

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

### **NOTICE AND AGENDA FOR MONTHLY MEETING**

**May 9, 2017**

Notice is hereby given that the Bonneville County Fire Protection District No. 1 ("Fire District") will hold its regularly scheduled monthly meeting on Tuesday, May 9, 2017 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 April 11, 2017 regular monthly meeting.
3. Review and action on April, 2017 monthly bills and financial statement (Terri Gazdik)
4. Annual Audit Review. Dana Izatt, CPA and outside auditor
5. District Liaison Report on pending matters, including maintenance and equipment needs.
6. Report from Idaho Falls Fire Chief
7. Comments or reports from Bonneville County and City of Ammon
8. Discussion regarding timetable, methodology and information exchange 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 NO. 1**  
**Minutes of Regular Meeting held May 9, 2017**

The Bonneville County Fire Protection District No. 1 ("Fire District") held its regular monthly meeting of Commissioners on Tuesday the 9<sup>th</sup> day of May, 2017, 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, Ralph Isom and Dave Long were present. The following were also present: Fire District Liaison, Dick Fowler; District accountant, Terri Gazdik; Legal Counsel, Doug Nelson; City of Idaho Falls Fire Chief, Dave Hanneman; Idaho Falls Deputy Fire Chief, Dave Coffey; Bonneville Planning Administrator, Steve Serr; and, Dana Izatt, CPA (auditor).

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 12:18 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 April 11, 2017, 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, Bill Authorization and Audit Report.** The summary of accounts payable dated April 11, 2017, as prepared and submitted by Accountant Terri Gazdik was reviewed. Following discussion and upon motion made by Ralph Isom, seconded by Dave Long and unanimously approved, the report was accepted and authorization for payments totaling \$41,032.73, was approved. A copy of the report is attached to these minutes.

A discussion about the Fire District's possible participation in the MYCA youth government education conference support was concluded with no motion to approve a contribution.

A motion to amend the agenda was made, seconded and unanimously passed to discuss the purchase of a John Deere lawn mover from Bonneville County Implement for the sum of \$2,899.00. The riding mower will have a mulching head. Motion by Ralph Isom was seconded by Dave Long to purchase the mower. The motion passed unanimously.

CPA Dana Izatt presented the annual audit report, including the financial report which was prepared in accordance with GAAP standards and a reviewed management report. A motion to accept the report was made by Ralph Isom and seconded by Dave Long and passed unanimously.

4. **Report by Dick Fowler.** Fire District Liaison, Dick Fowler, reported that the Idaho Fire Chiefs Association was hosting a meeting on June 3, 2017 at the new Idaho Falls, Fire Station to review the roles and duties of fire commissioners and matters relating to Fire District governance.

Mr. Fowler reported on an equipment list needed for item on the Hemmett truck and a discussion was held regarding storage of vehicles. It was suggested that the District might benefit by erecting a storage building on the West Side property and that cost estimates should be obtained to determine if the District should publish a Request for Proposal to erect such a building.

Mr. Fowler reported on a fire call at the Blacktail guard shack which burned to the ground. It was a confusing call because it came in as a Fire District call but the units stopped at the District boundary which is beyond 1 mile outside the District boundary.

5. **Report and Discussion by Chief Hanneman.**

A. Chief Hanneman reported that a Grand Opening for the new fire building was held and that the City is moving the administrative offices. Station 6 (8<sup>th</sup> & Holmes) will become the new training center. He also reported on field fires and haystack fires and that the City is working with Swan Valley (Bonneville County Fire District # 2) regarding a possible cooperative relationship.

B. Chief Hanneman reported regarding discussion with Jefferson & Ririe Fire District regarding coordination of 911 calls.

C. Chief Hanneman reported that Duane Nelson has been deployed with the National Guard to Romania for 10 months.


6. **County Report.** Steve Serr had no report for the meeting.

7. **Renewal of the Fire Service Contract between the Fire District and Idaho Falls.** The parties discussed the City of Idaho Falls proposal for a a two-year fire service contract with no increase for the first year, but with a 3% increase for the second year.

Following the departure of the City representatives the Fire Commissioners continued a discussion regarding a response to the City's proposal. It was unanimously determined to make a counter proposal for a two year contract with an increase of 1 % in the first year and and increase of <sup>1.5%</sup> ~~1.25%~~ in the second year. DR.

8. **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 3:19 p.m.

Approved the 13<sup>th</sup> day of June, 2017.



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Assistant Secretary, Douglas R. Nelson

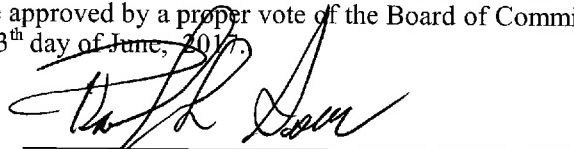


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Approved by Acting Board Chairman

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 June, 2017.



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Ralph Som, Secretary

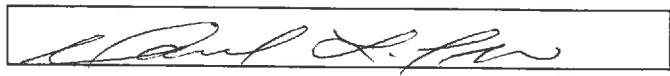
**Bonneville County Fire Protection District #1  
Summary of Accounts Payable  
May 9, 2017**

Vendor	Purchase	Invoice Date	Due Date	Invoice Amount	Discount Available	Net Amt Due
Dick Fowler	April consulting	05/02/17	Upon receipt	950.00		950.00
Nelson Hall Parry Tucker PA	April consulting	04/30/17	Upon receipt	2,143.24		2,143.24
Cooper Norman	April accounting	04/30/17	Upon receipt	1,150.26		1,150.26
Century Link	208-524-9124 208-525-4800	04/28/17	pd online pd online	72.61		72.61
CableOne	2/23-3/22 billing	05/07/17	pd online	78.48		78.48
Intermountain Gas	144 S 55th W 370 E 65th S 5990 S 45th W	05/04/17 05/04/17	pd online pd online Upon receipt	45.15 89.35		45.15 89.35
Iona MYCA		05/08/17	per DF	500.00		500.00
Rocky Mountain Power	2/23 billing	04/26/17	pd online	401.15		401.15
Weidner Fire	Streamlight, Spotlight	04/24/17	5/24/2017	255.95		255.95
Searle Hart & Associates	Billing for annual audit of FS	05/05/17	Upon receipt	5,000.00		5,000.00
L N Curtis & Sons	Hose	04/06/17	Upn receipt	2,040.00		2,040.00
State Insurance Fund	Policy #394830	04/20/17	5/15/2017	150.00		150.00
Dale Garner Electric	Switches and labor	04/25/17	Upon Receipt	148.43		148.43
Grover's All Wheel LLC	1990 Oskosh M-978	05/01/17	Upon Receipt	5,743.05		5,743.05
Dan Gubler	April mileage	05/08/17	Upon receipt	169.06		169.06
Idaho Steel Products	Remodel Tanker Truck Total	05/08/17	Upon Receipt	22,096.00 <b>41,032.73</b>		22,096.00 <b>41,032.73</b>

<u>Financial Institution</u>	<u>Amount</u>	<u>Current Interest Rate</u>
Idaho Central Credit Union Matures 4-4-17	257,383.60	1.492%
Mountain America Federal Credit Union matures 3/12/2019	267,188.83	2.200%
Westmark matures 1/2/18	258,221.75	1.25%
Citizens Community Bank matures 4/24/18	252,464.25	0.20%
ISU CU matures 11/2/17	253,322.64	1.11%
Scenic Falls - savings	25,580.55	0.05%
Bank of Commerce Matures 8/18/17	271,129.64	0.50%
Connections CU CD mature 6/1/2018	254,613.35	1.00%
LGIP	781,309.83	0.9931%
Connections savings	31.37	
Idaho Central Credit Union Savings	25.00	
Mountain America Federal Credit Union	25.00	
Westmark Savings	25.13	
ISU Credit Union	14.85	0.01%
Zions Bank	128.01	0.00% Not a fixed rate-fluctuates monthly.
Bank of Commerce	18,561.04	
Bank of Commerce MM	193,436.56	0.08%
<b>TOTAL</b>	<b>2,833,471.40</b>	

Fiscal year 2016/2017 City of Idaho Falls payments		
Due		
October	X	399,093.75
January	X	399,093.75
February	X	23,500.00
April	X	399,093.75
July		399,093.75
August		23,500.00
<b>Total</b>		<b>1,643,375.00</b>

Authorization to pay bills



## BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

## Profit &amp; Loss Budget vs. Actual

05/09/17

October 2016 through April 2017

Accrual Basis

	Oct '16 - Apr 17	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
430.00 · Proceeds from Sale of Assets	14,000.00	0.00	14,000.00	100.0%
400.0 · Tax Revenues	1,512,988.63	1,318,571.00	194,417.63	114.7%
410.00 · Interest Income	9,708.75	8,750.00	958.75	111.0%
<b>Total Income</b>	<b>1,536,697.38</b>	<b>1,327,321.00</b>	<b>209,376.38</b>	<b>115.8%</b>
<b>Expense</b>				
542.00 · Equipment Rent	0.00	291.65	-291.65	0.0%
500.00 · Advertising	0.00	291.65	-291.65	0.0%
505.00 · Auto	327.41	0.00	327.41	100.0%
510.00 · Bank Charges	4.00	58.35	-54.35	6.9%
520.00 · Capital Outlay	321,244.95	183,750.00	137,494.95	174.8%
530.00 · Commissioners Travel	684.27			
535.00 · Dues & Subscriptions	1,000.00	583.35	416.65	171.4%
550.00 · Ins - Fire, Auto & Liab.	572.00	875.00	-303.00	65.4%
569.00 · Accounting Costs	9,657.96	9,625.00	32.96	100.3%
570.00 · Legal Costs	11,427.84	20,416.65	-8,988.81	56.0%
571.00 · Consulting Services - Website	0.00	1,166.65	-1,166.65	0.0%
572.00 · Contract Services-Inspections	384.00	17,500.00	-17,116.00	2.2%
573.00 · Consulting	5,700.00	6,650.00	-950.00	85.7%
574.00 · Contract Services-Machine Hire	0.00	875.00	-875.00	0.0%
575.00 · Maintenance/Operation #4	85.00	0.00	85.00	100.0%
580.00 · Miscellaneous	483.36	0.00	483.36	100.0%
585.00 · Office Expense	2,279.15	583.35	1,695.80	390.7%
615.00 · Repairs - Equipment	4,861.10	8,750.00	-3,888.90	55.6%
625.00 · Supplies	290.81	4,197.65	-3,906.84	6.9%
633.00 · Payroll Taxes	963.90	1,984.00	-1,020.10	48.6%
640.00 · Utilities	3,799.33	2,916.65	882.68	130.3%
645.00 · Wages	12,600.00	12,600.00	0.00	100.0%
700.00 · Payments - City of Idaho Falls	1,220,781.25	1,220,781.25	0.00	100.0%
999 · Undistributed	500.00			
<b>Total Expense</b>	<b>1,597,646.33</b>	<b>1,493,896.20</b>	<b>103,750.13</b>	<b>106.9%</b>
<b>Net Income</b>	<b>-60,948.95</b>	<b>-166,575.20</b>	<b>105,626.25</b>	<b>36.6%</b>