

**ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT**

**P.O. Box 159**

**Springdale, UT 84767**

**January 23, 2013**

**Firehouse**

1. **CALL TO ORDER AND ROLL CALL** – Chair Bob Orton called the meeting to order at 6:30 p.m. with the following members of the Rockville/Springdale Fire Protection District Board present: Michael Plyler, Linda Brinkley and Barry Rhodes. Nancy Sanchez was not present. Also present was Chief Ballard. District Clerk Elaine Harris recording.
2. **APPROVAL OF AGENDA** – Barry Rhodes moved the agenda be approved. Linda Brinkley 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 public comments or questions.
4. **ELECTION OF A CHAIR AND VICE-CHAIR FOR THE YEAR 2013** – Linda Brinkley nominated Bob Orton as Chair; motion was seconded by Barry Rhodes and all those present voted in favor of the motion. Chair Orton nominated Barry Rhodes as Vice-Chair; motion was seconded by Linda Brinkley and all those present voted in favor of the motion.
5. **APPROVAL OF LETTER OF ENGAGEMENT FOR SAVAGE ESPLIN & RADMALL, PC FOR THE 2012 AUDIT** – Michael Plyler moved the Board approve the Letter of Engagement for Savage Esplin & Radmall, PC for the 2012 audit in the amount of \$7,200 for the audit and \$200 for the State Survey Report for a total of \$7,400. Barry Rhodes seconded the motion and a roll call vote indicated all those present voted in favor of the motion.
6. **DISCUSSION REGARDING POSSIBILITIES TO INCREASE REVENUE FOR THE DISTRICT'S NEEDS** – Chair Orton stated that the District needs more revenue and he felt that it needs to be on the motels and possibly the restaurants, but not on the residents. Chair Orton suggested the possibility of finding someone to do a survey.

Michael said he would be willing to contact the Mayor and/or Town Council of Springdale and point out to them that they have cut the distribution of the room tax and now we have more buildings to protect. He gave an example of how a larger department would handle a fire at one of the larger establishments. We don't have the resources to adequately respond.

We were already operating at less than par and the increased demand on our services is not coming from the residents, it is coming from commercial development. You can't have a great, friendly tourist town that is not able to cover the bases.

Chair Orton stated the biggest problem is firefighters. We are going to have to do the same thing with the firefighters that we have done with the EMS in order to have coverage. Also, our equipment hasn't kept pace with the growth.

Chair Orton also offered to speak with Dean Cook, President of the Zion Canyon Visitors Bureau regarding the fact that some increase will be coming; it is just not clear what it will be.

Chair Orton has spoken with Tom Dansie, DCD for the Town of Springdale, and was informed that there are currently 1,000 guest rooms, including the Zion Lodge. Without the Lodge, there are 891 in the Town of Springdale.

7. **DISCUSSION AND ACTION ON A RESOLUTION TO ADOPT A PROCEDURE FOR THE BILLING OF STANDBY FEES; SET A PROCEDURE FOR THE COLLECTION OF DELINQUENT STANDBY FEES AND AMBULANCE SERVICE ACCOUNTS** – Clerk Harris explained the past process of billing for the Standby Fee Assessment and also the past collection procedures. Utah State Code has changed and we now have the ability to file a lien for past-due assessments. We also have a contract with a new collection agency for the collection of past-due accounts if the property has been sold prior to payment of the balance due. The collection agency will also be handling delinquent ambulance accounts.

The resolution proposes a new procedure for billing and the collection of delinquent accounts and has been submitted to our attorney for review to make sure it is in compliance with State Code. Clerk Harris had not received a response from the attorney before the meeting.

Discussion took place regarding the minimum balance to be incurred before any lien is filed; \$100 seemed reasonable.

Past resolutions have set a policy for sending out statements on a quarterly basis after December 31 of the billing year and also allowing for individuals who may have financial difficulties. Those are included in the new resolution

Discussion took place regarding the fact that the URG Collection Agency is still holding money they have collected and not distributed to the District and possible solutions to that problem.

Michael Plyler moved to table the resolution until we have an opinion from the attorney. Barry Rhodes seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

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

- a. Report on fire activity since the last board meeting – Chief Ballard reported that since the Board's last meeting, there has been one call due to the cold weather and some water damage.
- b. Consideration and possible approval of applicants for the Fire service – There were no new applications.
- c. Training update – Chief Ballard reported that training has been sparse due to illness. Michael Plyler asked Chief Ballard how many more firefighters he would like to have. Chief Ballard responded that ten more would be great. We now have approximately nine, including Chief Ballard and Captain Barker.
- d. New business to include requests for budgeted expenditures – There were no requests for budgeted expenditures.
- e. Fire Marshal's Report – Chief Ballard did not have a Fire Marshal report.

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

- a. Report on EMS activity since the last board meeting – Chief Ballard reported there have been two callouts since the last meeting, one of which was a transport.

- b. Consideration and possible approval of applicants for the EMS service – Chief Ballard presented an application from Timothy Straup for the EMS service. He has been interviewed by Chief Ballard and comes highly recommended by some of our current personnel. He also works for the Hurricane service.

Michael Plyler moved that Tim Straup be approved to serve on the District's EMS service. Linda Brinkley seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

- c. Training update – There were two trainings since the last report. They have been good quality and have been hands-on training in the field.
- d. New business to include requests for budgeted expenditures – Discussion took place regarding the need for a new ambulance, the need to secure financing and obtain bids. A down payment has been budgeted. Different financing options concerning how much we need to finance and on what terms were discussed and we will start by seeing what Zions Bank has to offer.

Chief Ballard will meet with a representative from Wheel Coach this Friday to see their ambulance. We will need to develop specifications in order to create a package to put out for bids. Costs were discussed in the range of \$160,000 to \$200,000, with a need to finance a maximum of \$140,000 for five years.

Once an ambulance is ordered, it will take approximately four months to build it.

8. **STANDBY FEE BILLING REPORT TO INCLUDE UPDATE AND POSSIBLE ACTION ON DELINQUENT ACCOUNTS** – As of the end of December, there was \$17,503.11 which was 120 days past due, an increase of \$2,891.21.

9. **CLERK'S REPORT**

- a. Account balances – There were no questions.
- b. Ambulance accounts receivable report to include action on any requests for an adjustment in charges – As of the end of December, the accounts receivable was \$67,759.89, a decrease of \$11,462.99.

Clerk Harris gave a breakdown of what constitutes the total accounts receivable balance. Accounts awaiting insurance payments - \$34,712.00; patient payments - \$24,200.00; and bad debt that is awaiting a clearance to send to collections is \$7,100.00.

- c. Approval of expenditures for December 2012 – An explanation was given regarding the return of an erroneous ambulance charge. Barry Rhodes moved to approve the expenditures for December 2012. Linda Brinkley seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

10. **APPROVAL OF THE MINUTES OF THE DECEMBER 26, 2012 REGULAR MEETING** – Michael Plyler moved the minutes for the December 26, 2012 regular meeting be approved. Barry Rhodes seconded the motion and a roll call vote indicated all those present voted in favor of the motion.

11. **GENERAL BOARD DISCUSSION** – There were no issues for discussion.
12. **IDENTIFICATION OF ISSUES FOR FUTURE AGENDAS** – Discussion regarding possibilities for increasing revenue, a resolution for the standby fees and ambulance, and an update on financing possibilities for an ambulance.
13. **ADJOURN** – Barry Rhodes moved the meeting be adjourned. Linda Brinkley seconded the motion. A roll call vote indicated all those present voted in favor of the motion.

Meeting adjourned at 7:15 p.m.

Minutes typed by:

Elaine M. Harris  
District Clerk

APPROVED:

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Robert W. Orton, Chairman