



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

May 24, 2018 – 6:00 PM

Minutes from the North Davis Fire District Administrative Control Board Meeting held at 6:00 pm on May 24, 2018 at Station 41, 381 North 3150 West, West Point City, Utah 84015 with Chairman Gary Petersen presiding.

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

Board Members Excused: Erik Craythorne

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

Visitors: Scott Pickett

- 1. Call to Order:** Chairman Petersen welcomed those in attendance and then 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:** No comment was given.
- 5. Consideration of Approval of Minutes from the April 19, 2018 Administrative Control Board Meeting**
Ms. Rogers stated that the minutes being approved have one minor grammatical change. Vice-Chairman Shepherd motioned to approve the minutes from the North Davis Fire District Administrative Control Board meeting held on April 19, 2018. Board Member N. Peterson seconded the motion. The motion passed unanimously.
- 6. Consideration of Approval of the April 2018 Bills for the North Davis Fire District**
Board Member N. Peterson motioned to approve the April 2018 Bills for the North Davis Fire District. Board Member Chatterton seconded the motion. The motion passed unanimously.
- 7. Consideration of Approval of the April 2018 Financial Report for the North Davis Fire District**
Chief Becraft stated that because the end of Fiscal Year 2018 is quickly approaching, administration has requested that purchases between now and the end of June be preapproved. He then stated that the finances (revenues and expenditures) of the district are in "good shape" and that in June, the Administrative Control Board will be asked to approve and an Amendment to the Fiscal Year 2018 Budget.

Chief Becraft informed the board that ambulance revenues continue to be collected, however final collection amounts could be less than originally budgeted. He stated that ambulance billings and fees can be difficult to collect and the dynamics of health insurance coverage are changing. For example, there are more "self-pays" and high deductible health plans than ever before.

Chief Becraft informed the board that a sound masking system is needed at Station 41. He stated the Fiscal Year 2019 Budget includes the purchase, however the board could approve the purchase of sound masking system now using funds from the Computer Maintenance and Supply portion of the Fiscal Year 2018 Budget.

Chief Becraft stated because of unexpected repairs to vehicles, the Vehicle Maintenance portion of the Fiscal Year 2018 Budget may exceed the budgeted amount. He stated that the Fiscal Year 2018 Amended Budget will account for any changes.

Vice-Chairman Shepherd motioned to approve the North Davis Fire District Financial Report for April 2018. Board Member Nelson seconded the motion. The motion passed unanimously.

8. Discussion and Consideration of Resolution No. 2018R-03, the Adoption of the Fiscal Year 2018/2019 Tentative Budget for the North Davis Fire District.

a. Discuss Fiscal Year 2018/2019 Budget

Chief Becraft stated the Fiscal Year 2019 Tentative Budget includes regularly budgeted items in addition to the purchase of Motorola radios, a gas monitor, the resurfacing of the parking lots at Station 41 and Station 42, stucco repair at Station 41, and a sound masking.

Chief Becraft stated that a sound masking system is necessary to keep the confidentiality aspects of the business private. Board Member N. Peterson stated that it is important for the administrative offices to have privacy. She then expressed her support with the purchase of a sound masking system. Board Member Madsen stated there may have been instances when a sound masking system was needed in the past and there will be circumstances when a sound masking system will be needed in the future. He then expressed his support of the purchase of a sound masking system. Board Member Chatterton stated it is imperative that administrative offices have privacy, if someone overhears a discussion the content may be misconstrued. He too expressed his support of the purchase of a sound masking system.

Board Member N. Peterson stated that the budget includes funds for "PPE Maintenance," she asked what "PPE Maintenance" is used for. Chief Taylor stated that funds in PPE Maintenance are used for the professionally cleaning or repairing of turnout gear and other safety equipment.

Chief Becraft introduced Mr. Scott Pickett with Structure Computer to the board. Mr. Pickett stated to ensure compliance with email archiving, in July 2018 a North Davis Fire District email address will be created for each board member. He then stated that the purchase of new software and hardware will also be a necessity. Mr. Pickett stated the amount of storage the district needs cannot be met with the current system. He then provided the board with two options (Attachment A). After much discussion, the board agreed that option 2 would be the best option for the North Davis Fire District.

Chairman G. Petersen stated an entity cannot approve a budget which is not balanced, he then stated that the Fiscal Year 2019 Tentative Budget is being balanced with an appropriation of fund balance. In late May or early June of each year, Davis County and the Tax Commission set a property tax rate for the North Davis Fire District. As the valuations of properties increase, the property tax rate for the district decreases, as to provide the same revenue as the previous year. In June of each year, the North Davis Fire District Administrative Control Board has the opportunity to review the "certified" tax rate set by the Davis County and the Tax Commission and the proposed budget. The Administrative Control Board has the ability to accept the certified rate or to complete the Truth in Taxation process to determine if another rate is in the best interest of the district.

b. Discuss 2018/2019 Employee Wage Study (discussed by board in February 2018)
Chairman G. Petersen stated additional funds are needed to provide a much-needed wage increase for employees. He then stated that it is not wise to use fund balance to offset the budget and it may be necessary for the board to consider completing the Truth in Taxation process. Chairman G. Petersen stated the wage increases for employees have been discussed several times. He then asked the Administrative Control Board when the wage increases should affect. The board members discussed the wage increases and agreed that because the Fiscal Year 2019 Tentative Budget includes increases, they should become effective July 1, 2018.

c. Public Hearing – Chairman G. Petersen opened the public hearing. No public comment was given.

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

d. Action - Vice-Chairman Shepherd motioned to approve Resolution No. 2018R-03, the Adoption of the Fiscal Year 2018/2019 Tentative Budget of the North Davis Fire District in addition to providing wage increases to employees of the North Davis Fire District on July 1, 2018. Board Member Chatterton seconded the motion. The motion passed unanimously.

Roll Call Vote:

Chairman G. Petersen – aye	Vice-Chairman Shepherd – aye	Board Member N. Peterson - aye
Board Member Nelson – aye	Board Member Roper - aye	Board Member Chatterton – aye

9. Fire Chiefs Report

Chief Taylor

- Call Volume - Call volume for the North Davis Fire District has increased by 55 calls from 2017 to 2018. Chief Taylor stated that in 2017, the district provided more interfacility transfers than in the current year.
- Sunset Surplus Items – The North Davis Fire District is currently liquidating Sunset items and the majority of the loose items have been already been surplused. The Crown Vic has been purchased by Plain City Fire and Bridgerland Applied Technology is considering the purchase of the Becker. Chief Taylor informed the Board that the Becker needs new batteries and a new shift selector. He stated once the Becker is running, it will be sold. Engine 13 (Spartan) works and maintenance has been done, the district will start removing equipment from the 2004 Contender and putting it on the Spartan Engine. Once equipment is removed from the Contender, it will be sold. Chief Taylor stated the district plans to keep the chief vehicle, trailer and suburban. He then informed the board that the district has large popup tents which the cities could utilize for city events.

Chief Becraft

- Officer Meetings – Monthly officer and leadership trainings continue to be held.
- Auditor Services – The district has sent out a Request for Proposal (RFP) for auditing services.
- Waste Containers – Station 41 and Station 42 have changed from regular trash cans to 4-yard dumpsters. This change will likely save the district nearly \$400 each year.
- Western Fire Chiefs Conference – Chief Becraft recently attended the Western Fire Chief’s Conference in Coeur d’Alene. He provided the Board with an overview of the conference.
- Workers Compensation – The North Davis Fire District received a dividend check in the amount of \$1,900.00, 8% of the yearly premium.

- Wage Study - Chief Becraft stated that he had a copy of the UFA wage study. He stated the North Davis Fire District employee wages that will be effective July 1, 2018 are similar to what is indicated in the UFA wage study.

10. Consideration of Adjourning into a Closed Executive Session Pursuant to §52-4-205 (1)(a), Discussion of the Character, Professional Competence, or Physical or Mental Health of an Individual. Chief Becraft's Annual Evaluation

Board Member Chatterton motioned to move from the Administrative Session and enter into a Closed Executive Session pursuant to Utah Code §52-4-205 (1)(a). Board Member Roper seconded the motion. The board unanimously agreed.

Board Member Chatterton motioned to open the Closed Executive Session. Board Member Roper seconded the motion. The board unanimously agreed.

Vice-Chairman Shepherd motioned to adjourn the Closed Executive Session and re-enter into the Administrative Control Board Meeting. Board Member Nelson seconded the motion. The motion passed unanimously.

11. Consideration and Possible Action Resulting from Closed Executive Session

On behalf of the North Davis Fire District Administrative Control Board, Chairman G. Petersen thanked Chief Becraft for his service to the North Davis Fire District. He then stated that the Administrative Control Board would provide Chief Becraft with a 3% merit increase which is effective immediately in addition to a 4.5% wage increase to be effective July 1, 2018. Chairman G. Petersen stated Chief Becraft's next annual evaluation will be in May 2019.

Vice-Chairman Shepherd motioned to provide Chief Becraft with a 3% merit increase which is effective immediately in addition to a 4.5% wage increase to be effective July 1, 2018. Board Member Chatterton seconded the motion. The motion passed unanimously.

12. Other


Board Member Madsen stated that he recently met with UDOT to discuss the old Sunset City Fire building. Asbestos testing has been done. If asbestos is present, special permitting and removal will be required. If not, UDOT will obtain a demolition permit and the building will be taken down. Board Member Madsen expressed his appreciation to North Davis Fire District for their cooperation and assistance with Sunset City. He then stated that annexation discussions and presentations will occur within the next few months. Board Member Madsen stated that Sunset City will pay nearly \$67,000 to advertise and to have an independent group provide accurate and factual information to the City Council and the residents of Sunset City. He then stated that residents of Sunset City will have the opportunity to ask questions and provide feedback to the independent group as well as the Sunset City Council.

Chairman G. Petersen stated he appreciates Board Member Madsen and Board Member Wiggill for their willingness to serve on the North Davis Fire District Administrative Control Board. He stated that Board Member Madsen and Board Member Wiggill are an asset to the district and the Administrative Control Board.

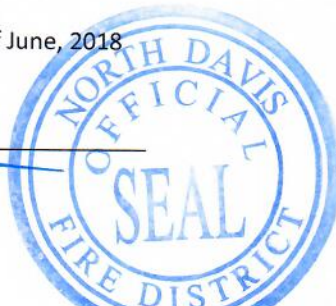
13. Motion to Adjourn

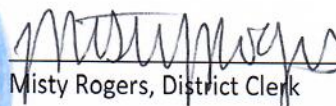
Board Member N. Peterson motioned to adjourn. Board Member Chatterton seconded the motion. The motion passed unanimously.

Passed and adopted the 14th day of June, 2018



Gary Petersen, Chairman





Misty Rogers, District Clerk