

Wasatch County Fire Board of Directors Meeting

Tuesday May 11, 2021

Meeting held at the Wasatch County Administration Building located at 25 N Main, Heber City.

Those in Attendance:

Steve Farrell

Spencer Park

Marilyn Crittenden

Jeff Wade

Danny Goode (online)

Chief Giles

EMS BC Clair Provost

Fire Warden Troy Morgan

Fire Marshal Clint Neerings

BC Jason Provost

BC Gary Sessions

Dennis Goudy

Dave Kenamer

Rob Hughes (online)

Kierstan Smith CPA

Dustin Grabau

Minutes

A motion was made by Councilman Wade to approve the minutes of April 17, 2021 fire board meeting. The motion was seconded by Councilman Park. The motion passed all in favor with Councilwoman Crittenden abstaining.

A motion was made by Councilman Park to approve the minutes of March 17, 2021 fire board meeting. The motion was seconded by Councilman Wade. The motion passed all in favor.

Warrants

A motion was made by Councilwoman Crittenden to approve the warrants as presented in the amount of \$269,497.94. The motion was seconded by Councilman Wade. The motion passed all in favor.

Councilwoman Crittenden: Is there anything we should know about? Anything unusual or something we need to be aware of?

Chief Giles: No. Just for a little information for you, at our advisory commission meeting we decided 2 of the members are going to look over these prior to this meeting. Dave and Dennis have looked them over and put their signature on them.

Councilwoman Crittenden: Great. Is there anything in here that you think we should be aware of?

Dennis Goudy: No but I would like to add that Dave and I both inquired about the processing and it excited us in a sense that there is detail to identify each cost and each item. We hope that at some point we can go through and have a short presentation on the process. That should be exciting for you and for me to. Dave, do you have anything to add?

Dave Kenamer: This process they have in place is consistent. They have invoices for everything that they are spending money on.

Chiefs Report

Chief Giles: I think all of you were aware in our budget for 2021 we had a place to hire 4 firefighters. Last month as you seen one of them has left the captain position. We are hoping we will be able to fill that out of the crews. It will be advertised with a job description. Also, we are going to reach out and fine tune the deputy chief's job description. That is where we are headed with this. We will also probably advertise for those in the next week or 2. Hopefully we will have something done by the next meeting but if not the meeting after.

Councilman Farrell: Do you see any possibility with some of your volunteers applying for this?

Chief Giles: I highly doubt it. Most of them have full time jobs. We have a staff meeting tomorrow where we were going to discuss hiring. Originally, I wanted to hire a 2080 shift. So basically a 40-hour week but run it as 12-hour shift at 3 days a week. The more I have thought about it just to keep them rubbing shoulders with the rest of the crew I may just end up doing 3 firefighters. We have our staff meeting tomorrow and will talk about it and see what direction we want to go.

Councilman Farrell: Are you hiring with both fire 1 certification and ems certification?

Chief Giles: Yes, the captains position has a lot more involved in it and the deputy chief.

Councilman Farrell: You're not hiring for them right now?

Chief Giles: We will be in the process. With the deputy chief we have a hiring board right now that they will probably go through the firefighters and the captain. But the deputy chief as of last month I remember the commission is going to interview and give me 3 names and I will present 1 to you. If any of you want to be apart of that interview process just let me know. Unless you have questions that's all I have. I guess I am going to get an ambulance next week or at least the chassis. We will have them up for sale between now and the next board meeting. If you have seen them out in front of the station, we have a couple more of those and the pickup. They will be on a sealed bid process. If we get that done prior to our next meeting, we will open them up here like we have in the past.

Councilman Park: I think as far as adding a member, me and Steve being a part of the advisory board we will be a part of the interview process You wouldn't need any more additional besides us 2.

Chief Giles: You and Steve you mean?

Councilman Park: Yes

Chief Giles: That would be great. If any of the others would like to.

Councilman Park: You cannot have more than 3.

Councilman Farrell: Okay let's go to the financial person.

Other

Review of 2021 Q1 Financials

Kierstan Smith: Okay so in your quarterly financial statements the back of them has a highlight and it talks about specific line items in a little more detail. I am not going to regurgitate the information I already gave you with financial statements. We will talk in general about the quarter and what was happening with the district. First of all, we are going to talk about our assets. In total our assets are approximately 2 million higher than they were at this time last year. The majority of that change is that second line item which is your cash in PTIF account. That is coming from tax revenues from last year that were received in December or in the period of availability, which is 60 days after, and they get pulled back into the prior year. That is where you're going to see the majority that changes in that protected PTIF account. If you scroll down to the bottom, you will see that in liabilities where that offsetting change is due with your beginning fund balance which is the last account line on there that give you an account number. That's coming over from the prior year and it's also related to the same thing because at the end of the year you have an influx of a lot of tax revenue that is then available for use of this upcoming year. That is where you are seeing that change in fund balance. Other than that, you assets and liabilities are pretty consistent from year to year. You will have a little fluctuation here and there but nothing that really stood out. Most of the changes have to do with yearend things. We do recalculate accumulative paid absences that accumulative balance. You will see a change there and it has to do with last year and closing it out at the end of the year. Other than that, it's pretty consistent. This is all general fund right now that we are looking at. We will look at capital fund projects in just a minute. On your revenues (page 3) I am going to really focus on the operating revenues taxes. Of course, like I said it all got pulled into last year. So right now, it looks like you have zero tax revenue. That anything that happened after February your seeing revenues this year. Prior to that anything that came in was pulled into 2020's. Did you have a question?

Councilwoman Crittenden: No, so it's just January that is pulled into the previous year. Does that happen every year?

Kierstan Smith: Yes, because the districts period of availability is 60 days out. Anything received within that 60 days is tax revenues. Your other operating revenue you will see over on the side that the total is 56% were we should be for the year per our budget. The majority of this change that is overbudget has to do with ambulance revenues. We are almost \$400,000 of the quarter and we budgeted \$900,000 for

the year. So there is a lot of extra income coming in there. The other area is the donations. The donation for \$200,000 has to do with the land sale and the agreement that the donation would come in when that loan was paid off.

Councilman Farrell: On the ambulance revenue we have \$400,000 and we budgeted \$9,000?

Kierstan Smith: \$900,000 sorry about that.

Councilman Farrell: \$900,000 so we have about 50% of that now.

Kiersten Smith: Right, we have 54%. It's great that we are seeing that. I spoke a lot with the collections company that works with collections on this. There is a large dollar amount that they hold but the collection is about 43% of what they are holding. This is after it has gone through the whole process of being billed through the insurance company and coming back. Then being billed to the customer/patient and going through that whole process before going to collections. A 43% return once it's going to a collection's agency is pretty good. That's good news for the district with collections. If you turn to page 4 which is your expense area. I am going to focus on that other operating expenses. You will see we are 25% through the year and you're sitting at about 22% depending on which category you look at. On the expense side of things, you will see we are doing really well with staying in our budget overall. You will see that certain line items are a little higher and certain items that are a little lower. Some of them are tiny like liability insurance the insurance policy gets paid once. So, timing can cause a problem there, but it has to do with when that lump sum was paid. Overall, they are doing really well staying in the budget. The next section is our capital projects fund. The difference between the two is that general fund is basically running the district. The capital projects fund is money coming in specifically for capital projects. This is money that is designated by the board and impact fees. You will see that we have a change if you look at the total assets compared to prior year and total liabilities to the prior year you will see a significant decrease. This is for the money that was taken out of this fund and transferred to the general fund to pay for the land. It looks like there is a big decrease but it's getting repaid. With impact fees at the end of March there is about \$400,000 that still needs to be paid back to the general fund. We will then reimburse this capital PTIF account. There is about \$950,000 that we took out of that so we will put that back and use the impact fees to reimburse that. Then we will have impact fees building up again to help build a new station. The next page is operating revenues which shows you impact fees so far are 57% of what has already been budgeted for this year. So you have got a significant amount of impact fees already in the first quarter positive. It would be great if the growth keeps going this way because that means extra revenue that we have not planned on. This means you will be able to reimburse your general fund quicker and put the money into the PTIF. You will have more money to hopefully build sooner. Then the last is your cash allocation account. So your checking account is allocated between the general fund and the capital projects fund basically to balance out. This is to show that it balances out. For the highlight notes were there any specific questions you had on this that you wanted to talk about? Any questions?

Councilman Farrell: Seeing no questions I would entertain a motion to approve the financial report as presented.

A motion was made by Councilman Wade to approve the financial report as presented. The motion was seconded by Councilman Park. The motion passed all in favor.

Councilman Goode: Mr. Chairman may I ask the fire chief a question?

Councilman Farrell: Yes.

Councilman Goode: Ernie, do you think we are looking at holding the mill levy steady this year or are you looking for an increase? Have you decided that yet?

Chief Giles: We actually talked about this yesterday. We are going to visit in our meeting tomorrow about this to see. More than likely I am going to hold it steady.

Councilman Goode: This was the year we were going to hold steady, correct? We did not do anything last year and then this year we will either hold steady or reassess? Is that correct?

Chief Giles: Correct that is my plan.

Councilman Goode: Thank you.

Councilman Farrell: Thank you. Let's turn it over to advisory commission.

Dennis Goudy: Thanks again everyone for the opportunity to serve the community. The best way to state this is we want to focus on some of the tasks that were identified in our meeting a couple of months ago. We actually hit the ground running with that task list that we put up on the whiteboard. We have written it out and I am proud to say that we a lot of the tasks are already done. We have stamped this document as a draft. What we are going to try and achieve here is number 1 we want to share with you the work that we are doing on these tasks we also want to establish today a formal way or ideas on communications. We have some very clear-cut ideas and I want to present that to you. We put these in order. Now we state that the list is not inclusive and that's because we believe there are always going to be tasks that we can add. I think the goal here is that we are all working together on these and we should be able to accomplish a lot. When we look at the priority that we have listed, this afternoon I am only going to go over about 10 of these tasks and then we can work to agree on the progress of this and the next steps. One of the number 1 priorities was to get establishment of the advisory commission membership. Now to do that we were going to march up with 21-01 resolution and followed the recommendations. If you turn to page 3 we went ahead and completed that task to this point. On task number 1 effective May 6th the advisory commission recommends the following names to serve on the commission date for the terms will be listed after the approval from fire board. We have 1 person that will be a Wasatch County representative/commission chair to be determined and hopefully you guys have that in mind tonight. We have written names for 3 subject matter experts which are Gil Rodriguez, Myself (Dennis Goudy), and Gary Kilgore and 1 alternate would be Murl Rawlins. Then we have 2 citizens at large which would be Dave Kennamer and Merry Duggin. Task 1 is to the point now where we would leave that in your hands to do 2 things. Number 1, assign the commission chair. Also submit to you respectfully the names for that to form the 7-member team to begin immediately. Would you like me to review everything else and then we can go back to that? Basically, this is to leave in your hands. Here is another option, a lot of these tasks you don't have to approve tonight. I think we need to give you guys time to read through stuff and understand it. You have your hands full with a lot of other things. The ability to work and study some of the stuff we are presenting gives you some freedom.

Councilman Goode: Which items do you think are time sensitive?

Dennis Goudy: Time sensitive would-be task #1, task number 2 & 3 and I will go over those. If that answers your question. So, task #1 is to get this advisory commission officially stood up and operating. That is high priority and time sensitive. Does that answer your question, Danny?

Councilman Goode: Yes. Steve is that something we need to do tonight or can we agenda that specifically?

Councilman Farrell: We probably need to agenda it or we could probably put it on a county council meeting and go into fire board.

Councilman Goode: Yeah, I think that would work. We could do that next week maybe.

Councilman Park: If we are appointing someone as the county representative do, we have to go into fire board?

Councilman Farrell: It's a fire board function, yes.

Councilman Park: I'll work on getting it on the agenda for next week.

Councilman Goode: Spencer, we just want to make sure we agenda it so we can make everything official.

Dennis Goudy: Thank you. Task #2, review the current version of the deputy chief job description. We went back to the approved one that we submitted back on October 5th and like the chief said we have gone through it again and have actually actioned this task. What I would like to point out is on the far right column were we created an assigned to and a resolved we also in bold put the lead for that task. Arbitrarily but with some discussion we also we put names on there to work on that task so we can get the best result. Now I would like to report that for all intense purposes we have reviewed it again, so we actually did the task as lead by Chief Giles and then we had the BC Clair Provost, Kristen Richardson, BC Sessions, BC Fitzgerald, BC Provost, Steve Farrell and Gary Kilgore. We had that discussion it is a very strong position and its very well written. It's not easy. We are going to get a qualified person. When this person comes about this person is going to have some good experience. We are going to advertise statewide. There are some amazing people in Wasatch Fire District that we would hope will apply but we will see where it goes. Priority #3, the deputy chief hiring process. Which the intention of hiring a deputy chief it needs a very well written, well organized process to hire that deputy. It will involve several important steps including testing and evaluation. It would be vetted. We would look at some of our experts like the state chiefs fire association, vetted processes with other large departments around the state like UFA and Salt Lake City, so we have a process that Wasatch County Human Resources would stamp easy with approval and be proud of that process. That process is led by Gil Rodriquez, Murl Rawlins, Myself, Kristen Richardson, Gary Kilgore, BC Sessions will be on that team to see that process through. Again, some of these tasks we have started on but we wanted to make sure that you folks had the opportunity to review this and approve it or at least develop some questions and thoughts on your end as well. With the detail on page 3 that writes out what I am explaining to you on the progress. Priority #4 is a financial specialist. We all agreed as a group from the government side and the volunteer side and the district side that importance of that financial component on our commission. We are actively pursuing and really want to make that position stronger than we would ever imagine, and we feel very proud to say that at this point we have a temporary assignment to Kierstan Smith. She serves as the district's financial officer with her qualifications. This is a great way to start. You will notice that

we have a team lead Dave Kenamer, Merry Duggin, Murl Rawlins, Gil Rodriguez, and BC Clair Provost. We want to emphasize that this could be a temporary assignment to the commission but certainly her qualifications would speak for themselves. That also may lead to your approval for such a thing. You notice on that task kind of the bulk of that its mostly the tax payor group that is looking at that. It's a big deal with all of us but those folks will really push that heavily. We believe that the goal to have the financial education and understanding with all of us in the room, we will gain a lot. The fifth item: the fire district organizational structure. This started back with the master plan. Chief Giles and his command staff along with admin Kristen Richardson have already developed a first draft and its being review by Gil Rodriguez, Gary Kilgore is leading that. We will be prepared to present that to you we hope at the next meeting. It's in line with the master plan which is also exciting because it builds for the future. That's what you will see on this organizational chart. It allows for growth in the district and makes it easy for all of us to feel as that span and control and some responsibilities grow. We are about there. Legal Council is a very important think. Spencer, I have to point out that yeah in this time of life we are in such a litigious society one of the smartest things we can do is to have that protection. Right now, we are very pleased with Chief Giles and the current retention of legal counsel. What we believe is we put Chief Giles in charge of a team with Clair Provost, Steve Farrell, and Dave Kenamer. The purpose of this is to make sure we have that protection in place. That we are ready to go and proactively looking at institutional risk management to reduce risk to the county and the district and everybody that's part of it. I would like to point out on that description on page 3 that what we would hope to do is set up planning meeting to verify status, current operations, risk assessment and that would be the best step Steve and Spencer to get legal counsel going and to understand the important of that. That is an important item that I think we will spend a lot of time with. Wasatch County Fire & EMS advisory commission bylaws is item number 7. We need bylaws for that commission. I am the lead on that and the goal is that I would develop a template and an initial draft. The second review would go to the commission members and the third review goes to Wasatch County attorney and final approval to the governing board. I would like to say that I am about 90% done with the draft for the bylaws. I think by the next meeting we will have a draft. We aren't stalling but kind of holding up on it until we have our county representative. We need the input from the county representative along with everybody else. Its looking pretty good. We have used resolution 21-01 to build the bylaws and its looking pretty clean. Communications and accountability it says is priority 8 but we all here have learned as a team communications is number 1. We can always move that up but we are very excited about building a system that increases communication, transparency to you folks and vice versa, and what we wanted to propose to you to do is on the agenda that you receive each month for this meeting that we bolster that with some details of items to plug into your heads to start preparing for. I think one of the worst things we can do is blind side you with something that would be important at this meeting at the last minute. I think to increase the communications we are proposing that we come up with a consensus way to share that. I had developed an item which was a communications alert. It goes to your inbox on your emails a week prior. I like what our commission decided at our meeting last week to utilize what you are already using on this agenda but then Kristen can upload that with some of the key things that you need to know well before the meeting. Steve brought up a good point in our meeting. Probably one of the most effective ways to get those communications to you guys is to use your personal emails or your Wasatch County emails because sometimes OnBase may be hard to work with. I also wanted to say I had the chance to sit with the Fire Chief from the unified fire authority and he is considered an expert in government relations with communities and formal governments. He deals with 77 elected officials.

They call him the wiz with communicating. He can work very effectively with government officials because number 1 you never lose sight of the importance of the elected official's job and what we are doing with the community. One of the things he told me is one of the mistakes me made early on was giving a communications alert to his elected officials and saying you need to make a decision right now. I think to some degree we have done that to you guys and its not fair. We will try and prioritize so you have time to digest that and come back with questions and then we can make decisions in a timely matter. It may be a month later. He will even have an administrative control board say they want to make a decision on that right now and he will say no you have a month go ahead and take your time and work it out. We learn a lot from the experts. Number 9 is Wasatch County Fire & EMS policies and procedures, personnel manuals. I have got to commend Chief Giles and his team who has been assigned to this really for inception. This has been a big project. The nice thing about Lexipol is the legal protection and the systems that are built into that that will help the district. We have an estimated completion date of August 2021. That is huge. I am very proud to see that they are doing that. Number 10 is Wasatch County Fire Special Service District bylaws. This task requires that the district work directly with legal counsel and conduct a thorough review to verify that all SSD rules are current and being followed as per state law. What a timely suggesting doing and bring this up because like Steve brought up, I think it was Steve or one of the people on the commission said, even the cities have changed here. We have more cities and townships that are not on the original thing. This is an opportunity to make sure everyone is fairly included and that the bylaws for the SSD are being followed. That to Spencer will reduce a lot of risk. Timeliness on that task would be I would like to be bold and say we don't have a date on this but our goal right now is to work on all of these. They are kind of our primary focus so we can achieve some of the most important items. Do you have any questions on this task list?

Councilwoman Crittenden: No, thank you I think it was done well.

Councilman Farrell: Is this the direction we want the commission to go?

Councilwoman Crittenden: isn't this what we asked them to do?

Councilman Wade: Yeah, this outlines everything we asked for.

Dennis Goudy: Thank you very much. If you would not mind reviewing the agenda that Kristen built and imagine that as the communications alert that could be sent out earlier so that you have time to review that. There will be items in there that are important for this meeting so let us know what you think. If there a better way or a better system so we can work together. It will be in the agenda packet. What we are looking for here is really some suggestions from you because we want this to work for you guys as well as us. We are flexible.

Councilwoman Crittenden: It might be better if that portion is separated out as a separate email. It would be easier.

Dennis Goudy: Okay thank you.

Councilman Farrell: Thank you Dennis. We have a need to go into closed session to talk about some potential litigation.

Councilman Goode: Can I request we do a short recess before we go into closed session?

Councilman Farrell: Yes

Closed Session

A motion was made by Councilman Park to go into closed session. A motion was seconded by councilman Wade. The motion passed all in favor.

A motion was made by Councilwoman Crittenden to adjourn. The motion was seconded by Councilman Park. The motion passed all in favor.