

# ROCKVILLE/SPRINGDALE FIRE PROTECTION DISTRICT

P.O. Box 159

Springdale, UT 84767

June 25, 2014

Rockville Community Center

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, John Callahan, Luci Francis and Barry Rhodes. Also present was Chief Steve Christian and EMS Captain Vince Wood. Elaine Harris recording.
2. **APPROVAL OF AGENDA** – Barry Rhodes 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. **PRESENTATION OF DISTRICT AUDIT FOR THE YEAR 2012 – STAN SEEGMILLER OF SAVAGE ESPLIN & RADMALL, PC** – Mr. Seegmiller reviewed the audit report with the Board and the main points presented were:
  - In their opinion, the financial statements referred to in the report present fairly in all material respects the financial position of the Rockville/Springdale Fire Protection District as of December 31, 2013, and the changes in financial position and cash flows thereof for the year ended in accordance with accounting principles generally accepted in the United States of America.
  - The assets of the District exceeded its liabilities and deferred inflows of resources by \$927,689 (total net position). The unreserved portion was at \$343,143.
  - The District's total net position decreased by \$16,159 for the calendar year. This does not indicate a cash flow loss, but with the deduction of depreciation a loss is indicated.
  - The District's Net Position was reviewed and indicated a decrease of \$16,159 from 2012.
  - The Summary of Income and Expenses was reviewed indicating the Standby Fee Revenues were approximately \$7,000 higher than 2012 which was a result of more development. Ambulance revenue was significantly lower than 2012 due to less billings and also more write-offs. The Transient Room Tax increased slightly. Expenses increased over all with the Fire Department increase being significant due to the increase for paid, on-call firefighters. The majority of the District's expenses are in wages and related expenses.
  - The Capital Lease on the ambulance was reviewed.
  - The necessity to pursue an increase in the Standby Fee was outlined indicating the need for on-call firefighters due to a lack of resident personnel. Mr. Seegmiller commended the District in their efforts to make sure the fire department is being operated efficiently not only now but in the future.
  - Under the Findings and Recommendations, it was noted that the affairs of the District are kept consistently. The finding relative to segregation of duties is the same as previous years. It is understood that the District is a small organization and the accomplishments are difficult. The controls in place mitigate some of the risks. The finding relative to account adjustments indicates the need for end-of-the-year journal entries to correct various accounts. The District did not complete the annual online training course provided by the State Archives on the requirements of GRAMA and members of the governing board were not provided with annual training on the requirements of open and public meetings, and each member of the board had not completed training developed by the Office of the Utah State Auditor in cooperation with the Utah Association of Special Districts. The District

does not have formal conflict of interest policies or procedures for disclosure of conflicts of interest.

5. **ACTION ON A RESOLUTION TO APPOINT A TREASURER FOR THE DISTRICT** – Luci Francis volunteered to be the Treasurer. Michael Plyler moved to adopt Resolution 14-0625-1 approving Luci Francis as the Treasurer for the Rockville/Springdale Protection District. Barry Rhodes seconded the motion and a roll call vote indicated all those present voted in favor of the motion.
6. **ACTION ON A RESOLUTION TO APPROVE THE CERTIFIED TAX RATE FOR 2014** – John Callahan moved to approve Resolution 14-0625-2 approving the Certified Tax Rate for 2014. Michael Plyler seconded the motion and a roll call vote indicated all those present voted in favor of the motion.
7. **DISCUSSION AND SET A DATE AND TIME FOR THE PUBLIC HEARING ON THE PROPOSED INCREASE IN THE ANNUAL STANDBY FEE** – The Clerk outlined the timeline for the required posting/publication of the hearing. The hearing can be held on July 21, 2014 and then there is a possibility the new fees could be approved at the District's regular meeting on July 23, 2014. John Callahan moved the board approve the publication for July 5 and July 12 to have a public hearing on July 21 at 6:30. Luci Francis 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 Christian reported since the last meeting, there have been five fire alarms (false), one brush fire which was a BLM flare up, one structure fire which was contained to a couch on a front porch, and one illegal burn.
  - b. Consideration and possible approval of applicants for the Fire service – Chief Christian presented an application for Kyle Smith, who lives in Springdale. Kyle was a part of the department many years ago but left the area for a while.

Michael Plyler moved to approve the application from Kyle Smith. Barry Rhodes seconded the motion and a roll call vote indicated all those present voted in favor of the motion.
  - c. Training update – Hopefully, the wildland class will begin next week. It is a 40-48 hour class.
  - d. New business to include requests for budgeted expenditures – We did not receive the grant request for fire shelters. Chief Christian has petitioned the local authorities to find out why. There is also a possibility the County may assist with this. There could possibly be some money left over after the first round of grants are awarded.

The EMS closet is being constructed and should be complete in approximately a week.

Chief Christian brought up the issue of having a policy of drug testing our personnel. He presented a testing schedule from a firm in St. George. The costs were discussed. Chief Christian will consult with the local clinic relative to the cost and availability of providing this service.

Chief Christian will be speaking to Rick Wixom tomorrow to develop a posting relative to fireworks. Discussion took place relative to enforcement of the fireworks restriction and the fact that the District cannot write a ticket but the police can. He can recommend to the police a ticket be issued for reckless burning, etc. The State Fire Marshal can also red tag for violations.

The Chief will create something relative to fireworks and Michael Plyler will do something relative to the Standby Fee increase for inclusion in Springdale's July 1 newsletter.

The grounds in back of the station are being cleaned of the pine needles, branches, etc. Chief Christian suggested covering the area with gravel or something to keep it from being muddy and full of weeds. It would also be nice to have a picnic table. John Callahan offered a frame that would need the wood changed out.

Barry Rhodes asked under his report of fire activity if any of the apparatus responded to the wreck west of Rockville on SR-9. The Chief responded, yes they did provide assistance for the EMS.

Michael thanked the Chief for working with Luci on our equipment needs and our budget.

9. **FIRE MARSHAL'S REPORT** – There are approximately 30 business inspections left to do in Springdale. The goal is to have them accomplished by the end of July.
10. **FIRE CHIEF'S REPORT – AMBULANCE SERVICE** – Report was given by EMS Captain Vince Wood.
  - a. Report on EMS activity since the last board meeting – Captain Wood reported there have been seven calls since the last meeting – all seven were transports.
  - b. Consideration and possible approval of applicants for the EMS service – There were no new applications for consideration.
  - c. Training update – They personnel have been working on mock medical and trauma scenarios.
  - d. New business to include requests for budgeted expenditures – There was no new business or requests for budgeted expenditures.
11. **CHAIRMAN'S REPORT** – Chair Orton thanked everyone who has worked so hard on what needs to be done in preparing a draft 2015 budget and the increase in the Standby Fee.
12. **STANDBY FEE BILLING REPORT TO INCLUDE UPDATE AND POSSIBLE ACTION ON DELINQUENT ACCOUNTS** – As of the end of May, there was \$4,652.68 which was 120 days past due, an increase of \$32.02 which is basically interest.
13. **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 May, the accounts receivable was \$53,987.44, an increase of \$407.23.
  - c. Approval of expenditures for May 2014 – Barry Rhodes moved the expenditures for the month of May be approved. John Callahan seconded the motion and a roll call vote indicated all those present voted in favor of the motion.
14. **APPROVAL OF THE MINUTES OF THE MAY 28, 2014 REGULAR MEETING** – Michael Plyler moved the minutes for the May 28, 2014 regular meeting be approved. Barry Rhodes seconded the motion and a roll call vote indicated all those present voted in favor of the motion.
15. **GENERAL BOARD DISCUSSION** – Michael thanked Luci and Elaine for working on the budget that was presented to Springdale and Elaine has been really good about providing what is needed promptly.

Michael reported that a meeting took place with representatives of the Springdale Town Council and they were very receptive to our presentation and indicated they were willing to provide us with some money. We all understand this will in no way go toward reducing the raise in the Standby Fees as it is a one-shot opportunity. However, if they give us the money to be spent on the equipment list the Chief provided, some of those items could disappear in the subsequent year's budget. We wouldn't reduce the Standby Fees but it would mean that in 2016 we may have \$10,000 we didn't spend on turnouts that can go into the reserve and that could be applied in other places.

One of the big revelations was that Rick Wixom informed us we could impose impact fees on new construction through the municipalities. There are very restrictive parameters to collecting and utilizing these funds. Funds that are collected have to be spent within six years of collection. For instance, we could buy a truck or other piece of equipment now, start paying on it and then start collecting impact fees and pay back on it that way. If we start collecting impact fees before we buy the item, we have to spend that money within six years. If we say we are trying to collect the money in impact fees before we buy the item, we have to spend that money within six years. For example, if we thought we were going to collect x number of dollars in impact fees, put that as a down payment on a ladder truck, then, for whatever reason the impact fees came up shorter than we projected, if we didn't have the money in reserve to make it happen in the six year period, that would not be good. We would have to plan very carefully. Also, the purchase has to be at least \$500,000 or more and be utilized for buildings or major equipment. We would also have to hire a consultant to advise us how to structure the process.

Chair Orton thanked Adrian Player for being so persistent. He is the one that encouraged Bob to ask the Town of Springdale for some money.

Adrian commented that, although this additional funding is a one-time deal, if the town has another good year, there may be the possibility of more funds becoming available.

Luci asked if there were any questions about the budget draft that she had created. There were none but John commented it would be good to have explanations for the revenue line items as there are for the expenditures.

Luci thought there could be a little more breakdown relative to the large costs for ambulance equipment. As she continues to work with the budget and the expenditures seem to keep going up, she realizes the Standby Fee has to go up to pay for them. Everyone seems to be aware of what this can do to our residents and business owners. She wondered if there was a remote possibility we could go to Springdale and renegotiate the TRT. Even if it was sometime in the future. We need to pursue every possible avenue for increasing funds.

Michael reminded the Board that impact fees are a moving number.

Chair Orton remarked that at the informational meeting, Cheryl Frassa offered to go to the government and try to find ways to raise money from them. She started on that and provided Bob with some phone numbers and information relative to other agencies that are doing this, but she doesn't have unlimited minutes on her cell phone and couldn't continue.

Michael commented as someone who works for the Federal Government; even if she were to be successful in prying some money from them, the actual time when we would see the money could possibly be put in the 2020 budget.

Chair Orton will discuss it further with Cheryl.

16. **IDENTIFICATION OF ISSUES FOR FUTURE AGENDAS** – Clerk Harris will be sending the Board for review ideas for the wording for our new Standby Fee structure billing and collection. She has been working with someone in our auditor's office that is familiar with QuickBooks and has been able to solve some of the issues relative to changing our process for billing and collecting.

Michael confirmed the process will be that he and Barry will meet and finalize the last categories and formulas for the Standby Fee based on the 2015 draft budget, then it has to be adopted after the public meeting, at the July 23 meeting.

Chair Orton felt we can't do this all at once and get it right the first time. We need to talk about this increase plus the next five years and what the increase should be for those years – 5%, 3%? Michael agreed since the cost of items that we plan to purchase in 2015 will go up, more revenues would be needed in future years to purchase the same thing. Luci felt the Standby Fees are maxed right now and Barry felt we have no way of projecting what costs will be in future years.

Chair Orton's suggestion was, basically, to have a five-year plan and try to project possible increases in order to make sure there are revenues to cover needed expenditures. Michael offered that the ambulance will be paid off in five years and that will eliminate a \$26,000/yr. cost. Luci felt that was when we needed to increase the reserve for the purchase of a new fire truck.

Barry felt there should be a work meeting to address this. It would be difficult to hit the property owners with another increase the year immediately after instituting the currently proposed increase.

Michael also stated that there is a lot of construction that, when the taxable values are instituted by the County, will increase our revenues.

Bob felt that, since we know costs are going to go up, if we don't do a five-year projection now, we will be going back every year. If we do an increase, maybe utilize the CPI, we will increase some each year. They will know for five years what is coming.

Discussion took place relative to the last increase we proposed and only implemented 2/3 of it, knowing we needed more for the long projection.

Luci brought up the fact that the work being done on the budget is to make sure there is no “fluff” and we can totally justify the increase in the Standby Fee. This budget will actually not be approved until December.

There will be a work meeting on July 16 at 6:30 pm to discuss the budget projections and Standby Fee Schedule to date.

Barry requested we have information relative to the drug testing so it can be acted on at the next board meeting. Implementing this would require an amendment to the Personnel Policies and Procedures.

Michael announced that he would not be here for the September meeting.

John Callahan volunteered to work on the Personnel Policies and the conflict of interest issue raised by the auditor.

17. **ADJOURN** – Barry Rhodes moved the meeting be adjourned. John Callahan seconded the motion. A roll call vote indicated all those present voted in favor of the motion.

Meeting adjourned at 8:05 p.m.

Minutes typed by:

Elaine M. Harris  
District Clerk

APPROVED:

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Michael Plyler, Chairman