



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Thursday, June 19, 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 and Comptroller Kristi Klauser

## Agenda Details

AGENDA	
<b>Business and Claims Meeting (action items):</b>	
<b>Agenda:</b>	
1	<ul style="list-style-type: none"> <li>Wes Jones, Office of Emergency Management, presenting the 2025 Burn Ban for Commission approval (requested 5 minutes) (action item)</li> </ul>
2	<ul style="list-style-type: none"> <li>Kiel Burmester, Public Works, providing a monthly Public Works update</li> </ul>
3	<ul style="list-style-type: none"> <li>Shanda Crystal, Procurement, seeking to discuss a decision regarding YDC/Event Center data ports (requested 5 minutes) (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>Matthew K. Phillips, Human Resources and Risk Management, requesting signature on two ancillary insurance coverage proposals with Philadelphia Insurance Companies (requested 5 minutes) (action item)</li> </ul>
5	<b>Claims Agenda:</b> <ul style="list-style-type: none"> <li>Board of Ambulance District: Invoices and Commissioner Report</li> <li>Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications</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>Payroll Report</li> <li>Alcohol Licenses and Permits</li> <li>Certificate of Residency Approval</li> <li>Mileage Reimbursement Requests</li> <li>Technology Request Form</li> <li>Memorandum Authorization for Accounts Payable</li> </ul>
6	Board of Equalization and Administrative BOE Reviews throughout the day as needed (action items)

## Meeting Notes

- 8:59 AM Hough called the meeting to order.  
Jones reviewed the burn ban from July 1 through October 1 and the press release. Moser moved to approve the burn ban for 2025. The motion passed.
- 9:03 AM Dana Evans, Mosquito Abatement, also appeared and reviewed mosquito abatement treatments that have been completed. Burmester gave updates on Noxious Weed activities and chip sealing. Discussion ensued on equipment for trail paving.

- 3 9:20 AM Chief Technical Officer Adam McKinney also appeared. Crystal reported on estimated costs for data installation at the YDC. IT staff can install and funds will come from contingency.
- 4 9:23 AM Phillips reviewed ancillary coverage for concerts. Moser moved to approve the insurance agreements. The motion passed.
- 5 9:25 AM The claims agenda included invoices, Commission report, and alcohol permits. Bullock moved to approve the consent agenda. The motion passed.
- 6 See Board of Equalization minutes.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved burn ban for July 1 to October 1.	OEM/Resolution
YDC data installation to be completed by IT staff using contingency funds.	Procurement/IT/Auditing
Approved ancillary insurance agreements for concerts with Philadelphia Insurance Companies.	Risk Management
Approved invoices, Commission reports, and alcohol licenses.	Auditing/Resolution