

## BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

### Minutes of Regular Meeting held September 12, 2024

The Bonneville County Fire Protection District No. 1 (“Fire District”) held its regular monthly meeting of Commissioners on Thursday the 12<sup>th</sup> of September 2024 at the offices of Nelson Hall Parry Tucker, PLLC, at 490 Memorial Drive, Suite 200, Idaho Falls, Idaho 83402 convening at 12:01 p.m. The meeting was broadcast via Zoom with the following Meeting ID No. 843 1907 5816, and Passcode Fire2024.

The following were present:

Commissioners Ralph Isom, Derik Nielsen (via Zoom), David Long, Dana Kirkham, and Tyler Gebs (via Zoom) were present. The following were also present: Attorney Doug Nelson, Legal Assistant Michelle Ruiz,, District Operations Officer Dick Fowler, Fire Chief Stacy Hyde, City of Idaho Falls Fire Department Chief Duane Nelson, Jimmie Hitch (via Zoom), Greg Foster, Steve Berg (via Zoom), Accountant Terri Gazdik, Scott Norman, Ucon City Fire Chief, and Sherry Glick, IFPD Dispatch Manager. 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 Chairman Ralph Isom.
2. **Approval of Minutes.** Minutes of the regular meeting of Commissioners held on August 8, 2024, were reviewed. A motion to accept the regular meeting minutes was made by Tyler Gebs and seconded by David Long. Said motion carried by unanimous vote of the Commissioners.
3. **Monthly Financial Report and Bill Authorization.** The summary of accounts payable dated September 12, 2024, prepared and submitted by Accountant Terri Gazdik, was presented by Terri Gazdik. Following discussion, a motion was made by Dana Kirkham and seconded by David Long, and unanimously accepted, to approve the total expenditure of \$77,088.07.
4. **Discussion and Reports.** The following items were reviewed and discussed, or actions were taken:
  - a. District Operations Officer Dick Fowler gave his monthly report, which included the following:
    - A report that one tanker has been out on wild fire response and a second tanker, currently under construction, has received input from Chief Stacy Hyde regarding certain required parts and the retrofitting of the chassis for the water tank, installation of new

valve and pump were identified which may require as much as six months additional time and as much as \$6,000.00 additional expense.

b. Dick Fowler also brought discussion regarding request from Sage Race Way, namely its request for a standby fire truck during an upcoming race and possible action to approve the request for a standby fire truck for the final two races of the season.

- Sage Race Way is located approximately 17 miles away from Idaho Falls, which is about a 20-minute response time for a Station 5 truck. This is too long of a response time should a catastrophic incident occur during one of the races. On Fridays, the track tests and tunes, and Saturdays are the main event involving racing of street cars (150 mph in 1/8<sup>th</sup> mile), some cars using alcohol-burning fuel. There are extinguishers available but may be all dry powder and not lasting long enough for use in emergency situation. In the past, the race track owners have requested a stand by fire truck for special events; however, they are now seeking coverage for all Saturday events by 1 truck for approximately 8 hours. This would be for fire service only, and would not include EMS.
- The cost proposed by Sage Race Way for standby fire truck at the event is \$600 per day, which is less than the usual IDL rate of \$242/hr.
- Dana brought forward the need to remain fair and consistent in application of the law as far as providing standby units to private events. If the Fire District provides standby, it may also take on liability that is different from emergency response due to a contractual obligation (i.e. if catastrophic incident occurs while Fire District is on standby at the event, they could potentially be held liable for not responding quickly enough). She noted that the participants shouldn't be racing nor the private organization holding the race if they can't do it safely, and the public shouldn't have to bear the burden for a private company's event.
- Doug Nelson indicated that Sage Race Way appears to be looking for more immediate response assistance for upcoming events. Mr. Nelson questioned whether our legal obligations for response to an incident at a private location would be different as opposed to an incident on a public road that results in fire.
- Duane Nelson stated that pre-staging is done for events such as the rodeo and the 4<sup>th</sup> of July and that there is a provisional contract to have an ambulance at such events for an agreed upon fee.

- Greg Foster, instructor with School District 93 which provides technical education to students interested in firefighting, mentioned that he was previously contracted as an independent 1099 worker for “Bristol” events and he would be willing to consider providing a truck but would need trained personnel to be available. Mr. Foster suggested that private personnel may be a solution, but they would need proper PPE.
  - Chief Norman said he doesn’t have the means presently to assist.
  - Commissioner Derik Nielsen suggested the risk is too great (in terms of liability)
  - Ralph Isom indicated that the long-term plan should be for them to secure their own private personnel not through the city, and several others agreed. Bottom line was whether or not to provide the services they are asking for the immediate upcoming events and at what price to do it.
  - **Dana Kirkham made a motion to provide for two more races at the standard IDL rate.**
  - **David Long seconds the motion**
  - Aye: all; Nay: none
- c. Dick Fowler then brought discussion regarding proposed development of 65th parcel and possible action to authorize the hiring of a qualified professional to survey the parcel.
- Dick Fowler shared that the property must be built up and needs a survey for an updated legal description. The location benefits Ammon.
  - Dana Kirkham stated her view that strategic planning suggests the property be sold; however, she suggested that it should just sit until more information from further planning is available.
  - Ralph doesn’t think property should be sold as it was intended to be used as a place to build a new station
  - Doug indicated that we have a fee simple title on this property without a contractual limitation on its use.
  - The matter was discussed but no motion was brought.
- d. Chief Duane Nelson, reported regarding Idaho Falls Fire Department activity and needs
- Experienced mostly field fires, nothing major (one \$10,000 car loss)
  - Working toward resolving duplication issues between IF & Ammon; potential to move to automatic aid response to fire incidents and to remove city response boundary and working in unified approach to all incidents.
  - EMT class training for IF may be pursued

- Training, including possible cross-staff/crew swaps between IF & Ammon is under discussion. Discussion includes work toward one dispatch to resolve duplication
- e. Chief Stacy Hyde discussed the Fire District’s proposed use of the City of Ammon’s fueling station, to include review and possible approval of the proposed use agreement between the City of Ammon and the Fire District.
- Discussed possible upgrade to current dispatch system (\$50,000-\$60,000 for installation per station); hopeful to complete by next fall
  - Working toward long-term strategic plan with IF
  - Discussed crew swapping for 25 shift with IF for good cohesion (contractual language would be necessary)
  - For Ammon activity in the last month:
    - 31 total calls (assisted Swan Valley), 11 false alarms, assisted other agencies (72 hrs free assistance for large wildfire), 32 public education events, 55 total inspections, including Amazon building which is not compliant since day 1, failed twice – Feb 2023 and this year. Fire watch required while personnel present (Amazon may elect to do 24 hours). Amazon needs to upgrade pump and electrical system to be compliant. Fire hydrant blew during testing.
- f. Regarding Fueling Station Agreement (Ammon):
- Motion brought by Dana to authorize signing
  - Second by David
  - Aye: All; Nay: None
  - Agreement was signed by Ralph Isom in duplicated and given to Stacy Hyde to obtain Ammon office signatures.

5. **Public Comment.** No public comments were made.

6. **Summary of Actions Taken.**

a. **Approval of August 8, 2024 regular meeting minutes.**

b. **Approval of monthly bill and financial report.**

c. **Approval of offer for Sage Race Way use of standby fire truck during 2 upcoming races at standard IDL rates.**

d. **Authorization to executed a fueling station use agreement between the Fire District and the City of Amm.**

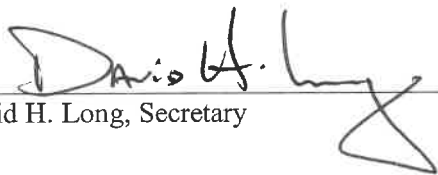
7. **Adjournment.** There being no further business to come before the Board of Commissioners at the meeting a motion was made to adjourn by Dana Kirkham and seconded by David Long with unanimous approval at 1:23 p.m.

Approved the \_\_\_\_ day of October, 2024.

  
\_\_\_\_\_  
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 12<sup>th</sup> day of September, 2024.

  
\_\_\_\_\_  
David H. Long, Secretary


**Bonneville County Fire Protection District #1**  
**Summary of Accounts Payable**  
**September 12, 2024**

Vendor	Purchase	Invoice Date	Due Date	Invoice Amount	Net Amt Due
Nelson Hall Parry Tucker PA	August billing	08/31/24	Upon receipt	4,169.85	4,169.85
Cooper Norman	August billing	08/31/24	Upon receipt	3,486.50	3,486.50
Century Link	208-524-9124 208-525-4800	08/10/24 08/28/24	pd online pd online	35.02 21.81	35.02 21.81
Rocky Mountain Power	S 55th, S 45th 2137 S Ammon 2137 S Ammon	08/29/24 08/07/24 08/07/24	pd online pd online pd online	134.51 862.10 166.72	134.51 862.10 166.72
Intermountain Gas	144 S 55th W 2137 S Ammon 3575 Brookfield Lane	08/29/24 08/30/24 08/30/24	pd online pd online pd online	16.32 32.34 20.36	16.32 32.34 20.36
Cardmember Services	Ammon BCFD S Berg K Banda	09/06/24 09/06/24 09/06/24 08/08/24	Upon receipt Upon receipt Upon receipt Upon receipt	9,091.94 336.98 355.88 25.00	9,091.94 336.98 355.88 25.00
AC & S LLC	Inv 30940	08/15/24	Upon receipt	279.95	279.95
ALSCO	LBLA2514895, LBLA2517818	8/16,8/28	Upon receipt	248.24	248.24
BPA Health	Inv 58847	08/01/24	Upon receipt	78.75	78.75
City of Ammon	2137 S Ammon 3575 Brookfield	08/30/24 08/30/24	Upon receipt Upon receipt	141.80 297.02	141.80 297.02
FleetPride	Inv3419,3253,3479,9090	8/13-9/5	Upon receipt	27,368.86	27,368.86
ICRMP	Inv 08169-2025-1	09/01/24	Upon receipt	15,650.50	15,650.50
Idaho Furnace Plumbing Svc	Inv 27838293	8/1/24	Upon receipt	2,361.94	2,361.94
LN Curtis	Inv 803806,850954,CM 39822	3/21,7/31	Upon receipt	1,154.02	1,154.02
Municipal Emergency Services	Inv 2101038	08/13/24	Upon receipt	642.53	642.53
O'Reilly	Inv 3832-209613	08/16/24	Upon receipt	53.58	53.58
Powerhouse Coach	Phase 1	08/31/24	Upon receipt	6,000.00	6,000.00
Point S Ron's Tire and Motorsports	Inv 4125577,4153778	09/03/24	Upon receipt	396.04	396.04
T-Mobile	July and August	7/31,8/31	Upon receipt	717.06	717.06
Teton Communications	Inv 27471	08/28/24	Upon receipt	302.55	302.55
Wex Fuel	August billing	08/31/24	Upon receipt	2,639.90	2,639.90
	Total			<b>77,088.07</b>	<b>77,088.07</b>

Financial Institution	Amount	Current Interest Rate
Idaho Central Credit Union	277,584.64	4.72%
Frontier Credit Union	260,645.93	4.25%
Mountain America Federal Credit Union	316,908.73	4.56%
Westmark	291,694.94	5.25%
Citizens Community Bank/Glacier	284,667.25	4.00%
Lookout CU	266,205.73	5.11%
Bank of Commerce CD #6216	300,895.86	4.94%
Connections CU CD	287,638.40	4.79%
DL Evans	275,534.81	4.91%
LGIP	4,787,219.80	5.19%
Stifel	530,475.47	5.00%
Connections savings	31.37	
Frontier savings	8.50	
Idaho Central Credit Union Savings	25.00	
Mountain America Federal Credit Union	5.00	
Westmark Savings	25.28	
Lookout Credit Union savings	9,236.82	
Lookout Credit Union savings	25.70	
Bank of Commerce savings	50,361.70	0.50%
Bank of Commerce	402,861.15	
Bank of Commerce MM	5,411.75	1.50%
<b>TOTAL</b>	<b>8,347,463.83</b>	

Fiscal year	2023-2024
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



BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

Profit & Loss Budget vs. Actual

October 2023 through August 2024

09/11/24

Accrual Basis

	Oct '23 - Aug 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
400.00 · Tax Revenues	3,945,810.01	3,861,191.00	84,619.01	102.2%
410.00 · Interest Income	309,671.11	288,750.00	20,921.11	107.2%
420.00 · Miscellaneous Income	60,069.06	160,786.08	-100,717.02	37.4%
440.00 · Grant Proceeds	3,000.00	427,500.00	-424,500.00	0.7%
<b>Total Income</b>	<b>4,318,550.18</b>	<b>4,738,227.08</b>	<b>-419,676.90</b>	<b>91.1%</b>
<b>Expense</b>				
500.00 · Advertising	9,668.35	9,166.67	501.68	105.5%
505.00 · Auto - Fuel & Oil	19,358.56	18,333.33	1,025.23	105.6%
510.00 · Bank Charges	2.40	0.00	2.40	100.0%
520.00 · Capital Outlay	92,361.86	646,250.00	-553,888.14	14.3%
530.00 · Travel	293.96	0.00	293.96	100.0%
535.00 · Dues & Subscriptions	2,149.00	4,583.33	-2,434.33	46.9%
550.00 · Ins - Fire, Auto & Liab.	12,039.00	22,916.67	-10,877.67	52.5%
568.00 · Audit Fees	18,000.00	13,750.00	4,250.00	130.9%
569.00 · Accounting Costs	54,479.20	55,000.00	-520.80	99.1%
570.00 · Legal Costs	66,747.86	62,333.33	4,414.53	107.1%
572.00 · Contract Services - Fires	50.95	8,438.53	-8,387.58	0.6%
575.00 · Building Maintenance/Operation	26,730.61	32,083.33	-5,352.72	83.3%
576.00 · Ground Repair & Maint	615.00	0.00	615.00	100.0%
580.00 · Miscellaneous	7,538.94	0.00	7,538.94	100.0%
581.02 · Clothing & Uniforms - Ammon	16,282.61	0.00	16,282.61	100.0%
582.02 · Personal Protective Equip-Ammon	12,687.50	0.00	12,687.50	100.0%
583.02 · Postage - Ammon	25.08	0.00	25.08	100.0%
584.02 · Health & Safety - Ammon	1,450.08	0.00	1,450.08	100.0%
585.00 · Office Supplies/Expense	614.54	0.00	614.54	100.0%
586.00 · Training & Certification	14,841.16	6,875.00	7,966.16	215.9%
615.00 · Repairs & Maint - Equipment	10,451.52	41,250.00	-30,798.48	25.3%
616.00 · Vehicle Repair & Maintenance	47,151.50	0.00	47,151.50	100.0%
625.00 · Supplies	27,103.48	59,583.33	-32,479.85	45.5%
630.00 · Taxes & Licenses	1,196.00	0.00	1,196.00	100.0%
640.00 · Utilities	21,470.35	22,916.67	-1,446.32	93.7%
644 · Payroll, Benefits, & Taxes				
645.00 · Wages & Salaries	1,096,399.42	1,824,854.16	-728,454.74	60.1%
647.00 · Employee Benefits				
648.00 · Insurances - Employee	205,145.52	0.00	205,145.52	100.0%
648.11 · HSA	26,372.13	0.00	26,372.13	100.0%
648.12 · PERSI	130,188.90	0.00	130,188.90	100.0%
648.13 · HRA	2,674.42	0.00	2,674.42	100.0%
648.14 · Phone Reim	27.75	0.00	27.75	100.0%
647.00 · Employee Benefits - Other	780.00	0.00	780.00	100.0%
<b>Total 647.00 · Employee Benefits</b>	<b>365,188.72</b>	<b>0.00</b>	<b>365,188.72</b>	<b>100.0%</b>
650.00 · Wages - Tax Employer	82,864.93	0.00	82,864.93	100.0%
644 · Payroll, Benefits, & Taxes - Other	12,656.08			
<b>Total 644 · Payroll, Benefits, &amp; Taxes</b>	<b>1,557,109.15</b>	<b>1,824,854.16</b>	<b>-267,745.01</b>	<b>85.3%</b>
655.00 · Workmens Compensation	42,327.00	41,250.00	1,077.00	102.6%
660.00 · IT	20,830.17	20,625.00	205.17	101.0%
675.00 · Fire Dept Grant Expend	8,143.70	0.00	8,143.70	100.0%
700.00 · Payments - City of Idaho Falls	1,681,072.00	1,681,072.00	0.00	100.0%
<b>Total Expense</b>	<b>3,772,791.53</b>	<b>4,571,281.35</b>	<b>-798,489.82</b>	<b>82.5%</b>
<b>Net Income</b>	<b>545,758.65</b>	<b>166,945.73</b>	<b>378,812.92</b>	<b>326.9%</b>

**FUELING STATION USE AGREEMENT**

This *Fueling Station Use Agreement* ("**Agreement**"), dated to be effective as of 9/19/24 (the "**Effective Date**"), is entered into by and between Bonneville County Fire Protection District #1 ("**Buyer**"), and the City of Ammon ("**Seller**"). Each of Buyer and Seller is referred to herein individually as a "**Party**" and collectively, as the "**Parties**."

1. **Term.** The term of this Agreement (the "**Term**"), shall be from the Effective Date through September 30, 2026 (the "**Expiration Date**").
2. **Purchase and Sale.** Seller agrees to sell and make available to Buyer, via Seller's established fueling station, which is owned and operated by Seller, both unleaded fuel and diesel fuel, the "**Product**", and Buyer agrees to purchase and receive the Product from Seller in accordance with the terms and provisions of this Agreement.
3. **Volume Requirements:** In each calendar month during the Term, Seller agrees to sell to Buyer, and Buyer agrees to purchase from Seller, at least fifty (50) gallons of Product per month.
4. **Price and Payment.** Buyer agrees to pay Seller for the purchase of the Product dispensed under this Agreement. Payment shall be calculated as follows: Buyer shall reimburse Seller for Seller's exact cost of the purchase of the Product without markup and credit for any discount, with the exact cost being the amount Seller paid per gallon to its supplier of the Product. In addition, Buyer agrees to pay an additional \$0.09 cents per gallon to Seller. Payment shall be made within thirty (30) days from the date of Seller's monthly invoice.
5. **Default; Termination.** This Agreement may be terminated by either party upon thirty (30) days written notice for failure by either party to comply with the terms and conditions of this Agreement, specifically including, but not limited to, the failure of Buyer to purchase the minimum amount of product monthly.
6. **Notices.** All notices required by, permitted by or otherwise related to this Agreement shall be in writing and sent by electronic mail, overnight courier, hand, registered or certified mail, return receipt requested with all postage fully paid to the relevant Party at the address set forth in the signature block below. A Party may change or provide additional notice information to the other by giving notice in accordance with this section. A notice shall be deemed to have been received by a Party if delivered by hand or sent by overnight courier, on the day of delivery if a Business Day, or if not a Business Day, on the immediately following Business Day, or if sent by electronic mail, registered or certified mail, return receipt requested, on the date of receipt.

Buyer and Seller have executed this Agreement to be effective for all purposes as of the Effective Date.

**BUYER:**  
Bonneville County Fire Protection District #1

By:   
Name: Ralph Isom  
Title: Chairman

**Notice to Buyer:**  
Bonneville County Fire Protection District #1  
Attn: Ralph Isom  
Address: 490 Memorial Drive  
Idaho Falls, ID 83402  
Email: [affrench@nhptlaw.net](mailto:affrench@nhptlaw.net)

**SELLER:**  
City of Ammon

By:   
Name: Sean Colletti  
Title: Mayor

**Notice to Seller:**  
City of Ammon  
Attn: Sean Colletti  
Address: 2135 S. Ammon Road  
Ammon, ID 83406  
Email: [scolletti@cityofammon.us](mailto:scolletti@cityofammon.us)