

## BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

### Minutes of Regular Meeting held January 11, 2024

The Bonneville County Fire Protection District No. 1 (“Fire District”) held its regular monthly meeting of Commissioners on Thursday the 11th day of January, 2024 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. 843 1907 5816, and Passcode Fire2024.

The following were present:

Commissioners Ralph Isom, Tyler Gebs (via Zoom), Derik Nielsen (via Zoom), and David Long were present. Commissioner Dana Kirkham was not in attendance. The following were also present: Attorney Abigail French, Attorney Douglas Nelson (until approximately 12:27 p.m.), Certified Public Accountant Terri Gazdik, Ammon Area Fire Chief Stacy Hyde, City of Idaho Falls Fire Department Chief Duane Nelson (via Zoom), James Hitch, and BCFD (via Zoom). 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 12:00 p.m. by Chairman Ralph Isom.
2. **Approval of Minutes.** Minutes of the regular meeting of Commissioners held on December 14, 2023, were reviewed. A motion to accept the minutes was made by David Long and seconded by Derik Nielsen. Said motion carried with the following vote: Aye- Tyler Gebs, David Long, Derik Nielsen, and Ralph Isom. Nay- None. Minutes of the special meeting of Commissioners held on December 18, 2023, were reviewed. A motion to accept the minutes was made by Derik Nielsen and seconded by David Long. Said motion carried with the following vote: Aye- Tyler Gebs, David Long, Derik Nielsen, and Ralph Isom. Nay- None.
3. **Monthly Financial Report and Bill Authorization.** The summary of accounts payable dated January 11, 2024, prepared and submitted by Accountant Terri Gazdik, was reviewed, with a total expenditure of \$450,756.52. Ms. Gazdik reviewed the expenditures and reported on related items. Ms. Gazdik reported on the second payment to the City of Idaho Falls. Ms. Gazdik also reported on the status of the tax collection check, which was estimated to arrive by January 25, 2024; Ms. Gazdik explained that said monies (usually around \$1.5 million) would need to be invested. Ms. Gazdik reported that the following certificates of deposit (CDs) needed to be addressed: Idaho Central Credit Union and Frontier Credit Union. Discussion was had on mitigating risk by keeping monies in multiple accounts as well as the benefits of depositing with local institutions. Following discussion and upon motion by Derik Nielsen and seconded by David Long, and unanimously accepted, the report was approved for a total expenditure of \$450,756.52.

4. **Review and Acceptance of Election Report and Administration of Oath of Office.** Attorney Douglas Nelson, who acts as the Fire District’s election clerk, reported that the Bonneville County Election Office had certified the results of the November 7, 2023 election of Fire District Commissioners. The following person was then administered an Oath of Office (See attached):

Derik M. Nielsen      4-year term      Zone #1      unopposed

5. **Discussion and Reports.** The following items were reviewed and discussed, or actions were taken:

- a. Attorney Douglas Nelson reported on Idaho Code Section 31-1415, namely the requirement that the treasurer execute and file a bond in an amount no less than \$10,000.00. Discussion was had on the question of whether ICRMP issued bonds, and if not, what other options exist, namely find an entity to issue a bond or set aside \$10,000.00 in a segregated account. Attorney Doug Nelson explained that it made sense to do some due diligence on the matter and determine whether a bond was available, and if not, set aside monies in a segregated account. After discussion, it was determined that Certified Public Accountant Terri Gazdik would look into the matter and determine the available options. A motion to pass the proposed ‘Resolution Authorization Acquisition of Treasurer’s Bond’ was made by Derik Nielsen and seconded by David Long. The motion carried with unanimous approval. (Attached to these minutes is the executed ‘Resolution Authorization Acquisition of Treasurer’s Bond’ dated January 11, 2024.)
- b. District Operations Officer Dick Fowler reported on the following items:
- i. Mr. Fowler reported on the need for a fuel station and the proposed construction of such a station. Mr. Fowler explained that the City of Idaho Falls already had its own fuel station and the benefits to having such a station. Mr. Fowler explained his recommendation that the fueling station be built at the Ammon facility. Mr. Fowler explained that Chief Hyde and Keith Banda had been reviewing the applicable city code provisions and other requirements in order to determine the approximate cost. Chief Hyde reported that he believed if they kept the fueling station small, the total cost would be approximately \$20,000.00. Discussion was had on advantages of constructing a fueling station. It was determined by the Commissioners that Chief Hyde would get official bids before action was taken on the matter.
- ii. Mr. Fowler reported on the status of the grange (located at 5990 S 45<sup>th</sup> W, Idaho Falls, ID 83402) lease. Mr. Fowler reported the tenant had signed the lease. Mr. Fowler also reported that the tenant had not provided documentation on insurance coverage; however, Mr. Fowler stated he would follow up with the tenants on that matter. After discussion, Chairman Ralph Isom executed the grange lease agreement.
- iii. Mr. Fowler reported briefly on the budget for the year and current tax bills.
- c. City of Idaho Falls Fire Department Chief Duane Nelson reported a total of twenty-three (23) calls. Chief Nelson reported the calls ranged from an outside trash fire

to a vehicle fire to a lab experiment gone wrong. Chief Nelson stated there had not been much damage to report.

- d. Ammon Area Fire Chief Stacy Hyde reported a total of nineteen (19) calls. Chief Hyde noted that they had assisted the City of Ucon with a fire as well. Chief Hyde then reported on the Texas Roadhouse fire, which occurred on January 8, 2024 and resulted in one (1) injury. Chief Hyde estimated the total loss on the Texas Roadhouse fire to be approximately \$400,000.00. Chief Hyde reported a total of five (5) public education events. Chief Hyde also reported on the six (6) new recruits that had been hired.

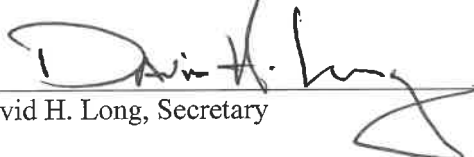
5. **Public Comment**. No public comments were made.
6. **Adjournment**. There being no further business to come before the Board of Commissioners at the meeting a motion was made to adjourn by Derik Nielsen and seconded by David Long with unanimous approval at 12:58 p.m.

Approved the 8<sup>th</sup> day of February, 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 8<sup>th</sup> day of February, 2024.

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

**BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1**  
**NOTICE AND AGENDA FOR MONTHLY MEETING**  
**January 11, 2024**

**NOTE: This meeting will be conducted in person and by Zoom. Those joining by Zoom may connect with the following Meeting ID: 843 1907 5816 and Passcode: Fire2024. 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, January 11, 2024, 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 December 14, 2023.  
**Action: Approve minutes of regular meeting held 12/14/2023.**
3. Review and approval of minutes for the special meeting held December 18, 2023.  
**Action: Approve minutes of special meeting held on 12/18/2023.**
4. Review and action on January 2024 monthly bills and financial statement for preceding month. (Terri Gazdik).  
**Action: Approve monthly bills and financial report.**
5. Review and acceptance of November 7, 2023 Fire District Election and administration of oath of Office for the following:

Derik M. Nielsen	4-year term	Zone #1	unopposed
Dana Kirkahm	4-year term	Zone #2	unopposed

  
**Action: Approve election results and administer oaths of office.**
6. Discussion and Reports from District Operations Officer, Fire Chiefs and legal counsel, including:
  - a. Douglas Nelson, Legal Counsel:
    - (1) Discussion regarding setting aside of monies and setting and posting of bond in the amount of \$10,000.00 for the office of treasurer.  
**Possible Action: Set aside \$10,000.00 for special bond fund.**
    - Possible Action: Fix and post bond in the amount of \$10,000.00 for the office of treasurer.**
  - b. Richard Fowler, Operations Officer:
    - (1) Operations report.
    - (2) Discussion regarding need for fueling station and proposed purchase/construction of fueling station.  
**Possible Action: Authorize the construction of fueling station.**
  - c. Chief Duane Nelson, report regarding Idaho Falls Fire Department activity and needs.
  - d. Chief Stacy Hyde, report regarding Ammon Area fire responses activity and needs.
7. Patron and community comments (limited to 5 minutes each)

8. **Summary of Action Items:**

- (a) Approval of December 14, 2023 regular meeting minutes.**
- (b) Approval of December 18, 2023 special meeting minutes.**
- (c) Approval of monthly bills and financial report.**
- (d) Approval of election results and administration of oaths of office.**
- (e) Approval to set aside \$10,000.00 for special bond fund.**
- (f) Approval to fix and post bond in the amount of \$10,000.00 for the office of treasurer.**
- (g) Approval of construction of fueling station.**

9. **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**  
**January 11, 2024**

Vendor	Purchase	Invoice Date	Due Date	Invoice Amount	Net Amt Due
Nelson Hall Parry Tucker PA	Dec billing	12/31/23	Upon receipt	3,698.00	3,698.00
Cooper Norman	INV 132924,132657	1/2 & 1/3/24	Upon receipt	5,780.00	5,780.00
Century Link	208-524-9124	12/10/23	pd online	35.02	35.02
	208-525-4800	12/28/23	pd online	20.51	20.51
Rocky Mountain Power	S 55th, S 45th	12/26/23	pd online	107.78	107.78
Intermountain Gas	144 S 55th W	01/03/24	pd online	530.21	530.21
	2137 S Ammon	01/04/24	pd online	587.95	587.95
	3575 Brookfield Lane	01/04/24	pd online	59.46	59.46
Cardmember Services	Ammon	01/08/24	Upon receipt	9,059.27	9,059.27
	BCFD	01/08/24	Upon receipt	91.44	91.44
Allie Business Solutions	INV AR452888, AR458715, AR473388	9/5,10/9,1/5/24	Upon receipt	88.69	88.69
ALSCO	LBLA2442920,LBLA2450632,LBLA2454359	11/20,12/18,1/1/24	Upon receipt	328.26	328.26
BPA Health	57028	01/01/24	Upon receipt	78.75	78.75
City of Ammon	2137 S Ammon	12/29/23	Upon receipt	141.80	141.80
	3575 Brookfield	12/29/23	Upon receipt	118.58	118.58
City of Idaho Falls	Jan 2024 pymt	01/31/24	Upon receipt	420,268.00	420,268.00
Crown Trophy	26111	01/04/24	Upon receipt	476.30	476.30
D & L Cleaners	Dec 2023	01/02/24	Upon receipt	52.60	52.60
D. Sterling	2494	01/04/24	Upon receipt	4,620.00	4,620.00
Metal Man Construction	6128	12/13/23	Upon receipt	1,010.00	1,010.00
Orkin	952456	12/20/23	Upon receipt	108.00	108.00
T-Mobile	12/31/23	12/31/23	Upon receipt	2,316.90	2,316.90
Witmer Public Safety Goup	386,222	12/22/23	Upin receipt	173.27	173.27
Wex Fuel	Dec bill	12/31/23	Upon receipt	1,005.73	1,005.73
	<b>Total</b>			<b>450,756.52</b>	<b>450,756.52</b>

Financial Institution	Amount	Current Interest Rate	
Idaho Central Credit Union	matures 1/13/2024	277,584.64	4.43%
Frontier Credit Union		255,508.33	0.05%
Mountain America Federal Credit Union	matures 3/19/25	309,934.21	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	282,511.75	3.35%
DL Evans	matures 3/27/2024	263,858.04	3.05%
LGIP		3,235,584.64	5.42%
Stifel		513,456.22	5.00%
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		50,236.30	0.50%
Bank of Commerce		90,079.64	
Bank of Commerce MM		5,358.88	1.50%
<b>TOTAL</b>		<b>6,399,817.28</b>	

Fiscal year		223-2024
City of Idaho Falls payments		
<u>Due</u>		
October	x	420,268.00
January	x	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 &amp; Loss Budget vs. Actual

October through December 2023

01/10/24

Accrual Basis

	Oct - Dec 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
400.00 · Tax Revenues	165,271.10	113,415.00	51,856.10	145.7%
410.00 · Interest Income	69,806.07	78,750.00	-8,943.93	88.6%
420.00 · Miscellaneous Income	6,696.84	43,850.72	-37,153.88	15.3%
440.00 · Grant Proceeds	3,000.00	0.00	3,000.00	100.0%
<b>Total Income</b>	<b>244,774.01</b>	<b>236,015.72</b>	<b>8,758.29</b>	<b>103.7%</b>
<b>Expense</b>				
500.00 · Advertising	6,649.74	2,500.03	4,149.71	266.0%
505.00 · Auto - Fuel & Oil	3,997.17	4,999.97	-1,002.80	79.9%
520.00 · Capital Outlay	0.00	176,250.00	-176,250.00	0.0%
530.00 · Travel	8.15	0.00	8.15	100.0%
535.00 · Dues & Subscriptions	1,270.00	1,249.97	20.03	101.6%
550.00 · Ins - Fire, Auto & Liab.	0.00	6,250.03	-6,250.03	0.0%
568.00 · Audit Fees	0.00	3,750.00	-3,750.00	0.0%
569.00 · Accounting Costs	15,030.00	15,000.00	30.00	100.2%
570.00 · Legal Costs	10,893.36	16,999.97	-6,106.61	64.1%
572.00 · Contract Services - Fires	50.95	0.00	50.95	100.0%
575.00 · Building Maintenance/Operation	2,946.30	8,749.97	-5,803.67	33.7%
580.00 · Miscellaneous	4,282.20	0.00	4,282.20	100.0%
581.02 · Clothing & Uniforms - Ammon	5,177.17	0.00	5,177.17	100.0%
585.00 · Office Supplies/Expense	111.06	0.00	111.06	100.0%
586.00 · Training & Certification	223.66	1,875.00	-1,651.34	11.9%
615.00 · Repairs & Maint - Equipment	3,483.46	11,250.00	-7,766.54	31.0%
616.00 · Vehicle Repair & Maintenance	5,550.10	0.00	5,550.10	100.0%
625.00 · Supplies	5,073.91	16,249.97	-11,176.06	31.2%
630.00 · Taxes & Licenses	1,196.00	0.00	1,196.00	100.0%
640.00 · Utilities	5,057.14	6,250.03	-1,192.89	80.9%
<b>644 · Payroll, Benefits, &amp; Taxes</b>				
645.00 · Wages & Salaries	299,962.81	497,687.44	-197,724.63	60.3%
<b>647.00 · Employee Benefits</b>				
648.00 · Insurances - Employee	49,591.20	0.00	49,591.20	100.0%
648.11 · HSA	18,619.49	0.00	18,619.49	100.0%
648.12 · PERSI	34,470.50	0.00	34,470.50	100.0%
648.13 · HRA	2,674.42	0.00	2,674.42	100.0%
648.14 · Phone Reim	27.75	0.00	27.75	100.0%
647.00 · Employee Benefits - Other	228.75	0.00	228.75	100.0%
<b>Total 647.00 · Employee Benefits</b>	<b>105,612.11</b>	<b>0.00</b>	<b>105,612.11</b>	<b>100.0%</b>
650.00 · Wages - Tax Employer	22,749.45	0.00	22,749.45	100.0%
<b>644 · Payroll, Benefits, &amp; Taxes - Other</b>	<b>1,729.35</b>			
<b>Total 644 · Payroll, Benefits, &amp; Taxes</b>	<b>430,053.72</b>	<b>497,687.44</b>	<b>-67,633.72</b>	<b>86.4%</b>
655.00 · Workmens Compensation	0.00	11,250.00	-11,250.00	0.0%
660.00 · IT	7,733.28	5,625.00	2,108.28	137.5%
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>932,049.37</b>	<b>1,206,205.38</b>	<b>-274,156.01</b>	<b>77.3%</b>
<b>Net Income</b>	<b>-687,275.36</b>	<b>-970,189.66</b>	<b>282,914.30</b>	<b>70.8%</b>



P.O. Box 51330  
Idaho Falls, Idaho 83405

## OATH OF OFFICE

OF

### BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the State of Idaho and lawfully and diligently perform all duties of a duly elected Commissioner of the Bonneville Fire District No. 1 and that I am a lawful resident of Bonneville County, State of Idaho, a registered voter and elector in Bonneville Fire District No. 1 residing in Zone #1.

Signed: DERIK M. NIELSEN, Commissioner

SUBSCRIBED AND SWORN to me before this 11th day of January, 2024.

DOUGLAS R. NELSON, Election Official  
Bonneville Fire District No. 1



# Certificate of Election

STATE OF IDAHO

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT # 1

I, DOUGLAS R. NELSON, Election Clerk in and for the Bonneville County Fire Protection District # 1, State of Idaho, do hereby certify that no candidate filed for election to the office of Commissioner for Zone #1, for the election held on November 7, 2023, except DERIK M. NIELSEN and therefore

**DERIK M. NIELSEN**

was duly elected to the office of Commissioner for Zone #1 that he is duly elected as aforesaid.

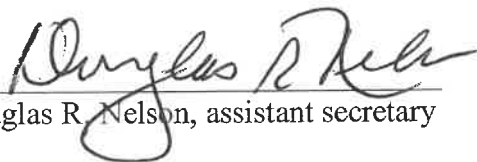
IN WITNESS WHEREOF, I have hereunto set my hand and official seal, this 11th day of January, 2024.

  
Election Clerk of the District

Resolution Authorization Acquisition of Treasurer's Bond

In accordance with Idaho Code, Section 31-1415 the Secretary of the Fire District, or his designee, is hereby authorized to acquire, or set aside cash, as a faithful performance bond on behalf of the Fire District Treasurer in compliance with Idaho Code, Section 41-2604.

Adopted the 11<sup>th</sup> day of January, 2024 at a duly noticed and convened meeting of commissioners of the Bonneville County Fire Protection District No 1.

  
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Douglas R. Nelson, assistant secretary