



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

June 14, 2018 – 5:30 PM

Minutes from the North Davis Fire District Administrative Control Board Meeting held at 5:30 pm on June 14, 2018 at Station 41, 381 North 3150 West, West Point City, Utah 84015 with Chairman Gary Petersen presiding.

Board Members Present: Chairman Gary Petersen, Nike Peterson, Tim Roper and Erik Craythorne via electronic communication

Board Members Excused: Mark Shepherd, Jerry Chatterton, Howard Madsen, Scott Wiggill and David Nelson

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

Visitors: None

- 1. Call to Order:** Chairman Petersen opened the North Davis Fire District Administrative Control Board Meeting.
- 2. Invocation or Inspirational Thoughts:** Chairman G. Petersen provided the invocation.
- 3. Pledge of Allegiance:** Repeated by all.
- 4. Citizen Comment:** None
- 5. Consideration of Approval of Minutes from the May 24, 2018 Administrative Control Board Meeting**
Board Member N. Peterson motioned to approve the minutes from the North Davis Fire District Administrative Control Board meeting held on May 24, 2018. Board Member Roper seconded the motion. The motion passed unanimously.
- 6. Consideration of Approval of the May 2018 Bills for the North Davis Fire District**
Board Member Roper motioned to approve the North Davis Fire District bills for May 2018. Board Member N. Peterson seconded the motion. The motion passed unanimously.
- 7. Consideration of Approval of the May 2018 Financial Report for the North Davis Fire District**
Chief Becraft stated that as of today (June 14th) the district had collected nearly \$45,000 in ambulance revenue for the month of June. He then stated that property tax revenues are on target and the district could possibly exceed the budgeted amount for Fiscal Year 2018.

Chairman G. Petersen stated that the Fiscal Year 2018 is nearly over (June 30, 2018), however property taxes and ambulance revenues collected in July and August will likely be reversed back into Fiscal Year 2018. Chairman G. Petersen motioned to approve the North Davis Fire District Financial Report for May 2018. Board Member Roper seconded the motion. The motion passed unanimously.
- 8. Discussion and Consideration of Approval of Resolution 2018R-04, the Adoption of the North Davis Fire District FY2017/2018 Amended Budget for the Period Beginning July 1, 2017 and Ending June 30, 2018.**

Chief Becraft stated lines items and budgeted amounts have been adjusted to balance the Fiscal Year 2018 Budget. He then informed the board that the North Davis Fire District absorbed nearly \$30,000 for expenses incurred with the annexation process of Sunset City. Chief Becraft stated that the collection of Impact Fees which were budgeted for in Fiscal Year 2018 were lower than anticipated. However, there are a few large projects occurring within the district within the next few weeks that may provided impact fees for Fiscal Year 2018. Chairman G. Petersen opened the Public Hearing.

- a. Public Hearing – None
Board Member Roper motioned to close the public hearing. Board Member N. Peterson seconded the motion. The motion passed unanimously.

- b. Action - Board Member N. Peterson motioned to approve 2018R-04, the Adoption of the North Davis Fire District FY2017/2018 Amended Budget for the Period Beginning July 1, 2017 and Ending June 30, 2018. Board Member Roper seconded the motion. The motion passed unanimously.

Roll Call Vote:

Board Member N. Peterson – aye	Board Member Roper – aye
Board Member Craythorne – aye	Chairman G. Petersen - aye

9. Discussion and Consideration of Approval of Resolution 2018R-05, Adoption of the Proposed Certified 0.001098 Property Tax Rate for the 2018 Taxable Year for the North Davis Fire District and Requesting that Clearfield City Council as the Governing Authority Adopt a Resolution Adopt a Resolution Certifying a Tax Rate and Providing for an Effective Date. *(The Administrative Control Board has the opportunity to accept the Certified Tax Rate or motion to proceed with the Truth in Taxation process)*

Chairman G. Petersen stated during the May 24, 2018 Administrative Control Board Meeting, the Fiscal Year 2019 Tentative Budget was discussed and adopted. He then stated that the discussions with the Administrative Control Board included the possibility of completing the Truth in Taxation process to generate needed revenues.

Board Member N. Petersen asked if the scheduled public hearing for the adoption of the property tax rate would be held open or if it would be closed if the board chooses to complete the Truth in Taxation process. Chairman G. Petersen stated that the scheduled public hearing for the adoption of the property tax rate will be held and then closed. If the Administrative Control Board chooses to the complete the Truth in Taxation process, specific noticing and information will be required and a public hearing will be scheduled. Ms. Rogers stated if board chooses to complete the Truth in Taxation, a public hearing will likely be scheduled for Monday, August 6, 2018 at 6:00 pm. Chairman G. Petersen opened the public hearing.

- a. Public Hearing – None
Board Member N. Peterson motioned to close the public hearing. Board Member Roper seconded the motion. The motion passed unanimously.

- b. Action – Chairman G. Petersen motioned to table the adoption of the of property tax rate of the North Davis Fire District and to proceed with the Truth in Taxation process. Board Member N. Peterson seconded the motion. The motion passed unanimously.

Roll Call Vote:

Board Member N. Peterson – aye	Board Member Roper – aye
Board Member Craythorne – aye	Chairman G. Petersen - aye

10. Discussion and Consideration of Approval Resolution 2018R-06, the Adoption of the North Davis Fire District FY2018/2019 Final Budget and Appropriating Funds for the Purposes Set Forth Therein for the Period Beginning July 1, 2018 and Ending June 30, 2019. *(If the Administrative Control Board chooses to complete the Truth in Taxation process, the final budget will not be adopted until August 2018)*

Mrs. Rogers stated the Fiscal Year 2019 Final Budget cannot be approved until the Truth in Taxation process is complete. Chairman G. Petersen stated the North Davis Fire District will operate on the Fiscal Year 2019 Tentative Budget until after the Truth in Taxation process is complete and the Final Budget is adopted. Chairman G. Petersen opened the public hearing.

a. Public Hearing – None

Board Member Roper motioned to close the public hearing. Board Member N. Peterson seconded the motion. The motion passed unanimously.

b. Action – Chairman G. Petersen motioned to table the Adoption of the North Davis Fire District FY2018/2019 Final Budget. Board Member N. Peterson seconded the motion. The motion passed unanimously.

Roll Call Vote:

Board Member N. Peterson – aye

Board Member Roper – aye

Board Member Craythorne – aye

Chairman G. Petersen - aye

Chairman G. Petersen stated due to scheduling conflicts, the June 14th meeting had to be held earlier than normal.

11. Fire Chiefs Report

Chief Becraft stated the North Davis Fire District is preparing for the Fourth of July celebration. He then expressed his appreciation to the board members for gathering quickly to meet the needs of the district.

12. Other

Board Member N. Peterson stated the residents of Clearfield City are thrilled that the North Davis Fire District will be present and participate in the Fourth of July celebration. She then stated residents if the district will participate in the “world’s greatest splash pad” during the celebration. Chief Becraft and Chief Taylor stated the district will not be able to participate in the “world’s greatest splash pad” on the Fourth of July, however the district will try to participate another day.

Chief Taylor stated that on July 3rd, the North Davis Fire District firefighters and their families will gather together to wash district vehicles and have dinner.

Chairman G. Petersen thanked the Firefighters of the North Davis Fire Department for assisting with the Fourth of July celebration.

13. Motion to Adjourn

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

Passed and adopted the 19th day of July, 2018.



Gary Petersen, Chairman



Misty Rogers, District Clerk

