



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, April 16, 2026
Commissioners present:	Ernie Moser, Jeff Hough, and Ken Bullock
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, PIO Emma Iannacone, Attorney Jonathan Radford, and HR Director Matthew Phillips

Agenda Details

AGENDA	
	Work Session and Claims Meeting (action items)
	Agenda:
1	BOARD OF AMBULANCE DISTRICT
	<ul style="list-style-type: none"> Shane Grow, City of Pocatello Fire Department, requesting approval of and signature on the GEMT statement of payment for FY23 that has been provided by PCG (requested 5 minutes) (action item)
2	BOARD OF COUNTY COMMISSIONERS
	<ul style="list-style-type: none"> Scott Crowther, Event Center/Wellness Complex, requesting approval of and signature on a rental agreement with Triple T Productions (requested 5 minutes) (action item)
3	<ul style="list-style-type: none"> Tadd Green, Sheriff's Office, discussion pertaining to the Edward Byrne Memorial Justice Assistance Grant and seeking permission to apply for equipment through the online federal system (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> Anita Hymas, Assessor, requesting to update the Appraisal System Analyst job description (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> Shanda Crystal, Procurement, regarding a request for potential signature on a contract with Retroscape, LLC (requested 5 minutes) (action item)
6	<ul style="list-style-type: none"> Dan Kendall, Buildings and Grounds, providing a monthly update
7	<ul style="list-style-type: none"> Emma Iannacone, Public Information Officer, providing a review of the nuclear interest survey results (requested 10 minutes) (action item)
8	<ul style="list-style-type: none"> Approve of Juvenile Detention Inspection held on April 7, 2026 (action item)
9	<ul style="list-style-type: none"> Discussion pertaining to a review of Rural Health Care Access Program Grant Application and potential signature on Letter of Support to apply for grant (requested 5 minutes) (potential action item)
10	<ul style="list-style-type: none"> Memorialize signature on purchase documents for Kinport Radio Tower (action item)
11	<ul style="list-style-type: none"> Signature on Resolution numbers: 2026-25 Adopting a Standardized Process for Press Releases and Digital Communications and 2026-26 Awarding Firearm to Retired Sheriff Deputy (action items)
12	Claims Agenda (action items):
	<ul style="list-style-type: none"> Board of Ambulance District: Invoices and Commissioner Report Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications 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 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
- Minutes: Approval of and signature on certification for meeting minutes for April 2, 7, and 9, 2026

13 ~~Meeting to discuss water at the Wellness Complex (potential action item)~~

Meeting Notes

- 1 8:59 AM Hough called the meeting to order and moved to enter into the Ambulance District. The motion passed. Executive Assistant Autumn Baker and Division Chief of Training Mark Mendez appeared. Baker requested acceptance of GEMT funds which is more than anticipated and reported they just submitted for 2024 and 2025. Bullock moved to accept the funds. The motion passed. Hough moved to exit the Ambulance District. The motion passed.
- 2 9:03 AM Ben Tibbitts from Triple T Productions also appeared. Crowther reviewed the agreement is similar to last year and explained the proposed terms. Discussion ensued on water. Moser moved to approve the agreement with Triple T Productions. The motion passed.
- 3 9:07 AM Klauser reviewed the request to apply for the grant for equipment and that the funding is shared with the City of Pocatello. Bullock moved to approve applying for the grant. The motion passed.
- 4 Cancelled.
- 5 9:10 AM Crystal requested approval of a contract for Lava Ranches Phase II with Retroscape. Moser moved to sign the agreement. The motion passed.
- 6 9:11 AM Kendall reviewed ongoing projects that included the Annex door, sidewalk drainage, Juvenile Detention Center windows, Ag Extension sewer, courts, parking lot replacement, sprinklers and boilers, completion of Chambers next month, the Exhibit Hall, and the Landfill scale house.
- 7 9:21 AM Iannacone reported on the survey results regarding nuclear power. Discussion ensued on waste recycling and survey design and potential manipulation.
- 8 9:34 AM Moser moved to approve the inspection report for the Juvenile Detention Center. The motion passed.
- 9 9:35 AM Hough reviewed the request from a group in Marsh Valley for a letter of support for a grant regarding healthcare access in rural area. Hough moved to approve the letter. The motion passed.
- 10 9:36 AM Bullock moved to approve the document memorializing signatures for the Kinport Radio Tower purchase. The motion passed.
- 11 9:38 AM Bullock moved to approve Resolutions 2026-25 and 26. The motion passed.
- 12 9:38 AM Bullock moved to approve items on the claims and consent agenda. The motion passed.
9:39 AM Phillips indicated the need to update some personnel matter through executive session. Hough moved to enter into executive session under Idaho Code §§ 74-206(1)(a), (b) and (d) regarding personnel. The motion passed by roll call vote. 10:03 AM Hough moved to exit executive session. The motion passed.
- 13 Cancelled.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
GEMT statement of payment for FY23 was accepted.	Ambulance
Agreement with Triple T Productions was approved.	Parks & Rec
Authorization was given to apply for the Edward Byrne Memorial Justice Assistance Grant.	Sheriff/Grant Team
Contract approved with Retroscape LLC for Lava Ranches Phase 2.	OEM
Juvenile Detention Center inspection report was approved.	Juvenile
Letter of support for RCAP Grant Application from Marsh Valley Mobile Medical was approved.	Commission
Kinport Radio Tower purchase documents were memorialized.	IT/E-911
Resolution Nos. 2026-25 Adopting a Standardized Process for Press Releases and Digital Communications and 2026-26 Awarding Firearm to Retired Sheriff Deputy were passed.	Clerk
Items on the claims agenda were approved.	Clerk/Auditing/Resolution
Executive session was held regarding personnel.	Clerk

In the Matter of ADOPTING A STANDARDIZED)
PROCESS FOR PRESS RELEASES)
AND DIGITAL COMMUNICATIONS)

R.S. 2026-25
April 16, 2026

RESOLUTION

WHEREAS, pursuant to Idaho Code §§31-801 and 31-802, the Board of Bannock County Commissioners has the authority to enact certain policies; and

WHEREAS, Bannock County is committed to providing accurate, timely, and professional information to the media and the public; and

WHEREAS, improper or unauthorized press releases can create legal, financial, or reputational risks for Bannock County; and

WHEREAS, Bannock County desires to establish a clear process outlining the preparation, approval, and distribution of official press releases;

NOW, THEREFORE, BE IT RESOLVED that Bannock County hereby adopts the Standardized Press Release and Digital Communications Approval Process attached hereto; that this process applies to all elected officials, employees, board members, and volunteers acting on behalf of Bannock County; and that this policy shall take effect immediately.

BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST: 

Jason C. Dixon, Clerk



Standardized Press Release & Digital Communications Approval Process for Bannock County

To ensure that Bannock County provides the public with accurate, timely, and vetted information, a formalized Press Release and Digital Communications Approval Process has been adopted. This workflow is designed to maintain the integrity of our data, respect the autonomy of each elected office, and ensure compliance with Idaho Open Meeting Laws.

Standard Approval Process

Every press release, regardless of the originating department, will follow a tiered approval structure to ensure technical accuracy and administrative oversight.

1. **Drafting:** The Public Information Officer (“PIO”) drafts the release based on raw data or interviews.
2. **Technical Review:** The **Subject Matter Expert (SME)** and the **Department Head** must approve the draft for factual accuracy.
3. **Final Authorization:** The appropriate **Elected Official** provides the final "green light" before distribution.
4. **Distribution:** The PIO will schedule or immediately publish the release, depending on its timeliness, and distribute it according to PIO’s practice.

Expectation of Timeliness: To maintain the relevance of news and meet media deadlines, reviewers are expected to complete their step in the approval process in a **reasonably timely manner**. If a delay is anticipated, the PIO should be notified immediately.

Verbal or Written Approval: Both verbal and written approval are acceptable, and only one type is required.

The Board of County Commissioners (BOCC)

To maintain compliance with Open Meeting Laws and avoid a "walking quorum," the approval process for Commission-governed departments is as follows:

- The PIO will email the draft to each of the three Commissioners separately. The PIO will not "CC" all Commissioners on a single thread. Approval must be received individually.

Independent Elected Offices

For the offices of the **Coroner, Sheriff, Prosecutor, Assessor, Treasurer, and Clerk**, the PIO will work directly with the specific Elected Official for final approval.

Delegation of Authority: The above elected officials may delegate press release approval authority to their deputy clerk or an appropriate administrator within their office, when necessary.

Expedited & Special Overlays

- **Emergency Protocol:** In an emergency, the standard chain is bypassed. Approval process will follow the chain of command established by the Emergency Operations Center lead.
- **Joint Press Releases:** If a release crosses jurisdictions (e.g., Sheriff and Coroner), the PIO must obtain approval from both Elected Officials or their delegated authority.
- **Financial Oversight:** Any release specifying County Expenditures requires pre-approval by the County Comptroller.
- **Legal Review:** Required only for active litigation, official legal threats, or pre-designated sensitive cases. It is not required for standard incident updates or the Sheriff's recommended charges.

Digital Messaging & Content Creation

The County's digital footprint—including social media, the official website, and other messaging platforms (e.g., email newsletters or alert systems)—serves as a vital real-time communication tool.

- **Entrusted Authority:** The approval and scheduling of content for social media, the county website, and other digital messaging platforms, including newsletters, are entrusted to the PIO. This also applies to visual content, such as graphics, videos, and photos.
 - Other county employees with approved access to manage and post on social media are required to sign a copy of the county's Social Media Policy, agreeing to follow the code of conduct outlined for posts, comment deletion, and management. It is understood that the PIO can edit or delete content shared by other users within the guidelines of the Social Media Policy, as the entrusted authority responsible for managing social media.
- **Standards of Conduct:** All digital content must adhere to the official [County Social Media Policy](#). Posts and updates must, in good faith, reflect the details of the associated

press release (where applicable) and align with the County’s core values. Posts should be informative, professional, engaging, and have the appropriate tone for the subject matter.

- **Departmental Exceptions:** This centralized process does not apply to the Bannock County Events Complex or the Bannock County Fair/Rodeo. Digital messaging for these entities will be primarily led by their respective departments, with the PIO providing assistance and high-level oversight as needed.
- **Agenda Notifications:** Agenda management and distribution for county boards and commissions are assigned to the appropriate staff liaison. The PIO manages the distribution system (Constant Contact) and provides distribution training.
- **Emergency Alerts:** Bannock County Dispatch is responsible for sending emergency alerts via the IPAWS system, at the direction of the Bannock County Emergency Manager and/or Sheriff. Notifications sent through the Sheriff’s App may be sent by the PIO or Emergency Manager. Alerts should follow [FEMA’s best practices for Wireless Emergency Alerts](#).

Content Type	SME/ Dept. Head	Elected Official(s)	Comptroller	Legal	EOC Lead	PIO
Standard Press Release	Yes	Yes	No	No	No	Yes
Social Media / Web / Newsletters	No	No	No	No	No	Lead
Financial/ Expenditures	Yes	Yes	Required	No	No	Yes
Active Litigation/Tort	Yes	Yes	No	Required	No	Yes
Emergency	No	No	No	No	Required	Yes

In the Matter of AWARDING)
FIREARM TO RETIRED)
SHERIFF DEPUTY)

R.S. 2026-26
April 16, 2026

RESOLUTION

WHEREAS, Idaho Code §31-830 provides that a Sheriff's deputy may be awarded their handgun, badge, and identification card upon retirement; and

WHEREAS, after many years of dedicated service to Bannock County, Deputy A.H. will be retiring.

NOW, THEREFORE, BE IT RESOLVED that the retiring deputy be awarded, upon recommendation of the Sheriff, their service weapon (Serial #S**1), badge, and identification card imprinted with "Retired."

BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member


Attest: 

Jason C. Dixon, Clerk

**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 April 2, 7, and 9, 2026, as approved during the meeting of April 16, 2026.

BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST:



Jason C. Dixon, Clerk