

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

Minutes of Regular Meeting held June 8, 2023

The Bonneville County Fire Protection District No. 1 (“Fire District”) held its regular monthly meeting of Commissioners on Thursday the 8th day of June, 2023 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 meeting was broadcast via Zoom with the following Meeting ID No. 863 1776 5963, and Passcode 2023Fire.

The following were present:

Commissioners David H. Long, Ralph Isom, Derik Nielsen, Dana Kirkham (from 12:00 p.m. until 12:58p.m.), and Tyler Gebs (via telephone from 12:03 p.m. until 1:14 p.m.) were present. The following were also present: Attorney Abigail French, Attorney Bethany Kirk, Accountant Terri Gazdik, District Operations Officer Dick Fowler, Ammon Area Fire Chief Stacy Hyde, City of Idaho Falls Fire Chief Duane Nelson, Scott Norman Ucon Area Fire Chief, Jason Howard, Jimmie Hitch, Andy Moldenhauer, Jason Wilson, Markus Hyde (via Zoom), BCFD Station (via Zoom), Google Pixel-6 (via Zoom at approximately 1:17 p.m.), Ron Anderson (Bonneville County Fire Marshal), and Jen Molbert.

Notice of the time, place and purpose was posted at premises of 490 Memorial Drive, Idaho Falls, Idaho, as well as the Fire District website. 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 12:00 p.m. by Ralph Isom.
2. **Approval of Minutes.** Minutes of the regular meeting of Commissioners held on May 11, 2023 were reviewed and following a motion by Dana Kirkham and seconded by Ralph Isom, the same were unanimously approved.
3. **Monthly Financial Report and Bill Authorization.** The summary of accounts payable dated June 8, 2023, prepared and submitted by Accountant Terri Gazdik, was reviewed, with a total expenditure of \$37,986.67. Ms. Gazdik reviewed the expenditures and reported on related items. Following discussion and upon motion by Dana Kirkham and seconded by David Long, and unanimously accepted, the report was approved for a total expenditure of \$37,986.67.

At approximately 12:06 p.m., Dana Kirkham moved that the commissioners enter into Executive Session pursuant to:

- Idaho Code Section 74-206(1)(j) to consider labor contract matters and Idaho Code Section 74-206A(1)(a) to consider a labor contract offer or to formulate a counteroffer.

- Idaho Code Section 74-206(1)(b) to consider the evaluation, dismissal, or disciplining of, or to hear complaints or charges brought against, an employee.
- Idaho Code Section 74-206(1)(f) and (i) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet litigated by imminently likely to be litigated and discussion of claim prevention.

The motion was seconded by Derik Nielsen. The motion carried by the following vote: Aye- Dana Kirkham, Tyler Gebbs, David Long, Ralph Isom, and Derik Nielsen. Nay- None.

The Commissioners for the Bonneville County Fire Protection District No. 1 met in Executive Session on Thursday, June 8, 2023, at the offices of Nelson Hall Parry Tucker, PLLC located at 490 Memorial Drive, Suite 200, Idaho Falls, Idaho 83402 at approximately 12:06 p.m.

There were present:

- David Long
- Ralph Isom
- Derik Nielsen
- Dana Kirkham
- Tyler Gebbs (via telephone)
- District Operations Officer Dick Fowler (until approximately 12:41 p.m.)
- Ammon Area Fire Chief Stacy Hyde (until approximately 12:41 p.m.)
- Attorney Abigail French
- Attorney Bethany M. Kirk

The Executive Session was called pursuant to the provisions of:

- Idaho Code Section 74-206(1)(j) to consider labor contract matters and Idaho Code Section 74-206A(1)(a) to consider a labor contract offer or to formulate a counteroffer.
- Idaho Code Section 74-206(1)(b) to consider the evaluation, dismissal, or disciplining of, or to hear complaints or charges brought against, an employee.
- Idaho Code Section 74-206(1)(f) and (i) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet litigated by imminently likely to be litigated and discussion of claim prevention.

At approximately 12:50 p.m., Dana Kirkham moved to close Executive Session. Derik Nielsen seconded. The motion carried.

4. Dana Kirkham made a motion to deny Grievant's request to remove of the Letter of Reprimand from their employment/personnel file. The motion carried by the following vote: Aye- Dana Kirkham, David Long, Ralph Isom, and Derik Nielsen. Nay- Tyler Gebbs.

5. **Discussion and Reports.** The following items were reviewed and discussed or actions were taken:

- a. District Operations Officer Dick Fowler reported on the following items:
 - Mr. Fowler reported that the District had received two (2) bids in response to the invitation to bid on the “2023 or newer Class A Fire Truck 450 H.P. or larger 1250 GPM”. The bid from Hughes Fire Department, Inc. and Pierce Manufacturing, Inc. was in the amount of \$671,452.00, but that discounts in the amount of approximately \$31,000.00 had been offered, for a total cost of \$649,452.00. The bid from Toyne, Inc. was in the amount of \$473,452.00. Mr. Fowler explained that Toyne, Inc. was also offering possible discounts; however, Mr. Fowler expressed concern about paying up front due to possible delays. Mr. Fowler explained that while a truck is not currently needed, a truck would be needed by the time it was estimated to be ready (approximately two (2) years). Tyler Gebbs suggested creating a committee to give input on the specifications. In response, Mr. Fowler explained that the specifications for this truck had already been selected but that in the future, a committee could be formed to provide such input. A motion to accept the bid proposal from Toyne, Inc. for the new Class A Fire Truck 450 H.P. or larger 1250 GPM was made by Derik Nielsen and seconded by David Long, and unanimously approved.
 - Mr. Fowler reported on the status of the grange (5990 S 45th W, Idaho Falls, ID 83402) lease agreement with Signature Party and Events LLC, namely that an agreement had been entered into beginning June 1, 2023 and continuing through December 31, 2023. Mr. Fowler explained that they would have to discuss whether they wanted to continue the arrangement at that time.
 - Mr. Fowler reported on the vehicles and items listed on the proposed excess property list. Mr. Fowler reported that the flatbed truck listed was worth a considerable amount of money due its low mileage and engine. Mr. Fowler suggested that the money from the sale of the flatbed truck be put towards new equipment purchases. Discussion was had on the fact that the F-150 had not been listed but would be listed on the next surplus list. Mr. Fowler explained that the District no longer had a need for the heavy bush truck, and that it would need to be returned to the government. Mr. Fowler reported on the diesel semi tractor, specifically the fact that while it was refurbished in 2010, it was actually a 1991 model. Discussion was had on the generators listed on the proposed excess property list; Chief Hyde explained that they had a lot of generators, so they were not attempting to repair the generators listed. A motion to declare the vehicles and other items listed on the proposed surplus property sheet as surplus and proceed with the sale to the general public, unless otherwise listed, was made by Derik Nielsen and seconded by David Long, and unanimously approved.
 - Discussion was had on the need to review the proposed minutes for the work session held April 7, 2023, and that the item would be listed on next month’s agenda for possible action.
- b. Chief Duane Nelson reported a total of 110 calls. Of the 110 calls, 50 were fire related and 60 were fire/EMS related. Chief Nelson reported that some of the calls were carbon monoxide calls. Chief Nelson reported there had been some vehicle fires and a shed fire. Chief Hyde reported \$70,000.00 in total losses.

Chief Hyde gave an update on the 4000c. Chief Hyde reported that the South Station was coming along great and that it is currently closed because the parking lot is being resurfaced. Chief Hyde reported that they would be holding an open house at the South Station on June 27, 2023, and that all were welcome.

- c. Chief Stacy Hyde reported a total of 22 calls, none of which were fire related. Chief Hyde reported that they had assisted Ucon with a fire. Chief Hyde reported a total of 11 public relation/education events. Chief Hyde reported that a summer BBQ was scheduled for the third week of June, possibly June 21, 2023, and that all firefighters and their families are invited. Chief Hyde requested that the board review the fee schedule that had been sent out and explained that action needed to be taken on the matter prior to October 1, 2023. Discussion was had between Chief Hyde and Ron Anderson regarding collection of fees.

5. **Public Comment.** At approximately 1:31 p.m., Andy Moldenhauer, Idaho Representative, stated that he was looking for clarification on the motion that was made to deny the removal of the letter of reprimand. He further stated that he had not had an opportunity to present comments and evidence. No response was given by the Board of Commissioners. No other 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 Derik Nielsen and seconded by David Long with unanimous approval at 1:31 p.m.

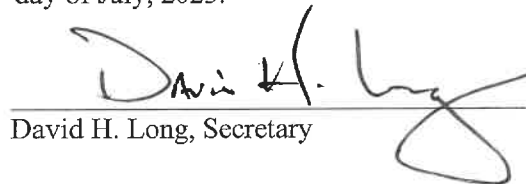
Approved the 13th day of July, 2023.



Approved by 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 July, 2023.



David H. Long, Secretary

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

NOTICE AND AGENDA FOR MONTHLY MEETING

June 8, 2023

NOTE: This meeting will be conducted in person and by Zoom. Those joining by Zoom may connect with the following Meeting ID: 863 1776 5936 and Passcode: 2023Fire. For those attending in person the number of persons permitted to attend may be limited for health safety reasons. Priority for personal attendance shall be given to the five serving Fire District commissioners and other 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 Thursday, June 8, 2023, 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, Suite 200, Idaho Falls, Idaho 83402 and by Zoom, as above mentioned. The Commissioners of the Fire District will take up the following agenda during the meeting:

1. Call to Order and Roll Call by Chairman Ralph Isom.
2. Review and approval of minutes for the regular meeting held May 11, 2023.
Action: Approve minutes of regular meeting held 05/11/2023.
3. Review and action on June 2023 monthly bills and financial statement for preceding month. (Terri Gazdik).
Action: Approve monthly bills and financial report.
4. **EXECUTIVE SESSION:** An executive session will be held immediately following the agenda items above. The executive session will be closed to the public as permitted by law. The executive session has been called pursuant to the provisions of:
 - (a) Idaho Code Section 74-206(1)(j) to consider labor contract matters and Idaho Code Section 74-206A(1)(a) to consider a labor contract offer or to formulate a counteroffer.
 - (b) Idaho Code Section 74-206(1)(b) to consider the evaluation, dismissal, or discipling of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual agent.
 - (c) Idaho Code Section 74-206(1)(f) and (i) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet litigated by imminently likely to be litigated and discussion of claim prevention.**Action: Enter into Executive Session by roll call vote.**
5. Close Executive Session and reconvene Open Meeting.
Action: Close Executive Session and reconvene Open Meeting.
6. Discussion and possible decision and/or action on employment matter.
Possible Action: Render decision and/or prescribe action regarding employment matter.
7. Discussion and Reports from District Operations Officer, Fire Chiefs and legal counsel, including:
 - a. Richard Fowler, Operations Officer:
 - (1) Operations report.
 - (2) Report regarding the bid proposals received from Pierce and Toyne for the new Class A Pumper.**Possible Action: Accept bid proposal from Toyne for the new Class A Pumper.**

- (3) Discussion regarding proposed contract with International Association of Fire Fighters (IAFF) Local #5396, status of negotiations with International Association of Fire Fighters (IAFF) Local #5396, and possible approval of said contract.

Possible Action: Approve proposed contract with IAFF Local #5396.

- (4) Report regarding status of grange lease agreement with Signature Party and Events LLC.
- (5) Discussion regarding the vehicles and other items listed on the list attached to this agenda and possible approval to declare said vehicles and other items as surplus property and move forward with sale to the general public, unless otherwise noted on the attached list.

Possible Action: Declare the vehicles and other items listed on the attached list as surplus property and proceed with sale to the general public, unless otherwise noted on the attached list.

- (6) Discussion regarding April 7, 2023 work session and possible approval of minutes of work session held April 7, 2023.

Possible Action: Approve minutes of work session held 04/07/2023.

- b. Chief Duane Nelson, report regarding Idaho Falls Fire Department activity and needs.
- c. Chief Stacy Hyde, report regarding Ammon Area fire responses activity and needs.

- (1) Discussion regarding Proposed Resolution 2023-001R Resolution Setting BCFD1 Fees.

8. Patron and community comments (limited to 5 minutes each)

9. **Summary of Action Items:**

- (a) **Approval of May 11, 2023 meeting minutes.**
- (b) **Approval of monthly bills and financial report.**
- (c) **Action to enter into Executive Session by roll call vote.**
- (d) **Action to close Executive Session and reconvene Open Meeting.**
- (e) **Possible action to render decision and/or prescribe action regarding employment matter.**
- (f) **Possible approval to accept bid proposal from Toyne for the new Class A Pumper.**
- (g) **Possible approval of proposed contract with IAFF Local #5396.**
- (h) **Possible approval to declare the vehicles and other items listed on the attached list as surplus property and proceed with sale to the general public, unless otherwise noted on the attached list.**
- (i) **Possible approval of April 7, 2023 work session meeting minutes.**

10. Recess/Adjournment

Bonneville County Fire Protection District No. 1, Derik M. Nielsen, Dana Kirkham, David H. Long, Ralph Isom, and Tyler Gebbs, Commissioners.

Bonneville County Fire Protection District #1
Summary of Accounts Payable
June 8, 2023


Vendor	Purchase	Invoice Date	Due Date	Invoice Amount	Net Amt Due
Nelson Hall Parry Tucker PA	Inv 6/6/2023	06/06/23	Upon receipt	6,673.00	6,673.00
Cooper Norman	Inv 116191	05/31/23	Upon receipt	3,262.75	3,262.75
Century Link	208-524-9124	05/10/23	pd online	35.02	35.02
	208-525-4800	06/11/01	pd online	23.24	23.24
Rocky Mountain Power	S 55th, S 45th	06/08/23	pd online	132.09	132.09
Intermountain Gas	S 55th W	06/02/23	pd online	86.07	86.07
	S 45th W	05/26/23	pd online	35.31	35.31
	2137 S Ammon	06/05/23	pd online	87.74	87.74
	3575 Brookfield Lane	06/05/23	pd online	54.03	54.03
Cardmember Services	Ammon	06/08/23	Upon receipt	6,017.36	6,017.36
	BCFD	06/08/23	Upon receipt	287.54	287.54
ALSCO	LBLA2388215, LBLA2392211	5/8-5/22	Upon receipt	218.84	218.84
B & K Lawn & Landscape	Inv 122609	05/02/23	Upon receipt	510.00	510.00
	Inv 122602	05/02/23	Upon receipt	200.00	200.00
	Inv 123565	05/23/23	Upon receipt	80.00	80.00
	Inv 123863	05/31/23	Upon receipt	588.49	588.49
City of Ammon	Mar 2137 S Ammon	05/24/23	Upon receipt	125.80	125.80
	Mar 3575 Brookfield	05/24/23	Upon receipt	110.24	110.24
DDR Contractors	1,225	06/08/23	Upon receipt	690.00	690.00
Idaho Furnace Plumbing Source	Inv 19633410	04/28/23	Upon receipt	500.00	500.00
L N Curtis	Inv 709183,709192	05/26/23	Upon receipt	2,218.00	2,218.00
State Insurance Fund	Inv 5/22/2023	05/22/23	Upon receipt	10,900.00	10,900.00
TJ Sports	Inv 31415	03/16/23	Upon receipt	115.00	115.00
T-Mobile	Inv 6/13/23	06/13/23	Upon receipt	218.75	218.75
Teton Communications	Inv 23881	05/30/23	Upon Receipt	340.00	340.00
Wex Fuel	May billing	05/31/23	Upon receipt	1,477.40	1,477.40
	Total			34,986.67	34,986.67

Financial Institution

		Amount	Current Interest Rate
Idaho Central Credit Union	matures 1/13/2024	277,584.64	4.43%
East Idaho Credit Union	matures 9/3/2023	253,305.54	2.00%
East Idaho Credit Union checking		5.00	
Mountain America Federal Credit Union	matures 3/19/25	299,686.01	4.57%
Westmark	matures 7/2/2023	280,278.11	0.45%
Citizens Community Bank/Glacier	matures 5/27/2024	275,042.42	4.00%
Lookout CU	matures 10/22/23	265,872.31	0.25%
Bank of Commerce CD #6216	matures 6/24/2024	288,265.61	4.25%
Connections CU CD	matures 6/1/2024	275,474.98	3.35%
DL Evans	matures 3/27/2024	263,858.04	3.05%
LGIP		3,885,644.60	4.33%
Stifel		500,106.85	4.50%
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 savings		50,060.92	1.45%
Bank of Commerce		77,332.63	
Bank of Commerce MM		5,311.96	1.50%
TOTAL		6,997,966.97	

Fiscal year	2022/2023
City of Idaho Falls payments	
<u>Due</u>	
October	x 420,268.00
January	x 420,268.00
April	x 420,268.00
July	420,268.00
Total	1,681,072.00

Authorization to pay bills


6,997,966.97

Profit & Loss Budget vs. Actual

October 2022 through May 2023

	Oct '22 - May 23	Budget	\$ Over Budget	% of Budget
Income				
400.00 · Tax Revenues	2,657,412.26	2,423,969.23	233,443.03	109.6%
4040.00 · Gain/loss on investments	25,000.00	0.00	25,000.00	100.0%
410.00 · Interest Income	100,979.83	8,333.32	92,646.51	1,211.8%
420.00 · Miscellaneous Income	21,456.28	16,200.00	5,256.28	132.4%
440.00 · Grant Proceeds	0.00	400,000.00	-400,000.00	0.0%
Total Income	2,804,848.37	2,848,502.55	-43,654.18	98.5%
Expense				
500.00 · Advertising				
501.02 · Public Relations - Ammon	3,055.82	0.00	3,055.82	100.0%
502.02 · Fire Prevention - Ammon	714.95	0.00	714.95	100.0%
500.00 · Advertising - Other	0.00	3,333.32	-3,333.32	0.0%
Total 500.00 · Advertising	3,770.77	3,333.32	437.45	113.1%
505.00 · Auto - Fuel & Oil	9,370.34	16,664.00	-7,293.66	56.2%
520.00 · Capital Outlay	249,130.41	43,333.36	205,797.05	574.9%
530.00 · Travel	31.04	0.00	31.04	100.0%
535.00 · Dues & Subscriptions	3,154.20	3,333.36	-179.16	94.6%
542.00 · Equipment Rent	1,872.00	0.00	1,872.00	100.0%
550.00 · Ins - Fire, Auto & Liab.	9,646.50	20,000.00	-10,353.50	48.2%
568.00 · Audit Fees	14,000.00	6,666.68	7,333.32	210.0%
569.00 · Accounting Costs	38,759.80	30,000.00	8,759.80	129.2%
570.00 · Legal Costs	41,743.80	42,000.00	-256.20	99.4%
574.00 · Contract Services-Machine Hire	0.00	1,000.00	-1,000.00	0.0%
575.00 · Building Maintenance/Operation	26,372.91	20,666.68	5,706.23	127.6%
576.00 · Ground Repair & Maint	123.00	0.00	123.00	100.0%
580.00 · Miscellaneous	99.15	0.00	99.15	100.0%
581.02 · Clothing & Uniforms - Ammon	3,299.06	0.00	3,299.06	100.0%
582.02 · Personal Protective Equip-Ammon	2,011.22	0.00	2,011.22	100.0%
583.02 · Postage - Ammon	71.79	0.00	71.79	100.0%
584.02 · Health & Safety - Ammon	1,524.20	0.00	1,524.20	100.0%
585.00 · Office Supplies/Expense	537.94	0.00	537.94	100.0%
586.00 · Training & Certification	-205.00	3,333.36	-3,538.36	-6.1%
615.00 · Repairs & Maint - Equipment	5,563.07	34,000.00	-28,436.93	16.4%
616.00 · Vehicle Repair & Maintenance				
616-1.1 · Truck #	856.02	0.00	856.02	100.0%
616.2.1 · Truck # E1 Engine	2,986.48	0.00	2,986.48	100.0%
616.2.2 · Truck # E2 Engine	19.84	0.00	19.84	100.0%
616.2.3 · Truck # E3 Engine	36.02	0.00	36.02	100.0%
616.3.3 · Truck # WT3 Water Tender	9,507.24	0.00	9,507.24	100.0%
616.00 · Vehicle Repair & Maintenance - Other	3,551.86	0.00	3,551.86	100.0%
Total 616.00 · Vehicle Repair & Maintenance	16,957.46	0.00	16,957.46	100.0%
625.00 · Supplies	13,770.95	43,333.36	-29,562.41	31.8%
630.00 · Taxes & Licenses	304.42	0.00	304.42	100.0%
640.00 · Utilities	12,560.21	17,333.36	-4,773.15	72.5%
644 · Payroll, Benefits, & Taxes				
645.00 · Wages & Salaries				
645.01 · Salaries - BCFD	62,552.40	50,666.68	11,885.72	123.5%
645.02 · Salaries - Ammon	591,269.05	982,160.00	-390,890.95	60.2%
645.00 · Wages & Salaries - Other	-29,813.00	0.00	-29,813.00	100.0%
Total 645.00 · Wages & Salaries	624,008.45	1,032,826.68	-408,818.23	60.4%
647.00 · Employee Benefits				
648.00 · Insurances - Employee	92,380.72	0.00	92,380.72	100.0%
648.11 · HSA	29,521.71	0.00	29,521.71	100.0%
648.12 · PERSI	73,098.36	0.00	73,098.36	100.0%
648.13 · HRA	6,903.95	0.00	6,903.95	100.0%
648.14 · Phone Reim	471.75	0.00	471.75	100.0%
647.00 · Employee Benefits - Other	450.00	0.00	450.00	100.0%
Total 647.00 · Employee Benefits	202,826.49	0.00	202,826.49	100.0%
650.00 · Wages - Tax Employer	51,384.00	0.00	51,384.00	100.0%
644 · Payroll, Benefits, & Taxes - Other	197.62			
Total 644 · Payroll, Benefits, & Taxes	878,416.56	1,032,826.68	-154,410.12	85.0%
655.00 · Workmens Compensation	43,843.00	13,333.36	30,509.64	328.8%
660.00 · IT	12,004.92	20,000.00	-7,995.08	60.0%

Profit & Loss Budget vs. Actual

October 2022 through May 2023

	Oct '22 - May 23	Budget	\$ Over Budget	% of Budget
675.00 · Fire Dept Grant Expend	0.00	400,000.00	-400,000.00	0.0%
700.00 · Payments - City of Idaho Falls	1,260,804.00	1,260,804.00	0.00	100.0%
Total Expense	2,649,537.72	3,011,961.52	-362,423.80	88.0%
Net Income	155,310.65	-163,458.97	318,769.62	-95.0%