

**ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT**

**P.O. Box 159**

**Springdale, UT 84767**

**September 17, 2014**

**Rockville Community Center**

1. **CALL TO ORDER AND ROLL CALL** – Chair Michael Plyler called the meeting to order at 6:33 p.m. with the following members of the Rockville/Springdale Fire Protection District Board present: John Callahan, Luci Francis, Louise Excell and Barry Rhodes. Also present was Assistant Chief Tyler Ames and EMS Captain Vince Wood. Elaine Harris recording.
2. **APPROVAL OF AGENDA** – Luci Francis moved the amended agenda be approved. John Callahan seconded the motion and a roll call vote indicated all those present voted in favor of the motion.
3. **PUBLIC COMMENT AND QUESTIONS** – There were no comments or questions from the public.
4. **EXPLANATION/DISCUSSION RELATIVE TO PROCEDURES IN REGARDS TO PAYROLL AND TIME KEEPING FOR ALL ACTIVITIES OF THE FIRE AND EMS SERVICES** – Since there are relatively two new board members, Chair Plyler felt it would be beneficial to review this process. Clerk Harris provided copies of the various time sheets she utilizes to prepare the payroll and described how they result in creating a paycheck. It was agreed that the process is quite time-consuming.

The Emergency Reporting System we have has a program for keeping track of personnel time and Joe Barker had started researching the process before he left. He is more than willing to work with anyone to be able to utilize the program for creating payroll information. This would be far simpler than the current process.

Discussion took place relative to how many personnel from each service responds to an ambulance page and under what circumstances they are paid. Discussion also took place relative to firefighters being needed to drive the ambulance and what coverage is then available in case of a fire call.

Discussion took place relative to the function of the Emergency Reporting System for documenting fire and ambulance calls, training, etc.

5. **DISCUSSION AND POSSIBLE ACTION RELATIVE TO ITEMS THE DISTRICT DESIRES TO PURCHASE UTILIZING THE “SPRINGDALE DONATION” WITH INPUT FROM THE CHIEF** – The Clerk clarified that she submits a copy of the invoice for the order and also a copy of the check that was utilized to pay the invoice for reimbursement. We have already been reimbursed for the radios.

Chair Plyler, Luci Francis and Chief Christian met with Mayor Smith, Adrian Player, Rick Wixom and Bill Weyher and they approved the list presented. There was also a discussion wherein they indicated they would not be second-guessing what equipment the Board determines is needed.

Assistant Chief Tyler Ames reported Chief Christian has been researching different models of the thermal imaging system for price comparison. Tyler’s opinion was that the Bullard product is the better as it has been proven reliable. He does not recommend the one utilized by the military. Tyler feels the 4X monitor will be a good tool to have.

The SCBAs were discussed relative to upgrading or purchasing new. Turnouts were on the list, but we don't generally purchase turnouts for new personnel until they have been on the department for at least six months.

We have until June 30, 2015 to spend the Springdale money.

Barry Rhodes clarified that Tyler has utilized the military thermal imaging system and didn't recommend it. Barry remembered the military utilized a specific model because it was the easiest to utilize under any conditions – user friendly. Tyler felt they were both user friendly. The one he has utilized in the military is generally for locating people, not for fire purposes. The Bullard is oriented more towards fire and individuals.

There were two models at the demonstration and the cost was \$8,000 for the cheaper one and \$15,000 for the Bullard. The cheaper model did not have a zoom function.

From the Board's perspective, the gas monitor is an excellent tool. Finding a gas leak in a burning building is important. If a gas is detected during the fire, the monitor can then indicate the area is clear after the fire and safe to enter. There can be one on the ambulance and one on the fire truck with chargers for each. One calibrator can be kept at the station and utilized for both detectors. The whole package was approximately \$2,200.

Barry Rhodes moved the Drager monitors be purchased. Louise Excell seconded the motion and all those present voted in favor of the motion.

Relative to turnouts, everyone has turnouts except the new employees, who are currently utilizing what we have on hand, which aren't specifically sized to the individual. These employees have been regularly participating in training. Currently in this budget there is approximately \$7,000 still in the turnout budget and Tyler stated there is a need for gloves. Chair Plyler stated if there is \$5,000 left by the end of the year and we utilize Springdale funds to purchase turnouts for the upcoming personnel, we will have some extra left for other necessities. Also, the gloves and hoods could be utilized for the Springdale money. Tyler will have a count of what is needed for the next meeting.

Tyler reported we have a quote from Mega-Pro for \$850 for 88 shirts in various sizes. Each employee is given two shirts when they start with the District.

Louise Excell moved to approve the purchase of the T-shirts as presented. Barry Rhodes seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

Tyler suggested doing a demonstration of the Drager to the towns of Rockville and Springdale.

**6. DISCUSSION RELATIVE TO THE RESIGNATION OF THE FIRE CHIEF AND FIRE MARSHAL AND ACCOUNCEMENT OF A REPLACEMENT AS OF OCTOBER 1, 2014** –

Steve Christian has notified the Board he will be resigning as of September 30, 2014. The Chair spoke with Joe Barker and he is willing to step in and fill the void to December 31, 2014. Chair Plyler felt there was most likely not anyone else that would be willing to do this on short notice.

John stated that when he and Louise discussed the Chief position description, with the descriptions of duties of the Captains, why do we need a chief? Luci responded you need a chief to do the chief's duties and a captain to do captain duties. Louise indicated the captain descriptions had been

submitted by Chief Christian and she felt they no longer applied. Chair Plyler felt a captain may lead a crew into a burning building, but a chief would not.

Louise wanted to know how an organization like the District can have a chief and a captain. The Chair responded that we have had a chief and captains for a long time. Louise said the circumstances that warranted that was because we had individuals who worked other full-time positions and donated their time to the District.

It was felt the discussion was getting away from the agenda item of appointing a replacement Chief.

Louise suggested the issues that needed to be discussed relative to this replacement should be done in a closed session. She felt there should be a standing agenda item for the option of a closed session. It doesn't always have to be utilized. Louise felt the list of items presented by Joe Barker relative to what he will do needs to be discussed and determined if all our needs are being covered for the compensation. That is not something that would usually be done in an open meeting.

The Clerk questioned the fact that we are also losing a fire marshal and that is not addressed in the paperwork provided by Joe.

Barry stated that when the Board originally accepted Steve Christian's application for an interim chief, it was with the proviso that Tyler Ames would be his assistant. His question was if Steve is going to be removed, what happens with Tyler. If he is going to stay on, why can't he be the Chief? Steve and Tyler were splitting the salary for the position of Chief and Fire Marshal. Tyler stated he still wanted to be a part of the District and serve shifts, but does not have the time to be the only chief. He is willing to forego his salary and just do shifts, but willing to do Assistant Chief duties when he is here.

Tyler stated that the District does need a chief. None of our firefighters have ever been in a structure fire and that is a big liability. You need a chief that knows how to take command and knows how to run a scene.

It was confirmed that the Chief is also over the EMS and he has captains under him for both of these services. There are also two training officers.

Barry brought up that we were hiring someone out of Hurricane to do the Fire Marshal duties; the business inspections were being done by the Chief. Clerk Harris responded that we never followed up on that idea. Steve and Tyler have been doing the Fire Marshal duties to include the inspections.

Joe was doing the Fire Marshal duties after Ryan left and Louise stated he did an exemplary job for Springdale. Chair Plyler stated Joe did a fantastic job when he took over from Ryan. Barry reminded the Board that he did resign as interim chief and his reason was because it was taking too much time away from his family. That is why Joe is limiting his time now to the end of the year.

Joe's proposal was:

- Will respond to calls during the week, Monday thru Friday
- Will come in on Tuesday and Wednesday afternoons for administrative duties, including supervision of training and Saturday morning until 2:30 or 3:00 pm for administrative tasks
- Will not be available to cover shifts in the firehouse

- Will not be available to respond to fire calls after business hours

The Board has already had a discussion that the permanent chief would not necessarily have to live in Rockville or Springdale. The chiefs we have now do not live up here.

Louise commented that Joe Barker has a full time job with the Town of Springdale and if he is any kind of rational person, understands that his first obligation is to his employer. Anything that he does for us is minimal and is going to be above and beyond what he does in his full time job. That is a problem and she can live with it on a temporary basis with a clear understanding that there is a light at the end of the tunnel that in fact we will be able advertise for and hire a full time chief.

Joe will be paid the salary that remains for the last three months of the year in the budget. It would be approximately \$4,333 for three months.

Both Ryan and Joe, as well as Steve and Tyler, had other, full time jobs. This creates burnout. That is why we need to hire a full time, dedicated chief who understands this is their job, this is their priority; there is no other employer they have to be loyal to ahead of the District.

Barry Rhodes stated we currently have an Assistant Chief (Tyler Ames) and we have an application from that individual for the Chief's position on a permanent basis. Whether he changes his mind now or not, he is currently acting as Assistant Chief and is willing to stay on as Assistant Chief, what we need is someone at the top of the ladder to take the responsibility, but we are making a mistake if we bring in Joe, give him whatever funds we have left for the Chief and make Tyler work for free when Tyler is already working the job, basically. If he just had some help to take off some of the pressure, through Joe or whomever, wouldn't that be just as viable a system?

Luci stated currently we have a Chief, an Assistant Chief, a Training Officer and a Captain. When Joe comes in, he may not need all these people and he could make a determination, as interim Chief, in what capacity, paid or otherwise, he could utilize Tyler.

Is Joe willing to stay on until we hire a Chief should that happen after January 1? The discussion between Joe and the Chair was that he would stay until December 31.

Tyler restated that he does not want pay, but would do Assistant Chief duties when he could while service on-call duty since he would, technically, be getting paid. He is willing to attend the County Chief's meetings. He feels that Joe will come in and do the Chief and Fire Marshal responsibilities and the current captains would remain in place. He feels all the current captains and training officers are doing a good job.

Since it appears as though the Board is willing to accept Joe's proposal and the personnel can work within those parameters, John Callahan moved to accept Joe's proposal from October 1 through December 31, 2014. Luci Francis seconded the motion. After discussion relative to the fact that we are also approving Joe's proposal of what he will be doing, a roll call vote was taken:

Barry Rhodes – No  
Michael Plyler – Aye  
Luci Francis – Aye  
John Callahan – Aye  
Louise Excell – No

Michael Plyler will discuss with Joe his proposal and possibly get more detail.

7. **UPDATE ON THE PROGRESS OF ADVERTISING FOR A FULL-TIME CHIEF** – John Callahan had requested that Louise Excell review the position description and create a draft position announcement. The draft was distributed. Louise merged our current job description with some of the ideas that Steve Christian had submitted. She felt it would be a wonderfully economically efficient thing to require the Fire Chief to be responsible for maintaining a 40 hour work week. That would include some scheduled shifts as an on-call firefighter. The reason she suggested that was because many of the administrative duties of the Chief in our old description, and in the revision she created, includes writing reports, scheduling, coordinating, seeking grants, etc. These can be done while working in the fire station. Why couldn't the Chief, while doing other duties, also be taking standby shifts? Chair Plyler, Tyler Ames and Barry Rhodes insist the Chief cannot be an incident commander and a firefighter at the same time. Louise went through incident command training when she was an EMT and a firefighter and there is nothing that would say the Fire Chief, who we will expect to be an incident commander, couldn't be one of those initial responders and at the same time he is responding, he is calling for backup. When he gets there, there is going to be, in the worst case scenario that can be imagined, just that chief and one other person. They could be the only two people who would ever show up. In that case, she doesn't imagine an incident commander is not going to do what he has to do. If he has to go into the building as one of the only two people who show up, he is going to do it.

Barry felt the incident commander is responsible for everything on the fire ground.

Louise stated there are only two people who respond, unless at the minute the call goes out, they are not on the line calling additional people. By the time they get there, there will be additional people arriving – the Chief who initially is the first responder sets up the incident command and that is as much as he has to do. In the worst case scenario, nobody comes except those two people and then he is going to do what he has to do. If everything works the way it is supposed to, they get the call, he immediately calls every service that he knows to call and by the time he gets there and gets a take on the situation, he will have people coming from all over and he will setting up incident command. Barry responded that is correct, and he can't do that from inside the building. He is also tasked with the responsibility of knowing where every responding firefighter is going, where they are, how many there are. He can't do that from inside the building.

Louise felt this is what is going to happen and Barry disagreed. Whoever is the acting incident commander will not enter that building, nor will the other on-call firefighter who responds with him until such time as they are relieved, they turn over incident command to someone else or they get an appropriate responding group of people who can take it from there and do the building entry.

Louise felt it would happen if they were the only two people to respond. Barry stated they should not even go in then.

Tyler reminded them of the two in/two out rule. If there are only two people, by firefighting standards, no one is supposed to go in because there are not two people on the outside. But, at the same time, if you see somebody in the building and there are only two people, are you just going to stand there? At no time in his entire career has he ever seen an incident commander engage in the activities.

Louise stated that only in the worst case can it be assumed that the incident commander would participate in the fire fighting and try to put out the fire. In every other instance that person responding from the firehouse as the Chief will be incident commander.

What happens if we hire a Fire Chief who lives in LaVerkin. Don't we expect one of those two people responding from the firehouse to assume incident command? Barry responded to the affirmative and Louise asked what was the difference. Barry responded they are incident command, they have Firefighter I, Firefighter II training – they are not supposed to enter the building. The difference is – he knows if he is the person that has been through the training and is incident commander for whatever reason, and he goes up to the building, when he first gets up there it is his job to call back to dispatch and let them know we have a two-story structure fully involved and he needs more help. Send the Park Service, send Hurricane and when the Park responds is when he says Park Service, you now have incident command. We are making an entry on the east side of the building. I know they are less than five minutes away; they are going to get there and that guy takes over incident command.

Louise asked why the Chief couldn't do that and Barry responded he can't do it if he is already obligated on the fire ground; you are supposed to set it up so that you have the coverage established.

Louise responded that Tyler just explained, and Barry agreed, that when two people show up and, because it is two in/two out, nobody is going into that building until there is back up. Barry agreed they probably will, but only if there are people in the building.

Louise was simply arguing for having a Fire Chief who actually is covering shifts. Barry's argument was that was the last thing we want is for the incident commander going into the structure.

Chair Plyler felt this discussion had taken place many times and asked if it was important to the Board that whoever the Chief is that we hire as a permanent Chief, man or woman, lives in either Rockville or Springdale. Louise responded she felt, in a perfect world, that would be important and Luci agreed. If it can't happen, it can't happen. John agreed. If that is the case, is that a deal-breaker for the Board? Louise stated that if you do not make living in the District a requirement, you can't consider their residence status as a factor in choosing an applicant.

If it were to happen that Hurricane took over the District, it would be clear that the Chief would not live within the District. Louise felt the majority of those who spoke at the hearing relative to the discussion about Hurricane, wanted to have a District and not have a contract with Hurricane.

When we advertise for the position, will we write into it that we want the applicant to live in the District? Louise suggested "Residency in the District is desired, but not a requirement." You would then be able to utilize that in deciding between qualified candidates. Clerk Harris suggested that sometimes applications are graded on a point system. There could be a higher number attributed to an applicant who would live within the District. Louise outlined processes by which this could be done. Living within the District would not be considered a higher qualification than experience, etc., but those points would be added to the overall score of the final applicants for consideration.

At this point we now have a position description of what the Chief will do; we have not set forth any requirements or qualifications. Louise has written suggestions from Luci and John and she felt it was important to determine if the Board desires the Chief to maintain a 40 hour work week. Of course, that does not include if there is the need to fight a fire or another event that would require

extra time on the job. It seemed reasonable to her that the Fire Chief we hire ought to be willing to put in 40 hours/week doing fire/EMS business. The shifts he filled would be a part of the 40 hours.

If we have a Chief, he is doing 40 hours and we pay whatever we agree to pay them and the 40 hours are Monday thru Friday, on Saturday the Chief is at home and we get a big incident; the Chief responds – are we paying the Chief? No, he is salaried.

After the firefighters complete the current training for Firefighter I and II, they qualify to be incident commanders.

Captain Wood reminded the Board that currently the only on-call firefighter shifts are nights and weekends. That means the Chief would be available less time during the regular working days. Also, realizing the need to cut costs, it needs to be taken into consideration that for every shift that is required of the Fire Chief, that is one shift that is taken away from the firefighters which means you have one less person on call responding as the Chief would be incident commander.

Chair Plyler suggested Louise and John meet with Tyler to incorporate any further suggestions he may have and present a final draft at our October meeting. The goal is to post the announcement by the end of October. In consulting everyone's schedules for the next month, it was decided the Board members will notify the Clerk on what dates they are not available between now and the October meeting on the 22<sup>nd</sup>, and a special meeting date will be set to enable a quorum to be present.

## **8. FIRE CHIEF'S REPORT – FIRE SERVICE**

- a. Report on fire activity since the last Board meeting – During the last month there have been four fire calls. There was an illegal burn, an electrical problem at Zions Bank, a false alarm and one night there was a large bang like an explosion but a cause was never determined.
- b. Consideration and possible approval of applicants for the Fire service – There were no new applicants.
- c. Training update – The Firefighter I and II training will begin on September 30. There are 11 participants and also one of our EMTs has Firefighter I certification and will be picking up the class for her II certification. The course should be completed in December, then there will be practical and written testing. The practical and written should be able to take place up here. Discussion took place relative to a location to hold the actual training with fire and also the need to have the fire service covered by mutual aid as all our personnel will be to the training. The Firefighter I portion is 108 hours, the II is 40 hours, the HazMat Awareness portion is 7 hours, and the HazMat operations is 34 hours. That is actual classroom time and doesn't include the skills. The only cost for the training is the books and testing as United Fire and Rescue Academy does this for free.

Other trainings during the month have included skills and being able to have all their turnout gear on in under 60 seconds.

We are attempting to get Cole Furley, firefighter from Washington City who is a diesel mechanic, to come and service all the vehicles at once. Then service records will be kept on all the vehicles. The engine is now running on Brutus, the large tender. The motor on the back which pumps the water that Ryan purchased didn't work. Tyler took it to a firefighter in Hurricane and it is now working. From being in the sun, the 1500 gallon tank on the top has

cracked. It is now in the process of being plastic welded. The plumbing is all that remains to be done and that work is in the budget.

Tyler has spoke with Springdale and been told we can place a metal shed on the property to house this piece of equipment. That cost would be approximately \$5,000. Due to the zoning ordinances, it would have to set back so far from the sidewalk and may have to be certain colors. An off-site storage location could be a possibility. Tyler is waiting to hear from Tom Dansie relative to the setback distance.

- d. New business to include requests for budgeted expenditures – There has been \$2,500 budgeted for expenses relative to repairing Brutus and some of that will be utilized for plumbing Brutus.
9. **FIRE MARSHAL’S REPORT** – Assistant Chief Ames reported that they approved the construction of a garage on Grafton Road in Rockville. There was also a home on Bridge Road in Rockville and the plans were reviewed and approved.
10. **FIRE CHIEF’S REPORT – AMBULANCE SERVICE** – Report was given by EMS Captain Vince Wood.
- a. Report on EMS activity since the last board meeting – Captain Wood reported there have been five calls since the last meeting – one was a transport.
  - b. Consideration and possible approval of applicants for the EMS service – Captain Wood presented an application from Michelle Hansen, an Advanced EMT who is also currently enrolled in a Paramedic class. Luci Francis moved to approve the application from Michelle Hansen. Louise Excell seconded the motion and all those present voted in favor of the motion.
  - c. Training update – They had training on a fall scenario and also backboarding. Overdose training is coming up. They met with Zion Park, Hurricane Fire, St. George Police Dispatch and a representative from Dixie Regional this day and are in the process of putting together a mass casualty incident which will take place in Zion Park for all fire and EMS personnel involved in the Hurricane, Springdale, Park and St. George Dispatch and possibly Life Flight. There would be a bus accident with a car and up to nine victims. The object is to test our resources to see how our communication works and how we can get people treated. That is scheduled for December 13.
  - d. New business to include requests for budgeted expenditures – There was no request for budgeted expenditures.
11. **CHAIRMAN’S REPORT** – At the August 27 meeting, Chair Plyler reported the Board would engage a proposal from Hurricane and a letter has been sent to Mr. Densley, Chair of the District, informing him we would like to proceed with a formal proposal. To date, we have not had a response.

Luci had a conversation with Dean Cox, Washington County Administrator, relative to the possibility of Hurricane taking over the District. Chair Plyler felt the most important answer to a question posed was that Mr. Cox indicated that if we were to dissolve this District and Hurricane

were to take it over there is absolutely no guarantee to the citizens that their standby fees would be reduced in that scenario. The other side is the response time would increase dramatically.

One of the arguments of those pushing to have the District's services provided by Hurricane is that a mitigating circumstance would be that, while we are waiting for Hurricane to get here, Zion National Park will show up. A letter was read from Cindy Purcell, Acting Superintendent of Zion National Park and is included as a part of the minutes. The letter basically outlined the limited availability of the Park's resources and authority to be the primary responder for the District for fire suppression. The letter also indicated support for retaining the Rockville/Springdale Fire Protection District.

12. **STANDBY FEE BILLING REPORT TO INCLUDE UPDATE AND POSSIBLE ACTION ON DELINQUENT ACCOUNTS** – As of the end of August, there was \$3,746.51 which was 120 days past due, a decrease of \$166.07.

13. **CLERK'S REPORT**

- a. Account balances – Clerk Harris pointed out under Accounts Receivable on the Balance Sheet, there are now various Accounts Receivable accounts for the division of annual and quarterly Standby Fee receivables.
- b. Ambulance accounts receivable report to include action on any requests for an adjustment in charges – As of the end of August, the accounts receivable was \$70,878.71, an increase of \$9,139.49. The Clerk presented a request for consideration of paying his entire bill in full with a 20% discount for a patient who lives out of the country. The Clerk had confirmed with our billing agent that this is something other agencies do either as a straight policy or on a case-by-case basis. Louise Excell moved to accept the request from this out-of-country patient to pay his ambulance bill in full with a 20% discount. Luci Francis seconded the motion and all those present voted in favor of the motion.
- c. Approval of expenditures for August 2014 – In response to Louise's question if we are still required by law to utilize the newspaper, Clerk Harris stated yes, and we are also required to publish in the Spectrum's on-line publication, which is included in the cost. Louise questioned whether the District could send the notice to property owners by mail instead. Clerk Harris stated they would have to go to each property owner, a total of 970 mailings.

Louise Excell moved the expenditures for August be approved. Luci Francis seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

14. **APPROVAL OF THE MINUTES OF THE JULY 21, 2014 PUBLIC HEARING, JULY 23, 2014 REGULAR MEETING** – Luci Francis requested correcting the July 21 minutes to reflect that Springdale did not give the District \$66,000; it was \$60,887. John Callahan moved the minutes of the July 16, 2014 work meeting be approved. Luci Francis seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

15. **GENERAL BOARD DISCUSSION** – Louise asked if we were going to try and schedule a meeting before the next regularly scheduled meeting. The Board will let the Clerk know what days they are not available for a possible meeting and then one will be scheduled.

16. **IDENTIFICATION OF ISSUES FOR FUTURE AGENDAS** – Any discussion required relative to the Fire Chief position. John questioned the need for a special meeting. Louise felt it was necessary to enable the Board to approve a position announcement and avoid a short window for receiving applications and making a selection.
17. **ADJOURN** – John Callahan moved the meeting be adjourned. Michael Plyler seconded the motion. A roll call vote indicated all those present voted in favor of the motion.

Meeting adjourned at 9:00 p.m.

Minutes typed by:

Elaine M. Harris  
District Clerk

APPROVED:

Michael Plyler  
Michael Plyler, Chairman