

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

### **Minutes of Regular Meeting held August 11, 2022**

The Bonneville County Fire Protection District No. 1 (“Fire District”) held its regular monthly meeting of Commissioners on Thursday the 11<sup>th</sup> day of August, 2022 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. 915 6054 4357, and Passcode 103418.

The following were present:

Commissioners David H. Long, Ralph Isom, Dana Kirkham, and Tyler Gebs were present. The following were also present: Attorney Doug Nelson, Accountant Terri Gazdik, District Operations Officer Dick Fowler, Ammon Area Fire Chief Stacy Hyde, Ron Anderson, City of Idaho Falls Fire Chief Duane Nelson, Ucon Fire Chief Scott Norman, Kim Gebs (via Zoom) and Jimmie Hitch (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 approximately 12:00 p.m. by Ralph Isom.
2. **Approval of Minutes.** Minutes of the regular meeting of Commissioners held on July 14, 2022 were reviewed and following a motion by Ralph Isom and seconded by David Long, the same were unanimously approved.
3. **Monthly Financial Report and Bill Authorization.** The summary of accounts payable dated August 11, 2022, prepared and submitted by Accountant Terri Gazdik, was reviewed. Ms. Gazdik, reviewed the expenditures and reported on related items. Ms. Gazdik explained that expenditures were under the budgeted amount. Following discussion and upon motion made by David Long and seconded by Tyler Gebs, and unanimously accepted, the report was approved including a total expenditure of \$271,770.96.

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

- a. District Operations Officer Dick Fowler reported that the new Toyne Class A Pumper truck is expected to arrive by the end of the month and new lettering will be applied. Mr. Fowler also reported that the Idaho Department of Lands has expressed interest in the deployment of the large 6,000 gallon tanker and that special training should be considered for this unique vehicle.

The commissioners discussed whether and under what circumstances the Fire District should respond to fires call that are within one mile of the current District boundary. It was mentioned that such a response can be justified to help avoid such a close proximity fire from spreading into the District. Chief Nelson stated that fires originating outside the District boundary (particularly those on the east boundary) should be inspected before response in order to determine the type of equipment that might reasonably be dispatch. It was stated that the Sheriff is responsible to make call for assistance for any area outside the Fiore District boundary of the City of Idaho Falls boundary. It was noted that the City of Idaho Falls or the Fire District's Ammon Area fire fighters may respond to a request from the Sheriff in locations that are referred to in the Maps under the USID Agreement. It was recommended that response map be created and approved for consideration at a future meeting.

- b. Chief Duane Nelson reported a total of 109 fire department responses for the previous month, being 61 fire and 48 other emergency responses. One was a large home which was struck by lightening and incurred what appears to be a total loss of approximately \$600,000.00. Chief Nelson led a discussion regarding the need to amend the current fire response map to eliminate the requirement that the City of Idaho Falls respond to area's located within the boundary of the City of Ammon but are not yet annexed by Ammon. Such property create "islands" of non-annexed property and cause confusion and overlap among Ammon and Idaho Falls fire departments regarding response to emergencies. Commissioner Dana Kirkham made a motion to adopt a revised response map showing non-overlapping response areas within the area's embraced within the outer boundaries of the City of Ammon as shown in the attached map. The motion was seconded by Tyler Gebbs and was unanimously approved.

Mr. Fowler discussed a proposal to sell a trailer and Case Bulldozed to the City of Ucon Fire Department. A motion was made by commissioner Tyler Gebbs, which was seconded and

passed unanimously to authorize the sale of said equipment for the sum of \$35,000.00 to be paid by Ucon. In addition the commissioners unanimously approved, following discussion, the proposal to sell the 65<sup>th</sup> South (York Road) fire station to the City of Idaho Falls in accordance with the terms of the submitted Real Estate Purchase and Sale Agreement and further authorized the Chairman of the board of commissioner to execute such agreement and other related documents on behalf of the Fire District.

A review and discussion took place regarding the Fire District's proposed budget for fiscal year 2022/2023. Commissioner Dana Kirkham made a motion that was seconded and which passed unanimously to authorize the posting and publishing of a notice of the annual budget hearing to be held on Thursday, August 25, 2022 to consider the adoption of the annual budget.

- c. Chief Stacy Hyde stated that the Ammon Area fire fighters responded to a total of 25 calls in the preceding month. Ammon also attended to public relations events. Fire Marshall Keith Banda is making efforts to obtain STORZ Connection on all hydrants and hopes to receive a grant to offset the costs of connection

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 Ralph Isom and seconded with unanimous approval shortly after 1:00 p.m.

Approved the 8<sup>th</sup> day of September, 2022

  
\_\_\_\_\_  
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 September, 2022.

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


**Bonneville County Fire Protection District #1**  
**Summary of Accounts Payable**  
**August 11, 2022**

Vendor	Purchase	Invoice Date	Due Date	Invoice Amount	Discount Available	Net Amt Due
Nelson Hall Parry Tucker PA	July consulting	08/02/22	Upon receipt	2,673.00		2,673.00
Cooper Norman	consulting - Inv 98560	08/02/22	Upon receipt	4,405.00		4,405.00
Century Link	208-525-4800	07/28/22	pd online	23.95		23.95
	208-524-9124	07/10/22	pd online	35.02		35.02
Rocky Mountain Power	E 65th , S 55th, S 45th	07/26/22	pd online	290.89		290.89
	2137 S Ammon	07/07/22	pd online	135.51		135.51
	Fire station	07/07/22	pd online	725.96		725.96
Intermountain Gas	S 55th W	08/02/22	pd online	10.10		10.10
	S 45th W	08/04/22	pd online	9.50		9.50
	E 65th S	08/04/22	pd online	9.50		9.50
	2137 S Ammon	08/03/22	pd online	25.51		25.51
	3575 Brookfield Lane	08/03/22	pd online	19.36		19.36
Cardmember Services	BCFD	08/08/22	Upon receipt	5,121.99		5,121.99
	Ammon	08/08/22	Upon receipt	8,145.99		8,145.99
Alsco	Inv 2308112, 2304182 (2 at 99.45	8/1,7/18	Upon receipt	198.90		198.90
Berggren Diesel	Inv 12746	08/01/22	Upon receipt	2,410.90		2,410.90
BPA Health	Inv 0028801, 0028259 ( 2 at 75.00)	6/1 & 8/1	Upon receipt	150.00		150.00
City of Ammon	June 2137 S Ammon	07/22/22	Upon receipt	125.13		125.13
	June3575 Brookfield	07/22/22	Upon receipt	251.23		251.23
D & L Cleaners	Inv 80122	08/01/22	Upon receipt	66.50		66.50
Diversified Inspections	Inv IND151956	06/27/22	Upon receipt	1,094.70		1,094.70
O'Reilly	Inv 401349,401347,143551,	8/1 & 8/7	Upon receipt	197.37		197.37
Eriks	Inv IF172538	08/08/22	Upon receipt	9.24		9.24
IRON	Inv 3504	08/01/22	Upon receipt	100.00		100.00
M Power	Inv 559-22	07/25/22	Upon receipt	1,500.00		1,500.00
First Street Welding	Inv 27206	01/07/00	Upon receipt	290.97		290.97
T-Mobile	Inv 71322	07/01/22	Upon receipt	218.60		218.60
Toynge Fire Apparatus	Inv 8047	08/03/22	Upon receipt	238,547.47		238,547.47
K Jason Howard	Contract Fire Deployment	07/14/22	Upn receipt	684.59		684.59
Wex Fuel	July billing	07/31/22	Upon receipt	4,294.08		4,294.08
	Total			<b>271,770.96</b>		<b>271,770.96</b>

Financial Institution	Amount	Current Interest Rate
Idaho Central Credit Union	matures 12/9/2022	276,931.61 0.30%
East Idaho Credit Union	9/3/23	250,000.00 2.50
Mountain America Federal Credit Union	matures 3/19/23	298,559.49 0.30%
Westmark	matures 1/2/23	279,020.40 0.45%
Citizens Community Bank/Glacier	matures 4/24/2023	272,215.61 0.40%
Lookout CU	matures 10/22/23	265,373.86 0.25%
Bank of Commerce CD #6216	matures 6/11/2022	283,513.93 0.25%
Connections CU CD	matures 12/1/2022	272,938.06 0.20%
DL Evans	matures 9/27/2022	262,473.24 0.35%
LGIP		2,854,177.32 0.89%
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		25.70
Lookout Credit Union savings		25.00
Bank of Commerce		132,905.37
Bank of Commerce MM		5,286.72 0.05%
<b>TOTAL</b>		<b>5,453,532.96</b>

Fiscal year	2021/2022
City of Idaho Falls payments	
Due	
Octobe x	420,268.07
Januar x	420,268.07
April x	420,268.07
July x	420,268.06
<b>Total</b>	<b>1,681,072.27</b>

Authorization to pay bills



## BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

08/11/22

## Profit &amp; Loss Budget vs. Actual

Accrual Basis

October 2021 through July 2022

	Oct '21 - Jul 22	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
400.00 · Tax Revenues	3,730,637.85	3,103,370.00	627,267.85	120.2%
4030.00 · Proceeds from Sale of Assets	100.00	0.00	100.00	100.0%
410.00 · Interest Income	10,179.68	25,000.00	-14,820.32	40.7%
420.00 · Miscellaneous Income	23,250.00	60,187.50	-36,937.50	38.6%
440.00 · Grant Proceeds	19,000.00	300,000.00	-281,000.00	6.3%
<b>Total Income</b>	<b>3,783,167.53</b>	<b>3,488,557.50</b>	<b>294,610.03</b>	<b>108.4%</b>
<b>Expense</b>				
500.00 · Advertising				
501.02 · Public Relations - Ammon	4,330.20	0.00	4,330.20	100.0%
500.00 · Advertising - Other	232.20	4,416.70	-4,184.50	5.3%
<b>Total 500.00 · Advertising</b>	<b>4,562.40</b>	<b>4,416.70</b>	<b>145.70</b>	<b>103.3%</b>
505.00 · Auto - Fuel & Oil	17,556.82	22,291.66	-4,734.84	78.8%
510.00 · Bank Charges	193.09	0.00	193.09	100.0%
520.00 · Capital Outlay	199,839.42	175,000.00	24,839.42	114.2%
530.00 · Travel	827.69	0.00	827.69	100.0%
535.00 · Dues & Subscriptions	4,883.37	4,375.00	508.37	111.6%
550.00 · Ins - Fire, Auto & Liab.	1,071.50	25,833.30	-24,761.80	4.1%
568.00 · Audit Fees	10,000.00	8,333.30	1,666.70	120.0%
569.00 · Accounting Costs	36,145.40	41,666.70	-5,521.30	86.7%
570.00 · Legal Costs	47,152.67	42,500.00	4,652.67	110.9%
572.00 · Contract Services - Fires	4,504.74	0.00	4,504.74	100.0%
574.00 · Contract Services-Machine Hire	0.00	1,250.00	-1,250.00	0.0%
575.00 · Building Maintenance/Operation	19,061.59	26,250.00	-7,188.41	72.6%
576.00 · Ground Repair & Maint	3,043.86	0.00	3,043.86	100.0%
580.00 · Miscellaneous	184.25	0.00	184.25	100.0%
581.02 · Clothing & Uniforms - Ammon	6,677.44	0.00	6,677.44	100.0%
583.02 · Postage - Ammon	174.09	0.00	174.09	100.0%
585.00 · Office Supplies/Expense	1,002.27	0.00	1,002.27	100.0%
586.00 · Training & Certification	2,936.21	9,583.30	-6,647.09	30.6%
615.00 · Repairs & Maint - Equipment	31,942.42	23,333.30	8,609.12	136.9%
616.00 · Vehicle Repair & Maintenance				
616-1.1 · Truck #	70.00	0.00	70.00	100.0%
616.2.1 · Truck # E1 Engine	3,501.47	0.00	3,501.47	100.0%
616.2.2 · Truck # E2 Engine	401.31	0.00	401.31	100.0%
616.3.2 · Truck #WT2 Water Tender	77.83	0.00	77.83	100.0%
616.3.3 · Truck # WT3 Water Tender	2,576.95	0.00	2,576.95	100.0%
616.3.5 · Truck #WT5 Water Tender	774.87			
616.4.1 · Truck #T1 Tower	4,517.18	0.00	4,517.18	100.0%
616.5.1 · Truck #B1 Brush	620.86	0.00	620.86	100.0%
616.5.2 · Truck #B2 Brush	173.94	0.00	173.94	100.0%
616.5.3 · Truck # B3 Brush	173.94	0.00	173.94	100.0%
616.7.1 · Truck #C1 Chief	224.98	0.00	224.98	100.0%
616.7.2 · Truck #C2 Chief	140.00	0.00	140.00	100.0%
616.7.3 · Truck #C3 Chief	1,580.03	0.00	1,580.03	100.0%
616.8.1 · Truck # ARFF	389.95	0.00	389.95	100.0%
616.00 · Vehicle Repair & Maintenance - Other	5,676.68	0.00	5,676.68	100.0%
<b>Total 616.00 · Vehicle Repair &amp; Maintenance</b>	<b>20,899.99</b>	<b>0.00</b>	<b>20,899.99</b>	<b>100.0%</b>
625.00 · Supplies	10,683.82	49,833.30	-39,149.48	21.4%
630.00 · Taxes & Licenses	772.69	0.00	772.69	100.0%
640.00 · Utilities	19,955.92	19,083.30	872.62	104.6%

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

Profit & Loss Budget vs. Actual

October 2021 through July 2022

	Oct '21 - Jul 22	Budget	\$ Over Budget	% of Budget
<b>645.00 · Wages &amp; Salaries</b>				
645.01 · Salaries - BCFD	69,604.77	62,785.00	6,819.77	110.9%
645.02 · Salaries - Ammon	609,798.62	665,505.30	-55,706.68	91.6%
<b>Total 645.00 · Wages &amp; Salaries</b>	<b>679,403.39</b>	<b>728,290.30</b>	<b>-48,886.91</b>	<b>93.3%</b>
<b>647.00 · Employee Benefits</b>				
647.01 · Employee Benefits - BCFD	6,432.37	0.00	6,432.37	100.0%
647.02 · Employee Benefits - Ammon				
648.00 · Insurances - Employee	108,139.87	0.00	108,139.87	100.0%
648.11 · HSA	35,680.41	0.00	35,680.41	100.0%
648.12 · PERSI	68,657.41	0.00	68,657.41	100.0%
648.13 · HRA	6,126.98	0.00	6,126.98	100.0%
648.14 · Phone Reim	650.50	0.00	650.50	100.0%
647.02 · Employee Benefits - Ammon - Ot...	-200.00	0.00	-200.00	100.0%
<b>Total 647.02 · Employee Benefits - Ammon</b>	<b>219,055.17</b>	<b>0.00</b>	<b>219,055.17</b>	<b>100.0%</b>
647.00 · Employee Benefits - Other	750.00	322,018.80	-321,268.80	0.2%
<b>Total 647.00 · Employee Benefits</b>	<b>226,237.54</b>	<b>322,018.80</b>	<b>-95,781.26</b>	<b>70.3%</b>
<b>650.00 · Wages - Tax &amp; Insurance</b>	<b>49,646.76</b>	<b>85,871.70</b>	<b>-36,224.94</b>	<b>57.8%</b>
<b>655.00 · Workmens Compensation</b>	<b>33,759.00</b>	<b>31,222.50</b>	<b>2,536.50</b>	<b>108.1%</b>
6560 · Payroll Expenses - BCFD	536.27	0.00	536.27	100.0%
660.00 · IT	21,294.12	29,166.70	-7,872.58	73.0%
675.00 · Fire Dept Grant Expend	21,390.97	300,000.00	-278,609.03	7.1%
700.00 · Payments - City of Idaho Falls	1,681,072.00	1,681,072.00	0.00	100.0%
<b>Total Expense</b>	<b>3,157,411.70</b>	<b>3,631,391.86</b>	<b>-473,980.16</b>	<b>86.9%</b>
<b>Net Income</b>	<b>625,755.83</b>	<b>-142,834.36</b>	<b>768,590.19</b>	<b>-438.1%</b>

**Bonneville County Fire  
Protection District #1  
Proposed Budget for Year Ended 9/30/2023**



<b>Revenues</b>	Budgeted 2022-2023
Taxes-limited to 3% increase	3,671,012
Grant proceeds - Pumper etc	400,000
Interest on investments (estimated)	12,500
Miscellaneous - net fees collected by Ammon	24,300
	<b>4,107,812</b>
<b>Expenditures</b>	
Advertising and Public Relations	5,000
Audit	10,000
Vehicle and travel	25,000
Building and Grounds Maintenance	31,000
Equipment Maintenance	51,000
Capital Outlay	65,000
Capital Outlay - Grant Expended	400,000
Commissioner's Expense(includes pr taxes, wc, PERSI)	76,000
Computer Support and Equipment	30,000
Insurance	30,000
Training and Safety	5,000
Workmens Compensation Insurance	20,000
Contract Services-Machine Hire	1,500
Dues and Subscriptions	5,000
Legal	63,000
Accounting	45,000
Supplies and Miscellaneous	65,000
Utilities	26,000
Employee Payroll, Retirement, Benefits	1,473,240
City of Idaho Falls Contract	1,681,072
Total	<b>4,107,812</b>
Excess (Deficit)	<b>0</b>

**Proposed payment to the City of Idaho Falls for the year ended 9-30-2023**

1,681,072.27/4 payments	October 10, 2022	420,268.07
	January 10, 2023	420,268.07
	April 10, 2023	420,268.07
	July 10, 2023	420,268.07
<b>\$1,681,072.27 represents the contract agreed upon with The City of Idaho Falls</b>	<b>TOTAL</b>	<b>1,681,072.27</b>

**Proposed Budget:**

General Fund (3%)	3,665,575
New Construction	75,751
Less: Property Tax Replacement	(70,314)
Maximum non-exempt property tax budget	<b>3,671,012</b>

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

NOTICE AND AGENDA FOR MONTHLY MEETING

August 11, 2022

NOTE: This meeting will be conducted in person and by Zoom. Those joining by Zoom may connect with the following Meeting ID number 915 6054 4357 and Pass Code: 103418 . 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, August 11, 2022 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 July 14, 2022  
**Action: Approve minutes of regular meeting held 07/14/2022**
3. Review and action on August, 2022 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) Discussion regarding bank accounts to ensure funds are not aggregated
    - (2) Discussion regarding possible purchase of additional real property
    - (3) Discussion and approval of sale agreement with City of Idaho Falls for the sale of the South Station
    - (4) Discussion and possible action to approve sale of surplus trailer and CAT to the City of Ucon Fire Department
    - (5) Discussion and approval for publication of proposed 2022/2023 annual budget.  
**Action: Approval of real estate sale agreement to the City of Idaho for the South (York Road) fire station**

**Possible Action: Approval of sale of trailer and CAT to the City of Ucon Fire Department.**

**Action: Approve proposed budget and authorization to post and publish notice of annual budget hearing for the 2022/2023 fiscal year.**
  - b. Chief Duane Nelson, report regarding Idaho Falls Fire Department activity and needs
    - (1) Discussion regarding response map and adjustment of boundary line for fire services  
**Possible Action: Adjust boundary of fire service**
  - 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 July 14, 2022 meeting minutes.**
  - (b) **Approval of the monthly bills and financial report.**
  - (c) **Approval of Real Estate Sales Agreement with the City of Idaho Falls relating to the 65<sup>th</sup> South (York Road) fire station**
  - (d) **Possible Approval of sale agreement to City of Ucon fire department of trailer and CAT**
  - (e) **Approval of proposed budget for posting, publication and final action at annual budget hearing to be held Thursday, August 25, 2022 at 12:00 p.m.**
  - (f) **Possible Approval of adjustment of boundary line for fire services**
7. Recess/Adjournment

Bonneville County Fire Protection District No. 1, Derik M. Nielsen, Dana Kirkham, David H. Long, Ralph Isom, and Tyler Gebbs, Commissioners.



