

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

Minutes of Regular Meeting held May 12, 2022

The Bonneville County Fire Protection District No. 1 (“Fire District”) held its regular monthly meeting of Commissioners on Thursday the 12th day of May, 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 meeting was broadcast via Zoom with the following Meeting ID No. 91560544357, and Passcode 103418.

The following were present:

Commissioners Derik M. Nielsen, David H. Long, Ralph Isom, and Dana Kirkham were present. Commissioner Tyler Gebs joined the meeting at approximately 12:58 p.m. (via Zoom). The following were also present: Attorney Doug Nelson, Attorney Abigail French, Accountant Terri Gazdik, District Operations Officer Dick Fowler, Ammon Area Fire Chief Stacy Hyde, Ucon Fire Chief Scott Norman, City of Idaho Falls Fire Chief Duane Nelson, James Hitch, Ron Anderson, Kim Gebs (via Zoom), Bonneville County Fire District Station No. 1 (via Zoom), Steven Berg (via Zoom).

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 approximately 12:03 p.m. by Ralph Isom, acting as Chairman.
2. **Approval of Minutes.** Minutes of the regular meeting of Commissioners held on April 14, 2022 were reviewed and following a motion made by Derik Nielsen and seconded by Dave Long, the same were unanimously approved with no further discussion.
3. **Monthly Financial Report and Bill Authorization.** The summary of accounts payable dated April 14, 2022, prepared and submitted by Accountant Terri Gazdik, was reviewed. Ms. Gazdik reviewed the

expenditures and reported on current rates. Following discussion and upon motion made by Dana Kirkham and seconded by Derik Nielsen, and unanimously accepted, the report was approved including a total expenditure of \$56,343.87.

4. **Discussion and Reports.** The following items were reviewed and discussed or actions were taken:

- a. Operations Officer Dick Fowler reported on discussions with Ammon City Planner Ms. Cindy Donovan regarding city growth, possible fire station locations, and the possibility of land donation. Mr. Fowler reported on the status of the 65th South property, specifically that he had not yet received the appraisal but recommended the matter should be placed on the June agenda for discussion. Mr. Fowler reported that he had been working with Chief Hyde and Ms. Gazdik in preparing a budget and recommended the budget be placed on the Judge agenda. Mr. Fowler reported that he had begun cleaning and organizing items and equipment at the fire station. Mr. Fowler reported on discussions with John Perry regarding fire truck repairs. Mr. Fowler reported on the Bank of Commerce money market account, and the Bank's request to close said account. After discussion a motion to close the Bank of Commerce money market account was made by Dave Long and seconded by Derik Nielsen, and unanimously passed, with Commissioner Long and Chairman Isom to coordinate and ensure closure of the account by next meeting. Mr. Fowler reported on the possible purchase of the South York Station by the City of Idaho Falls. Discussion was had on the cost of building said station, the cost of replacing said station, the fair market value of said station, and the advantages and disadvantages of selling said station to the City of Idaho Falls. After discussion, Mr. Fowler recommended a market analysis and replacement cost analysis be conducted prior to next meeting and the matter be placed on the June agenda for discussion. In response, discussion was had on the feasibility of leasing the South York Station to the City of Idaho Falls, and the necessity of possible upgrades to said station before staffing can occur; a recommendation was made for Chief Nelson to prepare a list of the necessary upgrades for discussion at the next meeting.
- b. Attorney Doug Nelson reported that the City of Idaho Falls Joint Service Agreement was provided to Attorney Mike Kirkham and that action was expected to be taken by the City

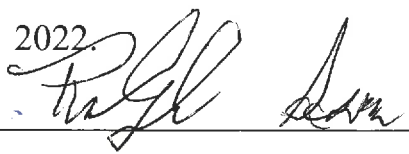
Council that evening. Mr. Nelson reported on the Idaho Cooperative Mobilization Agreement with the Idaho Department of Lands and Pat Brown's concern with the present signatory. After discussion, a motion to authorize Chief Hyde to execute said agreement was made by Dana Kirkham and seconded by Dave Long, and unanimously approved. Mr. Nelson reported on the Memorandum of Agreements with the Idaho Department of Lands and the Federal Excess Personal Property Program and/or Firefighter Program-Department of Defense. After discussion, a motion to approve said agreement as well as authorize Commissioner Isom and Chief Hyde to sign said agreement was made by Dave Long and seconded by Derik Nielsen, and unanimously approved. Mr. Nelson reported on the proposed Personnel Policy for Ammon Area Firefighters. A motion to approve said personnel policy (as prepared and proposed by Chief Hyde) was made by Dave Long and seconded by Derik Nielsen, and unanimously approved.

- c. Chief Duane Nelson reported that the Idaho Falls Fire Department received 104 total calls, with 49 being fire related and 55 being fire/ems related. Chief Nelson reported there had been field fires and 2 structure fires, one on Moonstone and one on 5th West, with total property loss expected to be \$242,000. Chief Nelson reported truck no. 4008 ("the moose truck") was still undergoing repairs.
- d. Chief Stacy Hyde reported that the District received 24 fire related calls with 2 being wildland fires. Chief Hyde reported the District had participated in 13 public relation events totaling 80 man-hours. Chief Hyde reported that he had registered employees for a bulldozer training in Boise. After discussion, a recommendation was made to withdraw from the training. Chief Hyde reported on the existence of excess equipment and recommended possible donation of said equipment to the Idaho Falls School District.

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 Derik Nielsen with unanimous approval at 1:14 p.m.

Approved the 9 day of June, 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 9th day of June, 2022.


_____ David H. Long, Secretary

Bonneville County Fire Protection District #1

Summary of Accounts Payable

May 12, 2022

Vendor	Purchase	Invoice Date	Due Date	Invoice Amount	Discount Available	Net Amt Due
Nelson Hali Parry Tucker PA	April consulting	05/10/22	Upon receipt	4,948.40		4,948.40
Cooper Norman	consulting - Inv 93219	04/30/22	Upon receipt	3,280.00		3,280.00
Century Link	208-525-4800	04/28/22	pd online	18.10		18.10
	208-524-9124	04/10/22	pd online	35.02		35.02
Rocky Mountain Power	E 65th , S 55th, S 45th	04/25/22	pd online	205.20		205.20
	2137 S Ammon	04/07/22	pd online	70.58		70.58
	Fire station	04/07/22	pd online	492.33		492.33
Intermountain Gas	S 55th W	04/29/22	pd online	163.96		163.96
	S 45th W	05/03/22	pd online	95.25		95.25
	E 65th S	05/03/22	pd online	143.06		143.06
	2137 S Ammon	05/02/22	pd online	344.65		344.65
	3575 Brookfield Lane	05/02/22	pd online	67.13		67.13
Cardmember Services	BCFD	05/07/22	Upon receipt	620.01		620.01
	Ammon	05/07/22	Upon receipt	4,779.46		4,779.46
M Power Electric	power Grange	05/11/22	Upon receipt	1,600.00		1,600.00
State Insurance Fund	4/20/22	04/20/22	Upon receipt	22,403.00		22,403.00
Alisco	Inv LBLA2284279, LBLA2280233	5/9, 4/25	Upon receipt	191.92		191.92
B & K Lawn & Landscape	Inv 112605, 112595, 112659	3/31, 4/1	Upon receipt	720.00		720.00
T Mobile	Inv 976699749-5/11/2020	03/09/22	Upon receipt	437.20		437.20
C & B -	mower trade	05/10/22	Upon receipt	2,000.00		2,000.00
City of Ammon	4/21/2022	04/21/22	Upon receipt	115.13		115.13
D & L Cleaners	5/1/22 stmt	05/01/22	Upon receipt	70.00		70.00
First Street Welding	Inv 25803	04/12/22	Upon receipt	442.75		442.75
Idaho Furnace Plumbing Source LLC	Inv 12059780	03/28/22	Upon receipt	6,150.00		6,150.00
Idaho Regional Optical Network	Inv 3236, 3323, 3393	12/1, 3/31, 5/1	Upon receipt	300.00		300.00
LN Curtis	Inv 587054, 588684	4/14/22 & 4/20/22	Upon receipt	191.28		191.28
Mountain View Hospital	097 TC 2022	03/22/22	Upon receipt	227.00		227.00
O'Reilly	Inv 3832370717	04/18/22	Upon receipt	204.14		204.14
Russ's Overhead Doors	Inv 13331	04/07/22	Upon receipt	2,374.50		2,374.50
Wex Fuel	April billing	04/30/22	Upon receipt	1,888.32		1,888.32
Western States Cat	IN001931663	02/21/22	Upon receipt	1,765.48		1,765.48
	Total			56,343.87		56,343.87

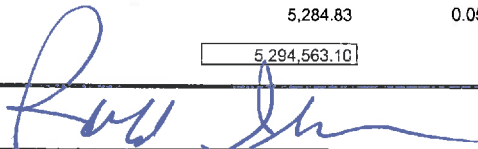
Financial Institution	Amount	Current Interest Rate
Idaho Central Credit Union	matures 12/9/2022	276,740.75 0.30%
Mountain America Federal Credit Union	matures 3/19/23	298,333.18 0.30%
Westmark	matures 1/2/23	279,020.40 0.45%
Citizens Community Bank/Glacier	matures 4/24/2023	272,215.61 0.40%
Lookout CU	matures 4/25/22	265,208.53 0.25%
Bank of Commerce CD #6216	matures 6/11/2022	283,390.47 0.25%
Connections CU CD	matures 12/1/2022	272,800.53 0.02%
DL Evans	matures 9/27/2022	262,473.24 0.35%
LGIP		3,001,468.45 0.20%
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		77,489.76
Bank of Commerce MM		5,284.83 0.05%

TOTAL

5,294,563.10

Fiscal year	2021/2022
City of Idaho Falls payments	
Due	
Octobe x	420,268.07
Januar x	420,268.07
April x	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

October 1, 2021 through May 12, 2022

	Oct 1, '21 - May 12, 22	Budget	\$ Over Budget	% of Budget
Income				
400.00 · Tax Revenues	2,509,865.83	2,104,025.45	405,840.38	119.3%
4030.00 · Proceeds from Sale of Assets	100.00	0.00	100.00	100.0%
410.00 · Interest Income	4,673.70	18,467.74	-13,794.04	25.3%
420.00 · Miscellaneous Income	23,250.00	44,461.09	-21,211.09	52.3%
440.00 · Grant Proceeds	10,000.00	300,000.00	-290,000.00	3.3%
Total Income	2,547,889.53	2,466,954.28	80,935.25	103.3%
Expense				
500.00 · Advertising				
501.02 · Public Relations - Ammon	3,607.23	0.00	3,607.23	100.0%
500.00 · Advertising - Other	388.00	3,262.66	-2,874.66	11.9%
Total 500.00 · Advertising	3,995.23	3,262.66	732.57	122.5%
505.00 · Auto - Fuel & Oil	8,194.15	16,467.05	-8,272.90	49.8%
510.00 · Bank Charges	7.90	0.00	7.90	100.0%
520.00 · Capital Outlay	190,141.42	129,274.19	60,867.23	147.1%
530.00 · Travel				
530.02 · Travel & Meetings -Ammon	501.26	0.00	501.26	100.0%
Total 530.00 · Travel	501.26	0.00	501.26	100.0%
535.00 · Dues & Subscriptions	4,733.37	3,231.85	1,501.52	146.5%
550.00 · Ins - Fire, Auto & Liab.	1,071.50	19,083.31	-18,011.81	5.6%
568.00 · Audit Fees	0.00	6,155.89	-6,155.89	0.0%
569.00 · Accounting Costs	26,935.40	30,779.59	-3,844.19	87.5%
570.00 · Legal Costs	40,420.17	31,395.16	9,025.01	128.7%
574.00 · Contract Services-Machine Hire	0.00	923.39	-923.39	0.0%
575.00 · Building Maintenance/Operation				
575.02 · Building Repair & Maint - Ammon	6,209.10	0.00	6,209.10	100.0%
575.00 · Building Maintenance/Operation - Other	9,925.71	19,391.13	-9,465.42	51.2%
Total 575.00 · Building Maintenance/Operation	16,134.81	19,391.13	-3,256.32	83.2%
576.00 · Ground Repair & Maint	3,043.86	0.00	3,043.86	100.0%
580.00 · Miscellaneous	184.25	0.00	184.25	100.0%
581.02 · Clothing & Uniforms - Ammon	5,808.82	0.00	5,808.82	100.0%
583.02 · Postage - Ammon	36.14	0.00	36.14	100.0%
585.00 · Office Supplies/Expense	680.38	0.00	680.38	100.0%
586.00 · Training & Certification	2,506.21	7,079.28	-4,573.07	35.4%
615.00 · Repairs & Maint - Equipment				
615.01 · Repair & Maint Equip- BCFD	506.65	0.00	506.65	100.0%
615.02 · Repair & Maint- Equip Ammon	1,765.48	0.00	1,765.48	100.0%
615.00 · Repairs & Maint - Equipment - Other	22,867.82	17,236.53	5,631.29	132.7%
Total 615.00 · Repairs & Maint - Equipment	25,139.95	17,236.53	7,903.42	145.9%
616.00 · Vehicle Repair & Maintenance				
616.2.1 · Truck # E1 Engine	113.13	0.00	113.13	100.0%
616.2.2 · Truck # E2 Engine	401.31	0.00	401.31	100.0%
616.4.1 · Truck #T1 Tower	74.40	0.00	74.40	100.0%
616.5.1 · Truck #B1 Brush	115.26	0.00	115.26	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	1,437.10	0.00	1,437.10	100.0%
616.00 · Vehicle Repair & Maintenance - Other	4,168.33	0.00	4,168.33	100.0%
Total 616.00 · Vehicle Repair & Maintenance	6,565.00	0.00	6,565.00	100.0%
625.00 · Supplies				
625.02 · Department Supplies - Ammon	117.04	0.00	117.04	100.0%
625.00 · Supplies - Other	4,970.08	36,812.34	-31,842.26	13.5%
Total 625.00 · Supplies	5,087.12	36,812.34	-31,725.22	13.8%
630.00 · Taxes & Licenses	772.69	0.00	772.69	100.0%
640.00 · Utilities	15,375.45	14,097.02	1,278.43	109.1%
645.00 · Wages & Salaries				
645.01 · Salaries - BCFD	140,353.20	46,379.89	93,973.31	302.6%
645.02 · Salaries - Ammon	0.00	491,615.15	-491,615.15	0.0%
645.00 · Wages & Salaries - Other	300,775.77	0.00	300,775.77	100.0%
Total 645.00 · Wages & Salaries	441,128.97	537,995.04	-96,866.07	82.0%
647.00 · Employee Benefits				
647.01 · Employee Benefits - BCFD	15,376.95	0.00	15,376.95	100.0%
647.02 · Employee Benefits - Ammon				
648.00 · Insurances - Employee	79,765.12	0.00	79,765.12	100.0%
648.11 · HSA	4,808.84	0.00	4,808.84	100.0%
648.12 · PERSI	9,927.68	0.00	9,927.68	100.0%
648.13 · HRA	1,306.30	0.00	1,306.30	100.0%
648.14 · Phone Reim	628.27	0.00	628.27	100.0%
Total 647.02 · Employee Benefits - Ammon	96,435.21	0.00	96,435.21	100.0%

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

Profit & Loss Budget vs. Actual

October 1, 2021 through May 12, 2022

	Oct 1, '21 - May 12, 22	Budget	\$ Over Budget	% of Budget
647.00 · Employee Benefits - Other	37,741.22	237,878.40	-200,137.18	15.9%
Total 647.00 · Employee Benefits	149,554.38	237,878.40	-88,324.02	62.9%
650.00 · Wages - Tax & Insurance				
633.01 · Wages - Tax & Ins BCFD	12,338.03	0.00	12,338.03	100.0%
650.00 · Wages - Tax & Insurance - Other	13,691.50	63,434.26	-49,742.76	21.6%
Total 650.00 · Wages - Tax & Insurance	26,029.53	63,434.26	-37,404.73	41.0%
655.00 · Workmens Compensation	22,403.00	23,064.36	-661.36	97.1%
6560 · Payroll Expenses - BCFD	129.00	0.00	129.00	100.0%
660.00 · IT	18,796.78	21,545.72	-2,748.94	87.2%
675.00 · Fire Dept Grant Expend	13,860.97	300,000.00	-286,139.03	4.6%
700.00 · Payments - City of Idaho Falls	1,260,804.00	1,260,804.00	0.00	100.0%
Total Expense	2,290,041.71	2,779,911.17	-489,869.46	82.4%
Net Income	257,847.82	-312,956.89	570,804.71	-82.4%