

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1
Minutes of Regular Meeting held November 10, 2020

The Bonneville County Fire Protection District No. 1 ("Fire District") held its regular monthly meeting of Commissioners on Tuesday the 10th day of October, 2020 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 Dan Gubler, David Long and Ralph Isom were present. The following were also present: District Operations Officer, Dick Fowler; District accountant Terri Gazdik; legal counsel, Doug Nelson; Bonneville County Representative Steve Serr, City Fire Chief, Duane Nelson (via telephone), Ammon Fire Chief Stacy Hyde, Ammon Area Consultant Dana Kirkham, and Ammon Area Consultant, Russell Slack (via telephone).

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 12:07 p.m. by Dan Gubler, acting as Chairman.
2. **Approval of Minutes.** Minutes of the regular meeting of Commissioners held on October 12, 2020 were reviewed, and following a motion made by Ralph Isom and seconded by David Long said minutes were unanimously approved.
3. **Monthly Financial Report and Bill Authorization.** The summary of accounts payable dated November 10, 2020, prepared and submitted by Accountant Terri Gazdik, was reviewed. Following discussion and upon motion made by Ralph Isom and seconded by David Long, and unanimously accepted, the report was approved including a total expenditure of **\$26,475.03**.
4. **Review and Discussion.** The following items were reported or discussed:
 - a. Progress on the Faust Road Fire Station build out was discussed.
 - b. A discussion took place regarding the availability of a District credit card to be used by Stacey Hyde, Chief of the Ammon Fire City fire area for incidental Fire District expenses that are under \$5,000.00. All other expenses are to be paid by check arranged through the Fire District accountant.

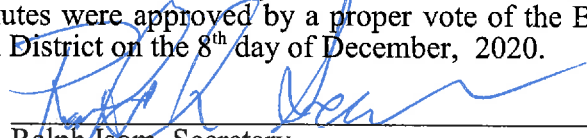
- c. Dick Fowler reported regarding a meeting with Chief Nelson which was characterized as helpful and informative. He also reported on the walk through with the builder at the Faust Station and stated that the project is very near completion. It is expected that completion will take place prior to the District's December meeting and that a certificate of occupancy will be issued. It was reported that bids for a new fire truck are expected and will be opened and reviewed at a special meeting set for November 12, 2020 at 12:00 o'clock p.m. It was also discussed that notice of arrangements regarding vehicle service should be given so that there will not be confusion regarding the location of vehicles at any given time. It was reported that all stations have been winterized.
 - d. Chief Nelson reported 91 calls for the past month of which 37 were fire related including 2 mobile homes and one vehicle. The estimated damage was \$28,000.00. Chief Nelson stated that the City of Idaho Falls is looking forward to late winter/early spring discussions regarding the continuance of the contractual relationship with the District.
 - e. Steve Serr reported that the County is working on "Impact Area" modifications and that the County is experiencing a large increase in residential construction.
 - f. Dan Gubler reported that the Station 2 flag has been replaced and that the crew at Station 2 is working to install equipment on new truck. The reimbursement for the Henry's Creek fire and the extra maintenance required as the result of outside area placement was discussed. It was also mentioned that a portable air compressor may be transferred to Ammon as a surplus asset.
 - g. Stacey Hyde reported that his department is concluding a 5 year hardware update as previously budgeted in order to be compatible with Bonneville ECC. Supply issues for new radios for trucks and hand held have been addressed by purchasing 45 Bendex-King hand held multi-channel radios. Three will be allocated to vehicles with chargers and the others for firefighter. The cost is \$206,448.50 and will be paid from previously budgeted expense. It is anticipated that there will be a reimbursement from CARES Act fund. The commissioners approved the purchase of a commercial grade washing machine.
5. **Public Comment.** Public comment was invited but none was provided.
 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 1:66 p.m.

Approved the 8th day of December, 2020.


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 December, 2020.



Ralph Isom, Secretary

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

NOTICE AND AGENDA FOR MONTHLY MEETING

November 10, 2020

NOTE: In accordance with the Proclamation from the Office of the Governor of the State of Idaho dated March 13, 2020 and subsequently updated and in order to protect the health and safety of the public, 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.

Notice is hereby given that the Bonneville County Fire Protection District No. 1 ("Fire District") will hold its regularly scheduled monthly meeting on Tuesday, November 10, 2020 at the hour of 12:00 o'clock p.m. to be held in the 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 and welcome of Ammon advisors (Chairman)
- 2.. Review and approval of minutes for the regular meeting held October 13, 2020.
Action: Approve minutes of regular meeting held 10/13/2020.
3. Review and action on November, 2020 monthly bills and financial statement (Terri Gazdik).
Action: Approve monthly bills and financial report
4. District Liaison and Ammon Area reports and discussion on pending matters.
5. Comments/ report from Idaho Falls Fire Department and Bonneville County and public.
6. **Summary of Scheduled Action Items:**
(a) Approval of September 8, 2020 meeting minutes.
(b) Approval of the October, 2020 monthly bill and financial statement.
7. 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
November 10, 2020**

Vendor	Purchase	Invoice Date	Due Date	Invoice Amount	Discount Available	Net Amt Due
Nelson Hall Parry Tucker PA	Oct consulting	09/30/20	Upon receipt	3,406.20		3,406.20
Cooper Norman	Oct consulting	09/30/20	Upon receipt	6,873.50		6,873.50
Century Link	208-524-9124 208-525-4800	10/10/20 10/28/20	pd online pd online	35.02 14.27		35.02 14.27
Rocky Mountain Power	10/22/2020	10/22/20	Upon receipt	215.27		215.27
Intermountain Gas	S 55th W S 45th W E 65th S	11/02/20 10/29/20 11/02/20	Upon receipt Upon receipt Upon receipt	34.68 41.06 82.90		34.68 41.06 82.90
Cardmember Services	Various	11/06/20	Upon receipt	8,714.82		8,714.82
Cheyenne Smith	000019 tank system	10/01/20	Upon receipt	80.00		80.00
Dan Gubler	mileage 11/9/2020	11/09/20	Upon receipt	119.03		119.03
DDR Contractor	572	11/04/20	Upon receipt	6,858.28		6,858.28
	Total			26,475.03		26,475.03

Financial Institution	Amount	Current Interest Rate
Idaho Central Credit Union	matures 11/28/2020 274,735.60	2.00%
Mountain America Federal Credit Union	matures 3/19/21 293,026.57	3.25%
Westmark	matures 1/2/2021 276,099.04	1.95%
Citizens Community Bank/Glacier	matures 4/24/2021 259,130.60	2.50%
ISU CU	matures 10/27/20 263,993.40	1.40%
Bank of Commerce CD #6216	matures 6/11/2021 282,544.90	0.25%
Connections CU CD	matures 6/01/2021 268,368.17	2.00%
DL Evans	matures 3/27/2021 255,693.70	1.75%
LGIP	1,519,879.49	0.58%
Connections savings	31.37	
Idaho Central Credit Union Savings	25.00	
Mountain America Federal Credit Union	5.00	
Westmark Savings	25.27	
ISU Credit Union	25.00	0.01%
ISU Credit Union savings	25.70	
Bank of Commerce	61,888.82	
Bank of Commerce MM	5,279.91	0.05%
TOTAL	3,760,777.54	

Fiscal year 2020/2021 City of Idaho Falls payments Due		
October	x	420,268.07
January		420,268.07
April		420,268.07
July		420,268.07
Total		1,681,072.28

Authorization to pay bills



BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

Profit & Loss Budget vs. Actual

October 2020

	01 - BCFD				02 - Ammon				TOTAL			
	Oct 20	Budget	\$ Over Bud...	% of Budget	Oct 20	Budget	\$ Over Bud...	% of Budget	Oct 20	Budget	\$ Over Bud...	% of Budget
Income												
400.00 - Tax Revenues	6,810.70	6,734.00	76.70	101.1%	0.00	0.00	0.00	0.0%	6,810.70	6,734.00	76.70	101.1%
410.00 - Interest Income	855.19	2,537.91	-1,682.72	33.7%	0.00	0.00	0.00	0.0%	855.19	2,537.91	-1,682.72	33.7%
430.00 - Contract Services-City of Ammon	0.00	0.00	0.00	0.0%	259,095.75	259,095.75	0.00	100.0%	259,095.75	259,095.75	0.00	100.0%
Total Income	7,665.89	9,271.91	-1,606.02	82.7%	259,095.75	259,095.75	0.00	100.0%	266,761.64	268,367.66	-1,606.02	99.4%
Expense												
500.00 - Advertising	0.00	0.00	0.00	0.0%	0.00	441.65	-441.65	0.0%	0.00	441.65	-441.65	0.0%
505.00 - Auto - Fuel & Oil	0.00	0.00	0.00	0.0%	60.20	750.00	-689.80	8.0%	60.20	750.00	-689.80	8.0%
520.00 - Capital Outlay	58,516.20	31,666.66	26,849.54	184.8%	0.00	599.50	-599.50	0.0%	58,516.20	32,266.16	26,250.04	181.4%
530.00 - Travel	0.00	208.37	-208.37	0.0%	0.00	62.50	-62.50	0.0%	0.00	270.87	-270.87	0.0%
535.00 - Dues & Subscriptions	0.00	83.37	-83.37	0.0%	0.00	291.66	-291.66	0.0%	0.00	375.03	-375.03	0.0%
550.00 - Ins - Fire, Auto & Liab.	0.00	166.66	-166.66	0.0%	0.00	1,263.00	-1,263.00	0.0%	0.00	1,429.66	-1,429.66	0.0%
568.00 - Audit Fees	0.00	625.00	-625.00	0.0%	0.00	0.00	0.00	0.0%	0.00	625.00	-625.00	0.0%
569.00 - Accounting Costs	2,373.50	2,291.74	81.76	103.6%	4,500.00	2,083.37	2,416.63	216.0%	6,873.50	4,375.11	2,498.39	157.1%
570.00 - Legal Costs	3,406.20	4,250.00	-843.80	80.1%	0.00	0.00	0.00	0.0%	3,406.20	4,250.00	-843.80	80.1%
571.00 - Consulting Services - Website	0.00	697.50	-697.50	0.0%	0.00	0.00	0.00	0.0%	0.00	697.50	-697.50	0.0%
572.00 - Contract Services-Inspections	0.00	1,250.00	-1,250.00	0.0%	0.00	0.00	0.00	0.0%	0.00	1,250.00	-1,250.00	0.0%
573.00 - Consulting	0.00	2,750.00	-2,750.00	0.0%	0.00	0.00	0.00	0.0%	0.00	2,750.00	-2,750.00	0.0%
574.00 - Contract Services-Machine Hire	0.00	125.00	-125.00	0.0%	0.00	0.00	0.00	0.0%	0.00	125.00	-125.00	0.0%
575.00 - Building Maintenance/Operation	0.00	833.33	-833.33	0.0%	0.00	416.66	-416.66	0.0%	0.00	1,249.99	-1,249.99	0.0%
576.00 - Ground Repair & Maint	225.00	0.00	225.00	100.0%	0.00	200.00	-200.00	0.0%	225.00	200.00	25.00	112.5%
581.02 - Clothing & Uniforms - Ammon	0.00	0.00	0.00	0.0%	0.00	583.33	-583.33	0.0%	0.00	583.33	-583.33	0.0%
582.02 - Personal Protective Equip-Ammon	0.00	0.00	0.00	0.0%	0.00	1,166.66	-1,166.66	0.0%	0.00	1,166.66	-1,166.66	0.0%
583.02 - Postage - Ammon	0.00	0.00	0.00	0.0%	0.00	8.33	-8.33	0.0%	0.00	8.33	-8.33	0.0%
584.02 - Health & Safety - Ammon	0.00	0.00	0.00	0.0%	0.00	125.00	-125.00	0.0%	0.00	125.00	-125.00	0.0%
585.00 - Office Supplies/Expense	49.29	958.37	-909.08	5.1%	0.00	41.66	-41.66	0.0%	49.29	1,000.03	-950.74	4.9%
586.02 - Training & Certification-Ammon	0.00	0.00	0.00	0.0%	0.00	583.33	-583.33	0.0%	0.00	583.33	-583.33	0.0%
615.00 - Repairs & Maint - Equipment	80.00	1,666.66	-1,586.66	4.8%	1,872.00	1,037.08	834.92	180.5%	1,952.00	2,703.74	-751.74	72.2%
616.00 - Vehicle Repair & Maintenance	0.00	0.00	0.00	0.0%	111.85	1,041.66	-929.81	10.7%	111.85	1,041.66	-929.81	10.7%
625.00 - Supplies	0.00	0.00	0.00	0.0%	225.71	1,416.66	-1,190.95	15.9%	225.71	1,416.66	-1,190.95	15.9%
640.00 - Utilities	397.90	708.37	-310.47	56.2%	0.00	856.33	-856.33	0.0%	397.90	1,566.70	-1,168.80	25.4%
645.00 - Wages & Salaries	5,300.00	3,750.00	1,550.00	141.3%	21,124.25	44,314.66	-23,190.41	47.7%	26,424.25	48,064.66	-21,640.41	55.0%
647.00 - Employee Benefits	-379.48	0.00	-379.48	100.0%	24,741.72	20,400.33	4,341.39	121.3%	24,362.24	20,400.33	3,961.91	119.4%
650.00 - Wages - Tax & Insurance	405.45	0.00	405.45	100.0%	-74.81	0.00	-74.81	100.0%	330.64	0.00	330.64	100.0%
660.02 - IT - Ammon	0.00	0.00	0.00	0.0%	832.00	3,679.87	-2,847.87	22.6%	832.00	3,679.87	-2,847.87	22.6%
700.00 - Payments - City of Idaho Falls	420,268.07	420,268.00	0.07	100.0%	0.00	0.00	0.00	0.0%	420,268.07	420,268.00	0.07	100.0%
999 - Undistributed	0.00	0.00	0.00	0.0%	3,515.17	0.00	3,515.17	100.0%	3,515.17	0.00	3,515.17	100.0%
Total Expense	490,642.13	472,299.03	18,343.10	103.9%	56,908.09	81,365.24	-24,457.15	69.9%	547,550.22	553,664.27	-6,114.05	98.9%
Net Income	-482,976.24	-463,027.12	-19,949.12	104.3%	202,187.66	177,730.51	24,457.15	113.8%	-280,788.58	-285,296.61	4,508.03	98.4%