



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, April 30, 2026
Commissioners present:	Ernie Moser, Jeff Hough (9:21 am), and Ken Bullock
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, Deputy Prosecutor Jonathan Radford, HR Director Matthew Phillips, and PIO Emma Iannacone

Agenda Details

AGENDA	
	Work Session and Claims Meeting (action items)
	Agenda:
1	<ul style="list-style-type: none"> • Stace Gearhart, Idaho Department of Juvenile Corrections, seeking to provide the annual IDJC report for Bannock County Juvenile Justice (requested 15 minutes) (action item)
2	BOARD OF AMBULANCE DISTRICT
	<ul style="list-style-type: none"> • Ambulance District update (potential action item)
3	BOARD OF COUNTY COMMISSIONERS
	<ul style="list-style-type: none"> • Hal Jensen, Planning and Development, to provide a Planning update (potential action)
4	<ul style="list-style-type: none"> • Scott Crowther, Event Center/Wellness Complex, follow-up conversation about joining the American Falls/Aberdeen Water District and final costs of joining (action item)
5	<ul style="list-style-type: none"> • Signature Only: <ol style="list-style-type: none"> 1. Ambulance Invoice and Idaho EMS Account III Dedicated Grants Program Accounting Form (action item) 2. Scope of Work for CDM Smith and Task Order 14 (action item) 3. Memo to Authorize Destruction of Documents
6	<ul style="list-style-type: none"> • Kristi Klauser, Auditing, seeking approval of Quarter One 2026 unemployment with possible Executive Session under Idaho Code §74-206(d) regarding records exempt from public disclosure with potential action following adjournment of Executive Session (requested 5 minutes) (action item)
7	<ul style="list-style-type: none"> • (AMENDED to include) Matthew K. Phillips, Human Resources/Risk Management, regarding a discussion pertaining to potential ancillary property coverage and application for signature with possible Executive Session under Idaho Code §74-206(1)(i) to engage in communications with a representative of the public agency's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed. The mere presence of a representative of the public agency's risk manager or insurance provider at an executive session does not satisfy this requirement with potential action following adjournment of Executive Session (requested 5 minutes) (action item)
8	<ul style="list-style-type: none"> • (AMENDED to include) Property Tax Exemption discussion (action item)
9	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 • 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

Meeting Notes

- 8:59 AM Moser called the meeting to order. Bullock moved to approve the amended agenda. The motion passed.

9:15 AM Matt Olsen, Director of Juvenile Justice and Dustin Bingham District 7 Liaison also appeared. Gearhart reviewed the Annual Idaho Juvenile Justice Report. Discussion included diversion programs.
- 9:00 AM Bullock moved to enter into the Ambulance District. The motion passed. Interim Fire Chief Shane Grow, Executive Assistant Autumn Baker, and Pocatello Mayor Mark Dahlquist appeared. Baker clarified the GEMT funds are a Medicaid reimbursement and not a grant. Annual data is submitted for the funds which appear to be ongoing unless legislation changes. The payment to PCG is a percentage of the amount reimbursed. Where the reimbursement received was much higher than anticipated, the PCG percentage budgeted for was not enough. To rectify the shortfall, it was recommended to use funds in the capital line that were budgeted for two cots and loader kits, but those funds were not used due to receiving a grant award. Baker requested consideration of approving the four new positions to begin Academy on May 18 and reduce down to one scheduler. The projection is to staff McCammon Station on July 25 and close the Inkom Ambulance on July 24. Lava and Downey volunteers will remain in service.

9:05 AM Discussion included communications with volunteers, the contract with the City of Pocatello, and available funding that has not been expended from the budgeted peak hour staffing that was not implemented. Moser expressed appreciation for the efforts in coming up with this plan, and for the volunteers. Bullock moved to approve the recommended plan and open the McCammon ambulance bay with the needed staff, and close the Inkom ambulance service. The motion passed.

Moser moved to exit the Ambulance District. The motion passed.
- 9:30 AM Jensen gave department updates on staffing, workloads, a large conditional use permit for Stanger mine, and reported that 27 building permit applications were filed in the last 10 days.

9:34 AM Radford explained the ordinance is still in legal review. Legal will be tabling all other projects until the ordinance review is done. There have been several time sensitive issues that have come up that were more pressing. Jensen expressed that a number of the items that have required immediate legal attention have come from his office.

9:36 AM Jensen reviewed his office is involved with economic development, and expressed some difficulty with other governmental jurisdictions. Jensen was pleased with the DEQ discussion earlier this week regarding community water systems. Data centers and the contract with Pocatello to help with inspections were discussed.
- 9:48 AM Crowther explained the cost to join the ground water district that includes a back assessment for two years is \$2,024.27. The check will be delivered today to the district, who will call IDWR. Once that is done, the facility can start watering.
- 10:23 AM Moser moved to approve the Ambulance invoice and grants program accounting form, CDM Smith Task Order 14 and scope of work, and a memo to destruct records. The motion passed.
- 9:53 AM Klauser reviewed the unemployment billing. Bullock moved to approve the report. The motion passed.
- 10:05 AM Phillips reported he is in the process of securing options on liquor liability and special events coverage with the goal of trying to combine those policies. A quote is not ready yet, but Phillips hopes to have it in place before the first event this weekend. With the Board being gone next week, Phillips

requested authorization to bind policies before the events and bring for ratification. Discussion ensued on granting the authority through a resolution. Hough moved to authorize Matt to sign the insurance agreements as discussed and authorize up to \$15,000 for the year. The motion passed.

10:10 AM Hough moved to enter into executive session under Idaho Code §74-2026(1)(i) to engage in communications with a representative of the public agency’s risk manager. The motion passed by roll call vote. 10:16 AM Hough moved to exit executive session. The motion passed.

- 8 9:54 AM Assessor Anita Hymas and Chief Deputy Assessor Randy Hobson appeared. Radford reviewed there are three remaining pending applications and the Prosecutor’s Office’s recommendations were forwarded to the Board and reiterated it is at the Board’s discretion. Bullock moved to authorize the exemption for Historic Old Town Pocatello. The motion passed. Discussion ensued on Portneuf Health Trust’s two properties on 11th Avenue and 7th Avenue. The 11th Street property has some renters that do qualify for the exemption and a common area of 35%.

Discussion ensued on physicians or those operating for profit not being allowed an exemption. Hough moved to deny the PHT property except for pieces of the property identified by legal and the common area on South 11th, and for the South 7th property, deny the exemption except the mental health clinic, common area, and free clinic.

10:03 AM Radford clarified the property on 7th has the 35% open space, Center for Hope, and Pocatello Free Clinic, and the 11th Avenue property has Boys and Girls Club and Friends of the Children. The open space was not included on the 11th Avenue property in the recommendation, but the Board can identify sections and percentages. Hough directed to include the Crisis Center in the 7th Avenue. Radford will gather the percentages. The motion passed.

- 9 10:16 AM Hough moved to enter into executive session under Idaho Code §§74-206(1)(a), (b) & (d) regarding personnel. The motion passed by roll call vote. 10:22 AM Hough moved to exit executive session. The motion passed.

10:24 AM Bullock moved to approve the consent agenda items. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Idaho Department of Juvenile Corrections presented the 2025 Annual Juvenile Justice Report.	Juvenile
Acting as the Ambulance District Board, it was approved to implement plans to increase service to south county, to include hiring four staff to begin Academy using GEMT funds, restructuring the coordinator position, and service from McCammon planned to begin in July with staff and volunteers.	Ambulance
Planning and Development update revealed the office is very busy with, among other things, 27 building permit applications filed in the last 10 days.	Planning
Application and check for \$2,024.27 will be delivered to American Falls-Aberdeen Ground Water District.	Parks and Rec
Accounting form and invoices approved.	Ambulance
Task Order 14 and Scope of Work with CDM Smith were approved.	Landfill
Destruction of documents was approved.	Commission/Resolution
2026 Quarter One unemployment report/billing was approved.	Auditing
Authorization was given to HR/Risk Management to bind liability policy for events up to \$15,000. A resolution delegating authority will be prepared.	HR/Risk Management/ Resolution
Executive sessions were held to communicate with the agency’s risk manager and to consider personnel matters.	Clerk
Tax exemption was granted for Historic Old Town Pocatello Foundation, and partially approved for PHT properties on 7 th and 11 th Ave.	Assessor/Treasurer
Items on the consent agenda were approved.	Auditing/Clerk/Resolution