



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.

Tuesday, March 3, 2026

9:00 AM Business Meeting (action items)

Agenda:

- Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)
- Hal Jensen, Planning and Development, requesting to discuss Memorandum of Understanding with Fort Hall (requested 10 minutes) (action item)
- Hal Jensen, Planning and Development, providing a monthly Planning and Development update (requested 10 minutes) (potential action item)
- Danae Zepeda, SICOG, requesting approval to write two Idaho Department of Lands grants for the Dempsey Creek and Crystal Springs Fuels Mitigation Projects (requested 15 minutes) (action item)
- Kristi Klauser, Auditing, seeking review and potential approval of Bannock County travel policy as it pertains to taking personal vehicles vs. requiring county vehicles (requested 5 minutes) (action item)

RESOLUTIONS AND ORDINANCES (action items):

- 2026-13 Approving February 2026 Alcohol Licenses
- 2026-14 Approving February 2026 Salaries
- 2026-15 Authorization to Dispose Surplus Assets/Property

LETTERS AND NOTICES (action items):**SIGNATURE ONLY (action items):**

Permission to Enter Property Forms (Lava Ranches Phase 2)

Notice of Award and Grant Agreement for FY2026 Partnerships for Success-Law Enforcement Grant

CONSENT AGENDA (action items):

- Manual Checks
- Alcohol Licenses and Catering Permits
- Certificate of Residency Approval
- 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
- Personnel Actions with potential Executive Session under Idaho Code §§ 74-206(1)(a),(b)&(d) for personnel actions or personnel records exempt from disclosure with potential action following adjournment of Executive Session
- Mileage and Travel Approvals
- Minutes: Approval of and signature on certification for meeting minutes for February 24 and 26, 2026

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:

Hal Jensen

Department:

Planning and Development

Requestor Email:

halj@bannockcounty.gov

Item(s) to be considered:

Memo of Understanding with Fort Hall

Date of meeting being requested:

3/3/2026

Time requested:

10 Minutes

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

Other

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

Tristan Bourquin

RESOLUTION

WHEREAS, the Fort Hall Business Council is the duly constituted governing body of the Shoshone-Bannock Tribes of the Fort Hall Reservation, pursuant to the authority vested in it by the Constitution and Bylaws of the Shoshone-Bannock Tribes, as amended; and

WHEREAS, under Article VI, Section 1(a) of the Tribes' Constitution, the Fort Hall Business Council is empowered to negotiate with federal, state, and local governments, and others on behalf of the Tribes, and to execute intergovernmental agreements; and

WHEREAS, the Fort Hall Business Council enacted the Land Use Policy Ordinance, found in Title 25, Chapter 1 of the Law and Order Code, to regulate land use within the exterior boundaries of the Fort Hall Reservation in a manner that protects the peace, safety, health, morals, and general welfare of all residents, and the political integrity and economic security of the Shoshone-Bannock Tribes; and

WHEREAS, the Land Use Policy Ordinance establishes the Land Use Policy Commission (LUPC) to administer and enforce the Ordinance, including the authority to review and make recommendation on matters related to Land Use Regulation; and

WHEREAS, the boundaries of Bannock County, Idaho, overlap with the boundaries of the Fort Hall Indian Reservation, and both the Tribes and Bannock County desire to develop and maintain a cooperative approach to land use regulation for lands within the boundaries of both the Reservation and Bannock County; and

WHEREAS, the LUPC has reviewed the proposed Memorandum of Agreement (MOA) between the Shoshone-Bannock Tribes and Bannock County regarding land use within Reservation boundaries and has issued Record of Decision LUPC-ROD-2025-0436, dated November 18, 2025, approving and supporting the implementation of the MOA as it pertains to the administration and enforcement of land use policies within the Reservation boundaries; and

WHEREAS, the MOA formalizes the procedure for Bannock County to refer all zoning and land use matters within the Fort Hall Indian Reservation to the Shoshone-Bannock Tribes' Land Use Department, consistent with the Tribes' inherent sovereign powers, the 1868 Fort Bridger Treaty and the Idaho State-Tribal Relations Act (Idaho Code § 67-4002), without waiving jurisdiction or sovereign immunity; and

WHEREAS, the Fort Hall Business Council find that entering into the MOA will promote effective, consistent, and cooperative zoning and land use regulations for lands located on the Reservation and in Bannock County, in alignment with the findings, policy, and purposes of the Land Use Policy Ordinance; now

THEREFORE, BE IT RESOLVED BY THE BUSINESS COUNCIL OF THE SHOSHONE-BANNOCK TRIBES, that the Council hereby approves the Memorandum of Agreement between the Shoshone-Bannock Tribes and Bannock County, Idaho as referenced in LUPC-ROD-2025-0436, and authorized the Chairwoman of the Fort Hall Business Council to execute the MOA on behalf of the Tribes; and

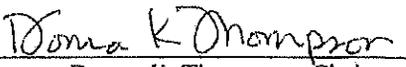
BE IT FURTHER RESOLVED, that the Land Use Department shall implement the MOA in accordance with the Land Use Policy Ordinance and continue to receive and process all referred matters from Bannock County.

LAND-2025-0758

**Resolution No. LAND-2025-0758,
Dated 11/20/2025
Page 2.**

Authority for the foregoing resolution is found in the Indian Reorganization Act of July 18, 1934 (48 Stat., 984), as amended, and in the Shoshone-Bannock Tribes Constitution and Bylaws of the Fort Hall Reservation, as amended, including, but not limited to the authority found in the Constitution, Article VI.

Dated this 20th day of November 2025.



Donna K. Thompson, Chairman
Fort Hall Business Council

S E A L

CERTIFICATION

I HEREBY CERTIFY, that the foregoing resolution was passed while a quorum of the Business Council was present by a vote of 4 in favor, 2 absent (LJT, RTA), and 1 not voting (DKT) on the date this bears.



Devon Boyer, Tribal Secretary
Fort Hall Business Council

LAND-2025-0758

The SHOSHONE-BANNOCK TRIBES



FORT HALL INDIAN RESERVATION
 PHONE 208-478-3823
 208-478-3896
 208-478-3825
 FAX 208-478-3897

LAND USE DEPARTMENT
 LAND USE COMMISSION
 P.O. BOX 306
 FORT HALL, IDAHO 83203

RECORD OF DECISION LUPC-ROD-2025-0436

WHEREAS, the Land Use Policy Commission (LUPC) is empowered and charged with the administration and enforcement of the Land Use Policy Ordinance, approved under Article VI, Section 1, Clauses (g,h,i,k,l,q,r,s) of the Shoshone-Bannock Tribes Constitution and Bylaws, as amended on August 15, 2013, and further in accordance with the Land Use Policy Ordinance, under Chapter I, Section A of the Land Use Policy Ordinance.

WHEREAS, the Shoshone Bannock Tribes and Bannock County, Idaho, expressed an interest to enter into a Memorandum of Agreement to formalize cooperative land use regulation within the boundaries of the Fort Hall Reservation, including the referral of all zoning, land use inquires, applications, complaints, and related matters to the Shoshone Bannock Tribes' Land Use Department; and

WHEREAS, this Memorandum of Agreement aligns with the Tribes' inherent sovereign powers, the 1868 Fort Bridger Treaty, and the State-Tribal Relations Act (Idaho Code § 67-4002), to ensure effective, consistent, and cooperative zoning and land use regulation without waiving jurisdiction or sovereign immunity; now

BE IT RESOLVED BY THE LAND USE POLICY COMMISSION OF THE SHOSHONE BANNOCK TRIBES, that the Land Use Policy Commission hereby approves and supports the implementation of the Memorandum of Agreement between the Shoshone Bannock Tribes and Bannock County, Idaho, as it pertains to the administration and enforcement of land use policies within the Reservation boundaries; and

BE IT FURTHER RESOLVED, that the Land Use Department shall continue to receive and process all referred matters from Bannock County in accordance with the Agreement and the Land Use Policy Ordinance.

Authority for the foregoing resolution is found in Chapter 4 of the Land Use Policy Ordinance, as amended on the 28th day of October 2009.

Dated the 18th day of November 2025

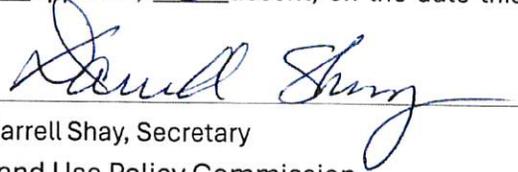


Laurie Kniffin, Chairperson

Land Use Policy Commission

CERTIFICATION

I hereby certify that the foregoing Record of Decision was passed while a quorum of the Land Use Commission was present by a vote of 3 in favor, 0 opposed, 0 absent, on the date this bears.



Darrell Shay, Secretary

Land Use Policy Commission

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
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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:

Hal Jensen

Department:

Planning and Development

Requestor Email:

halj@bannockcounty.gov

Item(s) to be considered:

Seeking to provide a monthly update for Planning and Development

Date of meeting being requested:

3/3 /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:

Tristan Bourquin



FOR COMMISSION OFFICE USE:	
DATE <u>3/3/26</u>	TIME _____

Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday** 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.

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: Danae Zepeda with SICOG **Phone/Email:** 208-233-4535 ext. 1028

Item to be considered: Writing 2 IDL Western States Fire Managers (WSFM) grants

Informational background:

Grants will be for the Dempsey Creek and Crystal Springs Fuels M +

1. What meeting are you requesting? 3/3/26
2. How much time will be needed for this agenda item? 15 minutes
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? YES
5. What is the potential financial impact of this request? 10,000.00
6. Have all supporting documents been included with this form? YES
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:

Nancy Allen: nancyn@bannockcounty.gov



IDL FUNDING ACKNOWLEDGMENT FORM

Carefully read the following in its entirety. This form must be completed and signed by an authorized representative of the entity seeking funding. If there are any questions or concerns, please contact the Idaho Department of Lands (IDL) designated program representative.

Bannock County
Name of Entity Seeking Funding

Castal Springs Fuels Reduction Project
Name of Project [Year] Grant-Project Name
(Ex: FYXX HFR Lava Hot Springs Fuels Reduction)

Please read the following carefully. By signing below, the proposing entity acknowledges and understands the terms and conditions for receiving funding.

Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards:

The funding recipient(s) will be subject to OMB guidance in 2 CFR Part 200 and 2 CFR Part 400. For more information, please refer to: <https://www.whitehouse.gov/omb/> and <https://www.ecfr.gov>

The funding recipient(s) must have legal authority to receive grant funding and enter in an award, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project, which includes having sufficient funds to pay the nonfederal share of project costs, where applicable.

Reimbursement Basis Only:

All funding sought through the IDL, if awarded, is provided to grantees on a reimbursement basis only. The funding recipient(s) are required to pay vendors/contractors prior to seeking remuneration from the IDL. Reimbursement terms and conditions are outlined in a signed agreement between the IDL and the grantee specifically addressing the allocation of costs and their allowability and reasonableness.

The funding recipient(s) must have financial systems, policies and procedures regarding proper accounting controls, recordkeeping, procurement, fraud prevention, and financial management in place (self-certification thereof will be required if awarded funding). Additionally, an audit status certification (or similar) form may be requested.

The funding recipient(s) must have a tax ID number and an active Unique Entity Identifier (UEI) which replaced the 9- digit Data Universal Numbering System (DUNS) number in April 2022. This is required to receive funding.

The funding recipient(s) will be required, if awarded funding, to certify that it has not been debarred, is not using funding for lobbying or construction, and that it has a drug free workplace policy in place.

Match Requirements:

The funding recipient(s) will be required, unless there is a funding source exemption, to provide a minimum match amount of 15% of total project costs and identify it within the proposal.

Example:

Total grant funds requested = \$240,000

Total required match to be provided by the proposing organization = min \$36,000

The funding recipient(s) will need to reference their IDL award agreement for specific requirements.



Indirect Costs:

The funding recipient(s) will be able to choose from the options below. You are not required to elect an option at this time, but understanding your options now will help inform a future decision if the project is awarded funding. If you elect to claim indirect funds, your award amount will not be increased by the amount of indirect claimed.

- Option A: Will not seek reimbursement of indirect costs for this project.
- Option B: Utilize its negotiated indirect cost rate agreement (NICRA) with a federal cognizant audit agency (a copy of the approved Indirect Cost Negotiation Agreement will need to be provided to the IDL).
- Option C: Will elect a 15% de minimis indirect cost rate of Modified Total Direct Costs (MTDC) on this funding as allowed under 2 CFR §200.414 (f).
- Option D: Request to negotiate an indirect cost rate directly with the IDL and will develop an indirect cost rate proposal for the IDL's consideration. Note: the indirect cost rate calculations and proposal must comply with the latest Office of Management and Budget (OMB) regulations and requirements.

Forest Practices Act Compliance:

Projects, if funded, will be required to follow the Idaho Forest Practices Act and associated administrative rules when implementing project related activities in forestlands. For further information, please visit: <https://www.idl.idaho.gov/forestry/forest-practices-act/>

Urban/Community Forestry Standards:

Funded projects will comply with the current versions of the American National Standards (ANSI) regarding the purchase of trees/seedling nursery stock, and tree care operations and safety in planting/maintenance of landscape trees (ANSI Z60.1, ANSI Z133.1, & A300). Additionally, any person or company contracted to perform work under the project is required to have on staff, an International Society of Arboriculture Certified Arborist who will directly supervise the work. Under no circumstances will funds be used to top, head, or stub any public tree.

The funding recipient(s) will need to reference its IDL award agreement for applicability and specific requirements.

I hereby understand and acknowledge that the above terms and conditions are associated with this funding request and if awarded, the entity I represent as the funding recipient(s), will be required to comply, and respond accordingly.

Clearly Print Name and Title

Signature

Date

GRANT TEAM RISK ASSESSMENT FOR GRANTS

Department:	<u>Emergency Management</u>	Apply for award	X	
Project name:	<u>Crystal Springs Fuel Reduction Project</u>	Do not apply		
Assistance Listing # <i>(formerly CFDA #)</i>	<u>15.015</u>	Federal Procurement		
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	5
Will administrative costs be allowed by the grant? Equipment only = 5		X		2.5
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	5
Sufficient time to prepare grant submission before the due date?			X	5
Department and/or Grant Team have adequate time to write grant?			X	5
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	5
Funding agency history: 0: none; 2.5: funder known/no history; 5: good relationship with funder			X	5
No organizational resources needed (space, equipment, in-kind)			X	5
Are new personnel fully covered by grant? n/a = 5			X	5
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	5
Aligns with department's mission			X	5
Existing or imminently anticipated need			X	5
Program will not be a duplication of existing efforts in area			X	5
Expertise of department/director in relevant area			X	5
Staff training: 0: required, not funded; 2.5: Minimal, some covered; 5: Minimal, required and costs covered			X	5
Program partnership: 0: needed/not developed; 2.5: potential identified; 5: not needed/already contacted			X	5
Procurement complexity: 0: multiple/phases/formal; 2.5: 1-2 simple/semi-formal; 5: none		X		2.5
Department capacity to administer and monitor project			X	5
Auditing capacity for processing, reporting, and monitoring			X	5
Department capacity for tracking/progress reports			X	5
Comments: Other Dept to involve: Procurement				97.5
				Score
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: <u>LuAnn Losee</u>	Date:	02/19/2026		
Override of Recommendation not to apply: Justification:	Date:			
Commissioner: <u>Jeff Hough</u>	Date:	3/3/2026		

Bannock County NOTICE OF FUNDING OPPORTUNITY AND RISK ASSESSMENT FOR GRANTS

****Must attach notice of funding opportunity****

Submit to: grantnotify@bannockcounty.us

Is this a reoccurring grant? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Department:	Emergency Management	Date Form Completed:	02/03/26
Supervisor:	Commission	Program Manager:	Wes Jones
Project Title:	Crystal Springs Fuels Reduction Project	Submission Deadline:	03/31/26
Grant Name:	Western States Fire Managers Grant	Grant Number:	FY27 WSFM
Funding Agency:	Idaho Dept. of Lands		
Amount requested:	\$240,000.00	Grant match %:	15 <input checked="" type="checkbox"/> In-kind allowed
Total estimate project cost: \$240,000.00			
Long-term maintenance cost (including staffing): \$0			
Explain source of match: <u>Landowners will cover the match</u>			
<p>Project Summary: Project will remove approximately 100 acres of hazardous brush in the hills of McCammon surrounding the city water source/spring, Northwest of the city of McCammon. Brush surrounding the spring/water source will be removed to create fire lines to hold back fires coming from the Southwest. It will also increase the water supply to the City of McCammon as the brush will no longer be there to absorb necessary water. This project will increase protection to the residents of McCammon and the agricultural farmers in the area, as well as increase their supply in water, minimizing having to tap into their reserve wells.</p> <p>NOTE: Grant writing fee of \$5,000.00 to be charged under the Bannock County Grant Writing Services contract. Fee will be invoiced upon completion/submittal of the grant.</p>			
Anticipated Notification date:	Fall 2027	Project start/end dates:	Fall 2027-Fall 2029
Funding Type: <input checked="" type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local government <input type="checkbox"/> Private <input type="checkbox"/> Other			
Net Cash Outflow: <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Advance Funded <input type="checkbox"/> Other			
Target Population: South Bannock County Residents			
Potential Impact on Target Population: Increased environmental resilience including wildland fire protection and increased water supply in the area due to the removal of invasive Juniper Tree species.			
Funding Source Reporting Requirements: Annual reports will be required, as well as a final report.			
# of staff to participate: 0	Will grant require staff be pulled from primary duties? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Will staff training be provided? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Training cost included in budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Does grant include technology? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If so, has IT Dept been notified? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does grant require office space? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Grant require new personnel? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Chance of successful funding: <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low			
Application prep burden:			
<input type="checkbox"/> High (needs project development & grant writing assistance)			
<input type="checkbox"/> Medium (small project development or grant writing assistance)			
<input checked="" type="checkbox"/> Low (program in place, simple project development or department able to complete application)			
Administration/Management burden: <input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low			

RISK ASSESSMENT FOR GRANTS

Grant Team Assessment: (To be completed by the Grant Team)		
Does the project align with the grant criteria?	yes	
Is the project feasible?	yes	
Can we meet the matching requirement?	yes	
Is the initiating department able to adequately manage the grant?	yes	
Are there other consideration? If so, please describe:		
Other departments to involve: Procurement		
Summary of Department comments/ recommendation:		
Project/Grant Program Manager Contact Information: LuAnn Losee 208-236-7335		
Auditing Department:	<u>Recommend Application</u>	Do Not Recommend Application
Signatures: <i>LuAnn Losee</i>	Comments:	
Legal:	Recommend Application	Do Not Recommend Application
Signatures:	Comments:	
BOCC:	Recommend Application	Do Not Recommend Application
Comments:		

Chairman Signature *Jeff Hough*

March 3, 2026
Date



IDL FUNDING ACKNOWLEDGMENT FORM

Carefully read the following in its entirety. This form must be completed and signed by an authorized representative of the entity seeking funding. If there are any questions or concerns, please contact the Idaho Department of Lands (IDL) designated program representative.

Bannock County
Name of Entity Seeking Funding

Dempsey Creek Fuels Reduction Project
Name of Project [Year-Grant-Project Name]
(Ex: FYXX HFR Lava Hot Springs Fuels Reduction)

Please read the following carefully. By signing below, the proposing entity acknowledges and understands the terms and conditions for receiving funding.

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The funding recipient(s) will be subject to OMB guidance in 2 CFR Part 200 and 2 CFR Part 400. For more information, please refer to: <https://www.whitehouse.gov/omb/> and <https://www.ecfr.gov>

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Reimbursement Basis Only:

All funding sought through the IDL, if awarded, is provided to grantees on a reimbursement basis only. The funding recipient(s) are required to pay vendors/contractors prior to seeking renumeration from the IDL. Reimbursement terms and conditions are outlined in a signed agreement between the IDL and the grantee specifically addressing the allocation of costs and their allowability and reasonableness.

The funding recipient(s) must have financial systems, policies and procedures regarding proper accounting controls, recordkeeping, procurement, fraud prevention, and financial management in place (self-certification thereof will be required if awarded funding). Additionally, an audit status certification (or similar) form may be requested.

The funding recipient(s) must have a tax ID number and an active Unique Entity Identifier (UEI) which replaced the 9- digit Data Universal Numbering System (DUNS) number in April 2022. This is required to receive funding.

The funding recipient(s) will be required, if awarded funding, to certify that it has not been debarred, is not using funding for lobbying or construction, and that it has a drug free workplace policy in place.

Match Requirements:

The funding recipient(s) will be required, unless there is a funding source exemption, to provide a minimum match amount of 15% of total project costs and identify it within the proposal.

Example:

Total grant funds requested = \$240,000

Total required match to be provided by the proposing organization = min \$36,000

The funding recipient(s) will need to reference their IDL award agreement for specific requirements.



Indirect Costs:

The funding recipient(s) will be able to choose from the options below. You are not required to elect an option at this time, but understanding your options now will help inform a future decision if the project is awarded funding. If you elect to claim indirect funds, your award amount will not be increased by the amount of indirect claimed.

- Option A: Will not seek reimbursement of indirect costs for this project.
- Option B: Utilize its negotiated indirect cost rate agreement (NICRA) with a federal cognizant audit agency (a copy of the approved Indirect Cost Negotiation Agreement will need to be provided to the IDL).
- Option C: Will elect a 15% de minimis indirect cost rate of Modified Total Direct Costs (MTDC) on this funding as allowed under 2 CFR §200.414 (f).
- Option D: Request to negotiate an indirect cost rate directly with the IDL and will develop an indirect cost rate proposal for the IDL's consideration. Note: the indirect cost rate calculations and proposal must comply with the latest Office of Management and Budget (OMB) regulations and requirements.

Forest Practices Act Compliance:

Projects, if funded, will be required to follow the Idaho Forest Practices Act and associated administrative rules when implementing project related activities in forestlands. For further information, please visit: <https://www.idl.idaho.gov/forestry/forest-practices-act/>

Urban/Community Forestry Standards:

Funded projects will comply with the current versions of the American National Standards (ANSI) regarding the purchase of trees/seedling nursery stock, and tree care operations and safety in planting/maintenance of landscape trees (ANSI Z60.1, ANSI Z133.1, &A300). Additionally, any person or company contracted to perform work under the project is required to have on staff, an International Society of Arboriculture Certified Arborist who will directly supervise the work. Under no circumstances will funds be used to top, head, or stub any public tree.

The funding recipient(s) will need to reference its IDL award agreement for applicability and specific requirements.

I hereby understand and acknowledge that the above terms and conditions are associated with this funding request and if awarded, the entity I represent as the funding recipient(s), will be required to comply, and respond accordingly.

Clearly Print Name and Title

Signature

Date

GRANT TEAM RISK ASSESSMENT FOR GRANTS

Department:	<u>Emergency Management</u>	Apply for award	X		
Project name:	<u>Dempsey Creek Fuel Reduction Project</u>	Do not apply			
Assistance Listing # (formerly CFDA #)	<u>15.015</u>	Federal Procurement			
Grant Writing		<i>No</i> (0 pts)	<i>Maybe</i> (2.5 pts)	<i>Yes</i> (5 pts)	<i>Score</i>
Project clearly eligible for grant? Meets priorities of the grant? If no, stop, do not apply.				X	5
Will administrative costs be allowed by the grant? Equipment only = 5			X		2.5
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	5
Sufficient time to prepare grant submission before the due date?				X	5
Department and/or Grant Team have adequate time to write grant?				X	5
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	5
Funding agency history: 0: none; 2.5: funder known/no history; 5: good relationship with funder				X	5
No organizational resources needed (space, equipment, in-kind)				X	5
Are new personnel fully covered by grant? n/a = 5				X	5
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	5
Aligns with department's mission				X	5
Existing or imminently anticipated need				X	5
Program will not be a duplication of existing efforts in area				X	5
Expertise of department/director in relevant area				X	5
Staff training: 0: required, not funded; 2.5: Minimal, some covered; 5: Minimal, required and costs covered				X	5
Program partnership: 0: needed/not developed; 2.5: potential identified; 5: not needed/already contacted				X	5
Procurement complexity: 0: multiple/phases/formal; 2.5: 1-2 simple/semi-formal; 5: none			X		2.5
Department capacity to administer and monitor project				X	5
Auditing capacity for processing, reporting, and monitoring				X	5
Department capacity for tracking/progress reports				X	5
Comments: Other Dept to involve: Procurement					97.5
					Score
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: <u>LuAnn Losee</u>	Date:	02/19/2026			
Override of Recommendation not to apply: Justification:	Date:				
Commissioner: <u>Jeff Hough</u>	Date:	3/3/2026			

Bannock County NOTICE OF FUNDING OPPORTUNITY AND RISK ASSESSMENT FOR GRANTS

Must attach notice of funding opportunity

Submit to: grantnotify@bannockcounty.us

Is this a reoccurring grant? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Department:	Emergency Management	Date Form Completed:	02/03/26
Supervisor:	Commission	Program Manager:	Wes Jones
Project Title:	Dempsey Creek Fuels Reduction Project	Submission Deadline:	03/31/26
Grant Name:	Western States Fire Managers Grant	Grant Number:	FY27 WSFM
Funding Agency:	Idaho Dept. of Lands		
Amount requested:	\$240,000.00	Grant match %:	15 <input checked="" type="checkbox"/> In-kind allowed
Total estimate project cost: \$240,000.00			
Long-term maintenance cost (including staffing): \$0			
Explain source of match: Landowners will cover the match			
<p>Project Summary: Project will continue the efforts of the previous phases by removing approximately 100 acres of hazardous brush in the Northern Lava Ranches Neighborhood, South of the city of Lava Hot Springs. Brush will be removed in strategic locations to create fire lines to hold back fires coming from the Southwest. This project will increase protection of hundreds of residents living South of Lava Hot Springs, as well as the city of Lava Hot Springs, and the agricultural farmers in the area.</p> <p>NOTE: Grant writing fee of \$5,000.00 to be charged under the Bannock County Grant Writing Services contract. Fee will be invoiced upon completion/submittal of the grant.</p>			
Anticipated Notification date:	Fall 2027	Project start/end dates:	Fall 2027-Fall 2029
Funding Type:	<input checked="" type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local government <input type="checkbox"/> Private <input type="checkbox"/> Other		
Net Cash Outflow:	<input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Advance Funded <input type="checkbox"/> Other		
Target Population: South Bannock County Residents			
Potential Impact on Target Population: Increased environmental resilience including wildland fire protection and increased water in the are due to the removal of invasive Juniper Tree species.			
Funding Source Reporting Requirements: Annual reports will be required, as well as a final report.			
# of staff to participate: 0	Will grant require staff be pulled from primary duties? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Will staff training be provided?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Training cost included in budget?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does grant include technology?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If so, has IT Dept been notified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does grant require office space?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Grant require new personnel?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Chance of successful funding: <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low			
Application prep burden:			
<input type="checkbox"/> High (needs project development & grant writing assistance)			
<input type="checkbox"/> Medium (small project development or grant writing assistance)			
<input checked="" type="checkbox"/> Low (program in place, simple project development or department able to complete application)			
Administration/Management burden: <input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low			

RISK ASSESSMENT FOR GRANTS

Grant Team Assessment: (To be completed by the Grant Team)		
Does the project align with the grant criteria?	yes	
Is the project feasible?	yes	
Can we meet the matching requirement?	yes	
Is the initiating department able to adequately manage the grant?	yes	
Are there other consideration? If so, please describe:		
Other departments to involve: Procurement		
Summary of Department comments/ recommendation:		
Project/Grant Program Manager Contact Information: LuAnn Losee 208-236-7335		
Auditing Department:	Recommend Application	Do Not Recommend Application
Signatures:	<i>LuAnn Losee</i>	Comments:
Legal:	Recommend Application	Do Not Recommend Application
Signatures:		Comments:
BOCC:	Recommend Application	Do Not Recommend Application
Comments:		

Chairman Signature *Jeff Hough*

March 3, 2026
Date



IDAHO DEPARTMENT OF LANDS

Grant Project: Budget Development Guidelines and Restrictions

EFFECTIVE JUNE 2025

Applicants seeking grant funding from the Idaho Department of Lands (IDL) are required to submit a project budget prior to being awarded funding. The budget includes grant funded expenses and those necessary to meet the required match with IDL. To be reimbursed, all expenses must be allowable, allocable to specific project activities or costs, reasonable and necessary. Consult federal cost principles for additional requirements (<http://www.whitehouse.gov/omb> and <http://www.ecfr.gov>).

IDL will review your budget to determine whether proposed costs are allowable and reasonable. Estimated expenditure amounts should be comparable to or reflect regional market rates. When projects are evaluated and ranked, wise use of funds and anticipated return on investment in the form of meaningful, lasting, and measurable outcomes will be considered.

If the project is funded, IDL will enter into a binding Agreement (Memorandum of Understanding or Cooperative Agreement) with the funding recipient(s). This agreement will dictate grant funding parameters—including those documented below, specify the project scope, budget, reimbursement process, and reporting requirements.

REFER TO THE FOLLOWING WHEN DEVELOPING BUDGET DETAIL

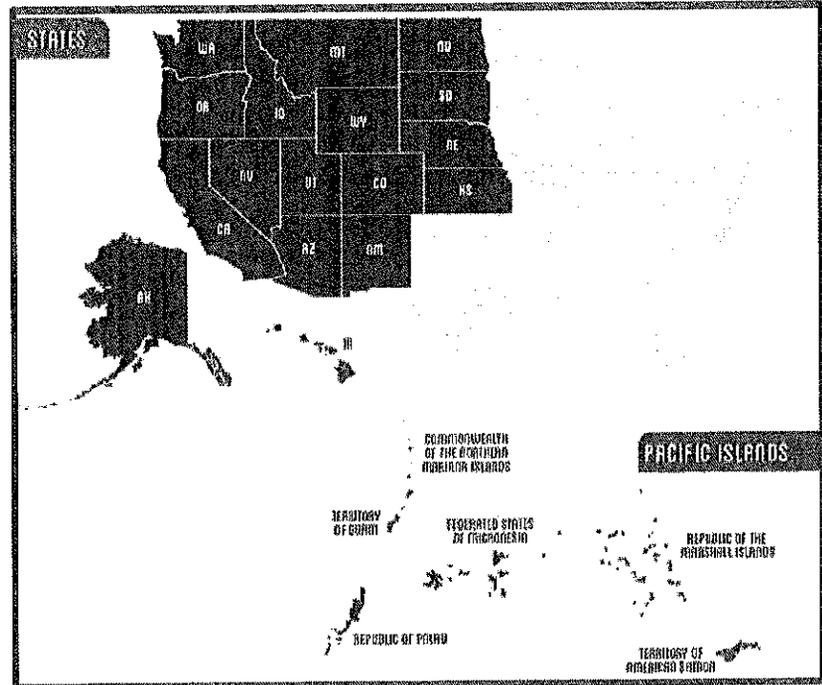
Contractor Expenses	<i>Expenses incurred by the funding recipient(s) for work accomplished through contracts with other entities, usually specialized contractors or consultants (e.g., loggers, forester consultants, arborists, or irrigation installers).</i>
	<ul style="list-style-type: none"> Contracts must be awarded/solicited on a competitive basis and in accordance with associated procurement rules, procedures and internal controls. Funding recipient(s) will need to ascertain that contractors have not been debarred from receiving federal funding and have a unique ID assigned to them through SAM.gov.
Flat Fee	<i>A method of establishing/negotiating a "standard rate" for service, product or project scope item on a project</i>
	<ul style="list-style-type: none"> The flat fee method for establishing project costs for the funding recipient(s) (e.g. for staff to administer the grant or to develop and conduct workshops) will not be accepted.
Hold-Back	<i>The percent of the total awarded funding that is held back (retained) by IDL until the funding recipient(s) fully and satisfactorily completes the project as stipulated in the Agreement. A holdback helps assure that all grant funds are not exhausted prior to completion of the project scope/deliverables.</i>
	<ul style="list-style-type: none"> Up to 15% of grant funds may be held back by IDL. In practice, this would likely only impact the last (or last few) reimbursement requests. If the project is not completed satisfactorily, the held back funds may be permanently withheld.
Ineligible Costs	<i>Expenses or activities for which the funding recipient(s) cannot be reimbursed</i>
	<ul style="list-style-type: none"> Equipment - that costs \$10,000 or more and has a life expectancy of at least one year. Other Activities - Construction, research or activities on federal land. Grant funds cannot be used to seek and apply for additional grant funding. Note: Activities ineligible for grant funds can be used as project leverage.
Indirect Costs	<i>Costs that benefit common activities and, therefore, cannot be readily assigned to a specific direct cost objective or project. Examples of such costs include accounting personnel services performed within the recipient organization, use allowances on buildings and equipment, and the costs of operating and maintaining facilities.</i>
	<ul style="list-style-type: none"> Indirect rate requests must not exceed your federal cognizant agency approved indirect rate. If applicants do not have such an approved rate, and they qualify per OMB Guidance 2 CFR Part 200, they can elect to charge a de minimis rate of 15% of Modified Total Direct Costs (MTDC) for indirect. (See §§200.1, 200.414 and associated appendices for details). <ul style="list-style-type: none"> MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel; and subawards and subcontracts up to the first \$50,000 of each subaward or subcontract (regardless

	<p><i>of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission scholarships and fellowships, participant support costs; and the portion of each subaward and subcontract in excess of \$50,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.</i></p> <ul style="list-style-type: none"> ▪ The funding recipient(s) without a cognizant agency approved direct rate can submit a proposal and negotiate a rate with IDL strictly for this project in accordance with the OMB regulations and requirements. Note, such proposals and negotiations take time and will likely delay the granting process. ▪ The funding recipient(s) can choose to charge no indirect or a lower rate than allowed if you want more grant funds to be applied to on-the-ground costs or to the 15% required match. ▪ Note: recipient personnel working on specific grant tasks, like project management or oversight, cannot be paid with indirect funds. Personnel must time-record their activities and charge the grant for their time under personnel expenses and be reimbursed as direct project costs.
Match	<p><i>Project costs that will be paid for or provided in-kind by the funding recipient(s) and will not be reimbursed with grant funds. This includes in-kind or cash donations off/for services, equipment, products, etc. that assist in the completion of the funding recipient(s) funded project or directly contributes to its purpose.</i></p>
	<ul style="list-style-type: none"> ▪ A 15% match will be required and must be documented at time of reimbursement (i.e., 15% of the total amount reimbursed for the grant). ▪ As IDL will track match to an auditable standard, proof of any match payments or volunteer hours are required. ▪ The funding recipient(s) match is preferred. However, if this is not possible, in-kind or cash contributions made by other entities can count toward the match but must be tracked and reported by the funding recipient(s).
Operating Expenses	<p><i>Purchases of materials, goods/products or mileage are needed to accomplish the intent and purpose of the specific project. Examples include supplies, tools, trees and related planting materials, irrigation parts, and equipment rental fees.</i></p>
	<ul style="list-style-type: none"> ▪ All operating expenses should be necessary and specific to this project. ▪ Ensure operating expenses are not already included or factored into the applicant's indirect cost rate. If certain expenses are customarily categorized as indirect expenses, they cannot be counted as operating expenses.
Payment of Grant Expenses	<p><i>The funding recipient(s) will need to request funds by submitting an IDL Reimbursement Request Form, progress narrative/report, invoices/receipts, copies of deliverables, and other supporting documentation as specified within the Agreement.</i></p>
	<ul style="list-style-type: none"> ▪ All payments are made on a reimbursement basis only. These are expenses incurred and paid for by the funding recipient(s) prior to payment by IDL. ▪ Submission of progress/accomplishment reports will be required with reimbursement requests. Depending on the project, additional reports may be requested.
Personnel Expenses	<p><i>Only actual costs for wages & benefits for the funding recipient(s) staff time worked on this specific grant project can be reimbursed with grant funds</i></p>
	<ul style="list-style-type: none"> ▪ The funding recipient(s) must provide the actual hours (not estimated or a calculated percentage) for each staff person's work on this project whose time will be reimbursed with grant dollars. (Institutions of Higher Learning must follow OMB rules specific to their type of entity for accounting of personnel time.) ▪ Additionally, the funding recipient(s) will also need to maintain records that account for 100% of all time of staff being reimbursed, including time spent on activities not associated with this project. For example, work on other Federal grant activities, non-grant work, etc. These must be documented in personnel activity reports, or equivalent, and submitted by the individual staff person to your fiscal office at least monthly. Certification of the funding recipient(s) having such a policy will be required. ▪ Staff time (costs), when used only as grant match, does not have to be tracked in the above way, since IDL is not using this match to meet federal match requirements.

Program Income	<i>Any income the funding recipient(s) derives from the project such as for the sale of products (timber, waste wood, chips etc.), registration fees, etc. must be itemized, reported and deducted from any reimbursement requests made to IDL.</i>
	<ul style="list-style-type: none"> ▪ Procedures to track all project expenses (grant funded and not) as well as the income received make documenting and reporting at reimbursement time easier.
Program/Project Management Costs	<i>The cost to the funding recipient(s) to administer, manage and oversee the project. This may include project oversight and management activities, as well as fiscal management components.</i>
	<ul style="list-style-type: none"> ▪ Identify costs in the Personnel Expenses category if provided by staff, or in the Contractor Expenses category if the services are contracted out. <ul style="list-style-type: none"> ○ For personnel expenses, time sheet tracking by funding source, or equivalent, is required. If personnel do not have a positive time record, then project management costs should be recorded as match. ▪ Note: only paid personnel and contractor expenses which are directly attributed and tracked to the project can be reimbursed.
Travel & Related Expenses	<i>Costs directly associated with the project and approved in advance by IDL for travel, lodging and meals.</i>
	<ul style="list-style-type: none"> ▪ These costs cannot exceed Idaho State and/or federal rates. If costs are higher, prior justification to and approval by IDL is required before such expenses are incurred & allowed for reimbursement.

FY2027 Western Wildland Urban Interface Grant Program¹ Criteria and Instructions to States/Island Territories

In the West, funds to mitigate risk from wildland fire within the Wildland Urban Interface (WUI) are available and awarded through a competitive process with emphasis on hazard fuel reduction in the WUI, information and education, assessment and planning, and monitoring through community and landowner action. Funding is delivered through and managed by state/ island forestry organizations. This portion of the National Fire Plan was developed to assist interface communities manage the unique hazards they find around them. In addition to the National Fire Plan, the National Cohesive Wildland Fire Management Strategy brings forward the goals of Resilient Landscapes, Fire Adapted Communities, and Safe and Effective Wildfire Response; the Western Forestry Leadership Coalition strategies of Conserve, Protect, and Enhance are incorporated into individual states' Forest Action Plans.



Reducing wildfire risk in the West will be strongly influenced by the ability to collaborate across ownership boundaries and implement projects on a landscape scale.

Grant Criteria: General

- The Project must be for a qualifying activity - if it is not the application will be considered ineligible.
- Meets the 1:1 match requirement²- if not the application will be considered ineligible.
- Each grant request is limited to a maximum of \$300,000. Applications over \$300,000 will be considered ineligible.

¹ Supported by National Fire Plan Funding through the State and Private Forestry Branch, USDA Forest Service. Administered through the Council of Western State Foresters, Western State Fire Managers WUI Subcommittee

² A 1:1 match. The allocated grant amount must be matched in full by the recipient using a non-federal source. Exception: Title III funds under the Secure Rural Schools and Community Self-Determination Act of 2000, PL 106-393 are not considered federal dollars and may be used as match. The matching share can be soft match (which includes training hours valued at an accepted rate, donated labor/equipment, etc) and/or hard match (which is actual dollars spent other than federal grant funds within the specified scope of work.) If the project is part of the consolidated payment grant, matching funds can be combined or met from any one or all program areas. The Pacific Islands (excluding Hawaii) are exempt from the 1:1 match up to \$500,000 by statute. Anything in excess of \$500,000 requires 1:1 match for Pacific Island applications.

- No state/island will receive more than 15% of the funds available in the West.
- Not less than 70% of the funding available will be allocated to hazardous fuel reduction projects.
- The application must be submitted by the state/island forestry organization. The state/island organization will be listed in Box 1 (Applicant Information) on the online application.
- The grant request must be submitted using the WUI Competitive Grant Online Submission System.
- Funds cannot be used on federal lands.
- Funds must be spent during the 5-year grant period and cannot be held for future maintenance outside of that grant period.

Grant Criteria: Qualifying Project Types

1) Reduce Hazardous Fuels / Restore Fire-adapted Ecosystems in the Wildland Urban Interface (WUI):

Fuel reduction projects and vegetation treatments have been identified as a means of mitigating wildfire hazards. Recipients shall facilitate and implement mitigating fuel treatments in or adjacent to identified fire-prone communities to reduce the threat of wildfire to communities. These are projects that remove or modify fuels in and/or adjacent to WUI development. Effective fuels mitigation treatments can be implemented across jurisdictional boundaries, on adjoining private lands, or within the respective communities. Projects of this type include fuel breaks, thinning, pruning, landscape modifications, etc. The overall purpose is to modify or break up the fuels in such a way as to lessen catastrophic fire and its threat to public and firefighter safety and damage to property. Another way to prevent future large, catastrophic wildfires from threatening communities is by carrying out appropriate treatments (such as prescribed burning or thinning) to restore and rehabilitate forest and grassland health in and adjacent to the WUI. Such treatments have reduced the severity of wildfires and may have additional desirable outcomes, such as providing sustainable environmental, social, and economic benefits. Project proposals must consider all elements required to implement treatments on the ground, which includes acquiring the necessary permits and consultations needed to complete plans and assessments, as well as treatment prescriptions and measures of success.

Examples of projects that qualify (not all-inclusive):

- Defensible space around homes and structures
- Shaded fuel breaks
- Fuels reduction beyond defensible space adjacent to WUI areas
- Removal of slash, including piling and burning, mulching, grinding, etc.
- Prescribed fire
- Thinning
- Maintenance of fuels projects (explain in application narrative)
- Monitoring components of projects for effectiveness

2) Improve Prevention/Education in the Interface:

Recipients can provide leadership to coordinate, develop, and distribute wildland urban interface education programs in association with insurance companies, communities, local government agencies, and other partners. Informational and educational projects must target the mitigation of risk and prevention of loss. Projects should lead to the use or establishment of one or more fire program elements such as fire safety codes, implementation of Firewise practices, establishing local fire-safe councils, and fuels treatments within fire-prone

communities. Projects should be concise clearly indicate size and scope of the project, and clearly demonstrate deliverables and measures of success of prevention/education activities. Metrics should be specific, measurable, achievable, realistic, and timely.

Examples of projects that qualify (not all-inclusive):

- Firewise or similar programs
- Fire education components to Project Learning Tree
- Pamphlets, brochures, handouts

3) CWPP Planning:

Community Wildfire Protection Plans (CWPPs) are created by local communities and may address issues such as wildfire response, hazard mitigation, community preparedness, structure protection, or a combination of the above. The process of developing these plans can help a community clarify and refine its priorities for the protection of life, property, and critical infrastructure in the wildland-urban interface. The Healthy Forest Restoration Act (HFRA) minimum requirements for a CWPP are: 1) Collaboration (must be developed with community members, local and state government representatives in collaboration with federal agencies and other interested stakeholders), 2) Prioritized Fuel Reduction (plan must identify and prioritize areas for hazardous fuel reduction treatments and recommend the types and methods of treatment), and 3) Treatment of Structural Ignitability (must recommend measures that homeowners and communities can take to reduce the ignitability of structures throughout the area addressed in the plan). A copy of the CWPP Handbook can be found at <http://www.communitiescommittee.org/pdfs/cwpphandbook.pdf>.

Examples of projects that qualify (not all-inclusive):

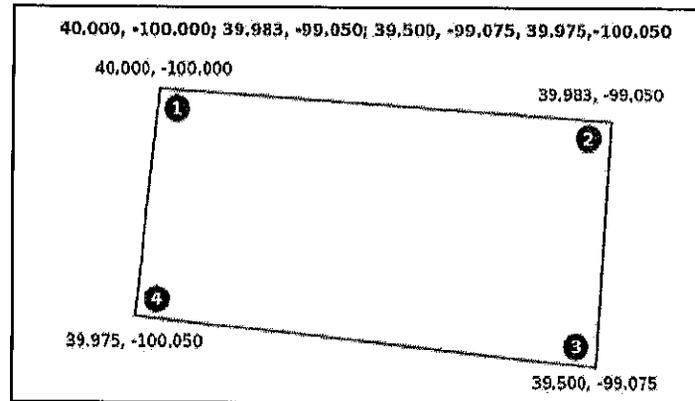
- Creation of/or update to CWPP/hazard mitigation plans or equivalent document. Note: for the creation of CWPPs outline how you will meet national and state requirements in the document: some states provide checklists to assist. Be sure to address the following in your application:
 - Accomplishments: Explain what projects identified in the original CWPP have been completed. (Only do this if you are updating your CWPP. If you are creating a new CWPP, you will not yet have any accomplishments).
 - Collaboration: If you are updating your CWPP: Identify new partners and stakeholders as well as update all contact information. For CWPP creation, identify all partners and stakeholders to be involved.
 - Prioritized Fuel Reduction: Those updating a CWPP should: Identify and prioritize new hazardous fuels reduction projects, the method of treatments to be employed, and how these projects address any changes to the community objectives and values at risk. New CWPP plans must identify and prioritize areas for hazardous fuel reduction treatments and recommend the types and methods of treatment
 - Treatment of Structural Ignitability: Updated CWPPs should explain new or additional measures to be implemented to reduce homeowner and/or community ignitability of structures. Those creating CWPPs must recommend measures that homeowners and communities can take to reduce the ignitability of structures throughout the area addressed in the plan.
 - Priority projects listed in existing CWPPs covering the above criteria.
- 4) Examples of Projects that DO NOT Qualify (not all-inclusive):**
- Preparedness and suppression capacity building; such as the purchase of fire department equipment (try VFA, DHS, and FEMA grant programs)
 - Small business start-up funding

- Research and development projects (try Economic Action Program)
- GIS and database systems that are not related to the West Wide Wildfire Risk Assessment
- Construction/infrastructure (building remodel, bridges, road construction, water development, general property/ homeowner maintenance.)
- Funding the creation of stewardship plans.
 - Note: a separately funded stewardship plan can be used to guide a WUI project if it is clearly labeled as not funded through match or WUI grant funds.

Grant Scoring:

- All grants will be scored based on the following criteria; applicants must ensure that all boxes are filled in and the application is complete (**the highest possible score is 45**):
 - **Does the application clearly show how the budget will be spent by line item and are expenditures applicable and relevant to the goals and objectives of the project?**
Clearly defined and applicable = 5 Not defined/not applicable to project = 0
 - **Describe the Project- Does the application clearly describe the challenges and issues that articulate why the project is important?**
Clearly defined = 5 Not defined = 0
 - **Planning Linkages- Does the application clearly link or tie the project to an existing Community Wildfire Protection Plan (CWPP) and is the project consistent with the State Forest Action Plan(s) (Enhancing, Protecting and or Conserving). The project must be linked to one of the planning elements. Does the project develop or refine an existing plan?**
Clearly defined = 5 Not defined = 0
 - **Project Activities- Does the application clearly define what the project is and what the project proposes to do? Does the application clearly define how the project will be accomplished, including identifying measurable outcomes? (are the proposed activities clear and achievable, goals defined, outcomes measurable, # of acres treated, # of education/outreach programs, planning/assessment efforts clearly described etc.)**
Clearly defined = 10 Not defined = 0
 - **Project/Landscape Impacts- Does the application clearly define the scale of the project including relationships with past, present, or future projects that, when combined, offer more benefits than when taken individually? Is overall landscape that the project influences, in addition to the defined project area, clearly described?**
Clearly defined = 5 Not defined = 0
 - **Collaboration- Does the application clearly define collaborative elements including support from partners, agencies, landowners, communities? Are contributions of collaborators well described?**
Clearly defined = 5 Not defined = 0

Area: An area defines a region with a boundary defined by straight lines. At least 3 points are needed to define an area. There can be up to 7 lat/longs. The diagram below shows how to specify the corners for an area and the associated coordinate list to be entered into the application. The area name, boundary lat/longs, and description are all **required** fields for an area.



- **Box 3** -- Match includes training hours valued at an accepted rate, donated labor/equipment, etc., and hard match is actual dollars spent other than federal grant funds within the specified scope of work. Federal funds contributed are ineligible for match calculation. Indirect costs must be tied to an established rate and the source needs to be described in the narrative (Box 4). Waived indirect costs are an acceptable source of match.
- **Box 4**- The budget narrative must describe how the grant funds will be spent. Give specific details for each grant expenditure item in Box 3 (i.e., personnel/labor, fringe benefits, travel, equipment, supplies, contractual, other, and indirect costs). Explain exactly how grant dollars will be spent and how these expenditures tie directly to the project goals and objectives. **A description of the match is not required in Box 4.** The match should be described in Box 9.
- **Box 5**- Describe the project area, type, and challenges. There are three types of projects: fuels, education/prevention, and CWPP planning/assessment. Projects may include one or more project types. Applicants must give an overview of the project area, which they can do by discussing ownership/land type as well as physical acres, sq miles, etc. They must also, identify the hazards that exist and clearly show the need for work in this area. Be specific when describing challenges or obstacles that will need to be addressed for the project to be successful (e.g., landscape or access challenges or broad dispersal of people who may need to be gathered together for an educational initiative, language access issues, or lack of trust in government, which needs to be built for collaboration on CWPP). If applying for a fuels reduction project, describe the fuel/vegetation types. If applying for a CWPP planning/assessment project, see the CWPP guidelines on page 16.

It is important to define the problems and challenges so when you get to Box 7 you are clearly stating how the funding will be used to address the challenges in this box.

- **Box 6**- Describe the relationship to a Forest Action Plan **and** to a CWPP. Clearly describe how the project fits into the goals of a Forest Action Plan and detail the FAP goal(s) below. Outline the project's connection to the CWPP's goals and objectives and describe how the project accomplishes the goals and priority areas of both these planning documents.

- **Box 7-** Clearly describe each proposed activity and include where and what will be occurring (i.e., fuel break along the fence line, defensible space around homes, tree crown spacing, prescribed fire for mitigation purposes, etc.). The description must include measurables and how the project will be accomplished. Grant funds should be tied to the activities. Unlike the overview, this will provide the specific details of the project using measurable units that are specific, measurable, achievable, realistic, and timely where applicable. Treatment prescriptions and measures of success should be clearly stated. For prevention/education activities as well as for CWPP planning/assessments; the audience, deliverables, and measures of success should be clearly stated.
- **Box 8-** Describe how the project influences greater impact on the landscape. Show how the project has or will have an impact outside the immediate project area, including how it relates to other projects/initiatives past or current. For example, a project in a community may complement a Forest Service project on their land where they are creating a fuel break around your community's defensible space project. Give specifics on how this project will tie into the larger picture of community protection or education. For information/education and/or CWPP planning projects explain how your project complements or enhances those by other agencies or groups and/or ties into a greater goal. The scale of a project should be an appropriate size based on the land ownership, objectives, and outcomes (including cross-boundary goals) for the project. Describe how the scale is sufficient and meaningful for the project. Explain, the who, what, when, where, why, and how of its anticipated impacts.
- **Box 9-** Describe the contributions each partner will make to the project by stating the collaborating partner's name and what they will be contributing to the project such as manpower, equipment, matching funds, etc. This should include the partners listed in Box 3 (matching share) but may also include federal and other partners that are contributing but are not eligible to use as match. Identify if using overmatch from the consolidated payment grant.
- **Box 10-** The Project Timeline must include such things as: begin/end dates, milestones, quarterly or seasonal targets, etc. All WUI grant funded project items must be completed within 5 years of the award.
- **Box 11-** Sustainability must clearly describe the who, what, when, where, and why of how this project will remain effective and be sustained over time. The four main points to be included for fuels projects are:
 - 1) **Environmental Factors:** describe the maintenance requirements unique to this project based on site characteristics i.e., present and future vegetation occupying the site, growth rates, natural fire return intervals, or any other environmental factor that affects the continued maintenance of this project.
 - 2) **Education:** describe how key players have been trained and educated to maintain the project and explain their understanding of the needs and expectations of the project's maintenance. If this is an information/education project make sure to explain how it will be delivered, the audience you are targeting, and specific deliverables.
 - 3) **Commitment:** describe the commitment by the individual/community to maintain this project into the future, i.e., state laws, CWPP terms, signed landowner agreements or other documents or agreements that hold the sub-grantee accountable for project maintenance over time. If this is an information/education project, make sure you explain the commitment to carry this program forward and update it as necessary.
 - 4) **Monitoring:** describe who will be responsible for monitoring the project, what qualifications they have if they are not obvious (i.e., State Forestry personnel, Fire Safe

Council member, Fire Department personnel, etc.), and at what intervals they will be checking (i.e., yearly, quarterly, etc.); clearly describe timelines, and milestones expected. If you plan on monitoring the project after the grant period ends, list that here, but please note all awarded funds and matches must be used during the 5-year grant period only.

For **Outreach/Prevention**, you must include three main points (education, commitment, and monitoring). Also include: How will outreach/education/prevention be distributed? What is the commitment over time? For monitoring purposes, the application should describe how outreach will be sustained and updated over time. For CWPP Planning/Assessment/Monitoring, the same points as Outreach/Prevention outlined here should be included, and how CWPP will be used over time should also be discussed.

Application Due Dates:

Each state/island will set its own internal deadlines for its cooperators' and partners' applications so that they may be reviewed and prioritized at the state level before submission. Please pay close attention to the deadline and any special instructions for your application that has been set by your representative state/island.

Reminder:

- Applications over \$300,000 will be considered ineligible.
- Applications must be submitted by the state/island forestry organization. The state/island organization will be listed in Box 1 (Applicant Information) on the online application.

All proposals must be submitted to the IDL Grant Coordinator: Isabella Pritchard, ipritchard@idl.idaho.gov, by March 31st, 2026.

FY 2027 State Fire Assistance WUI Grant

State Submitting Project:	Idaho
State Priority Number:	
Dollar Amount Requested:	\$ 300,000
Matching Share:	\$ 0.00

This document is for proposal development only.

Hover over each active field for additional guidance and instructions.

Proposal Cooperator	
1	Cooperator Organization:
	Contact Person:
	Address:
	City/State/Zip Code:
	Phone (Work/Cell):
	Email:
Applicant Information	
1	Applicant: Idaho Department of Lands
	Contact Person: Tyre Holfeltz
	Address: 3284 W Industrial Loop
	City/Zip Code: Coeur d'Alene, ID 83815
	Phone (Work/Cell): 208-666-8653 (o) / 208-819-9340 (c)
	Email: tholfeltz@IDL.Idaho.gov
	Fax: 208-669-1524
	Federal Tax ID\DUNS #: 82-6000952 / 878072685

Project Information		
2	Name of Project:	
	Community Name(s):	
	County(ies):	
	Congressional District:	
	GIS Coordinates (pick one: reference point OR area)	
	Reference Point Name:	
	Lat/Long:	
	Description: Approximate project area center	
	Area Name:	
	Boundary Lat/Longs:	
	Description:	

Applicant Budget				
	Grant Funds Requested	Match		Total Project Cost
		Applicant	Non-Federal Contributors	
3	Personnel/Labor:	\$ 30,000		\$ 30,000
	Fringe Benefits:			
	Travel:	\$ 7,727		\$ 7,727
	Equipment:			
	Supplies:			
	Other:	\$ 240,000		\$ 240,000
	Contractual:			
	Indirect Costs:	\$ 22,273		\$ 22,273
	TOTAL:	\$ 300,000	\$ 0	\$ 300,000

Budget Narrative (1700 characters including spaces)	
4	<p>- Personnel/Labor - \$30k for Idaho Dept of Lands staff to manage and administer sub-grant with (ADD NAME OF COOPERATOR ORGANIZATION)</p> <p>- Travel - \$7,727 for IDL staff to travel to and from project(s) at established State Fleet Motor Pool rates.</p> <p>- Other - \$240k is sub-granted to (ADD DETAILS)</p> <p>- Indirect - \$22,273 is for negotiated rate between USFS and IDL.</p>

Project Area Description and Challenges (1700 characters including spaces)	
5	<p>(ADD PROJECT AREA DESC)</p> <p>(ADD PROJECT OBJECTIVES)</p> <p>Hazard (Fire risk, Demonstrate need):</p> <p>Challenges:</p>

Relation to Forest Action Plan and CWPP (2500 characters including spaces)	
6	<p>Idaho Forest Action Plan (FAP): The project is found in the (ADD) priority landscape area. (ADD DETAILS HERE)</p> <p>(ADD COUNTY) CWPP: (ADD DETAILS HERE)</p> <p>The completion of project work will address the identified FAP/CWPP goals/objectives through (ADD DETAILS HERE)</p>

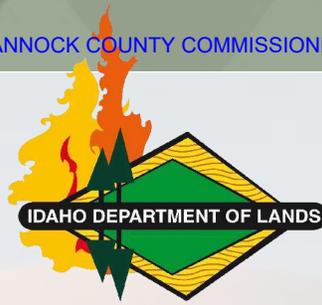
Proposed Activities (3800 characters including spaces)	
7	(ADD PROJECT INTRODUCTION) (ADD ACTIVITIES - BE SPECIFIC AND CLEARLY OUTLINE WHO IS DOING WHAT, HOW, AND WHERE)

Landscape Impacts (1700 characters including spaces)	
8	(INCLUDE ADJACENT COMPLETED WORK: OWNERSHIP, YEAR, ACRES TREATED) (INCLUDE OVERALL PROJECT IMPACT TO LANDSCAPE: COMMUNITY SAFETY, WATERSHED, WILDLIFE, ETC.)

Project Collaboration (1700 characters including spaces)	
9	<p>- Idaho Dept of Lands (\$XXXk match) - in the form of consolidated payments associated with Forestry and Fire Assistance in support of private landowners. IDL will also provide technical assistance.</p> <p>(ADD ALL ADDITIONAL STAKEHOLDERS HERE: FEDERAL PARTNERS, FIRE WORKING GROUP, COUNTY PARTNERS, EDUCATION PARTNERS, NGO'S, CONSERVATION DISTRICTS, ETC.)</p>

Project Timeline (1700 characters including spaces)	
10	<p>EXAMPLE:</p> <ul style="list-style-type: none"> - FALL '27 - ENGAGE RESIDENTS WITHIN THE DISTRICT TO PROMOTE FIREWISE AND HEALTHY FOREST CONCEPTS THROUGH AN INFORMATIVE NEWSLETTER TO RESIDENTS AND A PUBLIC MEETING. INITIATE/CONDUCT FIELD REVIEWS TO PRIORITIZE TREATMENT AREAS THROUGH SITE EVALUATIONS. - WINTER '27 - COMPLETE XX LANDOWNER AGREEMENTS AND INITIATE FUELS REDUCTION WORK ON XX ACRES AS WEATHER PERMITS - FALL '30 - CONDUCT FINAL INSPECTIONS/REPORTS. ENTER INTO MONITORING PHASE.

Project Sustainability (1700 characters including spaces)	
11	<p>Environmental Factors: (REMOVE IF NOT A FUELS REDUCTION PROJECT)</p> <p>Commitment: (10-YEAR AGREEMENT TO MAINTAIN WORK REQUIRED)</p> <p>Education: (EDUCATION ON HOW TO MAINTAIN WORK ONLY, WHAT MATERIALS ARE BEING USED)</p> <p>Monitoring: (WHO, HOW, AND HOW OFTEN)</p>



FY26 HFR, FY27 WSFM Grant Programs Request for Proposals

Hazard Fuels Reduction (HFR)



*Funding wildfire risk mitigation efforts
adjoining to federal projects.*

Western States Fire Managers (WSFM)



*Funding wildfire risk mitigation efforts in the
Wildland Urban Interface (WUI)*

*The Idaho Department of Lands is now accepting project proposals
for the HFR & WSFM Grant Programs
funded by the USDA Forest Service, State & Private Forestry Branch.*

**Informational Webinar: February 4, 2026
Deadline for submission: March 31, 2026**

January 21, 2026

BOARD OF BANNOCK COUNTY COMMISSIONERS' - MEETING



ANNOUNCEMENT: Request for Project Proposals for the Hazard Fuels Reduction (HFR), Private Forest Protection, Resilience, and Restoration Assistance (PRRA), Western States Fire Managers (WSFM) & Landscape Scale Restoration (LSR) Grant Programs

The Idaho Department of Lands is pleased to announce that the FY26 HFR and FY27 WSFM Grant Cycles are open.

Grants of up to \$240,000 are available for the HFR and WSFM grant programs to support eligible entities in implementing wildfire mitigation and/or collaborative forest landscape restoration projects on non-federal lands. State and local agencies, non-profit organizations, tribes, and educational institutions are eligible to apply. Wildfire mitigation projects must be outlined in County Wildfire Preparedness Plans, which can be stand-alone CWPPs or plans integrated into County All Hazard Mitigation Plans. **Funding from this grant program is provided on a reimbursement basis only - grantees will be required to pay for costs associated with project implementation (including but not limited to vendors/contractors) prior to seeking reimbursement from the Idaho Department of Lands.**

A webinar presentation will be held via Teams on February 4th, 2026. It will cover programmatic information, project examples, and best practices of project design as they relate to completing the project proposal. The presentation will also include a quick look at the proposal packets and details necessary to complete this year's project proposals.

A limited number of project proposals will be selected for full development and submission to western competition. Additional information about the HFR & WSFM programs as well as the FY26/27 Project Proposal Packets can be found at: www.idl.idaho.gov/about-forestry/forestry-fire-grants/

Completed project proposal packets are due via email to the Idaho Department of Lands no later than **March 31, 2026 @ 5PM PST**. Submit to ipritchard@idl.idaho.gov.

Interested entities should direct all questions as well as any project considerations to Isabella Pritchard prior to developing their application.

Isabella Pritchard - Grant Project Coordinator
Email - ipritchard@idl.idaho.gov
Desk - (208) 666-8669

Funding for this program is made possible by the US Forest Service State & Private Forestry branch.

Process & Timeline

Proposals

January 21, 2026

HFR & WSFM
Proposal Packets
posted to the IDL
Grants Website



February 4, 2026

Project Planning and
Proposal
Development
Webinar



March 31, 2026

Project Proposals
Due via email to
ipritchard@idl.idaho.
gov

Applications

March - September 2026

WSFM Proposals further developed in
coordination with the IDL in preparation for Fall
Western Competition

October - November 2026

HFR Applicant notified of
awarded projects

Summer 2027

IDL is notified of funded projects and signs
agreements with Forest Service for grant dollars

Fall 2027

LSR & WSFM Applicants
notified of awarded projects.

Fall/Winter 2027

The IDL and Awarded Grantees
enter into agreements. Project
work begins!

Western States Fire Managers (Wildland Urban Interface) Grants

The Western States Fire Managers (WSFM) grant provides funds to mitigate risk from wildland fire within the Wildland Urban Interface (WUI) with emphasis on hazard fuel reduction, information/education, assessment/planning, and project monitoring through community/landowner actions. Projects must adhere to a specific set of criteria and must be included in the respective Community Wildfire Preparedness Plan (CWPP). **Eligible applicants include state/local/tribal governments, and 501(c)3 organizations.**



A 1:1 match of funds is required for the WSFM grant (applicants are required to supply a minimum of 10% match). There is no adjacency requirement (the project does not have to be adjacent to a federal project). In the state of Idaho, these grants are scored, ranked, and funded on a competitive basis in the Western United States.

Examples (not all inclusive) of qualifying projects:

- Defensible space around homes and structures
 - Shaded fuel breaks
- Fuels reduction beyond defensible space adjacent to WUI areas
- Removal of slash including piling and burning; mulching; grinding; etc.
 - Prescribed fire
 - Thinning
- Maintenance of non-federally funded fuels projects
- Monitoring components of projects for effectiveness
 - Education
 - CWPP development

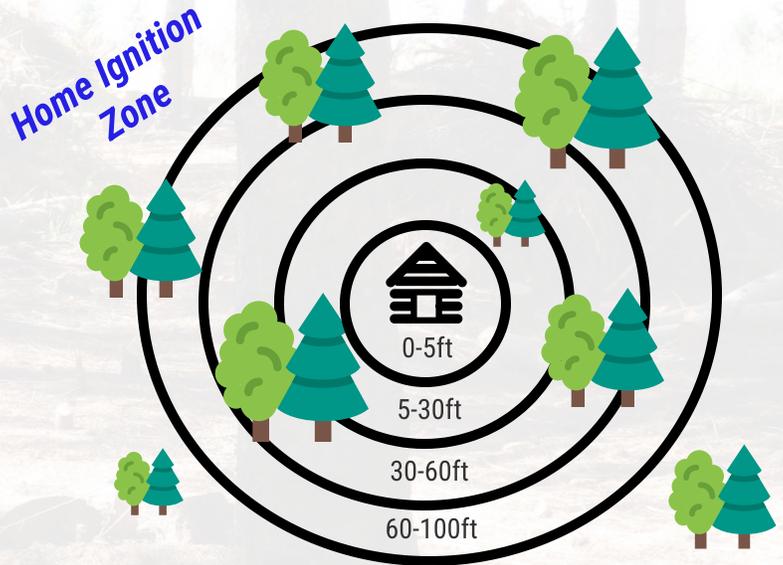


Hazard Fuels Reduction (HFR) Grant



The Hazard Fuels Reduction (HFR) grant follows the basic principles of, and is primarily guided by, the aforementioned WSFM grant with a couple of differences in eligibility criteria. Like the WSFM grant, projects must be included in a respective CWPP. However, HFR does not currently have a match/leverage requirement, although it is always encouraged. **Eligible applicants include state/local/tribal governments, and 501(c)3 organizations.**

Unlike the WSFM grant, HFR funded projects must be adjacent to federal lands with a federal project that has been completed within the previous three years or will be initiated in the next three years and is complementary to federal goals and objectives.



Funding from the HFR grant cannot be used to support general education which is a distinguishing factor between the two grants. For this reason, many cooperators choose to apply for the WSFM grant. The only allowable educational component that the HFR grant authorizes funding for is project specific education, i.e direct participant education.

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:

Kristi Klauser

Department:

Auditing

Requestor Email:

kristik@bannockcounty.us

Item(s) to be considered:

review and possibly approve travel policy for taking personal vehicles vs. requiring county vehicles.

Date of meeting being requested:

03/03/2026

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:

2.3.10 Business Use of Personal Vehicles

Personal vehicle mileage incurred during authorized business travel should be claimed on the Expenditure Reimbursement Voucher computed at the Bannock County approved/adopted rate. Mileage may be reimbursable for round trip from the employee's normal work location to the travel destination unless the employee's home to destination is fewer miles. If a County vehicle is available for business use, mileage may be reimbursable if approval is received by the department's Elected Official. This reimbursement will be submitted on the reimbursement form with documentation of the Elected Official's approval.

Travel information is to be completed on the Expenditure Reimbursement Form and approved by the department head or Elected official. Note the expenditure reimbursement form requires a copy of your personal vehicle proof of insurance and copy of the agenda showing event location to confirm the mileage request. Personal incidental mileage is not reimbursable i.e., shopping, visits with family/friends, etc. Department heads or elected officials must verify the employee being reimbursed has a valid driver's license.

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

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

County purchased fuel or gas should NEVER be put in a personal vehicle in lieu of mileage reimbursement whether from County fuel pumps or paid/reimbursed by County dollars.

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.

In the Matter of APPROVING)
FEBRUARY 2026 ALCOHOL LICENSES)

R.S. No. 2026-13
 March 3, 2026

RESOLUTION

WHEREAS, in the month of February 2026, the following applied for the following licenses and have been issued permits by the District Health Department and do not have any disqualifications;

NOW, THEREFORE, BE IT RESOLVED that the following applications for licenses/permits be approved.

DATE APPROVED	LIC #	TOTAL	OWNER/APPLICANT	DBA/Event
02/10/2026	ABT2026-001	\$20.00	SSR Holdings LLC	MOD Pizza

BOARD OF BANNOCK COUNTY COMMISSIONERS

 Jeff Hough, Chair

 Ernie Moser, Member

 Ken Bullock, Member

ATTEST: _____
 Jason C. Dixon, Clerk

In the Matter of APPROVING)
 FEBRUARY 2026 SALARIES)

R.S. No. 2026-14
 March 3, 2026

RESOLUTION

WHEREAS, salary approval forms, for the month of February 2026, have been submitted for approval by the Board of County Commissioners;

NOW, THEREFORE, BE IT RESOLVED that the following salaries are approved by the Board:

Date Approved	Name – Position Department – Reason for Change	Effective Date & Salary
02/03/2026	Sean Sosa – Corporal Detention Division Jail – Replacing Ralph Van Dyke	02/07/2026 \$27.44/hour
	Noa Samual Lora – Deputy Detention Division Jail – Replacing Sean Sosa	02/07/2026 \$23.52/hour
	Hunter Brewer – Maintenance Technician Level 2 Maintenance – Replacing Ashley Ford	02/09/2026 \$19.68/hour
	Malanie Sistrunk – Temp Operations Clerk Solid Waste – Seasonal	02/09/2026 \$16.07/hour
02/05/2026	Terry Udy – Equipment Operator 2 Road & Bridge – Replacing B Stuart	02/17/2026 \$21.07/hour
	Malachi Uasilaa – SS/Juvenile Det Deputy Juvenile Detention – Replacing Erin Owen	02/23/2026 \$21.70/hour
	Brittany Bristol – FT Juvenile Det Deputy Juvenile Detention – Replacing Malachi Uasilaa	02/23/2026 \$19.68/hour
	Michael Darsow – On-call Juv Det Deputy Juvenile Detention – Part time	02/23/2026 \$19.68/hour
02/12/2026	Jaren Haskin – Mechanic 3 Road & Bridge – Replacing J. Johansen	03/16/2026 \$25.78/hour
	Sammie England – PT Substance Abuse Education & Prevention Specialist Juvenile Probation – Replacing Chessie Meyer	02/23/2026 \$18.41/hour
	Steven Call – On-call Juvenile Detention Deputy Juvenile Detention – Completed POST and one year	02/21/2026 \$21.72/hour
	Keri Shaffer – PT Admin Assistant/Records Sheriff – Replacing Krishael Peterson	02/23/2026 \$17.22/hour
	Jake Patrick – Classification/Booking Deputy Jail – Replacing Noa Lora	02/21/2026 \$18.47/hour
02/17/2026	Natalie Phinney – Intern Prosecutor’s Office – Intern	01/12/2026 Unpaid
02/19/2026	Danny Gandy – Intern D6 Treatment – Intern	02/09/2026 Unpaid
	Gianna Cox – Intern	01/12/2026

	D6 Treatment – Intern	Unpaid
	Supriya Vikranth – Intern	01/12/2026
	D6 Treatment – Intern	Unpaid
02/24/2026	Alan Jackson – PT Probation Officer	03/02/2026
	Violence Against Women Grant - Replacing Edward Bowman	\$22.54/hour
	Tomi Cavner – On-call Juvenile Detention Deputy	03/09/2026
	Juvenile Detention – Part time	\$19.68/hour
	Carson Thomson – Mechanic 3	03/07/2026
	Road & Bridge – Exceptional Placement	\$29.86/hour
	Anne Sandstad – Intern	08/25/2025
	D6 Treatment – Intern	Unpaid

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST: _____
Jason C. Dixon, Clerk

In The Matter of AUTHORIZATION TO)
DISPOSE SURPLUS ASSETS/PROPERTY)

R.S. No 2026-15
 March 3, 2026

RESOLUTION

WHEREAS, Idaho Code §§31-807 and 31-808 vest the power and authority to manage real and personal property for the benefit of the County with the Board of County Commissioners; and

WHEREAS, Idaho Code §31-829 provides that whenever any elected official has any personal property belonging to the county under his/her jurisdiction or control which, in his/her judgment, is of no further use to the county, he/she may, with the consent of the Board of County Commissioners, dispose of the property through sale or other means; and

WHEREAS, the following assets/property are of no further use to the County:

Description	Asset/ID Number/VIN (if known)
Kelvinator Refrigerator/Freezer	TPK210KN

and

WHEREAS, it was recommended to auction, salvage, donate, or dispose of the item.

NOW THEREFORE, IT IS HEREBY RESOLVED that the above property is declared to be surplus and disposed of as best determined.

BOARD OF BANNOCK COUNTY COMMISSIONERS

 Jeff Hough, Chair

 Ernie Moser, Member

 Ken Bullock, Member

ATTEST: _____
 Jason C. Dixon, Clerk

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

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Requestor Name:

Jeff Fullmer

Department:

Sheriffs

Requestor Email:

jfullmer@bannockcounty.gov

Item(s) to be considered:

Signature Only

Underage Alcohol Grant Acceptance

Date of meeting being requested:

03/03/2026

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:



2/25/2026

Bannock County Sheriff's Office
5800 S 5th Ave
Pocatello, ID 83204

Re: Notice of Award and Grant Agreement for the FY2026 Partnerships for Success-Law Enforcement Grant*

Dear Jeff Fullmer,

The Office of Drug Policy (ODP) is pleased to announce that the Bannock County Sheriff's Office has been selected to receive a Partnerships for Success-Law Enforcement (PFS-LE) grant award to implement substance misuse prevention activities during Federal Fiscal Year 2026 (FY2026).

The Bannock County Sheriff's Office's original FY2026 PFS-LE application submission received an average score of 64 out of 120, 53%, from the Review Committee. The score of 53% was below the 75% threshold necessary to be eligible to receive funding and be awarded full funding. However, the Bannock County Sheriff's Office accepted the opportunity to resubmit their application and amend previously incomplete responses and provide required information, which allowed the application to be eligible for award. If interested, additional Reviewer feedback can be provided upon request.

ODP acknowledges the important work that the Bannock County Sheriff's Office does to prevent substance misuse in your community and has identified the organization as a worthy applicant. The total funding awarded is \$16,905.35. Please review the following Grant Agreement in full for award terms, conditions, and funding details – including Exhibit 1: FY2026 Grant Funding Allocation Overview, Exhibit 2: FY2026 Initial Activity Schedule, and Appendix A: Detailed Award Budget Breakdown.

We require that you sign and return the Grant Agreement within 10 days of the date of this notice. If we do not receive a signed Grant Agreement from you within that timeframe, the grant award may be withdrawn.

Please do not hesitate to contact me if you have any questions or concerns about this grant award. We value your organization's work and look forward to supporting your efforts in FY2026!

Sincerely,

A handwritten signature in black ink that reads 'Jessie Dexter'.

Jessie Dexter
Grant Director
Idaho Office of Drug Policy
Jessie.Dexter@odp.idaho.gov

*The PFS-LE grant is funded through ODP's [Strategic Prevention Framework-Partnerships for Success for States](#) grant (or SPF-PFS), which is federally appropriated funding awarded to ODP by the Substance Abuse and Mental Health Services Administration (SAMHSA).

GRANT AGREEMENT

This Grant Agreement (the "Agreement") is by and between the **Idaho Office of Drug Policy (ODP)**, and the **Bannock County Sheriff's Office** (the "Subrecipient" or "Grantee").

Section 1: Delivery of Services

1.1. Grant Award Period – The term of this Agreement is **February 25, 2026 – September 29, 2026**.

Services funded via this grant award shall begin no sooner than February 25, 2026, and will cease no later than September 29, 2026. ODP will NOT reimburse FY2026 grant recipients for any services delivered prior to February 25, 2026, or after September 29, 2026.

1.2. Grant Program/Project Funding Allocation – The Prevention Provider shall utilize grant funds as outlined in **Exhibit 1: FY2026 Grant Funding Allocation Overview** and **Appendix A: Detailed Award Budget Breakdown**, attached hereto and incorporated by this reference (see Section 2.1. Terms of Funding for more on use of funds).

1.3. Grant Services/Prevention Provider Role – ODP requires the Subrecipient to administer activities as outlined in **Exhibit 2: FY2026 Initial Activity Schedule**, attached hereto and incorporated by this reference. The parties may amend the Service Schedule during the grant award period if needed to accurately reflect the activities provided by the Grantee. The Subrecipient may not transfer, subcontract or delegate its obligations to any third parties without ODP's written consent. Failure to abide by this restriction may result in termination of the Grant Agreement, or any other remedies available to ODP.

Section 2: Terms of Funding

2.1. Use of Funds – The Subrecipient agrees that grant funds will be used only for the approved programs and activities detailed on the approved budget under Exhibit 1 and Appendix A of this Grant Agreement; however, the Subrecipient may make budget changes among programs and within programmatic budget categories, as long as the changes do not exceed 10% of the total grant award amount during the grant award period. Any changes in excess of 10%, or outside of an approved cost category, must be requested by the Subrecipient via email and approved by ODP in a written notice prior to incurring costs.

2.2. Grant Management System – ODP manages PFS-LE funds through Neighborly, an online grant management platform. Reimbursement requests and Grant Activity Reports will be completed and submitted through Neighborly. Subrecipients can access their Neighborly accounts online via this link: <https://portal.neighborlysoftware.com/ODPIDAHO/participant>. Training on using the Neighborly system will be included in the FY2026 PFS-LE Grantee Onboarding Webinar, which will be scheduled after February 3, 2026. Additional grantee training & support resources can be found at prevention.odp.idaho.gov/pfs-le

2.3. Payment of Grant Funds – ODP, and the State of Idaho, will pay Subrecipients within 45 days of receipt of reimbursement request (also known as an "invoice" or "draw voucher") contingent upon proper and complete submission of reimbursement request documentation via Neighborly (see Section 2.2), satisfactory progress on the agreed upon activities, completion of required Quarterly Activity Reports (see Section 2.4), alignment with the delivery of services (see Exhibit 2: FY2026 Initial Activity Schedule), and compliance with the terms, conditions, and requirements listed in Section 1 of this Agreement. Training on the reimbursement request submissions will be included in the FY2026 PFS-LE Grantee Onboarding Webinar.

- Reimbursement requests for FY2026 activities can be submitted at any point in time between February 3, 2026 – October 13, 2026. Grantees can submit reimbursement requests as frequently as needed. **However, final invoices are due no later than 5pm local time on October 13, 2026.**

2.4. Grant Activity Reporting – Subrecipients are required to submit four Quarterly Grant Activity Reports via Neighborly (see Section 2.2). Grant reporting period timelines and due dates are as follows:

- **Quarter 1** Reporting Period: February 25 – March 31; Due Date: April 10
- **Quarter 2** Reporting Period: April 1 – May 31; Due Date: June 10
- **Quarter 3** Reporting Period: June 1 – July 31; Due Date: August 10
- **Quarter 4** Reporting Period: August 1 – September 29; Due Date: October 10

2.5. Program Evaluation – Grantees are required to participate in program evaluation processes facilitated by ODP and ODP’s third party evaluation contractor. Training regarding program reporting and evaluation processes will be scheduled after February 3, 2026.

2.6. Non-Appropriation or Reduced Funding – ODP is a government entity, and it is understood and agreed that ODP’s reimbursement payments under this Agreement shall be paid from Idaho State Legislative appropriations, funds granted by the federal government, or both. If funds are reduced or unavailable, ODP will notify all parties as soon as reasonably possible, and all affected future rights and liabilities of the parties shall thereupon cease immediately after notice to the Subrecipient. Further, in the event that funds are no longer available to support this Agreement, as described herein, ODP shall not be liable for any penalty, expense, or liability or for general, special, incidental, consequential or other damages resulting therefrom.

Section 3: Roles and Responsibilities

3.1 Relationship – The Subrecipients relationship with ODP will be that of grantee. Nothing in this Agreement creates a partnership or employer-employee relationship. The Subrecipient is not eligible for, nor entitled to, and shall not participate in, any of the State of Idaho’s pension, health or other fringe benefit plans. ODP will not obtain workers’ compensation insurance for the Subrecipient or its employees and is not a “statutory employer” of the Subrecipient or its employees.

3.2 Taxes and Record Keeping – The Subrecipient is solely responsible for filing all tax returns to any federal, state or local tax authority. Additionally, Subrecipient organizations must maintain all documentation supporting the Grantees requests for grant payments and must be prepared and willing to provide said documentation to ODP upon request.

3.3 Data Collection and Review – All records and documents related to this Agreement, including but not limited to fiscal records, shall be available for review, audit, and copying by ODP and state and federal inspectors or auditors for a period of three years, beginning February 3, 2026. As a state entity, ODP is subject to the Idaho Public Records Act, Idaho Code title 74, Chapter 1.

Section 4: Termination

4.1 Termination of Agreement – If the Subrecipient fails to provide any of the services outlined in this Grant Agreement, ODP shall meet with the Grantee and provide written notice to require any of the following: 1) require the Subrecipient to take corrective action to ensure compliance with the Agreement; 2) reduce the funding allocation to more adequately reflect the activities that will be administered; 3) terminate this Agreement; or 4) pursue any other remedy available at law or in equity.

Section 5: Allocation of Liability

5.1 Allocation of Liability – Each Party will be responsible only for liabilities associated with the conduct of its officials, employees, agents, and volunteers, subject to the provisions of the Idaho Tort Claims Act, Idaho Code section 6-901 through 6-929. Each Party will defend the other Party against any claims that arise solely from alleged wrongful acts, omissions or negligence of the defending Party in the course of this Agreement, but does not assume responsibility for the acts, omissions or negligence of the other Party or the other Party's officials, employees, agents and volunteers. Each Party shall promptly notify the other Party of any claim arising under this Agreement and shall cooperate fully with the defending Party or its representatives in the defense of such claim. The Parties acknowledge that both Parties participate in the State of Idaho Risk Program, and any tort liability claim, suit or loss arising from this Agreement shall be allocated in accordance with law by the Office of Risk Management for purposes of the respective loss experiences and subsequent allocation or self-insurance assessments. Any Party participating in the State of Idaho Risk Program shall notify such program in the event it receives notice or has knowledge of any claims arising out of this Agreement.

Section 6: Assurances

- 6.1 Assurances** – The Subrecipient assures ODP that all activities performed under this Grant Agreement will conform to the following ODP substance misuse prevention programming and grant award standards:
- A. Assurance of Compliance with Record Keeping/Data Collection Standards** – The Subrecipient will maintain detailed records on all grant funded activities, which indicate the date, time, number of participants and nature of activities administered under the grant award. Additionally, the Grantee will maintain detailed records related to all activities reimbursed/paid for by grant funds and included in reimbursement requests (see Section 2.3). ODP has the right to audit Subrecipient payments and reimbursement requests both before and after payment and to contest any billing or portion thereof. Grantees will be required to collect evaluation data on all activities and submit that data to ODP via Quarterly Activity Reports (see Section 2.4 and Section 2.5). These records shall be subject to inspection by ODP.
 - B. Assurance of Compliance with Idaho State Laws** – The Subrecipient must assure ODP of its commitment to abide by all State laws, rules, regulations, and executive orders of the Office of the Governor of the State of Idaho, pertaining to equal opportunity. Pursuant to all such laws, rules, regulations, and executive orders, the Grantee assures ODP that no person in the State of Idaho shall, on grounds of race, color, religion, sex, national origin, age, or disability, be excluded from employment with or participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity performed under a grant award(s) entered into pursuant to this Grant Agreement.
 - C. Assurance of Compliance with Parental Consent Policy** – The Subrecipient must assure ODP that all activities conducted with PFS-LE funds to implement direct service programs to minors will comply with the [Parental Consent Policy](#) (found at prevention.odp.idaho.gov/provider-information). All applicable staff will be fully informed of, and will abide by, the policies and requirements set forth therein.
 - D. Assurance of Compliance with Charitable Choice Policy** – The Subrecipient must assure ODP that they have read the [Substance Abuse Prevention Charitable Choice Policy](#) and understand the Federal Regulations regarding faith-based organizations delivering federally funded substance abuse prevention services.
 - E. Assurance of Compliance with Federal Laws, Regulations, and Policies Regarding Lobbying and Supplanting** – The Subrecipient must assure ODP that it will comply with all applicable federal laws, regulations, and policies governing the use of federal grant funds, including but not limited to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200), the Anti-Lobbying Act (18 U.S.C. § 1913), and the Byrd Amendment (31 U.S.C. § 1352). The Grantee agrees that no federal funds provided under this agreement will be used for lobbying activities, including attempts to influence legislation, elections, or government officials, or to encourage grassroots lobbying efforts. The Grantee further assures that federal funds will be used to supplement, and not supplant, funds from other federal, state, or local sources. Supplanting occurs when a recipient uses federal grant funds to replace existing non-federal funds, thereby reducing the recipient's financial commitment to a program or activity. Federal funds are intended to supplement (add to) existing resources, not substitute for them. The Subrecipient will maintain accurate records to demonstrate compliance and will promptly disclose any lobbying activities funded with non-federal funds as required by federal law. Failure to comply with these requirements may result in termination of this agreement, repayment of funds, or other penalties as prescribed by law.

Accepted & Agreed

Subrecipient Organization

Name (Print): Jeff Hough

Signature: _____

Organization: Bannock County

Title: Commissioner

Date: 3/3/26

Idaho Office of Drug Policy

Signature: _____
Ross Edmunds

Signature: 
Jessie Dexter

Title: Interim Director, ODP

Title: Grant Projects Director, ODP

Date: _____

Date: 2/25/2026

EXHIBIT 1

FY2026 GRANT FUNDING ALLOCATION OVERVIEW

- **Grantee Organization** Bannock County Sheriff's Office
- **Primary Contact** Jeff Fullmer, Lieutenant
- **Grant Title** FY2026 Partnerships for Success-Law Enforcement (PFS-LE) Grant
- **Total FY2026 Grant Award** \$16,905.35

	Prevention Domain	Domain Allocation	10% de Minimis	Domain Total w/10%
1	Alcohol Misuse & Underage Drinking	\$4,522.00	\$452.20	\$4,974.20
	➤ Staff Budget	➤ \$4,032.00		
	➤ Mileage Budget	➤ \$490.00		
	➤ Other Budget	➤ \$0.00		
2	Prescription Medication Misuse	<i>(none requested)</i>	<i>(none requested)</i>	<i>(none requested)</i>
	➤ Staff Budget	➤ -		
	➤ Mileage Budget	➤ -		
	➤ Other Budget	➤ -		
3	Illicit Opioid Misuse	\$4,504.50	\$450.45	\$4,954.95
	➤ Staff Budget	➤ \$3,717.00		
	➤ Mileage Budget	➤ \$787.50		
	➤ Other Budget	➤ \$0.00		
4	Methamphetamine Use	\$3,612.00	\$361.20	\$3,973.20
	➤ Staff Budget	➤ \$3,087.00		
	➤ Mileage Budget	➤ \$525.00		
	➤ Other Budget	➤ \$0.00		
5	Youth Substance Use	\$2,730.00	\$273.00	\$3,003.00
	➤ Staff Budget	➤ \$2,205.00		
	➤ Mileage Budget	➤ \$525.00		
	➤ Other Budget	➤ \$0.00		
Funding Subtotal				\$15,368.50
10% de Minimis Rate¹				\$1,536.85
FY2026 Total Grant Allocation				\$16,905.35

¹ In accordance with continued guidance from the SAMHSA, a de minimis rate (also referred to as "Admin Fee" or "Indirect Cost Rate") of 10% is included in this grant award. The de minimis rate is capped at 10% and is non-negotiable.

EXHIBIT 2**FY2026 INITIAL ACTIVITY SCHEDULE**

	Domain	Activity Name	Activity Description & Action Plan	Timeline
1	Alcohol Misuse & Underage Drinking Prevention	Impaired Driving Enforcement	The Bannock County Sheriff's Office will have dedicated officers patrol during identified high-risk periods – such as high school activities, gatherings and sporting events. Deputies will enforce the State of Idaho impaired driving laws during these events. A minimum of 10 total impaired driving and underage drinking enforcement patrols will be implemented across Bannock County during the grant award period.	February 25-September 29, 2026
Underage Drinking Enforcement		The Bannock County Sheriff's Office will have dedicated officers patrol during identified high-risk periods when underage drinking is more likely to occur – such as high school activities, gatherings and sporting events. Additionally, deputies will patrol areas of the community where youth tend to gather to enforce the laws of underage drinking. A minimum of 10 total patrols will be implemented for impaired driving enforcement and underage drinking enforcement activities.	February 25-September 29, 2026	
Community Prevention & Education		The Bannock County Sheriff's Office selected <i>Community Prevention & Education</i> under application section D.1. <i>Activity Selection</i> . However, they did not include any community prevention & education activities in section D.3. <i>Activity Description and Action Plan</i> .	February 25-September 29, 2026	
Multistakeholder Group Collaboration		The Bannock County Sheriff's Office selected <i>Multistakeholder Group Collaboration</i> under application section D.1. <i>Activity Selection</i> . However, they did not include any community prevention & education activities in section D.3. <i>Activity Description and Action Plan</i> .	February 25-September 29, 2026	
2	Prescription Medication Misuse Prevention	N/A	-	-
3	Illicit Opioid Misuse Prevention	Distribution & Interdiction Enforcement	The Bannock County Sheriff's Office will have dedicated law enforcement Deputies implementing illicit opioid distribution and interdiction enforcement community patrols during high-risk periods/in high-risk areas, such as youth gatherings, juvenile parties, high school activities, sporting events for local high schools, and sites where youth hang out and interact. A minimum of 15 total illicit opioid distribution and interdiction enforcement activities will be implemented across Bannock County during the grant award period.	February 25-September 29, 2026
Community Prevention & Education		The Bannock County Sheriff's Office selected <i>Community Prevention & Education</i> under application section F.1. <i>Activity Selection</i> . However,	February 25-September 29, 2026	

			they did not include any community prevention & education activities in section <i>F.3. Activity Description and Action Plan</i> .	
		Youth, Parent, Family, or Adult Programming	The Bannock County Sheriff's Office selected <i>Youth, Parent, or Adult Programming</i> under application section <i>F.1. Activity Selection</i> . However, they did not include any community prevention & education activities in section <i>F.3. Activity Description and Action Plan</i> .	February 25-September 29, 2026
4	Methamphetamine Use Prevention	Distribution & Interdiction Enforcement	The Bannock County Sheriff's Office will have dedicated law enforcement officers patrolling identified high-risk areas for illegal drugs such as methamphetamine and fentanyl. This will be done with law enforcement on a weekly to monthly basis in the community, with a focus on activities and events involving youth and young adults. Approximately 10 total methamphetamine distribution and interdiction enforcement activities will be implemented across Bannock County during the grant award period.	February 25-September 29, 2026
		Community Prevention & Education	The Bannock County Sheriff's Office selected <i>Community Prevention & Education</i> under application section <i>G.1. Activity Selection</i> . However, they did not include any community prevention & education activities in section <i>G.3. Activity Description and Action Plan</i> .	February 25-September 29, 2026
		Youth, Parent, Family, or Adult Programming	The Bannock County Sheriff's Office selected <i>Youth, Parent, or Adult Programming</i> under application section <i>G.1. Activity Selection</i> . However, they did not include any community prevention & education activities in section <i>G.3. Activity Description and Action Plan</i> .	February 25-September 29, 2026
5	Youth Substance Use Prevention	Youth Possession & Use Interventions	The Bannock County Sheriff's Office will have dedicated Deputies complete approximately 10 youth substance use prevention-focused patrols across Bannock County during the grant award period.	February 25-September 29, 2026
		Collaborative Prevention Partnerships	The Bannock County Sheriff's Office will develop collaborative partnerships with schools, community organizations, and other prevention stakeholders to identify and bolster youth-focused prevention resources and initiatives in Bannock County communities and increase awareness of the harm for substance abuse of illegal drugs and alcohol.	February 25-September 29, 2026
		Community Prevention & Youth Education	The Bannock County Sheriff's Office will have dedicated law enforcement personnel host trainings and hold classes for youth in identified high-need communities in Bannock County. The Sheriff's Office will identify resources and a prevention training for the youth in the community and focus on promoting healthy decision making and increasing awareness of the harm for substance misuse of illegal drugs and alcohol. By hosting these	February 25-September 29, 2026

		<p>classes and meetings, the Sheriff's Office will increase youth awareness of substance misuse risks and available community resources.</p> <p>IMPORTANT NOTE: Prior to completing any youth prevention education programming, key staff with the Bannock County Sheriff's Office will read the following resources:</p> <ol style="list-style-type: none"> 1. Substance Use Prevention Communications Toolkit: Youth 12-18 – HIDTA Division for Advancing Prevention & Treatment (ADAPT) Program. 2. Sharing Substance-Related Information with Youth 11-18: Integrating the Best Available Evidence to Protect Against Unintended Consequences – HIDTA ADAPT Program. 3. Talking with Youth About Substance Use – HIDTA ADAPT Program. 	
	Youth-focused Programming	<p>The Bannock County Sheriff's Office School Resource Officer (SRO) will travel around Bannock County and speak at schools in identified communities about healthy decision making and the risks of illegal drugs and alcohol. This will happen on a weekly to monthly basis as the SRO collaborates with schools across the county.</p> <p>IMPORTANT NOTE: Prior to completing any youth prevention education programming, key staff with the Bannock County Sheriff's Office will read the following resources:</p> <ol style="list-style-type: none"> 4. Substance Use Prevention Communications Toolkit: Youth 12-18 – HIDTA Division for Advancing Prevention & Treatment (ADAPT) Program. 5. Sharing Substance-Related Information with Youth 11-18: Integrating the Best Available Evidence to Protect Against Unintended Consequences – HIDTA ADAPT Program. 6. Talking with Youth About Substance Use – HIDTA ADAPT Program. <p>Additionally, please connect with ODP if/when exploring potential evidence-based substance use prevention education curriculums to integrate into school-based settings. ODP maintains the Idaho Evidence-Based and Evidence-Informed Programs List and can provide guidance and support.</p>	February 25-September 29, 2026

APPENDIX A

FY2026 DETAILED AWARD BUDGET BREAKDOWN

Domain 1: Alcohol Misuse & Underage Drinking Prevention			
Category	Item Description	Details	Total Cost (\$)
Staff Budget – <i>funded at a reduced amount*</i>	TBD	64hrs x \$63.00/hr	\$4,032.00
Mileage Budget – <i>funded at a reduced amount*</i>	Underage drinking enforcement patrols	10 sessions x 70 miles/session x \$0.70/mile	\$490.00
Other Budget	-	-	-
Domain 1 Subtotal			\$4,522.00
De Minimis Rate (10%)			\$452.20
Total Domain 1 Budget			\$4,974.20
Domain 2: Prescription Medication Misuse Prevention			
Category	Item Description	Details	Total Cost (\$)
Staff Budget	-	-	-
Mileage Budget	-	-	-
Other Budget	-	-	-
Domain 2 Subtotal			\$0.00
De Minimis Rate (10%)			\$0.00
Total Domain 2 Budget			\$0.00
Domain 3: Illicit Opioid Misuse Prevention			
Category	Item Description	Details	Total Cost (\$)
Staff Budget – <i>funded at a reduced amount**</i>	TBD	59hrs x \$63.00/hr	\$3,717.00
Mileage Budget – <i>funded at a reduced amount**</i>	Distribution & interdiction enforcement patrols	15 sessions x 75 miles/session x \$0.70/mile	\$787.50
Other Budget	-	-	-
Domain 3 Subtotal			\$4,504.50
De Minimis Rate (10%)			\$450.45
Total Domain 3 Budget			\$4,954.95
Domain 4: Methamphetamine Use Prevention			
Category	Item Description	Details	Total Cost (\$)
Staff Budget – <i>funded at a reduced amount***</i>	TBD	49hrs x \$63.00/hr	\$3,087.00
Mileage Budget – <i>funded at a reduced amount***</i>	Distribution & interdiction enforcement patrols	10 sessions x 75 miles/session x \$0.70/mile	\$525.00
Other Budget	-	-	-
Domain 4 Subtotal			\$3,612.00
De Minimis Rate (10%)			\$361.20
Total Domain 4 Budget			\$3,973.20
Domain 5: Youth Substance Use Prevention			
Category	Item Description	Details	Total Cost (\$)
Staff Budget –	TBD	35hrs x \$63.00/hr	\$2,205.00

<i>funded at a reduced amount****</i>			
<i>Mileage Budget – funded at a reduced amount****</i>	Youth substance use prevention patrols	10 sessions x 75 miles/session x \$0.70/mile	\$525.00
Other Budget	-	-	-
Domain 5 Subtotal			\$2,730.00
De Minimis Rate (10%)			\$273.00
Total Domain 5 Budget			\$3,003.00
FY2026 Award Total			
• Total Staff Budget		• \$13,041.00	
• Total Mileage Budget		• \$2,327.50	
• Total Other Budget		• \$0.00	
Total Subtotal		\$15,368.50	
<i>Total 10% de Minimis Rate</i>		<i>\$1,536.85</i>	
Grand Total Funds Awarded		\$16,905.35	

*Alcohol Misuse & Underage Drinking Prevention

- **Staff Budget** – Nearly \$600,000 in PFS-LE funds were requested in FY2026, with only \$350,000 available. As a result, the Review Committee had to be extremely discerning on how funding was awarded. The Bannock County Sheriff's Office's original application submission received a score of 53%, which is below the 75% threshold necessary to receive full funding. However, the Sheriff's Office accepted the opportunity to complete previously incomplete sections of their original application and did provide additional information, which allowed the application to be eligible for award. Ultimately – due to the low application score and the competitive demand for funding – the Review Committee chose to fund the Alcohol Misuse & Underage Drinking Prevention Staff Budget at a reduced amount of 64 hours. The hourly wage remained the same.
- **Mileage Budget** – In the updated, resubmitted application the Bannock County Sheriff's Office requested a total of \$1,800.00 in mileage for Alcohol Misuse & Underage Drinking Prevention activities in section D.5.a. However, in that same section the Sheriff's Office wrote that officers would complete 10 sessions at an average of 70 miles per session → $10 \times 70 = 700 \text{ miles} \times \$0.70 = \$490.00$. So, the Review Committee chose to award funding for mileage at the corrected amount of \$490.00.

**Illicit Opioid Misuse Prevention

- **Staff Budget** – Similar to the explanation for the reduced Staff Budget for the Alcohol Misuse & Underage Drinking Prevention activities listed above – ultimately, due to the low application score and the competitive demand for funding, the Review Committee chose to fund the Illicit Opioid Misuse Prevention Staff Budget at a reduced amount of 59 hours. The hourly wage remained the same.
- **Mileage Budget** – In the updated, resubmitted application the Bannock County Sheriff's Office requested a total of \$1,750.00 in mileage for Illicit Opioid Misuse Prevention activities in section F.5.a. However, in that same section the Sheriff's Office wrote that officers would complete 15 sessions at an average of 75 miles per session → $15 \times 75 = 1,125 \text{ miles} \times \$0.70 = \$787.50$. So, the Review Committee chose to award funding for mileage at the corrected amount of \$787.50.

***Methamphetamine Use Prevention

- **Staff Budget** – Similar to the explanations for the reduced Staff Budget for the Alcohol and Illicit Opioid Misuse Prevention activities listed above – ultimately, due to the low application score and the competitive demand for funding, the Review Committee chose to fund the Methamphetamine Use Prevention Staff Budget at a reduced amount of 49 hours. The hourly wage remained the same.
- **Mileage Budget** – In the updated, resubmitted application the Bannock County Sheriff's Office requested a total of \$1,550.00 in mileage for Methamphetamine Use Prevention activities in section G.5.a. However, in that same section the Sheriff's Office wrote that officers would complete 10 sessions at an average of 75 miles per session → $10 \times 75 = 750 \text{ miles} \times \$0.70 = \$525.00$. So, the Review Committee chose to award funding for mileage at the corrected amount of \$525.00.

****Youth Substance Use Prevention

- **Staff Budget** – Similar to the explanations for the other reduced Staff Budget listed above – ultimately, due to the low application score and the competitive demand for funding, the Review Committee chose to fund the Youth Substance Use Prevention Staff Budget at a reduced amount of 35 hours. The hourly wage remained the same.
- **Mileage Budget** – In the updated, resubmitted application the Bannock County Sheriff's Office requested a total of \$1,500.00 in mileage for Youth Substance Use Prevention activities in section H.5.a. However, in that same section the Sheriff's Office wrote that officers would complete 10 sessions at an average of 75 miles per session → $10 \times 75 = 750 \text{ miles} \times \$0.70 = \$525.00$. So, the Review Committee chose to award funding for mileage at the corrected amount of \$525.00.

**BOARD OF BANNOCK COUNTY COMMISSIONERS
MINUTES CERTIFICATION**

We, the Board of Bannock County Commissioners, hereby certify approval of the minutes of the Bannock County Commissioners' meetings inclusive of the date(s) of February 24 and 26, 2026, as approved during the meeting of March 2, 2026.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST:

Jason C. Dixon, Clerk



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, February 24, 2026
Commissioners present:	Ernie Moser and Ken Bullock
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	Jeff Hough
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, Attorney Ian Johnson, and Attorney Jonathan Radford

Agenda Details

AGENDA	
	Regular Business Meeting (action item)
1	<ul style="list-style-type: none"> Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)
2	<ul style="list-style-type: none"> Ashley Bringhurst, D6 Treatment, requesting approval of and signature on Service Order Form with Qualifacts (requested 15 minutes) (action item)
3	<ul style="list-style-type: none"> Shanda Crystal, Procurement, seeking to discuss (1) potential signature on project agreement with PaveConnect through the Equalis cooperative, (2) potential signature on Contract for Brush Removal Projects with CR Fence Company, and (3) providing a Procurement update (requested 10 minutes) (action items)
4	<ul style="list-style-type: none"> Kristi Klauser, Auditing, regarding an update pertaining to the Bannock County Events Fund (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> Matthew K. Phillips, Human Resources/Risk Management, seeking approval for Memo requesting personnel leave with possible Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (requested 5 minutes) (action item)
6	<p>CONSENT AGENDA (action items):</p> <ul style="list-style-type: none"> Manual Checks Alcohol Licenses and Catering Permits Certificate of Residency Approval 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 Mileage and Travel Approvals Minutes: Approval of and signature on certification for meeting minutes for February 17 and 19, 2026

Meeting Notes

- 9:00 AM Moser called the meeting to order. Community Resources and Advocacy Director Shantal Lauu presented an application for cremation assistance for case number 20260015 and one release of lien. Bullock moved to approve case number 20260015 and the release of lien. The motion passed.

- 2** 9:01 AM Trial Court Administrator Jason Dye also appeared. Dye reviewed the contract and funding. Bullock moved to approve the agreement. The motion passed.
- 3** 9:07 AM Facilities Director Dan Kendall also appeared. Crystal reviewed an agreement to pave the parking lot that is a piggyback through a co-op. Bullock moved to accept the contract with the changes as discussed if approved by the vendor. The motion passed.
9:14 AM Charity Staggs also appeared. Crystal explained she did not receive the documents for the agenda item.
9:15 AM Crystal gave updates on procurement projects.
- 4** 9:17 AM Events and Business Manager Scott Crowther also appeared. Klauser explained the profit and loss report changed due to late invoices.
- 5** 9:25 AM Moser moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel. 9:28 AM Moser moved to exit executive session. The motion passed. Moser moved to sign the memo. The motion passed.
- 6** 9:29 AM Moser reviewed the consent agenda included salary forms, alcohol licenses, and minutes. Bullock moved to approve the items. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Application for cremation assistance for case number 20260015 and one release of lien were approved.	Indigent
Qualifacts contract was approved.	D6
Piggyback contract with PaveConnect was approved for parking lot paving.	Procurement
Personnel leave approved.	HR
Consent agenda items were approved.	Auditing/Resolution



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, February 26, 2026
Commissioners present:	Ernie Moser and Ken Bullock
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	Jeff Hough
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, PIO Emma Iannacone, HR Director Matthew Phillips, Attorney Jonathan Radford, and (9:13 am) Prosecutor Ian Johnson

Agenda Details

AGENDA	
Work Session and Claims Meeting (action items)	
Agenda:	
1	<ul style="list-style-type: none"> Scott Crowther, Event Center/Wellness Complex, seeking signature on (1) a contract with HPC District 4 Rodeo, (2) contract for Idaho State Journal Family Fun Day, and (3) sign updated agreement with Pocatello Downs (requested 10 minutes) (action item)
2	<ul style="list-style-type: none"> Matt Olsen, Juvenile Justice, seeking signature on (1) a Services Agreement with University of Cincinnati Research Institute, and (2) Memo authorizing disposal of refrigerator (requested 10 minutes) (action item)
3	<ul style="list-style-type: none"> Melissa Hartman, Veteran’s Services, requesting approval of and signature on Memorandum of Understanding with Tyler Technologies (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> Matthew K. Phillips, Human Resources/Risk Management, seeking to propose adding action language to Consent Agenda for issues eligible for Executive Session to facilitate discussing time sensitive personnel issues as needed (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> (AMENDED to include for signature) Signature on updated contract with PaveConnect per authorization during meeting on February 24, 2026 (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

Meeting Notes

- 1 8:59 AM Moser called the meeting to order. Bullock moved to accept the amended agenda. The motion passed.
9:00 AM Taylor Smith with the Idaho State Journal also appeared to review the Family Fun Day. Crowther reviewed the areas used for the event and a fee waiver request. Smith reviewed details of the free event. Discussion ensued on having a county booth, America250, and the 988 crisis line. Bullock moved to approve the fee waiver. The motion passed.
9:06 AM Tiffini Crockett appeared. Crowther reviewed the district's facility use. Moser moved to approve the contract. The motion passed.
9:09 AM Crowther reviewed the Pocatello Downs contract. Previously, he grossly overstated the water cost after realizing the cost was per 1,000 gallons rather than 1 gallon. For this first year, he proposed to put a water surcharge of \$500 in the contract. Usage will be monitored and adjusted next year if needed. Bullock moved to approve the contract. The motion passed.
- 2 9:15 AM Olsen reviewed the Cincinnati Research Institute agreement for training. They are collaborating with other counties and will be able to train their staff. Bullock moved to approve the agreement. The motion passed.
9:18 AM Olsen reviewed the request to dispose of a fridge. Moser moved to approve the disposal. The motion passed.
- 3 9:20 AM Hartman reviewed an MOU for the computer program used to track and communicate with the state. Moser moved to approve the agreement. The motion passed.
- 4 9:24 AM Phillips requested to change language in consent agenda to include personnel actions to allow better timing and logistics for HR issues. Bullock moved to accept the language change. The motion passed.
- 5 9:34 AM The paving contract discussed previously was amended as discussed. Bullock moved to approve the agreement. The motion passed.
- 6 9:34 AM Moser moved to approve the claims agenda. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Amended agenda accepted.	Clerk
Fee waiver granted for Family Fun Day and contracts approved for District 4 Rodeo and Pocatello Downs.	Parks & Rec
Contract with Cincinnati Research Institute was approved.	Juvenile
Disposal of fridge was approved.	Juvenile/Resolution
Tyler MOU was approved.	Veterans
Language change for consent agenda approved for personnel actions.	Commission/HR
Contract with PaveConnect was approved.	Procurement/Facilities
Items on the consent agenda were approved.	Auditing