

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

Minutes of Regular Meeting held April 14, 2022

The Bonneville County Fire Protection District No. 1 (“Fire District”) held its regular monthly meeting of Commissioners on Thursday the 14th day of April, 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. 91560544357, and Passcode 103418.

The following were present:

Commissioners Derik M. Nielsen, David H. Long, Ralph Isom, Tyler Gebbs, and Dana Kirkham were present. The following were also present: Attorney Doug Nelson, Attorney Abigail French, District Operations Officer Dick Fowler, Ammon Area Fire Chief Stacy Hyde, Ucon Fire Chief Scott Norman, City of Idaho Falls Fire Chief Duane Nelson, James Hitch, Ron Anderson, Kim Gebbs (via Zoom), David Tracy (via Zoom), Bonneville County Fire District Station No. 1 (via Zoom), Cason Johnson (via Zoom), Mark Pitcher (via Zoom), and an unidentified Bonneville County patron (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 12:07 p.m. by Ralph Isom, acting as Chairman.
2. **Approval of Minutes**. Minutes of the regular meeting of Commissioners held on March 10, 2022 were reviewed and following a motion made by David Long and seconded by Derik Nielsen, the same were unanimously approved with the following corrections: David Long’s title corrected to “Commissioner” and Scott Norman’s title corrected to “Ucon Fire Chief”.
3. **Monthly Financial Report and Bill Authorization**. The summary of accounts payable dated April 14, 2022, prepared and submitted by Accountant Terri Gazdik, was reviewed. On behalf of Ms. Gazdik, Dick Fowler reviewed the expenditures and reported on the letter received by Bonneville County regarding penalties and interest from property taxes. A copy of said letter is attached hereto. Following discussion and upon motion made by David Long and seconded by Derik Nielsen, and unanimously accepted, the report was approved including a total expenditure of **\$447,446.14**.

4. **Report by Legal Counsel.** Doug Nelson addressed the above-mentioned letter from Bonneville County. Mr. Nelson explained that other entities had received the same letter and that the question of who gets interest and fees could be a legal question. Mr. Nelson addressed the existence of a potential conflict of interest given the firm's representation of Bonneville County. Mr. Nelson advised the commission to inquire into the amount of money the District has historically received from interest and penalties, and if significant, consider whether to question the change in practice.

4. **Discussion and Reports.** The following items were reviewed and discussed or actions were taken:
 - a. Duane Nelson presented the proposed FIRE PROTECTION JOINT SERVICES AGREEMENT BY AND BETWEEN CITY OF IDAHO FALLS, IDAHO AND BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1. Following discussion and upon motion made by Derik Nielsen and seconded by David Long, and unanimously accepted, the Agreement was approved, which did not increase level nor cost of service. (Note- Dana Kirkham arrived after the vote occurred and therefore did not participate in the vote but signed said Agreement.) Duane Nelson reported that he was working with Stacy Hyde and Dick Fowler to clearly identify the location of equipment as well as coordinate equipment coverage with ICRMP. Duane Nelson agreed to work with dispatch and ensure an accurate and updated exhibit map. Two (2) fully executed copies were approved and signed by the Commissioners and provided to Duane Nelson for presentation to the City of Idaho Falls.
 - b. Discussion was had on the identification of possible locations for the construction of an additional fire station. Ralph Isorn reported on the letter he received from Ball Ventures, LLC, specifically its proposal to sell and donate land to the District. A copy of said letter is attached hereto. The contents of the letter were briefly discussed with no action taken.
 - c. Stacy Hyde reported that March had been a slower month with no calls resulting in loss. Chief Hyde reported no structure fires but two (2) rural fires. Chief Hyde discussed deployment for wildfires and his recommendations. Chief Hyde reported that he does not recommend deployment of equipment, except the possibility of ambulance services. Chief Hyde reported that a draft personnel policy had been provided. Doug Nelson reported said policy had been circulated and tentatively set for preliminary discussion in May. Chief Hyde reported on the bids he had received to replace the carpet in Station No. 2. Chief Hyde reported that Wall to Wall Carpet's bid was the cheapest at \$10,550. It was reported that the City of Idaho Falls would pay \$5,000 towards the cost. Chief Hyde proposed the District pay the remainder (\$5,500). A motion was made by Dana Kirkham to approve the \$5,500 expenditure and seconded by Tyler Gebbs, and unanimously passed.
 - e. Duane Nelson reported seventy-seven (77) total calls, with twenty-five (25) of which being fire related. Chief Nelson reported a vehicle fire (estimated \$10,000 loss) as well as a structural fire (estimated \$25,000

loss). Chief Nelson reported on the status of fire truck repairs and the difficulty of locating necessary parts.

- f. Dick Fowler reported that he had received no updates as to the status of the fire truck. Mr. Fowler reported he was working on the budget for 2023 and that he hoped to have a draft proposal ready for discussion at the next meeting. A motion was made by David Long to set the budget meeting for August 25, 2022 at noon. The motion was seconded by Derik Nielsen and unanimously passed. Mr. Fowler reported on the pieces of furniture cluttering and accumulating at the fire station. Following discussion, Mr. Fowler was authorized to gather and dispose of said items. Mr. Fowler reported on discussions with Mr. Green related to fire coverage for wind farms located on the west side of Idaho Falls. Discussion was had on the possibility of annexation or execution of service agreement; the matter was moved forward for future discussion with no action taken.
- g. Tyler Gebbs commented on his concerns regarding homes that were possibly without fire protection. Related discussion was had with Stacy Hyde offering to work with Tyler Gebbs to locate said homes and identify status of fire protection.

6. Public Comment. No public comments were made.

7. 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 approximately 1:25 p.m.

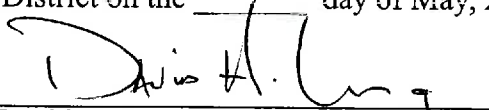
Approved the 12 day of May, 2022.



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 _____ day of May, 2022.



David H. Long, Secretary

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

NOTICE AND AGENDA FOR MONTHLY MEETING

April 14, 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, March 14, 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 March 10, 2022.
Action: Approve minutes of regular meeting held 03/10/2022.
3. Review and action on April 2022 monthly bills and financial statement for preceding month (Terri Gazdik).
Action: Approve monthly bills and financial report
4. Report from District Operations Officer and discussion relating to draft of a proposed renewal of the current Fire Protection Joint Services Agreement between the Fire District and the City of Idaho Falls.
Action: Approved the terms of a renewed Joint Services Agreement between the Fire District and the City of Idaho Falls for a term of two years commencing October 1, 2022.
5. Discussion and possible action to authorize expenditure for replacement flooring at Station No. 2.
Action: Approve expenditure for replacement flooring at Station No. 2
6. Report on allocation of equipment for insurance purposes (ICRMP) between City of Idaho Falls and Fire District.
7. Report from Ralph Isom, Chairman, regarding effort to identify possible locations for an additional fire station.
Action: Review and possible approval of the terms of an agreement to purchase approximately 3 acres of land and receive a gift of approximately 3 acres of land located near Sandy Downs in Bonneville County.
8. District Operations Officer, legal counsel, Bonneville County, Ammon area and Idaho Falls Fire Chief reports. Discussion and Report from District Fire Chief Stacy Hyde regarding personnel policy for District firefighters.
9. **Summary of Action Items:**
 - (a) **Approval of March 10, 2022 meeting minutes.**
 - (b) **Approval of the monthly bills and financial report.**

- (c) Approve expenditures for replacement flooring at Station No. 2**
- (d) Approval of terms for a renewed Joint Services Agreement between the Fire District and the City of Idaho Falls for fire and emergency response services within the District, excluding property embraced within the boundaries of the City of Ammon.**
- (e) Possible approval of terms of an agreement to acquire land near the Sandy Downs in Bonneville County**

10. Recess/Adjournment

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

BONNEVILLE COUNTY, IDAHO

CLERK, AUDITOR AND RECORDER

605 NORTH CAPITAL AVENUE
IDAHO FALLS, IDAHO 83402

PENNY MANNING
CLERK OF THE DISTRICT COURT
EX-OFFICIO AUDITOR AND RECORDER



PHONE: (208) 529-1350, EXT. 1350
FAX: (208) 529-1311
E-MAIL: pmanning@co.bonneville.id.us

3/17/2022

RE: Penalties and Interest from property taxes

To all Bonneville County Taxing Districts:

As per I.C 63-1001, 63-1003(1), 63-1005, I.C 63-1007(1), and in a decision voted on by the county commissioners on March 7, 2022, Bonneville County will no longer remit penalties and interest collected from taxpayers to taxing districts. The penalties and interest associated with those delinquent taxes will now be retained by the County to cover expenses incurred in collections.

Bonneville County will continue to distribute the levied amounts included in each taxing district's budget in accordance with Idaho Code.

Respectfully,

A handwritten signature in cursive script that reads "Lisa Santos".

Lisa Santos
Chief Deputy Auditor



April 14, 2022

VIA E-MAIL

Bonneville County Fire District
Attn: Raif Isom

Re: Letter of Intent for Bare Ground, Bonneville County, Idaho

Dear: Bonneville County Fire Commission

BV Hackman Road, LLC, an Idaho limited liability company (“BV”) is considering selling (and donating portions thereof), approximately 6.11 acres of bare ground located in Idaho Falls, Idaho to Bonneville County Fire District (“Buyer”) upon the following proposed terms and conditions:

REAL PROPERTY. The real property to be sold/donated is approximately 6.11 acres and any improvements located on the land, and any easements, rights of way, water rights, mineral rights and appurtenances running with or pertaining to the land, as generally depicted on the attached Exhibit A (the “Real Property”).

PURCHASE PRICE. The Purchase Price will be determined after Seller receives a certified appraisal for the entire 6.11 Acres. In order to move forward with the sale the property must appraise for \$35,000 per acre. Upon receiving an acceptable appraisal Buyer and Seller will negotiate a cash amount and a donation amount for this transaction.

EARNEST MONEY DEPOSIT. Upon execution of a Donation Agreement (as defined below) Buyer will deposit earnest money with an escrow agent of BV’s choice in an amount set forth in a Donation Agreement. The earnest money deposit will be refundable, except as otherwise set forth in a Donation Agreement, and will be applied to the Purchase Price at closing.

DUE DILIGENCE AND BUYER’S CONDITIONS PRECEDENTS. Buyer will have thirty (30) days from the effective date of a Donation Agreement to conduct its due diligence and feasibility review of the Real Property. If Buyer is not satisfied with the results of its due diligence, Buyer may terminate the Donation Agreement within such time and receive a prompt return of all earnest money deposit, if any. Buyer, as part of its due diligence, may have an ALTA Survey and the Phase 1 Report prepared at Buyer’s sole cost and expense.

CLOSING AND CLOSING COSTS. The closing will occur the thirty (30) days from the expiration of the Due Diligence. Seller will pay for the standard owner's policy premium and Buyer will pay the additional premiums required for any extended coverage or endorsements requested by Buyer. All other closing costs will be customarily split between the parties.

WARRANTIES AND REPRESENTATIONS. Seller will provide reasonable general warranties and representations as to the Real Property, including but not limited to the following: fee simple title; Seller's authority and consent; status of other agreements, defaults or violations; litigation and condemnation; taxes and assessments; and environmental status.

If the foregoing is satisfactory, please indicate your acceptance below and return a copy thereof to my attention. Upon Seller's acceptance, the parties will endeavor to negotiate a reasonable and mutually agreeable binding purchase and sale agreement (the "Donation Agreement") which will be drafted by BV within ten (10) business days of Buyer's acceptance of this LOI. The Donation Agreement will set forth the terms and conditions as proposed herein as well as other material terms and conditions necessary for the purchase and sale of the Real Property. If BV has not received a written reply by April 29, 2022 this LOI shall automatically expire, or otherwise be null and void.

Sincerely,

BV HACKMAN ROAD, LLC

By: BV Management Services, Inc.

By: _____ + _____
Cortney Liddiard, President

This letter is approved and accepted:

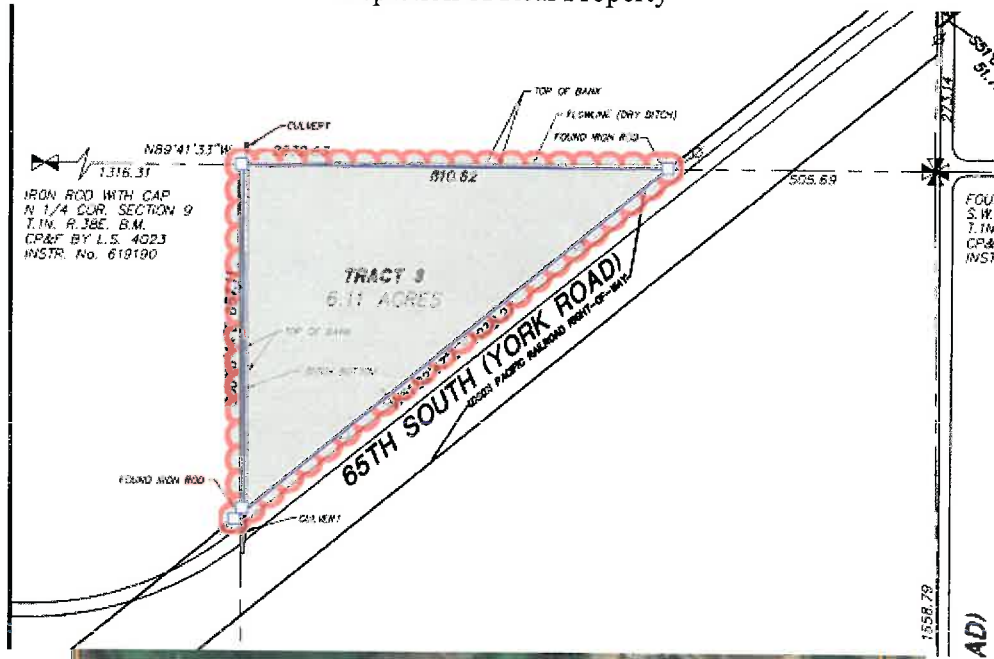
BUYER:

By:
Its:

Date:

EXHIBIT A

Depiction of Real Property



Bonneville County Fire Protection District #1
Summary of Accounts Payable
April 14, 2022

Vendor	Purchase	Invoice Date	Due Date	Invoice Amount	Discount Available	Net Amt Due
Nelson Hall Parry Tucker PA	Mar consulting	04/05/22	Upon receipt	5,356.00		5,356.00
Cooper Norman	consulting - Inv 91463	04/06/22	Upon receipt	4,125.00		4,125.00
Century Link	208-525-4800	03/28/22	pd online	18.31		18.31
	208-524-9124	03/10/22	pd online	35.02		35.02
Rocky Mountain Power	E 65th , S 55th, S 45th	03/25/22	pd online	249.80		249.80
	2137 S Ammon	03/24/22	pd online	100.23		100.23
	Fire station	03/24/22	pd online	554.02		554.02
Intermountain Gas	S 55th W	03/31/22	pd online	177.30		177.30
	S 45th W	04/04/22	pd online	115.19		115.19
	E 65th S	04/04/22	pd online	192.40		192.40
	2137 S Ammon	04/01/22	pd online	316.56		316.56
	3575 Brookfield Lane	04/01/22	pd online	73.88		73.88
Cardmember Services	BCFD	04/07/22	Upon receipt	7,705.59		7,705.59
	Ammon	04/07/22	Upon receipt	356.00		356.00
Active911	Inv 397556	03/20/22	Upon receipt	546.00		546.00
Alsco	nv 2268039,2272088, 2276135	3/14,3/28,4/11	Upon receipt	287.88		287.88
Allied Business Solutions	IN AR372216	04/04/22	Upon receipt	71.37		71.37
Berggren Diesel	In 11591	03/09/22	Upon receipt	2,513.51		2,513.51
BPA	0027741-IN	04/01/22	Upon receipt	75.00		75.00
City of Ammon	3-14-2022	03/14/22	Upon receipt	115.13		115.13
D & L Cleaners	4-1-2022- March expense	04/01/22	Upon receipt	105.10		105.10
Elite Extracation & Equip	Inv 708	01/17/22	Upon receipt	800.00		800.00
Idaho Regional Optical Network	Inv 3333	04/01/22	Upon receipt	100.00		100.00
LN Curtis	Inv 575171	03/08/22	Upon receipt	9.00		9.00
O'Reilly	Inv 3832-368094	04/07/22	Upon receipt	44.25		44.25
Keith Banda	3/13-3-17 reimb	03/17/22	Upon receipt	960.26		960.26
Wex Fuel	Mar billing	03/31/22	Upon receipt	1,175.34		1,175.34
City of Idaho Falls	April payment	04/01/22	Upon receipt	420,268.00		420,268.00
	Total			446,446.14		446,446.14

<u>Financial Institution</u>	<u>Amount</u>	<u>Current Interest Rate</u>
Idaho Central Credit Union matures 12/9/2022	276,740.75	0.30%
Mountain America Federal Credit Union matures 3/19/23	298,333.18	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 4/25/22	265,208.53	0.25%
Bank of Commerce CD #6216 matures 6/11/2022	283,390.47	0.25%
Connections CU CD matures 12/1/2022	272,800.53	0.02%
DL Evans matures 9/27/2022	262,473.24	0.35%
LGIP	3,450,791.36	0.20%
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	-329,127.20	
Bank of Commerce MM	5,284.61	0.05%
TOTAL	5,337,268.83	

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	420,268.06
Total	1,681,072.27

Authorization to pay bills



BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

Profit & Loss Budget vs. Actual

04/14/22

Accrual Basis

October 2021 through March 2022

	Oct '21 - Mar 22	Budget	\$ Over Budget	% of Budget
Income				
400.00 · Tax Revenues	2,396,940.25	2,020,571.00	376,369.25	118.6%
4030.00 · Proceeds from Sale of Assets	100.00	0.00	100.00	100.0%
410.00 · Interest Income	3,985.51	15,000.00	-11,014.49	26.6%
420.00 · Miscellaneous Income	23,250.00	36,112.50	-12,862.50	64.4%
440.00 · Grant Proceeds	10,000.00	300,000.00	-290,000.00	3.3%
Total Income	2,434,275.76	2,371,683.50	62,592.26	102.6%
Expense				
500.00 · Advertising				
501.02 · Public Relations - Ammon	1,715.61	0.00	1,715.61	100.0%
500.00 · Advertising - Other	388.00	2,650.02	-2,262.02	14.6%
Total 500.00 · Advertising	2,103.61	2,650.02	-546.41	79.4%
505.00 · Auto - Fuel & Oil	5,619.51	13,374.98	-7,755.47	42.0%
510.00 · Bank Charges	0.90	0.00	0.90	100.0%
520.00 · Capital Outlay	188,141.42	105,000.00	83,141.42	179.2%
530.00 · Travel				
530.02 · Travel & Meetings - Ammon	501.26	0.00	501.26	100.0%
Total 530.00 · Travel	501.26	0.00	501.26	100.0%
535.00 · Dues & Subscriptions	4,733.37	2,625.00	2,108.37	180.3%
550.00 · Ins - Fire, Auto & Liab.	1,071.50	15,499.98	-14,428.48	6.9%
568.00 · Audit Fees	0.00	4,999.98	-4,999.98	0.0%
569.00 · Accounting Costs	19,530.40	25,000.02	-5,469.62	78.1%
570.00 · Legal Costs	30,115.77	25,500.00	4,615.77	118.1%
574.00 · Contract Services-Machine Hire	0.00	750.00	-750.00	0.0%
575.00 · Building Maintenance/Operation				
575.02 · Building Repair & Maint - Ammon	59.10	0.00	59.10	100.0%
575.00 · Building Maintenance/Operation - Other	4,888.95	15,750.00	-10,861.05	31.0%
Total 575.00 · Building Maintenance/Operation	4,948.05	15,750.00	-10,801.95	31.4%
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	5,658.83	0.00	5,658.83	100.0%
583.02 · Postage - Ammon	36.14	0.00	36.14	100.0%
585.00 · Office Supplies/Expense	555.89	0.00	555.89	100.0%
595.00 · Training & Certification	1,803.22	5,749.98	-3,946.76	31.4%
615.00 · Repairs & Maint - Equipment	21,866.95	13,999.98	7,866.97	156.2%
616.00 · Vehicle Repair & Maintenance				
616.2.1 · Truck # E1 Engine	113.13	0.00	113.13	100.0%
616.2.2 · Truck # E2 Engine	401.31	0.00	401.31	100.0%
616.4.1 · Truck #T1 Tower	74.40	0.00	74.40	100.0%
616.5.1 · Truck #B1 Brush	115.26	0.00	115.26	100.0%
616.7.1 · Truck #C1 Chief	185.47	0.00	185.47	100.0%
616.7.2 · Truck #C2 Chief	70.00	0.00	70.00	100.0%
616.7.3 · Truck #C3 Chief	84.00	0.00	84.00	100.0%
616.00 · Vehicle Repair & Maintenance - Other	4,168.33	0.00	4,168.33	100.0%
Total 616.00 · Vehicle Repair & Maintenance	5,211.90	0.00	5,211.90	100.0%
625.00 · Supplies				
625.02 · Department Supplies - Ammon	117.04	0.00	117.04	100.0%
625.00 · Supplies - Other	2,711.12	29,899.98	-27,188.86	9.1%
Total 625.00 · Supplies	2,828.16	29,899.98	-27,071.82	9.5%
630.00 · Taxes & Licenses	772.69	0.00	772.69	100.0%
640.00 · Utilities	12,797.25	11,449.98	1,347.27	111.8%
645.00 · Wages & Salaries				
645.01 · Salaries - BCFD	129,075.37	37,671.00	91,404.37	342.6%
645.02 · Salaries - Ammon	0.00	399,303.10	-399,303.10	0.0%
645.00 · Wages & Salaries - Other	244,527.47	0.00	244,527.47	100.0%
Total 645.00 · Wages & Salaries	373,602.84	436,974.10	-63,371.26	85.5%
647.00 · Employee Benefits				
647.01 · Employee Benefits - BCFD	14,461.75	0.00	14,461.75	100.0%

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

04/14/22

Profit & Loss Budget vs. Actual

Accrual Basis

October 2021 through March 2022

	Oct '21 - Mar 22	Budget	\$ Over Budget	% of Budget
647.02 · Employee Benefits - Ammon				
648.00 · Insurances - Employee	66,354.46	0.00	66,354.46	100.0%
648.11 · HSA	4,808.84	0.00	4,808.84	100.0%
648.12 · PERSI	9,927.68	0.00	9,927.68	100.0%
648.13 · HRA	1,483.82	0.00	1,483.82	100.0%
648.14 · Phone Reim	656.02	0.00	656.02	100.0%
Total 647.02 · Employee Benefits - Ammon	83,230.82	0.00	83,230.82	100.0%
647.00 · Employee Benefits - Other	26,364.01	193,211.28	-166,847.27	13.6%
Total 647.00 · Employee Benefits	124,056.58	193,211.28	-69,154.70	64.2%
650.00 · Wages - Tax & Insurance				
633.01 · Wages - Tax & Ins BCFD	11,475.26	0.00	11,475.26	100.0%
650.00 · Wages - Tax & Insurance - Other	11,404.13	51,523.02	-40,118.89	22.1%
Total 650.00 · Wages - Tax & Insurance	22,879.39	51,523.02	-28,643.63	44.4%
655.00 · Workmens Compensation	0.00	18,733.50	-18,733.50	0.0%
6560 · Payroll Expenses - BCFD	129.00	0.00	129.00	100.0%
660.00 · IT	16,830.79	17,500.02	-669.23	96.2%
675.00 · Fire Dept Grant Expend	13,860.97	300,000.00	-286,139.03	4.6%
700.00 · Payments - City of Idaho Falls	840,536.00	840,536.00	0.00	100.0%
Total Expense	1,703,420.50	2,130,727.82	-427,307.32	79.9%
Net Income	730,855.26	240,955.68	489,899.58	303.3%