

**ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT**

**P.O. Box 159**

**Springdale, UT 84767**

**Wednesday March 23, 2016**

**Springdale Council Chambers**

**Regular Meeting**

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

Excused: John Callahan

**2. APPROVAL OF THE AGENDA** –Adrian Player moved the agenda be approved as written. Michael Young 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 TO ENGAGE THE ACCOUNTING FIRM OF HINTON BURDICK TO PERFORM ACCOUNTING SERVICES** –Chairman Francis spoke to our attorney about the agreement to engage for accounting services from Hinton & Burdick, and he did not see any issues with the standard agreement. Since this decision was an emergency situation, the Board can move to engage this firm now, and unless there are any policy changes, the Board will need to put out for RFP at the end of the year.

Adrian Player moved to engage the accounting firm of Hinton & Burdick to perform accounting services as they have indicated in their letter of agreement. Michael Young seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

**5. DISCUSSION AND ACTION RELATIVE TO REVISED TERMS OF EMPLOYMENT AND JOB POSTING FOR PART TIME DISTRICT CLERK POSITION** – Chairman Francis stated that she had a better understanding of the separation of accounting and clerk duties, therefore the District Clerk position and posting needed to be revised. The position has not changed much from the previous draft. The Clerk will still work as an interface between the Board, the Chief, his staff and the accountants. The only change to the posting would be that the deadline for the applicants to submit resumes is Monday April 11, 2016.

Michael Young moved to approve the post of the new job position description for the District Clerk position. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

**6. DISCUSSION AND ACTION CONCERNING THE RSEFPD INTERLOCAL AGREEMENT FOR FIRE PROTECTION SERVICES WITH THE TOWN OF ROCKVILLE AND THE ROCKVILLE PIPELINE COMPANY** – Chairman Francis stated that the Interlocal Agreement has been approved and signed by the Rockville Pipeline Company. It will be presented to the Rockville Town Council at their next meeting on March 24, 2016 for discussion and approval. Chairman Francis recommended that the Board sign the agreement alongside of the Pipeline Company so she is prepared to bring it to the Town Council Meeting for the Mayor's signature.

Michael Young moved to approve and sign the Interlocal agreement for the Town of Rockville and the Rockville Pipeline Company and authorize the Chairman to sign. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

**7. CONTINUING DISCUSSION AND POSSIBLE ACTION TO UPDATE DISTRICT POLICIES AND PROCEDURES RELATIVE TO AMBULANCE BILLING, DELINQUENT ACCOUNTS, AND PATIENT WRITE-OFF REQUESTS**- Chairman Francis stated that Mr. Player had previously asked that this item remain on the agenda even though Jo Neil Alvey - the JCI Representative, was not able to attend the

meeting tonight. Jo Neil has asked that the Board not make any formal decisions until she has the opportunity to provide more detail about JCI billing procedures and practices.

Mr. Player stated that with the critical decisions that need to be discussed, it would be difficult to do so without the information from JCI. Since that information was not available, he suggested tabling this item until the Board can finalize and gain more information from JCI to discuss and establish practice on ambulance billings.

Adrian Player moved to table item number seven, continuing discussion to Update District Policies and Procedures relative to ambulance billing, delinquent accounts and patient write-offs until the next regular meeting. Michael Young seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

**8. DISCUSSION AND ACTION TO APPROVE LOAN TERMS FOR PURCHASE OF COMMAND VEHICLE-** Chairman Francis stated she had looked over the loan agreement and the terms were as previously agreed and expected since the last version. The rate is favorable at a 2.4% interest rate.

Chief Ballard had contacted Ford to see if they could give the Board a better rate and they could not, with a quote at 6.5%. Chief Ballard felt the original rate was really good and suggested that the Board approve it.

Chairman Francis previously brought the agreement before the attorney and he said he did not find any issues with it and said that it was a customary agreement. He emailed his opinion letter to Chairman Francis. Chairman Francis stated that one of the exhibits in the agreement was for the Board to adopt a resolution, which she read. Resolution # 16-0323-1, resolution approving the form of the equipment lease agreement with Zion National Bank, finding that it is in the best interest of Rockville Springdale Fire Protection District of Utah to enter in said agreement and authorizing the execution and delivery thereof.

Chairman Francis was concerned that the agenda for tonight did not state that the Board was going to adopt a resolution but it did state that they were going to take action and approve the agreement. However, she spoke to the legal counsel with Utah League of Cities and Towns who advised her that it was not an issue so the Board could proceed with the adoption of the Resolution.

Adrian Player moved to adopt Resolution # 16-0323-1 to approve the form of the equipment lease agreement with Zion National Bank, DBA Zion National Bank, Salt Lake City Utah and authorize the Chairman to sign and delivery thereof. Michael Young seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

**9. DISCUSSION AND ACTION TO APPROVE THE APPROPRIATION OF RESERVE FUNDS FOR THE PURCHASE OF COMMAND VEHICLE ACCESSORY EQUIPMENT** - Chief Ballard provided an updated list with a reduced estimate cost to the Board for the accessory equipment. He stated that at this time it was decided that we will not be purchasing a radio, so we were able to reduce the cost by \$3,500 and also save the monthly charge for the radio. For the record, the total estimated cost for the accessory equipment is \$9006.99.

Michael Young moved to approve appropriation of reserve funds for the purchase of the command vehicle accessory equipment. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

**10. DISCUSSION AND ACTION RELATIVE TO INITIATING THE PROCESS OF INCREASING STANDBY FEES FOR THE NEXT ANNUAL BILLING CYCLE OF**

**JULY 1, 2016 THROUGH JUNE 30, 2017-** The Board needed a better understanding of the process for initiating a standby increase.

Here's what will happen if the Board votes to increase:

- We will need to have a public hearing. This requires advance posting/publishing of the meeting to give adequate notice to the public. We could have a public meeting in April or even May prior to our regular meeting, as long as there is a reasonable amount of time for us to consider any public input before voting on the increase.

- Then we will need to create a resolution for the increase, and vote on it at our May meeting, at the latest. It is a tight schedule, but it can work; however, I will need at least one or two Board members working in committee on the next part -
- We will need to come up with 1) a proposed rate increase, 2) the resulting increase in standby fee revenue, and 3) a written statement that will justify the increase. This is all part of the public hearing process. Ordinarily, I would be able to put this together myself, but until we get the accountants on board and the clerk hired and trained, I'm going to need some help. I am currently working on updating the customer database for the upcoming March and June billings. This involves collecting data from various sources to input all of the new businesses, new construction, and new residences in addition to any changes in the assessor's records. When that's done, I can project a good estimate of what our standby fee revenue will be for 2016/2017 without an increase. From there, the committee can start running some percentages to come up with a proposed increase.

Adrian Player mentioned the aging equipment that needs to be replaced and the costs that the standby fees do not cover. He stated that he had recently spoken to John Callahan, who was opposed to this increase until the study was completed. Mr. Player felt that we could not wait for the study and wanted to generate revenue by increasing the fee by a certain percentage. He believed that people would accept a small increase instead of a larger one next year. He felt that the Board should proceed with the process due to the fiscal needs.

Mr. Young agreed that people would accept a smaller increase rather than a significant one.

Mr. Passek agreed with Mr. Player and Mr. Young, but also understood Mr. Callahan's thought process to wait for the study. However he believes that the need is there to put aside funds for the future to replace aging equipment.

Mr. Player volunteered to be on the committee for the standby fee increase and the help with the process. Mr. Passek also volunteered.

Chairman Francis stated that she agreed with the Board for the needs that were discussed regarding the standby fee. She also agreed that a larger increase is not something the public would be happy about. She felt it needed to be small, consistent increments. She feels that given the situation that the operation faces without the District Clerk, the increase could wait to be considered as part of the 2017 budget planning process which begins this summer. By then, the District will have accountants on board, have a Clerk in place and be able to start the process when looking at the 2017 budget. And despite the fact that we have been discussing the possibility of an increase for several consecutive months, if we wait until next year, the hoteliers and businesses will have time to plan their budgets accordingly, thereby passing the increase on to the tourists. Chairman Francis gave the opportunity to Mr. Player for a motion.

Mr. Player was concerned that the businesses would have an issue with the increase at this time. He suggested that if we wanted to wait for the study, we could then take action by October or November of this year and gives the businesses a chance to be more prepared. He stated that he didn't feel strong enough to make a motion but he also didn't want to put it off another year. He opened it up for another Board member to do.

Mr. Passek stated that he would give a motion. He was interested in having the public hearing and having the people involved in the process and become educated and involved.

Chuck Passek moved to start the process for a possible rate standby fee for the Fire District operation assessment for the next billing period, which starts with a public hearing. Michael Young seconded the motion. Roll call votes in favor of the motion were Michael Young, Chuck Passek and Adrian Player. Chairman Francis voted against the motion. The Motion Passed.

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

- a) Report on fire activity since the last Board meeting- Chief Ryan Ballard reported there were a total of 6 calls. Three false alarms calls, two false brush fire calls, and one motor vehicle accident. Chief Ballard stated that his department has been busy doing business license inspections for the Town of Springdale. He also wanted the Board to know that the new Command Vehicle had been ordered. There is still at an eight week delivery for the truck.

- b) Consideration and possible approval of applicants for the Fire service- There were no new applications presented to the Board at this time.
- c) Training update- We have had a fairly good training and have been working a lot with the road rescue, RIT (Rapid Intervention Team, a rescue team for firefighters) and Physical Training in full turnouts and packs. Workout equipment has been installed at the firehouse and we have received a fairly good response in participation.
- d) New business to include requests for budgeted expenditures- there were no new business or requests for budget expenditures.

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

- a) Report on EMS activity since the last Board meeting – Chief Ballard reported that there were 6 EMS calls with a total of 3 transports.
- b) Consideration and possible approval of applicants for the EMS service- There were 2 new applicants for the Board to consider and approve. Vince Wood, our old EMS Captain and paramedic would like to rejoin the department. The other applicant is Juleen Sweet, an advanced EMT that works at the hospital. Chief Ballard knows both of them personally and recommends these individuals to the Board for approval. Applications are on file at the fire station.

Chairman Francis suggested having Chief Ballard submit the new applications to the Clerk prior to the Board meetings in the future, which will make the approval process faster. Chief agreed to do this.

Michael Young moved to approve the two new applicants, Vince Wood and Juleen Sweet. 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 has had one training, and Chief Ballard was able to attend.
- d) New business to include requests for budgeted expenditures- there were no new business or requests for budget expenditures.

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

a) Audit Update- Chairman is still collecting and sending documents to the audit firm. Chairman mentioned the new reporting regulations on the transparency website. We will come into compliance with the submission of all of the reports. It is a tedious process that requires the mapping of our chart of accounts to the State's. The audit firm has completed the mapping and the reports will be submitted soon.

b) Progress report from Emergency Services Consulting, International- The Board has received a status report from ESCI. Chairman summarized the report:

- Phase I: Project Initiation, which included the acquisition and review of background information, was completed.
- Phase II: Baseline Evaluation of Current Conditions was 80% complete with a completion date of March 30, 2016.
- Phase III: Future System Demand Projections is not complete. Target completion date of April 30, 2016 and we are on target for that.
- Phase IV: Future Delivery System Model completion date is May 30<sup>th</sup>. Lane Wintermute reports some elements were being worked on in advanced.
- Phase V: Development Review & Delivery of Master Plan Report target completion date is June 30, 2016.

Chairman stated that about 50% of the project overall was completed. The District had received a sizable bill of \$11,000 for the study that was paid. Half was billed to the CIB, 25% billed to the Town of Springdale, and

Rockville gets billed their portion of matching funds which left 45% which was the District's responsibility. If at any point the Board feels that a change in direction, it should be discussed and defined, and if a Board member has any questions, they were advised to contact Lane directly.

**14. STANDBY FEE BILLING REPORT TO INCLUDE UPDATE ON PAST-DUE ACCOUNTS-** The Outstanding total is \$29,000. The Board will be getting a more meaningful report when accountants customize that data. There were no other questions.

**15. ADMINISTRATIVE REPORTS-**

- a) February statements: Profit & Loss, Balance Sheet. – Chairman Francis stated that the accountant will be able to put some reports into the system and customize the Districts report needs. Mr. Player suggested that the accountants give us budget amount vs expenditures or budgeted revenue vs what actually came in. Chairman Francis had been doing this, and will no longer need to provide excel spreadsheets for the Board, as the budget will be synced with QuickBooks.
- b) Approval of expenditures for February 2016

Michael Young moved to approve the expenditures for February 2016. John Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

**16. APPROVAL OF THE MINUTES**

Michael Young moved to approve the minutes for Feb. 24, 2016 and March 7, 2016. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

**17. GENERAL BOARD DISCUSSION-** Mr. Player suggested that the Fire Chief provide a report that tells the Board what the Fire and EMS is doing on a day-to-day basis. Mr. Player provided an example report to the Chairman that the Springdale/Zion Canyon Department of Public Safety used to track calls. This report is not public due to the sensitive information. It provides the Town Council with information of what may be happening in Town. He suggested asking Chief Ballard to do the same type of report. Chief Ballard had a type of report already in use and provided it to the Chairman and Mr. Player to look over.

Chairman Francis stated that the next step would be to share the draft report to the Board and see if there is any additional information that needed to be put on the report. The current report that Chief provided shows statistics, which include the date and time of calls that happen, and an apparatus column of what rolls out the bay to attend to a call. This report would also help track equipment used for each call and the personnel involved. Chairman wanted the Board to be aware the information on this report is protected and they needed to be careful that the information is not discussed or shared.

Chief Ballard stated that he would forward the draft report to the rest of the Board to look over and wait for feedback. He also reminded them that the report is for internal use only. He could email the report to the Board weekly.

On April 15, 2016 there is a Public Officials Training being held at the Town of Virgin. The Board has been invited and would be a requirement as a Board member to attend. Chairman will get more details as it gets closer.

**18. IDENTIFICATION OF ISSUES FOR FUTURE AGENDAS-** The Board decided that the Public Hearing for the Standby fee increase will be held at the regular meeting on April 27, 2016, and could then be voted on during the May regular meeting.

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

Meeting adjourned at 7:36PM

Minutes typed by:  
Jennifer Thompson

APPROVED:

---

Luci Francis, Chair