

## BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

### Minutes of Regular Meeting held December 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> day of December 2024, 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. 843 1907 5816, and Passcode Fire2024.

The following were present:

Commissioners Ralph Isom, Derik Nielsen, and David Long were present. Commissioners Tyler Gebbs and Dana Kirkham were absent. The following were also present: Attorney Abigail French, Accountant Terri Gazdik, District Communications Officer Dick Fowler, Fire Chief Stacy Hyde, City of Idaho Falls Fire Department Duane Nelson, Fire Chief Scott Norman, Jason Howard, Sherry Glick, Paul Grate, and Randy Virgil. Jason Howard, Marcus Hyde, and Jimme Hitch were in attendance 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.

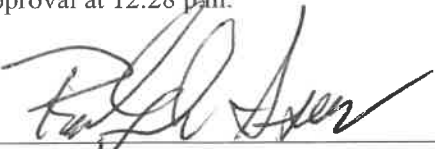
#### **DISCUSSION AND ACTIONS**

1. **Call to Order.** The meeting was called to order at 12:00 p.m. by Chairman Ralph Isom.
2. **Approval of Minutes.** Minutes of the regular meeting of Commissioners held on November 14, 2024, were reviewed. A motion to accept the regular meeting minutes was made by Derik Nielsen and seconded by David Long. Said motion carried unanimously.
3. **Monthly Financial Report and Bill Authorization.** The summary of accounts payable dated December 12, 2024, prepared and submitted by Accountant Terri Gazdik, were reviewed with a total expenditure of \$23,836.59. Ms. Gazdik reported on her submission to the State of Idaho Controller's Office. A copy of the confirmation of submission is attached to these minutes. Ms. Gazdik also reported on two (2) Certificate of Deposits that required attention. In response, Chairman Ralph Isom stated that he would talk to the banks/credit unions and inquire about current rates. Chairman Ralph Isom also stated that he would close out the Bank of Commerce account. Following discussion, a motion was made by Derik Nielsen and seconded by David Long, and unanimously accepted to approve the total expenditure of \$23,836.59.
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 a report on the 65<sup>th</sup> property, namely an update on the cost associated with preparing the ground for construction. Specifically, Mr. Fowler reported that he

believed the cost of preparing the ground to be lower than his original estimate. Mr. Fowler suggested a workshop be held to further discuss options on the 65<sup>th</sup> property. Additionally, Mr. Fowler reported on the status of the tanker, specifically that the project had been delayed due to issues with acquiring the necessary parts.

- b. City of Idaho Falls Fire Department Chief Duane Nelson provided a monthly report detailing incidents, including a generator and vehicle fire that resulted in an estimated loss of \$35,000. He also noted several carbon monoxide calls and field fires. Chief Nelson provided an update on the status of the new fire station project, reporting that Big-D Construction had been awarded the contract; the new station will be similar in design to Station No. 7, with an estimated completion date of Fall 2026.
  - c. Fire Chief Stacy Hyde reported a total of twenty-two (22) calls for the month, all of which were mutual aid assists. Additionally, Chief Hyde reported that five (5) public education events were held, and seventy-four (74) fire inspections were conducted. He noted a delay in Amazon's installation of its pump and provided an update on ongoing training as well as the status of interviews for the hiring of an administrative assistant and a fire inspector. Finally, Chief Hyde announced that Image Trend would serve as the provider for fire records management.
  - d. Attorney Abigail French distributed an updated proposed 'Expenditure Policy' for review. No action was taken on the policy. Next, Ms. French discussed the need to designate a regular meeting date, time, and location for regular meetings for the 2025 calendar year, so that appropriate notice could be posted. Following discussion, a motion to continue with the current meeting schedule and location was made by David Long and seconded by Derik Nielsen. Said motion carried unanimously.<sup>1</sup>
5. **Public Comment.** Randy Virgil commented on the status of the 65<sup>th</sup> property, emphasizing the lack of construction activity on the site and expressing his frustration with what he perceives as a general lack of progress on various projects and issues. He also criticized certain commissioners for their inconsistent attendance at scheduled meetings.
6. **Adjournment.** There being no further business to come before the Board of Commissioners at the meeting a motion was made to adjourn by Ralph Isom and seconded by David Long with unanimous approval at 12:28 p.m.

Approved the 9<sup>th</sup> day of January, 2025.


  
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Approved by Board Chairman

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<sup>1</sup> The current schedule being noon on the second Thursday of the month at 490 Memorial Drive, Idaho Falls, ID 83402.

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 9<sup>th</sup> day of January, 2025.

  
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David H. Long, Secretary

**BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1**  
**NOTICE AND AGENDA FOR MONTHLY MEETING**  
**December 12, 2024**

**NOTE: This meeting will be conducted in person and by Zoom. Those joining by Zoom may connect with the following Meeting ID: 843 1907 5816 and Passcode: Fire2024. 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, December 12, 2024, 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 regular meeting held on November 14, 2024.  
**Action: Approve minutes of regular meeting held on 11/14/2024.**
3. Review and action on December 2024 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, to include discussion on the proposed storage facility.
    - (2) Report and discussion regarding 65<sup>th</sup> property to include possible improvements and proposed long-term use plans for said property.
  - 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.
  - d. Abigail French, Attorney:
    - (1) Overview and discussion regarding draft expenditure of public funds policy and possible approval of said policy.  
**Possible Action: Approve proposed expenditure policy.**
    - (2) Discussion regarding regular meeting time and location for calendar year 2025 and possible designation of regular meeting time and location for 2025.  
**Possible Action: Designation of regular meeting time and location for calendar year 2025.**
5. Patron and community comments (limited to 5 minutes each)
6. **Summary of Action Items:**
  - (a) **Approval of November 14, 2024 regular meeting minutes.**
  - (b) **Approval of monthly bills and financial report.**
  - (c) **Possible approval of proposed expenditure of public funds policy.**
  - (d) **Possible designation of regular meeting time and location for calendar year 2025.**

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**  
**December 14, 2024**

Vendor	Purchase	Invoice Date	Due Date	Invoice Amount	Net Amt Due
Nelson Hall Parry Tucker PA	Dec billing	11/30/24	Upon receipt	2,643.00	2,643.00
Cooper Norman	Inv	11/30/24	Upon receipt	5,380.00	5,380.00
Rocky Mountain Power	S 55th	11/21/24	pd online	106.85	106.85
	2137 S Ammon	11/06/24	pd online	726.18	726.18
	2137 S Ammon	11/06/24	pd online	275.34	275.34
Intermountain Gas	144 S 55th W	12/02/24	pd online	300.46	300.46
	2137 S Ammon	12/03/24	pd online	539.18	539.18
	3575 Brookfield Lane	12/03/24	pd online	62.43	62.43
Cardmember Services	Ammon K Banda	12/08/24	Upon receipt	941.30	941.30
	BCFD	12/08/24	Upon receipt	91.44	91.44
	Ammon Hyde	12/08/24	Upon receipt	2,288.42	2,288.42
Allie Business Solutions	INV 527421	12/04/24	Upon receipt	24.03	24.03
ALSCO	LBLA2539222, LBLA2542760	11/20,12,4	Upon receipt	248.24	248.24
BPA Health	Inv 59619,59868	11/1,12/1	Upon receipt	157.50	157.50
Bonneville Co Tax Collector	2024-100444	12/01/24	Upon receipt	1,107.50	1,107.50
City of Ammon	2137 S Ammon	11/29/24	Upon receipt	158.60	158.60
	3575 Brookfield	11/29/24	Upon receipt	115.99	115.99
City of Ammon	Inv 9876,9911	11/13,11/22	Upon receipt	1,950.50	1,950.50
D & L Cleaners	Nov stmt	12/04/24	Upon receipt	145.00	145.00
Double Gas	Inv 107224	12/05/24	Upon receipt	319.97	319.97
Elite Extrication & Equipment	Inv 1118	10/07/24	Upon receipt	1,400.00	1,400.00
Holst Truck & Auto	Inv 145187	10/31/24	Upon receipt	50.00	50.00
ISFCA	2025 membership	12/01/24	Upon receipt	1,000.00	1,000.00
Manwaring Web Solutions	Inv 004763	11/27/24	Upon receipt	25.00	25.00
Mountain View Hospital	11/8/24	11/08/24	Upon receipt	256.50	256.50
Pristine Supply	Inv 15130	11/07/24	Upon receipt	168.94	168.94
Rain for Rent	Inv 2081547	11/22/24	upon receipt	3,324.90	3,324.90
Wex Fuel	Nov Bill	11/30/24	Upon receipt	29.32	29.32
	Total			<b>23,836.59</b>	<b>23,836.59</b>

Financial Institution	Amount	Current Interest Rate
Idaho Central Credit Union	277,584.64	4.72%
Frontier Credit Union	263,438.05	4.25%
Mountain America Federal Credit Union	320,493.75	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	290,675.82	4.79%
DL Evans	275,534.81	4.91%
LGIP	4,149,176.31	5.19%
Stifel	536,785.80	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	12,582.83	
Lookout Credit Union savings	25.70	
Bank of Commerce savings	50,424.38	0.50%
Bank of Commerce	185,320.02	
Bank of Commerce MM	5,411.75	1.50%
<b>TOTAL</b>	<b>7,511,012.79</b>	

Fiscal year	2024-2025
City of Idaho Falls payments Due	
October x	437,078.73
January	437,078.73
April	437,078.73
July	437,078.73
<b>Total</b>	<b>1,748,314.92</b>

Authorization to pay bills



## BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

### Profit & Loss Budget vs. Actual

October through November 2024

	Oct - Nov 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
400.00 · Tax Revenues	111,908.21	114,520.00	-2,611.79	97.7%
410.00 · Interest Income	43,133.39	55,000.00	-11,866.61	78.4%
420.00 · Miscellaneous Income	7,155.97	29,886.50	-22,730.53	23.9%
<b>Total Income</b>	<b>162,197.57</b>	<b>199,406.50</b>	<b>-37,208.93</b>	<b>81.3%</b>
<b>Expense</b>				
500.00 · Advertising				
501.02 · Public Relations - Ammon	1,932.83	0.00	1,932.83	100.0%
500.00 · Advertising - Other	2,400.00	1,666.70	733.30	144.0%
<b>Total 500.00 · Advertising</b>	<b>4,332.83</b>	<b>1,666.70</b>	<b>2,666.13</b>	<b>260.0%</b>
505.00 · Auto - Fuel & Oil	1,979.82	3,333.30	-1,353.48	59.4%
520.00 · Capital Outlay	10,000.00	16,650.00	-6,650.00	60.1%
535.00 · Dues & Subscriptions	0.00	800.00	-800.00	0.0%
569.00 · Accounting Costs	10,620.00	10,500.00	120.00	101.1%
570.00 · Legal Costs	4,336.00	12,000.00	-7,664.00	36.1%
572.00 · Contract Services - Fires	253.51	0.00	253.51	100.0%
575.00 · Building Maintenance/Operation	1,719.96	3,360.00	-1,640.04	51.2%
576.00 · Ground Repair & Maint	17,937.50	0.00	17,937.50	100.0%
581.02 · Clothing & Uniforms - Ammon	485.70	0.00	485.70	100.0%
582.02 · Personal Protective Equip-Ammon	3,089.40	0.00	3,089.40	100.0%
583.02 · Postage - Ammon	10.20	0.00	10.20	100.0%
585.00 · Office Supplies/Expense	51.06	0.00	51.06	100.0%
586.00 · Training & Certification	3,283.43	1,250.00	2,033.43	262.7%
615.00 · Repairs & Maint - Equipment	4,990.93	8,170.00	-3,179.07	61.1%
616.00 · Vehicle Repair & Maintenance	7,947.75	0.00	7,947.75	100.0%
625.00 · Supplies	4,404.58	10,840.00	-6,435.42	40.6%
630.00 · Taxes & Licenses	1,247.50	0.00	1,247.50	100.0%
640.00 · Utilities	4,613.41	4,170.00	443.41	110.6%
644 · Payroll, Benefits, & Taxes				
645.00 · Wages & Salaries				
645.01 · Salaries - BCFD	0.00	13,500.00	-13,500.00	0.0%
645.02 · Salaries - Ammon	240,949.43	266,759.00	-25,809.57	90.3%
<b>Total 645.00 · Wages &amp; Salaries</b>	<b>240,949.43</b>	<b>280,259.00</b>	<b>-39,309.57</b>	<b>86.0%</b>
647.00 · Employee Benefits				
648.00 · Insurances - Employee	39,102.19	41,000.00	-1,897.81	95.4%
648.11 · HSA	7,199.56	4,800.00	2,399.56	150.0%
648.12 · PERSI	31,953.58	30,000.00	1,953.58	106.5%
648.13 · HRA	602.73	4,000.00	-3,397.27	15.1%
647.00 · Employee Benefits - Other	157.50	0.00	157.50	100.0%
<b>Total 647.00 · Employee Benefits</b>	<b>79,015.56</b>	<b>79,800.00</b>	<b>-784.44</b>	<b>99.0%</b>
650.00 · Wages - Tax Employer	16,940.72	20,800.00	-3,859.28	81.4%
<b>Total 644 · Payroll, Benefits, &amp; Taxes</b>	<b>336,905.71</b>	<b>380,859.00</b>	<b>-43,953.29</b>	<b>88.5%</b>
655.00 · Workmens Compensation	0.00	9,670.00	-9,670.00	0.0%
660.00 · IT	2,292.96	12,670.00	-10,377.04	18.1%
700.00 · Payments - City of Idaho Falls	437,078.73	437,078.00	0.73	100.0%
<b>Total Expense</b>	<b>857,580.98</b>	<b>913,017.00</b>	<b>-55,436.02</b>	<b>93.9%</b>
<b>Net Income</b>	<b>-695,383.41</b>	<b>-713,610.50</b>	<b>18,227.09</b>	<b>97.4%</b>

# 2024



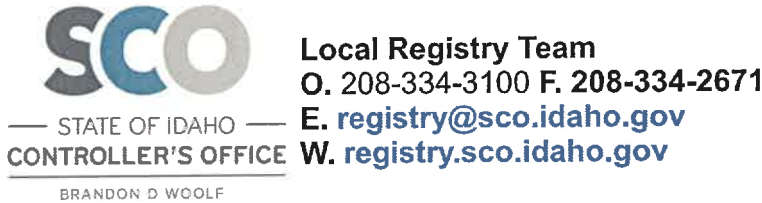
**Entity:** Bonneville County Fire District #1

Hello TERRI GAZDIK,

Thank you for your submission to the Local Government Registry. Our SCO Registry Team has reviewed your submission for Bonneville County Fire District #1 and marked it as **compliant for the 2024 Registry year**. If you are a taxing entity, you will be reported as compliant to the Idaho State Tax Commission in January 2025. If you are not a taxing entity, you will not be subject to penalties or fines imposed by the State Controller's Office.

We appreciate your contributions to facilitating transparency and sharing of public information.

Thank you.





## Expenditure Policy

The Board of Fire Commissioners (“Board”) has the responsibility for the approval of all expenditures of the Bonneville County Fire Protection District (“Fire District”) funds to its operations and activities.

**Definition of Expenditure.** For purposes of this policy, ‘Expenditure’ is defined as the granting of a contract, franchise, or authority to another by the Fire District, and every manner and means whereby the Fire District disburses funds or obligates itself to disburse funds; provided, however, that ‘Expenditure’ does not include disbursement of funds to any Fire District employee, official, agent, or for the performance of personal services to the District or for the acquisition of personal property through a contract that has been competitively bid by the state of Idaho, one of its subdivisions or an agency of the federal government.

**Budget Requirements.** Expenditures of the Fire District must be in accordance with the appropriations in the current fiscal year budget.

**Purchase Order.** All proposed Expenditures other than ongoing normal operational expenses, wages and salary and professionally contracted services shall be coordinated with the Treasurer or their designee through the use of a Purchasing Card (P-Cards) or a completed and signed purchase order which form shall be developed by the Treasurer or their designee and include at a minimum:

1. Description of the proposed Expenditure;
2. Purpose of the Expenditure;
3. Amount of the Expenditure;
4. Identification of the line item of appropriation it is to be charged to;
5. Anticipated date of Expenditure; and,
6. The individual requesting the Expenditure.

**Review and Dispute Resolution.** The Treasurer or their designee shall review all purchase orders to determine compliance with this policy. Purchase orders not found in compliance with this policy shall be denied by the Treasurer or their designee. Any dispute regarding compliance shall be taken before the Board for determination at the next regularly scheduled meeting.

**Fire Chief and Liaison Authority for Specific Approvals.** Notwithstanding the foregoing, the Fire District Chief (“Fire Chief”) and the Fire District Communications Liaison (“Liaison”) are authorized to direct the purchasing of equipment and supplies as provided in the budget appropriation, subject to any limitations established by the Board. The Fire Chief and Liaison may individually authorize Expenditures up to \$25,000.00 per transaction, provided such Expenditures have already been appropriated in the current fiscal year budget.