

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

Minutes of Regular Meeting held April 13, 2023

The Bonneville County Fire Protection District No. 1 ("Fire District") held its regular monthly meeting of Commissioners on Thursday the 13th day of April, 2023 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. 863 1776 5963, and Passcode 2023Fire.

The following were present:

Commissioners David H. Long, Ralph Isom, Derik Nielsen, Dana Kirkham (from 12:00 p.m. until approximately 12:45 p.m.) and Tyler Gebbs (via telephone from 12:30 p.m. to 12:41 p.m.) were present. 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, City of Idaho Falls Fire Chief Duane Nelson, Ron Anderson, Jason Wilson, and Jason Howard.

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 12:00 p.m. by Ralph Isom.
2. **Approval of Minutes.** Minutes of the regular meeting of Commissioners held on March 9, 2023 were reviewed and following a motion by Dana Kirkham and seconded by Derik Nielsen, the same were unanimously approved. Minutes of the special meeting of Commissioners held on March 29, 2023 were reviewed and following a motion by Dana Kirkham and seconded by Derik Nielsen, the same were unanimously approved.
3. **Monthly Financial Report and Bill Authorization.** The summary of accounts payable dated April 13, 2023, prepared and submitted by Accountant Terri Gazdik, was reviewed, with a total expenditure of \$456,793.19. Ms. Gazdik reviewed the expenditures and reported on related items. Specifically, Ms. Gazdik discussed the fact that CDs were maturing and that various CDs had been reinvested and would earn higher rates. Ms. Gazdik reported that large expenses were coming up, specifically the fourth city installment. Discussion was had on the Bank of Commerce Money Market Account and its low interest rate. Ms. Gazdik reported that she was getting an inactive notification on the account and that there was only \$5,000.00 held in the account. A motion to close the Bank of Commerce Money Market Account was made by Dana Kirkham and seconded by Derik Nielsen, and unanimously approved. Following discussion and upon motion by Dana Kirkham and seconded by Derik Nielsen, and unanimously accepted, the report was approved for a total expenditure of \$456,793.19.

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

- a. Chief Duane Nelson reported that the City of Idaho Falls had a total of 92 calls, 23 of which being fire related. Chief Nelson reported that a flange on the 4000c had rusted out and there was no way to repair it since it was 'military use only'. Discussion was had on the possibility of turning the truck over to the District. Discussion was also had on having someone come out and inspect the truck to see if it was possible to have a welder make the necessary repair.

A motion to amend the agenda, specifically to change the order of the agenda to move up Executive Session, which was noted on the agenda as item number eight (8), was made. Said motion was necessary due to an obligation Attorney Doug Nelson had. The motion to amend the agenda was made by Dana Kirkham and seconded by Derik Nielsen and unanimously approved.

At approximately 12:20 p.m., Dana Kirkham moved that the commissioners enter into Executive Session pursuant to:

- Idaho Code Section 74-206(1)(j) to consider labor contract matters and Idaho Code Section 74-206A(1)(a) to consider a labor contract offer or to formulate a counteroffer.
- Idaho Code Section 74-206(1)(b) to consider the evaluation, dismissal, or disciplining of, or to hear complaints or charges brought against, an employee.
- Idaho Code Section 74-206(1)(f) and (i) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet litigated by imminently likely to be litigated and discussion of claim prevention.

The motion was seconded by Derik Nielsen. The motion carried by the following vote: Aye- Dana Kirkham, David Long, Ralph Isom, and Derik Nielsen. Nay- None.

The Commissioners for the Bonneville County Fire Protection District No. 1 met in Executive Session on Thursday, April 13, 2023 at the offices of Nelson Hall Parry Tucker, PLLC located at 490 Memorial Drive, Suite 200, Idaho Falls, Idaho 83402 at approximately 12:20 p.m.

There were present:

- David Long
- Ralph Isom
- Derik Nielsen
- Dana Kirkham (until approximately 12:45 p.m.)
- Tyler Gebs (via telephone from 12:30 p.m. until 12:41 p.m.)
- District Operations Officer Dick Fowler
- Ammon Area Fire Chief Stacy Hyde
- Attorney Doug Nelson
- Attorney Abigail French

The Executive Session was called pursuant to the provisions of:

- Idaho Code Section 74-206(1)(j) to consider labor contract matters and Idaho Code Section 74-206A(1)(a) to consider a labor contract offer or to formulate a counteroffer.
- Idaho Code Section 74-206(1)(b) to consider the evaluation, dismissal, or disciplining of, or to hear complaints or charges brought against, an employee.
- Idaho Code Section 74-206(1)(f) and (i) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet litigated by imminently likely to be litigated and discussion of claim prevention.

At 1:23 p.m., Derik Nielsen moved to close Executive Session. David Long seconded. The motion carried.

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

- a. District Operations Officer Dick Fowler reported on the following items:
 - Mr. Fowler reported that it had been a quiet month overall. Mr. Fowler reported that the specifications for the new Class A Pumper were completed and that he intended to get the specifications published by the next meeting. A motion to approve the specifications for the new Class A Pumper was made by David Long and seconded by Derik Nielsen. The motion carried with the following vote: Aye – David Long, Derik Nielsen, and Ralph Isom. Nay – None.
 - Mr. Fowler discussed the donation of the 1994 GM Chassis Classic Pumper to Idaho Falls School District No. 91. A motion to declare the 1994 GM Chassis Classic Pumper as surplus and approve the donation of said vehicle to Idaho Falls School District No. 91 was made by Derik Nielsen and seconded by David Long. The motion carried with the following vote: Aye – David Long, Derik Nielsen, and Ralph Isom. Nay – None.
 - Mr. Fowler reported that Dana Kirkham was working on drafting minutes for the April 7, 2023 work session and that the minutes would need to be put on next month's agenda for approval.
 - Mr. Fowler reported that he had discussed the possibility of renting out the grange with a number of local rental companies. Mr. Fowler reported that an individual who lives next to the grange was extremely interested in renting the facility. Mr. Fowler discussed the possibility of renting the grange for around \$200.00 to \$400.00 a month to cover expenses. Mr. Fowler stated he had discussed renting the grange to the neighbor for \$300.00 a month for one (1) year. Discussion was had on the need for insurance coverage. No action was taken on the matter.
- b. Chief Stacy Hyde reported a total of 20 calls. Chief Hyde reported that there had been an unauthorized control burn, some alarms, and some vehicle accidents. Chief Hyde reported there were no public education events to report on.
- c. Discussion was had on the need for Chief Hyde, Chief Nelson, and Mr. Fowler to discuss the mutual aid agreement in order to narrow down issues.

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 Derik Nielsen and seconded by David Long with unanimous approval at 1:45 p.m.

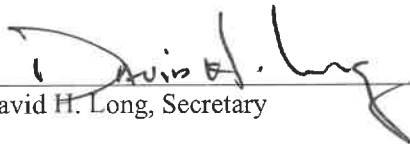
Approved the 11th day of May, 2023.



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 11th day of May, 2023.



David H. Long, Secretary

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

NOTICE AND AGENDA FOR MONTHLY MEETING

April 13, 2023

NOTE: This meeting will be conducted in person and by Zoom. Those joining by Zoom may connect with the following Meeting ID: 863 1776 5936 and Passcode: 2023Fire. 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, April 13, 2023, 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 the regular meeting held March 9, 2023
Action: Approve minutes of regular meeting held 03/09/2023.
3. Review and approval of minutes for the special meeting held March 29, 2023
Action: Approve minutes of special meeting held 03/29/2023.
4. Review and action on April 2023 monthly bills and financial statement for preceding month. (Terri Gazdik).
Action: Approve monthly bills and financial report.
5. Discussion and Reports from District Operations Officer, Fire Chiefs and legal counsel, including:
 - a. Richard Fowler, Operations Officer:
 - (1) Operations report.
 - (2) Discussion and possible action to approve specifications for new Class A Pumper and discussion regarding invitation to bid process.
Possible Action: Approve specifications for new Class A Pumper for invitation to bid purposes.
 - (3) Discussion regarding declaration of surplus and donation of 1994 GM Chassis Classic Pumper to Idaho Falls School District No. 91.
Possible Action: Declare the 1994 GM Chassis Classic Pumper as surplus and approve donation of said vehicle to Idaho Falls School District No. 91.
 - (4) Discussion regarding April 7, 2023 work session and possible approval of minutes of work session held April 7, 2023.
Possible Action: Approve minutes of work session held 04/07/2023.
 - 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.
6. Patron and community comments (limited to 5 minutes each)
7. **Summary of Action Items:**

- (a) Approval of March 9, 2023 meeting minutes.
 - (b) Approval of March 29, 2023 special meeting minutes.
 - (c) Approval of monthly bills and financial report.
 - (d) Possible approval of specifications for new Class A Pumper for invitation to bid purposes.
 - (e) Possible approval to declare the 1994 GM Chassis Classic Pumper as surplus and approve donation of said vehicle to Idaho Falls School District No. 91.
 - (f) Possible approval of April 7, 2023 work session meeting minutes.
8. **EXECUTIVE SESSION:** An executive session will be held immediately following the conclusion of the agenda items above. The executive session will be closed to the public as permitted by law. The executive session has been called pursuant to the provisions of:
- (a) Idaho Code Section 74-206(1)(j) to consider labor contract matters and Idaho Code Section 74-206A(1)(a) to consider a labor contract offer or to formulate a counteroffer.
 - (b) Idaho Code Section 74-206(1)(b) to consider the evaluation, dismissal, or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual agent, or public school student.
 - (c) Idaho Code Section 74-206(1)(f) and (i) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet litigated by imminently likely to be litigated and discussion of claim prevention.

9. 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
April 13, 2023

Vendor	Purchase	Invoice Date	Due Date	Invoice Amount	Net Amt Due
Nelson Hall Parry Tucker PA	Inv 4/10/23	04/10/23	Upon receipt	5,811.90	5,811.90
Cooper Norman	Inv 113171	04/07/23	Upon receipt	5,286.25	5,286.25
Century Link	208-524-9124	03/10/23	pd online	35.02	35.02
	208-525-4800	03/28/23	pd online	23.89	23.89
Rocky Mountain Power	S 55th, S 45th	04/11/23	pd online	175.13	175.13
	2137 S Ammon	3/9/223	pd online	94.31	94.31
	Fire station	03/09/23	pd online	611.62	611.62
	2137 S Ammon	04/07/23	pd online	97.30	97.30
	Fire station	04/07/23	pd online	580.31	580.31
Intermountain Gas	S 55th W	03/30/23	pd online	587.16	587.16
	S 45th W	04/03/23	pd online	255.17	255.17
	2137 S Ammon	3/31/203	pd online	567.26	567.26
	3575 Brookfield Lane	03/31/23	pd online	123.03	123.03
Cardmember Services	Ammon	04/07/23	Upon receipt	4,163.08	4,163.08
	BCFD	04/07/23	Upon receipt	74.69	74.69
Allied	AR424785	03/06/23	Upon receipt	19.34	19.34
ALSCO	LBLA2372225, LBLA2376259	3/13,3/27	Upon receipt	218.84	218.84
BPA	0031324-IN	03/01/23	Upon receipt	75.00	75.00
City of Ammon	Mar 2137 S Ammon	03/24/23	Upon receipt	125.80	125.80
	Mar 3575 Brookfield	03/24/23	Upon receipt	105.82	105.82
City of Idaho Falls	April billing	04/01/23	4/15/2023	420,268.00	420,268.00
Drug Collections of Easter Idaho	Inv 525	04/01/23	Upon receipt	125.00	125.00
Elite Exstriction & Equipment	Inv 874 annual service	01/16/23	Upon receipt	800.00	800.00
Falls Cleaning & Painting Services	Inv 16318	03/01/23	Upon receipt	350.00	350.00
Idaho Furnace Plumbing Source	Inv 18549762,20285955,1735170,19847170	1/12,3/7,2/24,3/20	Upon receipt	3,880.05	3,880.05
Teton Communications	Inv 23346	4/15/223	Upon receipt	195.00	195.00
White Cross Homes	Inv 1084	01/12/23	Upon receipt	11,245.21	11,245.21
Wex Fuel	Mar billing	03/31/23	Upon receipt	899.01	899.01
Total				456,793.19	456,793.19

Financial Institution	Amount	Current Interest Rate
Idaho Central Credit Union	matures 1/13/2024	277,584.64 4.43%
East Idaho Credit Union	matures 9/3/2023	253,305.54 2.00%
East Idaho Credit Union checking		5.00
Mountain America Federal Credit Union	matures 3/19/25	299,686.01 4.57%
Westmark	matures 7/2/2023	280,278.11 0.45%
Citizens Community Bank/Glacier	matures 4/24/2023	273,884.78 0.40%
Lookout CU	matures 10/22/23	265,872.31 0.25%
Bank of Commerce CD #6216	matures 6/11/2023	285,705.99 0.20%
Connections CU CD	matures 6/1/2024	275,474.98 3.35%
DL Evans	matures 3/27/2024	263,858.04 3.05%
LGIP		4,503,737.07 4.33%
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 savings		50,026.37 0.67%
Bank of Commerce		113,393.97
Bank of Commerce MM		5,298.88 0.25%
TOTAL		7,148,249.04

Fiscal year 2022/2023		
City of Idaho Falls payments		
Due		
October	x	420,268.00
January	x	420,268.00
April	x	420,268.00
July		420,268.00
Total		1,681,072.00

Authorization to pay bills

8:29 AM

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

Profit & Loss Budget vs. Actual

04/13/23

October 2022 through March 2023

Accrual Basis

	Oct '22 - Mar 23	Budget	\$ Over Budget	% of Budget
Income				
400.00 · Tax Revenues	2,521,837.09	2,286,673.38	235,163.71	110.3%
4040.00 · Gain/loss on investments	25,000.00	0.00	25,000.00	100.0%
410.00 · Interest Income	62,189.21	8,249.98	55,939.23	995.0%
420.00 · Miscellaneous Income	13,282.05	12,150.00	1,132.05	109.3%
440.00 · Grant Proceeds	0.00	400,000.00	-400,000.00	0.0%
Total Income	2,622,308.35	2,705,073.36	-82,765.01	96.9%
Expense				
500.00 · Advertising				
501.02 · Public Relations - Ammon	1,897.20	0.00	1,897.20	100.0%
502.02 · Fire Prevention - Ammon	-940.05	0.00	-940.05	100.0%
500.00 · Advertising - Other	0.00	2,499.98	-2,499.98	0.0%
Total 500.00 · Advertising	957.15	2,499.98	-1,542.83	38.3%
505.00 · Auto - Fuel & Oil	6,873.92	12,498.00	-5,624.08	55.0%
520.00 · Capital Outlay	249,130.41	32,500.04	216,630.37	766.6%
530.00 · Travel	31.04	0.00	31.04	100.0%
535.00 · Dues & Subscriptions	3,154.20	2,500.02	654.18	126.2%
542.00 · Equipment Rent	1,872.00	0.00	1,872.00	100.0%
550.00 · Ins - Fire, Auto & Liab.	9,846.50	15,000.00	-5,353.50	64.3%
568.00 · Audit Fees	0.00	5,000.02	-5,000.02	0.0%
569.00 · Accounting Costs	27,050.80	22,500.00	4,550.80	120.2%
570.00 · Legal Costs	29,505.90	31,500.00	-1,994.10	93.7%
574.00 · Contract Services-Machine Hire	0.00	750.00	-750.00	0.0%
575.00 · Building Maintenance/Operation	20,605.19	15,500.02	5,105.17	132.9%
580.00 · Miscellaneous	77.96	0.00	77.96	100.0%
581.02 · Clothing & Uniforms - Ammon	3,004.76	0.00	3,004.76	100.0%
582.02 · Personal Protective Equip-Ammon	2,011.22	0.00	2,011.22	100.0%
583.02 · Postage - Ammon	30.52	0.00	30.52	100.0%
584.02 · Health & Safety - Ammon	1,524.20	0.00	1,524.20	100.0%
585.00 · Office Supplies/Expense	411.58	0.00	411.58	100.0%
586.00 · Training & Certification	-205.00	2,500.02	-2,705.02	-8.2%
615.00 · Repairs & Maint - Equipment	2,452.99	25,500.00	-23,047.01	9.6%
616.00 · Vehicle Repair & Maintenance				
616-1.1 · Truck #	606.02	0.00	606.02	100.0%
616.2.1 · Truck # E1 Engine	2,986.48	0.00	2,986.48	100.0%
616.2.2 · Truck # E2 Engine	19.84	0.00	19.84	100.0%
616.2.3 · Truck # E3 Engine	36.02	0.00	36.02	100.0%
616.3.3 · Truck # WT3 Water Tender	9,507.24	0.00	9,507.24	100.0%
616.00 · Vehicle Repair & Maintenance - Other	2,735.72	0.00	2,735.72	100.0%
Total 616.00 · Vehicle Repair & Maintenance	15,891.32	0.00	15,891.32	100.0%
625.00 · Supplies	13,448.25	32,500.02	-19,051.77	41.4%
630.00 · Taxes & Licenses	304.42	0.00	304.42	100.0%
640.00 · Utilities	10,551.69	13,000.02	-2,448.33	81.2%
644 · Payroll, Benefits, & Taxes				
645.00 · Wages & Salaries				
645.01 · Salaries - BCFD	46,980.90	38,000.02	8,980.88	123.6%
645.02 · Salaries - Ammon	459,727.80	736,620.00	-276,892.20	62.4%
645.00 · Wages & Salaries - Other	680.00	0.00	680.00	100.0%
Total 645.00 · Wages & Salaries	507,388.70	774,620.02	-267,231.32	65.5%
647.00 · Employee Benefits				
648.00 · Insurances - Employee	70,290.88	0.00	70,290.88	100.0%
648.11 · HSA	26,545.33	0.00	26,545.33	100.0%
648.12 · PERSI	56,312.14	0.00	56,312.14	100.0%
648.13 · HRA	6,116.00	0.00	6,116.00	100.0%
648.14 · Phone Reim	360.75	0.00	360.75	100.0%
647.00 · Employee Benefits - Other	300.00	0.00	300.00	100.0%
Total 647.00 · Employee Benefits	159,925.10	0.00	159,925.10	100.0%
650.00 · Wages - Tax Employer	40,392.44	0.00	40,392.44	100.0%
Total 644 · Payroll, Benefits, & Taxes	707,706.24	774,620.02	-66,913.78	91.4%

8:29 AM

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

04/13/23

Profit & Loss Budget vs. Actual

Accrual Basis

October 2022 through March 2023

	Oct '22 - Mar 23	Budget	\$ Over Budget	% of Budget
655.00 - Workmens Compensation	0.00	10,000.02	-10,000.02	0.0%
660.00 - IT	9,011.38	15,000.00	-5,988.62	60.1%
675.00 - Fire Dept Grant Expend	0.00	400,000.00	-400,000.00	0.0%
700.00 - Payments - City of Idaho Falls	840,536.00	840,536.00	0.00	100.0%
Total Expense	1,955,584.64	2,253,904.18	-298,319.54	86.8%
Net Income	666,723.71	451,169.18	215,554.53	147.8%