

**ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT**  
**P.O. Box 159**  
**Springdale, UT 84767**  
**Wednesday February 24, 2016**  
**Springdale Council Chambers**  
**Regular Meeting**

• **Farewell to District Clerk Elaine Harris-** Elaine Harris was unable to attend the meeting this evening. Chairman Francis shared that Ms. Harris had been with the District for 23 years and her first month working was paid \$125 for the job. We will recognize her at a later date when she is able to be here.

**1. ROLL CALL AND CALL TO ORDER** – Chairman Francis called the meeting to order at 6:30 p.m. The following members of the Rockville/Springdale Fire Protection District Board were present: John Callahan, Adrian Player, Luci Francis, Chuck Passek, and Michael Young. Jennifer Thompson recording.

**2. APPROVAL OF THE AGENDA** –John Callahan moved the agenda be approved. Adrian Player 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 ACTION RELATIVE TO TERMS OF EMPLOYMENT AND JOB POSTING FOR PART TIME DISTRICT CLERK POSITION-** A copy of the proposed terms of employment and job posting for the part time District Clerk position had been provided to the Board previously to look over for input/approval. The Board discussed and agreed that the job posting needed a deadline instead of accepting applications until the position was filled. The determined timeline was to post the job on a Friday and give two weeks plus the weekend with a postmark on that following Monday. Chuck Passek moved to approve/adopt the terms of employment and job posting for the part time District Clerk position with the one change for the application deadline. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

**5. ACTION TO CONTRACT FOR TEMPORARY PROFESSIONAL SERVICES TO TRANSCRIBE RSFPD BOARD MINUTES UNTIL DISTRICT CLERK IS HIRED-** Chairman Francis asked the Board for a motion to contract temporary professional services to transcribe RSFPD Board minutes with Jen Thompson until a District Clerk was hired. Mr. Callahan asked if we had a contract. Chairman Francis said that Jen will bill the District for her hours at the agreed upon rate the Board had previously discussed. She then asked for a motion. Michael Young moved to approve temporary professional services to transcribe RSFPD Board minutes until a District Clerk was hired. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

**6. CONTINUING DISCUSSION RELATIVE TO REVENUE SOURCES TO INCLUDE AN INCREASE IN THE STANDBY FEES-** Mr. Player started the discussion by stating he believed it was necessary to increase the standby fee and felt it should have been increased for the 2016 billing. He encouraged the Board to seriously consider an increase for the next billing period if possible because billing has not gone out yet rather than wait for the results of the study. Mr. Player additionally stated the fact that we are contracting with a transcriptionist at \$20 an hour and we are paying our Firefighters and EMS way below that. The justification for the increase is there to be able to pay these people more and we need to be able to have the money to do that.

Mr. Passek stated that we need to look at staffing and salary issues. We need to have a standby increase to be able to increase those wages. This week he signed the payroll checks and he was struck at how few people we have and how many hours are taken by a select group. If we take even two people out of the Department we could have a massive shortage in the scheduling. Wages should be able to attract people to come up here and we only have 4 or 5 people that live in the District that participate in the Structural Fire and 1 in the EMS. We

are bringing people a good distance commute to come here. He said we need to have that stand by fee increase to be able to pay those wages.

Chief Ballard added that we have very few people on the Department that are covering a large amount of shifts. The availability/unavailability of people and staffing is an issue, the demographics is an issue and we do not have the volunteer base and that's why we have to look outside the area. It is difficult to pay someone who lives here \$7.50 an hour when they can't live or eat here for that amount.

Mr. Passek agreed with Mr. Player that we could make a ballpark figure of what the increase would be then send the billing out. Chairman Francis stated that the ballpark figure would come out to be about \$14,000 for a 3% increase.

Mr. Callahan stated that he is waiting for the results of the study prior to approving an increase and that is his position at this point.

Chairman Francis felt that having lost the District Clerk, it would be quite a challenge to increase the standby fee for the next billing even with the help with a hired professional accountant. She would like to recommend that we wait and not do a standby increase on the next billing. However, she feels the need is there but we will be busy hiring and training a new person and it will be unrealistic to expect that we can have a standby increase at this time. Chairman Francis wanted to propose tonight to take it off the agenda and put it back on during the 2017 fiscal year, and at that time we could have a preliminary draft from ESI and also have a clerk in place.

Mr. Player believes we still have time to decide, this is not an action item and we can put it on the agenda at a later date. He understands that there were a lot of things going on and he understands Chairman Francis's position. Mr. Player suggested that we put this on March's agenda as a discussion and action item which will also give us time to have a public hearing.

Chairman Francis will come up with a timeline for the public hearing and will discuss the billing process with an accountant to learn if there is a simpler way to increase the rate.

Mr. Passek wanted the record stating that we pay our Structural Firefighters \$7.50 per hour, EMT's and Advanced EMT's \$8.50 an hour, and our Professional Paramedics \$9.00 an hour, just to show how low our wages are.

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

a) Report on fire activity since the last Board meeting- Chief Ryan Ballard reported there was a total of 4 calls. One CO alarm, one fire alarm at the school, one trash fire, and one false structure fire.

b) Consideration and possible approval of applicants for the Fire service- There were no new applications presented.

c) Training update. Fire Chief Ballard stated that training is going well. The firefighters are training with their partners, Zion National Park on structure firefighting with monthly trainings and working together extensively.

d) New business to include requests for budgeted expenditures- A copy of the proposed information on the Command Vehicle along with the information/proposal from Zion's Bank had been provided to the Board previously for input/approval for the purchase of a new truck and attached equipment. The proposed loan amount was \$60,000 with the amount about \$48,000 for the truck and the remaining for the topper, bed slide, winch, lights and communications package. Chief Ballard stated that he would be saving labor costs by doing the installation of the equipment himself. He asked the Board for questions or comments.

Mr. Player questioned the process of the loan and wondered if it was possible to get a better interest rate. The interest rate was 2.79%. He suggested looking to a different bank or lending institution for other options or consider utilizing our reserves to purchase the vehicle.

Chairman Francis confirmed that most of the RSFPD funds are in UPTIF and unrestricted. She asked Mr. Player to help negotiate lower rate/deal and move forward with this as soon as possible.

Chief Ballard asked for another request for budget expenditure. A cargo container was requested to be used at the Fire Station for secure storage onsite. Chief Ballard had spoken with the Town of Springdale and looked at the ordinances. In order to meet with the ordinances he said we would have to put some siding on the container, which is an iron ox corrugated metal that will rust and blend in. The container size

is about 8' X 20', which is under the square footage for needing a building permit. The cost is estimated at \$3,000 delivered. Additionally, we are looking at about \$1000 for the siding to screw on it to make it compliant with the Town. The container could be delivered tomorrow then we would have to order the steel which would take about two weeks to arrive. Chief Ballard asked the Board for questions or comments. Mr. Passek was concerned that it was not enough space. Chief Ballard believed that this was the best option due to the fact that if we outgrow it, we are able to trade it in and it keeps its value. Chairman Francis said this meets a short term, critical need that will house District records in addition to other equipment. Mr. Callahan was concerned that the equipment stored would overrun the container and not leave enough room for those records. Chief Ballard stated that the records storage is the priority and the space left will house the equipment. After the discussion and comments, there was a general consensus or agreement from the Board in favor of Chief Ballard to purchasing the container for \$3,000 and \$1,000 for the siding to make it compliant for the Town.

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

- a) Report on EMS activity since the last Board meeting – Chief Ballard reported that there were 7 EMS calls with a total of 6 transports.
- b) Consideration and possible approval of applicants for the EMS service- There was one new application from Joseph Rodino, a resident of New Harmony. He had received his EMT basic but is entering into the advanced class. Maggie, the EMS Captain has met and interviewed him and given her approval. Chief Ballard would like to ask for Joseph Rodino to be approved for EMS Service at this time. Chairman Francis asked the Board to look at the paperwork and contingent upon completion of the file, they could approve the application. Chief Ballard stated that there would be a probationary period and Joseph would be required to do ride-alongs and orientation. Chairman Francis asked for a motion to approve the application. John Callahan moved to approve the application for EMS Service for Joseph Rodino contingent upon completion of the file or paperwork. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.
- c) Training update- The EMS had one training this evening. Chief Ballard sat in on it for about a half hour and stated that it was going well.
- d) New business to include requests for budgeted expenditures- there were no new business or requests for budget expenditures.

## **9. CHAIRMAN'S REPORT-**

- a) Status of Interlocal Agreement with the Town of Rockville and the Rockville Pipeline Company concerning fire protection services- Chair Francis asked that the agreement be tabled at the last Rockville Town Council meeting since the Town's water infrastructure including fire hydrants is privately owned and maintained by the Rockville Pipeline Company not by the Town of Rockville. It was necessary to include the Pipeline Company in the agreement as they have certain responsibilities and obligations concerning the hydrants that need to be understood and agreed upon by all parties. Chief Ballard, the Rockville Pipeline President Rob Snyder and Chairman Francis met on Feb 9<sup>th</sup> to draft the sections of the agreements that needed revision. This draft is being reviewed by the Pipeline Company. When this is approved, it will be submitted to the Town of Rockville for their consideration and approval.
- b) Update on 2015 year-end financial report and accounting procedures- To summarize, we engaged Savage / Esplin to perform Agreed Upon Procedures & year-end adjusting entries. As Stan Seegmiller began to look at our books, he determined that we do, in fact, need an audit for 2015 as we went slightly over the threshold. Having already put together the adjusting entries, Chairman Francis was concerned that we would be facing the same compliance issue we had in the past where it was noted that our auditor should not also serve as our "accountant." Stan stated in an email that he spoke with his audit partner, and as long as the auditor does not get involved in management and making management-type decisions, then they can help with accounting

needs. Additionally, we the District would be required to sign a Management Representation Letter stating that we accept responsibility for all of the year end adjusting journal entries. Chairman Francis has those entries, and has nearly completed them, with Stan agreeing to verify her work. If there are no objections, Chairman Francis recommended to sign the Letter of Engagement the firm sent last month for a full audit. Mr. Player stated that he didn't have any objections, but he wanted to make sure that the auditors we work with need to determine how much of the outstanding receivable balances should be on our books and what portion should be written off. To do that, the Board needs to come up with a methodology on how to deal with ambulance billings. We find ourselves with \$90,000 in ambulance accounts receivable and he suspects that the majority is uncollectable, worthless and wrong. He suggests that we talk to the firm and have them give us guidance.

Chairman Francis acknowledged Mr. Player's suggestions. In moving ahead to 2016 and knowing that we will need an audit, she would recommend that we engage Hinton & Burdick to assist with our accounting needs. We received a letter of engagement in January and they were willing to perform services at an estimated cost range based on the estimated hours of actual work. Because we do want to have management type assistance we should engage another firm separate from Savage/Esplin. Mr. Callahan agreed. Chairman Francis spoke with Chad from Hinton Burdick today and their engagement letter was still valid. When the time comes we should engage Savage /Esplin do the audit and have Hinton Burdick working with us on accounting needs. Chairman Francis would like a general approval and if there are no objections she will go ahead and engage those firms. There were no objections from the Board. She also asked Mr. Player to help with and review this to gain a better understanding of billing procedures and collections from the ambulance companies to which he agreed.

c). Continuation of the Chair Report- Chairman Francis stated that we have received draft reports from Stan indicating that we will have a contribution to our reserves somewhere in the amount of \$99K. This is a draft at this point, but that is close to what we expected. Once the adjusting entries are completed, we will be able to get the final year-end Profit & Loss and balance sheet.

**10. STANDBY FEE BILLING REPORT TO INCLUDE UPDATE ON PAST-DUE ACCOUNTS-** A copy of the Aging Report was provided previously for Board review. Chairman Francis stated that the outstanding debt over 120 days past due amount was around \$94,000. She explained that an entry had been made in error, indicating the approximate \$60,000 entry under "misc." that needs to be corrected. She stated what was left was \$33,660, subtract out the current billing of \$25,000, and we are left with \$7,700 of outstanding debt that is over 120 days past due. Mr. Passek asked what the misc. \$60,000 was. Chairman Francis said that it was the Springdale contribution for equipment that should have been posted to the previous year's income for donation, and had been posted as an increase to standby fees in error. The error has been confirmed by the auditor, and a correcting adjustment has been made.

#### **11. CLERK'S REPORT-**

- a) Account balances – The Board has the account balances. (The P& L from January and the Balance sheet for January). Chairman Francis asked if there were any questions from the Board. There were no questions or comments.
- a) Ambulance accounts receivable report. – Chairman Francis stated that we have already had a discussion on these receivables and restated that we are working with our ambulance billing agency to determine patient accounts that need to be written off, and in committee to develop policies to assist the Board in handling write-off requests from patients, in addition to determining an accurate estimate of our overall bad debt and how to maintain it.
- b) Approval of expenditures for January 2016 – Adrian Player moved for the approval of the expenditures for January 2016. John Callahan seconded the motion and a roll call vote indicated all those present voted in favor of the motion.
- c) Request for a write off from a car crash in July. Chairman Francis asked for a decision or discussion from the Board for a pending situation involving a write-off account. Mr. Player didn't feel like this was a Board's decision but that we needed some procedures or guidelines to go by on how we will

deal with situations like this. Chairman Francis reminded him that Clerk Harris had always presented these requests to the Board for discussion and a vote, and until we come up with policies to handle these requests, we still need to address them. Only recently it was decided that we did not want to take up Board time but rather do this in a committee. Chairman Francis said that this situation needed a response within 10 days which would have been January 28<sup>th</sup>. Mr. Callahan said the response should be that due to the lack of policy we are unable to make a decision. Mr. Passek suggested that we do not charge them a finance charge and not penalize them, and once we have a policy or procedures in place we can contact them. The Board's decision was in agreement to contact the party and let them know they will not be penalized with the Board's inability to make a decision concerning the write-off and that the Board is in the process of formalizing a write-off request policy.

**12. GENERAL BOARD DISCUSSION-** Mr. Passek asked about the recent vehicle submission that was supposed to be submitted to the Town of Springdale to see if they would donate some funding toward that vehicle. He wondered if we have had a response. Chairman Francis said there was not a formal request to the Town but there was feedback. Mr. Player said that the Town's budget process will be starting shortly and the general impression that he had received from talking to the Town Council was that they would like to see the results of the study before they start budgeting money for the Fire District. He suggested that it was a little early to be asking for funding from the Town, but they do want to support the Fire District. Mr. Callahan asked if that included the TRT. Mr. Player stated he didn't believe it included the TRT but he believed that the TRT's contract expires in 2018.

Mr. Player would like to state that once he can get some answers from JCI (the ambulance billing agency); he felt that this was more than a one-person decision. He was unclear of the rules on how to deal with billing people, insurance and Medicare pay, and he was guessing we may not be doing it correctly. He believed we may need a work meeting to sit down and talk about procedures, policies and billing practices if someone does not have insurance so that we are treating everyone fairly. Chairman Francis would like to schedule a work meeting to discuss administrative/billing procedures. The Board can work together to discuss other things as well, for example, merchant services and direct deposit. Chairman Francis will email the board and schedule the work meeting after March 5<sup>th</sup>, 2016.

Chairman Francis wanted to let the Board know of an administrative procedure that needs to be done. New signature cards were needed for those that are signers for the checking account.

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

- Discussion and possible action for the Stand by Fee for the 2016 billing.
- Discussion and possible action item for procedures on billing accounts receivables.
- Open and amend our 2016 budget to include the vehicle purchase/loan and cargo container.
- Agenda item for tentative hiring of a clerk.

**14. ADJOURN** – Michael Young moved the meeting be adjourned. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

Meeting adjourned at 7:54p.m.

Minutes typed by:  
Jennifer Thompson

APPROVED:

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Luci Francis, Chair