

**Madison County Fire Protection District  
Rexburg-Madison County Emergency Services  
Combined Meeting  
2:00 p.m. \* May 8, 2024**

**Minutes**

**Roll Call-Board members in attendance:**

Brent Mendenhall, County Commissioner; Robert Chambers for Mikel Walker, City Council; Dr. Jeffery Zollinger, Medical Director; Ken Anderson, Fire District Commissioner; Wes Donahoo, Fire District Commissioner; Cole Baldwin, Fire District Commissioner.

**Others in attendance were:**

Troyce Miskin, Corey Child, Matt Nielson, Jerry Merrill, Kim Muir, Marianna Gonzalez

**Meeting Called to Order:** 1400

Items on the agenda include:

- 1. Welcome:** Dr. Zollinger – welcomed those in attendance and thanked them for being there.
- 2. Approval of minutes from last meeting:**
  - Emergency Services Board: Brent Mendenhall motioned to approve the minutes from the last meeting, seconded by Ken Anderson, all aye.
  - Fire District Board: Wes Donahoo motioned to approve the minutes from the last meeting, seconded by Cole Baldwin, all aye.
- 3. 2025 Budget Considerations:** Matt Nielson presented the proposed combined budget for 2025 and gave explanations to various line items. One concern addressed an estimated 20.15% increase in personnel over last year due to adding three full-time employees in April 2024. Commissioner Anderson noted that personnel costs will continue to rise due to the department currently being under-staffed and the need to continue hiring more personnel due to the community growing.

Chief Child and Matt Nielson proposed starting a new Joint Venture Account (Fund 16) to accrue for a new fire station in the Burton area by the High School. All present agreed this should be a Joint Venture project. The project will be funded each year by \$150,000 from each entity. Additionally, \$150,000 from Fund 37 (wildland) will be contributed to the project in 2025.

Fund 18 (Joint Fire) The next major purchase for Fund 18 will be a new Rescue Truck to replace R1. Chiefs Child and Miskin applied for the Community Development Block Grant and the department was awarded \$500,000 toward the purchase of the Rescue Truck. This fund must be funded yearly to keep up with the apparatus replacement schedule. The next large purchase after the Rescue Truck will be a new Ladder Truck—estimated cost will be \$1.5 million in 2028.

Fund 19 (Fire District) After improvements to the Thornton property, deep well, water system, generator, etc., the district will have a carryover in 2026 of \$1.2 million. The district tries to keep nearly one million in their carryover for large incidents.

Fund 93 (Ambulance Capital Replacement Fund) This fund is used for the replacement of capital expenses for the ambulance district such as heart monitors, ambulances, and ventilators. This is funded each year at approximately \$403,000.


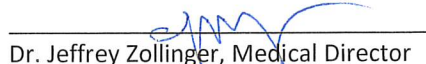
The total operating budget for 2025 is estimated to be: \$6,011,300. This is divided up as follows: Fire District: \$1,147,431; City: \$2,023,253; Ambulance: \$2,840,616.

The proposed budget is attached to the minutes. Board member Ken Anderson motioned to approve the proposed budget as presented and have all board members take the budget back to their board and discuss for further approval. Robert Chambers seconded the motion, all aye.

4. **Other items as approved by the Board:** Rexburg City Mayor, Jerry Merrill, removed Mikel Walker from serving on the Emergency Services Board and appointed himself. His self-appointment will take effect after this meeting.

5. **Adjourn:** 1507

Approval of Minutes:

  
Kenneth Anderson, Fire Commissioner  
Brent Mendenhall, County Commissioner  
Cole Baldwin, Fire Commissioner  
Mikel Walker, City Councilman  
Dr. Jeffrey Zollinger, Medical Director  
Wesley Donahoo, Fire Commissioner

ESD OPERATIONS EXPENSE RECONCILIATION  
17480

AS OF: 5/8/2024

Percent  
Change

FY 25 Proposed Budget

OPERATIONS	TOTAL	DISTRICT	CITY	AMB	Fire vs. Amb split per	Compared to FY23 Actual
<b>PERSONNEL</b>						
4100 Salaries -Fulltimers	2,109,000	368,769	727,911	1,012,320	48/52	
4107 Merit Removed	-	0	0	0	48/52	
4106 Certification Raises	30,000	5,246	10,354	14,400	48/52	
4109 New-Hire Budget-Hire in April 2024	-	0	0	0	48/52	
4111 PC --City Fire	7,000	0	7,000	0	city only	
4112 PC --District Fire	6,000	6,000	0	0	Dist only	
4113 PC --Training Fire	7,000	2,354	4,646	0	fire only	
4114 PC --EMS (inc. training)	50,200	0	0	50,200	amb only	
4115 PC --ESD Shift Coverage	340,000	59,451	117,349	163,200	48/52	
4116 PC Non Shift Proj./Meetings	6,200	1,084	2,140	2,976	48/52	
4117 PC ST1 Bld Mnt/Shared All 3	700	233	233	233	3-WAY	
4120 Janitor	8,800	2,933	2,933	2,933	3-Way	
4150 Overtime-- Fulltimers Shift Coverage OT/HT	193,000	33,747	66,613	92,640	48/52	
4151 Overtime-- Fulltimers City	600	0	600	0	city only	
4152 Overtime-- Fulltimers District	800	800	0	0	Dist only	
4153 Overtime-- Fire Training	6,800	2,287	4,513	0	fire only	
4154 Overtime-- Fulltimers EMS	7,500	0	0	7,500	amb only	
4156 FT non-shift Projects & Meetings	15,000	2,623	5,177	7,200	48/52	
4157 St 1 Building Maint. Labor	-	0	0	0	3-WAY	
4158 Comp Time OT (Normally Credit)	-	0	0	0	48/52	
4160 Part-timers	35,000	6,120	12,080	16,800	48/52	
4165 Paramedic Prog PT Wage AMB	13,000	0	0	13,000	amb only	
4190 Accrued Leave/Vacation Buyout/W-C Refund	48,000	8,393	16,567	23,040	48/52	
4200 Benefits-- Fulltimers	1,272,600	222,520	439,232	610,848	48/52	
4201 Benefits-- PC	40,500	6,712	12,756	21,033	pd call time	
4202 Benefits-- Vol Disability	5,900	978	1,858	3,064	pd call time	
4203 BENEFITS-Paramedic Prog Amb	-	0	0	0	amb only	
4250 W/C Claims Surcharge	16,000	2,798	5,522	7,680	48/52	
4251 W/C Refund	28,000	4,896	9,664	13,440	48/52	
4260 Unemployment Benefits	-	0	0	0	48/52	
4270 Uniforms-Full Time	12,000	2,098	4,142	5,760	48/52	
4271 Uniforms-Paid Call	18,600	3,075	5,849	9,676	pd call time	
4290 Wellness/Recreation Programs	4,200	734	1,450	2,016	48/52	
<b>TOTAL PERSONNEL</b>	<b>4,282,400</b>	<b>743,850</b>	<b>1,458,590</b>	<b>2,079,960</b>		20.15%
<b>OTHER OPERATIONS</b>						
4300 Supplies-Fire Only	11,000	3,699	7,301	0	fire only	
4313 Supplies-Paramedic Program	24,000	0	0	24,000	amb only	
4314 Supplies-Building	10,000	3,333	3,333	3,333	3-WAY	
4315 Supplies-Archer	100	100	0	0	Dist only	
4316 Supplies-Sugar City	100	100	0	0	Dist only	
4317 Supplies-Ambulance Only	60,000	0	0	60,000	amb only	
4318 Supplies-Personnel & Office	16,000	2,798	5,522	7,680	48/52	
4319 Supplies from Grants	-	0	0	0	amb only	
4334 Turn-out Gear	200,000	67,252	132,748	0	fire only	
4351 Gas & Oil -Fire	30,000	10,088	19,912	0	fire only	
4352 Gas & Oil -Archer	1,000	1,000	0	0	Dist only	
4353 Gas & Oil-Sugar	500	500	0	0	Dist only	
4354 Gas & Oil -Ambulance	22,000	0	0	22,000	amb only	
4389 Small Tools/Paramedic Prg AMB	7,000	0	0	7,000	amb only	
4395 Small Tools/Small Equip.	10,000	1,749	3,451	4,800	48/52	
4396 Small Tools/Small Equip.	7,000	2,354	4,646	0	fire only	
4397 Small Tools/Small Equip.	-	0	0	0	Dist only	
4398 Small Tools/Small Equip.	5,000	0	0	5,000	amb only	
4399 Small Tools/Small Equip.	8,500	2,833	2,833	2,833	3-WAY	
4400 Hired Work-Drugs/Background/Consult	500	87	173	240	48/52	
4409 Ambulance Transport Costs	9,000	0	0	9,000	amb only	
4434 Hired Work - 48/52	-	0	0	0	48/52	
4436 Hired Work- District	7,000	7,000	0	0	Dist only	
4437 Hired Work - Fire	1,500	504	996	0	fire only	
4438 Hired Work-- Ambulance Coll.	105,000	0	0	105,000	amb only	
4439 Hired Work- All 3	800	267	267	267	3-WAY	
4446 Sherriff Dispatch	246,000	43,014	84,906	118,080	48/52	

ESD OPERATIONS EXPENSE RECONCILIATION  
17480

AS OF: 5/8/2024

Percent  
Change

2

FY 25 Proposed Budget

OPERATIONS	TOTAL	DISTRICT	CITY	AMB	Fire vs. Amb split per	Compared to FY23 Actual
4460 Insurance -Personnel Liability	30,500	5,333	10,527	14,640	48/52	
4463 Insurance -Fire Equipment	4,100	1,379	2,721	0	fire only	
4465 Insurance -Building only	4,000	1,333	1,333	1,333	3-WAY	
4466 Insurance -Archer	1,500	1,500	0	0	Dist only	
4467 Insurance -Sugar City Bldg	1,300	1,300	0	0	Dist only	
4471 Training -Ambulance Only	100,000	0	0	100,000	amb only	
4475 Training -Fire & Ambulance	20,000	3,497	6,903	9,600	48/52	
4476 Training -Fire Only	30,000	10,088	19,912	0	fire only	
4477 Training -District	-	0	0	0	Dist only	
4478 PC Retention Meals	20,500	3,585	7,075	9,840	48/52	
4482 Train/LIC/Accr Par Prgrm Amb	3,600	0	0	3,600	amb only	
4500 Publication/Advertising	1,500	262	518	720	48/52	
4512 Telephones & Internet	14,400	2,518	4,970	6,912	48/52	
4513 Cell Phones -Amb Only	4,600	0	0	4,600	amb only	
4514 Telephone-Archer	1,500	1,500	0	0	Dist only	
4515 Telephone/Internet-Sugar City	3,700	3,700	0	0	Dist only	
4524 Heat & Lights	19,500	6,500	6,500	6,500	3-WAY	
4525 Heat & Lights-Archer	4,500	4,500	0	0	Dist only	
4526 Heat & Lights-Sugar City	3,300	3,300	0	0	Dist only	
4585 Water/Sewer/Garbage	3,400	1,133	1,133	1,133	3-WAY	
4586 Water/Sewer/Garbage-Sugar City	3,400	3,400	0	0	Dist only	
4603 Building Repairs	25,000	8,333	8,333	8,333	3-WAY	
4604 Building Repairs-Archer	3,200	3,200	0	0	Dist only	
4606 Building Repairs-Sugar City	3,000	3,000	0	0	Dist only	
4614 Office Equipment Repairs	11,500	2,011	3,969	5,520	48/52	
4615 Equipment Repairs -Fire	60,000	20,176	39,824	0	fire only	
4616 Equipment Repairs -Ambulance	26,000	0	0	26,000	amb only	
4617 Equipment Repairs -Archer	2,000	2,000	0	0	Dist only	
4618 Equipment Repairs - Sugar Ciy	500	500	0	0	Dist only	
4619 Radio Repairs & Batteries	7,800	1,364	2,692	3,744	48/52	
4644 Software & Maintenance	66,000	11,540	22,780	31,680	48/52	
4645 Software & Maintenance	17,000	0	0	17,000	amb only	
4646 Software & Maintenance	9,300	3,127	6,173	0	fire only	
4681 Liability Losses-Fire Only	-	0	0	0	fire only	
4682 Liability Losses-48/52	-	0	0	0	48/52	
4683 Liability Losses-Amb Only	-	0	0	0	amb only	
<b>TOTAL OTHER OPERATIONS</b>	<b>1,288,600</b>	<b>256,757</b>	<b>411,453</b>	<b>620,389</b>		<b>15.38%</b>
<b>SMALL CAPITAL DETAIL</b>						
*****Fire Shared*****						
5201 Air Monitor	6,500	2,186	4,314	0	fire only	
5190 Fire Hose/Roller	5,000	1,681	3,319	0	fire only	
5187 K-12 Saw/Extrication Tools	8,000	2,690	5,310	0	fire only	
<b>Subtotal</b>	<b>19,500</b>	<b>6,557</b>	<b>12,943</b>	<b>0</b>		
*****Ambulance Only*****						
<b>Subtotal</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	amb only	
*****All Three Shared (48/52)*****						
<b>Subtotal</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	48/52	
*****Fire District Only*****						
<b>Subtotal</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	Dist only	
*****All Three Shared (3-WAY)*****						
5349 Radio System Upgrades	147,000	49,000	49,000	49,000	3-WAY	
5562 Building Remodel-Sleep Area/Bay Dr	9,000	3,000	3,000	3,000	3-WAY	
5191 Bay Floor Buffer/Finish	16,000	5,333	5,333	5,333	3-WAY	
<b>Subtotal</b>	<b>172,000</b>	<b>57,333</b>	<b>57,333</b>	<b>57,333</b>		
<b>Total Small Capital</b>	<b>191,500</b>	<b>63,890</b>	<b>70,276</b>	<b>57,333</b>		<b>387.90%</b>
<b>SUB-TOTAL</b>	<b>5,762,500</b>	<b>1,064,498</b>	<b>1,940,320</b>	<b>2,757,682</b>		
4850 Shop Expenses-Fire		0	0	0	fire only	
4854 Shop Expenses-Ambulance		0	0	0	amb only	
4855 Shop Expenses- Fire District Only		0	0	0	Dist only	

ESD OPERATIONS EXPENSE RECONCILIATION  
17480

AS OF: 5/8/2024

Percent Change

3

**FY 25 Proposed Budget**

FY 25 Proposed Budget					Fire vs. Amb	Compared to
OPERATIONS	TOTAL	DISTRICT	CITY	AMB	split per	FY23 Actual
4856 Shop Expenses- 3-WAY	800	267	267	267	3-WAY	
4857 Shop Expenses- CITY		0	0	0	city only	
4890 Administration-Overhead	<b>T&amp;D</b> 248,000	82,667	82,667	82,667	3-WAY	
6000 Contingency --Fire Only		0	0	0	fire only	
6000 Contingency --Ambulance Only		0	0	0	amb only	
6000 Contingency		0	0	0	48/52	
6000 Contingent Grant Projects		0	0	0	fire only	
<b>TOTAL ALL EXPENSES</b>	<b>6,011,300</b>	<b>1,147,431</b>	<b>2,023,253</b>	<b>2,840,616</b>		22.01%
<b>REVENUES</b>						
3807 Misc. Revenue/Sale of Assets-All Three	-	0	0	0	3-WAY	
3159 Rental Income from Rent	-	0	0	0	3-WAY	
3755 Revenue From Sale of Assets-48/52	0	0	0	0	48/52	
3655 Bill to County-Contract EMPG	-84,800	-14,828	-29,268	-40,704	48/52	
3325 Federal Grants-48/52		0	0	0	48/52	
3893 Equipment Reimbursements From Wildland Fires 48/52	-7,000	-1,224	-2,416	-3,360	48/52	
3769 Contributions-BYUI 48/52	-200,000	-34,971	-69,029	-96,000	48/52	
3804 Miscellaneous Revenue 48/52	-800	-140	-276	-384	48/52	
3895 Wildland HT FT Coverage 48/52 Wildland Fires		0	0	0	48/52	
3804 Misc. Revenues-48/52		0	0	0	48/52	
3891 Equipment Reimbursements From Wildland Fire	-100,000	0	0	-100,000	amb only	
3357 Ambulance State Grant		0	0	0	amb only	
3757 Sale of Assets-Amb Only		0	0	0	amb only	
3046 Registration-Paramedic Program	-221,200	0	0	-221,200	amb only	
3047 Registration-EMT Program	-110,000	0	0	-110,000	amb only	
3806 Miscellaneous Revenue-Amb Only	-9,000	0	0	-9,000	amb only	
3892 District Equipment Reimbursements From Wildland Fires		0	0	0	Dist only	
3808 Miscellaneous Revenues-fire District only	-	0	0	0	Dist only	
3326 Federal Grants-Fire Only		0	0	0	fire only	
3356 State Grants-Fire Only		0	0	0	fire only	
3756 Sale of Assets-Fire Only		0	0	0	fire only	
3076 Fire Plan/Sprnkr Check Fees FIRE	-1,600	-538	-1,062	0	fire only	
3048 Registration-Fire Program	-27,000	-9,079	-17,921	0	fire only	
3805 Miscellaneous Revenues-fire only	-8,400	-2,825	-5,575	0	fire only	
<b>TOTAL ALL REVENUES</b>	<b>(769,800)</b>	<b>-63,604</b>	<b>-125,548</b>	<b>-580,648</b>		11.40%
<b>REMAINDER Receivable/(Payable)</b>	<b>5,241,500</b>	<b>1,083,827</b>	<b>1,897,705</b>	<b>2,259,968</b>		23.74%
		17399-3919	17399-3901	17480-3890	Account	

\* Percentage of Costs      100%      20.68%      36.21%      43.12%

Using Updated Value and Population				To Update
SHARES BREAKDOWN	TOTAL	DISTRICT	CITY	AMB
PROPERTY GROSS VALUE	3,483,868,129	1,423,212,134	2,060,655,995	
PERCENT	1.00	0.41	0.59	
POPULATION COUNT	54,976	14,514	40,462	
PERCENT	1.00	0.26	0.74	
AVERAGE PERCENT	1.00	0.17	0.35	0.48
PERCENT-District/City/Amb	1.00	0.17	0.35	0.48
FIRE ONLY PERCENT	1.00	0.34	0.66	
CAPITAL PERCENT-District/City	1.00	0.50	0.50	
CAPITAL PERCENT-AII 3	1.00	0.33	0.33	0.33

To update  
Later this month

DEC 2023 TAXABLE VALUE FROM COUNTY

2022 CENSUS ESTIMATE

48/52

fire only

3-WAY