



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Tuesday, December 10, 2024
Commissioners present:	Ernie Moser, Jeff Hough, and John Crowder
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen and Comptroller Kristi Klauser

## Agenda Details

AGENDA	
1	Regular Business Meeting (action items) <b>BOARD OF COMMISSIONERS</b> MEETING CALL TO ORDER, AGENDA CHANGES & AGENDA APPROVAL (action item)
2	<ul style="list-style-type: none"> <li>Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)</li> </ul>
3	<b>BOARD OF AMBULANCE DISTRICT</b>
	<ul style="list-style-type: none"> <li>Ryan O’Hearn, Pocatello Fire Chief, seeking (1) authorization to apply for 24 AFG- Cardiac Monitor Grant, and; (2) signature on purchase of ambulance (requested 5 minutes) (action item)</li> </ul>
4	<b>BOARD OF COUNTY COMMISSIONERS</b>
5	<ul style="list-style-type: none"> <li>Kiel Burmester, Public Works Director, seeking approval of and signature on Modification of Grant or Agreement with the USDA Forest Service (requested 5 minutes) (action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>Jason Dye, Trial Court Administrator, requesting review and signature on the Thomson Reuters Modification (requested 5 minutes) (action item)</li> </ul>
7	<ul style="list-style-type: none"> <li>Kristi Klauser, Comptroller, requesting (1) signature on County Vessel Fund Reporting and Remittance Form with Idaho Department of Parks and Recreation; (2) signature on 2024 Emergency Management Performance Grant Award Acceptance; (3) signature on 2024 State Homeland Security Program Award Acceptance, and; (4) approval of invoices directly paid by granting agency (requested 5 minutes) (action item)</li> </ul>
8	<ul style="list-style-type: none"> <li>Shanda Crystal, Chief Procurement Officer, seeking discussion and potential signature on (1) contract with Charron Air Conditioning for the Exhibit Hall HVAC; (2) contract with KJ Acoustics for the Exhibit Hall Ceiling, and; (3) contract with Portneuf Valley Plumbing for the Exhibit Hall Plumbing (requested 10 minutes) (action item)</li> </ul>
9	<ul style="list-style-type: none"> <li>Executive Session under Idaho Code §74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement with potential action following adjournment of Executive Session (action item)</li> </ul>
10	<ul style="list-style-type: none"> <li>Discussion about Forensic Pathology funds (requested 5 minutes) (action item)</li> </ul>
	<b>CONSENT AGENDA (action items):</b>
	<ul style="list-style-type: none"> <li>Manual Checks</li> <li>Alcohol Licenses and Catering Permits</li> <li>Certificate of Residency Approval</li> <li>Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session</li> <li>Technology Forms</li> </ul>

## Meeting Notes

- 1 8:31 AM Moser called the meeting to order.
- 2 No business.
- 3 8:31 AM Hough moved to enter into the Board of Ambulance. The motion passed. O'Hearn reviewed the request to apply for the FY24 AFG grant for a cardiac monitor. Hough moved to approve applying for the grant. The motion passed.  
8:32 AM O'Hearn reviewed the request to purchase an ambulance from Horton through a Sourcewell piggyback contract to increase the fleet in preparation for service in South County. A grant was awarded from Idaho EMS and they would like to prefund the grant. Klauser suggested to opt out of the prepayment discount. Hough moved to approve the ambulance purchase and to delay payment until the ambulance is onsite. The motion passed. An updated purchase agreement will be sought.  
8:35 AM Hough moved to exit the Board of Ambulance. The motion passed.
- 4 8:50 AM Hough reviewed the agreement is for clearing parking lots. Hough moved to approve the contract with the Forest Service. The motion passed.
- 5 8:36 AM Dye reviewed a contract reduction for Westlaw licenses with the public defenders moving to the state. Account management would move to the Prosecutor to adjust for attorneys as needed. Hough moved to approve the contract with Thomson Reuters. The motion passed.
- 6 8:41 AM Klauser reviewed the vessel report for waterways funds and snowmobile funds. Hough moved to approve the reporting and remittance for the waterways funds. The motion passed.  
8:43 AM Klauser requested acceptance of EMPG grant for 2024 that gives a 50% reimbursement for wages up to \$50,000. Hough moved to approve the EMPG. The motion passed. Klauser reviewed the SHSP allotment and that there are guidelines of categories to utilize the funds. An advisory group determines where to utilize the funds. For transparency, Klauser recommended delegating authority to spend the funds and the Board also approve claims paid directly by the grantor. Hough moved to accept the SHSP grant and authorize claims to be paid directly by the granting agency with group oversight. The motion passed.  
8:49 AM Klauser reviewed a list of claims that have been paid directly by the grantor. Hough moved to approve the invoices. The motion passed.
- 7 8:39 AM Crystal reviewed bid contracts are ready for the Exhibit Hall. The first contract is with Charron Air Conditioning for \$134,800. Hough moved to approve the contract. The motion passed. The ceiling contract is with KJ Acoustics for \$16,185. Hough moved to approve the contract. The motion passed. The plumbing contract is with Portneuf Valley Plumbing for \$81,700. Hough moved to approve the contract. The motion passed.
- 8 8:55 AM Hough moved to enter into executive session under Idaho Code §74-206(1)(f) to communicate with legal counsel. The motion passed by roll call vote. 9:06 AM Hough moved to exit executive session. The motion passed.
- 9 Hough moved to send a request to ISU to identify in the MOU who to send funds to and revisit. The motion passed.
- 10 Moser reviewed the consent agenda included a salary form and certificates of residency. Hough moved to approve the consent agenda. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved entry/exit Board of Ambulance, applying for AFG grant, and ambulance purchase through a piggyback contract.	Ambulance/Grant Team/Procurement
Approved agreement modification with Forest Service for parking lot ploughing.	Public Works
Approved contract with Thomson Reuters.	Prosecutor/TCA
Approved waterways report and remittance.	Auditing
Approved award acceptances for EMPG and SHSP grants, granting agency paying claims directly, and list of purchases paid by granting agency.	OEM/Auditing/Grant Team
Approved contracts for Exhibit Hall projects with Charron Air Conditioning for \$134,800, KJ Acoustics for \$16,185, and Portneuf Valley Plumbing for \$81,700.	Procurement/Facilities
Approved entry/exit executive session – legal.	Clerk
Approved requesting ISU include payment info in MOU.	Commission
Approved salary form and certificates of residency through consent.	Auditing/Clerk/Resolution