

**ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT**  
**PO Box 159**  
**Springdale, UT 84767**  
**January 31, 2018**

**Roll Call and Call to Order** – Jeff Carlson called the meeting to order at 6:30 pm.

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

**Pledge of Allegiance**

**Approval of Agenda** – Randy Aton made a motion to approve the agenda. Bob Ford seconded, and a roll call vote indicated all those present in favor.

**Public Comment** – none at this time as none present.

**A. Action Items - Administrative**

1. Possible appointment of an additional Board member – Jeff Carlson indicated the Board has not been presented with any possible candidates by the Washington County Commissioners.
2. Appointment of operating tasks and roles of Board members – Jeff Carlson stated at the January 13, 2018 Board meeting tasks formerly handled by Luci Francis, former Board Chair, were reviewed and taken over by Board members but wanted to rereview.
  - a. The Impact fee study will be handled by Jeff Carlson. Currently Zions Bank is working with an analyst to determine impact fee rates, but nothing has been determined/presented
  - b. Review/restructure current Standby Fee Classification on hold until further direction from Washington County Commissioners.
  - c. Monthly reports to towns, either written or presented will be handled by each appointed town representative. Rockville – Bob Ford and Springdale – Randy Aton.
  - d. Chuck Passek will take over the status of grants/CIB funding information.
  - e. Meeting with chair/clerk/accountant will rest with Chair once appointed.
  - f. Annual review ambulance account receivables and charitable write offs. Review of current process.
  - g. Posting of notices at town locations to be handled by Randy Aton and Bob Ford
  - h. Jeff Carlson will assist on annual audit.
  - i. Chuck Passek obtaining status/information regarding CIB grant/loan status
  - j. Review of clerk timecard and Chief duties to be done by Chair once elected.

Bob Ford asked how the Fire Marshall is given plans. Chief Ballard responded the Towns coordinate directly with Fire Marshall Buckley.

3. Appointment of Chair and Vice Chair – Jeff Carlson volunteered as Vice Chair.

**MOTION: Bob Ford nominated Randy Aton as Board Chair and Jeff Carlson as Vice Chair. Chuck Passek seconded, and a roll call vote indicated all those present in favor.**

**New positions to take effect February 1, 2018.**

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

1. Discussion and review of 2018 operating budget as approved by County Commissioners – Jeff Carlson stated the Washington County Commissioners approved the 2017 amended budget as the 2018 budget. The original 2017 budget took action to raise wages for retention which resulted in the amended budget and was approved by the Bboard. Also went over several different budget scenarios for 2018 with tentative increase but was NOT approved by the Washington County Commissioners. However, this budget is not sustainable, and he does not want the option of an increase in property taxes and/or standby fees to be off the table
2. Update on Impact Fee Study – Jeff Carlson has spoken with Megan Weber from Zions Bank and once information is ready will be presented either in person or via phone. Wanted it to be clear that impact fees are not predictable and cannot be budgeted for.
3. Fire Chief's Report – Fire and EMS
  - a) Report on fire and ambulance activity since prior Board meeting – Total of emergency calls 22. Of those 7 were fire related, and 15 were EMS with 11 transports. Construction work is still causing challenges, but the UTV has helped with response time for ER calls.

- b) Training update – The EMT course final figures will be \$400 per student including books/test/certifications. At this time there are 7 personnel within the RSFPD department who are interested. This course is set to tentatively start on February 8, 2017 and will be every Tuesday/Thursday and every other Saturday to be completed by end of April 2018. The course will use an instructor currently on staff to save costs. \$3,500 in total and funds for training in budget to be used.

Jeff Carlson asked if the personnel must be paid while attending training. Chief Ballard confirmed but clarified those already on shift will not receive additional compensation as they are already being paid. To comply with labor laws those who are not on shift will be paid the hours in attendance. Randy Aton asked if this is a recertification course. Chief Ballard clarified this is the basic EMS course, not recertification to continue to cross train/certify our personnel. The District has always cross trained, but this will be more advanced. The trainings will be held at the Firehouse so no cost additional cost.

- c) Other department activities including status of upcoming expenditures and/or revenues – Air flow test on air packs done was completed on January 30, 2018. The ambulance cot/power load serviced 1/31/18.

The Washington County Commissioners involvement and uncertainty of District future has been detrimental to current personnel. The Chief has fielded more reference calls in recent weeks than in past years combined for job references. He is concerned due to impending loss of personnel and wants it on record the personnel and the District **have not failed.** It is unfair of the Washington County Commissioners to continue to drag this out.

Jeff Carlson stated he was surprised to see the wages for open positions with the Hurricane Valley Fire which are 25-40% higher than the RSFPD. He also asked about the new engine status/timeframe.

Chief Ballard responded once ordered it takes approximately 1 year to receive. Jeff Carlson asked if the Chief had any concerns of older equipment. Chief Ballard responded there have been concerns with front line engine as it does not reach pump capacity. Additionally, the current engine bid may have expired due to the length of time this has taken.

#### **C. Consent Agenda**

1. Applicants for the Fire and Ambulance Service – none at this time
2. Prior month's expenses – any questions, none
3. Minutes: December 27, 2017 regular meeting

**MOTION:** Chuck Passek made a motion to approve the consent agenda. Jeff Carlson seconded, and a roll call vote indicated all those present in favor.

#### **D. Administrative Non-action items**

1. Review of AR bill paying requirements – Reported
2. Standby Fee Accounts Receivable Aging Report - Reported
3. Ambulance accounts receivable report – Not provided by JCI. Jeff Carlson asked about billing for ambulance service. Chief Ballard stated rates are set by the state. However, what is billed and what is collected are not the same.
4. December 2017 YTD financial statements - Reported
5. 2017 Audit planning – Audit letter will be added to February meeting agenda
6. General Board discussion – Bob Ford would like a meeting/response from the Washington County Commissioners soon. Jeff Carlson stated the Washington County Commissioners felt it was important to have the Hurricane Valley and the Washington County Commissioners to review the HVF proposal prior to presentation. Jeff Carlson stated the Hurricane Valley Fire next meeting is scheduled for 2/5/18. Bob Ford volunteered to attend this meeting on behalf of the Board. Chief Ballard wanted it clear that there has been no request for information regarding how the RSFPD currently operates, therefore cannot see how they would have the needed information to amend or offer new proposal. Randy Aton feels the proposal should still offer the same level of service as is currently offered. He also doesn't feel as if the Board has any control. Jeff Carlson stated the Washington County Commissioners approved the budget, and the board is authorized to operate within said budget. Randy Aton stated if a proposal is passed, then the Washington County Commissioners should engage a meeting to solidify.

April 25 meeting needs to be rescheduled. District Clerk with check with Town of Springdale for meeting room availability.

7. Identification of issues for future agendas –
  - a. Audit engagement approval
  - b. possible proposal from the Washington County Commissioners
  - c. CIB grant/loan status for fire apparatus

**MOTION:** Randy Aton made a motion to adjourn. Bob Ford seconded, and a roll call vote indicated all those present in favor. Meeting adjourned at 8:13 p.m.