

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

Minutes of Regular Meeting held September 14, 2023

The Bonneville County Fire Protection District No. 1 (“Fire District”) held its regular monthly meeting of Commissioners on Thursday the 14th day of September, 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 Ralph Isom, Derik Nielsen (via telephone), Tyler Gebbs, and David Long were present. Commissioner Dana Kirkham was absent. The following were also present: Attorney Abigail French, Attorney Douglas Nelson, Accountant Terri Gazdik, District Operations Officer Dick Fowler, Ammon Area Fire Chief Stacy Hyde, City of Idaho Falls Fire Department Chief Duane Nelson, Jason Howard, Jimmie Hitch, Markus Hyde (via Zoom), BCFD Station (via Zoom), Keith Banda, Bonneville County Planning & Zoning Fire Marshall Ron Anderson, Faye Virgil, Beberly Hott, 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 Ralph Isom.
2. **Approval of Minutes.** Minutes of the regular meeting of Commissioners held on August 10, 2023, were reviewed. A motion to accept the minutes was made by Tyler Gebbs and seconded by Derik Nielsen. Said motion carried with the following vote: Aye- Derik Nielsen, Tyler Gebbs, and Ralph Isom. Nay- None. David Long abstained from the vote citing his absence at the August 10, 2023 meeting.
3. **Monthly Financial Report and Bill Authorization.** The summary of accounts payable dated September 14, 2023, prepared and submitted by Accountant Terri Gazdik, was reviewed, with a total expenditure of \$42,472.46. Ms. Gazdik reviewed the expenditures and reported on related items. Ms. Gazdik reported that interest rates were rising to around 4 to 5% and noted that the District was in line with its annual budget. Following discussion and upon motion by David Long and seconded by Tyler Gebbs, and unanimously accepted, the report was approved for a total expenditure of \$42,472.46.
4. **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:
 1. Mr. Fowler reported that a haystack fire that had occurred at Johnsons’ Feedlot.

2. Mr. Fowler reported on the status of surplus property. Mr. Fowler reported that they anticipated adding more items to the surplus property list in the future.
 3. Mr. Fowler discussed a possible Christmas party for the District. Discussion was had on a possible holiday party.
- b. City of Idaho Falls Fire Department Chief Duane Nelson reported a total of one hundred and twelve (112) calls, forty-six (46) of which were fire related. Chief Nelson reported there had been a fairly large hay fire, which resulted in a significant loss. Chief Nelson reported that he had been working with Chief Hyde on the mutual aid agreement and anticipated bringing a draft agreement to a future meeting.
 - c. Ammon Area Fire Chief Stacy Hyde reported a total of thirty-one (31) calls, none of which were fire related. Chief Hyde reported they had some EMS assists with Idaho Falls. Chief Hyde also reported on the success of Ammon Days.

Chief Hyde reported the proposed resolution establishing fees; no action was taken on the proposed resolution.

Chief Hyde reported on the LIV (Life Safety Inspection Vault) Master Services Agreement. Discussion was had on whether fees were being assessed by the District. Following discussion, a motion to authorize Ralph Isom as designee of the District and authorize him to execute the LIV Master Services Agreement was made by David Long. The motion was seconded by Tyler Gebbs and unanimously approved.

Chief Hyde discussed his proposed updates to the operations manual and personnel policy manual. Chief Hyde explained the updates were necessary for consistency with the collective bargaining agreement. Discussion was had on the proposed updates, but no action was taken. It was agreed that Chief Hyde would circulate the documents to the commissioners so that they could review the proposed edits prior to adoption.

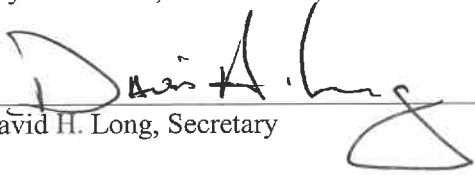
5. **Public Comment.** Beverly Hott and Greg Foster with Idaho Falls School District No. 91 made public comments about the needs of their students and requested that the District do what it can to provide opportunities for their students to “look, touch, and feel”, so that their students have a better understanding of what it means to be a fire fighter.
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 12:51 p.m.

Approved the 12th day of October, 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 12th day of October, 2023.



David H. Long, Secretary

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1
NOTICE AND AGENDA FOR MONTHLY MEETING
September 14, 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, September 14, 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 August 10, 2023.
Action: Approve minutes of regular meeting held 08/10/23.
3. Review and action on September 2023 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) Operations report.
 - (2) Discussion regarding surplus property and advertisement of surplus property.
 - (3) Discussion regarding Fire District Christmas Party.
 - 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.
 - (1) Discussion regarding changes to proposed Resolution 2023-001R - Setting BCFD1 Fees and possible action for passage and approval.
Possible Action: Passage and Approval of Resolution 2023-001R Setting BCFD1 Fees.
 - (2) Discussion regarding LIV (Life Safety Inspection Vault) Master Services Agreement.
Possible Action: Approve execution of the LIV (Life Safety Inspection Valt) Master Services Agreement.
 - (3) Discussion regarding Chief Hyde’s proposed revisions to personnel policy, operating procedures, and operations manual.
Possible Action: Approve proposed revisions to personnel policy, and/or operating procedures, and/or operations manual.
5. Patron and community comments (limited to 5 minutes each)

6. **Summary of Action Items:**
 - (a) **Approval of August 10, 2023 meeting minutes.**
 - (b) **Approval of monthly bills and financial report.**
 - (c) **Possible passage and approval of Resolution 2023-00R- Setting BCFD1 Fees.**
 - (d) **Possible approval to execute LIV (Life Safety Inspection Valt) Master Services Agreement.**
 - (e) **Possible approval of proposed revisions to personnel policy, and/or operating procedures, and/or operations manual.**
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
September 14, 2023

Vendor	Purchase	Invoice Date	Due Date	Invoice Amount	Net Amt Due
Nelson Hall Parry Tucker PA	Inv 8.30.23	08/30/23	Upon receipt	7,355.00	7,355.00
Cooper Norman	Inv 123584	09/07/23	Upon receipt	4,870.00	4,870.00
Century Link	208-524-9124	08/10/23	pd online	35.02	35.02
	208-525-4800	08/28/23	pd online	23.28	23.28
Rocky Mountain Power	S 55th, S 45th	08/23/23	pd online	73.35	73.35
	2137 S Ammon	08/23/23	pd online	768.23	768.23
	2137 S Ammon	08/23/23	pd online	257.42	257.42
Intermountain Gas	S 55th W	08/30/23	pd online	15.00	15.00
	2137 S Ammon	08/31/23	pd online	40.67	40.67
	3575 Brookfield Lane	08/31/23	pd online	35.05	35.05
Cardmember Services	Ammon	09/07/23	Upon receipt	3,509.21	3,509.21
	BCFD	09/01/23	Upon receipt	91.44	91.44
Active 911	Inv 509976	08/15/23	Upon receipt	126.10	126.10
Allied Business Solutions	Inv AR448214	08/03/23	Upon receipt	22.46	22.46
ALSCO	LBLA2419555,LBLA2415613	8/14, 8/28	Upon receipt	218.84	218.84
AC&S	Inv 28669,28501,28587	8/25,8/1,8/14	Upon receipt	518.76	518.76
B & K Lawn & Landscape	Inv 127435	08/18/23	Upon receipt	181.60	181.60
BPA Health	0033979-IN	09/01/23	Upon receipt	75.00	75.00
City of Ammon	2137 S Ammon	08/23/23	Upon receipt	125.80	125.80
	3575 Brookfield	08/23/23	Upon receipt	(106.70)	(106.70)
D & L Cleaners	Inv 9-1-2023	09/01/23	Upon receipt	85.40	85.40
D. Sterling	Inv 2457	08/11/23	Upon receipt	165.00	165.00
ICRMP	Inv 10-15-23	09/01/23	Upon receipt	12,039.00	12,039.00
LN Curtis & Sons	Inv 736877	08/16/23	Upon receipt	747.33	747.33
LN Curtis & Sons	INV707416 ,INV719741	5/23&6/29	Upon receipt	268.12	268.12
Matt Cardon	8/17/2023 Contract Fire	08/17/23	Upon receipt	44.38	44.38
O'Reilly	Stmt 8/28/2023	08/28/23	Upon receipt	260.85	260.85
Real Enterprises LLC	Inv 8/28/2023	08/28/23	Upon receipt	4,282.20	4,282.20
SymbolArts	Inv 375619	09/07/23	Upon receipt	3,925.50	3,925.50
T-Mobile	Inv9/13/23	08/22/23	Upon receipt	220.50	220.50
Wex Fuel	Aug billing	08/31/23	Upon receipt	2,198.65	2,198.65
Total				42,472.46	42,472.46

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	254,568.60 2.00%
East Idaho Credit Union checking		5.00
Mountain America Federal Credit Union	matures 3/19/25	303,039.20 4.56%
Westmark	matures 4/24/2024	280,596.02 5.25%
Citizens Community Bank/Glacier	matures 5/27/2024	275,042.42 4.00%
Lookout CU	matures 10/22/23	266,038.05 0.25%
Bank of Commerce CD #821B	matures 6/24/2024	290,676.97 4.25%
Connections CU CD	matures 6/1/2024	277,809.37 3.35%
DL Evans	matures 3/27/2024	263,858.04 3.05%
LGIP		4,395,651.44 5.17%
Stifel		505,164.88 4.50%
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		25.00
Lookout Credit Union savings		25.70
Bank of Commerce savings		50,112.38 0.41%
Bank of Commerce		91,511.95
Bank of Commerce MM		5,332.08 1.50%
TOTAL		7,537,128.39

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	x 420,268.00
Total	1,681,072.00

Authorization to pay bills



9:33 AM

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

Profit & Loss Budget vs. Actual

09/14/23

October 2022 through August 2023

Accrual Basis

	Oct '22 - Aug 23	Budget	\$ Over Budget
Income			
400.00 · Tax Revenues	4,039,971.34	3,648,618.83	391,352.51
4040.00 · Gain/loss on investments	25,000.00	0.00	25,000.00
410.00 · Interest Income	161,432.02	11,458.33	149,973.69
420.00 · Miscellaneous Income	31,549.27	22,275.00	9,274.27
440.00 · Grant Proceeds	0.00	400,000.00	-400,000.00
Total Income	4,257,952.63	4,082,352.16	175,600.47
Expense			
500.00 · Advertising			
501.02 · Public Relations - Ammon	4,364.33	0.00	4,364.33
502.02 · Fire Prevention - Ammon	714.95	0.00	714.95
500.00 · Advertising - Other	0.00	4,583.33	-4,583.33
Total 500.00 · Advertising	5,079.28	4,583.33	495.95
505.00 · Auto - Fuel & Oil	15,829.99	22,916.00	-7,086.01
510.00 · Bank Charges	0.10	0.00	0.10
520.00 · Capital Outlay	268,030.41	59,583.34	208,447.07
530.00 · Travel	31.04	0.00	31.04
535.00 · Dues & Subscriptions	3,179.20	4,583.34	-1,404.14
542.00 · Equipment Rent	1,872.00	0.00	1,872.00
550.00 · Ins - Fire, Auto & Liab.	9,646.50	27,500.00	-17,853.50
568.00 · Audit Fees	14,000.00	9,166.67	4,833.33
569.00 · Accounting Costs	45,966.55	41,250.00	4,716.55
570.00 · Legal Costs	68,807.80	57,750.00	11,057.80
574.00 · Contract Services-Machine Hire	0.00	1,375.00	-1,375.00
575.00 · Building Maintenance/Operation	33,160.32	28,416.67	4,743.65
576.00 · Ground Repair & Maint	1,647.74	0.00	1,647.74
580.00 · Miscellaneous	4,401.30	0.00	4,401.30
581.02 · Clothing & Uniforms - Ammon	4,227.30	0.00	4,227.30
582.02 · Personal Protective Equip-Ammon	2,279.34	0.00	2,279.34
583.02 · Postage - Ammon	146.56	0.00	146.56
584.02 · Health & Safety - Ammon	1,524.20	0.00	1,524.20
585.00 · Office Supplies/Expense	831.44	0.00	831.44
586.00 · Training & Certification	498.33	4,583.34	-4,085.01
615.00 · Repairs & Maint - Equipment	15,298.25	46,750.00	-31,451.75
616.00 · Vehicle Repair & Maintenance	36,747.76	0.00	36,747.76
625.00 · Supplies	16,164.23	59,583.34	-43,419.11
630.00 · Taxes & Licenses	304.42	0.00	304.42
640.00 · Utilities	14,388.50	23,833.34	-9,444.84
644 · Payroll, Benefits, & Taxes			
645.00 · Wages & Salaries	881,078.65	1,420,136.67	-539,058.02
647.00 · Employee Benefits			
648.00 · Insurances - Employee	126,375.33	0.00	126,375.33
648.11 · HSA	39,198.72	0.00	39,198.72
648.12 · PERSI	103,558.81	0.00	103,558.81
648.13 · HRA	8,453.80	0.00	8,453.80
648.14 · Phone Reim	666.00	0.00	666.00
647.00 · Employee Benefits - Other	675.00	0.00	675.00
Total 647.00 · Employee Benefits	278,927.66	0.00	278,927.66
650.00 · Wages - Tax Employer	70,589.30	0.00	70,589.30

9:33 AM

09/14/23

Accrual Basis

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

Profit & Loss Budget vs. Actual

October 2022 through August 2023

	<u>Oct '22 - Aug 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
644 · Payroll, Benefits, & Taxes - Other	623.62		
Total 644 · Payroll, Benefits, & Taxes	1,231,219.23	1,420,136.67	-188,917.44
655.00 · Workmens Compensation	43,843.00	18,333.34	25,509.66
660.00 · IT	14,586.06	27,500.00	-12,913.94
675.00 · Fire Dept Grant Expend	0.00	400,000.00	-400,000.00
700.00 · Payments - City of Idaho Falls	1,681,072.00	1,681,072.00	0.00
Total Expense	3,534,782.85	3,938,916.38	-404,133.53
Net Income	723,169.78	143,435.78	579,734.00