

**Madison County Fire Protection District  
Rexburg-Madison County Emergency Services  
Combined Meeting  
10:00 a.m. \* July 29, 2025  
Minutes**

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

Emergency Services Board: Ken Anderson, Fire District Commissioner (Chair); Brent Mendenhall, County Commissioner; Jerry Merrill, Mayor; Dr. Jeffery Zollinger, Medical Director  
Fire District: Ken Anderson, Fire District Commissioner; Wes Donahoo, Fire District Commissioner

**Others in attendance were:**

Troyce Miskin, Corey Child, Matt Nielson, Amber Steckley

**Meeting Called to Order:** 1000

Items on the agenda include:

- 1. Welcome:** Commissioner Anderson – welcomed those in attendance and thanked them for being there.
- 2. Approval of minutes from last meeting:**

Emergency Services Board: Dr. Zollinger motioned to approve the minutes from the last meeting, seconded by Commissioner Mendenhall, all aye.  
Fire District Board: None needed

- 3. Update/Informational Items on October 1<sup>st</sup> Changeover:**

- a. 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 will begin having weekly meetings to ensure the operation changeover goes as planned.
- b. 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.
- c. Benefits: Ascent Benefits out of Idaho Falls has been selected by the Fire District Board to broker all aspects of employer-provided benefits. III-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.

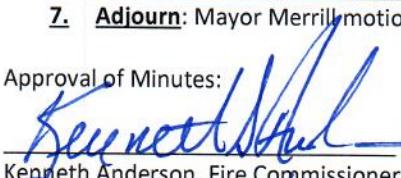
- 4. IT-budget considerations:** The work CMIT has been doing has revealed 40-plus workstations that will not be compatible with Windows 11 migration. This will present an expense that is not budgeted for in 2025 and 2026. Matt suggested all items needing to be upgraded be charged to their normal account and the items will be paid for either by budget adjustments or from the savings we are experiencing during the changeover. No motion was needed; regular procedures will be followed to pay for the upgraded and additional items needed.

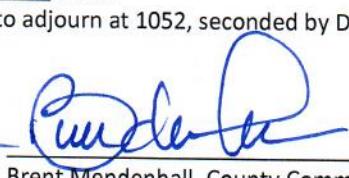
- 5. Funding of the joint venture:** Commissioner Mendenhall motioned to have quarterly invoices sent out by Cooper Norman by the first of each quarter to be paid no later than October 15<sup>th</sup>, January 15<sup>th</sup>, April 15<sup>th</sup> and July 15<sup>th</sup>. Motion was seconded by Dr. Zollinger, all aye.

- 6. Other items as approved by the Board:** None.

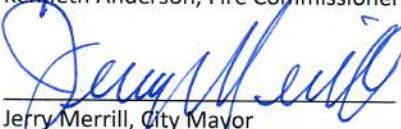
- 7. Adjourn:** Mayor Merrill motioned to adjourn at 1052, seconded by Dr. Zollinger, all ayes

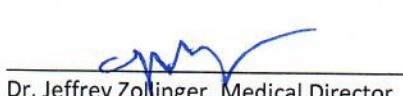
Approval of Minutes:

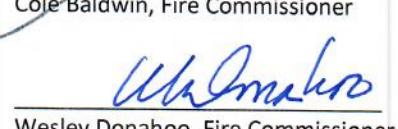
  
Kenneth Anderson, Fire Commissioner

  
Brent Mendenhall, County Commissioner

  
Cole Baldwin, Fire Commissioner

  
Jerry Merrill, City Mayor

  
Dr. Jeffrey Zollinger, Medical Director

  
Wesley Donahoo, Fire Commissioner