



**NORTH DAVIS FIRE DISTRICT
BOARD OF TRUSTEES**

Station 41, 381 North 3150 West
West Point City, UT 84015
(801) 525-2850 ext. 102

*Nike Peterson, Chair
Scott Wiggill, Vice-Chair
Mark Shepherd, Member
Howard Madsen, Member
Gary Petersen, Member
Brian Vincent, Member
Annette Judd, Member
Nancy Smalling, Member
Vern Phipps, Member*

*Mark Becraft, Fire Chief
Theron Williams, Deputy Fire Chief*

BOARD OF TRUSTEE MEETING

April 14, 2022

Members of the public had the opportunity to attend the meetings in person or via Zoom.

Board of Trustee Work Session – 5:30 PM

If the Work Session is not completed before the scheduled board meeting, the Work Session will continue until all items have been discussed; or be discussed during the scheduled board meeting.

Board Members Present – Chair Nike Peterson, Vice-Chair Scott Wiggill, Brian Vincent, Annette Judd, Vern Phipps, Nancy Smalling, Mark Shepherd

Board Members Excused – Gary Petersen, Howard Madsen

Staff Present - Fire Chief Mark Becraft, Deputy Fire Chief Theron Williams, Misty Rogers, Nicole Nelson, and Attorney Andrew Blackburn

Visitors – None

1. Presentation and Discussion of the North Davis Fire District FY2022/FY2023 Tentative Budget (attachment)
 - Staff Report - page 3
 - Capital Projects changed slightly – Station Alerting increased
 - Virtual Server for Dispatch \$30,000 one-time cost – being built

Chief Becraft briefly reviewed some of the budget changes as follows:

- a. Davis County is changing the way stations are getting alerted and the cost is going up. For Station 41's upgrade, \$3,000 was allocated and then there will be a one-time participation cost of \$30,000 for the virtual server that dispatch will be receiving.
- b. Property taxes were on target. To upgrade the AV system at Station 41 he received a bid from \$3,000 to \$20,000 and asked the Board if they would do a budget amendment. He did not anticipate the work to be done until July but would like an amendment to be made anyway.
- c. The current collection rate for our ambulance service has not changed and is approximately 40%. Ever since the Cares Act, we have received more calls but still, receive the same amount of revenue. The Bureau of EMS is increasing their rates and we legally follow that rate so it may increase but it will still be a conservative number.

- d. Nothing has changed in the wage study that was proposed to the Board except we have always known we would need another full-time office assistant and a part-time deputy inspector as well. We have budgeted two part-time staff, and both have resigned. We are proposing that we hire one full-time assistant which would be an additional \$30,000. We have grown to the point where we need a human resource coordinator which would be a more stable position for the right candidate. Chair N. Peterson mentioned that she is noticed in the cities how difficult it is to staff part-time positions and it has been on the district's long-term plan to eventually hire a full-time office assistant. Chief Becraft indicated that even if we hired an individual in mid-June, with our current budget we would be able to accommodate that position. He indicated that by policy, he had to present to the Board any recommendations for hiring full-time or discharging anyone. He said if the Board approved, he would like to post the position as soon as possible. Board Members agreed to the hiring of a full-time position.
 - e. He looked at board members' wages which did not change; however, it did state that if a board member traveled to a conference that was over fifty miles, they could be compensated.
 - f. We are right in the middle of computer maintenance and overhaul which was going well. Utopia would be installed tomorrow at Station 41. Comcast was terminated at Station 42 and Utopia would be installed in the new station. The new server system is up but we still need to get the security cameras and key fobs.
 - g. Ms. Rogers also mentioned that open enrollment for insurance would begin on May 1st and goes through the end of May. She needed approval from the Board to be able to start talking to the employees about getting them signed up. She wanted to know if the Board was comfortable with the rate and the premium share of 82% paid by the district and 18% paid by the employee. Chair N. Peterson mentioned that this is something that is done every year and the only difference this year was that the employer and employee share has changed by two percent.
 - h. Chief Becraft said in the past he is mentioned the trailers and we had a firefighter here that works at Young Chevrolet, and they brought down a used box truck with a lift gate. He was hoping to trade in the trailers for a truck, but they were asking \$19,000 for the truck and the trailers were worth about \$10,000 combined. He asked Young Chevrolet if they would be willing to donate the additional \$9,000 to the district but he has not heard anything back. He has also talked with Chad Monroe who is the Davis County Emergency Manager and asked if they had any grant money they could give to the district
 - i. Deputy Chief Williams reported on travel and training. He said this was a good way to collect and have good data on what we were doing. He mentioned that we were sending Ms. Rogers to training to learn to better utilize Image Trend and Continuum which was based on the number of call runs.
- Draft FY2022/2023 North Davis Fire District Tentative Budget Summary -
 - Draft FY2022/2023 North Davis Fire District Tentative Budget Detail

Chief Becraft said he mentioned a lot of the changes in his staff report and would go through the highlights with the Board. He stated the US digital paging system upgrade in capital projects was budgeted at \$50,000 but he did not think it would cost that much. There was \$15,000 allocated to the website. There was \$15,000 allocated to the box truck and tailgate if we were to purchase it, but we also want to

sell the trailers. We will receive the PMA truck within the next few weeks. We are scheduled to go and inspect our new engine at the end of May, and it will be arriving approximately in June.

Chief Becraft mentioned that we were very conservative with our tax revenue and budgeting property tax at approximately 3%. We are right on target with a fee instead of \$150,000. We are on target with ambulance revenue. The only change is permanent employee wages was the full-time human resource coordinator position. The wage study has been included in the tentative budget along with the benefits. The part-time employee wages have not changed other than taking out the wages for the two part-time positions and putting them into the full-time position.

Chair N. Peterson said there were several more pages to go through and asked the Board if they could jump to specific items unless they wanted to discuss every page. She asked if anyone from the Board had any questions. Since none of the Board Members had any questions, Chair N. Peterson referred to Treasurer Nicole Nelson and asked for her input on the tentative budget.

- Proposed Wage Study

Ms. Nelson said that based on her timeline and previous discussions, she would like the Board to discuss what they would want as a healthy unassigned reserve fund. We were currently at 38% of our 2021 revenues but we anticipate 2022 revenues to go up. For 2022 we anticipate anywhere from \$700,000 above what we could leave in the fund balance or move to capital projects. She wanted some discussion and direction for the tentative budget to be presented next month as well as the budget amendment for 2022. She said presently there was \$863,000 in impact fees and \$2.5 million in unassigned but anticipated that to increase to \$3.2 million for 2022. She asked the Board what they thought would be a reasonable operating fund balance.

Chief Becraft stated that this was conservative. We are returning \$37,000 and balancing the budget very conservatively. Chair N. Peterson said it is \$37,000 or it is \$437,000 depending on how you look at it. She asked the Chief to put aside \$400,000 in impact fees which are one-time funds so the \$37,000 is returned to general funds. She did not want the \$400,000 included in that number. She said we also had several expenses to look at. For example, we have \$300,000 in SCBA equipment that Honeywell is retiring that will need to be purchased. One option is to pay for it at one time or in three years. The idea is to return as much money as we can but if we look at these one-time purchases, having some guidelines on where we want our reserves to be guides the discussion to see if we were still meeting our goals or looking at returning money and building up the reserves to where we need the money to do what we need to do so we are comfortable in making one-time purchases and staying in balance.

Vice-Chair Wiggill stated that Districts could hold up to 25% of the budget amount. Board Member Shepherd said he thought 25% was a reasonable number. Board Member Phipps said 25% was three months of revenue and agreed it was a good number. He said at the same time, if we have known capital expenses, we know the cost is not going down, so it is costing us money to not spend it. Board Member Shepherd mentioned we were at 37% right now and wanted to know what the dollar amount was. Treasurer Nelson said for 2021 we were at \$2.5 million which was 38% and for 2022 we are at \$3.2 million which was approximately 40%. She said for 2022 we were looking at having total revenues of \$6.5 to \$6.8 million depending on where the property tax ends up lining up. If we put aside 25% of that, the amount would be \$1.7 million. It is anticipated that our fund balance at the end of the year would be between \$2.9 and \$3.2 million. We were looking at an average of between \$1.2 and \$1.3 million.

Chair N. Peterson wanted to know if the Board members had any recommendations of a percentage or range. Board Member Phipps said he thought three or four months sounded good. Board Member

Shepherd agreed. He said if it was three to four months or 25%, it sits in the range but recommended that it not go below 25%. All Board Members agreed. Chief Becraft said he felt comfortable with the 25% minimum.

Ms. Nelson indicated that she assumed that the Board did not want to transfer any of the fund balance into Capital Projects in 2022. As we close in 2023, we can reassess after the audit has been done. All Board Members agreed.

- Proposed Fleet and Capital Expense Plan
- Draft North Davis Fire District Projected 3-Year Budget

Chief Becraft said in 2021 we had \$6.6 million and returned \$993,000 to the general fund with \$500,000 of that as impact fees and \$400,000 returned to capital projects. In 2022, we had \$6.4 million and returned \$435,000. He referred the Board to page 59 and indicated that this spreadsheet showed the projected 3-year budget.

2. Discussion of Fund Balance Target

(At 6:30 pm, the Board followed directly into the Board of Trustee Meeting.)

Board of Trustee Meeting – 6:30 PM or Immediately Following the Work Session

Board Members Present – Chair Nike Peterson, Vice-Chair Scott Wiggill, Mark Shepherd, Brian Vincent, Howard Madsen, Annette Judd, Nancy Smalling, and Vern Phipps

Board Members Excused – Gary Petersen

Staff Present - Fire Chief Mark Becraft, Deputy Fire Chief Theron Williams, Misty Rogers, Nicole Nelson, and Attorney Andrew Blackburn

Visitors – None

1. Call to Order
2. Invocation or Inspirational Thought – *Provided by Board Member Nancy Smalling*
Board Member Nancy Smalling stated that one of Sunset's longest residents that attended their meetings regularly gave one of the best quotes she has heard in a long time which was "no matter where you are, make sure you are representing and acting well in what you are doing."
3. Pledge of Allegiance
4. Citizen Comment
5. Consideration of Approval of Minutes from the March 17, 2022, Meeting

Board Member Shepherd motioned to approve the Minutes from the March 17, 2022, meeting. Board Member Vincent seconded the motion. The motion passed.

6. Consideration of Approval of the North Davis Fire District Bills for March 2022

Ms. Rogers briefly reviewed the month's revenue and expenses as follows:

- Ambulance revenue was doing well.
- There were some clothing expenses due to the hiring of new part-time employees.
- There were quite a few Amazon purchases for items for the new engine.
- We made our last payment to Workers Comp.
- There is a large payment to Blalock and Partners for the construction of the new station.
- We are rounding up medical orders.
- Next month you will see some costs for chargers and batteries which cost \$2,000 apiece.

Vice-Chair Wiggill motioned to approve the North Davis Fire Bills for March 2022. Board Member Smalling seconded the motion. The motion passed.

7. Consideration of Approval of the North Davis Fire District Financial Report

Chief Becraft indicated we were at 107% on property taxes right now. We budgeted \$50,000 for impact fees but presently we have \$112,000 and next year should be the same. The reason the clothing allowance was high was that whenever we hire a new employee, we have to buy them a new pair of boots and may need to amend this item.

Board Member Phipps motioned to approve the North Davis Fire District Financial Report. Board Member Shepherd seconded the motion. The motion passed.

8. Discussion of Emergency Hiring of Staff for Administrative Office

Chair N. Peterson stated that this item was discussed earlier, and the intent will be to notice for this to bring them on by at least June. Ms. Rogers thanked the Board.

9. Discussion of the FY2022/FY2023 Tentative Budget for North Davis Fire District

Board Member Phipps expressed his appreciation for all the work that was put into the budget.

10. Discussion & Consideration of Resolution 2022R-01, Amending Chapter 3 of the North Davis Fire District Policies –

Ms. Rogers stated that this was discussed last month and was simply to clean up the language of Chapter 3 changing Chairman to Chair and Vice-Chairman to Vice Chair and the wording of "Other" on the agendas to "Other – Member City Updates."

Board Member Phipps motioned to approve Resolution 2022R-01, Amending Chapter 3 of the North Davis Fire District Policies. Board Member Vincent seconded the motion. The motion passed.

Roll Call Vote:

Chair N. Peterson (non-voting)

Board Member Vincent – Aye

Board Member Shepherd – Aye

Board Member G. Petersen (excused)

Board Member Phipps - Aye

Vice-Chair Wiggill – Aye

Board Member Madsen (excused)

Board Member Judd – Aye

Board Member Smalling – Aye

11. Fire Chiefs Report

Chief Becraft reported on the following:

- Some Personnel Policy amendments will be brought to the Board with the budget adoption process.
- He would be bringing visual information to the Board regarding the new fire station, which was moving along well, and Clearfield City has been great to work with. He estimated that we were about a month away from the demolition of the building.

Chair N. Peterson stated as part of the ongoing discussions about dispatch and the county and wages, Clearfield City has reviewed what the city has been charging for dispatch calls and the rate has not changed for over ten years. They are looking into what those new costs will be, but it will be significant since it has been so long since they have raised the cost. In anticipation of that, we have asked for two things, one is for the Chiefs to give a basic idea of what dispatch is like within Davis County, and then next month, numbers as far as costs. She said because they are proposing such a steep increase, the proposal that Clearfield is preparing and will bring to the Board will be phased over two or three years rather than just hitting us with the full amount all at once.

Chief Becraft mentioned that Chief Williams came from Weber County which has a consolidated dispatch. He stated that Davis County's dispatch was a mess, but it was not anyone's fault here, it just has not been addressed. He said that Clearfield dispatch has played an active role in wanting to participate and make it better. He explained that if someone called 911 from Sunset or West Point, it goes to Davis dispatch and then they transfer the call to Clearfield dispatch who dispatches us out. He said it is unfortunate but there is always a delay. When Clearfield calls 911, it goes directly to Clearfield dispatch and the funding from the Clearfield calls goes to Clearfield. The funding from 911 calls from Sunset and West Point goes to Davis County. He said we all pay taxes to Davis County dispatch and the system is very difficult to understand. He said every fire agency, except for Layton, pays Davis County dispatch an amount. Clearfield dispatch will be going to a virtual server, which will be in Layton, but Clearfield will still receive the same data. Call time will be better. Clearfield is hoping to consolidate dispatch one day, but Layton does not want to do that. When they talk about PSAPS, that is an answering point and there is one in Clearfield, Davis, Bountiful, and Layton. In Weber County, everybody pays Weber Consolidated Dispatch through their taxes, and everyone receives the service. Chief Becraft said it is not unreasonable for Clearfield dispatch to ask for an increase. He said he hoped that we become more efficient as a county.

Board Member Shepherd said when you talk about consolidating, Layton will not so you are talking about having a North Davis dispatch, a South Davis dispatch, and Layton. He said over the years the cities and the county have not worked together.

Vice-Chair Wiggill said since he has been on the Board the working relationship has been incredible with Clearfield and there is no need to assess blame on how we got here. He said we need to look at the matter that Clearfield City is willing to adjust over three years rather than to pay at once.

Chief Becraft mentioned that Clearfield residents lose the most out of all of this. They pay Clearfield, dispatch, and the district.

Board Member Smalling mentioned that Sunset is the newest city to come into the district and it was a very painful adjustment. She said she was very anti-coming into this position but since then has changed her mind because the service is great.

Chief Williams gave a brief update of the call volumes received from January to April 14, 2022, at 1700 hours (see attached sheet). He projected that we would run approximately 5,000 calls in 2022.

Chief Williams also mentioned that Captain John Meek has retired after 32 years, and we wish him the best. This opens a Captain's position so in June we will be doing a Captain's test to replace his position. Also in May, we will be doing an engineer test to hire a new Engineer. We have created a Social Media Committee to try and promote the district to get people to apply since we are looking to hire two more part-time employees. He referred to Fire Marshall items and indicated he had over twenty projects going in Clearfield and West Point had many subdivisions going in. Along with the burn permits, he was busy right now.

12. Other – Member City Updates

Board Member Shepherd said they would be breaking ground on Clearfield Station on April 25th. He also said there are two hotels considering building in Clearfield.

Vice-Chair Wiggill said in Sunset on 1300 North where the city building is, they have gated off the lower part of what used to be a church, car lot, and tamale factory and they will be building a four-building complex. Three will be businesses on the main building facing 1300 North. They are also building thirteen homes directly behind city hall and Sacco's has decided to retire.

Chief Becraft wanted to recognize attorney Andy Blackburn and said behind the scenes he has been helping a lot and thanked him for all he has done.

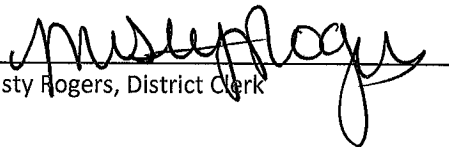
13. Motion to Adjourn


Board Member Shepherd motioned to adjourn. Board Member Judd seconded the motion. The motion passed.

Dated and posted this 19th day of May 2022.



ATTEST:


Misty Rogers, District Clerk


Nike Peterson, Chair