

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1
Minutes of Regular Meeting held December 14, 2021

The Bonneville County Fire Protection District No. 1 ("Fire District") held its regular monthly meeting of Commissioners on Tuesday the 14th day of December, 2021 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 Dave Long, Dan Gubler and Ralph Isom were present. The following were also present: District Operation Officer Dick Fowler; District's accountant Terri Gazdik; District's attorney Doug Nelson; Ammon Area Fire Chief Stacey Hyde; Idaho Falls Fire Chief Duane Nelson; and patrons Derik Nielsen, Paul Grabe, and Tyler Gebbs.

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 12:02 p.m. by Dan Gubler, acting as Chairman.
2. **Approval of Minutes.** Minutes of the regular meeting of Commissioners held on November 9, 2021 were reviewed, and following a motion made by Dave Long and seconded by Ralph Isom, the same were unanimously approved.
3. **Monthly Financial Report and Bill Authorization.** The summary of accounts payable dated December 14, 2021, prepared and submitted by Accountant Terri Gazdik, was reviewed. Following discussion and upon motion made by David Long and seconded by Ralph Isom, and unanimously accepted, the report was approved including a total expenditure of **\$35,745.83**.
4. **Review, Discussion and Additional Actions.** The following items were reviewed, discussed or actions were taken:
 - a. Dick Fowler reported that the annual meeting of the State of Idaho Fire Commissioners has been set for March 24 to 26 at the Riverside Hotel in Boise, Idaho. Mr. Fowler mentioned that a fire loss of approximately \$600,000.00 was sustained at the Super T Transport facility located on North Boulevard in Idaho Falls. Mr. Fowler also stated that the Fire District's new truck is expected to arrive in February 2022 and that a set of review plans for another District fire station is being discussed with an architect.
 - b. Chief Duane Nelson reported that the Idaho Falls Fire Department responded to a total of 87 emergency calls in the preceding month. 59 of those calls were EMS calls and 28 were Fire Calls which included 2 structures. One structure was on Curlew Drive and the other was the

Supt T Transport facility on North Boulevard. Chief Nelson also reported that Classic Auto Repair is doing repairs on the truck which sustained damage in a collision with a moose.. He also stated that the City of Idaho Falls remains interested in acquiring the Fire District South Station. He state that the City sold the old 8th street fire station to an investor for approximately \$250,000.

- c. Stacey Hyde reported that the District responded to 25 emergency calls in the Ammon area last month of which none were fire related.
- d. A general discussion regarding agendas for commissioners meeting was discussed as well as item to be included in the January meeting which involves the re-organization of the board of commissioners from 3 to 5 members. Mr. Nelson gave a copy of a Memo prepared by his office relating to possible action items and positions to consider for the January reorganization meeting (copy attached).

5. **Public Comment.** No public comments were made.

6. **Adjournment.** There being no further business to come before the Board of Commissioners at the meeting a motion was made to adjourn by David Long and seconded by Ralph Isom with unanimous approval at 12:51 p.m.

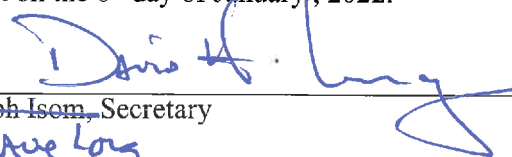
Approved the 8th day of January, 2022.



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 January, 2022.



Ralph Isom, Secretary
Dave Long

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

**NOTICE AND AGENDA FOR MONTHLY MEETING
December 14, 2021**

NOTE: This meeting will be conducted telephonically. All who attend by phone will be able to audibly listen and participate in the meeting. Those wishing to join and participate in the meeting by phone may do so, as follows: CONFERENCE CALL ACCESS NUMBER-1 (720) 279-0026, THEN ENTER GUEST PASS CODE #8076672. If you experience difficulty with access please call TAMRA PHIPPEN at (208) 522-3001. The number of persons permitted to attend, in person, shall be limited to 10. Priority for personal attendance shall be given to the three serving Fire District commissioners, and officers of the District.

Notice is hereby given that the Bonneville County Fire Protection District No. 1 ("Fire District") will hold its regularly scheduled monthly meeting on Tuesday, December 14, 2021 at the hour of 12:00 o'clock p.m. to be held in the conference room at Nelson Hall Parry Tucker, PLLC., 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 approval of minutes for the regular meeting held November 9, 2021.
Action: Approve minutes of regular meeting held 11/09/2021.
3. Review and action on December 2021 monthly bills and financial statement (Terri Gazdik).
Action: Approve monthly bills and financial report
4. District Operations Officer, legal counsel, Ammon and Idaho Falls Area reports and discussion on matters relating to fire response, pending plans and possible future needs , and actions to be included at future meetings.
5. Comments from Idaho Falls Fire Department, Bonneville County and public.
7. **Summary of Action Items:**
(a) Approval of November 9, 2021 meeting minutes.
(b) Approval of the December, 2021 monthly bill and financial statement.
8. Recess/Adjournment

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

MEMO TO FILE

Re: *Organizational and Succession Matters of Fire District Following Expansion of Board from 3 to 5*

Date: November 9, 2021

Oath of Office. The oath of office of fire protection commissioners and appointed officers shall be taken before the secretary or the president of the board at the first regularly scheduled board meeting in January succeeding each election. *I.C. Section 31-1408(2)*

Terms of Office. At the election following the decision of the board to increase to five members, commissioners from subdistricts 1 and 2 shall be elected to a term of two years. Commissioners from 3, 4, and 5 shall be elected to a term of four years. *I.C. Section 31-1310A*

Offices to be filled. Whenever vacancies exist in the respective offices, the board shall elect a president from among them. The board shall also appoint a secretary and treasurer; however, the individual(s) appointed to those offices does not have to be a member of the board. The offices of secretary and treasurer may be filled by the same person. *I.C. Section 31-1415*

Responsibility of Secretary. Officers of the district shall take and file with the secretary an oath for faithful performance of the duties of the respective offices. *I.C. Section 31-1415*

Responsibility of Treasurer. Upon the treasurer's appointment, he/she (the treasurer) shall execute and file with the secretary an official bond in an amount not less than \$10,000. *I.C. Section 31-1415*

Designation of Time and Place. After the organization of the first board and whenever expedient or necessary, the board shall designate a day and hour on which regular meetings are to be held as well as location. *I.C. Section 31-1415*

Filling Vacancy. Any commissioner vacancy occurring (other than by the expiration of the term of office) shall be filled by the fire board.

oIf an elected or appointed commissioner resigns, withdraws, becomes disqualified, refuses or, without first providing signed written notice of a temporary vacancy, becomes otherwise unable to perform the duties of office for longer than 90 days, the board, on satisfactory proof of the vacancy, shall declare the office vacant.

§Board should fill the vacancy within 60 days of learning of the vacancy.

§When vacancy occurs, notice shall be filed in newspaper

§If the remaining members fail to agree on the individual to fill the vacancy, the board shall place all the names of those who received the highest and equal number of votes in a container. The commissioner with the longest continuous length of service shall draw. The name drawn shall fill the vacancy. *I.C. Section 31-1409(2)*


**Bonneville County Fire Protection District #1
Summary of Accounts Payable
December 14, 2021**

Vendor	Purchase	Invoice Date	Due Date	Invoice Amount	Discount Available	Net Amt Due
Nelson Hall Parry Tucker PA	Nov consulting	12/01/21	Upon receipt	5,715.50		5,715.50
Cooper Norman	consulting - Inv 84407	12/01/21	Upon receipt	4,220.40		4,220.40
Century Link	208-524-9124	11/10/21	pd online	35.02		35.02
	208-525-4800	11/28/21	pd online	18.88		18.88
Rocky Mountain Power	E 65th , S 55th, S 45th	11/23/21	pd online	320.44		320.44
	2137 S Ammon	12/04/21	pd online	626.56		626.56
	2137 S Ammon - Res.house	12/04/21	pd online	112.87		112.87
Intermountain Gas	S 55th W	12/01/21	pd online	208.07		208.07
	S 45th W	12/03/21	pd online	121.83		121.83
	E 65th S	12/03/21	pd online	148.29		148.29
	2137 S Ammon	12/02/21	pd online	227.47		227.47
	3575 Brookfield Lane	12/02/21	pd online	71.43		71.43
Cardmember Services	BCFD	12/08/21	Upon receipt	178.94		178.94
	Ammon	12/08/21	Upon receipt	6,524.44		6,524.44
Alsco	Inv 1772,5792,9885	11/8 to 12/6	Upon receipt	381.94		381.94
Bonneville Co Tax Collector	Bill # 100385	12/01/21	12/20/2021	197.50		197.50
	Bill # 148454	12/01/21	12/20/2021	35.00		35.00
BPA	0022827-IN	12/01/21	Upon receipt	75.00		75.00
City of Ammon	Inv 11/24/2021	11/24/21	Upon receipt	115.13		115.13
Colson Signs	Inv 4699	12/13/21	Upon receipt	230.00		230.00
D & L Cleaners	12/1 Nov charges	12/01/21	Upon receipt	22.20		22.20
FirstNet	11/23/2021	11/02/21	12/18/2021	260.20		260.20
IRON	11/16/2021	11/16/21	Upon receipt	600.00		600.00
ISFCA	2022 membership	12/10/21	Upon receipt	1,000.00		1,000.00
LN Curtis	INV 531880, 547554	10/4-11/30	Upon receipt	9,882.46		9,882.46
Larsen Fire Apparatus	Inv 2661	05/19/21	Upon receipt	928.70		928.70
New Sweden Irigation	2021 tax	12/10/21	Upon receipt	115.00		115.00
O'Reilly	Inv 0282, 1475, 9204	11/28/21	Upon receipt	396.45		396.45
Russ's Overhead Doors	12705	11/11/21	Upon receipt	255.00		255.00
Teton Communications	19348 & 19701	10/1-11/8	Upon receipt	1,911.00		1,911.00
Wex Fuel	Nov billing	11/30/21	Upon receipt	810.11		810.11
Total				35,745.83		35,745.83

Financial Institution	Amount	Current Interest Rate
Idaho Central Credit Union matures 12/9/2021	275,952.98	0.40%
Mountain America Federal Credit Union matures 3/19/23	297,881.08	0.30%
Westmark matures 1/2/22	278,395.37	0.45%
Citizens Community Bank/Glenn matures 4/24/2023	272,215.61	0.40%
Lookout CU matures 4/25/22	264,878.17	0.25%
Bank of Commerce CD #6216 matures 6/11/2022	283,285.70	0.25%
Connections CU CD matures 12/1/2022	272,530.16	2.00%
DL Evans matures 9/27/2022	262,473.24	0.35%
LGIP	2,194,713.22	0.12%
Connections savings	31.37	
Idaho Central Credit Union Savings	25.00	
Mountain America Federal Credit Union	5.00	
Westmark Savings	25.28	
Lookout Credit Union savings	25.70	
Lookout Credit Union savings	25.00	
Bank of Commerce	69,940.65	
Bank of Commerce MM	5,282.75	0.05%
TOTAL	4,477,686.28	

Fiscal year	2021/2022
City of Idaho Falls payments	
Due	
October x	420,268.07
January	420,268.07
April	420,268.07
July	420,268.06
Total	1,681,072.27

Authorization to pay bills



BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

Profit & Loss Budget vs. Actual

October through November 2021

	Oct - Nov 21	Budget	\$ Over Budget	% of Budget
Income				
400.00 · Tax Revenues	100,729.52	28,775.00	71,954.52	350.1%
4030.00 · Proceeds from Sale of Assets	100.00	0.00	100.00	100.0%
410.00 · Interest Income	611.11	5,000.00	-4,388.89	12.2%
420.00 · Miscellaneous Income	0.00	12,037.50	-12,037.50	0.0%
Total Income	101,440.63	45,812.50	55,628.13	221.4%
Expense				
500.00 · Advertising				
501.02 · Public Relations - Ammon	1,073.19	0.00	1,073.19	100.0%
500.00 · Advertising - Other	388.00	883.34	-495.34	43.9%
Total 500.00 · Advertising	1,461.19	883.34	577.85	165.4%
505.00 · Auto - Fuel & Oil				
505.02 · Auto Fuel & Oil - Ammon	-81.64	0.00	-81.64	100.0%
505.00 · Auto - Fuel & Oil - Other	1,899.33	4,458.30	-2,558.97	42.6%
Total 505.00 · Auto - Fuel & Oil	1,817.69	4,458.30	-2,640.61	40.8%
510.00 · Bank Charges	1.90	0.00	1.90	100.0%
520.00 · Capital Outlay	5,510.00	35,000.00	-29,490.00	15.7%
535.00 · Dues & Subscriptions	3,392.50	875.00	2,517.50	387.7%
550.00 · Ins - Fire, Auto & Liab.	0.00	5,166.66	-5,166.66	0.0%
568.00 · Audit Fees	0.00	1,666.66	-1,666.66	0.0%
569.00 · Accounting Costs	4,109.00	8,333.34	-4,224.34	49.3%
570.00 · Legal Costs	9,914.77	8,500.00	1,414.77	116.6%
574.00 · Contract Services-Machine Hire	0.00	250.00	-250.00	0.0%
575.00 · Building Maintenance/Operation	1,001.07	5,250.00	-4,248.93	19.1%
576.00 · Ground Repair & Maint	2,973.86	0.00	2,973.86	100.0%
580.00 · Miscellaneous	89.50	0.00	89.50	100.0%
581.02 · Clothing & Uniforms - Ammon	1,346.12	0.00	1,346.12	100.0%
583.02 · Postage - Ammon	11.60	0.00	11.60	100.0%
585.00 · Office Supplies/Expense	139.90	0.00	139.90	100.0%
586.00 · Training & Certification	241.12	1,916.66	-1,675.54	12.6%
615.00 · Repairs & Maint - Equipment	11,569.25	4,666.66	6,902.59	247.9%
616.00 · Vehicle Repair & Maintenance				
616.2.1 · Truck # E1 Engine	86.44	0.00	86.44	100.0%
616.2.2 · Truck # E2 Engine	401.31	0.00	401.31	100.0%
616.4.1 · Truck #T1 Tower	70.00	0.00	70.00	100.0%
616.5.1 · Truck #B1 Brush	72.60	0.00	72.60	100.0%
616.7.1 · Truck #C1 Chief	185.47	0.00	185.47	100.0%
616.7.2 · Truck #C2 Chief	70.00	0.00	70.00	100.0%
616.7.3 · Truck #C3 Chief	84.00	0.00	84.00	100.0%
616.00 · Vehicle Repair & Maintenance - Other	-26.84	0.00	-26.84	100.0%
Total 616.00 · Vehicle Repair & Maintenance	942.98	0.00	942.98	100.0%
625.00 · Supplies	1,288.29	9,966.66	-8,678.37	12.9%
630.00 · Taxes & Licenses	232.50	0.00	232.50	100.0%
640.00 · Utilities	3,157.92	3,816.66	-658.74	82.7%
645.00 · Wages & Salaries				
645.01 · Salaries - BCFD	5,830.00	12,557.00	-6,727.00	46.4%
645.02 · Salaries - Ammon	0.00	133,100.90	-133,100.90	0.0%
645.00 · Wages & Salaries - Other	89,211.28	0.00	89,211.28	100.0%
Total 645.00 · Wages & Salaries	95,041.28	145,657.90	-50,616.62	65.2%
647.00 · Employee Benefits				
647.01 · Employee Benefits - BCFD	696.10	0.00	696.10	100.0%
647.02 · Employee Benefits - Ammon				
648.00 · Insurances - Employee	12,200.00	0.00	12,200.00	100.0%
648.11 · HSA	3,655.23	0.00	3,655.23	100.0%
648.12 · PERSI	6,597.90	0.00	6,597.90	100.0%
648.13 · HRA	691.22	0.00	691.22	100.0%
648.14 · Phone Reim	123.25	0.00	123.25	100.0%
Total 647.02 · Employee Benefits - Ammon	23,267.60	0.00	23,267.60	100.0%
647.00 · Employee Benefits - Other	4,170.08	64,403.76	-60,233.68	6.5%
Total 647.00 · Employee Benefits	28,133.78	64,403.76	-36,269.98	43.7%
650.00 · Wages - Tax & Insurance				
633.01 · Wages - Tax & Ins BCFD	446.00	0.00	446.00	100.0%
650.00 · Wages - Tax & Insurance - Other	6,091.22	17,174.34	-11,083.12	35.5%
Total 650.00 · Wages - Tax & Insurance	6,537.22	17,174.34	-10,637.12	38.1%

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

Profit & Loss Budget vs. Actual

October through November 2021

	Oct - Nov 21	Budget	\$ Over Budget	% of Budget
655.00 · Workmens Compensation	0.00	6,244.50	-6,244.50	0.0%
6560 · Payroll Expenses - BCFD	129.00	0.00	129.00	100.0%
660.00 · IT	4,373.40	5,833.34	-1,459.94	75.0%
700.00 · Payments - City of Idaho Falls	420,268.00	420,268.00	0.00	100.0%
Total Expense	603,683.84	750,331.78	-146,647.94	80.5%
Net Income	-502,243.21	-704,519.28	202,276.07	71.3%