

# ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT

P.O. Box 159

Springdale, UT 84767

May 27, 2015

Springdale Council Chambers

1. **CALL TO ORDER AND ROLL CALL** – Chair Luci Francis called the meeting to order at 6:30 p.m. with the following members of the Rockville/Springdale Fire Protection District Board present: John Callahan, Louise Excell, Chuck Passek and Adrian Player. District Clerk Elaine Harris recording.
2. **APPROVAL OF 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 CONSIDERATION OF APPROVAL IN JUNE OF AMENDMENTS TO THE STANDBY FEE CLASSIFICATIONS TO CLARIFY LANGUAGE IN SOME CLASS DESCRIPTIONS AND ADD NEW CATEGORIES TO ACCOMMODATE NEW COMMERCIAL USES** – Board members had submitted comments previously and those were compiled and distributed prior to the meeting. Adrian Player had no objections to the proposed changes but noted that since we are going to be undergoing a study by professionals, and certainly they would be looking at our standby fee system, he suggested that unless we need to take immediate action, it might be better to wait until we receive some feedback from the study. Chuck Passek agreed. Louise Excell felt the fees were pretty new and we could probably bear a little more time with the minimal changes that are needed rather than doing any kind of large scale changes.

Chair Francis didn't feel the proposed changes were large scale in nature. The proposals are, in essence, a cleanup of an existing document. The original seems to be serving us well and to make it clearer for anyone in the public who is paying a standby fee would be beneficial. If they read the description under the category into which they fall, she felt the changes that were being proposed will help them to better understand the document. It doesn't change anything. The only exception would be the addition to account for the one parcel that has a change in use from unimproved raw land to a commercial parking lot. There was no classification for this use, and now it is being proposed to be added. There wouldn't need to be a study to see that change is needed. The study may be able to assist us with tiers, square footages, amounts, etc. The current proposed changes only clarify the intent to make the document clearer.

In response to John Callahan's question as to whether we needed another public hearing to implement these changes, Chair Francis answered no because the changes we are proposing do not increase the standby fees. Clerk Harris clarified if the District imposes fees or increases existing fees, a public hearing is required.

The suggestion for a fee for the commercial parking lot, for discussion purposes, is \$2/parking space. That will increase the fee for the parcel from \$80/yr. to \$200/yr. Louise Excell felt the proposed fee shouldn't be any higher as the nature of the parking lot is not a high risk hazard. The Board agreed that \$2/parking space was a fair fee.

Chair Francis suggested considering simply changing the language for clarification purposes, adding the new classification and waiting to address the sprinkler allowance discussion at a later time. John Callahan felt he needed more information from the Chief before a discussion relative to sprinkler systems could be discussed. John was not prepared for a discussion, but gave the example of someone preparing to build a new residence and how much money can be saved by putting in a sprinkler system. The same question would apply to a commercial building. This information would be useful.

Louise Excell felt the major advantage to sprinkler systems is in the individual property owner's insurance costs. Having a sprinkler system makes the insurance more affordable.

At the time the new fees were being created, then-Fire Marshal Joe Barker provided a document indicating which motels/hotels had sprinkler systems; if they were during construction or retrofitted, and which motels/hotels did not have a sprinkler system.

Chuck Passek felt the sprinkler systems should be a part of the study. In his mind, he sees sprinklers as preventing a catastrophic fire; sprinklers do not prevent fires. Since we don't have a budget to fight catastrophic fires (we are only paying for response), he is unsure a sprinkled building cuts our costs. We still have to be able to respond to a building that holds 100 rooms as if it did not have sprinklers. It may shorten the time to fight the fire, but the cost is still there for the District to have to respond, as if the sprinkler system wasn't there. It is definitely a benefit to the property owner. Chuck would be interested in a professional opinion.

In reviewing the comments suggested:

- Louise had requested clarification of the statement about the calculation of square footage. It is proposed to note in the description for the calculation of square footage "The square footage that is utilized for residential properties is what is considered living space." The County records indicate living space as generally to be finished areas and could include basements, attics and enclosed porches. Garages and carports are not included even though we know some high risk activities and materials can be stored there. Louise explained the reason she raised the question was because a lot of house fires start in an attached garage. Chair Francis commented that if garages were to be considered in the future it would be important to make sure the fee was fair and reasonable. Garages are already be included in the calculation if it was known the space was being utilized to conduct a business.

This item will be added to the resolution for June.

- We have determined we will use municipal and county records. The county provides square footage, whether the area is finished or not; municipal records provide information from the building permit which includes whether or not there is to be a basement or garage and when the Certificate of Occupancy is issue. When the new construction is completed and placed on the county records, if there is a difference in the square footage, that new square footage will apply. A Certificate of Occupancy date is utilized to change a parcel from a new construction classification to the appropriate classification after construction is completed.

The item to clarify what records are utilized for gathering information will be added to the resolution for June.

- At the end of the classifications, new construction classifications are indicated, and defaulted to Class "C" Low Hazard, which makes no sense. The classification has nothing to do with the classes applied to commercial uses, whether it be a home occupation or commercial entity. The last three categories are new construction only – residential, commercial, and other (townhomes and condominiums). It is recommend to eliminate the Class "C" Low Hazard because it is confusing and change it to just say "new construction."

This item will be added to the resolution for June.

- The original idea of billing \$100/structure for new construction three months after the building permit was issued is to give time for something to actually happen on the piece of raw land. The committee's thoughts were that in three months you could reasonably assume that framing will be done which creates some risk of fire. This timing creates a problem with a quarterly billing as the three months can fall short (or later than) of a quarterly billing. For easier bookkeeping, the proposal is to add the fee at the latest of either three months or a quarterly billing.

This item will be added to the resolution for June.

A resolution will be prepared for the June meeting to implement the changes in the clarification of language and the addition of a new use for a commercial parking lot.

**5. RECOMMENDATION AND APPROVAL OF THE HIRE OF CERTIFIED FIRE MARSHAL DON BUCKLEY TO PERFORM FIRE MARSHAL SERVICES FOR THE DISTRICT**

– The Board had previously received Mr. Buckley's resume and proposed fee structure for review. Mr. Buckley is internationally certified, pro-board certified, and has firefighter and EMS experience in his background. Tom Dansie, DCD from Springdale, has reviewed the information and is comfortable with it.

Louise Excell moved to approve the hire of Don Buckley to perform the Fire Marshal services for the District. Adrian Player seconded the motion. In response to John Callahan's question as to whether we were placing Mr. Buckley on a contract or on the payroll, Chair Francis stated that our interlocal agreement with Springdale specifies that the Fire Marshal does need to be an employee of the District. That will ensure he will be covered by Worker's Compensation and have liability insurance. Mr. Buckley will be coming for an orientation meeting with officials from Rockville and Springdale.

Chair Francis requested that since Mr. Buckley will be coming from West Valley City, that we add: "Due to travel distance, he will be paid for the flat travel fee indicated in the fee structure of \$500." A roll call vote indicated all those present voted in favor of the motion.

**6. DISCUSSION AND ACTION ON A RESOLUTION TO AMEND SECTION II.6.D OF THE PERSONNEL POLICIES & PROCEDURES AND TO APPROVE APPLICABLE FORMS FOR IMPLEMENTING THE REQUIREMENTS**

– This proposal is specific to Fire Department volunteers and is being addressed due to the fact that the Fire Department now has different status of firefighters. We have volunteers, paid, on-call, certified, uncertified, etc. In order to streamline the application packet and make it easier on the Chief and the individuals who are coming to training maybe one or twice and then never come again, we have been advised by our insurer to utilize two volunteer forms indicating that the individual agrees to be a volunteer for the Fire District, and providing the District Clerk information to insure that person while they are a volunteer under Worker's Compensation and for liability insurance.

John Callahan moved to adopt Resolution No. 15-0527-1. Louise Excell seconded the motion and a roll call vote indicated all those present voted in favor of the motion

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

- a. Report on fire activity since the last Board meeting – Chief Averett reported there were 7 incidents; five transports to the hospital. There were no fire calls. There was one mutual aid for Zion National Park.

Relative to burning – Utah State is allowing burning until May 30. The District will follow the guidelines of the State for Rockville and Springdale. In the fall, burning season with a permit will begin September 15 through November 15. Agricultural burning can be done all winter long. The Chief will issue a formal announcement for distribution and posting. Rockville and Springdale develop ordinances based on the Chief's requirements for burning and fireworks.

- b. Consideration and possible approval of applicants for the Fire service – There are three applications forthcoming and are awaiting completion. The process for accepting someone on a volunteer basis was reviewed as well as when the Chief is prepared to present them for actual employment.
- c. Training update – Wildland training is currently taking place. Three personnel are participating. There are four from Apple Valley that are also participating. The instructor is Porter Barlow from Colorado City/Hildale Fire Department and instructs on a volunteer basis.

Some training also took place with Zion National Park in reviewing the drafting equipment which enables drafting from a pond or ditch water supply to extinguish a fire.

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

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

- a. Report on EMS activity since the last board meeting – This was included in the fire service report.
- b. Consideration and possible approval of applicants for the EMS service – There is one application forthcoming.
- c. Training update – Training was taking place at this time with Life Flight.
- d. New business to include requests for budgeted expenditures – There was no business or requests for budgeted expenditures.

## **9. CHAIRMAN'S REPORT** – Chair Francis gave an update on funding assistance from the towns of Rockville and Springdale for the CIB matching grant application indicating that both towns have had their tentative budgets passed and approved, but their 2016 budgets still have to be finalized. In their tentative budgets, Springdale has committed \$10,000 and Rockville \$600. When you compare the size of their respective budgets, Rockville's contribution is significant and the support is appreciated. Both towns have indicated they will also be writing letters to indicate their financial commitment as well as general support of the study. Those letters will be attached to the grant application.

Our grant application has been reviewed and will be submitted on May 28. The potential date for the Salt Lake City meeting is July 2, 2015, but it may not occur until August.

There have been discussions by Springdale relative to the painting of the curbs in front of the firehouse and they will be painted per legal requirements.

Section II of the Personnel Policies and Procedures Manual deals with hiring policies and Chair Francis will be meeting on May 28 with the Chief and his officers to review some changes to incorporate what is actually being done presently with respect to the changing status of our firefighters. Although EMS Captain Maggie Averett will be there, the changes for EMS will be minimal.

10. **STANDBY FEE BILLING REPORT TO INCLUDE UPDATE AND POSSIBLE ACTION ON DELINQUENT ACCOUNTS** – As of the end of April, there was \$13,831.25 which was 120 days past due, a decrease of \$4,558.71 from March. In response to a question by John Callahan, it is not mostly businesses that are past due, but most of that total is because of the large amount the businesses are charged.

11. **CLERK'S REPORT**

- a. Account balances – There were no questions or comments. The Chair indicated she has reviewed the budget and expenditures with the Chief and we appear to be in line with our budget at this time. Discussion with the Chief also included the future 2016 budget, keeping in mind that we are going to do a study. The expenses for the kitchen remodel seem to be keeping within the proposed amount.
- b. Ambulance accounts receivable report to include action on any requests for an adjustment in charges – As of the end of April, the accounts receivable was \$63,143.47; an increase of \$55.22.
- c. Approval of expenditures for April 2015 – John Callahan moved the expenditures for April 2015 be approved. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion. LUCI – JUST A NOTE THAT JOHN ACTUALLY STATED “SO MOVE”. IT IS BEEN RECOMMENDED IN TRAINING THAT A DISTINCT MOTION BE MADE. IT CAN BE DIFFICULT TO CREATE A MOTION FROM A DISCUSSION.

Louise Excell moved the expenditures for April, 2015 be approved. Chuck Passek 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 APRIL 22, 2015 PUBLIC HEARING AND REGULAR MEETING** – Louise Excell moved to approve the minutes of April 22, 2015 Public Hearing and Regular Meeting. John Callahan seconded the motion and a roll call vote indicated all those present voted in favor of the motion excepting Adrian Player who abstained since he was not at the meeting.
13. **GENERAL BOARD DISCUSSION** – Louise Excell indicated she will continue to work on the refinishing of the exterior siding on the firehouse. Discussion took place relative to the initial cleaning process and subsequent application of the new finish. Adrian Player indicated the Board may be able to do the work.
14. **IDENTIFICATION OF ISSUES FOR FUTURE AGENDAS** – There will be a resolution to implement the changes to the Standby Fee Schedule to include public comment to both the beginning of the meeting and for this specific item relative to the schedule.

15. **CLOSED MEETING FOR THE PURPOSE OF DISCUSSING THE CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH OF AN INDIVIDUAL PER UTAH CODE 52-4-205(1)(a)** – Adrian Player moved the Board go into closed session. John Callahan seconded the motion and a roll call vote indicated all those present voted in favor of the motion. The Board went into closed session at 7:37 pm.
16. **ADJOURN CLOSED SESSION** – Chair Francis moved the Board adjourn the closed session. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion. Closed session adjourned at 8:05 pm.
17. **ANY ACTION REQUIRED BY THE CLOSED MEETING DISCUSSION, IF REQUIRED** – No action was required at this time.
18. **ADJOURN** – Adrian Player moved the meeting be adjourned. Louise Excell seconded the motion and a roll call vote indicated all those present voted in favor of the motion.  
  
Meeting adjourned at 8:07 p.m.

Minutes typed by:

Elaine M. Harris  
District Clerk

APPROVED:

Luci Francis  
Luci Francis, Chair

I hereby certify that at the above referenced closed session only items relevant to the agenda item were discussed.

Luci Francis  
Luci Francis, Chair