

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

Minutes of Regular Meeting held January 9, 2025

The Bonneville County Fire Protection District No. 1 (“Fire District”) held its regular monthly meeting of Commissioners on Thursday the 9th day of January, 2025 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. 828 0482 6311, and Passcode Fire2025.

The following were present:

Commissioners Ralph Isom, Derik Nielsen, Tyler Gebbs (via Zoom), and David Long were present. Commissioner Dana Kirkham was 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, Ucon Fire Chief Scott Norman, Station #1 (via Zoom), Jimmie Hitch (via Zoom), Ashlee Meyer, Randy Virgil, Braxton Combe, 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 12:00 p.m. by Chairman Ralph Isom.
2. **Approval of Minutes.** Minutes of the regular meeting of Commissioners held on December 12, 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. Minutes of the special meeting of Commissioners held on December 18, 2024, were reviewed. A motion to accept the special 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 January 9, 2025, prepared and submitted by Accountant Terri Gazdik, were reviewed with a total expenditure of \$474,578.24. Ms. Gazdik reported on the status of two (2) CDs that had matured. Specifically, discussion was had on the Bank of Commerce CD and Westmark CD. Following discussion, a motion was made by Derik Nielsen and seconded by David Long and unanimously accepted to approve the total expenditure of \$474,578.24.
4. **Engagement Letter for Annual Audit.** Terri Gazdik went over the proposed audit engagement letter from Searle and Hart & Associates, PLLC. Discussion was had on the proposed increase in the cost of the audit. Given the increase in cost, discussion was held amongst the Commissioners as to whether to agree to the proposed increase. After discussion and input from Ms. Gazdik, a motion was made by Derik Nielsen and seconded by David Long to approve the engagement letter as presented. Said motion carried

unanimously. A copy of the executed engagement letter is attached hereto and included as part of these minutes.

5. **Discussion and Reports.** The following items were reviewed and discussed, or actions were taken:

- a. District Operations Officer Dick Fowler gave his monthly report. Mr. Fowler reported that he did not have any new information pertaining to the 65th property besides the fact that he anticipated a work session would take place next month where the matter would be discussed more in depth and that further direction would be given by the Commissioners at that time. Next, Mr. Fowler reported on the status of the grange rental agreement and options for the coming year. After discussion, a motion was made to enter into a new one-year lease agreement with the current tenant with monthly rent set at \$850.00. Said motion was made by Derik Nielsen and seconded by David Long and unanimously approved. Finally, brief discussion was had on the proposed hiring committee for the fire chief position, which included limiting the committee to five (5) individuals and potentially asking the City of Ammon's mayor to sit on the committee. No official action was taken on the designation of a proposed hiring committee for the fire chief position.
- b. City of Idaho Falls Fire Department Chief Duane Nelson reported a total of one hundred and nine (109) calls for the month. Chief Nelson noted an electrical fire that had resulted in approximately \$100,000.00 in damage. Chief Nelson also discussed various grants that his department had been awarded.
- c. Fire Chief Stacy Hyde reported a total of thirty-three (33) calls for the month. Chief Hyde noted a fire that occurred in Sally's Beauty Supply in Ammon, which resulted in \$40,000.00 in damage. An image of the fire is attached hereto and included as part of these minutes. Chief Hyde also reported a total of thirty-nine (39) inspections. Additionally, Chief Hyde noted that the Amazon building was going to be retested on the 17th of January, that the Fire District had hired a new administrative assistant, and that two (2) new fire inspectors had recently started. Finally, Chief Hyde discussed issues with fire engine no. 1 which had prevented the Fire District from sending an engine to California to assist with fires.
- d. Attorney Abigail French distributed the proposed 'Expenditure Policy' for review. No action was taken on the policy. Next, Ms. French went over the proposed job posting for the fire chief position. A copy of the proposed job posting is included as part of these minutes. After discussion, a motion was made to approve the posting of the job position by Derik Nielsen and seconded by David Long. Said motion carried unanimously.

6. **Public Comment.**

1. Randy Virgil again commented on the status of the 65th 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.
2. Braxton Combe made a comment to inquire about the bid procedure for future projects.
3. Scott Norman invited the public to attend a firework show that was being put on later in the month.

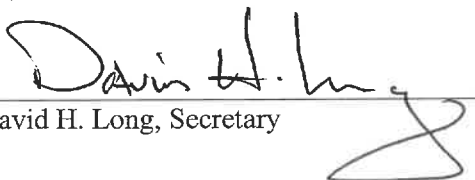
7. **Adjournment.** There being no further business to come before the Board of Commissioners at the meeting a motion was made to adjourn by Derik Nielsen and seconded by David Long with unanimous approval at approximately 1:07 p.m.

Approved the 13th day of February, 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 13th day of February, 2025.


David H. Long, Secretary

BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1
NOTICE AND AGENDA FOR MONTHLY MEETING
January 9, 2025

NOTE: This meeting will be conducted in person and by Zoom. Those joining by Zoom may connect with the following Meeting ID: 828 0482 6311 and Passcode: 2025Fire. 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, January 9, 2025, 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 December 12, 2024.
Action: Approve minutes of regular meeting held on 12/12/2024.
3. Review and approval of minutes for special meeting held on December 18, 2024.
Action: Approve minutes of special meeting held on 12/18/2024.
4. Review and action on January 2025 monthly bills and financial statement for preceding month (Terri Gazdik).
Action: Approve monthly bills and financial report.
5. Review and possible approval of Searle and Hart & Associates, PLLC engagement letter for annual audit.
Possible Action: Approve Searle and Hart & Associates, PLLC engagement letter for annual audit.
6. Discussion and Reports from District Operations Officer, Fire Chiefs, and legal counsel, including:
 - a. Richard Fowler, Operations Officer:
 - (1) General operations report.
 - (2) Report and discussion regarding 65th property to include possible improvements and proposed long-term use plans for said property.
 - (3) Report and discussion regarding the current grange (5990 S 45th W, Idaho Falls, ID 83402) lease agreement and proposed options, to include: termination of current lease, continuation of current lease, or execution of new lease agreement, and possible decision as to which option to move forward with.
Possible Action: Decision regarding grange (5990 S 45th W, Idaho Falls, ID 83402) lease agreement.
 - (4) Status update on fire chief hiring process, including, but not limited to, designation of proposed hiring committee.
Possible Action: Designation of proposed hiring committee for fire chief position.
 - 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) Review, discussion, and possible approval of proposed job posting for fire chief.

Possible Action: Approve proposed job posting for fire chief position.

7. Patron and community comments (limited to 5 minutes each)

8. **Summary of Action Items:**

(a) **Approval of December 12, 2024, regular meeting minutes.**

(b) **Approval of December 18, 2024, special meeting minutes.**

(c) **Approval of monthly bills and financial report.**

(d) **Possible approval of Searle and Hart & Associates, PLLC engagement letter for annual audit.**

(e) **Possible decision regarding grange (5990 S 45th W, Idaho Falls, ID 83402) lease agreement.**

(f) **Possible decision regarding designation of proposed hiring committee for fire chief position.**

(g) **Possible approval of proposed Expenditure Policy.**

(h) **Possible approval of proposed job posting for fire chief position.**

9. 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
January 9, 2025

Vendor	Purchase	Invoice Date	Due Date	Invoice Amount	Net Amt Due
Nelson Hall Parry Tucker PA	Dec billing	12/31/24	Upon receipt	5,084.00	5,084.00
Cooper Norman	Inv 165102	01/07/25	Upon receipt	5,730.00	5,730.00
Rocky Mountain Power	S 55th	12/24/24	pd online	146.21	146.21
	2137 S Ammon	12/24/24	pd online	650.41	650.41
	2137 S Ammon	12/24/24	pd online	196.75	196.75
Intermountain Gas	144 S 55th W	01/02/25	pd online	488.80	488.80
	2137 S Ammon	01/03/25	pd online	402.35	402.35
	3575 Brookfield Lane	01/03/25	pd online	77.12	77.12
Cardmember Services	Ammon	01/08/25	Upon receipt	13,272.56	13,272.56
	BCFD	01/08/25	Upon receipt	135.94	135.94
Allied Business Solutions	Inv AR530699	01/02/25	Upon receipt	0.72	0.72
ALSCO	LBLA2546327	12/18/24	Upon receipt	124.12	124.12
City of Ammon	2137 S Ammon	01/15/25	Upon receipt	158.60	158.60
	3575 Brookfield	01/15/25	Upon receipt	116.98	116.98
City of Ammon	Inv 9994	12/19/24	Upon receipt	708.87	708.87
City of Idaho Falls	January 2025 payment	01/09/25	Upon receipt	437,078.27	437,078.27
D & L Cleaners	Dec stmt	01/01/25	Upon receipt	93.90	93.90
Idaho Furnace	Inv 30127957	11/05/24	Upon receipt	156.25	156.25
LN Curtis	Inv 891386, 896604,896433	11/27,12/17	Upon receipt	284.82	284.82
LGG Industrial	Inv 211314	01/06/25	Upon receipt	844.82	844.82
Powerhouse Coach	Phase 1 final billing	01/06/25	Upon receipt	7,487.50	7,487.50
Pristine Supply	Inv PS15825	12/26/24	Upon receipt	207.95	207.95
T-Mobile	Inv 12/21/24 Nov & Dec	12/21/24	upon receipt	712.12	712.12
Teton Communications	Inv 28467	12/16/24	Upon receipt	419.18	419.18
	Total			474,578.24	474,578.24

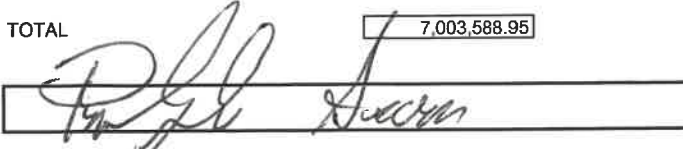
Financial Institution	Amount	Current Interest Rate
Idaho Central Credit Union	277,584.64	4.72%
Frontier Credit Union	263,438.05	4.25%
Mountain America Federal Credit Union	324,119.31	4.56%
Westmark	294,991.49	5.25%
Citizens Community Bank/Glacier	284,667.25	4.00%
Lookout CU	266,205.73	5.11%
Bank of Commerce CD #6216	308,226.17	4.94%
Connections CU CD	290,675.82	4.79%
DL Evans	275,534.81	4.91%
LGIP	3,983,614.01	4.71%
Stifel	538,731.96	4.25%
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	50,481.61	0.50%
Bank of Commerce	-167,385.58	

Fiscal year 2024-2025	
City of Idaho Falls payments	
Due	
October x	437,078.72
January x	437,078.27
April	437,078.50
July	437,078.50
Total	1,748,313.99

TOTAL

7,003,588.95

Authorization to pay bills



BONNEVILLE COUNTY FIRE PROTECTION DISTRICT #1

Profit & Loss Budget vs. Actual

01/09/25

October through December 2024

Accrual Basis

	Oct - Dec 24	Budget	\$ Over Budget	% of Budget
Income				
400.00 · Tax Revenues	176,532.55	169,170.00	7,362.55	104.4%
410.00 · Interest Income	73,692.35	82,500.00	-8,807.65	89.3%
420.00 · Miscellaneous Income	7,905.97	44,829.75	-36,923.78	17.6%
Total Income	258,130.87	296,499.75	-38,368.88	87.1%
Expense				
500.00 · Advertising				
501.02 · Public Relations - Ammon	2,028.45	0.00	2,028.45	100.0%
500.00 · Advertising - Other	2,400.00	2,500.03	-100.03	96.0%
Total 500.00 · Advertising	4,428.45	2,500.03	1,928.42	177.1%
505.00 · Auto - Fuel & Oil	3,008.66	4,999.97	-1,991.31	60.2%
520.00 · Capital Outlay	10,000.00	24,985.00	-14,985.00	40.0%
535.00 · Dues & Subscriptions	1,000.00	1,220.00	-220.00	82.0%
569.00 · Accounting Costs	16,350.00	15,750.00	600.00	103.8%
570.00 · Legal Costs	10,920.00	18,000.00	-7,080.00	60.7%
572.00 · Contract Services - Fires	394.49	0.00	394.49	100.0%
575.00 · Building Maintenance/Operation	2,453.45	5,020.00	-2,566.55	48.9%
576.00 · Ground Repair & Maint	17,937.50	0.00	17,937.50	100.0%
581.02 · Clothing & Uniforms - Ammon	4,522.41	0.00	4,522.41	100.0%
582.02 · Personal Protective Equip-Ammon	3,197.41	0.00	3,197.41	100.0%
583.02 · Postage - Ammon	19.88	0.00	19.88	100.0%
585.00 · Office Supplies/Expense	130.26	0.00	130.26	100.0%
586.00 · Training & Certification	3,668.43	1,875.00	1,793.43	195.6%
615.00 · Repairs & Maint - Equipment	5,425.73	12,253.00	-6,827.27	44.3%
616.00 · Vehicle Repair & Maintenance	8,445.57	0.00	8,445.57	100.0%
625.00 · Supplies	6,372.20	16,260.00	-9,887.80	39.2%
630.00 · Taxes & Licenses	1,247.50	0.00	1,247.50	100.0%
640.00 · Utilities	7,708.66	6,253.00	1,455.66	123.3%
644 · Payroll, Benefits, & Taxes				
645.00 · Wages & Salaries	364,767.32	420,389.00	-55,621.68	86.8%
647.00 · Employee Benefits				
648.00 · Insurances - Employee	58,468.13	61,500.00	-3,031.87	95.1%
648.11 · HSA	9,559.98	7,200.00	2,359.98	132.8%
648.12 · PERSI	47,150.76	45,000.00	2,150.76	104.8%
648.13 · HRA	1,148.57	6,000.00	-4,851.43	19.1%
647.00 · Employee Benefits - Other	236.25	0.00	236.25	100.0%
Total 647.00 · Employee Benefits	116,563.69	119,700.00	-3,136.31	97.4%
650.00 · Wages - Tax Employer	25,254.79	31,200.00	-5,945.21	80.9%
Total 644 · Payroll, Benefits, & Taxes	506,585.80	571,289.00	-64,703.20	88.7%
655.00 · Workmens Compensation	0.00	14,503.00	-14,503.00	0.0%
660.00 · IT	8,186.16	19,003.00	-10,816.84	43.1%
700.00 · Payments - City of Idaho Falls	437,078.73	437,078.00	0.73	100.0%
Total Expense	1,059,081.29	1,150,989.00	-91,907.71	92.0%
Net Income	-800,950.42	-854,489.25	53,538.83	93.7%



November 21, 2024

Bonneville County Fire Protection District #1
Board of Commissioners
1000 Riverwalk Drive, Suite 100
PO Box 51330
Idaho Falls, Idaho 83405-1330

The following represents our understanding of the services we will provide Bonneville County Fire Protection District #1.

You have requested that we audit the financial statements of the governmental activities and each major fund, of Bonneville County Fire Protection District #1, as of September 30, 2024, and for the year then ended and the related notes to the financial statements, which collectively comprise the Bonneville County Fire Protection District #1's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP) as promulgated by the Governmental Accounting Standards Board (GASB) require that supplementary information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

- Budget to Actual Comparison
- Schedule of Employer's Share of Net Pension Liability – PERSI Base plan
- Schedule of Employer Contributions – PERSI Base Plan

Supplementary information other than RSI will accompany the Bonneville County Fire Protection District #1's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with U.S. GAAS:

- Schedule of Revenues, Expenditures and Changes in Fund Balance-Budget and Actual-General Fund

Auditor Responsibilities

We will conduct our audit in accordance with GAAS in accordance with Government Auditing Standards. As part of an audit in accordance with GAAS and Government Auditing Standards of the Comptroller General of the United States of America, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events considered in the aggregate, that raise substantial doubt about the Bonneville County Fire Protection District #1's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America.

We have identified the following significant risks of material misstatement as part of our auditing planning:

- According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of Bonneville County Fire Protection District #1's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
 - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
 - ii. Additional information that we may request from management for the purpose of the audit; and
 - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the entity's auditor;
- e. For identifying and ensuring that the entity complies with the laws and regulation applicable to its activities;
- f. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year periods under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole;
- g. For acceptance of non-attest services, including identifying the proper party to oversee non-attest work;
- h. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- i. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
- j. For the accuracy and completeness of all information provided.

With regard to the schedule of revenues, expenditures, and changes in fund balance-budget and actual-general fund which is supplementary information, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding the supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management written confirmation concerning representation made to us in connection with the audit.

Nonattest Services

With respect to any nonattest services we perform,

At the end of the year, we agree to perform the following:

- Propose adjusting or correcting journal entries to be reviewed and approved by Bonneville County Fire Protection District #1's management.
- Record new equipment purchased and removing equipment sold or disposed of on depreciation schedule to be reviewed and approved by Bonneville County Fire Protection District #1's management.
- Prepare the annual financial statements. Bonneville County Fire Protection District #1. However, we will provide advice and recommendations to assist management of Bonneville County Fire Protection District #1 in performing its responsibilities.

Bonneville County Fire Protection District #1's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the proposed audit adjustments and corrections, preparation of depreciation schedule, and financial statements preparation previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries. Our firm will advise Bonneville County Fire Protection District #1 with regard to the preparation of the financial statements, but Bonneville County Fire Protection District #1 must make all decisions with regard to those matters.

Reporting

We will issue a written report upon completion of our audit of Bonneville County Fire Protection District #1's basic financial statements. Our report will be addressed to the governing body of Bonneville County Fire Protection District #1. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance.

If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue a report as a result of this engagement. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standard*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

Other Matters

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

Provisions of Engagement Administration, Timing, and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or email, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Our firm may transmit confidential information that you provided us to third parties in order to facilitate delivering our services to you. For example, such transmissions might include, but not be limited to trial balance information and bank information. We have obtained confidentiality agreements with all our service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the work provided by any third-party service providers used under this agreement. By your signature below, you consent to having confidential information transmitted to entities outside the firm. Please feel free to inquire if you would like additional information regarding the transmission of confidential information to entities outside the firm.

The timing of our audit will be scheduled for performance and completion as follows:

	Begin	Complete
Document internal control and preliminary tests	November	January
Observe physical inventories	N/A	N/A
Mail confirmations	February	March
Perform year-end audit procedures	April	May
Issue audit reports	May	May

Dana Izatt or Amy Briggs is the engagement partner or manager for the audit services specified in this letter. His responsibilities include supervising Searle Hart and Associates, PLLC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. An invoice will be rendered upon completion of the audit and is payable upon presentation. We estimate

that our fee for the audit will range between \$11,000 to \$20,000. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use Bonneville County Fire Protection District #1's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to management the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Searle Hart and Associates, PLLC and constitutes confidential information. However, we may be requested to make certain audit documentation available to others pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Searle Hart and Associates, PLLC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulators. The regulators may intend or decide to distribute the copies of information contained therein to others, including other governmental agencies.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements, including our respective responsibilities.

We appreciate the opportunity to submit this proposal to continue service as your financial statement auditors and look forward to working with you and your staff.

Respectfully,

Searle Hart + Associates PLLC

Searle Hart and Associates, PLLC
412 Grand Loop
Rexburg, Idaho 83440

RESPONSE:

This letter correctly sets forth our understanding.

Bonneville County Fire Protection District #1

Acknowledged and agreed on behalf of the Bonneville County Fire Protection District #1 by:

Name: *[Handwritten Signature]*

Title: *BCFC Chair*

Poulsen VanLeuven & Catmull PA

Certified Public Accountants

*Members of the American Institute of CPA's
and the Idaho Society of CPA's*
Jeffrey D. Poulsen, CPA
Darren B. VanLeuven, CPA
Jacob H. Catmull, CPA

Report on the Firm's System of Quality Control

October 23, 2023

To the Members of Searle Hart & Associates PLLC
and the Peer Review Committee of the Nevada Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Searle Hart & Associates PLLC (the firm) in effect for the year ended April 30, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, which included a compliance audit under the Single Audit Act.

As a part of our review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Searle Hart & Associates PLLC in effect for the year ended April 30, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Searle Hart & Associates PLLC has received a peer review rating of *pass*.

Poulsen VanLeuven & Catmull

Poulsen VanLeuven & Catmull PA

6:39

LTE

66

Fire - 2464 Ammon

2464 - Ammon

10:03:23 time of the explosion in the bathroom.



Backroom door - destroyed from the explosion.



The associate enters the store at 10:11 a.m., immediately notices water on the floor, and exits the building.



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.

Bonneville County Fire Protection District No. 1
EMPLOYMENT OPPORTUNITY – FIRE CHIEF



SALARY – Dependent on education, training, and experience

Application Deadline
Friday, February 14, 2025
(First Review, Open Until Filled)

bcfd1.us

Overview:

The Bonneville County Fire Protection District No. 1 ("Fire District") serves the city of Ammon, Idaho and surrounding areas. The Fire District is a combination department proud of its history. The Fire Chief is expected to continue operations as a combination department, comprised of career and part-time staff. Currently, the District employs twenty (20) full-time firefighters, twenty-five (25) part-time firefighters, and one (1) full-time administrative assistant. The Fire Chief oversees all personnel, operations, and activities of an all-hazards response, which includes, but is not limited to, fire suppression, prevention, community events, hazmat operations, and wildland fire response.

The Fire District is governed by a board of five (5) Fire Commissioners elected to serve 4-year terms. These community members have the discretionary power to manage and conduct the business and affairs of the Fire District. The Fire Chief works closely with the Board of Fire Commissioners (BOFC) in setting goals and objectives for the Fire District, and makes recommendations regarding long-term planning, emerging issues, and the general needs of the Fire District.

The Fire District is seeking an experienced Fire Chief responsible for preparing the Fire District's budget for submittal to the BOFC and managing the budget as approved by the BOFC. The Fire Chief will supervise all department personnel, either directly or through delegated authority. The Fire Chief is responsible for recruiting, training, and retaining qualified career personnel.

The ideal candidate is an experienced senior level fire service professional with excellent executive management and leadership skills, which include, but are not limited to, advanced negotiations, communication skills (both written and verbal), and the ability to comprehend, interpret, and explain rules, regulations, legal requirements, and policies to wide-ranging audiences. The ideal candidate will have broad technical knowledge, as well as comprehensive knowledge of all facets of the fire service. The successful candidate will have a successful history of working with labor unions.

The ideal candidate should have a history of progressive and proactive program development, a track record of delivering results, and building accountability characterized by teamwork and innovation.

The ideal candidate will possess strong leadership skills with the ability to mentor and foster leadership roles within the staff. The Fire Chief will need to communicate a sense of vision, backed by specific goals and objectives, and have the ability to measure success. This position requires the willingness and ability to build and maintain partnerships with external fire-safety related organizations, law enforcement, and a variety of governmental agencies. The Fire Chief will need to value community involvement and be comfortable participating in community activities.

The Fire Chief will also have a demonstrated record of personal and professional integrity. The Fire Chief will have a confident presence and must be open and approachable. The selected candidate should live within the Fire District and possess a valid Idaho State Driver's License within six (6) months of hire.

Education and Experience

A bachelor's degree from an accredited college or university in public administration, fire science, business administration or a related field is desired. Any combination of fire-related experience and education which provides the applicant with the level of required knowledge and abilities may be considered. The ideal candidate will possess a minimum of ten (10) years of experience in a comparable or larger agency, with extensive experience (minimum of five (5) years) in a senior role, such as Fire Chief Deputy/Assistant Fire Chief, Operations Chief, or Battalion Chief. Candidates(s) will have

experience in a combination department of full-time and part-time paid personnel. Fire Marshall experience is desirable.

Competitive candidate(s) will either have the following qualifications or have the ability to promptly obtain the following qualifications:

1. IFSAC Firefighter II and Driver/Operator Certifications;
2. IFSAC Fire Office I;
3. Idaho State Fire Inspection Certification;
4. Idaho Class B CDL driver's license with tanker and airbrake endorsements; and
5. ICC Fire Marshal Certification.

Competitive candidate(s) will also have an ongoing record of training and professional development.

Compensation and Benefits

Compensation depends on education, training, and experience. The Fire District reserves the right to set the specific salary at the level approved by the BOFC.

Health Insurance

Currently, employees have the option to choose from five (5) different health insurance plans. The Fire District covers the cost of all health insurance plan premiums.

In lieu of dental and vision insurance, employees are provided with a Health Reimbursement Arrangement (HRA), which provides each employee with \$100.00 per month.

Other Benefits

This position is covered by the Public Employee Retirement System Idaho (PERSI) rule of 80.

This position is provided with a vehicle for work-related use.

Work Schedule and Leaves

This position is an FLSA exempt position that *generally* works a minimum of forty (40) hours per week, Monday through Friday. In addition, the Fire Chief is on call every third week. The Fire District utilizes PTO, with PTO hours increasing based on years of service. There are currently twelve (12) paid holidays.

Application Process

If you are interested in pursuing this career opportunity, please submit the following required items as part of your application packet:

1. Fire District Employment Application (attached and can be found online at bcfd1.us);
2. Cover letter that outlines your interest, qualifications (including education), and experiences for the position of Fire Chief;
3. Resume; and
4. Copy of educational degrees, applicable credits, and/or certifications.

You may submit your application package by mail, email, fax, or in-person, to:

Bonneville County Fire Protection District No. 1
490 Memorial Drive
Idaho Falls, ID 83402
Attn: Abigail French
affrench@nhptlaw.net
Fax: 208-523-7254

Failure to complete and submit ALL application materials by February 14, 2025, will disqualify your application. Please note that mailed applications must be received by the above-stated deadline. This position is open until filled; however, the first review of applications is anticipated to occur shortly after the above-stated deadline. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. All final offers of employment are contingent upon the successful completion of a background check, criminal records check, credit check, medical evaluation including stress testing, and drug screen. If special accommodations are necessary at any state of the application process, please contact Abigail French at affrench@nhptlaw.net immediately.

Application and Testing Procedure:

Resume and Supplemental Documentation Review. This initial review will determine if the documentation the candidate submitted meets the qualifications required for the position of Fire Chief, and if qualifications are met, whether the individual should sit for an oral board interview.

Oral Board Interview(s). This phase of the process will be an interview before at least one panel, and potentially multiple panels. The oral interview is designed to aid in the determination of a candidate's compatibility with the Fire District, communication skills, and motivation for the position. The oral interview will take place in person; however, candidates may request a Zoom option by submitting a written request to Abigail French in advance of the interview.

Background Investigation. A background and character investigation will be conducted for the specific purpose of obtaining pertinent data for the Fire District to consider in determining suitability for employment. Eligible candidates will be required to authorize a release of personal information, including but not limited to educational, financial/credit agencies and institutions, employment history, legal complaints, arrests or convictions, and motor vehicle history. The Fire District reserves the right to reject any eligible candidate who, on the basis of background and character investigation, does not appear to be a suitably qualified candidate for the position of Fire Chief.

Medical Evaluation and Drug Screen. Upon a contingent offer of employment being extended, the successful candidate must take and pass an NFPA 1582 physical exam conducted by the Fire District's physician, which will include a stress/echo test. The successful candidate will also be required to submit and pass a pre-employment drug screen.

Bonneville County Fire Protection District No. 1 is an Equal Opportunity Employer.

Bonneville County Fire Protection District No. 1

CLASS SPECIFICATION/POSITION DESCRIPTION

Job Title: Fire Chief
FLSA Status: Exempt
Reports to: Board of Fire Commissioners
Division: Administration
Represented: No
Date: January 2025
AT-WILL EMPLOYEE

General Statement of Duties: Plans, organizes, administers, and directs the daily functions, activities and long-term programs of the Bonneville County Fire Protection District No. 1 (“Fire District”); performs related work as required.

Classification Summary: The principal function of an employee in this class is to direct and manage the Fire District. This position provides effective professional leadership, positioning the Fire District to meet the community’s current and future needs through appropriate technologies and services. The work is performed under the general direction of the Fire Commission, with considerable latitude for the exercise of independent judgment and initiative. Supervision is exercised over the work of all Fire District staff. Some duties of this class are performed in a general office environment. Some work is accomplished in an outdoor environment that may involve adverse weather conditions or potential personal danger.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities

- Assumes command of major fires, hazardous materials incidents, and other emergency situations, directing the response of personnel and equipment;
- Oversees fire inspection and code enforcement duties on structures, buildings, and all subject facilities within the District’s response area;
- Performs fire investigations and determines fire causes;
- Provides effective, professional leadership, positioning the Fire District to meet the community’s current and future needs through appropriate technologies and services;
- Plans, directs, and participates in the Fire District’s administrative, operational, personnel, training, fire inspection and prevention, fire investigation, community education, and community relations functions and activities;
- Supervises training, recruitment, evaluation, and discipline of employees and volunteers;
- Consults with the Board of Fire Commissioners in formulating policies and regulations governing activities of the Fire District;
- Assumes direct responsibility for planning, direction, organization, and research functions of the Fire District;
- Formulates and prescribes work for methods and procedures to be followed, appraises conditions of work and takes necessary steps to improve firefighting and safety operations;
- Prepares, maintains, and analyzes response records and reports to ensure efficient operations and to meet current and projected service demands;

- Prepares and implements annual District budgets under the direction of the Board of Fire Commissioners;
- Presents emergency services, hazardous materials, rescue, and fire operational issues to citizen groups and service organizations;
- Maintains cooperative working relationships with other firefighting and prevention agencies and with administrative staff;
- Keeps abreast of and directs the implementation of new developments and modern firefighting methods, techniques, and administration;
- Performs all work duties and activities in accordance with District policies, procedures, and safety practices.

Other Duties and Responsibilities

- On call after regular duty hours to respond to situations as necessary.
- Performs other related duties as required.

Knowledge and Skills/Abilities

Knowledge of:

- Supervisory, training, management, and evaluation methods, techniques, and objectives;
- Principles, practices, and objectives of governmental fire and emergency response administration;
- Training practices, techniques, and objectives;
- Government budget preparation and implementation;
- The geography of the District and surrounding areas, including the streets system, hydrant locations, the layout and location of public utilities, and potentially hazardous materials or substances;
- The operation and capabilities of the various types of apparatus and equipment used by the District;
- Current firefighting tactics and strategies for all types of fire, such as wild-land, commercial, residential, airport, flammable and combustible liquids, vehicle, etc.;
- EMT and related medical, rescue, extrication, and transport equipment;
- Emergency response records systems, communications equipment and use, fire computer applications, and incident reporting procedures;
- District policies, procedures, regulations, and operational standards;
- Methods, techniques, and standard practices of fire and safety inspection and enforcement;
- Methods, techniques, and standard practices of fire investigation, arson investigation, and fire cause determination;
- Current Fire Code for inspection purposes;
- Standard office equipment, personal computers, and related software;
- Effective methods of planning, training, assigning, and directing the personnel and equipment for the most efficient response to fire, medical, and emergency response situations;
- National Incident Management System and Incident Command Systems Operations.

Skills/Ability to:

- Supervise, lead, build and direct the Fire District;
- Plan, implement, and administer programs of departmental operations, activities, and personnel management and training;
- Act as a direct link between the Commissioners and employees of the District;
- Operate specialized firefighting, emergency medical response, rescue and extrication, and related vehicles and equipment;
- Oversee fire and safety code inspections and investigations;
- Use appropriate safety tools, equipment, and apparatus for fire investigations;
- Prepare and present accurate and reliable reports containing findings, determinations, and recommendations;

- Maintain required physical fitness standards;
- Maintain medical, emergency response, and other required certifications;
- Quickly make and communicate determinations as to the best course of action for fighting fires or responding to other emergency situations;
- Work in a team environment under stressful situations;
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Apply routine District policies and procedures;
- Read, comprehend, and follow oral and written instructions and to understand and apply available guidelines to varied operational requirements;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- Operate a personal computer using program applications appropriate to assigned duties;
- Operate a motor vehicle;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with the public, supervisory and subordinate personnel, elected and appointed officials, and Bonneville County Sheriff's Office.

Acceptable Experience and Training

- High school diploma is required; and
- Advanced training and/or education in fire science or a related field is preferred; and
- Ten (10) years of progressively responsible firefighting experience is required; and
- At least and five (5) years of fire department operations and management experience within a combination department of full-time and part-time paid personnel is required; and
- Any combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- IFSAC Firefighter II and Driver/Operator Certifications is preferred and required within two years;
- IFSAC Fire Officer I is preferred and required within three years;
- Idaho State Fire Inspector Certification is preferred;
- Idaho Class B CDL driver's license with tanker and airbrake endorsements is preferred; and
- ICC Fire Marshal Certification is preferred and required within five years.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person, by telephone, and by two-way radio, including during emergency situations which may involve a high degree of noise;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, written and/or text material and effectively operate at a fire or related emergency scene;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and specialized equipment used in firefighting and emergency medical response situations;
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties in a firefighting, emergency medical response, and emergency response environment.

Residency

- The Fire Chief shall reside within the Fire District or within two (2) miles of the Fire District to ensure prompt response to calls.

By execution below, I acknowledge that I have reviewed and understand this class specification/position description. Furthermore, I understand that the description is not to be construed as an exhaustive list of all responsibilities/duties/demands required of this position.

Employee: _____
Signature

Employee's Name: _____
Print Name

Date: _____

Education

Schools/Colleges Attended: # Years Course of Study Diploma/Degree

References

Name Phone Relationship

Special Qualifications

Please note any special qualifications you may have, including, but not limited to professional licenses or certificates held:

Military

Are you a veteran or a family member who qualifies for Veteran's Preference and is claiming said preference pursuant to Idaho Code Section 65-504 or its successor? YES NO

If yes, please complete the supplemental document attached to this application and provide proper documentation.

Have you previously claimed such preference? YES NO

Relation to Employee(s) or Commissioner(s)?

Are you related by blood or marriage to any person employed by the Bonneville County Fire Protection District No. 1 or its Board of Commissioners? YES NO

If yes, please provide their name and relationship to you:

Criminal History

Have you ever been convicted of a felony or misdemeanor under any state or federal law? YES NO

If YES, state the nature of the crime, the court, and the year of conviction: _____

(A conviction will not necessarily be a bar to employment.)

CERTIFICATION

I CERTIFY that the answers given herein are true and complete to the best of my knowledge. I understand that this application is not intended to be a contract of employment. It is understood and agreed upon that any misrepresentation made by me during the application and interview process will be sufficient cause for cancellation of my application and/or separation from Bonneville County Fire District #1 service if I have been employed.

As a part of my application for employment, I consent to take a drug test. I understand that if I test positive for illegal drugs, I will not be offered employment. If I am taking any prescription medication at the time of my drug test and my test comes back positive for illegal drugs, I will be afforded an opportunity to discuss that issue for the purpose of providing a reasonable explanation of my positive drug test.

I understand and acknowledge that I may be required to submit a criminal history check, physical examination, and/or other background checks relevant for the position for which I have applied.

Bonneville County Fire District #1 participates in E-Verify, and will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with the information from each new employee's Form I-9 to confirm work authorization. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

I grant Bonneville County Fire District #1 the right to investigate all references and to secure additional information about me such as, credit report and/or police background investigation, if job related. I hereby release from liability Bonneville County Fire District #1 and its representatives for seeking and obtaining such information and furthermore, I release from liability all other persons, corporations, or organizations for providing such information.

Signature

Date

VETERAN'S PREFERENCE

If you are NOT claiming Veteran's Preference, please initial here _____.

Per Idaho Code, Title 65, Chapter 5, Employer will afford a preference to employment of veterans. In the event of equal qualifications and experience between candidates for an available position, a veteran who qualifies will be preferred. If claiming veteran's preference, please complete the information below and attach a copy of your DD-214 to this application.

(Reference Idaho Code, Title 65, Chapter 5, and 5 U.S.C. § 2108)

The term "active duty" means full-time duty in the Armed Forces, but NOT active duty for training.

Part 1. Preference Eligible Veterans:

I have a service-connected disability of 10% or more. YES NO

I am the spouse of an eligible disabled veteran, who has a service-connected disability. YES NO

I am the widow or widower of an eligible veteran and have remained unmarried. YES NO

I do not meet any of the selections above, but I served on active duty in the armed forces of the United States for a period of more than one-hundred eighty (180) days and was honorably discharged. YES NO

Part 2. Documentation & Signature:

By my signature, I certify that all statements on this form are true and complete to the best of my knowledge. I understand that should an investigation disclose inaccurate or misleading answers, my application may be rejected and my name removed from consideration for employment with Employer.

I have attached a copy of my DD-214. Veteran's preference will not be considered without this document.

_____ Name (Please Print)

_____ Signature

Date _____