

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

Minutes of Regular Meeting held January 12, 2023

The Bonneville County Fire Protection District No. 1 (“Fire District”) held its regular monthly meeting of Commissioners on Thursday the 12th day of January, 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 David H. Long, Ralph Isom, Derik Nielsen, Dana Kirkham (at approximately 12:12 p.m.) and Tyler Gebs (via Zoom) were present. The following were also present: Attorney Doug Nelson (via Zoom), Attorney Abigail French, Accountant Terri Gazdik, District Operations Officer Dick Fowler, Ammon Area Fire Chief Stacy Hyde, City of Idaho Falls Fire Chief Duane Nelson, Ammon City Council Member Scott Wessel, Jason Howard, and Kim Gebs (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 Ralph Isom.
2. **Approval of Minutes.** Minutes of the regular meeting of Commissioners held on December 8, 2022 were reviewed and following a motion by Dave Long and seconded by Derik Nielsen, the same were unanimously approved.
3. **Monthly Financial Report and Bill Authorization.** The summary of accounts payable dated January 12, 2023, prepared and submitted by Accountant Terri Gazdik, was reviewed, with a total expenditure of \$454,547.65. Ms. Gazdik reviewed the expenditures and reported on related items. 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 \$454,547.65
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:
 - Dick Fowler reported on concerns he had regarding an automatic aid request from Ucon. Specifically, Mr. Fowler discussed the importance of not stretching themselves too thin when responding to such requests, for in the event a call was received during the same period of time, there could be issues with responding timely.

- Dick Fowler reported on the procurement process and public works contractor licensure and related exemptions. Attorney Doug Nelson explained that generally if the cost of the entire project is less than \$50,000.00 there is no requirement to request bids. Additionally, if the project is for less than \$50,000.00, there is no requirement that the contractor have a public works contractor licensure. Discussion was had on the fact that the expenses for the work/services contemplated today were within the budget. After discussion, a motion was made by Dana Kirkham to approve the bid from White Cross Homes for siding of the garage. The motion was seconded by Derik Nielsen and unanimously approved. A motion was made by Dana Kirkham to approve the bid from Idaho Furnace and Plumbing to add heat to the westside storage station. The motion was seconded by Derik Nielsen and unanimously approved.
 - Dick Fowler reported on the need to begin the process of acquiring a new fire truck. Mr. Fowler discussed the feedback he had received on the previously acquired truck as well as the cost of deviating on valving. A motion was made by Derik Nielsen for Mr. Fowler to proceed with the bid process for acquiring a new class A firetruck. The motion was seconded by Dave Long and unanimously approved.
 - Dick Fowler reported on an issue related to compensation of the workforce. Mr. Fowler reported that the issue had been resolved and that moving forward, employees would no longer have to retain receipts and would instead just receive per diem and that compensation would be paid regardless of when monies were received from the federal or state government.
 - Dick Fowler reported that the Riggins Fire Department was interested in the 2006 Pierce International Class A Pumper (ending in H423263). Chief Stacy Hyde reported that he had spoken to Chief Joyce with the city of Riggins and that Riggins Fire Department had \$20,000.00 in an account and that Chief Joyce believed he could get another \$5,000.00 from his city council. Given this, a motion to declare the 2006 Pierce International Class A Pumper (ending in H423263) as surplus and approve the sale of said vehicle to the city of Riggins for \$25,000.00 was made by Dave Long. The motion was seconded by Derik Nielsen and unanimously approved.
- b. Chief Duane Nelson reported that the city of Idaho Falls had a total of 109 calls, with 32 of said calls being fire related. Chief Nelson gave an update on the southern station. He discussed the status of recruits as well as the fact that they were working with U.S. Digital in getting the station equipped with fiber, among other things. Chief Nelson discussed that they had replaced doors and lockers as well as ordered appliances for the station. Chief Nelson explained that the cost to put doors into the station changing areas and other locations was around \$3,000.00 and that currently the station only has curtains in some locations to separate areas. A question was posed on who would be responsible for the cost. In response, Chief Nelson stated he would bring an invoice to the next meeting to discuss. Finally, Chief Nelson presented 2022's numbers, with there being 1,147 total fire and EMS calls in the district with 434 of said calls being fire related.
- c. Chief Stacy Hyde reported there had been a total of 28 calls, with 1 of the calls being a structure fire. The cause of the fire was related to holiday lights being bundled together. Chief Hyde estimated a \$100,000.00 loss as far as the structure

was concerned and another \$75,000.00 loss in personal effects within the structure. Chief Hyde reported the home owner/resident was severally injured and that a cat and dog were lost in the fire. Chief Hyde reported a total of 20-man hours in public education credits. Finally, Chief Hyde reported a \$215,000.00-\$220,000.00 net return on deployed equipment from 2022.

5. **Public Comment.** A public comment was made by Ammon city council member Scott Wessel regarding a potential fire truck transfer. Discussion was had on potential insurance and liability issues.
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 by Dana Kirkham with unanimous approval at 12:55 p.m.

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



David H. Long, Secretary

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

**NOTICE AND AGENDA FOR MONTHLY MEETING
January 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, January 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 December 8, 2022
Action: Approve minutes of regular meeting held 12/08/2022
3. Review and action on January, 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 procurement process and public works contractors license (related exemptions, requirements, and protocol).
 - (3) Discussion regarding bid for siding of garage.
Possible Action: Approve bid for siding of garage.
 - (4) Discussion regarding bid from Idaho Furnace and Plumbing to add heat to westside storage station.
Possible Action: Approve bid to add heat to westside storage station.
 - (5) Discussion regarding purchase of new Class A fire truck, to include review of specs and possible approval to proceed with bid process.
Possible Action: Approval to proceed with bid process for new Class A fire truck.
 - (6) Discussion regarding compensation to workforce on deployed fires through the state and federal fires.
 - (7) Discussion regarding declaring 2006 Pierce International Class A Pumper (Ending in H423263) as surplus and possible sale to fire department in northern Idaho for \$25,000.00.
Possible Action: Approval of 2006 Pierce International Class A Pumper (Ending in H423263) as surplus and possible sale to fire department for \$25,000.00.

- 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 December 8, 2022 meeting minutes.**
 - (b) Approval of monthly bills and financial report.**
 - (c) Possible approval of bid for siding of garage.**
 - (d) Possible approval of bid to add heat to westside storage station.**
 - (e) Possible approval to proceed with the bid process for new Class A fire truck.**
 - (f) Possible approval of 2006 Pierce International Class A Pumper (Ending in H423263) as surplus and possible sale to fire department for \$25,000.00.**
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
January 12, 2023

Vendor	Purchase	Invoice Date	Due Date	Invoice Amount	Discount Available	Net Amt Due
Nelson Hall Parry Tucker PA	Inv 1-9-23	01/09/23	Upon receipt	4,724.00		4,724.00
Cooper Norman	Inv 107288	01/07/23	Upon receipt	3,905.00		3,905.00
Century Link	208-524-9124 208-525-4800	12/10/22 12/28/22	pd online pd online	35.02 23.22		35.02 23.22
Rocky Mountain Power	S 55th, S 45th 2137 S Ammon Fire station	12/28/22 12/09/22 12/09/22	pd online pd online pd online	162.91 120.00 631.90		162.91 120.00 631.90
Intermountain Gas	S 55th W S 45th W 2137 S Ammon 3575 Brookfield Lane E 65th - final	12/30/22 01/05/23 01/04/23 01/04/23 12/04/22	pd online pd online pd online pd online pd online	377.45 245.88 746.35 143.25 64.70		377.45 245.88 746.35 143.25 64.70
Cardmember Services	additional invoices Dec Ammon	12/08/22 01/08/23	Upon receipt Upon receipt	3,413.74 1,628.61		3,413.74 1,628.61
Allied Business Solutions	AR14332, AR410215	9/7, 12/3, 1/3/23	Upon receipt	99.14		99.14
ALSCO	LBLA2352256, LBLA2348202	12/19 & 1/2/23	Upon receipt	198.90		198.90
City of Ammon	Dec 2137 S Ammon Dec3575 Brookfield	12/21/22 12/21/22	Upon receipt Upon receipt	125.80 104.13		125.80 104.13
Chad Becker	Reimbursement	12/30/22	Upon receipt	111.39		111.39
Colson Signs	4737, 4739	12/2 & 12/29/22	Upon receipt	3,432.00		3,432.00
BPA Health	Inv0030167-IN, 0030435-IN	12/1 & 1/1/23	Upon receipt	150.00		150.00
Berggren Diesel	13794	11/16/22	Upon receipt	7,729.24		7,729.24
D & L Cleaners & Laundry	1/1/23	01/01/23	Upon receipt	52.10		52.10
ISFCA Membership	2023 membership	01/01/23	Upon receipt	1,000.00		1,000.00
IRON	Inv 3672, 3634	12/1 & 1/1/23	Upon receipt	1,300.00		1,300.00
Larsen Fire Apparatus	Inv 2857	10/01/22	Upon receipt	1,640.00		1,640.00
O'Reilly	Inv 3832-442797	12/30/22	Upon receipt	24.98		24.98
T-Mobile	Inv 976699749	01/13/23	Upon receipt	655.95		655.95
City of Idaho Falls	January payment	01/01/23	Upon receipt	420,267.93		420,267.93
Witmer	Inv 107610,108106,148078	9-22 & 11/29/22	Upon receipt	291.98		291.98
Wex Fuel	Dec billing	12/31/22	Upon receipt	1,142.08		1,142.08
	Total			454,547.65		454,547.65

Financial Institution	Amount	Current Interest Rate	
Idaho Central Credit Union	matures 1/13/2023	277,347.82	0.30%
East Idaho Credit Union	matures 9/3/2023	252,062.49	2.00%
East Idaho Credit Union checking		5.00	
Mountain America Federal Credit Union	matures 3/19/23	299,017.59	0.30%
Westmark	matures 7/2/2023	279,967.46	0.45%
Citizens Community Bank/Glacier	matures 4/24/2023	273,884.78	0.40%
Lookout CU	matures 10/22/23	265,541.12	0.25%
Bank of Commerce CD #6216	matures 6/11/2023	284,025.19	0.20%
Connections CU CD	matures 6/1/2024	273,210.32	3.35%
DL Evans	matures 3/27/2024	263,858.04	3.05%
LGIP		2,653,660.46	2.8233%
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 savings		50,026.37	0.18%
Bank of Commerce		113,222.78	
Bank of Commerce MM		5,291.50	0.25%
TOTAL		5,291,258.27	

Fiscal year	2022/2023
City of Idaho Falls payments	
Due	
October x	420,268.00
January x	420,268.00
April	420,268.00
July	420,268.00
Total	1,681,072.00

Authorization to pay bills



BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

Profit & Loss Budget vs. Actual

October through December 2022

01/12/23

Accrual Basis

	Oct - Dec 22	Budget	\$ Over Budget	% of Budget
Income				
400.00 · Tax Revenues	183,125.51	186,487.41	-3,361.90	98.2%
410.00 · Interest Income	23,851.07	3,124.97	20,726.10	763.2%
420.00 · Miscellaneous Income	7,983.87	6,075.00	1,908.87	131.4%
Total Income	214,960.45	195,687.38	19,273.07	109.8%
Expense				
500.00 · Advertising				
501.02 · Public Relations - Ammon	1,018.65	0.00	1,018.65	100.0%
500.00 · Advertising - Other	0.00	1,249.97	-1,249.97	0.0%
Total 500.00 · Advertising	1,018.65	1,249.97	-231.32	81.5%
505.00 · Auto - Fuel & Oil	3,823.07	6,249.00	-2,425.93	61.2%
520.00 · Capital Outlay	212,534.06	16,250.06	196,284.00	1,307.9%
535.00 · Dues & Subscriptions	2,727.50	1,250.01	1,477.49	218.2%
542.00 · Equipment Rent	1,872.00	0.00	1,872.00	100.0%
550.00 · Ins - Fire, Auto & Liab.	0.00	7,500.00	-7,500.00	0.0%
565.00 · Interest	2,469.71	0.00	2,469.71	100.0%
568.00 · Audit Fees	0.00	2,500.02	-2,500.02	0.0%
569.00 · Accounting Costs	14,888.30	11,250.00	3,638.30	132.3%
570.00 · Legal Costs	15,399.90	15,750.00	-350.10	97.8%
574.00 · Contract Services-Machine Hire	0.00	375.00	-375.00	0.0%
575.00 · Building Maintenance/Operation	3,578.29	7,750.01	-4,171.72	46.2%
580.00 · Miscellaneous	77.96	0.00	77.96	100.0%
581.02 · Clothing & Uniforms - Ammon	835.08	0.00	835.08	100.0%
582.02 · Personal Protective Equip-Ammon	1,786.00	0.00	1,786.00	100.0%
583.02 · Postage - Ammon	1.44	0.00	1.44	100.0%
584.02 · Health & Safety - Ammon	1,399.20	0.00	1,399.20	100.0%
585.00 · Office Supplies/Expense	234.85	0.00	234.85	100.0%
586.00 · Training & Certification	-405.00	1,250.01	-1,655.01	-32.4%
615.00 · Repairs & Maint - Equipment	13,400.03	12,750.00	650.03	105.1%
616.00 · Vehicle Repair & Maintenance				
616-1.1 · Truck #	606.02	0.00	606.02	100.0%
616.2.1 · Truck # E1 Engine	2,986.48	0.00	2,986.48	100.0%
616.2.2 · Truck # E2 Engine	19.84	0.00	19.84	100.0%
616.3.3 · Truck # WT3 Water Tender	9,507.24	0.00	9,507.24	100.0%
616.00 · Vehicle Repair & Maintenance - Other	62.74	0.00	62.74	100.0%
Total 616.00 · Vehicle Repair & Maintenance	13,182.32	0.00	13,182.32	100.0%
625.00 · Supplies	10,970.11	16,250.01	-5,279.90	67.5%
630.00 · Taxes & Licenses	304.42	0.00	304.42	100.0%
640.00 · Utilities	3,690.13	6,500.01	-2,809.88	56.8%
644 · Payroll, Benefits, & Taxes				
645.00 · Wages & Salaries				
645.01 · Salaries - BCFD	23,623.65	19,000.02	4,623.63	124.3%
645.02 · Salaries - Ammon	260,979.76	368,310.00	-107,330.24	70.9%
Total 645.00 · Wages & Salaries	284,603.41	387,310.02	-102,706.61	73.5%

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

Profit & Loss Budget vs. Actual

October through December 2022

01/12/23
Accrual Basis

	Oct - Dec 22	Budget	\$ Over Budget	% of Budget
647.00 · Employee Benefits				
648.00 · Insurances - Employee	36,002.07	0.00	36,002.07	100.0%
648.11 · HSA	13,458.85	0.00	13,458.85	100.0%
648.12 · PERSI	30,274.52	0.00	30,274.52	100.0%
648.13 · HRA	3,888.47	0.00	3,888.47	100.0%
648.14 · Phone Reim	194.25	0.00	194.25	100.0%
647.00 · Employee Benefits - Other	150.00	0.00	150.00	100.0%
Total 647.00 · Employee Benefits	83,968.16	0.00	83,968.16	100.0%
650.00 · Wages - Tax Employer	21,341.30	0.00	21,341.30	100.0%
644 · Payroll, Benefits, & Taxes - Other	200.00			
Total 644 · Payroll, Benefits, & Taxes	390,112.87	387,310.02	2,802.85	100.7%
655.00 · Workmens Compensation	0.00	5,000.01	-5,000.01	0.0%
660.00 · IT	4,953.89	7,500.00	-2,546.11	66.1%
700.00 · Payments - City of Idaho Falls	420,268.07	420,268.00	0.07	100.0%
Total Expense	1,119,122.85	926,952.13	192,170.72	120.7%
Net Income	-904,162.40	-731,264.75	-172,897.65	123.6%