

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1
Minutes of Regular Meeting held July 9, 2019

The Bonneville County Fire Protection District No. 1 (“Fire District”) held its regular monthly meeting of Commissioners on Tuesday the 9th day of July, 2019, 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: District Liaison, Dick Fowler; Terri Gazdick, District accountant; legal counsel, Doug Nelson; Bonneville County Planning Supervisor, Steve Serr; and, City Fire Chief Duane Nelson and Deputy Chief, Dave Coffey.

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 12:21 p.m. by Dan Gubler, acting as Chairman.
2. **Approval of Minutes.** Minutes of the regular meeting of Commissioners held on June 11, 2019 were reviewed, and following a motion made by Ralph Isom and seconded by Dave Long, were unanimously approved.
3. **Monthly Financial Report and Bill Authorization.** The summary of accounts payable dated July 9, 2019, prepared and submitted by Accountant Terri Gazdik was reviewed. Following discussion and upon motion made by Ralph Isom and seconded by Dave Long the report was unanimously approved including a total expenditure of \$415,760.72.
4. **Review and Discussion.** District liaison, Richard Fowler, discussed the westside parking lot improvements and stated that sufficient gravel is on the premises and that top soil will be added and grass planted.

Mr. Fowler reported that he has researched new truck availability and identified a used pumper/tanker with a 5 person cab. The vehicle is a 2013 and the asking price is \$196,000.00.

The commissioners then reviewed and discussed the Fire Protection Joint Services Agreement for the annual amount of \$1,681,072.27 and the Wildfire Deployment

Agreement which would be effective until December 31, 2019. Upon motion made by commissioner Ralph Isom and seconded by commissioner Dave Long, and unanimously adopted the Chairman was authorized to sign both agreements on behalf of the District. Three duplicate original agreements were signed and delivered to the City Fire Chief who will obtain signatures from the City and return a fully signed original to the District.

5. **Discussion and Comment from City of Idaho Falls.** Fire Chief Duane Nelson discussed various pending work including new and updated communication systems in the various stations.

Improvements and revisions to the facilities in order to better accommodate private sleeping and restroom facilities was discussed, including the possible installation of privacy doors.

A general discussion took place regarding future plans of the City in regard to management and shared costs for fire protection services. The City indicated that it is working to hold or decrease the current staff levels.

6. **County Report.** Steve Serr did not have additional information to present at this meeting.
7. **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 2:32 p.m.

Approved the 13th day of August, 2019.



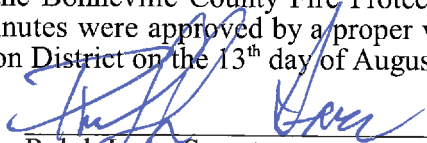
Douglas R. Nelson, Assistant Secretary



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 13th day of August, 2019.



Ralph Isom, Secretary

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

NOTICE AND AGENDA FOR MONTHLY MEETING

July 9, 2019

Notice is hereby given that the Bonneville County Fire Protection District No. 1 ("Fire District") will hold its regularly scheduled monthly meeting on Tuesday, July 9, 2019 at the hour of 12:00 o'clock p.m. to be held in the 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 approval of minutes for the regular meeting held June 11, 2019.
Action: Approve minutes of regular meeting held 6/11/2019.
3. Review and action on June, 2019 monthly bills and financial statement (Terri Gazdik)
Action: Approve monthly bills and financial report
4. District Liaison Report on pending matters, including discussion and possible approval of extension of contract for fire services and wild lands agreement with the City of Idaho Falls.
Action: Possible Approval of City Contracts
5. Report from Idaho Falls Fire Chief
6. Comments or reports from Bonneville County and City of Ammon
7. Comments from public.
8. **Summary of Scheduled Action Items:**
 - (a) Approval of June 11, 2019 regular meeting minutes.
 - (b) Approval of the July, 2019 monthly bill and financial statement.
 - (c) Approval of contracts:
 - (1) Fire Protection Joint Services Agreement.
 - (2) Wildfire Deployment Agreement.
11. Recess/Adjournment

Bonneville County Fire Protection District No. 1, Ralph Isom, Dan Gubler, and Dave Long, Commissioners.

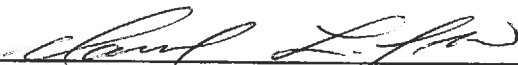
**Bonneville County Fire Protection District #1
Summary of Accounts Payable
July 9, 2019**

| Vendor | Purchase | Invoice Date | Due Date | Invoice Amount | Discount Available | Net Amt Due |
|-----------------------------|--|----------------------------------|--|-------------------------|--------------------|-------------------------|
| Dick Fowler | June consulting | 06/30/19 | Upon receipt | 1,000.00 | | 1,000.00 |
| Nelson Hall Parry Tucker PA | June consulting | 06/30/19 | Upon receipt | 3,138.62 | | 3,138.62 |
| Cooper Norman | June consulting | 06/30/19 | Upon receipt | 1,024.00 | | 1,024.00 |
| Century Link | 208-524-9124 208-525-4800 | 06/20/19 06/28/19 | pd online pd online | 35.02 13.18 | | 35.02 13.18 |
| Rocky Mountain Power | 6/24/2019 | 06/24/19 | Upon receipt | 351.69 | | 351.69 |
| Dan Gubler | 7/9/2019 | 07/09/19 | Upon receipt | 229.10 | | 229.10 |
| Intermountain Gas | S 55th W S 45th W E 65th S | 07/01/19 07/05/19 07/03/19 | Upon receipt Upon receipt Upon receipt | 11.03 13.60 19.24 | | 11.03 13.60 19.24 |
| Cardmember Services | 7/8 statement Bob's Kwik Stop, Paypal - Marksautopa | 07/08/19 | Upon receipt | 174.99 | | 174.99 |
| Idaho Steel Products | Inv 150993 | 06/19/19 | Upon receipt | 1,723.00 | | 1,723.00 |
| City of Idaho Fall | July payment | 07/01/19 | Upon receipt | 408,027.25 | | 408,027.25 |
| | Total | | | 415,760.72 | | 415,760.72 |

| <u>Financial Institution</u> | <u>Amount</u> | <u>Current Interest Rate</u> |
|---------------------------------------|-------------------|---|
| Idaho Central Credit Union | matures 11/29/19 | 264,088.06 2.526% |
| Mountain America Federal Credit Union | matures 3/19/21 | 281,508.68 3.250% |
| Westmark | matures 1/2/2020 | 267,291.85 2.40% |
| Citizens Community Bank/Glacier | matures 4/24/2021 | 259,130.60 2.50% |
| ISU CU | matures 10/27/20 | 259,406.40 1.40% |
| ISU Credit Union | matures 8/21/2020 | 26,118.25 2.42% |
| Bank of Commerce CD #6216 | matures 6/11/2020 | 276,796.29 2.00% |
| Connections CU CD | matures 12/1/19 | 261,742.02 2.00% |
| DL Evans | matures 9/27/2019 | 250,000.00 1.50% |
| LGIP | | 1,324,843.93 2.5724% |
| Connections savings | | 31.37 |
| Idaho Central Credit Union Savings | | 25.00 |
| Mountain America Federal Credit Union | | 5.00 |
| Westmark Savings | | 25.21 |
| ISU Credit Union | | 25.00 0.01% |
| ISU Credit Union savings | | 25.70 |
| Zions Bank | | 128.01 0.00% Not a fixed rate-fluctuates monthly. |
| Bank of Commerce | | -299,195.27 |
| Bank of Commerce MM | | 5,272.02 0.25% |
| TOTAL | | 3,177,268.12 |

| Fiscal year 2018/2019 | | |
|------------------------------|---|---------------------|
| City of Idaho Falls payments | | |
| Due | | |
| October | x | 408,027.25 |
| January | x | 408,027.25 |
| April | x | 408,027.25 |
| July | x | 408,027.25 |
| Total | | 1,632,109.00 |

Authorization to pay bills



BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

Profit & Loss Budget vs. Actual

07/09/19

October 2018 through June 2019

Accrual Basis

| | Oct '18 - Jun 19 | Budget | \$ Over Budget | % of Budget |
|---|---------------------|---------------------|--------------------|----------------|
| Income | | | | |
| 400.00 · Tax Revenues | 1,666,284.33 | 1,490,613.00 | 175,671.33 | 111.8% |
| 410.00 · Interest Income | 40,659.59 | 26,249.99 | 14,409.60 | 154.9% |
| 420.00 · Miscellaneous Income | 63,524.16 | | | |
| Total Income | 1,770,468.08 | 1,516,862.99 | 253,605.09 | 116.7% |
| Expense | | | | |
| 500.00 · Advertising | 0.00 | 374.00 | -374.00 | 0.0% |
| 505.00 · Auto | 527.86 | 1,499.00 | -971.14 | 35.2% |
| 510.00 · Bank Charges | 0.00 | 75.25 | -75.25 | 0.0% |
| 520.00 · Capital Outlay | 152,236.25 | 297,750.01 | -145,513.76 | 51.1% |
| 530.00 · Commissioners Travel | 1,640.12 | 1,875.01 | -234.89 | 87.5% |
| 535.00 · Dues & Subscriptions | 1,000.00 | 1,000.00 | 0.00 | 100.0% |
| 550.00 · Ins - Fire, Auto & Liab. | 843.00 | 0.00 | 843.00 | 100.0% |
| 560.00 · Insurance - Life | 0.00 | 700.00 | -700.00 | 0.0% |
| 568.00 · Audit Fees | 6,500.00 | 6,500.00 | 0.00 | 100.0% |
| 569.00 · Accounting Costs | 13,499.97 | 12,749.99 | 749.98 | 105.9% |
| 570.00 · Legal Costs | 22,605.94 | 22,500.00 | 105.94 | 100.5% |
| 571.00 · Consulting Services - Website | 0.00 | 1,499.99 | -1,499.99 | 0.0% |
| 572.00 · Contract Services-Inspections | 0.00 | 14,999.99 | -14,999.99 | 0.0% |
| 573.00 · Consulting | 9,150.00 | 9,000.00 | 150.00 | 101.7% |
| 574.00 · Contract Services-Machine Hire | 0.00 | 1,125.00 | -1,125.00 | 0.0% |
| 575.00 · Maintenance/Operation | 647.20 | 14,999.99 | -14,352.79 | 4.3% |
| 580.00 · Miscellaneous | 456.00 | 0.00 | 456.00 | 100.0% |
| 585.00 · Office Expense | 1,435.09 | 0.00 | 1,435.09 | 100.0% |
| 600.00 · Repairs - Engine #1 FMC 1 | 91.12 | | | |
| 615.00 · Repairs - Equipment | 7,035.60 | 17,249.99 | -10,214.39 | 40.8% |
| 625.00 · Supplies | 295.65 | 7,727.99 | -7,432.34 | 3.8% |
| 630.00 · Taxes & Licenses | 358.42 | | | |
| 633.00 · Payroll Taxes | 1,445.85 | 2,849.99 | -1,404.14 | 50.7% |
| 640.00 · Utilities | 5,790.52 | 5,250.01 | 540.51 | 110.3% |
| 645.00 · Wages | 18,900.00 | 18,900.00 | 0.00 | 100.0% |
| 6560 · Payroll Expenses | 150.00 | 0.00 | 150.00 | 100.0% |
| 700.00 · Payments - City of Idaho Falls | 1,224,081.75 | 1,224,081.75 | 0.00 | 100.0% |
| Total Expense | 1,468,690.34 | 1,662,707.96 | -194,017.62 | 88.3% |
| Net Income | 301,777.74 | -145,844.97 | 447,622.71 | -206.9% |