

ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT

P.O. Box 159

Springdale, UT 84767

October 28, 2015

Springdale Council Chambers

1. **CALL TO ORDER AND ROLL CALL** – Chair Luci Francis called the meeting to order at 6:30 p.m. The following members of the Rockville/Springdale Fire Protection District Board were present: John Callahan, Michael Young, Chuck Passek, and Adrian Player. District Clerk Elaine Harris recording.
2. **APPROVAL OF AGENDA** – Adrian Player moved the agenda be approved. Michael Young 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. **ACTION TO AWARD THE CONTRACT FOR THE PERFORMANCE OF “A FEASIBILITY STUDY AND MASTER PLAN FOR THE DISTRICT”** – Chair Francis stated this action is being taken upon the recommendation of the Evaluation Committee, which met on Monday and deliberated for approximately 1½ hours. After following all the competitive procedures as detailed in the Utah Procurement Policy, the Evaluation Committee has made a justification statement and has made a recommendation. In this case, the Evaluation Committee is also the Procurement Agency, which is the District Board of Directors.

In response to John Callahan’s request for confirmation that the Board has complied with all the requirements of the Utah State Code, Chair Francis stated that there is one, final requirement. The Board is required to publish the award and scores along with a justification statement and that will be posted within 24 hrs. after this meeting.

John Callahan moved the Board award a contract for the performance of the Feasibility Study and a Master Plan for the District to Emergency Services Consulting International. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

5. **ACTION ON AN ORDINANCE PROVIDING FOR ELECTRONICALLY CONVENING AND PARTICIPATING IN MEETINGS OF THE ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT BOARD** – Chair Francis explained this ordinance gives the Board an opportunity to accommodate Board members who may not be able to attend a meeting with their physical presence. This ordinance enables the Board to conduct business via electronic means. John Callahan stated that our bylaws indicate Board members must be present to vote. Chair Francis responded that we can amend the bylaws, if necessary. Michael Young moved to approve Ordinance No. 15-1028-1. John Callahan seconded the motion and a roll call vote indicated all those present voted in favor of the motion.
6. **FIRE CHIEF’S REPORT – FIRE SERVICE**
 - a) **Report on fire activity since the last Board meeting** – Chief Ballard reported there have been five fire calls since the last report, three of which were utility problems, one was a structure fire and one carry-out. Additionally, there were approximately 12 firefighter assists on EMS calls. The firefighters are working closely with the EMS.

The annual pump testing was completed on the two, main-line engines: Engines ’91 and ’92. The test is a flow test to certify that they are still pumping sufficiently. Engine ’91 passed, but Engine ’92 had some deficiencies. Investigation revealed there were serious problems with the engine which required installing a new turbo and a few other items. The turbo on the actual engine, which powers the pump, was deficient due to horsepower was being lost, which, in turn,

does not allow the pumping of sufficient water. By pushing it, Engine '92 passed certification, but there was no reserve power, and at the end when it was pushed to the maximum to confirm reserve power, and it wasn't there.

It was also noted there was some fairly significant corrosion inside the pump chamber, as well. These are problems that will arise on older engines.

In answer to Adrian's question as to whether this requires a replacement of the entire vehicle or just the pump, Chief Ballard responded if the pump were to be replaced, it would most likely cost more than what the entire apparatus is worth. If the pump needs to be replaced at some point, we need to evaluate if we are actually gaining anything or not and make a decision. To replace the entire vehicle could cost as much as \$250,000 for a new one; a used one would possibly be \$150,000. The Chief is creating a list of some options which he will be providing to the Board.

Engine '92 is the newer engine and serves as the front line engine that always goes out first.

Our department participated last week in Red Ribbon Week at the Springdale Elementary School with the Springdale Department of Public Safety. The afternoon was spent with the students and they were provided with t-shirts as well as pizza for lunch; there was a photo booth for pictures. A talk on "Not Doing Drugs" was given. There was a climbing wall and several fire trucks were present with personnel conducting a tour of the engines and the equipment. Chief Ballard felt it was a tremendous success.

The Chief reported he had a meeting with the Utah Communication Authority (UCA), formally UCAN. He also attended another meeting with the Five County Association of Governments in Cedar City along with the Springdale Police Chief. Other agencies were in attendance and the 800 Mhz radio system we currently utilize was discussed relative to the good and bad of the system.

UCA came for a follow-up meeting in Springdale with Chief Ballard, Police Chief Brecke, the Washington County Sheriff, the Kane County Sheriff, and Chief Ranger Purcell from Zion National Park Police. UCA is going to come down and try to work on a few things and they are at least looking at some of the issues these various agencies are experiencing. The local terrain is extremely difficult for our current system's performance.

Chief Ballard's interpretation, after a discussion of the issue with the other agencies, is we will most likely still have to utilize two radio systems. The newer radios operate on both systems (800 mhz, which is for dispatching and communication with dispatch, and the VHF frequencies which are utilized for communication with other agencies).

Captain Barajas will be leaving the department for approximately three months for a detail with his permanent employment with the Park. He will be taking a leave of absence.

- b) Consideration and possible approval of applicants for the Fire service – There were no applicants.
- c) Training update – Chief Ballard reported that they have been doing rope-rescue training.
- d) New business to include requests for budgeted expenditures – The Chief reported some of the rope-rescue hardware needs to be updated and additional items need to be purchased that we currently don't have. We are working with the Park Service to integrate both programs to the best

of our ability so we are working on the same page and purchasing equipment that is compatible with the Park's so we can train as they do. The purchase would include ropes, harnesses, helmets, safety equipment, etc. The cost would be approximately a total of \$3,000.

In response to a question by Chuck Passek relative to the purchase of high angle equipment, Chief Ballard responded it would be mostly low angle at this time. The Park does high angle rescue well; we would like to be a good support for the Park.

In response to a question by Chair Francis relative to any members of our department being interested in search and rescue training, Chief Ballard responded search and rescue is a completely different training. The current training is only one portion of that.

Chuck Passek commented it was important that this training doesn't take away from the primary mission, which is fire and EMS. Chief Ballard responded this adds a capability for us. Recently there was an injury sustained by a mountain biker which could have been in a bad spot where he may have needed some ropes to bring him out of a wash.

A trainer from Peak Rescue that has been assisting with the training has access to good pricing and has offered to assist in our purchases.

7. FIRE CHIEF'S REPORT – AMBULANCE SERVICE

- a) Report on EMS activity since the last board meeting – Chief Ballard reported there was a total of 15 calls.
- b) The District's EMS license has been renewed for another four years.
- c) Consideration and possible approval of applicants for the EMS service – There were no applications presented.
- d) Training update – There have been two trainings since the last meeting. Life Flight is scheduled to come the first part of November and do some training with both the Fire and EMS crews.
- e) New business to include requests for budgeted expenditures – There was no new business or requests for budgeted expenditures.

Chair Francis thanked Captain Barajas for his more than 100% dedication to this department during the last year and the way that he stepped up in the interim and assisted to lead the department. She felt she was speaking for the entire Board when she stated that he had their support and are looking forward to his return.

8. CHAIRMAN'S REPORT

- a) Review of draft 2016 Tentative Budget – Chair Francis provided Board Members with a draft for review, which gives them an idea of the work the Budget Committee has been doing. The Budget Committee consists of Chuck Passek, Chief Ballard and Chair Francis. The Committee feels it is now ready for some discussion. Chair Francis will also be sending the Board the notes relevant to the draft. Once the Board members have reviewed the draft and read the

notes, we can make a determination whether or not the Board feels there needs to be a budget work meeting.

9. **STANDBY FEE BILLING REPORT TO INCLUDE UPDATE AND POSSIBLE ACTION ON DELINQUENT ACCOUNTS** – The Clerk reported she had been giving wrong totals for the last few months as she did not notice the 120 days past due included an amount which was the result of an entry by the auditor in the amount of almost \$61,000. Actually, as of the end of September, there was \$18,293.06 which was 120 days past due, which is \$61,000 less than what had previously been reported.

10. **CLERK'S REPORT**

- a) Account balances – There were no questions or comments.
- b) Ambulance accounts receivable report to include action on any requests for an adjustment in charges – As of the end of September, the accounts receivable was \$79,496.63; an increase of \$37.67 since the August report.

Clerk Harris read a thank you from a patient commending the service provided during an ambulance call. The card was given to Chief Ballard for posting at the firehouse.

In response to a question by Chuck Passek, Chief Ballard stated we are responding to more calls in the Park, mainly due to their shortage of personnel to transport. Often the Park EMS has responded to a call, and the District is called to transport, or the Park will bring the patient to the firehouse. Chief Ballard added that those numbers can be taken from the reporting system.

- c) Approval of expenditures for September 2015 – Chuck Passek moved for the approval of the expenditures for September 2015. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

11. **APPROVAL OF THE MINUTES OF THE SEPTEMBER 23, 2015 REGULAR MEETING** – Adrian Player moved the minutes of the September 23, 2015 regular meeting be approved as posted. John Callahan seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

12. **GENERAL BOARD DISCUSSION** – Chuck Passek stated he felt it would be beneficial to the budgetary process if the Board had a better understanding of the current assessment of facilities and apparatus, as well as projected needs for the next five to 10 years, at least. Rather than waiting until the end of the year to put whatever happens to be a surplus into our reserves, we should be estimating an amount needed for reserves and build the budget around that. In other words, we budget for anticipated needs the same way we budget for operational expenses. Placing the needs at the beginning of the budget process will be an educated guess based on what the building's needs are for long-term maintenance, replacement of costly equipment in the years ahead. We will then have money reserved for those needs.

Chair Francis agreed, and stated that when the Board receives the budget summary, they will see the Budget Committee did take a look at the various reserve accounts that we presently have and discussed a way to simplify it and make it more realistic for the District's current and future needs. Rather than having a reserve just for the ambulance truck and another for the continuity of the EMS staff (we now have fire staff), we have more trucks than just the ambulance. Instead of having a separate reserve account for every single piece of apparatus we have, we could simplify it by having one reserve account for the continuity of operations, which encompasses payroll for both EMS and fire, another reserve account for just apparatus, which includes vehicles and equipment, both for fire and EMS, and another account for facilities, which we currently do not have. We can anticipate there will be expenditures for maintenance needs on the building as it ages.

Chief Ballard has noted needs in the firehouse that are in need of repair. He is seeking a professional (possibly a building inspector) that could prepare an evaluation relative to the building in order of priority, along with cost estimates.

This information should be beneficial for the upcoming study.

13. IDENTIFICATION OF ISSUES FOR FUTURE AGENDAS

- a) Approval of the Tentative Budget for 2016.
- b) Review of the Bylaws for possible amendments due to the approval of the ordinance providing for electronic meetings.

In response to John Callahan's question if the insurance issues have been taken care of relative to insuring the District's files and where they are located, Chair Francis stated it has not. The District does have liability insurance on all the vehicles, and property insurance. All the District's property is not in one location, as the files, etc. are in the Clerk's private residence. This is another future expenditure issue that needs to be addressed relative to the firehouse facilities – the transition of the District office into the firehouse, or somewhere.

- 14. ADJOURN** – Chuck Passek moved the meeting be adjourned. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

Meeting adjourned at 7:10 p.m. at which time the Board Members attended a field trip to the firehouse.

Minutes typed by:

Elaine M. Harris
District Clerk

APPROVED:

Luci Francis
Luci Francis, Chair