

**ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT**

**P.O. Box 159**

**Springdale, UT 84767**

**July 22, 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: Chuck Passek, John Callahan and Adrian Player. Louise Excell has resigned from the Board. District Clerk Elaine Harris recording.
2. **APPROVAL OF AGENDA** – John Callahan 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. **DISCUSSTION AND ACTION ON A RESOLUTION TO APPOINT A TREASURER FOR THE RSFPD** – Luci Francis moved the Board approve and adopt Resolution No. 15-0722-1, appointing Chuck Passek as Treasurer for the RSFPD. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.
5. **DISCUSSION AND POSSIBLE ACTION ON A RESOLUTION TO INCREASE THE RSFPD CAPITALIZATION THRESHOLD FROM \$400 TO \$1,000 BASED ON THE RECOMMENDATION OF OUR AUDITING FIRM** – Chair Francis had prepared a handout containing information on capitalization limits and what it means to capitalize an asset. John Callahan moved Resolution No. 15-0722-2 be approved with the amendment to the “Therefore” paragraph to read: “Therefore the Rockville/Springdale Fire Protection District will increase the threshold for capitalization of purchased and constructed assets from \$400 to \$1,000 per the recommendation of our auditor”. 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 QUALIFIED PERSONNEL FOR ANNUAL BUSINESS INSPECTIONS** – Chair Francis provided a handout outlining the previous process and circumstances surrounding compensation for performing business inspections.
7. **DISCUSSION AND POSSIBLE ACTION RELATIVE TO CONCERNS ABOUT INCREASED CAMPING/CAMPFIRES ON ROCKVILLE MESA** – On July 15 a Rockville resident who resides on the Rockville Mesa called the Chair to express her concerns over the number of large campfires, number of fire pits and fire rings she was observing in the area. The call was referred to Captain Tomky who was in the area and available to meet with the concerned resident. Captain Tomky reported the following:
  - The resident was concerned about the number of campfire rings that have been constructed.
  - New pullouts have been created for camping purposes.
  - Quite large fires have been observed.
  - There were nine fire rings that were constructed along the loop leading to the Eagle Crags trailhead. They were constructed out of rocks, some larger than others.
  - There were also two other locations where there had been fires but no rings were constructed.
  - The area consists of a lot of brush.
  - Some of Rockville’s infrastructure is in this area where fires have been built, including the water and cell towers.
  - The department placed additional signage indicating “no campfires,” as what is presently there is sparse and may not be visible at night.

- The fire rings will be disassembled and the rocks scattered to eliminate the message that campfires are allowed.

There is a crossover of authority in this area between the BLM, which has signage, and the Town of Rockville. Despite this fact, everything that happens in that area directly affects the District and if there is a fire we would be the first to respond.

Captain Tomky informed the resident there would be discussion relative to removing the fire rings and placing more signage. The resident gave some suggestions relative to the wording on the signs. They currently state “no campfires” and gives the impression camping is allowed, which is not within the enforcement of the Fire District. Captain Tomky indicated he believed the sign has been placed by DNR (Department of Natural Resources). There is a picture of someone sitting next to a campfire which gives the indication that you can not only camp, but have a campfire. Our department signs along the route to the location indicate “no campfires”, so there is conflicting information.

Clerk Harris stated that BLM does allow camping with limitations as does Rockville, but Rockville addresses private property. Both Rockville and Springdale just passed ordinances restricting campfires. It was her understanding that BLM is making a better effort to patrol the area and adding signage. The problem is they are short on staff for enforcement.

The resident was also informed the RSFD will attempt to make more frequent trips to the area to inform campers about the campfire restrictions; we cannot enforce no camping. The resident is working with BLM to possibly get their maps changed to indicate no camping in that specific area.

Chair Francis stated a report on this issue was given to the Rockville Town Council on June 15.

Chuck Passek suggested the District inform the BLM of these circumstances so we have it on record that they were advised of the potential dangers that exist.

Captain Tomky reported the department will also be driving out towards Grafton and request people to either put out any fires and/or inform them of the restrictions relative to campfires.

John Callahan suggested arranging a field trip with a BLM representative. The resident has taken pictures documenting the activity.

8. **SET TIMELINE FOR INTERVIEWING CANDIDATES AND SELECTION FOR THE POSITION OF FIRE CHIEF** – There will be no more applications accepted after Friday, July 31, 2015. After discussion, it was decided to take a few days to screen the applicants and submit them with applicant “number names” on them rather than the applicant’s name. These screening forms need to be submitted to the clerk by August 5 and she would have them tallied by Friday, August 7. At that time, we will know who the top points are for the applicants and can chose the candidates to be interviewed. Applicants chosen for interviews would be called on Friday and interviews set up for the following week. Interviews will be done by closed session on Thursday, August 13 in the Springdale Council Chambers. The Board will play it by ear whether they are ready to make a decision that day or table the decision for further discussion, but the agenda will allow for action to be taken, if desired. The position offer will be made no later than Monday, August 17 and an orientation will be scheduled for the new chief at that time. Traditionally, with three captains and the Chair, this should take no more than a couple of hours. Joe stayed on for a couple of weeks to help the new chief transition into the department. After discussion, Joe

plus the current chief should meet with the new chief for a few hours so he can get a feel for the different perspectives, if Joe is willing to do so.

The process would include introduction of protocols, procedures, and providing copies of the Personnel Policies & Procedures and any Standard Operating Procedures. A verbalization of these things with everyone present and an opportunity for the captains to have a discussion and become more familiar and receive more detail about how things are done would give an opportunity for questions. It will also be an opportunity for the new chief to become more familiar with the department and personnel. An orientation outline will be prepared to ensure all aspects are covered. Chuck suggested the meeting take place individually rather than all together to get a feel for any possible disconnects in the different information presented. The Chair would be present at each meeting.

## **9. FIRE CHIEF'S REPORT – FIRE SERVICE**

- a. Report on fire activity since the last Board meeting – In the absence of Chief Averett, Captain Tomky reported there were seven fire calls.
- b. Consideration and possible approval of applicants for the Fire service – Captain Tomky reported two volunteer applications have been received by the department. An application from Boyce Mulberry for employment with the fire department was presented for approval but was not complete. John felt all the paperwork needed to be complete prior to approval. After discussion, Chair Francis moved to approve the application contingent upon the completion of all the employment paperwork. Chuck Passek seconded the motion. A roll call vote indicated all those present voted in favor except John Callahan voted no.

Until paperwork is complete to the Clerk's satisfaction, the applicant will not be taking shifts or receive any compensation for training. Additionally, the applicant will still need to follow all department protocols relative to any decision involving pay, and taking shifts.

- c. Training update to include fall Firefighter I and II certification training – Training has been taking place with the Zion National Park structure team. There has also been a class on rope rescue, brushing up on skills, and learning new and up-to-date rescue techniques.

Captain Tomky was not given any information relative to the Firefighter I and II upcoming training.

Chair Francis reported the Chief had indicated to her that there were two or three potential candidates for this training and per the UFRA Coordinator, Chuck Tandy, there are at least six other individuals in a nearby district that would like to participate. There is a chance that we can have a class and it could be at our firehouse. We need to start the process to schedule the course immediately.

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

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

- a. Report on EMS activity since the last board meeting – Captain Tomky reported in the absence of Chief Averett that there were eight calls; two of which were transports.

- b. Consideration and possible approval of applicants for the EMS service – There were three applications presented – Brandon Lewis, Spenser Dauwalder and Jordan Gary.
- c. Training update – There was no training update.
- d. New business to include requests for budgeted expenditures – There was no new business or requests for budgeted expenditures.
- e. Estimated cost to offer Basic EMT course to personnel – The estimated cost to offer the Basic EMT class would be \$1,500 - \$2,000 per individual. That cost can change based on the cost of the instructors.

Chair Francis stated she understands that because we are going to do Firefighter I and II in the fall, the EMT training will most likely not be done until January or sometime in the spring due to budgeting considerations, and to allow for staff to have the opportunity to participate in both.

Chair Francis thanked Captain Tomky for the reports and his continuing dedication to the District and the department. Chuck Passek requested that appreciation be extended to the captains, as well.

## **11. CHAIRMAN'S REPORT**

- a) Report an Amendment to Interlocal Agreement between the RSFPD and the Towns of Rockville and Springdale for Fire Marshal services – Chair Francis reported that in doing research to gain a better understanding of what our current agreements are and what the scope and expectations are for Marshal Buckley as well as how the authority is set forth and compensation was previously made, it was discovered that our initial interlocal agreement was created in 1992. It was supplemented in 1995 and most recently in 1997.

The Chair has consulted with Marshal Buckley and he has made some suggestions and corrections to update the language used in the old agreements. Chair Francis will continue working on this project with town officials, and it will come before this board as a resolution. The agreement will also need to be approved by both town councils.

- b) Update on Joe Barker's progress with work relative to writing a narrative on the Departmental Policies and Procedures – Since we have decided to hire a full-time chief rather than continuing with an interim for a time yet-to-come, Joe adjusted his priorities with respect to what he was doing on the policies and procedures. Rather than taking the actual manual and rewriting it and keeping it in the existing format relative to sections, paragraphs, etc., he is now simply writing a narrative in paragraph form indicating the process currently being utilized relative to hiring a volunteer, when volunteer is eligible for paid, on-call status, this how they are trained, this is when they get gear, and when they get radios. It is basically our department's philosophy. These are things that have been done in the past and been proven by trial and error, but have been, up to this point, only verbal and not written policy. The new chief and the board can then put this into policy.

In response to John Callahan's statement that we were going to have to take Joe's narrative and then create a policy from that, Chair Francis stated what Joe is doing is pretty concise.

What Joe is preparing is the reasons behind what we do in addition to what is currently being practiced. This should be useful to a new chief.

As soon as the Chair has the first draft, it will be distributed to the Board for review.

Chuck Passek felt the Board needs something that correlates to the policies. While Joe is doing the narrative, if he could actually make some handwritten things in the policy book as he goes along. Chuck would rather take the time to correlate it all together rather than have it not fit in the policy book.

- c) Timeline for beginning work on the 2016 budget – According to our bylaws, at this meeting the Chair is formally requesting from everyone input for expenditures for the budget. The mid-year expenditure report for 2015 will be available in a few days to assist with the process. The budget process begins August first by utilizing suggestions. September 1 there is a draft budget for board review.

After the board finalizes and approves the tentative budget in November, Adrian Player, representative from Springdale, and Chair Francis representative from Rockville, present the budget to their respective town councils. At the regular meeting in December there needs to be a public hearing for public input into the tentative budget in preparation for approval of the final budget. The final budget must be approved no later than December 31.

It was suggested the public hearing be held earlier in December so the final approval could possibly take place at the regular December meeting rather than the last day of the year.

The Chair will be consulting with the Chief relative to the budget and invited any other members of the board that wanted to participate in the budget process to please do so. There can also be work meetings with the entire board, as necessary. Some discussion took place about how to approach the beginning of the budget process.

- d) Report on orientation meeting with Fire Marshal Don Buckley – Chair Francis reported Mr. Buckley arrived on Thursday, June 25 and remained for the entire weekend. He met with town officials from both Rockville and Springdale as well as Chair Francis and Clerk Harris. Also attending was Garen Brecke from the Zion Canyon Police. The meeting was for the purpose of everyone becoming better informed relative to town ordinances and fire code relating to new construction. The feedback received from Mr. Buckley has been very positive. Springdale representatives Tom Dansie and Robbie Totten had a lot of questions, as well as Rockville Planning Chair Bob Ford.

Mr. Ford took Mr. Buckley on a tour of the sensitive areas in Rockville that concern their Planning Commission with respect to ordinances and how they may relate to the fire code and how the different slopes and widths of roads and access ways may apply back to the fire code. Mr. Ford also took him up to Anasazi Plateau in Springdale.

The meeting was beneficial for everyone and, although he is at a distance, he has already been helpful with his willingness to provide his knowledge as a resource for the towns as well as the district.

- e) Report on increase in fire and EMS calls compared to past years – Chair Francis reported that Zion National Park put out a press release dated July 12, indicating that as of July 6, Zion had 175 EMS calls; a 34% increase over last year. There have been 57 search and rescue calls in 2015 versus 32 for the same time frame last year; a 78% increase. Over the past week, the Park has responded to at least 16 EMS including three carry-outs from The Narrows.

The Chair did some research to see how our calls have been for the District during the same time frame – January 1 – July 06. We had a total of 95 calls; a 25% increase, and 79% of those calls were EMS.

Chuck remarked that with those kinds of increases, it is going to become more difficult for the District to be available to assist the Park as calls will begin to overlap. Chair Francis added that the District is having more EMS/fire calls that overlap. One report she gave the town council indicated 16% were overlapping for the time frame reported.

- 12. **STANDBY FEE BILLING REPORT TO INCLUDE UPDATE AND POSSIBLE ACTION ON DELINQUENT ACCOUNTS** – As of the end of June, there was \$22,105.61 which was 120 days past due, an increase of \$3,519.88 from May.

### 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 June, the accounts receivable was \$66,687.35; an increase of \$7,440.79. One of the consideration requests we received in the past for a write-off of the charges which the Board denied and indicated they could make payments, has been paying and has only one payment left. We also received a payment for a bill that had been turned over to collections.
- c. Approval of expenditures for June 2015 – Adrian Player moved the expenditures for June 2015 be approved. John Callahan seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

- 14. **APPROVAL OF THE MINUTES OF THE MAY 27, 2015 REGULAR MEETING** – John Callahan moved the minutes of the May 27, 2015 regular meeting be approved. Adrian Player seconded the motion and all those present voted in favor of the motion.

- 15. **GENERAL BOARD DISCUSSION** – In response to a question by John Callahan as to how we screen for home business, John was informed we go by the list of business licenses from the municipality. That is the only documented source of information available.

The position vacated by Louise Excell has been posted and, if we receive an application, the applicant will be considered at the August meeting for the remainder of the term which expires December 31, 2015.

Discussion took place relative to the process for filling the two, vacant positions for the term 2016-2019.

In response to Chuck's question to Adrian relative to a good time to approach the Town of Springdale to consider renegotiating the TRT agreement, Adrian stated he had talked to the Mayor today and the Town of Springdale would like to see what the District's needs are during the budget process and instead of renegotiating the TRT agreement, do as they did last year. They would like to see what our equipment needs and/or special needs are and cover it by a donation, as they did last year. If they consider and approve a request, they would amend their budget appropriately.

Discussion took place relative to various assistance that could be requested to include training costs and replacement of equipment. These needs will come up during the budgeting process.

Our ISO survey was completed in March and as the ISO representative goes through the report, he would report back to the chief if there are any items that may potentially result in degrading our rating, and allow the Department time to correct them. There may be some items in that report that will need budget consideration. The final ISO rating is supposed to be available in December. If we know what potential problems exist, we would be able to address them in September/October.

Chair Francis suggested purchasing a posting cabinet for the firehouse and mounting it outside on the wall between the access doors to the bay and the main entry to hold all the various notices, postings, etc. of the District. She offered to donate the cabinet and no one objected.

Relative to the project Louise had started to refinish the siding on the firehouse, John Callahan volunteered to continue trying to organize a group to get that done and will report at the next meeting.

Clerk Harris announced we had received a \$100 contribution towards our upcoming survey costs from Mark and Joyce Hartless of Rockville.

16. **IDENTIFICATION OF ISSUES FOR FUTURE AGENDAS** – The new interlocal agreements with Rockville and Springdale, if completed.

Appointment to fill the vacant elected term on the Board.

Chuck announced there is a Washington County Commission meeting on August 18 in Hurricane to address Hurricane joining the Hurricane Valley District. It will be a public meeting to get Hurricane citizen input. There may be some valuable financial information available as a result.

If any Board members think of anything else that should be added to the agenda, let the Chair and Clerk know.

17. **ADJOURN** – John Callahan moved the meeting be adjourned. Chuck Passek seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

Meeting adjourned at 8:00 p.m.

Minutes typed by:

Elaine M. Harris  
District Clerk

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APPROVED:

Luci Francis  
Luci Francis, Chair