

**Wasatch County Fire Board of Directors Meeting**

**Tuesday July 13, 2021**

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

**Those in Attendance:**

Steve Farrell

Kendall Crittenden

Marilyn Crittenden

Danny Goode

Chief Giles

EMS BC Clair Provost

BC Gary Sessions

BC Ben Fitzgerald

BC Jason Provost

Fire Warden Troy Morgan

Dennis Goudy

Dave Kenamer

Kristen Richardson

**Minutes**

**A motion was made by Councilman Nelson to approve the minutes of June 8, 2021 fire board meeting with the correction of the date. The motion was seconded by Councilman Crittenden. The motion passed all in favor with Councilwoman Crittenden abstaining.**

**Warrants**

**A motion was made by Councilman Nelson to approve the warrants as presented in the amount of \$380,703.60. The motion was seconded by Councilman Crittenden. The motion passed all in favor.**

**Chiefs Report**

Chief Giles: All of you have probably seen the vehicles at the Heber Station. We have closed the bidding. Myself and Kristen opened them up. All of you have the results in the packet but I will read them for the public. The high bid for the 99 ford ambulance was \$10,001.01 by Mike Miller. The 2013 Chev was \$15,001.01 by Mike Miller. The red ford ambulance was \$1,100 to Ben Fitzgerald. It was the one with

the knock in the motor. The 2006 ford ambulance, \$2,500 to Ben Fitzgerald. The 2005 white dodge went to Cameron Broadhead for \$7,500. The gator and trailer went for \$4,500 to Kody Anderson. A little of \$40,000 for all of the outfits. I think it was a better turnout then I had expected.

**A motion was made by Councilman Crittenden to sale the surplus property as listed. The motion seconded by Councilman Nelson. The motion passed all in favor.**

Chief Giles: As you see in your packet there is an advertisement I want to go out and to advertise for another assistant to help Kristen and Jacee. With all the billing that's going on with the building permits. They are working their tales of besides OT. We do have it in the budget to hire this person. I am just looking for some approval to post the advertisement. The job description is in the packet. We do have a place in the office for her to.

Councilman Farrell: Will this be a full time position?

Chief Giles: Yes it will.

Councilman Farrell: Have you discussed this with the board?

Dennis Goudy: Actually what we had talked about previously was some of the recommendations in the master plan about building up the administrative staff. This is not a surprise to me. We have been chasing our tale the last month with the commission trying to get some things caught up.

Councilwoman Crittenden: I might be missing it somewhere but I don't see a salary in here.

Kristen Richardson: This is just the job description.

Chief Giles: It is probably going to be somewhere between \$12-\$15 range.

EMS BC Clair : I think back to a point that Spencer had made. He said can we not all improve in our processes. As I think about that I think we can. He mentioned specifically billing. Kristen and Jacee are working really hard. Even some overtime just to cover bases. If we do our EMS billing correctly it should be done daily. If we have someone else to do these other tasks, we can do the billing daily. This is just Clair talking but I think we can recoup those funds we would put out for this 3<sup>rd</sup> person. If we can get the billing done quicker often times auto insurances will pay quicker. Also I might add that if we have another person to help us with grants. Jacee and Kristen had tried to help do that but if we have someone that could spend time on grants for Fire and EMS that would be huge. Just a couple of thoughts I have had. It's definitely needed.

Councilman Farrell: So we are doing our own billing now. We don't have a 3<sup>rd</sup> party doing it?

EMS BC Clair: Yes we have a 3<sup>rd</sup> party person that helps us submit the billing. Kristen has to go through every single PCR (patient care report) to make sure all of the I's are dotted and the T's are crossed. If not we may not recoup as much revenue on those as we could have. Kristen spends a lot of time to do that. Then it goes onto a 3<sup>rd</sup> party that knows all of the ins and outs of Medicaid and Medicare. Our billing company has actually been doing a great job.

Councilman Crittenden: Do those things have a medical code like the doctor's office?

EMS BC Clair: Yes, the billing company does that.

Councilman Nelson: This preliminary stuff you are talking about. Is it more of a manual process?

EMS BC Clair: Absolutely, and Kristen could speak more to that because she does it. The problem is she has so much on her plate it becomes difficult for her to do it as it really needs to be done. Sometimes she does a number of them at a time instead of 10 a day. When these guys go on a call they have to produce or create a patient care report. It is a form the State Bureau of EMS gives us. It is an electronic form but it takes them a while. If they don't do it correctly and we go to court. If its not documented then according to law then they didn't do it even though in reality they may have done it. So if you transport 10 patients in a day depending on the severity of the patient it takes 20-30 minutes. That's a lot of time that these guys have to do to get the reports done. Then once those are done Kristen will go through them electronically to make sure everything is done properly and then submits them to the billing company.

Councilman Nelson: The reason I ask is if my software guy had them it sounds like the software program we have to fill them needs upgraded. There is a manual step there that should go away. How do we make that go away?

Councilman Goode: I don't think that is the case. We have to do the same thing in our office. Every time we see a patient or every time they see a patient as EMS there is a certain amount of interaction time that it takes to put the stuff into the system. The insurance companies will find any excuse to reject payment. It takes human eyes.

Councilman Nelson: I am not pushing back, I am just trying to understand the process. Is the patient care form inadequate can we make the process easier.

EMS BC Clair: Your absolutely right. We use to go through to check boxes and write a narrative. The state has provided a good format. The hard part is once you check all the boxes, they have to record times, medications, times of CPR, or times they actually shock a patient. Even times they started an IV or IO's. The state has a pretty good process. Its just labor intensive. We have to have a second pair of eyes.

Councilman Nelson: Is there something missing you have to change or add?

Kristen Richardson: Yes, mostly insurance. We get a sheet from the hospital that has their address and insurance information. That has to be scanned in on each report before we can send it to the billing company or else they don't know were to bill.

Chief Giles: While we are on that subject if you actually look at the billing and collections, they have done an awesome job. We have hit our budget and we are only 7 months into this thing. They have done a great job. They are just overwhelmed. We are sending work home with them. She needs to be spending time with her family and not billing.

Councilman Crittenden: So with the new assistant would the come in and do other things to allow her to do this?

Chief Giles: We will probably move Jacee into that and then the new gal will answer phones make the appointments for everyone.

Councilman Nelson: Are the call numbers up this year?

Chief Giles: Yes, looking at Ben I think it was last shift they ran 17 calls. I mean that is wild. You start looking at a few hours. The collision out in strawberry with 12 patients and 3 helicopters on the ground. The personal these calls take is crazy. It isn't just EMS either. Its law enforcement and everybody.

Councilman Nelson: Is it kind of tracking the way such as recreation.

EMS BC Clair: There were 250 medical calls in June.

Councilman Goode: Is there a formula based on the population growth and percentage of the calls? Do you have anything like that?

Dennis Goudy: I like that question. I think that would be easy to research. I would like to be bold and say yes there is studies to show that. Maybe through national reporting system. I can look into that. I know the last 4 years that we have visited with you every month we have been trying to instill evidence of growth. It sure would be nice to see national study or data to measure needs. I like that kind of way. Even more data it might be helpful. We know its coming but if we can have more data it would be helpful. That's how some of these studies come about. We look at these pin marks for run volume and call volume and that helps determine. That's how gold cross did there extensive study. They created a study. Based on time of day and so many other factors they will post an ambulance in these areas at various times of the day to have resources closer to the call.

Councilman Nelson: Is it just about growth or is Covid-19 responsible for the uptick?

EMS BC Clair: Mark, in years prior to covid we have seen an increase even through covid.

Dennis Goudy: It's a weird couple of years.

Councilman Nelson: Do you have a percentage of county residents vs. outside of county?

Councilwoman Crittenden: That was my question I would like to know that.

EMS BC Clair: I will pull that information for the next board meeting.

Councilman Farrell: You said this was in the budget chief?

Chief Giles: It is.

Councilman Farrell: Is there any concern by the board in authorizing the chief to go ahead and post this?

Councilman Goode: No let's move ahead. If we can show there is an increase with recreation then we should probably look at more TRT funds for the Fire District.

Councilman Farrell: Well we aren't giving them any now so anything is better. If it's in the budget I think we are good with that.

Chief Giles: Just an update on our hiring with our firefighters, we actually had some physical, written, testing, and interviews. There were 36 that applied which was surprising to me. I was worried because they are literally begging for firefighters in the lower valley. We have some great applicants. Where we are right now in the process is we have taken the top 13 and we are going to do ride along. They will ride along with the Midway crew for 12 hours and then ride along with a Jordanelle crew for 12 hours so we can get to know them a little better. In a interview its hard to really see what someone is about. There is

possibly going to be 6. We have a person talking about retiring at the end of the year. We will probably keep this pool together and hire right out of the pool so we don't have to do this again. Any questions on that? If not I will move onto the deputy chief. Where we are at with it, it is currently open right now and closes on the 23<sup>rd</sup> of July. We will then go through the interview process mid August, probably the second week to interview. I think we have half a dozen applications already. Some great ones that I have already seen. Anyway, that is where that process is there.

Councilwoman Crittenden: Where did you advertise?

Chief Giles: On state fire chief website, state firefighters' association website, and KSL.

Councilwoman Crittenden: Everything within the state though?

Chief Giles: Yes. There are several of them that are fairly local. Some are fire chiefs, assistant chiefs, battalion chiefs, that actually live here but they work out of county. Any other questions on deputy Chief? Last Thursday we interviewed I think there were 6 for this RFP. I am talking the architect for the fire station. All of them were great I thought. We rated them and have whittled that down to 3. We are going to interview those 3 the last week of July. We have got a bunch of stuff, if you have been part of the emails, questions that we want them to bring to us including estimated costs, and time frames. There were some great applicants. I think these top 3 will be good.

Councilman Crittenden: What about cost of building supplies? I know we have talked about it. Is this the year to build it?

Chief Giles: The lumber prices have actually peaked and they are on their way back down. Concrete is similar. We are probably looking a spring break. We want to try and get this out to advertise for contractors around the first. It seems like once the holidays are over it's the best time to get it out. There were some great proposals. Some of them came back with some great ideas.

Councilman Crittenden: I know we were looking at maybe a few buildings. Are we going to just look at the fire station right now?

Chief Giles: I think so. I think we will have the admin in that station. It will be a lot less money. We will save that piece of ground and use it in the future or maybe even sell it off. It's a nice little chunk of land. I don't think the district will lose any money on it.

Councilwoman Crittenden: I have a questions. With the building costs with as high are they right now, is this a good idea to move forward right now? If we let the supply chain settle, we might be able to get this built for a little bit less when it comes to materials.

Chief Giles: Good question Marilyn. They are on their way down now even lumber and concrete. As I stated earlier to go out after these bids after the first part of the year rather than wait until mid-summer when everybody is busy. We will watch them. Its going to take several months to get this thing designed, send it, and then I will bring it to you folks to show you the floor plans and see what your thoughts are.

Councilman Crittenden: Are any of those firms talking about running a needs assessment scenario with the firefighters and admin, basically what you really need in a building? I know when we were looking at the Heber Light & Power building that's one of the things we looked at to get all of the information.

Chief Giles: Yes, even with this meeting we had the other day with them. Some of them talked about that. Most of them have built stations in the last year. I think we have some great candidates.

Councilwoman Crittenden: Remind me the plan for the funding for this. How are you going to pay for this? Is it a bond? What are you doing to pay for this building?

Chief Giles: If you remember a few months ago we hired Zions bank as the financial institution to handle the finances. Currently the projection is going to be the impact fees that pay for it.

Councilman Farrell: A revenue bond based on the anticipated impact fees.

Chief Giles: Yes, that's where we are headed right now. Until we get this architect plan that is going to set the stage to move forward. It's a great question Marylin. I do believe Zions looked into the financial side. From the cost estimates we have seen I think we will be pretty safe.

Councilman Farrell: Anything else Chief?

Chief Giles: I think I have wore you out unless you have any other questions? If we have a minute I would like to go into closed to update you on the impact fee with extell.

Councilman Crittenden: Tom asked what we want to ride in at the parade. Is the old fire truck available for us to ride in at the parade?

Chief Giles: Yes, we will have it there. Speaking of that. We did get that truck back from Vegas a couple of weeks ago and it is in great shape. It looks awesome. We will put some new decals on it. He is going to find a day to come up and train us on it.

Councilman Crittenden: Where is it at?

Chief Giles: At the Midway station. If you think those latter trucks are big its huge. It is big. It will be such a great thing to have. It is out and ready to roll we just need to get some training done.

**A motion was made by Councilman Crittenden to move into executive session. The motion was seconded by Councilman Nelson. The motion passed all in favor.**

**A motion was made by Councilman Nelson to move back into regular session. The motion was seconded by Councilman Crittenden. The motion passed all in favor.**

Councilman Farrell: Do we have anything from the advisory commission?

Dennis Goudy: Yes, I wanted to report on our task list. Dave Kennamer just pulled the master plan and it has a lot of that data that you were inquiring about projected growth, Danny. As per the minutes from last time we had committed to sending you an updated task list. In your emails this morning I did mention that we would give you a very brief overview of where we are at. If you had a chance to read that it was the key tasks that we identified clear back on May 6, 2021. It involved approximately 10 key tasks all very important and needed. We are pleased to say we have increased the percentage from a lower percentage to 100% complete. Now let's look very quickly at item number 1. The establishment of the advisory commission. We were showing you today that is about 90% complete. We feel that it is complete, but a question has come up purely due to overarching business. We have had trouble syncing up with Dustin as the chair. We have had conflicts in our schedules. Like the chief mentioned our last

meeting was very productive with presentation on the RFP. I want that to get to 100%. I sent an email earlier this morning... on page 3..

Councilman Crittenden: It actually came through later. It was caught by barracuda.

Dennis Goudy: Usually junk email to me is volume. That surprises me that it blocked it but that. Good for your system though.

Councilman Crittenden: Give the IT department your email and they can whitelist you.

Dennis Goudy: Respectfully I get the same type of stuff. I apologize I just made the assumption you all had the list. When you do get that in your inbox read through it and make sure you read page 3 because there we have added language to define tasks a little bit better. On that list make sure what I would like to propose one of the things that after hearing a lot of conversation. What I would like to propose from the advisory commission is that the task list but not on here is after hearing conversation and Dustin mentioned the impact fee study we are really going to push hard that our impact fee stuff is in order. The plan would be that Dustin serves as the chairperson which is technically scheduled for August 5<sup>th</sup> or 6<sup>th</sup>. I did want to say that we bumped the draft the bylaws task we bumped that up from 75% purely because I had a chance to sit down with Dustin and go over the bylaws draft. We are not ready to present it to you yet but we hope to go over that soon. That's really it in a nutshell we are progressing. I have been in this position for over 40 years and with Salt Lake City we had experienced growing pains. You guys are all hitting it on the change with culture change and recreations. A lot of stuff is going on really fast. I think that's all evidence of patrolling. Any questions?

Dave Kenamer: I reemphasize that these architectural firms is important.

Dennis Goudy: It was Kendall that talked about the needs assessment. Over a year ago we as a commission, advisory board at the time, we did draft a needs assessment. The needs assessment the chief was going to worth with the department to get that information. We have a spreadsheet of needs based upon what we, the commission, has provided. Some of the key items we have started with a 50–75-year station while our architectural firms picked right up on that. It is a very big deal. If we build this now it will save the county thousands and thousands of dollars. I had inquired the chief today. My point is with the architectural firm I selected they are way ahead of us on that they now what it will take and require. They even provided an example of the foundation and how they could extend without ripping the whole thing apart. The companies chief wants to sit down with again, I think we are going to get a very good shot at a very good firm.

Councilman Crittenden: Another thing with the office space instead of individual office having a big room where you can have cubicles that way the communication is better. Thank you guys we appreciate it.

Councilman Farrell: Anything else?

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