

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

Minutes of Special Meeting held December 18, 2024

The Bonneville County Fire Protection District No. 1 (“Fire District”) held a special meeting of Commissioners on Wednesday, the 18th 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 following were present:

Commissioners Ralph Isom, Derik Nielsen (via telephone), Dana Kirkham, David Long (via telephone), and Tyler Gebs (via Zoom) were present. District Operations Officer Dick Fowler, Chief Stacy Hyde, and Attorney Abigail French were also present.

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. **Fire Chief Hiring Process.** Discussion was had on Chief Stacy Hyde’s upcoming retirement and the need to fill his position. Discussion was had on both necessary and preferred qualifications for the role. Dana Kirkham suggested that a bachelor’s degree should be required or, at the very least, preferred. Additional qualifications discussed included advanced training, a minimum of 10 years of fire service experience, and at least 5 years of experience in operations and management.

Discussion was also had on strategies for posting the job to maximize visibility. It was agreed that the position would remain open until mid-February, at which point applicants with the strongest qualifications would be invited for panel interviews. Preliminary discussions were held about the composition of the interview panel, with the possibility of including representatives from the City of Idaho Falls and nearby entities, as well as Chief Hyde and Richard Fowler. Mr. Fowler was tasked with reaching out to potential panel members to gauge their willingness to participate.

Abigail French was directed to prepare the job posting, ensure posting at the beginning of the year, and review submitted application packets.

3. **Executive Session.** At approximately 12:26 p.m., Dana Kirkham moved that the commissioners enter into Executive Session pursuant to Idaho Code Section 74-206(1)(a), to consider hiring a public officer, employee, staff member, or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. The motion was seconded by Derik Nielsen. The motion carried by the following vote: Aye- Dana Kirkham, David Long, Ralph Isom, Tyler Gebbs, and Derik Nielsen. Nay- None.

The Commissioners for the Bonneville County Fire Protection District No. 1 met in Executive Session on Wednesday, December 18, 2024, at the offices of Nelson Hall Parry Tucker, PLLC located at 490 Memorial Drive, Suite 200, Idaho Falls, Idaho 83402 at approximately 12:27 p.m.

There were present:

- Commissioner David Long (via telephone)
- Chairman Ralph Isom
- Commissioner Derik Nielsen (via telephone)
- Commissioner Dana Kirkham
- Commissioner Tyler Gebbs (via Zoom)
- District Operations Officer Dick Fowler
- Chief Stacy Hyde
- Attorney Abigail French

The Executive Session was called pursuant to Idaho Code Section 74-206(1)(a), to consider hiring a public officer, employee, staff member, or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need.

At approximately 12:29 p.m., Dana Kirkham moved to close Executive Session. Derik Nielsen seconded. The motion carried.

4. **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 Tyler Gebbs with unanimous approval at 12:30 p.m.

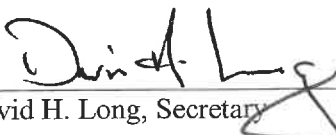
Approved the 9th day of January, 2025.



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 9th day of January, 2025.



David H. Long, Secretary

NOTICE OF PUBLIC MEETING

Bonneville County Fire Protection District No. 1

Wednesday, December 18, 2024

SPECIAL MEETING


Notice is hereby given that the Bonneville County Fire Protection District No. 1 ("Fire District") will hold a special meeting on Wednesday, December 18, 2024 at noon. The meeting will be held at 490 Memorial Drive, Idaho Falls, ID, 83402 in the second floor conference room. 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) Discussion and Possible Action on Fire Chief Hiring Process. Topics for consideration include, but are not limited to:
 - Drafting necessary and preferred qualifications for fire chief position;
 - Establishing required and preferred education and certifications for candidates;
 - Developing and approving the fire chief job description; and
 - Setting the timeline for posting the job and completing the hiring process.

Possible Action: Determination of Fire Chief Hiring Process.
- 3) **EXECUTIVE SESSION:** An executive session will be held immediately following 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: Idaho Code Section 74-206(1)(a) to consider hiring a public officer, employee, staff member, or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need.

Action: Enter into Executive Session by roll call vote.
- 4) Recess/Adjournment.

DATED this 16th day of December, 2024



Douglas R. Nelson, Assistant Secretary
Bonneville County Fire Protection District #1