



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

February 21, 2019
6:00 PM

Minutes from the North Davis Fire District Administrative Control Board Meeting held at 6:00 PM on February 21, 2019 at Station 41, 381 North 3150 West, West Point City, Utah with Chairman Gary Petersen presiding.

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

Board Members Excused:

Staff Present: Fire Chief Mark Becraft, Deputy Fire Chief John Taylor 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:** Provided by Board Member Roper
- 3. Pledge of Allegiance:** Repeated by All
- 4. Citizen Comment:** None
- 5. Swearing in of North Davis Fire District Board Members**
Mark Shepherd (Clearfield City Mayor), Nike Peterson (Clearfield City Council Member) and Tim Roper (Clearfield City Council Member) were sworn in as members of the North Davis Fire District Administrative Control Board.
- 6. Consideration of Approval of Minutes from the January 10, 2019 Board Meeting**
Board Member Chatterton stated that Chief Taylor's name was spelled incorrectly on the first page of the minutes. Ms. Rogers thanked Board Member Chatterton for his assistance, she then stated that the misspelling of Chief Taylor's name would be corrected.

Board Member Chatterton motioned to approve the Minutes from the January 10, 2019 Board Meeting with the recommended correction. Board Member N. Peterson seconded the motion. The motion passed unanimously.

- 7. Consideration of Approval of the North Davis Fire District Bills for January 2019**
Board Member N. Peterson asked what "Self-Extrication Rope" is used for. Chief Becraft explained how "Self-Extrication Rope" can be used in different types of emergency situations. He then stated that extrication rope is an important piece of equipment used by the firefighters. Chief Becraft then reminded the board that the purchase of the extrication rope had been budgeted for in the Fiscal Year 2019 Budget.

Vice-Chairman Shepherd motioned to approve the North Davis Fire District Bills for January 2019. Board Member Roper seconded the motion. The motion passed unanimously.

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

Chief Becraft stated that both current revenues and expenditures of the District are acceptable. He then stated that in March, the Davis County Treasurer should be releasing regular property tax revenue as well as final settlement. Chief Becraft then reminded the board that property taxes collected through September 2019 will likely be accrued into Fiscal Year 2019.

Chief Becraft stated that Ambulance Revenue is extremely volatile and that collections can be difficult. He then stated that potential legislation could require that the District apply to be a Medicaid provider. If the Medicaid legislation is passed, the District would need to apply to be a Medicaid provider. The District would transport patients needing emergency care to emergency room. However, if the patient was in need of only minor care, Medicaid would pay the District to treat the patient at their home.

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

9. Fire Chiefs Report

Chief Becraft thanked the Administrative Control Board for attending the North Davis Fire District Annual Awards Banquet. He then stated that administration is in the process of building the budget for Fiscal Year 2020. The budget will include wages for a part-time secretary (office tech) to assist Ms. Rogers and administration with day to day operations.

Chief Becraft stated that due to significant fees associated with the accounting services, administration is considering the possibility of hiring a different accounting firm. He then stated that the District has been utilizing more accounting services than actually needed. Chief Becraft stated that in the future, the Administrative Control Board may consider appointing a board member to serve as the Treasurer of the District. This could potentially save the District a significant amount of money while adhering to good transparency and accounting practices.

Chairman G. Petersen stated that the North Davis Fire District has evolved since its creation. Early on, office staff could not take on the roll of Treasurer and the District needed to hire an accounting firm to assist with the duties. He then stated that as the District grows and additional office staff are hired, duties which include Treasurer could either be assigned to office staff or a board member. Chairman G. Petersen then stated that administration and assistance from a board member, office staff or a new accountant will continue to allow for the proper segregation of duties and functions. He then stated that the discussion of a Treasurer would be held during a future meeting. Chairman G. Petersen asked if anyone had any questions or comments.

Vice-Chairman Shepherd stated that the North Davis Fire District Budget Committee meets to discuss current and future budgetary needs. After the Budget Committee has met to discuss revenues, expenditures and the needs of the District, administration makes any recommended changes to the draft budget. Once the recommended changes are made, a tentative budget is presented to and discussed by the North Davis Fire District Administrative Control Board. Vice-Chairman Shepherd stated that in his opinion, if a board member were appointed as Treasurer, they would not need to sit on the actual budget committee. The appointed Treasurer would receive the budgetary information and discussions would occur along with the other board members. Vice-Chairman Shepherd then stated that because of Board Member N. Peterson's attention to detail and dedication to the District, she would make an exceptional Treasurer. Chairman G. Petersen, Board Member Craythorne and Board Member Roper agree that Board Member N. Peterson is extremely detailed and capable of operating as the Treasurer. The board then agreed that the Treasurer position should be discussed during the March 2019 board meeting.

Chairman G. Petersen asked Board Member N. Peterson if she would consider operating as the Treasurer of the North Davis Fire District. Board Member N. Peterson stated that she would like to discuss the position in further detail during the March board meeting.

Chief Becraft stated that the North Davis Fire District has Requested Proposals (RFP) for Insurance Brokerage Services (Liability and Workers Compensation). He then stated that administration is hopeful to obtain an insurance broker who can keep rates competitive while providing quality service.

Chief Becraft stated that the request to annex Sunset City into the boundaries of the North Davis Fire District is nearly complete. Clearfield City, acting as the Governing Body of the North Davis Fire District will take final action on March 12, 2019. Chief Becraft then stated that the reorganization of the North Davis Fire District will likely be complete in April 2019. Chairman G. Petersen requested that the reorganization and makeup of the board be discussed during the March 2019 board meeting.

Board Member N. Peterson asked if any comments had been received with regards to either the annexation of Sunset City or the reorganization of the District. Vice-Chairman Shepherd stated that Clearfield City had not received comments with regards to either the annexation or the reorganization.

Chief Becraft stated that he is currently serving as the President as the Utah Association of Special Districts and as the President of the Western Fire Chiefs Association. He then stated that potential legislative changes include an increase to Public Safety Tier 2 retirement and new Truth in Taxation requirements.

Chief Taylor stated that on February 1, 2019, Governor Herbert declared the year 2019 as the "Year of the Train" in the State of Utah. The District purchased each employee a commemorative badge. Chief Taylor then presented each board member with their own commemorative badge.

Other

Board Member Wiggill stated the North Davis Fire District Annual Awards Banquet was wonderful. He then thanked Chief Becraft, Chief Taylor and Ms. Rogers for the service in which they provide to the North Davis Fire District and the firefighters. Chairman G. Petersen agreed.

Board Member Madsen stated that tomorrow morning (February 22, 2019), he will be meeting with City Managers from Davis County to discuss the paramedic program. He then stated that Sunset City plans to express their full support of the paramedic program. Chief Becraft stated talk of the paramedic program has occurred several times over the past several years. He then stated that the decision to create a paramedic program would be impacted by many and factors. Board Member Craythorne agreed, he then stated that discussions are occurring but the decision to proceed will likely be slow and methodical.

Chairman G. Petersen thanked Board Member Madsen for being a part of the paramedic discussions. He then stated the District will be involved to ensure that if the paramedic program happens it will be done correctly. Chairman G. Petersen stated that there are many "pieces to the puzzle" that need to be answered.

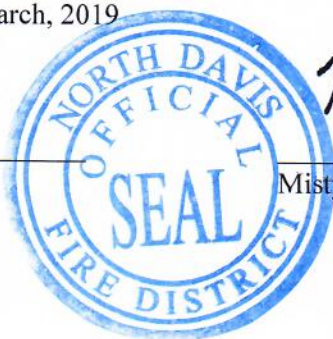
10. Motion to Adjourn

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

Passed and adopted the 21st day of March, 2019.



Gary Petersen, Chairman



Misty Rogers, District Clerk