

**ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT**  
**P.O. Box 159**  
**Springdale, UT 84767**  
**Wednesday January 27, 2016**  
**Springdale Council Chambers**  
**Regular Meeting**

- **Administration of Oath of Office to Michael Young and Chuck Passek as recently elected District Board Members.**

- **Farewell to Dave Hans**

**1. ROLL CALL AND CALL TO ORDER** – Chairman Francis called the meeting to order at 6:33PM. The following members of the Rockville/Springdale Fire Protection District Board were present: John Callahan, Adrian Player, Luci Francis, Chuck Passek, and Michael Young. 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. ELECTION OF A CHAIR AND VICE CHAIR FOR THE YEAR 2016 -**

Adrian Player moved to elect Luci Francis as Chair and John Callahan as Vice-Chair. Michael Young seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

**5. ACTION ON A RESOLUTION TO APPOINT A TREASURER FOR THE ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT.**

Resolution #16-0127-1 Luci Francis moved to appoint Chuck Passek as treasurer for the Rockville/Springdale Fire Protection 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 BOARD MEMBERS WITH THE AUTHORITY TO SIGN PAYMENT VOUCHERS OF THE ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT GENERAL CHECKING ACCOUNT.**

Resolution # 16-0127-2 John Callahan moved to Appoint Luci Francis as Chair, Chuck Passek as Treasurer, John Callahan and Michael Young with the Authority to Sign Payment Vouchers of the Rockville/Springdale Fire Protection District General Checking Account. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

**7. ACTION ON A RESOLUTION TO APPOINT BOARD MEMBERS WITH THE AUTHORITY TO SIGN PAYROLL VOUCHERS OF THE ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT PAYROLL ACCOUNT.**

Resolution #16-0127-3 John Callahan moved to Appoint Luci Francis as Chair, Chusk Passek as Treasurer, John Callahan and Michael Young with the Authority to Sign Payroll Vouchers of the Rockville/Springdale Fire Protection District Payroll Account. 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 HAVE ACCESS TO THE SAFE DEPOSIT BOX OF THE ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT.**

Resolution # 16-0127-4 John Callahan moved to appoint Luci Francis and John Callahan with the Authority to Have Access to the Safe Deposit Box of the Rockville/Springdale Fire Protection District. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

**9. ACTION ON A RESOLUTION TO AUTHORIZE ACCESS TO THE UTAH PUBLIC INVESTMENT FUND (UPTIF) ACCOUNT OF THE ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT-**

Resolution #16-0127-5 John Callahan moved to appoint Luci Francis and Chuck Passek Access to the Utah Public Investment Fund (UPTIF) Account of the Rockville/Springdale Fire Protection District. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

**10. CONSIDERATION OF INTERLOCAL AGREEMENT BETWEEN THE TOWN OF SPRINGDALE AND THE ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT REGARDING FIRE PROTECTION SERVICES-**

Discussion and action concerning accounting procedures relative to the performance of a 2015 Audit vs. Agreed Upon Procedures, and the hiring of an additional accounting firm for services as necessary for compliance and assistance.

Mr. Passek was in favor of performing only the Agreed Upon Procedures since we are following the statutory requirements. Mr. Player restated the savings that would be achieved by doing AUP rather than a full audit, and is also in favor of performing AUP.

**11. DISCUSSION AND ACTION CONCERNING ACCOUNTING PROCEDURES RELATIVE TO THE PERFORMANCE OF A 2015 AUDIT VS. AGREED UPON PROCEDURES, AND THE HIRING OF AN ADDITIONAL ACCOUNTING FIRM FOR SERVICES AS NECESSARY FOR COMPLIANCE AND ASSISTANCE -**

New Threshold for audit lowered in October 2015:

An audit is not required until an organization reaches \$750,000 in budgeted revenues/expenses  
Our amended budget for 2015 was \$730,278. Our approved budget for 2016 is \$747,600.

Even if we end up going over \$750,000 in actual - the requirement is based on budgeted amounts so we will not need an audit for 2015; however, if we end up *amending* our 2016 budget to an amount over \$750,000 an audit will be required. We are so close to the threshold that we will likely go over it.

Cost of our audit in 2014 was \$7,200. That fee includes \$1,000 - \$1,500 for completing our year-end adjusting entries, for which the firm has recommended that we hire a different accounting firm to make these adjustments to come into compliance. We have budgeted \$8,000 for accounting expenses in 2016. This was in anticipation of the need to hire an accountant to make our adjusting entries in addition to an audit.

If we do the audit for 2015

Savage Esplin Audit per Letter of Engagement:

\$7,200 (maximum)

This cost will be about \$1,000 less without the fees for adj. entries. \$6,200

Hinton Burdick fees for adj. entries per Letter of Engagement \$1,500

Total accounting fees **\$7,700**

If we don't do the audit for 2015

We are still required to have the "Agreed Upon Procedures" Report done.

Savage Esplin Agreed Upon Procedures Report per \$4,000

Letter of Engagement (maximum)

Accounting fees for adj. entries (maximum) \$1,500

Total accounting fees **\$5,500**

Reasons to do an audit for 2015:

- Subjecting ourselves to an audit will show the public our desire to be transparent.
- An audit removes any doubt that our financial records are in order.
- Continuity - easier for a CPA to perform an audit when they have been done in the past. When more than 5 years pass without an audit, it costs more in accounting fees up front to "clean up" any discrepancies prior to performing an audit. Could be an additional \$2,500.

Reasons not to do an audit for 2015:

- We save \$2,200 in accounting fees.
- It is not required; we are in compliance.

- We will only deal with one accounting firm.
- It should not cost much more in extra accounting fees when we do an audit in 2016 since only one year has passed, and the books should be in good shape since the firm doing the adjusting entries in 2015 will probably be the same firm who does the audit in 2016.

**12. APPROVAL OF A LETTER OF ENGAGEMENT OR LETTERS OF ENGAGEMENT FOR ACCOUNTING PROCEDURES BY ONE OR MORE ACCOUNTING FIRMS.**

Chuck Passek moved to engage Savage, Esplin and Radmall to perform Agreed Upon Procedures and Year-end Adjusting Entries. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

**13. CONTINUING DISCUSSION RELATIVE TO REVENUE SOURCES TO INCLUDE AN INCREASE IN THE STANDBY FEES.** - Mr. Player commented that the Board needs to seriously consider increasing the SBF every year because of a significant amount of equipment that will need to be replaced over time. We didn't budget an increase for 2016, and we should have, because now the hoteliers have already printed their rates for 2016 and any increase will come out of their pockets. Mr. Young agreed. Mr. Passek said that the ESCI report will provide input on this, and possible other sources of revenue. He would like to continue looking for other sources and would propose an increase in SBF for 2017 using the input from the study. Mr. Callahan & Chairman Francis agreed with Mr. Passek.

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

- a) Report on fire activity since the last Board meeting- There were 7 fire related calls including 2 auto accidents, rubbish fires, CO2 alarm, fire alarm, flooding and one EMS assist.
- b) Consideration and possible approval of applicants for the Fire service.-There were no new applicants; however the Chief announced that Captain Alex Barajas has returned to duty. We are losing one EMS person and one firefighter. As to the cause, the Chief reported that they had received better opportunities (more pay) elsewhere.
- c) Training update-Training is going well. A few of our crew attended Winter Fire School in St. George.
- d) New business to include requests for budgeted expenditures- There was no new Business or requests for budget expenditures.

**15. FIRE CHIEF'S REPORT – AMBULANCE SERVICE**

- a) Report on EMS activity since the last Board meeting- There were 6 EMS calls.
- b) Consideration and possible approval of applicants for the EMS service- There were no applications presented.
- c) Training update- There were two trainings this month, one was tonight.
- d) New business to include requests for budgeted expenditures- There was no new business or requests for budget expenditures.

**16. CHAIRMAN'S REPORT**

- a) Update on ESCI study- Over 20 individuals including town officials, business owners, community representatives, and District staff were interviewed by three ESCI representatives over the last two days. They

will take this information and translate it into tangible data that can be used to analyze risk and determine issues that need to be addressed. We may receive a draft for review by May, with a written report by June.

b) Status of Interlocal Agreement with the Town of Rockville concerning fire protection services- The agreement will proceed now for any revision specific to the Town of Rockville prior to the Town of Rockville's adoption & approval.

**17. STANDBY FEE BILLING REPORT TO INCLUDE UPDATE ON PAST-DUE ACCOUNTS-**

Chairman Francis explained how to read the current aging report, acknowledging the need to construct a report that clearly represents what is delinquent without having to add/subtract other columns.

**18. CLERK'S REPORT**

a) Account balances- Statements for December were received by the Board in advance. No comments or questions.

b) Ambulance accounts receivable report- The clerk reported a balance of approximately \$90,000 in ambulance billing receivables. The Board responded that there needs to be a method to determine the make-up of those receivables, and whether a portion of it should be written off based on their age or other circumstances. The Board identified the need to estimate our bad-debt expense and will explore further with our billing agency and Stan from Savage & Esplin.

c) Approval of expenditures for the month of December 2015.

John Callahan moved to approve the expenditures for December. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

**19. APPROVAL OF THE MINUTES OF THE NOVEMBER 18, 2015 REGULAR MEETING AND THE DECEMBER 14, 2015 PUBLIC HEARING AND SPECIAL MEETING.**

Adrian Player moved to approve the Minutes for the November 18, 2015 Regular Meeting and the December 14, 2015 Public Hearing and Special Meeting. John Callahan seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

**20. GENERAL BOARD DISCUSSION-** Mr. Callahan updated the Board on the policy for the uncollectable EMS fees. He stated that he was having hard time collecting ambulance adjustment information. He believes it will take a little more time to get the adjustments/research. Chairman Francis stated that she appreciated him stepping up and doing the research.

Mr. Player mentioned that Louise Excell felt that the exterior condition of the Fire House building was rapidly deterioration and he felt this was a concern that needed the Boards attention. He realized we may not have the people or volunteers available but he is willing to volunteer to pressure wash and paint.

Chief Ballard stated that he has already been working on resolving this issue and he has already purchased the supplies. He was just waiting for a little bit of good weather for his Fire Fighters & EMS crew to start this project. He will let the Board know the date when it comes. Chief Ballard also wanted to update the Board on a letter from the Town of Springdale concerning the Night Sky violation. He is working on resolving the issue and should be in compliance by the end of the month.

**21. IDENTIFICATION OF ISSUES FOR FUTURE AGENDAS-**

- Tentative Report from ESCI
- Interlocal Agreement with Rockville

**22. 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 7:40PM.

Minutes typed by:  
Jennifer Thompson

APPROVED:

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Luci Francis, Chair