

**MINUTES OF THE EPHRAIM CITY COUNCIL WORK MEETING  
EPHRAIM CITY BUILDING  
5 S. MAIN  
WEDNESDAY, MARCH 2, 2011  
5:30 PM**

The Ephraim City Council convened in a work meeting on Wednesday, March 2, 2011, at 5:30 p.m. in the Ephraim City Council Room.

**MEMBERS PRESENT**

David Parrish, Mayor  
Kim Cragun, Mayor Pro Tem (Arrived at 6:05)  
Greg Dart  
Terry Lund  
Richard Squire

**STAFF PRESENT**

Regan Bolli, City Manager  
Bryan Kimball, City Planner  
Leigh Ann Warnock, City Recorder

**MEMBERS ABSENT**

Don Olson

**STAFF ABSENT**

Ron Rasmussen, Police Chief

Mayor Parrish called the meeting to order at 5:35 p.m.

**PUBLIC SESSION**

**DISCUSSION OF AMBULANCE ASSOCIATION/CITY RELATIONSHIP**

Kristy Johnson, President of the Ephraim Ambulance Association, introduced the Association Board, Dave Lanier, Niel Johnson, Kari Arnoldson, Andy Christensen, Troy Sawyer, Kerry Nielson, Andy Christensen, and Dr. Nunn.

Kristy gave a short history of the Ambulance Association: The Association split from the City and have governed themselves drafting by-laws and in-house standards. The City contributed fuel and vehicle insurances as well as money towards ambulance purchases in 2002 and 2009, and land for the ambulance building. The Board started asking questions about liability and worker's comp, etc. and discovered the Association was not covered. Being ineligible to obtain that coverage as a volunteer organization, they were advised to merge with the City requiring them to turn over all financial accounts. That was a concern as the Association was accustomed to being in control of their finances. In 2005 the Board met with Mayor Casperson, along with incoming Mayor Cliff Birrell, City Manager Richard Anderson and Jayci Madsen, the City Accountant. It was decided at that time that the Association would be charged \$40 per EMT but would remain independent as far as finances were concerned. In April of 2006, The City declined a request to pay for utilities at the ambulance building, but would help with fuel in the amount of \$10,000 per year. The Ambulance Association pays the City \$5,000 per year until the CIB loan for the building is paid off.

The Ephraim Ambulance Association provides EMT's with paid conferences, certifications, meals on transports, bonuses for training attendance, and uniforms. Year-end bonuses are given in correspondence to the number of trainings attended on a monthly basis. Each EMT volunteers 8,760 hours per year. There were 173 transports in 2010 with an average time of 2½ hours each for the three EMT's involved in each run. They are also expected to attend trainings, Board meetings, city meetings, etc.

Regan Bolli explained how an Enterprise Fund works. There are different laws that fund them than a general fund. They are established for a service provided that generates the funding for that department and they don't have to be balanced at the end of the year. It has been asked if ambulance money was being transferred into the general fund. He explained that can only be done with public notice, public hearings, etc. Nothing under the table is being taken from the Ambulance Enterprise Fund into the City funds. The City can charge an administrative transfer fee to enterprise funds. All enterprise funds within the City are charged that fee except for the Ambulance Association's. Funds generated from services have to stay in that enterprise fund and must be used only for those services.

Financial Director, Steve Widmer, explained the State requirements for a City Department. Because the ambulance finances were established as an enterprise fund, they are a department of Ephraim City just like the Power Department, Public Works, Police, etc. All departments have state and local laws that must be adhered to. Purchases over \$7,000 must go out to bid, and receipts must be in hand before bills can be paid.

Kristy Johnson stressed that all purchases are approved by the Board. The Ambulance Association has credit cards, one for the President, the Supply Officer and the Treasurer. Collecting receipts from all three has been a challenge. The need for documentation is understood, but sometimes it is not possible to get all paperwork ready before late fees are incurred. She requested the credit cards be paid with the understanding that all receipts must be turned in as quickly as possible.

Steve Widmer reiterated that the auditors require certain checks and balances be put into place. The City Manager and Accountant scrutinize all bills, and then turn them over to the Council to approve payment. This is the procedure with every department. No invoice is paid without a receipt as evidence of what the charge was. He suggests that as charges are made, those receipts get to Andy Christensen immediately so bills can be paid on time. Mayor Parrish pointed out that he is responsible for everything that gets paid and his expectation is that the receipts be turned in as they are incurred so bills can be paid on time and not have the auditors write up a finding. He expressed appreciation for Steve and his efforts to protect the City.

Dr. Nunn wished to express the view that everything done by the Association is volunteer, and \$50 a month is not much compensation for them to be told they are expected things to be done and in place on time every time as are full time City employees; they have other full time jobs and responsibilities and to have time to volunteer for the City, some leeway must be made so they can do everything they have to

do. If it makes things work smoothly between the City and the Ambulance Association to pay a bill before a receipt is turned in, that should be taken into consideration.

Andy Christensen pointed out that the credit cards are in his name and his credit is at risk if they are paid late. He strongly suggested looking at paying the bills on time and they would try their hardest to get the receipts in as quickly as possible. "We may not have been kept on as tight a leash as we should have and we understand things may not have been done that should have. We hope to be better and more diligent and consistent."

Regan Bolli affirmed the need for the Ambulance Association to come up with a good system to compile and turn in receipts. As a City, numbers and documentation must be in place for the auditors. Turning in receipts in a timely manner will ensure this Enterprise is going well; it protects the Ambulance Association as well as the City.

Mayor Parrish confirmed that as long as they stay within their approved budget, the Ambulance Association may spend appropriately. There has been some miscommunication in the past regarding questions asked by the City concerning the Association's spending. He wanted to make it clear that those questions were not to have them justify their expenses, but to clarify the process for the Council. "Our goal is to have a good working relationship. Communication is important and we want to help the Ambulance Association."

Kristy Johnson asked for a Memorandum of Understanding to be written. Regan Bolli will take care of that.

Mayor Parrish thanked the Ambulance Board for their attendance at the meeting and for the invaluable service they provide to the City.

**ADJOURN**

*There being no further business to come before the Council for consideration, Councilmember Dart moved the work meeting adjourn. The motion was seconded by Councilmember Lund. The vote was unanimous. The motion carried.*

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
City Recorder

\_\_\_\_\_  
Date