

ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT

P.O. Box 159

Springdale, UT 84767

June 24, 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: Louise Excell, Chuck Passek and Adrian Player. John Callahan was excused. District Clerk Elaine Harris recording.
2. **APPROVAL OF AGENDA** – Louise Excell moved the agenda be approved. Chuck Passek 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. **PRESENTATION OF 2014 AUDIT – STAN SEEGMILLER FROM SAVAGE ESPLIN AND RADMALL** – Mr. Seegmiller made the following comments:
 - The firm’s opinion was that the financial statements referred to in the audit present fairly in all material respects the financial position of Rockville/Springdale Fire Protection District as of December 31, 2014, and the changes in financial position and cash flows thereof for the year then ending in accordance with accounting principles generally accepted in the United States of America.
 - Net position may serve over time as a useful indicator of a government’s financial position. In the case of the District, assets exceeded liabilities and deferred inflows of resources by \$1,000,808. Mr. Seegmiller explained the breakdown of the amounts in the Net Position.
 - A summary of the key elements of the growth of net position comparing 2014 to 2013 was given. Major points were: There is a significant increase in Standby Fees due to the increase implemented in 2014. Ambulance revenues increased by approximately \$31,000 which is attributable to a 22% increase in actual billings and less write-offs. The Transient Room Tax and Property Taxes remained about the same. Grants and Donations had a significant increase due to the \$62,000 contribution made by the Town of Springdale for fire equipment. Miscellaneous decreased due to the fact that during 2013 we had a \$15,500 gain on the sale of some equipment that was disposed of and there was no disposal of equipment during 2014. The most significant increase in expenses was due to the implementation of paid on-call firefighters and the increase in wages for ambulance personnel.
 - The net increase and net position for the year is \$73,119. That is compared to a \$16,000 loss for 2013.
 - Major purchases for the year were the SCBAs, turnouts, and the LifePak.
 - The Management’s Discussion and Analysis is drafted with the assistance of the Chair and Clerk and explains the increase in the Standby Fee as well as the plans for the Feasibility Study and Master Plan.

At this point in the presentation, Adrian Player stated that his understanding of the Transient Room Tax is that it is based on the number of people staying in motel rooms and he doesn’t understand why it is less for 2014 than 2013. He has reviewed the contract with the Town of Springdale and is curious as to why we didn’t get more money because there were more visitors in 2014 than 2013. Louise Excell explained that any increase to the Fire District is based on the Consumer Price Index. If there is an increase in TRT revenue due to more room tax, the District is given a portion based on that formula and the Town of Springdale keeps the remainder of the increase. Adrian stated that the contract needs to be renegotiated.

- It was recommended the District increase their capitalization threshold from \$400 to \$1,000.
- Relative to the Findings and Recommendations, there are three levels of findings: 1) Material Weakness, 2) Significant Deficiency, and 3) Compliance and Other Matters. There has been no indication that any of the listed findings are considered material weaknesses or significant deficiencies; they are just other matters that the firm felt should be mentioned and encourage improvement.

The finding of Segregation of Duties addresses a lack of complete segregation of duties, but for the size of our District, we do a very good job with the controls we have in place and we are to be commended for that. As long as we continue to have someone present during the bank reconciliation and the expenditures are approved and require two signatures, we are doing as much as we can do cost-effective wise. We could have two employees or board members receive and open customer payments, create a listing of customer payments and prepare the deposit (two people that actually pick up the mail, summarize all the receipts and prepare the deposit), but whether those things are cost effective or if there are any cost benefits have to be considered. The other duty would be the entering of customer adjustments.

The finding of Account Adjustments addresses the fact that adjusting journal entries are necessary to correct accounts receivable, capital asset account balances, accounts payable, and long-term debt. As auditors, they are to audit the financial statements and when they find material adjustments, they propose a journal entry be made to correct those so that the statement is materially in order. Some of the areas they do every year are accounts receivables (specifically for the ambulance receivables, not the Standby Fee receivables), capital assets (recording depreciation and capitalizing the assets that need to be depreciated), long-term debt, and accounts payable. Mr. Seegmiller offered two options that could avoid this finding: 1) Provide the Clerk some training, and 2) Contract with another account or CPA firm, which could be a cost of an additional \$1,000 - \$1,500, to go through the Statement of Net Position and make sure all the assets and liabilities are adjusted properly.

The finding of Training needs to be accomplished as outlined.

The finding of Conflict of Interest can be accomplished by implementing a formal policy in the policies and procedures.

In his closing statement, Mr. Seegmiller expressed that the District is functioning very well. None of the findings were material weaknesses or significant deficiencies, they are just things the firm suggests might make things a little better.

5. **ACTION ON A RESOLUTION TO APPROVE THE 2015 CERTIFIED TAX RATE** – Louise Excell moved the Board approve and adopt Resolution No. 15-0624-1, approving the 2015 Certified Tax Rate. Chuck Passek seconded the motion and a roll call vote indicated all those present voted in favor of the motion.
6. **DISCUSSION AND POSSIBLE ACTION TO PAY FIREFIGHTERS FOR ADDITIONAL TRAINING HOURS FOR WILDLAND FIRE TRAINING** – Last fall we had firefighters engaged in the Firefighter I and II training which also included HazMat training. At that time, then-Chief Joe Barker came before the Board and proposed additional time be paid for the time incurred in this training, and

the Board agreed to do so. This situation is similar. Currently our policy (which is out of date) doesn't address the kinds of trainings that are being done now; it addresses mandatory training and encouraged training. When the District informally said that we wanted our firefighters to have Firefighter I and II certification, we were, in effect, making it mandatory. That is one of the reasons we were able to justify paying them for the hours spent in training.

The Wildland Fire was not mandated by the Board, but it is encouraged for obvious reasons and we decided to go forth with that training. Three firefighters will complete the Wildland Fire training this upcoming Saturday. The maximum total cost to pay for the additional trainings would be \$770. There was budgeted \$24,000 for firefighter training and approximately 1/3 of that has been spent to date. There is also another budget line item "Training, other" that has \$500 budgeted.

In response to Louise's question that if these are the only three firefighters that would respond to a wildland fire situation from our department, Chair Francis stated that if the fire was in our district, we will respond the same as we always have. It does enable them to go out of our jurisdiction and fight a wildland fire within the state.

In response to Louise's question that if the wildland fire potential in our district would involve all the members of our department, should we be providing wildland gear to those, or should we be only providing it to those individuals who are Wildland certified, Chair Francis responded that in the past we have always provided our firefighter crew with both structural and wildland gear.

In response to Louise's question as to the current inventory status of wildland fire gear, Chief Averett reported we have used wildland gear on hand for incoming personnel and additional gear is purchased as needed. Part of the grant we recently acquired requires we have firefighters that are wildland certified. Currently, all the firefighters that are serving on-call shifts are not completely outfitted with wildland gear.

Chuck Passek commented that people who are doing structural firefighting has the Board's support and wants them to have the training, but expressed concern that if the Board doesn't feel they need to have wildland training just because they are within the District, that may be the legal thing, but not the correct thing. Chuck's definition of wildland training is that if they take their engine up and are spraying water off the road, he is fine; if we are sending people out into the fires to fight it, they should have the training.

Louise Excell moved to pay the current individuals who completed the Wildland course. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

The pay will be retroactive to the beginning of the training. We will continue to work on the policy and discuss the intention of the Board with respect to our responsibility for training and what would be mandatory and what would be encouraged as well as how we pay for the training.

- 7. DISCUSSION AND POSSIBLE ACTION TO APPOINT A COMMITTEE TO RESEARCH AND IMPLEMENT PRE-EMPLOYMENT AND ANNUAL PHYSICAL FITNESS AND PERFORMACE TESTING FOR FIREFIGHTERS** – This suggestion has come to the Board many times in the past, and Adrian Player has done some preliminary research in the National Fire Protection Association Code 1583. This document appears to be something fire departments would want to implement that describes a procedure and policy for actual physical examinations and/or tests to make sure the

firefighters and EMS are able to respond and to actually make it to places such as up steep hills. It appears to be something the Board should look at.

Chair Francis added that when you review 1583 and start researching the idea of fitness programs and fitness testing, the subject area is wide and deep. It involves many components – physical fitness (involves aerobic capacity testing, body composition, muscular strength, muscle flexibility). That determines if you are fit enough; that you are healthy. Another component is the performance testing which relates more directly to job performance and includes things such as stair climb, hose drag, equipment carry, etc. Some of this is done in the Firefighter I and II training.

For the purpose of the agenda item, Chair Francis wanted to know if there was enough interest from the Board to research the possibly of implementing something similar to this. Possibly a pre-screen indicating the individual is fit for duty or not.

Louise stated that when our EMTs and Paramedics go through their training, there are physical requirements, and she would assume physical requirements for Firefighter I and II, and probably Wildland, are fairly rigorous in what a person must do to meet those standards. For this department, she questions whether we should put these individuals through this and who is going to pay for it.

Adrian stated the reason this issue came up was because of a comment he had received from a firefighter about an assist situation where three of our people responded and only two could make it to the site. It is wonderful that you are professionally trained, but if you are not physically able to get to someplace to rescue someone because you are not physically fit, that is a problem. NFPA 1583 is something that fire stations in cities implement and forces upon the employees; they have to maintain a certain degree of ability to do something and go through annual tests.

Louise did not feel the District was in a position to have the human resources to do all of this. Chair Francis added that she had attempted to prepare some information for the Board for discussion, but it is complex. It is not something that could be implemented in a short time. The purpose of the agenda item was to see if there was enough interest to pursue.

Louise Excell moved to table the issue to enable more time to review it. Adrian clarified that we can't implement NFPA 1583 because we don't have the funds or personnel to accomplish it. But, it is also important to realize we are liable for the people we are paying to go out and fight fires and if they aren't physically able to do it and they have a heart attack, we are at risk. Adrian Player seconded the motion, but Louise withdrew her motion.

Louise expressed her gratitude for the ambulance personnel and firefighters. She understands our limitations for a district like ours, so she is not so concerned about whether they can do everything expected of them all the time. She knows their hearts are in their job.

Chuck understands it is a volunteer organization and we do recruit people, but he also looks at it as a safety issue. If we consider this, it needs to be taken slowly. We may take the approach to promote healthy living and offer them physicals and some performance testing that is voluntary and gives them a goal to try to achieve. He does believe it should be looked at. We could begin by looking at what other organizations are doing and maybe start as a healthy employee initiative. Chuck made some suggestions that could be considered that would enable the process to start small and worked into the budget.

Chair Francis echoed Louise's gratitude for our personnel and she does not want to appear as though this board is trying to impose something that is beyond our means and would make anyone in our department feel like they are unappreciated by putting another restriction on them or expecting them to do something else when they are either volunteering or working for such a low wage. It is public safety and promoting good health and helping them to achieve personal goals for themselves and helping the District to protect ourselves against liability, and we are interested in the overall health of our crew.

Louise Excell moved the committee be created to investigate this issue and to bring back some information specifically regarding what our liability of the District is for the physical competency of our employees in emergency situations and then possibly within the means of the District to implement a plan. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion. Adrian offered to lead the committee.

8. DISCUSSION AND ACTION ON A RESOLUTION TO AMEND THE STANDBY FEE SCHEDULE TO ADD A NEW CLASSIFICATION FOR A NEW USE, ADDRESS CHARGING INTEREST ON PAST-DUE ACCOUNTS, EDITING OF LANGUAGE FOR CLARIFICATION, AND OVERALL REFORMATTING OF DATA PRESENTATION FOR BETTER VISUAL

INTERPRETATION – In the reformatting process, the schedule has been reduced from some 50+ classes down to approximately 30. The intent was to make it easier to read. This was accomplished by using a Commercial Fee Chart. The proposed chart was reviewed pointing out the benefits of the changes.

One proposed change that has been brought to our attention is a parcel that was identified as a residence but has now been approved as an inpatient residential treatment facility for the disabled. It is proposed there be an addition to the Commercial Class "C" Low Hazard definition to include "an inpatient residential treatment facility." When they receive their business license, the parcel will be moved from the residential property classification to its proper classification.

Discussion took place relative to charging interest on past-due accounts. The Board decided not to charge interest for the 2014 annual billing.

Clerk Harris has not been able to determine whether the QuickBooks accounting system will allow for starting to charge interest from a specific point forward and not affect the past-due balances that fell under the 2014 billing. Also, to attribute the interest, we now have two categories – annual and quarterly – and the system also does not appear to allow for separating the interest charges out to those respective accounts receivable accounts. In order to verify these findings, a QuickBooks expert would have to be consulted and there would most likely be a fee for that service.

Chair Francis and the Clerk had previously discussed whether or not the District wants to charge interest on past-due accounts. Charging interest most likely won't be much of an incentive to pay the fee on time, especially when there are approximately 352 accounts that have an annual fee of \$64.

Other options were presented, but none could be achieved through the accounting program. We do have the option of placing the past-due balance as a lien on their property taxes through Washington County. After that time, interest cannot be charged on the account. Interest would only be charged for one year. Also, the interest would have to be charged at separate times as the annual fee is due in 30 days and the quarterly fee is also due in 30 days, but on a quarterly basis. Discussion took place relative to how many of those accounts can actually be collected and the time frame for receipt of those funds and how it may affect our budget. It was clarified for Louise that there is no guarantee the District will receive the funds collected from the County on an annual basis.

Louise Excell moved to adopt Resolution No. 15-0624-2, A Resolution to Amend the Standby Fee Schedule to Add a New Classification for a New Use Including a New Designation for an Inpatient Residential Treatment Facility, Editing of Language for Clarification, and Overall Reformatting of Date Presentation for Better Visual Interpretation. Resolution No. 15-0624-2 indicates there will be no interest charged on past-due accounts. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

9. FIRE CHIEF'S REPORT – FIRE SERVICE

- a. Report on fire activity since the last Board meeting – Chief Averett reported there were three fire calls and three additional calls for EMS assistance.
- b. Consideration and possible approval of applicants for the Fire service – There are three incomplete applications for individuals who are on the Hurricane Fire Department who desire to serve on our department. Chair Francis reminded the Chief that, since they have not started to attend training, until he deems that he wants to actually hire them and approve them for training pay; all the District needs at this time are the volunteer forms. At such time as the Chief actually wants to hire them, the entire applications will be completed and submitted to the Board for approval.
- c. Training update – Wildland training will be completed the upcoming Saturday.
- d. New business to include requests for budgeted expenditures – We have received the grant from the State of Utah for \$10,590 for the shelters and eight sets of wildland gear which is comprised of the green pants and the yellow shirt.

Volunteer hours pays \$23/hr. towards the \$5,000. The recently purchased wildland gear will qualify for reimbursement. In attempting to clarify that the grant is for \$5,000 and we match with \$5,000, the Chief responded that they will take our receipts for the purchase of the clothing, and then we will put our hours with the clothing and then they will reimburse us for \$10,590. LUCI- DO YOU KNOW WHAT THE DEADLINE IS FOR THIS? I HAVE NO PAPERWORK.

10. FIRE CHIEF'S REPORT – AMBULANCE SERVICE

- a. Report on EMS activity since the last board meeting – Chief Averett reported there were 22 calls; 13 of which were transports.
- b. Consideration and possible approval of applicants for the EMS service – There will be three Paramedic applications forthcoming for approval.

Chuck clarified that people don't qualify for pay until the Board approves the application. Once the Clerk receives an application, she notifies the Chief that the application is complete and then it is presented to the Board.

- c. Training update – There will be training the following night, and they are beginning to work on the EMT-Basic class they want to present this winter. Captain Averett is putting together the costs, etc., and determining whether it will be held here or combined with another organization.

Chuck brought up how this fits into what is required training. If there are firefighters that want to get EMT training, but they aren't going to work EMS shifts, is that something the Board would support paying for the training? Although they will not be doing shifts, they may do EMT things while assisting the EMT. Before we have people sign up for this training, we should make a decision about paying so we don't run into the situation we did with the firefighter training.

Chuck sees a benefit in having firefighters trained as EMTs to they can assist the Paramedics, but the question is whether the Board would pay for someone to take a 120-hour course for this opportunity.

Chair Francis requested the Chief to let the Board know what the expenses of the course would be to include cost of the course materials, how many training sessions at X amount of dollars per session. We need to calculate what the cost would be for an individual who works for Springdale to attend the training. There needs to be an estimate of who among our firefighters may be interested in taking the course.

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

11. CHAIRMAN'S REPORT

- a) Status of the CIB grant application – Chair Francis reported that the meeting before the CIB may be as late as as September 3 with the hope that they will still suspend and fund at that time. That date is the latest possible date to appear before the board. Therefore, the earliest we can expect a study to begin would be the end of September/beginning of October which sets the completion out 120 days from that time. That means the results wouldn't be available until March, and possibly April of next year before we have any recommendations regarding a fire chief.

Springdale has donated \$10,000 towards the District's matching funds for the study and Rockville, at their meeting to approve their budget, approved \$1,000. They had originally proposed \$600. The Board is grateful for these donations. We have letters of support from both communities outlining their financial commitment, which will become part of our grant application.

The report from Five County Association of Governments on their preliminary review of our application has been received and they have recommended our project be funded.

- b) Upcoming Fire Marshal orientation meeting – The meeting will take place on Friday, June 26 at 1:00 pm in the Springdale Council Chambers. Bob Ford, Planning Commission Chair from Rockville, and Tom Dansie, Springdale Director of Community Development, will be

attending as well as Chair Francis and other Town officials. The purpose of the meeting will be to orient Don Buckley with the towns and their unique nature, their ordinances they have in place, and to assist Don in understanding how the Fire Code will be applied to those ordinances.

Don has already spoken with Joe Barker at length and has been filled in in that respect. Don will be in the area for the entire weekend and is devoting his entire trip to the purposes of the Fire District, exploring the area and becoming familiar with it.

Both the Chair and the Clerk have received positive feedback on Don from those that have had questions for him.

12. **STANDBY FEE BILLING REPORT TO INCLUDE UPDATE AND POSSIBLE ACTION ON DELINQUENT ACCOUNTS** – As of the end of May, there was \$19,585.73 which was 120 days past due, an increase of \$5,754.48 from April. As of this date, the current list the Clerk has to turn delinquent accounts not paid by the middle of September over to Washington County as a lien on property taxes amounts to approximately \$32,000. The majority of that dollar amount consists of businesses.

In response to the question from Adrian Player as to a best guess of how much of the \$32,000 will be received without turning the accounts over to the County, Clerk Harris responded that is difficult as this is the first year we have had the new, higher fees. Clerk Harris indicated possibly 1/3 before September. After this year, we will be able to better project a trend.

13. **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 May, the accounts receivable was \$59,246.55; a decrease of \$3,896.92.
- c. Approval of expenditures for May 2015 – Louise Excell moved the expenditures for May 2015 be approved. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

14. **GENERAL BOARD DISCUSSION** – There were no items for discussion.

15. **IDENTIFICATION OF ISSUES FOR FUTURE AGENDAS** – There will need to be a discussion relative to who and how much will be paid for various trainings, including what kind of training will be mandatory or encouraged and how we will distinguish the two.. We have some personnel who serve on both fire and EMS and we have firefighters who feel they need to have some EMS knowledge to be able to assist when needed.

Our auditor suggested we increase the amount from \$400 to \$1,000 for the capitalization of assets.

A report on the cost of having the EMT Basic class.

Update on information for possible physical fitness requirements.

The above items can be expected to be on next month's agenda, but if during the next few weeks anyone thinks of anything that they feel needs to be addressed, contact either the Chair or Clerk for consideration of the item being included on the agenda.

16. **CLOSED MEETING FOR THE PURPOSE OF DISCUSSING THE CHARACTER, PROFESSIONAL COMPETENCY, 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. Louise Excell 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 8:24 pm.
17. **ADJOURN CLOSED SESSION** – Chair Francis declared the adjourned the closed session at 9:00 pm.
18. **ANY ACTION REQUIRED BY THE CLOSED MEETING DISCUSSION, IF REQUIRED** – As a result of the closed session, Louise Excell moved the Board direct the Chair to pursue the strategies that were discussed. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.
19. **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 9:02 p.m.

Minutes typed by:

Elaine M. Harris
District Clerk

APPROVED:

Luci Francis, Chair

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

Luci Francis, Chair