

## BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

### Minutes of Regular Meeting held December 14, 2023

The Bonneville County Fire Protection District No. 1 (“Fire District”) held its regular monthly meeting of Commissioners on Thursday the 14th day of December, 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, Tyler Gebbs (via Zoom), and David Long were present. Commissioners Derik Nielsen and Dana Kirkham were not in attendance. The following were also present: Attorney Abigail French, Attorney Douglas Nelson (until approximately 12:08 p.m.), District Operations Officer Dick Fowler, Ammon Area Fire Chief Stacy Hyde, City of Idaho Falls Fire Department Chief Duane Nelson, Jimmy Hitch (via Zoom), Bonneville County Fire Chief Ron Anderson, Jason Howard, and BCFD (via Zoom sometime after the meeting was called to order). 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 12:01 p.m. by Chairman Ralph Isom.
2. **Approval of Minutes.** Minutes of the regular meeting of Commissioners held on November 9, 2023, were reviewed. A motion to accept the minutes was made by David Long and seconded by Ralph Isom. Said motion carried with the following vote: Aye-Tyler Gebbs, David Long, and Ralph Isom. Nay- None.
3. **Monthly Financial Report and Bill Authorization.** The summary of accounts payable dated December 14, 2023, prepared and submitted by Accountant Terri Gazdik, was reviewed, with a total expenditure of \$23,352.57. District Operations Officer Dick Fowler reviewed the expenditures and reported on related items on behalf of Ms. Gazdik. Discussion was had on the line item ‘Bonneville Co Tax Collector’. After discussion, it was determined that further information was needed on said line item before approval was given to pay the invoice. A motion to accept the report excluding the line item for ‘Bonneville Co Tax Collector’ was made by David Long and seconded by Tyler Gebbs. Said motion was unanimously accepted, and the report was approved excluding the exception stated above for a total expenditure of \$22,296.57.
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:

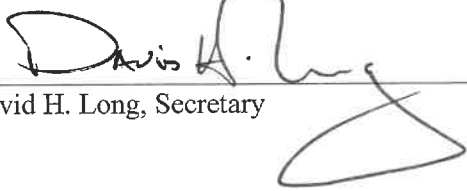
- i. Mr. Fowler discussed the need to designate the regular meeting time and location for the calendar year 2024. After discussion, a motion to hold the regular monthly meeting for calendar year 2024 at 490 Memorial Drive, Idaho Falls, ID 83402 on the second Thursday of each month, and at the noon hour was made by Tyler Gebbs and seconded by David Long. Said motion carried with the following vote: Aye: Tyler Gebbs, David Long, and Ralph Isom. Nay- None. (Copy of notice attached)
    - ii. Mr. Fowler reported on the need for a new truck. Mr. Fowler explained that the Fire District had allocated money in this year's budget for a new truck. After discussion, a motion to authorize Mr. Fowler to collect bids for a new truck was made by David Long and seconded by Tyler Gebbs. Said motion carried with the following vote: Aye: Tyler Gebbs, David Long, and Ralph Isom. Nay- None.
    - iii. Mr. Fowler reported on the status of the lease term on the grange (located at 5990 S 45<sup>th</sup> W, Idaho Falls, ID 83402), namely that the lease term was ending on December 31, 2023. Mr. Fowler reported that in his discussions with the current tenants, the tenants had expressed a desire to continue leasing the grange. Mr. Fowler reported that based on the discussions he had, he believed \$750.00 was a fair monthly rent amount, especially given the nature of the tenant and the fact that the tenant would not be changing the layout of the space. Mr. Fowler also reported that the tenant desired a longer lease term. After discussion, a motion was made by Tyler Gebbs to authorize Ralph Isom to enter into a lease agreement with Signature Party and Events LLC, to include the following terms: monthly rent set at \$750.00 and an extended lease term. David Long seconded the motion. Said motion carried with the following vote: Aye: Tyler Gebbs, David Long, and Ralph Isom. Nay- None.
  - b. City of Idaho Falls Fire Department Chief Duane Nelson reported a total of twenty-four (24) calls, which were all false alarms. Chief Nelson reported on his proposal to the Idaho Falls City Council to include a bond measure on an upcoming election ballot to build a regional training center. Chief Nelson informed the commissioners that he had been unable to get a majority of the council members to agree to include the bond measure on an upcoming election ballot. Chief Nelson reported that he already had twenty (20) acres set aside to build such a facility.
  - c. Ammon Area Fire Chief Stacy Hyde reported a total of twenty-four (24) calls, which included one (1) small grass fire and one (1) illegal burning. Chief Hyde also reported on several public education events.
5. **Public Comment.** No 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 David Long and seconded by Tyler Gebbs with unanimous approval at 12:32 p.m.

Approved the 11<sup>th</sup> day of January, 2024.

  
\_\_\_\_\_  
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 11<sup>th</sup> day of January, 2024.

  
\_\_\_\_\_  
David H. Long, Secretary

**BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1**  
**NOTICE AND AGENDA FOR MONTHLY MEETING**  
**December 14, 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, December 14, 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 November 9, 2023.  
**Action: Approve minutes of regular meeting held 11/09/2023.**
3. Review and action on December 2023 monthly bills and financial statement for preceding month. (Terri Gazdik).  
**Action: Approve monthly bills and financial report.**
4. Discussion and Reports from District Operations Officer, Fire Chiefs and legal counsel, including:
  - a. Richard Fowler, Operations Officer:
    - (1) Operations report.
    - (2) Discussion regarding possible purchase of a truck to be used for a build for a new tanker.  
**Possible Action: Authorize purchase of said truck.**
    - (3) Discussion regarding grange lease agreement and possible options for upcoming year.  
**Possible Action: Decision(s) regarding grange for upcoming calendar year.**
    - (4) Discussion regarding regular meeting time and location for calendar year 2024.  
**Possible Action: Decision regarding 2024 regular meeting time and location.**
  - 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.
5. Patron and community comments (limited to 5 minutes each)
6. **Summary of Action Items:**
  - (a) **Approval of November 9, 2023 meeting minutes.**
  - (b) **Approval of monthly bills and financial report.**
  - (c) **Possible approval to authorize purchase of a truck.**
  - (d) **Possible decision regarding grange for upcoming calendar year.**

**(c) Decision regarding regular meeting time and location for calendar year 2024.**

7. 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**  
**December 14, 2023**

Vendor	Purchase	Invoice Date	Due Date	Invoice Amount	Net Amt Due
Nelson Hall Parry Tucker PA	Nov billing	11/30/23	Upon receipt	3,348.00	3,348.00
Cooper Norman	INV 130623	11/30/23	Upon receipt	4,465.00	4,465.00
Century Link	208-524-9124	11/10/23	pd online	35.02	35.02
	208-525-4800	11/28/23	pd online	20.51	20.51
Rocky Mountain Power	S 55th, S 45th	11/22/23	pd online	105.76	105.76
	2137 S Ammon	12/08/23	pd online	661.69	661.69
	2137 S Ammon	12/08/23	pd online	121.38	121.38
Intermountain Gas	144 S 55th W	11/30/23	pd online	346.79	346.79
	2137 S Ammon	12/01/23	pd online	390.52	390.52
	3575 Brookfield Lane	12/1/023	pd online	91.12	91.12
Cardmember Services	Ammon	12/08/23	Upon receipt	9,013.13	9,013.13
	BCFD	12/08/23	Upon receipt	91.44	91.44
Allie Business Solutions	INV AR463673, AR468273	12/4, 11/7	Upon receipt	68.03	68.03
ALSCO	LBLA2439080, LBLA2446801	12/4, 11/6	Upon receipt	218.84	218.84
Bonneville Co Tax Collector	054-000, 080-000	12/01/23	Upon receipt	<del>1,056.00</del>	1,056.00
City of Ammon	2137 S Ammon	11/30/23	Upon receipt	125.80	125.80
	3575 Brookfield	11/30/23	Upon receipt	108.32	108.32
D & L Cleaners	12/2/2023	12/02/23	Upon receipt	111.20	111.20
ISFCA	2024 membership	12/12/23	Upon receipt	1,000.00	1,000.00
Colson Signs	4,766	11/21/23	Upon receipt	413.00	413.00
New Sweden Irrigation District	2023 tax notice	12/01/23	Upon receipt	140.00	140.00
T-Mobile	11/20/2023	11/20/23	Upon receipt	220.55	220.55
Wex Fuel	Nov Bill	11/30/23	Upon receipt	1,200.47	1,200.47
	<b>Total</b>			<b>23,352.57</b>	<b>23,352.57</b>

Financial Institution	Amount	Current Interest Rate
Idaho Central Credit Union	matures 1/13/2024	277,584.64 4.43%
East Idaho Credit Union		255,476.13 0.05%
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 4/22/24	266,205.73 -5.00%
Bank of Commerce CD #6216	matures 6/24/2024	293,723.11 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		3,735,584.64 5.40%
Stifel		511,401.34 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		135,117.35
Bank of Commerce MM		5,352.06 1.50%
<b>TOTAL</b>		<b>6,936,882.72</b>

Fiscal year		223-2024
City of Idaho Falls payments		
<u>Due</u>		
October	x	420,268.00
January		420,268.00
April		420,268.00
July		420,268.00
<b>Total</b>		<b>1,681,072.00</b>

Authorization to pay bills



**BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1**

**Profit & Loss Budget vs. Actual**

October through November 2023

12/13/23

Accrual Basis

	Oct - Nov 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
400.00 · Tax Revenues	109,418.03	38,255.00	71,163.03	286.0%
410.00 · Interest Income	44,216.64	52,500.00	-8,283.36	84.2%
420.00 · Miscellaneous Income	6,696.84	29,233.80	-22,536.96	22.9%
440.00 · Grant Proceeds	3,000.00	0.00	3,000.00	100.0%
<b>Total Income</b>	<b>163,331.51</b>	<b>119,988.80</b>	<b>43,342.71</b>	<b>136.1%</b>
<b>Expense</b>				
500.00 · Advertising				
501.02 · Public Relations - Ammon	1,962.19	0.00	1,962.19	100.0%
502.02 · Fire Prevention - Ammon	1,260.77	0.00	1,260.77	100.0%
503.02 · Notices & Publications - Ammon	2,025.00	0.00	2,025.00	100.0%
500.00 · Advertising - Other	30.67	1,666.70	-1,636.03	1.8%
<b>Total 500.00 · Advertising</b>	<b>5,278.63</b>	<b>1,666.70</b>	<b>3,611.93</b>	<b>316.7%</b>
505.00 · Auto - Fuel & Oil	2,991.44	3,333.30	-341.86	89.7%
520.00 · Capital Outlay	0.00	117,500.00	-117,500.00	0.0%
530.00 · Travel	8.15	0.00	8.15	100.0%
535.00 · Dues & Subscriptions	270.00	833.30	-563.30	32.4%
550.00 · Ins - Fire, Auto & Liab.	0.00	4,166.70	-4,166.70	0.0%
568.00 · Audit Fees	0.00	2,500.00	-2,500.00	0.0%
569.00 · Accounting Costs	9,300.00	10,000.00	-700.00	93.0%
570.00 · Legal Costs	7,195.36	11,333.30	-4,137.94	63.5%
572.00 · Contract Services - Fires	50.95	0.00	50.95	100.0%
575.00 · Building Maintenance/Operation	1,358.15	5,833.30	-4,475.15	23.3%
580.00 · Miscellaneous	4,282.20	0.00	4,282.20	100.0%
581.02 · Clothing & Uniforms - Ammon	4,728.33	0.00	4,728.33	100.0%
585.00 · Office Supplies/Expense	111.06	0.00	111.06	100.0%
586.00 · Training & Certification	223.66	1,250.00	-1,026.34	17.9%
615.00 · Repairs & Maint - Equipment	3,483.46	7,500.00	-4,016.54	46.4%
616.00 · Vehicle Repair & Maintenance	2,514.67	0.00	2,514.67	100.0%
625.00 · Supplies	2,723.30	10,833.30	-8,110.00	25.1%
630.00 · Taxes & Licenses	1,056.00	0.00	1,056.00	100.0%
640.00 · Utilities	3,440.61	4,166.70	-726.09	82.6%
644 · Payroll, Benefits, & Taxes				
645.00 · Wages & Salaries				
645.01 · Salaries - BCFD	16,350.08	13,333.30	3,016.78	122.6%
645.02 · Salaries - Ammon	187,982.86	318,458.30	-130,475.44	59.0%
<b>Total 645.00 · Wages &amp; Salaries</b>	<b>204,332.94</b>	<b>331,791.60</b>	<b>-127,458.66</b>	<b>61.6%</b>
647.00 · Employee Benefits				
648.00 · Insurances - Employee	31,903.24	0.00	31,903.24	100.0%
648.11 · HSA	5,313.07	0.00	5,313.07	100.0%
648.12 · PERSI	23,709.32	0.00	23,709.32	100.0%
648.13 · HRA	2,274.42	0.00	2,274.42	100.0%
648.14 · Phone Reim	27.75	0.00	27.75	100.0%
647.00 · Employee Benefits - Other	150.00	0.00	150.00	100.0%
<b>Total 647.00 · Employee Benefits</b>	<b>63,377.80</b>	<b>0.00</b>	<b>63,377.80</b>	<b>100.0%</b>
650.00 · Wages - Tax Employer	15,474.47	0.00	15,474.47	100.0%
644 · Payroll, Benefits, & Taxes - Other	1,729.30			
<b>Total 644 · Payroll, Benefits, &amp; Taxes</b>	<b>284,914.51</b>	<b>331,791.60</b>	<b>-46,877.09</b>	<b>85.9%</b>
655.00 · Workmens Compensation	0.00	7,500.00	-7,500.00	0.0%
660.00 · IT	3,481.17	3,750.00	-268.83	92.8%
675.00 · Fire Dept Grant Expend	2,994.00	0.00	2,994.00	100.0%
700.00 · Payments - City of Idaho Falls	420,268.00	420,268.00	0.00	100.0%
<b>Total Expense</b>	<b>760,673.65</b>	<b>944,226.20</b>	<b>-183,552.55</b>	<b>80.6%</b>
<b>Net Income</b>	<b>-597,342.14</b>	<b>-824,237.40</b>	<b>226,895.26</b>	<b>72.5%</b>

**NOTICE OF THE 2024 REGULAR MEETING SCHEDULE FOR THE  
BONNEVILLE FIRE DISTRICT #1**

Pursuant to Idaho Code § 74-204(1), notice is hereby given to the public that regular meetings of the Bonneville Fire District for the 2024 calendar year shall be held the second Thursday of each month at noon at Nelson Hall Parry Tucker, PLLC, located at 490 Memorial Drive, Idaho Falls, ID 83402, unless otherwise noted.

Meeting agendas will be posted at Nelson Hall Parry Tucker, PLLC and the website: <https://www.bcfdl.us> a minimum of forty-eight (48) hours prior to the meeting date.