

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

Minutes of Regular Meeting held October 12, 2023

The Bonneville County Fire Protection District No. 1 (“Fire District”) held its regular monthly meeting of Commissioners on Thursday the 12^b day of October, 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 Ralph Isom, Derik Nielsen, Dana Kirkham (until 12:36 p.m.), and David Long were present. Commissioner Tyler Gebbs was absent. The following were also present: Attorney Abigail French, Attorney Douglas Nelson, Accountant Terri Gazdik, District Operations Officer Dick Fowler, Ammon Area Fire Chief Stacy Hyde, City of Idaho Falls Fire Department Chief Duane Nelson, James Hitch, Aaron Neilsen, Kaleb Johnson, BCFD Station (via Zoom), Jason Howard (via Zoom), and Ammon Fire Marshal Keith Banda. 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 12:03 p.m. by Chairman Ralph Isom.
2. **Approval of Minutes.** Minutes of the regular meeting of Commissioners held on September 14, 2023, were reviewed. A motion to accept the minutes was made by Dana Kirkham and seconded by David Long. Said motion carried with the following vote: Aye- Derik Nielsen, David Long, Dana Kirkham, and Ralph Isom. Nay- None. Minutes of the special meeting of Commissioners held on August 22, 202, were reviewed. A motion to accept the minutes was made by Derik Nielsen and seconded by Dana Kirkham. Said motion carried with the following vote: Aye- Derik Nielsen, David Long, Dana Kirkham, and Ralph Isom. Nay- None. No action was taken as to the minutes of the special meeting of Commissioners held on September 20, 2023.
3. **Monthly Financial Report and Bill Authorization.** The summary of accounts payable dated October 12, 2023, prepared and submitted by Accountant Terri Gazdik, was reviewed, with a total expenditure of \$420,268.00. Ms. Gazdik reviewed the expenditures and reported on related items. Ms. Gazdik reported on certain CDs that needed attention, particularly the CDs with East Idaho Credit Union and Lookout Credit Union. In response, Chairman Ralph Isom stated that he would have a serious discussion with said credit unions regarding interest rates. Following discussion and upon motion by Derik Nielsen and seconded by David Long, and unanimously accepted¹, the report was approved for a total expenditure of \$420,268.00.

¹ Commissioner Dana Kirkham briefly left the meeting to take a phone call and did not participate in the vote.

4. **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:
 - 1. Mr. Fowler reported on the 65th property and the need for a station and/or storage facility to be built. Mr. Fowler reminded the Commissioners that they had a building facility blueprint from the architect they had previously engaged. Mr. Fowler also reported that ESI Construction specifically had inquired about the District potentially building on the property. Mr. Fowler again reiterated that the Commissioners needed to consider at least building a storage facility on the property because items of property were currently not being stored properly.
 - 2. Mr. Fowler reported on his conversation with City of Ammon Mayor Sean J. Coletti regarding the District acquiring property in the northeast area. Mr. Fowler stated that Mayor Coletti was in support of such a decision and noted possible development in the area.
 - 3. Mr. Fowler reported on the new budget year and upcoming plans, which include the addition of five (5) employees. Mr. Fowler also reported that they intended to begin designating certain on-shift employees as inspectors and that they may need to acquire an additional vehicle in the future.
 - 4. Mr. Fowler reported on the possible adoption of the Uniform Fire Code AKA International Fire Code. Mr. Fowler specifically reported that Chief Hyde and Fire Marshal Kieth Banda had discussed the matter with Ron Anderson with Bonneville County. Mr. Fowler reported concerns he had with code enforcement or lack thereof. Attorney Doug Nelson explained that he had conducted some limited research on the issue and based on his review of Idaho Code Section 41-253 and related provisions, his preliminary recommendation was that the District need not adopt the International Fire Code in gross because the law does so with certain helpful exceptions specific to fire districts. After discussion on the matter, it was decided that Mr. Nelson would do further research on the matter before action was taken.
 - b. City of Idaho Falls Fire Department Chief Duane Nelson reported a total of one hundred and seven (107) calls, forty-six (46) of which were fire calls and sixty-one (61) of which were fire and emergency medical service related. Chief Nelson reported on some field fires that had taken place during the month. Chief Nelson also reported on a block party that was held in recognition of fire prevention week.
 - c. Ammon Area Fire Chief Stacy Hyde reported a total of thirty-three (33) calls. Chief Hyde reported on a few specific fires, which included a vehicle fire and field fire. Chief Hyde reported a total of nine (9) public education events. Chief Hyde also reported that the agency had received a 'license plate grant' in the amount of \$3,000.00.
5. **Public Comment.** No public comments were made.
6. Since only three (3) Commissioners were present by the end of the meeting², the Board of Commissioners could not enter into Executive Session. The Commissioners briefly

² Chairman Ralph Isom, Commissioner Derik Nielsen, and Commissioner David Long.

discussed convening a special meeting on Wednesday, October 18, 2023, in order to take up an employment matter.

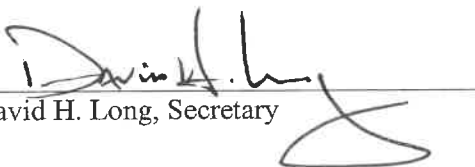
7. **Adjournment.** There being no further business to come before the Board of Commissioners at the meeting a motion was made to adjourn by David Long and seconded by Derik Nielsen with unanimous approval at 12:52 p.m.

Approved the 9th day of November, 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 9th day of November, 2023.


David H. Long, Secretary

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1
NOTICE AND AGENDA FOR MONTHLY MEETING
October 12, 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, October 12, 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 September 14, 2023.
Action: Approve minutes of regular meeting held 09/14/2023.
3. Review and approval of minutes of the special meeting held August 22, 2023.
Action: Approve minutes of special meeting held 08/22/2023.
4. Review and approval of minutes of the special meeting held September 20, 2023
Action: Approve minutes of special meeting held 09/20/2023.
5. Review and action on October 2023 monthly bills and financial statement for preceding month. (Terri Gazdik).
Action: Approve monthly bills and financial report.
6. Discussion and Reports from District Operations Officer, Fire Chiefs and legal counsel, including:
 - a. Richard Fowler, Operations Officer:
 - (1) Operations report.
 - (2) Discussion regarding 65th property and the need for a station and/or storage facility.
 - (3) Discussion regarding new budget year and upcoming plans.
 - (4) Discussion regarding conversation with Mayor Collette and status update on acquiring property in the northeast area.
 - (5) Discussion regarding possible Adoption of Uniform Fire Code AKA International Fire Code.
Possible Action: Adoption of International Fire Code AKA Uniform Fire Code.
 - 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.
7. Patron and community comments (limited to 5 minutes each)
8. **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: Idaho Code Section 74-206(1)(b) to consider

the evaluation, dismissal, or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual agent.

Action: Enter into Executive Session by roll call vote.

9. Close Executive Session and reconvene Open Meeting.

Action: Close Executive Session and reconvene Open Meeting.

10. **Summary of Action Items:**

- (a) **Approval of September 14, 2023 meeting minutes.**
- (b) **Approval of August 22, 2023 meeting minutes.**
- (c) **Approval of September 20, 2023 meeting minutes.**
- (d) **Approval of monthly bills and financial report.**
- (e) **Possible adoption of International Fire Code AKA Uniform Fire Code.**
- (f) **Enter into Executive Session by roll call vote.**
- (g) **Close Executive Session and reconvene Open Meeting.**

11. 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
October 12, 2023

| Vendor | Purchase | Invoice Date | Due Date | Invoice Amount | Net Amt Due |
|-------------------------------|-------------------------|--------------|--------------|------------------|------------------|
| Nelson Hall Parry Tucker PA | Inv 10/3/23 | 09/30/23 | Upon receipt | 6,386.10 | 6,386.10 |
| Cooper Norman | Inv 126097 | 09/30/23 | Upon receipt | 4,575.00 | 4,575.00 |
| Century Link | 208-524-9124 | 09/10/23 | pd online | 35.02 | 35.02 |
| | 208-525-4800 | 09/28/23 | pd online | 23.28 | 23.28 |
| Rocky Mountain Power | S 55th, S 45th | 09/22/23 | pd online | 111.36 | 111.36 |
| | 2137 S Ammon | 10/06/23 | pd online | 712.16 | 712.16 |
| | 2137 S Ammon | 10/06/23 | pd online | 181.28 | 181.28 |
| Intermountain Gas | 144 S 55th W | 10/02/23 | pd online | 37.73 | 37.73 |
| | 2137 S Ammon | 10/03/23 | pd online | 130.75 | 130.75 |
| | 3575 Brookfield Lane | 10/3/203 | pd online | 45.73 | 45.73 |
| Cardmember Services | Ammon | 10/08/23 | Upon receipt | 1,424.09 | 1,424.09 |
| | BCFD | 10/08/23 | Upon receipt | 91.44 | 91.44 |
| ALSCO | LBLA2427428,LBLA2423542 | 9/25, 9/11 | Upon receipt | 218.84 | 218.84 |
| Apparatus Equipment & Salws | INV 23-IV-7207 | 09/19/23 | Upon receipt | 130.04 | 130.04 |
| B & K Lawn & Landscape | Inv 128751 | 09/15/23 | Upon receipt | 65.00 | 65.00 |
| BPA Health | 0034433-IN | 10/01/23 | Upon receipt | 75.00 | 75.00 |
| City of Ammon | 2137 S Ammon | 09/28/23 | Upon receipt | 125.80 | 125.80 |
| | 3575 Brookfield | 09/28/23 | Upon receipt | 343.94 | 343.94 |
| D & L Cleaners | 10/3/2023 | 10/03/23 | Upon receipt | 183.40 | 183.40 |
| Emblem Enterprises Inc | Inv 899723 | 09/19/23 | Upon receipt | 1,163.92 | 1,163.92 |
| Fleetpride Service Center | Inv 1970, 1801 | 09/11/23 | Upon receipt | 10,883.27 | 10,883.27 |
| Idaho Furnace Plumbing Source | Inv 23095558 | 09/14/23 | Upon receipt | 617.99 | 617.99 |
| Keith Banda | 9/17-9/23 training | 09/17/23 | Upon receipt | 52.04 | 52.04 |
| Mountain View Hospital | Inv 495 TC 2023 | 07/31/23 | Upon receipt | 189.50 | 189.50 |
| Renew Bio Medical | Inv 18131 | 09/14/23 | Upon receipt | 300.00 | 300.00 |
| T-Mobile | Inv 9/20/2023 | 09/20/23 | Upon receipt | 220.50 | 220.50 |
| Wex Fuel | Sept billing | 09/30/23 | Upon receipt | 1,881.65 | 1,881.65 |
| | Total | | | 30,204.83 | 30,204.83 |

| Financial Institution | Amount | Current Interest Rate | |
|---------------------------------------|-------------------|-----------------------|-------|
| Idaho Central Credit Union | matures 1/13/2024 | 277,584.64 | 4.43% |
| East Idaho Credit Union | | 255,471.13 | 0.05% |
| East Idaho Credit Union checking | | 5.00 | |
| Mountain America Federal Credit Union | matures 3/19/25 | 306,467.32 | 4.56% |
| Westmark | matures 4/24/2024 | 280,596.02 | 5.25% |
| Citizens Community Bank/Glacier | matures 5/27/2024 | 275,042.42 | 4.00% |
| Lookout CU | matures 10/22/23 | 266,038.05 | 0.25% |
| Bank of Commerce CD #6216 | matures 6/24/2024 | 290,676.97 | 4.25% |
| Connections CU CD | matures 6/1/2024 | 280,163.54 | 3.35% |
| DL Evans | matures 3/27/2024 | 263,858.04 | 3.05% |
| LGIP | | 4,353,125.08 | 5.17% |
| Stifel | | 507,249.10 | 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 | | 25.00 | |
| Lookout Credit Union savings | | 25.70 | |
| Bank of Commerce savings | | 50,173.03 | 0.48% |
| Bank of Commerce | | 73,517.25 | |
| Bank of Commerce MM | | 5,338.66 | 1.50% |
| TOTAL | | 7,485,443.60 | |

| 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 | x 420,268.00 |
| Total | 1,681,072.00 |

Authorization to pay bills 

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

Profit & Loss Budget vs. Actual

October 2022 through September 2023

Accrual Basis

| | Oct '22 - Sep 23 | Budget | \$ Over Budget | % of Budget |
|--|---------------------|---------------------|--------------------|---------------|
| Income | | | | |
| 400.00 · Tax Revenues | 4,085,699.46 | 3,671,012.00 | 414,687.46 | 111.3% |
| 4040.00 · Gain/loss on investments | 25,000.00 | 0.00 | 25,000.00 | 100.0% |
| 410.00 · Interest Income | 187,571.36 | 12,500.00 | 175,071.36 | 1,500.6% |
| 420.00 · Miscellaneous Income | 32,299.27 | 24,300.00 | 7,999.27 | 132.9% |
| 440.00 · Grant Proceeds | 0.00 | 400,000.00 | -400,000.00 | 0.0% |
| Total Income | 4,330,570.09 | 4,107,812.00 | 222,758.09 | 105.4% |
| Expense | | | | |
| 500.00 · Advertising | 5,079.28 | 5,000.00 | 79.28 | 101.6% |
| 505.00 · Auto - Fuel & Oil | 17,454.47 | 25,000.00 | -7,545.53 | 69.8% |
| 510.00 · Bank Charges | 0.10 | 0.00 | 0.10 | 100.0% |
| 520.00 · Capital Outlay | 268,030.41 | 65,000.00 | 203,030.41 | 412.4% |
| 530.00 · Travel | 31.04 | 0.00 | 31.04 | 100.0% |
| 535.00 · Dues & Subscriptions | 3,179.20 | 5,000.00 | -1,820.80 | 63.6% |
| 542.00 · Equipment Rent | 1,872.00 | 0.00 | 1,872.00 | 100.0% |
| 550.00 · Ins - Fire, Auto & Liab. | 21,685.50 | 30,000.00 | -8,314.50 | 72.3% |
| 568.00 · Audit Fees | 14,000.00 | 10,000.00 | 4,000.00 | 140.0% |
| 569.00 · Accounting Costs | 55,411.55 | 45,000.00 | 10,411.55 | 123.1% |
| 570.00 · Legal Costs | 75,193.90 | 63,000.00 | 12,193.90 | 119.4% |
| 574.00 · Contract Services-Machine Hire | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| 575.00 · Building Maintenance/Operation | 35,473.51 | 31,000.00 | 4,473.51 | 114.4% |
| 576.00 · Ground Repair & Maint | 1,772.74 | 0.00 | 1,772.74 | 100.0% |
| 580.00 · Miscellaneous | 4,401.30 | 0.00 | 4,401.30 | 100.0% |
| 581.02 · Clothing & Uniforms - Ammon | 9,402.12 | 0.00 | 9,402.12 | 100.0% |
| 582.02 · Personal Protective Equip-Ammon | 2,279.34 | 0.00 | 2,279.34 | 100.0% |
| 583.02 · Postage - Ammon | 146.56 | 0.00 | 146.56 | 100.0% |
| 584.02 · Health & Safety - Ammon | 1,524.20 | 0.00 | 1,524.20 | 100.0% |
| 585.00 · Office Supplies/Expense | 889.74 | 0.00 | 889.74 | 100.0% |
| 586.00 · Training & Certification | 739.87 | 5,000.00 | -4,260.13 | 14.8% |
| 615.00 · Repairs & Maint - Equipment | 16,684.91 | 51,000.00 | -34,315.09 | 32.7% |
| 616.00 · Vehicle Repair & Maintenance | 47,872.92 | 0.00 | 47,872.92 | 100.0% |
| 625.00 · Supplies | 16,561.01 | 65,000.00 | -48,438.99 | 25.5% |
| 630.00 · Taxes & Licenses | 304.42 | 0.00 | 304.42 | 100.0% |
| 640.00 · Utilities | 15,975.40 | 26,000.00 | -10,024.60 | 61.4% |
| 644 · Payroll, Benefits, & Taxes | 1,372,400.00 | 1,549,240.00 | -176,840.00 | 88.6% |
| 655.00 · Workmens Compensation | 43,843.00 | 20,000.00 | 23,843.00 | 219.2% |
| 660.00 · IT | 15,613.77 | 30,000.00 | -14,386.23 | 52.0% |
| 675.00 · Fire Dept Grant Expend | 0.00 | 400,000.00 | -400,000.00 | 0.0% |
| 700.00 · Payments - City of Idaho Falls | 1,681,072.00 | 1,681,072.00 | 0.00 | 100.0% |
| Total Expense | 3,728,894.26 | 4,107,812.00 | -378,917.74 | 90.8% |
| Net Income | 601,675.83 | 0.00 | 601,675.83 | 100.0% |