



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

November 15, 2018 – 6:00 PM

Minutes from the North Davis Fire District Administrative Control Board Meeting held at 6:00 PM on November 15, 2018 at Station 41, 381 North 3150 West, West Point City, Utah 84015 with Chairman Gary Petersen presiding.

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

Board Members Excused: Vice-Chairman Mark Shepherd

Staff Present: Fire Chief Mark Becraft 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:** Board Member Roper provided the invocation.
3. **Pledge of Allegiance**
4. **Citizen Comment:** None
5. **Consideration of Approval of Minutes from the August 6, 2018 Administrative Control Board Meeting**
Board Member Chatterton motioned to approve minutes from the August 6, 2018 Administrative Control Board Meeting. Board Member Craythorne seconded the motion. The motion passed unanimously.
6. **Consideration of Approval of the August, September and October 2018 Bills for the North Davis Fire District**
Board Member Craythorne motioned to approve the North Davis Fire District bills for August, September and October 2018. Board Member N. Peterson seconded the motion. The motion passed unanimously.
7. **Consideration of Approval of the Financial Report for the North Davis Fire District**
Chief Becraft stated Ms. Rogers had provided an updated profit and loss to each board member prior to the meeting. He then reminded the board that once the audit is complete, journal entries will need to be made in order to reflect expenditures and revenues in the correct fiscal year. Chief Becraft stated that ambulance revenue collections are on target, but reminded the board that some property tax and ambulance revenue collected in July, August and September will be reversed into fiscal year 2018. Chief Becraft stated the sale of the Contender and Becker Fire Engine have

Board Member Roper motioned to approve the North Davis Fire District Financial Report. Board Member Nelson seconded the motion. The motion passed unanimously.
8. **Consideration of the Appointment of Misty Rogers as the Human Resource Manager of the District as Required by UCA 17B-1-805**
Chief Becraft informed the board that State statute requires the district have a formally appointed Human Resource Manager. He stated Ms. Rogers has been and will continue to assist with the human resource needs of the district, the formal appointment is merely a formality.

Board Member Craythorne motioned to appoint Misty Rogers as the Human Resource Manager of the district. Board Member N. Peterson seconded the motion. The motion passed unanimously.

9. Consideration of Adoption of Resolution 2018R-11, a Resolution Requesting That Clearfield City acting as the Governing Authority of the North Davis Fire District Take All Necessary and Appropriate Action to Annex Sunset City and All Real Property Within Its Corporate Limits into the North Davis Fire District

Ms. Rogers stated that the Sunset City Council has held several public meetings to discuss and hear public comment with regards to joining the North Davis Fire District. In October 2018, the Sunset City Council approved a resolution declaring the intent for Sunset City Corporation to petition the North Davis Fire District for annexation. Shortly after the adoption, Sunset City provided the North Davis Fire District with the formal request for annexation. Ms. Rogers stated that the North Davis Fire District Administrative Control Board is being asked to approve Resolution No. 2018R-11, a request for Clearfield City acting as the governing authority of the North Davis Fire District to annex Sunset City and all real property into the corporate limits of the North Davis Fire District.

Ms. Rogers provided the board members with two hypothetical timelines (*attachment B*), *an annexation of Sunset City timeline and reorganization of the North Davis Fire District from a Special Service District to a Local Service District timeline*. Ms. Rogers and Chief Becraft agreed that because of noticing requirements, there would be no possible way for the annexation to be complete before the end of calendar year 2018. Chief Becraft stated that if all goes well, the annexation of Sunset City and the reorganization could be complete in April or May 2019.

Board Member Nelson asked the benefit of reorganizing from a Special Service District to Local Service District. Chief Becraft stated Title 17 of Utah Code will allow for the North Davis Fire District to reorganize from a Special Service District to a Local District. Reorganizing to a Local District will allow for the district to have a local governing body. For example, the North Davis Fire District Administrative Control Board would be the official governing body and it would eliminate the need for Clearfield City to act as the governing body. The North Davis Fire District would no longer need Clearfield City (the current governing body) to approve the district's budget and receive their financial reports.

Board Member Craythorne stated when the North Davis Fire District was created, it was required to have sponsoring agency to act as its governing body. Chairman G. Petersen stated the reorganization of the North Davis Fire District is a benefit to Clearfield City. He stated that currently, the North Davis Fire District is listed as a component of Clearfield City and is included in their financial statement and any debt of the North Davis Fire District counts against Clearfield City.

a. Public Hearing: No Comment

Board Member Craythorne motioned to close the public hearing. Board Member Chatterton seconded the motion. The motion passed unanimously

b. Possible Action

Board Member Chatterton motioned to approve Resolution 2018R-11, a Resolution Requesting That Clearfield City acting as the Governing Authority of the North Davis Fire District Take All Necessary and Appropriate Action to Annex Sunset City and All Real Property Within Its Corporate Limits into the North Davis Fire District to close the public hearing. Board Member N. Peterson seconded the motion. The motion passed unanimously

Roll Call Vote:	Board Member Craythorne - aye	Board Member Chatterton - aye
	Board Member Roper - aye	Board Member N. Peterson - aye
	Chairman G. Petersen – aye	Board Member Nelson – aye

Board Member Wiggill and Board Member Madsen thanked the board. Chairman G. Petersen and other members of the board agreed that the Sunset City Council (Board Member Madsen and Board Member Wiggill) are doing great things for both Sunset the North Davis Fire District.

10. Consideration of Approving the North Davis Fire District Administrative Control Board Meeting Schedule for Calendar Year 2019

Board Member Craythorne motioned to approve the North Davis Fire District Administrative Control Board Meeting Schedule for Calendar Year 2019 Board Member Chatterton seconded the motion. The motion passed unanimously

Chief Becraft reminded the board that the North Davis Fire District Annual Awards Banquet will be held on January 30, 2019 at Timbermine Steakhouse. He stated more information will be provided in the next few weeks.

11. Discussion of North Davis Fire District Approving Current State of Utah Emergency Medical Service (EMS) Guidelines that are Administered Through North Davis Fire District Standard Operating Procedures

Chief Becraft stated that in the North Davis Fire District Standard Operating Procedures, the district always adopts the State Bureau of Emergency Medical Service protocols for districts level of service. He stated that the State of Utah has transitioned into using the National Registry. Tammy Goodin with the Bureau of EMS recommended that minutes from a board meeting include the acknowledgement that the district is following the current State of Utah Emergency Medical Service (EMS) Guidelines that are administered through North Davis Fire District Standard Operating Procedures.

12. Fire Chiefs Report

Chief Becraft provided the following information to the board:

- The North Davis Fire District has received numerous calls from EMAC (Emergency Management Assistance Compact), requested that we send as many firefighters and fire engines as possible to Los Angeles. Chief Becraft expressed his sympathy for Los Angeles and those affected by the fires. He then stated that the North Davis Fire District does not have enough staffing and resources available to send away. Larger agencies send firefighters and equipment and probably not feel the direct impact. Chief Becraft stated the best way for the North Davis Fire District to help is to "back-up" agencies who can send resources.
- AT&T FirstNet – The North Davis Fire District has begun switching cellular devices to the FirstNet program. There are upfront costs for equipment associated with the switch. However, in the future, the district should save nearly \$400 each month just by switching to the FirstNet program.
- The Fire Chiefs within the county who utilize the Davis County Sheriff's Office for paramedic services are currently working with the sheriff's office and the Davis County Attorney to draft a fair paramedic service fee agreement. Several meetings have been held and a new agreement will be drafted similar to that of Weber County.
- The Tier 1 Non-Contributory Retirement is underfunded by nearly \$14 million as a result of a mistake at the state level. The State of Utah claims that a software glitch caused the reallocation of money to other departments. If fire departments are required to refund the Tier 1 Non-Contributory Retirement for firefighter, it could increase the retirement contribution of the district 5% (approximately \$80,000). Chief Becraft stated that several committees have been created to find away to create a fix. He then stated he is hopeful of a good administrative solution.

Ms. Rogers stated the Fiscal Year 2018 being conducted by Ulrich and Associates is nearly complete. A report will be provided to the board during the December board meeting.

13. Other: None

14. Motion to Adjourn

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

Passed and adopted the 20th day of December, 2018.



Gary Petersen, Chairman





Misty Rogers, District Clerk