



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

April 19, 2018 – 6:00 PM

Minutes from the North Davis Fire District Administrative Control Board Meeting held at 6:00 pm on April 19, 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, Jerry Chatterton, David Nelson and Erik Craythorne

Board Members Excused: Scott Wiggill

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

Visitors: Battalion Chief Hadley, Battalion Chief Youngberg, Battalion Chief Weekes, Captain Tremea, Firefighter Peters, Firefighter Love, Firefighter Rhees, Firefighter Sholly, Firefighter Bassett, Firefighter McGuire, Firefighter Stoker, Firefighter Rawlings, Firefighter Belliston, Firefighter Combe, Lynn Rhees, Ryan and Courtney Becraft, * and * Becraft and family and friends of North Davis Fire District firefighters.

- 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:** Board Member Jerry Chatterton
- 3. Pledge of Allegiance:** Repeated by all.
- 4. Citizen Comment:** No comment.
- 5. Consideration of Approval of Minutes from the March 15, 2018 Administrative Control Board Meeting**
Board Member Craythorne motioned to approve the minutes from the North Davis Fire District Administrative Control Board meeting held on March 15, 2018. Board Member Chatterton seconded the motion. The motion passed unanimously.
- 6. Consideration of Approval of the March 2018 Bills for the North Davis Fire District**
Vice-Chairman Shepherd motioned to approve the North Davis Fire District Bills for March 2018. Board Member N. Peterson seconded the motion. The motion passed unanimously.

Chairman G. Petersen informed those in attendance that a few days prior to the North Davis Fire District Administrative Control Board Meeting informational packets are sent to the members of the board. He then stated that the informational packets sent to the board include the information that will be discussed during the meeting. This allows for board members to review the information and ask for clarification prior to the meeting.

- 7. Consideration of Approval of the March 2018 Financial Report for the North Davis Fire District**
Chief Becraft stated in March 2018, the North Davis Fire District collected approximately \$90,000 in ambulance revenue. As of today (April 19, 2018) the district has collected \$64,000 in ambulance revenue for the month of April.

Chief Becraft stated that property tax and fee in lieu are extremely difficult to predict. He then stated that 95% of the property tax revenue budgeted in Fiscal Year 2018 has been collected. Chief Becraft stated a large portion of the North Davis Fire District budget is employee wages. He stated that employee wages remain consistent and in line with the budget. Chief Becraft then informed the board that due to significant vehicle repairs, the vehicle maintenance budget is nearly all expended. Ms. Rogers asked that Chief Becraft and Chief Taylor explain what type of vehicle repairs have occurred. Chief Taylor stated that Truck 42 had an extensive radiator repairs in addition to other minor repairs. Chairman G. Petersen asked the age of Truck 42. Chief Becraft stated that Truck 42 is approximately seven years old. He then stated that if the North Davis Fire District collects a large impact fee in the coming years, the board could choose to payoff Truck 42 earlier than scheduled.

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

8. North Davis Fire District Firefighter Badge Pinning Ceremony

Chief Taylor stated when the North Davis Fire District Battalion Chiefs were promoted, a badge pinning was held. Because the badge pinning of the Battalion Chiefs was a success, administration decided that a badge pinning should be held for any firefighter of the district who desired to participate. Chief Taylor stated all firefighters of the North Davis Fire District were notified of the badge pinning, however only a few of the firefighters chose to participate. He then swore in Firefighter Stoker, Firefighter Peters, Firefighter Love, Firefighter Sholly, Firefighter Bassett, and Firefighter McGuire as firefighters of the North Davis Fire District.

Chairman G. Petersen stated it is not often that family and friends of the firefighters are in attendance. He then expressed his appreciation to the firefighters of the North Davis Fire District and also to their families. Chairman G. Petersen stated that it is important that the firefighters of the North Davis Fire District enjoy their time with the North Davis Fire District. Chairman G. Petersen stated anyone wanting to stay for the remainder of the board meeting could stay or they could be excused into the kitchen for refreshments.

9. Discussion and Consideration of Resolution 2018R-02, of a Memorandum of Understanding (MOU) Between Clinton City Fire Department, Farmington City Fire Department, Hill Air Force Base Fire Department, Kaysville City Fire Department, Layton City Fire Department, North Davis Fire District, South Davis Metro Fire District, South Weber Fire Department and Syracuse City Fire Department (The Davis County Fire Investigation Team).

Chief Becraft stated that the North Davis Fire District is currently a member or "The Davis County Fire Investigation Team". He stated the Memorandum of Understanding being considered by the board is only an amendment to the agreement. The amendment includes the addition of Hill Air Force Base Fire Department and the removal of Sunset City Fire Department.

Board Member Chatterton motioned to approve Resolution 2018R-02, a Memorandum of Understanding (MOU) Between Clinton City Fire Department, Farmington City Fire Department, Hill Air Force Base Fire Department, Kaysville City Fire Department, Layton City Fire Department, North Davis Fire District, South Davis Metro Fire District, South Weber Fire Department and Syracuse City Fire Department (The Davis County Fire Investigation Team). Board Member Roper seconded the motion. The motion passed unanimously.

Roll Call Vote

Board Member Craythorne – aye
Board Member N. Peterson – aye
Board Member Nelson – aye
Chairman G. Petersen – aye

Board Member Chatterton – aye
Board Member Roper – aye
Vice-Chairman Shepherd – aye

10. Discussion of FY2018/2019 Tentative Budget and FY2017/2018 Amended Budget

Ms. Rogers informed the board that both she and Treasurer Julie Bashford recommend the board consider the adoption of the Tentative Budget for Fiscal Year 2018/2019 in May and the Final Budget for Fiscal Year 2018/2019 and the Amended Budget for Fiscal Year 2017/2018 in June. Ms. Rogers stated the amended budget will be discussed in detail during the June board meeting.

Chief Becraft stated administration and the budget committee have worked diligently to trim the Fiscal Year 2018/2019 Tentative Budget. He then stated that the tentative budget includes necessary maintenance items such as the resurfacing the parking lots at Station 41 and Station 42 in addition to a stucco repair at Station 41.

Chairman G. Petersen stated the budget committee has met and discussed the budget. He then recommended that each board member take the time to review the Fiscal Year 2018/2019 Tentative Budget and ask the questions necessary to understand the what is included in the budget. Chairman G. Petersen asked if any board members were interested in having the proposed budget projected on a large screen during the next board meeting. Board Member Craythorne and other members of the board stated that a printed version of the budget is sufficient. Chairman G. Petersen then stated that the North Davis Fire District must pass a balanced budget and the only way to pass a balanced budget for Fiscal Year 2018/2019 is to either use fund balance or consider the Truth in Taxation process. Ms. Rogers stated that the Fiscal Year 2018/2019 Tentative Budget includes an appropriation of fund balance of approximately \$182,453.00. She then stated that if the board does not desire to use fund balance, then an alternative solution such as the Truth in Taxation process will need to occur. Chairman G. Petersen expressed the need to protect reserves and fund balance. He stated the board may need to consider holding the Truth in Taxation process to gain a better view of revenues and certified tax rates.

Vice-Chairman Shepherd motioned to schedule a public hearing for the consideration of adoption of the Fiscal Year 2018/2019 Tentative Budget on May 24, 2018. He then motioned to schedule a public hearing for the consideration of adoption of the Fiscal Year 2017/2018 Amended Budget, Property Tax Rate for calendar year 2018, and Fiscal Year 2018/2019 Final Budget on June 21, 2018. Board Member Craythorne seconded the motion. The motion passed unanimously.

11. Fire Chiefs Report

Driver/Engineer Testing - The North Davis Fire District will conduct the testing process for the Driver/Engineer positions. He then stated that Chief Taylor has worked extensively to create a thorough seven-station assessment. Chief Becraft stated that all of the candidates for the Driver/Engineer positions are great.

Funeral Assistance - Chief Becraft expressed his appreciation to the firefighters of the North Davis Fire District for assisting with the funeral of previous paramedic partner of his.

Hill Field Elementary – Chief Becraft stated the North Davis Fire District recently assisted with Military Child Month and Dandelion Day at Hill Field Elementary. The district assisted with aerial photography and an on-duty firefighter use his personal drone to take video and photographs. Chief Becraft stated a link to the media release and footage could be found on the North Davis Fire District Facebook page.

Cascade Compressors - The new Cascade Compressors have arrived, been installed and are working great.

Surplus Items – Chief Becraft stated that Mayor Madsen has given the North Davis Fire District the approval to surplus equipment. Chief Taylor stated the equipment from Sunset deemed unusable will be disposed of and any usable items have or will be given to departments in need, put into service or placed into storage. He then stated that Plymouth Fire Department was given equipment and the old compressor from Station 42, Fielding Fire Department has been given equipment and an ambulance stocked with equipment has been sold to South Weber

Fire. Chief Taylor stated that due to the age and condition of the turnout gear from Sunset, the gear cannot be utilized and must be disposed of. Chief Taylor informed the board that LN Curtis plans to purchase the old compressor from Station 41. He then stated that LN Curtis has promised that the old compressor will not be sold to another department. Chief Taylor stated all of the departments who given equipment are extremely appreciative. Departments given equipment will provide a receipt stating the equipment is given as is. Any items with monetary value such as extra vehicles will be sold.

12. Other - None

13. Motion to Adjourn

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

Passed and adopted the 24th day of May, 2018



Gary Petersen, Chairman



Misty Rogers, District Clerk

