

**ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT**  
**PO Box 159**  
**Springdale, UT 84767**  
**January 18, 2018**

**Roll Call and Call to Order** – Jeff Carlson called the meeting to order at 5:00 pm.

The following members of the Rockville Springdale Fire Protection District were present. Bob Ford, Chuck Passek, Jeff Carlson, Randy Aton. Chief Ballard present and Megan Ewell recording.

**Pledge of Allegiance**

**The Board and District would like to welcome Bob Ford and Randy Aton to the Board.**

**Approval of Agenda** – Jeff Carlson stated the notice posted needs to be amended as the Washington County Commissioners notified the Board shortly before meeting that they will not be attending and are not ready to present a plan to the public. There is no strategic plan or change in administration at this time due to lack of the Washington County Commissioners attendance. Action item 4 will not be addressed.

**MOTION:** Bob Ford made a motion to approve the revised agenda as stated. Randy Aton seconded, and a roll call vote indicated all those present in favor.

**Public Comment** –

Mark Sampson: Is the 2018 budget and budget requests stalled as well due to the Washington County Commissioners cancellation? Jeff Carlson responded the Washington County Commissioners approved the 2018 budget.

Barry Socket – Rockville: Did county express a time to reschedule? Jeff Carlson responded not at this time, but the administration will advise the Board when it can be rescheduled.

**A. Action Items – Administrative**

1. Appointment of new Board members to RSFPD Board – Rockville and Springdale new representatives are present, and a resolution from the county to find the 5<sup>th</sup> board member.
2. Selection of Board Chair and Vice Chair – Tabled until next meeting on January 24 @ 6:30.
3. Appointment of operating tasks and roles to Board members – Jeff Carlson thanked former Chair Luci Francis for her email detailing her duties to be passed on to new chair to be covered.
  - a. Bill.com user and roles for the bill paying system - Jeff Carlson and Randy Aton will become new reviewers/bill approvers and chuck Passek will take over as final authorizer to pay said approved bills.
  - b. Impact fee study – Jeff Carlson to take over
  - c. Review and possible restructure of the standby fee classification schedule in conjunction with fire marshal, chief, clerk, and other experts as needed. – per Jeff Carlson on hold until the Washington County Commissioners decision/direction.
  - d. Preparation of report to monthly Springdale and Rockville Town councils – Town representatives will make reports – Bob Ford for Rockville, Randy Aton for Springdale.
  - e. Meetings with chief, clerk and accountant as needed to provide oversight/assistance – to be determined by election of Chair
  - f. Annual review of the ambulance accounts receivables to determine bad debt write-offs – no resolution postponed until appointment of Chair.
  - g. Review of ambulance billing charitable write of requests by patients - no resolution postponed until appointment of Chair.

- h. Posting of physical meeting notices in Rockville and Springdale since the clerk is not in the district on a daily basis – Town representatives will post in their perspective town locations, Megan will post on State Website and Town of Springdale website as well the Fire House door.
        - i. Assist clerk with annual audit, as needed – Jeff Carlson volunteered to assist.
        - j. Follow up with CIB loan/grant status (engine bid put on hold) – Chuck Passek will take over
        - k. Review of district clerk's time card – Temporarily being done by the Chief, Chair will take over once elected.
  - 4. Discussion and possible action on a new operating plan and budget for RSFPD – Not to be discussed – Canceled by the Washington County Commissioners

**B. Discussion/Information/Non-action Items**

Changing financial information including Bank access – to be addressed when new Chair is elected

New contact information to all board members to be compiled and sent by the Clerk.

Bob Ford asked about resources regarding history of the District including recent changes. Jeff Carlson stated to look into the Board's minutes as well as willing to meet with new members.

Jeff Carlson will be drafting agendas for the near future.

**MOTION:** Bob Ford made a motion to adjourn. Chuck Passek seconded, and a roll call vote indicated all those present in favor.