

ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT
P.O. Box 159
Springdale, UT 84767
Monday March 7, 2016
Springdale Council Chambers
Special Meeting

1. ROLL CALL AND CALL TO ORDER – Chairman Francis called the meeting to order at 5:01PM. 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 TO APPROVE THE PURCHASE OF A COMMAND VEHICLE WITH A BANK LOAN- Chairman Francis started the discussion by stating that in the last meeting Chief Ballard had been given approval to pursue the purchase of the Command Vehicle through the State Bid process and to negotiate with the bank for the bank loan. However, at the last meeting Mr. Player had concerns that a better interest rate could be acquired. Mr. Player had since looked into the interest rates and found that the interest rate was more than favorable.

Chief Ballard reported that he had recently met with the Ford Dealership who handles the State Bid for government agencies. He provided information to the Board previously, along with the purchasing policies that allow skipping bids. The original purchase price for the truck was \$44,165. However, under the State Contract, the purchase price would be \$30,257 which would be a significant savings. Chief Ballard suggested that we get a bank loan for the truck on the State Bid price and purchase the equipment separately due to stricter loan rules for the equipment.

The Board opted to hear the proposal for the vehicle accessory equipment at this time for which they had received cost estimates. The estimated cost for equipment, truck bed topper, bed slide front bumper winch, warning light package, radio and decals would be approximately \$12,290. These prices are as of March 3, 2016 and could fluctuate slightly.

Chief Ballard stated that there would be a substantial savings in labor costs for installation, which he would do. In regards to the installation, he said that if we were to take it somewhere to have installation done, it would be upwards of \$8-9,000 to have that same package installed. Chief assured the Board that District procurement procedures will be adhered to, and the lowest possible competitive price will be obtained on equipment other than the radio which we can get on the State Bid through Motorola. Chairman Francis reminded the Board that the truck and the equipment are two separate agenda items which will be considered separately. Chief suggested that the Board give approval on the vehicle purchase so he could order the vehicle and be able to get the bank loan because the truck would take approximately 8 weeks to arrive.

Mr. Callahan stated that he had concerns for justifying the purchase of the new truck. He asked if the Chief was going to be driving this new vehicle around. Chief responded that he was. Another concern that Mr. Callahan had was about the Board taking heat for purchasing the new ambulance years ago and this truck could possibly cause more concern from the public. Chairman Francis said that if that was the case, then the Board should inform the public of the purpose for the new vehicle and the trucks in our fleet.

Mr. Player asked Chief what will happen to the vehicle he is driving now. Chief Ballard stated that it would be converted to an EMS rescue vehicle. Mr. Player asked Chief how many miles were on the truck and what would need to be done to it for the conversion.

Chief said that the bed would need to be reconfigured differently to house medical equipment, but he would perform all labor in house with no cost except a few decals. He said that his current vehicle was a 2008 with 34,000 miles. He also said that the truck we want to purchase would be a personnel carrier which is a four door and able to carry the personnel to different sites not able to be accessed now.

Chairman Francis added that if she remembered right, Chief previously reported that his current command vehicle has a larger bed size, making it more suitable to safely carry patients. Additionally, she said that the Chevy S-10 Blazer previously used for this purpose has been out of service for several months and it needs to be replaced. She also stated that the Chief's vehicle is better suited as a rapid response vehicle and agreed that the new truck would be a better as a command vehicle. Chairman Francis asked Chief Ballard for examples or scenarios of calls that would help explain the purpose of a rapid response vehicle.

In response, Chief Ballard spoke of a call where a mountain biker crashed by Grafton Wash. At that time, he couldn't get an ambulance out there due to the terrain, and his vehicle could not carry a patient because of the fire equipment in the back. They ended up using one of the firefighter's personal vehicles to haul the victim out. Chief also stated that we are looking to diversify the abilities of the department.

Mr. Passek stated that he understood Mr. Callahan's thinking but he believed that the justification and the need for the vehicle was there and he felt that we are buying a vehicle to replace one that is significantly older.

Mr. Callahan stated that he had other concerns and asked whether the justification for a new truck could be there with only 4 calls a month.

Chief stated that he could not predict the number of calls that come in. He said that we have to prepare and act like we get a call every hour and we do not know when emergencies will happen. We try and prepare the best we can. Chief Ballard used last Tuesday as an example where the Department had four calls in 24 hours. Mr. Callahan asked if the Board was looking to sign a contract within the next few weeks and wondered what the haste was with the study that is coming in.

In response, Chairman Francis stated that we know we have a vehicle to replace regardless of the study. Mr. Passek wanted clarification on the age of the current EMS vehicle and the number of calls versus the life span of the vehicle. Chief Ballard stated that the S-10 was from the 90's. He said that our vehicles have low mileage. The command vehicle he drives now is a 2008 with 34,000 miles and he foresees this, and the new vehicle lasting a long time.

There were no other comments from the Board at this time. Chairman Francis asked for a motion.

Chuck Passek moved to approve the purchase of a command vehicle through the State of Utah Bid at the estimated price of \$30,257. 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 THE PURCHASE OF COMMAND VEHICLE ACCESSORY EQUIPMENT WITH EQUIPMENT RESERVE FUNDS-

Chairman Francis reiterated the suggestion from Chief Ballard about purchasing the equipment outright from reserve funds rather than financing these on the same bank loan as the vehicle to keep costs down. After some discussion on the installation of the equipment, the Board felt that it may be better to wait to purchase the equipment until the new vehicle was onsite, and felt that this discussion and action could be tabled for a later date.

Chief Ballard explained to the Board that it will take some time to bring the command vehicle into service, as all of the equipment will need to be installed after it is purchased. Chairman Francis suggested that Chief keep the Board informed about the equipment pricing so that we can get it back on the agenda, allowing as much time as possible for installation. The Chief agreed to do so.

Michael Young moved to the table the purchase of command vehicle accessory equipment until we have the command vehicle. Adrian Player seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

Chairman Francis excused Chief Ballard at this time.

6. DISCUSSION AND ACTION TO DEFINE ACCOUNTING SERVICES TO BE PROVIDED UNDER CONTRACT WITH AN ACCOUNTING FIRM THAT WERE PREVIOUSLY PERFORMED BY THE DISTRICT CLERK-

Chairman Francis stated that at the last Board meeting a job description was approved for the District Clerk position. Since then it was learned that we could utilize an accounting firm for much more than consulting. An estimate was received from Hinton & Burdick for the amount \$8-11,000 a year, for which they could provide full service accounting to include billing for annual and quarterly stand-by fees, payroll to include payroll reports and tax payments and filings, and bill payment for 2-3 authorized signers. They would also provide QuickBooks online access, which means that the Board has access to daily transactions and balances. The firm would provide budgetary assistance, do monthly reconciliations and assist with the preparation for the yearly audit. In discussing the separation of duties and customer service, the firm recommended that the Clerk collect and post standby fee payments and make the bank deposits.

Chairman Francis stated that the Clerk position has reached a complexity that justifies hiring a certified accountant to assure compliance, to keep up with changing regulations and transparency reporting requirements. Additionally, she believes that by hiring the firm for accounting needs, it would free up the Clerk to concentrate on customer service to better serve as a staff assistant to the District.

For the record, the Chairman acknowledges it is not ideal for her to perform the Clerk duties, but that the Board is working to resolve this as quickly as possible.

Mr. Player stated that he is in full support for retaining an accounting firm, but he wants to make sure that we have certain aspects in the contract that are firmly clarified. He recommends that we ask the firm to inspect the books retroactively for 2-4 months to make sure that they understand the history and possibly identify items that may need further attention. He suggests that we put together a list that will be part of the letter of engagement when we commit. He also stated that he was more than happy to attend the meeting with the Chairman when they meet with the firm to engage. Mr. Player additionally asked if the firm would be taking over payroll.

In response to Mr. Player's question, Chairman Francis stated that the firm would do payroll and it would require us to switch to direct deposit. She also reminded the Board that initiating direct deposit was another agenda item for tonight.

The Board discussed the process of payables, along with other items that could be attached to the letter of engagement, and items that may be made available by the current auditor.

As a follow-up from the last meeting, Chairman Francis had asked the accountant if there was an easier way to change the standby fee billing process in QuickBooks to make it easier and the accountant said no. She stated that the accountant also said we don't have to use QuickBooks as our billing system. It may take a little time to learn a new system but it would be user friendly and worth looking into.

Michael Young moved to approve the accounting services to be provided under contract with an accounting firm that were previously performed by the District Clerk. Chuck Passek seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

7. DISCUSSION AND ACTION TO REVISE AND POST THE DISTRICT CLERK JOB DESCRIPTION-

The Board has a revised copy of the District Clerk position; however, it was suggested that since the Board has agreed to engage an accounting firm, they will hold off posting the Clerk job until they are able to finalize the meeting with the firm, which may result in further revision to the Clerk's position description.

Adrian Player moved to table agenda item # 7 until the regular March meeting. John Callahan seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

8. DISCUSSION AND POSSIBLE ACTION RELATIVE TO INITIATING DIRECT DEPOSIT FOR PAYROLL- Chairman Francis stated that we have already determined that we would like our professional accounting firm to perform this function based on the previous discussion from agenda item number six.

Adrian Player moved to make a motion to attempt to engage the accounting firm in doing direct deposit along with hiring of the firm. Chuck Passek seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

9. DISCUSSION AND POSSIBLE ACTION CONCERNING COLLECTION AGENCY CURRENTLY USED FOR AMBULANCE RECEIVABLES DELINQUENT ACCOUNTS- Mr. Player stated that when he had raised the issue of ambulance account receivables and with JCI (ambulance billings), he was unaware of what was involved. He believes that after listening and getting feedback from JCI, it is clear that the Board needs policies of how to deal with billing patients, billing patients with no insurance, billing patients with high deductibles, and how to deal with instructing the billing service on when to send them to our current collection agency. Mr. Player's, Chairman Francis and JCI's recommendation to the Board is to terminate the engagement with NCS, our current collection agency and not do anything with regards to collections until the Board has set rules that apply across the board to everyone. Chairman Francis stated that JCI recommends this cause of action without malice but it is due to a lack of performance. She also said that JCI has a way to work with customers if they are having difficulties making payments. She said they try to collect in a different manner -it's not hard-fisted. It is a "How can we help approach." Chairman stated that in her conversation with JCI, they said that in their experience if you work with people, they tend to make an effort to pay their bill. Chairman Francis stated that a Motion for tonight would possibly be to no longer engage our collection agency and make the determination to not send any more patient accounts to collections until a policy could be developed.

Adrian Player moved to approve the action for terminating the contract with NCS the collection agency and advise JCI our billing service to send no further patient accounts to any collections until we have come up with a policy by the Board. John Callahan seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

10. IDENTIFICATION AND DISCUSSION, WITH POSSIBLE ACTION RELATIVE TO ADMINISTRATIVE POLICIES THAT MAY NEED REVISION- The Board discussed and identified items that may need revision within different administrative processes. The list that the Board identified is as follows:

- With assistance from auditor/accountant/JCI, continue our efforts to determine procedures for maintaining receivables, bad debt, write-offs with respect to ambulance debt, and other accounts as necessary
- Implement annual reviews with goal setting for employees.
- Revise or update personnel policies and procedures.
- Review and revise bylaws – The Board approved electronic meeting policies that are not in our bylaws right now.
- Update Merchant Services: The current merchant service costs 9.86% in service fees to process credit card payments. In total, we process between 5 and 10 CC payments per month. Chairman Francis is waiting for a call next week from a Zions Bank representative that could lower the fee to 3%. The Clover is a device that hooks to your cell phone to run credit cards. This is a possible service that the Board could look at.
- Possible consolidation of phone, cell phone, internet, email services and possibly get rid of the landline altogether.
- A Board vision or unified goals.

The Board agreed that there was no action to take right now. They discussed other suggestions. Mr. Passek suggested that as a Board, we each come up with five things we want to accomplish next year. Chairman

agreed. Mr. Callahan suggested that the Board write 1 or 2 policies a month or every 2 months. Mr. Player will send email to the Board on his idea of what the ambulance billing policies should be then discuss them with the Board to include as a possible agenda item on a later date. Chairman Francis will share policies, agreements and helpful information that she has collected in the Board Binder of information.

11. ADJOURN – Adrian Player 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 6:39PM.

Minutes typed by:
Jennifer Thompson

APPROVED:

Luci Francis, Chair