

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1
Minutes of Regular Meeting held May 12, 2020

The Bonneville County Fire Protection District No. 1 (“Fire District”) held its regular monthly meeting of Commissioners on Tuesday the 12th day of May, 2020 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, David Long and Ralph Isom were present. The following were also present: District Liaison, Dick Fowler; legal counsel, Doug Nelson; and City Fire Chief, Duane Nelson; and Dana Izatt, CPA and outside auditor for the District. Present by telephone was Terri Gazdik, CPA and, the following individuals: Kyle Smith; Richard Benson; Collin Jensen; Mark Pither; Scott Wojnarowicz and James Hitch.

At the scheduled commencement time it was learned that even though the A T & T call in number provided to potential participants was correctly stated in the Notice of Meeting and Agenda that the A T & T host connection had failed. The opening of the meeting was delayed until the host connection was re-secured. In addition, a number of participants were added to the meeting through cell phone connection provided by the Idaho Falls Fire Chief. Before any action was taken all known participants were notified by phone or by comment on the Fire Chief’s line that the A T & T host connection was resolved thus allowing any interested person to participate in the meeting.

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 12:32 p.m. by Dan Gubler, acting as Chairman.
2. **Approval of Minutes**. Minutes of the regular meeting of Commissioners held on April 14, 2020 were reviewed, and following a motion made by Ralph Isom and seconded by David Long the minutes were unanimously **approved**.
3. **Monthly Financial Report and Bill Authorization**. The summary of accounts payable dated April 14, 2020, prepared and submitted by Accountant Terri Gazdik, was reviewed. Following discussion and upon motion made by Ralph Isom and seconded by David Long, and unanimously accepted, the report was **approved** including a total expenditure of **\$18,128.48**.

4. **Annual Audit Report and Approval.** Dana Izatt, CPA reviewed with the attendees the Annual Financial Report, Compliance Reports and Independent Auditors' Report for the Year Ended September 30, 2019 ('Audit Report'). A copy of the Audit Report was submitted to the District for inclusion in its records. Following a review and discussion of the Audit Report, Commissioner David Long made a motion to accept the same, which motion was seconded by Commissioner Ralph Isom and thereafter unanimously approved by vote.
5. **Review and Discussion.** The following items were reported or discussed:
 - a. Dick Fowler reported that he and assistant fire chief John Perry conducted a joint inspection of vehicles and equipment.
 - b. It was mentioned that the new 2020 Ford F450 crew cab truck is expected to be available for in service placement in early summer. .
 - c. It was mentioned that the Faust Station interior build out contracts are fully signed and in place and that the contractor has obtained performance bonding for the project. It was also mentioned that a new lawnmower is needed so that each Station will be equipped with a lawn mower.
 - d. Chief Nelson mentioned that all trucks and equipment are now listed on the City reports and are available to be used. The Chief also discussed the expected public land fire arrangements and changes that are anticipated to be implemented as the result of needed responses to COVID-19.
 - e. It was mentioned that the City of Ammon is currently discussing an Ammon initiated resolution to join the Fire District. It was discussed that the process requires the Ammon City Council to adopt a resolution to join the District and then that resolution could be considered by the Fire District. Both parties must agree to the terms of the resolution. It was mentioned that the current contract with the City of Idaho Falls would not be affected by the joinder of the City of Ammon because the service agreement does not permit or require fire response in that geographical area.
 - f. The City Fire Chief submitted a draft of a proposed agreement to continue the existing relationship with the Fire District. The Fire Chief will seek to obtain a map with updated District boundaries for inclusion in the Agreement and that the assistant City attorney work with Mr. Nelson to clarify the language which describes separate ownership of equipment as between the parties. It is expected that the Agreement will be available for final consideration and adoption by the June meeting. It was also discussed that a separate wild land agreement with replicates the current arrangement will also be proposed.

6. **County Report.** There was no separate report from the County.
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 Ralph Isom with unanimous approval at 1:42 p.m.

Approved the 9th day of June, 2020.



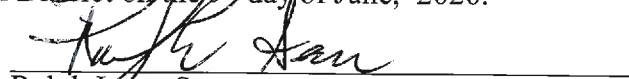
Douglas R. Nelson, Assistant Secretary



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 9th day of June, 2020.



Ralph Isom, Secretary

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

NOTICE AND AGENDA FOR MONTHLY MEETING

May 12, 2020

NOTE: In accordance with the Proclamation from the Office of the Governor of the State of Idaho dated March 13, 2020 and subsequently updated and in order to protect the health and safety of the public, this meeting will be conducted telephonically. All who attend by phone will be able to audibly listen and participate in the meeting. Those wishing to join and participate in the meeting by phone may do so, as follows: CONFERENCE CALL ACCESS NUMBER-1 (720) 279-0026, THEN ENTER GUEST PASS CODE #8076672. If you experience difficulty with access please call TAMRA PHIPPEN at (208) 522-3001.

Notice is hereby given that the Bonneville County Fire Protection District No. 1 ("Fire District") will hold its regularly scheduled monthly meeting on Tuesday, May 12, 2020 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 April 14, 2020.
Action: Approve minutes of regular meeting held 04/14/2020.
3. Review of annual outsider auditor's report from Dana Izatt, CPA
Action: Motion regarding annual audit and audit report
4. Review and action on April, 2020 monthly bills and financial statement (Terri Gazdik).
Action: Approve monthly bills and financial report
5. District Liaison Report on pending matters and discussion, including status of possible renewal of Fire Service Agreement with the City of Idaho Falls..
6. Comments/ report from Idaho Falls Fire Department and Bonneville County and public.
7. **Summary of Scheduled Action Items:**
 - (a) **Approval of April 14, 2020 meeting minutes.**
 - (b) **Approval of the April, 2020 monthly bill and financial statement.**
 - (c) **Action regarding annual outside audit and audit report.**
8. Recess/Adjournment

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

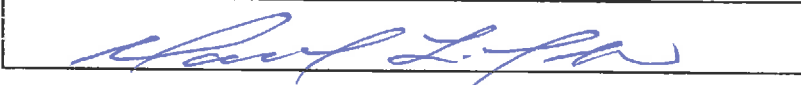
**Bonneville County Fire Protection District #1
Summary of Accounts Payable
May 12, 2020**

Vendor	Purchase	Invoice Date	Due Date	Invoice Amount	Discount Available	Net Amt Due
Dick Fowler	April consulting	04/30/20	Upon receipt	1,075.00		1,075.00
Nelson Hall Parry Tucker PA	April consulting	04/30/20	Upon receipt	4,968.00		4,968.00
Cooper Norman	April consulting	04/30/20	Upon receipt	1,096.75		1,096.75
Century Link	208-524-9124 208-525-4800	04/10/20 04/28/20	pd online pd online	35.02 13.43		35.02 13.43
Rocky Mountain Power	4/23/2020	04/23/20	Upon receipt	218.11		218.11
Intermountain Gas	S 55th W S 45th W E 65th S	04/30/20 05/04/20 05/04/20	Upon receipt Upon receipt Upon receipt	60.85 47.49 80.36		60.85 47.49 80.36
Cardmember Services	Fybercom	05/05/20	Upon receipt	91.44		91.44
Dan Gubler	mileage		Upon receipt			
Searle Hart & Associates	9-30-2019 audit	05/11/20	Upon receipt	6,500.00		6,500.00
State Insurance Fund	4/1/20 to 4/1/21	04/20/20	Upon receipt	150.00		150.00
Curtis Tools	Inv 383076,385370,378844	04/30/20	Upon receipt	3,189.63		3,189.63
B & K Professional Services	Inv 97604, 97623	4/24 & 4/27	Upon receipt	602.40		602.40
	Total			18,128.48		18,128.48

Financial Institution	Amount	Current Interest Rate
Idaho Central Credit Union	270,692.69	2.000%
Mountain America Federal Credit Union	288,368.96	3.250%
Westmark	273,433.00	2.40%
Citizens Community Bank/Glacier	259,130.60	2.50%
ISU CU	262,152.97	1.40%
ISU Credit Union	26,593.91	2.42%
Bank of Commerce CD #6216	280,908.82	2.00%
Connections CU CD	265,683.44	2.00%
DL Evans	255,693.70	1.75%
LGIP	1,606,368.07	1.5005%
Connections savings	31.37	
Idaho Central Credit Union Savings	25.00	
Mountain America Federal Credit Union	5.00	
Westmark Savings	25.25	
ISU Credit Union	25.00	0.01%
ISU Credit Union savings	25.70	
Bank of Commerce	28,489.90	
Bank of Commerce MM	5,278.57	0.12%
TOTAL	3,822,931.95	

Fiscal year 2019/2020 City of Idaho Falls payments		
<u>Due</u>		
October	x	420,268.07
January	x	420,268.07
April	x	420,268.07
July		420,268.07
Total		1,681,072.21

Authorization to pay bills



BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

Profit & Loss Budget vs. Actual

October 2019 through April 2020

05/12/20

Accrual Basis

	Oct '19 - Apr 20	Budget	\$ Over Budget	% of Budget
Income				
400.0 · Tax Revenues	1,549,873.50	1,417,038.00	132,835.50	109.4%
410.00 · Interest Income	35,197.71	23,915.00	11,282.71	147.2%
420.00 · Miscellaneous Income	26,682.32			
Total Income	1,611,753.53	1,440,953.00	170,800.53	111.9%
Expense				
505.00 · Auto	40.26	1,460.00	-1,419.74	2.8%
520.00 · Capital Outlay	133,249.06	227,500.00	-94,250.94	58.6%
530.00 · Commissioners Travel	527.60	1,460.00	-932.40	36.1%
535.00 · Dues & Subscriptions	1,000.00	1,000.00	0.00	100.0%
550.00 · Ins - Fire, Auto & Liab.	902.00	0.00	902.00	100.0%
569.00 · Accounting Costs	9,592.25	10,210.00	-617.75	93.9%
570.00 · Legal Costs	18,673.67	21,000.00	-2,326.33	88.9%
571.00 · Consulting Services - Website	0.00	1,169.00	-1,169.00	0.0%
572.00 · Contract Services-Inspections	0.00	8,750.00	-8,750.00	0.0%
573.00 · Consulting	7,525.00	7,525.00	0.00	100.0%
574.00 · Contract Services-Machine Hire	0.00	875.00	-875.00	0.0%
575.00 · Maintenance/Operation	808.55	5,831.00	-5,022.45	13.9%
585.00 · Office Expense	409.40			
615.00 · Repairs - Equipment	2,195.82	11,669.00	-9,473.18	18.8%
625.00 · Supplies	0.00	6,300.00	-6,300.00	0.0%
630.00 · Taxes & Licenses	287.00			
633.00 · Payroll Taxes	1,204.89	200.00	1,004.89	602.4%
640.00 · Utilities	5,075.68	4,375.00	700.68	116.0%
645.00 · Wages	15,750.00	18,550.00	-2,800.00	84.9%
655.00 · Workmens Compensation	150.00			
700.00 · Payments - City of Idaho Falls	1,260,804.00	1,260,804.00	0.00	100.0%
Total Expense	1,458,195.18	1,588,678.00	-130,482.82	91.8%
Net Income	153,558.35	-147,725.00	301,283.35	-103.9%

Fire Only CFS May 2020

Canceled
ORI

No
19101

Call Count
Row Labels

Column Labels
Previous Month

IF1A		4
Alarm - Fire		1
L1		1
6140 N RIVER RD, BONNEVILLE COUNTY		1
Electrical Hazard/Wire Down		1
L1		1
W 33RD N / N 5TH W, BONNEVILLE COUNTY		1
Fire - Field		1
E3		1
1260 INTERSTATE 15, BONNEVILLE COUNTY		1
Fire - Other		1
E1		1
W 65TH N / N RIVER RD, BONNEVILLE COUNTY		1
IF1E		1
Fire - Unknown		1
L1		1
4400 S YELLOWSTONE HWY, BONNEVILLE COUNTY		1
IF1F		1
Alarm - Fire		1
E2		1
1050 W SUNNYSIDE RD, BONNEVILLE COUNTY		1
IF2A		6
Fire - Field		2
E2		2
3110 US HWY 20, BONNEVILLE COUNTY		1
3161 US HWY 20, BONNEVILLE COUNTY		1
Fire - Outside		2
E2		1
3587 E 97TH N, BONNEVILLE COUNTY		1
L1		1
1082 E 65TH N, BONNEVILLE COUNTY		1
Fire - Vehicle		1
E2		1
3150 US HWY 20, BONNEVILLE COUNTY		1
Smoke Investigation		1
E2		1
5372 E 97TH N, BONNEVILLE COUNTY		1
IF2B		12
Alarm - Fire		3

E2		3
	3165 E IONA RD, BONNEVILLE COUNTY	1
	3285 E EDWARDS DR, BONNEVILLE COUNTY	1
	3821 E GREENWILLOW LN, BONNEVILLE COUNTY	1
Electrical - Other		1
E2		1
	3165 E IONA RD, BONNEVILLE COUNTY	1
Electrical Hazard/Wire Down		2
E2		1
	4947 N AMMON RD, BONNEVILLE COUNTY	1
L1		1
	5415 E STEELE AVE, Iona	1
Fire - Outside		1
E2		1
	5004 N FOOTHILL RD, BONNEVILLE COUNTY	1
Fire - Structure		2
E2		1
	3949 DEER CRK, BONNEVILLE COUNTY	1
E4		1
	196 S EMERY LN, BONNEVILLE COUNTY	1
Gas Leak		3
E2		3
	3722 RAIN TREE ST, BONNEVILLE COUNTY	1
	4050 E LINCOLN RD, BONNEVILLE COUNTY	1
	4648 E 9TH N, BONNEVILLE COUNTY	1
IF4C		3
Electrical Hazard/Wire Down		2
E4		2
	4141 S HOLMES AVE, BONNEVILLE COUNTY	1
	E 49TH S / S 15TH E, BONNEVILLE COUNTY	1
Smoke Investigation		1
E4		1
	S SADDLE HORN DR / STIRRUP LN, BONNEVILLE COUNTY	1
IF4D		9
Alarm - Fire		1
E2		1
	1485 S AMMON RD, BONNEVILLE COUNTY	1
Fire - Field		1
E4		1
	E 65TH S / S AMMON RD, BONNEVILLE COUNTY	1
Fire - Outside		3
E4		3
	2020 E 113TH S, BONNEVILLE COUNTY	1
	S 45TH E / E 65TH S, BONNEVILLE COUNTY	1
	S 52ND E / E 49TH S, BONNEVILLE COUNTY	1
Fire - Structure		1
E2		1
	4825 E 21ST S, BONNEVILLE COUNTY	1
Gas Leak		1
E4		1
	4115 E 65TH S, BONNEVILLE COUNTY	1
Smoke Investigation		2

E4		1
	8611 S 15TH E, BONNEVILLE COUNTY	1
L1		1
	5226 E SUNNYSIDE RD, BONNEVILLE COUNTY	1
IF5A		3
Electrical Hazard/Wire Down		1
E5		1
	4554 S 35TH W, BONNEVILLE COUNTY	1
Fire - Outside		1
L1		1
	1131 INTERSTATE 15, BONNEVILLE COUNTY	1
Fire - Smoke/Odor/Chemical		1
E5		1
	4594 W 17TH S, BONNEVILLE COUNTY	1
Grand Total		39

May 2020	Total Loss
111 Building fire Fire Structure - Fire Structure 100s 4825 E 21ST S, BONNEVILLE COUNTY	1 \$150,000.00
132 Road freight or transport vehicle fire Fire - Fire Residential 100s 6737 S 45TH W, BONNEVILLE COUNTY	1 \$202,000.00
138 Off-road vehicle or heavy equipment fire Fire - Fire Residential 100s N BARCELONA AVE / CORDOBA LN, BONNEVILLE COUNTY	1 \$100,000.00
160 Special outside fire, other Fire Structure - Fire Structure 100s 3957 DEER CRK, BONNEVILLE COUNTY	1 \$1,000.00
	\$453,000.00