



Rexburg-Madison County Emergency Services Meeting 1330 hrs * September 16, 2025 * Meeting Minutes

Board members in attendance:

Brent Mendenhall, County Commissioner (excused); Jerry Merrill, City of Rexburg Mayor; Ken Anderson, Fire Protection District Commissioner; Dr. Jeffrey Zollinger, Medical Director

Others in attendance were:

Troyce Miskin, Deputy Chief; Amber Steckley; Corey Child, Chief

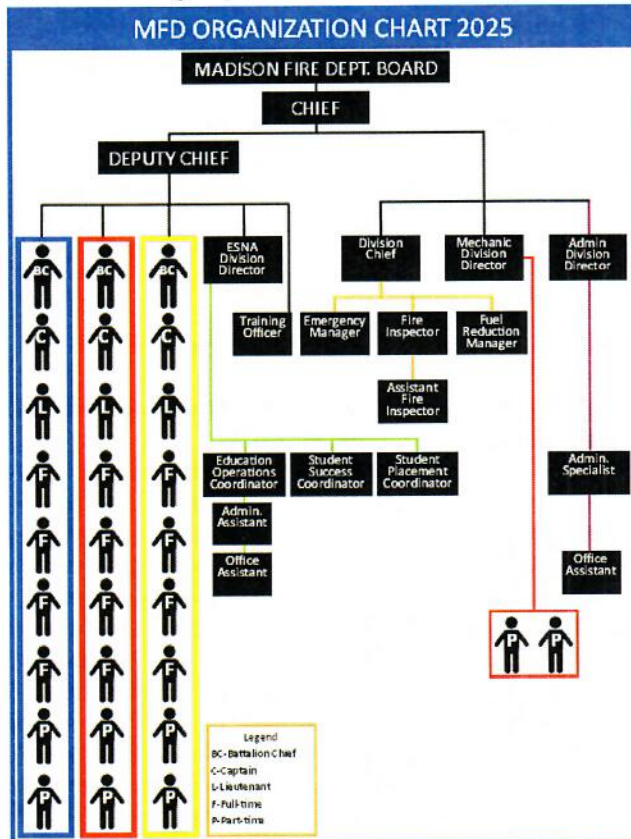
Meeting Called to Order: 1330

Items on the agenda include:

1. **Welcome:** Commissioner Anderson – welcomed those in attendance and thanked them for being there.
2. **Roll Call of Board Members:** All in attendance as noted above.
3. **Approval of Minutes from last meeting:** Dr. Zollinger motioned to dispense with the reading of the minutes and to approve the minutes from the July 29, 2025 combined meeting, seconded by Mayor Merrill, all ayes.
4. **Update on October 1st changeover:** Information only. Chief Child reported the preparations for the changeover were going well. He again noted: Cooper Norman, accounting firm, has been selected by the Fire District Board to handle payroll, AR, AP, etc. for the district as the new employer. Fire Department staff and Cooper Norman staff have been meeting weekly to ensure the operation changeover goes as planned. CMIT, a local IT management company, has been selected by the Fire District Board to handle all aspects of IT including phone system, data transfer, cloud server storage, workstation compatibility with Windows 11, EMS and report writing tablets, wireless access points, etc. The phones will change over to the "Intermedia" system on September 18, 2025. Benefits: Ascent Benefits out of Idaho Falls has been selected by the Fire District Board to broker all aspects of employer-provided benefits. Ill-A insurance has been selected for health benefits; MetLife has been selected for dental, vision, group term life/AD&D, and long-term disability; The Standard has been selected for accident. This broker has presented a 34% savings to the employer and the employee for 2026 over 2025. Open Enrollment has taken place and all is in order for October 1, 2025. Deputy Chief Miskin presented a spreadsheet noting all the savings between 2025 actuals and 2026 projected. In all, there has been an almost 5% savings in our \$7.4 million dollar budget as noted here:

2025 Costs		2026 Costs	
Item	Cost	Item	Cost
Overhead:	\$295,000	Overhead:	\$220,950
• Payroll/HR		• Payroll/HR	\$27,800
• Finance		• Finance	\$94,800
• IT		• IT	\$80,350
• Legal		• Legal	\$18,000
Health, Dental, Vision	\$651,243	Health, Dental, Vision	\$443,352
Workers Comp	\$134,000	Workers Comp	\$115,000
Microsoft Licensing & Enterprise Agreement, Mitel Phone System, Barracuda	\$43,100	Included in IT	\$0.00
Laserfiche, Lexipol Handbook, Timekeeping	\$5,138	Included in Payroll/HR/Finance	\$0.00
Total	\$1,128,481	Total	\$779,302
Total Savings \$349,179*			
*Savings will cover all first year, one-time costs. Use of wildland funds will not be required.			

5. **Employee compensation consideration:** Chief Child presented a problem with how the Battalion Chiefs were being paid since the merit increase freeze the city implemented during COVID. The board directed Chief Child to work with Matt Nielson to rectify the problem and have the corrected compensation on the 9-26-25 paycheck. Mayor Merrill said that Matt should be able to make the correction. Matt is to go over the corrected amount with Amber and Chief prior to payment. If the total correction is over \$10,000, Chief Child is to come back to the board. Chief Child also informed the board of some operational changes. One front desk part-time position will now be a full-time position. The Administrative Services Manager is being promoted to Admin Division Director and compensated equally as Division and Battalion Chiefs. Emergency Services Academy will now have a Division Director title for the head of the program. Our mechanic will also receive a new title and level of authority, Mechanic Division Director. These changes were all approved by the Fire District Board. The Emergency Services Board was also agreeable to all of the changes.



6. **Capital Improvement:** Information only. Chief Child reiterated the need for additional office and training space at Station 1 by adding a second floor above the fire bays. He also said the community needs a station in the Burton area due to residential and commercial growth, including the new schools in Burton. The board concurred and asked Chief Child and Deputy Chief Miskin to look at a bond on the May 2026 ballot to cover the construction of a new station/training facility in Burton and the second-floor addition above the fire bays at Station 1.
7. **Adjourn:** 1410. Motion to adjourn was made by Dr. Zollinger, seconded by Mayor Merrill, all ayes.

Approval of Minutes:

Kenneth Anderson – Fire Commissioner

Brent Mendenhall – County Commissioner

Jerry Merrill – Rexburg Mayor

Dr. Jeffrey Zollinger – Medical Director