



NORTH DAVIS FIRE DISTRICT
BOARD OF TRUSTEES
Station 41, 381 North 3150 West
West Point City, UT 84015
(801)525-2850 ext. 102

Timothy E. Roper, Chairman
Howard Madsen, Vice-Chairman
Erik Craythorne, Board Member
Mark Shepherd, Board Member
Jerry Chatterton, Board Member
Nike Peterson, Board Member
Scott Wiggill, Board Member
Chad Bangarter, Board Member
Gary Petersen, Board Member

Mark Becraft, Fire Chief
John Taylor, Deputy Fire Chief

BOARD OF TRUSTEES MEETING
May 28, 2020 – 6:00 PM

Meeting minutes from the North Davis Fire District Board of Trustee Meeting held at Station 41, 381 North 3150 West, West Point City, UT 84015 on May 28, 2020 at approximately 6:00 PM. This public meeting was held electronically in accordance with the March 18th, 2020 Executive Order 2020-5 issued by Governor Herbert: 2020-5: Suspending the Enforcement of Provisions of Utah Code § 52-4-202 and § 52-4-207, and Related State Agency Orders, Rules, and Regulations, Due to Infectious Disease COVID-19 Novel Coronavirus

The public had the ability to monitor or listen to the meeting electronically as well as provide public comment by joining the Zoom Meeting or connecting via telephone. Members of the public also had the opportunity to participate in the Citizen Comment item via email prior to the meeting. Comments must have been emailed to mrogers@nofires.org prior to the 6:00 PM Board Meeting. The subject line must have been designated as “Citizen Comment – May 28, 2020 Board of Trustees Meeting” and the email body must have included the citizens first & last name and address and a succinct statement of their comment.

Board Members Present: Chairman Timothy E. Roper, Vice-Chairman Howard Madsen (via Zoom), Chad Bangarter (arrived at 6:43 pm), Jerry Chatterton, Nike Peterson, Scott Wiggill (arrived at 6:26 pm), Gary Petersen, Mark Shepherd, and Erik Craythorne

Staff Present: Fire Chief Mark Becraft, Deputy Fire Chief John Taylor, Misty Rogers, Treasurer Nicole Nelson

Excused:

Visitors: Susie Becker (Zions Bank) – via Zoom

- 1. Call to Order:** Chairman Roper called the Board of Trustees Meeting to order.
- 2. Invocation or Inspirational Thoughts:** Provided by Board Member Chatterton.
- 3. Pledge of Allegiance:**
- 4. Citizen Comment:** No comment
- 5. Consideration of Approval of Minutes from the April 16, 2020 Board Meeting**

Ms. Rogers stated that the following amendments had been made to the minutes from the April 16th board meeting.

- Extending the Local Emergency Declaration (page 3) - Board Member Shepherd's vote was amended from nay to aye.
- FY2021 Budget Discussion (page 7) - Chief Becraft's statement was amended to read "However, the use of impact fees and fund balance would not be sustainable or a permanent solution".

Board Member Shepherd motioned to approve the amended minutes from the April 2020 Board Meeting. Board Member N. Peterson seconded the motion. The motion passed.

Roll Call Vote:

Chairman Roper (non-voting member)

Vice-Chairman Madsen (via Zoom) – Aye

Board Member Chatterton – Aye

Board Member Shepherd – Aye

Board Member G. Petersen – Aye

Board Member N. Peterson – Aye

Board Member Bangerter – Not in Attendance

Board Member Wiggill – Not in Attendance

Board Member Craythorne – Aye

6. Consideration of Approval of the North Davis Fire District Bills for April 2020

Ms. Rogers stated that purchases made the month of April included the following:

- Amazon – COVID-19 Pandemic supplies which included non-contact thermometers, LED UV cleaners and sanitizers, safety goggles, duty boots, uniform for crew members, and floor squeegees.
- Apparatus Equipment – Repair of the 2015 Pierce which included replacing the crank case, power steering leak, replacement of rear brakes and drums, replacement of front brake pad, oil change, replace filters, etc.
- Bell Janitorial – Extra cleaning supplies, toilet paper, and paper towels.
- Boundtree & Henry Schein – Additional medical supplies and personal protective equipment.
- J-Comm – Handheld radios.
- Sam's Club – Extra housekeeping supplies.

Board Member N. Peterson asked what was purchased from "RDJ" in the month of April. Ms. Rogers stated posters for the pub-ed program were purchased from RDJ. The posters were going to be used during the public addresses at the local schools and for the NDFD Fire Prevention Open Houses. Board Member N. Peterson asked why the District paid Zion's Bank approximately \$18,000 in April. Ms. Rogers stated that the \$18,000 payment to Zions

Bank was for the debt service payment. But then she apologized and stated that she was wrong, the payment was actually for credit card purchases which occurred in March 2020. The payment for the credit card charges occurred early in the month of April 2020. Ms. Rogers then reminded the board that during the month of March the District purchased many COVID-19 response supplies and emergency supplies. Board Member G. Petersen motioned to approve the bills from April 2020. Board Member Chatterton seconded the motion. The motion passed.

Roll Call Vote:

Chairman Roper (non-voting member)

Vice-Chairman Madsen (via Zoom) – Aye

Board Member Chatterton – Aye

Board Member Shepherd – Aye

Board Member G. Petersen – Aye

Board Member N. Peterson – Aye

Board Member Bangerter – Not in attendance

Board Member Wiggill – Not in attendance

Board Member Craythorne – Aye

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

Ms. Rogers stated that ambulance revenue is looking good and call volumes continue to increase, however, there seem to be fewer patient transports. It is anticipated that the District will collect at least the budgeted amount of property tax revenue for FY2020, if not more. Ms. Rogers informed the board that employee wages, vehicle maintenance, and professional services will likely need to be amended in the FY2020 Budget.

Board Member Chatterton asked if Fire Recovery bills for residential fires. Chief Becraft stated that in most cases Fire Recovery does bill insurance companies for residential fires. However, if the insurance does not pay, the homeowner is not to be billed.

Board Member Craythorne motioned to approve the NDFD Financial Report. Board Member G. Petersen seconded the motion. The motion passed.

Roll Call Vote:

Chairman Roper (non-voting member)

Vice-Chairman Madsen (via Zoom) – Aye

Board Member Chatterton – Aye

Board Member Shepherd – Aye

Board Member G. Petersen – Aye

Board Member N. Peterson – Aye

Board Member Bangerter – Not in attendance

Board Member Wiggill – Not in attendance

Board Member Craythorne – Aye

8. Discussion, Public Hearing and Consideration of Resolution 2020R-05, a Resolution Fixing & Prescribing a Policy for Impact Fees for Public Safety Facilities; Adopting an Impact Fee Analysis for the Provision of Said Facilities, Establishing a Service Area for Purposes of Equitable Distribution of Public Safety Impact Fees, and Other Related Matters

Public Hearing – No Comment

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

Roll Call Vote:

Chairman Roper (non-voting member)

Vice-Chairman Madsen (via Zoom) – Aye

Board Member Chatterton – Aye

Board Member Shepherd – Aye

Board Member G. Petersen – Aye

Board Member N. Peterson – Aye

Board Member Bangerter – Not in attendance

Board Member Wiggill – Not in attendance

Board Member Craythorne – Aye

Chief Becraft stated that Zion's Bank recently completed an Impact Fee Analysis and an Impact Fee for Public Safety Facilities Plan on behalf of the North Davis Fire District. He then provided the board with an overview of both Impact Fee Analysis and an Impact Fee for Public Safety Facilities Plan. Results from the study indicated that call volume for the North Davis Fire District will likely increase by more than 400 calls within the next few years and that the District is currently operating at capacity. The plan included the need to purchase a new ladder truck and add a third station within the next few years.

Board Member N. Peterson asked if the District would lose revenue on the Lifetime project if the recommended Impact Fees were approved. Chief Becraft stated that the amount of Impact Fees that the District will receive from the Lifetime project will be substantially less if their permit is pulled 90-days after the adoption of the proposed Impact Fees. He then stated that he would never suggest waiting to approve a new Impact Fee Analysis and Plan until after Lifetime pulls their permit just to gain additional Impact Fees.

Chief Becraft stated that the District must provide a ladder truck for high density. There are numerous high-density housing units within the District currently under construction or will

be constructed within the next few years. Chief Becraft stated that there are many areas within the District that fall within RDA's. Board Member N. Peterson asked what percentage of commercial verses residential fall within the RDA's. Chief Becraft stated that he did not know, however, the District will contribute approximately \$402,000 to RDA's this year, which is approximately \$50,000 more than the prior year. Chief Becraft did state that the District's RDA and CDA participation percentage is not all the same for everyone.

Chief Becraft stated that if the new Impact Fee Analysis and Impact Fee for Public Safety Facilities Plan is approved, the residential impact fee will increase from \$136.68 to \$368.39 and commercial impact fees will decrease from \$0.56 per square foot to \$0.20 per square foot. He then stated that if the Board of Trustees approved Resolution 2020R-05, the new fees will become effective 90-days after adoption.

Board Member G. Petersen stated that he had just received a message from Board Member Bangerter stating that he was having difficulties trying to login to the meeting via Zoom. Ms. Rogers stated that she would send Board Member Bangerter a new invitation to the meeting in hopes of correcting the connectivity issue. Chairman Roper stated that Board Member Bangerter was on his way to the meeting.

Board Member Shepherd asked if the ladder truck included in the study had 5-story capability. Chief Becraft stated no, however there are tactical reasons as to why a ladder with 5-story capability will not work in the area and alternative tactics will need to be used. Board Member Shepherd stated that he wanted to ensure that both 5-story buildings which are coming to the area and adequate apparatuses had been accounted for in the study.

Board Member G. Petersen asked if the projects being referenced to will be sprinkled. Chief Becraft stated yes. He then informed the board that the Lifetime project which is nearly 650,000 square feet will be required to provide standby pipes throughout the building for safety of their employees and firefighters.

Vice-Chairman Madsen stated that a permit has been pulled and construction will begin shortly for a 5-story building in Sunset City.

Board Member N. Peterson asked if it were the recommendation of Chief Becraft to accept the residential rate proposed by Zions Bank but not the commercial rate. Chief Becraft stated no, he recommended accepting both the residential and commercial rate proposed by Zions Bank.

Ms. Susie Becker with Zions Bank was present and addressed the Board of Trustees via Zoom. She explained how residential and commercial rates were calculated.

Board Member G. Petersen motioned to approve Resolution 2020R-05, a Resolution Fixing & Prescribing a Policy for Impact Fees for Public Safety Facilities; Adopting an Impact Fee Analysis for the Provision of Said Facilities, Establishing a Service Area for Purposes of Equitable Distribution of Public Safety Impact Fees, and Other Related Matters. Board Member N. Peterson seconded the motion. The motion passed.

Roll Call Vote:

Chairman Roper (non-voting member)

Vice-Chairman Madsen (via Zoom) – Aye

Board Member Chatterton – Aye

Board Member Shepherd – Aye

Board Member G. Petersen – Aye

Board Member N. Peterson – Aye

Board Member Bangerter – Aye (*arrived at 6:43 pm*)

Board Member Wiggill – Aye (*arrived at 6:26 pm*)

Board Member Craythorne – Aye

9. Discussion, Public Hearing and Consideration of Resolution 2020R-06, a Resolution Adopting a Tentative Budget for Fiscal Year 2021

Public Hearing – No comment

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

Roll Call Vote:

Chairman Roper (non-voting member)

Vice-Chairman Madsen (via Zoom) – Aye

Board Member Chatterton – Aye

Board Member Shepherd – Aye

Board Member G. Petersen – Aye

Board Member N. Peterson – Aye

Board Member Bangerter – Aye

Board Member Wiggill – Aye

Board Member Craythorne – Aye

Chairman Roper stated that good conversations had occurred between him and members of the board regarding the FY2021 budget. He then stated that there are many “good thoughts” which should be shared with one-another. He then turned the time over to Chief Becraft.

Chief Becraft stated that there had been several changes to the FY2021 Draft Budget which had been presented to the board in March. The FY2021 Tentative Budget being presented to the board during this meeting included the removal of the Station 42 remodel from “Capital Funds Expenses”, decreasing the hiring of six additional full-time firefighters to the hiring of

three full-time firefighters, and keeping the three Captain promotions. Chief Becraft stated removing three full-time firefighter positions decreased the wages, healthcare, retirement, uniform allowance, etc. He then stated that the Department of Health Care Assessment charge (QAZ) has increased drastically. The District has no control over this increase, the charge to the district is calculated by the State of Utah.

Board Member Bangerter asked Chief Becraft if what he was stating to the board was written and included in the board packet. Ms. Rogers stated the information that Chief Becraft was providing to the board were her notes. She then stated that a summary of the same information had been emailed out to each member of the Board of Trustees the prior Thursday or Friday.

Chief Becraft stated that the changes to the FY2021 Tentative Budget will require the use of Impact Fees and Fund Balance to balance the budget. The tentative budget indicates the use of an appropriation \$55,000 of Impact Fees and \$45,000 budgeted Impact Fee revenue and an appropriation of \$173,906 of Fund Balance. Chief Becraft stated that consideration of the adoption of a final budget for FY2021 and public hearing is scheduled for June 18, 2020 at 6:00PM. He then stated that the District has not received a property tax rate and that is problematic when creating a budget. Ms. Rogers stated that Davis County anticipates property tax rates being released on approximately June 8th.

Chief Becraft stated that he would be available to answer any questions that the board may have. He then turned time over to Treasurer Nicole Nelson to address the board. Ms. Nelson stated that the anticipated beginning fund balance is approximately \$831,399, this includes the \$138,000 which is set aside in a Fleet Fund. It is anticipated that the District will receive \$15,000 in interest during FY2021, \$75,000 will be transferred in from the General Fund for Fleet as per the fleet schedule, and \$43,000 will be used for Capital Projects Expenditures. This will leave an ending balance of approximately \$879,022.

Board Member G. Petersen asked Ms. Nelson if the change from the Capital Fund Balance report presented to the board in March, to the report currently being presented, only included the removal of the remodel of Station 42. Ms. Nelson stated that was correct.

Ms. Nelson stated that the proposed FY2021 Tentative Budget includes the following:

- Capital Project Expenses - The Defibrillator Program and the purchase of NFPA/OSHA Compliant Multi-Use Helmets.
- Fleet Expenditures – A transfer of \$75,000 in from the General Fund to be set aside into the Fleet Fund. No fleet purchases are planned to occur in FY2021. The Fleet Schedule is attached.
- Debt Service Fund Balance – Funds are deposited into the account which are used for the debt service payment of Station 41. This fund typically receives minimal interest.
- Revenues are anticipated to be as follows:
 - Ambulance Revenue \$1,146,479 (same as in prior year)
 - Fire/Incident Recovery \$50,000 (same as prior year)
 - Impact Fees \$45,000 (same as prior year)

Board Member Craythorne asked Ms. Rogers if the District budgeted or collected \$47,000 in Impact Fees in FY2020. Ms. Rogers stated that in FY2020 the District budgeted \$45,000 in Impact Fees revenue, however the District has currently collected approximately \$47,000.

- Interest Income - \$40,000

Board Member G. Petersen asked why the Interest revenue of FY2021 is significantly more than in FY2020. Ms. Rogers stated that over the past several years, the District has ended the budget year with nearly \$40,000 of interest income. Therefore, it was decided that the FY2021 budget should more closely reflect the interest income that the District has been receiving. Board Member G. Petersen stated that interest rates have decreased over the past year, he then asked that if lower interest rates had been considered when projecting interest income. Ms. Nelson stated no; however, she would review the projected interest income and current interest rates. Board Member G. Petersen stated that there is “no way” that the District will receive \$40,000 in interest during FY2021. Ms. Nelson stated that with two months left in FY2020, the PTIF had received \$40,000 in interest income and she anticipates that by the end of the fiscal year the interest income from the PTIF to be closer to \$50,000. Board Member G. Petersen asked if anyone knew what the current interest rates are. Ms. Nelson stated that she was aware that rates had slightly decreased, but not as much as in the past. Board Member G. Petersen stated that he is concerned that \$40,000 of interest revenue is too high and should be lowered to \$20,000 or \$25,000. He then asked Ms. Nelson to complete an analysis of interest income to ensure proper budgeting.

- Fee in Lieu \$165,000 (same is in prior year)

- Property Tax Collection \$3,272,878

Ms. Nelson stated that the District received more property tax revenue in FY2020 than in the prior years. Therefore, property tax revenue was increased to account for what was received at audit end, in addition to what should be received from Sunset.

Board Member Shepherd asked if the proposed budget indicates using the certified rate. Chief Becraft stated yes.

Ms. Rogers informed the board that the Property Tax Contribution to Other Gov. (RDA) has increased from \$352,496 to \$402,792. She then stated that the FY2021 Budget will reflect that change.

Board Member Craythorne asked for an explanation on how the proposed property tax revenue was calculated for FY2021. Ms. Rogers stated that the property tax revenue for FY2021 was determined by adding the property tax revenue from Sunset City \$230,000, Fee in Lieu \$165,000, Property Tax Revenue received at the end of FY2019, and an increase for growth. Ms. Nelson stated that the Fiscal Year 2019 audit indicated that the District received \$3,000,000 in property tax revenue in addition to the contract amount from Sunset City.

- Appropriation of Restricted Impact Fees \$100,000. Ms. Nelson stated the total debt service is approximately \$229,000. Ms. Rogers stated the debt service payment increased to approximately \$250,000 for FY2021

- Appropriation of Fund Balance \$173,906
Board Member G. Petersen stated that “appropriation of fund balance simply means we are using our reserves to balance this budget”. Ms. Nelson stated correct. Board Member G. Petersen then firmly stated “that was not part of our discussion Chief, so I am very much opposed to that.” Chief Becraft stated “okay”.

Board Member Bangerter asked if the District is restricted the same as a city with regards to fund balances. Ms. Nelson stated that a District is allowed to hold in fund balance up to the total budgeted expenditures for the year in addition to 100% of the property tax received in the year. She then stated that the District could transfer funds out of the General Fund and into Capital Projects for future expenses. At the end of FY2019 the fund balance was \$1.4 million that was unrestricted funds. Using the prior budget, and approximately \$128,000 of fund balance to balance the budget, the unrestricted funds balance will decrease by that amount.

Board Member G. Petersen stated the proposed budget indicates the use of \$100,000 of Impact Fees (one-time money) and \$120,000 fund balance to balance the budget.

Board Member N. Peterson stated that the North Davis Fire District is nearly \$250,000 short in revenue.

Board Member Craythorne asked for clarification on how the proposed Property Tax Revenue was calculated. Ms. Nelson stated that the FY2019 Audit Report indicated that the District received \$3,000,000 in property tax revenue. Property tax revenue was calculated by adding \$3,000,000 from what was reported in FY2019, \$230,000 for property tax revenue from Sunset City, approximately 2% growth and historical data.

Board Member G. Petersen stated that part of the problem is because the District must project revenue off the FY2019 audit to create a budget for FY2021 because FY2020 has not ended.

Board Member Bangerter stated that Sunset City had paid the District a contract amount of approximately \$195,000 each year. He stated that he was under the impression that the cost to Sunset City would remain consistent and he was concerned that the District may not receive \$230,000 in Property Tax Revenue from Sunset City. Ms. Rogers stated that she had reached out to Heidi Voordeckers with Davis County to discuss valuations and Property Tax Revenue. It was projected with the current valuations and the current tax rate the District would receive approximately \$230,000 of Property Tax Revenue from Sunset City.

Board Member Bangerter stated that when Sunset City entered into the contract for service with the District it seemed that valuations and revenues were determined off of the potential fees. Now, the cost is \$30,000 more than it was in the prior years. Ms. Rogers asked Board Member G. Petersen to assist with explaining the details of the contract with Sunset City.

Board Member G. Petersen stated that the contract with Sunset City stated that they would be assessed each month based on the actual tax rate of the district multiplied by the valuation over a 12-month period. If the amount of Property Tax Revenue increases for the District, it would be due to valuations and property tax rates.

Chief Becraft stated that the District's personal property tax collection is rarely consistent. Ms. Rogers reminded the board that the District paid back Davis County nearly \$100,000 in FY2019 and still ended the fiscal year with collecting approximately \$3,000,000 in property tax revenue. Ms. Nelson stated that she projects the District will receive \$3,000,000 by the end of August 2020 in addition to the \$230,000 from Sunset.

Board Member Craythorne stated the personal property tax and property tax were affected by the recession that hit approximately 10 years ago. Less people were registering vehicles, cars, etc. During the last recession property taxes were received, but they were not received on time and that created hardships for the District and other entities. Board Member Craythorne stated that the effects of COVID-19 and the economy are concerning. He then recommended that the board consider completing the Truth in Taxation to buy time and to hopefully see where FY2020 ends up with regards to revenues. Chairman Roper and Board Member N. Peterson agreed that the Board of Trustees must be cautious.

Chief Becraft stated that as other entities raise their rate, the District's portion of Fee in Lieu decreases. Ms. Rogers stated that she recommended holding a Truth in Taxation to allow the Board to consider all options as well as to be fair to the public.

Board Member Craythorne agreed that holding Truth in Taxation could provide the Board of Trustees and administration time for better planning. He then stated that he had recently discussed revenue and upcoming budgets with numerous mayors, and they agreed that revenue streams will be difficult to project.

- Wages include the hiring of three full-time firefighters, the promotion of three captains, a part-time office or human resource person and merit increases and adjustments from the wage study.

Board Member G. Petersen stated that the board had not seen the wage study completed by administration. He then stated that before wages are approved the board should review the study. Board Member Shepherd agreed. Chief Becraft stated that the wage scale is included in the packet. He stated two years ago the Board gave instruction for administration to complete a wage study every other year. Two years ago, the wages were extremely low, and employees' wages were brought to mid-market or above. When the wage study was completed this year, it was found that the majority of NDFD employees will remain at mid-point for their range if they receive a 3% merit. Chief Becraft then stated that the District needs to keep competitive wages and benefits, or we will continue to lose employees. He then stated that there are discrepancies in executive positions and that data is provided to the board. Chief

Becraft stated that information used in the wage study came from agencies with similar call volumes, Weber Fire, Layton Fire, North View Fire, and South Davis Metro.

Board Member Craythorne stated that it is important that wage studies include information obtained from like agencies with similar call volumes. He then asked how Layton Fire's budget compares to that of the North Davis Fire District. Chief Becraft stated that he contacted Layton Fire because they have similar call volumes and the District loses employees to Layton.

Chief Becraft stated, the call volume of Weber Fire is similar to that of the District. Weber Fire has 105 employees, paramedic service, has more stations and their budget is over \$10 million. Chief Becraft then stated that paramedic service provided by Weber Fire is subsidized by Weber County. He then stated that North View Fire has two fire stations, run half of the number of calls than the District, and have an annual budget of \$3.2 million. The North View Fire does not include their debt service in their \$3.2 million budget.

Chief Becraft informed the board that many city operated fire departments typically do not include the debt service, purchase of fleet, professional fees, and lease obligations in their budget. These expenses are typically found within the city budget. For example, Roy Fire has an annual budget of \$4.1 million, 12 full-time employees including paramedics, and has the same call volume as the District. However, capital items, professional services, IT, etc. are not being paid for out of the fire department budget. Chief Becraft stated comparing NDFD to like departments is difficult. Board Member Craythorne agreed that it is difficult to find close comparisons.

Board Member Bangerter asked how three Captain's promotions would cost the District. Chief Becraft stated that it would depend on the position from where the person is promoting from. Ms. Rogers stated that adding one full-time firefighter with benefits costs the District approximately \$80,000. Adding three full-time firefighters and three Captain's promotions will cost the District just under \$300,000.

Board Member Bangerter asked what the benefit would be to the residents of the District by adding three additional full-time firefighters and three captains' promotions. Ms. Rogers stated that it is important for each board member to understand the role and responsibility of each position and if they need clarification of the roles of each position, they should ask.

Chief Becraft stated each year he reviews the quadrennial report for the District. This includes call volumes, response areas, and minimum manning requirements. He then provided the board with NDFD statistics for the past year. Chief Becraft stated that between July 1, 2019 and May 21, 2020 (295 days into the fiscal year) the District has been short one or more positions 172 times. 58% of those days that the District ran short and 127 of those times there has not been "Battalion Chief" position filled

because the Battalion Chief has been forced to ride the engine as an officer because of an unfilled shift. On 38 occasions (10%) there was no certified Captain or Battalion Chief on duty. Chief Becraft clearly expressed concern that out of 295-days, 172 times shifts were not filled and manning at Station 41 was at two which significantly limits the safety of the community, residents, and firefighters.

Chief Becraft stated that the fire service strives to follow NFPA standards. He then read the following NFPA report to the board: "The fire department shall minimum company staffing levels as necessary to meet deployment to critical criteria required to ensure that sufficient number of members are assigned on duty and available to safely respond with each company. The standard is for each company to have an officer, a captain because they are combat firefighters". Chief Becraft then stated that the District is required to have a safety officer and chief officer on every working incident, this is nothing different than any other fire department including the departments surrounding the District.

Chief Becraft stated that it is his duty to inform the Board of Trustees that the North Davis Fire District is not fulfilling the minimum staffing requirements. He then stated that hiring part-time firefighters will not solve the problem and, in most cases, part-time firefighters are not able to fill sick leave shifts. Chief Becraft stated that currently the only way that the District can provide minimum staffing is by paying full-time firefighters overtime to work unmanned shifts. He then stated that in many cases it is even difficult to get a full-time firefighter to work additional overtime.

Board Member Shepherd stated the simple answer to residents is that the District is short-handed and more full-time employees are needed. He then stated that accepting the certified rate and dipping into reserves should not be the way to fund the hiring of additional personnel. Board Member Shepherd stated hiring of employees are continuous costs from year to year, not a one-time cost.

Chief Becraft stated "respectfully" using reserves was the only way to bring the board a balanced tentative budget.

Board Member Craythorne stated that because it is known that the District is deficient, budgeting for FY2021 should be the same as what was budgeted in the prior year including property taxes. He then stated that the appropriation off impact fees and fund balance be removed from the FY2021 budget. Board Member Craythorne and Board Member Shepherd both expressed concern with budgeting a 3% increase to employee wages because of the uncertainty of the year. Board Member Craythorne stated that every Mayor that he had recently spoken with said that they would not be providing wage increases to staff. He then stated that Chief Becraft did provide a wage study as he had been instructed, however this year may not be the year to provide any increases.

Board Member Craythorne stated that seven or eight years ago the board made a goal to save money by returning money to fund balance every year to either upgrade

Station 42 or to construct a new station. However, over the years the District has not been able to achieve that goal. Board Member Craythorne recommended the board create a policy that Impact Fees be set aside for future improvements to Station 42 or for the construction of a new station.

Board Member G. Petersen stated that if entities are not providing wage increases this year the District wages will not fall behind. Chief Becraft stated that no wage increases may be true for cities, however Fire Chiefs from surrounding agencies are planning to provide their employees with wage increases.

Board Member Shepherd stated that unlike cities, the North Davis Fire District does not receive sales tax. The revenue sources for the District are from property tax and ambulance collections. Property taxes are typically a more reliable source of revenue. Board Member Shepherd then stated that instead of an increase to employee wages, the board may need to consider hiring the three additional full-time firefighters.

Board Member Bangerter stated that Sunset is going to provide their employees with a 2% increase. He then stated that the Board of Trustees need to find a way to provide the fire department with what they truly need to safely work. Board Member Bangerter then stated that as he reviews the budget, he sees continual ongoing revenue. He asked why the District has not raised ambulance rates, etc. Chief Becraft stated that the District has not increased ambulance revenue in three years. Board Member G. Petersen stated that the District ambulance fees are set at the maximum allowed.

Board Member Bangerter asked if the three full-time firefighters will decrease the number of times that the district runs short. Chief Becraft stated that Station 42 in Clearfield currently has and will continue to have six firefighters assigned to that station. When the District is undermanned, it is at Station 41. This leaves West Point and the surrounding areas with limited protection. Chief Taylor stated that the minimum staffing will not change even if the District hires three additional firefighters.

Board Member Bangerter stated that manning issues and upgrades to Station 42 need to be resolved as they are concerning.

Board Member G. Petersen stated that as the job market decreases it is possible that the District may receive more employment interest over the next few months. He then expressed the need for the District to be conservative with budgeting. Board Member G. Petersen then recommended that the budget be redrafted to balance without the use of impact fees or fund balance.

Board Member G. Petersen stated that Impact Fee is one-time money and that the Impact Fee Study has indicated that the district needs to acquire an \$850,000 apparatus within the next two years. Board Member G. Petersen stated that Impact Fees could be used for the new apparatus. Chief Becraft stated that only

Commercial Impact Fees can be used towards apparatus. Board Member G. Petersen then stated that Impact Fees could be used for the construction of a new station. He then agreed with Board Member Craythorne that the board should create a policy to not use Impact Fees.

Board Member Craythorne expressed concern with approving FY2021 Tentative Budget which had been presented to the board. He recommended that a motion to approve the FY2021 Tentative Budget be made with exceptions and criteria to meet. Board Member Craythorne stated that over the past few years budgets have been approved that he was not fully supportive of. He then stated that there needs to be alternative thinking when preparing the budget to keep the District fiscally responsible.

Chairman Roper agreed that it is important that the District have priorities and create goals with how to achieve those goals. He then stated that when administration began creating this budget, COVID-19 and other circumstances beyond our control had not occurred.

Board Member N. Peterson stated that creating a budget is time consuming and can be difficult for administration. Prior to staff creating a budget, the board should plan and set goals with their direction. She then stated that board planning, setting goals, and discussing the budget early in the year would allow for better budgeting and create less frustration for both the board and staff.

Chairman Roper stated that “as a board we need to own that” and need to provide administration with “good” direction. He then stated that the District has serious needs and administration is doing their best to provide a good budget.

Board Member N. Peterson stated that the board has a lot to consider and that decisions could potentially have a negative impact on the District in the future. She then stated that administration provided the board a balanced budget just as they had been asked to do.

Board Member G. Petersen stated that Board Member Bangerter made a comment that if the District needs one or two hundred thousand dollars, the board should try to make that work. Board Member Bangerter corrected Board Member G. Petersen by saying what he meant was that if additional revenue is needed for the safety of the community and firefighters, then the board should try to make that work.

Board Member G. Petersen stated that the safety of the firefighters and community is important to him. He then stated that with a \$5 million budget, the District should have been budgeting conservatively in the past to have adequate funds in reserves for circumstances such as COVID-19 or other circumstances beyond anyone’s control. Board Member G. Petersen stated the board and administration need to create a new way of thinking and to never use fund balance. He then stated that the District begins its fiscal year on July 1st but they will not collect property tax revenue until

approximately December. He then expressed concern how the District would operate between July, and when property tax is received in December, without fund balance. Board Member G. Petersen stated that the District currently has \$1.4 million in reserves, but the District should have over \$3 million. He stated that the District is “living on the edge.” Board Member G. Petersen stated that he does not know if the board or even administration understand that fund balance should be “double or triple” what the District currently has in reserves.

Board Member N. Peterson stated that she appreciates the budget presented as it has sparked discussion which has not been had by the board since she became a board member. She then stated if the process of the board is refined, the direction to administration and staff will create better results. Board Member N. Peterson stated that staffing and safety are extremely important.

Board Member Wiggill stated the economy had been great over the past few years. He then stated that he does not feel as if he has been privileged to all the information regarding the District. For example, until the March 2020 meeting, he was unaware that Station 42 needed remodeling, the need for additional full-time firefighters, and other deficiencies. Board Member Wiggill stated that discussions as a board should have been occurring earlier.

Ms. Rogers apologized to the board if they felt that budget items were “dropped in their lap” as that had not been the intent. She stated that administration wants to provide the board with a good and fiscally responsible budget. Ms. Rogers then requested that the Board of Trustees hold additional meetings to allow for more discussion, direction, and education. She then thanked the board for their comments.

Board Member N. Peterson stated that the Board of Trustees should hold additional meetings when necessary. She then stated that she collects a stipend for attending a Board of Trustees meeting once a month for approximately one-hour. She stated that if the Board of Trustees needs to meet more, and she will not, then she should not receive a check. Board Member Wiggill agreed.

Chairman Roper stated that Chief Becraft is willing to meet with any board member to discuss the budget, the needs of the district, and educate the board.

Chief Becraft stated that he is open to the boards’ direction and administration will take the direction with a good attitude. He then stated that even if the appropriation of impact fees and fund balance is removed, there will likely still be a shortfall. Board Member G. Petersen stated that the board understands that the next budget presented to the board may still be short. He then stated that the board looks to the Chief for planning for this year, next year, and the year after.

Chief Becraft stated that the only way the District receives ongoing money is through property tax. Board Member N. Peterson stated planning early will allow for the board to look at options and determine if rates need to be accepted or held.

Board Member Shepherd motioned to approve the FY2021 Tentative Budget with the understanding that there is a freeze on wages, the hiring of full-time employees, and capital expenditures until the board and administration can obtain a better understanding of the budget, revenue, property tax rate, etc. occurs. Board Member G. Petersen seconded the motion. The motion passed

Chief Becraft asked if the part-time Human Resource (HR) position could be filled. Board Member Shepherd stated that administration should hold off hiring for the part-time HR position.

Roll Call Vote:

Chairman Roper (non-voting member)

Vice-Chairman Madsen (*left the meeting early*)

Board Member Chatterton – Aye

Board Member Shepherd – Aye

Board Member G. Petersen - Aye

Board Member N. Peterson – Aye

Board Member Bangerter – Aye

Board Member Wiggill – Aye

Board Member Craythorne – Aye

10. Discussion and Consideration of Resolution 2020R-07, Local Emergency Declaration by the North Davis Fire District

Chief Becraft stated that the North Davis Fire District has entered a Memorandum of Understanding (MOU) with Davis County which designates Station 41 as an alternative care site for First Responders who have tested positive for COVID-19. Chief Becraft stated that because of the unknowns related to the COVID-19 Pandemic, Davis County recommends that North Davis Fire District again file a Local Emergency Declaration.

Board Member Shepherd stated that he did not believe that it was necessary for the North Davis Fire District to file another Local Emergency Declaration. Ms. Rogers stated that Davis County had decided to continue their Local Emergency Declaration and that the County recommended that the North Davis Fire District file another Local Emergency Declaration.

Board Member Bangerter stated that he supported filing another Local Emergency Declaration. He then motioned to approve Resolution 2020R-07, a Local Emergency Declaration by the North Davis Fire District. Board Member Wiggill seconded the motion. The motion passed.

Roll Call Vote:

Chairman Roper (non-voting member)

Vice-Chairman Madsen (*left the meeting early*)

Board Member Chatterton – Aye

Board Member Shepherd – Aye
Board Member G. Petersen – Aye
Board Member N. Peterson – Aye
Board Member Bangerter – Aye
Board Member Wiggill – Aye
Board Member Craythorne – Aye

11. Discussion and Consideration of Resolution 2020R-08, Amendments to the North Davis Fire District Policies

Ms. Rogers stated that the board had discussed amendments to the North Davis Fire District Policies several times over the past few months. She then thanked the Board Members who had read the document and had assisted with the amendments.

Board Member Shepherd motioned to approve Resolution 2020R-08, Amendments to the North Davis Fire District Policies. Board Member N. Peterson seconded the motion. The motion passed.

Roll Call Vote:

Chairman Roper (non-voting member)
Vice-Chairman Madsen (*left the meeting early*)
Board Member Chatterton – Aye
Board Member Shepherd – Aye
Board Member G. Petersen - Aye
Board Member N. Peterson – Aye
Board Member Bangerter – Aye
Board Member Wiggill – Aye
Board Member Craythorne - Aye

12. Fire Chiefs Report

Chief Becraft informed the board of the following:

- Public Safety Tier II – In June 2020, the Board of Trustees will be asked to approve a resolution stating that the District will contribute to the employee required contribution for the Tier II retirement.
- The “Hero’s Act” will affect the AFG grant and allow for possible stimulus.
- Chief Becraft continues to meet with the paramedic committee, Utah Association of Special District (UASD), Utah State Fire Chief, and County Chiefs.
- FEMA Grant – The District has been awarded a Region 1 FEMA Grant for the purchase of calibration stations. The District will purchase the calibration stations and then be reimbursed for 100% of the purchase price.
- Call Volumes – The District’s call volumes continue to increase. However, the number of times in which patients are being transported are decreasing. This is likely a result of the public’s fear of the coronavirus.

- Ladder Truck – if the board chooses to spec a ladder truck, it will take fourteen months for the construction of the vehicle.

Board Member Bangerter asked why the garage door area of Station 42 had been boarded up. Chief Becraft stated that while leaving for an incident, the tip of the ladder hit the garage door damaging several panels. The garage door's a specialty size, Pioneer Door will be repairing two or possibly three panels. Board Member Bangerter asked if the board is normally made aware of accidents or incidents that occur. Chief Becraft stated that in most cases the Chairman is made aware of the incident.

13. Consideration of Adjourning into a Closed Session Pursuant to §52-4-205 (1)(a), Discussion of the Character, Professional Competence, or Physical or Mental Health of an Individual. At approximately 8:40 PM, Board Member G. Petersen motioned to adjourn into Closed Session Pursuant to §52-4-205 (1)(a), Discussion of the Character, Professional Competence, or Physical or Mental Health of an Individual. Board Member Wiggill seconded the motion. The motion passed.

14. Consideration of Possible Action from Closed Session and Motion to Adjourn
Board Member Shepherd motioned that Chairman Roper meet with Chief Becraft privately to discuss his performance evaluation, he then motioned to adjourn. Board Member G. Petersen seconded the motion. The motion passed.

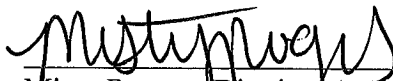
Passed and adopted the 16 day of July 2020





Timothy E. Roper, Chairman

ATTEST:



Misty Rogers, District Clerk