

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1
Minutes of Regular Meeting held February 9, 2016

The Bonneville County Fire Protection District No. 1 ("Fire District") held its regular monthly meeting of Commissioners on Tuesday the 9th day of February, 2016, at the offices of Nelson Hall Parry Tucker, PLLC, at 490 Memorial Drive, Suite 200, Idaho Falls, Idaho 83402 convening at 12:10 p.m.

The following were present:

Commissioners Dan Gubler, Ralph Isom and Dave Long were present. The following were also present: Fire District Liaison, Dick Fowler; Legal Counsel, Douglas R. Nelson; District Accountant, Terri Gazdik; City of Idaho Falls Fire Chief Dave Hanneman; Deputy Chief David Coffey; Bonneville Planning Administrator, Steve Serr.

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. Notices were timely posted of such change.

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 12:16 p.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 January 12, 2016 and the special meeting held January 19, 2016 and January 21, 2016 were reviewed. A motion to approve the minutes was made by Ralph Isom, seconded by Dave Long, and the same was approved by unanimous vote.
3. **Monthly Financial Report and Bill Authorization.** The summary of accounts payable dated February 9, 2016 as prepared and submitted by Accountant Terri Gazdik was reviewed. Following discussion and upon motion made by Ralph Isom, seconded by David Long and unanimously approved the report was accepted and authorization for payments totaling \$15,721.91 was approved. A copy of the report is attached to these minutes.
4. **Reports by Dick Fowler and Jeff Armstrong.** Fire District Liaison, Dick Fowler, gave the following reports:
 - A. A contract and notice to proceed have been signed and issued for the new building interior build outs as of Friday, February 6, 2016..
 - B. The new truck is now available for final inspection and delivery at the ~~Betta~~^{Delpa}, Iowa Toyne Manufacturing facility.
 - C. Mr. Fowler reported that a new "Heavy" fire truck obtained as military surplus will be available as a tactical tender.
 - D. A motion was made and unanimously passed to amend the agenda to permit Jeff Armstrong, representing the Idaho Falls Country club HOA, to present a report and discuss hydrant testing at the Country Club. Mr. Armstrong reported that members of the HOA acted to create the new Taylor Mountain Water & Sewer District to own and

operate the water system at the Country Club and surrounding residential area, including the fire hydrants located within the boundary of their subdivision. Mr. Armstrong reported that the City Fire Department conducted tests of 17 hydrants and found that 15 are in working condition. Four of the hydrants had no problems and 11 had some leakage but did flow well. Two are not currently functioning and it is uncertain what might be done to replace or improve those two hydrants. The new District is creating a maintenance and upkeep plan to maintain the hydrants in working order and will include a program to keep the hydrant free from shrub growth. Mr. Armstrong inquired about a practice to dispatch a tender in the event of a fire at the Country Club subdivision. The Fire Chief responded that their policy will be to dispatch a tender as a best practice and to hook up to working available hydrants but with a tender truck dispatched for extra capacity.

6. **City of Idaho Falls Report.** The City Fire Department Chief Dave Hanneman reported on the following:
 - A. The City Fire Department's reorganized employee structure has helped to reduce required overtime. The Department has 16 new hires in training, 5 new retirees and 1 resignation for health reasons. The plan is to hire 4 more firefighter by May 1st and place them in the training academy.
 - B. The new Fire Station 1 is progressing toward construction.
 - C. The Fire Department progress report was distributed and it was announced that council members John Radford and Ed Mahron will be acting as the two Fire Department/District liaisons.
 - D. It was reported that a 7 member Citizens Review panel will be meeting for 4 to 5 months to review the Fire Department with an expected report by the ends of September, 2016. It was also reported that improved training standards have been implemented as new and ongoing certifications will be required of firefighters.
 - E. The Deputy Chief, Dave Coffey reviewed a report regarding 2015 City to District call volume comparison and the attached schedule was reviewed. It was also mentioned that the total EMS budget is approximately 4.5 million dollars for all of Bonneville County and that 38 employees are funded under the EMS budget. Last year there were 8,098 EMS calls which is close to the annual yearly calls experienced in recent years.
7. **County Report.** Steve Serr reported that the building permits for the building interior construction have been issued and are available.
8. **Discussion.** The grouped discussed the methodology for annual contract negotiations between the Fire District and the City relating to the fire service agreement. It was agreed that a special meeting be scheduled to include the representatives of each entity, their legal counsel and financial representatives to discuss the agreement.
7. **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 at 1:42 p.m.

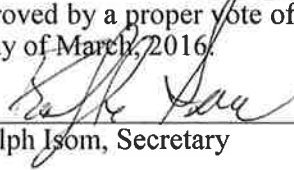
Approved this 8th day of March, 2016.


for: Assistant Secretary, Douglas R. Nelson


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 March, 2016.



Ralph Isom, Secretary

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

NOTICE AND AGENDA FOR MONTHLY MEETING February 9, 2016

Notice is hereby given that the Bonneville County Fire Protection District No. 1 ("Fire District") will hold its regularly scheduled monthly meeting on Tuesday, February 9, 2016 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 January 12, 2016 regular monthly meeting and the January 19, 2016 and January 21, 2016 Special Meetings.
3. Review and action on January, 2016 monthly bills and financial statement (Terri Gazdik)
4. District Liaison Report on pending matters, including the status of the interior build out on the two new fire stations and equipment needs.
5. Report from Idaho Falls Fire Chief
6. Comments or reports from Bonneville County and City of Ammon
7. Preliminary discussion regarding methodology for conducting negotiations toward a new fire service contract between the District and the City of Idaho Falls.
- 8.. 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
February 9, 2016**

Vendor	Purchase	Invoice Date	Due Date	Invoice Amount	Discount Available	Net Amt Due
Dick Fowler	January consulting	02/08/16	Upon receipt	850.00		850.00
Nelson Hall Parry Tucker PA	January legal	01/31/16	Upon receipt	4,505.00		4,505.00
Cooper Norman	January accounting	01/31/16	Upon receipt	972.50		972.50
Century Link	208-524-9124 208-525-4800	01/10/16 01/28/16	pd online pd online	95.30 68.52		95.30 68.52
Card Service	1/8/16 billing Home Depot/EZ Mart	01/08/16	pd online	258.90		258.90
CableOne	1/23-2/22 billing	01/23/16	pd online	78.48		78.48
Waterax	1/11/2016	01/11/16	paid	7,724.94		7,724.94
Intermountain Gas	S 55th W E 65th S	02/04/16 01/08/16	Upon receipt Upon receipt	194.45 221.38		194.45 221.38
Rocky Mountain Power	1/25 billing	01/25/16	pd online	252.44		252.44
Total				15,221.91		15,221.91

Financial Institution

	Amount	Current Interest Rate
Idaho Central Credit Union Matures 2/22/16	254,000.33	1.244%
Key Bank CD Matures 8/10/16	254,621.67	1.00%
Mountain America Federal Credit Union matures 3/12/2019	260,016.49	2.200%
Westmark matures 1/31/17	255,708.30	1.25%
Citizens Community Bank matures 3/24/16	251,236.59	0.98%
Connections CU matures 9/24/16	251,731.91	1.00%
ISU CU matures 4/23/16	250,516.55	0.30%
Scenic Falls - Other Accts.	33.38	0.178%
Scenic Falls CD matures 11/21/16	251,125.77	1.244%
Bank of Commerce Matures 8/18/16	269,437.54	0.50%
Idaho Central Credit Union Savings	25.00	
Mountain America Federal Credit Union	25.00	
Westmark Savings	25.08	
ISU Credit Union	22.85	0.01%
Zions Bank	86,516.73	0.15%
Bank of Commerce	44,485.09	
Bank of Commerce	915,104.88	0.08%
TOTAL	3,344,633.16	

Fiscal year 2015/2016 City of Idaho Falls payments Due		
October	X	399,093.75
January	x	399,093.75
April		399,093.75
July		399,093.75
Total		1,596,375.00

Authorization to pay bills



10:04 AM

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

Profit & Loss Budget vs. Actual

October 2015 through January 2016

02/09/16

Accrual Basis

	<u>Oct '15 - Jan 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
430.00 · Proceeds from Sale of Assets	5,000.00			
400.0 · Tax Revenues	1,367,924.26	1,300,000.00	67,924.26	105.2%
410.00 · Interest Income	6,935.48	6,008.00	927.48	115.4%
Total Income	<u>1,379,859.74</u>	<u>1,306,008.00</u>	<u>73,851.74</u>	<u>105.7%</u>
Expense				
542.00 · Equipment Rent	6,586.13	166.64	6,419.49	3,952.3%
500.00 · Advertising	0.00	166.64	-166.64	0.0%
505.00 · Auto	212.13	0.00	212.13	100.0%
510.00 · Bank Charges	2.00	33.36	-31.36	6.0%
520.00 · Capital Outlay	36,181.45	160,000.00	-123,818.55	22.6%
535.00 · Dues & Subscriptions	1,000.00	1,000.00	0.00	100.0%
569.00 · Accounting Costs	4,991.96	5,333.36	-341.40	93.6%
570.00 · Legal Costs	12,813.67	11,666.64	1,147.03	109.8%
571.00 · Consulting Services - Website	0.00	333.36	-333.36	0.0%
572.00 · Contract Services-Inspections	0.00	6,666.72	-6,666.72	0.0%
573.00 · Consulting	3,450.00	3,400.00	50.00	101.5%
574.00 · Contract Services-Machine Hire	0.00	500.00	-500.00	0.0%
575.00 · Maintenance/Operation #4	170.00	0.00	170.00	100.0%
585.00 · Office Expense	1,052.87	333.36	719.51	315.8%
615.00 · Repairs - Equipment	816.80	5,000.00	-4,183.20	16.3%
625.00 · Supplies	253.74	833.36	-579.62	30.4%
633.00 · Payroll Taxes	459.00	873.36	-414.36	52.6%
640.00 · Utilities	1,357.71	1,666.72	-309.01	81.5%
645.00 · Wages	6,000.00	6,000.00	0.00	100.0%
700.00 · Payments - City of Idaho Falls	798,187.50	798,187.50	0.00	100.0%
Total Expense	<u>873,534.96</u>	<u>1,002,161.02</u>	<u>-128,626.06</u>	<u>87.2%</u>
Net Income	<u>506,324.78</u>	<u>303,846.98</u>	<u>202,477.80</u>	<u>166.6%</u>