



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, January 8, 2026

9:00 AM Work Session and Claims Meeting (action items)

Work Session Agenda:

- Emma Iannacone, Public Information Officer, providing a recap of PIO Key Performance Indicators for 2025 (requested 10 minutes)
- Discussion about Zoning Ordinances (requested 10 minutes) (action item)
- Discussion pertaining to the Bannock County travel policy (requested 10 minutes) (action item)
- Review and approval of Coroner's Vehicle Emergency Lighting Use Policy (requested 5 minutes) (action item)
- Tour the 2nd floor of the Elections Building (previously the YDC) and discuss future possibilities for that space (potential 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



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

ERNE 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:

Emma Iannacone

Department:

Public Information Office

Requestor Email:

emmai@bannockcounty.gov

Item(s) to be considered:

Recap of PIO Key Performance Indicators for 2025

Date of meeting being requested:

01/08/2026

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:

Strategies for 2026

1. Commissioners' Weekly Blog

Purpose: Improve Transparency & Understanding of County Business

A consistent challenge for local government is the gap between **how much work is being done** and **how much the public sees or understands**. While meetings are public, the outcomes and implications of those meetings are not always accessible to residents.

A short, plain-language weekly recap will help residents understand what decisions are being made and why those decisions matter, while positioning the county as open and accessible. This will also be a good opportunity to grow the BOCC agenda subscriber list, as we can market the new service online.

Strategy

- Launch a weekly Commissioners' Blog distributed via Constant Contact to current BOCC agenda subscribers.
- Publish every Monday, summarizing the prior week's BOCC actions.
- Content will be based largely on Nancy's meeting snippets, minimizing added workload.

Implementation Impact

- **Ease:** Easy to implement
 - **Workload:** Minimal additional workload
 - **Risk:** Low
 - **Best Practice Alignment:** Transparency, consistency, accessibility
-

2. Sharing department wins

Purpose: Build Goodwill and Balance the Narrative

Good government work will go unnoticed unless we shine a light on it. In 2025, the county's strongest media coverage centered on county "wins" (The Village and Coroner's awards, ribbon cuttings, Sheriff's App). With fewer guaranteed headline events (ribbon cuttings) in 2026, we must be more intentional about identifying and sharing positive outcomes already happening in Bannock County.

Strategy

- Ask **department heads to submit monthly "wins"** to the PIO & review Commissioners' blog to find additional "wins"

- Use these wins to populate social media and inform press releases/newsletters
 - Each “win” will have a tailored response scaled to the impact of the win (social media post, newsletter feature, media campaign, etc.)

Defining a “Win”

To reduce ambiguity and increase participation, a win should meet **at least one** of the following criteria:

Is it a Win?	Ask these Questions:
The "First"	Are we the first county in Idaho to do this?
The "Human"	Did this make life easier for a specific resident?
The "Efficient"	Did this save the taxpayers time or money?
The "Innovative"	Did we find a new way to solve an old problem?

Implementation Impact

- **Ease:** Moderate
 - **Workload:** Variable depending on volume
 - **Dependency:** Requires buy-in from department heads
 - **Best Practice Alignment:** Storytelling, public value communication, trust-building
-

3. Proactive Communications Planning

Purpose: Reputation Management & Risk Reduction

Negative coverage and public criticism are sometimes unavoidable—but **being unprepared is avoidable.**

The most damaging situations occur when:

- Messaging is reactive
- Information is incomplete or rushed
- The public feels surprised or excluded

PIO best practice is to **anticipate issues and plan messaging before decisions are finalized**, not after controversy emerges.

Strategy

- Include the PIO **early in discussions** involving:
 - Budget changes

- Program eliminations or reductions
- Large capital projects
- Policy shifts likely to draw public concern
- The PIO's role is **advisory**, not decision-making:
 - Identify potential public reaction
 - Flag messaging risks
 - Prepare plain-language explanations
 - Develop response strategies and FAQs

Implementation Impact

- **Ease:** Challenging without leadership buy-in
- **Workload:** Variable depending on issue complexity
- **Risk:** High reward, low cost
- **Best Practice Alignment:** Crisis preparedness, strategic advising, reputation management



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Requestor Name:

Commission

Department:

Commission

Requestor Email:

commission@bannockcounty.gov

Item(s) to be considered:

Discussion pertaining to Zoning Ordinances

Date of meeting being requested:

01/08/2026

Time requested:

10 Minutes

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No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

Hal Jensen, Tristan Bourquin



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Requestor Name:

Ken Bullock

Department:

Commission

Requestor Email:

commission@bannockcounty.gov

Item(s) to be considered:

Discussion pertaining to Bannock County travel policy

Date of meeting being requested:

01/08/2026

Time requested:

10 Minutes

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No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

Matthew Phillips

2.3.10 Business Use of Personal Vehicles

Business travel

Personal vehicle mileage incurred during authorized business travel, for a business event, should be claimed on the Expenditure Reimbursement Voucher computed at the GSA rate per mile. Mileage approved will be from Bannock County courthouse to destination, round trip unless otherwise approved.

Travel information is to be completed on the Expenditure Reimbursement Form. The department head or Elected official approve and sign reimbursement request to reconcile expense with travel budget amount. Anything above budgeted amount will need Commissioner approval. Form should include a copy of their personal vehicle proof of insurance and current driver's license. Reimbursement form can be approved on the consent agenda.

When multiple employees are traveling to the same business event, carpooling is encouraged when possible.

Work Related Vehicle use

The mileage reimbursement rate of 45¢ per mile is to compensate the employee for ordinary wear and tear and operating costs for work related use of the employee's personal vehicle. The County makes no claim implicit or otherwise, to assume the cost of actual vehicle expenses.

The Mileage Report for Business Use of Personal Vehicles form is to be completed at least monthly, with proper substantiation, signed by department head or Elected official, then submitted to the Auditing department for employees with regular reimbursable mileage expense. Regular use of personal vehicles used under this condition should get approval from County Commissioners.

Commute mileage is not an allowable expense and will not be reimbursed.

2.3.11 Personal Use of County Vehicles

Personal use of a County vehicle will be a taxable fringe added quarterly to the employee's payroll check. County vehicles are not for personal use other than commuting and de minimus personal errands.

The methods used by the County for reporting taxable fringe are Lease Value or Commuting Value.

2.3.11.1 Lease Value Method will be used by elected County officials. Mileage is to be reported on the Mileage Report – Personal Use of County Vehicles form. Reg. §1.61-21(d)

2.3.11.2 Commuting Value Method will be used by all other County employees. Mileage will be tracked using the Mileage Report – Personal Use of County Vehicles form. All miles are to be tracked by destination. When an employee must report to their work

place, even on unscheduled work days; this must be reported on the Usage Report.
Reg.§1.61-21(f)

Departments may allow employees to take County vehicles home if they are on call and need to respond to a location other than their home location.

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Requestor Name:

Ernie Moser

Department:

Commission

Requestor Email:

commission@bannockcounty.gov

Item(s) to be considered:

Review and approval of Coroner's Vehicle Emergency Lighting Use Policy

Date of meeting being requested:

01/08/2026

Time requested:

5 Minutes

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List of additional attendees:

Torey Danner

Bannock County Coroner's Office Policy, Procedures, and Guidelines Manual

Title: Vehicle Emergency Lighting Use	
Origination Date 10-02-2025	Date Revised: Original
Policy	
Bannock County Coroner's Office (BCCO) vehicles are equipped with emergency lighting. These lights may only be used during operations at scenes, in accordance with Idaho Code. Flashing red and white lights will be activated when necessary for scene operations.	

PROCEDURE:**1. Use of Lights.**

- a. Idaho State Police has determined that the Coroner's Office vehicles fall within the requirements outlined in Idaho Code § 49-218 and are designated as a Limited Authorized Vehicle. A certificate of approval is required to be in the vehicle. Any time lights are used, the use will be in compliance with the Certificate of Approval from the Idaho State Police maintained in the vehicle.
- b. Idaho State Police's approval is subject to the rules and regulations outlined in IDAPA 11.07.03 and the Idaho Code. Authorization may be revoked by the Idaho State Police Director or his designated representative.
- c. Coroner personnel shall only use emergency vehicle lighting when approaching or parked at the scene, when necessary for the proper execution of scene operations.
- d. Personnel are NOT authorized to activate emergency lights to exceed maximum speed limits, to proceed past a red or stop signal, or a stop sign, or to take any additional action permitted by Idaho Code § 49-623. Misuse of emergency lights may result in disciplinary action, which could include termination of employment.

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List of additional attendees:

Daniel Kendall, Jason Dixon