



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Friday, January 30, 2026
Commissioners present:	Ernie Moser and Jeff Hough
Clerk of the Board:	Nancy Allen for Jason C. Dixon
Absent Board Members:	Ken Bullock
Staff present:	Deputy Clerk Nancy Allen, PIO Emma Iannacone, and HR Director Matthew Phillips

Agenda Details

AGENDA	
	Work Session and Claims Meeting (action items)
	Work Session Agenda:
1	BOARD OF AMBULANCE DISTRICT
	<ul style="list-style-type: none"> Request to Write-off Balance of Deceased Patient Accounts (action item)
2	BOARD OF COUNTY COMMISSIONERS
	<ul style="list-style-type: none"> Charity Staggs, SICOG, presenting completed rating and recommending a contractor for the Lava Ranches Phase 2 Contractor award (requested 5 minutes) (action item)
3	<ul style="list-style-type: none"> Hal Jensen, Planning and Development, providing a monthly Planning and Development update (requested 10 minutes) (potential action item)
4	<ul style="list-style-type: none"> Dan Kendall, Buildings and Grounds, requesting to use the Bannock County Exhibit Hall for a wedding reception (requested 5 minutes) (action item) Discussion pertaining to locking system on the Bannock County Exhibit Hall door(s) (requested 10 minutes) (action item)
5	<ul style="list-style-type: none"> Discussion pertaining to a generator (requested 5 minutes) (action item)
6	<ul style="list-style-type: none"> Discussion pertaining to the America250 Celebration and Bannock County's part in it. Funding for America's 250th anniversary celebrations was approved in the FY26 budget from 110109 42400 (requested 10 minutes) (action item)
7	<ul style="list-style-type: none"> Matthew K. Phillips, Human Resources and Risk Management, requesting to discuss personnel approval request with possible Executive Session under Idaho Code §74-206(1)(a) and (b) regarding personnel with potential action following adjournment of Executive Session (requested 5 minutes) (action item)
8	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

Meeting Notes

- 1 10:14 AM Hough called the meeting to order. Hough moved to enter into the Ambulance District. The motion passed. It was requested to write off 32 deceased patient accounts in the amount of \$7,342.92. Moser moved to approve writing off the deceased patient accounts. The motion passed. Hough moved to exit the Ambulance District. The motion passed.
- 2 10:15 AM Staggs recommended awarding the request for services for Lava Ranches phase 2 to the highest rated respondent, CR Fence. There were four submissions. Moser moved to award CR Fence the project. The motion passed.
- 3 10:18 AM Assistant Director Tristan Bourquin also appeared. Jensen gave department updates on active permits and 2025 statistics. Discussion ensued on development rights and ordinances regarding home burials; and compliments for the staff were relayed. A work session will be held for education on development rights.
10:30 AM Bourquin gave updates on the ordinance rewrite which is in phase one and on time.
- 4 10:32 AM IT Director Adam McKinney also appeared. Kendall proposed adding access controls to the Exhibit Hall that use a phone for entry. McKinney reviewed the proposed system. Moser recommended changing the division door to a roll-up door. Kendall will move forward with the access control system.
10:38 AM Discussion ensued on allowing a reception to work out and test the process for the Exhibit Hall with no charge. Hough moved to approve the use of the building without charge. The motion passed.
- 5 10:39 AM Discussion ensued on a generator the Sheriff replaced. Moser moved to keep the generator rather than salvage it for use as determined in the future. The motion passed.
- 6 10:41 AM Management Assistant Kristi Davenport and PIO Emma Iannacone appeared to discuss the America250 Celebration. Davenport requested funding for a fun run, two birthday celebrations for employees, and t-shirts. Additionally, they would like to encourage 250 minutes of service and for offices to allow employees to receive their pay during that service. This will be discussed with the Elected Officials next week. A proposed resolution from the State of Idaho was reviewed. Iannacone suggested a costume contest.
- 7 10:51 AM Hough moved to enter into executive session under Idaho Code §§74-206(1)(a) and (b) regarding personnel. The motion passed by roll call vote.
11:10 AM Hough moved to exit executive session. The motion passed. Moser moved to approve an extended leave of absence for military leave. The motion passed.
- 8 11:11 AM Moser moved to approve the items on the claims agenda. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Ambulance District wrote off deceased patient accounts.	Ambulance
Awarded Lava Ranches phase 2 fuels reduction project to CR Fence.	Procurement/OEM
A work session for development rights education will be scheduled.	Planning
Access controls will be added to the Exhibit Hall and fee waiver granted for reception.	Parks & Rec/Facilities
Generator removed at Sheriff's office will be stored at Public Works.	Facilities
America250 Celebration ideas will be discussed at the Elected Officials meeting.	Commission
Extended leave of absence approved for military leave.	HR
Items on the claims agenda were approved.	Clerk/Auditing/Resolution