



**NORTH DAVIS FIRE DISTRICT
BOARD OF TRUSTEES**

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

*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

June 16, 2022

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

Board of Trustee Work Session – 6:00 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 discussed during the scheduled board meeting.

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

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

Visitors –

1. Review and Discuss NDFD Fraud Risk Assessment

Ms. Nelson stated that the Utah State Auditor requires that each entity complete a Fraud Risk Assessment annually. She provided the Board of Trustees with the results of the assessment. NDFD strives to maintain separation of duties and comply with audit requirements. The functions of the Board of Trustees and utilizing a third-party treasurer and their services assist with meeting auditing requirements. Elected officials are required to complete specific training within their four-year term, sign statements of ethical behavior, and conflict of interest forms. Ms. Nelson stated that the audit committee requirement has been met by reporting to the finance committee which includes the chair, vice-chair, treasurer, and members of administration. The information is then provided in a public meeting to the Board of Trustees. Chair N. Peterson stated that she would feel more comfortable not counting all points possible because a formal audit committee had not been established. Board Member G. Petersen agreed. Chief Becraft stated that administration would work with the district attorney to propose an amendment to the district policies and include committees. Ms. Nelson stated that without counting the points for having a formal audit committee the NDFD Fraud Risk Assessment is low.

2. Presentation and Discussion of the North Davis Fire District FY2022-2023 Final Budget

Chief Becraft reminded the board that NDFD does not receive any sales tax revenue. The district receives some revenue for inspection and plan review fees, ambulance and fire recovery services, impact fees (which are one-time money and are restricted for their use), but the main source of revenue for NDFD is property taxes. Ms. Nelson explained how the certified tax rate is calculated each year. In 2021, the districts tax rate was 0.001540 and as values of homes increased the property tax rate for the district decreased to 0.001235 for 2022. This is to keep the district receiving the same amount of property tax revenue as in the prior year in addition to new growth. Ms. Nelson stated that Davis County only projected 2.6% growth for the district, this

is much lower than growth projected in other areas of the county. She then stated that the district will receive \$4,583,808 in property tax revenue in 2022; approximately \$120,000 of that is for new growth.

Ms. Nelson then explained that at the end of the FY2021-2022 budget the district will be returning a significant amount of money to the fund balance. As of mid-June, NDFD has collected nearly \$700,000 more in property tax revenue than what the certified tax rate guaranteed. Ms. Nelson stated that administration has questioned Davis County and the State Tax Commission about the high collection. The explanation provided to the district is as follows; \$160,000 was generated as a one-time money and is collected the first year an RDA is created. After the first year, the district will not receive the full amount until the RDA expires. Personal property tax revenue and motor vehicle tax is not factored into the certified tax rate. It is estimated that in 2022 personal property tax will generate \$150,000 and motor vehicle tax will produce \$200,000. Ms. Nelson stated that even though the NDFD has collected significantly more property tax revenue, it should be considered one time money and the budget more than the revenue indicated with the certified tax rate.

Chief Becraft and Ms. Nelson presented the FY2022-2023 Budget to the Board of Trustees. They both expressed concerns with how inflationary costs are and will impact the district. NDFD will continue to budget responsibility however, budgeting will continue to get tighter and tighter. The 3-year projections used by the district had been helpful, however with the significant increase in inflation the 3-year projection is no longer accurate. Last year, the Board of Trustees promised the community that they would not raise property taxes in Fiscal Year 2022-2023; the district will continue to operate conservatively. However, in the coming years the district will likely need to consider holding or increasing the property tax rate.

Chief Becraft stated that repairs not finished up in FY2021-2022 will finished up in FY2022-2023. Vehicle maintenance funds not expended in FY2021-2022 will need to be allocated in FY2022-2023 to pay for the repairs.

Board Member Vincent motioned to adjourn the work session. Board Member Shepherd seconded the motion. The motion passed.

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

Board Members Present – Chair Nike Peterson, Vice-Chair Wiggill, Howard Madsen, Brian Vincent, Annette Judd, Vern Phipps, Mark Shepherd, Nancy Smalling (via telephone), and Gary Petersen

Board Members Excused – Howard Madsen

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

Visitors – Firefighters’ Basset, Garlich, Iarossi, Rampton, Belliston, and Christensen,

1. Call to Order
2. Invocation or Inspirational Thought – *Gary Petersen*
3. Pledge of Allegiance
4. Citizen Comment – *No comment provided in person or electronically*

5. Consideration of Approval of Minutes from May 19, 2022, Board of Trustee Meeting.

Board Member G. Petersen motioned to table the approval of the Minutes from the May 19, 2022, Board of Trustee Meeting. Vice-Chair Wiggill seconded the motion. The motion passed

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

Board Member Shepherd motioned to approve North Davis Fire District Bills for May 2022. Board Member Judd seconded the motion. The motion passed

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

Chief Becraft stated that due to extensive vehicle repairs, some repairs may occur in FY2022-2023. This would require that funds not used in FY2021-2022 for vehicle repairs be allocated into the FY2022-2023 Budget.

Chief Becraft and Ms. Nelson agreed that the Capital Improvement Plan (CIP) will be presented to and discussed by the Board of Trustees within the next few months.

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

8. Discussion & Consideration of Resolution 2022R-04, Adoption of the FY2023 Property Tax Rate for the North Davis Fire District

Ms. Nelson stated with accepting the certified tax rate it is recommended that the board forego allocating \$30,000 into the Capital Projects fund in FY2023. However, the board should reassess after the audit. The final budget for FY2022-2023 indicates an appropriation of \$903 at the end of the fiscal year.

a. Public Hearing – *No comment provided in person or electronically*

Board Member Shepherd motioned to close the public hearing. Board Member Vincent seconded the motion. The motion passed.

b. Action

Board Member G. Petersen motioned to approve Resolution 2022R-04, Adoption of the FY2023 Property Tax Rate of 0.001235 for the North Davis Fire District. Vice-Chair Wiggill seconded the motion. The motion passed.

Roll Call Vote:

Chair N. Peterson (non-voting)	Vice-Chair Wiggill - Aye
Board Member Vincent – Aye	Board Member Madsen – Excused
Board Member Shepherd – Aye	Board Member Judd – Aye
Board Member G. Petersen - Aye	Board Member Smalling – Aye
Board Member Phipps - Aye	

9. Discussion & Consideration of Resolution 2022R-05, Adoption of the North Davis Fire District Final Budget for FY2022-2023

- a. Public Hearing – *No comment provided in person or electronically*

Board Member Judd motioned to close the public hearing. Board Member Phipps seconded the motion. The motion passed.

- b. Action

Board Member Phipps motioned to approve Resolution 2022R-05, Adoption of the North Davis Fire District Final Budget for FY2022-2023. Board Member Vincent seconded the motion. The motion passed.

Roll Call Vote:

Chair N. Peterson (non-voting)	Vice-Chair Wiggill - Aye
Board Member Vincent – Aye	Board Member Madsen – (excused)
Board Member Shepherd – Aye	Board Member Judd – Aye
Board Member G. Petersen - Aye	Board Member Smalling – Aye
Board Member Phipps – Aye	

10. Discussion & Consideration of Resolution 2022R-06, Adoption of the North Davis Fire District Wage Study Effective for FY2023

Chief Becraft informed the Board of Trustees that this same wage study had recently been requested by other entities.

Board Member G. Petersen motioned to approve Resolution 2022R-06, Adoption of the North Davis Fire District Wage Study Effective for FY2023 Board Member Shepherd seconded the motion. The motion passed.

Roll Call Vote:

Chair N. Peterson (non-voting)	Vice-Chair Wiggill - Aye
Board Member Vincent – Aye	Board Member Madsen – (excused)
Board Member Shepherd – Aye	Board Member Judd – Aye
Board Member G. Petersen - Aye	Board Member Smalling – Aye
Board Member Phipps - Aye	

11. Discussion & Consideration of Resolution 2022R-07, Amending North Davis Fire District Personnel Policy and Procedure Manual Concerning Leave Policies, and Adopting Juneteenth as a Holiday

Vice-Chair Wiggill motioned to approve Resolution 2022R-07, Amending North Davis Fire District Personnel Policy and Procedure Manual Concerning Leave Policies, and Adopting Juneteenth as a Holiday. Board Member Judd seconded the motion. The motion passed.

Roll Call Vote:

Chair N. Peterson (non-voting)	Vice-Chair Wiggill - Aye
Board Member Vincent – Aye	Board Member Madsen – (excused)

Board Member Shepherd – Aye
Board Member G. Petersen - Aye
Board Member Phipps - Aye

Board Member Judd – Aye
Board Member Smalling – Aye

12. Fire Chiefs Report

Chief Becraft

- NDFD is currently down 2 captains and 2 full-time firefighter positions. The district recently hired 2 full-time firefighters and we are continuing to look for good applicants and lateral candidates to join NDFD on a part-time basis.
- Station 42 will be demolished within the next few weeks.
- Engine 42 (the new engine) has been sent back to Wisconsin for needed repairs caused by the hailstorm it encountered while in transit to Utah. It is anticipated that the new engine will be received by NDFD near the end of August.
- The box truck that NDFD purchased with grant money from region 1 has been received and the Region 1 trailers are in the process of being sold. The money received from the sale of the two trailers must be used to enhance the Region 1 box truck purchased by NDFD.
- NDFD will hold a badge pinning for all new and promoted employees in the fall. This will include the promotion of the NDFD paramedic students.
- NDFD has switched to the State Fueling Network; switching back to the State of Utah Fueling System will hopefully save the district money.
- While reviewing AT&T bills, it was determined that by changing and updating devices the district would reduce annual costs nearly \$5,000. Administration worked with AT&T to make the necessary changes to our service.
- In the future, the NDFD drug policy will be presented to the Board of Trustees to review and amend to include medical cannabis and to comply with state law.

13. Member City Updates - None

14. Motion to Adjourn

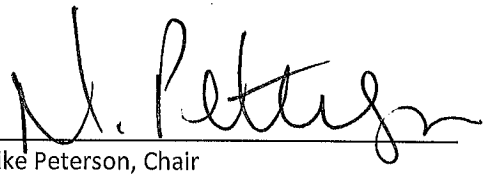
Board Member Wiggill motioned to adjourn. Board Member G. Petersen seconded the motion. The motion passed.

Dated this 18th day of August 2022.



ATTEST:


Misty Rogers, District Clerk


Nike Peterson, Chair