

**BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1**  
**Minutes of Regular Meeting held October 14, 2014**

The Bonneville County Fire Protection District No. 1 ("Fire District") held its regular monthly meeting of Commissioners on Tuesday the 14<sup>th</sup> day of October, 2014, 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: Fire District Liaison, Dick Fowler; Legal Counsel, Douglas R. Nelson; and, Acting City of Idaho Falls Fire Chief, Duane Nelson; Bonneville Planning Administrator, Steve Serr and Ammon Fire Chief, Stacy Hyde; and, District accountant Terri Gazdick. .

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 12:05 p.m. by Dan Gubler, acting as Chairman who confirmed that a quorum of Commissioners was present.
2. **Approval of Minutes.** Minutes of the regular meeting of Commissioners held on September 9, 2014 were reviewed. A motion to approve the minutes was made by Dave Long, seconded by Ralph Isom and the same were unanimously approved.
4. **Monthly Financial Report and Bill Authorization.** The summary of accounts payable dated October 14, 2014, prepared and submitted by Accountant Terri Gazdik was reviewed. Upon motion made, seconded and unanimously passed the report was accepted and authorization payments totaling \$187,788.81. A copy of the report is attached to these minutes. An engagement letter fro CPA Dana Izatt was reviewed and following motion made, seconded and unanimously adopted the District approved the engagement for the rate of \$5,000.00 per year.
5. **Report by Dick Fowler.** Dick Fowler reported that the septic systems for the new buildings have been received from RC Heavy Haul Inc., in the sum of \$7,520.00 for the York facility and \$7,380.00 for the Faust building (copies attached). The bids were approved. Mr Fowler reported that the gas line is in at both locations.

A motion was made, seconded and unanimously approved to appoint Sayer Dodge to provide an appraisal of the 2008 Dodge long bed truck that is considered surplus.

The commissioners reviewed various invoices relating to the construction on York and Faust stations and approved several bills and change orders for payment.

6. **Report by City Fire Chief.** Acting City of Idaho Falls Fire Chief Duane Nelson reported the City is working on grants to replace the self contained breathing apparatus. The City is joining with a regional group to apply for a replacement grant.

The City inquired about storing a couple ambulances at one of the new facilities. It was reported that they are starting to drain the brush pumper trucks for the winter. The City is looking at new ambulance within the next year and additional extraction equipment and training.

7. **Report by City of Ammon.** Ammon Fire Chief Stacy Hyde reported that Ammon has acquired a new ladder truck. He also reported that Ammon fire fighters were receiving live fire training instruction on a new structure obtained by the city. Dick Fowler inquired about advanced driving training opportunities.

8. **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.

Approved this 11<sup>th</sup> day of November, 2014.



Assistant Secretary, Douglas R. Nelson

  
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 11th day of November, 2014.



Ralph Isom, Secretary

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

### **NOTICE AND AGENDA FOR MONTHLY MEETING**

**October 14, 2014**

Notice is hereby given that the Bonneville County Fire Protection District No. 1 ("Fire District") will hold its regularly scheduled monthly meeting on Tuesday, October 14, 2014 at the hour of 12:00 o'clock p.m. to be held in the large upstairs 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 approve minutes of the regular meeting held September 9, 2014.
3. Review and take action on September 2014 monthly bills and financial statement (Terri Gazdik).
4. District Liaison Report on pending matters and update regarding the review process and timetable for renewal of City of Idaho Falls Joint Services Agreement.
5. Report from acting Idaho Falls Fire Chief and County Planning Administrator.
6. Discussion and Report on Old Business.
7. New Business including action on resolution to sell surplus vehicle (2008 Dodge 2500 long bed crew cab with Cummins diesel engine) and issues as brought by patrons and participants.
9. Executive Session to discuss contract issues and obtain legal advise
10. 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  
October 14, 2014**

Vendor	Purchase	Invoice Date	Due Date	Invoice Amount	Discount Available	Net Amt Due
Dick Fowler	Sept Consulting	10/01/14	Upon receipt	750.00		750.00
Nelson Hall Parry Tucker PA	Sept legal	09/30/14	Upon receipt	1,746.25		1,746.25
Cooper Norman	Sept billing	09/30/14	Upon receipt	725.00		725.00
Century Link	208-525-4800 (pd online) 208-524-9124 (pd by phone)	09/28/14 09/10/14	paid paid	66.50 95.96		66.50 95.96
CableOne	9/23-10/22	10/02/14	paid	59.50		59.50
Lincoln Storage	Sep storage	09/17/14	upon receipt	80.00		80.00
Shook Construction	Faust York	09/30/14 09/30/14	Upon receipt Upon receipt	93,943.00 80,881.00		93,943.00 80,881.00
K V, Inc	Faust station M14-184 York station M14-166	09/08/14 08/15/14	upon receipt upon receipt	3,131.55 5,757.06		3,131.55 5,757.06
Dept of Water Resources	well permits 75.00each	09/23/14	pd ck 2175	150.00		150.00
Rocky Mountain Power	York electric	09/11/14	pd online	88.09		88.09
Card Service Center ( credit Card)	Start Specialist/Napa/gas	09/07/14	pd online	314.90		314.90
	<b>Total</b>			<b>187,788.81</b>		<b>187,788.81</b>

**Financial Institution**

	Amount	Current Interest Rate	
Key Bank Matures 12/17/14	248,493.36	0.25%	
Key Bank CD Matures 8/10/16	250,000.00	1.00%	
Mountain America Federal Credit Union matures 3/12/2019	253,021.58	2.20%	
Westmark matures 12/3/14	249,678.31	1.16%	
Scenic Falls - Other Accts.	28.35	0.15%	
Bank of Commerce Matures 01/04/15	210,466.34	0.50%	
Bank of Commerce Matures 01/04/15	268,103.49	0.50%	
Bank of Commerce Matures 7/1/15	268,094.56	0.50%	
Bank of Commerce Matures 7/1/15	270,249.20	0.50%	
Idaho Central Credit Union Savings	25.00		
Key Bank	2,967.52		
Mountain America Federal Credit Union	25.00		
Westmark Savings	25.02		
Zions Bank	226,277.09	0.20%	Not a fixed rate-fluctuates monthly.
Bank of Commerce	19,234.67		Non Interest bearing (net of current month checks)
Bank of Commerce	313,357.16	0.08%	
<b>TOTAL</b>	<b>2,580,046.65</b>		

Fiscal year 2013/2014 City of Idaho Falls payments		
Due		
October	X	390,250.00
January	X	390,250.00
April	X	390,250.00
July	X	390,250.00
<b>Total</b>		<b>1,561,000.00</b>

Authorization to pay bills



5:31 PM

10/13/14

Accrual Basis

## BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

## Profit &amp; Loss Budget vs. Actual

October 2013 through September 2014

	<u>Oct '13 - Sep 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
4040.00 · Gain/loss on investments	-25,039.50			
400.0 · Tax Revenues	2,254,832.24	2,080,601.00	174,231.24	108.4%
410.00 · Interest Income	8,525.28	10,800.00	-2,274.72	78.9%
<b>Total Income</b>	<u>2,238,318.02</u>	<u>2,091,401.00</u>	<u>146,917.02</u>	<u>107.0%</u>
<b>Expense</b>				
542.00 · Equipment Rent	2,590.00	880.00	1,710.00	294.3%
541.00 · Equipment Insurance	0.00	750.00	-750.00	0.0%
500.00 · Advertising	365.39	500.00	-134.61	73.1%
505.00 · Auto	70.02			
510.00 · Bank Charges	663.10	100.00	563.10	663.1%
520.00 · Capital Outlay	595,986.02	705,000.00	-109,013.98	84.5%
535.00 · Dues & Subscriptions	1,000.00	1,300.00	-300.00	76.9%
550.00 · Ins - Fire, Auto & Liab.	2,215.00	3,450.00	-1,235.00	64.2%
568.00 · Audit Fees	4,600.00	4,800.00	-200.00	95.8%
569.00 · Accounting Costs	14,241.35	17,000.00	-2,758.65	83.8%
570.00 · Legal Costs	30,314.86	35,000.00	-4,685.14	86.6%
571.00 · Consulting Services - Website	475.00	1,500.00	-1,025.00	31.7%
572.00 · Contract Services-Inspections	0.00	20,000.00	-20,000.00	0.0%
573.00 · Consulting	9,000.00	9,000.00	0.00	100.0%
574.00 · Contract Services-Machine Hire	0.00	1,500.00	-1,500.00	0.0%
575.00 · Maintenance/Operation #4	334.08	4,500.00	-4,165.92	7.4%
580.00 · Miscellaneous	181.02			
585.00 · Office Expense	3,108.60	3,800.00	-691.40	81.8%
615.00 · Repairs - Equipment	582.88			
625.00 · Supplies	155.78	2,500.00	-2,344.22	6.2%
630.00 · Taxes & Licenses	150.00			
633.00 · Payroll Taxes	183.60			
640.00 · Utilities	88.09			
645.00 · Wages	15,433.00	16,300.00	-867.00	94.7%
700.00 · Payments - City of Idaho Falls	1,561,000.00	1,561,000.00	0.00	100.0%
<b>Total Expense</b>	<u>2,242,737.79</u>	<u>2,388,880.00</u>	<u>-146,142.21</u>	<u>93.9%</u>
<b>Net Income</b>	<u><u>-4,419.77</u></u>	<u><u>-297,479.00</u></u>	<u><u>293,059.23</u></u>	<u><u>1.5%</u></u>



# Bonneville County Building Department

## Certificate of Occupancy

*This certificate authorizes this structure to be occupied whereas it appears to be in substantial compliance with the requirements of the 2006 International Codes and Local Ordinances of the County at the time of issuance for the following:*

Owner of Building Bonneville County Fire District #1, Building Permit No. 23383

Site Address 370 E 65 S Parcel # RP01N38E070021

Idaho Falls, ID 83404 Zone A-1

Lot Block Subdivision

Contractor Shook Construction Company Inc RCE-3683 12/14/14

Use Classification Multi-Use

Construction Type \_\_\_\_\_ Sewer Permit # \_\_\_\_\_

Special Stipulations + Conditions Shell only. This building is approved for dry storage only. This building cannot be used in any other way until the interior finish, landscaping, and septic system are completed.

  
Building Inspector

October 29, 2014

Date

# Change Order No. 3

Project:  
Bonneville County Fire District No. 1 Faust Fire Station

Contract Date: May 13, 2014

To:  
Shook Construction Company, Inc.  
3219 E, 81 N.  
Idaho Falls, ID 83401

You are directed to make the following changes to this Contract:

1. Provide additional wiring and controls necessary for operation of fan and duct system.
2. Omit steel pipe bollards around omitted propane tank.

The original Contract Sum was	\$ 382,944.00
Net change by previous change orders	\$ 6,420.00
The Contract Sum prior to this Change Order was	\$ 389,364.00
The Contract Sum will be increased by this Change Order	\$ 760.00
The new Contract Sum including this Change Order will be	\$ 390,124.00
The Contract Time will be unchanged by this Change Order	
The Date of Completion as of this Change Order therefore is	Dec. 3, 2014

Keith T. Kennedy  
Architect  
381 Shoup Ave.  
Idaho Falls, ID 83402

Shook Construction, Co.  
Contractor  
3219 E., 81 N.  
Idaho Falls, ID 83401

Bonneville County Fire Dist. No. 1  
Owner  
P. O. Box 51330  
Idaho Falls, ID 83405

By 

By 

By 

Date 10-23-14

Date 10/23/14

Date 10/23/14

# Change Order No. 3

Project:  
Bonneville County Fire District No. 1 York Fire Station

Contract Date: May 13, 2014

To:

Shook Construction Company, Inc.  
3219 E, 81 N.  
Idaho Falls, ID 83401

You are directed to make the following changes to this Contract:

1. Credit for omitting drywall ceiling in Mechanical Room and Future Utility
2. Provide additional wiring and controls necessary for operation of fan and duct system.
3. Omit steel pipe bollards around omitted propane tank.

The original Contract Sum was	\$ 383,989.00
Net change by previous change orders	\$ 6,607.00
The Contract Sum prior to this Change Order was	\$ 390,596.00
The Contract Sum will be increased by this Change Order	\$ 573.00
The new Contract Sum including this Change Order will be	\$ 391,169.00
The Contract Time will be unchanged by this Change Order	
The Date of Completion as of this Change Order therefore is Dec. 3, 2014	

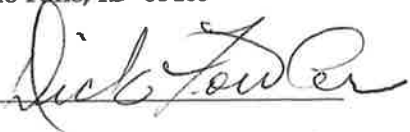
Keith T. Kennedy  
Architect  
381 Shoup Ave.  
Idaho Falls, ID 83402

Shook Construction, Co.  
Contractor  
3219 E., 81 N.  
Idaho Falls, ID 83401

Bonneville County Fire Dist. No. 1  
Owner  
P. O. Box 51330  
Idaho Falls, ID 83405

By 

By 

By 

Date \_\_\_\_\_

Date 10/23/14

Date 10/23/14



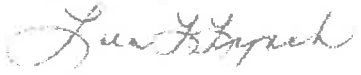
CAG 142495

**Public Works Contract Tax Release**

Sections 54-1904A and 63-3624(g) Idaho Code, requires all Public Works Contracts to be reported to the State Tax Commission

Contract Awarded By (Public Body and Address)		
<p>BONNEVILLE COUNTY FIRE DISTRICT #1 PO BOX 51330 IDAHO FALLS ID 83405</p>		
Contract Awarded To (Contractor's Name & Address)		
<p>SHOOK CONSTRUCTION COMPANY INC 3219 E 81ST N IDAHO FALLS ID 83401</p>		
State of Incorporation	Federal Employer Number	Date Qualified to do Business in Idaho (Section 30-501,I.C.)
ID	82-0485198	10-13-95
Business Operates as:		Public Works Contractor License No.
<input type="checkbox"/> SOLE PROPRIETORSHIP <input type="checkbox"/> PARTNERSHIP <input checked="" type="checkbox"/> CORPORATION <input type="checkbox"/> LLC		11045-AAA-3
Project Number (if any)	Amount of Contract	
	\$391,169.00	
Description and Location of Work to be Performed		
York Fire Station – Idaho Falls		

This certifies that in regard to the above identified contract, the contract awarding agency has complied with the provisions of Idaho Code Sections 54-1904A, 63-1501 through 63-1505 and 63-3624(g) relating to reporting information to the State Tax Commission. Any liability which may result from failure to make such reports, including that imposed by Idaho Code Section 63-1505, is hereby released.

  
Lola L. Lynch  
Contract Desk Specialist  
Phone: (208) 334-7618 Fax: (208) 332-6619  
Email: [lola.lynch@tax.idaho.gov](mailto:lola.lynch@tax.idaho.gov)

Date: 10-31-14