attorney General's Office's mailing address) be the official mailing address for the Commission. Chief Anderson seconded the motion, a vote was taken, all were in favor, and the Attorney General's Office's mailing address became the official mailing address for the Idaho Medal of Honor Commission.

Mr. von Tagen raised the issue of the state's requirements for adoption of rules to complement the law that created the Idaho Medal of Honor Commission. He stated that he consulted Deputy Attorney General Michael Gilmore regarding this matter, and Mr. Gilmore suggested, as "good practice" seeking the implementation of some basic rules, although the Commission would probably "O.K." without them for now. Mr. von Tagen suggested that the Commission postpone rule-making until after the first awards cycle in May 2005, that rules could be drafted and circulated at that time, and that it was more important to get underway with the business of the Commission. Mr. Douglas indicated agreement. Mr. von Tagen also suggested that the rules, when drafted, not be lengthy so as to retain flexibility. All concurred.

Mr. Becar referred everyone to the SymbolArts catalog page he previously provided to the members, where a sample of the medal he is suggesting (model XMR0001-04) is pictured. Each medal will cost \$65. All agreed this would be an excellent choice, both for its design and reasonable cost. Each medal will come in a basic box (as you would receive with an item purchased at a jewelry store). Each agency may opt to spend extra for a wooden display box. Mr. Douglas reminded everyone about the medal wording required by statute (Idaho Code § 67-8805). Mr. von Tagen suggested that the Commission authorize a total of \$75 per medal, which would include the medal itself and \$10 for wording on the reverse. Ms. Stack moved that a total of \$75 per medal would be automatically authorized, and any cost beyond that amount would have to be approved by the Commission. Chief Rice seconded the motion, a vote was taken, all were in favor, and the motion passed.

Mr. von Tagen explained that state bidding requirements are a factor only when the product or service will be \$5,000 or more. Because the Commission will not incur that great a cost, it should not have to be concerned with these requirements. And, of course, each individual awarding agency will be responsible for purchasing the medal and for any additional costs anyway.

Mr. Douglas stated that he had "cleaned up" the nomination form from the first version he e-mailed. It was decided that the form letter seeking nominations that will be mailed to agencies would be signed by the Commission Chairman (currently, Bill von Tagen). It was decided that the nomination-seeking letters should be mailed the first week of January and nominations required (postmarked) by March 15<sup>th</sup>. It was noted that this would be good timing, as the Police/Sheriffs conference would be held the first week in February. Mr. Douglas offered to draft the form letter seeking nominations and also ask the Kootenai County print shop for some assistance creating Commission stationery. It was also suggested that the call for nominations be published in the next Peace Officers Association magazine, as well as any upcoming Firefighters publication. Chief Anderson moved that the forms, as submitted by Bill Douglas, and the timeline proposed here be approved. Mr. Borah seconded the motion, a vote was taken, all were in favor, and the motion passed.

Mr. Becar suggested that an image of the medal adorn the stationery. He will ask SymbolArts to forward a photograph to Bill Douglas.

Mr. Becar is going to order a pocket badge, which will identify him as a member of the Commission (see SymbolArts catalog page, as provided by Mr. Becar). Each member is welcome to contact SymbolArts to order his or her own pocket badge at a cost of \$87 each.

The first Medal of Honor ceremony will be held, in conjunction with the annual Peace Officers Memorial ceremony, on Friday, May 20, 2005. This date should be included in the call for nominations form letter. Bill von Tagen, Bill Douglas, and Megan Ronk will plan to get together with Mike Becar, possibly at the site of the memorial at the Idaho State Police building in Meridian, sometime in the near future to begin making plans for the actual ceremony. Trish Stack will pass on the ceremony date to Megan Ronk and the Governor's scheduler.

It was decided that the next Commission meeting would be held on Friday, December 3, 2004, at 2:15 p.m. MST.

The meeting adjourned at 2:50 p.m.