



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, October 2, 2025

9:00 AM Business Meeting (action items)

Agenda:

BOARD OF AMBULANCE DISTRICT

- Ryan O'Hearn, Pocatello Fire Chief, requesting acceptance of the Idaho EMSAVE Grant (requested 5 minutes) (action item)

BOARD OF COUNTY COMMISSIONERS

- Kiel Burmester, Public Works, request to discuss a recommendation to award the Road and Bridge Roof Replacement Invitation to Bid (requested 5 minutes) (action item)
- Torey Danner, Coroner, regarding a discussion about lights (requested 5 minutes) (potential action item)
- Kristi Davenport, Commission, seeking discussion pertaining to delinquent 2021 property taxes on Parcel ID RPRPHIV000200 (requested 5 minutes) (action item)
- **(AMENDED to include)** Signature on Resolution No. 2025-66 Bannock County Burn Ban Extension (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
- Cardholder User Agreement and Authorization



BANNOCK COUNTY COMMISSIONERS

621 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

WORK SESSION REQUEST FORM

Work Sessions are held on Thursdays at 9:15 a.m., unless otherwise noticed.

Email this completed form and any supporting documents to
agendarequest@bannockcounty.us by noon on Monday prior to the scheduled meeting.

Name/Department:

Bannock County Ambulance District

Concern/issue/question:

Grant Acceptance

Suggested solution?

Request acceptance of Idaho EMSAVE (Emergency Medical Services Agency Vehicle and Equipment) Grant. The grant is for \$40,000.

How much time will be needed for this issue?

5 minutes

What meeting date is requested?

10/2/25

List of attendees:

Ryan O'Hearn

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

Commissioner Office Only:

Date: 10/2/25 Time: _____



State of Idaho Subgrant Number 8174

Parties

Agency	Subgrantee
Idaho Military Division 4040 W Guard St. Bldg. 600 Boise, ID 83705	BANNOCK COUNTY 624 E CENTER ST POCATELLO, ID 83201

Subgrant Summary

Subgrant Name: Bannock County Ambulance District c/o Bannock County Subgrant Description: EMS Dedicated III Vehicle and/or Equipment Funding Original Effective Date: August 29, 2025 Current Expiration Date: May 30, 2027	Subgrant Total: \$ 40,000.00 Subgrant Usage Type: AGENCY
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Agency Contacts

Contact Name	Contact Type	Contact Email
GAIL ZARR	SUBGRANT MONITOR	GAIL.ZARR@DHW.IDAHO.GOV
JACKSON GRAY		JGRAY@IMD.IDAHO.GOV
TREVOR HALL	CONTRACT ADMINISTRATOR	THALL@IMD.IDAHO.GOV
MARTA TANIKUNI	SUBGRANT MANAGER	MARTA.TANIKUNI@DHW.IDAHO.GOV

Subgrantee Contacts

Contact Name	Contact Phone	Contact Email
LUANN LOSEE	2082367335	LUANNS@BANNOCKCOUNTY.GOV

Recitals

1. This Subgrant number 8174 for Bannock County Ambulance District c/o Bannock County ("the Subgrant") is awarded by the Idaho Military Division ("Agency").
2. The SUBGRANTEE agrees to undertake performance of this Subgrant under the terms and conditions set forth herein.
3. BANNOCK COUNTY ("Subgrantee") agrees to provide the Services identified in the line item(s) below as detailed herein.
4. It is understood that this Agreement is effective when it is signed by both parties, or at a later date if specified in the Subgrant. The Subgrantee must not render services to the Department until the Subgrant has become effective. The Department will not pay for any services rendered prior to the effective date of the Subgrant.

Agreement

The following Attachments are hereby incorporated and made a part of the Agreement.

- Cover Sheet
- Terms and Conditions
- Scope of Work
- Cost/Billing Procedure
- Reports

IN WITNESS WHEREOF, the parties have executed this agreement.

BANNOCK COUNTY

Idaho Military Division

Signature: _____

Signature: _____

Name: Jeff Hough

Name: _____

Title: Commissioner, Chairman

Title: _____

Date: Oct. 2, 2025

Date: _____

Subgrant # 8174

Subgrant Terms and Conditions

1. SUBGRANT EFFECTIVENESS AND RENEWAL. It is understood that this Subgrant or any Amendment is effective when it is signed by all parties, or at a later date if specified in the Subgrant or Amendment. Any extension or Amendment of this Subgrant shall be in writing, signed by both parties.
2. PERFORMANCE. The failure of the Agency to require strict performance of any term or condition of this Subgrant, or to exercise any option herein, in any one or all instances shall not be construed to be a waiver or relinquishment of any such term or condition. The same shall be and remain in full force and effect, unless there is a prior written waiver by the Agency.
3. FISCAL RECORDS. The Subgrantee agrees to maintain all fiscal records, including its books, audit papers, documents, and any other evidence of accounting procedures and practices, which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Subgrant. These records shall be available for and subject to inspection, review or audit and copying by the Agency and other personnel duly authorized by the Agency or federal inspectors or auditors at all reasonable times, at either the Subgrantee's principal place of business or upon premises designated by the Agency.
4. RECORDS. The Subgrantee shall maintain all records and documents relevant to this Subgrant for five (5) years from the date of final payment. The Agency, and any persons duly authorized by the Agency, shall have full access to and the right to inspect, review, and audit any of these materials during the retention period. If an audit, litigation or other action involving records is initiated before the three (3) year period has expired, the records must be retained until all issues arising out of such action are resolved, or until an additional three (3) year period has passed, whichever is later.
5. MONITORING. The Subgrantee shall be monitored on a frequency to be determined by the Agency and the program shall be periodically reviewed. The results of this program review may be used, with other information, to evaluate the Subgrantee's provision of services funded by this Subgrant.
6. INDEMNIFICATION BY THE SUBGRANTEE. The Subgrantee shall indemnify, defend and save harmless the State of Idaho, and the Agency, its officers, agents and employees, from and against all liability, claims, damages, losses, expenses, actions, and suits whatsoever, including injury or death of others or any employee of the Subgrantee caused by or arising out of the Subgrantee's performance, act, or omission of any term of this Subgrant.
7. INDEPENDENT STATUS. The Subgrantee's status under the subgrant shall be that of an independent subgrantee and not that of an agent or employee of the Agency. The Subgrantee shall be responsible for paying all employment-related taxes and benefits, such as federal and state income tax withholding, social security contributions, worker's compensation and unemployment insurance premiums, health and life insurance premiums, pension contributions and similar items. The Agency shall not be responsible for these employee-related benefits and tax items, and shall be indemnified and held harmless for any liability, cost or expense, including any interest, penalties and attorney's fees, that may be connected with the Subgrantee's failure to provide or pay such items.
8. CONFIDENTIALITY. The Subgrantee shall comply with all applicable state and federal laws, rules, and regulations concerning confidentiality. The Agency will furnish the Subgrantee with copies of applicable statutes, rules, and regulations upon receipt of a written request from the Subgrantee. Pursuant to the

Subgrant, the Subgrantee may collect, or the State may disclose to the Subgrantee, financial, personnel, or other information that the Agency regards as proprietary or confidential ("Confidential Information"). Such Confidential Information shall belong solely to the Agency. The Subgrantee shall use such Confidential Information only in the performance of its services under the Subgrant and shall not disclose Confidential Information or any advice given by it to the Agency to any third party, except with the Agency's prior written consent or under a valid order of a court or governmental agency of competent jurisdiction and then only upon timely notice to the Agency. Confidential Information shall be returned to the Agency upon termination or expiration of the Subgrant. Confidential Information shall not include data or information that:

- a. Possession of the Subgrantee is or was in the possession of the Subgrantee before being furnished by the Agency, provided that such information or other data is not known by the Subgrantee to be subject to another confidentiality agreement with or other obligation of secrecy to the Agency;
 - b. Available to the Public Becomes generally available to the public other than as a result of disclosure by the Subgrantee; or
 - c. Available to the Subgrantee Becomes available to the Subgrantee on a non-confidential basis from a source other than the Agency, provided that such source is not known by the Subgrantee to be subject to a confidentiality agreement with or other obligation of secrecy to the Agency.
9. PUBLIC RECORDS. Subgrantee acknowledges that the Agency is subject to the reporting requirements of Idaho Code section 67-1085 and the provisions of the Idaho Public Records Act, Title 74, Chapter 1, Idaho Code. Notwithstanding any term herein relating to confidentiality, the Agency is required to comply with such laws. If the Subgrantee claims any document is exempt from disclosure under the Idaho Public Records Act or other law, the Subgrantee shall clearly designate individual documents as "exempt" and shall indicate the basis for such exemption. The Subgrantee shall indemnify and defend the Agency for honoring such a designation. The Subgrantee's failure to designate as exempt any document that is released by the Agency shall constitute a complete waiver of any and all claims for damages caused by any such release. If the Agency receives a request for materials claimed exempt by the Subgrantee, the Subgrantee shall provide the legal defense for such claim.
10. .COMPLIANCE WITH LAWS; ANTI-DISCRIMINATION. The Subgrantee shall comply with all requirements of federal and state statutes, rules, and regulations applicable to the Subgrantee in its performance under the Subgrant. Such laws include, without limitation, state, and federal laws regarding nondiscrimination on the basis of race, color, national origin, sex, age, or disability; public records; lobbying; healthcare information (including the Health Insurance Portability and Accountability Act); debarment from governmental contracting; conflicts of interest; and business and professional licensing. The Subgrantee shall execute certifications of compliance with applicable law at the request of the Agency.
11. TERMINATION. a. The Agency shall have the right to terminate the Subgrant in whole or in part, at any time, whenever the Agency has determined that the Subgrantee has failed to comply with any term of the Subgrant. The Agency will notify the Subgrantee in writing of the determination, the reasons for the termination, and the effective date of the termination. In the event of termination under this Section, the Agency shall have the right, among any other remedies at law or in equity, to require that all unused Subgrant amounts paid to the Subgrantee be repaid to the Agency and Subgrantee understands and agrees that any outstanding Subgrant amount may be cancelled.

- 12.. TERMINATION FOR FISCAL NECESSITY. The terms of the Subgrant documents executed in connection therewith, shall in no way bind or obligate the Agency or the State of Idaho beyond the terms of a specific appropriation or grant of funds from any funding entity, including but not limited to the State of Idaho's Legislature or the United States government. The Agency reserves the right in its sole judgment to terminate the Subgrant in whole or in part under any of the following conditions: the funding entity does not appropriate or grant sufficient funds for payment of the Subgrant; the funding entity reduces, cancels, withdraws, eliminates, or requires return of any amount of the funds necessary for the Subgrant; or the Agency is required by law to discontinue or make a material alteration to the program to which the Subgrant is applicable. Immediately upon the Agency's service of a written notice of termination for fiscal necessity, all rights and liabilities created by Subgrant shall terminate as of the effective date of the notice, except as to terms which are specifically denoted herein to survive termination. The Agency shall not be liable for any general, special, incidental, consequential, or other damages, penalties, expenses, or liabilities resulting from such termination, including but not limited to the Subgrantee's losses arising out of work completed prior to or after the notice of termination. Absent actual receipt of the designated funds, the Agency shall have no obligation to pay any sums to Subgrantee after issuance of the notice of termination for fiscal necessity, and shall not be required to use funds from other sources to pay the Subgrantee.
- 13.. IDAHO STATUTORY CERTIFICATIONS. Subgrantee certifies the matters set forth below in this Section. Subgrantee shall promptly notify Agency upon any such certification becoming untrue or incorrect during the term of the Subgrant. The Agency may immediately terminate the Subgrant at its convenience or for cause upon receipt of information that the Subgrantee is in violation of any term in this section. Pursuant to Idaho Code §§ 18-8703, 67-2346, 67-2347A, and 67-2359, Subgrantee certifies as follows (the certifications in subsections 2 and 3 only apply if payments under the Agreement exceed one hundred thousand dollars (\$100,000) and Subgrantee employs ten or more persons): (1) Subgrantee is not and will not for the duration of the Subgrant be an abortion provider or affiliate abortion provider as those terms are defined in Idaho Code § 18-8702; (2) Subgrantee is not currently engaged in, and will not for the duration of the Subgrant engage in, a boycott of goods or services from Israel or territories under its control; (3) Subgrantee is not currently engaged in, and will not for the duration of the Subgrant engage in, a boycott of any individual or company because the individual or company (a) engages in or supports the exploration, production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, minerals, hydroelectric power, nuclear energy, or agriculture, or (b) engages in or supports the manufacture, distribution, sale, or use of firearms, as defined in Idaho Code § 18-3302(2)(d); (4) Subgrantee is not currently owned or operated by the government of China and will not for the duration of the Subgrant be owned or operated by the government of China; and (5) Subgrantee will not assign or seek to assign the Subgrantee to any person or entity who operates in violation of any such statutes. To the extent Subgrantee is a public entity subject to the requirements of such statutes, Subgrantee shall ensure that any and all contracts and agreements supported by Subgrant funds shall be executed in compliance with such statutes.
14. PROCUREMENT. Subgrantee shall comply with the requirements of Idaho Code Title 67, Chapter 92 (if defined as a State Agency), or Chapter 28; Purchasing by Political Subdivisions in its procurement activities.
15. GOVERNING LAW. The Subgrant shall be governed by the laws of the State of Idaho. The venue of any action brought by any party to the Subgrant shall be the Fourth District Court in and for the County of Ada.

SCOPE OF WORK

I. GENERAL REQUIREMENTS:

- A. This Subgrant is funded by the Emergency Medical Services Vehicle and Equipment Grant Fund with a total award of one million seven hundred thousand dollars and zero cents (\$1,700,000.00).
- B. This Subgrant supports the Idaho Military Division Strategic Plan and Idaho Bureau of Emergency Medical Services priorities.
- C. RESERVED
- D. Subgrantee must adhere to the following:
 - 1. For State, Local, Tribal, Uniform Administrative Requirements www.ecfr.gov - CFR Title 45 Part 75, Subpart C, 75.201.
- E. RESERVED
- F. The Subgrantee must receive prior written approval from the Bureau for any deviations from the budgeted services or activities. The Subgrantee must be financially responsible for costs deemed unallowable or unapproved by the Subgrant Monitor. Unallowable costs are outlined in Cost/Billing Procedures, paragraph B.
- G. The Subgrantee must share this scope of work with staff, as applicable, to ensure their knowledge of the expectations and ability to meet Subgrant requirements.
- H. Staffing
 - 1. The Subgrantee must maintain staffing with the knowledge and skills to accomplish Subgrant services and activities. Changes in key staff positions must be reported to the Subgrant Monitor within thirty (30) calendar days.
- I. Monitoring
 - 1. The Subgrantee must comply with all programmatic and financial monitoring activities required by the Bureau as outlined in this Subgrant, including on-site review as requested, and as outlined in the Subgrant Terms and Conditions, Sections 3-5.
 - 2. The Subgrantee must have available for review, upon request, any documents, papers, or other records which are pertinent to this Subgrant. The Subgrantee must provide timely and reasonable access to personnel for the purposes of interview and discussion related to such documents.
 - 3. The Subgrantee must respond to all deficiencies pertaining to monitoring of the Subgrant in a timely and appropriate manner.
 - 4. The Subgrantee's risk level has been assessed as high.
 - a. Enhanced monitoring may be conducted and include technical assistance calls with the Bureau. When reports are required, calls will coincide with the submission of reports.
 - i. Additional enhanced monitoring requirements are included in **Paragraph III. RECORDS AND DOCUMENTATION** of this agreement.
- J. RESERVED
- K. RESERVED

L. RESERVED

M. RESERVED

N. A five (5) year vehicle and/or capital equipment security interest agreement is included as part of this Subgrant.

O. A Subgrant Performance Monitoring Plan is included as part of this Subgrant.

II. SUBGRANT SERVICES AND ACTIVITIES

A. Security Interest Requirements

1. The Division and Bureau will hold a five (5) year security interest in the awarded vehicle and/or equipment beginning within thirty (30) calendar days of the delivery. The Subgrantee must maintain insurance on the vehicle in such amount as to provide complete replacement or repair of the vehicle. Such insurance shall be kept in force for the entire period of the security agreement. In the alternative, the Subgrantee shall have sufficient resources of idemnication or resources to finance the replacement of loss or repair damage to the vehicle.

III. RECORDS AND DOCUMENTATION

A. The Subgrantee must provide a post award quote noting acceptance by both the subgrantee and the equipment manufacturer with their disbursement request.

B. The Subgrantee is required to document grants funds are secure and must:

1. Provide the Bureau documentation of the grant funds being deposited and held until they take delivery of the equipment.
2. Ensure the grant funds are not commingled with funds from other accounts or assets.
3. Submit bank statements or other account information on a quarterly basis to verify funds continue to be held in account, in addition provide updates regarding the progress of the build of the vehicle and/or expected delivery date of the vehicle and/or equipment.
4. Provide the Bureau any pertinent documents and records related to the funds and the purchase of the vehicle and/or equipment upon request under reasonable circumstances prior to delivery of the vehicle and/or equipment.

C. Assist the Bureau with inspection of the vehicle and/or equipment upon request.

IV. RESERVED

V. RESERVED

COST/BILLING PROCEDURES

COST:

This is a Cost Reimbursement Subgrant.

1. Cost Reimbursement: This Subgrant establishes, in a pre-approved budget, an estimate of total cost for the purpose of obligating funds and establishing a ceiling that the Subgrantee may not exceed (except at its own risk) without the approval of the Bureau.

The Bureau will pay up to the total amount as outlined below for services satisfactorily performed and authorized under the Subgrant.

Item	Description	Estimated Budget
Priority One	Gurney and Load System Kit	\$40,000.00
TOTAL NOT TO EXCEED BUDGET		\$40,000.00

- A. RESERVED
- B. The Subgrantee must ensure that the amount billed for this Subgrant only includes costs directly related to and necessary for the activities in accordance with the intent of the grant.
 - a. Subgrant funds may not be used for research and development, construction, reimbursement of pre-Subgrant costs, purchase of promotional items, personal use items, conferences or meetings not associated with the Subgrant, entertainment costs, lobbying activities, clinical care, purchase of incentive items, meals and refreshments, unless otherwise specified.
- C. RESERVED
- D. RESERVED
- E. RESERVED
- F. RESERVED

BILLING PROCEDURES:

When applicable, an initial disbursement of funds will occur upon full execution of the subgrant. A Subgrantee must request the funds by submitting a completed disbursement request with post award quote within thirty (30) day days of full execution of the subgrant. A disbursement request template can be accessed at IdahoEMS.org. Disbursement requests will be processed for payment no later than thirty (30) calendar days once all required documentation is received. Disbursement requests received without the required documentation will be returned to the Subgrantee for resubmission. No disbursement request will be accepted or paid without required documentation.

The Disbursement Request must include, but is not limited to:

1. All Subgrant services delivered during the billing period, identified by each item as reflected on the award letter and in the project budget with a subtotal for each line item.

2. Total amount of direct costs billed
3. Subgrant number
4. Dates of service
5. Subgrantee name, address, phone number and/or email address
6. Disbursement request or unique identifier number

Disbursement Requests, documentation and/or required reports are to be submitted to:

Idaho Bureau of Emergency Medical Services
EMSGrants@dhw.idaho.gov

When applicable, invoices must be submitted to the Bureau no later than thirty (30) days of receipt or delivery of goods and services.

Documentation of Purchase:

The Subgrantee agrees to provide the Bureau a copy of the bill of sale/invoice(s) and proof of delivery and payment for the equipment purchased within thirty (30) calendar days of receipt of vehicle and/or equipment.

Deadline for Return of Funds:

The Subgrantee agrees that all unused grant funds must be returned to the Bureau by the Subgrantee in the form of a check payable to the Idaho Bureau of Emergency Medical Services within thirty (30) calendar days prior to the end of the subgrant term. All expense and refund calculations are tabulated on a per item basis and not on the total award amount.

Returned Funds Remit to Address:

Bureau of Emergency Medical Services
Attn: EMSAVE Grant
4732 S Ingalls St, Bldg 668
Boise ID 83705-4015

Closeout Period:

The Subgrantee will be given thirty (30) calendar days after delivery of vehicle and/or equipment to submit required documentation to the Bureau. Final invoices received without the required supporting documentation or with errors will be returned to the Subgrantee for resubmission.

REPORTS

Reports Description:

EMSAVE Award Accounting Form (Accounting Form) – The report must include proof of payment and invoice from vendor supplying grant funded items. The Accounting Form and its supporting documentation must be sent to the Bureau via email to EMSGrants@dhw.idaho.gov.

Report Format: Form is provided electronically by the Bureau and can be found at www.idahoems.org.

Report Due Date: No later than 60 days after receipt of grant funded items.

**MEMORANDUM OF SUBGRANT TERMS, CONDITIONS AND SECURITY AGREEMENT
FOR VEHICLE AND/OR CAPITAL EQUIPMENT
(hereinafter agreement)**

- I. **SUBGRANTOR:** Idaho Military Division, Bureau of Emergency Medical Services State of Idaho (hereinafter Bureau).
- II. **SUBGRANTEE:** Bannock County Ambulance District c/o Bannock County a governmental subdivision of the State of Idaho, a non-profit organization established pursuant to the laws of the State of Idaho, or an organization authorized to provide emergency medical services by their respective county commissioners (hereinafter Subgrantee).
- III. **EFFECTIVE DATES:**
 - A. Date of subgrant: Upon Division signature
 - B. Date of termination: May 30, 2027
- IV. **MAXIMUM AMOUNT OF SUBGRANT:** Forty thousand dollars and no cents (\$40,000.00).
- V. **OBJECT OF SUBGRANT:** To acquire emergency medical equipment and/or vehicle for the use by emergency medical services personnel in the performance of the duties which includes highway safety and emergency response to motor vehicle crashes as described below:

Item	Description	Award Amount
Priority One	Gurney and Load System Kit	\$40,000.00
TOTAL AWARD AMOUNT:		\$40,000.00

- VI. **TERMS AND CONDITIONS:**
 - A. Subgrantee agrees to purchase and take possession of the above listed vehicle and/or equipment and to use for the provision of emergency medical care and for this purpose only.
 - B. Subgrantee agrees that vehicle and/or equipment will be based and used in their primary geographic coverage response area.
 - C. Subgrantee agrees that at all times the vehicle and/or equipment and the entity using the vehicle and/or equipment will comply with all rules of the Bureau and laws of the State of Idaho.
 - D. Subgrantee agrees that the purchase/s come with at least a one-year warranty against defects in materials and/or workmanship.
 - E. The Subgrantee agrees to properly service and maintain the vehicle and/or equipment and to keep the vehicle and/or equipment in a state of good repair at all times.
 - F. The Subgrantee agrees not to allow any lien, security interest or encumbrance of any kind, other than this present agreement, be placed on the vehicle and/or equipment and

the Subgrantee agrees not to assign or attempt to assign any interest in the vehicle and/or equipment for the life of this subgrant.

- G. The Subgrantee shall repair or replace the vehicle and/or equipment within thirty (60) days if it is damaged, stolen, destroyed, or attached, and if new vehicle and/or equipment is leased or purchased it shall be substituted for the vehicle and/or equipment described in paragraph V of this agreement. Vehicles must remain in active status throughout the five-year security term.
- H. The Subgrantee agrees to allow the Bureau to inspect the vehicle and/or equipment at any reasonable time and place.

VII. SECURITY INTEREST:

- A. The Bureau and the Subgrantee intend that this agreement shall create an enforceable security interest in the vehicle and/or equipment for a period of five years, which begins 30 days after delivery.
- B. This security agreement shall be an encumbrance on the vehicle and/or equipment which secures performance of the Subgrantee's obligations and agreements as expressed in this agreement.
- C. Pursuant to this security agreement the Subgrantee must comply with all terms and conditions expressed herein. The Subgrantee may not sell, transfer or dispose of the vehicle and/or equipment without the prior written consent of the Bureau or the expiration of the security interest term. If the Subgrantee defaults upon any of the obligations expressed in this agreement, the Bureau commence action to repossess the vehicle and/or equipment to satisfy the Bureau's claim for the full amount of the grant.
- D. The security interest created is acknowledged to be a purchase money security interest for the purposes of Idaho Code 28-9-107.
- E. If for any reason the provisions of Idaho Code Title 28, chapter 9 are determined not to apply to this security interest, the intent of the parties is that ownership of the vehicle and/or equipment shall remain with the Bureau.
- F. The Bureau agrees to release this security interest if the terms of this agreement are substantially complied with through the five-year security term which begins 30 days after receipt of vehicle and/or equipment.

VIII. GENERAL PROVISIONS:

- A. Alteration of the terms of this agreement may be made by a joint agreement directing the change and signed by both the Bureau and the Subgrantee.
- B. The failure of the Bureau to require strict performance of any term or condition of this agreement shall not be deemed to be a waiver of any subsequent breach or default of any term or condition.

**IDAHO BUREAU OF EMERGENCY MEDICAL SERVICES
SUBGRANT PERFORMANCE MONITORING PLAN**

Subrecipient(s): Bannock County Ambulance District c/o Bannock County

Subgrant Number(s): To be assigned

Summary of Service to be Provided: Funds to purchase EMS equipment and/or vehicle

PURPOSE

This performance monitoring plan has been created to better define the roles, responsibilities, and process for monitoring the reference subgrant. All components of the subgrant need to be monitored.

KEY SUBGRANT MEMBERS

Role	Name	Title	Email Address
Subgrant Monitor	Gail Zarr	EMS Grant Specialist	Gail.zarr@dhw.idaho.gov
Subgrant Manager	Marta Tanikuni	Branch Chief	Marta.Tanikuni@dhw.idaho.gov
Subgrantee's Contact	LuAnn Losee	Grant Writer	luanns@bannockcounty.gov

COMMUNICATION WITH THE SUBGRANTEE

Communication will be conducted through email and individual calls between the program and the Subgrantees. Primary communication to the Subgrantees will come from the Subgrant Monitor or Subgrant Manager.

INITIAL MEETING WITH SUBGRANTEE

The Subgrant Monitor will publish date of subgrant process webinar/kick-off meeting to review:

- Confirm contact information and alternative points of contact.
- Review timeline, objectives, deliverables, expectations, and roles/responsibilities.
- Ensure clarity on what will be accomplished and when; execution of subgrant, invoicing and payment, quarterly updates on expected delivery and documentation of fund availability, required follow up on receipt equipment and/or vehicle, close-out, and five-year security term requirements.
- Desk review schedule.

A recording of the webinar will be available for those unable to attend.

DISBURSEMENT REQUEST REVIEW AND PAYMENT

Once a subgrant has been signed and executed, a disbursement request the Subgrantee generates and submits with required back up documentation.

SUBGRANT RECORDS

The Subgrantee is responsible to submit the following:

- Documentation of deposited award funds and their availability on quarterly basis
- Accounting form with final invoice and proof of payment to vendor

PERFORMANCE RISK AREAS

Risk/Vulnerabilities	Consequences/Mitigating Actions	Responsible Individual
Failure to submit timely Disbursement Request	Advise subgrantee of compliance issue for remedy. Seek guidance from Bureau leadership for non responses.	Monitor and Subgrantee
Failure to document deposit		
Comingling of funds		
Funds not spent fully or per agreement		
Incorrect Titling		
Lapse in Insurance		

MAJOR MILESTONES/DELIVERABLES:

Subgrant Section	Major Milestones/Deliverables	Due Date
Cost/Billing Procedures - 1-6	Disbursement Request	30 days after subgrant is fully executed
Scope of Work - III. A.	Post Award Quote	With the Disbursement Request, no later than 30 days after submission
Scope of Work - III. B.	Fund Documentation	60 days after deposit and quarterly thereafter
Reports	Accounting Form, Final Invoice and Proof of Delivery/Payment	30 days after delivery
Security Agreement - VI. Terms and Conditions - E.	Titling (vehicle only)	30-60 days after delivery
Security Agreement - VI. Terms and Conditions - F.	Proof of Insurance	30-60 days after delivery and on annual basis through 5-year security term.
Security Agreement - VII. Security Interest - F.	Bi-Annual Equipment Inventory Check-in	To occur twice during 5-year security term

STRATEGY FOR CORRECTING NON-COMPLIANCE

If the Subgrantee is not compliant in any area of the subgrant, the Subgrant Monitor will consult with the Subgrant Manager, Grants Teams and Bureau Chief.

SUBGRANT CLOSEOUT

The Subgrant Monitor will:

- Send a Closeout Letter to the Subgrantee at least thirty (30) calendar days prior to subgrant expiration (or according to the terms of the subgrant).
- Complete the subgrant file with all correspondence in chronological order, to be held in a shared drive or folder within the Bureau.



BANNOCK COUNTY COMMISSIONERS

624 E. Center, Pocatello, ID 83201
Phone: (208) 236-7210 • Fax: (208) 234-7363

ERNIE MOSER
Commissioner
1st District

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3rd District

AGENDA REQUEST FORM

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:00 AM** in the Commissioners' Chambers in the Bannock County Courthouse, 624 E. Center, Room 212, Pocatello, Idaho, or as noticed **48 hours** prior to the meeting at <https://www.bannockcounty.us/commissioners/>. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special meetings should contact the Commissioner's Office at **208-236-7210**, three to five working days before the meeting.

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:

Kiel Burmester/Public Works Director

Item to be considered/background:

Request to discuss a recommendation to award the Road & Bridge Roof Replacement Invitation to Bid.

How much time will be needed? Meeting date requested:

5 minutes

10/2/25

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:

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

Commissioner Office Only:

Date: 10/2/25 Time: _____



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:

Torey Danner

Department:

Coroner

Requestor Email:

tdanner@bannockcounty.gov

Item(s) to be considered:

Discussion pertaining to lights

Date of meeting being requested:

10/02/2025

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:

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Requestor Name:

Kristi Davenport

Department:

Commission

Requestor Email:

kristid@bannockcounty.gov

Item(s) to be considered:

Conversation pertaining to delinquent 2021 taxes on parcel number RPRPHIV000200.

Date of meeting being requested:

10/02/2025

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:

In the Matter of BANNOCK COUNTY)
BURN BAN EXTENSION)

R.S. No. 2025-66
October 2, 2025

RESOLUTION

WHEREAS, upon recommendation from the Bannock County Sheriff and the Emergency Management Director to the Bannock County Commissioners and pursuant to Idaho Code §§39-2609(4) and 39-2602 and Bannock County Ordinance 1992-2; and

WHEREAS, the Board of Bannock County Commissioners, pursuant to Bannock County Ordinance 1992-2, ordered a burn ban on June 24, 2025, via Resolution No. 2025-42, prohibiting certain types of fires and fireworks;

NOW, THEREFORE, BE IT RESOLVED that the ban issued in Resolution No. 2025-42 is hereby extended and will remain in place until October 15, 2025, or until conditions allow it to be lifted.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chairman

Ernie Moser, Member

Ken Bullock, Member

ATTEST: _____
Jason C. Dixon, Clerk