

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

Minutes of Regular Meeting held January 11, 2022

The Bonneville County Fire Protection District No. 1 ("Fire District") held its regular monthly meeting of Commissioners on Tuesday the 11th day of January, 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 following were present:

Commissioners Dave Long and Ralph Isom were present. Commissioner Daniel Gubler was absent. The following were also present: District Operation Officer Dick Fowler; District accountant Terri Gazdik; District attorneys Doug Nelson and Abigail French; Ammon Area Fire Chief Stacey Hyde; Idaho Falls Fire Department representative, Jon Perry; Fire District Commissioner elect Tyler Gebbs, Derik Nielsen and Dana Kirkham; and patrons Scott Norman from Ucon Fire Department, Paul Grabe, Kimberley Gebbs, and Andrea Nielsen.

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 12:13 p.m. by Ralph Isom, acting as Chairman.
2. **Approval of Minutes.** Minutes of the regular meeting of Commissioners held on December 14, 2021 were reviewed, and following a motion made by Dave Long and seconded by Ralph Isom, the same were unanimously approved.
3. **Monthly Financial Report and Bill Authorization.** The summary of accounts payable dated January 11, 2022, prepared and submitted by Accountant Terri Gazdik, was reviewed. Following discussion and upon motion made by David Long and seconded by Ralph Isom, and unanimously accepted, the report was approved including a total expenditure of **\$609,577.14**.
4. **Review and Acceptance of Election Report and Administration of Office Oaths.**

Attorney Doug Nelson who acts as the District's election clerk reported that the Bonneville County election Office had certified the results of the November 2, 2021 election Fire District Commissioners. The following persons were then administered an Oath of Office (Copies Attached):

Derik M. Nielsen	2 year term	Zone # 1
Dana Kirkham	2 year term	Zone # 2
David H. Long	4 year term	Zone # 3
Ralph Isom	4 year term	Zone # 4
Tyler Gebbs	4 year term	Zone # 5

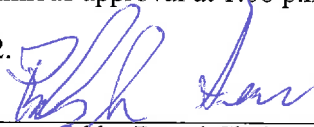
5. **Designation of Regular Meeting Time and Place.** The Commissioners next considered the time and place for the regular monthly meeting of Fire District Commissioners. Upon motion made, seconded and unanimously adopted the Commissions determined to hold the regular monthly meeting of the Fire District Commissioners on the second Thursday of each month commencing on Thursday, February 10, 2022 and continuing on the second Thursday of each month thereafter until further action and notice as required by law. Such meeting shall be held at the offices of Nelson Hall Parry Tucker, PLLC located at 490 Memorial Drive, Suite 200, Idaho Falls, Idaho 83402 and by Zoom or other similar connection. (Copy of notice attached)
6. **Election of Officers.** The Commissioners next discussed the election of officers and the following actions were taken:
 - a. Upon motion made by Ralph Isom and seconded by Derik Nielsen, David H. Long was nominated to serve as the Secretary/Treasurer which motion unanimously passed.
 - b. Upon motion made by Derik Nielsen and seconded by Dave Long, Ralph Isom was nominated to serve Chairman, which motions unanimously passed.
 - c. The Commissioners unanimously acted to designate Dick Fowler as the District Operations Manager with authority to continue as the District's liaison with the City of Idaho Falls to negotiate a possible renewal of Fire District's contract with the City of Idaho Falls Fire Department. In addition the Commissioners unanimously acted to appoint Douglas R. Nelson as an assistant secretary and election clerk for the District.
7. **Discussion and Reports.**
 - a. Dick Fowler reported that a trailer house fire occurred on the old Highway leading to Ucon, Idaho. The fire resulted in the trailer being a complete loss.
 - b. Mr. Fowler indicated that he is acting to create a potential working agreement with the City of Idaho Falls and indicated his understanding that the City of Ammon Area consists of approximately 17,694 residents and the City of Idaho Falls has more than 64,000 residents. He stated that each area is expected to grow and correspondingly budgets may increase.
 - c. Mr. Fowler reported that he has been looking at building plans and sites for a possible new station on the east side of the District. He reported that more recent cost estimates indicate that such a building might cost approximately 2 million dollars.
 - d. Mr. Fowler reviewed an equipment list of items presently owned by the District and those item absorbed from the City of Ammon when that area joined the Fire District. He also stated that an authorization for approval and signature of an "out of area" response agreement many be needed as soon as March, 2022.
 - e. Fire Chief Stacy Hyde reported that the District has hired 7 new firefighters (6 of whom have started employment) and all of whom have multiple certifications. Multiple shifts are being designated with a (Monday, Wednesday and Friday) and a Tuesday, Thursday, Saturday and Sunday) rotation. He also stated that part time people are being sought and various applicants are in the review process. It was also stated that various STD units have been ordered and they are currently awaiting additional parts in order to be placed in service. It was also stated that the Ammon Area is listing for a part time employee for EMT service and is examining other possible arrangements for "out of district"

contracts. It was reported that the Ammon Area responded to 11 calls in December, none of which were fires.

f. Idaho Falls Deputy Fire Chief, Jon Perry supported the request that future meeting of the District be held with a Zoom attendance option. He reported that the fire engine that sustained damage when it collided with a moose remains at the annex and is awaiting additional part so that Classic Auto can conclude the repair. He also reported December emergency calls at 101, 34 of which were fire calls and 67 EMT calls. He also reported a \$62,000 loss of a small out

5. **Public Comment.** No public comments were made.
6. **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 1:08 p.m.

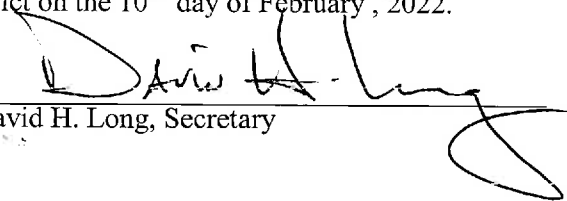
Approved the ____ day of February, 2022.



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 10th day of February, 2022.



David H. Long, Secretary

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

NOTICE AND AGENDA FOR MONTHLY MEETING

January 11, 2022

NOTE: This meeting will not be conducted telephonically. The number of persons permitted to attend, in person may be limited for health safety reasons. Priority for personal attendance shall be given to the three serving Fire District commissioners, newly elected 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 Tuesday, January 11, 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. The Commissioners of the Fire District will take up the following agenda during the meeting:

1. Call to Order and Roll Call (Chairperson)
- 2.. Review and approval of minutes for the regular meeting held December 14, 2021.
Action: Approve minutes of regular meeting held 12/14/2021.
3. Review and action on January 2022 monthly bills and financial statement for preceding month (Terri Gazdik).
Action: Approve monthly bills and financial report
4. Review and acceptance of November 2, 2021 Fire District Election and administration of oath of office for the following:

Derik M. Nielsen	2 year term	Zone # 1	unopposed
Dana Kirkham	2 year term	Zone # 2	unopposed
David H. Long	4 year term	Zone # 3	unopposed
Ralph Isom	4 year term	Zone # 4	unopposed
Tyler Gebbs	4 year term	Zone # 5	elected

Action: Approve election results and administer oaths of office

5. Discussion and action to designate the 2nd Tuesday of each month in 2022 as the regular meeting time of the Fire District commissioners at the offices of Nelson Hall Parry Tucker, PLLC, located at 490 Memorial Drive, Suite 200, Idaho Falls, Idaho 83402 or such other time and place as the commissioners may determine.

Action: Designation of regular meeting time and place

6. Discussion and possible action to determine officers or other officials to act for the Fire District.
Possible Action: to determine and appoint the officers and other officers of the Fire District, including but not limited to: Chairperson, Secretary (and assistants), Treasurer, Operations Officer, Fire Chief and other positions that the Commissioners deem appropriate.

7. District Operations Officer, legal counsel, County, Ammon and Idaho Falls Fire Chief reports..

8. **Summary of Action Items:**
 - (a) Approval of November 9, 2021 meeting minutes.
 - (b) Approval of the December, 2021 monthly bill and financial statement.
 - (c) Approve election results and administer oaths of office
 - (d) Designation of regular meeting time and place
 - (d) Appointment of officers and officials.

8. Recess/Adjournment

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

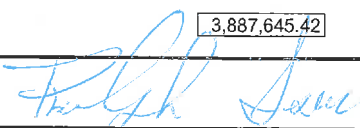
**Bonneville County Fire Protection District #1
Summary of Accounts Payable
January 11, 2022**

Vendor	Purchase	Invoice Date	Due Date	Invoice Amount	Discount Available	Net Amt Due
Nelson Hall Parry Tucker PA	Dec consulting	01/01/22	Upon receipt	4,069.00		4,069.00
Cooper Norman	consulting - Inv 85063	01/01/22	Upon receipt	5261.00		5,261.00
Century Link	208-524-9124	12/10/22	pd online	35.02		35.02
	208-525-4800	12/28/21	pd online	18.88		18.88
Rocky Mountain Power	E 65th , S 55th, S 45th	12/27/21	pd online	375.78		375.78
Intermountain Gas	S 55th W	12/30/22	pd online	228.96		228.96
	S 45th W	01/05/22	pd online	190.65		190.65
	E 65th S	01/05/22	pd online	264.95		264.95
	2137 S Ammon	01/04/22	pd online	391.31		391.31
	3575 Brookfield Lane	01/04/22	pd online	94.77		94.77
Cardmember Services	BCFD	01/07/22	Upon receipt	273.69		273.69
	Ammon	01/07/22	Upon receipt	6,241.93		6,241.93
Alsco	Inv LBLA2247935, Inv LBLA224	12/20&1/3	Upon receipt	247.32		247.32
	Reissue chk 3305 never cleared	Dec stmt	Upon receipt	370.98		370.98
Berggren Diesel	Inv #11186	01/05/22	Upon receipt	834.57		834.57
BPA	0024329-IN	01/01/21	Upon receipt	75.00		75.00
City of Ammon	Inv 5631, 12/20	12/20/21	Upon receipt	521.63		521.63
Conan Heatnig & Air	Inv 22284	01/01/22	Upon receipt	9.50		9.50
LN Curtis	Dec invoices & INV 558397	12/31/22-1/7	Upon receipt	167,600.17		167,600.17
Orkin	inv 24637	12/06/21	Upon receipt	99.00		99.00
O'Reilly	Inv 3832-338566, 339391	12/11 & 12/15	Upon receipt	158.80		158.80
Rocky Mtn Boiler	20210474	01/03/22	Upon receipt	1,123.65		1,123.65
City of Idaho Falls	Jan 2020	01/01/22	Upon receipt	420,268.00		420,268.00
Wex Fuel	Dec Billing	12/30/21	Upon receipt	822.58		822.58
Total				609,577.14		609,577.14

Financial Institution	Amount	Current Interest Rate
Idaho Central Credit Union matures 12/9/2021	276,505.84	0.40%
Mountain America Federal Cr matures 3/19/23	298,109.53	0.30%
Westmark matures 1/2/22	278,395.37	0.45%
Citizens Community Bank/Gl matures 4/24/2023	272,215.61	0.40%
Lookout CU matures 4/25/22	264,878.17	0.25%
Bank of Commerce CD #621f matures 6/11/2022	283,285.70	0.25%
Connections CU CD matures 12/1/2022	272,666.06	2.00%
DL Evans matures 9/27/2022	262,473.24	0.35%
LGIP	1,595,148.49	0.12%
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	78,547.09	
Bank of Commerce MM	5,282.97	0.05%
TOTAL	3,887,645.42	

Fiscal year	2021/2022
City of Idaho Falls payments	
<u>Due</u>	
October x	420,268.07
January x	420,268.07
April	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

01/11/22

Accrual Basis

October through December 2021

	Oct - Dec 21	Budget	\$ Over Budget	% of Budget
Income				
400.00 · Tax Revenues	186,767.06	84,062.00	102,705.06	222.2%
4030.00 · Proceeds from Sale of Assets	100.00	0.00	100.00	100.0%
410.00 · Interest Income	1,742.53	7,500.00	-5,757.47	23.2%
420.00 · Miscellaneous Income	0.00	18,056.25	-18,056.25	0.0%
Total Income	188,609.59	109,618.25	78,991.34	172.1%
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	1,325.01	-937.01	29.3%
Total 500.00 · Advertising	2,103.61	1,325.01	778.60	156.8%
505.00 · Auto - Fuel & Oil				
505.02 · Auto Fuel & Oil - Ammon	-81.64	0.00	-81.64	100.0%
505.00 · Auto - Fuel & Oil - Other	2,716.23	6,687.47	-3,971.24	40.6%
Total 505.00 · Auto - Fuel & Oil	2,634.59	6,687.47	-4,052.88	39.4%
510.00 · Bank Charges	1.90	0.00	1.90	100.0%
526.00 · Capital Outlay	170,799.29	52,500.00	118,299.29	325.3%
535.00 · Dues & Subscriptions	4,295.56	1,312.50	2,983.06	327.3%
550.00 · Ins - Fire, Auto & Liab.	0.00	7,749.99	-7,749.99	0.0%
568.00 · Audit Fees	0.00	2,499.99	-2,499.99	0.0%
569.00 · Accounting Costs	8,329.40	12,500.01	-4,170.61	66.6%
570.00 · Legal Costs	15,630.27	12,750.00	2,880.27	122.6%
574.00 · Contract Services-Machine Hire	0.00	375.00	-375.00	0.0%
575.00 · Building Maintenance/Operation	1,352.87	7,875.00	-6,522.13	17.2%
576.00 · Ground Repair & Maint	2,973.86	0.00	2,973.86	100.0%
580.00 · Miscellaneous	184.25	0.00	184.25	100.0%
581.02 · Clothing & Uniforms - Ammon	717.62	0.00	717.62	100.0%
583.02 · Postage - Ammon	36.14	0.00	36.14	100.0%
585.00 · Office Supplies/Expense	193.80	0.00	193.80	100.0%
586.00 · Training & Certification	241.12	2,874.99	-2,633.87	8.4%
615.00 · Repairs & Maint - Equipment	12,701.73	6,999.99	5,701.74	181.5%
616.00 · Vehicle Repair & Maintenance				
616.2.1 · Truck # E1 Engine	86.44	0.00	86.44	100.0%
616.2.2 · Truck # E2 Engine	401.31	0.00	401.31	100.0%
616.4.1 · Truck #T1 Tower	70.00	0.00	70.00	100.0%
616.5.1 · Truck #B1 Brush	72.60	0.00	72.60	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	334.10	0.00	334.10	100.0%
Total 616.00 · Vehicle Repair & Maintenance	1,303.92	0.00	1,303.92	100.0%
625.00 · Supplies	1,710.15	14,949.99	-13,239.84	11.4%
630.00 · Taxes & Licenses	772.69	0.00	772.69	100.0%
640.00 · Utilities	5,490.75	5,724.99	-234.24	95.9%
645.00 · Wages & Salaries				
645.01 · Salaries - BCFD	11,395.00	18,835.50	-7,440.50	60.5%
645.02 · Salaries - Ammon	0.00	199,651.45	-199,651.45	0.0%
645.00 · Wages & Salaries - Other	159,224.87	0.00	159,224.87	100.0%
Total 645.00 · Wages & Salaries	170,619.87	218,486.95	-47,867.08	78.1%
647.00 · Employee Benefits				
647.01 · Employee Benefits - BCFD	1,846.85	0.00	1,846.85	100.0%
647.02 · Employee Benefits - Ammon				
648.00 · Insurances - Employee	26,314.04	0.00	26,314.04	100.0%
648.11 · HSA	3,655.23	0.00	3,655.23	100.0%
648.12 · PERSI	6,597.90	0.00	6,597.90	100.0%
648.13 · HRA	691.22	0.00	691.22	100.0%
648.14 · Phone Reim	123.25	0.00	123.25	100.0%
Total 647.02 · Employee Benefits - Ammon	37,381.64	0.00	37,381.64	100.0%
647.00 · Employee Benefits - Other	14,924.78	96,605.64	-81,680.86	15.4%
Total 647.00 · Employee Benefits	54,153.27	96,605.64	-42,452.37	56.1%
650.00 · Wages - Tax & Insurance				
633.01 · Wages - Tax & Ins BCFD	1,638.64	0.00	1,638.64	100.0%
650.00 · Wages - Tax & Insurance - Other	8,968.41	25,761.51	-16,793.10	34.8%
Total 650.00 · Wages - Tax & Insurance	10,607.05	25,761.51	-15,154.46	41.2%

9:24 AM

01/11/22

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1 Profit & Loss Budget vs. Actual

Accrual Basis

October through December 2021

	Oct - Dec 21	Budget	\$ Over Budget	% of Budget
655.00 · Workmens Compensation	0.00	9,366.75	-9,366.75	0.0%
6560 · Payroll Expenses - BCFD	129.00	0.00	129.00	100.0%
660.00 · IT	4,896.19	8,750.01	-3,853.82	56.0%
675.00 · Fire Dept Grant Expend	8,655.97	0.00	8,655.97	100.0%
700.00 · Payments - City of Idaho Falls	420,268.00	420,268.00	0.00	100.0%
Total Expense	900,802.87	915,363.79	-14,560.92	98.4%
Net Income	-712,193.28	-805,745.54	93,552.26	88.4%



P.O. Box 51330
Idaho Falls, Idaho 83405

OATH OF OFFICE
OF
BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the State of Idaho and lawfully and diligently perform all duties of a duly elected Commissioner of the Bonneville Fire District No. 1 and that I am a lawful resident of Bonneville County, State of Idaho, a registered voter and elector in Bonneville Fire District No. 1 residing in Zone #2.

Signed: DANA KIRKHAM, Commissioner

SUBSCRIBED AND SWORN to me before this 11th day of January, 2022.

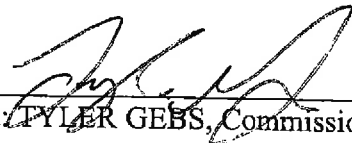
DOUGLAS R. NELSON, Election Official
Bonneville Fire District No. 1




P.O. Box 51330
Idaho Falls, Idaho 83405

OATH OF OFFICE
OF
BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the State of Idaho and lawfully and diligently perform all duties of a duly elected Commissioner of the Bonneville Fire District No. 1 and that I am a lawful resident of Bonneville County, State of Idaho, a registered voter and elector in Bonneville Fire District No. 1 residing in Zone #5.


Signed: TYLER GEBS, Commissioner

SUBSCRIBED AND SWORN to me before this 11th day of January, 2022.



DOUGLAS R. NELSON, Election Official
Bonneville Fire District No. 1



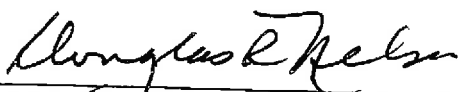
P.O. Box 51330
Idaho Falls, Idaho 83405

OATH OF OFFICE
OF
BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the State of Idaho and lawfully and diligently perform all duties of a duly elected Commissioner of the Bonneville Fire District No. 1 and that I am a lawful resident of Bonneville County, State of Idaho, a registered voter and elector in Bonneville Fire District No. 1 residing in Zone #4.


Signed: RALPH ISOM, Commissioner

SUBSCRIBED AND SWORN to me before this 11th day of January, 2022.

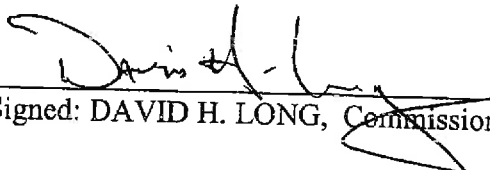

DOUGLAS R. NELSON, Election Official
Bonneville Fire District No. 1




P.O. Box 51330
Idaho Falls, Idaho 83405

OATH OF OFFICE
OF
BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the State of Idaho and lawfully and diligently perform all duties of a duly elected Commissioner of the Bonneville Fire District No. 1 and that I am a lawful resident of Bonneville County, State of Idaho, a registered voter and elector in Bonneville Fire District No. 1 residing in Zone #3.


Signed: DAVID H. LONG, Commissioner

SUBSCRIBED AND SWORN to me before this 11th day of January, 2022.


DOUGLAS R. NELSON, Election Official
Bonneville Fire District No. 1



P.O. Box 51330
Idaho Falls, Idaho 83405

OATH OF OFFICE

OF

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the State of Idaho and lawfully and diligently perform all duties of a duly elected Commissioner of the Bonneville Fire District No. 1 and that I am a lawful resident of Bonneville County, State of Idaho, a registered voter and elector in Bonneville Fire District No. 1 residing in Zone #1.

Signed: DERIK M. NIELSEN, Commissioner

SUBSCRIBED AND SWORN to me before this 11th day of January, 2022.

DOUGLAS B. NELSON, Election Official
Bonneville Fire District No. 1

**NOTICE OF THE 2022 REGULAR MEETING SCHEDULE FOR THE BONNEVILLE FIRE
DISTRICT #1**

Pursuant to Idaho Code § 74-204(1), notice is hereby given to the public that regular meetings of the Bonneville Fire District for the 2022 calendar year shall be held the second Thursday of each month at noon at Nelson Hall Parry Tucker, PLLC, located at 490 Memorial Drive, Idaho Falls, ID 83402, unless otherwise noted.

Meeting agendas will be posted at Nelson Hall Parry Tucker, PLLC and our website: <https://www.bcf1.us> a minimum of forty-eight (48) hours prior to the meeting date.