



Chairman Gary Petersen,
Vice-Chair Mark Shepherd,
Jerry Chatterton, Member
Erik Craythorne, Member
Nike Peterson, Member
Tim Roper, Member
Dave Nelson, Member
Howard Madsen, Member
Scott Wiggill, Member

NORTH DAVIS FIRE DISTRICT
ADMINISTRATIVE CONTROL BOARD MEETING
381 North 3150 West
West Point City, UT 84015

NOTICE & AGENDA
January 25, 2018

NDFD PLANNING WORKSHOP (5:00 PM)

1. NDFD Response Statistics
2. NDFD, NFPA 1710 Response Area and Time Requirements
3. Personnel and Policy
4. Fleet Management Projections
5. Personnel
6. Code Enforcement
7. Budget and Revenues
8. Other

REGULAR BOARD MEETING OF THE NDFD ADMINISTRATIVE CONTROL BOARD - *The regular meeting of the North Davis Fire District Administrative Control Board will begin immediately following the Planning Session*

1. Call to Order
2. Pledge of Allegiance
3. Invocation or Inspirational Thought
4. Citizen Comment (*If you wish to make comment to the Board, please use the podium and clearly state your name, address, keeping your comments to a maximum of 2 ½ minutes. Please do not repeat positions already stated. Public comment is a time for the Board to receive new information and perspectives*)
5. Swearing in of Newly Appointed Board Members (Mayor Howard Madsen and Council Member Scott Wiggill)
6. Organization of the North Davis Fire District Administrative Control Board
 - a. Appointment of Treasurer - Julie Bashford
 - b. Appointment of Deputy Treasurer - Tiffany Baty
 - c. Appointment of District Clerk – Misty Rogers
7. Consideration of Approval of Minutes from the December 21, 2017 Board Meeting
8. Consideration of Approval of the December 2017 Bills for the North Davis Fire District
9. Consideration of Approval of the December 2017 Financial Report for the North Davis Fire District
10. Fire Chiefs Report
11. Other
12. Motion to Adjourn

Dated the 23rd day of January, 2018.

Misty Rogers

On January 23, 2018 a copy of the foregoing notice was posted in conspicuous view in the front foyer of the North Davis Fire District Offices, on the North Davis Fire District website at <http://northdavisfiredistrict.com> and State of Utah Public Meeting Notice website at <http://pmn.utah.gov>. – Misty Rogers, District Clerk

Board Members may participate in the meeting via telephonic communication. If a Board Member does participate via telephonic communication, the Board Member will be on speakerphone. The speakerphone will be amplified so that the other Board Members and all other persons' present will be able to hear all discussions. In compliance with the Americans with Disabilities Act, individuals needing special accommodations or assistance during this meeting shall notify Misty Rogers, District Clerk, at (801) 525-2850 ext. 102 at least 24 hours prior to the meeting. If you would like to submit written comments on any agenda item they should be received by the District Clerk no later than the Wednesday prior to the meeting at noon. Comments can be emailed to mrogers@nofires.org.

DRAFT



2018 NDFD Planning Workshop Agenda

- NDFD Response Statistics
- NDFD, NFPA 1710 Response Area and Time Requirements
- Personnel and Policy
- Fleet Management Projections
- Personnel
- Code Enforcement
- Budget and Revenues

➤ NDFD Response Statistics

The NDFD responded to approximately 3,566 incidents in 2016/2017; this includes calls to Clearfield City, West Point City, Sunset and Unincorporated Davis County, and all Auto and Mutual-aid. This averages 9.67 incidents per day between both Station 41 and Station 42.

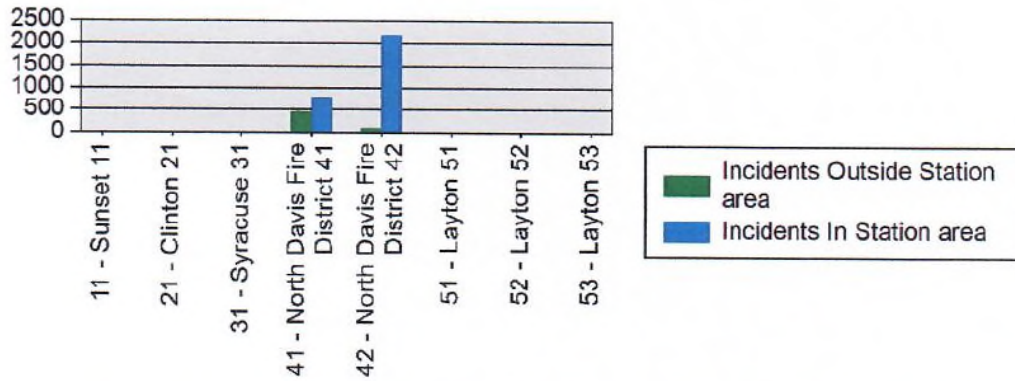
North Davis Fire District

Clearfield, UT

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Incident Count Per Station (In and Out) For Date Range
 StartDate: 07/01/2016 | EndDate: 06/30/2017



STATION	INSIDE	OUTSIDE	TOTAL
11 - Sunset 11	0	0	0
21 - Clinton 21	0	0	0
31 - Syracuse 31	0	0	0
41 - North Davis Fire District 41	804	444	1248
42 - North Davis Fire District 42	2195	113	2308
51 - Layton 51	0	0	0
52 - Layton 52	0	0	0
53 - Layton 53	0	0	0
TOTAL:	2999	557	

3,566 Total

North Davis Fire District

Clearfield, UT

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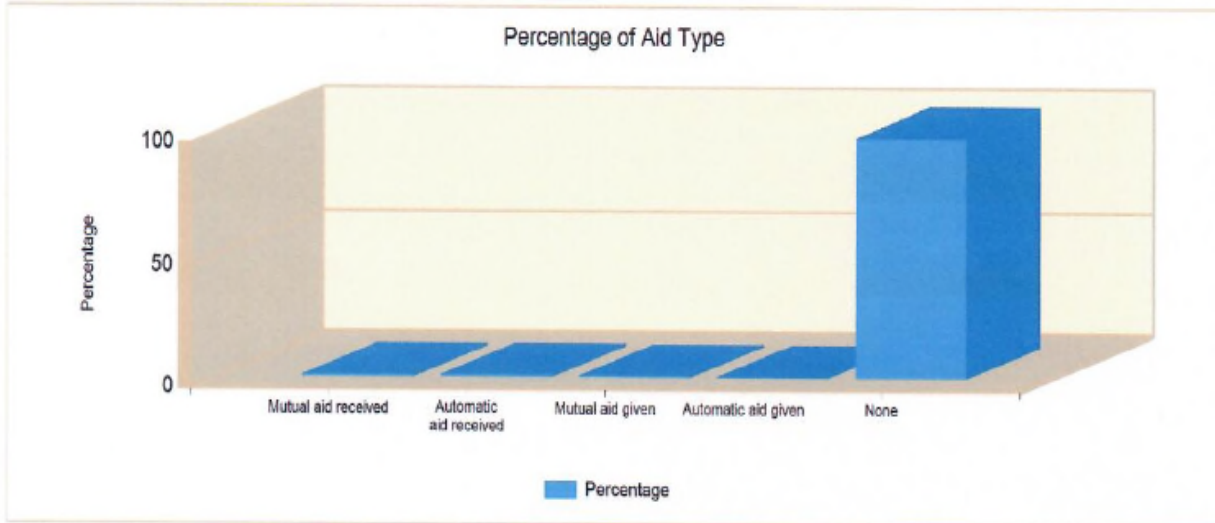
Incident Statistics

Start Date: 07/01/2016 | End Date: 06/30/2017

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		2445	
FIRE		710	
TOTAL		3155	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
0	0	0	0
A41	364	378	506
A411	156	174	183
A42	964	980	1400
A422	86	86	115
BR41	0	0	1
RE41	41	44	76
T42	1	1	5
TOTAL	1612	1663	2286

Count of Aid Given and Received for Incidents for Date Range

Start Date: 07/01/2016 | End Date: 01/06/2017



AID TYPE	TOTAL	% of TOTAL
Mutual aid received	12	0.7%
Automatic aid received	13	0.8%
Mutual aid given	8	0.5%
Automatic aid given	5	0.3%

North Davis Fire District

Clearfield, UT

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PCR Count per Apparatus per Shift for Incident Type for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 07/01/2016 | End Date: 06/30/2017

APPARATUS	SHIFT	INCIDENT COUNT WITH PATIENTS	INCIDENT COUNT WITHOUT PATIENTS	TOTAL
401-401				
	A Shift	8	16	24
	B Shift	2	11	13
	C Shift	3	17	20
	401-401 SubTotal:	13	44	57
402-402				
	A Shift	5	22	27
	Administration	0	1	1
	B Shift	1	14	15
	C Shift	3	28	31
	402-402 SubTotal:	9	65	74
A41-11-01				
	A Shift	155	90	245
	Administration	1	0	1
	B Shift	189	70	259
	C Shift	144	64	208
	A41-11-01 SubTotal:	489	224	713
A411-A411				
	A Shift	63	5	68
	Administration	1	0	1
	B Shift	56	0	56
	C Shift	63	3	66
	A411-A411 SubTotal:	183	8	191
A42-13-01				
	A Shift	456	200	656
	Administration	1	1	2
	B Shift	475	150	625
	C Shift	462	165	627
	A42-13-01 SubTotal:	1394	516	1910
A422-06-01				
	A Shift	37	11	48
	B Shift	46	9	55
	C Shift	39	8	47
	A422-06-01 SubTotal:	122	28	150
AX41-AUX41				
	A Shift	1	1	2
	AX41-AUX41 SubTotal:	1	1	2

Count of Incidents by Incident Types with Apparatus with and without Patients. Only reviewed Incidents are included.



APPARATUS	SHIFT	INCIDENT COUNT WITH PATIENTS	INCIDENT COUNT WITHOUT PATIENTS	TOTAL
BR41-BR-42				
	A Shift	2	9	11
	B Shift	0	3	3
	C Shift	1	9	10
	BR41-BR-42 SubTotal:	3	21	24
BR42-Utility Plow				
	A Shift	1	7	8
	B Shift	0	6	6
	C Shift	1	6	7
	BR42-Utility Plow SubTotal:	2	19	21
E41-E41				
	A Shift	5	8	13
	B Shift	5	4	9
	C Shift	2	5	7
	E41-E41 SubTotal:	12	17	29
E42-E41				
	A Shift	3	3	6
	B Shift	1	0	1
	C Shift	5	3	8
	E42-E41 SubTotal:	9	6	15
RE41-Rescue Engine 4				
	A Shift	90	107	197
	Administration	2	0	2
	B Shift	100	90	190
	C Shift	72	84	156
	RE41-Rescue Engine 4 SubTotal:	264	281	545
T41-Truck 41				
	A Shift	5	4	9
	Administration	0	1	1
	B Shift	4	7	11
	C Shift	16	8	24
	T41-Truck 41 SubTotal:	25	20	45
T42-Truck 42				
	A Shift	244	192	436
	Administration	1	1	2
	B Shift	308	149	457
	C Shift	225	148	373
	T42-Truck 42 SubTotal:	778	490	1268
	Total Sum For All Apparatus:	3304	1740	5044

Count of Incidents by Incident Types with Apparatus with and without Patients. Only reviewed Incidents are included.

NFPA 1710

5.2.4.1 Initial Arriving company

5.2.4.1.1 The fire department's fire suppression resources shall be deployed to provide for the arrival of an engine company within a 240-second travel time to 90 percent of the incidents as established in Chapter 4.

5.2.4.1.2 Personnel assigned to the initial arriving company shall have the capability to implement an initial rapid intervention crew (IRIC).

Annual NFPA 1710 quadrennial report allows for a 1-minute (60 second) turnout time and a 4-minute (240 second) response time, for the first arriving unit and/or the initial full alarm assignment within 8-minute response time to 90 percent of the incidents. All occupancies are well within the 5-minute first unit response areas, as well as the first alarm areas.

Travel time average at 40 mph = .66 miles per minute, .66 miles' times three miles = approximately 2 minutes as the crow flies. This allows for three additional minutes for turnout time, traffic, etc.

5.2.4.2 Initial Full Alarm Assignment Capability

5.2.4.2.1 The fire department shall have the capability to deploy an initial full alarm assignment within a 480-second travel time to 90 percent of the incidents as established in Chapter 4.

5.2.4.2.2 The initial full alarm assignment to a structure fire in a typical 2000 ft² (186 m²), two-story single-family dwelling without basement and with no exposures shall provide for the following:

- (1) Establishment of incident command outside of the hazard area for the overall coordination and direction of the initial full alarm assignment with a minimum of one individual dedicated to this task.
- (2) Establishment of an uninterrupted water supply of a minimum of 400 gpm (1520 L/min) for 30 minutes with supply line(s) maintained by an operator.
- (3) Establishment of an effective water flow application rate of 300 gpm (1140 L/min) from two hand lines, each of which has a minimum flow rate of 100 gpm (380 L/min) with each hand line operated by a minimum of two individuals to effectively and safely maintain the line.
- (4) Provision of one support person for each attack and backup line deployed to provide hydrant hookup and to assist in laying of hose lines, utility control, and forcible entry.
- (5) Provision of at least one victim search and rescue team with each such team consisting of a minimum of two individuals.
- (6) Provision of at least one team, consisting of a minimum of two individuals, to raise ground ladders and perform ventilation.
- (7) If an aerial device is used in operations, one person to function as an aerial operator and maintain primary control of the aerial device at all times.
- (8) Establishment of an IRIC consisting of a minimum of two properly equipped and trained individuals.

It is management's opinion that NDFD station placement is optimal for apparatus deployment to all critical areas of the Fire District. With the estimated population build out of Clearfield City at 31,000 and West Point City at 35,000 by the year 2040, the estimated call volume in 2040 would equal approximately 13.21 incidents per day. The build out population of 66,000 divided by 13.21 (incidents per day) would equal 4,996.21 incidents per year. This would equate to approximately 2,500 incidents per station per year or seven incidents per station per day. The average of 7 incidents per station per day is an acceptable call volume for each station. Clearfield will average more due to additional traffic and industrial occupancies.

Fleet & Capital Expense Projection

Fleet #	Year	Model	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Projected Revenue
SOLD		Simon LTI Platform			\$ 15,000													
SOLD	2001	2001 Ambulance		\$ 20,000														
SOLD	2011	2011 Aux				\$ 10,000												
SOLD	2011	2011 Ford F-150			\$ 6,500													

Reevaluate Station(s) FY2028 \$ 3,000,000

I can't remember what we decided to actually call this. (bond)

Haz-Mat Trailer	1989	Wells Fargo Trailer																
Clown Trailer	2008	Clown Trailer																

T-41	2003	America La France (refurb)			\$ 275,000	\$ 280,500	\$ 286,110	\$ 291,832	\$ 297,669	\$ 303,622	\$ 309,695	\$ 315,889	\$ 322,206	\$ 328,650	\$ 335,223	\$ 341,928	\$ 348,766	
	2006	Pierce Contender								Sale								\$ 20,000
Projected Lease/Purchase		Ariel Truck								\$ 850,000								Not included in expense
T-42	2009	Spartan Aerial																
RE-41	2015	Pierce Pumper/Transport		\$ 750,000	\$ 765,000	\$ 780,300	\$ 795,906	\$ 811,824	\$ 828,061	\$ 844,622	\$ 861,514	\$ 878,745	\$ 896,319	\$ 914,246	Sale			\$ 300,000
Projected Lease/Purchase		Engine												\$ 800,000				Not included in expense

A-422	2006	Wheeled Coach F-350										Sale						\$ 15,000
Projected Purchase FY 2024		Purchase Ambulance									\$ 198,205	\$ 202,169	\$ 206,212	\$ 210,336	\$ 214,543	\$ 218,834		
A-41	2011	Wheeled Coach F-350											Sale					\$ 15,000
Projected Purchase 2026		Purchase Ambulance										\$ 205,212	\$ 211,368	\$ 217,709	\$ 224,241			
A-42	2013	Wheeled Coach F-350												Sale				\$ 15,000
Projected Purchase FY 2028														\$ 217,709	\$ 224,241			
A-	2006	Dodge Remount (2006)			\$ 114,875	\$ 117,172	\$ 119,516	\$ 121,906	Sale									\$ 12,000
Projected Purchase FY 2022		Purchase Ambulance							\$ 190,508	\$ 194,318	\$ 198,205	\$ 202,169	\$ 206,212	\$ 210,336	\$ 214,543	\$ 218,834		
A-	2017	Wheeled Coach F-350			\$ 176,000	\$ 179,520	\$ 183,110	\$ 186,773	\$ 190,508	\$ 194,318	\$ 198,205	\$ 202,169	\$ 206,212	\$ 210,336	\$ 214,543	\$ 218,834		
Projected Purchase FY 2032																		

Battalion Chief Vehicle	2013	Ford - F150				Rotated to BC			Sale									\$ 10,000
Utility / Snow Plow	1994	Ford																
B-41	2014	Ford F550	\$ 80,000	\$ 81,600	\$ 83,232	\$ 84,897	\$ 86,595	\$ 88,326	\$ 90,093	\$ 91,895	\$ 93,733	\$ 95,607	\$ 97,520	\$ 99,470	\$ 101,459	\$ 103,489	\$ 105,558	

401 (CHIEF)	2017	GMC Silverado 2500 (Dsl)			\$ 55,000	\$ 56,100	\$ 57,222	\$ 58,366	\$ 59,534	Rotate to BC	\$ 61,938	\$ 63,177	Sale					\$ 12,000
Projected Purchase		Chief Diesel Truck 5 yr. Rot.								\$ 60,724	\$ 61,938	\$ 63,177	\$ 64,441	\$ 65,730	Rotate to BC	\$ 68,359		
Projected Purchase		Chief Diesel Truck 5 yr. Rot.													\$ 67,045	\$ 68,386		
402 (DEPUTY CHIEF)	2016	GMC SILVERADO 1500		\$ 45,000	\$ 45,900	\$ 46,818	\$ 47,754	Rotate to BC	\$ 49,665	Sale								\$ 10,000
Projected Purchase		DC Diesel Truck 5 yr. Rot.						\$ 58,366	\$ 59,533	\$ 60,724	\$ 61,938	\$ 63,177	Rotate to BC	\$ 65,704	Sale			\$ 12,000
Projected Purchase		DC Diesel Truck 5 yr. Rot.											\$ 64,441	\$ 65,730	\$ 67,044	\$ 68,385		

Updated 1/19/2018	Expense	\$ 80,000	\$ -	\$ 45,000	\$ 345,875	\$ -	\$ -	\$ 58,366	\$ 190,508	\$ 60,724	\$ 198,205	\$ -	\$ 269,653	\$ -	\$ 284,754	\$ -	\$ 1,533,085	Expense	
	Revenue	\$ -	\$ 20,000	\$ 21,500	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ 32,000	\$ 10,000	\$ 15,000	\$ -	\$ 27,000	\$ 300,000	\$ 27,000	\$ -	\$ 472,500	Revenue	
	Fleet Fund Contribution	\$ 52,000	\$ 52,000	\$ 57,000	\$ 96,300	\$ 96,300	\$ 96,300	\$ 96,300	\$ 96,300	\$ 96,300	\$ 96,300	\$ 96,300	\$ 96,300	\$ 96,300	\$ 96,300	\$ 96,300	\$ 96,300	\$ 1,316,600	Fleet Fund Contribution
	Revenues plus Fleet Fund Contribution minus Expenses =																	\$ 256,015	

➤ Personnel and Policy

Nearly 90% of the NDFD Personnel Policy has been revised. The NDFD will continue to evaluate and update the policy to meet the current employee standards as needed. **In 2016, the NDFD adopted a new Impact fee study as well as rate schedule policy as required by state statute.** The updating and revising of a NDFD Personnel Policy will be an ongoing project to ensure that the NDFD complies with the federal and state employment standards. It has been the goal of NDFD to ensure all employees are at least market mid-range or above and keeping NDFD competitive with our surrounding communities in addition to providing a stable work environment and career path for our employees.

➤ Standard Operating Procedures and General Directives

Administration has updated numerous operational SOP's to ensure that the NDFD is current with NFPA training standards, fire and medical operation protocols, Disaster ops, etc. Administration will continually evaluate the NDFD SOP's and make revisions to procedures when necessary.

➤ Auto Aid, Mutual Aid, MOU

As of January 28, 2014, all Davis County and State Forestry contacts were in place to ensure smooth response times and assistance to all agencies that participate. This may decrease our ISO rating in the next ISO evaluation cycle and ensures teamwork throughout the State of Utah and Davis County. NDFD was the lead agency for renewal of Davis County Inter-Local Auto-aid 50-year Agreement.

➤ Fleet Projections

In consideration of current and projected call volumes, annexations, and district growth, I have determined that the NDFD staffing meets the district's current needs with some possible adjustments. Staffing at Station 41 is three personnel which includes the Battalion Chief; this number is compared to a six man jump crew at Station 42 that can cover back to back medicals, etc. The Station 41 Battalion Chief and the station itself usually have a jump crew as well. A transport engine was purchased in December 2014 and has alleviated this problem by making the full crew available for EMS calls or structure fires. Hypothetically if the transport engine responded to a fire alarm at Freeport and it was a false alarm, the engine would always be available to take the next call in the district. Station 42 would not generally need to respond on Charlie and Delta medicals, or car accidents in West Point City. This would make station 42 units, available for additional calls.

With the fiscal and on-going constraints, and the addition of Sunset City of employing a 24/365-day slot at station 42 the Administrative Control Board approved three additional full-time staff to alleviate the numerous inter-facility transfers in 2017/2018. More and more jurisdictions such as Ogden City Station 5, Syracuse Fire, Lone Peak Fire District and West Valley are moving towards this type program to provide uninterrupted service to rural type communities and also be NFPA 1710 compliant.

The intention of the NDFD fleet program is to provide safe and reliable apparatuses for our current staff and to the public. The Administrative Control Board has been gracious and played a key role over the past eight years with the purchase of fleet equipment.

NDFD Purchased Type 6 Brush Trucks to respond to the unincorporated areas of West Point and the farming community. Most of the residential sections have adequate water supply; however, numerous areas along the Bluff and Western Borders need an apparatus with a 400-gallon water tank and support type 1 engines. Unfortunately, this unit would not be deployed for the Wildland programs out of state; the required backfill and overtime for a program puts our community at risk and is not feasible.

At the Boards discretion, it is my recommendation the two-front line apparatus continue to be lease purchased with the anticipation to purchase again in ten to twelve years. We should continue to pay outright for all smaller vehicles including the ambulance remounts.

The only long term financing the Fire District may encompass is debt service on Station 41 and two long-term lease payments on frontline apparatus; this will ensure the district reserves are not compromised. NDFD purchased a total refurbished America La France 75-foot Quint that allows us to always have a reserve Aerial and front-line aerial for Station 41 that could be put into service at the discretion of the on-duty Battalion Chief and dispatch. Administration projects that Truck 41 will not run as a first out apparatus; however, this allows NDFD to always have an aerial apparatus available to our heavy commercial and industrial areas in Clearfield. Listed below are 15-year fleet projections for NDFD. In the past, the Administrative Control Board has purchased all vehicles directly with Capital Funds with the exception of a lease on the new front-line fire apparatus. Over the past eight years NDFD has had to adjust to a fleet schedule that had been years behind and could not keep pace with the call volume.

I have re-assessed and amended the following Fleet Plan to reflect our current status and future needs. The 2015 Fleet Projection indicated that NDFD is in need of new Brush and Wildland trucks; however, I don't anticipate Brush 41 or 42 needing replacement within the next 15 years. It is anticipated that our front-line ambulance and the Chief Vehicles should be replaced every three years, therefore the 2018 Fleet Projection indicates a three-year and five-year replacement. Both the Fire Chief and Deputy Chief respond on all Structure Fires and major incidents throughout the year. We have developed a great reciprocal relationship with all the surrounding communities. NDFD at this time cannot justify full-time Fire Marshal, however this in turn results in heavy use of Chief vehicles throughout the year.

Listed below are some options for future planning and 2018 fleet projections.

Personnel

Growth projections for West Point City will drive the need for additional personnel. We have eight firefighter slots with both stations that cover approx. 3,128 incidents per year, this is an average of 8.5 calls per day or 133 incidents per firefighter. In the future, Station 41 will likely experience an increase approximately 400 incidents annually, including inter-facility transfers that will justify an additional firefighter slot.

West Point averages 906 incidents annually; this is approx. 75 incidents per firefighter for every 10,000 residents. At the average of 2.5% population growth a year, growth for West Point City will require an additional firefighter in the coming years. This is conservative due to the economy; each year station manning and call volumes will be reevaluated.

The current part-time line item amount is \$258,493 and has increased over the past several years due to an increase of on and off duty injuries. It has become difficult to manage the additional part-time staff and shifts due to the increased amount of workload. **Administration is currently evaluating this ongoing Station Manning issues. And may request adjustments in fiscal 2017/2018.** NDFD completed a 2016-part time wage study that was adopted by our board, this was to keep our part-time staff at market midpoint and be competitive with our surrounding agencies for part-time employment.

The current full-time line item amount is \$1,466,879. Fulltime employee wage studies are conducted every 5 years as recommended by the board and administration currently involved in the wage study process for fulltime employees. It has been the goal of NDFD to ensure all employees are at least market mid-range or above and keeping NDFD competitive with our surrounding communities in addition to providing a stable work environment and career path for our employees.

An additional part-time Fire Inspector to review plans, perform business inspections, and code enforcement will be required when funding is available. The additional workload of Clearfield City's business and industrial occupancies increase the workload of Administrative Staff and operations personnel. We have made huge strides in providing quality code enforcement to our communities; however, with the growth we will need to evaluate this part-time position in the future.

It has been Administration's opinion that the Fire District's continued growth and operations required a Battalion Chief position on duty with the continued increase in call volume and adding an additional city. This ensures Chief officers are available for command and control service, to our current response areas. We go to great lengths to provide leadership and command training to all officers. Chief Officers respond to 90% of all working structure fires and with our commitment to our surrounding fire departments, it is not unusual to have four to five Chief Officers respond as well.

The NDFD believes we could provide better and safer paramedic service to our communities; however, we understand that without the county revenue this would be impossible. It is Administration's goal to always support the current paramedic service, and help to provide the best care and patient advocacy to our customers; however, if the opportunity arises we would provide this service similar to Layton Fire and South Davis Metro. By providing paramedic service we would gain additional firefighters just like DCSO gains additional law enforcement.

➤ Code Enforcement

Deputy Chief Taylor oversees all annual fire inspections and code enforcement. NDFD personnel conduct 900-1000 annual business inspections. Chief Taylor conducts all new occupancy inspections as well as sprinkler hydro tests, NFPA 72 alarm tests, UL-300 Hood tests, underground storage tank tests, etc. Chief Taylor also reviews all preliminary site plans, construction plans, and sprinkler/alarm plans. NDFD is fortunate to have both chief officers trained in code enforcement and commercial inspections to ensure we always can cover one-another.

➤ Emergency planning

NDFD participates and cooperated with both cities for emergency preparedness, Chief Becraft has reviewed and helped update emergency plans to align with NIMS training. NDFD provides additional CERT training, CPR, fire extinguisher, and fire prevention classes to local business as well as our community.

➤ Hydrants

All NDFD fire hydrants have been GPS located and downloaded to Rover Mobile for quick mapping while enroute to fire incidents.

➤ NDFD ISO Study

NDFD participated in an extensive ISO evaluation and went from a five rating down to a four rating, this is a considerable increase in the service that we provide. The lower ISO rating will save our residents and commercial facilities money by lowering insurance premiums. It is difficult to project if we can lower this rating in the future due to funding issues. I have committed numerous hours and consulted with many Fire Chief's throughout the state and the country, and have not been able to find any quantitative data to support how much money we have saved our communities in insurance premiums. Decreasing the ISO rating of 5 to a 4, could save residents approximately 5 to 6 cents on the dollar; this maybe would give our residents and businesses a savings of \$200,000.00 to \$400,000.00. NDFD will continue to strive to lower our ISO rating, however it appears now that unfortunately lowering it anymore will require a significant increase in our annual budget that is not feasible for our size. NDFD is currently updating Sunset Cities ISO rating.

➤ Budget and Budget Committee

NDFD Annual Budget Committee members: Administrative Control Board Chairman, Administrative Control Board Vice Chairman, District Fire Chief, District Deputy Fire Chief, District Treasurer, District Clerk.

The North Davis Fire District strives to provide quality fire and EMS service to its community's while being fiscally responsible to the public. The NDFD strives to follow national response and safety standards while understanding our unique communities we serve. We understand we cannot fund the adoption of NFPA or move to an accredited status; however, it is my expectation to always move our organization in a positive direction. This requires a balance of revenues, expenses, and reserves; it can be complicated at times to balance all of these issues. Firefighter safety above all, is the most important aspect of the Chief's Bulls Eye. This is accomplished by ongoing training, equipment, and providing a teamwork environment.

Revenues have been a moving target over the past seven years; however, we try to generate revenue through ambulance fees, grant opportunities, etc. Although we are a small fire district, we are very progressive and expect our leaders and firefighters to always represent us professionally. Recently, the NDFD Administrative Control Board graciously approved the replacement and emergency purchase of two Breathing Air Compressors (BAC)

The NDFD is fortunate to have both of its stations located within its NFPA 1710 response areas. The eight-bay station in West Point will always serve the community, and West Point will not require a second station until 41 needs to be replaced. Station 42 will only will require additional personnel as call volumes increase with the growth of the community.

Clearfield Station 42 was purchased and underwent a remodel that will serve for years to come; the location of station 42 with the access to Hwy 193 will enhance response times to the west and south. The NDFD may bond for an addition or the replacement of station 42 when our debt service is complete for station 41 (approximately 2028). The current build-out estimate for Clearfield is 31,000 population. The current station can provide call coverage for the city in the future.

Impact fees should be allocated to funding of debt service for stations, both help to achieve our mission.

The NDFD is participating in an MOU with the Utah Division of Forestry to provide EMS and Wildland assistance to federal and state agencies within our scope. The NDFD will not compromise the protection of the district to provide this service; however, if we capture any sustainable revenue, this will help offset our fleet expenses.

➤ Conclusion

The NDFD is functioning and serving the communities efficiently, and is sustainable for the future. As the Fire Chief, I will always look to provide professionalism and the best service possible to our communities. The NDFD currently is well respected in Davis County and the State of Utah, as a progressive fire department. This summary is intended to educate the Board only. There may be some equipment short falls; however, we are committed to any solution that our Administrative Control Board recommends.

Thank you for your review and commitment to NDFD

Respectfully,

Mark Becraft
Fire Chief



ADMINISTRATIVE CONTROL BOARD
SUMMARY SHEET

January 25, 2018

Agenda Item: North Davis Fire District Administrative Control Board Meeting Minutes

Information: Minutes from the North Davis Fire District Administrative Control Board Meeting held on January 25, 2018.

Recommendation: Approve the minutes as presented or amended. Please contact the District Clerk with any corrections.



**NORTH DAVIS FIRE DISTRICT
ADMINISTRATIVE CONTROL BOARD
381 North 3150 West
West Point City, UT 84015**

December 21, 2017 (Amended)

Minutes from the North Davis Fire District Administrative Control Board Meeting held at 6:00 pm on December 21, 2017 at Station 41, 381 N 3150 W, West Point City, UT 84015 with Chairman Gary Petersen presiding.

BOARD MEMBERS PRESENT: Chairman Gary Petersen, Vice-Chairman Shepherd, Erik Craythorne, Tim Roper and Nike Peterson

EXCUSED: Jerry Chatterton and Dave Nelson

EMPLOYEES PRESENT: Fire Chief Mark Becraft, Deputy Fire Chief John Taylor and District Clerk Misty Rogers

VISITORS: Beverly MacFarlane (Sunset City Mayor) and Chad Bangerter (Sunset City Council Member)

1. **Call to Order** - Chairman G. Petersen welcomed those in attendance.
2. **Pledge of Allegiance**
3. **Invocation or Inspirational Thought** - Mr. Roper provided the invocation.
4. **Citizen Comment**
Mayor Beverly MaFarlane thanked North Davis Fire District for assisting with the Sunset City Senior Citizen Dinner. She then stated that she looks forward to the coming years and Mayor Madsen's tenure.

Council Member Chad Bangerter stated as a resident of Sunset City, he would like to apologize for the political scrutiny of the annexation of Sunset City. He then stated that he appreciates the professionalism and service provided by the North Davis Fire District to the citizens of Sunset City. Council Member Bangerter stated that over the years, he has witnessed the professionalism of the North Davis Fire District. He then stated that as he speaks with members of the community and business owners, positive feedback about the North Davis Fire District is being received.

5. **Consideration of Approval of Minutes from the November 16, 2017 Board Meeting**
Vice-Chairman Shepherd motioned to approve the minutes from the North Davis Fire District Administrative Control Board Meeting held on November 16, 2017. Board Member N. Peterson seconded the motion. The motion passed unanimously.
6. **Consideration of Approval of the November 2017 Bills of North Davis Fire District**
Board Member Roper motioned to approve the November 2017 bills of the North Davis Fire District. Vice-Chairman Shepherd seconded the motion. The motion passed unanimously.

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

Chief Becraft stated ambulance revenue received in November and December are lower than normal, he then stated the fluctuation of revenue collection is normal. He then reminded the board that ambulance revenue for Fiscal Year 2018 will continue through September 2018. Chief Becraft stated the financial report indicates that 100% of "Contract Services" has been reached. He then stated that it was thought the annexation of Sunset City would be complete by December, 2017. Therefore, only six months of revenue for "Contract Services" had been budgeted. Because the annexation is not complete, the North Davis Fire District will continue to invoice Sunset City each month for Fire and EMS services. Chief Becraft informed the board that the attorney fees budgeted are higher than expected due to the annexation process of Sunset City.

Chairman Petersen requested the district clerk perform more of the accountant functions when possible.

Board Member Craythorne motioned to approve the financial report for the North Davis Fire District. Board Member N. Peterson seconded the motion. The motion passed unanimously.

8. Consideration of Approval of Resolution No. 2017R-21, Amendment No. 1 to the Interlocal Cooperation Agreement between the North Davis Fire District and Sunset City Corporation

Chief Becraft stated because the annexation of Sunset City has been halted it is necessary to amend the Interlocal Agreement between the North Davis Fire District and Sunset City.

Chairman Petersen stated Amendment 1 of the Interlocal Agreement includes information with regards the property valuations, calculations and the cost for Fire and EMS services in addition to minor language changes. He then stated that the document also states that Mayor MacFarlane has appointed Chief Becraft as the Fire Chief of Sunset City.

Board Member Shepherd motioned to approve Resolution No. 2017R-21, Amendment No. 1 to the Interlocal Cooperation Agreement between the North Davis Fire District and Sunset City Corporation. Board Member N. Peterson seconded the motion. The motion passed unanimously.

Roll Call Vote:

Board Member Craythorne - aye
Board Member N. Peterson - aye
Board Member Roper - aye
Vice-Chairman Shepherd - aye
Chairman Petersen - aye

9. Consideration of Approval of the 2018 Meeting Schedule of the North Davis Fire District Administrative Control Board

Chief Becraft stated the North Davis Fire District Administrative Control Board Meetings are typically held on the third Thursday of each month. However, due to scheduling conflicts there will be some Administrative Control Board Meetings that will be held on the fourth Thursday of a month. He then stated the next Planning Session and Board Meeting will be held Thursday, January 25, 2018 at 5:00 pm.

Board Member N. Peterson motioned to approve the 2018 Meeting Schedule of the North Davis Fire District Administrative Control Board. Board Member Roper seconded the motion. The motion passed unanimously.

10. Discussion and Possible Consideration of an Emergency Purchase of Firefighting Breathing Air Compressors

Chief Taylor stated each station is equipped with a Firefighting Breathing Air Compressor. These compressors are used to fill the air packs which the firefighters wear when fighting a fire. He then stated that the air compressor at Station 42 was purchased nearly 30 years ago by Clearfield City and it was designed fill bottles at a lower pressure. The air compressor at Station 41 was purchased in 2007, when the station was built and it was purchased as economical as possible and across the nation, this model has had major maintenance issues. Chief Taylor stated the compressor at Station 42 is nearly 30 years old and is in good condition, however replacement parts are sparse and difficult to locate and repair. He then stated that in the last 18 months, the district has paid nearly \$11,000 for the repairs to the compressor at Station 41.

Chairman Petersen asked if the emergency purchase is approved, how long would it take to get the compressor and how long would it take to be installed and ready to be used. Chief Taylor stated that once the purchase is approved, the compressors would then be ordered and constructed. It would likely be a few months before the new compressors would be available, installed and ready for use.

Chief Taylor stated over the years, he has applied for an AFG Grant to assist with the purchase of new compressors. However, the grants have never been awarded to the North Davis Fire District.

Chief Becraft, Chief Taylor and the Board then discussed different sizes of compressors. Chief Taylor recommended purchased two units (one for each station) which will fill two bottles at one time. He stated it isn't often that there is a fire where more bottles need to be filled faster. Chief Taylor and Chief Becraft agreed that a four-bottle fill station is not as cost effective than a two-bottle fill station. Chief Becraft stated if there were an incident where bottles need to be filled, Layton City has a mobile unit which could be taken to the scene to fill bottles.

Board Member N. Peterson asked how long a bottle typically lasts a firefighter. Chief Taylor stated the amount of oxygen used is dependent upon the individual firefighter and their breathing. Chief Becraft stated a seasoned firefighter's bottle may last longer because he/she has learned how to control their breathing. He then stated exertion of the firefighter could also be a factor in how long a bottle lasts.

Chief Becraft stated the safety of firefighters is extremely important. He then stated the procurement policy allows the board to grant the emergency purchase of firefighting air compressors in addition to the disposal of the old units. He then stated that because of the maintenance issues of the compressor at Station 41, it should be recycled or given to a department for spare parts. The compressor at Station 42 is old, but reliable and could be given to a volunteer or small department in need. Chief Becraft stated the North Davis Fire District has approximately \$1.2 million set aside for Capital Purchases.

Chief Taylor presented the following three options to the board:

- Option 1 - Replace both Breathing Air Compressors (BAC) - \$88,408.00
This price is for two units, with shipping and installation. This equates to \$44,204 total cost per unit, this is a cost savings of \$3,032)
- Option 2 – Replace one BAC at this time and budget later for the 2nd - \$47,236.00
This price includes shipping and installation.

- Option 3 – Wait for the next budget year and include into the capital budget. LN Curtis (supplier) estimates the price will go up at least 5% by early spring of 2018. This would inflate the cost of the two units to approximately \$93,038. The cost of a single unit would increase to approximately \$49,598.

Board Member Craythorne asked Chief Taylor which option he preferred. Chief Taylor stated he preferred option 1, purchasing two air compressors will save the district money.

Chairman Petersen asked the board to discuss the emergency purchase of two firefighting breathing air compressors. Mr. Roper recommended option one. The board members agreed.

Vice-Chairman Shepherd motioned to approve the emergency purchase of two breathing air compressors. He then stated the compressor at Station 41 should be recycled or donated to a department for spare parts. The compressor at Station 42 is old, could be given to a department in need of a compressor. Board Member Craythorne seconded the motion. The motion passed unanimously.

11. Fire Chiefs Report

Chief Becraft stated he serves Catastrophic Fire Committee of Utah and he then stated the North Davis Fire District is working with Zions Bank to change credit cards to commercial business cards. Chief Becraft stated that during the planning session, the “Best Practices” by the State Auditor, data management and the current server will be discussed.

Chief Becraft informed the board that in the prior week, four-fulltime employees resigned. He stated the moving of firefighters between departments is occurring everywhere. He then informed the board that administration is in the process of completing a wage study for fulltime employees. Departments included in study are North View, Weber Fire, Roy, Layton and South Davis Metro. Chief Becraft stated the North Davis Fire District cannot be compared to the Salt Lake Valley.

Chairman Petersen stated it is important for the North Davis Fire District to adequately compensate employees in addition to creating a good environment.

Board Member Craythorne employee transitions are being experienced everywhere. He then expressed the need for the North Davis Fire District to place employee wages higher than mid-range.

Chief Taylor stated North Davis Fire District will complete a testing process within the next few weeks. He then expressed the importance of hiring the “right” candidate and not just someone to “fill a seat”.

12. Other Items - None

13. Motion to Adjourn

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

Gary Petersen, Chairman

Misty Rogers, District Clerk



ADMINISTRATIVE CONTROL BOARD
SUMMARY SHEET

January 25, 2018

Agenda Item: Consideration of Approval of the December 2017 Bills for the North Davis Fire District

Information: Please see the attached transaction report for December 2017.

Recommendation: Approve the December 2017 Bills as presented or amended. Please contact the District Clerk with any questions.

North Davis Fire District Transaction List by Vendor December 2017

Type	Date	Num	Memo	Account	Clr	Split	Amount
A-1 Uniforms							
Bill Pmt -Check	12/14/2017	13229	Padilla, Izan	Cash Zions Bank-G...	X	Accounts ...	-103.76
AAA Fire Safety & Alarm, Inc							
Bill	12/12/2017	45263		Accounts Payable		Equipmen...	-64.90
Bill Pmt -Check	12/27/2017	13270		Cash Zions Bank-G...		Accounts ...	-64.90
Advanced Fire Services of Utah, Inc							
Bill Pmt -Check	12/14/2017	13230		Cash Zions Bank-G...	X	Accounts ...	-100.00
AFLAC							
Bill Pmt -Check	12/14/2017	13231	Acct # AUT72	Cash Zions Bank-G...	X	Accounts ...	-1,691.22
Airgas Intermountain Inc							
Bill	12/04/2017	9070...	pAYER # 238...	Accounts Payable		Medical S...	-9.42
Bill Pmt -Check	12/14/2017	13232		Cash Zions Bank-G...	X	Accounts ...	-246.05
Bill	12/18/2017	9070...	Payer # 2384...	Accounts Payable		Medical S...	-18.84
Bill Pmt -Check	12/27/2017	13271	Payer # 2384...	Cash Zions Bank-G...		Accounts ...	-18.84
Bill	12/29/2017	9075...	Acct # 2384711	Accounts Payable		Medical S...	-23.55
Bill	12/31/2017	9950...	Acct# 995046...	Accounts Payable		Medical S...	-182.28
Apparatus Equipment & Service, Inc							
Bill	12/05/2017	12621	Invoice # 12621	Accounts Payable		Vehicle M...	-532.55
Bill	12/14/2017	12655	Invoice # 12655	Accounts Payable		Vehicle M...	-2,844.23
Best Western Abbey Inn							
Bill Pmt -Check	12/27/2017	13272		Cash Zions Bank-G...		Accounts ...	-604.32
Blomquist Hale Consulting Group, Inc							
Bill	12/01/2017	DEC1...	December 20...	Accounts Payable		EA Assist...	-235.00
Bill Pmt -Check	12/14/2017	13233	December 20...	Cash Zions Bank-G...	X	Accounts ...	-235.00
Blueline Services							
Bill Pmt -Check	12/14/2017	13234	Invoice # 33922	Cash Zions Bank-G...	X	Accounts ...	-200.00
Boot Barn							
Bill	12/29/2017	IVC0...	Acct # 11182...	Accounts Payable		Clothing A...	-143.99
Brady King							
Bill	12/27/2017	Wntr ...	Per Diem - Wi...	Accounts Payable		Travel an...	-125.00
Bill Pmt -Check	12/27/2017	13273	Per Diem - Wi...	Cash Zions Bank-G...		Accounts ...	-125.00
Brian's Canvas Products, Inc							
Bill	12/19/2017	93687		Accounts Payable		Equipmen...	-30.00
Bill Pmt -Check	12/27/2017	13274		Cash Zions Bank-G...		Accounts ...	-30.00
Charlie's Service Center							
Bill Pmt -Check	12/14/2017	13235		Cash Zions Bank-G...	X	Accounts ...	-499.42
Child Richards (CPA)							
Bill	12/29/2017	89646	Client # 6962...	Accounts Payable		Accounta...	-656.25
Child Support Services							
Check	12/01/2017	12834	Payroll Date 1...	Cash Zions Bank-G...	X	-SPLIT-	-570.24
Check	12/15/2017	13403	Payroll Date 1...	Cash Zions Bank-G...	X	-SPLIT-	-505.35
Check	12/29/2017	13407	Payroll Date: ...	Cash Zions Bank-G...		-SPLIT-	-334.43
Clearfield Aquatic Center							
Check	12/01/2017	13400	Payroll Date 1...	Cash Zions Bank-G...	X	-SPLIT-	-60.01
Check	12/15/2017	13404	Payroll Date 1...	Cash Zions Bank-G...	X	-SPLIT-	-60.01
Clearfield City Corp							
Bill Pmt -Check	12/14/2017	13236	Account # .41...	Cash Zions Bank-G...	X	Accounts ...	-241.69
Bill	12/15/2017	1215-...	Customer # N...	Accounts Payable		-SPLIT-	-9,205.09
Bill Pmt -Check	12/27/2017	13275	Customer # N...	Cash Zions Bank-G...		Accounts ...	-9,205.09
Colonial Insurance							
Bill Pmt -Check	12/14/2017	13237	BCN: E7927...	Cash Zions Bank-G...	X	Accounts ...	-23.54
Bill	12/14/2017	7927...	BCN E7927130	Accounts Payable		-SPLIT-	-23.54
Bill	12/20/2017	7927...	BCN E7927130	Accounts Payable		-SPLIT-	-23.54
Bill Pmt -Check	12/27/2017	13276		Cash Zions Bank-G...		Accounts ...	-47.08
Comcast							
Bill	12/01/2017	11/28...	Acct # 8495 4...	Accounts Payable		Utilities (G...	-327.88
Bill Pmt -Check	12/14/2017	13238	Acct # 8495 4...	Cash Zions Bank-G...	X	Accounts ...	-617.38
Bill	12/19/2017	12/18...	Acct # 8495 4...	Accounts Payable		Utilities (G...	-327.88
Bill Pmt -Check	12/27/2017	13277	Acct # 8495 4...	Cash Zions Bank-G...		Accounts ...	-327.88
Comcast Business							
Bill	12/15/2017	5983...	Acct # 93018...	Accounts Payable		Utilities (G...	-490.42
Bill Pmt -Check	12/27/2017	13278	Acct # 93018...	Cash Zions Bank-G...		Accounts ...	-490.42
Crown Trophy							
Bill	12/18/2017	33274	Invoice # 33274	Accounts Payable		Office sup...	-157.50
Bill Pmt -Check	12/27/2017	13279	Invoice # 33274	Cash Zions Bank-G...		Accounts ...	-157.50

North Davis Fire District Transaction List by Vendor December 2017

Type	Date	Num	Memo	Account	Clr	Split	Amount
Curt King							
Bill	12/27/2017	Wntr ...	Per Diem - Wi...	Accounts Payable		Travel an...	-125.00
Bill Pmt -Check	12/27/2017	13280	Per Diem - Wi...	Cash Zions Bank-G...		Accounts ...	-125.00
DCSO							
Bill Pmt -Check	12/14/2017	13239	October 2017 ...	Cash Zions Bank-G...	X	Accounts ...	-4,852.56
Bill Pmt -Check	12/27/2017	13281	Paramedic Se...	Cash Zions Bank-G...		Accounts ...	-2,616.17
Department of Health							
Bill	12/12/2017	18EM...	18EM000000...	Accounts Payable		Vehicle M...	-260.00
Bill Pmt -Check	12/27/2017	13282	18EM000000...	Cash Zions Bank-G...		Accounts ...	-260.00
Dominion Energy							
Bill	12/18/2017	10/12...	Acct # 84823...	Accounts Payable		Utilities (G...	-199.46
Bill	12/18/2017	11/11...	Acct # 83193...	Accounts Payable		Utilities (G...	-576.73
Bill Pmt -Check	12/27/2017	13283	8319361492	Cash Zions Bank-G...		Accounts ...	-1,269.10
Eide Bailly							
Bill	12/27/2017	EI005...	FY2017 Audit	Accounts Payable		Auditor	-9,000.00
Emerson Harden							
Bill	12/27/2017	Wntr ...	Per Diem - Wi...	Accounts Payable		Clothing A...	-125.00
Bill Pmt -Check	12/27/2017	13284	Per Diem - Wi...	Cash Zions Bank-G...		Accounts ...	-125.00
Ensemble Care For Heroes							
Bill	12/20/2017		Customer # C...	Accounts Payable		Misc. Equi...	-264.00
Bill Pmt -Check	12/27/2017	13285	Customer # C...	Cash Zions Bank-G...		Accounts ...	-264.00
Bill	12/29/2017	374354	Customer # I...	Accounts Payable		Misc. Equi...	-75.25
Four Sisters Floral							
Bill	12/18/2017	13364	Service - Tre...	Accounts Payable		Special D...	-60.00
Bill Pmt -Check	12/27/2017	13286	Service - Tre...	Cash Zions Bank-G...		Accounts ...	-60.00
Fuelman							
Bill Pmt -Check	12/14/2017	13240	BG2126827	Cash Zions Bank-G...	X	Accounts ...	-2,192.65
Henry Schein							
Bill	12/08/2017	4830...	Acct # 1292285	Accounts Payable		-SPLIT-	-794.10
Bill Pmt -Check	12/14/2017	13241	1292286	Cash Zions Bank-G...	X	Accounts ...	-1,435.88
Bill	12/18/2017	4830...	Acct # 1292285	Accounts Payable		Medical S...	-267.50
Bill Pmt -Check	12/27/2017	13287	1292286	Cash Zions Bank-G...		Accounts ...	-1,061.60
Intermountain WorkMed							
Bill Pmt -Check	12/14/2017	13242	Invoice # LA2...	Cash Zions Bank-G...	X	Accounts ...	-15.00
Iris Medical Inc							
Bill Pmt -Check	12/14/2017	13243	October 2017	Cash Zions Bank-G...	X	Accounts ...	-6,195.25
Bill Pmt -Check	12/27/2017	13288	Collection - N...	Cash Zions Bank-G...		Accounts ...	-5,197.22
IRS Deposit							
Check	12/01/2017	eftps	Payroll Date 1...	Cash Zions Bank-G...	X	-SPLIT-	-14,284.52
Check	12/15/2017	eftps	Payroll Date 1...	Cash Zions Bank-G...	X	-SPLIT-	-14,552.78
Check	12/21/2017	eftps	Payroll Date 1...	Cash Zions Bank-G...	X	-SPLIT-	-597.16
Check	12/29/2017	EFTPS	Payroll Date: ...	Cash Zions Bank-G...		-SPLIT-	-15,459.40
J-U-B Engineers, Inc							
Bill	12/28/2017	0113...	Project # 55-1...	Accounts Payable		Prof. Serv...	-5,127.69
Javier Munoz							
Bill	12/01/2017		Reimbursement	Accounts Payable		Medical S...	-13.30
Bill Pmt -Check	12/14/2017	13244	Reimbursement	Cash Zions Bank-G...		Accounts ...	-13.30
John Taylor							
Bill	12/27/2017	1/15/...	Per Diem - U...	Accounts Payable		Travel an...	-227.00
Bill Pmt -Check	12/27/2017	13289	6157105-5501	Cash Zions Bank-G...		Accounts ...	-227.00
Kevin Lloyd							
Bill	12/14/2017	1001 ...	Uniform Reim...	Accounts Payable		Clothing A...	-69.45
Bill Pmt -Check	12/14/2017	13245	Uniform Reim...	Cash Zions Bank-G...		Accounts ...	-69.45
Bill	12/19/2017	7349...	Uniform Reim...	Accounts Payable		Clothing A...	-14.67
Bill Pmt -Check	12/27/2017	13290	Uniform Reim...	Cash Zions Bank-G...		Accounts ...	-14.67
King & King							
Bill Pmt -Check	12/14/2017	13246	2012-5-00172	Cash Zions Bank-G...	X	Accounts ...	-875.00
LegalShield							
Bill	12/08/2017	Dece...	Group # 0112...	Accounts Payable		Legal W/H	-25.90
Bill Pmt -Check	12/14/2017	13247	Group # 0112...	Cash Zions Bank-G...	X	Accounts ...	-25.90
Liberty Mutual							
Bill	12/01/2017	0000...	Client: 0000...	Accounts Payable		-SPLIT-	-363.66

North Davis Fire District Transaction List by Vendor December 2017

Type	Date	Num	Memo	Account	Clr	Split	Amount
Life-Assist Inc							
Bill	12/11/2017	829681	Customer # 8...	Accounts Payable		-SPLIT-	-887.54
Purchase Order	12/12/2017	1607		Purchase Orders		Capital Pr...	-34.69
Bill	12/12/2017	830711	Acct # 84015FD	Accounts Payable		-SPLIT-	-321.05
Bill Pmt -Check	12/14/2017	13248	Customer # 8...	Cash Zions Bank-G...	X	Accounts ...	-887.54
Bill Pmt -Check	12/27/2017	13291	Acct # 84015FD	Cash Zions Bank-G...		Accounts ...	-321.05
LN Curtis and Sons							
Bill	12/20/2017	INV1...	Customer # C...	Accounts Payable		Misc. Equi...	-47.28
Bill Pmt -Check	12/27/2017	13292	Customer # C...	Cash Zions Bank-G...		Accounts ...	-47.28
Logo Lady							
Bill	12/21/2017	1649	NDFD - 2 Jac...	Accounts Payable		-SPLIT-	-44.00
Bill	12/21/2017	1648	D. Coleman	Accounts Payable		Clothing A...	-24.00
Bill	12/21/2017	1647	A. Hadley	Accounts Payable		Clothing A...	-24.00
Bill	12/21/2017	1646	A. Iarossi	Accounts Payable		Clothing A...	-24.00
Bill	12/21/2017	1645	T. Furlong	Accounts Payable		Clothing A...	-24.00
Bill	12/21/2017	1644	T. Adams	Accounts Payable		Clothing A...	-24.00
Bill	12/21/2017	1643	C. Langston	Accounts Payable		Clothing A...	-24.00
Bill	12/21/2017	1642	D. Youngberg	Accounts Payable		-SPLIT-	-66.00
Bill Pmt -Check	12/27/2017	13293		Cash Zions Bank-G...		Accounts ...	-254.00
Lowes							
Bill	12/11/2017	919598	Acct # 9900 6...	Accounts Payable		Equipmen...	-21.96
Bill Pmt -Check	12/14/2017	13249		Cash Zions Bank-G...	X	Accounts ...	-57.21
Mark Becraft							
Bill	12/21/2017	1067...	Reimbursement	Accounts Payable		Equipmen...	-351.00
Bill	12/27/2017	1/15/...	Per Diem - U...	Accounts Payable		Travel an...	-227.00
Bill Pmt -Check	12/27/2017	13294		Cash Zions Bank-G...	X	Accounts ...	-578.00
McEwan and Company							
Bill Pmt -Check	12/14/2017	13250		Cash Zions Bank-G...	X	Accounts ...	-3,206.25
Moreton							
Bill	12/01/2017	264346	Client # NOR...	Accounts Payable		Liability In...	-4,584.00
Bill Pmt -Check	12/14/2017	13251	VFISTR20547...	Cash Zions Bank-G...	X	Accounts ...	-5,612.00
Motorola Solutions							
Bill	12/19/2017	1319...		Accounts Payable		-SPLIT-	-800.40
Bill Pmt -Check	12/27/2017	13295		Cash Zions Bank-G...		Accounts ...	-800.40
Napa Auto							
Bill	12/11/2017	747011	Acct # 16101...	Accounts Payable		Equipmen...	-8.10
Bill Pmt -Check	12/14/2017	13252		Cash Zions Bank-G...	X	Accounts ...	-90.13
Bill	12/14/2017	747391	Acct # 16101...	Accounts Payable		Vehicle M...	-33.07
Bill	12/26/2017	747770	Acct #	Accounts Payable		Vehicle M...	-29.98
Bill	12/26/2017	748770		Accounts Payable		Vehicle M...	-29.98
Bill	12/27/2017	748896	Acct #161010...	Accounts Payable		Vehicle M...	-15.98
North Davis Firefighters Association							
Check	12/15/2017	ach	Payroll Date 1...	Cash Zions Bank-G...	X	NDFD As...	-190.00
Office Depot							
Bill	12/01/2017	9802...	ACct # 41036...	Accounts Payable		-SPLIT-	-38.54
Purchase Order	12/01/2017	1602		Purchase Orders		Office sup...	-9.56
Purchase Order	12/10/2017	1604		Purchase Orders		Medical S...	-58.50
Bill	12/12/2017	9858...	Acct # 41036...	Accounts Payable		Office sup...	-9.56
Bill	12/12/2017	9866...	Acct # 41036...	Accounts Payable		-SPLIT-	-267.68
Bill	12/12/2017	9873...	Acct # 41036...	Accounts Payable		Office sup...	-5.94
Bill Pmt -Check	12/14/2017	13253		Cash Zions Bank-G...	X	Accounts ...	-122.38
Purchase Order	12/19/2017	1608		Purchase Orders		Office sup...	-93.02
Bill	12/26/2017	9915...	Acct # 41036...	Accounts Payable		Office sup...	-93.02
Bill Pmt -Check	12/27/2017	13296		Cash Zions Bank-G...		Accounts ...	-283.18
Payroll							
Check	12/15/2017	prdd	Payroll Date 1...	Cash Zions Bank-G...	X	-SPLIT-	-40,056.52
Check	12/21/2017	prdd	Payroll Date 1...	Cash Zions Bank-G...	X	-SPLIT-	-1,396.59
Check	12/29/2017	prdd	Payroll Date: ...	Cash Zions Bank-G...	X	-SPLIT-	-43,993.36
PEHP Flex							
Check	12/29/2017	13408	Payroll Date: ...	Cash Zions Bank-G...		-SPLIT-	-2,174.61
PEHP Group Insurance							
Bill	12/27/2017	12/1/...	Acct \$ 1131	Accounts Payable		-SPLIT-	-28,471.62
Bill Pmt -Check	12/27/2017	13297	Acct \$ 1131	Cash Zions Bank-G...		Accounts ...	-28,471.62
PEHP Long Term Disability							
Bill	12/27/2017	11/26...	Agency # 1131	Accounts Payable		Disability I...	-13.37
Bill	12/27/2017	12/10...	Acct # 1131	Accounts Payable		Disability I...	-13.21
Bill Pmt -Check	12/27/2017	13298		Cash Zions Bank-G...		Accounts ...	-26.58

North Davis Fire District Transaction List by Vendor December 2017

Type	Date	Num	Memo	Account	Clr	Split	Amount
Pioneer Overhead							
Bill	12/14/2017	21722	Acct # north d...	Accounts Payable		Equipmen...	-122.90
Bill Pmt -Check	12/27/2017	13299	Acct # north d...	Cash Zions Bank-G...		Accounts ...	-122.90
Pitney Bowes							
Bill	12/11/2017	3304...	aCCT # 0015...	Accounts Payable		Office sup...	-136.74
Bill Pmt -Check	12/14/2017	13254	3971470	Cash Zions Bank-G...	X	Accounts ...	-136.74
Pitney Bowes Purchase Power							
Bill	12/01/2017	PBP ...	Acct # 8000-9...	Accounts Payable		Office sup...	-120.00
Bill Pmt -Check	12/27/2017	13300	8000-9090-01...	Cash Zions Bank-G...		Accounts ...	-120.00
Rocky Mountain Power							
Bill Pmt -Check	12/27/2017	13301	00815760-00...	Cash Zions Bank-G...		Accounts ...	-1,032.28
Sam's Club MC/SYNCB							
Bill	12/14/2017	8556...	Acct #5560 5...	Accounts Payable		Subscripti...	-154.92
Bill Pmt -Check	12/27/2017	13302	Acct #5560 5...	Cash Zions Bank-G...		Accounts ...	-154.92
Scott Call							
Bill	12/30/2017	1/10/...	Uniform Reim...	Accounts Payable		-SPLIT-	-100.10
Shay Holley							
Bill	12/11/2017	Dece...	Physician Adv...	Accounts Payable		Medical A...	-700.00
Bill Pmt -Check	12/14/2017	13255	Physician Adv...	Cash Zions Bank-G...	X	Accounts ...	-700.00
Standard Examiner							
Bill	12/08/2017	Calen...	Acct # 359245	Accounts Payable		Subscripti...	-212.43
Bill Pmt -Check	12/14/2017	13256		Cash Zions Bank-G...	X	Accounts ...	-356.93
Standard Plumbing Supply							
Bill Pmt -Check	12/14/2017	13257		Cash Zions Bank-G...	X	Accounts ...	-562.06
Symbol Arts							
Bill Pmt -Check	12/14/2017	13258	Customer # 0...	Cash Zions Bank-G...	X	Accounts ...	-280.00
Utah Communications Authority							
Bill Pmt -Check	12/14/2017	13259	VOID:	Cash Zions Bank-G...	X	Accounts ...	0.00
Utah Communications Inc							
Bill Pmt -Check	12/14/2017	13260		Cash Zions Bank-G...	X	Accounts ...	-118.40
Bill Pmt -Check	12/14/2017	13269		Cash Zions Bank-G...	X	Accounts ...	-21.25
Bill	12/19/2017	120096	Invoice # 120...	Accounts Payable		Equipmen...	-183.47
Bill Pmt -Check	12/27/2017	13303	Invoice # 120...	Cash Zions Bank-G...		Accounts ...	-183.47
Utah Department of Workforce Services							
Bill	12/19/2017	R 0-4...		Accounts Payable		Unemploy...	-9.62
Bill Pmt -Check	12/27/2017	13304		Cash Zions Bank-G...		Accounts ...	-9.62
Utah Fire and Rescue Academy							
Bill	12/14/2017	John ...	John Meek -Fi...	Accounts Payable		Travel an...	-40.00
Bill Pmt -Check	12/14/2017	13261	John Meek -Fi...	Cash Zions Bank-G...		Accounts ...	-40.00
Utah Local Governments Trust							
Bill	12/01/2017	Dece...	Customer # 1...	Accounts Payable		-SPLIT-	-749.79
Bill	12/12/2017	Janua...	Acct # 1638.0	Accounts Payable		-SPLIT-	-986.04
Bill Pmt -Check	12/27/2017	13305	Acct # 1638.0	Cash Zions Bank-G...		Accounts ...	-986.04
Utah Retirement Systems							
Check	12/15/2017	ach	Payroll Date 1...	Cash Zions Bank-G...	X	Retirement	-7,631.85
Check	12/29/2017	ach	Payroll Date: ...	Cash Zions Bank-G...	X	Retirement	-7,333.33
Utah State Tax Commission							
Check	12/01/2017	eftps	Payroll Date 1...	Cash Zions Bank-G...		State W/H	-7,165.87
Utah Valley University							
Bill Pmt -Check	12/14/2017	13262	Ward, Brody (...)	Cash Zions Bank-G...	X	Accounts ...	-80.00
Vantagepoint Transfer Agents - 401							
Check	12/01/2017	13401	Payroll Date 1...	Cash Zions Bank-G...	X	-SPLIT-	-1,512.53
Check	12/15/2017	13405	Payroll Date 1...	Cash Zions Bank-G...	X	-SPLIT-	-1,517.67
Check	12/29/2017	13409	Payroll Date: ...	Cash Zions Bank-G...		-SPLIT-	-1,512.53
Vantagepoint Transfer Agents - 457							
Check	12/01/2017	13402	Payroll Date 1...	Cash Zions Bank-G...	X	-SPLIT-	-1,076.90
Check	12/15/2017	13406	Payroll Date 1...	Cash Zions Bank-G...	X	-SPLIT-	-1,081.53
Check	12/29/2017	13410	Payroll Date: ...	Cash Zions Bank-G...		-SPLIT-	-1,076.90
Verizon Wireless							
Bill Pmt -Check	12/14/2017	13263	Acct #642010...	Cash Zions Bank-G...		Accounts ...	-2,028.46
Visa Zions							
Check	12/27/2017	eftps	Becraft	Cash Zions Bank-G...	X	-SPLIT-	-997.01
Check	12/27/2017	eftps	Hadley	Cash Zions Bank-G...	X	-SPLIT-	-112.30
Check	12/27/2017	eftps	Rogers	Cash Zions Bank-G...	X	-SPLIT-	-1,033.72
Check	12/27/2017	eftps	Taylor	Cash Zions Bank-G...	X	-SPLIT-	-2,900.21
Check	12/27/2017	eftps	Weekes	Cash Zions Bank-G...	X	-SPLIT-	-54.99

**North Davis Fire District
Transaction List by Vendor
December 2017**

Type	Date	Num	Memo	Account	Clr	Split	Amount
Waste Management							
Bill	12/01/2017	1890...	Customer # 1...	Accounts Payable		Utilities (G...	-84.38
Bill Pmt -Check	12/14/2017	13264	Customer # 1...	Cash Zions Bank-G...	X	Accounts ...	-84.38
Bill	12/28/2017	1894...	Acct # 10-962...	Accounts Payable		Utilities (G...	-85.33
West Point City (2)							
Bill Pmt -Check	12/14/2017	13265	aCCT # 12.85...	Cash Zions Bank-G...	X	Accounts ...	-126.25
Wiggins & Co							
Bill Pmt -Check	12/27/2017	13306	Client # 1061...	Cash Zions Bank-G...		Accounts ...	-620.80
Workers Comp Fund Insurance							
Bill Pmt -Check	12/14/2017	13266	Acct # 13620	Cash Zions Bank-G...	X	Accounts ...	-5,090.00
Young Chevrolet							
Bill Pmt -Check	12/14/2017	13267	Customer # 7...	Cash Zions Bank-G...	X	Accounts ...	-106.95
Zions Bank Corporate Trust							
Bill	12/19/2017	6119...	Acct # 6119850	Accounts Payable		Bond Trus...	-2,000.00
Bill Pmt -Check	12/27/2017	13307	Acct # 6119850	Cash Zions Bank-G...		Accounts ...	-2,000.00



ADMINISTRATIVE CONTROL BOARD
SUMMARY SHEET

January 25, 2018

Agenda Item: Consideration of Approval of the Financial Report for the North Davis Fire District

Information: Please see the attached Financial Report for the North Davis Fire District. As of January 22, 2018, ** % of Fiscal Year 2018 has elapsed.

Recommendation: Please approve the Financial Report for the North Davis Fire District. Please contact the District Clerk with any questions.

North Davis Fire District
Profit & Loss Budget vs. Actual
 July 2017 through June 2018

	Jul '17 - Jun...	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
Ambulance	300,667.38	1,146,479.68	-845,812.30	26.2%
Contract Services	105,180.19	89,338.86	15,841.33	117.7%
Donations	2,650.00			
EMS Per Capita	0.00	3,000.00	-3,000.00	0.0%
Fee in Lieu	73,911.14	170,264.66	-96,353.52	43.4%
Fire Protection	0.00	1,475.00	-1,475.00	0.0%
Fire Works Display	0.00	0.00	0.00	0.0%
Impact Fees	26,502.04	150,000.00	-123,497.96	17.7%
Incident Report	0.00	0.00	0.00	0.0%
Inspection Fees	810.00	1,000.00	-190.00	81.0%
Interest Income-General Fund	9,174.44	14,000.00	-4,825.56	65.5%
Miscellaneous Service Revenues	10.04	1,500.00	-1,489.96	0.7%
Permit Fees	220.00	1,500.00	-1,280.00	14.7%
Plan Review Fees	2,744.28	3,500.00	-755.72	78.4%
Property Taxes	1,862,089.59	2,313,696.00	-451,606.41	80.5%
PT Contribution to Other Gover.	0.00	300,000.00	-300,000.00	0.0%
Reimburse Dental	0.00	0.00	0.00	0.0%
Returned Check Fee	-25.00			
Total Income	2,383,934.10	4,195,754.20	-1,811,820.10	56.8%
Gross Profit	2,383,934.10	4,195,754.20	-1,811,820.10	56.8%
Expense				
800 Communications	229.65	11,040.00	-10,810.35	2.1%
Administrative Control Board				
Board of Directors Payroll	15,000.00	30,000.00	-15,000.00	50.0%
Total Administrative Control Board	15,000.00	30,000.00	-15,000.00	50.0%
Administrative Fees	0.00	0.00	0.00	0.0%
Bank Charges	2,686.93	4,890.00	-2,203.07	54.9%
Clothing Allowance	19,128.06	26,737.50	-7,609.44	71.5%
Collection Contract				
Health Care Finance Assessment	10,648.44	38,976.00	-28,327.56	27.3%
IRIS Medical	30,711.81	72,000.00	-41,288.19	42.7%
Collection Contract - Other	0.00	0.00	0.00	0.0%
Total Collection Contract	41,360.25	110,976.00	-69,615.75	37.3%
Computer Maintenance & Supply				
Computer Maint & Supply	8,034.77	19,000.00	-10,965.23	42.3%
ERS Annual User Fee	4,228.00	4,230.00	-2.00	100.0%
Rover Mobile - Spotted Dog	0.00	1,100.00	-1,100.00	0.0%
Computer Maintenance & Supply - Other	0.00	0.00	0.00	0.0%
Total Computer Maintenance & Supply	12,262.77	24,330.00	-12,067.23	50.4%
Computer Maintenance Supply	0.00	0.00	0.00	0.0%
Contributions to Other Govt	0.00	300,000.00	-300,000.00	0.0%
Dispatch Services	49,588.00	85,000.00	-35,412.00	58.3%
EA Assistance Program	1,560.00	2,760.00	-1,200.00	56.5%
Employees Wages				
Full Time Employee Wages				
Auto Overtime	59,643.61	105,323.35	-45,679.74	56.6%
Differential Pay	2,692.34	5,000.06	-2,307.72	53.8%
Hourly Acting Captain	62,641.31	80,000.00	-17,358.69	78.3%
Retro Pay	2,487.96			
Salary	55,957.71	107,205.80	-51,248.09	52.2%
Sick Leave	34,728.07			
Vacation Leave	60,714.15			
Full Time Employee Wages - Other	476,610.23	1,206,023.10	-729,412.87	39.5%
Total Full Time Employee Wages	755,475.38	1,503,552.31	-748,076.93	50.2%

North Davis Fire District
Profit & Loss Budget vs. Actual
 July 2017 through June 2018

	Jul '17 - Jun...	Budget	\$ Over Bud...	% of Budget
Part-Time Employee Wages	137,322.95	264,956.17	-127,633.22	51.8%
Employees Wages - Other	0.00	0.00	0.00	0.0%
Total Employees Wages	892,798.33	1,768,508.48	-875,710.15	50.5%
Equipment Maintenance & Supply	16,070.54	36,517.00	-20,446.46	44.0%
FICA	67,332.93	137,545.71	-70,212.78	49.0%
Fleet Fund Capital Exp	0.00	96,300.00	-96,300.00	0.0%
Grant Expenses	0.00	0.00	0.00	0.0%
Insurance (Health)				
AFLAC Cancer Policy	4,748.49	10,572.12	-5,823.63	44.9%
Dental Insurance	0.00	0.00	0.00	0.0%
Disability Insurance	171.89	343.45	-171.56	50.0%
Life Insurance	1,364.17	2,802.60	-1,438.43	48.7%
Insurance (Health) - Other	118,760.46	293,610.21	-174,849.75	40.4%
Total Insurance (Health)	125,045.01	307,328.38	-182,283.37	40.7%
Lease Obligation-interest	25,226.86	25,226.86	0.00	100.0%
Lease Obligations-principal	111,742.60	111,742.60	0.00	100.0%
Liability Insurance (Risk Manag	61,254.00	61,311.55	-57.55	99.9%
Medical Supplies	525.51	0.00	525.51	100.0%
Medical Supplies Expenses	19,746.75	50,175.00	-30,428.25	39.4%
Misc Services				
Duty Crew Fitness Pass	0.00	500.00	-500.00	0.0%
Firefighter Testing	0.00	1,600.00	-1,600.00	0.0%
New Employee Drug Testing	330.00	500.00	-170.00	66.0%
Yearly Ambulance License Fees	0.00	1,500.00	-1,500.00	0.0%
Misc Services - Other	0.00	8,815.00	-8,815.00	0.0%
Total Misc Services	330.00	12,915.00	-12,585.00	2.6%
Misc Supplies	0.00	0.00	0.00	0.0%
Misc. Equipment	24,521.85	47,150.00	-22,628.15	52.0%
Office supply & expenses	6,862.23	9,840.00	-2,977.77	69.7%
Paramedics	19,027.88	48,000.00	-28,972.12	39.6%
Payroll Expenses	890.16			
Professional Services				
Accountant Fees	12,156.25	22,800.00	-10,643.75	53.3%
Attorney	8,750.00	10,200.00	-1,450.00	85.8%
Auditor	9,000.00	8,000.00	1,000.00	112.5%
Blueline Drug Testin	241.39	1,200.00	-958.61	20.1%
Bond Trustee (Zions Bond)	2,000.00	2,000.00	0.00	100.0%
Bonding	1,072.00	587.00	485.00	182.6%
Medical Advisor	4,200.00	8,400.00	-4,200.00	50.0%
Payroll Administration	3,431.10	6,480.00	-3,048.90	52.9%
Prof. Services - Plats, Etc.	9,873.19	4,500.00	5,373.19	219.4%
Transparancy	500.00	2,500.00	-2,000.00	20.0%
Professional Services - Other	2,183.75	0.00	2,183.75	100.0%
Total Professional Services	53,407.68	66,667.00	-13,259.32	80.1%
Retirement	119,064.98	258,423.51	-139,358.53	46.1%
Shipping Charges	0.00	0.00	0.00	0.0%
Special Department Allowance	9,011.65	20,115.00	-11,103.35	44.8%
Subscriptions, Memberships	8,925.65	12,359.00	-3,433.35	72.2%
Travel and Training	25,796.73	53,410.00	-27,613.27	48.3%
Unemployment	3,000.43			
Utah Disability Death Benefit	0.00	2,470.00	-2,470.00	0.0%
Utilities (Gas,Power,Phones)				
Verizon	10,261.98	18,000.00	-7,738.02	57.0%
Utilities (Gas,Power,Phones) - Other	22,193.70	54,765.00	-32,571.30	40.5%
Total Utilities (Gas,Power,Phones)	32,455.68	72,765.00	-40,309.32	44.6%

North Davis Fire District
Profit & Loss Budget vs. Actual
July 2017 through June 2018

	Jul '17 - Jun...	Budget	\$ Over Bud...	% of Budget
Vehicle Maintenance	38,020.19	87,954.00	-49,933.81	43.2%
Workmans Comp	34,368.22	49,299.83	-14,931.61	69.7%
Total Expense	1,837,241.52	3,931,757.42	-2,094,515.90	46.7%
Net Ordinary Income	546,692.58	263,996.78	282,695.80	207.1%
Other Income/Expense				
Other Income				
Capital Projects Inc 3				
Gain on Sale of Assets	0.00	0.00	0.00	0.0%
Total Capital Projects Inc 3	0.00	0.00	0.00	0.0%
Debt Service Inc 2				
Interest Income	0.00	0.00	0.00	0.0%
Total Debt Service Inc 2	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Other Expense				
Capital Outlay-Land	207.32			
Capital Projects Exp 3				
Equipment	15,325.99	11,400.00	3,925.99	134.4%
Office Equipment	2,852.46	3,450.00	-597.54	82.7%
Vehicles	378,405.25	373,716.51	4,688.74	101.3%
Capital Projects Exp 3 - Other	321.05	0.00	321.05	100.0%
Total Capital Projects Exp 3	396,904.75	388,566.51	8,338.24	102.1%
Debt Service Exp 2				
Interest Expense	32,701.50	65,403.00	-32,701.50	50.0%
Principal	0.00	165,000.00	-165,000.00	0.0%
Total Debt Service Exp 2	32,701.50	230,403.00	-197,701.50	14.2%
Total Other Expense	429,813.57	618,969.51	-189,155.94	69.4%
Net Other Income	-429,813.57	-618,969.51	189,155.94	69.4%
Net Income	116,879.01	-354,972.73	471,851.74	-32.9%