

ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT

P.O. Box 159

Springdale, UT 84767

January 21, 2015

Rockville Community Center

1. **CALL TO ORDER AND ROLL CALL** – Acting Chair John Callahan called the meeting to order at 6:45 p.m. with the following members of the Rockville/Springdale Fire Protection District Board present: Luci Francis, Louise Excell, Chuck Passek and Adrian Player. 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. **PUBLIC COMMENT AND QUESTIONS** – There were no questions or comments from the public.
4. **ELECTION OF A CHAIR AND VICE-CHAIR** – John Callahan nominated Luci Francis for the position of Chair. Adrian Player seconded the nomination and Louise Excell called the question. A roll call vote indicated all those present voted in favor of the nomination.

John Callahan nominated himself for the position of Vice-Chair. Louise Excell seconded the nomination and Louise Excell called the question. A roll call vote indicated all those present voted in favor of the motion.

John thanked everyone for their support during the last couple of months.

5. **APPROVAL OF A LETTER OF ENGAGEMENT FOR SAVAGE ESPLIN & RADMALL FOR THE 2014 AUDIT OF THE DISTRICT** – Louise Excell confirmed that the fee had not been increased from the 2013 audit (\$7,200). Louise Excell moved to approve the Letter of Engagement for Savage Esplin & Radmall for the 2014 Audit of the District. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.
6. **ACTION ON A RESOLUTION TO APPOINT A TREASURER FOR THE ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT** – Luci Francis nominated Louise Excell for the position of Treasurer due to the fact that she has previously served in that role. Adrian Player moved to approve Resolution No. 15-0121-1, *A Resolution to Appoint a Treasurer, Louise Excell, for the Rockville/Springdale Fire Protection District*. John Callahan seconded the motion and a roll call vote indicated all those present voted in favor of the motion.
7. **ACTION ON A RESOLUTION TO DESIGNATE BOARD MEMBERS WITH THE AUTHORITY TO SIGN PAYMENT VOUCHERS OF THE ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT CHECKING ACCOUNT** – John Callahan moved to approve Resolution No. 15-0121-2, *A Resolution to Designate Board Members with the Authority to Sign Payment Vouchers of the Rockville/Springdale Fire Protection District Checking Account* naming Luci Francis, as Chair, Louise Excell, as Treasurer, and John Callahan and Chuck Passek as Board Members. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.
8. **ACTION ON A RESOLUTION TO DESIGNATE BOARD MEMBERS WITH THE AUTHORITY TO SIGN PAYROLL VOUCHERS OF THE ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT PAYROLL ACCOUNT** – John Callahan move to approve Resolution

No. 15-0121-3, *A Resolution to Designate Board Members with the Authority to Sign Payroll Vouchers of the Rockville/Springdale Fire Protection District Payroll Account* naming Luci Francis, as Chair, Louise Excell, as Treasurer, and John Callahan and Chuck Passek as Board Members. Louise Excell seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

9. **ACTION ON A RESOLUTION TO DESIGNATE BOARD MEMBERS WITH THE AUTHORITY TO HAVE ACCESS TO THE SAFE DEPOSIT BOX OF THE ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT** – John Callahan moved to adopt Resolution No. 15-0121-4, *A Resolution to Designate Board Members with the Authority to have Access to the Safe Deposit Box of the Rockville/Springdale Fire Protection District* naming, in addition to District Clerk Elaine Harris, Luci Francis and John Callahan. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.
10. **ACTION ON A RESOLUTION TO AUTHORIZE ACCESS TO THE UTAH PUBLIC INVESTMENT FUND (UPTIF) ACCOUNT OF THE ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT** – John Callahan moved to adopt Resolution No. 15-0121-5, *A Resolution to Authorize Access to the Utah Public Investment Fund (UPTIF) Account of the Rockville/Springdale Fire Protection District* naming Luci Francis and John Callahan. Louise Excell seconded the motion and a roll call vote indicated all those present voted in favor of the motion.
11. **REPORT, DISCUSSION AND ACTION RELATIVE TO THE EXPENDITURE OF THE BALANCE OF THE SPRINGDALE DONATION** – The original donation was \$60,888 to be utilized for equipment/gear. Invoices this far have totaled \$58,969.62 leaving a balance of \$1,918.38. Clerk Harris saved invoices that would be eligible for the donation in case there was a balance after the initial expenditures. Additional items eligible for Springdale funding are six Kevlar Hoods – \$283.46, two nozzles – \$990.00, one turnout coat – \$999.00, and one pair turnout pants – \$765.00.

John Callahan moved to submit all the items and let the Town of Springdale determine which items they desire to pay. Louise Excell seconded the motion. The Chair suggested sending a letter with the list and ask them how they would like us to apply for the reimbursement. Chuck Passek suggested leaving the nozzle off as the other items are all personal protective equipment. After discussion it was decided to submit the list, prioritized, with the nozzles listed last. Chuck Passek will draft the letter. The motion and second was amended to include prioritizing the list. A roll call vote indicated all those present voted in favor of the motion.

12. **DISCUSSION AND POSSIBLE ACTION CONCERNING THE POSITION OF FULL-TIME FIRE CHIEF OR AN ALTERNATIVE PROPOSAL** – A proposal had been received from Candidate N. The options for the proposal are: 1) accept or deny Candidate N's counter-offer of employment; 2) revisit our current applicants for potential call back and note that the applicants not chosen for the interviews of December 19, 2014 have already been sent rejection letters and two of the interviewees of that day are still waiting to be notified; or 3) put off the hire of a full-time chief and put in place a temporary, part-time chief to replace Joe Barker who has indicated to the Board in a memo sent January 12, 2015 that he has a preferred last day of duty of March 1.

Louise posed the question: How can we accept Candidate "N" proposal since it would require a personnel expenditure beyond our budget? To accept, the budget would have to be opened and amended to find more money, which she did not feel was fiscally wise nor is it politically wise at

this time. Louise Excell moved to not accept the counter-proposal from Candidate N. Adrian Player seconded the motion. Luci stated that this candidate was very qualified and we tried work with him extensively to try to be able to accommodate his needs, but this proposal would go over our budget. A roll call vote indicated all those present voted in favor of the motion.

Chair Francis was willing to entertain a motion to revisit current applicants for potential call back. This may be time consuming and there is a short time limit to enable Joe Barker to leave by March 1. A potential candidate would also need time to notify their current employer as well as to relocate.

For the third option, the Chair felt there is only one candidate who would fit that option and it would be someone who already lives here. As Joe Barker stated, to hire someone part time would be just as difficult to hire someone full time unless it was someone who has already done the job previously, lives and works here.

Louise Excell stated she was hesitant to hire a full-time chief until the Hurricane Valley Fire District issue is resolved.

The suggestion was made to put in place a temporary, part-time fire chief with a time period and what he will be paid. The current part-time chief is being paid \$17,000/yr. The time it takes to receive the Hurricane proposal plays largely with the period of time we will need a temporary chief. This could take a minimum of 120 days. We have budgeted for the full-time chief enough to cover a temporary, part-time chief.

After giving the issue a lot of thought, Adrian Player did not feel there was a reasonable expectation in his mind that the Hurricane Valley Fire District is going to be interested at all in annexing the RSFD and it is simply a matter of dollars. They aren't going to be able to raise enough property taxes to pay for even just two personnel manning the fire station which is apparently what they want to do. They will lose the TRT and they will lose the Standby Fee. They could impose a Standby Fee. At the last meeting it was decided to do the study. In Adrian's mind, he is willing to bet that if it takes them three months to do the study, once they give it to us, it is a done deal, and we are going to say thank you very much and we can do whatever we want.

In an information gathering meeting with this candidate, the Chair explained no pay was discussed, just an exchange of information. He had initially turned down an offer of employment based on the possible instability of the job due to the Hurricane situation.

Chuck Passek felt he would be comfortable with a six-month commitment, at least. He didn't feel the study will take less than three months, then there is a discussion period on the merits of whatever Hurricane presents. After that, if we went back into the hiring process, he couldn't see that we would be ready to look at fulfilling a full-time position then for at least six months. As we got closer to the end of six months, we could lengthen or shorten the time. The stability is for management and a period at least that long would be appropriate.

Louise figured our current salary being the same salary. Chuck felt if that was appropriate in the past than he would feel it was adequate. The Chair felt the salary should be bumped up a little. Chuck clarified that is a separate thing from the candidate issue. Chuck questioned how long it has been since that salary been raised. Are we asking for any more duties? If not, what would be our justification? Clerk Harris felt the current Chief's salary has been in place for at least three years. During that time, the Chief was also receiving a Fire Marshal salary. That item has been eliminated from the current budget and those duties are to be performed by the Chief excepting the plan

reviews. That item has been budgeted as a contract. It will now be the Chief's responsibility to make sure the business inspections and follow up development inspections are completed.

The Chair questioned if the Board wanted to continue with the discussion relative to salary; the subject is not an action item on the agenda.

Chuck Passek moved the Board pursue Option #3, which is to identify and recruit for a part-time Fire Chief for a minimum period of six months and to look into whether it's appropriate, since it is a short time frame, maybe there is some percentage increase because we are only hiring him for a short period of time. We would review the salary due to the circumstances. Adrian Player seconded the motion.

Roll Call Vote:

Adrian Player – Aye
Chuck Passek – Aye
John Callahan – No
Luci Francis – Aye
Louise Excell – Abstain

John Callahan stated his reason for voting "no" is he is not sure what the motion ending up being. Chuck Passek clarified the motion was to pursue recruiting and identifying a candidate for a part-time position for a six-month time frame, for the Chief of the Fire Department and to review whether the current \$17,000/yr. salary is appropriate or whether the Board should modify that for the candidate they may identify. John asked what the method is to be to identify the candidate – are we going to re-advertise or ask the other two candidates to do part time. Chuck suggested we refer to the Chair's statement that one of the requirements for someone to step in for a short period is we need someone that can walk into the job, someone who is currently residing within the District, someone who has knowledge of the department and someone that is willing take it for that short period of time.

Chair Francis confirmed the Board will pursue and identify a candidate who can fulfill a temporary, part-time role.

Relative to the other option of our additional candidates, a decision needs to be made as far as notifying the other two candidates that were interviewed on December 19, 2014. They need to be provided with an answer. The content of the notification letter was discussed. They need to be informed that the District has failed to hire a full-time, permanent Chief at this time for a number of reasons and that we "appreciate your interest and would like to keep your application for future consideration." We could also give them the opportunity to apply for the part-time position. Chair Francis reminded everyone that one of the requirements is that they reside within the District. It doesn't seem feasible to go into soliciting candidates for the temporary, part-time position; we have identified one from the previous candidates. Hiring someone for the temporary, part-time position would put someone new and unfamiliar with the District into the position, trained by Joe Barker, then that "new" person would have to train the new full-time Chief. This appears to be very disruptive to the department personnel. The particular candidate that is available has worked in the District, understands the District and would require little training for a transition. Luci felt this candidate is the only temporary, part-time candidate that is qualified for what the District needs to have fulfilled now.

Louise will compose a draft letter to the remaining candidates and distribute to the Board for review.

Chuck Passek will accompany Chair Francis to approach the candidate and make an offer for the temporary, part-time position.

13. FIRE CHIEF'S REPORT – FIRE SERVICE

- a. Report on fire activity since the last Board meeting – In the absence of Chief Barker, Chair Francis reported there were 11 fire calls, six of which were fire. The average response time is higher than normal due to the fact that one of the calls was in Virgin, which was a mutual aid assist.
- b. Consideration and possible approval of applicants for the Fire service – There were no new applicants.
- c. Training update – For the recent FF I and II certification testing, there were four modules of testing – 1) skills – everyone passed; 2) live fire – everyone passed; 3) Firefighter I academic test – all passed; 4) Firefighter II – five of the nine passed. The additional four that did not pass have the opportunity for two more attempts and the next test is February 21, 2015.

Nationwide statistics state there is a 40% pass rate after all attempts, so our group excelled.

The HazMat portion of the testing will begin March 3, 2015 and be completed by March 14, 2015. This is required for final certification.

- d. New business to include requests for budgeted expenditures – There was no new business or requests for budgeted expenditures.

14. FIRE CHIEF'S REPORT – AMBULANCE SERVICE

- a. Report on EMS activity since the last board meeting – In the absence of Captain Averett, Chair Francis reported there were five calls, three of which were transports.
- b. Consideration and possible approval of applicants for the EMS service – There were no new applicants.
- c. Training update – The EMS have held their regularly scheduled two trainings per month.
- d. New business to include requests for budgeted expenditures – There was no business or requests for budgeted expenditures

15. CHAIRMAN'S REPORT –

- a. Update on Hurricane Valley Fire District letter of request – Chair Francis reported that because of the decision of January 8, acting Chair Callahan sent a letter to Chairman Bruce Densley of Hurricane Valley Fire on January 12 asking for something similar to Michael Plyler's request to have a meeting with Tom Kuhlmann to request a proposal from Hurricane Valley. The first meeting would be to discuss the process and the expected outcome of the study. In a January 8 meeting with Luci Francis, John Callahan and Bruce Densley, Mr. Densley informed Luci and John that the first step would be to meet with Tom Kuhlmann as he was the person who had the details about the proposal and all that it would entail. To date, there has been no response to our letter of January 12.

The Board has previously discussed that when the meeting takes place with Tom Kuhlmann, it will be a work meeting in a public forum with all Board Members present and the public invited. There won't be any public comment, but the intent will be to make sure the information that was presented to our board was transparent.

During the meeting of January 8, it was requested of Mr. Densley to have an informal meeting similar to what had been held last January. What was being requested was an apples to apples comparison and Chair Densley stated that Chief Kuhlmann was reluctant to do that type of comparison because if he did that – supplying four staff and a chief – there would be no money saved; no savings to the District. Mr. Densley said that is not how they would likely run the District. It is important to keep in mind that, if we did get an apples to apples comparison, and if we did annex, it doesn't matter what costs they provide us for whatever services we would like if we annex ourselves into their district, they are under no obligation to run the fire department in any way other than what they see fit.

Louise Excell and Chair Francis met with Rockville Mayor Tracy Dutson and Councilmember Pam Leach on January 13 to provide them background information on this proposal. There are rumors that are out there and they wanted to have an opportunity to provide correspondence, meeting minutes and provide the back story for everything that has been happening with Hurricane Valley and to also provide them an opportunity to ask questions.

Mayor Dutson and Pam Leach indicated they felt the meeting was very helpful and they appreciated our efforts. We have extended the same offer to meet with Springdale if they would like more in-depth information.

Chair Francis stated that for anyone who might be reading the minutes, if the Board pursues this study, it is to gather information; it is not because the Board seeks to dissolve itself or annex itself to another district. That is not why the Board is entertaining this idea of doing a proposal.

- b. Report on training from the Utah Association of Special Districts – Prior to this meeting, the Board attended training presented by LeGrande Bitter from the Utah Association of Special Districts. The Board has now completed all of the training required annually for special districts. We have budgeted under Memberships and Subscriptions the annual membership fee of \$911 for the Utah Association of Special Districts. The organization has an extensive website of reference material and they are very active during the legislative session. There were no objections to paying the annual membership.

Discussion took place relative to Mr. Bitter's recommendation that each member of the board have an email address attached to the District. This will be a future agenda item.

Chair Francis reported on a meeting held the previous evening by the Springdale Planning Commission to which the public had been invited to give input to their general plan. Chapter 11 deals with EMS and in the section on implementing those plans that they would like to work with the RSFPD.

The Town of Springdale has subscribed to the website "efficient.gov" which is a grant finder website. Springdale has included RSFPD as a subscriber. Chair Francis attended a training last week and, if anyone would like more information on how to use the website, she has access.

16. STANDBY FEE BILLING REPORT TO INCLUDE UPDATE AND POSSIBLE ACTION ON DELINQUENT ACCOUNTS – As of the end of December, there was \$38,477.56 which was 120 days past due, a decrease of \$5,964.03. As a result of the December 31 quarterly billing and annual billing reminder, many of the annual payments due in October are coming in.

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 December, the accounts receivable was \$75,532.93 a decrease of \$13,235.48. In response to the question by John Callahan as to the billing turnaround for the ambulance charges, Clerk Harris responded it could be three months or more.
- c. Approval of expenditures for December 2014 – Louise Excell moved the expenditures for December be approved. John Callahan 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:

December 17, 2014 Public Hearing and Regular Meeting – Louise Excell moved to approve the minutes of the December 17, 2014 Public Hearing and Regular Meeting with the amendments made by Chair Francis. John Callahan seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

Adrian Player moved the following four sets of minutes be approved with the amendment made by Chair Francis. Louise Excell seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

December 19, 2014 Special Meeting
December 30, 2014 Special Meeting
January 02, 2015 Special Meeting
January 08, 2015 Special Meeting

19. GENERAL BOARD DISCUSSION – Clerk Harris recommended that, although we have met statutory requirements by attending the Open Meeting Training from the Utah Association of Special Districts, the Board attend the upcoming training relative to open meetings presented by the Town of Springdale. Although it is the same training, her experience has been that it is in more depth and a lot can be learned from the interaction with other councils, commissions and boards.

20. IDENTIFICATION OF ISSUES FOR FUTURE AGENDAS – Chuck Passek would like to review as an agenda item the various special savings accounts we have relative to what we are saving for and if there are any time frames.

Louise Excell felt it was important to address part-time salaries. This item may require a special meeting.

John Callahan would like to discuss the security of our files, office setup, the insurance on our current office setup, moving our meeting place to Springdale, the need to have computers at our meetings (one for the Treasurer and one for the Chair) for quick reference when needed.

Chair Francis felt we need to decide how we are going to handle the fire marshaling duties as our current Fire Marshal will be leaving. We should also have a strategic planning meeting, maybe in March.

21. **ADJOURN** – Louise Excell moved the meeting be adjourned. Adrian Player seconded the motion.

Meeting adjourned at 8:14 p.m.

Minutes typed by:

Elaine M. Harris
District Clerk

APPROVED:

Luci Francis
Luci Francis, Chair