



BANNOCK COUNTY COMMISSIONERS' – MEETING

Commissioners' Agenda

The Board of County Commissioners (BOCC) is comprised of the three elected County Commissioners: Ernie Moser (District 1), Jeff Hough (District 2, Chair), and Ken Bullock (District 3). The BOCC generally meets twice weekly: Tuesdays & Thursdays at 9:00 a.m. Unless otherwise noted, meetings are generally held in the Commissioner's Chambers at 624 E Center, Room 212, Pocatello, Idaho. During these public meetings, the BOCC may approve contracts, expend funds, hear testimony, make decisions on land use cases, and take care of other County matters.

Times are subject to change within 15 minutes of the stated time.

Thursday, August 7, 2025

9:00 AM Business and Claims Meeting (action items)

Agenda:

BOARD OF AMBULANCE DISTRICT

- Kindee Kananen, Idaho State University, requesting an Ambulance Standby Fee Waiver for the ISU Rodeo Team (requested 5 minutes) (action item)

BOARD OF COUNTY COMMISSIONERS

- Maggie Mann, Southeast Idaho Public Health Department, providing a quarterly update
- Lori Spencer, Juvenile Detention, requesting mileage reimbursement (requested 5 minutes) (action item)
- Wes Jones, Emergency Management, seeking approval to write and submit Homeland Security Grant Program Proposal for FY25 cycle (action item)
- Dillon Evans, Landfill, requesting approval of and signature on updated Rental Agreement with Vermeer Mountain West (requested 5 minutes) (action item)

- Kristi Klauser, Auditing, seeking approval and signature on a check request for a reimbursement to Pocatello Fire Department for AFG Grant purchases (requested 5 minutes) (action item)
- Jason Dixon, Clerk, regarding a discussion about Bannock County real properties with possible Executive Session under Idaho Code §74-206(1)(e) to consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations with potential action following adjournment of Executive Session (requested 10 minutes) (action item)
- **(AMENDED to include)** Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (action item)
- **(AMENDED to include)** Shanda Crystal, Procurement, requesting to discuss Change Order with Headwaters Construction and signature once prepared (requested 5 minutes) (action item)

Claims Agenda:

- 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

408 EAST WHITMAN
POCATELLO, ID 83201



208.234.6201
FAX: 208.233.4043

Ryan O'Hearn - Fire Chief

TO: BANNOCK COUNTY COMMISSIONERS
FROM: RYAN O'HEARN 
SUBJECT: FEE WAIVER REQUEST
DATE: AUGUST 7, 2025
CC: KRISTI DAVENPORT, KRISTI KLAUSER, AUTUMN BAKER

The ambulance district has received a request for ambulance standby for the ISU Rodeo September 12-13th. The event will be held at the Bannock County Event Center. The request is for a total of 9 hours. Our typical fee for standby is \$170 per hour. The cost break down is listed in the table below. This covers the cost of overtime, fuel, potential supplies, and vehicle wear.

Fee Waiver 9/12/2025: (3 hours x \$170)	\$510
Fee Waiver 9/13/2025: (6 hours x \$170)	\$1020
Total	\$1530

Our staffing approach to ambulance standby is to use a combination of "On-Shift" and "Call-In" personnel. This results in some overtime costs. If we can use our normal staffing approach in this circumstance the overtime cost would be approximately \$675. If we had to use overtime for the entire standby the cost would be \$1350.





Request for Ambulance Standby
Fee Waiver
Pocatello Fire Department

Submitted On:

Jul 25, 2025, 10:27AM MDT

Name	First Name: Kindee Last Name: Kananen
Address	Street Address: 921 S 8th Ave., STOP 8061 City: Pocatello State: ID Zip: 83209
Phone	208-731-5480
Email	kindeekananen@isu.edu
Organization	Idaho State University
Name of Event	ISU Bengal Round Up College Rodeo
Type of Event	Rodeo
Event Location	Bannock County Event Center-Upper Arenas/Grandstands
Event Website	
Estimated Number of Attendees Per Day	300
Event Date(s)	September 12-13th, 2025
Total Hours of Ambulance Standby Requested	9
Matching Contribution	
Why should a waiver be considered?	The ISU Rodeo Team has been hugely impacted by budget cuts to its program recently and in hopes of continuation of the program any ways to create a more cost friendly approach is highly needed and desired due to the huge cost of rodeo production for the hosting this event for the community members, as well as out of state visitors, and competitors. Any considerations are greatly appreciated!

Signature Data

First Name: Kindee
Last Name: Kananen
Email Address: kindeekananen@isu.edu

Rindee Rananen

Signed at: July 25, 2025 10:27am America/Denver

BANNOCK COUNTY COMMISSIONERS

624 E. Center, Pocatello, ID 83201
Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNIE MOSER
Commissioner
1st District

JEFF HOUGH
Commissioner
2nd District

KEN BULLOCK
Commissioner
3rd District

Business Meeting Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:15 a.m.** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners' staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners' Office at 208-236-7210, three to five working days before the meeting.

Requestor Name:

Maggie Mann

Department:

Southeast Idaho Public Health Department

Requestor Email:

commission@bannockcounty.gov

Item(s) to be considered:

Providing a quarterly update for SIPH

Date of meeting being requested:

08/07/2025

Time requested:

15 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:



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624 E. Center St., Pocatello, ID 83201
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ERNE MOSER
Commissioner
1st District

JEFF HOUGH
Commissioner
2nd District

JOHN CROWDER
Commissioner
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AGENDA REQUEST FORM

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E-mail this completed form and any supporting documents to agendarequest@bannockcounty.us by NOON on the Thursday prior to the scheduled meeting.

Name/Department:

District 6 Juvenile Detention

Item to be considered/background:

Mileage to Boise in personal car for Lori Spencer.
Lori will be staying an extra day with her daughter.

How much time will be needed? Meeting date requested:

10 minutes

8/7/25

Does this item involve a contract, agreement, external funding application or award acceptance?

YES NO

Have all supporting documents been included with this form?

YES NO

List of attendees:

Seth Scott

Please include any supporting documents with your Agenda Session Request Form.

Commissioner Office Only:

Date: 8/7/25 Time: _____



FOR COMMISSION OFFICE USE:	
DATE _____	TIME _____

Agenda Request Form

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Email this completed form and any supporting documents to agendarequest@bannockcounty.us by 5:00 PM the Wednesday prior to the scheduled meeting.

Name/Department: Emergency Management Phone/Email: 208-236-7167

Item to be considered: Homeland Security Grant Program approval

Informational background:

Seeking approval to write and submit HSGP proposal for FY25 cycle

1. What meeting are you requesting? 8/7/20
2. How much time will be needed for this agenda item? 5 minutes or less
3. Is Commission action requested (decision, approval, signature, or guidance)? Approval
4. Does this request involve a contract, agreement, external funding source, or award acceptance? NO
5. What is the potential financial impact of this request? 0
6. Have all supporting documents been included with this form? NO
7. Will you be using presentation software or have other presentation needs? (if YES, provide presentation with this form) NO
8. Name and contact information for others who should be invited to attend:

Wes Jones, Karen Trumbull

GRANT TEAM RISK ASSESSMENT FOR GRANTS

Department:	<u>Emergency Management</u>	Apply for award	
Project name:	<u>FY25 SHSP funds</u>	Do not apply	
Assistance Listing # <i>(formerly CFDA #)</i>	<u>97.067</u>	Federal Procurement	X
Grant Writing		<i>No (0 pts)</i>	<i>Maybe (2.5 pts)</i>
			<i>Yes (5 pts)</i>
			Score
Project clearly eligible for grant? Meets priorities of the grant? If no, stop, do not apply.			X
Will administrative costs be allowed by the grant? Equipment only = 5			X
Matching funds: 0: cash or mix required, not budgeted; 2.5: match obtainable; 5: No match, or has been/can be budgeted, in-kind easily obtainable			X
Sufficient time to prepare grant submission before the due date?			X
Department and/or Grant Team have adequate time to write grant?			X
Award odds assessment: 0: strong competition, small number of awards, odds of award <10% 2.5: open competition, odds of award >10% to <50% 5: Meets top priorities, odds of award greater than 50%			X
Funding agency history: 0: none; 2.5: funder known/no history; 5: good relationship with funder			X
No organizational resources needed (space, equipment, in-kind)			X
Are new personnel fully covered by grant? n/a = 5			X
Sustainability: 0: difficult, may require significant ongoing commitment of resources; 2.5: effort needed, may require some ongoing support; 5: minimal additional resources OR no sustainability expected/needed			X
Aligns with department's mission			X
Existing or imminently anticipated need			X
Program will not be a duplication of existing efforts in area			X
Expertise of department/director in relevant area			X
Staff training: 0: required, not funded; 2.5: Minimal, some covered; 5: Minimal, required and costs covered			X
Program partnership: 0: needed/not developed; 2.5: potential identified; 5: not needed/already contacted			X
Procurement complexity: 0: multiple/phases/formal; 2.5: 1-2 simple/semi-formal; 5: none			X
Department capacity to administer and monitor project			X
Auditing capacity for processing, reporting, and monitoring			X
Department capacity for tracking/progress reports			X
Comments: Idaho applies for Grant and disburses funds. The department must submit application to the grant team. Other departments to involve:			95
			<i>Score</i>
Scoring Key: 70% = Yes 50-69% = Maybe <50 = No	Possible adjustments to scoring: New personnel required -3 New system (reporting/application) -1 to 10 Subaward (adds admin burden) -4 Davis Bacon required -10 Does proposal provide operational support (rather than project support) up to +5		
Auditing/Grant Team: <i>LuAnn Losee</i>	Date:	07/31/2025	
Override of Recommendation not to apply: Justification:	Date:		
Commissioner:	Date:	8/7/25	

BANNOCK COUNTY COMMISSIONERS

624 E. Center, Pocatello, ID 83201
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JEFF HOUGH
Commissioner
2nd District

KEN BULLOCK
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3rd District

Business Meeting Agenda Request Form

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Requestor Name:

Dillon Evans

Department:

Solid Waste

Requestor Email:

Dillone@bannockcounty.gov

Item(s) to be considered:

Updated Vermeer contract

Date of meeting being requested:

08/07/2025

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

Agreement

Contract/Agreement Begin Date:

08/18/2025

Contract/Agreement End Date:

08/25/2025

List of additional attendees:

Dillon Evans

RENTAL AGREEMENT



Vermeer Mountain West
17019 S. Weber Dr.
Chandler, AZ 85226
Tel: 480.785.4800
Fax: 480.785.4900
www.vermeermountainwest.com

Quote Number 00028149
Quote Date 8/1/2025

Account Name Bannock County Solid Waste
Billing Address 1500 North Fort Hall Mine Road
Pocatello, ID 83204
United States

This agreement is entered into between Vermeer Mountain West, located in Chandler, Arizona, hereafter referred to as Lessor and the company named below, to be known as Lessee.

Equipment and Rental Location

Model Tr5300 Value of Equipment \$300,000.00
City, State Pocatello

Rental Period, Rates, and Payment

Delivery Date 8/18/2025 Rental Rate \$5,000.00
Start Date 8/18/2025 Rental Additional \$0.00
End Date 8/25/2025 Tax
Subsequent Period 1 Week Rental Sales Tax \$0.00
Weekly \$5,000.00 Rental Total \$5,000.00

Terms and Conditions

CUSTOMER INITIAL

- X___ It is agreed that the Lessee will supply prior to start of rental period a Certificate of Insurance.
X___ The Lessee is liable for and will reimburse Lessor for amounts equal to any sales, use, license or registration fees levied or based upon the rental, use, or operation of this equipment.
X___ Rental payments are due/payable in advance of the delivery date and in advance of subsequent rental periods.
X___ Lessee agrees to return equipment with fluid levels at or above delivery levels or will be subject to re-fueling charges.
X___ Lessee is responsible for any cleaning charges of returned equipment in excess of 1.5 hours for Utility and Environmental; and 3 hours for Track and Specialty Excavation equipment (Including emptying of vac tanks).
X___ Monthly rental charges for equipment will be billed on a 28 day monthly billing cycle, commencing on the date the equipment is rented. Each billing cycle will end 28 days after the start date, with payment due upon receipt of the invoice.
X___ Rental Rates are based on an 8 hour work day, a 40 hour work week, and a 176 hour work month, Any usage in excess of these rates will result in additional usage and fluid charges.

The Rental Period shall begin on the date of delivery to the LESSEE and shall end on the date of return to LESSOR'S business location designated herein. The rental period shall be the initial rental period shown on this agreement, If LESSEE retains the equipment after the expiration of said period, this agreement shall be deemed to be extended at the same rental rate (or the prorated portion thereof) and under the same terms until the equipment is returned to LESSOR, At any time after expiration of the original period LESSEE agrees to return the equipment to LESSOR with in twenty-four hours after from LESSOR. This is a contract of rental ONLY and nothing herein conveys to LESSEE any right, title or interest in or to any of the equipment, except as a LESSEE.

X___ 1. HOURS

The LESSEE agrees that the rates provided for in this contract are considered straight time rates based on not more than eight (8) hours per day, forty(40) per week, or one hundred seventy six (176) hours in any consecutive thirty(30) day period. Should the equipment be used above the specified hours in any specific period, the overtime rate will be calculated as follows: 1/8th of the daily rate, 1/40th of the week rate. Or 1/176th of the monthly rate, calculated as a part of the preceding rental period, the minimum rental is one day. No allowance will be made for Sundays, Holidays, time in transit, or any period of time equipment may not be in actual use while is LESSEE'S possession, except as provided in this agreement or pre-arranged in writing.

X___ 2. REASONABLE CARE

LESSOR shall use reasonable care to see that the equipment is in proper working condition before delivery to LESSEE. If LESSEE so requests, the equipment will be operated in LESSEE'S presence at a time and place designated by LESSOR prior to delivery. If the equipment shipped to LESSEE arrives in damaged condition. LESSEE shall note such damage on the bill-of-lading or any other receipt requested by the transporter and shall immediately notify LESSOR.

X **3. MAINTENANCE**

LESSEE agrees to care for the equipment properly, to use in within its rated capacity, to restrict its use to LESSEE'S qualified personnel and to prohibit anyone other than LESSOR'S authorized personnel to repair, modify or adjust the equipment and to notify LESSOR immediately of accidents, disabilities, failures or like information concerning the equipment, LESSEE further agrees to pay for all damage to the equipment resulting from causes from other than normal wear and tear upon receipt of invoice, LESSEE shall take care of normal needs of the equipment including, chain or rock-wheel hard-facing, all fluid levels and all necessary lubrication as set forth in the Machine Operators Manual or as required by LESSOR, LESSEE agrees to make the equipment available to LESSOR for any needed repairs during the normal business hours. If LESSEE requires service at times other than LESSOR'S business hours, LESSEE agrees to pay the difference between LESSOR'S straight time and overtime rate.

X **4. DOWNTIME**

In the event the equipment becomes inoperable for reasons other than accident, improper use, or failure of LESSEE to comply its obligations, no rental shall be charged for the period of time between actual notice to LESSOR of the inoperable condition of the equipment and the time when it is returned to service. LESSOR shall not be obligated to furnish substitute equipment nor shall it be liable for down time or special or consequential damages of any nature. The equipment must be returned to LESSOR and be available for rental if LESSEE wishes to temporarily terminate the rental period, machine will be subject to availability.

X **5. INSURANCE**

[REDACTED]

[REDACTED], LESSEE, at its own expense shall carry public liability and property damage insurance, including death, for a minimum of five hundred thousand (500,000.00) dollars, single limit. All equipment also to be insured to its full value against all risk, physical damage, fire and theft, naming LESSOR as additional insured for all above. Certificated to be supplied to LESSOR, 10 day notice of cancellation to be included.

X **6. DEFAULT**

If LESSEE shall default in the payment of any installment of rent, or any other amount payable to LESSOR, or if LESSEE fails to comply with the terms, covenants, or conditions LESSOR may at its option terminate LESSEE'S right to possession of the equipment. If LESSEE or its creditors files for release under any bankruptcy or similar law for the release of debtors, or if LESSEE makes any assignment for the benefits of creditors, or if a receiver is appointed to take possession of any of the assets of the LESSEE, then in any of these events the LESSOR shall at its option terminate LESSEE'S right to possession without notice. The equipment and any rights of LESSEE shall be surrendered to LESSOR and LESSOR may take possession and is authorized by LESSEE to enter upon any premises of LESSEE without notice for the purpose of taking possession of the equipment. The LESSEE shall remain liable for all the sums due and unpaid, plus reasonable expenses and attorney fees.

X **7. LAWFUL USE AND NOTICE**

LESSEE shall use the equipment only for lawful purpose, and shall keep it at the location provided, or shall notify the LESSOR prior to moving the equipment. The equipment shall be used and operated in compliance with all laws of any jurisdiction in which it is being used. LESSEE shall not assign, transfer, sublet or in any way assign its rights to the equipment LESSEE shall not pledge, lien, mortgage, encumber, or otherwise change its rights or interests. All notices required under the terms and provisions of the lease shall be in writing and such shall become effective thirty six (36) hours after deposit in the United States Mail, with postage prepaid, addressed to the parties, or delivered to the parties personally.

X **8. UNDERGROUND UTILITIES**

LESSEE is responsible for the marking of any underground lines, electrical, phone cable, or any other obstruction that would be in the line of any digging or trenching. LESSEE is responsible for the job site supervision, to direct where and when any digging or trenching is to be done. LESSOR assumes no responsibility for any damage done by any machine or employee during the course of any rental period.

I certify that I have read and understand all the information contained in this agreement

I, as a representative of Vermeer Mountain West have explained this agreement to the LESSEE.

Print: X Jeff Hough

Signature: X _____

Signature: X _____

Date: X _____

Date: X Aug. 7, 2025



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Requestor Name:

Kristi Klauser

Department:

Auditors

Requestor Email:

kristik@bannockcounty.gov

Item(s) to be considered:

Signature Only.

Approval for reimbursement to Pocatello Fire Dept for AFG grant purchases.

Date of meeting being requested:

08/07/2025

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

**BANNOCK COUNTY
CHECK REQUEST FORM**

Date: 08/04/25

Vendor Information/Payee

Name: Pocatello Fire Dept

Address: 408 E Whitman
Pocatello, ID. 83201

Account Distribution: 28658131-44500

Amount: 7067.86

Department Approval: _____

Payment Description

Reason for Check:

Payment for AFG grant Purchases

grant # AFG-Emw-2022-06704

NOTE: Check Requests should only be used in the rare instances that an invoice is not available (examples: refunds for overpayments, dept. to dept. payments, etc.). Whenever possible documentation verifying the expense should be attached. Check Requests are not used for employee reimbursements; reimbursements are completed on an Employee Reimbursement Form.



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Requestor Name:

jason dixon

Department:

Clerk

Requestor Email:

jdixon@bannockcounty.gov

Item(s) to be considered:

Bannock County real property discussion

Date of meeting being requested:

08/07/2025

Time requested:

10 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

Adam Mckinney

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Requestor Name:

Jeff Hough

Department:

Commission

Requestor Email:

commission@bannockcounty.gov

Item(s) to be considered:

Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel

Date of meeting being requested:

08/07/2025

Time requested:

10 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

Kiel Burmester, Buddy Romriell, Kathy Dahlke



PROPOSAL

Date: 08/06/2025

Headwaters Construction
 900 Jet Stream Drive
 Rexburg, ID 83440

Salesperson	Job	Payment Terms	Due Date
Alma Stumpp	Bannock County 10588 Fairgrounds Dr.	Due on Completion	

Description

<p>Scope of Work: Asbestos abatement of vinyl flooring and drywall.</p> <ul style="list-style-type: none"> • Build negative pressure containment and critical barriers around the work area according to EPA standards and requirements. • HEPA filtered air scrubber with ducting to exterior of the structure will be running throughout the duration of the project. • Employees will be in OSHA required personal protective equipment. • Certified Asbestos Supervisor will be onsite during the project. • Remove (ACM) materials: Remove approximately 235 square feet of Asbestos containing vinyl flooring in the kitchen and stairway. Remove approximately 256 square feet of drywall with asbestos containing surfacing in the office. • Does not include removing contents. • Does not include landfill charges for disposal. We were informed that Bannock County would not charge the landfill fees for disposal since it was their job. • All waste will be disposed of in accordance with EPA requirements and all laws and ordinances. • Labor to perform the load out of asbestos bags. • We are not responsible for wall, ceiling and/or paint damage while performing our work. 			
<p>Estimate includes material, labor, equipment, and disposal in accordance with OSHA/EPA regulations for the sum of:</p>		Total	\$5,862.00

All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the specification above involving extra costs will become an extra charge over and above the invoice. Payment is due upon completion of work.

If this proposal is agreeable to you, please indicate your acceptance by signing in the space provided below and email a signed copy to alma@abateidaho.com. This proposal may be void if not accepted within thirty (30) days. We appreciate the opportunity to provide you with this proposal and look forward to working with you.

This Proposal accepted by: _____

Date: _____