

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1
Minutes of Regular Meeting held March 11, 2014

The Bonneville County Fire Protection District No. 1 ("Fire District") held its regular monthly meeting of Commissioners on Tuesday the 11th day of March, 2014, at the offices of Nelson Hall Parry Tucker, P.A., at 490 Memorial Drive, Suite 200, Idaho Falls, Idaho 83402 convening at 12:00 p.m.

The following were present:

Commissioners Ralph Isom, Dan Gubler and Dave Long were present, in person. The following were also present: Fire District Liaison, Dick Fowler; Legal Counsel, Douglas R. Nelson; City of Idaho Falls Fire Chief, Dean Ellis; and, District Accountant, Terri Gazdick. Excused because of a scheduling conflict was Steve Serr, County Planning Administrator.

Notice of the time, place and purpose was posted at the Bonneville County Courthouse and at the premises of 490 Memorial Drive, Idaho Falls, Idaho. A copy of the notice and agenda is attached to these minutes.

It was declared that a Quorum of Commissioners were present and due notice of the meeting had been posted in accordance with law.

DISCUSSION AND ACTIONS

1. **Call to Order.** The meeting was called to order at 12:11p.m. by Dan Gubler, acting as Chairman who confirmed that a quorum of Commissioners was present.
2. **Approval of Minutes.** Minutes of the regular meeting of Commissioners held on February 11, 2014 were reviewed. A motion to approve the minutes was made by Ralph Isom, seconded by Dave Long and the same was unanimously approved.
3. **Approval-Monthly Accountant Report and Bill Authorization.** The summary of accounts payable dated March 11, 2014, prepared and submitted by Accountant, Terri Gazdik was reviewed. The bills totaling the sum of \$9,963.16 were reviewed, discussed and unanimously approved for payment.
4. **Report by Dick Fowler.** Dick Fowler reported on moving Fire District insurance coverage to ICRMP following the commissioners previous review and determination that the liability coverage would be better and the premium would be less than the former coverage. Mr. Fowler reviewed his discussions with architect Keith Kennedy and that copies of the drawing were to be delivered during today's meeting. It was also announced that Mr. Kennedy had signed the architectural service agreement and a copy will be attached to these minutes. Following receipt of the plans the commissioners reviewed and commented upon the preliminary drawings.
5. **Report by Dean Ellis.** Chief Ellis had no new business to report.
6. **Report by Steve Serr.** Steve Serr was excused from attending because of an announced conflict in schedule for this meeting and provided no new report.

7. **Adjournment.** There being no further business to come before the Board of Commissioners at the meeting a motion was made.

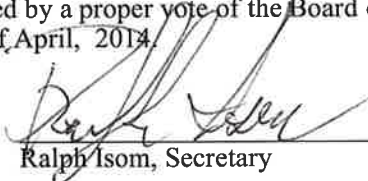
Approved this 8th day of April, 2014.


for: _____
Douglas R. Nelson, Assistant Secretary


Approved by Acting Board Chairman

ATTEST:

The undersigned, as Secretary of the Bonneville County Fire Protection District No. 1, hereby attests that the foregoing minutes were approved by a proper vote of the Board of Commissioners of the Fire Protection District on the 8th day of April, 2014.



Ralph Isom, Secretary

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

NOTICE AND AGENDA FOR MONTHLY MEETING

March 11, 2014

Notice is hereby given that the Bonneville County Fire Protection District No. 1 ("Fire District") will hold its regularly scheduled monthly meeting on Tuesday, March 11, 2014 at the hour of 12:00 o'clock p.m. to be held in the large upstairs conference room at Nelson Hall Parry Tucker, P.A., located at 490 Memorial Drive, Idaho Falls, Idaho 83402. The Commissioners of the Fire District will take up the following agenda during the meeting:

1. Call to Order and Roll Call (Chairman)
2. Review and approve minutes of the February 11, 2014 regular meeting.
3. Review and take action on February, 2014 monthly bills and financial statement (Terri Gazdik)
4. District Liaison Report on pending matters and update regarding the review process and timetable for renewal of City of Idaho Falls Joint Services Agreement.
5. Reports from Idaho Falls Fire Chief (Dean Ellis) and County Planning Administrator (Steve Serr).
6. Discussion and Report on Old Business, including report of proposed building plans and procedures for new structures.
7. New Business issues as brought by patrons and participants.
9. Executive Session to discuss contract issues and obtain legal advise
10. Recess/Adjournment

Bonneville County Fire Protection District No. 1, Ralph Isom, Dan Gubler, and Dave Long, Commissioners.

**Bonneville County Fire Protection District #1
Summary of Accounts Payable
March 11, 2014**

Vendor	Purchase	Invoice Date	Due Date	Invoice Amount	Discount Available	Net Amt Due
Dick Fowler	Feb Consulting	03/06/14	Upon receipt	750.00		750.00
Red Inc	Oct-Feb	02/28/14	Upon receipt	237.50		237.50
Nelson Hall Parry Tucker PA	Feb Legal	02/25/14	Upon receipt	1,372.96		1,372.96
Cooper Norman	Feb billing	02/28/14	Upon receipt	2,316.75		2,316.75
Keith T Kennedy Archotect	retainer	02/27/14	Upon receipt	5,000.00		5,000.00
Century Link	208-525-4800 (pd online)	02/11/14	2/15/2014	64.20		64.20
	208-524-9124 (pd by phone)	02/28/14	3/19/2014	94.32		94.32
CableOne	1/22/14-3-22-14	03/01/14	Upon receipt	127.43		127.43
	Total			9,963.16		9,963.16

<u>Financial Institution</u>	<u>Amount</u>	<u>Current Interest Rate</u>	
Key Bank Matures 12/17/14	248,493.36	0.25%	
Key Investment Services	1/31/2014 502,897.22		
Westmark matures 12/3/14	249,678.31	1.16%	
Scenic Falls - Other Accts.	33.33	0.15%	
Bank of Commerce Matures 01/04/15	209,706.46	0.60%	
Bank of Commerce Matures 01/04/15	267,135.52	0.60%	
Bank of Commerce Matures 06/12/14	267,090.80	0.50%	
Bank of Commerce Matures 6/12/14	269,237.37	0.50%	
Idaho Central Credit Union Savings	25.00		
Westmark Savings	25.00		
Zions Bank	226,008.23	0.20%	Not a fixed rate-fluctuates monthly.
Bank of Commerce	913,516.93		Non Interest bearing (net of current month checks)
Bank of Commerce	158,063.65	0.08%	
Bank of Idaho Money Market	0.00		moved to Westmark
TOTAL	3,311,911.18		

Fiscal year 2013/2014 City of Idaho Falls payments Due		
October	X	390,250.00
January	X	390,250.00
April		390,250.00
July		390,250.00
Total		1,561,000.00

Authorization to pay bills



11:38 AM

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

03/11/14

Profit & Loss Budget vs. Actual

Accrual Basis

October 2013 through March 2014

	Oct '13 - Mar 14	Budget	\$ Over Budget	% of Budget
Income				
4040.00 · Gain/loss on investments	-25,039.50			
400.0 · Tax Revenues	1,399,052.74	1,294,601.00	104,451.74	108.1%
410.00 · Interest Income	2,382.53	5,400.00	-3,017.47	44.1%
Total Income	1,376,395.77	1,300,001.00	76,394.77	105.9%
Expense				
542.00 · Equipment Rent	1,500.00	439.98	1,060.02	340.9%
541.00 · Equipment Insurance	0.00	375.00	-375.00	0.0%
500.00 · Advertising	0.00	250.02	-250.02	0.0%
510.00 · Bank Charges	658.10	49.98	608.12	1,316.7%
520.00 · Capital Outlay	15,810.00	160,000.00	-144,190.00	9.9%
535.00 · Dues & Subscriptions	1,000.00	0.00	1,000.00	100.0%
550.00 · Ins - Fire, Auto & Liab.	0.00	800.00	-800.00	0.0%
569.00 · Accounting Costs	6,972.45	8,500.02	-1,527.57	82.0%
570.00 · Legal Costs	11,505.35	17,500.02	-5,994.67	65.7%
571.00 · Consulting Services - Website	475.00	750.00	-275.00	63.3%
572.00 · Contract Services-Inspections	0.00	10,000.02	-10,000.02	0.0%
573.00 · Consulting	4,500.00	4,500.00	0.00	100.0%
574.00 · Contract Services-Machine Hire	0.00	750.00	-750.00	0.0%
575.00 · Maintenance/Operation #4	330.00	2,250.00	-1,920.00	14.7%
585.00 · Office Expense	1,646.34	1,900.02	-253.68	86.6%
625.00 · Supplies	0.00	1,249.98	-1,249.98	0.0%
645.00 · Wages	6,459.00	8,149.98	-1,690.98	79.3%
700.00 · Payments - City of Idaho Falls	780,500.00	780,500.00	0.00	100.0%
Total Expense	831,356.24	997,965.02	-166,608.78	83.3%
Net Income	545,039.53	302,035.98	243,003.55	180.5%

CONTRACT AGREEMENT

Bonneville County Fire District No. 1, hereinafter referred to as the "Owner", and Keith T. Kennedy, Architect, hereinafter referred to as the "Architect", for the following Project:

**New Vehicle Storage Shed on Faust Road
and
New Vehicle Storage Shed on 65th South, both near Idaho Falls, ID**

The Owner and Architect agree as set forth below:

I. Architect's Responsibilities

The Architect's Basic Services shall include architectural, structural, mechanical, and electrical design, preparation of construction documents, assistance in obtaining the approval of governmental authorities having jurisdiction over the Project, construction observation, change order preparation and shop drawing review.

Services not included but which can be provided with additional compensation include the services of a landscape architect, interior designer, civil engineer, land surveyor, or geotechnical engineer. The design and drawing of the site work for both projects shall be delivered to the Architect for inclusion into the Architect's submittal to Bonneville County Building Department to obtain building permits, and shall be included in the bidding package used by contractors to determine the cost of the buildings' constructions.

The Architect shall have documents ready to issue to contractors for bids by March 14, 2014.

II. Owner's Responsibilities

The Owner shall provide full information regarding requirements for the Project, including a program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements. The Site Plans for the Projects described above in Article I shall be the Owner's responsibility.

The Owner shall provide surveys describing physical characteristics, legal limitations and utility locations for the site. The surveys shall include contours, adjacent drainage, easements, and deed restrictions as required by governing authorities.

The Owner shall furnish, if necessary, test borings, test pits, determinations of soil bearing values, and percolation tests.

III. Payments to the Architect

Compensation for all services performed by the Architect shall be computed at the rate of \$75.00 per hour plus reimbursement for printing costs both before and after the bid opening, and for reimbursement of fees paid by the Architect to his consultants. Receipts for printing costs and invoices from the consultants shall be presented to the Owner with no additional mark-ups by the Architect. The amounts billed by the consultants shall be at the normal and customary hourly rates of the consultants.

Payments to the Architect shall be an initial retainer of \$5,000.00 at the time of the signing of this Agreement. Work already completed and subsequent work shall be billed against the retainer until that amount has been exhausted, at which time invoices shall be presented to the Owner at approximately two week intervals for additional work at the rates stated above. Payment shall be due within ten days after the presentation of an invoice to the Owner.

Payments are due and payable fifteen (15) days from the date of the Architect's invoice. Amounts unpaid twenty (20) days after the invoice date shall bear interest at the rate of ten percent (10%) per annum.

This Agreement entered into as of the day and year first written above.

OWNER

ARCHITECT

Bonneville County Fire District No. 1

Keith T. Kennedy

By 

By 

Date 2-21-14

Date 2-18-14

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1
Minutes of Regular Meeting held April 8, 2014

The Bonneville County Fire Protection District No. 1 ("Fire District") held its regular monthly meeting of Commissioners on Tuesday the 8th day of April, 2014, at the offices of Nelson Hall Parry Tucker, PLLC, at 490 Memorial Drive, Suite 200, Idaho Falls, Idaho 83402 convening at 12:00 p.m.

The following were present:

Commissioners Ralph Isom, Dan Gubler and Dave Long were present, in person. The following were also present: Fire District Liaison, Dick Fowler; Assistant Legal Counsel, Wiley R. Dennert; City of Idaho Falls Fire Chief, Dean Ellis; and Steve Serr, County Planning Administrator. Also present at the beginning of the meeting were Legal Counsel, Douglas R. Nelson, and Accountant, Terri Gazdick, both of whom were excused before the end of the meeting due to other commitments.

Notice of the time, place and purpose was posted at the Bonneville County Courthouse and at the premises of 490 Memorial Drive, Idaho Falls, Idaho. A copy of the notice and agenda is attached to these minutes.

It was declared that a Quorum of Commissioners were present and due notice of the meeting had been posted in accordance with law.

DISCUSSION AND ACTIONS

1. **Call to Order.** The meeting was called to order at 12:13p.m. by Dan Gubler, acting as Chairman who confirmed that a quorum of Commissioners was present.
2. **Review of Invitations to Bid.** Douglas R. Nelson, passed out the proposed Invitations to Bid which will be published in the local newspaper on April 13, 20 & 27, 2014. These Invitations to Bid are for the construction of the new building located on York Road and the new building located on West Broadway and Faust Road. The Commissioners reviewed the Invitations to Bid but did not have any recommended changes. Following this review, Mr. Nelson was excused. Copies of the Invitations to Bid are attached hereto.
3. **Approval of Minutes.** Minutes of the regular meeting of Commissioners held on March 11, 2014, were reviewed. A motion to approve the minutes was made by Ralph Isom, seconded by Dave Long and the same was unanimously approved.
4. **Approval-Monthly Accountant Report and Bill Authorization.** The summary of accounts payable dated April 8, 2014, prepared and submitted by Accountant Terri Gazdik was reviewed. The bills totaling the sum of \$359,099.84 were reviewed and discussed. There was a discussion regarding the 5-year CD at Mountain America Federal Credit Union which matures on March 12, 2019. The money can be withdrawn earlier than that date and will only cost a small penalty fee. The last item on the Summary regarding the question of the pending ISU Credit Union should be changed to Key Bank because the \$250,000.00 is still in Key Bank. Following the discussion, Ralph Isom moved to approve the Summary, with the one change being to change the line for

the pending ISU Credit Union account by replacing it with Key Bank, and to approve the the payments as set forth in the Summary. Dave Long seconded the motion. The motion was unanimously approved.

Terry Gazdick also asked that the Commissioners choose a date for the Budget Meeting. Upon motion, the Commissioners unanimously agreed to hold the Budget Meeting on August 26, 2014, at 12:00 p.m. at the offices of Nelson Hall Parry Tucker, P.A.

5. **Report by Dick Fowler.** Dick Fowler presented the architectural and site plans prepared by architect Keith Kennedy for the two new buildings. The Commissioners reviewed and commented on the drawings. A few minor changes were written on the plans. Upon motion, the plans with the minor changes were unanimously approved by the Commissioners.

6. **Report by Dean Ellis.** Chief Ellis presented Incident Type Reports of the number and types of incidents responded to in 2013. One report shows the responses for City incidents and the other report shows the responses for District incidents. A cover sheet compares the City and District responses in 2012 with the responses in 2013. Copies of the reports are attached hereto.

Chief Ellis also invited the Commissioners to attend a training class which will be taught by ICRMP attorneys at the Eastern Idaho Fire Commissioner Academy on May 31, 2014.

7. **Report by Steve Serr.** Steve Serr reported that the fence at Lincoln High School had been moved by the School District. Also, Falls Water had raised up two fire hydrants in that neighborhood.

8. **Upcoming Meetings.** A reminder of the upcoming dates was made:
- Bids to be submitted on May 1, 2014 at the office of Nelson Hall Parry Tucker.
- Winning bids to be announced on May 6, 2014.
- Next regular meeting is on May 13, 2014, at 12:00 p.m.

9. **Adjournment.** There being no further business to come before the Board of Commissioners at the meeting a motion was made to adjourn and approved unanimously.

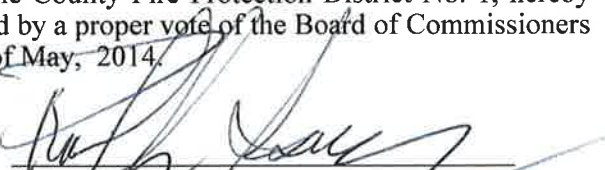
Approved this 13th day of May, 2014.


Douglas R. Nelson, Assistant Secretary


Approved by Acting Board Chairman

ATTEST:

The undersigned, as Secretary of the Bonneville County Fire Protection District No. 1, hereby attests that the foregoing minutes were approved by a proper vote of the Board of Commissioners of the Fire Protection District on the 13th day of May, 2014.


Ralph Asom, Secretary