



NORTH DAVIS FIRE DISTRICT
ADMINISTRATIVE CONTROL BOARD
Station 41, 381 North 3150 West
West Point City, UT 84015
(801)525-2850 ext. 102

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

Mark Becraft, Fire Chief
John Taylor, Deputy Fire Chief

NOTICE & AGENDA
April 18, 2019 - 6:00 pm

1. **Call to Order**
2. **Invocation or Inspirational Thought** (*Please contact the District Clerk to request permission to offer the invocation or inspirational thought*)
3. **Pledge of Allegiance**
4. **Citizen Comment** (*anyone wishing to 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 March 21, 2019 Administrative Control Board Meeting**
6. **Consideration of Approval of the North Davis Fire District Bills for March 2019**
7. **Consideration of Approval of the North Davis Fire District Financial Report**
8. **Discussion and Consideration of North Davis Fire District Treasurer**
 - *Possible Appointment*
9. **Discussion of and Consideration of Resolution #2019R-01, Adoption of The 2018 Edition of The International Fire Code (IFC), as Adopted and Amended by the State of Utah, Including Appendices B,C, and D, and The Current Editions of The National Fire Protection Association (NFPA) Standards, as The Official Fire Official Fire Code for The Jurisdictional Areas of the North Davis Fire District**
 - *Possible Action*
10. **Discussion of Consideration of Resolution # 2019R-02, Amending the North Davis Fire District Policies and Procedures Manual, Section 211, Hours of Work**
 - *Possible Action*
11. **Discussion of Consideration of Resolution # 2019R-03, Amending the North Davis Fire District Policies and Procedures Manual, Section 501, Employee Benefits; 502, Vacations; 503, Sick Leave; 504, Sick Leave Retirement Benefit; 701 Attendance and Punctuality; and 702, Leaves of Absence**
 - *Possible Action*

12. Discussion of the Reorganization and Organizational Structure of the North Davis Fire District

13. Discussion of Establishing and Implementing a Program to Charge Mitigation Rates for the Deployment of Emergency and Non-Emergency Services Provided by the North Davis Fire District

- Consideration of Scheduling a Public Hearing to Establish and Implement a Program to Charge Mitigation Rates for the Deployment of Emergency and Non-Emergency Services Provided by the North Davis Fire District

14. Discussion of Amending the North Davis Fire District Fee Schedule

- *Consideration of Scheduling a Public Hearing for the Consideration of Amending the North Davis Fire District Fee Schedule*

15. Discussion of Fiscal Year 2020 Budget

- **Consideration of Scheduling a Public Hearing for the following items:**
 - *Discussion and Consideration of Adoption of the Fiscal Year 2020 Tentative Budget*
 - *Discussion and Consideration of the Adoption of the Property Tax Rate*
 - *Discussion and Consideration of Adoption of the Fiscal Year 2020 Final Budget*
 - *Discussion and Consideration of Adoption of the Fiscal Year 2019 Amended Budget*

16. Fire Chiefs Report

17. Other

18. Motion to Adjourn

Dated this 11th Day of April, 2019

Misty Rogers

Misty Rogers, District Clerk

On April 11, 2019 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 mr Rogers@nofires.org.



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

**March 21, 2019
6:00 PM**

Minutes from the North Davis Fire District Administrative Control Board Meeting held at 6:00 PM on March 21, 2019 at Station 41, 381 North 3150 West, West Point City, Utah.

Board Members Present: Chairman Gary Petersen, Howard Madsen, Nike Peterson, Tim Roper, Jerry Chatterton, Erik Craythorne, and Scott Wiggill

Board Members Excused: Vice-Chairman Mark Shepherd and Dave Nelson

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

Visitors: None

- 1. Call to Order:** Chairman G. Petersen opened the Administrative Control Board Meeting.
- 2. Invocation or Inspirational Thoughts:** Provided by Board Member Jerry Chatterton
- 3. Pledge of Allegiance:** Repeated by All
- 4. Citizen Comment:** None
- 5. Consideration of Approval of Minutes from the February 21, 2019 Board Meeting**
Board Member Craythorne motioned to approve the minutes from February 21, 2019 North Davis Fire District Administrative Control Board Meeting. Board Member Roper seconded the motion. The motion passed unanimously.
- 6. Consideration of Approval of the North Davis Fire District Bills for February 2019**
Board Member N. Peterson stated that the Expense by Vendor Detail report indicated a credit card purchase at the vendor "Rock Exotica." She then asked what was purchased from the vendor. Chief Becraft stated that the District purchased carabiners from Rock Exotica which will be used in the firefighter's self-extraction kits.

Board Member N. Peterson motioned approve the North Davis Fire District Bills for February 2019. Board Member Chatterton seconded the motion. The motion passed unanimously.
- 7. Consideration of Approval of the North Davis Fire District Financial Report**
Chief Becraft stated that the District is quickly approaching the end of Fiscal Year 2019, nearly 71% of the budget year has elapsed. He then stated that the amount of ambulance revenue indicated on the report may seem extremely low, however, ambulance revenue received by the District in July, August and September and be reverse it into Fiscal Year 2019.

Chief Becraft stated that District anticipates receiving "final settlement" for property taxes within the next few weeks. He then stated the expenditures from "Professional Services" are currently on target, however

the District has need to purchase additional professional service items such as mylars. Board Member N. Peterson stated that the District spent slightly more for the “Auditor” than what was budgeted. Ms. Rogers stated that the cost of the District audit did cost more than originally budgeted. She then stated that in the budgeted amount for the “Auditor” in Fiscal Year 2020 budget will be increased. Board Member N. Peterson asked if administration anticipates any additional “Auditor” expenditures during Fiscal Year 2019. Ms. Rogers stated no, there should not be any additional “Auditor” expenditures during Fiscal Year 2019.

Board Member Chatterton expressed his concern that 83% of budgeted amount for “Vehicle Maintenance” has been expended. Chief Becraft stated that vehicle expenses are a “moving target” and are dependent upon gas prices, the economy, maintenance issues, etc. Ms. Rogers stated that the District received vehicles and other items from Sunset City when they joined the District. Early in this Fiscal Year, “Vehicle Maintenance” funds were used to pay for the repairs to vehicles that could be sold to other organizations. Ms. Rogers then stated that the Fiscal Year 2019 Budget will likely be amended to include any necessary adjustments to the budget. Chief Becraft informed the board that the District will likely need to increase the budget amount for “Vehicle Maintenance” expenses in the Fiscal Year 2020 Budget.

Board Member Craythorne motioned to approve the Financial Report for the North Davis Fire District. Board Member Chatterton seconded the motion. The motion passed unanimously.

8. Discussion of North Davis Fire District Treasurer

Chief Becraft stated that the District currently utilizes a third-party accounting firm to serve as the Treasurer of the District as well as provide accounting services to administration. He then stated that Title 17 of the Utah Code allows for a District to appoint a board member or an employee to serve as Treasurer. Administration is in the process of reviewing accounting practices and treasurer duties. Dependent upon rules, regulations, staffing, etc., the board could possibly appoint a board member or an employee of the District to serve as Treasurer, possibly saving the District money.

Board Member Craythorne recommended that administration continue to research rules and regulations. He then requested that the Discussion and possible appointment of the North Davis Fire District Treasurer be added to the agenda of the April 2019 board meeting.

9. Discussion of Reorganization of the North Davis Fire District

Chief Becraft stated that Clearfield City acting as the Governing Body has approved a resolution annexing Sunset City into the boundaries of the North Davis Fire District. Signed mylars and proper documentation for the annexation will be delivered to the office of the Utah Lieutenant for final approval. Once final approval is received, Davis County will record the annexation information.

Chief Becraft informed the board that the reorganization of the North Davis Fire District has been lengthy and cumbersome. However, with the help of District staff, Clearfield City acting as the Governing Authority of the North Davis Fire District, and Scott Nelson the reorganization should be completed within the next few months.

10. Discussion of the Organizational Structure of the North Davis Fire District

Chief Becraft stated that if the reorganization of the North Davis Fire District is successful, new rules and procedures pertaining to a Board of Trustees will need to be adopted. He then requested that the board discuss and give administration direction that could be used when the District’s attorney drafts a resolution for establishing the Board of Trustees for the North Davis Fire District, adopting of rules for the appointment of members, and the duties and procedures pertaining to the Board of Trustees.

Chairman G. Petersen stated that the reorganization of the North Davis Fire District follows the annexation of Sunset City into the boundaries of the District. With Sunset City joining the District, the organizational structure of the District should change to fairly represent each city encompassed within the District.

Chairman G. Petersen then asked who and when will consider the approval of the reorganization of the North Davis Fire District. Chief Becraft stated that Clearfield City acting as the Governing Body of the North Davis Fire District will have consider final approval of the reorganization of the District. Once the reorganization of the District is finalized, the board of the North Davis Fire District will meet to discuss and consider a resolution drafted by the District attorney establishing the Board of Trustees for the North Davis Fire District, adopting of rules for the appointment of members, and the duties and procedures pertaining to the Board of Trustees.

Board Member Craythorne asked when a resolution establishing the Board of Trustees and rules and procedures would be presented to the board of the North Davis Fire District. Ms. Rogers stated a resolution for the organizational structure, etc. could possibly be presented to the board for discussion and/or action in April, but most likely in May.

Board Member Craythorne then expressed the need for Clearfield City, Sunset City and West Point City to have equal representation on the board. He recommended that three elected officials from each of the cities (Clearfield, West Point and Sunset) be appointed to serve on the board of the North Davis Fire District. Board Member Craythorne stated that if or when the board adopts a new organizational structure, it would likely become effective immediately. The members of the board agreed that the upon adoption of a new organizational structure, the at-large position in the current makeup of the board should dissolve immediately. Chairman G. Petersen stated that after new organizational structure is adopted, Sunset City will need to appoint a third elected official from their city to serve on the board of the North Davis Fire District.

Chief Becraft clarified with the board that a new organizational structure of the board should consist of all elected officials. The board agreed that it would be in the best interest of the District and the communities in which it serves that board members be elected officials from each city who have been appointed to the position.

Board Member Craythorne recommended that the new organizational structure of the board include language with regards to how the chairman and vice-chairman positions are to be filled.

Chairman G. Petersen stated when the North Davis Fire District was created only Clearfield City and West Point City were members. Therefore, the chairman, vice-chairman and at-large position alternated from city to city every four years. Chairman G. Petersen then stated three elected officials from each city (Clearfield, West Point and Sunset) would create a large enough board that another method to determine chairman and vice-chairman could be utilized. He then recommended creating a selection process for the chairman and vice-chairman position which is based on ability and knowledge to ensure that the best candidate from among the group is selected.

Board Member Craythorne stated that he serves on the board of Wasatch Integrated Waste. A few board members of the Wasatch Integrated Waste are assigned to a committee that meets to discuss possible nominations for the chairman and vice-chairman positions. The committee forms a list of potential nominations. A few weeks prior to the Wasatch Integrated Waste Board Meeting, a member of the committee contacts the potential nominations to determine if they are able and willing to serve in different position. Board Member Craythorne stated that reaching out to potential nominations prior to the meeting alleviates the unexpected nomination and anyone not in a position to serve in another capacity. Board Member Wiggill and Chairman G. Petersen expressed their support with Board Member Craythorne's recommendation.

Chairman G. Petersen stated that the North Davis Fire District consists of three cities. He then stated that the nominations committee could consist of the mayor from each city within the District (even if they did

not serve on the board of the North Davis Fire District) or one elected official who has been appointed to the board of the North Davis Fire District.

Board Member Wiggill stated that the mayor from each city could select one elected appointed official to serve on the nominations committee.

Board Member Craythorne stated the District needs to create policy that will allow the board to operate with disfunction.

Chief Becraft stated that the current policy of the North Davis Fire District Administrative Control Board includes "ex officio" members. He then recommended that the "ex officio" language remain in the policy.

Board Member Craythorne, recommended presenting Board Member Nelson with a plaque for his service to the District. The board members agreed.

Chairman G. Petersen expressed the importance of having a board with knowledge and experience. He then recommended that each board member appointments be staggered.

Chairman G. Petersen recommended that administration work with the District attorney to create a draft of the organizational structure of the North Davis Fire District. He then stated that once the document has been drafted it should be forwarded to the board for their review. Chairman G. Peterson then requested that discussion and possible action for the organizational structure of the North Davis Fire District be included on the April 18th board meeting.

11. Fire Chiefs Report

Chief Becraft stated that next month he will be traveling to Sisters Oregon to attend the Western Chiefs President Forum. He then informed the board of the following:

- The District recently completed the "RFP" (Request For Proposals) process for insurance brokerage services. After much consideration, administration agreed to utilize Olympus Brokerage services for in Fiscal Year 2020.
- Accountant fees and duties have been renegotiated with Districts current accounting firm.
- Senate Bill 129 has been passed (public safety) and could possibly be an unfunded mandate in 2020. This could create a 4% increase to the Public Safety Tier 2 retirement system and the District could be responsible to fund the increase.

Ms. Rogers stated that budget discussions have been tentatively scheduled for the following dates:

- April 18, 2019 - Discussion of the Fiscal Year 2020 Tentative Budget
- May 16, 2019 – Public hearing, discussion and consideration of the adoption of the Fiscal Year 2020 Tentative Budget.
- June 20, 2019 – Public hearing, discussion and consideration of the adoption of the Fiscal Year 2019 Amended Budget, Property Tax Rate for calendar year 2019, and the Fiscal Year 2020 Tentative Budget.

Chief Taylor informed the board that he is nearing the conclusion of his master's program and that he is currently working on his capstone. He stated that anonymous survey will be emailed out to employees of the District and members of the board. Chief Taylor asked that each board member take the time to complete the anonymous survey as it would be a benefit to him and the community. He then stated that after the completion of his master's program, the board would have the opportunity to review his capstone document.

12. Other

Board Member Madsen stated that the paramedic program continues to be discussed in great detail. A committee consisting of city managers, fire chiefs and other officials will meet in the near future to discuss the paramedic program, finances, potential paramedic responsibilities, etc. Board Member Madsen then stated that the city managers who are discussing the paramedic program seem to be united and willing coordinate with surrounding agencies. He then expressed the importance of the cities and the North Davis Fire District being involved with paramedic program discussions.

Chairman G. Petersen thanked Board Member Madsen for participating in the paramedic program discussions as well keeping the board apprised of any developments. He then expressed the need to keep paramedic program discussions going even if they encounter minor road blocks.

Chief Becraft stated that in his opinion, the paramedic program would work best if it were an actual countywide program.

13. Motion to Adjourn

Board Member N. Peterson motioned to adjourn. Board Member Chatterton seconded the motion. The motion passed unanimously.

Passed and adopted the 18th day of April, 2019

Gary Petersen, Chairman

Misty Rogers, District Clerk

North Davis Fire District Expenses by Vendor Detail

Accrual Basis

March 2019

Type	Date	Num	Memo	Account	Cir	Split	Amount	Balance
A-1 Uniforms								
Bill	03/01/2019	40439	Pant	Clothing Allowance		Accounts Paya...	49.88	49.88
Bill	03/01/2019	40439	Badge Holder	Clothing Allowance		Accounts Paya...	12.88	62.76
Bill	03/11/2019	40479	2 Pant	Clothing Allowance		Accounts Paya...	149.98	212.74
Bill	03/11/2019	40478	Duty Belts	Clothing Allowance		Accounts Paya...	48.83	261.57
Bill	03/15/2019	40501	Class A Pant	Clothing Allowance		Accounts Paya...	120.88	382.45
Bill	03/15/2019	40501	Class A Hat	Clothing Allowance		Accounts Paya...	66.88	449.33
Bill	03/15/2019	40501	Class A Shirt	Clothing Allowance		Accounts Paya...	60.88	510.21
Bill	03/15/2019	40501	Tie	Clothing Allowance		Accounts Paya...	5.88	516.09
Bill	03/15/2019	40501	Class A Shoes	Clothing Allowance		Accounts Paya...	63.88	579.97
Total A-1 Uniforms							579.97	579.97
AAA Fire Safety & Alarm, Inc								
Bill	03/19/2019	56217	Inspection of Fire Extinguishers	Equipment Mainten...		Accounts Paya...	245.40	245.40
Bill	03/20/2019	56291	Station 42 Extinguisher Maintenance and Testing	Equipment Mainten...		Accounts Paya...	247.00	492.40
Total AAA Fire Safety & Alarm, Inc							492.40	492.40
AFLAC								
Bill	03/25/2019	943521	March 2019	AFLAC Cancer Policy		Accounts Paya...	813.24	813.24
Total AFLAC							813.24	813.24
Airgas Intermountain Inc								
Bill	03/11/2019	90864...	Oxygen	Medical Supplies Ex...		Accounts Paya...	42.39	42.39
Bill	03/25/2019	90869...	Oxygen	Medical Supplies Ex...		Accounts Paya...	56.52	98.91
Bill	03/31/2019	99610...	Oxygen	Medical Supplies Ex...		Accounts Paya...	120.00	218.91
Total Airgas Intermountain Inc							218.91	218.91
Allen Hadley								
Bill	03/21/2019	FY201...	FY2019	Clothing Allowance		Accounts Paya...	150.00	150.00
Total Allen Hadley							150.00	150.00
Apparatus Equipment & Service, Inc								
Bill	03/05/2019	19-IV-...	2015 Pierce - Repair to Window	Vehicle Maintenance		Accounts Paya...	1,271.00	1,271.00
Bill	03/21/2019	19-IV-...	Repair to 2015 Pierce - Door Latch, Fuel System, Coola...	Vehicle Maintenance		Accounts Paya...	4,210.16	5,481.16
Total Apparatus Equipment & Service, Inc							5,481.16	5,481.16
Backus Lock-N-Key								
Bill	03/12/2019	30058	Lock for Station 42	Equipment Mainten...		Accounts Paya...	650.00	650.00
Total Backus Lock-N-Key							650.00	650.00
Bell Janitorial Supply								
Bill	03/26/2019	41023...	Part to Repair Vacuum	Equipment Mainten...		Accounts Paya...	53.03	53.03
Total Bell Janitorial Supply							53.03	53.03
Blomquist Hale Consulting Group, Inc								
Bill	03/01/2019	MAR1...	March 2019	EA Assistance Prog...		Accounts Paya...	225.00	225.00
Total Blomquist Hale Consulting Group, Inc							225.00	225.00
Blueline Services								
Bill	03/31/2019	41898	Random Screen	Blueline Drug Testin		Accounts Paya...	80.00	80.00
Total Blueline Services							80.00	80.00
Charlotte Coyle								
Bill	03/05/2019	FY201...	Fiscal Year 2019	Clothing Allowance		Accounts Paya...	150.00	150.00
Total Charlotte Coyle							150.00	150.00
Child Richards (CPA)								
Bill	03/31/2019	99822	March 2019 Treasurer Duties	Accountant Fees		Accounts Paya...	450.00	450.00
Total Child Richards (CPA)							450.00	450.00
Chris L Tremea								
Bill	03/06/2019	FY201...	FY2019 Cleaning Allowance	Clothing Allowance		Accounts Paya...	150.00	150.00
Total Chris L Tremea							150.00	150.00
Clearfield City Corp								
Bill	03/01/2019	0208-...	March 2019	Dispatch Services		Accounts Paya...	7,084.00	7,084.00
Bill	03/31/2019	2/26/1...	2/26/19-3/26/19	Utilities (Gas,Power...		Accounts Paya...	242.21	7,326.21
Total Clearfield City Corp							7,326.21	7,326.21
Comcast Business								
Bill	03/01/2019	2/28/1...	2/28/19-3/27/19	Utilities (Gas,Power...		Accounts Paya...	338.23	338.23
Bill	03/01/2019	3/1/19...	3/1/19-3/31/19	Utilities (Gas,Power...		Accounts Paya...	672.93	1,011.16
Bill	03/15/2019	78105...	3/15/19-4/14/19	Utilities (Gas,Power...		Accounts Paya...	499.46	1,510.62
Bill	03/23/2019	4/1/19...	4/1/19-4/30/19	Utilities (Gas,Power...		Accounts Paya...	672.93	2,183.55
Total Comcast Business							2,183.55	2,183.55

North Davis Fire District Expenses by Vendor Detail

Accrual Basis

March 2019

Type	Date	Num	Memo	Account	Cir	Split	Amount	Balance
Coy Langston (2)								
Bill	03/17/2019	80D4-...	Recert of AEMT	Recert of AMETs		Accounts Paya...	40.00	40.00
Bill	03/17/2019	80D4-...	Recert of AEMT	Recert of AMETs		Accounts Paya...	50.00	90.00
Bill	03/17/2019	80D4-...	Recert of AEMT	Recert of AMETs		Accounts Paya...	15.00	105.00
Total Coy Langston (2)							105.00	105.00
Creative Culture Insignia, LLC								
Bill	03/06/2019	8021	Nameplate - Call	Clothing Allowance		Accounts Paya...	24.00	24.00
Bill	03/06/2019	8021	Nameplate - Ermer	Clothing Allowance		Accounts Paya...	24.00	48.00
Bill	03/06/2019	8021	Nameplate - Lloyd	Clothing Allowance		Accounts Paya...	24.00	72.00
Total Creative Culture Insignia, LLC							72.00	72.00
Crown T-shirts								
Bill	03/19/2019	2833	Embroidery of Clothing - Oliver	Clothing Allowance		Accounts Paya...	10.00	10.00
Bill	03/19/2019	2833	Cornerstone 1/4 Zip - Oliver	Clothing Allowance		Accounts Paya...	60.00	70.00
Bill	03/19/2019	2833	PT Shorts - Harrington	Clothing Allowance		Accounts Paya...	36.00	106.00
Total Crown T-shirts							106.00	106.00
Crown Trophy								
Bill	03/20/2019	37131	Stamp	Office supply & exp...		Accounts Paya...	35.00	35.00
Total Crown Trophy							35.00	35.00
Dallas Green Farm & Home								
Bill	03/09/2019	101767	Peat Moss for HazMat	Misc. Equipment		Accounts Paya...	25.49	25.49
Total Dallas Green Farm & Home							25.49	25.49
Davis & Weber Secondary Water Systems								
Bill	03/01/2019	12-10...	Annual Secondary Water Fees	Utilities (Gas,Power...		Accounts Paya...	456.57	456.57
Total Davis & Weber Secondary Water Systems							456.57	456.57
Davis County Fire Officers Association								
Bill	03/27/2019	2019-...	Davis County Fire Officers Association Dues - 2019 Pre...	Subscriptions, Mem...		Accounts Paya...	316.00	316.00
Total Davis County Fire Officers Association							316.00	316.00
Dick Kearsley								
Bill	03/05/2019	191595	Maintenance of Station 41 Ice Machine	Equipment Mainten...		Accounts Paya...	258.00	258.00
Bill	03/05/2019	191596	Service & Repair Ice Machine - Station 42	Equipment Mainten...		Accounts Paya...	308.00	566.00
Total Dick Kearsley							566.00	566.00
Dominion Energy								
Bill	03/12/2019	2/15/1...	Station 41 2/15/19-3/12/19	Utilities (Gas,Power...		Accounts Paya...	548.81	548.81
Bill	03/13/2019	2/13/1...	Station 42 2/15/19-3/12/19	Utilities (Gas,Power...		Accounts Paya...	418.30	967.11
Total Dominion Energy							967.11	967.11
Econo Waste								
Bill	03/01/2019	476665	March 2019 - Station 41	Utilities (Gas,Power...		Accounts Paya...	56.00	56.00
Total Econo Waste							56.00	56.00
Eric Craythorne								
Check	03/06/2019	ddeposit	Board Payroll Date 3/6/2019	Board of Directors P...		Cash Zions Ba...	1,000.00	1,000.00
Total Eric Craythorne							1,000.00	1,000.00
ERS								
Bill	03/22/2019	2019_...	Crewface Interface - Prorated Amount	ERS Annual User Fee		Accounts Paya...	168.00	168.00
Total ERS							168.00	168.00
Four Sisters Floral								
Bill	03/06/2019	15939	Flowers for Montgomery, K	Special Department ...		Accounts Paya...	55.00	55.00
Total Four Sisters Floral							55.00	55.00
Fuelman								
Bill	03/28/2019	NP55...	Report Delivery	Vehicle Maintenance		Accounts Paya...	5.00	5.00
Bill	03/28/2019	NP55...	3% Service Fee	Vehicle Maintenance		Accounts Paya...	81.01	86.01
Bill	03/28/2019	NP55...	Excise Tax Credit	Vehicle Maintenance		Accounts Paya...	-288.74	-202.73
Bill	03/28/2019	NP55...	2017 Silverado 401	Vehicle Maintenance		Accounts Paya...	372.50	169.77
Bill	03/28/2019	NP55...	2011 F350 Ambulance	Vehicle Maintenance		Accounts Paya...	16.75	186.52
Bill	03/28/2019	NP55...	Ambulance A422	Vehicle Maintenance		Accounts Paya...	413.95	600.47
Bill	03/28/2019	NP55...	2013 Ford F150	Vehicle Maintenance		Accounts Paya...	187.95	788.42
Bill	03/28/2019	NP55...	Brush Truck 42	Vehicle Maintenance		Accounts Paya...	25.02	813.44
Bill	03/28/2019	NP55...	Spartan Aerial Truck 42	Vehicle Maintenance		Accounts Paya...	636.56	1,450.00
Bill	03/28/2019	NP55...	F350 Ambulance	Vehicle Maintenance		Accounts Paya...	399.67	1,849.67
Bill	03/28/2019	NP55...	2011 F150	Vehicle Maintenance		Accounts Paya...	20.96	1,870.63
Bill	03/28/2019	NP55...	Pierce Rescue Engine	Vehicle Maintenance		Accounts Paya...	293.12	2,163.75
Bill	03/28/2019	NP55...	Chev Silverado 402	Vehicle Maintenance		Accounts Paya...	292.10	2,455.85
Bill	03/28/2019	NP55...	Spartan E-42	Vehicle Maintenance		Accounts Paya...	41.79	2,497.64
Total Fuelman							2,497.64	2,497.64
Gary Petersen								
Check	03/06/2019	14400	Board Payroll Date 3/6/2019	Board of Directors P...		Cash Zions Ba...	1,250.00	1,250.00
Total Gary Petersen							1,250.00	1,250.00

North Davis Fire District Expenses by Vendor Detail

Accrual Basis

March 2019

Type	Date	Num	Memo	Account	Cir	Split	Amount	Balance
Henry Schein								
Bill	03/04/2019	62825...	Midazolam	Medical Supplies Ex...		Accounts Paya...	18.50	18.50
Bill	03/13/2019	63182...	Bandage Self Ad 3x5	Medical Supplies Ex...		Accounts Paya...	8.90	27.40
Bill	03/13/2019	63182...	EPIC 1:10,000	Medical Supplies Ex...		Accounts Paya...	0.00	27.40
Bill	03/13/2019	63182...	Selectable I.V. Set, Needlefree Set	Medical Supplies Ex...		Accounts Paya...	267.50	294.90
Bill	03/13/2019	63182...	IV Start Kit	Medical Supplies Ex...		Accounts Paya...	252.00	546.90
Bill	03/13/2019	63182...	Introcan Cath	Medical Supplies Ex...		Accounts Paya...	89.50	636.40
Bill	03/13/2019	63182...	Extension Set, Needle Free Site 6.5"	Medical Supplies Ex...		Accounts Paya...	129.00	765.40
Bill	03/13/2019	63182...	multi sample luer adapter	Medical Supplies Ex...		Accounts Paya...	11.75	777.15
Bill	03/13/2019	63182...	blood tube holder	Medical Supplies Ex...		Accounts Paya...	8.49	785.64
Total Henry Schein							785.64	785.64
IMS ALLIANCE								
Bill	03/26/2019	19-0694	Par Tags	Clothing Allowance		Accounts Paya...	17.00	17.00
Bill	03/26/2019	19-0694	Par Tags -	Clothing Allowance		Accounts Paya...	0.00	17.00
Total IMS ALLIANCE							17.00	17.00
IRS Deposit								
Check	03/06/2019	eftps	Board Payroll Date 3/6/2019	FICA		Cash Zions Ba...	726.76	726.76
Check	03/08/2019	eftps	Payroll Date 3/8/2019	FICA		Cash Zions Ba...	4,711.46	5,438.22
Check	03/08/2019	eftps	Payroll Date 3/7/2019 - Catchup	FICA		Cash Zions Ba...	3,569.11	9,007.33
Check	03/22/2019	eftps	Payroll Date: 3/22/2019	FICA		Cash Zions Ba...	4,832.83	13,840.16
Total IRS Deposit							13,840.16	13,840.16
Jason Oliver clothing allowance								
Bill	03/12/2019	Recert...	Finger Printing	Recert of AMETs		Accounts Paya...	12.00	12.00
Bill	03/12/2019	Recert...	BCI	Recert of AMETs		Accounts Paya...	63.25	75.25
Total Jason Oliver clothing allowance							75.25	75.25
Jeremy Krage								
Bill	03/26/2019	45453...	PT Shorts	Clothing Allowance		Accounts Paya...	53.01	53.01
Total Jeremy Krage							53.01	53.01
Life-Assist Inc								
Bill	03/12/2019	907733	Medical Supplies	Medical Supplies Ex...		Accounts Paya...	700.50	700.50
Total Life-Assist Inc							700.50	700.50
LN Curtis and Sons								
Bill	03/25/2019	INV26...	Decon Clothes	Misc. Equipment		Accounts Paya...	325.00	325.00
Total LN Curtis and Sons							325.00	325.00
Lowes								
Bill	03/09/2019	914972	Janitorial Supply	Equipment Mainten...		Accounts Paya...	27.64	27.64
Bill	03/12/2019	906399	Batteries	Equipment Mainten...		Accounts Paya...	38.93	66.57
Bill	03/29/2019	964209	Smoke Detectors	Equipment Mainten...		Accounts Paya...	56.88	123.45
Total Lowes							123.45	123.45
Mark Shepherd								
Check	03/06/2019	14401	Board Payroll Date 3/6/2019	Board of Directors P...		Cash Zions Ba...	1,250.00	1,250.00
Total Mark Shepherd							1,250.00	1,250.00
Mark Weekes								
Bill	03/06/2019	17349...	Duty Boots	Clothing Allowance		Accounts Paya...	131.98	131.98
Total Mark Weekes							131.98	131.98
MES - Northwest								
Bill	03/07/2019	IN131...	Stryke Pants - Coyle	Clothing Allowance		Accounts Paya...	109.76	109.76
Bill	03/25/2019	IN132...	Stryke Pants - Cessna	Clothing Allowance		Accounts Paya...	104.34	214.10
Bill	03/25/2019	IN132...	Stryke Pants - Guerrero	Clothing Allowance		Accounts Paya...	104.33	318.43
Total MES - Northwest							318.43	318.43
Motorola Solutions								
Bill	03/07/2019	16039...	BATT IMPRES 2 LIION R IP67 3400 T	Equipment Mainten...		Accounts Paya...	207.32	207.32
Total Motorola Solutions							207.32	207.32
Napa Auto								
Bill	03/09/2019	041099	NCB Meguiars Car Wash	Vehicle Maintenance		Accounts Paya...	14.97	14.97
Bill	03/09/2019	041099	Purple Power Car Wash	Vehicle Maintenance		Accounts Paya...	7.29	22.26
Bill	03/26/2019	043233	Acct # 1091	Misc. Equipment		Accounts Paya...		22.26
Bill	03/26/2019	043233	1994 F350 Ford Truck	Vehicle Maintenance		Accounts Paya...	12.98	35.24
Bill	03/28/2019	043449	BK Retainer	Misc. Equipment		Accounts Paya...	6.19	41.43
Total Napa Auto							41.43	41.43
O'Reilly Auto Parts								
Bill	03/26/2019	35983...	Fuel Ad for Chief's Truck	Vehicle Maintenance		Accounts Paya...	22.48	22.48
Total O'Reilly Auto Parts							22.48	22.48

North Davis Fire District Expenses by Vendor Detail

Accrual Basis

March 2019

Type	Date	Num	Memo	Account	Cir	Split	Amount	Balance
Office Depot								
Bill	03/12/2019	28722...	Self-Inking Stamp Refil - Black	Office supply & exp...		Accounts Paya...	4.64	4.64
Bill	03/12/2019	28722...	Self-Inking Stamp Refil - Red	Office supply & exp...		Accounts Paya...	5.14	9.78
Bill	03/13/2019	28687...	HP 564XL Black Ink Cartridge	Office supply & exp...		Accounts Paya...	21.32	31.10
Bill	03/13/2019	28687...	HP 564 Photo Ink Cartridge	Office supply & exp...		Accounts Paya...	10.02	41.12
Bill	03/13/2019	28687...	HP 564 Cyan, Magenta, Yellow	Office supply & exp...		Accounts Paya...	36.59	77.71
Bill	03/13/2019	28721...	Dry Erase Markers	Office supply & exp...		Accounts Paya...	5.65	83.36
Bill	03/13/2019	28721...	Expo Dry Erase Marker - Fine Point Black	Office supply & exp...		Accounts Paya...	2.87	86.23
Bill	03/13/2019	28721...	HP 83A TNR - 2pack	Office supply & exp...		Accounts Paya...	97.68	183.91
Bill	03/13/2019	28721...	Scissors, 8" Straight handles, Black, Pack of 2	Office supply & exp...		Accounts Paya...	3.69	187.60
Bill	03/13/2019	28721...	Black Sharpie	Office supply & exp...		Accounts Paya...	7.48	195.08
Bill	03/13/2019	28721...	Paper Mate Retractable Gel Pen - Black	Office supply & exp...		Accounts Paya...	13.58	208.66
Bill	03/13/2019	28721...	Paper Mate Retractable Gel Pen - Blue	Office supply & exp...		Accounts Paya...	13.58	222.24
Bill	03/13/2019	28721...	Binder Clips	Office supply & exp...		Accounts Paya...	12.36	234.60
Bill	03/13/2019	28721...	Self-Inking Stamp Refil - Black	Office supply & exp...		Accounts Paya...	0.00	234.60
Bill	03/13/2019	28721...	Self-Inking Stamp Refil - Red	Office supply & exp...		Accounts Paya...	0.00	234.60
Bill	03/29/2019	29491...	1 1/2" Binder	Office supply & exp...		Accounts Paya...	28.60	263.20
Bill	03/29/2019	29491...	Avery Label Dividers	Office supply & exp...		Accounts Paya...	58.60	321.80
Total Office Depot							321.80	321.80
Payroll								
Check	03/07/2019	prdd	Payroll Date 3/7/2019 - Catchup	Auto Overtime		Cash Zions Ba...	3,071.76	3,071.76
Check	03/07/2019	prdd	Payroll Date 3/7/2019 - Catchup	Full Time Employee...		Cash Zions Ba...	36,330.31	39,402.07
Check	03/07/2019	prdd	Payroll Date 3/7/2019 - Catchup	Full Time Employee...		Cash Zions Ba...	774.65	40,176.72
Check	03/07/2019	prdd	Payroll Date 3/7/2019 - Catchup	Vacation Leave		Cash Zions Ba...	6,478.55	46,655.27
Check	03/08/2019	prdd	Payroll Date 3/8/2019	Salary		Cash Zions Ba...	4,438.40	51,093.67
Check	03/08/2019	prdd	Payroll Date 3/8/2019	Auto Overtime		Cash Zions Ba...	3,924.02	55,017.69
Check	03/08/2019	prdd	Payroll Date 3/8/2019	Full Time Employee...		Cash Zions Ba...	47,830.65	102,848.34
Check	03/08/2019	prdd	Payroll Date 3/8/2019	Part-Time Employee...		Cash Zions Ba...	8,963.65	111,811.99
Check	03/08/2019	prdd	Payroll Date 3/8/2019	Full Time Employee...		Cash Zions Ba...	152.30	111,964.29
Check	03/08/2019	prdd	Payroll Date 3/8/2019	Vacation Leave		Cash Zions Ba...	1,355.78	113,320.07
Check	03/08/2019	prdd	Payroll Date 3/8/2019 Annual Awards Banquet (Coleman)	Special Department ...		Cash Zions Ba...	125.00	113,445.07
Check	03/08/2019	prdd	Payroll Date 3/8/2019 Annual Awards Banquet (Coleman)	Special Department ...		Cash Zions Ba...	-125.00	113,320.07
Check	03/08/2019	prdd	Payroll Date 3/8/2019	Utilities (Gas,Power...		Cash Zions Ba...	-5.00	113,315.07
Check	03/22/2019	prdd	Payroll Date: 3/22/2019	Salary		Cash Zions Ba...	4,438.40	117,753.47
Check	03/22/2019	prdd	Payroll Date: 3/22/2019	Full Time Employee...		Cash Zions Ba...	46,312.99	164,066.46
Check	03/22/2019	prdd	Payroll Date: 3/22/2019	Auto Overtime		Cash Zions Ba...	2,962.64	167,029.10
Check	03/22/2019	prdd	Payroll Date: 3/22/2019	Part-Time Employee...		Cash Zions Ba...	11,332.89	178,361.99
Check	03/22/2019	prdd	Payroll Date: 3/22/2019	Sick Leave		Cash Zions Ba...	1,077.44	179,439.43
Check	03/22/2019	prdd	Payroll Date: 3/22/2019	Full Time Employee...		Cash Zions Ba...	439.20	179,878.63
Check	03/22/2019	prdd	Payroll Date: 3/22/2019	Vacation Leave		Cash Zions Ba...	1,814.25	181,692.88
Check	03/22/2019	prdd	Payroll Date: 3/22/2019	Utilities (Gas,Power...		Cash Zions Ba...	-5.00	181,687.88
Total Payroll							181,687.88	181,687.88
PEHP Flex								
Check	03/22/2019	14408	Payroll Date: 3/22/2019 Admin Fee	Flex Plan Admin Fee		Cash Zions Ba...	22.50	22.50
Total PEHP Flex							22.50	22.50
PEHP Group Insurance								
Bill	03/20/2019	01226...	March 2019	Insurance (Health)		Accounts Paya...	21,924.30	21,924.30
Total PEHP Group Insurance							21,924.30	21,924.30
PEHP Long Term Disability								
Bill	03/02/2019	2/3/19...	2/3/19-2/16/19	Disability Insurance		Accounts Paya...	12.12	12.12
Bill	03/02/2019	2/3/19...	2/17/19-3/2/19	Disability Insurance		Accounts Paya...	12.13	24.25
Bill	03/02/2019	2/3/19...	Policy # 1131	Flex Plan Admin Fee		Accounts Paya...	0.00	24.25
Bill	03/30/2019	3/3/19...	3/3/19-3/30/19	Disability Insurance		Accounts Paya...	24.25	48.50
Total PEHP Long Term Disability							48.50	48.50
Rocky Mountain Power								
Bill	03/15/2019	2/12/1...	2/12/2019 - 3/13/2019 Station 42	Utilities (Gas,Power...		Accounts Paya...	378.79	378.79
Bill	03/15/2019	2/12/1...	2/13/2019 - 3/14/2019 Station 41	Utilities (Gas,Power...		Accounts Paya...	620.40	999.19
Bill	03/15/2019	2/12/1...	One-time efficiency charge refun	Utilities (Gas,Power...		Accounts Paya...	-103.87	895.32
Total Rocky Mountain Power							895.32	895.32
Roger Montgomery								
Bill	03/01/2019	112-6...	Uniform Boots	Clothing Allowance		Accounts Paya...	111.52	111.52
Bill	03/01/2019	112-6...	Tactical Pant (2)	Clothing Allowance		Accounts Paya...	148.00	259.52
Bill	03/01/2019	112-6...	Uniform Socks	Clothing Allowance		Accounts Paya...	38.97	298.49
Bill	03/11/2019	Amaz...	Reflective Vest	Clothing Allowance		Accounts Paya...	19.99	318.48
Total Roger Montgomery							318.48	318.48
Sam's Club MC/SYNCB								
Check	03/18/2019	ach	Janitorial Supplies - Toilet Paper	Equipment Mainten...		Cash Zions Ba...	42.74	42.74
Check	03/18/2019	ach	Janitorial Supplies - Cleaner, etc.	Equipment Mainten...		Cash Zions Ba...	273.18	315.92
Check	03/18/2019	ach	Janitorial Supplies - Paper Towels	Equipment Mainten...		Cash Zions Ba...	36.48	352.40
Check	03/18/2019	ach	Station Chairs	Equipment Mainten...		Cash Zions Ba...	2,427.32	2,779.72
Total Sam's Club MC/SYNCB							2,779.72	2,779.72
Shay Holley								
Bill	03/01/2019	March...	March 2019	Medical Advisor		Accounts Paya...	700.00	700.00
Total Shay Holley							700.00	700.00

North Davis Fire District Expenses by Vendor Detail

Accrual Basis

March 2019

Type	Date	Num	Memo	Account	Cir	Split	Amount	Balance
Structure Computer Consulting Inc								
Bill	03/11/2019	2019-...	IT Services (email, troubleshoot systems, setup new co...	Computer Maintena...		Accounts Paya...	2,910.00	2,910.00
Total Structure Computer Consulting Inc							2,910.00	2,910.00
Symbol Arts								
Bill	03/06/2019	03256...	Collar Pins	Clothing Allowance		Accounts Paya...	300.00	300.00
Total Symbol Arts							300.00	300.00
Tom Randall Distributing								
Bill	03/05/2019	02876...	55 Gallon Blue Def	Vehicle Maintenance		Accounts Paya...	183.22	183.22
Credit	03/07/2019	02878...	Drum Return from Blue Def	Vehicle Maintenance		Accounts Paya...	-18.00	165.22
Total Tom Randall Distributing							165.22	165.22
Utah Local Governments Trust								
Bill	03/01/2019	15733...	March 2019	Life Insurance		Accounts Paya...	230.19	230.19
Total Utah Local Governments Trust							230.19	230.19
Utah Retirement Systems								
Check	03/08/2019	ach	Payroll Date 3/8/2019	Retirement		Cash Zions Ba...	16,920.80	16,920.80
Check	03/22/2019	ach	Payroll Date: 3/22/2019	Retirement		Cash Zions Ba...	9,699.52	26,620.32
Total Utah Retirement Systems							26,620.32	26,620.32
Utah Valley University								
Bill	03/18/2019	A25700	2019 Winter Fire School - Jeff Peters	Travel and Training		Accounts Paya...	40.00	40.00
Bill	03/18/2019	A25700	2019 Winter Fire School - Curt King	Travel and Training		Accounts Paya...	40.00	80.00
Total Utah Valley University							80.00	80.00
Vantagepoint Transfer Agents - 401								
Check	03/08/2019	14404	Payroll Date 3/8/2019 Be	Retirement		Cash Zions Ba...	842.41	842.41
Check	03/22/2019	14409	Payroll Date: 3/22/2019 Be	Retirement		Cash Zions Ba...	842.41	1,684.82
Total Vantagepoint Transfer Agents - 401							1,684.82	1,684.82
Verizon Wireless								
Bill	03/20/2019	98251...	Final Payment to Verizon	Utilities (Gas,Power...		Accounts Paya...	507.44	507.44
Total Verizon Wireless							507.44	507.44
Visa Zions								
Check	03/05/2019	eftps	Recert of EMT (Weekes)	Recert of AMETs		Cash Zions Ba...	15.00	15.00
Check	03/05/2019	eftps	Recert of EMT (Weekes)	Recert of AMETs		Cash Zions Ba...	40.00	55.00
Check	03/05/2019	eftps	Napa - Washer Fluid (Weekes)	Vehicle Maintenance		Cash Zions Ba...	9.57	64.57
Check	03/05/2019	eftps	Timberline - Annual Awards Banquet (Becraft)	Special Department ...		Cash Zions Ba...	3,524.00	3,588.57
Check	03/05/2019	eftps	Best Buy - Cords for Training Monitor (Becraft)	Computer Maintena...		Cash Zions Ba...	276.93	3,865.50
Check	03/05/2019	eftps	Best Buy - Cords for Training Monitor (Becraft)	Computer Maintena...		Cash Zions Ba...	144.96	4,010.46
Check	03/05/2019	eftps	CCRI by - Parking (Becraft)	Special Department ...		Cash Zions Ba...	2.00	4,012.46
Check	03/05/2019	eftps	The State Room - Lunch @ Capital (Becraft)	Special Department ...		Cash Zions Ba...	30.05	4,042.51
Check	03/05/2019	eftps	Recert of EMT (Taylor)	Recert of AMETs		Cash Zions Ba...	15.00	4,057.51
Check	03/05/2019	eftps	Recert of EMT (Taylor)	Recert of AMETs		Cash Zions Ba...	40.00	4,097.51
Check	03/05/2019	eftps	Costa Vida - County Chief Meeting (Taylor)	Special Department ...		Cash Zions Ba...	6.84	4,104.35
Check	03/05/2019	eftps	NFPA - Membership	Subscriptions, Mem...		Cash Zions Ba...	175.00	4,279.35
Check	03/05/2019	eftps	Recert of EMT (Taylor)	Recert of AMETs		Cash Zions Ba...	63.25	4,342.60
Check	03/05/2019	eftps	Bureau of Lic - Fingerprint (Taylor)	Recert of AMETs		Cash Zions Ba...	12.00	4,354.60
Check	03/05/2019	eftps	Winegars - Bolts (Taylor)	Equipment Mainten...		Cash Zions Ba...	13.88	4,368.48
Check	03/05/2019	eftps	Int'l Code Council - Code Subscription	Subscriptions, Mem...		Cash Zions Ba...	593.75	4,962.23
Check	03/05/2019	eftps	Kents -PPE Buckets (Taylor)	Misc. Equipment		Cash Zions Ba...	10.66	4,972.89
Check	03/05/2019	eftps	Amazon - HazMat (Rogers)	Misc. Equipment		Cash Zions Ba...	49.98	5,022.87
Check	03/05/2019	eftps	Amazon - Bookends (Rogers)	Office supply & exp...		Cash Zions Ba...	14.98	5,037.85
Check	03/05/2019	eftps	Amazon - Rescue Manuals (Rogers)	Travel and Training		Cash Zions Ba...	211.90	5,249.75
Check	03/05/2019	eftps	Channing Bete - ACL & PALS Material (Rogers)	Travel and Training		Cash Zions Ba...	259.66	5,509.41
Check	03/05/2019	eftps	Amazon - Computer Cables (Rogers)	Computer Maintena...		Cash Zions Ba...	23.98	5,533.39
Check	03/05/2019	eftps	Amazon - Charging Cords (Rogers)	Computer Maintena...		Cash Zions Ba...	47.48	5,580.87
Check	03/05/2019	eftps	Amazon - Safety Cones (Rogers)	Misc. Equipment		Cash Zions Ba...	134.27	5,715.14
Check	03/05/2019	eftps	Recert of EMT (Rogers)	Recert of AMETs		Cash Zions Ba...	40.00	5,755.14
Check	03/05/2019	eftps	Recert of EMT (Rogers)	Recert of AMETs		Cash Zions Ba...	15.00	5,770.14
Check	03/05/2019	eftps	Recert of EMT (Tremea)	Recert of AMETs		Cash Zions Ba...	40.00	5,810.14
Check	03/05/2019	eftps	Harbor Freight - Tie Downs (Hadley)	Equipment Mainten...		Cash Zions Ba...	7.47	5,817.61
Check	03/05/2019	eftps	Recert of EMT (Hadley)	Recert of AMETs		Cash Zions Ba...	15.00	5,832.61
Check	03/05/2019	eftps	Bryson Sales - Cable (Hadley)	Vehicle Maintenance		Cash Zions Ba...	128.16	5,960.77
Check	03/05/2019	eftps	Walmart - Spray Paint (Hadley)	Equipment Mainten...		Cash Zions Ba...	4.53	5,965.30
Check	03/05/2019	eftps	Hobby Lobby - Supply (Hadley)	Equipment Mainten...		Cash Zions Ba...	5.33	5,970.63
Check	03/05/2019	eftps	Recert of EMT (Hadley)	Recert of AMETs		Cash Zions Ba...	40.00	6,010.63
Check	03/05/2019	eftps	Recert of EMT (Lloyd)	Recert of AMETs		Cash Zions Ba...	40.00	6,050.63
Check	03/05/2019	eftps	Recert of EMT (Lloyd)	Recert of AMETs		Cash Zions Ba...	15.00	6,065.63
Check	03/05/2019	eftps	Smiths - Coffee Maker Station 42 (Lloyd)	Equipment Mainten...		Cash Zions Ba...	42.69	6,108.32
Check	03/05/2019	eftps	Rainbow - Arson Investigator Conference (Lloyd)	Travel and Training		Cash Zions Ba...	194.52	6,302.84
Total Visa Zions							6,302.84	6,302.84
Waste Management								
Bill	03/01/2019	3/1/19...	3/1/19-3/31/19 Station 42	Utilities (Gas,Power...		Accounts Paya...	65.89	65.89
Total Waste Management							65.89	65.89
West Point City (2)								
Bill	03/31/2019	3/1/19...	3/1/19-3/31/19	Utilities (Gas,Power...		Accounts Paya...	96.50	96.50
Total West Point City (2)							96.50	96.50

North Davis Fire District Expenses by Vendor Detail

March 2019

Type	Date	Num	Memo	Account	Cir	Split	Amount	Balance
Workers Comp Fund Insurance								
Bill	03/30/2019	72435...	March 2019	Workmans Comp		Accounts Paya...	5,102.00	5,102.00
Total Workers Comp Fund Insurance							5,102.00	5,102.00
No name								
Deposit	03/01/2019		Noridian	Ambulance		Cash Zions Ba...	-329.80	-329.80
Deposit	03/01/2019		Lockbox	Ambulance		Cash Zions Ba...	-1,872.52	-2,202.32
Deposit	03/04/2019		Lockbox	Ambulance		Cash Zions Ba...	-6,708.72	-8,911.04
Deposit	03/05/2019		Lockbox	Ambulance		Cash Zions Ba...	-2,162.03	-11,073.07
Deposit	03/06/2019		Lockbox	Ambulance		Cash Zions Ba...	-3,043.73	-14,116.80
Deposit	03/07/2019		Lockbox	Ambulance		Cash Zions Ba...	-2,040.36	-16,157.16
Deposit	03/08/2019		Lockbox	Ambulance		Cash Zions Ba...	-1,252.16	-17,409.32
Deposit	03/11/2019		Noridian	Ambulance		Cash Zions Ba...	-9,744.07	-27,153.39
Deposit	03/11/2019		Lockbox	Ambulance		Cash Zions Ba...	-9,457.01	-36,610.40
Deposit	03/12/2019		UT Medicaid	Ambulance		Cash Zions Ba...	-14,026.04	-50,636.44
Deposit	03/12/2019		Noridian	Ambulance		Cash Zions Ba...	-1,012.51	-51,648.95
Deposit	03/12/2019		Lockbox	Ambulance		Cash Zions Ba...	-564.81	-52,213.76
Deposit	03/13/2019		Lockbox	Ambulance		Cash Zions Ba...	-117.74	-52,331.50
Deposit	03/15/2019		Lockbox	Ambulance		Cash Zions Ba...	-4,091.10	-56,422.60
Deposit	03/18/2019		Lockbox	Ambulance		Cash Zions Ba...	-14,216.25	-70,638.85
Deposit	03/19/2019		UT Medicaid	Ambulance		Cash Zions Ba...	-2,391.48	-73,030.33
Deposit	03/19/2019		Lockbox	Ambulance		Cash Zions Ba...	-3,992.06	-77,022.39
Deposit	03/20/2019		Lockbox	Ambulance		Cash Zions Ba...	-209.03	-77,231.42
Deposit	03/21/2019		DFEC Treas	Ambulance		Cash Zions Ba...	-1,603.80	-78,835.22
Deposit	03/21/2019		Lockbox	Ambulance		Cash Zions Ba...	-1,967.42	-80,802.64
Check	03/21/2019		Service Charge	Bank Charges		Cash Zions Ba...	334.69	-80,467.95
Deposit	03/22/2019		Lockbox	Ambulance		Cash Zions Ba...	-7,449.20	-87,917.15
Deposit	03/25/2019		Lockbox Credit	Ambulance		Cash Zions Ba...	-4,492.23	-92,409.38
Deposit	03/26/2019		UT Medicaid	Ambulance		Cash Zions Ba...	-166.79	-92,576.17
Deposit	03/26/2019		Lockbox	Ambulance		Cash Zions Ba...	-183.31	-92,759.48
Deposit	03/27/2019		Lockbox	Ambulance		Cash Zions Ba...	-616.22	-93,375.70
Deposit	03/28/2019		Lockbox	Ambulance		Cash Zions Ba...	-365.00	-93,740.70
Deposit	03/29/2019		Lockbox	Ambulance		Cash Zions Ba...	-3,406.99	-97,147.69
Deposit	03/31/2019		Interest	Interest Income-Ge...		PTIF - 5312 - ...	-7,050.19	-104,197.88
Total no name							-104,197.88	-104,197.88
TOTAL							193,136.77	193,136.77

North Davis Fire District
Profit & Loss Budget vs. Actual
 July 2018 through June 2019

	Jul '18 - Jun...	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
Ambulance	558,575.19	1,146,479.68	-587,904.49	48.7%
Contract Services	174,306.28	190,095.96	-15,789.68	91.7%
Donations	1,800.00			
EMS Per Capita	0.00	3,000.00	-3,000.00	0.0%
Fee in Lieu	102,395.49	170,264.66	-67,869.17	60.1%
Fire Investigation Report	5.00			
Fire Protection	651.22	1,475.00	-823.78	44.2%
Impact Fees	196,182.44	45,000.00	151,182.44	436.0%
Incident Report	0.00	0.00	0.00	0.0%
Inspection Fees	945.00	1,000.00	-55.00	94.5%
Interest Income-General Fund	46,874.67	14,000.00	32,874.67	334.8%
Miscellaneous Service Revenues	578.38	1,500.00	-921.62	38.6%
Other Financing Sources	0.00	0.00	0.00	0.0%
Paramedic Fees	0.00	0.00	0.00	0.0%
Permit Fees	1,165.00	1,500.00	-335.00	77.7%
Plan Review Fees	6,743.18	3,500.00	3,243.18	192.7%
Property Taxes	2,202,008.07	2,586,536.44	-384,528.37	85.1%
PT Contribution to Other Gover.	0.00	204,382.00	-204,382.00	0.0%
Reimburse Dental	0.00	0.00	0.00	0.0%
Total Income	3,292,229.92	4,368,733.74	-1,076,503.82	75.4%
Gross Profit	3,292,229.92	4,368,733.74	-1,076,503.82	75.4%
Expense				
Administrative Control Board				
Board of Directors Payroll	28,500.00	38,000.00	-9,500.00	75.0%
Total Administrative Control Board	28,500.00	38,000.00	-9,500.00	75.0%
Administrative Fees	0.00	0.00	0.00	0.0%
Bank Charges	3,964.57	4,890.00	-925.43	81.1%
Clothing Allowance	24,264.52	29,287.50	-5,022.98	82.8%
Collection Contract				
Health Care Finance Assessment	27,817.44	43,239.00	-15,421.56	64.3%
IRIS Medical	51,640.06	74,400.00	-22,759.94	69.4%
Collection Contract - Other	0.00	0.00	0.00	0.0%
Total Collection Contract	79,457.50	117,639.00	-38,181.50	67.5%
Communications	1,440.38	2,000.00	-559.62	72.0%
Computer Maintenance & Supply				
ERS Annual User Fee	5,412.00	5,244.00	168.00	103.2%
Rover Mobile - Spotted Dog	1,060.00	1,100.00	-40.00	96.4%
Computer Maintenance & Supply - Other	13,826.40	16,600.00	-2,773.60	83.3%
Total Computer Maintenance & Supply	20,298.40	22,944.00	-2,645.60	88.5%
Contributions to Other Govt	0.00	204,382.00	-204,382.00	0.0%
Dispatch Services	77,924.00	85,000.00	-7,076.00	91.7%
EA Assistance Program	2,240.00	2,880.00	-640.00	77.8%
Employees Wages				
Full Time Employee Wages				
Auto Overtime	106,716.94	120,000.00	-13,283.06	88.9%
Hourly Acting Captain	39,571.03			
Retro Pay	140.40			
Salary	88,672.40			
Sick Leave	34,543.20			
Vacation Leave	89,441.59			
Full Time Employee Wages - Other	873,803.19	1,560,630.74	-686,827.55	56.0%
Total Full Time Employee Wages	1,232,888.75	1,680,630.74	-447,741.99	73.4%

North Davis Fire District
Profit & Loss Budget vs. Actual
July 2018 through June 2019

	Jul '18 - Jun...	Budget	\$ Over Bud...	% of Budget
Part-Time Employee Wages	194,579.05	301,279.36	-106,700.31	64.6%
Total Employees Wages	1,427,467.80	1,981,910.10	-554,442.30	72.0%
Equipment Maintenance & Supply	29,752.86	39,467.00	-9,714.14	75.4%
FICA	104,237.22	154,523.12	-50,285.90	67.5%
Fleet Fund Capital Exp	0.00	80,000.00	-80,000.00	0.0%
Grant Expenses	0.00	0.00	0.00	0.0%
Insurance (Health)				
AFLAC Cancer Policy	7,695.66	10,572.12	-2,876.46	72.8%
Dental Insurance	0.00	0.00	0.00	0.0%
Disability Insurance	257.83	343.45	-85.62	75.1%
Life Insurance	2,260.78	2,802.60	-541.82	80.7%
Insurance (Health) - Other	190,415.72	349,329.05	-158,913.33	54.5%
Total Insurance (Health)	200,629.99	363,047.22	-162,417.23	55.3%
Lease Obligation-interest	21,685.53	21,685.53	0.00	100.0%
Lease Obligations-principal	115,283.93	115,283.93	0.00	100.0%
Liability Insurance (Risk Manag	73,048.00	76,122.00	-3,074.00	96.0%
Medical Supplies	0.00	0.00	0.00	0.0%
Medical Supplies Expenses				
Jump Kits	1,905.00	2,250.00	-345.00	84.7%
Medical Supplies Expenses - Other	33,739.01	42,500.00	-8,760.99	79.4%
Total Medical Supplies Expenses	35,644.01	44,750.00	-9,105.99	79.7%
Misc Services				
Duty Crew Fitness Pass	0.00	0.00	0.00	0.0%
Firefighter Testing	0.00	9,590.00	-9,590.00	0.0%
Recert of AMETs	1,567.25	1,840.00	-272.75	85.2%
Yearly Ambulance License Fees	0.00	1,800.00	-1,800.00	0.0%
Misc Services - Other	183.25	1,500.00	-1,316.75	12.2%
Total Misc Services	1,750.50	14,730.00	-12,979.50	11.9%
Misc Supplies	0.00	0.00	0.00	0.0%
Misc. Equipment	16,999.95	35,100.00	-18,100.05	48.4%
Office Equipment	0.00	0.00	0.00	0.0%
Office supply & expenses	5,895.97	8,500.00	-2,604.03	69.4%
Paramedics	51,867.71	51,600.00	267.71	100.5%
Professional Services				
Accountant Fees	17,418.75	22,800.00	-5,381.25	76.4%
Attorney	975.00	9,360.00	-8,385.00	10.4%
Auditor	7,750.00	7,500.00	250.00	103.3%
BlueLine Drug Testin	762.00	1,200.00	-438.00	63.5%
BlueLine New Hire Testing	315.00	650.00	-335.00	48.5%
Bond Trustee (Zions Bond)	2,000.00	2,000.00	0.00	100.0%
Bonding	644.00	1,650.00	-1,006.00	39.0%
Crew Sense	2,804.76	2,880.00	-75.24	97.4%
Medical Advisor	7,000.00	8,400.00	-1,400.00	83.3%
Payroll Administration	4,493.35	6,480.00	-1,986.65	69.3%
Transparency	0.00	2,500.00	-2,500.00	0.0%
Professional Services - Other	0.00	765.00	-765.00	0.0%
Total Professional Services	44,162.86	66,185.00	-22,022.14	66.7%
Retirement	227,840.32	279,300.51	-51,460.19	81.6%
Shipping Charges	0.00	0.00	0.00	0.0%
Special Department Allowance	16,930.89	22,885.00	-5,954.11	74.0%
Subscriptions, Memberships				
Flex Plan Admin Fee	195.00	240.00	-45.00	81.3%
Subscriptions, Memberships - Other	10,865.67	14,209.00	-3,343.33	76.5%
Total Subscriptions, Memberships	11,060.67	14,449.00	-3,388.33	76.5%
Surviving Spouse Trust Fund	0.00	2,470.00	-2,470.00	0.0%
Transfer Out General Fund	0.00	229,826.00	-229,826.00	0.0%

North Davis Fire District
Profit & Loss Budget vs. Actual
July 2018 through June 2019

	Jul '18 - Jun...	Budget	\$ Over Bud...	% of Budget
Travel and Training				
Pub Ed Supplies for Clowns	0.00	1,000.00	-1,000.00	0.0%
Travel and Training - Other	38,477.68	54,475.00	-15,997.32	70.6%
Total Travel and Training	38,477.68	55,475.00	-16,997.32	69.4%
Utilities (Gas,Power,Phones)	56,557.71	72,981.00	-16,423.29	77.5%
Vehicle Maintenance	79,855.70	86,954.00	-7,098.30	91.8%
Workmans Comp	47,794.66	59,185.00	-11,390.34	80.8%
Total Expense	2,845,033.33	4,383,451.91	-1,538,418.58	64.9%
Net Ordinary Income	447,196.59	-14,718.17	461,914.76	-3,038.4%
Other Income/Expense				
Other Income				
Capital Projects Inc 3				
Gain on Sale of Assets	35,000.00			
Interest Income	0.00	14,241.00	-14,241.00	0.0%
Use of Fund Balance	0.00	27,615.00	-27,615.00	0.0%
Total Capital Projects Inc 3	35,000.00	41,856.00	-6,856.00	83.6%
Debt Service Inc 2				
Interest Income	1,285.42	1,047.00	238.42	122.8%
Transfers In Debt Service	0.00	229,826.00	-229,826.00	0.0%
Total Debt Service Inc 2	1,285.42	230,873.00	-229,587.58	0.6%
Total Other Income	36,285.42	272,729.00	-236,443.58	13.3%
Other Expense				
Capital Projects Exp 3				
Equipment	8,400.65	17,456.00	-9,055.35	48.1%
Capital Projects Exp 3 - Other	18,999.44	21,597.44	-2,598.00	88.0%
Total Capital Projects Exp 3	27,400.09	39,053.44	-11,653.35	70.2%
Debt Service Exp 2				
Addition to Fund Balance	0.00	1,047.00	-1,047.00	0.0%
Interest Expense	29,913.00	59,826.00	-29,913.00	50.0%
Principal	0.00	170,000.00	-170,000.00	0.0%
Total Debt Service Exp 2	29,913.00	230,873.00	-200,960.00	13.0%
Total Other Expense	57,313.09	269,926.44	-212,613.35	21.2%
Net Other Income	-21,027.67	2,802.56	-23,830.23	-750.3%
Net Income	426,168.92	-11,915.61	438,084.53	-3,576.6%

RESOLUTION NO. 2019R-01

A RESOLUTION ADOPTING THE 2018 EDITION OF THE INTERNATIONAL FIRE CODE(IFC), AS ADOPTED AND AMENDED BY THE STATE OF UTAH, INCLUDING APPENDICES B,C, AND D, AND THE CURRENT EDITIONS OF THE NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) STANDARDS, AS THE OFFICIAL FIRE CODE FOR THE JURISDICTIONAL AREAS OF NORTH DAVIS FIRE DISTRICT.

SECTION 1. RECITALS

WHEREAS, North Davis Fire District (the “District”) was created to provide essential fire protection services to property and persons in the District’s legally established jurisdictional service area; and

WHEREAS, the Boundaries of the District service area include sections of the area of unincorporated Davis County and the municipalities of Clearfield, West Point and Sunset; and

WHEREAS, The International Fire Code (IFC), published by the International Code Council (ICC), and the National Fire Protection Agency Association (NFPA) codes and standards were adopted by the state of Utah in title 53, chapter 7, section 106 of the Utah code and Utah administrative code rule 710, chapter 9, section 1 as the official code for the entire State of Utah, to include all cities, counties, fire districts, and the state; and

WHEREAS, the District Administrative Control Board finds that enacting this Resolution is in the best interest of the citizens of the District and will materially assist in protecting their health, safety and welfare.

NOW, THEREFOR, BE IT RESOLVED BY THE DISTRICT ADMINISTRATIVE CONTROL BOARD THAT:

The Administrative Control Board of the North Davis Fire District officially recognizes and adopts the 2018 edition of the International Fire Code as amended and adopted by the Utah State Legislature, including appendices B (Fire Flow Requirements for buildings), C (Fire Hydrant Locations and Distribution), and D (Fire Apparatus Access Roads), and the adopted amendments and additions to the current editions of the National Fire Protection Association (NFPA)

standards, and the District additions and amendments stated here within as the code of the North Davis Fire District.

The 2018 IFC Appendices A (Board of Appeals), E (Hazard Categories), F (Hazard Ranking), and G (Cryogenic Fluids-Weight and Volume Equivalents) are included as guides.

Any conflicts between the International Fire Code and the ordinances adopted by one of the District served municipalities shall be resolved through discussion and consensus by the District Fire Marshal and/or the District Chief and representatives of the municipality, through consideration of approved industry standards and best practices, while maintaining the safety and security of the District Firefighting personnel, the citizens and their property.

SECTION 2. AMENDMENTS AND ADDITIONS.

1. Key Boxes

- a. KnoxBox ® key boxes shall be installed on all buildings that are equipped with automatic fire suppression or automatic fire detection systems. The key box shall be of an approved type and shall contain keys and/or other devices necessary to gain access to all doors and rooms throughout the building. Key boxes shall be installed in a location on the building, approved by the Fire Marshal or his designee.

2. Fire Department Connections (FDC)

- a. The required Fire Department Connections (FDC) on buildings containing automatic fire sprinkler systems shall be located within 100 feet of a fire hydrant and in a location on or near the building in an area that does not interfere with firefighting operations. In the event of limited access or building height, a remote location may be required. The location of the FDC shall be approved by the District Fire Marshal or his designee prior to installation.
- b. Required FDC connections shall include brass plugs in place of breakaway caps due to breakage.

3. Security gates

- a. When gates or chains are installed across required fire apparatus access roads, they shall be provided with a Knox Padlock™. When electric access doors or gates are installed in the path of entrance to a parking structure or a fire department access road, they shall be provided with a Knox Gate Key Switch™.

SECTION 3. REVIEW COPIES.

Copies of the current edition of the International Fire Code, Utah State Amendments and Appendices shall be on file and available for use and examination by the public in the administrative offices of the North Davis Fire District, 381 North 3150 West, West Point, Utah 84015.

SECTION 3. DATE OF EFFECT:

This Resolution shall become effective on 1st day of July, 2019 and after publication or posting as required by law.

ADOPTED THIS ____ day of _____, 2019 and IN WITNESS WHEREOF,

APPROVED AS TO FORM:

BY:

Gary Peterson, District Chairman

Misty Rogers, District Clerk

RESOLUTION NO. 2019R-02

A RESOLUTION AMENDING THE NORTH DAVIS FIRE DISTRICT POLICIES AND PROCEDURES MANUAL, SECTION 211, HOURS OF WORK AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the North Davis Fire District (“District”) is a Special Service District created pursuant to and in accordance with the Utah Special Service District Act, §17A-2-1301 et seq. Utah Code Annotated, 1953 (the “Act”); and

WHEREAS, The Administrative Control Board (“Board”) adopted the North Davis Fire District Policies on February 17, 2005; and

WHEREAS, it is necessary and desirable for the District to amend its Policies from time to time; and

WHEREAS, the Board has reviewed said amendments to the District’s Policies.

NOW, THEREFORE, BE IT RESOLVED by the Administrative Control Board of the North Davis Fire District, Utah as follows:

SECTION 1: AMENDMENT OF POLICIES

The North Davis Fire District Policies are hereby amended by the Board and adopted in the form attached hereto:

NORTH DAVIS FIRE DISTRICT PERSONNEL POLICY AND PROCEDURE MANUAL, SECTION 211, HOURS OF WORK

211 HOURS OF WORK

Policy:

It is the policy of The North Davis Fire District to establish the time and duration of working hours as required by work load and production flow, customer service needs, the efficient management of human resources, and any applicable law. The Fire Chief delegates the oversight of timekeeping and scheduling to the Deputy Fire Chief, Battalion Chief, and shift Captains when appropriate.

Procedure:

(1) General Employees: The normal workweek is Sunday through Saturday, beginning and ending at midnight on Saturday, and consisting of forty hours. The normal workday will consist of eight hours of work with an unpaid meal period. Rest breaks are considered as time worked.

(2) Full-time Firefighters: Firefighters will work a maximum of 96 hours in consecutive 12-day work period. Overtime pay and compensatory hours will not accrue until 91 hours have been worked in the 12-day period, unless they are called out for an emergency as defined in Overtime, Chapter 212. Firefighters will typically work a 48-96 hour schedule; this is 48 hours continuously on duty then 96 hours off duty and so on throughout the year. Firefighters may not work additional hours after 48 hours on duty unless approved by the Deputy Chief or a Chief Officer, and/ or holdover incident at shift change.

(3) The schedule of hours for employees will be determined by each District Battalion Chief. The District Deputy Chief will inform employees of their daily schedule of hours of work, including meal periods and rest breaks, and of any changes that are considered necessary or desirable by the District. Permanent work shifts changes should be forwarded to the District Fire Chief.

(4) For some jobs, the standard hours of work may be altered to meet the needs of the District or the desires of the employee. The District Chief must approve permanent flextime/compressed work schedule.

The scheduling of work is designed to provide optimal service to the community and flextime/compressed work schedules should be used to achieve this goal. To protect the District and its employees from allegations of misuse of District employment, careful documentation of work hours is needed for those who work flextime schedules.

(5) Supervisors may schedule overtime or extra shifts with the approval of the District Deputy Fire Chief. Supervisors will assign overtime to nonexempt employees (those employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act) as needed. Employees are not permitted to work overtime without the prior approval of their supervisor and/ or District Chief Officers. (See Overtime, Chapter 212)

(6) Mandatory employee attendance at lectures, meetings, and training programs will be considered hours of work, and therefore will be compensated time, if attendance is requested by management. Travel time under the provision of the Fair Labor Standards Act will also be compensable time (see Travel, Chapter 401). Full-Time and Part-Time Firefighters who attend any of the above listed events shall enter their time into the District's Time Management Software under the "Misc." tab. A detail of starting and ending times as well as a description of the reason for the Misc. time shall be entered into the note section. It is the employee's responsibility to make this entry, even if there are multiple employees present at the same event, including the firefighter's supervisor. A single entry for all employees in attendance can be made by the supervisor as long as all employees that are entered are aware the entry is being made on their behalf. It is the individual employee's responsibility to verify the entry was made for them prior to the end of the pay period. (See 211:3:8)

(7) Work may occasionally be performed at home by an employee. Work taken home must be approved in advance by the District Chief. An employee must be compensated for

any work pertaining to an employee's job that is performed at home. All hours worked at home must be reported as time worked in the Districts Time management software.

(8) The District Chief, at his discretion, may allow nonexempt employees to make up lost time during a given workweek. However, make-up will not be allowed if the lost time is the result of conditions the employee could control, if there is no work the employee is qualified to do, or if adequate supervision is not available.

(9) The time worked for all nonexempt employees who are Full-Time or Part-Time Firefighters is required to be detailed in the time management software showing the daily hours worked. Non-exempt employees who are not Full-Time or Part-Time Firefighters shall enter their time on a District Provided Time Sheet. Time sheets for non-exempt employees, who are not Full-time or Part-Time Firefighters cover two workweeks and must be completed by the close of each workday. The following points should be considered in filling out time records on a time sheet or in the Districts Time Management Software:

- (1) Employees should record their starting time, time out for lunch, time in from lunch, quitting time, and total hours worked for each workday; Full-Time and Part-Time Firefighters are not required to deduct for time spent on break or for meal times. The time record in the Districts Time Management Software will reflect their starting time and quitting time. Any variances from the original scheduled work shift shall be made by the Employee in the Time Management Software.
- (2) Employees who are not Part-Time or Full-Time Firefighters are required to take scheduled lunch or meal breaks unless approved by their immediate supervisor;
- (3) Employee time records should be checked and verified by the employee and the shift supervisor at the end of each shift, unless the employee is not a Part-Time or Full Time Firefighter, their time sheet shall be verified at the end of the pay period by the employee, their supervisor and the NDFD Administration.. Unworked time for which an employee is entitled to be paid (paid absences, paid holidays, or paid vacation time) should be entered by the employee as a requested day off in the District Time Management Software, or in the event of a Non-Firefighter employee, on their personal time record;
- (4) Unapproved absences should not be considered as hours worked for pay purposes. Supervisors should inform employees if they will not be paid for certain hours of absence;
- (5) Filling out or making changes to another employee's time record is prohibited with the exception of shift supervisors, Deputy Fire Chief, Fire

Chief or Human Resources when making adjustments to the actual time worked in the Districts Time Management Software. (See item #6 below)

- (6) Shift supervisors of Full-Time and Part-Time Firefighters have the responsibility to ensure that at the end of each day, the actual hours worked for each member of the firefighter crew is reflected in the District's Time Management Software. Any deviations from the scheduled shift, whether it is because the employee had to leave early or stay past the end of the scheduled shift ending time, shall be adjusted.
- (7) Employees who are Part-Time or Full-Time Firefighters who work past the ending time of their scheduled shift, whether it be due to a call that extends past the time of shift change, or for a reason approved by the shift supervisor, must make an entry into the Time Management Software as "Holdover Time". The exact time the firefighter held over and a detailed explanation in the notes section must be entered. In the event the holdover was due to call, the incident number for that call must be entered into the notes section.
- (8) All Full-Time and Part-Time Firefighters have the responsibility at the end of each work shift and by the end of each pay period to ensure that his/her hours recorded in the Time Management Software are correct. By Monday morning at 0800 hrs. on the week of payday, all employees should have checked their hours worked in the Time Management Software and notified the Human Resources (HR) Director of any discrepancies. If no notification is made to HR, payroll will be completed with the assumption that all time entered is correct.
- (9) Falsifying any time record is prohibited. Any employee found guilty of falsifying their or another employees time record will be disciplined as per district policy, up to and including termination.

(11) Personnel employed in executive and administrative capacities generally are exempt from the provisions of the Fair Labor Standards Act. These employees are not required to fill out hourly time records but must account for daily attendance. Exempt employees must account for vacation or sick leave hours on their leave use sheet in full day increments. In addition, exempt employees will not receive overtime compensation.

(12) Job Share: Upon approval of the District Fire Chief, a full-time position may be divided among two employees for them to share a job.

They are designated as Full-Time Regular Employees and will share benefits in the same proportion as their job share.

(13) For policies and procedures regarding pay practices, see Pay Practices, Section

SECTION 2: Effective Date

This Resolution shall become effective immediately upon adoption

PASSED AND ADOPTED by the Administrative Control Board of the North Davis Fire District this ____ day of _____, 2019

Gary Petersen, Chairman

ATTEST:

Misty Rogers, District Clerk

DRAFT

RESOLUTION NO. 2019R-03

A RESOLUTION AMENDING THE NORTH DAVIS FIRE DISTRICT POLICIES AND PROCEDURES MANUAL, SECTION 501, EMPLOYEE BENEFITS; 502, VACATIONS; 503, SICK LEAVE; 504, SICK LEVE RETIREMENT BENEFIT; 701 ATTENDANCE AND PUNCTUALITY; AND 702, LEAVES OF ABSENCE AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the North Davis Fire District (“District”) is a Special Service District created pursuant to and in accordance with the Utah Special Service District Act, §17A-2-1301 et seq. Utah Code Annotated, 1953 (the “Act”); and

WHEREAS, The Administrative Control Board (“Board”) adopted the North Davis Fire District Policies on February 17, 2005; and

WHEREAS, it is necessary and desirable for the District to amend its Policies from time to time; and

WHEREAS, the Board has reviewed said amendments to the District’s Policies.

NOW, THEREFORE, BE IT RESOLVED by the Administrative Control Board of the North Davis Fire District, Utah as follows:

SECTION 1: AMENDMENT OF POLICIES

The North Davis Fire District Policies are hereby amended by the Board and adopted in the form attached hereto:

NORTH DAVIS FIRE DISTRICT PERSONNEL POLICY AND PROCEDURE MANUAL, SECTION 501, EMPLOYEE BENEFITS; 502, VACATIONS; 503, SICK LEAVE; 504, SICK LEVE RETIREMENT BENEFIT; 701 ATTENDANCE AND PUNCTUALITY; AND 702, LEAVES OF ABSENCE

501 EMPLOYEE BENEFITS

Policy:

It is the policy of The North Davis Fire District to provide its full-time employees with various welfare and pension benefits. Information and summaries intended to explain these benefit plans will be furnished to all plan participants and beneficiaries on a timely and continuing basis. The District reserves the right to modify, amend, or terminate its welfare and pension benefits as they apply to all current, former, and retired employees. The administrator of each benefit plan has the discretionary authority to determine eligibility for benefits and to interpret the plan's terms.

Procedure:

(1) Retirement: The District is a member of the Utah Retirement System (URS) and participates in the Public Employees Tier 1 Noncontributory Local Government, Tier 2 DB Hybrid Local Government, and Tier 2 DC Only Local Government Retirement System for regular employees; and the Tier 1 Firefighters Division A, Tier 2, DB Hybrid Firefighters, and Tier 2 DC Only Firefighters Retirement System. Retirement funds are paid to the URS for each full-time employee according to the applicable retirement fund to which they are enrolled in. The contribution rate is dictated by the URS.

(2) Health, Dental and Life Insurance: A health, dental and life insurance package is offered to full-time employees - on a cost-sharing basis. The District's contribution percentage amount will be calculated on the cost of the - insurance plan offered by the District. This amount will be contributed for each employee regardless of what insurance plan they chose to participate in. Coverage is effective on the date of hire. If coverage is waived at the time of hiring, employees may enroll during the open enrollment period each year, or when they have a family status change, i.e., birth, marriage, divorce, death, adoption, or loss of coverage.

(3) Vision Insurance: The District provides vision insurance on a cost-sharing basis. The District contributes the same percentage of premium for Vision as Health Insurance premium for either family, two-party or single coverage.

(4) Life Insurance: The District provides and pays the premium for a term life insurance policy and Accidental Death and Dismemberment (AD&D) Policy for all full-time employees. The value of the life insurance and AD&D policies provided by the District for full-time employees shall be determined by the life insurance carrier.

(5) Long-Term Disability: The District provides and pays the premium for a long-term disability (LTD) insurance policy in the event the employee is disabled and unable to perform their duties. The policy provides two-thirds of the basic monthly salary after 90 days of being disabled. See plan document for policy details. Full-time Fire Fighters are covered under the District LTD policy until they have been employed for five years. After they have been employed for five years, they are covered with LTD disability benefits with the URS.

(6) Additional Life Insurance: Additional term life insurance is available at group rates for employees on a voluntary basis.

(7) Miscellaneous Insurance: Various insurance policies are available at group rates for employees on a voluntary basis, i.e., vehicle, homeowners, cancer, intensive care, accident insurance and pre-paid legal services.

(8) 401(k) and 457 Deferred Compensation Plans: The District offers a 401(k) and a 457 deferred compensation retirement plan which allows employees to voluntarily make tax deferred contributions.

(9) Employee Assistance Program: The District provides a program where employees and family members living in the same household may receive professional counseling in legal, marital, financial, alcohol, or drug related problems. The counseling is completely confidential.

(10) The District Fire Chief serves as Administrator of the District's welfare and pension plans. The Administrator is responsible for all communications and disclosures concerning benefits and for compliance with all applicable laws and regulations. In addition, the Administrator is available to answer questions concerning the benefit plans.

(11) Under certain of the District's insurance and retirement plans, each employee must designate in writing a beneficiary for the employee's death benefits. It is the employee's responsibility to maintain the proper beneficiary designations and to alert the Administrator to any changes in status affecting eligibility or designations. (See Personnel Records, Chapter 901.)

(12) Under normal circumstances, the Administrator will furnish the following information to each participant in a welfare or pension plan and to each beneficiary receiving benefits under a pension plan:

- (1) A summary plan description of the plan within ninety days after the individual becomes a participant or first receives benefits;
- (2) An updated summary plan description of the plan as needed.

(13) If the plan participants or beneficiaries make a written request for information concerning the District's benefit plans, the Administrator will provide them the following information:

- (1) Complete copies of the latest updated summary plan description; contract, or other documents under which the plan is established or operated;
- (2) A statement indicating the total benefits accrued under the District's pension plans and the vested retirement benefits, if any, which have accrued or the earliest date on which benefits will become vested.

(14) Each participant in a retirement plan will receive a quarterly or annual statement.

(15) If a retirement plan recipient is eligible for tax rollover treatment of a distribution, the Administrator will notify the recipient that:

- (1) The distribution will not be taxed currently to the extent it is transferred within 60 days to another qualified plan or to an Individual Retirement Account ("IRA");
- (2) The recipient may elect to have an eligible rollover distribution transferred to another qualified plan or an IRA in a direct rollover; and
- (3) An eligible rollover distribution that is not transferred to another qualified

retirement plan or an IRA in a direct rollover is subject to mandatory 20% federal withholding tax.

(16) Participant contributions to benefit plans normally will be deducted from the employee's paycheck if the employee has authorized the deduction in writing. Contributions to qualified benefit plans are not included in the employee's gross wages for income tax purposes.

(17) Employees, spouses, and dependents covered by the District's health benefit plan will be notified, when appropriate, of the opportunity to continue their health care coverage, at their own expense, in certain specified situations including layoff, termination, reduction in hours of employment, and separation or divorce. In addition, they will be provided, when required, with a certificate of prior health coverage when they lose coverage under the health benefit plan. (See COBRA, Appendix A, Chapter 216:4)

502 VACATIONS

Policy:

It is the policy of The North Davis Fire District to grant vacation leave that represents earned time off the job and accrues during the working year. Only Full-Time Regular Employees, Exempt Employees and Full-Time Firefighters are eligible for vacation leave.

Procedure:

(1) The established vacation year is the calendar year, January 1 through December 31 each year. Vacations are accrued or earned based on the employee's length of service and on the time actually worked.

(2) Regular Full-time and Exempt Employees will accrue paid vacation leave according to the following schedule:

<u>Service Period</u>	<u>Hours Accrued</u>
Category 1 - 1 through 4 years employment	96 hours per year
Category 2 – 5+ years employment	120 hours per year

Hours accrue at 3.692 hours per biweekly pay period for Category 1; and 4.615 hours per biweekly pay period for Category 2;

Annual Leave Accrual for Firefighters (24-hour shifts)

The basis for annual leave accrual for firefighters working 24-hour shifts shall be consistent with how accrual occurs in the rest of the District, and is determined by comparing the total number of hours scheduled in a year for a firefighter to that of a regular 40 hour per week employee. Firefighters are scheduled to work 2880 hours, while regular employees are scheduled for 2080 hours.

Each regular full-time firefighter working 24-hour shifts, who has been in the Fire District service for a continuous period of one month, accrues annual leave, on 26 pay periods according to the schedule below:

ANNUAL LEAVE ACCRUAL SCHEDULE FOR FIREFIGHTERS (24 HR SHIFT)

Years in Service	Accrual Rate of Annual Leave Per Pay Period	24-Hour Days of Annual Leave Earned Per Year	Accrual Rate of Annual and Holiday (2.78) Hours per Pay Period	24-Hour Days of Annual and Holiday Earned Per Year
0-4	4.62 hours	5 days	7.4 hours	8 days
5-9	6.47 hours	7 days	9.25 hours	10 days
10 – over	8.31 hours	9 days	11.09 hours	12 days

(3) Employees may not take paid vacation until they have actually earned the vacation hours.

(4) Regular Full-time Employees (except 24-hour Shift Firefighters) are expected to take an annual vacation. Employees may accumulate a maximum of 240 vacation hours, which may be carried forward to a new calendar year. Unused vacation hours in excess of 240 hours will be forfeited at the end of each calendar year.

(5) In the event that a 24-hour Shift Firefighter changes employment status to a Regular Full-time or Exempt Employee, any vacation hours in excess of 240 will be paid out to the employee. Vacation accrual rates will coincide with that Regular Full-Time or Exempt Employee.

(6) Regular Full-time Employees who are 24-hour Shift Firefighters are expected to take an annual vacation. Employees may accumulate a maximum of 318 vacation hours, which may be carried forward to a new calendar year. Unused vacation hours in excess of 318 hours will be forfeited at the end of each calendar year.

(7) Employees should plan their vacation time throughout the year in order to not exceed the maximum carryover at the end of the year. In an unforeseeable emergency, hours in excess of those described in paragraph (5) and (6) above may be approved for carry over or donated to the Sick Leave Bank. Upon the request of the employee and with the approval of the human resource director and the District Fire Chief may grant up to a 60-day extension to the December 31 deadline in order to allow an employee to use vacation hours in excess of the maximum. A leave extension will not be granted to an employee for failure to plan to use his vacation.

(8) At discretion of the Fire Chief, employees of the District who have exhausted all sick leave can utilize accrued vacation hours in lieu of sick leave.

(9) Employees have the ability to convert unused vacation leave to the districts Sick Leave Bank: The North Davis Fire District recognizes that employees may have a personal or immediate family medical emergency, resulting in a need for additional time off in excess of their available leave. To address this need, all eligible employees will be permitted to donate accrued vacation or annual leave from their unused balance to a Sick Leave Bank where eligible employees can apply for consideration of assistance from the Sick Leave Bank. (*see Sick Leave Policy 503*)

- (1) Immediate family member is defined as spouse, child or dependent child.
- (2) The donation of unused vacation or annual leave is strictly voluntary.
- (3) Once a donor has converted unused vacation or annual leave to the Sick Leave Bank, the donated leave becomes the property of the North Davis Fire District and the donor has no legal right to the donated leave for any reason.
- (4) Donated unused vacation or annual leave will be converted to sick leave and deposited into a Sick Leave Bank for use by eligible recipients.
- (5) The minimum number of unused vacation or annual leave hours that an eligible employee may donate is 1 hour and the maximum is 50-percent of the donor employee's current balance.
- (6) Employees will be given the opportunity to donate unused vacation or annual leave anytime during the calendar year.
- (7) The donated unused vacation or annual leave will be transferred from the donor to the Sick Leave Bank upon the request of the donor.
- (8) The donation of unused vacation or annual leave will be calculated on a dollar basis. The dollar amount of the donation is determined by the donor's current hourly wage.
- (9) Employee's wishing to donate unused vacation or annual leave are required to complete a Donation of Unused Vacation or Annual Leave Request Form and submit it to human resources.
- (10) The balance of available funds in Sick Leave Bank will not exceed the mid-range of the approved North Davis Fire District Captain's Salary.

(10) Employees with accounting and financial responsibilities, including the Finance Director and the Treasurer, are expected to take vacation leave throughout the year, with no two financial administrative employees off at the same time.

(11) Employees should submit vacation requests for consideration pursuant to North Davis Fire District Standard Operating Procedures 000-001. Management reserves the right to designate when some or all vacations must be taken. Supervisors are responsible for ensuring adequate staffing levels and should attempt, when feasible, to resolve vacation scheduling conflicts based on length of service.

(12) A paid holiday that occurs during an employee's vacation period will not be charged as vacation leave, for regular full-time employees. (See policy on Full-time Firefighters)

(13) In the event of a declared emergency, the District retains the option of ordering employees back to work during their scheduled vacations and pay them for the hours worked rather than granting them vacation leave. Employees on leave at the time an emergency is declared are subject to being called back to work.

(14) Employees on a leave of absence, other than a military leave of absence, are required to use all accrued paid vacation time as part of the leave, as specified in Leaves of Absence, Chapter 702. In addition, employees on a leave of absence will not accrue any new vacation time during the leave.

(15) Vacation pay will consist of the employee's regular rate of pay for the vacation period and generally will be paid on the regularly scheduled payday.

(16) Employees may not receive pay for their vacation hours in lieu of time off. Except in the event that a 24-hour Shift Firefighter changes employment status to a Regular Full-time or Exempt Employee, any vacation hours in excess of 240 will be paid out to the employee.

(17) Vacation hours used are not considered as time worked for purposes of calculating overtime.

(18) When employment is terminated, employees will receive a lump sum payment for any unused vacation hours at the time of termination.

(19) Employees who feel that there is a discrepancy in the calculation of their vacation hours, vacation pay or eligibility may request a review of that calculation by the human resource director.

503 SICK LEAVE

Policy:

It is the policy of The North Davis Fire District to grant sick leave accrual to be used when an employee is absent from work due to illness or injury. Only Full-Time Regular Employees, Exempt Employees and Full-Time Firefighters are eligible to for sick leave.

Procedure:

- (1) Regular Full-time Employees (except 24-hour Shift Firefighters) will be

credited with 3.692 hours of sick leave for each pay period of service that they work for a total accrual of 96 hours in a calendar year. Regular Full-time Employees who are 24-hour Shift Firefighters and are scheduled to work 2880 hours per year will be credited with 5.538 hours of sick leave for each pay period of service or 143.9 hours per calendar year.

(2) In the event that a 24-hour Shift Firefighter changes employment status to Regular Full-time or Exempt Employee Sick Leave accrual rates will to change to coincide with that of a Regular Full-Time or Exempt Employee.

(3) When a 24-Shift Firefighter changes employment status to a Regular Full-Time or Exempt employee, their Sick Leave balance will be converted to coincide with that of a Regular Full-Time or Exempt Employee. The method used to convert the Sick Leave balance of 24-hour Shift Firefighter to that of a Sick Leave balance for Regular Full-Time or Exempt Employee is determined by multiplying the Sick Leave balance of the 24-Shift Firefighter by 0.64.

Example: If the Sick Leave balance of the 24-Hour Shift Firefighter is 438 when their employment status changes to Regular Full-Time or Exempt status. The balance of the 24-Hours Shift Firefighter's Sick Leave will be multiplied by 0.64 to convert into a Sick Leave balance of Regular Full-Time or Exempt employee ($438 \times 0.64 = 280.32$).

(4) Sick leave hours may be accumulated with no maximum limit.

(5) Use of sick leave hours is primarily designed for sickness or injury resulting in the temporary disability of the employee or a member of the employee's immediate family, defined as spouse, child or dependent child, stepchild or dependent parents or dependent parents-in-law. Sick leave to care for a dependent parent or dependent parent-in-law must be approved on a case-by-case basis by the District Chief.

(6) Sick leave hours may be used to attend to personal illness, doctor and dentist appointments and family emergencies, i.e., death of an immediate family member.

(7) Notification that an employee will not be at work because of an illness or family emergency should be communicated on a **daily basis** to the employee's immediate supervisor prior to employees scheduled shift.

(8) When sick leave is taken, it will be noted as such in the appropriate District Time Management System. All sick leave is be exhausted before vacation leave can be used in lieu of sick hours. An employee's sick leave hour balance will be maintained through the District's payroll system.

(9) Sick leave hours used are not considered as time worked for purposes of calculating overtime.

(10) Sick Leave Sell Back/Buy Back: At the end of each November and on the first payroll in December, employees will have the option to sell back to the District, one-fourth (1/4) of their unused sick leave they have accumulated between December 1 of the previous year and November 30 of the current year. The maximum amount a Regular Full-time Employee is

eligible to sell back if they have not used any hours of sick leave during that period is 24 hours. The maximum amount a 24-hour Shift Fire-Fighter is eligible to sell back if they have not used any hours of sick leave during that period is 35.97.

(11) Conversion of Sick Leave to Vacation Leave: In January of each year, those employees who have worked for the District for ten years or more can convert sick leave to vacation leave as follows:

- (1) Full-time Regular and Exempt Employees: Employees who have a minimum of 640 hours accumulated in the Sick Leave Bank, may convert 40 hours of sick leave to vacation leave.
- (2) Full-Time Regular and Exempt Employees who are 24-hour Shift Firefighters: 24-hour Shift Firefighters who have a minimum of 848 hours accumulated in the Sick Leave Bank may convert 53 hours of sick leave to vacation leave.
- (3) Employees who convert sick leave to vacation leave will not be allowed to carry more than 240 (Full-time Regular and Exempt Employees)/318 (Full-Time Regular Employees who are 24-hour Shift Firefighters) hours of vacation leave to the next calendar year (see Vacation Leave, Chapter 502).

(12) Conversion of Unused Vacation or Annual Leave to Sick Leave Bank: (*see Vacation Leave Policy 502*)

(13) Sick Leave Bank: Employee eligibility for consideration of Sick Leave Bank use are as follows:

- (1) Eligible Employees – Full-time employees who have exhausted all of their accrued sick, vacation and compensatory leave as a result of the employee or an immediate family member experiencing qualifying medical condition, which shall be a major medical illness, serious medical condition or medical emergency that is supported by a medical certificate.
- (2) Medical complications related to pregnancy and childbirth. The recovery after the healthy delivery of a child or discretionary time taken to care for a newborn child who is free of medical complications will not qualify an employee to have access to donated sick leave.
- (3) Work related injuries do not qualify an employee to have access to donated sick leave.
- (4) Medical emergency is defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to employee due to the exhaustion of all paid leave.

- (5) Current sick leave balance prior to qualified medical condition must be equal to or greater than 80-percent of the total previous three-year sick-leave accrual minus any sick-leave sell back or sick-leave conversion used. If the full-time employment with the district is less than three-years, then the current sick leave balance must be equal to or greater than 80-percent of the total sick-leave accrual minus any sick-leave sell back used. All applications will be reviewed on a case by case basis by the District Fire Chief and Human Resource Director. The District Fire Chief has the discretion to evaluate and create record of each applicant to determine eligibility.

(14) Request for use of Sick Leave Bank: Eligible employees who anticipate a need to withdraw from Sick Leave Bank assistance must submit a completed Request for Sick Leave Donation Form prior to depletion of all leave to the human resource director and the District Fire Chief for consideration. The District Fire Chief has the right to grant, deny, limit, or stop any employee from utilizing the use of Sick Leave Bank at any time. Employee circumstances, eligibility and usage of the Sick Leave Bank will be evaluated on a regular basis to ensure proper use of funds. The benefit of receiving assistance from the Sick Leave Bank is not guaranteed. Eligibility requirements must be met and maintained to be considered for and the use of Sick Leave Bank.

(15) Sick leave may be used for leave taken during the first six weeks after the birth of a baby for both male and female employees. If an employee adopts or becomes a foster parent of a new child, they may use sick leave during the first six weeks following the date of the adoption or placement. Any additional use of sick leave to care for a newborn or adopted child after the initial six weeks must be supported with a doctor's statement. (See Appendix A: Family and Medical Leave, Chapter 703:3).

(16) Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

504 SICK LEAVE RETIREMENT BENEFIT

Policy:

It is recognized by The North Davis Fire District that there is a direct benefit to the District when employees are able to minimize the use of sick leave. It is the desire of the District to encourage the appropriate use of the sick leave benefit and reward employees who minimize the use of this benefit.

Procedure:

SICK LEAVE PAY-OUT AT RESIGNATION, SEPARATION OR RETIREMENT

Employees who resign their employment or separate under favorable circumstances shall be paid for any unused sick leave, within seven days of termination, as follows:

Hours of Sick Leave Accrued	Compensation	Example
1a. Full-Time Regular & Exempt Employees 280 or Less	None	
2a. Full-Time Regular & Exempt Employees 281-360	15%	For example: 300 hours of accumulated sick leave will convert to 45 hours of pay off at the employee's current hourly wage at time of separation.
3a. Full-Time Regular & Exempt Employees 361- 960	25%	For example: 500 hours of accumulated sick leave will convert to 125 hours of pay off at the employee's current hourly wage at time of separation.
4a. Full-Time Regular & Exempt Employees 961 or Greater	33.3%	For example: 1000 hours of accumulated sick leave will convert to 333 hours of pay off at the employee's current hourly wage at time of separation.
1b. Firefighters 437 hours Or Less	None	
2b. Firefighters 438 - 563	15%	For example: 450 hours of accumulated sick leave will convert to 67 hours of pay off at the employee's current hourly wage at time of separation.
3b. Firefighters 564-1500	25%	For example: 750 hours of accumulated sick leave will convert to 187 hours of pay off at the employee's current hourly wage at time of separation.
4b. Firefighters 1501 hours or Greater	33.3%	For example: 2000 hours of accumulated sick leave will convert to 666 hours of pay off at the employee's current hourly wage at time of separation.

701 ATTENDANCE AND PUNCTUALITY

Policy:

It is the policy of The North Davis Fire District to require all employees to report for work punctually and to work all scheduled hours and any required overtime. Excessive tardiness and poor attendance disrupt workflow and customer service and will not be tolerated.

Procedure:

(1) Supervisors should notify employees of their starting, ending, and break times. Employees are expected to be engaged in carrying out their duties during all scheduled work time and should be ready to begin working at their scheduled starting time. (See Hours of Work, Chapter 211.) Supervisors should record all absences and, for nonexempt employees (those subject to the minimum wage and overtime requirements of the Fair Labor Standards Act), any tardiness or early departure exceeding ten minutes.

(2) Employees should notify their supervisor, as far in advance as possible whenever they are unable to report for work, know they will be late, or must leave early. The notice should include a reason for the absence and an indication of when the employee can be expected to report for work. Notification that an employee will not be at work should be communicated to the employee's immediate supervisor within the first 30 minutes after the scheduled reporting time. If the immediate supervisor is unavailable, notification should be made to the next level supervisor.

(3) Failure to notify the District properly of any absence may result in loss of compensation during the absence.

(4) Employees who report for work without proper equipment or in improper attire may not be permitted to work. Employees who need to return home for proper equipment or proper attire may not be compensated for the time they are gone. (See Employee Safety, Chapter 601; and Personal Appearance of Employees, Chapter 802.) Employees, who report for work in a condition considered not fit for work, whether for illness or any other reason, will not be allowed to work. (See Medical Procedures, Chapter 206; and Drugs, Narcotics, and Alcohol, Chapter 812.)

(5) Employees generally are expected to report for work during inclement weather conditions if the District does not declare an emergency closing. Nonexempt employees who are late because of weather conditions will be given a chance to make up their missed time if work schedules and conditions permit.

(6) Employees must immediately report to their supervisor after being late or absent, give an explanation of the circumstances surrounding their tardiness or absence, and, when applicable, certify that they are fit to return to work. (See Medical Procedures, Chapter 206.)

(7) Full time employees must obtain permission from their supervisor in order to leave the premises during working hours other than for meal breaks. In addition, employees who are frequently away from the premises for business reasons should inform their supervisors of their whereabouts during working hours.

(8) An absence is considered to be unauthorized if the employee has not followed proper notification procedures or the absence has not been properly approved.

(9) Full time employees who are absent from work for three consecutive days without giving proper notice to the District will be considered as having voluntarily terminated. At that time, the District will formally note the termination and advise the employee of the action by mail to the employee's last known address. (See Termination of Employment, Chapter 216.)

702 LEAVES OF ABSENCE

Policy:

It is the policy of The North Davis Fire District to grant employees extended leaves of absence under certain circumstances. Except as stated below, employees will not receive compensation during a leave of absence.

Procedure:

(1) The District will comply with the provisions of the federal Family and Medical Leave Act ("FMLA"). The Appendix to this policy outlines the FMLA's requirements, including the rights and obligations of employees, notification requirements, and the District's obligations. For a checklist to determine when FMLA applies see the District Fire Chief.

(2) Employees generally are eligible for leaves of absence if they have completed at least one year of service, or as specified by law. The granting and duration of each leave of absence and the compensation received by the employee, if any, during the leave of absence will be determined by the District in conjunction with applicable federal and state law. The following types of leaves will be considered:

- (1) Sick Leave of Absence: Employees who are unable to work because of a serious health condition, disability, or work-related injury may be granted a sick leave of absence. This type of leave covers disabilities caused by pregnancy, childbirth, or other related medical conditions. The District requires certification of an employee's need for sick leave, both before the leave begins and on a periodic basis thereafter, by the employee's health care provider. For an explanation of the FMLA and sick leave, see Appendix A following this policy. (See also Medical Procedures, Chapter 206.)

a. If available and at the discretion of the Fire Chief, transitional work may be assigned to the employee.

- (2) Parental Leave of Absence: Female employees, when not disabled by pregnancy or childbirth (see above), and male employees may be granted a parental leave of absence to care for the employee's child upon birth or to care for a child upon the child's placement with the employee for adoption or foster care. For an explanation of the FMLA and sick leave, see Appendix A following this policy.
- (3) Family Care Leave of Absence: Employees may be granted a family care leave of absence for the purpose of caring for the employee's child, spouse, or parent who has a serious health condition. The District requires certification of the family member's serious health condition, both before the leave begins and on a periodic basis thereafter, by the family member's health care provider. For an explanation of the FMLA and sick leave, see Appendix A following this policy.
- (4) Personal Leave of Absence: Employees may be granted a leave of absence to attend to personal matters in cases in which the District determines that an extended period of time away from the job will be in the best interests of the employee and the District.

(3) Requests for a leave of absence or any extension of a leave ordinarily should be submitted in writing to the employee's supervisor at least thirty (30) days before the start of the leave or extension period. When the need for leave or an extension is not foreseeable, employees should give as much notice as is practicable. The supervisor will forward the request to the District Fire Chief recommending approval or denial. The District Fire Chief will make the final decision concerning the request. All employees on approved leave are expected to report to the District Fire Chief any change of status in their need for a leave or in their intention to return to work.

(4) Employees who are on an approved leave of absence may not perform work for any other employer during that leave, except when the leave is for military service.

(5) Every employee on a sick leave, parental leave or family care leave of absence will be required to use all accrued vacation, sick and compensatory time while on leave. However, employees may not use paid leave if they are receiving compensation under the District's disability or workers' compensation insurance programs. Every employee on a parental or personal leave of absence will be required to use vacation and compensatory time while on leave.

(6) The District will provide health insurance and other benefits to employees on leave as required by law. The employee and the District will cost-share the premiums for health insurance and other benefits utilized by the employee until all leave has been exhausted. After which, the employee may be liable for the entire premiums for health insurance and other benefits utilized by the employee. Benefits that accrue according to length of service, such as paid vacation, holiday, personal, and sick days, do not accrue during periods of unpaid leave or during periods in which the employee receives workers' compensation or disability benefits. (See Disclosure of Benefits, Chapter 501.)

(7) Employees returning from a leave of absence will be reinstated to their same job or to an equivalent job with equivalent status and pay, as required by law. Employees returning from a sick leave of absence must provide certification of their ability to perform the functions of their job. If the same job or one of equivalent status and pay is not available as a result of a reduction in force, the employee will be treated in the same manner as though he had been actively employed at the time of the reduction in force. (See Layoff and Recall, Chapter 215.)

(8) If an employee fails to return to work at the conclusion of an approved leave of absence, including any extension of the leave, the employee will be considered to have voluntarily terminated employment.

SECTION 2: Effective Date

This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED by the Administrative Control Board of the North Davis Fire District this ____ day of _____, 2019.

Gary Petersen, Chairman

ATTEST:

Misty Rogers, District Clerk



www.firerecoveryusa.com

Fire Recovery USA provides funds to fire departments through Cost Recovery.

We Offer Seven Main Cost Recovery Programs:

iPad Inspection / Automated billing - By combining technology with automation we can greatly enhance your inspection and permitting program. You inspect, we do the rest, efficiently and quickly with full transparency. We follow up on payments, have 24/7 live data reporting and the highest recovery rate in the industry.

Self Inspection Program - This revolutionary program provides the ability to have base level inspections for ALL businesses. It satisfies your responsibility to assure your businesses are safe. In a rotation with the full inspection above it provides the maximum ability to assure business compliance while supporting the costs of your inspection program. All with a flexible audit capability.

Emergency Response Cost Recovery Program - You incur significant costs responding to incidents. Appropriately recovering the costs of high impact events is becoming the new standard. Let us provide you with an estimate of your potential recovery.

False Alarm Billing Program - We pull direct from your RMS or CAD and track, notify, bill and recover your costs of response. With full transparency and accountability and 24/7 reporting.

EMS Billing Program - With nearly 20 years experience and advanced technology, let Fire Recovery EMS perform for you. Our track record is impeccable, or recovery rates among the highest, and our reporting is real time. Plus, we handle all the headache of collecting.

First Responder Support Program - There are real costs to responding to medical incidents. Medical insurance typically covers the cost of the EMS service while most first responders have had to absorb these enormous costs. Our First Responder Support Program allows you to track and bill to recover these costs. We bill, collect, and pass the revenue back to our departments monthly.

Paramedic Subscription Program - Our Paramedic Subscription Program is an "insurance policy" to help cover first responder fees for resident in your region. Combined with our First Responder Support Program, the Paramedic Subscription Program allows for affordable fees to cover a possible first responder event. For a small annual fee, a resident or business can pre-pay for any incident for their family or employees.

Emergency Response Cost Recovery Program

Although billing for Fire Services sounds simple, how we generate our high recovery rate is very sophisticated. Some fire departments do perform in-house billing; unfortunately, they typically see a low recovery rate (between 10-15 percent). This low rate can be attributed to the fact that the typical fire department or city is not equipped in the field of fire service billing.

Fire Recovery USA uses advanced methods resulting in a proven higher recovery percentage - over 90% of “fluid-based” MVA runs with hazardous materials spills and over 70% of all billable events. This is the highest recovery rate in our industry for all types of runs. So what makes us different?

We have several interesting techniques in our system including methods that we've developed during our years of billing experience that informs the responsible parties of their fiscal responsibilities. While this alone would guarantee us to equal or exceed our competitors; the real basis for our high recovery percentage is our ability to gather the necessary information to recover funds for a call that would otherwise be written off as unrecoverable by others.

What our clients really appreciate is our ability to track down the necessary information of those persons involved in the incidents. We require the least amount of information from the fire departments to create a bill (name of individual, car license number, and the name of the insurance carrier) - that's it! We have investigative techniques (both live and software-based) that allow us to find most of the necessary facts. We believe that this is our responsibility and not the fire departments'.

Bottom line: if you employ our billing service, you will enjoy, not only our excellent customer service and training, but also be confident you have the highest recovery percentages possible.

There is no up-front cost to you as we only take a portion of the money we recover for you as our fee – there are no other costs to you whatsoever.

Fire Recovery USA offers fund recovery to local fire departments for:

- ***Motor Vehicle Incidents***
- ***Hazmat Clean-up***
- ***Vehicle Fires***
- ***Structure Fires***
- ***Fire Investigation***
- ***Special Rescues***
- ***Water Incidents***
- ***Fire Inspections***
- ***And More ...***

www.firerecoveryusa.com

EMERGENCY RESPONSE RECOVERY

How our system works.

Prior to Billing

You pass ordinance that allows you to bill for various services you provide during an emergency incident. These can be all or some of the following: Motor Vehicle Incidents, which includes Accidents and Fires, Structure Fires, Marine and Water Incidents, Hazmat calls, False Alarms, Fire Investigations, and Special Rescue services.

Billing Begins

At The Scene of the Incident: Your personnel will either log the data from the incident using your existing system protocol, or via our paper-based "Incident Reports".

Upon Return to the Station: We have the ability to harvest the billing data from many of today's most popular RMS Systems including, Firehouse, Zoll, Fire Programs, Emergency Reporting, ImageTrend, FDM, etc. If available for your RMS, our link will harvest the data information directly into our RecoveryHub site. If not, your designated personnel will submit the run using our secure RecoveryHub on-line system. When they log-on, RecoveryHub will recognize them and bring them right to your run submission page.

After Submitting the Run: We go to work in claim recovery. By utilizing the advanced technology in RecoveryHub, we should be able to harvest the necessary billing data for most incidents without further contact with the client, depending on the quality of the information provided by your staff.

Virtually all of our interaction is with the at-fault individual and their insurance company. We will determine the existing claim number (or create a new claim with the insurance carrier), bill the individual and submit the claim to the insurance company, provide follow-up proof of laws, legal documents, and other information, and finally, recover the funds.

Our Processing Center: After receiving the run, we assign it to a claim representative. Their job is to track down the individual and existing claim or create a claim with the appropriate insurance carriers and/or responsible parties. We work with the insurance companies involved and/or the police to determine who is responsible if necessary for payment.

Our Processing Center sends the initial claim to the responsible party and their insurance tracks the response(s) and begins to plan for approval of the claim. If initially denied, the claim then moves to our escalation team who responds to the reasons for the denial, provides the responsible party(s) of laws pertaining to the claim, and strategizes the most effective way to counter further denials of this claim. **Fire Recovery USA uses advanced methods resulting in a proven higher recovery percentage - over 90% of "fluid-based" MVA runs with hazardous materials spills and over 70% of all billable events.**

Viewing or Printing Reports is Available 24/7: The main benefit of this program is our exclusive 24/7 "Real-Time" information and status access through our RecoveryHub website. You'll never again have to wait for your data or reports. You can access from virtually any computer, anywhere in the world.

The status of each run (Current or Archived) is available 24/7, online, on RecoveryHub. This will both provide immediate account information, but also allow you to forecast incoming funds and plan for their use.

Payment of Runs

On or before the 7th of each month, we issue a check for all payments received prior to the previous month's cut-off date (typically the 24th), minus our collection fee. This payment will also include an itemized breakdown of what runs the check is paid against.

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SERVICES AGREEMENT

This Services Agreement (“Agreement”) is made effective as of _____, 2019 (“Effective Date”), by and between **FIRE RECOVERY USA, LLC**, a California limited liability company (“Company”), and **North Davis Fire District**, (“Client”). The Company and Client are referred to herein individually as a “party” and collectively as the “parties.”

RECITALS

WHEREAS, Company engages in the business of performing billing services (“Company Services”) for United States Fire Departments in connection with the motor vehicle incidents and other emergency incidents at which the Client provides emergency services: and

WHEREAS, Client seeks the services of Company to assist with the billing for services that Client provides in connection with motor vehicle incidents and other emergency incidents; and

WHEREAS, Company and Client desire to enter into this Agreement to memorialize their agreements regarding the Company Services to be provided to Client.

NOW, THEREFORE, in consideration of the mutual representations, warranties and covenants set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Company and Client agree as follows:

**ARTICLE 1
ENGAGEMENT**

1.1. Engagement: Client hereby engages Company to provide the Company Services described in Article 4 herein, and Client hereby accepts such engagement, all on the terms and conditions set forth herein. Company will determine the method, detail and means of performing the services detailed below.

**ARTICLE 2
REPRESENTATIONS AND WARRANTIES**

2.1. Representations and Warranties of Company: Company hereby represents and warrants to Client that, at all times during the term of this Agreement, Company is a limited liability company duly organized, validly existing and in good standing under the laws of the State of California.

2.2. Representations and Warranties of Client: Client hereby represents and warrants to Company that, at all times during the term of this Agreement, Client is, or Governs, or Contracts with an organized fire department established pursuant to the laws and ordinances of the state in which Client is located.

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**ARTICLE 3
COMPANY STATUS AND QUALIFICATIONS**

3.1. Independent Contractor: Company enters into this Agreement, and will remain throughout the term of the Agreement, as an independent contractor. Company agrees that it will not become an employee, partner, agent or principal of Client while this Agreement is in effect.

3.2. Payment of Income Taxes: Company is responsible for paying when due all income taxes, including estimated taxes, incurred as a result of the compensation paid by Client to Company for services rendered under this Agreement. On request, Company will provide Client with proof of timely payment. Company agrees to indemnify Client for any claims, costs, losses, fees, penalties, interest, or damages suffered by Client resulting from Company's failure to comply with this provision.

3.3. Use of Employees or Subcontractors: Company may, at Company's own expense, use any employees or subcontractors as Company deems necessary to perform the services required of Company by this Agreement. Client may not control, direct, or supervise Company's employees or subcontractors in the performance of those services.

3.4. Qualifications: Company represents that it is qualified and has the skills necessary to perform the services under this Agreement in a competent and professional manner, without the advice or direction of Client.

3.5. Ownership Interest: Company will have no ownership interest in Client.

3.6. No Benefit Contributions: Company shall have no obligation under this Agreement to compensate or pay applicable taxes or provide employee benefits of any kind to any person employed or retained by Client.

3.7. Attorney-in-Fact: Client appoints Company as Client's attorney-in-fact for the following purposes:

- (a) Billing and Collections: To bill and collect ("Collections") all revenue earned by and due to Client, in connection with Client's provision of emergency services provided/rendered at the sites of motor vehicle incidents and other emergency incidents, and to receive all Collections on Client's behalf and to sue for and give satisfaction for monies due on account and to withdraw any claims, suits, or proceedings pertaining to or arising out of Company's or Client's right to collect such amounts; and
- (b) Endorsement: To take possession of and endorse in Client's name any notes, checks, money orders, and any other instruments received as Collections.

**ARTICLE 4
GENERAL RESPONSIBILITIES OF COMPANY**

4.1. Minimum Amount of Service: Company agrees to devote as much time and attention to the performance of the Company Services under this Agreement as may be, in Company's sole discretion, required to accomplish the tasks described herein to accomplish the results for which the Company is responsible under this Agreement.

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4.2. Company Services: Company agrees to perform the Company Services as set forth in the "List of Company Services" attached hereto as Schedule "A" and incorporated herein by reference; including those additional services requested by Client and accepted in writing by the Company during the term of this Agreement.

4.3. Non-Exclusive Relationship: Company may represent, perform services for, and contract with as many additional clients, persons, or companies as Company, in Company's sole discretion, sees fit.

4.4. Time and Place of Performing Work: Company may perform the services under this Agreement at any suitable time and location Company chooses.

4.5. Materials and Equipment: Company will supply all materials and equipment required to perform the services under this Agreement.

4.6. Workers' Compensation: Company agrees to provide workers' compensation insurance for Company and Company's employees and agents and agrees to hold harmless and indemnify Client for any and all claims arising out of any injury, disability, or death of any of Company's employees or agents.

4.7. Assignment: Neither this Agreement nor any duties or obligations under this Agreement may be assigned by Company without the prior written consent of Client, which consent shall not be unreasonably withheld.

ARTICLE 5 COMPENSATION OF COMPANY

5.1. Compensation for Company Services: All Company Services provided pursuant to this Agreement will be provided in accordance with the terms, including compensation amounts and schedule of remittance, set forth in the "List of Company Services," attached hereto as Schedule A.

5.2. The provisions of Article 11 of this Agreement will govern any dispute associated with compensation.

ARTICLE 6 OBLIGATIONS OF CLIENT

6.1. Cooperation of Client: The Client agrees to comply with all reasonable requests of Company and provide access to all documents reasonably necessary to the performance of Company's duties under this Agreement. The Client shall be responsible for initially insuring, and continuing to review, local and state laws in the Client's jurisdiction to assure adequate legal authority for Company to engage in the Services described herein on behalf of Client.

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6.2. Assignment: Once a run is assigned to Company for processing, Company will pursue collection until all efforts have been exhausted. While Company is pursuing payment on a claim Client is precluded from assigning any duties or obligations under this Agreement to any other party, without the written consent of Company. Client may not negotiate a settlement of a run Company is processing without Company's written consent to the terms of the settlement and compensation due to Company for processing the run. Once Company has determined a run is not collectible it will either be archived and closed or sent to a collection agency (only if Client chooses to do so). Sending an account to collection incurs additional fees to Client. If payment is received from a collection agency, the amount received will be posted to Client's account by Company. Company will reimburse Client at the rate set forth in Schedule A, List of Company Services for that particular run, minus any additional fees from the collection agency.

ARTICLE 7 CLIENT AUTHORIZATION

7.1. Authorization: Notwithstanding other provisions of this Agreement, Company shall obtain authorization from Client prior to performing any of the following:

- (a) The sale conveyance, transfer, pledge exchange, assignment, hypothecation, or encumbrance of Client's interest in any sums owed to Client; and
- (b) All other limitations as stated by the terms of this Agreement.

ARTICLE 8 TERMINATION OF AGREEMENT

8.1. Termination on Notice: Notwithstanding any other provision of this Agreement, either party may terminate this Agreement at any time by giving thirty days (30) written notice to the other party. Unless earlier terminated as set forth below, this Agreement shall be effective as of the date first set out above and shall continue for a period of one (1) year thereafter. This Agreement shall automatically renew for successive one (1) year periods, unless either party provides written notification to the other party of its decision not to renew this Agreement.

8.2. Termination on Occurrence of Stated Events: This Agreement will terminate automatically on the occurrence of any of the following events;

- (a) Bankruptcy or insolvency of either party;
- (b) The assignment of this Agreement by either party without the consent of the other party; the parties agree that neither party will unreasonably withhold consent to such an assignment.

8.3. Termination for Default: If either party defaults in the performance of this Agreement or materially breaches any of its provisions, the non-breaching party may terminate this Agreement by giving written notification to the breaching party. Termination will take effect immediately on receipt of notice by the breaching party or five days (5) after mailing of notice, whichever occurs first. For the purposes of this paragraph, material breach of this Agreement includes, but is not limited to, the following:

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- (a) Company's failure to complete the services specified in the Description of Services;
- (b) Client's material breach of any representation, warranty or agreement contained in this Agreement;
- (c) Company's material breach of any representation, warranty or agreement contained in this Agreement;
- (d) Client's yearly billable run volume is at or below six runs (6).

**ARTICLE 9
PROPRIETARY RIGHTS**

9.1. Confidential Information: Any written, printed, graphic, or electronically or magnetically recorded information furnished by Client for Company's use are the sole property of Client. This proprietary information includes, but is not limited to, customer requirements, customer lists, marketing information, and information concerning the Client's employees, products, services, prices, operations, and subsidiaries. Company will keep this confidential information in the strictest confidence, and will not disclose it by any means to any person except with the Client's approval, and only to the extent necessary to perform the services under this Agreement. This prohibition also applies to Company's employees, agents, and subcontractors. On termination of this Agreement, Company will return any confidential information in Company's possession to Client.

9.2 Confidential Information: Any written, printed, graphic, electronically or magnetically recorded information, computer-based hardware, software, applications, software scripts, or software links furnished by Company for Client's use are the sole property of Company. This proprietary information includes, but is not limited to, customer requirements, customer lists, marketing information, and information concerning the Company's employees, products, services, prices, operations, and subsidiaries. Client will keep this confidential information in the strictest confidence, and will not disclose it by any means to any person except with the Company's approval, and only to the extent necessary to perform the services under this Agreement. This prohibition also applies to Client's employees, agents, and subcontractors. On termination of this Agreement, Client will return any confidential information in Client's possession to Company.

**ARTICLE 10
INDEMNIFICATION**

10.1. Indemnification: To the extent permitted by applicable law, the Company will indemnify and hold the Client harmless from and against any and all loss, damage, liability, claims and/or injury resulting from all negligent actions performed by the Company, or its agents on the Company's behalf, in connection with this Agreement. However, this indemnification shall not apply with respect to any legal cause, action or consequential liability or losses as a result from inaccurate or incomplete information or unfounded or unreasonable submissions furnished to the Company by the Client nor shall it apply to any act, omission or negligence of the Client.

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**ARTICLE 11
GENERAL PROVISIONS**

11.1. Governing Law: This Agreement shall be governed in all respects by the laws of the State of California, without giving effect to any choice or conflict of law provision or rule (whether of the State of California or any other jurisdiction that would cause the application of the laws of any jurisdiction other than the State of California).

11.2. Entire Agreement: This Agreement constitutes the entire agreement between the Parties pertaining to the subject matter contained in it and supersedes all prior and contemporaneous agreements, representations, and understanding of the parties.

11.3. Successors and Assigns: Except as otherwise provided herein, the provisions hereof shall inure to the benefit of, and be binding upon, the successors, assigns, heirs, executors and administrators of the parties hereto. No party may assign any of its rights or obligations hereunder without the express written consent of the other party hereto, which consent may not be unreasonably withheld; provided, however, any party may assign any and all of its rights and interests hereunder to one or more of its affiliates and designate one or more of its affiliates to perform its obligations hereunder; provided, however, that such party remains liable for full and total performance of its obligations hereunder.

11.4. Notices: Any notices authorized to be given hereunder shall be in writing and deemed given, if delivered personally or by overnight courier, on the date of delivery, if a Business Day, or if not a business day, on the first Business Day following delivery, or if mailed, three days after mailing by registered or certified mail, return receipt requested, and in each case, addressed, as follows:

If to the Company to:

Fire Recovery USA, LLC
2271 Lava Ridge Court, Suite 120
Roseville CA 95661
Attention: Craig Nagler

with a copy to:

The Watkins Firm, APC
4275 Executive Square, Suite 1020
La Jolla, CA 92037
Attention: Chris Popov, Esq.

If to Client to:

North Davis Fire District
381 N 3150 W
West Point, UT 84015
Attention: _____

with a copy to:

Attention: _____

Or, if delivered by telecopy, on a Business Day before 4:00 PM local time of addressee, on transmission confirmed electronically, or if at any other time or day on the first Business Day succeeding transmission confirmed electronically, to the facsimile numbers provided above, or to such other address or telecopy number as any party shall specify to the other, pursuant to the foregoing notice provisions. When used in this Agreement, the term "Business Day" shall mean a day other than a Saturday, Sunday or a Federal Holiday.

11.5. Waiver; Amendments: This Agreement, and the Transaction Documents, (i) set forth the entire agreement of the parties respecting the subject matter hereof, (ii) supersede any

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prior and contemporaneous understandings, agreements, or representations by or among the parties, written or oral, to the extent they related in any way to the subject matter hereof, and (iii) may not be amended orally, and no right or obligation of any party may be altered, except as expressly set forth in a writing signed by such party.

11.6. Counterparts: This Agreement may be signed in several counterparts.

11.7. Expenses: Each party shall bear its own expenses incurred with respect to the preparation of this Agreement and the consummation of the transactions contemplated hereby.

11.8. Arbitration:

(a) If at any time there shall be a dispute arising out of or relating to any provision of this Agreement, any Transaction Document or any agreement contemplated hereby or thereby, such dispute shall be submitted for binding and final determination by arbitration in accordance with the regulations then obtaining of the American Arbitration Association. Judgment upon the award rendered by the arbitrator(s) resulting from such arbitration shall be in writing, and shall be final and binding upon all involved parties. The site of any arbitration shall be at a site agreed to by the parties and the arbitration decision can be enforced in a "court of competent jurisdiction".

(b) This arbitration clause shall survive the termination of this Agreement, any Transaction Document and any agreement contemplated hereby or thereby.

11.9. Waiver of Jury Trial; Exemplary Damages: THE PARTIES HERETO HEREBY WAIVE THEIR RIGHTS TO TRIAL BY JURY WITH RESPECT TO ANY DISPUTE ARISING UNDER THIS AGREEMENT OR ANY TRANSACTION DOCUMENT. NO PARTY SHALL BE AWARDED PUNITIVE OR OTHER EXEMPLARY DAMAGES RESPECTING ANY DISPUTE ARISING UNDER THIS AGREEMENT OR ANY TRANSACTION DOCUMENT CONTEMPLATED HEREBY.

11.10 Cooperative Purchases: This Agreement may be used by other government agencies. Company has agreed to offer similar serves to other agencies under the same or similar terms and conditions as stated herein except that the revenue share percentage (Compensation) may be negotiated between the Company and other agencies based on the specific revenue expectations, agency reimbursed costs, and other agency requirements. The City/County/or Client/Protection District will in no way whatsoever incur any liability in relation to specifications, delivery, payment, or any other aspect of purchase by other agencies.

Signatures on following page:

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IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date first written above.

COMPANY:

FIRE RECOVERY USA, LLC.
a California limited liability company

Signature: _____

Name: M. Craig Nagler

Title: Manager

CLIENT:

North Davis Fire District

Signature: _____

Name (printed): _____

Title: _____

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SCHEDULE A

LIST OF COMPANY SERVICES

1. Company agrees to bill the responsible party on the Client's behalf for services provided/rendered during motor vehicle incidents and other emergency incidents. The Mitigation Rates lists in Exhibit A will increase by 1.5% annually or based on the annual percentage increase in the Consumer Price Index (CPI), as developed by the Bureau of Labor Statistics of the U.S. Department of Labor, whichever is more. Rate adjustments will occur on the anniversary date of this ordinance/resolution to keep the fire department's cost recovery program in conformity with increasing operating expenses.
2. Company will provide, as a normal matter of business; entry of claims and submission to the responsible party, collections of monies deemed due to the Client, payments of the agreed upon percentage of said monies to Client, and reporting of progress.
3. Company agrees to bill to the best of its ability all claims provided to Company by the Client.
4. Company will not begin litigation against a person, entity, or insurance carrier without prior written approval by the Client.
5. Company agrees to reimburse Client a portion of the monies collected at a rate of 80% (eighty-percent) of the total monies collected on the Client's claims. Total monies collected will be net, after any credit card processing fees (charged at 4%) or any collection agency fees. If Client submits a claim to Company and later wants to cancel the claim, Client may be subject to a billing fee. If Client agrees to submit a claim to Company's collection agency and later wants to remove it from collection status, Client may be subject to a fee of up to 35% of the amount of the claim to compensate for efforts made to collect the claim.
6. Company agrees to pay these monies collected to the Client on a monthly basis, within seven (7) working days after the close and accounting of the monthly billing cycle.
7. Company agrees to make available reports via a password protected website to the Client which detail billable claims outstanding (which are claims submitted, but not yet completed) and claims completed in the prior billing cycle.
8. Company will not be responsible for, nor accept any liability for, any erroneous, invalid, or illegal procedure codes or claims submitted to Company by the Client on the Run Sheets.

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EXHIBIT A

MITIGATION RATES

BASED ON PER HOUR

The mitigation rates below are average “billing levels”, and are typical for the incident responses listed, however, when a claim is submitted, it will be itemized and based on the actual services provided.

These rates are based on actual costs using amortized schedules for apparatus (including useful life, equipment, repairs, and maintenance). Labor rates include an average department’s actual burdened labor costs and not just a firefighter’s wage. These include wages, retirement, benefits, workers comp, etc.

MOTOR VEHICLE INCIDENTS

Level 1 - \$494.00

Provide hazardous materials assessment and scene stabilization. This will be the most common “billing level”. This occurs almost every time the fire department responds to an accident/incident.

Level 2 - \$562.00

Includes Level 1 services as well as clean up and material used (sorbents) for hazardous fluid clean up and disposal. We will bill at this level if the fire department has to clean up any gasoline or other automotive fluids that are spilled as a result of the accident/incident.

Level 3 – CAR FIRE - \$687.00

Provide scene safety, fire suppression, breathing air, rescue tools, hand tools, hose, tip use, foam, structure protection, and clean up gasoline or other automotive fluids that are spilled as a result of the accident/incident.

ADD-ON SERVICES:

Extrication - \$1,483.00

Includes heavy rescue tools, ropes, airbags, cribbing etc. This charge will be added if the fire department has to free/remove anyone from the vehicle(s) using any equipment. We will not bill at this level if the patient is simply unconscious and fire department is able to open the door to access the patient. This level is to be billed only if equipment is deployed.

Creating a Landing Zone - \$454.00

Includes Air Care (multi-engine company response, mutual aid, helicopter). We will bill at this level any time a helicopter landing zone is created and/or is utilized to transport the patient(s).

Itemized Response: You have the option to bill each incident as an independent event with

custom mitigation rates, for each incident using, itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus, per personnel, plus products and equipment used.

ADDITIONAL TIME ON-SCENE

Engine billed at \$455 per hour.
Truck billed at \$568 per hour.
Miscellaneous equipment billed at \$341.

HAZMAT

Level 1 - \$796.00

Basic Response: Claim will include engine response, first responder assignment, perimeter establishment, evacuations, set-up and command.

Level 2 - \$2,842.00

Intermediate Response: Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, set-up and command, Level A or B suit donning, breathing air and detection equipment. Set-up and removal of decon center.

Level 3 – \$6,707.00

Advanced Response: Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, first responder set-up and command, Level A or B suit donning, breathing air and detection equipment and robot deployment. Set-up and removal of decon center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene. Includes 3 hours of on scene time - **each additional hour @ \$336.00 per HAZMAT team.**

ADDITIONAL TIME ON-SCENE (for all levels of service)

Engine billed at \$455 per hour.
Truck billed at \$568 per hour.
Miscellaneous equipment billed at \$341.

FIRE INVESTIGATION

Fire Investigation Team - \$313.00 per hour.

Includes:

- Scene Safety
- Investigation
- Source Identification
- K-9/Arson Dog Unit
- Identification Equipment
- Mobile Detection Unit
- Fire Report

The claim begins when the Fire Investigator responds to the incident and is billed for logged time only.

FIRES

Assignment - \$455.00 per hour, per engine / \$568.00 per hour, per truck

Includes:

- Scene Safety
- Investigation
- Fire / Hazard Control

This will be the most common “billing level”. This occurs almost every time the fire department responds to an incident.

OPTIONAL: A fire department has the option to bill each fire as an independent event with custom mitigation rates.

Itemized, per person, at various pay levels and for itemized products use.

ILLEGAL FIRES

Assignment - \$455.00 per hour, per engine / \$568.00 per hour, per truck

When a fire is started by any person or persons that requires a fire department response during a time or season when fires are regulated or controlled by local or state rules, provisions or ordinances because of pollution or fire danger concerns, such person or persons will be liable for the fire department response at a cost not to exceed the actual expenses incurred by the fire department to respond and contain the fire. Similarly, if a fire is started where permits are required for such a fire and the permit was not obtained and the fire department is required to respond to contain the fire the responsible party will be liable for the response at a cost not to exceed the actual expenses incurred by the fire department. The actual expenses will include direct labor, equipment costs and any other costs that can be reasonably allocated to the cost of the response.

WATER INCIDENTS

Level 1

Basic Response: Claim will include engine response, first responder assignment, perimeter establishment, evacuations, first responder set-up and command, scene safety and investigation (including possible patient contact, hazard control). This will be the most common “billing level”. This occurs almost every time the fire department responds to a water incident.

Billed at \$455 plus \$57 per hour, per rescue person.

Level 2

Intermediate Response: Includes Level 1 services as well as clean up and material used (sorbents), minor hazardous clean up and disposal. We will bill at this level if the fire department has to clean up small amounts of gasoline or other fluids that are spilled as a result of the incident.

Billed at \$909 plus \$57 per hour, per rescue person.

Level 3

Advanced Response: Includes Level 1 and Level 2 services as well as D.A.R.T. activation, donning breathing apparatus and detection equipment. Set up and removal of decon center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene.

Billed at \$2,274 plus \$57 per hour per rescue person, plus \$114 per hour per HAZMAT team member.

Level 4

Itemized Response: You have the option to bill each incident as an independent event with custom mitigation rates for each incident using itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized, per trained rescue person, plus rescue products used.

BACK COUNTRY OR SPECIAL RESCUE

Itemized Response: Each incident will be billed with custom mitigation rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus per hour, per trained rescue person per hour, plus rescue products used.

Minimum billed \$455 for the first response vehicle plus \$57 per rescue person. Additional rates of \$455 per hour per response vehicle and \$57 per hour per rescue person.

CHIEF RESPONSE

This includes the set-up of Command, and providing direction of the incident. This could include operations, safety, and administration of the incident.

Billed at \$284 per hour.

MISCELLANEOUS / ADDITIONAL TIME ON-SCENE

Engine billed at \$455 per hour.

Truck billed at \$568 per hour.

Miscellaneous equipment billed at \$341.

MITIGATION RATE NOTES

The mitigation rates above are average "billing levels", and are typical for the incident responses

listed, however, when a claim is submitted, it will be itemized and based on the actual services provided.

These average mitigation rates were determined by itemizing costs for a typical run (from the time a fire apparatus leaves the station until it returns to the station) and are based on the actual costs, using amortized schedules for apparatus (including useful life, equipment, repairs, and maintenance) and labor rates (an average department's "actual personnel expense" and not just a firefighter's basic wage). The actual personnel expense includes costs such as wages, retirement, benefits, workers comp, insurance, etc.

North Davis Fire District Fee Schedule *(effective 07/01/2019)*

Administrative Fee

Photo Copies	
8 2-x11 single side	\$.25
8 2-x11 double sided	\$.40
Fire/EMS Incident Report	\$15.00
Fire Investigation Report	\$25.00
Fire Code, section/chapter, per page	\$.25
Budget Report	\$5.00
Return Check Fee	\$21.00

Public Safety Impact Fees

Residential

The total maximum allowable public safety impact fee per household is \$136.68.

Table E1: MAXIMUM ALLOWABLE IMPACT FEE PER HOUSEHOLD

Description	Amount
Per Household Buy-In Cost for Fire Station Excess Capacity	\$123.52
Per Household Debt Interest Cost for 2008 Fire Station Bond	\$16.77
Per Household Consultant Cost	\$7.59
Impact Fee Fund Balance Credit	(11.20)
Total Maximum Allowable Public Safety Impact Fee Per Household	\$136.68

The total non-residential public safety impact fee is \$0.56 per square foot before credits are made for payments on outstanding debt and lease obligations.

Commercial

Table E2: TOTAL IMPACT FEE PER NON-RESIDENTIAL SQUARE FOOT

Description	Amount
Fire Station Buy-In Cost per 1,000 SF of Non-Residential	\$224.75
Existing Apparatus Buy-In Cost per 1,000 SF of Non-Residential	\$152.12
New Apparatus Buy-In Cost per 1,000 SF of Non-Residential	\$161.30
Debt Interest Cost for 2008 Fire Station Bond per 1,000 SF of Non-Residential	\$15.00
Consult Cost per 1,000 SF of Non-Residential	\$7.52
Impact Fee Fund Balance Credit per 1,000 AF of Non-Residential	(19.69)
Total Public Safety Impact Fee per 1,000 SF of Non-Residential	\$560.68
Total Public Safety Impact Fee per Non-Residential Square Foot	\$0.56

The capital lease payments for the fire suppression vehicles included in the impact fee calculation are being made with property tax revenue. As such a credit is issued based on the net present value of the future stream of property tax capital lease payments. Table E3 shows the maximum allowable non-residential impact fee per square foot through 2021.

Table E3: NET IMPACT FEE PER NON-PER NON-RESIDENTIAL SQUARE FOOT

Year	Gross Impact Fee per 1,000 SF of Non-Residential	NPV of Capital Lease Payments	Net Impact Fee per 1,000 SF of Non-Residential	Impact Fee per Non-Residential Square Foot
2015	\$560.68	\$41.49	\$519.19	\$0.52
2016	\$560.68	\$35.86	\$524.82	\$0.52
2017	\$560.68	\$30.14	\$530.54	\$0.53
2018	\$560.68	\$24.32	\$536.36	\$0.53
2019	\$560.68	\$18.41	\$542.27	\$0.54
2020	\$560.68	\$12.39	\$548.29	\$0.54
2021	\$560.68	\$6.25	\$554.43	\$0.55

North Davis Fire District Impact Fees, Resolution No. 2015R-8, adopted and effective November 19, 2015

North Davis Fire District Impact Fees, Resolution No. 05R-06-2, adopted and effective June 6, 2005

Development Plan Reviews

Site Plan Review – Review of site plan for access roads, fire hydrant placement \$50.00

Construction Permit Fees

Automatic Fire Sprinkler System Plan Review Fee

New Construction

Original/Initial submittal for new installations:

Review of plans, one (1) visual inspection, and one (1) acceptance test

0-3,000 sq. ft.	\$250.00 Per Plan
3,001-10,000 sq. ft	\$350.00 Per Plan
10,001 sq. ft and greater	\$350.00 Per Plan

(Add \$.005 per sq. ft over 10,000 sq. ft.)

Remodels

Original/initial submittal for existing remodels

Review of plans, one (1) visual inspection, and one (1) acceptance test

0-3,000 sq. ft.	\$100.00 Per Plan
3,001-10,000 sq. ft	\$150.00 Per Plan
10,001 sq. ft and greater	\$150.00 Per Plan

(Add \$.005 per sq. ft over 10,000 sq. ft.)

Re-Review Fees

Re-review of corrected or rejected plans 3,000 sq. ft and greater \$175.00

Fire Alarm Installations

Review of plans, one (1) visual inspection, and one (1) acceptance test

Original Alarm System fee	\$300.00 per plan
Re-review of corrected or rejected plans	\$200.00 per plan

Fire Pumps

Review of plans, one (1) visual inspection, and one (1) acceptance test

Installation of or modification to fire pumps and related
Fuel pumps, jockey pumps, controllers and generators \$ 200.00

Flammable / Combustible Liquid Tanks

Installation of aboveground tanks
for the storage of flammable or combustible liquids \$110.00 per tank

Installation of underground tanks for the storage of

flammable or combustible liquids \$220.00 Per tank

Removal of underground tanks and associated piping
associated with flammable or combustible liquids. \$200.00 per tank

Spray booth / Dip Tanks / Powder Coating

Installation of spray booth, spray room or dip tanks
utilizing flammable or combustible liquids \$110.00 per installation

Propane (LPG Installation Over 125-Gallon Water Capacity)

Review of plans, one (1) visual inspection, and one (1) acceptance test
Fee \$75.00

Life Safety Features Plan Review New Construction, Additions or Remodels

Review of new or existing structures for proper egress, access, lighting and other
life safety features \$75.00

Fireworks Retail sales inspection (indoor/outdoor \$ 320.00

Fireworks display / public or private \$500.00

Permits not obtained prior to work beginning will be subject to double fees.

Cost Recovery / Standby Fee Schedule

Heavy apparatus- engines, aerials \$250.00 per hour

Light apparatus- ambulance, grass truck \$125.00 per hour

Small fleet- Chief vehicle, pickup trucks \$75.00 per hour

Maintenance & Fuel additional 66%

Manpower actual cost

Miscellaneous Inspections / Service Fees

Daycare Inspections \$30.00

Commercial Day Care/Pre-School:

Type A

\$40.00

\$75.00

Type B (with fire alarm system)

Care Facilities/Nursing Home/Assisted Living Facility \$150.00

*Group homes, rehabilitation facilities for handicapped,
substance abuse/rehabilitation* \$75.00

System Testing \$75.00

UL300 Hood Testing	\$150.00
Food Truck Inspection	\$00.00
Miscellaneous Inspection	\$75.00
Hydrant Flow Test	\$75.00

NOTE! Initial inspection fee includes one **(1)** follow-up inspection. If additional inspections are needed to gain compliance, initial fee amount will be charged.

DRAFT

Ambulance Rates

See Utah State Department EMS Reference: <https://rule.utah.gov/R426-8-2>.

Pursuant to Utah Code Annotated 26-8a-403 Administrative Rule R426-8-2, the Utah Department of Health hereby orders that the allowable base ambulance rates are determined by the Utah Department of Health, Bureau of Emergency Medical Services and

Preparedness Ambulance rates, surcharges and special provisions assessed by the North Davis Fire District will automatically reflect the most current allowable rates, surcharges and special provisions set forth by Utah Department of Health. A copy of the most current Ambulance Rates shall remain with the North Davis Fire District Schedule of Fees.

Base Rate

- Basic Life Support Ground Ambulance Per transport See Attached Rates
- Advanced Life Support AEMT ground ambulance per transport See Attached Rates
- Advanced Life Support Paramedic Ambulance Transfer Service inter-facility transports and paramedic ambulance transports that provide basic life support / per transport See Attached Rates
- Advanced Life Support Paramedic ambulance transports that, under physician medical direction, provide basic or intermediate ambulance transports that have paramedics on board to continue advanced life support initiated by a paramedic service – Basic ambulance service / per transport See Attached Rates
- Advanced Life Support Intermediate ambulance service / per transport See Attached Rates

Mileage Rate

Standard Mileage Rate Per Mile See Attached Rates
Fuel Fluctuation Rate See Attached Rates

Surcharges

Off-Road When the ambulance is required to travel for ten miles or more on unpaved roads See Attached Rates

Special Provisions

Waiting Time Wait time beyond 15 minutes of point of pickup or point of delivery
See Attached Rates

**MITIGATION RATES
BASED ON PER HOUR**

The mitigation rates below are average “billing levels”, and are typical for the incident responses listed, however, when a claim is submitted, it will be itemized and based on the actual services provided.

These rates are based on actual costs using amortized schedules for apparatus (including useful life, equipment, repairs, and maintenance). Labor rates include an average department’s actual burdened labor costs and not just a firefighter's wage. These include wages, retirement, benefits, workers comp, etc.

MOTOR VEHICLE INCIDENTS

Level 1 - \$494.00

Provide hazardous materials assessment and scene stabilization. This will be the most common "billing level". This occurs almost every time the fire department responds to an accident/incident.

Level 2 - \$562.00

Includes Level 1 services as well as clean up and material used (sorbents) for hazardous fluid clean up and disposal. We will bill at this level if the fire department has to clean up any gasoline or other automotive fluids that are spilled as a result of the accident/incident.

Level 3 – CAR FIRE - \$687.00

Provide scene safety, fire suppression, breathing air, rescue tools, hand tools, hose, tip use, foam, structure protection, and clean up gasoline or other automotive fluids that are spilled as a result of the accident/incident.

ADD-ON SERVICES:**Extrication - \$1,483.00**

Includes heavy rescue tools, ropes, airbags, cribbing etc. This charge will be added if the fire department has to free/remove anyone from the vehicle(s) using any equipment. We will not bill at this level if the patient is simply unconscious and fire department is able to open the door to access the patient. This level is to be billed only if equipment is deployed.

Creating a Landing Zone - \$454.00

Includes Air Care (multi-engine company response, mutual aid, helicopter). We will bill at this level any time a helicopter landing zone is created and/or is utilized to transport the patient(s).

Itemized Response: You have the option to bill each incident as an independent event with custom mitigation rates, for each incident using, itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus, per personnel, plus products and equipment used.

ADDITIONAL TIME ON-SCENE

Engine billed at \$455 per hour.

Truck billed at \$568 per hour.

Miscellaneous equipment billed at \$341.

HAZMAT**Level 1 - \$796.00**

Basic Response: Claim will include engine response, first responder assignment, perimeter establishment, evacuations, set-up and command.

Level 2 - \$2,842.00

Intermediate Response: Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, set-up and command, Level A or B suit donning, breathing air and detection equipment. Set-up and removal of decon center.

Level 3 – \$6,707.00

Advanced Response: Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, first responder set-up and command, Level A or B suit donning, breathing air and detection equipment and robot deployment. Set-up and removal of decon center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene. Includes 3 hours of on scene time - **each additional hour @ \$336.00 per HAZMAT team.**

ADDITIONAL TIME ON-SCENE (for all levels of service)

Engine billed at \$455 per hour.

Truck billed at \$568 per hour.

Miscellaneous equipment billed at \$341.

FALSE ALARM BILLING RATES

- (a) The first (1st) false alarm within twelve (12) months in a calendar year is free of charge
- (b) The second (2nd) false alarm within twelve (12) months in a calendar year is billed at \$150.00
- (c) The third (3rd) false alarm in a twelve (12) month calendar year is billed at \$250.00
- (d) The fourth (4th) through sixth (6th) false alarms in a twelve-month (12) calendar year are billed at \$350.00 per event not exceed \$500.00 per calendar day.

FIRST RESPONDER (NO TRANSPORT) - \$350.00 PER INCIDENT

FIRST RESPONDER SUBSCRIPTION (NO TRANSPORT) - \$50.00 PER YEAR

FIRE INVESTIGATION

Fire Investigation Team - \$313.00 per hour.

Includes:

- Scene Safety
- Investigation
- Source Identification
- K-9/Arson Dog Unit
- Identification Equipment
- Mobile Detection Unit
- Fire Report

The claim begins when the Fire Investigator responds to the incident and is billed for logged time only.

FIRES

Assignment - \$455.00 per hour, per engine / \$568.00 per hour, per truck

Includes:

- Scene Safety
- Investigation
- Fire / Hazard Control

This will be the most common "billing level". This occurs almost every time the fire department responds to an incident.

OPTIONAL: A fire department has the option to bill each fire as an independent event with custom mitigation rates.

Itemized, per person, at various pay levels and for itemized products use.

ILLEGAL FIRES

Assignment - \$455.00 per hour, per engine / \$568.00 per hour, per truck

When a fire is started by any person or persons that requires a fire department response during a time or season when fires are regulated or controlled by local or state rules, provisions or ordinances because of pollution or fire danger concerns, such person or persons will be liable for the fire department response at a cost not to exceed the actual expenses incurred by the fire department to respond and contain the fire. Similarly, if a fire is started where permits are required for such a fire and the permit was not obtained and the fire department is required to respond to contain the fire the responsible party will be liable for the response at a cost not to exceed the actual expenses incurred by the fire department. The actual expenses will include direct labor, equipment costs and any other costs that can be reasonably allocated to the cost of the response.

WATER INCIDENTS

Level 1 - Billed at \$455 plus \$57 per hour, per rescue person

Basic Response: Claim will include engine response, first responder assignment, perimeter establishment, evacuations, first responder set-up and command, scene safety and investigation (including possible patient contact, hazard control). This will be the most common "billing level". This occurs almost every time the fire department responds to a water incident.

Level 2 - Billed at \$909 plus \$57 per hour, per rescue person

Intermediate Response: Includes Level 1 services as well as clean up and material used (sorbents), minor hazardous clean up and disposal. We will bill at this level if the fire department has to clean up small amounts of gasoline or other fluids that are spilled as a result of the incident.

Level 3 - Billed at \$2,274 plus \$57 per hour per rescue person, plus \$114 per hour per HAZMAT team member.

Advanced Response: Includes Level 1 and Level 2 services as well as D.A.R.T. activation, donning breathing apparatus and detection equipment. Set up and removal of decon center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene.

Level 4

Itemized Response: You have the option to bill each incident as an independent event with custom mitigation rates for each incident using itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized, per trained rescue person, plus rescue products used.

BACK COUNTRY OR SPECIAL RESCUE - Minimum billed \$455 for the first response vehicle plus \$57 per rescue person. Additional rates of \$455 per hour per response vehicle and \$57 per hour per rescue person.

Itemized Response: Each incident will be billed with custom mitigation rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus per hour, per trained rescue person per hour, plus rescue products used.

CHIEF RESPONSE- Billed at \$284 per hour.

This includes the set-up of Command, and providing direction of the incident. This could include operations, safety, and administration of the incident.

MISCELLANEOUS / ADDITIONAL TIME ON-SCENE

Engine billed at \$455 per hour.

Truck billed at \$568 per hour.
Miscellaneous equipment billed at \$341.

MITIGATION RATE NOTES

The mitigation rates above are average "billing levels", and are typical for the incident responses listed, however, when a claim is submitted, it will be itemized and based on the actual services provided.

These average mitigation rates were determined by itemizing costs for a typical run (from the time a fire apparatus leaves the station until it returns to the station) and are based on the actual costs, using amortized schedules for apparatus (including useful life, equipment, repairs, and maintenance) and labor rates (an average department's "actual personnel expense" and not just a firefighter's basic wage). The actual personnel expense includes costs such as wages, retirement, benefits, workers comp, insurance, etc.



NORTH DAVIS FIRE DISTRICT
GENERAL FUND
FISCAL YEAR 2020
(7/1/2019 - 6/30/2020)
BUDGET - DRAFT

DRAFT

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**NORTH DAVIS FIRE DISTRICT
DESCRIPTION
3-001 CAPITAL PROJECT EXPENSES (2019-2020)**

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
4	Defribulator Program (5 year program)	1	\$ 30,000.00	\$ 30,000.00	
5	Garage Door Replacement - Station 42	6	\$ 6,255.34	\$ 37,532.04	
6	Garage Door Electrical Upgrade - Station 42	6	\$ 1,200.00	\$ 7,200.00	
			TOTAL	\$ 74,732.04	

[CLICK HERE TO GO TO REVENUES](#)

[CLICK HERE TO GO TO EXPENSES](#)

**NORTH DAVIS FIRE DISTRICT
CAPITAL PROJECTS**

DRAFT

**DESCRIPTION
3-002 CAPITAL FUND BALANCE 2019-2020**

LINE	ITEM DESCRIPTION			
1	BEGINNING FUND BALANCE		\$	774,504.00
2	INTEREST INCOME		\$	15,623.00
3	SALE OF		\$	-
4	SALE OF		\$	-
5	LEASE PROCEEDS			
6				
7	TRANSFERS IN FROM GENERAL FUND		\$	(0.00)
8				
9				
10	APPRORIATION OF FUND BALANCE			
11				
12				
13				
14	AVAILABLE FUNDS		\$	790,127.00
15	CONTRIBUTION TO FUND BALANCE		\$	-
16	EXPENSES CAPTIAL PROJECTS		\$	74,732.04
17	EXPENSES FLEET		\$	74,388.00
18	EXPENSES IMPACT		\$	13,000.00
19	APPRORIATION FROM CAPITAL TO GENERAL FUND		\$	-
20	TRANSFER OUT TO GENERAL FUND			
21				
	ENDING FUND BALANCE		\$	628,006.96

- [CLICK HERE TO GO TO REVENUES](#)
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- [CLICK HERE TO GO TO CAPITAL EXPENSES](#)

NORTH DAVIS FIRE DISTRICT
DESCRIPTION
3-003 FLEET EXPENSES

DRAFT

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
1	2019 Chevy (Diesel)	1	\$ 71,388.00	\$ 71,388.00	
2	BC 401 Truck Upgrade	1	\$ 3,000.00	\$ 3,000.00	
TOTAL				\$ 74,388.00	

[CLICK HERE TO GO TO REVENUES](#)
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DRAFT

NORTH DAVIS FIRE DISTRICT
DESCRIPTION
3-004 IMPACT EXPENSES

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
3	Impact Fee Analysis	1	\$ 13,000.00	\$ 13,000.00	
				TOTAL	\$ 13,000.00

[CLICK HERE TO GO TO REVENUES](#)
[CLICK HERE TO GO TO EXPENSES](#)

**NORTH DAVIS FIRE DISTRICT
DEBT SERVICE**

DRAFT

**DESCRIPTION
3-004 DEBT SERVICE 2019 - 2020**

LINE	ITEM DESCRIPTION			
1	BEGINNING FUND BALANCE		\$	57,839.00
2	INTEREST INCOME		\$	1,756.00
3				
4				
5				
6	TRANSFERS IN FROM GENERAL FUND		\$	229,080.00
7				
8				
9				
10				
11				
12				
13				
14				
15	AVAILABLE FUNDS		\$	288,675.00
16				
17	DEBT SERVICE PRINCIPAL		\$	175,000.00
18	DEBT SERVICE INTEREST		\$	54,080.00
19				
20				
21	ENDING FUND BALACE		\$	59,595.00

Updated 2/19/19

1560 NORTH DAVIS FIRE DISTRICT
 BUDGET DETAIL SHEET 2019-2020
 USES OF FUNDS

DRAFT

LINE	DESCRIPTION	ACCT. TOTAL	
1	001 PERM EMPLOYEE WAGES	\$ 1,676,233.04	\$ 1,685,687.88
2	002 OVERTIME	\$ 103,825.04	
3	003 PART-TIME EMPLOYEE WAGES	\$ 277,655.20	Perm Wages + Overtime
4	003 PART-TIME EMPLOYEE WAGES/TRANSFER SHIFTS	\$ -	
5	004 MERIT PAY	\$ 9,454.84	
6	005 BOARD WAGES	\$ 38,000.00	
7	006 F.I.C.A.	\$ 161,045.36	
8	007 RETIREMENT	\$ 287,282.44	
9	008 INSURANCE (HEALTH)	\$ 367,838.17	
10	009 UTAH DISABILITY DEATH BENEFIT	\$ 2,470.00	
11	010 WORKMANS COMP	\$ 59,185.00	
12	012 BANK CHARGES	\$ 5,250.00	
13	013 EMPLOYEE ASSISTANCE PROGRAM	\$ 2,940.00	\$ 29,287.50
14	014 CLOTHING ALLOWANCE - FULL TIME	\$ 24,087.50	
15	015 CLOTHING ALLOWANCE - PART TIME	\$ 5,200.00	Fulltime + Partime Clothing Allowance
16	016 SUBSCRIPTIONS, MEMBERSHIPS	\$ 14,260.00	
17	017 TRAVEL AND TRAINING	\$ 65,055.00	
18	018 OFFICE SUPPLY AND EXPENSE	\$ 8,350.00	
19	019 EQUIPMENT MAINTENANCE AND SUPPLY	\$ 42,504.00	
20	020 VEHICLE MAINTENANCE	\$ 93,350.00	
21	021 COMPUTER MAINTENANCE AND SUPPLY	\$ 29,240.00	
22	022 UTILITIES (GAS, POWER, PHONES)	\$ 74,618.00	
23	023 800 COMMUNICATIONS	\$ 3,000.00	
24	024 DISPATCH SERVICES	\$ 85,008.00	
25	025 SPECIAL DEPARTMENT ALLOWANCE	\$ 24,235.00	
26	026 GRANT EXPENSES	\$ -	
27	027 LIABILITY INSURANCE (RISK MANAGEMENT)	\$ 66,000.00	
28	028 COLLECTION CONTRACT (IRIS MEDICAL)	\$ 143,682.60	
29	029 MEDICAL SUPPLIES	\$ 44,750.00	
30	031 PARAMEDIC FEE	\$ 70,800.00	
31	032 MISC. SERVICES	\$ 11,825.00	
32	033 PROFESSIONAL SERVICES (ACCNT,AUDIT, ATTORNEY)	\$ 55,850.00	
33	034 MISC. EQUIPMENT	\$ 29,600.00	
34	35 LEASE OBLIGATION	\$ 136,969.46	
35	036 FLEET FUND	\$ 75,000.00	
35	037 TRANSFER TO DEBT SERVICE	\$ 229,080.00	
	038 CONTRIBUTIONS TO OTHER GOVERNMENTS (RDA)	\$ 352,496.00	Property Tax Revenue Received by RDA's in West Point & Clearfield
	TOTAL	\$ 4,676,139.65	
	036 TRANSFER TO CAPITAL PROJECTS BUDGET	\$ (0.00)	
	TOTAL BUDGET WITH TRANSFER TO CAPITAL	\$ 4,676,139.65	
	CLICK HERE TO GO TO REVENUES		
	CLICK HERE TO GO TO USES OF FUNDS		
	CLICK HERE TO GO TO CAPITAL PROJECTS FUND BALANCE		
	CLICK HERE TO GO TO CAPITAL EXPENSES		
	CLICK HERE TO GO TO TRANSFER TO CAPITAL		

**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020
3-001 REVENUES**

DRAFT

ESTIMATES

1	TOTAL AMBULANCE	\$ 1,146,479.68
2	FIRE/INCIDENT RECOVERY	\$ 50,000.00
3	CONTRACT SERVICE (Sunset Service Fee - estimate 6 month)	\$ 110,940.96
4	EMS PER CAPITA	\$ 3,000.00
5	EMS COMPETITIVE GRANT	
6	UTAH STATE FORESTRY GRANT	
7	FEMA ASSISTANCE TO FIREFIGHTERS GRANT	.
8	FALSE ALARM FEES	
9	IMPACT FEES	\$ 45,000.00
10	INCIDENT REPORTS	
11	INTEREST INCOME	\$ 14,000.00
12	INSPECTION FEES	\$ 1,000.00
13	MISCELLANEOUS SERVICE REVENUES	\$ 1,500.00
14	USAR AND HAZMAT WAGE REIMBURSEMENT	
15	PERMIT FEES	\$ 1,500.00
16	PLAN REVIEW FEES	\$ 3,500.00
17	FIRE PROTECTION UNINCORPORATED COUNTY	\$ 1,475.00
18	FEE IN LIEU OF TAXES AND AGE BASED FEES	\$ 165,000.00
19	PROPERTY TAXES	\$ 2,751,426.95
20	PROPERTY TAXES - CONTRIBUTIONS TO OTHER GOV. (RDA)	\$ 352,496.00
21	APPROPRIATION OF FUND BALANCE CAPITAL	
22	APPROPRIATION OF FUND BALANCE	
23	USE OF FUND BALANCE	\$ 28,821.06

TOTAL REVENUES \$ 4,676,139.65

Projected amount to be received in FY2020 (same amount budgeted for Fiscal Year 2018 & Fiscal Year 2019)

NEW FEE IN FY2020

Misty Rogers: Anticipated Clearfield & West Point City Development. Possible Lifetime Product expansion (\$300,000).

Misty Rogers: Budgeted the same Fee in Lieu in FY2019 as in FY2018

FEE IN LIEU & PROPERTY TAX COMBINED

Misty Rogers:
Projected amount received from maintaining the rate of 0.001205, with an (personal property tax, property tax and new growth. In the past the district has received more property tax revenue than in the prior year. **This includes approx. of \$110,000 of property tax for Sunset City which NDFD pay not receive until the following fiscal year.

FY2019 Budgeted Revenues
\$ 1,146,479.68
\$ 190,095.96
\$ 3,000.00
\$ 45,000.00
\$ 14,000.00
\$ 1,000.00
\$ 1,500.00
\$ 1,500.00
\$ 3,500.00
\$ 1,475.00
\$ 170,264.66
\$ 2,586,536.44
\$ 204,382.00
\$ 4,368,733.74

- [CLICK HERE TO RETURN TO USES OF FUNDS](#)
- [CLICK HERE TO GO TO CAPITAL PROJECTS](#)
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Updated: 3/26/2019

**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020**

DRAFT

**DESCRIPTION
001 PERMANENT EMPLOYEE WAGES**

Misty Rogers:
Budgeted a possilbe 3%

LINE	ITEM DESCRIPTION	PAY PERIOD	UNIT PRICE	CURRENT AMOUNT	TIER	BUDGETED FY2019
1	Chief	26	\$ 4,571.56	\$ 118,860.56	1	
2	Deputy Chief	26	\$ 4,195.18	\$ 109,074.68	1	
3	Executive Secretary/Clerk	26	\$ 2,497.55	\$ 64,936.30	1	
4	Battalion Chief	30	\$ 2,980.28	\$ 89,408.40	1	
5	Battalion Chief	30	\$ 2,796.33	\$ 83,889.90	1	
6	Battalion Chief	30	\$ 2,704.37	\$ 81,131.10	1	
7	Captain	30	\$ 2,691.84	\$ 80,755.20	1	
8	Captain	30	\$ 2,165.48	\$ 64,964.40	1	
9	Captain	30	\$ 2,511.56	\$ 75,346.80	1	
	Fire Marshal – Differential Pay INCLUDED IN DEPUTY CHIEF WAGE		\$ -	\$ -		
	Acting Captain Pay		\$ -	\$ -		
DRIVER/ENGINEERS						
10	Driver	30	1777.87	\$ 53,336.10	2	
11	Driver	30	1777.87	\$ 53,336.10	2	
12	Driver	30	2020.23	\$ 60,606.90	1	
13	Driver	30	1896.52	\$ 56,895.60	1	
14	Driver	30	2010.23	\$ 60,306.90	1	
15	Driver	30	1897.51	\$ 56,925.30	1	
FIREFIGHTERS						
16	FF	30	1459.47	\$ 43,784.10	2	
17	FF	30	1459.47	\$ 43,784.10	2	
18	FF	30	1889.28	\$ 56,678.40	1	
19	FF	30	1571.21	\$ 47,136.30	2	
20	FF	30	1610.76	\$ 48,322.80	2	
21	FF	30	1440.69	\$ 43,220.70	2	
22	FF	30	1440.69	\$ 43,220.70	2	
23	FF	30	1440.69	\$ 43,220.70	2	
24	FF	30	1962.24	\$ 58,867.20	1	
25	FF	30	1726.08	\$ 51,782.40	2	
26	FF	30	1440.69	\$ 43,220.70	2	
27	FF	30	1440.69	\$ 43,220.70	2	
			TOTAL	\$1,676,233.04		\$1,627,203.64

[CLICK HERE TO RETURN TO USES OF FUNDS](#)

**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020**

DRAFT

**DESCRIPTION
003 PART-TIME EMPLOYEES**

Estimate of a 3% merit for eligible pt ff.

LINE	ITEM DESCRIPTION	UNIT PRICE	AMOUNT	AMOUNT
1	PT Secretary	\$ 18.00	1248	\$ 22,464.00
2	1 Part-Time Secretary	\$ 14.64		
3	21 Part-Time Firefighter Slots	\$ 19.86		
4		\$ 19.67		
5		\$ 15.53		
6		\$ 16.47		
7		\$ 14.64		
8		\$ 19.67		
9		\$ 16.00		
10		\$ 19.67		
11		\$ 19.76		
12		\$ 19.67		
13		\$ 16.00		
14		\$ 19.86		
15		\$ 16.96		
16		\$ 19.67		
17		\$ 14.34		
18		\$ 16.47		
19		\$ 18.00		
20		\$ 18.00		
21		\$ 19.67		
22		\$ 19.67		
	AVERAGE RATE OF PAY	\$ 17.82		
	PART-TIME SECRETARY			\$ 22,464.00
	PART-TIME STATION MANNING			\$ 156,103.20
	PART-TIME LEAVE SICK/VACATION			\$ 60,588.00
	PART-TIME ADMIN LEAVE/PUB ED			\$ 13,500.00
	PART-TIME TRAINING			\$ 5,000.00
	PART-TIME EMERGENCY CALL BACK			\$ 20,000.00
	<i>Added Part-time Contingency</i>		TOTAL	\$ 277,655.20

Part-Time Wage Cap at \$19.67 as per 7/1/2018 wages.

\$ 156,103.20	Station Manning
Misty Rogers: ST. 42 PT Slot: 365 days with 1 firefighter 24 hours per day = 8760 hours. Average wage of \$17.82 per hour = \$156,103.20	

\$ 60,588.00	Sick/Vacation/Use or Lose Coverage
Misty Rogers: Vacation/Sick Leave = 3,400 HOURS * \$17.82 PER HOUR = \$60,588 (40% vacation & 10% sick)	

\$ 13,500.00	Admin/Pub Ed Coverage
Misty Rogers: Admin/Emergency \$8,500, Pub Ed \$5,000	

NOTE: Implementation of New Part-Time Secretary Position and New Training Program.

FY2019 BUDGETED	
\$	-
\$	170,158.56
\$	126,120.80
\$	5,000.00
\$	-
\$	301,279.36

[CLICK HERE TO RETURN TO USES OF FUNDS](#)

**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020**

DRAFT

**DESCRIPTION
004 MERIT PAY INCREASE**

Full-time Administration

1	1 Fire Chief
2	1 Deputy Fire Chief
3	1 Executive Secretary/Human Resource Director
4	3 Battalion Chiefs
5	3 Captains
6	18 Firefighters
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
26	
27	

Part-Time Firefighters	
1	1 Part-Time Secretary
2	21 Part-Time Firefighter Slots
3	
4	
5	
6	
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17	
18	
19	
20	
21	
22	

FY2019 BUDGET	
PERM WAGES	\$ 1,627,203.64
PART-TIME WAGES	\$ 301,279.36
TRANSFERS	\$ -
OVERTIME WAGES	\$ 49,970.38
TOTAL MERIT	\$ 3,461.95
TOTAL WAGES	\$ 1,981,915.33

		MERIT INCREASE		
PERM WAGES	\$ 1,676,233.04		PROJECTED 3% MERIT/BONUS	TOTAL BUDGET IMPACT FOR MERIT/BONUS
PART TIME WAGES	\$ 277,655.20			
TRANSFERS	\$ -			
OVERTIME WAGES	\$ 103,825.04			
TOTAL WAGES	\$ 2,057,713.28			
WAGED CAPPED WAGES	\$ 196,300.80	0.03	\$ 5,889.02	
Admin & Wage	\$ 118,860.56	0.03	\$ 3,565.82	\$ 9,454.84

[CLICK HERE TO RETURN TO USES OF FUNDS](#)

Increase do to implementation of wage study

Updated 2/20/2019

**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020**

DRAFT

DESCRIPTION

005 ADMINISTRATIVE CONTROL BOARD WAGES

Members Appointed From Sunset, Clearfield, and West Point City Councils

LINE	ITEM DESCRIPTION (Quarterly Compensation)	QUANTITY	UNIT PRICE	AMOUNT
1	CHAIRMAN	4	\$ 1,250.00	\$ 5,000.00
2	VICE-CHAIRMAN	4	\$ 1,250.00	\$ 5,000.00
3	BOARD MEMBER	4	\$ 1,000.00	\$ 4,000.00
4	BOARD MEMBER	4	\$ 1,000.00	\$ 4,000.00
5	BOARD MEMBER	4	\$ 1,000.00	\$ 4,000.00
6	BOARD MEMBER	4	\$ 1,000.00	\$ 4,000.00
7	BOARD MEMBER	4	\$ 1,000.00	\$ 4,000.00
8	BOARD MEMBER	4	\$ 1,000.00	\$ 4,000.00
9	BOARD MEMBER	4	\$ 1,000.00	\$ 4,000.00
			TOTAL	\$ 38,000.00

FY2019 BUDGETED	
TOTAL	\$ 38,000.00

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UPDATED 2/20/2019

DRAFT

**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020**

**DESCRIPTION
006 F.I.C.A.**

LINE	ITEM DESCRIPTION	QTY.	UNIT PRICE	0.0765	PERCENT
				AMOUNT	PERM WAGES
1	Chief			\$ 9,092.83	\$ 118,860.56
2	Deputy Chief			\$ 8,344.21	\$ 109,074.68
3	Executive Secretary/Clerk			\$ 4,967.63	\$ 64,936.30
4	Battalion Chief			\$ 6,839.74	\$ 89,408.40
5	Battalion Chief			\$ 6,417.58	\$ 83,889.90
6	Battalion Chief			\$ 6,206.53	\$ 81,131.10
7	Captain			\$ 6,177.77	\$ 80,755.20
8	Captain			\$ 4,969.78	\$ 64,964.40
9	Captain			\$ 5,764.03	\$ 75,346.80
	Fire Marshal – Differential Pay			\$ -	\$ -
10	FF			\$ 3,349.48	\$ 43,784.10
11	FF			\$ 3,349.48	\$ 43,784.10
12	FF			\$ 4,335.90	\$ 56,678.40
13	Driver			\$ 4,080.21	\$ 53,336.10
14	FF			\$ 3,605.93	\$ 47,136.30
15	FF			\$ 3,306.38	\$ 43,220.70
16	FF			\$ 3,696.69	\$ 48,322.80
17	Driver			\$ 4,080.21	\$ 53,336.10
18	Driver			\$ 4,636.43	\$ 60,606.90
19	Driver			\$ 4,352.51	\$ 56,895.60
20	Driver			\$ 4,613.48	\$ 60,306.90
21	FF			\$ 3,306.38	\$ 43,220.70
22	Driver			\$ 4,354.79	\$ 56,925.30
23	FF			\$ 4,503.34	\$ 58,867.20
24	FF			\$ 3,961.35	\$ 51,782.40
25	FF			\$ 3,306.38	\$ 43,220.70
26	FF			\$ 3,306.38	\$ 43,220.70
27				\$ 3,306.38	\$ 43,220.70
27	Part time FICA			\$ 21,240.62	\$ 277,655.20
28	Overtime FICA			\$ 7,942.62	\$ 103,825.04
29	Administrative Control Board FICA			\$ 2,907.00	\$ 38,000.00
30	Merit pay FICA			\$ 723.30	\$ 9,454.84
	CLICK HERE TO RETURN TO USES OF FUNDS				
	TOTAL			\$ 161,045.36	\$ 2,105,168.12

BY2019 BUDGETED		
0.0765 Percent		
Amount	Perm Wage	
\$ 124,481.08	\$ 1,627,203.64	Perm Wages
\$ 20,119.03	\$ 301,279.36	Part time FICA
\$ 8,057.24	\$ 49,970.38	Overtime FICA
\$ 2,295.00	\$ 38,000.00	Board
\$ 3,308.38	\$ 3,461.95	Merit Pay FICA
\$ 158,260.73	\$ 2,019,915.33	Total

Updated 2/20/2019

**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020**

DRAFT

**DESCRIPTION
007 RETIREMENT**

	URS	PUB EMP
2014-2015 rate	18.87%	
2015-2016 rate	19.04%	
2016-2017 rate	18.94%	
2017-2018 rate	18.97%	12.08%
2018-2019 rate	19.66%	12.08%
2019-2020 rate	19.66%	12.08%

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LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	FULL TIME - TIER 1 (FIREFIGHTERS RETIREMENT DIV. A)		\$ 1,118,647.64	\$ 219,926.13
2	FULL TIME - TIER 2 (FIREFIGHTERS RETIREMENT DIV. A)		\$ 557,585.40	\$ 67,356.32
	TOTAL		\$ 1,676,233.04	\$ 287,282.44

FY2019 BUDGETED	
Unit Price	Amount
\$ 1,091,494.84	\$ 214,587.89
535708.8	\$ 64,713.62
	\$ 279,301.51

Updated 2/20/2019

**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020**

DRAFT

**DESCRIPTION
008 INSURANCE**

5% Increase to Health Insurance

0% Increase to Dental, Accidental Dental and Vision

NDFD pays 73.5% of Medical, Dental, Vision and Accidental Dental premium. Employee pays the remaining 26.5% of the premium.

	FULL-TIME EMPLOYEES	SUMMIT OPT 1 / ADVANTAGE OPT 1	DENTAL	ACC. DENTAL	VISION	NDFD AMOUNT	TOTAL PREMIUM	TYPE
1	1 Fire Chief	\$ 1,811.92	\$ 97.00	\$ 0.52	\$ 13.91	\$ 16,963.95	\$ 22,913.28	FAM
2	1 Deputy Fire Chief	\$ 1,811.92	\$ 97.00	\$ 0.52	\$ 13.91	\$ 16,963.95	\$ 22,913.28	FAM
3	1 Executive	\$ 1,811.92	\$ 97.00	\$ 0.52	\$ 13.91	\$ 16,963.95	\$ 22,913.28	FAM
4	Secretary/Human Resource	\$ 1,339.53	\$ 64.08	\$ 0.52	\$ 10.15	\$ 12,473.95	\$ 16,849.56	DBL
5	Director	\$ 1,811.92	\$ 97.00	\$ 0.52	\$ 13.91	\$ 16,963.95	\$ 22,913.28	FAM
6	3 Battalion Chiefs	\$ 1,811.92	\$ 97.00	\$ 0.52	\$ 13.91	\$ 16,963.95	\$ 22,913.28	FAM
7	3 Captains	\$ 1,811.92	\$ 97.00	\$ 0.52	\$ 13.91	\$ 16,963.95	\$ 22,913.28	FAM
8	18 Firefighters	\$ 1,811.92	\$ 97.00	\$ 0.52	\$ 13.91	\$ 16,963.95	\$ 22,913.28	FAM
9		\$ 1,811.92	\$ 97.00	\$ 0.52	\$ 13.91	\$ 16,963.95	\$ 22,913.28	FAM
10		\$ 647.12	\$ 46.86	\$ 0.52	\$ 6.38	\$ 6,181.76	\$ 8,334.00	SNGL
11		\$ 647.12	\$ 46.86	\$ 0.52	\$ 6.38	\$ 6,181.76	\$ 8,334.00	SNGL
12		\$ 1,811.92	\$ 97.00	\$ 0.52	\$ 13.91	\$ 16,963.95	\$ 22,913.28	FAM
13		\$ 1,339.53	\$ 97.00	\$ 0.52	\$ 10.15	\$ 12,764.30	\$ 17,244.60	DBL
14		\$ 647.12	\$ 46.86	\$ 0.52	\$ 6.38	\$ 6,181.76	\$ 8,334.00	SNGL
15		\$ 1,339.53	\$ 64.08	\$ 0.52	\$ 10.15	\$ 12,473.95	\$ 16,849.56	DBL
16		\$ 1,811.92	\$ 97.00	\$ 0.52	\$ 13.91	\$ 16,963.95	\$ 22,913.28	DBL
17		\$ 647.12	\$ 46.86	\$ 0.52	\$ 6.38	\$ 6,181.76	\$ 8,334.00	SNGL
18		\$ 1,339.53	\$ 64.08	\$ 0.52	\$ 10.15	\$ 12,473.95	\$ 16,849.56	FAM
19		\$ 1,811.92	\$ 97.00	\$ 0.52	\$ 13.91	\$ 16,963.95	\$ 22,913.28	FAM
20		\$ 1,811.92	\$ 97.00	\$ 0.52	\$ 13.91	\$ 16,963.95	\$ 22,913.28	FAM
21		\$ 647.12	\$ 46.86	\$ 0.52	\$ 6.38	\$ 6,181.76	\$ 8,334.00	SNGL
22		\$ 647.12	\$ 46.86	\$ 0.52	\$ 6.38	\$ 6,181.76	\$ 8,334.00	SNGL
23		\$ 1,811.92	\$ 97.00	\$ 0.52	\$ 13.91	\$ 16,963.95	\$ 22,913.28	FAM
24		\$ 1,811.92	\$ 97.00	\$ 0.52	\$ 13.91	\$ 16,963.95	\$ 22,913.28	FAM
25		\$ 1,811.92	\$ 97.00	\$ 0.52	\$ 13.91	\$ 16,963.95	\$ 22,913.28	FAM
26		\$ 647.12	\$ 46.86	\$ 0.52	\$ 6.38	\$ 6,181.76	\$ 8,334.00	SNGL
27		\$ 647.12	\$ 46.86	\$ 0.52	\$ 6.38	\$ 6,181.76	\$ 8,334.00	SNGL
LIFE & AD&D BENEFIT FOR FT EMPLOYEES (27)						\$ 2,802.60	\$ 2,802.60	
CANCER INSURANCE FOR FT EMPLOYEES (27)						\$ 10,572.12	\$ 10,572.12	
DISABILITY INSURANCE FOR NON FF EMPLOYEE (1)						\$ 364.00	\$ 364.00	
						\$ 367,838.17	\$ 491,903.20	

NOTE: Not all employees utilize NDFD benefits or they may only utilize some of the benefits offered. Also, if an employee experiences a qualifying "life event" sometime throughout the year, premiums could change.

Vision FY 2020 Premium		
Family	Double	Single
\$ 13.91	\$ 10.15	\$ 6.38

Medical FY 2020 Premium Per Month		
Family	Double	Single
\$ 1,932.71	\$ 1,428.82	\$ 690.25

Dental FY 2018 Premium		
Family	Double	Single
98.94	65.36	47.97

FY2019 BUDGETD	
NDFD AMOUNT	TOTAL PREMIUM
\$ 349,329.05	\$ 470,331.61

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**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020**

DRAFT

**DESCRIPTION
010 WORKMANS COMP**

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	WORKMANS COMP	1		\$ 58,000.00
2	DATA BREACH	1		\$ 1,185.00 ?
			TOTAL	\$ 59,185.00

FY2019 BUDGETED
\$ 59,185.00

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**NORTH DAVIS FIRE DISTRICT
 BUDGET DETAIL SHEET 2019-2020**

DRAFT

**DESCRIPTION
 012 BANK CHARGES**

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
	ZIONS BANK SERVICE FEES			\$ -
1	CHECK PRINTING			\$ 450.00
2	LOCK BOX FOR AMBULANCE BILLING	12	\$ 400.00	\$ 4,800.00
			TOTAL	\$ 5,250.00

FY2019 BUDGETED
\$ 4,890.00

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Updated 2/6/2019

**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020**

DRAFT

**DESCRIPTION
014 CLOTHING ALLOWANCE (FULL-TIME)**

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	Chief	1	\$ 1,408.75	\$ 1,408.75
2	Deputy Chief	1	\$ 1,408.75	\$ 1,408.75
3		1	\$ 780.00	\$ 780.00
4	(3) Battalion Chief	1	\$ 780.00	\$ 780.00
5	(3) Captains	1	\$ 780.00	\$ 780.00
6	(18) Full-Time Firefighters	1	\$ 780.00	\$ 780.00
7		1	\$ 780.00	\$ 780.00
8		1	\$ 780.00	\$ 780.00
9		1	\$ 780.00	\$ 780.00
10		1	\$ 780.00	\$ 780.00
11		1	\$ 780.00	\$ 780.00
12		1	\$ 780.00	\$ 780.00
13		1	\$ 780.00	\$ 780.00
14		1	\$ 780.00	\$ 780.00
15		1	\$ 780.00	\$ 780.00
16		1	\$ 780.00	\$ 780.00
17		1	\$ 780.00	\$ 780.00
18		1	\$ 780.00	\$ 780.00
19		1	\$ 780.00	\$ 780.00
20		1	\$ 780.00	\$ 780.00
21		1	\$ 780.00	\$ 780.00
22		1	\$ 780.00	\$ 780.00
23		1	\$ 780.00	\$ 780.00
24		1	\$ 780.00	\$ 780.00
25		1	\$ 780.00	\$ 780.00
26		1	\$ 780.00	\$ 780.00
	NEW HIRE UNIFORM CONTINGENCY FUND	3	\$ 850.00	\$ 2,550.00
			TOTAL	\$ 24,087.50

CLOTHING ALLOWANCE BREAKDOWN.
 Chief/Deputy Chief
 Uniform Cleaning Allowance \$308.75
 Uniform Purchas Allowance \$1100.00
 Full-Time Firefighter/Battalion Chief/Captain
 Uniform Purchase Allowance \$630.00
 Uniform Cleaning Allowance \$150.00

Misty Rogers: Estimated Costs.
 Boots \$110, Ansi Coat \$160, Pant \$55, Badge Shirt \$55, Badge \$85, Uniform Shirt \$60, Fire Boots \$320.

FY2019 BUDGETED
 \$ 24,087.50

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**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020**

DRAFT

**DESCRIPTION
015 CLOTHING (PART-TIME)**

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1		1	\$ 200.00	\$ 200.00
2	(21) Part-Time Firefighters	1	\$ 300.00	\$ 300.00
3		1	\$ 200.00	\$ 200.00
4		1	\$ 200.00	\$ 200.00
5		1	\$ 200.00	\$ 200.00
6		1	\$ 200.00	\$ 200.00
7		1	\$ 200.00	\$ 200.00
8		1	\$ 200.00	\$ 200.00
9		1	\$ 200.00	\$ 200.00
10		1	\$ 300.00	\$ 300.00
11		1	\$ 200.00	\$ 200.00
12		1	\$ 200.00	\$ 200.00
13		1	\$ 200.00	\$ 200.00
14		1	\$ 200.00	\$ 200.00
15		1	\$ 200.00	\$ 200.00
16		1	\$ 200.00	\$ 200.00
17		1	\$ 200.00	\$ 200.00
18		1	\$ 200.00	\$ 200.00
19		1	\$ 200.00	\$ 200.00
20		1	\$ 200.00	\$ 200.00
21		1	\$ 200.00	\$ 200.00
22	MISC. UNIFORMS AND REIMBURSEMENTS	1	\$ 800.00	\$ 800.00
		0	\$ -	\$ -
	CLICK HERE TO RETURN TO USES OF FUNDS		TOTAL	\$ 5,200.00

PART-TIME CLOTHING ALLOWANCE BREAKDOWN.
Part-Time FF who worked less than 1200 hours the prior year - \$200.00
Part-Time FF who worked more than 1200 hours the prior - \$300.00

FY2019 BUDGETED
\$ 5,200.00

Possible employment change

**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020**

DRAFT

**DESCRIPTION
016 SUBSCRIPTIONS, MEMBERSHIPS**

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	DAVIS COUNTY FIRE OFFICERS DUES	5	\$ 122.00	\$ 610.00
2	FLEX PLAN ADMIN FEES	12	\$ 22.00	\$ 264.00
3	IAAI INTERNATIONAL	2	\$ 310.00	\$ 620.00
4	IAAI UTAH CHAPTER	4	\$ 130.00	\$ 520.00
5	ICC MEMBERSHIP AND CODES	3	\$ 135.00	\$ 405.00
6	ICMA MEMBERSHIP FEES	4	\$ 250.00	\$ 1,000.00
7	IFSTA	1	\$ 150.00	\$ 150.00
8	INTERNATIONAL ASSOCIATION OF FIRE CHIEFS	2	\$ 280.00	\$ 560.00
9	NATIONAL ASSOCAITION OF FIRE INVESTIGATORS	4	\$ 55.00	\$ 220.00
10	NFPA DUES	2	\$ 175.00	\$ 350.00
11	NFPA PUBLICATIONS/DISK CODES	0	\$ 1,305.00	\$ -
12	NUHRA (HR - CLERK)	1	\$ 150.00	\$ 150.00
13	SHRM (HR - CLERK)	1	\$ 210.00	\$ 210.00
14	STATE FIRE & LIFE SAFETY ASSOCIATION	1	\$ 75.00	\$ 75.00
15	UTAH STATE FIREFIGHTERS ASSOCIATION DUES	50	\$ 15.00	\$ 750.00
16	TECHNOLOGY-NET	0	\$ -	\$ -
17	UTAH ASSOCIATION OF SPECIAL DISTRICTS	1	\$ 5,919.00	\$ 5,919.00
18	UTAH EMERGENCY MEDICAL SERVICES ASSOC.	1	\$ 250.00	\$ 250.00
19	UTAH FIRE & LIFE SAFETY EDUCATORS PROGRAMS	0	\$ 1,250.00	\$ -
20	UTAH SAFETY COUNCIL	1	\$ 225.00	\$ 225.00
21	UTAH STATE FIRE CHIEFS DUES	5	\$ 100.00	\$ 500.00
22	UTAH STATE FIRE MARSHAL ASSOCIATION	1	\$ 50.00	\$ 50.00
23	UTAH TRAINING OFFICERS ASSOCIATION	1	\$ 100.00	\$ 100.00
24	MAGAZINE SUBSCRIPTIONS	5	\$ 40.00	\$ 200.00
25	MEDICAL PUBLICATIONS AND DUES	1	\$ 200.00	\$ 200.00
26	NEWS PAPER SUBSCRIPTIONS	2	\$ 245.00	\$ 490.00
27	SAM'S CLUB MEMBERSHIP	2	\$ 78.00	\$ 156.00
28	COSTCO MEMBERSHIP	2	\$ 78.00	\$ 156.00
29	AMAZON MEMBERSHIP	1	\$ 130.00	\$ 130.00
			TOTAL	\$ 14,260.00

FY 2019 BUDGETED
\$ 610.00
\$ 240.00
\$ 300.00
\$ 400.00
\$ 405.00
\$ 1,000.00
\$ 150.00
\$ 560.00
\$ 220.00
\$ 350.00
\$ -
\$ 150.00
\$ 195.00
\$ 75.00
\$ 630.00
\$ -
\$ 5,803.00
\$ 250.00
\$ 1,250.00
\$ 500.00
\$ 50.00
\$ 100.00
\$ 200.00
\$ 200.00
\$ 400.00
\$ 156.00
\$ 156.00
\$ 99.00
\$ 14,449.00

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**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020**

**DESCRIPTION
018 OFFICE SUPPLIES**

DRAFT

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	MISCELLANEOUS OFFICE SUPPLIES	1	\$ 4,000.00	\$ 4,000.00
	PAPER, OFFICE MACHINE REPAIR			\$ -
	PENS, PENCILS, MARKERS			\$ -
	INSPECTION FORMS			\$ -
	POSTAGE, FLOOR MATS			\$ -
	COPY SUPPLIES			\$ -
	INK			\$ -
2	POCKET CALENDARS FOR SHIFT FIREFIGHTERS	125	\$ 2.00	\$ 250.00
3	REGULAR SIZE CALENDARS FOR SHIFT FIREFIGHTERS	50	\$ 2.00	\$ 100.00
4	INSPECTION FORMS	1	\$ 500.00	\$ 500.00
5	AMA RELEASE FORMS	1	\$ 500.00	\$ 500.00
6	ENVELOPES, PAPER, PRINTING FOR MEDICAL SUPPLIES	1	\$ 3,000.00	\$ 3,000.00
7				
			TOTAL	\$ 8,350.00

FY2019 BUDGETED
\$ 4,000.00
\$ -
\$ -
\$ -
\$ -
\$ -
\$ -
\$ -
\$ -
\$ -
\$ -
\$ 500.00
\$ 500.00
\$ 3,000.00
\$ 500.00
\$ 8,500.00

Printers Moved to Computer

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Updated 2/20/2019

**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020**

DRAFT

**DESCRIPTION
019 EQUIPMENT, MAINT. AND SUPPLY**

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	ANNUAL FIRE ALARM SYSTEM MONITORING	1	\$ 336.00	\$ 336.00
2	ANNUAL FIRE ALARM INSPECTION/SERVICE	1	\$ 740.00	\$ 740.00
3	FIRE EXTINGUISHER MAINTENANCE AND REFILL	30	\$ 15.00	\$ 450.00
4	TRI AIR COMPRESSOR CERTIFICATION TESTING	8	\$ 91.00	\$ 728.00
5	HYDROSTATIC TESTING OF SCBA (airpack)	32	\$ 100.00	\$ 3,200.00
6	HYDROSTATIC TESTING OF SCBA FACE PIECES	30	\$ 40.00	\$ 1,200.00
7	HYDRO TEST FOR SCBA BOTTLE (every 5 years)	40	\$ -	\$ -
8	GENERATOR MAINTENANCE	1	\$ 3,200.00	\$ 3,200.00
9	COMPRESSOR MAINTENANCE	2	\$ 1,200.00	\$ 2,400.00
10	MEDICAL HARDWARE MAINTNANCE (GURNEYS)	4	\$ 500.00	\$ 2,000.00
11	BUILDING MAINTENANCE SUPPLIES	2	\$ 3,200.00	\$ 6,400.00
12	GARAGE DOOR MAINTENANCE	1	\$ 3,000.00	\$ 3,000.00
13	MISC. BATTERIES FOR SMALL EQUIPMENT/GURNEYS	2	\$ 1,000.00	\$ 2,000.00
14	LAWN CARE MAINTENANCE STATION 42	1	\$ 2,500.00	\$ 2,500.00
15	STATION HANDTOOLS	2	\$ 1,000.00	\$ 2,000.00
16	EXTRACATION TOOLS - POWER ADAPTOR	1	\$ 750.00	\$ 750.00
17	APPLIANCE CONTINGENCY	1	\$ 4,000.00	\$ 4,000.00
18	CARPET CLEANING STATION 41 & 42	2	\$ 500.00	\$ 1,000.00
19	MATTRESS' FOR STATION BEDROOMS	11	\$ 500.00	\$ 5,500.00
20	STATION 42 GAS GRILL	1	\$ 1,000.00	\$ 1,000.00
21	BACK FLOW TEST (ANNUAL)	2	\$ 50.00	\$ 100.00
22				
23				
			TOTAL	\$ 42,504.00

FY2019 BUDGETED
\$ 336.00
\$ 431.00
\$ 450.00
\$ 600.00
\$ 3,300.00
\$ -
\$ 3,200.00
\$ 2,400.00
\$ 2,000.00
\$ 5,000.00
\$ 2,000.00
\$ 2,000.00
\$ 2,500.00
\$ 2,000.00
\$ 750.00
\$ 5,000.00
\$ 1,000.00
\$ -
\$ 1,000.00
\$ 3,000.00
\$ 2,000.00
\$ 500.00
\$ 39,467.00

Plymovent Vent
Building Upgrades
Tables/Chairs
Table Clothes

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**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020**

DRAFT

**DESCRIPTION
020 VEHICLE MAINTENANCE**

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	AMBULANCE MAINTENANCE	4	\$ 1,500.00	\$ 6,000.00
2	ANNUAL AERIAL INSPECTION	2	\$ 1,000.00	\$ 2,000.00
3	ANNUAL INSPECTIONS	10	\$ 100.00	\$ 1,000.00
4	ANNUAL LADDER CERTIFICATION TESTS	20	\$ 75.00	\$ 1,500.00
5	ANNUAL PUMP TESTS	5	\$ 150.00	\$ 750.00
6	EXTERIOR TRUCK MAINTENANCE	1	\$ 500.00	\$ 500.00
7	FUEL	12	\$ 4,700.00	\$ 56,400.00
8	MISC. VEHICLE MAINTENANCE	1	\$ 15,000.00	\$ 15,000.00
9	STAFF VEHICLES MAINTENANCE	3	\$ 600.00	\$ 1,800.00
10	TIRES	12	\$ 300.00	\$ 3,600.00
11	FRONT TIRES	2	\$ 800.00	\$ 1,600.00
12	HAZ-MAT TRAILER TIRES	4	\$ 500.00	\$ 2,000.00
13	PLYMOVENT ADAPTERS	2	\$ 600.00	\$ 1,200.00
14			\$ -	\$ -
			TOTAL	\$ 93,350.00

FY2019 BUDGETED
\$ 6,000.00
\$ 2,000.00
\$ 1,000.00
\$ 1,500.00
\$ 750.00
\$ 500.00
\$ 50,004.00
\$ 15,000.00
\$ 1,800.00
\$ 3,600.00
\$ 1,600.00
\$ 2,000.00
\$ 1,200.00
\$ 86,954.00

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Updated 2/20/2019

**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020**

**DESCRIPTION
021 COMPUTER MAINTENANCE AND SUPPLY**

DRAFT

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	IT WEEKLY MAINTENANCE	1	\$ 7,700.00	\$ 7,700.00
	IT EQUIPMENT/SUPPLIES/CONTINGENCY	1	\$ 4,500.00	\$ 4,500.00
2	LASERJET PRINTERS FOR REPORT ROOMS (2	\$ 250.00	\$ 500.00
3	ROVER MOBILE - SPOTTED DOG	1	\$ 1,100.00	\$ 1,100.00
4	BLUEBEAM ANNUAL SERVICE & UPGRADE	1	\$ 100.00	\$ 100.00
	ERS ANNUAL USER FEE	1	\$ 5,500.00	\$ 5,500.00
	ERS ANNUAL FEE FOR INTERFACE WITH CREWSENSE	1	\$ 600.00	\$ 600.00
5	CRADLE POINTS	3	\$ 1,480.00	\$ 4,440.00
	STATION PHONE MAINTENANCE	1	\$ 2,000.00	\$ 2,000.00
	COMPUTER PURCHASES	2	\$ 1,400.00	\$ 2,800.00
			TOTAL	\$ 29,240.00

FY2019 BUDGETD
\$ 11,500.00
\$ 1,100.00
\$ 1,100.00
\$ 100.00
\$ 5,244.00
\$ 5,000.00
\$ 24,044.00

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Updated 3/20/2019

**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020**

DRAFT

**DESCRIPTION
022 UTILITIES**

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	DOMINION ENERGY	12	\$ 850.00	\$ 10,200.00
2	ROCKY MOUNTAIN POWER	12	\$ 1,400.00	\$ 16,800.00
3	MOBILE PHONES (AT&T FIRST NET)	12	\$ 1,500.00	\$ 18,000.00
4	CLEARFIELD CITY WATER	12	\$ 350.00	\$ 4,200.00
5	WEST POINT CITY WATER/GARBAGE	12	\$ 95.00	\$ 1,140.00
6	ECONO WASTE (STATION 41)	12	\$ 65.00	\$ 780.00
7	WASTE MANAGEMENT (STATION 42)	12	\$ 70.00	\$ 840.00
8	COMCAST BUSINESS (Eathernet, Data, Etc)	12	\$ 850.00	\$ 10,200.00
9	COMCAST BUSINESS (Digital Voice, Internet, Cable)	12	\$ 1,000.00	\$ 12,000.00
10	DAVIS/WEBER SECONDARY WATER	2	\$ 229.00	\$ 458.00
11				
12				
13				
14				
			TOTAL	\$ 74,618.00

FY2019 BUDGETED
\$ 10,200.00
\$ 16,800.00
\$ 18,000.00
\$ 4,200.00
\$ 1,140.00
\$ 672.00
\$ 960.00
\$ 5,820.00
\$ 12,000.00
\$ 336.00
\$ 295.00
\$ 458.00
\$ 100.00
\$ 2,000.00
\$ 72,981.00

Davis/Weber Moved to Equipment Maint Supply
Backflow Moved to Equipment Maint Supply

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Updated 3/14/2019

**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020**

DRAFT

**DESCRIPTION
023 COMMUNICATION (RADIO MAINTENANCE AND SUPPLY)**

LINE	ITEM DESCRIPTION			AMOUNT
1	COMMUNICATIONS (800 SYSTEM)	1	\$ 2,000.00	\$ 2,000.00
2	COMMUNICATIONS (UHF)	1	\$ 1,000.00	\$ 1,000.00
				\$ 3,000.00

FY2019 BUDGETED
\$ 2,000.00
\$ 2,000.00

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Updated 2/20/2019

**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020**

DRAFT

**DESCRIPTION
024 DISPATCH SERVICES**

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	DISPATCH SERVICES (CLFD)	12	\$ 7,084.00	\$ 85,008.00
			TOTAL	\$ 85,008.00

FY2019 BUDGETED
\$ 85,000.00
\$ 85,000.00

[CLICK HERE TO RETURN TO USES OF FUNDS](#)

**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020**

DRAFT

**DESCRIPTION
025 SPECIAL DEPARTMENT ALLOWANCE**

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	CHRISTMAS CARDS	1	\$ 350.00	\$ 350.00
2	CHRISTMAS GIFT CARDS	50	\$ 75.00	\$ 3,750.00
3	DAVIS COUNTY FIRE OFFICERS LUNCHEON	1	\$ 400.00	\$ 400.00
4	LUNCH MEETINGS	12	\$ 30.00	\$ 360.00
5	MISC FLOWERS FOR EMPLOYEES	10	\$ 50.00	\$ 500.00
6	OFFICERS MEETING LUNCHEONS 6 @ 100.00	6	\$ 100.00	\$ 600.00
7	CONTINGENCY FUND	1	\$ 2,000.00	\$ 2,000.00
8	ON THE SPOT AWARDS	20	\$ 50.00	\$ 1,000.00
9	SERVICE AWARDS	1	\$ 575.00	\$ 575.00
10	PLAQUES/INCIDENT AWARDS	1	\$ 2,500.00	\$ 2,500.00
11	WINTER SOCIAL	1	\$ 4,000.00	\$ 4,000.00
12	MISC. LUNCHEONS	4	\$ 150.00	\$ 600.00
13	PUBLICATIONS FOR PUBLIC HEARINGS	1	\$ 4,000.00	\$ 4,000.00
14	4TH OF JULY CANDY/FOOD	1	\$ 1,600.00	\$ 1,600.00
15	NDFD 15TH ANNIVERSARY OPEN HOUSE	1	\$ 2,000.00	\$ 2,000.00
			TOTAL	\$ 24,235.00

FY2019 BUDGETED
\$ 350.00
\$ 3,750.00
\$ 400.00
\$ 360.00
\$ 500.00
\$ 600.00
\$ 2,000.00
\$ 1,000.00
\$ 1,225.00
\$ 2,500.00
\$ 4,000.00
\$ 600.00
\$ 4,000.00
\$ 1,600.00
\$ -
\$ 22,885.00

FY2020 Fire Years of Service		
\$25	7	30
\$25		30
\$25		25
\$25		20
\$25		20
\$25		20
\$25		5
FY2019 NDFD Years of Service		
\$300	3	30
\$50		5
\$50		5
\$575	Total	

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Updated 2/20/2019

**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2018-2019**

DRAFT

**DESCRIPTION
026 GRANT EXPENSES**

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	EMS PER CAPITA GRANT EXPENSE	1		
3	EMS GRANT	1		
4	FEMA ASSISTANCE TO FIREFIGHTERS	1		
5	WALMART GRANT	1		\$ -
6	DAVIS COUNTY SAFE KIDS COALALITION	1		\$ -
			TOTAL	\$ -

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THIS MONEY WOULD BE USED TO PURCHASE SUPPLIES FOR EMS RESPONSE

**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020**

**DESCRIPTION
027 LIABILITY INSURANCE**

DRAFT

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	LIABILITY INSURANCE (Fred A. Moreton)	1		\$ 66,000.00
2				
				\$ -
			TOTAL	\$ 66,000.00

FY2019 BUDGETED
\$ 76,122.00

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Updated 2/20/2019

**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020**

DRAFT

**DESCRIPTION
028 COLLECTION CONTRACT**

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	COLLECTION CONTRACT IRIS MEDICAL	12	\$ 6,500.00	\$ 78,000.00
	IRIS - 6.5 Percent of Ambulance Revenue			
2	HEALTH CARE FINANCE ASSESSMENT	2285	\$ 24.36	\$ 55,662.60
3	COLLECTION CONTRACT FIRE RECOVERY USA	12	\$ 835.00	\$ 10,020.00
	Fire Recovery USA - 20% of Hazardous Materials Management & Incident Cost Recovery			
			TOTAL	\$ 143,682.60

FY2019 BUDGETED
\$ 74,400.00
\$ 43,239.00
\$ 117,639.00

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Updated 3/25/2019

**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019 - 2020**

DRAFT

**DESCRIPTION
029 MEDICAL SUPPLIES**

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	GENERAL MEDICAL SUPPLIES	1	\$ 42,500.00	\$ 42,500.00
2	JUMP KITS	5	\$ 450.00	\$ 2,250.00
3				
4				
			TOTAL	\$ 44,750.00

FY2019 BUDGETED	
\$	42,500.00
\$	2,250.00
\$	44,750.00

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Updated 2/6/2019

**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019 - 2020**

DRAFT

**DESCRIPTION
032 MISC. SERVICES**

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	FIREFIGHTER PHYSICALS AND HPE TESTING	10	\$ 160.00	\$ 1,600.00
2	HEALTH AND WELLNESS PHYSICALS/WORKMED	0	\$ 170.00	\$ -
3	METS TESTING	47	\$ 80.00	\$ 3,760.00
4	DUTY CREW FITNESS PASS	1	\$ 500.00	\$ 500.00
5	SHIPPING CHARGES	1	\$ 1,000.00	\$ 1,000.00
6	YEARLY AMBULANCE LICENSE FEES	6	\$ 300.00	\$ 1,800.00
7	RECERTIFICATION OF EMTS	16	\$ 150.00	\$ 2,400.00
8	TB TESTING FOR RECERTIFYING EMTS	11	\$ 15.00	\$ 165.00
9	NUTRITION CONSULTATION	1	\$ 600.00	\$ 600.00
			TOTAL	\$ 11,825.00

Misty Rogers:
Everyother Year

Misty Rogers:
Everyother Year

FY2019 BUDGETED	
\$	1,600.00
\$	7,990.00
\$	-
\$	500.00
\$	1,000.00
\$	1,800.00
\$	1,840.00
\$	
\$	14,730.00

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Updated 2/20/2019

**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020**

DRAFT

**DESCRIPTION
033 PROFESSIONAL SERVICES**

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	FY2019 BUDGETED	
1	ACCOUNTANT FEES - Audit Prep / Monthly Assistance / Transparency (Child/Richards)	1	\$ 12,000.00	\$ 12,000.00	\$ 22,800.00	Accountant Fees
3	MEDICAL ADVISOR	12	\$ 700.00	\$ 8,400.00		
4	LEGAL	1	\$ 5,100.00	\$ 5,100.00	\$ 8,400.00	
5	CREW SENSE	12	\$ 250.00	\$ 3,000.00	\$ 9,360.00	
6	AUDITOR	1	\$ 8,000.00	\$ 8,000.00	\$ 2,880.00	
7	PAYROLL ADMINISTRATION (WIGGINS)	12	\$ 700.00	\$ 8,400.00	\$ 7,500.00	
8	BOND TRUSTEE (ZIONS BONDS)	1	\$ 2,000.00	\$ 2,000.00	\$ 6,480.00	
9	BOND FOR TREASURER	1	\$ 650.00	\$ 650.00	\$ 2,000.00	
10	BOND FOR NOTARY	1	\$ 350.00	\$ 350.00	\$ 1,300.00	
11	ANNEXATION PLAT/ETC. (REORG ANNEX)	1	\$ 2,500.00	\$ 2,500.00	\$ 350.00	
12	BLUE LINE DRUG TESTING PROGRAM	16	\$ 50.00	\$ 800.00	\$ -	
13	NEW EMPLOYEE DRUG TESTING	13	\$ 50.00	\$ 650.00	\$ 1,200.00	
14	CONTINGENCY	1	\$ 4,000.00	\$ 4,000.00	\$ 650.00	
					\$ 165.00	TB Testing (moved to Mis)
					\$ 600.00	Nutrition Consultant Moved 1
			TOTAL	\$ 55,850.00	\$ 63,685.00	
CLICK HERE TO RETURN TO USES OF FUNDS						

**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020**

**DESCRIPTION
031 PARAMEDIC PAYMENTS**

DRAFT

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	PARAMEDIC PAYMENTS	12	\$ 5,900.00	\$ 70,800.00
				\$ -
			TOTAL	\$ 70,800.00

FY2019 BUDGETED	
\$	51,600.00
\$	51,600.00

[CLICK HERE TO RETURN TO USES OF FUNDS](#)

Update 2/7/2019

Increased for paramedic services and fees

**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019 - 2020**

**DESCRIPTION
034 MISC. EQUIPMENT**

DRAFT

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	SAFETY EQUIPMENT FOR NEW HIRES (STEEL TOE BOOT)	5	\$ 100.00	\$ 500.00
2	TURNOUT GEAR SETS (REPLACEMENTS)	10	\$ 2,200.00	\$ 22,000.00
3	ANSI COATS	5	\$ 100.00	\$ 500.00
4	SAFETY GLASSES	15	40.00	\$ 600.00
5	HAZ-MAT 41 SUPPLIES	1	1,000.00	\$ 1,000.00
6	PPE MAINTENANCE	1	5,000.00	\$ 5,000.00
7				
8				
			TOTAL	\$ 29,600.00

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FY2019 BUDGETED
\$ 500.00
\$ 22,000.00
\$ 500.00
\$ 600.00
\$ 1,000.00
\$ 5,000.00
\$ 3,000.00
\$ 2,500.00
\$ 35,100.00

Ice Suits
Self Extracation Equipment

Update 2/20/2019

**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020**

**DESCRIPTION
035 LEASE OBLIGATION**

DRAFT

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	2009 CRIMSON LADDER TRUCK - INTEREST (9/21/2019)	1	\$ 5,920.63	\$ 5,920.63
	2009 CRIMSON LADDER TRUCK - PRINCIPAL (9/21/2019)	1	\$ 64,069.96	\$ 64,069.96
	Payment 8 of 10 (Maturity 9/21/2021) SANTANDER LEASING			
2	2015 Pierce Velocity - Rescue Engine 41 - INTEREST (8/29/2019)	1	\$ 12,110.93	\$ 12,110.93
	2015 Pierce Velocity - Rescue Engine 41 - PRINCIPAL (8/29/2019)	1	\$ 54,867.94	\$ 54,867.94
	Payment 6 of 10 (Maturity 8/29/2024) PNC EQUIPMENT			
			TOTAL	\$ 136,969.46

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Updated 2/19/19

**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020**

DRAFT

**DESCRIPTION
036 DEBT SERVICE ON WEST POINT HEADQUARTERS BLDG**

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	DEBT SERVICE PAYMENT INTEREST (10/1/2019)	1	\$ 27,040.00	\$ 27,040.00
2	DEBT SERVICE PAYMENT INTEREST (4/1/2020)	1	\$ 27,040.00	\$ 27,040.00
2	DEBT SERVICE PAYMENT PRINCIPAL (4/1/2020)	1	\$ 175,000.00	\$ 175,000.00
	(MATURITY DATE 4/1/2027)			\$ -
			TOTAL	\$ 229,080.00

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Updated 2/19/2019

BUDGET DETAIL SHEET 2019-2020

DRAFT

**DESCRIPTION
038 FLEET FUND**

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	FLEET FUND	1	\$ 75,000.00	\$ 75,000.00
				\$ -
			TOTAL	\$ 75,000.00

FY2019 BUDGETED
\$ 80,000.00
\$ 80,000.00

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**NORTH DAVIS FIRE DISTRICT
BUDGET DETAIL SHEET 2019-2020**

DRAFT

**DESCRIPTION
037 TRANSFER TO CAPITAL BUDGET**

LINE	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	TOTAL REVENUES			\$ 4,676,139.65
				\$ -
2	TOTAL EXPENSES			\$ 4,676,139.65
	DIFFERENCE BETWEEN REVS AND EXPS		TOTAL	\$ (0.00)

GENERAL FUND BALANCE

RETURN TO USES OF FUNDS

TRANSFER TO CAPITAL BUDGET

Change in Transfer to Capital are due to final budget changes