



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, October 2, 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, HR Director Matthew Phillips

Agenda Details

AGENDA	
	Regular Business and Claims Meeting (action items) Agenda:
1	BOARD OF AMBULANCE DISTRICT <ul style="list-style-type: none"> Ryan O’Hearn, Pocatello Fire Chief, requesting acceptance of the Idaho EMSAVE Grant (requested 5 minutes) (action item)
2	BOARD OF COUNTY COMMISSIONERS <ul style="list-style-type: none"> 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)
3	<ul style="list-style-type: none"> Torey Danner, Coroner, regarding a discussion about lights (requested 5 minutes) (potential action item)
4	<ul style="list-style-type: none"> Kristi Davenport, Commission, seeking discussion pertaining to delinquent 2021 property taxes on Parcel ID RPRPHIV000200 (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> (AMENDED to include) Resolution 2025-66 Bannock County Burn Ban Extension (action item)
6	Claims Agenda: <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
7	Special Joint Work Session with the Pocatello City Council and the Pocatello Development Association NOTE: <i>This meeting will be held in the Council Chambers at the Pocatello City Hall, 911 N. 7th Avenue, Pocatello, Idaho</i>

Meeting Notes

- 1 9:00 AM Hough called the meeting to order and reviewed the amended agenda. Moser moved to approve the amended agenda and go into the Board of Ambulance District. The motion passed. O’Hearn reviewed a grant award that, initially, was not awarded. The award will be used to purchase a cot and auto load kit with the match at \$30,000. Hough moved to approve the grant award and exit the Board of Ambulance. The motion passed.
- 2 9:02 AM Burmester reviewed the bid for the Road and Bridge roof. Five bids were reviewed and the low bid was Thomas D. Robison Roofing. Burmester recommended going with the option for 80 mil with a 30-year warranty for \$194,406. This bid is lower than all other bids with the 60 mil option. Bullock moved to award the bid to Thomas D. Robison for the 80 mil and sign the letters of notification. The motion passed.
- 3 9:06 AM Danner discussed the need for emergency lights for safety on the interstate and blocking lanes. He checked with ISP whose preference is to use red and white. 9:12 AM Attorney Alan Boehme appeared and reviewed the question of authorization and legality. Discussion included the light colors, purpose, overreach, policy for use of lights, and other emergency service lights. Hough moved to approve the lights, and include the letter from the state police, prosecutor, and insurance in a policy and procedure. The motion passed.
- 4 9:28 AM Davenport discussed a parcel that was given an extension at the May 13 meeting on delinquent taxes. The owner mad initial contact when the payment was not made, but has not made any contact despite numerous attempts and messages by staff. The parcel is RPRPHIV000200. Moser moved to take tax deed. The motion passed.
- 5 9:31 AM Moser moved to approve Resolution 2025-66. The motion passed.
- 6 9:31 AM Moser explained that an officer had a vehicle break down in Utah. The opportunity arose with that to purchase a budgeted trailer sooner. Hough reviewed a request to authorize a credit application electronically. Hough moved to approve claims, and authorize the Comptroller to complete electronic submission of a credit application, and authorize the purchase of a trailer by Road and Bridge ahead of schedule. The motion passed.
- 7 3:03 PM A special joint work session with the City of Pocatello and Pocatello Development Authority was called to order at 3:03 pm. The South 5th Avenue Urban Renewal Area Plan and approval process was reviewed. The complete minutes are held by the Pocatello Development Authority. The meeting adjourned at 4:01 pm.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved amended agenda.	Clerk
Approved entry/exit Ambulance District and grant award.	Ambulance
Approved bid award to Thomas D. Robison Roofing for Road and Bridge roof for \$194,406.	Procurement/Road & Bridge
Approved emergency lights for Coroner with policy development.	Coroner
Approved tax deed for RPRPHIV000200.	Treasurer
Approved Resolution 2025-66 Bannock County Burn Ban Extension.	Clerk
Approved claims agenda, electronic submission for credit application and trailer purchase.	Auditing

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.

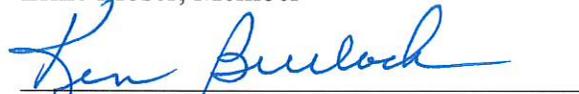
BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chairman



Ernie Moser, Member



Ken Bullock, Member

ATTEST: 

Jason C. Dixon, Clerk