

**ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT
PUBLIC HEARING
P.O. Box 159
Springdale, UT 84767
December 17, 2014
Rockville Community Center**

1. **CALL TO ORDER AND ROLL CALL** – Acting Chair John Callahan called the meeting to order at 6:30 p.m. with the following members of the Rockville/Springdale Fire Protection District Board present: Luci Francis and Louise Excell. Also present was Chief Joe Barker and EMS Captain Maggie Averett. District Clerk Elaine Harris recording.
2. **APPROVAL OF AGENDA** – Louise Excell moved the agenda be approved. Luci Francis seconded the motion and a roll call vote indicated all those present voted in favor of the motion.
3. **ACTION ON A RESOLUTION FOR AN APPOINTMENT TO SERVE THE REMAINDER OF AN UNEXPIRED ELECTED TERM ON THE BOARD OF DIRECTORS** – This office became vacant upon the resignation of Barry Rhodes. One application has been received. Louise Excell moved Resolution No. 14-1217-1, be approved appointing Chuck Passek to serve the remainder of the unexpired elected term on the Board of Directors. Luci Francis seconded the motion and a roll call vote indicated all those present voted in favor of the motion.
4. **ADMINISTER OATH OF OFFICE TO NEW BOARD MEMBER** – District Clerk Elaine Harris administered the Oath of Office to Chuck Passek. Mr. Passek joined the rest of the Board at the table.
5. **PUBLIC HEARING FOR PUBLIC COMMENT ON PROPOSED AMENDMENTS TO THE 2014 DISTRICT BUDGET** – Luci Francis moved the Board go into public hearing for public comment on the proposed amendments to the 2014 budget. Louise Excell seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

There were no comments or questions from the public.

6. **ADJOURN PUBLIC HEARING** – Louise Excell moved to close the public hearing. Luci Francis seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

Luci Francis explained we had a 2014 budget of revenues and expenditures in the amount of \$606,036. We had an increase in revenues and expenditures during the year and the amended reflects an amended budget of \$655,000. The main factor was the receipt of the Springdale donation of \$60,000.

Lengthy discussion took place regarding the format of the amended budget document and the fact that it was difficult to determine exactly what changes were made from the original 2014 budget. Luci Francis will modify the spreadsheet to better reflect the information the Board desires and distribute to the Board.

7. **PUBLIC HEARING FOR PUBLIC COMMENT ON THE PROPOSED FINAL 2015 BUDGET** – Louise Excell moved the Board go into public hearing for public comment on the proposed final 2015 budget. Luci Francis seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

There were no comments or questions from the public.

8. **ADJOURN PUBLIC HEARING** – Louise Excell moved to close the public hearing. Luci Francis seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

Luci Francis reported that after the budget work meeting, there were a few updates and those have been incorporated in the copy provided. We received a confirmation of the projected TRT, which increased that item; property tax information resulted in a decrease in that item; the confirmation of the actual EMS grant monies was a decrease; the projected Workers' Comp was also verified; and some additional expense was allocated for repairs to the Tender '91 (Brutus). All the changes resulted in a decrease in the amount that we will be able to add to our reserves. That has been decreased from approximately \$20,000 to \$17,446.

Discussion took place regarding the difficulty in projecting the TRT revenues from Springdale due to the conflict of budget years – the Town of Springdale is on a July 1 – June 30 year and the District is January 1 – December 31.

Luci Francis thanked Chief Barker for his many hours of assistance with developing the 2015 budget.

9. **PUBLIC COMMENT AND QUESTIONS** – There were no questions or comments from the public.

10. **APPROVAL OF AN INCREASE IN AMBULANCE BILLING SERVICES FROM JCI BILLING** – Clerk Harris explained that our billing agent is proposing an increase from \$30/claim to \$34/claim. Louise Excell stated that when we began utilizing JCI, they were considered the best deal. It may be prudent to check other competitive agencies prior to the end of the contract year.

Louise Excell moved to approve the contract with the increased billing costs from \$30/account to \$34/account with JCI Billing Services. Luci Francis seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

Discussion took place regarding how the District acquires billing information.

11. **APPROVE AMENDMENT TO THE 2015 MEETING SCHEDULE** – Clerk Harris explained that we decided to change the January meeting to the third Wednesday to accommodate Mr. Bitter from the Utah Association of Special Districts and it would be best if we change the December meeting to the third Wednesday also to accommodate the budget public hearing process and allow for another meeting prior to the end of the year to approve the budget.

Louise Excell moved to approve the amended 2015 meeting schedule with the notation that the meetings will be held in the Rockville Community Center instead of the Firehouse. Chuck Passek seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

12. **FIRE CHIEF'S REPORT – FIRE SERVICE**

- a. **Report on fire activity since the last Board meeting** – Chief Barker reported there have been two fire calls since the last meeting.
- b. **Consideration and possible approval of applicants for the Fire service** – There were no new applicants.

- c. Training update – The Firefighter I and II class has been completed. The Chief has had good feedback from the instructors about our trainees. The written results will be available in four to six weeks and the HazMat class will take place prior to the receipt of certifications.

New business to include requests for budgeted expenditures – There were no requests for budgeted expenditures. The budgeted turnouts and SCBAs have been delivered. Discussion took place regarding the possibility of selling our old SCBAs through a website.

On December 30 there will be a staff post-certification/Christmas party. Everyone is invited. The time will be possibly 5:00 pm at the firehouse.

Barry Rhodes from the audience thanked Chief Barker on behalf of the public for initiating the Firefighter I and II training and seeing it to completion.

13. **FIRE MARSHAL'S REPORT** – Chief Barker met with two members of the Springdale Planning Commission to update the General Plan. He was able to help them revamp some of the verbiage. The Planning Commission will approve the current portion in January, but the Town Council will not approve it until possibly May. He advised them that this month was the end of his service as Chief and they should consult with the new chief and possibly the new chairman after January 1.

14. **FIRE CHIEF'S REPORT – AMBULANCE SERVICE**

- a. Report on EMS activity since the last board meeting – Captain Averett reported there have been four medical calls; three were transports.
- b. Consideration and possible approval of applicants for the EMS service – There were no new applicants.
- c. Training update – The EMS had their two, regularly scheduled trainings.
- d. New business to include requests for budgeted expenditures – There were no requests for budgeted expenditures.

In response to a question from Louise Excell, Captain Averett reported we have 20 ambulance personnel comprised of approximately six AEMTs, 13 Paramedics and one Basic who is in the Paramedic program.

Louise suggested the ambulance personnel offer a community program in the future for some basic First Aid training. Captain Averett was receptive to that.

15. **CHAIRMAN'S REPORT** – There have been questions that have arisen since our previous chair resigned and John Callahan will bring those up under General Board Discussion.
16. **STANDBY FEE BILLING REPORT TO INCLUDE UPDATE AND POSSIBLE ACTION ON DELINQUENT ACCOUNTS** – As of the end of November, there was \$44,441.59 which was 120 days past due, an increase of \$40,843.33. The quarterly reminder for the annual billing will go out at the end of December with the next quarterly billing.

17. CLERK'S REPORT

- a. Account balances – There were no questions.
- b. Ambulance accounts receivable report to include action on any requests for an adjustment in charges – As of the end of November, the accounts receivable was \$88,758.41 an increase of \$6,923.10.
- c. Approval of expenditures for November 2014 – Louise Excell moved the expenditures for November, 2014 be approved. Luci Francis seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

18. APPROVAL OF THE MINUTES OF THE FOLLOWING

November 18, 2014 Budget Work Meeting
November 19, 2014 Regular Meeting
December 11, 2014 Special Meeting

Louise Excell moved to approve the minutes of the November 18 meeting, the November 19 meeting with the revision to the minutes of November 18 as amended by Luci Francis, and the December 11 special meeting. Luci Francis seconded the motion and a roll call vote indicated all those present voted in favor of the motion excepting Chuck Passek who abstained as he was not a member of the Board at that time.

19. GENERAL BOARD DISCUSSION – Discussion took place regarding the upcoming December 19 meeting to interview applicants. The salary package will be presented at that time.

Chuck checked with Josh with the Public Employees Health Plan (PEHP) and also with the State of Utah for smaller entities (LGRP). In order to obtain a quote, we need to have an individual in mind; we can't just get a quote on, for example, a single male between the ages of 40 – 50 as that individual could have circumstances such as pre-existing conditions. Luci had earlier received a possible price of \$10,000/yr.

Louise spoke with Dawn Sanders, Treasurer for the Town of Springdale and Dawn was going to ask if there was a possible chance of a single, full-time employee of the District to be included on their PEHP insurance. Dawn was doubtful that could be done.

Louise felt the cleanest, best way to go was to have the salary and then the amount we are willing to contribute on an annual basis to the Chief so he can then utilize that to buy his own medical insurance and fund his retirement.

Luci agreed because everything is dependent on the individual applicant and these are not questions that can be asked in the course of interviewing.

Regarding retirement – Chuck state according to Josh, we could set up an employee contribution and usually not more than 20% was his experience. If it was \$10,000 and we ask the employee to pay 20%, then our charge would be \$8,000/yr. For retirement, if you look on the State retirement website there is a retirement plan for firefighters and you take basically 12% of the gross salary and give it to the employee for a 401(k). There is no pension associated with it; it is just a straight thing.

If we did 12% of the \$55,000, that would be approximately \$6,600. The total package would be \$55,000 salary; \$8,000 for medical insurance; \$6,600 for retirement for a total of \$69,600.

Luci suggested informing them that we are a small department and want to allow for increases in pay, so this is our starting point in the negotiations – this is the base salary, this is what we can do on insurance, and this is what we can do on pension. Is this acceptable?

Louise responded if they need more than that, they certainly can say they are not leaving their current job for that salary, or can ask us to negotiate. She didn't know if we wanted to make that negotiable. We should inform them this is what we can do for a starting salary. This person will be on probation for 90 days.

John stated the other option is to offer a base salary and a bulk benefit package and let him worry about his own. Louise also felt it was cleaner and safer if we simply offer the benefit package and let them choose what to do with it.

Chief Barker stated that he believed the Town of Springdale pays \$13,000 towards his family medical insurance, which is 100%. Retirement is approximately \$7,000. The total is approximately \$22 - \$25,000.

Luci questioned when the applicants should be presented with this information. Louise felt the applicants be made aware at the time of their interview what the entire package entails. It would be a good idea to have all the benefit information in print.

Chief Barker suggested an applicant may propose decreasing his salary and increasing his medical benefits or retirement.

John asked if the Board was in favor of a base salary plus a bulk benefit package as we have to tell them something. Louise reminded them that is what was advertised – a \$55-60,000 salary range plus negotiable benefits which would be within our budget. Chuck said we could match what the State would pay them for a firefighter, which is a higher percentage than a normal employee, that is, 12% of their gross salary is retirement. For medical, it is customary for the employer to pay no less than 80% of the total package. We would ask them to pay from 0 – 20% of the \$10,000.

Louise recommended the Board offer a starting salary of \$55,000 with the opportunity for a raise after one year. We offer a benefits package of \$6,600, potentially, for retirement and \$8,000, potentially, for health insurance. That is \$14,600 for a pre-tax benefits package.

John brought up the fact that if you figure payroll taxes at 10%, that is \$5,500 – you are at your \$80,000 budgeted amount.

Chuck will develop the verbiage that will be presented to the potential applicants which will address salary, benefits (insurance and retirement), six-months to be a resident, a vehicle, expectations for working. He would have the responsibility to make sure shifts are covered and if there is a problem he would be expected to fill the shift. The Chief at his discretion can adjust coverage possibly in the winter and determine that it would be appropriate to have one firefighter and the Chief instead of two firefighters and the Chief. This could possibly save a few thousand dollars a year. The Chief could possibly do two shifts per month. Discussion took place regarding the Chief being the incident commander.

The requirement could be that roughly 40 hrs./wk. needs to be spent on District business at the administration level. It's a salaried position, but in general if someone walked in the firehouse, the Chief would be on duty sometime between 9 am and 4 pm and you would find him working. During that time, do we need to have a firefighter on duty or, if the Chief is going to be in Springdale all day long doing other business, could that position fill the other firefighter part? It may be a scheduling issue because we don't want the Chief working 12 hr. shifts. We need to have good justification for the public why the utilization of the Chief and firefighters is being done the way it is. Justification could be – two firefighters on duty as well as the Chief, but one firefighter and the Chief at times.

John reminded the Board that we have had this discussion before and we need to come up with some kind of verbiage that says this person is a salaried person and that our schedules will be reviewed monthly to see what is going to work best at the time.

Luci felt if you tell him to insure there is coverage, and it is up to the Chief to determine how he wants to do that, and he wants to have the two on call or if maybe he wants to take a shift; it is up to him.

Louise stated because we are seasonal, it does make a difference; there are quiet weeks in January.

Luci felt the verbiage is insure coverage, and do we need to stress that he spends so many hours per week in administrative duties?

Chuck will develop a document to address salary, benefits, residency, vehicle, and if there are questions relative to the staffing issues, that is the Chief's responsibility and that discussion can take place once they get their feet on the ground as to how they would wish to do staffing on a daily basis.

Review took place as to how the interviews will take place and the process after for coming up with a final applicant to whom we will make an offer.

Luci brought up the fact that reference checks need to be made a part of the personnel record and will be done on all four of the final applicants.

20. **IDENTIFICATION OF ISSUES FOR FUTURE AGENDAS** – There was nothing specific identified.
21. **ADJOURN** – Louise Excell moved the meeting be adjourned. Luci Francis seconded the motion. A roll call vote indicated all those present voted in favor of the motion.

Meeting adjourned at 8:43 p.m.

Minutes typed by:

Elaine M. Harris
District Clerk

APPROVED:

Luci Francis
Chair