



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, January 23, 2025
Commissioners present:	Ernie Moser, Jeff Hough, and Ken Bullock
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, Attorney Jon Radford, and Attorney Matthew Phillips

Agenda Details

AGENDA	
1	<p>Claims Meeting and Work Session (action items)</p> <p>Claims Agenda:</p> <ul style="list-style-type: none"> • Board of Ambulance District: Invoices and Commissioner Report • Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications • Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session • Payroll Report • Alcohol Licenses and Permits • Certificate of Residency Approval • Mileage Reimbursement Requests • Technology Request Form • Memorandum Authorization for Accounts Payable • Cardholder User Agreement and Authorization <p>Work Session Agenda:</p>
2	<p>BOARD OF AMBULANCE DISTRICT</p> <ul style="list-style-type: none"> • Shane Grow, Assistant Chief – Pocatello Fire Department, regarding approval of and signature on Request for Ambulance Standby Fee Waiver (requested 5 minutes) (action item)
3	<p>BOARD OF COUNTY COMMISSIONERS</p> <ul style="list-style-type: none"> • Maggie Mann, Southeast Idaho Public Health, presenting a quarterly update
4	<ul style="list-style-type: none"> • Scott Crowther, Business Manager and Event Director, seeking approval of and potential signature on (1) contract for Gift of Life walk/run; (2) contract for ISU Haunted Science Library, and; (3) Rental Agreement for Pocatello Downs (requested 10 minutes) (action item)
5	<ul style="list-style-type: none"> • Jared Marchand, Courts, requesting use of opioid funds for Bannock County employee training (requested 5 minutes) (action item)
6	<ul style="list-style-type: none"> • Seth Scott, Juvenile Detention, seeking approval of and signature on the Contract for Services between Robobem PREA Auditing, LLC (requested 5 minutes) (action item)
7	<ul style="list-style-type: none"> • Ken Bullock, Commissioner, requesting use of personal vehicle for travel to the IAC 2025 Legislative Conference in Boise. All motor pool vehicles have been reserved for that week. (requested 5 minutes) (action item)
8	<ul style="list-style-type: none"> • Kristi Davenport, Management Assistant, seeking to discuss outstanding invoices for the public defender’s copier and either termination of the agreement or transfer the copier to another department (requested 5 minutes) (action item)
9	<ul style="list-style-type: none"> • Janae Penrod, Code Enforcement, regarding a discussion pertaining to waiving building permit fee; working toward a solution for code violation (requested 10 minutes) (action item)

10	<ul style="list-style-type: none"> • Kristi Klauser, Comptroller, requesting to discuss Title III Secure Rural Schools funds and the process required to use those funds (requested 10 minutes) (action item)
11	<ul style="list-style-type: none"> • Matthew K. Phillips, Human Resources and Risk Management Director, requesting to create a New Leader Orientation course (requested 10 minutes) (action item)
12	<ul style="list-style-type: none"> • (AMENDED to include) Jason Dye, Trial Court Administrator, seeking to discuss an order by the Sixth Judicial District Court to Appoint Public Defender for Termination of Parental Rights (requested 10 minutes) (action item)
13	<ul style="list-style-type: none"> • (AMENDED to include) Sign Leave without Pay as accepted in the meeting on January 21, 2025 (action item)
14	<p>Elected Officials Meeting (potential action items)</p> <p>Agenda:</p> <ul style="list-style-type: none"> • Adam McKinney, Chief Technology Officer, discussing Cybersecurity and AI • Kristi Klauser, Comptroller, to discuss PERSI • Matthew K. Phillips, Human Resources and Risk Management Director, to discuss partnership with Healthy City USA for Employee Wellness opportunities • Memos for unpaid leave • General Discussion

Meeting Notes

- 8:59 AM Hough called the meeting to order. Bullock moved to approve the report and invoices. The motion passed. Moser moved to approve the payroll report. The motion passed.
- 9:38 AM Moser moved to enter into the Board of Ambulance. The motion passed. Athletic Director Travis Bell also appeared. Grow reviewed the request for a fee waiver for the state high school wrestling championship. The cost would be \$3,230 for 19 hours and will not be a burden to the current budget. Bullock moved to approve the waiver. The motion passed. Bullock moved to adjourn out of the Ambulance District. The motion passed.
- 9:02 AM Ken Keller, Environmental Health Director, also appeared and reviewed issues with the Moonlight Mountain Recovery residential treatment facility's wastewater system that failed that has required difficult engineering; and a gas station temporary closure due to mold from leaks at the soda machine and asbestos replacement.
- 9:11 AM Amber Davis appeared and reviewed the Donor Connect event. Crowther reviewed the property usage and request for a fee waiver for a pavilion. Moser moved to approve the contract. The motion passed.
9:16 AM Professor Steve Shropshire appeared. Crowther reviewed the previous events. Shropshire reviewed the event and time request. Discussion ensued on a safety plan. Bullock moved to approve the contract with an approved safety plan. The motion passed.
9:27 AM LuKrena Schoonover, President of Pocatello Downs, appeared. Crowther reviewed previous contract changes. Radford pointed out attorney fees in contracts. Moser moved to approve the contract with Pocatello Downs. The motion passed.
- 9:41 AM Marchand requested to use opioid funds to send staff to drug court training. Hough moved to approve the request. The motion passed.
- 9:45 AM Scott requested approval of contract for PREA audit. Bullock moved to approve the contract. The motion passed.
- 10:30 AM Discussion ensued on the policy for one-way mileage. Bullock indicated there were no vehicles available. Hough moved to authorize round-trip mileage if there are no vehicles available. The motion passed.

- 8 10:21 AM Davenport reported the public defenders Ricoh copier contract could not transfer to the state. Payments have not made and now include late charges. The copier has not been used since September. Discussion ensued on options for buyout, returning the copier, department transfer, and requesting to terminate the agreement. Bullock moved to bring the bill current and negotiate toward termination. The motion passed.
- 9 9:46 AM Planning and Development Director Hal Jensen was also present. Penrod reported on a code violation where the owner is unable to pay for the permit to come into compliance and questioned if the Board would consider a waiver. Moser opposed rewarding someone with a waiver after not following the law. The permit is for a pole barn for hay storage, likely under 200 square feet. A work session will be scheduled.
- 10 10:04 AM Sheriff Tony Manu, Chief Deputy Sheriff Alex Hamilton, and Lt. Nick Zweigart were present. Klauser reviewed the Title III funds allocation. Discussion ensued on a back-country group of volunteers with Search and Rescue and needs for back-country rescues. To utilize the funds, a notice needs published allowing for 45 days for comment. Bullock moved to move forward with publication. The motion passed.
- 11 9:58 AM Phillips reviewed a proposal to develop new leader training with suggested topics.
- 12 10:15 AM Dye reviewed a recent order with an interpretation that the public defender act does not cover private terminations with assignment of a state public defender. Bonneville County just had arguments in a similar case. Radford will review the order.
- 13 10:30 AM Moser moved to approve leave without pay. The motion passed.
- 14 10:42 AM Those in attendance included Prosecutor Ian Johnson, Sheriff Tony Manu, Treasurer Jennifer Clark, Coroner Torey Danner, and Assessor Anita Hymas (11:02 am). McKinney reviewed cyber threats, secured network, future plans, and AI policy development.
10:58 AM Klauser reported issues with PERSI retirement and individuals coming back. The Board approves unpaid leave after 30 days.
11:01 AM Phillips shared work is being done on an orientation for new leaders. A team is developing a safety plan to help reduce worker's compensation claims.
11:13 AM Discussion ensued on washing dishes in bathroom sinks, Chambers relocation, training room, and potential change to PTO.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved Commission report, invoices, and payroll report.	Auditing
Approved entry/exit Board of Ambulance and fee waiver for state wrestling tournament.	Ambulance
Approved contracts for Donor Connect, ISU Physics, and Pocatello Downs.	Parks and Rec
Approved drug court staff training with opioid funds.	Courts
Approved contract with Robobem PREA Auditing.	Juvenile
Approved round-trip mileage for personal vehicle.	Commission
Approved copier bill payment and negotiate for termination of contract.	Commission
Schedule work session for building permit/code enforcement issue.	Commission/Planning
Approved publication for Title III funds.	Clerk/Search and Rescue
Approved leave without pay.	HR/Auditing