



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

December 20, 2018 – 6:00 PM

Minutes from the North Davis Fire District Administrative Control Board Meeting held at 6:00 PM on December 20, 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 Shepherd, Howard Madsen, Nike Peterson, Tim Roper, Erik Craythorne & Dave Nelson

Board Members Excused: Jerry Chatterton

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

Visitors: North Davis Fire District Treasurer Julie Bashford (ChildRichards CPA's), Heather Christensen (Ulrich and Associates), Battalion Chief Weekes, Battalion Chief Hadley and on-duty Firefighters of the North Davis Fire District

- 1. Call to Order:** Chairman G. Petersen opened the Administrative Control Board Meeting. He then wished those in attendance a Merry Christmas.
- 2. Invocation or Inspirational Thoughts:** Provided by Ms. Rogers
- 3. Pledge of Allegiance:**
- 4. Citizen Comment:**
Ms. Rogers read a message of appreciation sent by Firefighter Curt King to the North Davis Fire District Administrative Control Board.
- 5. Consideration of Approval of Minutes from the November 15, 2018 Board Meeting**
Vice-Chairman Shepherd motioned to approve minutes from the November 15, 2018 Administrative Control Board Meeting. Board Member Nelson seconded the motion. The motion passed unanimously.
- 6. Consideration of Approval of the North Davis Fire District Bills for November 2018**
Board Member Roper motioned to approve the North Davis Fire District Bills for November 2018. Board Member N. Peterson seconded the motion. The motion passed unanimously.
- 7. Consideration of Approval of the North Davis Fire District Financial Report**
Chief Becraft stated the expenditures and revenues of the North Davis Fire District are in good standing. He then stated that because of unforeseen repairs, vehicle maintenance spending is higher than anticipated. Chief Becraft stated because several large projects within the district, Impact Fee revenues are higher than projected.

Board Member N. Peterson asked what projects are included in the collected Impact Fee revenue. Chief Taylor stated Impact Fee revenues collected include Clearfield Junction, U-Haul, Urban Air, etc. Board Member N. Peterson then asked why the North Davis Fire District Financial Report indicates that the "Crewsense" line item is 97% expended for fiscal year 2019. Ms. Rogers stated that Crewsense is a scheduling software that the district utilizes. The fee for Crewsense is paid annually, the district paid the user fee at the beginning of the fiscal year.

Chief Becraft reminded the board that ambulance revenue collected in July, August and September were reversed back into fiscal year 2018. He stated ambulance collected in July, August and September 2019 will be reversed back into fiscal year 2019.

Board Member N. Peterson motioned to approve the North Davis Fire District Financial Report. Board Member Roper seconded the motion. The motion passed unanimously

8. Presentation and Consideration of Approval of the FY2018 Audit Report for the North Davis Fire District

Ms. Julie Bashford, the Treasurer of the North Davis Fire District addressed the board. She stated that as the Treasurer of the district, she reviews accounting on a regular basis, assists with bookkeeping and prepares the North Davis Fire District's Financial Statements. Ms. Bashford provided the board with an overview of the Fiscal Year 2018 audit and then stated that in the opinion of the auditor (Ulrich and Associates) financial reports of the North Davis Fire District have been presented fairly and practices follow Governmental Auditing Standards. *(Fiscal Year 2018 Audit Report can be obtained from the administration of the North Davis Fire District)*

Heather Christensen with Ulrich and Associates provided an independent audit for the North Davis Fire District. She stated because this was the first year providing audit for the district, the final audit report is later than normal. Ms. Christensen stated that Ms. Bashford and Ms. Rogers were easy to work with and provided all information requested. She then stated that she was pleased to report that there were no findings for the Fiscal Year 2018 Audit, however administration should take all deposits to the bank within three-days of receipt to remain in state compliance.

Chairman G. Petersen thanked Ms. Bashford, Ms. Christopherson and Ms. Rogers for their assistance with the audit. He then thanked Ms. Bashford and Ms. Rogers for all that they do on behalf of the North Davis fire District.

Board Member Wiggill stated that he was pleased with the Audit Report for Fiscal Year 2018. He stated for size of the district and the number of employees, administration does a good job.

Vice-Chairman Shepherd motioned to approve the Fiscal Year 2018 Audit Report for the North Davis Fire District. Board Member N. Peterson seconded the motion. The motion passes unanimously.

9. Discussion and Consideration of Approval of Resolution 2018R-12, A Resolution of the Administrative Control Board of the North Davis Fire District ("District"), Petitioning Clearfield City, acting as the Governing Authority of the District to Take All Necessary and Appropriate Actions Required by Law to Reorganize the District as a Service Area as Defined and Subject to Provisions of Title 17B, Chapter 2A, Part 9 of the Utah Code Entitled "Service Area Act" and Providing for an Effective Date

a. Discussion

Chief Becraft stated that with the annexation of Sunset City, it may be a good time for the North Davis Fire District to reorganize from a Special Service District to a Local Service Area. He stated the timing to reorganize is right, and the time has come for the North Davis Fire District to come out of the umbrella of Clearfield City. If the board approves Resolution 2018-R12, the reorganization process will begin, and administration will work with Clearfield City to complete the reorganization process. Chief Becraft stated the if the petition to request for reorganization is approved today, would likely be complete in April or May 2019.

Board Member Craythorne stated that when the North Davis Fire District was created, state statute required a governing body. Chairman G. Petersen stated that because Clearfield City is the "governing body" of the district, it is noted as a component unit of Clearfield City. The North Davis Fire District being a component unit of Clearfield City affects their bonding and audit reporting.

b. Possible Action

Board Member Craythorne motioned to approve Resolution 2018R-12, A Resolution of the Administrative Control Board of the North Davis Fire District ("District"), Petitioning Clearfield City, acting as the Governing Authority of the District to Take All Necessary and Appropriate Actions Required by Law to Reorganize the District as a Service Area as Defined and Subject to Provisions of Title 17B, Chapter 2A, Part 9 of the Utah Code Entitled "Service Area Act" and Providing for an Effective Date. Board Member Nelson seconded the motion. The motion passed unanimously.

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

10. Discussion and Consideration of Approval of Resolution 2018R-13 an Amendment to the North Davis Fire District Policy and Procedures Manual, 502 Vacation Leave; and 503 Sick Leave

Chief Becraft stated that administration has reviewed several sick leave donation policies, one of which was that of Clearfield City. Administration has spent a significant amount of time reviewing and discussing the proposed policy changes. The Clearfield City Attorney reviewed the proposed policy and changes recommended by him have been made to policy. Chief Becraft stated the North Davis Fire District currently has a sick leave donation policy. However, this policy did not seem to be fair and equitable to employees.

Chief Becraft stated the proposed changes to the North Davis Fire District Policy and Procedures Manual, 502 and 503 are meant to be fair and equitable without discrimination to any employee. Full-Time employees will have the ability to donate accrued vacation leave to a "Sick Leave Bank" to assist fellow employees. If employee donate vacation leave to the Sick Leave Bank, the donation amount will be converted to a dollar amount (donating employees straight-time wage multiplied by the number of vacation hours donating).

Employees in need of use from the "Sick Leave Bank" will be required to utilize all accrued sick leave and vacation leave before any use of the bank would be permitted. Employees in need of assistance of the Sick Leave Bank must meet specific eligibility requirements found in the North Davis Fire District Personnel Policy and Procedures Manual. Chief Becraft stated implementing the policy changes will not create a new liability for the district.

a. Discussion

Chairman G Petersen stated that he has thoroughly reviewed and discussed the policy changes with administration in detail. Vice-Chairman Shepherd expressed his support of Resolution Number 2018R-12 and the policy changes.

b. Possible Action

Vice-Chairman Shepherd motioned to approve Resolution 2018R-13, Resolution 2018R-13 an Amendment to the North Davis Fire District Policy and Procedures Manual, 502 Vacation Leave; and 503 Sick Leave. Board Member N. Peterson seconded the motion. The motion passed unanimously

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

11. Fire Chiefs Report

- FirstNet devices with GPS capability will be installed in three ambulances and the rescue engine.
- Recently, a firefighter of the North Davis Fire District was diagnosed with cancer. He underwent surgery and is seems to be doing well. Chief Becraft stated approximately two-years ago, the board decided to provide a cancer policy benefit to full-time firefighters. This benefit has proved to be a success, it has and will continue to ease the financial burden for the firefighter and his family.
- The North Davis Fire District Annual Banquet will be held at Timbermine at 6:00 pm on January 30, 2019.

- In 2019, Clearfield City will need to provide new appointments to the North Davis Fire District Administrative Control Board.
- Administration and the firefighters of the North Davis Fire District are appreciative of the administrative control board. The board has been gracious to provide much needed wage increases, new positions and good equipment to the district.

Board Member Roper stated that it is important that the firefighters of the North Davis Fire District know how much they are appreciated and valued.

12. Other: None

13. Motion to Adjourn

Vice-Chairman Shepherd motioned to adjourn. Board Member Nelson seconded the motion. The motion passed unanimously.

Passed and adopted the 10th day of January, 2018



Gary Petersen, Chairman



Misty Rogers, District Clerk

