

## BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1

### Minutes of Regular Meeting held November 14, 2024

The Bonneville County Fire Protection District No. 1 (“Fire District”) held its regular monthly meeting of Commissioners on Thursday the 14<sup>th</sup> day of November 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, David Long, and Tyler Gebbs 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, Fire Chief Scott Norman, Jason Howard, Sherry Glick, Paul Grate, Carter Grate, Randy Virgil, and Keith Banda. 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 12:03 p.m. by Chairman Ralph Isom.
2. **Approval of Minutes.** Minutes of the regular meeting of Commissioners held on October 10, 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 November 14, 2024, prepared and submitted by Accountant Terri Gazdik, were reviewed with a total expenditure of \$53,602.78. Following discussion, a motion was made by Derik Nielsen and seconded by David Long, and unanimously accepted to approve the total expenditure of \$53,602.78.
4. **Discussion and Reports.** The following items were reviewed and discussed, or actions were taken:
  - a. District Operations Officer Dick Fowler gave his monthly report, which included the following:
    - A report on the need for a storage facility. Specifically, that the Fire District is currently utilizing a storage facility belonging to the City of Ammon and that there is no lease agreement presently in place. Mr. Fowler explained the need for the Fire District to build its own storage facility. Discussion was had on the placement of such a

facility. Commissioner Nielsen suggested that the proposed storage facility be discussed more in depth at the next workshop session.

- A report on the work session with the City of Idaho Falls, specifically that the two entities (Fire District and City of Idaho Falls Fire Department) would work on a more conjoined and unified approach through the establishment of a mutual aid agreement within the next year.
- A report on the 65<sup>th</sup> property, namely the Fire District's options as it relates to the property, which include selling the property to a third party as is or investing money into the property to possibly sell it at a higher price. Mr. Fowler explained that he was also looking into a possible annexation of the property into the city.
- A report on the possible acquisition of property to the East, namely that the owners had decided that they did not want to sell the property in question at present.

- b. City of Idaho Falls Fire Department Chief Duane Nelson reported a total of one hundred twenty-nine (129) calls, of which sixty-three (63) were fire related. Chief Nelson reported there had been two (2) structure fires, with an estimated loss of 1.2 to 1.5 million.
- c. Fire Chief Stacy Hyde reported a total of thirty-two (32) calls, four (4) of which were fire related. Chief Hyde explained that all of the fire calls were mutual aid calls, including one (1) from the City of Idaho Falls Fire Department. Chief Hyde reported a total of sixteen (16) fire prevention events and sixty-two (62) inspections for the month. Chief Hyde also reported on the issues related to the Amazon Warehouse building and steps that were being taken to ensure compliance with the fire code. Finally, Chief Hyde reported on the hiring of four (4) new part-time employees as well as the possible selection of a fire records software, "Image Trend".
- d. Attorney Abigail French briefly discussed the proposed 'Expenditure Policy' and handed out a copy of the draft policy for the Commissioners to review. Attorney French recommended that the Commissioners review and consider adopting the proposed policy at the next regular meeting. No action was taken on the policy.

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

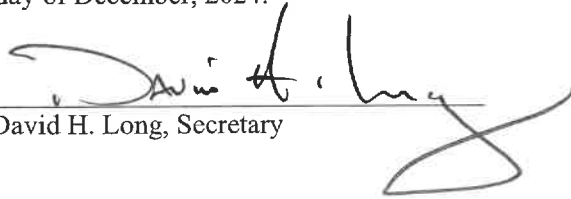
6. **Adjournment.** There being no further business to come before the Board of Commissioners at the meeting a motion was made to adjourn by Derik Nielsen and seconded by David Long with unanimous approval at 12:48 p.m.

Approved the 12<sup>th</sup> day of December, 2024.

  
Approved by Board Chairman

ATTEST:

The undersigned, as Secretary of the Bonneville County Fire Protection District No. 1, hereby attests that the foregoing minutes were approved by a proper vote of the Board of Commissioners of the Fire Protection District on the 12<sup>th</sup> day of December, 2024.

  
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David H. Long, Secretary

**BONNEVILLE COUNTY FIRE PROTECTION DISTRICT NO. 1**  
**NOTICE AND AGENDA FOR MONTHLY MEETING**  
**November 14, 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, November 14, 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 October 10, 2024.  
**Action: Approve minutes of regular meeting held on 10/10/2024.**
3. Review and action on November 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 following items: 1) proposed storage facility and 2) report on work session with the Idaho Falls Fire Department.
    - (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. Attorney Abigail French, overview and discussion regarding proposed expenditure of public funds policy.  
**Possible Action: Approve proposed expenditure of public funds policy.**
5. Patron and community comments (limited to 5 minutes each)
6. **Summary of Action Items:**
  - (a) **Approval of October 10, 2024 regular meeting minutes.**
  - (b) **Approval of monthly bills and financial report.**
  - (c) **Possible approval of proposed expenditure of public funds policy.**
7. Recess/Adjournment

Bonneville County Fire Protection District No. 1, Derik M. Nielsen, Dana Kirkham, David H. Long, Ralph Isom, and Tyler Gebbs,  
Commissioners.

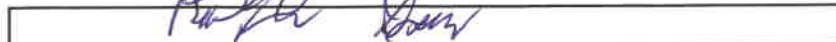
**Bonneville County Fire Protection District #1**  
**Summary of Accounts Payable**  
**November 14, 2024**

Vendor	Purchase	Invoice Date	Due Date	Invoice Amount	Net Amt Due
Nelson Hall Parry Tucker PA	October billing retainer (Sept)	10/31/24 09/30/24	Upon receipt	3,193.00 1,500.00	3,193.00 1,500.00
Cooper Norman	October billing	10/31/204	Upon receipt	5,240.00	5,240.00
Rocky Mountain Power	S 55th, S 45th 2137 S Ammon 2137 S Ammon	10/22/24 10/22/24 10/22/24	pd online pd online pd online	97.36 723.40 118.25	97.36 723.40 118.25
Intermountain Gas	144 S 55th W 2137 S Ammon 3575 Brookfield Lane	10/30/24 10/31/24 10/31/24	pd online pd online pd online	79.94 93.76 20.66	79.94 93.76 20.66
Cardmember Services	Ammon BCFD	11/07/24 11/07/24	Upon receipt Upon receipt	10,075.97 91.44	10,075.97 91.44
Allied Business Solutions	Inv AR522386	11/01/24	Upon receipt	20.75	20.75
ALSCO	LBLA2532135,2528599,2535693	10/23,10/9,11/6	Upon receipt	372.36	372.36
City of Ammon	2137 S Ammon 3575 Brookfield Inv 9792, 9821	10/31/24 10/31/24 10/18,10/29	Upon receipt Upon receipt Upon receipt	158.60 228.13 1,577.41	158.60 228.13 1,577.41
B & K Landscape	148,919,149,815	10/16,11/11	Upon receipt	567.95	567.95
D & L Cleaners	10/31/2024 statement	10/31/24	Upon receipt	158.40	158.40
DDR Excavation	Inv1482	10/03/24	Upon receipt	17,937.50	17,937.50
FleetPrinde	Inv IDS013565	10/28/24	Upon receipt	3,809.03	3,809.03
Idaho Furnace Plumbing Svc	Inv 28654172	11/11/24	Upon receipt	250.00	250.00
LN Curtis	Inv 942410	10/25/24	Upon receipt	255.43	255.43
Larsen Fire Apparatus	inv 3268	10/22/24	Upon receipt	1,325.00	1,325.00
Mountain View Hospital	Inv 662 TC 2024	10/03/24	Upon receipt	25.00	25.00
New Sweden Irrigation Districe	Tax notice 2024	10/31/24	Upon receipt	140.00	140.00
O'Reilly	Inv 3832223329,3832223345,3832229795	10/1,10/1,10/23	Upon receipt	125.46	125.46
Pristine Supply	Inv PS14840	10/18/24	Upon receipt	74.98	74.98
Teton Communications	Inv 27951,27754	10/15,10/1	Upon receipt	2,137.00	2,137.00
T-Mobile	Oct	10/31/24	Upon receipt	358.53	358.53
Xcitiium	Inv 175	10/17/24	Upon receipt	13.50	13.50
Witmer Public Safety Group	Inv 555895,566511,558403,562307	10/11,11/2,10/17,10/24	Upon receipt	2,833.97	2,833.97
Total				<b>53,602.78</b>	<b>53,602.78</b>

Financial Institution	Amount	Current Interest Rate
Idaho Central Credit Union	matures 3/14/2025	277,584.64 4.72%
Frontier Credit Union	matures 4/11/2025	263,438.05 4.25%
Mountain America Federal Credit Union	matures 3/19/25	320,493.75 4.56%
Westmark	matures 1/2/25	291,694.94 5.25%
Citizens Community Bank/Glacier	matures 5/27/2025	284,667.25 4.00%
Lookout CU	matures 4/19/25	266,205.73 5.11%
Bank of Commerce CD #6216	matures 12/10/24	300,895.86 4.94%
Connections CU CD	matures 6/13/25	290,675.82 4.79%
DL Evans	matures 4/30/2025	275,534.81 4.91%
LGIP		4,379,008.17 5.19%
Stifel		534,847.26 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		89,398.98
Bank of Commerce MM	inactive	5,411.75 1.50%
<b>TOTAL</b>		<b>7,642,985.07</b>

Fiscal year	2024-2025
City of Idaho Falls payments	
<u>Due</u>	
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 2024**

11/14/24

Accrual Basis

	Oct 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
400.00 · Tax Revenues	105,554.14	105,000.00	554.14	100.5%
410.00 · Interest Income	21,026.71	27,500.00	-6,473.29	76.5%
420.00 · Miscellaneous Income	100.00	14,943.25	-14,843.25	0.7%
<b>Total Income</b>	<b>126,680.85</b>	<b>147,443.25</b>	<b>-20,762.40</b>	<b>85.9%</b>
<b>Expense</b>				
500.00 · Advertising				
501.02 · Public Relations - Ammon	2,305.79	0.00	2,305.79	100.0%
500.00 · Advertising - Other	0.00	833.37	-833.37	0.0%
<b>Total 500.00 · Advertising</b>	<b>2,305.79</b>	<b>833.37</b>	<b>1,472.42</b>	<b>276.7%</b>
505.00 · Auto - Fuel & Oil	-8.09	1,666.63	-1,674.72	-0.5%
520.00 · Capital Outlay	0.00	8,315.00	-8,315.00	0.0%
535.00 · Dues & Subscriptions	0.00	380.00	-380.00	0.0%
569.00 · Accounting Costs	0.00	5,250.00	-5,250.00	0.0%
570.00 · Legal Costs	1,693.00	6,000.00	-4,307.00	28.2%
575.00 · Building Maintenance/Operation	948.46	1,700.00	-751.54	55.8%
580.00 · Miscellaneous	17,548.68	0.00	17,548.68	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%
585.00 · Office Supplies/Expense	51.06	0.00	51.06	100.0%
586.00 · Training & Certification	2,221.31	625.00	1,596.31	355.4%
615.00 · Repairs & Maint - Equipment	1,709.05	4,087.00	-2,377.95	41.8%
616.00 · Vehicle Repair & Maintenance	5,345.77	0.00	5,345.77	100.0%
625.00 · Supplies	615.59	5,420.00	-4,804.41	11.4%
640.00 · Utilities	3,022.57	2,087.00	935.57	144.8%
644 · Payroll, Benefits, & Taxes				
645.00 · Wages & Salaries	141,237.16	140,129.00	1,108.16	100.8%
647.00 · Employee Benefits				
648.00 · Insurances - Employee	20,306.75	20,500.00	-193.25	99.1%
648.11 · HSA	3,694.43	2,400.00	1,294.43	153.9%
648.12 · PERSI	18,774.56	15,000.00	3,774.56	125.2%
648.13 · HRA	0.00	2,000.00	-2,000.00	0.0%
647.00 · Employee Benefits - Other	78.75	0.00	78.75	100.0%
<b>Total 647.00 · Employee Benefits</b>	<b>42,854.49</b>	<b>39,900.00</b>	<b>2,954.49</b>	<b>107.4%</b>
650.00 · Wages - Tax Employer	9,300.45	10,400.00	-1,099.55	89.4%
<b>Total 644 · Payroll, Benefits, &amp; Taxes</b>	<b>193,392.10</b>	<b>190,429.00</b>	<b>2,963.10</b>	<b>101.6%</b>
655.00 · Workmens Compensation	0.00	4,837.00	-4,837.00	0.0%
660.00 · IT	393.81	6,337.00	-5,943.19	6.2%
700.00 · Payments - City of Idaho Falls	437,078.73	437,078.00	0.73	100.0%
<b>Total Expense</b>	<b>669,892.93</b>	<b>675,045.00</b>	<b>-5,152.07</b>	<b>99.2%</b>
<b>Net Income</b>	<b>-543,212.08</b>	<b>-527,601.75</b>	<b>-15,610.33</b>	<b>103.0%</b>

# DRAFT

## 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.

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 through the use of a Purchasing Card (P-Cards) or a completed and signed purchase order which form shall be developed by the Treasurer 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.

**Commented [AF1]:** Who is authorized to request an expenditure?

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

Notwithstanding the foregoing, the Fire District Chief ("Fire Chief") shall direct the purchasing of equipment and supplies as provided in the budget appropriation, subject to any limitation established by the Board. The Fire Chief may approve Expenditures up to \$25,000.00 that have already been appropriated in the current fiscal year budget.