

## BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

### Minutes of Regular Meeting held February 13, 2025

The Bonneville County Fire Protection District No. 1 (“Fire District”) held its regular monthly meeting of Commissioners on Thursday the 13<sup>th</sup> day of February, 2025 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. 828 0482 6311, and Passcode 2025Fire.

The following were present:

Commissioners Ralph Isom, Derik Nielsen (via Zoom), Tyler Gebbs, Dana Kirkham (at approximately 12:05 p.m.), and David Long were present. The following were also present: Attorney Abigail French, Accountant Terri Gazdik, District Communications Officer Dick Fowler (via Zoom and telephone), Fire Chief Stacy Hyde, City of Idaho Falls Fire Department Deputy Chief Paul Radford, Ucon Fire Chief Scott Norman, Ashlee Meyer, Jimmie Hitch, Randy Virgil, Braxton Combe, Jon Molbert, and Greg Foster. 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 12:01 p.m. by Chairman Ralph Isom.
2. **Approval of Minutes.** Minutes of the regular meeting of Commissioners held on January 9, 2025 were reviewed. A motion to accept the regular meeting minutes was made by Derik Nielsen and seconded by David Long. Said motion carried unanimously.<sup>1</sup>
3. **Monthly Financial Report and Bill Authorization.** The summary of accounts payable dated February 13, 2025, prepared and submitted by Accountant Terri Gazdik, were reviewed with a total expenditure of \$77,930.04. Ms. Gazdik reported on the status of the Mountain America CD as well as the Westmark account and the need for a signature on the account. Following discussion, a motion was made by Dana Kirkham and seconded by Tyler Gebbs and unanimously accepted to approve the total expenditure of \$77,930.04.
4. **Discussion and Reports.** The following items were reviewed and discussed, or actions were taken:
  - a. District Operations Officer Dick Fowler gave his monthly report, which included discussion that status of the new truck and tanker and estimated the project would be completed in approximately three (3) weeks. Next, Mr. Fowler briefly discussed the upcoming workshop session as well as provided an update on the grange lease

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<sup>1</sup> Dana Kirkham was not present for the vote and therefore did not participate in the approval of the minutes.

agreement. Finally, Mr. Fowler reported that he had visited with City of Ammon Mayor Sean Coletti regarding Mayor Coletti's interest in serving on the fire chief hiring committee, and that Mayor Coletti confirmed he was willing and able to serve on said committee. No official action was taken on the designation of individuals to serve on the fire chief hiring committee.

- b. City of Idaho Falls Fire Department Deputy Chief Paul Radford reported a total of ninety-one (91) calls for the month with twenty-seven (27) of those calls being fire related. Deputy Chief Radford noted that there had been no significant property loss.
- c. Fire Chief Stacy Hyde reported a total of thirty-three (33) calls for the month and one (1) public education event.

Chief Hyde provided an update on the Amazon building, stating that the sprinkler system had finally passed inspection.

On personnel matters, Chief Hyde reported that two (2) full-time employees had resigned from the Fire District. He noted that efforts were underway to fill these positions.

Chief Hyde then presented two proposed Memorandums of Understanding (MOUs), which had been circulated to the commissioners prior to the meeting: 'Memorandum of Understanding Regarding a 40-Hour a Week Designation' and 'Memorandum of Understanding Regarding Working Out of Classification'.

❖ **Discussion on the proposed 'Memorandum of Understanding Regarding Working Out of Classification'**

Chief Hyde explained that he believed the proposed MOU was appropriate and the "right thing to do." He also stated that he did not anticipate any budgetary impact, as the situation contemplated in the MOU rarely occurs.

Dana Kirkham raised a question regarding the definition of "consecutive shifts," specifically whether the count resets if an employee takes time off. Discussion ensued between Dana Kirkham and Ms. Gazdik regarding possible edits to clarify this language.

Tyler Gebbs expressed his view that employees should be compensated each time they work out of classification, rather than limiting the compensation to ten consecutive shifts.

Due to the ambiguity in the current language in the MOU, Attorney Abigail French offered to collaborate with Chief Hyde on revisions to ensure greater clarity before action was taken on the proposed MOU. After further discussion, no action was taken on this MOU.

❖ **Discussion on the proposed ‘Memorandum of Understanding Regarding a 40-Hour a Week Designation’**

Chief Hyde explained that this MOU was necessary due to the hiring of 40-hour-per-week fire inspectors, whose work schedules differ from the 56-hour workweek of other firefighters.

Following a brief discussion, Dana Kirkham made a motion to approve the ‘Memorandum of Understanding Regarding a 40-Hour a Week Designation.’ The motion was seconded by David Long and was unanimously adopted.

Finally, Chief Hyde presented his ‘Year in Review’ handout, a copy of which is attached to these minutes. Additionally, he informed the commissioners that he was willing to move his retirement date up to May 29, 2025.

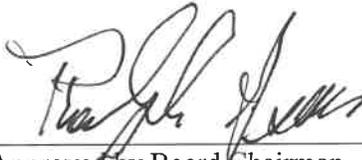
- d. Attorney Abigail French distributed the proposed ‘Expenditure Policy’ for review. After brief discussion, a motion was made by Dana Kirkham to approve and enact said policy. Said motion was seconded by Derik Nielsen and unanimously adopted. A copy of the Expenditure Policy is attached to these minutes.

5. **Public Comment.**

Randy Virgil again commented on the status of the 65<sup>th</sup> property and inquired as to the workshop meeting being held that evening and brief discussion was had.

6. **Adjournment.** There being no further business to come before the Board of Commissioners at the meeting a motion was made to adjourn by Tyler Gebbs and seconded by David Long with unanimous approval at approximately 12:40 p.m.

Approved the 13<sup>th</sup> day of March, 2025.

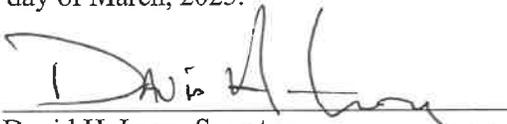


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Approved by Board Chairman

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 13<sup>th</sup> day of March, 2025.



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David H. Long, Secretary

**BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1**  
**NOTICE AND AGENDA FOR MONTHLY MEETING**  
**February 13, 2025**

**NOTE: This meeting will be conducted in person and by Zoom. Those joining by Zoom may connect with the following Meeting ID: 828 0482 6311 and Passcode: 2025Fire. 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, February 13, 2025, 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 regular meeting held on January 9, 2025.  
**Action: Approve minutes of regular meeting held on 1/9/2025.**
3. Review and action on February 2025 monthly bills and financial statement for preceding month (Terri Gazdik).  
**Action: Approve monthly bills and financial report.**
4. Discussion and Reports from District Operations Officer, Fire Chiefs, and legal counsel, including:
  - a. Richard Fowler, Operations Officer:
    - (1) General operations report.
    - (2) Discussion regarding the upcoming workshop scheduled for February 27, 2025.
    - (3) Report and discussion regarding the current grange (5990 S 45<sup>th</sup> W, Idaho Falls, ID 83402) lease agreement and proposed options, to include: termination of current lease, continuation of current lease, or execution of new lease agreement, and possible decision as to which option to move forward with.  
**Possible Action: Decision regarding grange (5990 S 45<sup>th</sup> W, Idaho Falls, ID 83402) lease agreement.**
    - (4) Status update on fire chief hiring process, including, but not limited to, designation of proposed hiring committee.  
**Possible Action: Designation of proposed hiring committee for fire chief position.**
  - b. Chief Duane Nelson, report regarding Idaho Falls Fire Department activity and needs.
  - c. Chief Stacy Hyde, report regarding Ammon Area fire responses activity and needs, including, but not limited to discussion and possible action on the following: Memorandum of Understanding Regarding 40-Hour a Week Designation' and 'Memorandum of Understanding Regarding Working Out of Classification'. Said discussion may include dialogue regarding the implications, if any, of amending/supplementing the current Collective Bargaining Agreement.  
**Possible Action: Approve 'Memorandum of Understanding Regarding 40-Hour a Week Designation'.**  
  
**Possible Action: Approve 'Memorandum of Understanding Regarding Working Out of Classification'.**

- d. Abigail French, Attorney: Overview and discussion regarding draft expenditure of public funds policy and possible approval of said policy.

**Possible Action: Approve proposed Expenditure Policy.**

5. Patron and community comments (limited to 5 minutes each)

6. **Summary of Action Items:**

- (a) **Approval of January 9, 2025, regular meeting minutes.**

- (b) **Approval of monthly bills and financial report.**

- (c) **Possible decision regarding grange (5990 S 45<sup>th</sup> W, Idaho Falls, ID 83402) lease agreement.**

- (d) **Possible decision regarding designation of proposed hiring committee for fire chief position.**

- (e) **Possible approval of ‘Memorandum of Understanding Regarding 40-Hour a Week Designation’.**

- (f) **Possible approval of ‘Memorandum of Understanding Regarding Working Out of Classification’.**

- (g) **Possible approval of proposed Expenditure Policy.**

7. Recess/Adjournment

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

**Bonneville County Fire Protection District #1**  
**Summary of Accounts Payable**  
**February 13, 2025**

Vendor	Purchase	Invoice Date	Due Date	Invoice Amount	Net Amt Due
Nelson Hall Parry Tucker PA	Jan Billing	01/31/25	Upon receipt	7,763.00	7,763.00
Cooper Norman	Inv 167520	02/06/25	Upon receipt	4,605.00	4,605.00
Rocky Mountain Power	S 55th	01/24/25	pd online	190.11	190.11
	2137 S Ammon	01/24/25	pd online	693.48	693.48
	2137 S Ammon	01/24/25	pd online	182.75	182.75
Intermountain Gas	144 S 55th W	12/31/25	pd online	629.66	629.66
	2137 S Ammon	02/03/25	pd online	566.11	566.11
	3575 Brookfield Lane	02/03/25	pd online	100.25	100.25
Cardmember Services	Ammon	02/05/25	Upon receipt	9,814.61	9,814.61
	Banda	02/05/25	Upon receipt	19.99	19.99
Allied Business Solutions	Inv AR537145	02/03/25	Upon receipt	235.20	235.20
ALSCO	LBLA2553299, 2556970	1/15, 1/29	Upon receipt	258.21	258.21
Bonneville Co Sherriff	Tyler Technologies hardware upgrade	01/10/25	Upon receipt	15,364.59	15,364.59
BPA	Inv 60120,60418	1/1, 2/1	Upon receipt	157.50	157.50
City of Ammon	2137 S Ammon	02/15/25	Upon receipt	158.60	158.60
	3575 Brookfield	02/15/25	Upon receipt	115.66	115.66
City of Ammon	Inv 10182,10113,10127	2/6,1/10,1/15	Upon receipt	1,875.17	1,875.17
D & L Cleaners	Jan stmt	02/01/25	Upon receipt	189.25	189.25
Fleetpride	IDS014061	02/10/25	Upon receipt	2,255.60	2,255.60
Idaho Regional Optical Network	Inv 4692	01/01/25	Upon receipt	1,200.00	1,200.00
LN Curtis	Inv 910842,910904, 896384	1/29,1/29,12/17	Upon receipt	723.57	723.57
LGG Industrial	Inv IF211452	01/08/25	Upon receipt	153.73	153.73
TDT Repair LLC	Phase 2	01/10/25	Upon receipt	28,750.00	28,750.00
O'Reilly	Inv 3832-3256270	02/03/25	Upon receipt	58.73	58.73
SIFA	2025 registration - 4 firefighters	02/10/25	upon receipt	320.00	320.00
Wood Enterprises LLC	Inv 110, 111	01/14/25	Upon receipt	1,490.00	1,490.00
Wex	Jan stmt	01/31/25	Upon receipt	31.02	31.02
Xcitiium	inv 178	1/17/2025	Upon receipt	28.25	28.25
	<b>Total</b>			<b>77,930.04</b>	<b>77,930.04</b>

Financial Institution	Amount	Current Interest Rate
Idaho Central Credit Union	matures 3/14/2025	277,584.64 4.72%
Frontier Credit Union	matures 4/11/2025	266,260.09 4.25%
Mountain America Federal Credit Union	matures 3/19/25	324,119.31 4.56%
Westmark	matures 10/2/25	294,991.49 4.15%
Citizens Community Bank/Glacier	matures 5/27/2025	284,667.25 4.00%
Lookout CU	matures 4/19/25	266,205.73 5.11%
Bank of Commerce CD #6216	matures 6/8/25	308,226.17 3.96%
Connections CU CD	matures 6/13/25	294,169.89 4.79%
DL Evans	matures 4/30/2025	275,534.81 4.91%
LGIP		5,933,614.01 4.71%
Stifel		540,498.56 4.25%
Connections savings		31.37
Frontier savings		8.50
Idaho Central Credit Union Savings		25.00
Mountain America Federal Credit Union		5.00
Westmark Savings		25.28
Lookout Credit Union savings		15,928.93
Lookout Credit Union savings		25.70
Bank of Commerce savings		50,481.61 0.50%
Bank of Commerce		227,234.49
<b>TOTAL</b>		<b>9,359,637.83</b>

Fiscal year	2024-2025
City of Idaho Falls payments	
Due	
October x	437,078.72
January x	437,078.27
April	437,078.50
July	437,078.50
<b>Total</b>	<b>1,748,313.99</b>

Authorization to pay bills



BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

Profit & Loss Budget vs. Actual

October 2024 through January 2025

02/13/25

Accrual Basis

	Oct '24 - Jan 25	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
400.00 · Tax Revenues	2,651,300.69	2,073,410.00	577,890.69	127.9%
410.00 · Interest Income	105,273.64	110,000.00	-4,726.36	95.7%
420.00 · Miscellaneous Income	86,133.41	59,773.00	26,360.41	144.1%
<b>Total Income</b>	<b>2,842,707.74</b>	<b>2,243,183.00</b>	<b>599,524.74</b>	<b>126.7%</b>
<b>Expense</b>				
500.00 · Advertising				
501.02 · Public Relations - Ammon	2,028.45	0.00	2,028.45	100.0%
500.00 · Advertising - Other	2,400.00	3,333.36	-933.36	72.0%
<b>Total 500.00 · Advertising</b>	<b>4,428.45</b>	<b>3,333.36</b>	<b>1,095.09</b>	<b>132.9%</b>
505.00 · Auto - Fuel & Oil	4,359.18	6,866.64	-2,307.46	65.4%
520.00 · Capital Outlay	20,825.00	33,320.00	-12,495.00	62.5%
535.00 · Dues & Subscriptions	1,000.00	1,640.00	-640.00	61.0%
569.00 · Accounting Costs	16,350.00	21,000.00	-4,650.00	77.9%
570.00 · Legal Costs	18,683.00	24,000.00	-5,317.00	77.8%
572.00 · Contract Services - Fires	394.49	0.00	394.49	100.0%
575.00 · Building Maintenance/Operation	4,722.74	6,680.00	-1,957.26	70.7%
576.00 · Ground Repair & Maint	17,937.50	0.00	17,937.50	100.0%
581.02 · Clothing & Uniforms - Ammon	6,412.30	0.00	6,412.30	100.0%
582.02 · Personal Protective Equip-Ammon	3,682.56	0.00	3,682.56	100.0%
583.02 · Postage - Ammon	174.62	0.00	174.62	100.0%
585.00 · Office Supplies/Expense	130.26	0.00	130.26	100.0%
586.00 · Training & Certification	3,988.43	2,500.00	1,488.43	159.5%
615.00 · Repairs & Maint - Equipment	6,448.13	16,336.00	-9,887.87	39.5%
616.00 · Vehicle Repair & Maintenance	37,255.47	0.00	37,255.47	100.0%
625.00 · Supplies	12,199.92	21,680.00	-9,480.08	56.3%
630.00 · Taxes & Licenses	1,247.50	0.00	1,247.50	100.0%
640.00 · Utilities	10,922.77	8,336.00	2,586.77	131.0%
644 · Payroll, Benefits, & Taxes				
645.00 · Wages & Salaries	476,817.56	560,519.00	-83,701.44	85.1%
647.00 · Employee Benefits				
648.00 · Insurances - Employee	86,103.60	82,000.00	4,103.60	105.0%
648.11 · HSA	11,779.42	9,600.00	2,179.42	122.7%
648.12 · PERSI	61,492.58	60,000.00	1,492.58	102.5%
648.13 · HRA	3,023.82	8,000.00	-4,976.18	37.8%
647.00 · Employee Benefits - Other	315.00	0.00	315.00	100.0%
<b>Total 647.00 · Employee Benefits</b>	<b>162,714.42</b>	<b>159,600.00</b>	<b>3,114.42</b>	<b>102.0%</b>
650.00 · Wages - Tax Employer	33,773.44	41,600.00	-7,826.56	81.2%
<b>Total 644 · Payroll, Benefits, &amp; Taxes</b>	<b>673,305.42</b>	<b>761,719.00</b>	<b>-88,413.58</b>	<b>88.4%</b>
655.00 · Workmens Compensation	0.00	19,336.00	-19,336.00	0.0%
660.00 · IT	26,119.21	25,336.00	783.21	103.1%
700.00 · Payments - City of Idaho Falls	874,157.00	874,157.00	0.00	100.0%
<b>Total Expense</b>	<b>1,744,743.95</b>	<b>1,826,040.00</b>	<b>-81,296.05</b>	<b>95.5%</b>
<b>Net Income</b>	<b>1,097,963.79</b>	<b>417,143.00</b>	<b>680,820.79</b>	<b>263.2%</b>

The purpose of this Memorandum is to address the situation of a Lieutenant or Firefighter working out of class as the Captain of a shift. The Collective agreement does not include the ability for the District to appropriately compensate officers who were temporarily stepping into the Captain's role and responsibilities for an extended period of time.

In the situation that a Lieutenant or Firefighter is asked to assume the role of the shift Captain for more than 10 consecutive shifts in a row, they shall then be considered a Step-up Captain.

During the duration of their service as a Step-up Captain they shall be paid according to the Pay Schedule, Appendix A, as if they had been promoted according to Article IX section 9.01 D. They shall not receive back pay for the first 10 shifts they serve as a Step-up Captain.

Once a permanent Captain returns or is assigned to the shift, the Step-up Captain shall return to their original role and pay step. If during their time as a Step-up Captain, they received an annual raise, their pay shall reflect the annual raise when they return to their original rank.

The purpose of this Memorandum is to include a 40-hour a week employee under the collective bargaining agreement. When the collective bargaining agreement was originally written there were no members of the bargaining unit that would not be working under the 24-hour shift.

Whereas there is not a provision under Article VII to allow members to work a 40-hour work week. And,

Whereas Article XIII Section C does not address how many Paid Parental leave hours would be permitted for a 40-hour employee. And,

Whereas Article XII Section 13.06 does not address how many bereavement hours would be permitted for a 40-hour employee, And,

Whereas Article XVII does not include a PTO schedule for a 40-hour employe. And,

Whereas Appendix A does not include a Pay Schedule for a 40-hour employee.

Therefore Local 5396 and the District will agree to the following changes to the collective bargaining agreement so as to include 40-hour work week employees. And,

Therefore, in relation to Hours of work for a 40 Hour employee, Said employees will be required to work 40 hours in a given week. Any worked hours over 40, shall be considered overtime. And,

Therefore, if a 40-hour employee is to use Paid Parental Leave they shall be permitted to use up to 68 hours of pay. And,

Therefore, if a 40-hour employee has need to use Bereavement time they shall be permitted to use up to 34 hours of bereavement. And,

Therefore, the PTO Schedule shall be as follows for a 40-hour employee:

<b>PTO Hours per Year</b>		
<b>Years of Service</b>	<b>40 Hr/Week Workers</b>	<b>Max PTO Accrual</b>
First 12 months	40	40

13 to 24 months	80	120
25 to 48 months	120	180
5 to 9 years	200	300
10 to 14 years	240	360
15+ years	280	420

Therefore, Appendix A- Fire Districts Pay Schedule (Hourly Rate) shall also include:

40 Hour Work Week Employees:

Rank	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Inspector	23.13	23.94	24.78	25.64	26.54	27.47

Rank	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
Inspector	28.43	29.43	30.46	31.52	32.63	33.77



***A Letter from the Chief***

On behalf of the professional men and women dedicated to protecting the lives and property within our jurisdiction, I am pleased to present the 2024 Annual Report.

As our community grows, the demands placed on emergency services increase, highlighting the constant need to do more with limited funding. I am proud of what our department accomplishes with the budget we have, but I am most proud of our team of dedicated and caring professionals who respond with a singular focus—the protection and safety of the citizens who live, work, shop, and play within our jurisdiction.

In an effort to minimize the financial impact on the District, we continue to rely on our outstanding paid-call firefighters and continue to explore ideas to minimize costs. The Resident Firefighter Program was implemented for this reason in 2016 and continues to be a very successful program housing Resident Firefighters in exchange for day-time shifts. With the inception of full-time 24-hour shift personnel over the last few years, our response times have improved and we have a team of firefighters at the station every minute of the day. In 2024, we further strengthened our team by adding a full-time Administrative Assistant.

As our District continues to grow, we will continue to find innovative ways to provide the best service to our citizens for the lowest possible cost.

*Stacy Hyde*

**Emergency Service Calls**

**Fires.....48**

- Structure.....11
- Natural Vegetation.....9
- Other Outside.....25
- Vehicle.....3

**Hazardous Conditions.....147**

- Vehicle Accidents.....57
- Haz-Mat Cleanup.....6
- Natural Gas Leak/CO.....47
- Smoke .....20
- Electrical.....15
- Other.....6

**Alarm Activations.....107**

- Unintentional.....61
- System Malfunction.....25
- Sprinkler Act., No Fire.....2
- False Alarm.....19

**Service Calls.....38**

- Assist/Rescue.....14
- Canceled Enroute.....24

**TOTAL: 340**

**Estimated Loss**

- Property value.....\$190,652
- Contents value.....\$127,502

**Estimated Saved**

- Property Value.....\$3,909,500
- Contents Value.....\$1,093,500
- Total.....\$5,003,000**

**Contract Fires**

3 Fires Totaling.....\$95,260.31

August 06, 2024, Swan Valley Mutual Aid



January 20, 2024, Icy Inferno

***Our Mission Statement***

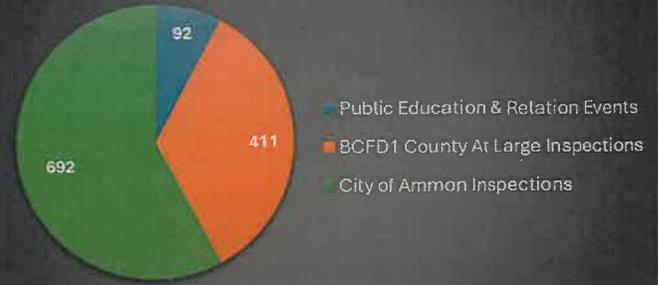
***We are committed to the fundamental beliefs of life safety, incident stabilization and property conservation. We dedicate ourselves to serving the community with honor and integrity.***

# Ammon Division Year in Review 2024

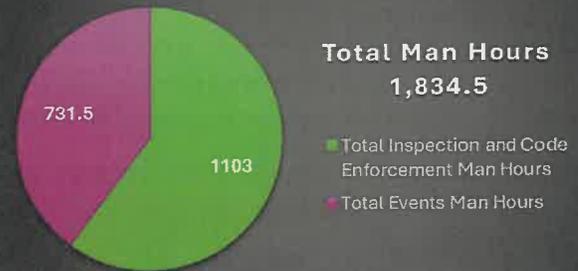
## Fire Prevention Division

Community fire prevention plays a crucial role in reducing the occurrence of fires. In 2024, we carried out 1,103 fire inspections and actively engaged in 92 public events, contributing a total of over 1,800 man-hours. These events encompassed a wide range of activities, including school presentations, fire station tours, the School District 93 Bike Ride, the Ammon Icy Inferno, the annual Easter Egg Hunt, July 4th fireworks, the Duck Race, Ammon Days, Career on Wheels, Trick or Treat/Pumpkin Walk, Hillview Elementary Jog-a-thon, the Hillview Elementary summer program, reading with children at White Pine Charter School, fire safety training with the Community Council of Idaho, Stop the Bleed presentation to City of Ammon employees, and the Fire Prevention Open House.

## 2024 Fire Prevention Activities



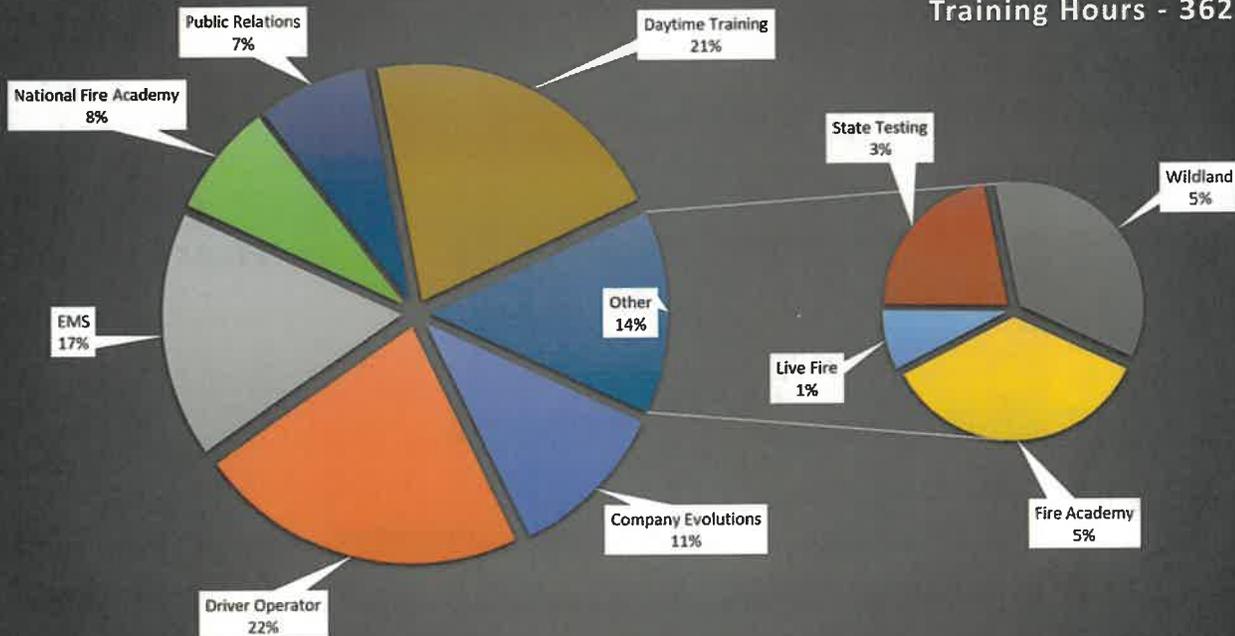
## 2024 Fire Prevention Man Hours



## Training Division

In 2024, the District saw significant evolution across multiple fronts, enhancing both operations and training. Our Driver Operators participated in a comprehensive training academy, ensuring greater efficiency and safety. The EMS division began an initial EMT-Basic course, while some members went through basic fire training focused on expanding skills, including live fire training for real-world scenarios. Notable achievements also include participation in the National Fire Academy Strategy and Tactics for Initial Company Operations, elevating our capabilities to national standards. Public relations efforts were strengthened through outreach programs, while state testing kept us aligned with rigorous industry standards. Additionally, wildland training and daytime sessions were held to better prepare our team for diverse challenges. Throughout the year, we completed a total of 3,622 training hours, reinforcing our commitment to excellence.

## Training Hours - 3622



## **Expenditure Policy**

The Board of Fire Commissioners (“Board”) has the responsibility for the approval of all expenditures of the Bonneville County Fire Protection District (“Fire District”) funds to its operations and activities.

**Definition of Expenditure.** For purposes of this policy, ‘Expenditure’ is defined as the granting of a contract, franchise, or authority to another by the Fire District, and every manner and means whereby the Fire District disburses funds or obligates itself to disburse funds; provided, however, that ‘Expenditure’ does not include disbursement of funds to any Fire District employee, official, agent, or for the performance of personal services to the District or for the acquisition of personal property through a contract that has been competitively bid by the state of Idaho, one of its subdivisions or an agency of the federal government.

**Budget Requirements.** Expenditures of the Fire District must be in accordance with the appropriations in the current fiscal year budget.

**Purchase Order.** All proposed Expenditures other than ongoing normal operational expenses, wages and salary and professionally contracted services shall be coordinated with the Treasurer or their designee through the use of a Purchasing Card (P-Cards) or a completed and signed purchase order which form shall be developed by the Treasurer or their designee and include at a minimum:

1. Description of the proposed Expenditure;
2. Purpose of the Expenditure;
3. Amount of the Expenditure;
4. Identification of the line item of appropriation it is to be charged to;
5. Anticipated date of Expenditure; and,
6. The individual requesting the Expenditure.

**Review and Dispute Resolution.** The Treasurer or their designee shall review all purchase orders to determine compliance with this policy. Purchase orders not found in compliance with this policy shall be denied by the Treasurer or their designee. Any dispute regarding compliance shall be taken before the Board for determination at the next regularly scheduled meeting.

**Fire Chief and Liaison Authority for Specific Approvals.** Notwithstanding the foregoing, the Fire District Chief (“Fire Chief”) and the Fire District Communications Liaison (“Liaison”) are authorized to direct the purchasing of equipment and supplies as provided in the budget appropriation, subject to any limitations established by the Board. The Fire Chief and Liaison may individually authorize Expenditures up to \$25,000.00 per transaction, provided such Expenditures have already been appropriated in the current fiscal year budget.