

**BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1**  
**Minutes of Regular Meeting held September 8, 2020**

The Bonneville County Fire Protection District No. 1 (“Fire District”) held its regular monthly meeting of Commissioners on Tuesday the 8<sup>th</sup> day of September, 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 Liaison, Dick Fowler; District accountant Terri Gazdik; legal counsel, Doug Nelson; and City Fire Chief, Duane Nelson (via telephone); and, Ammon Fire Chief Stacy Hyde, Ammon City Manager Micah Austin and Russell Slack.

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 12:06 p.m. by Dan Gubler, acting as Chairman.
2. **Approval of Minutes.** Minutes of the regular meeting of Commissioners held on August 11, 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, Bill Authorization and Proposed Budget.** The summary of accounts payable dated September 8, 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 **\$56,189.71**. The commissioners briefly discussed a letter of engagement submitted by outside auditor and CPA Dana Izatt proposing to conduct an independent audit of the Fire District for the fiscal year commencing October 1, 2019 and ending September 30, 2020. The commissioners set the matter for further discussion and action at the Fire District’s regular meeting to be held October 13, 2020. The commissioners then unanimously acted to authorize the execution of forms necessary to confirm signature authorize for Fire District bank accounts and PERSI enrollment.
4. **Review and Discussion.** The following items were reported or discussed:
  - a. Dick Fowler recognized Russell Slack as a designated consultant relating to the Ammon area and Micah Austin the Ammon City manager.


- b. It was reported that the Faust Station build out is moving along in a timely manner and it is expected that November will be the final month of completions.
  - c. The commissioners reviewed a Cares Act Grant that Chief Stacy Hyde is presently working on and unanimously acted to authorize the District to sign a letter seeking a grant application in the amount of \$193,584 for the purchase of 42 handheld radios and 6 mobile radios for use in vehicles used in providing service to the Ammon Area. It was reported Jon Perry, assistant Idaho Falls Fire Chief is working to obtain approval of a work order to conclude the transfer of a motor into the chassis of the District's Hemmett truck. It was also reported that Dick Fowler is working on specification for a new truck in order to solicit bid proposals or if it would be appropriate for the commissioners to proceed with a single source purchase
  - d. Stacy Hyde reported that the Joint Service Agreement between the City of Ammon and the Fire District provides that Ammon collect fire service fees and suggested that the District approve that fee schedule. The Commissioners reviewed the fees schedule and discussed that the fees should be approved. It was determined that a public hearing for the final adoption of the fee schedule should be conducted on Wednesday, October 14<sup>th</sup>. It was also reported that work is being completed to provide a vehicle list of Ammon City fire vehicles to be added to the Fire District's ICRMP insurance policy.
5. **Idaho Falls and Bonneville County Reports.** Chief Nelson reported that 2 tires failed on the Hemmett vehicle while on site for an out of area fire. The tires are being replaced by the City. There was no separate report from the County.
  6. **Public Comment.** Public comment was invited but none was provided.
  7. **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 12:56 p.m.

Approved the 13<sup>th</sup> day of October, 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 13<sup>th</sup> day of October, 2020.

  
 Ralph Isom, Secretary

**BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1**

**NOTICE AND AGENDA FOR MONTHLY MEETING  
September 8, 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, September 8, 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 August 11, 2020.  
**Action: Approve minutes of regular meeting held 08/11/2020.**
3. Review and action on September, 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 and discussion, including: status of Faust fire station build-out; CARES Act Grant for COVID relief fund and approval of portable handheld radio equipment from grant proceeds; and, discussion about current fee schedule for fire and safety services, inspections and permits within the Ammon City boundaries.
5. Comments/ report from Idaho Falls Fire Department and Bonneville County and public.
6. **Summary of Scheduled Action Items:**
  - (a) Approval of August 11, 2020 meeting minutes.
  - (b) Approval of the September, 2020 monthly bill and financial statement.
  - (c) Approval of purchase of portable handheld radio equipment from the CARES Act grant for use by Ammon Area fire and rescue personnel.
  - (d) Approval of fee schedule for fire and safety services, inspections and permits within the Ammon City boudaries.
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**  
**September 8, 2020**

Vendor	Purchase	Invoice Date	Due Date	Invoice Amount	Discount Available	Net Amt Due
Dick Fowler	Aug Consulting	08/31/20	Upon receipt	1,075.00		1,075.00
Nelson Hall Parry Tucker PA	Aug Consulting	08/31/20	Upon receipt	4,991.75		4,991.75
Cooper Norman	Aug Consulting	08/31/20	Upon receipt	3,856.75		3,856.75
Century Link	208-524-9124 208-525-4800	08/10/20 08/28/20	pd online pd online	35.02 14.21		35.02 14.21
Rocky Mountain Power	6/23/2020	08/26/20	Upon receipt	415.93		415.93
Intermountain Gas	S 55th W S 45th W E 65th S	08/28/20 09/02/20 09/02/20	Upon receipt Upon receipt Upon receipt	9.50 9.50 11.04		9.50 9.50 11.04
Cardmember Services	Fybercom, Napa, Levine, Dad's	08/07/20	Upon receipt	390.24		390.24
Apparatus equipment	20-lv-4232	08/19/20	Upon receipt	1,311.73		1,311.73
Targhee Fire	003-20	08/01/20	Upon receipt	1,723.69		1,723.69
ICRMP	9/1/2020	09/01/20	Upon receipt	983.00		983.00
Post Register	4/2/1968	08/12/20	Upon receipt	155.80		155.80
Keitin Kennedy	8/11/2020	08/11/20	Upon receipt	465.00		465.00
Alan Clark Construction	8/12/2020	08/11/20	Upon receipt	34,779.25		34,779.25
Teton Communications	Inv 16291	08/24/20	Upon receipt	5,812.80		5,812.80
Cheyenne Smith	Invoice 000020	09/01/20	Upon receipt	149.50		149.50
	<b>Total</b>			<b>56,189.71</b>		<b>56,189.71</b>

<u>Financial Institution</u>	<u>Amount</u>	<u>Current Interest Rate</u>
Idaho Central Credit Union	matures 11/28/2020	272,028.78 2.000%
Mountain America Federal Credit Union	matures 3/19/21	290,675.73 3.250%
Westmark	matures 1/2/2021	274,755.52 1.95%
Citizens Community Bank/Glacier	matures 4/24/2021	259,130.60 2.50%
ISU CU	matures 10/27/20	263,066.55 1.40%
ISU Credit Union	matures 8/21/2020	26,752.93 2.42%
Bank of Commerce CD #6216	matures 6/11/2021	282,382.44 0.25%
Connections CU CD	matures 6/01/2021	267,022.43 2.00%
DL Evans	matures 3/27/2021	255,693.70 1.75%
LGIP		1,792,005.61 0.8580%
Connections savings		31.37
Idaho Central Credit Union Savings		25.00
Mountain America Federal Credit Union		5.00
Westmark Savings		25.26
ISU Credit Union		25.00 0.01%
ISU Credit Union savings		25.70
Bank of Commerce		63,913.28
Bank of Commerce MM		5,279.47 0.12%
<b>TOTAL</b>		<b>4,052,844.37</b>

Fiscal year 2019/2020 City of Idaho Falls payments		
<u>Due</u>		
October	x	420,268.07
January	x	420,268.07
April	x	420,268.00
July	x	420,268.07
<b>Total</b>		<b>1,681,072.21</b>

Authorization to pay bills



## BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

## Profit &amp; Loss Budget vs. Actual

October 2019 through August 2020

09/08/20

Accrual Basis

	Oct '19 - Aug 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
400.0 · Tax Revenues	2,404,710.74	2,187,760.00	216,950.74	109.9%
410.00 · Interest Income	49,686.53	37,583.00	12,103.53	132.2%
420.00 · Miscellaneous Income	26,682.32			
<b>Total Income</b>	<b>2,481,079.59</b>	<b>2,225,343.00</b>	<b>255,736.59</b>	<b>111.5%</b>
<b>Expense</b>				
500.00 · Advertising	155.80	0.00	155.80	100.0%
505.00 · Auto	139.88	2,292.00	-2,152.12	6.1%
520.00 · Capital Outlay	289,467.06	357,500.00	-68,032.94	81.0%
530.00 · Commissioners Travel	1,055.16	2,292.00	-1,236.84	46.0%
535.00 · Dues & Subscriptions	1,000.00	1,000.00	0.00	100.0%
550.00 · Ins - Fire, Auto & Liab.	1,885.00	500.00	1,385.00	377.0%
560.00 · Insurance - Life	55.06	0.00	55.06	100.0%
565.00 · Interest	-0.22			
568.00 · Audit Fees	6,500.00	6,500.00	0.00	100.0%
569.00 · Accounting Costs	18,404.50	16,042.00	2,362.50	114.7%
570.00 · Legal Costs	51,184.31	33,000.00	18,184.31	155.1%
571.00 · Consulting Services - Website	0.00	1,834.00	-1,834.00	0.0%
572.00 · Contract Services-Inspections	0.00	13,750.00	-13,750.00	0.0%
573.00 · Consulting	11,825.00	11,825.00	0.00	100.0%
574.00 · Contract Services-Machine Hire	0.00	1,375.00	-1,375.00	0.0%
575.00 · Maintenance/Operation	3,513.39	9,167.00	-5,653.61	38.3%
585.00 · Office Expense	1,052.22			
615.00 · Repairs - Equipment	3,764.15	18,335.00	-14,570.85	20.5%
625.00 · Supplies	0.00	9,900.00	-9,900.00	0.0%
630.00 · Taxes & Licenses	287.00			
633.00 · Payroll Taxes	1,893.39	200.00	1,693.39	946.7%
640.00 · Utilities	6,951.25	6,875.00	76.25	101.1%
645.00 · Wages	24,750.00	29,150.00	-4,400.00	84.9%
655.00 · Workmens Compensation	150.00			
700.00 · Payments - City of Idaho Falls	1,681,072.07	1,681,072.00	0.07	100.0%
<b>Total Expense</b>	<b>2,105,105.02</b>	<b>2,202,609.00</b>	<b>-97,503.98</b>	<b>95.6%</b>
<b>Net Income</b>	<b>375,974.57</b>	<b>22,734.00</b>	<b>353,240.57</b>	<b>1,653.8%</b>

## **SECTION 1: FIRE DEPARTMENT FEES**

<b>SECTION 1-A</b>	
<b>Fire Code Plan Review</b>	Total Square Footage/5,000=> Round up X \$50.00; <b>Not to Exceed \$500.00</b>
<b>Fire Alarm System Construction Permit</b>	Flat Fee \$100.00 per System
<b>Fire Sprinkler System Construction Permit</b>	Flat Fee \$100.00 per System
<b>Alternative Fire Suppression System Construction Permit</b>	Flat Fee \$75.00 per System
<b>Fire Pump System Construction Permit</b>	Flat Fee \$100.00 per System
<b>Stop Work Order Violation for Fire Code Violations</b>	Flat Fee \$1,000.00 per Violation
<b>Fire Code Annual Inspection Fee for Businesses</b>	\$40.00 per 5,000 square feet; Not to Exceed \$400.00
<b>Fire Department Operational Permit</b>	Flat Fee \$50.00
<b>Life Safety License Fee</b>	\$125.00 per year
<b>CPR Classes</b>	\$50.00 for Ammon Resident or Ammon Child Care Worker \$75.00 for Non-Resident
<b>Burn Permit</b>	\$0.00 per permit

## **SECTION 2: MISCELLANEOUS FEES**

1. Fireworks Display Permit \$125.00\*
2. Return Check Fee \$ 25.00
3. Failure to Obtain or Renew a Permit See Section 3: Code Enforcement
4. Late Fee for Invoiced Billings - \$5.00 or 1.5% of the total amount invoiced per month, whichever is greater.
5. Refunds - A \$10.00 minimum fee applies to all authorized refunds

\*General Business License or Home Occupation Permit Included.

## **SECTION 3: CODE ENFORCEMENT PENALTIES**

- Infraction not fixed by second follow-up visit \$25.00
- Infraction not fixed by third follow-up visit \$50.00
- Infraction not fixed by fourth follow-up visit \$100.00
- Stop Work Oder for Fire Code Violation(s) \$1,000.00\*\*

\*\*A Stop Work Order may be issued at any time during the inspection process.