

**BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1**  
**Minutes of Regular Meeting held July 14, 2020**

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 July, 2020 at the offices of Nelson Hall Parry Tucker, PLLC, at 490 Memorial Drive, Suite 200, Idaho Falls, Idaho 83402 convening at 12:10 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; District accountant Terri Gazdik; legal counsel, Doug Nelson; and City Fire Chief, Duane Nelson; and, Ammon Fire Chief Stacy Hyde.

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 12:10 p.m. by Dan Gubler, acting as Chairman.
2. **Approval of Minutes.** Minutes of the regular meeting of Commissioners held on June 9, 2020 and the special meeting held June 26, 2020 were reviewed, and following a motion made by Ralph Isom and seconded by David Long said minutes were unanimously approved.
3. **Monthly Financial Report and Bill Authorization.** The summary of accounts payable dated July 11 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 **\$520,509.74**.
4. **Review and Discussion.** The following items were reported or discussed:
  - a. Dick Fowler presented a change order relating to the Faust Fire Station build out contract to increase the contract amount in the sum of \$10,162.00 and to approve the Date of Completion to November 2, 2020. Following a motion made by Dave Long and seconded by Ralph Isom the change order was approved and authorized for signature.

- b. Dick Fowler led a discussion regarding certain equipment that might be declared as “surplus”. Following a discussion the Commissioners unanimously approved a resolution to declare the following equipment as “surplus” and to authorized Dick Fowler to take action to dispose of the same: 1999 Ford F450; Polaris RZR 900; 4 sets of 3 each metal lockers; and, one Army style small enclosed trailer.
  - c. The Commissioners discussed the status of equipment and vehicle repairs.
  - d. Chief Nelson reported regarding 5 house fires and other fire calls for the month of June, 2020.
  - e. Chief Nelson reported on Covid-19 response and mentioned that 8 City fire personnel have been isolated and one employee has tested positive.
  - f. Chief Nelson responded to a question regarding the annual maintenance comparison for truck 466 (Pearce) and 477 (Toyne). He recommended continued use of 466 in order to accrue miles. Dick Fowler suggest use of 408 in order to keep the truck rotation on an ongoing basis
5. **County Report.** There was no separate report from the County.
6. **Public Comment.** None.
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 1:22 p.m.

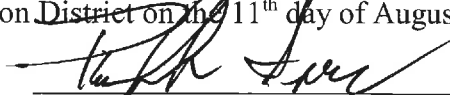
Approved the 11<sup>th</sup> day of August, 2020.

  
 \_\_\_\_\_  
 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 11<sup>th</sup> day of August, 2020.

  
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 Ralph Isom, Secretary

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

**NOTICE AND AGENDA FOR MONTHLY MEETING  
July 14, 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, July 14, 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 June 9, 2020 and the special meeting held June 26, 2020.  
**Action: Approve minutes of regular meeting held 06/9/2020 and the special meeting held June 26, 2020.**
3. Review and action on July, 2020 monthly bills and financial statement (Terri Gazdik).  
**Action: Approve monthly bills and financial report**
4. District Liaison Report on pending matters and discussion, including: status of Faust fire station build-out and approval of change order; discussion of status of possible annexation of the City of Ammon into the Fire District; discussion relating to annual budget and schedule of meeting relating to the same; and, status of City of Idaho Falls contracts.  
**Action: Review and approval of change order on Faust station build-out.**
5. Comments/ report from Idaho Falls Fire Department and Bonneville County and public.
6. **Summary of Scheduled Action Items:**  
**(a) Approval of June 9, 2020 and June 26, 2020 meeting minutes.**  
**(b) Approval of the July, 2020 monthly bill and financial statement.**  
**(c) Approval of Faust station build out contract change order.**
7. Recess/Adjournment

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

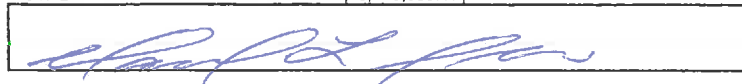
**Bonneville County Fire Protection District #1**  
**Summary of Accounts Payable**  
**July 14, 2020**

Vendor	Purchase	Invoice Date	Due Date	Invoice Amount	Discount Available	Net Amt Due
Dick Fowler	June consulting	06/30/20	Upon receipt	1,075.00		1,075.00
Nelson Hall Parry Tucker PA	June consulting	06/30/20	Upon receipt	11,603.22		11,603.22
Cooper Norman	June consulting	06/30/20	Upon receipt	1,148.00		1,148.00
Century Link	208-524-9124 208-525-4800	06/10/20 06/28/20	pd online pd online	35.02 13.43		35.02 13.43
Rocky Mountain Power	6/23/2020	06/23/20	Upon receipt	325.26		325.26
Intermountain Gas	S 55th W S 45th W E 65th S	07/01/20 07/07/20 07/07/20	Upon receipt Upon receipt Upon receipt	13.09 10.01 29.02		13.09 10.01 29.02
Cardmember Services	Fybercom, Copper Rill, Fire Hose Direct, Culvers	07/08/20	Upon receipt	968.87		968.87
Carl Adam	Carl Adam fence	07/08/20	Upon receipt	446.25		446.25
Grover's All-Wheel	Inv 4199	06/18/20	Upon receipt	2,528.81		2,528.81
Alan Clark Construction	Faust Station Impr. Draw	07/07/20	Upon receipt	65,475.20		65,475.20
ERIKS	Inv 136770	06/12/20	Upon receipt	39.34		39.34
Idaho Steel	Inv 156541	06/03/20	Upon receipt	1,183.00		1,183.00
Teton Communications	Inv 15974	07/06/20	Upon receipt	5,481.44		5,481.44
Weidner Fire	Inv 57115	06/05/20	Upon receipt	4,400.00		4,400.00
City of Idaho Falls	July payment	07/01/20	Upon receipt	420,268.07		420,268.07
Keith Kennedy	7/10 Invoice	07/10/20	Upon receipt	3,000.00		3,000.00
Premier Vehicle Installation			pd 6/23 chk 3064	2,466.71		2,466.71
	<b>Total</b>			<b>520,509.74</b>		<b>520,509.74</b>

Financial Institution		Amount	Current Interest Rate
Idaho Central Credit Union	matures 11/28/2020	272,028.78	2.000%
Mountain America Federal Credit Union	matures 3/19/21	290,675.73	3.250%
Westmark	matures 1/2/2021	274,755.52	2.40%
Citizens Community Bank/Glacier	matures 4/24/2021	259,130.60	2.50%
ISU CU	matures 10/27/20	263,066.55	1.40%
ISU Credit Union	matures 8/21/2020	26,752.93	2.42%
Bank of Commerce CD #6216	matures 6/11/2021	282,382.44	0.25%
Connections CU CD	matures 6/01/2021	267,022.43	2.00%
DL Evans	matures 3/27/2021	255,693.70	1.75%
LGIP		1,610,547.63	1.2962%
Connections savings		31.37	
Idaho Central Credit Union Savings		25.00	
Mountain America Federal Credit Union		5.00	
Westmark Savings		25.26	
ISU Credit Union		25.00	0.01%
ISU Credit Union savings		25.70	
Bank of Commerce		-394,383.70	
Bank of Commerce MM		5,279.03	0.12%
<b>TOTAL</b>		<b>3,413,089.17</b>	

Fiscal year 2019/2020 City of Idaho Falls payments		
Due		
October	x	420,268.07
January	x	420,268.07
April	x	420,268.00
July	x	420,268.07
<b>Total</b>		<b>1,681,072.21</b>

Authorization to pay bills



## BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

## Profit &amp; Loss Budget vs. Actual

October 2019 through June 2020

07/14/20

Accrual Basis

	Oct '19 - Jun 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
400.0 · Tax Revenues	1,676,633.19	1,513,038.00	163,595.19	110.8%
410.00 · Interest Income	48,228.52	30,749.00	17,479.52	156.8%
420.00 · Miscellaneous Income	26,682.32			
<b>Total Income</b>	<b>1,751,544.03</b>	<b>1,543,787.00</b>	<b>207,757.03</b>	<b>113.5%</b>
<b>Expense</b>				
505.00 · Auto	40.26	1,876.00	-1,835.74	2.1%
520.00 · Capital Outlay	163,640.05	292,500.00	-128,859.95	55.9%
530.00 · Commissioners Travel	527.60	1,876.00	-1,348.40	28.1%
535.00 · Dues & Subscriptions	1,000.00	1,000.00	0.00	100.0%
550.00 · Ins - Fire, Auto & Liab.	902.00	500.00	402.00	180.4%
568.00 · Audit Fees	6,500.00	6,500.00	0.00	100.0%
569.00 · Accounting Costs	11,808.50	13,126.00	-1,317.50	90.0%
570.00 · Legal Costs	33,042.56	27,000.00	6,042.56	122.4%
571.00 · Consulting Services - Website	0.00	1,502.00	-1,502.00	0.0%
572.00 · Contract Services-Inspections	0.00	11,250.00	-11,250.00	0.0%
573.00 · Consulting	9,675.00	9,675.00	0.00	100.0%
574.00 · Contract Services-Machine Hire	0.00	1,125.00	-1,125.00	0.0%
575.00 · Maintenance/Operation	882.14	7,497.00	-6,614.86	11.8%
585.00 · Office Expense	935.34			
615.00 · Repairs - Equipment	3,247.65	15,003.00	-11,755.35	21.6%
625.00 · Supplies	0.00	8,100.00	-8,100.00	0.0%
630.00 · Taxes & Licenses	287.00			
633.00 · Payroll Taxes	1,549.14	200.00	1,349.14	774.6%
640.00 · Utilities	5,991.69	5,625.00	366.69	106.5%
645.00 · Wages	20,250.00	23,850.00	-3,600.00	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%
<b>Total Expense</b>	<b>1,521,232.93</b>	<b>1,689,009.00</b>	<b>-167,776.07</b>	<b>90.1%</b>
<b>Net Income</b>	<b>230,311.10</b>	<b>-145,222.00</b>	<b>375,533.10</b>	<b>-158.6%</b>

## Change Order No. 1

**Project:** Faust Station Tenant Improvements  
P. O. Box 51330 Idaho Falls, ID 83405

**To:** Alan Clark Construction, LLC  
7057 North, 5<sup>th</sup> East  
Idaho Falls, Idaho 83401

**Contract Date:**  
April 28, 2020

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

Make changes shown on attached Sheet E3. Rev. 1 and attached COR#1.

The original Contract Sum was	\$239,800.00
Net change by previous change orders	0.00
The Contract Sum prior to this Change Order was	\$239,800.00
The Contract Sum will be increased by this Change Order	\$ 10,162.00
The new Contract Sum including this Change Order will be	\$249,962.00.
The Date of Completion as of this Change Order therefore is November 2, 2020	

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

**Contractor**  
Alan Clark Construction, LLC  
7057 North, 5<sup>th</sup> East  
Idaho Falls, ID 83401

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

By  By  By 