

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1
Minutes of Regular Meeting held October 13, 2020

The Bonneville County Fire Protection District No. 1 (“Fire District”) held its regular monthly meeting of Commissioners on Tuesday the 13th day of October, 2020 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 following were present:

Commissioners Dan Gubler, David Long and Ralph Isom were present. The following were also present: District Operations Officer, Dick Fowler; District accountant Terri Gazdik; legal counsel, Doug Nelson; and City Fire Chief, Duane Nelson (via telephone); and, Ammon Fire Chief Stacy Hyde, Ammon City Manager Micah Austin and Ammon Area Consultant, Russell Slack.

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 12:08 p.m. by Dan Gubler, acting as Chairman.
2. **Approval of Minutes.** Minutes of the regular meeting of Commissioners held on September 8, 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, Bill Authorization and Proposed Budget.** The summary of accounts payable dated October 13, 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 **\$493,324.88**. The commissioners briefly discussed the new gas pay system through WEX for fuel which is expected to accurately account for state and federal taxes for fuel. It was unanimously determined to allocate \$2,000 to the WEX account upon motion made by Ralph Isom and seconded by Dan Gubler.

Commissioner Dave Long moved to accept the letter of engagement from Dana Izatt to serve as the outside auditor for the next fiscal year of the District beginning October 1, 2020 and ending September 30, 2021. The motion was seconded by Ralph Isom and unanimously passed.

4. **Review and Discussion.** The following items were reported or discussed:

- a. The monthly activity report from chief Stacy Hyde dated October 7, 2020 was reviewed and will be attached to these minutes. lating to the Ammon area and Micah Austin the Ammon City manager.
 - b. Ammon City Manager, Micah Austin reported on the Urban Renewal District for the area of lang north of Walmart between Hitt Road, consisting of 3 sections, which extend north to 14th street. He provided the District notice and documents relating to the Urban Renewal District that is being proposed.
 - c. Chief Nelson reported on GPS emitters and other equipment for vehicles that has been currently delayed because service personnel and installers have not been allowed into stations as the result of COVID-19 precautions. Dan Gubler suggested emitter equipment be ordered with the bill for County vehicles being sent direct to the Fire District. It was also discussed that the City and County would be leaving equipment for use in the out of area fires for as long as possible.
 - d. Steve Serr reprted that there has been commercial annexation allong Woodruff Avenue to the Highway. No further information was presented by the County.
5. **Idaho Falls and Bonneville County Reports.** See item 4 c and d, above.re being replaced by the City. There was no separate report from the County.
 6. **Public Comment.** Public comment was invited but none was provided.
 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 1:06 p.m.

Approved the 10th day of November, 2020.


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 10th day of November, 2020.


Ralph Isom, Secretary

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

NOTICE AND AGENDA FOR MONTHLY MEETING

October 13, 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, October 13, 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 and welcome of Ammon advisors (Chairman)
- 2.. Review and approval of minutes for the regular meeting held September 8, 2020.
Action: Approve minutes of regular meeting held 09/08/2020.
3. Review and action on October, 2020 monthly bills and financial statement (Terri Gazdik). Review and action on proposal of CPA Dana Izatt to conduct the independent financial audit of the Fire District for the fiscal year commencing October 1, 2019 and ending September 30, 2020.
Action: Approve monthly bills and financial report
Action: Approve engagement letter to retain CPA Dana Izatt to perform an independent financial audit of the Fire District for the fiscal year commencing October 1, 2019 and ending September 30, 2020.
4. District Liaison and Ammon Area reports and discussion on pending matters.
5. Comments/ report from Idaho Falls Fire Department and Bonneville County and public.
6. **Summary of Scheduled Action Items:**
(a) Approval of September 8, 2020 meeting minutes.
(b) Approval of the October, 2020 monthly bill and financial statement.
(c) Approval of engagement letter to retain CPA Dana Izatt to perform an independent financial audit of the Fire District for the fiscal year commencing October 1, 2019 and ending September 30, 2020.
7. Recess/Adjournment

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



AMMON FIRE DEPARTMENT
2135 South Ammon Road
Ammon, Idaho, 83406
Phone: 208-612-4000 Fax: 208-612-4071
www.ci.ammon.id.us



October 7, 2020

Monthly Activity Summary - September

Emergency Response

Alarm Activations: 13
Motor Vehicle Accidents: 3
Hazardous Condition – Gas Leak: 3
Hazardous Condition – Carbon Monoxide: 2
Hazardous Condition – Bomb Scare/ Suspicious Package: 1

Prevention, Education & Public Information

Post Register and Local News 8 Interviews
School District #93 Fire Drills
Public Education Video with 1 800 Board Up
Monthly Inspections up to date

Contract Fire Update

Tender 1 is in Naples UT being repaired (fire paying repair costs)
All other units have returned to jurisdiction.

Training Summary

Cadet Firefighter Class concluded HazMat Training and testing – 8 firefighters certified.
All other in-house training had been suspended due to the pandemic; will resume in October.

Stacy Hyde

Fire Chief

**Bonneville County Fire Protection District #1
Summary of Accounts Payable
October 13, 2020**

Vendor	Purchase	Invoice Date	Due Date	Invoice Amount	Discount Available	Net Amt Due
Dick Fowler	Sept consulting	09/30/20	Upon receipt	1,075.00		1,075.00
Nelson Hall Parry Tucker PA	Sept consulting	09/30/20	Upon receipt	4,098.00		4,098.00
Cooper Norman	Sept consulting	09/30/20	Upon receipt	2,548.00		2,548.00
Century Link	208-524-9124 208-525-4800	10/03/20 10/18/20	pd online pd online	35.02 14.21		35.02 14.21
Rocky Mountain Power	6/23/2020	09/23/20	Upon receipt	265.01		265.01
Intermountain Gas	S 55th W S 45th W E 65th S	10/01/20 10/06/20 10/06/20	Upon receipt Upon receipt Upon receipt	10.01 9.50 30.62		10.01 9.50 30.62
Cardmember Services	Fybercom, Wesco, Walmart, Ben's	10/08/20	Upon receipt	382.33		382.33
Alan Clark Construction	10/12/2020	10/12/20	Upon receipt	58,516.20		58,516.20
Benny's Lawn Care	Inv 22913 cleanup/sprinkler winterize	9/30 & 10/8	Upon receipt	1,295.00		1,295.00
Bergren Diesel Inc	Inv 7916	08/03/20	Upon receipt	1,133.91		1,133.91
MWS.DEV	Inv 1664381129	10/06/20	Upon receipt	820.00		820.00
Teton Communications	Inv 16624 Inv 16496	10/01/20 09/08/20	Upon receipt Upon receipt	1,872.00 952.00		1,872.00 952.00
City of Idaho Falls	Oct payment	10/10/20	Upon receipt	420,268.07		420,268.07
Total				493,324.88		493,324.88

Financial Institution		Amount	Current Interest Rate
Idaho Central Credit Union	matures 11/28/2020	273,371.46	2.00%
Mountain America Federal Credit Union	matures 3/19/21	293,026.57	3.25%
Westmark	matures 1/2/2021	274,755.52	1.95%
Citizens Community Bank/Glacier	matures 4/24/2021	259,130.60	2.50%
ISU CU	matures 10/27/20	263,993.40	1.40%
Bank of Commerce CD #6216	matures 6/11/2021	282,544.90	0.25%
Connections CU CD	matures 6/01/2021	268,368.17	2.00%
DL Evans	matures 3/27/2021	255,693.70	1.75%
LGIP		1,793,130.88	0.58%
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		-403,243.93	
Bank of Commerce MM		5,279.69	0.05%
TOTAL		3,566,188.29	

Fiscal year 2020/2021 City of Idaho Falls payments		
Due		
October	x	420,268.07
January		420,268.07
April		420,268.07
July		420,268.07
Total		1,681,072.28

Authorization to pay bills



BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

Profit & Loss Budget vs. Actual

October 2019 through September 2020

Accrual Basis

	Oct '19 - Sep 20	Budget	\$ Over Budget	% of Budget
Income				
400.00 · Tax Revenues	2,429,905.36	2,208,760.00	221,145.36	110.0%
410.00 · Interest Income	57,036.07	41,000.00	16,036.07	139.1%
420.00 · Miscellaneous Income	26,682.32	0.00	26,682.32	100.0%
Total Income	2,513,623.75	2,249,760.00	263,863.75	111.7%
Expense				
500.00 · Advertising	155.80	0.00	155.80	100.0%
505.00 · Auto - Fuel & Oil	351.53	2,500.00	-2,148.47	14.1%
520.00 · Capital Outlay	289,467.06	390,000.00	-100,532.94	74.2%
530.00 · Travel	1,055.16	2,500.00	-1,444.84	42.2%
535.00 · Dues & Subscriptions	1,000.00	1,000.00	0.00	100.0%
550.00 · Ins - Fire, Auto & Liab.	1,885.00	1,000.00	885.00	188.5%
568.00 · Audit Fees	6,500.00	6,500.00	0.00	100.0%
569.00 · Accounting Costs	20,952.50	17,500.00	3,452.50	119.7%
570.00 · Legal Costs	55,282.31	36,000.00	19,282.31	153.6%
571.00 · Consulting Services - Website	0.00	2,000.00	-2,000.00	0.0%
572.00 · Contract Services-Inspections	0.00	15,000.00	-15,000.00	0.0%
573.00 · Consulting	12,900.00	12,900.00	0.00	100.0%
574.00 · Contract Services-Machine Hire	0.00	1,500.00	-1,500.00	0.0%
575.00 · Building Maintenance/Operation	3,596.39	10,000.00	-6,403.61	36.0%
576.00 · Ground Repair & Maint	1,070.00	0.00	1,070.00	100.0%
580.00 · Miscellaneous	100.00	0.00	100.00	100.0%
585.00 · Office Supplies/Expense	1,101.45	0.00	1,101.45	100.0%
615.00 · Repairs & Maint - Equipment	15,401.91	20,000.00	-4,598.09	77.0%
616.00 · Vehicle Repair & Maintenance	2,800.00	0.00	2,800.00	100.0%
625.00 · Supplies	0.00	10,788.00	-10,788.00	0.0%
630.00 · Taxes & Licenses	287.00	0.00	287.00	100.0%
633.00 · Payroll Taxes	2,065.53	200.00	1,865.53	1,032.8%
640.00 · Utilities	7,318.74	7,500.00	-181.26	97.6%
645.00 · Wages & Salaries	27,000.00	31,800.00	-4,800.00	84.9%
647.00 · Employee Benefits				
647.02 · Employee Benefits - Ammon				
648.00 · Insurance - Life	55.06	0.00	55.06	100.0%
Total 647.02 · Employee Benefits - Ammon	55.06	0.00	55.06	100.0%
Total 647.00 · Employee Benefits	55.06	0.00	55.06	100.0%
655.00 · Workmens Compensation	150.00	0.00	150.00	100.0%
700.00 · Payments - City of Idaho Falls	1,681,072.00	1,681,072.00	0.00	100.0%
Total Expense	2,131,567.44	2,249,760.00	-118,192.56	94.7%
Net Income	382,056.31	0.00	382,056.31	100.0%