



Chairman Gary Petersen,
Vice-Chair Mark Shepherd,
Jerry Chatterton, Member
Erik Craythorne, Member
Nike Peterson, Member
Tim Roper, Member
Dave Nelson, Member
Howard Madsen, Member
Scott Wiggill, Member

NORTH DAVIS FIRE DISTRICT
ADMINISTRATIVE CONTROL BOARD MEETING
381 North 3150 West
West Point City, UT 84015

NOTICE & AGENDA
February 12, 2018 – 6:00 pm

1. Call to Order
2. Pledge of Allegiance
3. Invocation or Inspirational Thought
4. Citizen Comment (*If you wish to make comment to the Board, please use the podium and clearly state your name, address, keeping your comments to a maximum of 2 ½ minutes. Please do not repeat positions already stated. Public comment is a time for the Board to receive new information and perspectives*)
5. Consideration of Approval of Minutes from the January 25, 2018 Planning Session and Board Meeting
6. Consideration of Approval of the January 2018 Bills for the North Davis Fire District
7. Consideration of Approval of the January 2018 Financial Report for the North Davis Fire District
8. Discussion of the 2018 NDFD Wage Study and Possible Recommendation from the North Davis Fire District Administrative Control Board.
9. Fire Chiefs Report
10. Other
11. Motion to Adjourn

Dated the 12th day of February, 2018

Misty Rogers

On February 12, 2018, a copy of the foregoing notice was posted in conspicuous view in the front foyer of the North Davis Fire District Offices, on the North Davis Fire District website at <http://northdavisfiredistrict.com> and State of Utah Public Meeting Notice website at <http://pmn.utah.gov>. – Misty Rogers, District Clerk

Board Members may participate in the meeting via telephonic communication. If a Board Member does participate via telephonic communication, the Board Member will be on speakerphone. The speakerphone will be amplified so that the other Board Members and all other persons' present will be able to hear all discussions. In compliance with the Americans with Disabilities Act, individuals needing special accommodations or assistance during this meeting shall notify Misty Rogers, District Clerk, at (801) 525-2850 ext. 102 at least 24 hours prior to the meeting. If you would like to submit written comments on any agenda item they should be received by the District Clerk no later than the Wednesday prior to the meeting at noon. Comments can be emailed to_mrogers@nofires.org.



ADMINISTRATIVE CONTROL BOARD
SUMMARY SHEET

February 15, 2018

Agenda Item: North Davis Fire District Administrative Control Board Meeting Minutes

Information: Minutes from the North Davis Fire District Administrative Control Board Meeting held on January 25, 2018.

Recommendation: Approve the minutes as presented or amended. Please contact the District Clerk with any corrections.



**North Davis Fire District
Administrative Control Board
Planning Session and Board Meeting
381 North 3150 West
West Point City, UT 84015**

**January 25, 2018
Planning Workshop - 5:00 PM**

Minutes from the North Davis Fire District Administrative Control Board Planning Session and Board Meeting held at 5:00 pm on January 25, 2018 at Station 41, 381 North 3150 West, West Point City, Utah 84015 with Chairman Gary Petersen presiding.

Board Members Present - Chairman Gary Petersen, Vice Chairman Mark Shepherd, Jerry Chatterton, Nike Peterson, Tim Roper, D. Howard Madsen and Scott Wiggill

Board Members Excused - Erik Craythorne and David Nelson

Staff Present - Fire Chief Mark Becraft, Deputy Fire Chief John Taylor and District Clerk Misty Rogers

Visitors - None

Chairman G. Petersen called the Planning Session to order and welcomed Sunset City Mayor D. Howard Madsen and Sunset City Council Member Scott Wiggill to the North Davis Fire District Administrative Control Board. He then turned the time over to Chief Becraft.

Chief Becraft stated the Planning Session is an overview of the previous year as well as a time to plan for the future of the district.

- NDFD Response Statistics - In 2017, North Davis Fire District responded to 3,566 incidents. However, the units ran a total of 5,044 times. Chief Becraft stated in Fiscal Year 2018, it is anticipated that the North Davis Fire District will respond to 4,000 incidents.
- Transports – During Fiscal Year 2017, the North Davis Fire District had 2,286 patient transports.

Board Member Chatterton stated the reports provided to the board indicate apparatus numbers. He asked that the Chiefs provide a description of each apparatus number to the board. Chief Taylor stated anytime an apparatus, firefighter Battalion Chief or Chief respond to an incident it is recorded in the reporting software. He then provided the a description of the North Davis Fire District fleet; 401 (Chief Becraft), 402 (Chief Taylor), A-41 (Ambulance 41), A-411 (Ambulance 411), A-42 (Ambulance 42), A-422 (Ambulance 422), Aux-41 (Auxiliary 41), BR-41 (Brush Truck 41), BR-42 (Brush Truck 42), E-42 (Engine 41), E-42 (Engine 42), RE-41 (Rescue 41), T-41 (Truck 41) and T-42 (Truck 42).

Board Member Chatterton asked if adding the Sunset City boundary significantly increased the number of calls for Station 42. Chief Becraft stated adding Sunset City into the response area of Station 42 added approximately 30 calls per month to the call volume. He then stated realigning response areas and adding one additional ambulance and additional manning at Station 42 have allowed for more rest time in-between runs. Chief Becraft then stated that Station 41 typically does not respond into Station 42's area. For example, if a second or third ambulance is needed in Sunset, a Clinton City Ambulance would likely be dispatched because it is closer. Chief Taylor reminded the Board that on July 1, 2017 manning at Station 42 increased from four to six and decreased at Station 41 from four to three.

Board Member Madsen asked if there is an agreement between Clinton City and Sunset City for response assistance. Chief Taylor stated North Davis Fire District participates in an auto-aid agreement with Clinton Fire as well as surrounding agencies. The surrounding agencies assist one another when necessary.

Board Member Madsen asked who determines which agencies or what apparatus are be dispatched where. Chief Becraft stated dispatch will initially determine who should respond to a location. However, during an incident, the Chief or Battalion Chief will determine who and where an apparatus should be dispatched.

Chairman Petersen stated Sunset City benefits from the auto-aid agreement they now receive by being part of the North Davis Fire District. He stated that in the past, the Sunset City Volunteer Fire Department did not have the ability to participate in an auto-aid agreement with surrounding areas as they could not guarantee that that Captains and Chief(s) had the same if not higher qualifications as other departments who were continuously on duty. However, now that Sunset City is encompassed within the boundaries of the North Davis Fire District, auto-aid agreements are in place and provide benefit to all agencies.

Board Member Madsen wanted to clarify that because the Sunset City Volunteer Fire Department could not guarantee the same level of service as other agencies, auto-aid was not an option for the volunteer fire department. He then stated that Sunset City is now encompassed within the North Davis Fire District, they now qualify for auto-aid. Chief Becraft agreed.

Chairman Petersen stated as a reality, the Sunset City Volunteer Fire Department did the best they could with what they had. However, it meant that they had to rely heavily upon other agencies in many circumstances. Chairman Petersen stated again, that the Sunset City Volunteer Fire Department did the best that they could do with they had at time.

Chief Becraft stated Sunset City gained more significantly by joining the North Davis Fire District. He then stated that Sunset City now has a full-time department, full-time code enforcement officer, auto-aid and much more.

- National Fire Protection Association (NFPA) 1710 – Due to the significant costs, the North Davis Fire District has chosen not to adopt the formal NFPA 1710 standards. However, the North Davis Fire District still strives to be NFPA 1710 compliant as much as it can given district resources.
- Personnel and Policy – Over the past eight years the North Davis Fire District Personnel Policy & Procedures Manual has been updated. This year, administration and the board have worked together to amend the Drug and Narcotic policy. Because the Personnel Policy and Procedures Manual is a living document, administration will continue to update and amend as needed.
- Standard Operating Procedures and General Directives – Pertains to the safety of firefighters and task procedures. Administration makes changes as necessary.
- Auto-Aid and Mutual-Aid – In January 2014, Auto-Aid and Mutual-Aid agreements interstate wide were entered into for a period of 50 years. Chief Taylor clarified that “auto-aid” is an automatic response and “mutual-aid” is a requested response. He then stated that auto-aid is for the bordering communities with first alarm assignments.
- Fleet Management and Capital Projections – Chief Becraft stated the current staffing meets the district’s needs. He then stated that the Fleet Management Projection does not include any of the Sunset City equipment. Over the years the North Davis Fire District fleet projections have changed. Chief Becraft stated administration has again looked at the current and future needs of the district and is again recommending revising the fleet management and capital projection plan. For example, because diesel trucks are being purchased for chief vehicles the rotation will change from three to five years. Chief Becraft stated if the annexation of Sunset City occurs, the district could then sale the equipment from Sunset City and put the revenue received back into the fleet fund. The proposed changes to the fleet fund have decreased the fleet fund contribution from approximately \$96,300 to \$80,000. Chief Becraft

stated the Station 41 bond will be paid off in approximately 2028 and it is projected that a feasibility study will be conducted at that time.

Board Member Chatterton stated the fleet projection indicates that another ambulance will not be purchased until 2022. He asked if waiting until 2022 is reasonable. Chief Becraft expressed his opinion that waiting until 2022 was reasonable because the stated because the North Davis Fire District purchased two ambulances in FY 2018 and adding an third ambulance at Station 42 permits the district to wait to purchase another ambulance.

Chairman G. Petersen asked for clarification on the Fleet Management and Capital Projection. He stated the purchase price is listed in the year the apparatus is purchased, however there are dollar amounts listed beyond the initial purchase price. Ms. Rogers stated the dollar amount beyond the purchase price indicates the anticipated cost in the year with inflation.

Chief Becraft stated Recuse Engine 41 is a great fit for the Station 41 now. However, as the district grows, there may not be a need to purchase another rescue engine.

There is a needed correction to the fleet projection; the current Deputy Chief vehicle is gasoline and will need to be replace in 2019 not 2021. A diesel truck will then be purchased in 2019 and then be in a five-year rotation. Chief Becraft informed the board that the North Davis Fire District pays cash for all vehicles except for the two front-line apparatuses.

Board Member Madsen asked where the repairs to vehicles and apparatuses occur. Chief Taylor explained that significant repairs are taken to Salt Lake City. Minor services and testing are done at the NDFD stations or at a local repair shop.

- Personnel – Growth projections in West Point City will drive the need for additional personnel. Currently, NDFD has eight firefighter slots between two stations. Chief Becraft stated he watches call volume and revenues to determine the need for additional manning. Chief Becraft stated two firefighters and the Battalion Chief at Station 41 is not the ideal situation, however at the current time it is sufficient. However, in the future an additional firefighter and the promotion of a Captain will be needed.
- Emergency Planning – the North Davis Fire District is assisting West Point City, Clearfield City and Sunset City with emergency planning. The district recently purchased new training mannequins and will be offering free CPR classes using a monetary donation which the district received several months ago.

Board Member Wiggill stated a joint CERT training with Clearfield City and Station 42 had recently been held at Sunset City Hall.

- Fire Hydrants – All of the fire hydrants in West Point City, Clearfield City and Sunset City have been GPS located.
- Insurance Service Office (ISO) – The ISO rating for Sunset City will remain the same.
- Budget and Budget Committee – The North Davis Fire District Budget Committee consists of the Chairman, Vice-Chairman, Chief Becraft, Chief Taylor, Treasurer Julie Bashford or Deputy Treasurer Tiffany Baty and Executive Secretary Misty Rogers. Chief Becraft stated he has been instructed to budget conservatively. The budget committee will meet within the next few months to begin the budget process for FY2019. Chief Becraft stated he would meet with any board member on an individual basis to discuss the upcoming budget. Board Member Roper stated in the past, Chief Becraft has met with him as well as Board Member N. Peterson to discuss the budget.

Board Member Chatterton asked Chairman G. Petersen if there had been a time in which an alternate for the budget committee was needed. Chairman Petersen stated there has never been a time in which all of the budget committee could not meet. He stated the budget committee meeting is scheduled around the Chairman and Vice-Chairman's schedule.

Chief Becraft stated the North Davis Fire District is functioning and serving the community efficiently and the he will continue to provide the best service and professionalism possible for the communities in which we serve. The North Davis Fire District is well respected in Davis, Utah and the western United States. Chief Becraft stated the North Davis Fire District is blessed, and the safety of each firefighter is of the utmost importance to the administrative control board. Chief Becraft stated he is grateful to the administrative control board for their willingness to provide for the employees of the North Davis Fire District.

Chairman G. Petersen stated over the past few weeks, Chief Becraft and Ms. Rogers have been compiling a wage study. Ms. Rogers provided wage study information to the board for their review (wage comparison, wage scale using the average wage, wage scale using a 2.5% increase over the average wage, and a wage scale using a 4.5% over the average wage). Chairman G. Petersen turned the time over to Chief Becraft to discuss the duties of administration.

Chief Becraft stated his job as the Fire Chief is to ensure that the North Davis Fire District provides best service possible using the best trained employees possible while being fiscally responsible. He then stated that the Fire Chief of the North Davis Fire District operates as a City Manager, Finance Director, Human Resource Manager, etc. Chief Becraft stated Deputy Chief Taylor is a deputized chief, which means Deputy Chief Taylor operates as the Fire Chief in the absence of Chief Becraft. Deputy Chief Taylor is a full time Fire Marshal, Code Enforcement Officer, Operations Chief, and Deputy Chief. Chief Becraft then stated Ms. Rogers is the Executive Secretary and functions as the secretary to the Chief, District Clerk, Human Resource Director, etc. He then stated the administration of the North Davis Fire District is unlike the staff of a city or a larger organization. He stated that the Fire Chief, Deputy Fire Chief and Executive Secretary act in several capacities.

Chairman G. Petersen stated the structure of the North Davis Fire District is different than a city. He then asked the board members if anyone had questions with regards to roles and responsibilities. Chairman G. Petersen stated when sitting at the North Davis Fire District Administrative Control Board table, each member represents the North Davis Fire District and decisions must be made in the best interest of the district. Chairman G. Petersen stated each board member has the responsibility to discuss and express concerns while sitting at the table of the North Davis Fire District.

Chairman G. Petersen stated over the years, the North Davis Fire District has progressed and evolved. He then stated that when questions arise, please ask and be considerate of timing. Chairman G. Petersen stated he appreciates the interaction between staff and the administrative control board. He then stated that he relies on the board to educate themselves, ask questions and provide input.

Chief Becraft stated the North Davis Fire District and administration rely on the administrative control board to be interactive and make the best decisions possible for the district.

Board Member Chatterton stated the administration of North Davis Fire District is good to work with and they are willing to answer questions anytime they are asked.

Chairman Petersen stated if anyone has questions for him, please call.

Board Member Madsen thanked administration for the information they have provided to him over. He stated the information shared with him has been plentiful.

- Wage Study Discussion - Chief Becraft stated in the fire service, fireman work an average of 56 hours each work week or 2,880 hours annually. He stated the North Davis Fire District recently lost four employees, three of which left for other agencies. Chairman G. Petersen asked that administration complete a wage study as the last wage study completed for full time employees was nearly five years ago. Chief Becraft stated the wage study compiled data from agencies that compare closely to the North Davis Fire District (Weber Fire, Roy Fire, South Davis Metro and Layton Fire). He informed the board that as the wage comparison information was compiled, administration had to compare "apples to apples".

Chief Becraft stated administration knew that the starting wages for full-time firefighters were low. With the current wage scale of the North Davis Fire District, firefighters top out higher than other agencies if they spend their career with district. Chief Becraft stated because all departments used for the wage comparison have Driver/Engineer and Paramedic slots the proposed wage scale of the district also includes Driver/Engineer and Paramedic slots.

Chairman G. Petersen stated the document "Draft" indicates wages using an average of the wages of other comparable agencies. Ms. Rogers stated the firefighter wages were determined using an average. However, the Driver/Engineer, Captain and Paramedic wages were used by adjusting scales to keep within market. Chief Becraft stated position steps will overlap with another position.

Chairman G. Petersen stated the information being presented to the board is for discussion purposes only. Within the next few weeks, the board will be asked to decide how to budget for wages. Chairman G. Petersen stated because the last wage study had been completed nearly five years ago, the increase to bring employees to market is significant. He then stated the overall increase to the budget from FY 2018 to FY 2019 using the average wage scale is approximately a \$166,521.00 increase. Anyone receiving the wage adjustment in FY 2019 would not be eligible for a merit increase.

Chief Becraft reminded the board that anytime wages increase, FICA and retirement will also increase. He then reminded the board that the steps within the wage scale are steps and not actual years of service.

Chairman G. Petersen recommended wage adjustments be done every other year and a merit increase on the opposite years. The board members agreed.

Board Member Wiggill asked if completing a wage study every other year will be too cumbersome. Ms. Rogers and Chief Becraft stated completing a wage study every other year will be less cumbersome.

Board Member Chatterton asked what makes a firefighter "jump" from one department to another. Chief Taylor stated wages are a significant factor in the moving of firefighters.

Chairman G. Petersen posed the question, "what does the district want to be" and "what kind of district are we". Should the North Davis Fire District be a training ground for other departments or do we want to a long-term department for new and seasoned firefighters. Chairman G. Petersen expressed concern that the North Davis Fire District is losing excellent firefighters to agencies with better wages. He then stated at this time, the North Davis Fire District does not operate as a paramedic agency. If someone wants to be a paramedic, the North Davis Fire District cannot fulfil their dream.

Chief Becraft agreed, he then stated if someone wants to be paramedic they cannot be a paramedic at North Davis Fire District, they can only operate as an AEMT. If someone wants to be a paramedic, they have to go elsewhere.

Board Member Madsen and Board Member Wiggill agreed the North Davis Fire District cannot afford to be a training ground for firefighters.

Chief Taylor stated the cost associated with the testing, hire, train and outfit new firefighters is significant. Board Member Chatterton asked if employees have a probationary period. Chief Taylor stated yes. Board Member Chatterton asked if new turnouts could be ordered for employees after they complete their probationary period. Chief Taylor stated turnouts must need to be sized precisely for the firefighter, in many cases existing turnouts will work. However, there are many cases where turnouts have expired or we do not have an adequate size for the firefighters.

Chairman Petersen expressed concern with not having seasoned firefighters. He stated he is grateful for the wage study; however, he is concerned the wage adjustment using an average is not adequate. Chairman G. Petersen stated he would like to change the culture of the North Davis Fire District and put resources into the employees of the North Davis Fire District. He then cautioned the board that as wages increased, they are increased forever and a permanent expense.

Board Member Chatterton agreed with Chairman Petersen. He stated the North Davis Fire District has great equipment and it important to have great firefighters.

Board Member Roper stated it is important to have well trained firefighters. The wage adjustment is an investment to the community and public safety.

Board Member N. Peterson agreed. The retention of trained and experienced employees is a benefit to the employee and the community

Board Member Chatterton asked how much it actually costs to train an employee of the district. Chief Becraft and Chief Taylor stated the actual dollar amount is unknown, but the cost would be significant. Board Member Wiggill stated the cost to train new hires as well as the continued training and certifications for all employees is substantial.

Chief Taylor expressed concern that the North Davis Fire District is losing the experienced firefighters. He stated that both new and seasoned firefighters are essential for the department. Chairman Petersen agreed. Chief Becraft stated the North Davis Fire District wants to keep the firefighters for their career.

Chairman Petersen stated the information in the 2018 Wage Study is only being presented for board discussion, no action or recommendations will be made during the meeting. He then requested that each board member read the wage study document thoroughly and be prepared to discuss wages during the February meeting. Chairman Petersen stated if any board member has questions regarding the wage study and draft wage adjustments to contact Chief Becraft, Chief Taylor or Ms. Rogers.

Board Member Madsen asked if every employee would be eligible for the potential wage increase. Chairman Petersen stated yes, every full-time employee would be eligible for a wage increase to bring them in line with the market and then an additional percentage on top. He then stated part-time wages were adjusted a few years ago, and they are within market. Part-time wages would only be increased if an additional percentage of increase was approved for all employees.

Board Member Madsen and Board Member Wiggill expressed their support with paying employees a higher wage if possible.

Chief Taylor stated North Davis Fire District has employees who currently are being underpaid for their experience. He stated the wage adjustment will bring those employee's wages in line so that they are being paid for their experience. Chairman G. Petersen agreed, and stated a few of the employees will see a sizable wage increase by bringing their wage into market.

Ms. Rogers informed the board that the current North Davis Fire District wage scale is different than the proposed wage scale. She stated the current wage scale for firefighters only includes Firefighters, Captains and Battalion Chiefs. The proposed wage scale includes Firefighters, Driver/Engineers, Captains and Battalion Chiefs. Ms. Rogers stated adding Driver/Engineer slots allow for firefighters to grow and work towards a promotion other than a Caption or Battalion Chief.

Chairman Petersen stated in a future meeting, the board should give direction to staff for the budgeting of wages for Fiscal Year 2019. He stated during the February board meeting, the board will again discuss employee wages and possibly give administration a recommendation for budgeting.

Board Member Chatterton asked if the North Davis Fire District Administrative Control Board should hold a work session to discuss wages prior to board meeting. Chairman G. Petersen he understands Board Member Chatterton's reasoning for a work session, however due to work schedules, the meeting and discussion of wages should remain at 6:00 pm.

Chairman G. Petersen posed the questions, can the district afford to increase wages. He stated that in his opinion, with tax projections from last year the district could absorb the wage increase. However, the board will need to

determine if the certified tax rate for the Fiscal Year 2019 budget will need to be held. Vice-Chairman Shepherd agreed with Chairman G. Petersen.

Board Member Madsen stated the North Davis Fire District cannot afford to act. Vice-Chairman Shepherd and Chairman Petersen agreed with Board Member Madsen.

The planning session adjourned at 7:05 pm. The regular meeting of the North Davis Fire District Administrative Control Board meeting began at 7:10 pm.

DRAFT



**North Davis Fire District
Administrative Control Board Meeting
381 North 3150 West
West Point City, UT 84015**

**January 25, 2018
Board Meeting – 7:10 PM**

Board Members Present - Chairman Gary Petersen, Vice Chairman Mark Shepherd, Nike Peterson, Tim Roper, D. Howard Madsen and Scott Wiggill

Board Members Excused - Erik Craythorne and David Nelson

Staff Present - Fire Chief Mark Becraft, Deputy Fire Chief John Taylor and District Clerk Misty Rogers

Visitors - None

1. **Call to Order:** Chairman Petersen opened the Administrative Control Board Meeting.

2. **Citizen Comment:** None

3. **Swearing in of Newly Appointed Board Members**

Chairman G. Petersen stated currently Board Member Madsen and Board Member Wiggill are non-voting members of the North Davis Fire District Administrative Control Board. However, the board has a desire and a need for any input that Board Member Madsen and Board Member Wiggill have. Chairman G. Petersen expressed the need for Board Member Madsen and Board Member Wiggill to ask questions and provide recommendations to the board.

D. Howard Madsen and Scott Wiggill were sworn in as Ex-Officio Members of the North Davis Fire District Administrative Control Board.

4. **Appointment of Treasurer, Deputy Treasurer and District Clerk (Treasurer Julie Bashford, Deputy Treasurer Tiffany Batey and District Clerk Misty Rogers)**

Chairman G. Petersen stated the North Davis Fire District uses two accounting firms. The first accounting firm is Child Richards CPA's. They provide a third-party Treasurer and Deputy Treasurer for the district. Both Julie Bashford and Tiffany Batey are employed by Child Richards and function as the Treasurer and Deputy Treasurer of the North Davis Fire District. The second accounting firm is hired separately to perform the annual audit of the North Davis Fire District. Ms. Rogers is appointed by the board to serve as the District Clerk.

Vice-Chairman Shepherd motioned to approve Julie Bashford as the Treasurer, Tiffany Batey as the Deputy Treasurer, and Misty Rogers as the District Clerk of the North Davis Fire District. Board Member N. Peterson seconded the motion. The motion passed unanimously.

5. **Consideration of Approval of Minutes from December 21, 2017**

Chairman G. Petersen stated the minutes being approved have been amended with minor grammatical changes. Board Member Chatterton stated the amended minutes were available for the board to review.

Board Member Roper motioned to approve the minutes from the December 21, 2017 Administrative Control Board Meeting. Vice-Chairman Shepherd seconded the motion. The motion passed unanimously

6. Consideration of Approval of Bills for December 2017

Board Member Chatterton asked for clarification for a transaction to Clearfield City Corp (\$9205.09) and JUB Engineers \$5,127.69. Chief Becraft stated the district paid Clearfield City Corp for dispatch services and advertising and JUB Engineers for a flyer mailed to Sunset City residents.

Board Member Chatterton motioned to approve the North Davis Fire District Bills for December 2017. Board Member Roper seconded the motion. The motion passed unanimously.

7. Consideration of Approval of Financial Reports for December 2017

Chief Becraft stated ambulance revenues are behind due to state billing changes. Ms. Rogers stated in early October the State of Utah had changed software and there have been issues with the transition. Due to the software transition and holidays, revenues are behind. Chairman Petersen asked if the revenues which are behind are Medicaid specific. Ms. Rogers stated a significant amount is Medicaid; however, there are numerous other insurance companies with outstanding balances. Chief Becraft reminded the board that ambulance revenue collected in July and August of each year are reversed to the prior year.

Chief Becraft stated employee wages and property tax revenue is on target and personal property tax revenue will be seen over the next several months. He then stated that the cost of the annual audit of the North Davis Fire District continues to increase and administration plans to RFP for a new auditing firm.

Vice-Chairman Shepherd asked why Impact Fee collection is significantly lower than budgeted. Chief Becraft stated administration anticipated the Stadler Rail project; however, the project did not occur and the budgeted amount of impact fees will likely not be received.

Board Member N. Peterson motioned to approve the NDFD Financial Report for December 2017. Board Member Chatterton seconded the motion. The motion passed unanimously

8. Fire Chiefs Report

Chief Taylor stated all board members have access to Rover Mobile (an app which downloaded to a smart phone). When crews are dispatched, a message with incident information is sent out through Rover Mobile. Chief Taylor stated anyone, including board members using Rover Mobile must remain HIPA compliant. He stated information on Rover Mobile cannot and should not be shared. He then provided the board with a short HIPA training and requested that any user read and sign the North Davis Fire District Health Care Provider Confidentiality and Non-Disclosure Agreement.

Chief Becraft stated there have not been issues related to Rover Mobile and HIPA violations. However, the district must be proactive and provide training for the board.

Chairman G. Petersen stated the information on Rover Mobile is sensitive information and each board member should determine if they really need to utilize Rover Mobile. He then stated if there is a significant incident in the district, Chief Becraft contacts the Chairman, Vice-Chairman and the Mayor of the city. Chairman G. Petersen asked that board members who have Rover Mobile not contact the chief, administration or firefighters regarding incidents.

Chief Becraft stated if a board member responds to an incident, please know that the chief or in control will not stop what they are doing and acknowledge you. He stated the focus of the incident command officer (chief or captain) is his firefighters. Chief Taylor agreed, he stated during an incident it is necessary to maintain a "sterile cockpit" environment.

9. Other:

Chairman G. Petersen stated North Davis Fire District Annual Awards Banquet will be held at 6:00 pm on Wednesday, January 31, 2018. He requested that the board members be introduced to those in attendance

10. Motion to Adjourn

Vice-Chairman Shepherd motioned to adjourn. Board Member Roper seconded the motion. The motion passed unanimously.

Passed and adopted the 15th day of February 2018.

Gary Petersen, Chairman

Misty Rogers, District Clerk

DRAFT



ADMINISTRATIVE CONTROL BOARD
SUMMARY SHEET

February 15, 2018

Agenda Item: Consideration of Approval of the January 2018 Bills for the North Davis Fire District

Information: Please see the attached transaction report for January 2018.

Recommendation: Approve the January 2018 Bills as presented or amended. Please contact the District Clerk with any questions.

North Davis Fire District Transaction List by Vendor January 2018

Type	Date	Num	Memo	Account	Clr	Split	Amount
A-1 Uniforms							
Bill	01/17/2018	39189	Belliston, Chris	Accounts Payable		Clothing A...	-50.88
Bill Pmt -Check	01/26/2018	13384		Cash Zions Bank-G...		Accounts ...	-300.52
AFLAC							
Bill	01/05/2018	555019	Acct # AUT72	Accounts Payable		-SPLIT-	-2,260.53
Bill Pmt -Check	01/12/2018	13308	Acct # AUT72	Cash Zions Bank-G...		Accounts ...	-2,260.53
Bill	01/22/2018	982257	Acct # AUT72	Accounts Payable		-SPLIT-	-1,507.02
Bill Pmt -Check	01/26/2018	13385	Acct # AUT72	Cash Zions Bank-G...		Accounts ...	-1,507.02
Airgas Intermountain Inc							
Bill	01/05/2018	9071...	Acct # 2384711	Accounts Payable		Medical S...	-18.84
Bill Pmt -Check	01/12/2018	13309		Cash Zions Bank-G...		Accounts ...	-205.83
Bill Pmt -Check	01/23/2018	13351	Acct # 2384711	Cash Zions Bank-G...		Accounts ...	-18.84
Bill Pmt -Check	01/26/2018	13386	Acct # 2384711	Cash Zions Bank-G...		Accounts ...	-42.36
Bill	01/29/2018	9072...	Acct # 2384711	Accounts Payable		Medical S...	-42.36
Apparatus Equipment & Service, Inc							
Bill Pmt -Check	01/12/2018	13310		Cash Zions Bank-G...		Accounts ...	-2,463.80
Arrow International, Inc							
Purchase Order	01/01/2018	1613		Purchase Orders		-SPLIT-	-1,150.00
Bill	01/23/2018	9541...	Acct #142135	Accounts Payable		-SPLIT-	-1,160.64
Bill Pmt -Check	01/23/2018	13352	142135	Cash Zions Bank-G...		Accounts ...	-1,160.64
AZ Fire and Burn Educators Association							
Bill	01/16/2018	669	2018 Risk Re...	Accounts Payable		-SPLIT-	-665.00
Bill Pmt -Check	01/16/2018	13349	VOID: 2018 R...	Cash Zions Bank-G...	X	Accounts ...	0.00
Bill Pmt -Check	01/16/2018	13350	2018 Risk Re...	Cash Zions Bank-G...		Accounts ...	-665.00
Batteries & Bulbs							
Bill	01/05/2018	356-3...	Acct # 80152...	Accounts Payable		Equipmen...	-47.98
Bill Pmt -Check	01/12/2018	13311	8015252852	Cash Zions Bank-G...		Accounts ...	-47.98
Blomquist Hale Consulting Group, Inc							
Bill	01/02/2018	JAN1...	EAP - Januar...	Accounts Payable		EA Assist...	-235.00
Bill Pmt -Check	01/12/2018	13312	EAP - Januar...	Cash Zions Bank-G...		Accounts ...	-235.00
Bill Pmt -Check	01/26/2018	13387		Cash Zions Bank-G...		Accounts ...	-235.00
Blueline Services							
Bill Pmt -Check	01/26/2018	13388		Cash Zions Bank-G...		Accounts ...	-410.00
Bill	01/31/2018	35222		Accounts Payable		Blueline D...	-280.00
Boot Barn							
Bill Pmt -Check	01/12/2018	13313	Acct # 11182...	Cash Zions Bank-G...		Accounts ...	-143.99
Bill	01/16/2018	IVC0...	aCCT # 1118...	Accounts Payable		-SPLIT-	-161.99
Bill Pmt -Check	01/23/2018	13353	aCCT # 1118...	Cash Zions Bank-G...		Accounts ...	-161.99
Child Richards (CPA)							
Bill Pmt -Check	01/12/2018	13314	Client # 6962...	Cash Zions Bank-G...		Accounts ...	-656.25
Child Support Services							
Check	01/12/2018	13411	Payroll Date: ...	Cash Zions Bank-G...		-SPLIT-	-542.76
Check	01/26/2018	13415	Payroll Date 1...	Cash Zions Bank-G...		-SPLIT-	-277.38
Chris L Tremea							
Bill	01/12/2018	2018 ...	Per Diem (Bul...	Accounts Payable		Travel an...	-255.00
Bill Pmt -Check	01/12/2018	13346	Per Diem (Bul...	Cash Zions Bank-G...		Accounts ...	-255.00
Civil Engineering Consultants, PLLC							
Bill Pmt -Check	01/12/2018	13315	Invoice 6695	Cash Zions Bank-G...		Accounts ...	-260.00
Clearfield Aquatic Center							
Bill Pmt -Check	01/12/2018	13316	VOID: .411.00	Cash Zions Bank-G...	X	Accounts ...	0.00
Check	01/12/2018	13412	Payroll Date: ...	Cash Zions Bank-G...		-SPLIT-	-60.01
Check	01/26/2018	13416	Payroll Date 1...	Cash Zions Bank-G...		Aquatic C...	-60.01
Clearfield City Corp							
Bill	01/09/2018	11/20...	.411.00	Accounts Payable		Utilities (G...	-241.69
Bill Pmt -Check	01/12/2018	13345	.411.00	Cash Zions Bank-G...		Accounts ...	-241.69
Code 4 Designs							
Bill	01/02/2018	1001 ...	Combe, Myles	Accounts Payable		-SPLIT-	-140.99
Bill Pmt -Check	01/12/2018	13317	Combe, Myles	Cash Zions Bank-G...		Accounts ...	-140.99
Purchase Order	01/25/2018	1615		Purchase Orders		Clothing A...	-150.00
Purchase Order	01/25/2018	1616		Purchase Orders		Clothing A...	-190.00
Bill Pmt -Check	01/26/2018	13389		Cash Zions Bank-G...		Accounts ...	-129.99
Bill	01/29/2018	1001 ...	Sholly, Garrett	Accounts Payable		-SPLIT-	-64.99
Bill	01/31/2018		McGuire, Sha...	Accounts Payable		-SPLIT-	-65.00
Colonial Insurance							
Bill	01/03/2018	7927...	BCN E7927130	Accounts Payable		-SPLIT-	-23.54
Bill	01/15/2018	7927...	BCN E7927130	Accounts Payable		-SPLIT-	-23.54
Bill Pmt -Check	01/23/2018	13354		Cash Zions Bank-G...		Accounts ...	-47.08
Bill	01/31/2018	7927...	BCN - E7927...	Accounts Payable		-SPLIT-	-23.54

North Davis Fire District Transaction List by Vendor January 2018

Type	Date	Num	Memo	Account	Clr	Split	Amount
Comcast							
Bill	01/02/2018	1/1/2...	Acct # 8495 4...	Accounts Payable		Utilities (G...	-617.38
Bill Pmt -Check	01/12/2018	13318	Acct # 8495 4...	Cash Zions Bank-G...		Accounts ...	-617.38
Bill	01/19/2018	1/28/...	Acct # 8495 4...	Accounts Payable		Utilities (G...	-437.69
Bill	01/23/2018	1/1/1...	Acct # 8495 4...	Accounts Payable		Utilities (G...	-620.60
Bill Pmt -Check	01/26/2018	13390		Cash Zions Bank-G...		Accounts ...	-1,058.29
Comcast Business							
Bill	01/15/2018	6084...	Acct # 93018...	Accounts Payable		Utilities (G...	-493.70
Bill Pmt -Check	01/23/2018	13355	Acct # 93018...	Cash Zions Bank-G...		Accounts ...	-493.70
Coy Langston (2)							
Bill	01/08/2018	FY20...	Cleaning Allo...	Accounts Payable		Clothing A...	-151.00
Bill Pmt -Check	01/12/2018	13319	Cleaning Allo...	Cash Zions Bank-G...		Accounts ...	-151.00
Crown Trophy							
Bill	01/08/2018	33410		Accounts Payable		Special D...	-75.00
Bill	01/10/2018	33411		Accounts Payable		Special D...	-65.00
Bill Pmt -Check	01/23/2018	13356		Cash Zions Bank-G...		Accounts ...	-140.00
Bill Pmt -Check	01/26/2018	13391		Cash Zions Bank-G...		Accounts ...	-1,436.50
Bill	01/30/2018	33637		Accounts Payable		-SPLIT-	-1,436.50
Dallas Green Farm & Home							
Bill	01/02/2018	68147	Acct # NDAVFD	Accounts Payable		Equipmen...	-75.96
Bill Pmt -Check	01/12/2018	13320	Acct # NDAVFD	Cash Zions Bank-G...		Accounts ...	-75.96
Bill	01/26/2018	70995	Acct NDAVFD	Accounts Payable		Equipmen...	-7.73
Bill Pmt -Check	01/26/2018	13392	Acct NDAVFD	Cash Zions Bank-G...		Accounts ...	-7.73
Davis County Fire Officers Association							
Bill	01/02/2018	2018-...	2018 Annual ...	Accounts Payable		Subscripti...	-316.00
Bill Pmt -Check	01/26/2018	13393	2018 Annual ...	Cash Zions Bank-G...		Accounts ...	-316.00
DCSO							
Bill Pmt -Check	01/26/2018	13394	Paramedic Se...	Cash Zions Bank-G...		Accounts ...	-1,855.77
Bill	01/31/2018	Dece...	Paramedic Se...	Accounts Payable		Paramedics	-1,855.77
Dell Marketing L.P.							
Bill	01/02/2018	1021...	Acct # 12922...	Accounts Payable		Computer...	-1,418.24
Bill	01/04/2018	1021...	Acct # 12922...	Accounts Payable		Computer...	-195.99
Bill Pmt -Check	01/12/2018	13321	Acct # 12922...	Cash Zions Bank-G...		Accounts ...	-1,418.24
Bill Pmt -Check	01/23/2018	13357	Acct # 12922...	Cash Zions Bank-G...		Accounts ...	-195.99
Department of Health							
Bill	01/04/2018	18H5...	Ambulance A...	Accounts Payable		Health Ca...	-10,308.71
Bill Pmt -Check	01/23/2018	13358	Ambulance A...	Cash Zions Bank-G...		Accounts ...	-10,308.71
Dominion Energy							
Bill	01/11/2018	12/10...	Acct # 84823...	Accounts Payable		Utilities (G...	-1,027.30
Bill	01/22/2018	12/11...	Acct # 83193...	Accounts Payable		Utilities (G...	-840.87
Bill Pmt -Check	01/23/2018	13359	8319361492	Cash Zions Bank-G...		Accounts ...	-1,027.30
Bill Pmt -Check	01/26/2018	13395	8319361492	Cash Zions Bank-G...		Accounts ...	-840.87
Eide Bailly							
Bill Pmt -Check	01/12/2018	13322	FY2017 Audit	Cash Zions Bank-G...		Accounts ...	-9,000.00
Ensemble Care For Heroes							
Bill Pmt -Check	01/12/2018	13323	Customer # I...	Cash Zions Bank-G...		Accounts ...	-75.25
Fuelman							
Bill	01/04/2018	NPS5...	Acct # BG212...	Accounts Payable		-SPLIT-	-2,747.79
Bill Pmt -Check	01/12/2018	13324	BG2126827	Cash Zions Bank-G...		Accounts ...	-2,747.79
H.O. Bostrom Co., Inc							
Bill	01/15/2018	202091	Acct # NO028...	Accounts Payable		Vehicle M...	-551.41
Bill Pmt -Check	01/23/2018	13360	Acct # NO028...	Cash Zions Bank-G...		Accounts ...	-551.41
Henry Schein							
Purchase Order	01/05/2018	1610		Purchase Orders		-SPLIT-	-1,845.30
Purchase Order	01/05/2018	1611		Purchase Orders		-SPLIT-	-2,112.80
Bill	01/16/2018	4921...	Acct # 49218...	Accounts Payable		Medical S...	-143.52
Bill	01/16/2018	4921...	Acct # 49218...	Accounts Payable		Medical S...	-215.28
Bill	01/16/2018	4926...	Acct # 49218...	Accounts Payable		Medical S...	-143.52
Bill	01/16/2018	4915...	Cracker Barr...	Accounts Payable		-SPLIT-	-1,845.30
Bill	01/16/2018	4916...	Cracker Barr...	Accounts Payable		Medical S...	-143.52
Bill	01/16/2018	4940...	Acct # 49407...	Accounts Payable		Medical S...	-59.80
Bill	01/22/2018	4915...	Acct \$ 1292285	Accounts Payable		Medical S...	-267.50
Bill Pmt -Check	01/23/2018	13361	1292286	Cash Zions Bank-G...		Accounts ...	-2,550.94
Bill Pmt -Check	01/26/2018	13396	1292286	Cash Zions Bank-G...		Accounts ...	-267.50
Purchase Order	01/29/2018	1618		Purchase Orders		Medical S...	-58.50
Purchase Order	01/29/2018	1619		Purchase Orders		Medical S...	-58.50

North Davis Fire District Transaction List by Vendor January 2018

Type	Date	Num	Memo	Account	Clr	Split	Amount
Holly Bassett							
Bill	01/12/2018	2018 ...	Per Diem (Bul...	Accounts Payable		Travel an...	-255.00
Bill Pmt -Check	01/12/2018	13347	Per Diem (Bul...	Cash Zions Bank-G...		Accounts ...	-255.00
ICMA Retirement Corporation							
Bill	01/11/2018	40904	Acct # 106046	Accounts Payable		Subscripti...	-250.00
Bill Pmt -Check	01/23/2018	13362	106046	Cash Zions Bank-G...		Accounts ...	-250.00
International Association of Arson Invest							
Bill Pmt -Check	01/12/2018	13325		Cash Zions Bank-G...		Accounts ...	-60.00
Iris Medical Inc							
Bill Pmt -Check	01/26/2018	13397	December 2018	Cash Zions Bank-G...		Accounts ...	-3,356.52
Bill	01/31/2018	Dece...	December 2018	Accounts Payable		IRIS Medi...	-3,356.52
IRS Deposit							
Check	01/12/2018	eftps	Payroll Date: ...	Cash Zions Bank-G...		-SPLIT-	-14,930.52
Check	01/26/2018	eftps	Payroll Date 1...	Cash Zions Bank-G...		-SPLIT-	-15,874.10
J-U-B Engineers, Inc							
Bill Pmt -Check	01/12/2018	13326	Project # 55-1...	Cash Zions Bank-G...		Accounts ...	-5,127.69
John Taylor							
Bill	01/03/2018	FY18 ...	FY2018 Tuitio...	Accounts Payable		-SPLIT-	-4,300.00
Bill Pmt -Check	01/12/2018	13327	6157105-5501	Cash Zions Bank-G...		Accounts ...	-4,300.00
Bill Pmt -Check	01/26/2018	13398	6157105-5501	Cash Zions Bank-G...		Accounts ...	-146.00
Kevin Lloyd							
Bill Pmt -Check	01/26/2018	13399	Per Diem (20...	Cash Zions Bank-G...		Accounts ...	-146.00
King & King							
Bill	01/04/2018	1163		Accounts Payable		Attorney	-250.00
Bill Pmt -Check	01/12/2018	13328		Cash Zions Bank-G...		Accounts ...	-250.00
LegalShield							
Bill	01/10/2018	Janua...	Group # 0112...	Accounts Payable		Legal W/H	-25.90
Bill Pmt -Check	01/12/2018	13329	Group # 0112...	Cash Zions Bank-G...		Accounts ...	-25.90
Liberty Mutual							
Bill	01/01/2018	0000...	Client # 0000...	Accounts Payable		-SPLIT-	-242.44
Bill Pmt -Check	01/12/2018	13330	Client # 0000...	Cash Zions Bank-G...		Accounts ...	-242.44
Bill	01/22/2018	0000...	Acct # 4341	Accounts Payable		-SPLIT-	-242.44
Bill Pmt -Check	01/26/2018	13374	Acct # 4341	Cash Zions Bank-G...		Accounts ...	-242.44
Life-Assist Inc							
Purchase Order	01/05/2018	1612		Purchase Orders		-SPLIT-	-892.80
Bill	01/16/2018	834831		Accounts Payable		-SPLIT-	-324.00
Bill Pmt -Check	01/23/2018	13363		Cash Zions Bank-G...		Accounts ...	-324.00
LN Curtis and Sons							
Bill	01/11/2018	INV1...	Acct # C29782	Accounts Payable		Equipmen...	-42.23
Bill	01/23/2018	INV1...	Acct # C29782	Accounts Payable		Equipmen...	-438.00
Bill Pmt -Check	01/23/2018	13364		Cash Zions Bank-G...		Accounts ...	-2,365.23
Bill	01/26/2018	INV1...	Acct # C29782	Accounts Payable		Misc. Equi...	-384.25
Bill Pmt -Check	01/26/2018	13375	Acct # C29782	Cash Zions Bank-G...		Accounts ...	-384.25
Lowes							
Bill	01/10/2018	923286	Acct # 9900 6...	Accounts Payable		Equipmen...	-12.24
Bill Pmt -Check	01/12/2018	13331		Cash Zions Bank-G...		Accounts ...	-64.13
Mike Rawlings *							
Bill Pmt -Check	01/26/2018	13376	Per Diem (20...	Cash Zions Bank-G...		Accounts ...	-146.00
Misty Rogers							
Bill Pmt -Check	01/26/2018	13377	Reimburse for...	Cash Zions Bank-G...		Accounts ...	-30.00
Bill	01/31/2018	Annu...	Reimburseme...	Accounts Payable		Special D...	-825.00
Bill Pmt -Check	01/31/2018	13381	Reimburseme...	Cash Zions Bank-G...		Accounts ...	-825.00
Bill	01/31/2018	Annu...	Reimburse for...	Accounts Payable		Special D...	-30.00
Moreton							
Bill	01/10/2018	265983	Client Code N...	Accounts Payable		Liability In...	-4,584.00
Bill Pmt -Check	01/12/2018	13332	VFISTR20547...	Cash Zions Bank-G...		Accounts ...	-4,584.00
Napa Auto							
Bill Pmt -Check	01/12/2018	13333		Cash Zions Bank-G...		Accounts ...	-117.11
NFPA							
Bill	01/16/2018	7061...	I.D. # 2300017	Accounts Payable		Subscripti...	-175.00
Bill Pmt -Check	01/23/2018	13365	I.D. # 2300017	Cash Zions Bank-G...		Accounts ...	-175.00
Nick Haskin							
Bill	01/04/2018	18 W...	Hotel & Per Di...	Accounts Payable		-SPLIT-	-218.00
Bill Pmt -Check	01/12/2018	13334	Hotel & Per Di...	Cash Zions Bank-G...		Accounts ...	-218.00
North Davis Firefighters Association							
Check	01/12/2018	ach	Payroll Date: ...	Cash Zions Bank-G...		NDFD As...	-175.00

North Davis Fire District Transaction List by Vendor January 2018

Type	Date	Num	Memo	Account	Clr	Split	Amount
Northern Utah Human Resource Association							
Check	01/26/2018	ach	Payroll Date 1...	Cash Zions Bank-G...		Subscripti...	-175.00
Office Depot							
Purchase Order	01/04/2018	1609		Purchase Orders		Office sup...	-40.58
Bill	01/05/2018	9944...	Acct # 41036...	Accounts Payable		Office sup...	-40.58
Purchase Order	01/05/2018	1614		Purchase Orders		Office sup...	-9.90
Bill	01/05/2018	9958...	Acct # 41036...	Accounts Payable		Office sup...	-9.90
Bill Pmt -Check	01/12/2018	13335	Acct # 41036...	Cash Zions Bank-G...		Accounts ...	-93.02
Bill Pmt -Check	01/23/2018	13366		Cash Zions Bank-G...		Accounts ...	-50.48
Purchase Order	01/25/2018	1617		Purchase Orders		Office sup...	-60.38
Payroll							
Check	01/12/2018	prdd	Payroll Date: ...	Cash Zions Bank-G...		-SPLIT-	-41,569.45
Check	01/26/2018	prdd	Payroll Date 1...	Cash Zions Bank-G...		-SPLIT-	-47,451.35
PEHP Flex							
Check	01/26/2018	13417	Payroll Date 1...	Cash Zions Bank-G...		Employee...	-1,457.24
PEHP Group Insurance							
Bill	01/15/2018	Janua...	Acct # 1131	Accounts Payable		-SPLIT-	-24,623.76
Bill Pmt -Check	01/23/2018	13367	Acct # 1131	Cash Zions Bank-G...		Accounts ...	-24,623.76
Protection Consultants Inc							
Bill Pmt -Check	01/12/2018	13336		Cash Zions Bank-G...		Accounts ...	-225.00
Rocky Mountain Power							
Bill	01/16/2018	12/12...	Acct # 00815...	Accounts Payable		-SPLIT-	-846.31
Bill Pmt -Check	01/23/2018	13368	00815760-00...	Cash Zions Bank-G...		Accounts ...	-846.31
Roger Montgomery							
Bill	01/02/2018	0987...	Uniform Reim...	Accounts Payable		Clothing A...	-103.00
Bill Pmt -Check	01/12/2018	13337	Uniform Reim...	Cash Zions Bank-G...		Accounts ...	-103.00
Sam's Club MC/SYNCB							
Bill	01/16/2018	001639	Acct # 5560 5...	Accounts Payable		-SPLIT-	-270.66
Bill Pmt -Check	01/23/2018	13369	Acct # 5560 5...	Cash Zions Bank-G...		Accounts ...	-270.66
Scott Call							
Bill Pmt -Check	01/12/2018	13338	Uniform Reim...	Cash Zions Bank-G...		Accounts ...	-100.10
Bill	01/12/2018	2018 ...	VOID: Per Die...	Accounts Payable	X	Travel an...	0.00
Bill Pmt -Check	01/12/2018	13348	VOID: Per Die...	Cash Zions Bank-G...	X	Accounts ...	0.00
Shay Holley							
Bill	01/01/2018	Janua...	Physician Adv...	Accounts Payable		Medical A...	-700.00
Bill Pmt -Check	01/31/2018	13382		Cash Zions Bank-G...		Accounts ...	-1,400.00
Structure Computer Consulting Inc							
Bill	01/01/2018	2018-...		Accounts Payable		Computer...	-5,249.54
Bill Pmt -Check	01/12/2018	13339		Cash Zions Bank-G...		Accounts ...	-5,249.54
Symbol Arts							
Bill	01/05/2018	0297...	Customer # 0...	Accounts Payable		Special D...	-260.00
Bill Pmt -Check	01/12/2018	13340	Customer # 0...	Cash Zions Bank-G...		Accounts ...	-260.00
Bill	01/16/2018	0297...	Customer # 0...	Accounts Payable		Special D...	-155.45
Bill Pmt -Check	01/23/2018	13370	Customer # 0...	Cash Zions Bank-G...		Accounts ...	-155.45
Utah Communications Inc							
Bill	01/03/2018	120121		Accounts Payable		Equipmen...	-161.83
Bill Pmt -Check	01/12/2018	13341		Cash Zions Bank-G...		Accounts ...	-161.83
Bill	01/25/2018	120464	Acct # NOR099	Accounts Payable		Equipmen...	-210.00
Bill Pmt -Check	01/26/2018	13378	Acct # NOR099	Cash Zions Bank-G...		Accounts ...	-210.00
Utah Local Governments Trust							
Bill	01/16/2018	Febru...	Customer # 1...	Accounts Payable		-SPLIT-	-829.10
Bill Pmt -Check	01/23/2018	13371	Customer # 1...	Cash Zions Bank-G...		Accounts ...	-829.10
Utah Retirement Systems							
Check	01/12/2018	ach	Payroll Date: ...	Cash Zions Bank-G...		Retirement	-6,951.48
Check	01/26/2018	ach	Payroll Date 1...	Cash Zions Bank-G...		Retirement	-6,947.24
Utah State Firefighters Association							
Bill	01/25/2018	Sholly...	Sholly, Garrett	Accounts Payable		-SPLIT-	-25.00
Bill Pmt -Check	01/26/2018	13379	Sholly, Garrett	Cash Zions Bank-G...		Accounts ...	-25.00
Utah State Tax Commission							
Check	01/31/2018	eftps	Quarterly Tax...	Cash Zions Bank-G...		State W/H	-7,445.91
Vantagepoint Transfer Agents - 401							
Check	01/12/2018	13413	Payroll Date: ...	Cash Zions Bank-G...		-SPLIT-	-1,512.53
Check	01/26/2018	13418	Payroll Date 1...	Cash Zions Bank-G...		-SPLIT-	-1,700.74
Vantagepoint Transfer Agents - 457							
Check	01/12/2018	13414		Cash Zions Bank-G...		-SPLIT-	-1,074.07
Check	01/26/2018	13419	Payroll Date 1...	Cash Zions Bank-G...		-SPLIT-	-1,075.43

North Davis Fire District
Transaction List by Vendor
January 2018

Type	Date	Num	Memo	Account	Clr	Split	Amount
Verizon Wireless							
Bill	01/16/2018	9798...	Acct #642010...	Accounts Payable		Verizon	-2,407.45
Bill Pmt -Check	01/23/2018	13372	Acct #642010...	Cash Zions Bank-G...		Accounts ...	-2,407.45
Bill	01/28/2018	9800...	Acct # 64201...	Accounts Payable		Verizon	-1,298.95
Visa Zions							
Check	01/16/2018	eftps	Youngberg	Cash Zions Bank-G...		Equipmen...	-70.05
Check	01/30/2018	eftps	Becraft	Cash Zions Bank-G...		-SPLIT-	-345.03
Check	01/30/2018	eftps	Hadley	Cash Zions Bank-G...		-SPLIT-	-451.86
Check	01/30/2018	eftps	Lloye	Cash Zions Bank-G...		Vehicle M...	-551.41
Check	01/30/2018	eftps	Rogers	Cash Zions Bank-G...		-SPLIT-	-1,685.72
Check	01/30/2018	eftps	Taylor	Cash Zions Bank-G...		-SPLIT-	-765.37
Check	01/30/2018	eftps	Tremea	Cash Zions Bank-G...		Travel an...	-830.55
Check	01/30/2018	eftps	Weekes	Cash Zions Bank-G...		-SPLIT-	-161.62
Check	01/30/2018	eftps	Youngberg	Cash Zions Bank-G...		-SPLIT-	-99.07
Waste Management							
Bill Pmt -Check	01/12/2018	13342	Acct # 10-962...	Cash Zions Bank-G...		Accounts ...	-85.33
Bill Pmt -Check	01/26/2018	13380	Acct # 10-962...	Cash Zions Bank-G...		Accounts ...	-86.20
Bill	01/31/2018	1897...	Acct # 10-962...	Accounts Payable		Utilities (G...	-86.20
West Point City (2)							
Bill	01/05/2018	12/1/...	Acct # 12.855...	Accounts Payable		Utilities (G...	-130.40
Bill Pmt -Check	01/12/2018	13343	Acct # 12.855...	Cash Zions Bank-G...		Accounts ...	-130.40
Wiggins & Co							
Bill	01/16/2018	97763		Accounts Payable		-SPLIT-	-509.10
Bill Pmt -Check	01/23/2018	13373		Cash Zions Bank-G...		Accounts ...	-509.10
Workers Comp Fund Insurance							
Bill	01/02/2018	1549...	Acct # 139620	Accounts Payable		Workman...	-5,690.00
Bill Pmt -Check	01/12/2018	13344	Acct # 139620	Cash Zions Bank-G...		Accounts ...	-5,690.00
Bill Pmt -Check	01/26/2018	13500	Acct # 139620	Cash Zions Bank-G...		Accounts ...	-4,029.00
Bill	01/31/2018	9984...	Acct # 139620	Accounts Payable		Workman...	-4,029.00



February 15, 2018

Agenda Item: Consideration of Approval of the Financial Report for the North Davis Fire District

Information: Please see the attached Financial Report for the North Davis Fire District. As of February 12, 2018, 62.19 % of Fiscal Year 2018 has elapsed.

Recommendation: Please approve the Financial Report for the North Davis Fire District. Please contact the District Clerk with any questions.

DRAFT

North Davis Fire District Profit & Loss Budget vs. Actual July 2017 through June 2018

	Jul '17 - Jun...	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
Ambulance	345,984.35	1,146,479.68	-800,495.33	30.2%
Contract Services	105,180.19	89,338.86	15,841.33	117.7%
Donations	2,650.00			
EMS Per Capita	0.00	3,000.00	-3,000.00	0.0%
Fee in Lieu	85,521.92	170,264.66	-84,742.74	50.2%
Fire Protection	0.00	1,475.00	-1,475.00	0.0%
Fire Works Display	0.00	0.00	0.00	0.0%
Impact Fees	26,502.04	150,000.00	-123,497.96	17.7%
Incident Report	0.00	0.00	0.00	0.0%
Inspection Fees	840.00	1,000.00	-160.00	84.0%
Interest Income-General Fund	13,821.82	14,000.00	-178.18	98.7%
Miscellaneous Service Revenues	15.04	1,500.00	-1,484.96	1.0%
Permit Fees	220.00	1,500.00	-1,280.00	14.7%
Plan Review Fees	3,094.28	3,500.00	-405.72	88.4%
Property Taxes	1,886,673.54	2,313,696.00	-427,022.46	81.5%
PT Contribution to Other Gover.	0.00	300,000.00	-300,000.00	0.0%
Reimburse Dental	0.00	0.00	0.00	0.0%
Returned Check Fee	-25.00			
Total Income	2,470,478.18	4,195,754.20	-1,725,276.02	58.9%
Gross Profit	2,470,478.18	4,195,754.20	-1,725,276.02	58.9%
Expense				
800 Communications	229.65	11,040.00	-10,810.35	2.1%
Administrative Control Board				
Board of Directors Payroll	15,000.00	30,000.00	-15,000.00	50.0%
Total Administrative Control Board	15,000.00	30,000.00	-15,000.00	50.0%
Administrative Fees	0.00	0.00	0.00	0.0%
Bank Charges	2,686.93	4,890.00	-2,203.07	54.9%
Clothing Allowance	20,085.37	26,737.50	-6,652.13	75.1%
Collection Contract				
Health Care Finance Assessment	20,957.15	38,976.00	-18,018.85	53.8%
IRIS Medical	34,068.33	72,000.00	-37,931.67	47.3%
Collection Contract - Other	0.00	0.00	0.00	0.0%
Total Collection Contract	55,025.48	110,976.00	-55,950.52	49.6%
Computer Maintenance & Supply				
Computer Maint & Supply	8,653.09	19,000.00	-10,346.91	45.5%
ERS Annual User Fee	4,228.00	4,230.00	-2.00	100.0%
Rover Movable - Spotted Dog	0.00	1,100.00	-1,100.00	0.0%
Computer Maintenance & Supply - Other	0.00	0.00	0.00	0.0%
Total Computer Maintenance & Supply	12,881.09	24,330.00	-11,448.91	52.9%
Computer Maintenance Supply	0.00	0.00	0.00	0.0%
Contributions to Other Govt	0.00	300,000.00	-300,000.00	0.0%
Dispatch Services	49,588.00	85,000.00	-35,412.00	58.3%
EA Assistance Program	1,795.00	2,760.00	-965.00	65.0%
Employees Wages				
Full Time Employee Wages				
Auto Overtime	67,737.79	105,323.35	-37,585.56	64.3%
Differential Pay	3,076.96	5,000.06	-1,923.10	61.5%
Hourly Acting Captain	63,469.92	80,000.00	-16,530.08	79.3%
Retro Pay	2,487.96			
Salary	64,204.11	107,205.80	-43,001.69	59.9%
Sick Leave	34,728.07			
Vacation Leave	72,568.51			
Full Time Employee Wages - Other	550,897.35	1,206,023.10	-655,125.75	45.7%
Total Full Time Employee Wages	859,170.67	1,503,552.31	-644,381.64	57.1%

North Davis Fire District Profit & Loss Budget vs. Actual July 2017 through June 2018

	Jul '17 - Jun...	Budget	\$ Over Bud...	% of Budget
Part-Time Employee Wages	162,176.80	264,956.17	-102,779.37	61.2%
Employees Wages - Other	0.00	0.00	0.00	0.0%
Total Employees Wages	1,021,347.47	1,768,508.48	-747,161.01	57.8%
Equipment Maintenance & Supply	17,932.85	36,517.00	-18,584.15	49.1%
FICA	76,567.10	137,545.71	-60,978.61	55.7%
Fleet Fund Capital Exp	0.00	96,300.00	-96,300.00	0.0%
Grant Expenses	0.00	0.00	0.00	0.0%
Insurance (Health)				
AFLAC Cancer Policy	5,441.25	10,572.12	-5,130.87	51.5%
Dental Insurance	0.00	0.00	0.00	0.0%
Disability Insurance	171.89	343.45	-171.56	50.0%
Life Insurance	651.75	2,802.60	-2,150.85	23.3%
Insurance (Health) - Other	136,793.73	293,610.21	-156,816.48	46.6%
Total Insurance (Health)	143,058.62	307,328.38	-164,269.76	46.5%
Lease Obligation-interest	25,226.86	25,226.86	0.00	100.0%
Lease Obligations-principal	111,742.60	111,742.60	0.00	100.0%
Liability Insurance (Risk Manag	61,254.00	61,311.55	-57.55	99.9%
Medical Supplies	970.46	0.00	970.46	100.0%
Medical Supplies Expenses	21,198.85	50,175.00	-28,976.15	42.2%
Misc Services				
Duty Crew Fitness Pass	0.00	500.00	-500.00	0.0%
Firefighter Testing	0.00	1,600.00	-1,600.00	0.0%
New Employee Drug Testing	330.00	500.00	-170.00	66.0%
Yearly Ambulance License Fees	0.00	1,500.00	-1,500.00	0.0%
Misc Services - Other	0.00	8,815.00	-8,815.00	0.0%
Total Misc Services	330.00	12,915.00	-12,585.00	2.6%
Misc Supplies	0.00	0.00	0.00	0.0%
Misc. Equipment	29,501.10	47,150.00	-17,648.90	62.6%
Office supply & expenses	6,930.81	9,840.00	-2,909.19	70.4%
Paramedics	20,883.65	48,000.00	-27,116.35	43.5%
Payroll Expenses	890.16			
Professional Services				
Accountant Fees	12,156.25	22,800.00	-10,643.75	53.3%
Attorney	8,800.00	10,200.00	-1,400.00	86.3%
Auditor	9,000.00	8,000.00	1,000.00	112.5%
Blueline Drug Testin	651.39	1,200.00	-548.61	54.3%
Bond Trustee (Zions Bond)	2,000.00	2,000.00	0.00	100.0%
Bonding	1,072.00	587.00	485.00	182.6%
Medical Advisor	5,600.00	8,400.00	-2,800.00	66.7%
Payroll Administration	3,431.10	6,480.00	-3,048.90	52.9%
Prof. Services - Plats, Etc.	9,873.19	4,500.00	5,373.19	219.4%
Transparancy	500.00	2,500.00	-2,000.00	20.0%
Professional Services - Other	2,183.75	0.00	2,183.75	100.0%
Total Professional Services	55,267.68	66,667.00	-11,399.32	82.9%
Retirement	134,562.66	258,423.51	-123,860.85	52.1%
Shipping Charges	0.00	0.00	0.00	0.0%
Special Department Allowance	11,843.27	20,115.00	-8,271.73	58.9%
Subscriptions, Memberships	9,986.92	12,359.00	-2,372.08	80.8%
Travel and Training	28,208.36	53,410.00	-25,201.64	52.8%
Unemployment	3,000.43			
Utah Disability Death Benefit	0.00	2,470.00	-2,470.00	0.0%
Utilities (Gas,Power,Phones)				
Verizon	11,550.93	18,000.00	-6,449.07	64.2%
Utilities (Gas,Power,Phones) - Other	26,675.37	54,765.00	-28,089.63	48.7%
Total Utilities (Gas,Power,Phones)	38,226.30	72,765.00	-34,538.70	52.5%

North Davis Fire District
Profit & Loss Budget vs. Actual
July 2017 through June 2018

	Jul '17 - Jun...	Budget	\$ Over Bud...	% of Budget
Vehicle Maintenance	42,697.08	87,954.00	-45,256.92	48.5%
Workmans Comp	38,397.22	49,299.83	-10,902.61	77.9%
Total Expense	2,057,315.97	3,931,757.42	-1,874,441.45	52.3%
Net Ordinary Income	413,162.21	263,996.78	149,165.43	156.5%
Other Income/Expense				
Other Income				
Capital Projects Inc 3				
Gain on Sale of Assets	0.00	0.00	0.00	0.0%
Total Capital Projects Inc 3	0.00	0.00	0.00	0.0%
Debt Service Inc 2				
Interest Income	0.00	0.00	0.00	0.0%
Total Debt Service Inc 2	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Other Expense				
Capital Outlay-Land	207.32			
Capital Projects Exp 3				
Equipment	14,975.59	11,400.00	3,575.59	131.4%
Office Equipment	2,852.46	3,450.00	-597.54	82.7%
Vehicles	378,405.25	373,716.51	4,688.74	101.3%
Total Capital Projects Exp 3	396,233.30	388,566.51	7,666.79	102.0%
Debt Service Exp 2				
Interest Expense	32,701.50	65,403.00	-32,701.50	50.0%
Principal	0.00	165,000.00	-165,000.00	0.0%
Total Debt Service Exp 2	32,701.50	230,403.00	-197,701.50	14.2%
Total Other Expense	429,142.12	618,969.51	-189,827.39	69.3%
Net Other Income	-429,142.12	-618,969.51	189,827.39	69.3%
Net Income	-15,979.91	-354,972.73	338,992.82	4.5%



ADMINISTRATIVE CONTROL BOARD
SUMMARY SHEET

February 15, 2018

Agenda Item: Discussion of the 2018 NDFD Wage Study and Possible from the North Davis Fire District Administrative Control Board.

Information: 2018/2019 NDFD Wage Study info attached.

Recommendation: Board discussion and possible recommendation for creating the Fiscal Year 2018/2019 budget.

2018/2019 NDFD Wage Study - Proposed Wages Using Average (DRAFT)

Part-Time Firefighter AEMT													
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Note
Hourly	\$ 13.80	\$ 14.21	\$ 14.64	\$ 15.08	\$ 15.53	\$ 16.00	\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01	\$ 18.55	\$ 19.01	<i>FY2017 Increase</i>

Full-Time Firefighter AEMT													
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	NOTE
Annual	\$ 39,663.00	\$ 40,654.58	\$ 41,670.94	\$ 42,712.71	\$ 43,780.53	\$ 44,875.04	\$ 45,996.92	\$ 47,146.84	\$ 48,325.51	\$ 49,533.65	\$ 50,771.99	\$ 52,041.29	<i>2,880 hours Straight Time</i>
Hourly	\$ 13.77	\$ 14.12	\$ 14.77	\$ 14.83	\$ 15.77	\$ 15.58	\$ 16.77	\$ 16.37	\$ 17.77	\$ 17.20	\$ 17.63	\$ 18.07	

Paramedic													
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	
Annual	\$ 49,533.65	\$ 50,771.99	\$ 52,041.29	\$ 53,342.32	\$ 54,675.88	\$ 56,042.78	\$ 57,443.85	\$ 58,879.94	\$ 60,351.94	\$ 61,860.74	\$ 63,407.26	\$ 64,992.44	<i>2,880 hours Straight Time</i>
Hourly	\$ 17.20	\$ 17.63	\$ 18.07	\$ 18.52	\$ 18.98	\$ 19.46	\$ 19.95	\$ 20.44	\$ 20.96	\$ 21.48	\$ 22.02	\$ 22.57	

Driver/Engineer													
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	NOTE
Annual	\$ 49,533.65	\$ 50,771.99	\$ 52,041.29	\$ 53,342.33	\$ 54,675.88	\$ 56,042.78	\$ 57,443.85	\$ 58,879.95	\$ 60,351.95	\$ 61,860.74	\$ 63,407.26	\$ 64,992.44	<i>2,880 hours Straight Time</i>
Hourly	\$ 17.20	\$ 17.63	\$ 18.07	\$ 18.52	\$ 18.98	\$ 19.46	\$ 19.95	\$ 20.44	\$ 20.96	\$ 21.48	\$ 22.02	\$ 22.57	

Captain													
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	NOTE
Annual	\$ 58,879.95	\$ 60,351.95	\$ 61,860.74	\$ 63,407.26	\$ 64,992.44	\$ 66,617.25	\$ 68,282.69	\$ 69,989.75	\$ 71,739.50	\$ 73,532.98	\$ 75,371.31	\$ 77,255.59	<i>2,880 hours Straight Time</i>
Hourly	\$ 20.44	\$ 20.96	\$ 21.48	\$ 22.02	\$ 22.57	\$ 23.13	\$ 23.71	\$ 24.30	\$ 24.91	\$ 25.53	\$ 26.17	\$ 26.82	

Battalion Chief													
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	NOTE		
Annual	\$ 73,532.98	\$ 75,371.31	\$ 77,255.59	\$ 79,186.98	\$ 81,166.66	\$ 83,195.82	\$ 85,275.72	\$ 87,407.61	\$ 89,592.80	\$ 91,832.62	<i>2,880 hours Straight Time</i>		
Hourly	\$ 25.53	\$ 26.17	\$ 26.82	\$ 27.50	\$ 28.18	\$ 28.89	\$ 29.61	\$ 30.35	\$ 31.11	\$ 31.89			

Deputy Fire Chief		
Exempt Employee	\$	92,872.00 Salary in FY2018 (EXEMPT EMPLOYEE)
Fire Marshal Differential	\$	5,000

Fire Chief		
Contract (Exempt) Employee	\$	107,203.20 Salary in FY2018 (EXEMPT EMPLOYEE)

2018/2019 NDFD Wage Study - Proposed Wages Using Average (DRAFT)

Administrative Assistant												
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	NOTE
Annual	\$ 31,200.00	\$ 31,980.00	\$ 32,779.50	\$ 33,598.99	\$ 34,438.96	\$ 35,299.94	\$ 36,182.43	\$ 37,087.00	\$ 38,014.17	\$ 38,964.52	\$ 39,938.64	<i>2080 hours</i>
Hourly	\$ 15.00	\$ 15.38	\$ 15.76	\$ 16.15	\$ 16.56	\$ 16.97	\$ 17.40	\$ 17.83	\$ 18.28	\$ 18.73	\$ 19.20	<i>Hourly</i>

Executive Assistant / District Clerk												
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	NOTE	
Annual	\$ 60,000.00	\$ 61,500.00	\$ 63,037.50	\$ 64,613.44	\$ 66,228.77	\$ 67,884.49	\$ 69,581.61	\$ 71,321.15	\$ 73,104.17	\$ 74,931.78	<i>2080 hours</i>	

2018/2019 NDFD Wage Study - Average with an Additional 2.5% (DRAFT)

Part-Time Firefighter AEMT													
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Note
Hourly	\$ 13.80	\$ 14.21	\$ 14.64	\$ 15.08	\$ 15.53	\$ 16.00	\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01	\$ 18.55	\$ 19.01	FY2017 Increase

Full-Time Firefighter AEMT													
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	NOTE
Annual	\$ 40,654.58	\$ 41,670.94	\$ 42,712.71	\$ 43,780.53	\$ 44,875.04	\$ 45,996.92	\$ 47,146.84	\$ 48,325.51	\$ 49,533.65	\$ 50,771.99	\$ 52,041.29	\$ 53,342.33	2,880 hours Straight Time
Hourly	\$ 14.12	\$ 14.47	\$ 14.83	\$ 15.20	\$ 15.58	\$ 15.97	\$ 16.37	\$ 16.78	\$ 17.20	\$ 17.63	\$ 18.07	\$ 18.52	

Paramedic													
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	
Annual	\$ 50,771.99	\$ 52,041.29	\$ 53,342.32	\$ 54,675.88	\$ 56,042.78	\$ 57,443.85	\$ 58,879.94	\$ 60,351.94	\$ 61,860.74	\$ 63,407.26	\$ 64,992.44	\$ 66,617.25	2,880 hours Straight Time
Hourly	\$ 17.63	\$ 18.07	\$ 18.52	\$ 18.98	\$ 19.46	\$ 19.95	\$ 20.44	\$ 20.96	\$ 21.48	\$ 22.02	\$ 22.57	\$ 23.13	

Driver/Engineer													
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	NOTE
Annual	\$ 50,771.99	\$ 52,041.29	\$ 53,342.33	\$ 54,675.88	\$ 56,042.78	\$ 57,443.85	\$ 58,879.95	\$ 60,351.95	\$ 61,860.74	\$ 63,407.26	\$ 64,992.44	\$ 66,617.25	2,880 hours Straight Time
Hourly	\$ 17.63	\$ 18.07	\$ 18.52	\$ 18.98	\$ 19.46	\$ 19.95	\$ 20.44	\$ 20.96	\$ 21.48	\$ 22.02	\$ 22.57	\$ 23.13	

Captain													
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	NOTE
Annual	\$ 60,351.95	\$ 61,860.75	\$ 63,407.27	\$ 64,992.45	\$ 66,617.26	\$ 68,282.69	\$ 69,989.76	\$ 71,739.50	\$ 73,532.99	\$ 75,371.32	\$ 77,255.60	\$ 79,186.99	2,880 hours Straight Time
Hourly	\$ 20.96	\$ 21.48	\$ 22.02	\$ 22.57	\$ 23.13	\$ 23.71	\$ 24.30	\$ 24.91	\$ 25.53	\$ 26.17	\$ 26.82	\$ 27.50	

Battalion Chief													
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	NOTE		
Annual	\$ 75,371.30	\$ 77,255.58	\$ 79,186.97	\$ 81,166.65	\$ 83,195.81	\$ 85,275.71	\$ 87,407.60	\$ 89,592.79	\$ 91,832.61	\$ 94,128.43	2,880 hours Straight Time		
Hourly	\$ 26.17	\$ 26.82	\$ 27.50	\$ 28.18	\$ 28.89	\$ 29.61	\$ 30.35	\$ 31.11	\$ 31.89	\$ 32.68			

Deputy Fire Chief		
Exempt Employee	\$	92,872.00 Salary in FY2018 (EXEMPT EMPLOYEE)
Fire Marshal Differential	\$	5,000

Fire Chief

Contract (Exempt) Employee	\$ 107,203.20	Salary in FY2018 (EXEMPT EMPLOYEE)
-----------------------------------	---------------	------------------------------------

Administrative Assistant

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	NOTE
Annual	\$ 31,200.00	\$ 31,980.00	\$ 32,779.50	\$ 33,598.99	\$ 34,438.96	\$ 35,299.94	\$ 36,182.43	\$ 37,087.00	\$ 38,014.17	\$ 38,964.52	\$ 39,938.64	2080 hours
Hourly	\$ 15.00	\$ 15.38	\$ 15.76	\$ 16.15	\$ 16.56	\$ 16.97	\$ 17.40	\$ 17.83	\$ 18.28	\$ 18.73	\$ 19.20	Hourly

Executive Assistant / District Clerk

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	NOTE
Annual	\$ 60,000.00	\$ 61,500.00	\$ 63,037.50	\$ 64,613.44	\$ 66,228.77	\$ 67,884.49	\$ 69,581.61	\$ 71,321.15	\$ 73,104.17	\$ 74,931.78	2080 hours

2018/2019 NDFD Wage Study - Average with an Additional 4.5% (DRAFT)

Part-Time Firefighter AEMT													
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Note
Hourly	\$ 13.80	\$ 14.21	\$ 14.64	\$ 15.08	\$ 15.53	\$ 16.00	\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01	\$ 18.55	\$ 19.01	<i>FY2017 Increase</i>

Full-Time Firefighter AEMT													
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	NOTE
Annual	\$ 41,447.84	\$ 42,484.04	\$ 43,546.14	\$ 44,634.79	\$ 45,750.66	\$ 46,894.43	\$ 48,066.79	\$ 49,268.46	\$ 50,500.17	\$ 51,762.67	\$ 53,056.74	\$ 54,383.16	<i>2,880 hours Straight Time</i>
Hourly	\$ 14.39	\$ 14.75	\$ 15.12	\$ 15.50	\$ 15.89	\$ 16.28	\$ 16.69	\$ 17.11	\$ 17.53	\$ 17.97	\$ 18.42	\$ 18.88	

Paramedic													
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	
Annual	\$ 51,762.67	\$ 53,056.74	\$ 54,383.16	\$ 55,742.73	\$ 57,136.30	\$ 58,564.71	\$ 60,028.83	\$ 61,529.55	\$ 63,067.79	\$ 64,644.48	\$ 66,260.59	\$ 67,917.11	<i>2,880 hours Straight Time</i>
Hourly	\$ 17.97	\$ 18.42	\$ 18.88	\$ 19.36	\$ 19.84	\$ 20.33	\$ 20.84	\$ 21.36	\$ 21.90	\$ 22.45	\$ 23.01	\$ 23.58	

Driver/Engineer													
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	NOTE
Annual	\$ 51,762.67	\$ 53,056.74	\$ 54,383.16	\$ 55,742.74	\$ 57,136.31	\$ 58,564.71	\$ 60,028.83	\$ 61,529.55	\$ 63,067.79	\$ 64,644.48	\$ 66,260.60	\$ 67,917.11	<i>2,880 hours Straight Time</i>
Hourly	\$ 17.97	\$ 18.42	\$ 18.88	\$ 19.36	\$ 19.84	\$ 20.33	\$ 20.84	\$ 21.36	\$ 21.90	\$ 22.45	\$ 23.01	\$ 23.58	

Captain													
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	NOTE
Annual	\$ 61,529.55	\$ 63,067.79	\$ 64,644.48	\$ 66,260.60	\$ 67,917.11	\$ 69,615.04	\$ 71,355.41	\$ 73,139.30	\$ 74,967.78	\$ 76,841.98	\$ 78,763.03	\$ 80,732.10	<i>2,880 hours Straight Time</i>
Hourly	\$ 21.36	\$ 21.90	\$ 22.45	\$ 23.01	\$ 23.58	\$ 24.17	\$ 24.78	\$ 25.40	\$ 26.03	\$ 26.68	\$ 27.35	\$ 28.03	

Battalion Chief													
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	NOTE		
Annual	\$ 76,841.98	\$ 78,763.03	\$ 80,732.10	\$ 82,750.40	\$ 84,819.16	\$ 86,939.64	\$ 89,113.13	\$ 91,340.96	\$ 93,624.49	\$ 95,965.10	<i>2,880 hours Straight Time</i>		
Hourly	\$ 26.68	\$ 27.35	\$ 28.03	\$ 28.73	\$ 29.45	\$ 30.19	\$ 30.94	\$ 31.72	\$ 32.51	\$ 33.32			

Deputy Fire Chief			
Exempt Employee	\$	92,872.00	Salary in FY2018 (EXEMPT EMPLOYEE)
Fire Marshal Differential	\$	5,000	

Fire Chief

Contract (Exempt) Employee	\$ 107,203.20	Salary in FY2018 (EXEMPT EMPLOYEE)
-----------------------------------	---------------	------------------------------------

Administrative Assistant

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	NOTE
Annual	\$ 31,200.00	\$ 31,980.00	\$ 32,779.50	\$ 33,598.99	\$ 34,438.96	\$ 35,299.94	\$ 36,182.43	\$ 37,087.00	\$ 38,014.17	\$ 38,964.52	\$ 39,938.64	2080 hours
Hourly	\$ 15.00	\$ 15.38	\$ 15.76	\$ 16.15	\$ 16.56	\$ 16.97	\$ 17.40	\$ 17.83	\$ 18.28	\$ 18.73	\$ 19.20	Hourly

Executive Assistant / District Clerk

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	NOTE
Annual	\$ 60,000.00	\$ 61,500.00	\$ 63,037.50	\$ 64,613.44	\$ 66,228.77	\$ 67,884.49	\$ 69,581.61	\$ 71,321.15	\$ 73,104.17	\$ 74,931.78	2080 hours