

ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT
P.O. Box 159
Springdale, UT 84767
November 18, 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, Chuck Passek, and Adrian Player. Michael Young was excused. District Clerk Elaine Harris recording.
2. **APPROVAL OF THE AGENDA** – Adrian Player moved the 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. **DISCUSSION AND POSSIBLE ACTION TO BEGIN THE PROCESS TO INCREASE THE ANNUAL STANDBY FEE BY AN AMOUNT NOT TO EXCEED THE EQUIVALENT OF 3% TO BE EFFECTIVE FOR THE JUNE 30, 2016 BILLING** – Chair Francis provided background information to include:
 - In 2014 the Fire District raised the Standby Fees significantly, and in some cases the fee was doubled. This increase was to support a transition from an all-volunteer firefighter crew to a 24/7 on-call firefighter response at a wage of \$7.50/hr.
 - In the history of the District, Standby Fees have increased possibly three or four times. This number of increases was determined as a result of researching minutes.
 - In each case, the fees were increased significantly, but never as much as the 2014 increase.

This agenda item is a result of the Board, after having gone through the last Standby Fee increase, made the decision that it was not desirable to implement such a large increase at any one time. If there is to be an increase, Chair Francis felt the Board all agrees that it should be achieved in small percentages at regular intervals, over time, after careful consideration of operational needs and other revenue sources. Since the Board is preparing to adopt a tentative budget for the upcoming year, it makes sense that the Board would, again, take a look at our revenues, of which Standby Fees should be considered.

There is no doubt that the District needs a consistent and sustainable flow of revenue to pay for the emergency services it provides. Chief Ballard returned to the department in September 2015 and has been tasked with evaluating the department's apparatus, equipment and facilities to give the Board a more realistic view of our current condition and some options concerning our future needs. A preliminary report has been provided that indicates that the District does have some serious deficiencies that will require careful planning and prioritization of how funds are allocated, by what means those funds will be acquired, and how they are allocated to the reserves we have, or, how we can be best prepared to fix or replace the first thing that goes down among our 20+ year old apparatus.

The District is also preparing to begin a study of our district by a professional firm that will provide us with a thorough evaluation of the same things Chief Ballard will be going through, in addition to some other areas such as staffing and managerial practices.

Chair Francis stated her recommendation:

- Not consider raising Standby Fees for the 2016 billing at this time.
- Wait until the Board has a better understanding of the District's needs and how we may best go about raising the funds to meet those needs.

At the request of Chair Francis, Chief Ballard shared with the Board some of the feedback he has been getting from the public since this item appeared on our agenda as it is important the Board has this perspective.

- The public has a concern that we just raised the fees.
- We are having a study done and, before the study is done, we are raising fees again.
- Older property owners that are on fixed incomes feel this can be somewhat of a detriment; any more increases can be a detriment to them and their income.

Chief Ballard indicated that he agreed with these concerns. Until we have the study completed, it would be important to wait and see what the study indicates and go from there. The Chief isn't stating he doesn't feel we don't need to increase rates. He has provided a preliminary report on the District's needs, but still does not feel this is the time to increase the fees.

Adrian Player stated:

- The item was placed on the agenda as a result of Adrian's belief that it is an error not to increase the Standby Fee every year.
- The proposed increase of 3% was not based on anything in particular, although the upcoming study is a good thing to base it on.
- He is unimpressed by public feedback about not wanting the Standby Fee increase because during the 16 years he has lived here in Springdale he has heard that every time the Fire District wanted to raise the Standby Fee, there was a plethora of people who were opposed to it.
- What is important to Adrian is providing the services of the Fire District, both in emergency services and fire services.
- We can't raise the Standby Fee tonight; that requires specific steps. He wanted the item on the agenda for two reasons: 1) He wanted people in this town to realize that we need to have the money to run the Fire District, and it isn't just going to magically appear, and 2) It is the businesses in this town that are providing the support for this fire district.
- At least 80% of the revenue for the Town of Springdale, having nothing to do with the fire district, comes from tourism and from the businesses.
- The businesses deserve the right to know, in advance, that we are thinking about raising the Standby Fee so they can adjust their hotel rates (which is where it principally comes from), accordingly.
- Adrian clarified that although fees were increased in 2014, we are now in our second year of experiencing the increase.
- He is supportive of the Chairman's suggestion that we listen to what the study does, because the study could tell us that we don't need four people on standby; it could tell us that everything is fine; it could tell us that we are over-staffed; it could do a lot of things. He doubts that is going to happen.
- He is in favor of some type of an increase in the Standby Fee for next year, and we are going to have to jump through a lot of hoops to do that.
- A discussion of Standby Fees needs to go on the agenda every month, as we need to alert both the residents and the businesses that this could happen so that they can plan their business and their personal lives accordingly.
- We provide these emergency services. He wants them; everybody here wants them, and it is not just because the tourists are here. The tourists are actually letting us fund it. If we didn't have tourism, we would not have a Rockville/Springdale Fire Protection District as we couldn't fund

it out of the property tax portion of the money that comes in, and the Standby Fees would be horrendously higher than they are now.

Chuck Passek stated:

- He agrees we had a large increase in the recent past, but looking at the 2016 budget he says we have money that would enable us to operate, but really not put any money away into reserves.
- The list of equipment submitted by the Chief and the Board's recent visit to the station has educated us as to the reality of our needs, and we have millions of dollars in needs for equipment, rather than tens of thousands.
- These needs aren't 20 years from now; they are within probably the next five years or so, and we need to start putting reserves away. In the past, reserves that had been put aside were utilized to pay for operational costs.
- If we look at the 2016 budget, we will have only \$100,000 in seed money to buy what could easily be \$1,500,000 worth of equipment.
- He agreed with the thought that there is a study coming up and they may say something different about funding, but he thinks they are not going to say it so different that we shouldn't get started on bringing some money in, and a 3% increase would raise approximately \$14,000 which would give us an additional \$14,000 to add to our reserves.
- He looks at this increase as not to pay for operating the fire department on a day-to-day basis, but for the ability to start preparing for the future. His comfort level would be that we were putting over \$50,000 a year into reserves to purchase new equipment. The fact that we are not even close to that this year even with this increase, makes him want to support it.
- He is for the increase because he feels it needs to go into the equipment reserve, which isn't going to change no matter what we do with the study. The amount is so high that even if they said something about staffing, it still wouldn't get us to where we want to go.
- Even if we began the process and somewhere down the road stop it, he thinks Adrian's point is correct that we need people to understand that we have to have a fairly regular increase in fees.
- Our fees never go up automatically like property taxes. Unless we actually raise our fees, there is no increase. It would be irresponsible for us not to take that into account.

John Callahan stated:

- He voted to increase the Standby Fees for 2014. In fact, he was totally against it when we first started, but he could see, and he thinks anybody with half a deck of cards can see, that we could not proceed as we were on a volunteer basis, so we had to do something, which we did.
- Right now we are in a position of spending money on a study, and he felt the Board was a little premature to even think about raising these fees for next year until we receive that study back to give us the direction that we need.
- There are a lot of small businesses in town, of which he is one, that are hearing the same comments that Ryan just conveyed. Referencing his own situation, businesses can't hike our fees every time we turn around; we are not a motel. They draw Social Security, are on very limited funds, and his position is "hell no" and "hell no".
- He understands why we have to go about raising the fees; he totally understands that, but there's got to be a more equitable way than just throwing 3% out there. The percentage really isn't that important, but we are depending on this study to, hopefully, lead us in the right direction.

Adrian Player stated:

- He understands where John is coming from. He doesn't believe that the study is going to tell us that we are staffing incorrectly or that our equipment doesn't need be replaced. He believes that we are under the eight-ball in terms of our equipment and we are staffing correctly. Those are his personal opinions.
- He doesn't think that a percentage increase ignored is going to make a bit of difference to any business owner, whether they are a small business or not, as long as they know in advance that it is a possibility.
- We can't even do this until we have a public hearing. His intent was to put it in the thought process of our citizens that are supporting the Fire District to understand that we need the money. We can certainly justify it after the study comes in in March or May. We could then formally adopt an increase and listen to everybody tell us why it's too much, or not enough. At least at this point in time, let's give the businesses and citizens the idea that you cannot go on like this fire district went on for a number of years without any raise, and then all of a sudden come up with this horrendous increase. It is so much simpler – it's \$20 more a year for him on his house – it can't be that much more for most other people. Twenty more dollars – adjust your personal habits accordingly, he does.
- He feels the fiduciary responsibility he has requires him to say that you have to tie it to something. If you want to tie it to the economic indicator and the United States of America and there is a reason to do that, do it. Don't just put your head in the sand and say we aren't going to increase it.
- He is not advocating increasing it tonight because we can't do that. He wants us to, when we segue into the next thing about the budget, be thinking that we are at least acknowledging the need for an increase.
- He is not postponing this meeting until the study, but he wants to go on record, he wants the business people to see these minutes, he wants to be able to say when he walks away from here tonight "Read tonight's minutes, because there is going to be an increase, and that is the way it is going to be."

Chair Francis responded to some of the comments that have been made:

- Chuck – Presently we budgeted \$450,000 in Standby Fees for 2016, which is not an increase of what we budgeted for last year.
- Adrian – You are right, we implemented this in 2014. We have had two years of Standby Fee billings under the increased rate.

Chair Francis stated:

- We have not increased our projection of Standby Fees for 2016 because we are still trying to figure out what the trend is for people to do – what our receivables will be, and whether or not people will utilize the quarterly billing option.
- We didn't include in our revenue estimation for Standby Fees next year any of the growth that we know is occurring all around Springdale, so it is a conservative number. Even so, it may increase by another \$8-10,000. If you take that number and multiply it by 3% that comes out to be approximately \$14-15,000.
- In her mind, what we have to go through to get \$15,000 from our subscribers at this point in time would not be beneficial to anyone.

- When you look at our total budget, which is close to \$730,000, and take out the cost of the study, grants, etc., our subscribers already pay \$450,000 in Standby Fees. That is a pretty hefty chunk of money that we are already collecting from people.
- She agrees with everybody in attendance; there is definitely a need to increase revenues. We have seen the Chief's list - \$1,000,000 is what we would really like to have in reserves right now, but we have \$200,000. We are far from being able to perfectly meet our needs right now, but for us to try to attempt an increase and take the steps to begin the process, even if we halt it at the end of the study, is premature.
- If we lose \$13-15,000 in Standby Fees for 2016 by waiting until the end of the study and implementing a potential increase in 2017, she feels that is the prudent thing to do for the sake of our subscribers.
- Regarding other revenue sources, she would like to at least begin a discussion with the Town of Springdale to see if there is a way in which they may be able to help us out with revenues. Springdale was generous this last year; they gave us a little over \$60,000 in donation to help us buy personal protective equipment. This year they have given us \$10,000 to help with our matching cost for the study. She feels it is worth a discussion with them to see how we might be able to work together to get more funding from tourism rather than our property owners.
- She still holds her position that she doesn't want to go forward with making these plans to increase Standby Fees at this time. She feels we are fine if we wait until the study, which could be complete in March, and then we can begin to consider a raise, but she feels Adrian is right that it is important that people understand what our needs are, that they're real, we can justify them as Ryan's list of equipment and the current immediate needs and recent repairs indicates.
- The need is definitely there; we need money, and it is important to get it in the minds of people that we are not going to do what we did before with a huge bump ten years down the road. We will consider increasing on an annual basis, and it could happen at any time when we begin to implement a percentage increase.
- The current discussion is valuable.

John Callahan wanted to make it clear to Chuck and Adrian that he is not saying never, ever; he is just saying not right now. He came to the meeting tonight thinking that a decision and having a vote whether they were going to increase the fee by 3% was going to take place. Adrian responded he didn't think we could do that. The question is whether or not we should start the process.

Adrian Player stated:

- If we can increase the Standby Fee for our next calendar year, which is 2016, when do you envision doing that should the need arise? We are talking about waiting until the study is over. If the study is over, which we assume the possibility of that being in March, can we hold our public meetings, can you listen to people complain, can you take all of that input and then increase the Standby Fee for the mere \$14,000 you are talking about, which you are saying is not worth the time (which Adrian disagrees with), can you do that and bill it for the 2016 bill? No, but why not? Because it should have been done this year?

Clerk Harris stated we would have the same problem we had during the last increase. With all the paperwork, changes, calculations, and changing the accounts, it would be September or October before we could get that billing out. In response to Adrian's question as to whether or not we can legally bill it for 2016, Clerk Harris said you could. In response to Adrian's question as to whether it can be in our 2016 budget, which we are going to segue into shortly, Chair Francis responded, yes we could and decide to amend our budget.

- He asked the question as to then why are we waiting so long since \$14,000 is \$14,000 more. His desire tonight is to alert the citizens and the businesses to the fact that we probably are going to try to increase the Standby Fee because we are going to be looking for revenue sources from wherever they can. He is sure the Town of Springdale is going to work with the Fire District, and the reason he is sure of that is because he is on the Town Council and he is here representing the Town Council, but you can't count on it.
- He thinks it is our fiduciary responsibility to make sure that we have revenue to cover not just operational expenses, but also the equipment costs for replacement. It is a fiduciary responsibility, and even though it is only \$14,000, it is still \$14,000 more than we would have if we don't continue thinking about it.

Adrian stated that if it's time to make a motion, it is a very generic motion that he would make. He would make the motion that would just let us continue to think about increasing the Standby Fees, and he is happy to wait until we get the study results. He just wants to make sure that we can do it. If you need the justification from the study to get your vote, fine; he is ready to vote in favor of it tonight, but you can't do that without the public input. His point was that you can't put your head in the sand and ignore the need for money, and you need to alert your citizens so that they can plan ahead for the additional \$20, if they are just a residential owner, plan ahead if you are a business owner and raise your motel rates, plan ahead.

There is no further source of money Adrian is aware of short of doing impact fees. We could come up with impact fees for a ladder truck; we could rely upon people to teach us how to do that.

Adrian acquiesced if nobody wanted to make a motion, he would make one. He thinks it is very important that we alert citizens to the need. He was sorry that people live here and don't have an increasing source of revenue, but they live here and they are sure going to count on the ambulance to take them to the hospital if they have a heart attack, or the fire department to put out the fire if their house catches on fire, and that means you have got to come up with money and adjust your living accordingly.

Chair Francis clarified she didn't say she didn't think it was worth the time to get an extra \$14,000; she didn't think it was worth the loss of good will among our subscribers that we will incur based on the comments and feedback that we are getting at this time.

Adrian pointed out that trouble is a good thing and, even though our fire chief received a lot of calls, visits, etc. how many people do you see in the audience tonight. They know the Chief's number so they call and complain, but you might get a different response if you put it to them logically - do you want the service, would like to have your life saved if you have a heart attack?

People need to understand we are not running a business; we are running fire protection and emergency services and because we are not running a business, we charge but we don't get paid.

John Callahan stated the \$14,000 figure is going to be totally, totally misleading in the future when we start discussing this because it is going to haunt us. What happens tomorrow if one of our engines catches on fire because of an electrical issue? That could cost \$50,000 - \$60,000 really quick. This \$14,000, based on whatever it is based on, shouldn't even be a part of the equation. We know that we are getting future income from future businesses. There are new motels, restaurants and residences. We have to increase it sooner or later, but John doesn't feel now is the time to do it.

Chuck Passek still supports an increase; the amount of \$14,000 is real money. Chuck reported he attended the Hurricane Valley Fire District earlier in the day as he was interested in the proposal they had submitted for a grant to purchase an engine/ladder/hybrid pumper as we may look at a similar thing. He just wanted to see what they were getting. They would get a \$1,000,000 loan for 30 years at 2.5% interest. That equates to be \$50,000/yr. for 30 years. That may be something we may be seriously be looking at in the near future. We are nowhere close to putting \$50,000/yr. dedicated to just one piece of equipment in this budget. We need to get there somewhere, and, unless we are ready at some point to raise the rates 15% in order to get to that \$15,000, then we need to start doing that. That one engine is just one of a number of engines. Chuck understands all the counter arguments, but he feels we need to start going towards that. Public input is good, whether they are happy with us or not. It is a process for us to educate them and for them to educate us, and if someone can come in tell him how we are going to get a \$1,000,000 engine without paying for it, then we need to listen.

Chuck Passek moved the Board continues to address the possibility of raising standby fees to the degree of 3% annually beginning for the 2016 billing period and that the Board continue that process. We understand that it is possible that something may come up that we may not to decide to do it, but in all likelihood, in his personal opinion, he feels we should continue the process now. He doesn't want the discussion to not take place until 2017 again.

Chair Francis reminded the Board, per Elaine, of "the process" of raising fees and the hours of committee meetings and public hearings to adjust the standby fee schedule numbers and accounts, etc.

Chuck was under the impression the Board would decide, after the appropriate amount of public input and hearings, to raise the rates a certain degree and then all the administrative things would happen.

Clerk Harris responded that you can't approve an increase without going through the process – advertising, etc., and the time that it takes to achieve it.

Chuck asked if we think it is a good possibility and we can wait to start the formal process in March, could it still be accomplished for 2016? Clerk Harris responded that you could accomplish it with the time frame to institute it, but it would not be applied and people would be getting their invoices late like they did for the last increase; possibly October.

Chuck asked if we started it now. Clerk Harris responded that if we started the process now and we were able to approve it in time (say by January/February 2016), then we could start the paperwork process for the calculations, etc. and then you would hopefully get the billing out by June 30, 2016.

Chuck clarified that the downside to waiting until March would be the billing would go out a quarter later. Clerk Harris confirmed that would be the case, and those that are billed quarterly would have two quarters due up front, which is what happened the last time we had an increase.

Chuck proposed that the Board encourage the discussions when it comes up and begin the formal process in March. At that time the study will be in progress and the public has the next six months to give us their input and if we wanted to continue, it could still be done for the fiscal '16.

Chair Francis and Clerk Harris had earlier discussed that there would be no projected increase in the upcoming approval of the 2016 budget, but we would amend the 2016 budget after the increase was approved.

Chuck felt there was a great benefit having people understand what the fiscal situation is and there are a number of ways that our revenue can increase and the residents of Springdale can tell their council that; Rockville residents can do the same with their council. If the residents want to encourage these other entities to increase our funding so we don't have to rely so much on standby fees, that is entirely their option.

Chuck is in support of continuing the discussion on a potential rate increase of 3% for 2016 and that he envisions starting the formal process in March of 2016.

Keep it on the agenda; let the public know that we are seriously considering it; now is the time they can discuss it and unless something convinces him otherwise, come March of 2016 he is going to propose to begin the process to raise the rates.

Adrian Player moved that the Board formally acknowledges that there is a probability that there is a need to raise the standby fee by a percentage, yet unknown, but possibly 3%, and the Board will continue to consider that possibility and decide after we have the formal study whether or not there is a need to do it, which would be in March or April, or whenever the formal study is completed. Chuck Passek seconded the motion and a roll call vote indicated all those present voting in favor, excepting John Callahan, who voted no.

John asked if the process could be published so people can understand the process. Chair Francis indicated that part of the process is to publicize our intent.

Utah Code identifies at what point in time you need to notify the public, etc. John stated that he wants to ensure that people understand the process.

John asked if we are sure we can retro standby fees if they are approved in November to June 30. Chair Francis responded it would be the fees that would begin for the time period of June 30, 2016. If we approve in March to raise the fees, we are ahead of June 30.

Clerk Harris indicated that you won't be approving them in March, you will be beginning the process. When the standby fees were increased in 2014, they were retroactive to the June 30, 2014 billing. The public hearings, etc. were geared towards that it would start June 30, 2014. The Clerk would have to research the actual motions, etc. to verify that.

John felt that as long as we get it lined out in front of us and we can explain it to people we serve.

Adrian asked that while the minutes of the meetings are not verbatim, he would encourage the Clerk to try to make them as verbatim as possible in the discussion of Standby Fees so that we can be assured the minutes serve as an accurate representation of the whole intent of the discussion, and that anyone who reads them actually understands what the concept was that was approved.

5. **DISCUSSION AND ACTION ON A RESOLUTION TO APPROVE THE TENTATIVE BUDGET FOR THE YEAR 2016** – Chair Francis reported this is the same budget that has been distributed since last month; there have been no changes other than the latest proposal to rename and reallocate monies from the old reserve funds into essentially three reserve funds that address the current needs of the department as it exists presently, which is basically operations, apparatus (includes all equipment for fire and EMS), and facilities. These changes are proposals for the Board's consideration, but not to be included in the approval of the Tentative 2016 budget.

The proposed changes that came from comments, mostly by Chuck Passek, about how we need to start basically paying ourselves to anticipate future needs, rather than having the past approach where we looked at our revenues, based on the income we were going to receive, we created a budget of expenses, then proceeded to trimming the expenses to what we were going to actually receive in revenues. Whatever was left over as a surplus at the end of the year, we decided into which reserve to place that surplus.

The renaming of the reserve accounts is so the Board can begin to think about our needs, based on the current condition and the future, and how much things cost, and we can budget for those things just as we would any other operational expense, so that we can, as a board, with the help of Ryan and the study, determine an amount that we really should shoot for on annual basis to sustain our department – whether it be \$25,000 \$50,000, \$100,000. Whatever that amount is, we put it in our budget and include it as an expense so that we are better prepared.

Chair Francis reported the only thing that has changed on the proposed tentative since October, which is not reflected here is that she had made an error in the calculation of the Transient Room Tax that was projected from the Town of Springdale. It is reported as \$130,000, which is incorrect. Chair Francis is still waiting to hear from their calculation of the cap of what our expected TRT will be, but she doesn't expect that it will be much more than about \$116,000 to \$118,000. That will reduce the total revenues by about \$15,000. Therefore, this proposed Tentative Budget for 2016 is going to be trimmed in both revenues and expenditures by that amount. The exact amount will be acquired from the Town of

Springdale and then she and the Chief will be working on reducing expenditures by \$15,000. These changes will be proposed at the public hearing in December.

In answer to Adrian Player's question as to whether the Tentative 2016 Budget has to be approved tonight, Chair Francis stated we can approve the tentative, and then the changes can be announced prior to the Public Hearing and will be reflected in the final approval.

Adrian Player moved the Board approve the Tentative Budget as presented for the year 2016 with balanced projected revenues and expenditures in the amount of \$759,600. Chuck Passek seconded the motion and a roll call vote indicated all those present voted in favor of the motion. The Resolution No. is 15-1118-1.

6. **SET THE PUBLIC HEARING DATE FOR THE 2016 BUDGET** – After discussion, it was determined the Public Hearing on the 2016 Budget will be Monday, December 14, 2015 at 5:00 pm.
7. **FIRE CHIEF'S REPORT – FIRE SERVICE**
 - a) Report on fire activity since the last Board meeting – Chief Ballard reported there have been three calls – one residential fire alarm, a fuel spill, and a trash/vehicle fire.

Chief Ballard reported, upon receiving an invitation, he gave a short presentation to the Anasazi Plateau Homeowner's Association on defensible space at their annual meeting during the last month.
 - b) Consideration and possible approval of applicants for the Fire service – There were no applicants.
 - c) Training update – Chief Ballard reported that training has been going well with about 10-12 participants.

- d) New business to include requests for budgeted expenditures – There were no requests.
- e) Review of the ISO report and new rating
- Our previous classification was 4/9 and the new classification is 3/3X. The lower the number, the better. This low classification is very impressive for a community our size and we are one of 3,056 nationwide with a rating of 3. There is only 1,192 departments nationwide that have a lower rating than ours.

In answer to Chair Francis's question as to how many departments total are nationwide and does this number put our department in a certain percentile, Chair Ballard estimated 35,000 total departments nationwide. That appears to put us in a very high percentile.

- ISO performs a study on a department's firefighting capabilities. They look at the water supply, communications, and the department itself. They evaluate several aspects of each of those components and then assign a rating. That rating is then distributed to all the insurance companies, nationwide, and many of the companies utilize that rating on which to base your homeowner's insurance and business insurance, or industrial insurance. It can directly impact what owners of these structures pay in insurance.

The Chair and Chief have discussed putting this information on the website and in town newsletters to inform the property owners of this new rating. It will still be the responsibility of the owner to call their insurance company and notify them of the new classification.

In response to John Callahan's question as to how long the rating is good for, Chief Ballard responded usually five years. If the department was to do a large improvement (purchase a ladder truck or have a significant upgrade in the water system), we can call ISO and request a re-evaluation.

- The 3X rating basically applies to the homes that are more than five road miles from a fire station and also more than 1,000 feet from a municipal water supply, or do not have a substantial water supply available to fight a fire. Those would be some of the homes on the Rockville Bench and a few of the outlying places. Most of the communities are covered by the 3 rating.

8. FIRE CHIEF'S REPORT – AMBULANCE SERVICE

- a) Report on EMS activity since the last board meeting – Chief Ballard reported there was a total of five calls since last month's report. The Chief reported that on most EMS calls, fire and EMS both respond as a department and work as a team.
- b) Consideration and possible approval of applicants for the EMS service – There were no applications presented.
- c) Training update – There have been two trainings since the last meeting, one of which was with Life Flight. They did not have all the opportunity they would have liked, but they did come and do some classroom presentations, which was very helpful.

- d) New business to include requests for budgeted expenditures – There were no requests for budgeted expenditures.

The Chief reported that Rescue '91, which is on the list for replacement, has some difficulties which were reported to him this morning. He will be looking into the problem and will be reporting on his findings. It is currently out of service.

John Callahan asked about the Rabbit Brush that is near the Red Hawk buildings, is six to eight feet tall, and has become not only a traffic hazard, but also a fire hazard, and if there was a possibility the department could, as part of the community burn that has been done in the past, take care of it. The Chief responded that he is attempting to start a fuels reduction program in Rockville and would like to work with what John is requesting. Some of the problems he has encountered in the past in Springdale is that the Homeowner's Associations have certain rules about this, so caution needs to be taken that it is okay.

With Rabbit Brush, it can't just be burned; it has to be cut, piled, and then burned since the stalks don't burn well. The Chief would like to take a look at the situation and see if they can help.

In response to Adrian's question as to who owns the property, John responded as he understands it, the Town of Springdale owns half and Red Hawk Apartments owns half.

Fuels reduction is something the Chief would like to pursue in both Rockville and Springdale.

Adrian Player reported that the Town of Springdale approved a number of months ago striping along the road by the Firehouse. All of the striping that was approved was not completed, and Adrian indicated there were areas in front of the firehouse that are not striped. He asked the Chief if they should be striped, would the Chief desire to have them striped, or is he happy with what there is. Chief Ballard responded he would like it striped for the reason that the parking does impede the emergency vehicles from getting on the road in the middle of the summer when a number of large vehicles park in the area. The reservations he has is that when the firefighters respond to the station, a lot of times there is not sufficient parking in the parking lot and they have to park in the area in front of the station, which is a no-parking zone. If there was an understanding that those vehicles would not be cited, Chief Ballard would prefer the area be striped. He will consult with Police Chief Brecke and Springdale's Public Works Director, Robbie Totten.

9. CHAIRMAN'S REPORT

- a) Status of ESCI contract – We have a copy of the final draft which was submitted to our attorney for his review and he made a few suggestions, which were then emailed to Board members earlier. Those changes have been sent to ESCI; they made the changes as presented and Chair Francis is prepared to sign the contract.

We formally awarded the contract to ESCI by a motion and approval; therefore, the Board does not need to approve Chair Francis signing it. We should soon be getting some formal notification from ESCI as to the when the process will begin.

- b) Status of Interlocal Agreement regarding fire protection services – A final draft for the agreement with the Town of Springdale has been completed and Springdale will be sending it to the Springdale Town attorney for review. Once that is received, we will send it to our attorney for review. The agreement has been reviewed by Springdale's Planning Commission,

public works, the District's fire marshal, and Chief Ballard. All those have agreed to the terms of the agreement.

Once the Springdale Agreement is final, Rockville should be able to modify it to suit their needs and present a final Interlocal Agreement for Rockville to their Town Council for approval.

- c) Board Member training requirements – Most of the existing board has been through the training requirements. On an annual basis, the entire board needs to attend an Open Meeting Act training session. The Town of Springdale has provided that in the past and we have attended. There may be participation from the towns of Rockville and Virgin for 2016.

Every Board member must attend training by the Utah State Auditor's Office within one year of their appointment. There are class offerings, but it is also available on line. Chair Francis has the information for participating in the on-line class.

- 10. **STANDBY FEE BILLING REPORT TO INCLUDE UPDATE AND POSSIBLE ACTION ON DELINQUENT ACCOUNTS** – The Clerk reported as of the end of October, there was \$18,796.56 over 120 days past due. This amount includes removing the credit balances from the 120 days past due total, which would have decreased the amount by \$17,116.23. The Clerk reported that the liens on the property taxes are beginning to be collected and paid.

Adrian stated that the dollar amount doesn't really mean much to him. It would be interesting to know who is not paying. Adrian requested a copy of the report every month as he would like to come up with some strategy to figure out why.

11. **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 October, the accounts receivable was \$88,506.17; an increase of \$9,009.54 since the September report.

Copies of a request for consideration of writing off charges for an ambulance bill were distributed to the Board. After review of the request, Adrian gave his opinion that if the ambulance is called and we provided a service, the bill needs to be paid, whether or not the call was serious.

Adrian stated that the justification for the request was a good story, but he was not impressed with the dollar amount. If it was \$15,000, maybe we could consider some adjustment, but for \$346, he says no.

Adrian Player recommended the Board develop a procedure for making these decisions rather than in a formal board meeting. Discussion took place regarding the creation of a committee to address these requests and possibly make a recommendation to the Board, or have guidelines for the committee to make the decision. Clerk Harris will consult with our billing agent to see if any of the other agencies she bills for has such a policy.

John Callahan moved to deny the request for the service of March 31, 2015. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

- c) Approval of expenditures for October 2015 – Adrian Player moved for the approval of the expenditures as presented for the month of October. John Callahan seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

12. APPROVAL OF THE MINUTES OF THE OCTOBER 26, 2015 SPECIAL MEETING AND THE OCTOBER 28, 2015 REGULAR MEETING – John asked a question relative to Item 8 – Chairman’s report – of the October 28 meeting. John reported that our Bylaws state that our Budget Committee should consist of the Fire Chief, the Chair and the Treasurer and the EMS Director. Chair Francis responded that the Chief oversees the EMS Director and basically speaks for the EMS Director, with whom he consults regarding the budget. The EMS Director is a sub-department. John Callahan moved the minutes of the October 26, 2015 Special Meeting and the October 28, 2015 Regular Meeting be approved. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

13. GENERAL BOARD DISCUSSION – There were no items presented for discussion.

14. IDENTIFICATION OF ISSUES FOR FUTURE AGENDAS

- a) Appoint a committee for addressing requests for write-off considerations of ambulance services.
- b) Adrian Player requested that for every month, until we make it a public hearing, discussion about the pros and cons of a standby fee increase be on the agenda, so the public is aware the issue is still being discussed.
- c) Approval of the Interlocal Agreement regarding fire protection services.

15. ADJOURN – Adrian Player moved the meeting be adjourned. John Callahan seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

Meeting adjourned at 8:15 p.m.

Minutes typed by:

Elaine M. Harris
District Clerk

APPROVED:

Luci Francis, Chair