



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
March 15, 2018 – 6:00 pm

1. Call to Order
2. Invocation or Inspirational Thought
3. Pledge of Allegiance
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. Consideration of Approval of Minutes from the February 15, 2018 Board Meeting
6. Consideration of Approval of the February 2018 Bills for the North Davis Fire District
7. Consideration of Approval of the February 2018 Financial Report for the North Davis Fire District
8. Consideration of Approval of Resolution 2018R-01 an Amendment to the North Davis Fire District Policy and Procedures Manual, 208:1, Introductory Period; 210:1, Promotion; and 301:1, Salary Administration
9. Fire Chiefs Report
10. Other
11. Consideration of Adjourning into a Closed Executive Session
 - a. Call to Order
 - b. Pursuant to §52-4-205 (1)(a), Discussion of the Character, Professional Competence, or Physical or Mental Health of an Individual.
 - c. Consideration of Adjourning out of the Closed Session and re-entering into General Session
12. Motion to Adjourn

Dated the 12th day of March, 2018.

Misty Rogers

On March 12, 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](mailto:mrogers@nofires.org).



ADMINISTRATIVE CONTROL BOARD
SUMMARY SHEET

March 15, 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 February 15, 2018.

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



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

February 15, 2018 – 6:00 PM

Minutes from the North Davis Fire District Administrative Control Board Meeting held at 6:00 pm on February 15, 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, Scott Wiggill, Erik Craythorne and David 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 Captains Chris Tremea and Kevin Lloyd, North Davis Fire District Firefighter Tony Iarossi, and Sunset City Council Member Ricky Carlson

Chief Becraft stated “Robert’s Rules of Order” indicates that an invocation should be held prior to Pledge of Allegiance. Chairman Petersen stated moving forward, the invocation will be held prior to the Pledge of Allegiance during the North Davis Fire District Administrative Control Board Meetings.

- 1. Call to Order:** Chairman Petersen opened the Administrative Control Board Meeting.
- 2. Invocation or Inspirational Thoughts:** Board Member Nike Peterson
- 3. Pledge of Allegiance:** Repeated by all.
- 4. Citizen Comment:**
Ricky Carlson (Sunset City Council Member) - 338 West 930 North, Sunset City
Mr. Carlson thanked the North Davis Fire District for their efforts during a recent structure fire in Sunset City. Chairman G. Petersen thanked Mr. Carlson for his comments.
- 5. Consideration of Approval of Minutes from the January 25, 2018 Planning Session and Board Meeting**
Ms. Rogers thanked Board Member N. Peterson for her willingness to proof read the January minutes.

Board Member Craythorne motioned to approve the minutes from the January 25, 2018 Planning Session and Administrative Control Board Meeting. Vice-Chairman Shepherd seconded the motion. The motion passed unanimously

- 6. Consideration of Approval of the January 2018 Bills for the North Davis Fire District**
Vice-Chairman Shepherd motioned to approve the North Davis Fire District Bills for January 2018. Board Member N. Peterson seconded the motion. The motion passed unanimously.

Board Member Madsen asked if in the future, the report could include a description for each of the bills being approved. Board Member N. Peterson and Board Member Roper agreed. Vice-Chairman Shepherd asked if the

report could be printed in landscape format to show more transaction detail. Ms. Rogers stated the software the North Davis Fire District uses is restrictive. However, she will try to compile a more descriptive report for the board in the future. Chairman G. Petersen and Ms. Rogers agreed that anyone with questions should contact Ms. Rogers.

7. Consideration of Approval of the January 2018 Financial Report for the North Davis Fire District

Chief Becraft stated revenues and expenditures are on target, however Impact Fee revenue will likely be lower than budgeted. He then stated that ambulance revenue collection in January 2018 was better than that in December 2017; however, Medicare is still behind with payments. Chief Becraft stated that he and Ms. Rogers have spoken with the Iris Medical (the billing company of the North Davis Fire District) and they are confident that large collection months will occur and that the North Davis Fire District will collect the budgeted amount.

Chairman Petersen stated the district has discussed the low ambulance collection over the past several months. He then expressed concern that if collections do not occur in a timely manner, the district may not see the revenue until Fiscal Year 2019. Chief Becraft agreed, he then reminded the board that the North Davis Fire District ambulance revenue collected in July 2018 and August 2018 will be reversed back into Fiscal Year 2018.

Board Member N. Peterson stated there are areas within the budget which have exceeded the budgeted amount. She asked when the Fiscal Year 2018 budget will be amended to account for those areas. Chairman G. Petersen stated the North Davis Fire District will amend the budget at the end of Fiscal Year 2018 He then stated that it is important for the board to know if and when an area of the budget will exceed the budgeted amount.

Chief Becraft stated during the January 2018, meeting of the North Davis Fire District Administrative Control Board, someone asked for clarification of a payment to Clearfield City. He stated the payment to Clearfield City included dispatch charges, engineering fees in addition to and noticing fees for the annexation of Sunset City and reorganization of the North Davis Fire District.

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

8. Discussion of the 2018 NDFD Wage Study and Possible Recommendation from the North Davis Fire District Administrative Control Board.

Ms. Rogers stated the spreadsheets within the packet were incorrect. She then provided the board with the accurate spreadsheets. Chairman G. Petersen stated in the January 2018, the Administrative Control Board discussed the North Davis Fire District 2018 wage survey. He then stated that the discussion of the 2018 wage survey is only meant to assist administration with the preparation of the Fiscal Year 2019 budget. Chairman G. Petersen asked for input from the board regarding the wage survey.

Board Member N. Peterson asked if health insurance is figured into the wage survey. Ms. Rogers stated workers compensation costs will increase due to increased wages. However, the cost of health insurance is not determined by wage. Chairman G. Petersen too stated the health insurance is not included in the wage survey.

Board Member N. Peterson asked if health insurance and benefit packages were considered when conducting the wage survey. She stated if not, the cost of health insurance for each employee may need to be considered when determining the actual increase to the employees' wage. Board Member N. Peterson then asked if the health insurance offered by the North Davis Fire District is comparable to surrounding agencies.

Ms. Rogers stated that each month, the premium for health and dental insurance for the North Davis Fire District is approximately \$24,000. Currently, the North Davis Fire District pays 73.5% of health and dental insurance premiums and employees pay the remaining 26.5% of the premiums. The North Davis Fire District also pays 100% of the premium for a cancer policy for each fulltime employee of the North Davis Fire District. Ms. Rogers stated within the next few months administration will be receiving quotes for health and dental insurance. Until the actual premiums for health and dental insurance are received administration nor the board should not make any recommendations for health and dental insurance.

Board Member Wiggill asked what benefits other than health and dental are provided by the North Davis Fire District. Chief Becraft stated the administration did not consider the full-time employee benefit package when determining the proposed wages. However, over the years, sick and vacation leave accruals have adjusted.

Chairman G. Petersen stated that the North Davis Fire District has an idea of the benefits offered by other agencies. Chief Becraft stated currently Clinton City pays 100% of an employee's insurance premium. However, the type of coverage and deductible amounts are unknown. Chief Becraft stated the type of coverage an employee receives is significant and the board has always wanted to provide coverage for the employee. Chief Becraft stated the North Davis Fire District currently utilizes health and dental insurance from PEHP. He stated the coverage is good, however, the premiums are typically higher than other providers. Chief Becraft then stated that administration will consider all health insurance options before open enrollment.

Ms. Rogers stated the broker in which the North Davis Fire District utilizes for health insurance will be contacting administration in early March to discuss renewal rates and options. Administration plans to obtain alternative bids if PEHP's renewal rates are excessive or if recommended by the board. Ms. Rogers stated it is difficult to compare an "apples to apples" health insurance plan. She then stated the North Davis Fire District could find cheaper health insurance plans, however, the board and administration have felt that a good insurance is a benefit to the employee.

Board Member N. Peterson stated it is important for the North Davis Fire District to provide the best benefits possible for the employees, while remaining fiscally responsible. Board Member Roper agreed.

Chairman G. Petersen stated Board Members N. Peterson's questions are good. He then stated the only item being considered at this time is the wage adjustments. Chairman G. Petersen then asked if the board members could make a recommendation to administration with how to prepare the Tentative Budget for Fiscal Year 2019.

Board Member Madsen recommended the tentative budget be prepared using the 4.5% increase over the average wage from the wage study. Board Member Nelson agreed with Board Member Madsen.

Chairman G. Petersen stated if the wage adjustment is approved, anyone receiving the increase would not qualify for a merit in Fiscal Year 2019. He then asked if any board member had concern with budgeting for a 4.5% increase over the average wage for each position.

Chief Becraft stated if the wage adjustment is approved, employee evaluations will be due in June or July of each year. He stated moving evaluation dates will assist with the budgeting process.

Chairman G. Petersen stated the wage adjustments will bring each employee within market and in line with their position. He then stated that the board has indicated that they would like administration to budget using the wage survey with an additional 4.5% above the market average. Chairman G. Petersen clarified that because of the wage

study and putting employee wages where they belong, some employees will receive a higher increase than others. He then stated that both full-time and part-time employees are being considered in the adjustment.

Board Member Craythorne expressed his support with budgeting for a 4.5% increase over the market average. He was then excused from the meeting.

Ms. Rogers stated administration will review all employees' years of service, etc. to verify that their pay correlates with their years of service and position. She then stated that administration will meet with each employee to explain the impact of the wage adjustment.

Chairman G. Petersen stated that any employee concerned with their wage adjustment should contact Chief Becraft of Chief Taylor. Chief Becraft agreed, he then stated that administration plans to meet with each employee, and that each meeting is to be held in an appropriate, professional and respectful manner.

Board Member N. Peterson asked if the intent of the board is to complete a wage study every other year and a merit increase on the off years. Chairman G. Petersen stated yes.

9. Fire Chiefs Report

Chief Taylor stated the new air compressors have been ordered and the compressor for Station 41 will arrive mid-March. He then informed the board that the Bauer Air Compressor currently at Station 41 has stopped working entirely.

Chief Taylor stated he has located a fire department in need of the air compressor at Station 42. He stated that there is a department south of Cedar City who has an annual budget of \$7,000 and which must drive 20 miles to fill their bottles. The North Davis Fire District is hopeful that the agency will be able to utilize the compressor, if not another agency will be selected.

Chief Becraft stated that he had the opportunity to attend the Legislative Session where Fire Service and Task Force One were recognized. He then stated that over the weekend, the monument relocation to Station 42 went well. Both the family and the North Davis Fire District are extremely pleased with the relocation. Chief Becraft stated he has been working diligently to merge Sunset City's ISO with the North Davis Fire District's ISO. Sunset City's ISO rating will remain 4 and in the year 2020, the North Davis Fire District could possibly reach an ISO rating of 3. Chief Becraft stated he would remain after the meeting for any board member who had questions regarding a structure fire which recently occurred in Sunset City.

10. Other

Chairman G. Petersen stated that Clearfield City has begun creating their tentative budget for Fiscal Year 2019 and that there have been questions regarding Emergency Preparedness and a coordinator. Vice-Chairman Shepherd suggested that having Chief Taylor act as the Emergency Preparedness Coordinator for West Point, Clearfield and Sunset is a good idea. However, there have been questions with regards to where Chief Taylor would be located during an area wide incident. Vice-Chairman Shepherd stated if an incident effected all three cities, it would likely turn into a county and federal situation. He then again stated that he supports Chief Taylor acting as the Emergency Preparedness Coordinator for Clearfield City.

Chairman G. Petersen stated that an Emergency Service Coordinator has significant responsibilities. He then expressed concern that the adding the Emergency Service Coordinator position to Chief Taylor would take away from his duties and responsibilities at the North Davis Fire District. Chairman G. Petersen asked what Vice-Chairman Shepherd expected Chief Taylor to accomplish as the Emergency Service Coordinator.

Vice-Chairman Shepherd stated that Clearfield City needs their Emergency Operation Plan (EOP) updated and training.

Chairman G. Petersen asked how much time Chief Taylor would need to spend acting as the Emergency Service Coordinator for the three cities. He then expressed concern with giving Chief Taylor another responsibility as he is already being stretched thin.

Chief Taylor stated each city could determine how much time or assignments he would be given as their Emergency Service Coordinator. He then stated that with the implementation of the Battalion Chiefs, he is confident that he could continue with his current duties at the North Davis Fire District and act as the Emergency Service Coordinator for West Point, Clearfield and Sunset.

Chief Taylor stated that over the past several months, he has been attending emergency preparedness meetings at the county and not one representative from Clearfield, West Point or Sunset would be in attendance. Chief Taylor all three cities have great CERT personnel. However, if there were an emergency today all three cities may be in jeopardy. Chief Taylor stated if all three cities need updated plans and involvement with the communities and businesses need to occur. He then stated that training needs to be held for City Managers, department heads and staff. Chief Taylor stated again, the amount of work would be determined by what each city desires. He stated he could be utilized to help get each city started in the right direction.

Vice-Chairman Shepherd stated he would support Chief Taylor acting as the Emergency Service Coordinator for West Point, Clearfield and Sunset if he has the time.

Chief Taylor stated he will support the board even if they chose not to have him act as the Emergency Services Coordinator. He and Chief Becraft then expressed the need for each city to update their Emergency Operating Plans.

Board Member N. Peterson stated that if it is feasible, she would like Chief Taylor to provide each city with a proposal which includes technical, city level and department roles and an education component for residents. Chief Taylor stated that he would provide each city and council with a scope of work. He then stated each city must have a well-organized and responsible CERT Coordinator. Chief Taylor stated the CERT Coordinator will be trained by the district.

Chairman G. Petersen stated it seems as if Clearfield, Sunset and West Point would like a proposal which includes the needs and "buy in" for each city. He then recommended that Chief Taylor meet with Mayor Shepherd, Mayor Craythorne and Mayor Madsen to discuss the needs of each city.

Board Member Wiggill stated the last CERT class held was at Sunset City Hall, both Clearfield and Sunset joined together to hold the class. He then expressed t stated that Sunset City has good CERT Coordinators, however the city is missing an Emergency Services Coordinator.

Chairman G. Petersen stated the board incorporated Battalion Chief positions to assist administration of the North Davis Fire District. The Battalion Chief's have taken some of Chief Taylor's duties, however Chief Taylor's work load remains at capacity. Chairman G. Petersen stated he is interested in the Emergency Services Coordinator, however he is concerned with adding more work to Chief Taylor. He stated Chief Taylor has a responsibility to the operations of the district, the firefighters and battalion chiefs. If there is a disconnect between Firefighters, Battalion Chiefs and Fire Chief the district will fail. Chairman G. Petersen it is imperative that there is a positive connection within the operations of the North Davis Fire District. He then stated that moving forward, he would like to know how much

time Chief Taylor would need to dedicate to the Emergency Service Coordinator position while keeping the operations of the district in positive direction.

Chief Taylor stated the Battalion Chiefs are learning and will continue to lighten his load as they progress within their position.

Chairman G. Petersen stated it is imperative that a time component must be adhered to with Emergency Service Coordinator position. He stated it is important that the position not take away from the operations of the North Davis Fire District.

Chief Becraft stated it is difficult to put an hour to each project, job or city. He stated some months the fire district is busier than others.

Board Member Madsen stated that it is Chief Becraft's responsibility to oversee Chief Taylor. But it is the responsibility of Chief Taylor to manage his time and complete his tasks in a timely manner.

Chairman G. Petersen agreed, he then firmly stated that the North Davis Fire District needs help with morale. He then gestured towards Chief Taylor and stated that the person who needs to help with morale is in that chair. Chairman G. Petersen stated he is leery to assign Chief Taylor more duties when there is "work to be done" within the North Davis Fire District. He stated that we cannot lose sight of what is happening within the district. Chairman G. Petersen stated Chief Taylor can provide a proposal to the Mayors of each city. However, Chairman G. Petersen stated he must be included in the proposal and a decision will be made by the members of the board.

Board Member Wiggill expressed his appreciation to the first responders who assisted with the recent structure fire at Sunset City. He then stated the Sunset City Officers were pleased with the professionalism of the North Davis Fire District.

Chairman G. Petersen thanked both Mr. Carlson and Board Member Wiggill for their comments.

Board Member Madsen stated the body camera of one of Sunset City Officers indicates that the North Davis Fire District arrived at the recent structure fire in Sunset City in approximately 3 minutes 21 seconds.

11. Motion to Adjourn

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

Passed and adopted the 15th day of March, 2018.

Gary Petersen, Chairman

Misty Rogers, District Clerk



ADMINISTRATIVE CONTROL BOARD
SUMMARY SHEET

March 15, 2018

Agenda Item: Consideration of Approval of the February 2018 Bills for the North Davis Fire District

Information: Please see the attached transaction report for February 2018.

Recommendation: Approve the February 2018 Bills as presented or amended. Please contact the District Clerk with any questions.

**North Davis Fire District
Transaction List by Vendor
February 2018**

DRAFT

	Type	Date	Memo	Account	Split	Amount
A-1 Uniforms	Bill	02/02/2018	Becraft - Uniform Purchase	Accounts Payable	Clothing Allowance	-249.64
	Bill	02/05/2018	Sholly - Uniform Purchase	Accounts Payable	Clothing Allowance	-104.76
	Bill	02/13/2018	Taylor - Uniform Purchase	Accounts Payable	Clothing Allowance	-293.52
	Bill	02/15/2018	Stoker - Uniform Purchase	Accounts Payable	Clothing Allowance	-267.52
	Bill	02/21/2018	Rhees - Uniform Purchase	Accounts Payable	Clothing Allowance	-323.40
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-1,041.08
AAA Fire Safety & Alarm, Inc	Bill	02/01/2018	Extinguisher Maintenance/Testing	Accounts Payable	Equipment Maint. & Supply	-336.00
	Bill Pmt -Check	02/05/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-336.00
	Bill	02/13/2018	Extinguisher Maintenance/Testing	Accounts Payable	Equipment Maint. & Supply	-108.25
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-108.25
AFLAC	Bill	02/28/2018	Cancer Policy & Employee Policies	Accounts Payable	-SPLIT-	-1,455.88
Airgas Intermountain Inc	Bill	02/12/2018	Oxygen	Accounts Payable	Medical Supplies Expenses	-60.23
	Bill	02/13/2018	Oxygen	Accounts Payable	Medical Supplies Expenses	-182.28
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-242.51
	Bill	02/26/2018	Oxygen	Accounts Payable	Medical Supplies Expenses	-50.81
Batteries & Bulbs	Bill	02/22/2018	Battery	Accounts Payable	Equipment Maint. & Supply	-49.99
Blomquist Hale Consulting Group, Inc	Bill	02/01/2018	Employee Assistance	Accounts Payable	EA Assistance Program	-235.00
Charlie's Service Center	Bill	02/05/2018	Vehicle Repair/Service	Accounts Payable	Vehicle Maintenance	-130.43
	Bill	02/05/2018	Vehicle Repair/Service	Accounts Payable	Vehicle Maintenance	-266.92
	Bill Pmt -Check	02/05/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-397.35
	Bill	02/06/2018	Vehicle Repair/Service	Accounts Payable	Vehicle Maintenance	-353.79
	Bill	02/13/2018	Vehicle Repair/Service	Accounts Payable	Vehicle Maintenance	-136.09
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-489.88
Child Richards (CPA)	Bill	02/13/2018	Treasurer/Deputy Treasurer	Accounts Payable	Accountant Fees	-700.00
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-700.00
Child Support Services	Check	02/09/2018	Employee Withholding	Cash Zions Bank-Gen Fund	-SPLIT-	-496.61
	Check	02/23/2018	Employee Withholding	Cash Zions Bank-Gen Fund	-SPLIT-	-496.61
Clearfield Aquatic Center	Check	02/09/2018	Employee Withholding	Cash Zions Bank-Gen Fund	Aquatic Center W/H	-50.84
	Check	02/23/2018	Employee Withholding	Cash Zions Bank-Gen Fund	-SPLIT-	-50.84
Clearfield City Corp	Bill	02/08/2018	Dspatch - March 2018	Accounts Payable	Dispatch Services	-7,084.00
	Bill	02/13/2018	Utilities	Accounts Payable	Utilities (Gas,Power,Phones)	-268.83
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-7,352.83
Code 4 Designs	Purchase Order	02/21/2018	Uniform Purcuse - Iarossi	Purchase Orders	Clothing Allowance	-104.26

North Davis Fire District Transaction List by Vendor

DRAFT

February 2018

	Type	Date	Memo	Account	Split	Amount
Colonial Insurance	Bill Pmt -Check	02/05/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-23.54
	Bill	02/14/2018	Employee Withholding	Accounts Payable	-SPLIT-	-23.54
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-23.54
Comcast	Bill	02/28/2018	Utilities	Accounts Payable	Utilities (Gas,Power,Phones)	-328.21
Comcast Business	Bill	02/15/2018	Utilities	Accounts Payable	Utilities (Gas,Power,Phones)	-493.70
Creative Culture Insignia, LLC	Bill	02/12/2018	Special Item for Employees	Accounts Payable	Misc. Equipment	-2,710.00
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-2,710.00
Crown Trophy	Bill	02/20/2018	Award	Accounts Payable	Special Dept Allowance	-140.00
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-140.00
Dallas Green Farm & Home	Bill	02/08/2018	Hose	Accounts Payable	-SPLIT-	-69.89
	Bill	02/19/2018	Shovel	Accounts Payable	-SPLIT-	-55.89
	Bill	02/26/2018	Pellets	Accounts Payable	-SPLIT-	-33.98
DCSO	Bill	02/01/2018	January 2018 Paramedic	Accounts Payable	Paramedics	-4,423.46
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-4,423.46
Dominion Energy	Bill	02/02/2018	Utilities - Station 41	Accounts Payable	Utilities (Gas,Power,Phones)	-785.64
	Bill	02/19/2018	Utilities - Station 42	Accounts Payable	Utilities (Gas,Power,Phones)	-637.26
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-785.64
Econo Waste	Bill	02/15/2018	Waste Removal - Station 41	Accounts Payable	Utilities (Gas,Power,Phones)	-43.50
Elk Mountain Graphics	Bill	02/21/2018	Business Cards	Accounts Payable	-SPLIT-	-195.00
Fire Engineig	Bill	02/05/2018	Magazine Subscription	Accounts Payable	Subscriptions, Memberships	-79.00
	Bill Pmt -Check	02/05/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-79.00
Fisch Internet Solutions	Bill	02/06/2018	Spotted Dog Annual Renewal	Accounts Payable	Computer Maint & Supply	-1,060.00
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-1,060.00
Fuelman	Bill	02/02/2018	Fuel - January 2018	Accounts Payable	Vehicle Maintenance	-3,062.51
	Bill Pmt -Check	02/05/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-3,062.51
Henry Schein	Bill	02/13/2018	Medical Supplies	Accounts Payable	Medical Supplies Expenses	-101.50
	Bill	02/15/2018	Medical Supplies	Accounts Payable	-SPLIT-	-990.73
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-101.50
Iris Medical Inc	Bill	02/01/2018	Ambulance Billing - January 2018	Accounts Payable	IRIS Medical	-5,606.91
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-5,606.91
IRS Deposit	Check	02/09/2018	Payroll Date 02/09/2018	Cash Zions Bank-Gen Fund	-SPLIT-	-13,404.24

**North Davis Fire District
Transaction List by Vendor
February 2018**

DRAFT

	Type	Date	Memo	Account	Split	Amount
	Check	02/23/2018	Payroll Date 2/23/2018	Cash Zions Bank-Gen Fund	-SPLIT-	-12,933.48
John Taylor	Bill	02/01/2018	VOID: Per Diem (2018 Arson Conf.2/25/18-2/28/18)	Accounts Payable	Travel and Training	0.00
Kelcee D. Oyler	Bill	02/26/2018	Reimbursement for Uniform Purchase	Accounts Payable	Clothing Allowance	-51.88
Kevin Lloyd	Bill	02/01/2018	Per Diem (2018 Arson Conference 2/25/18-2/28/18)	Accounts Payable	Travel and Training	-146.00
	Bill	02/28/2018	FY2018 Cleaning Allowance	Accounts Payable	Clothing Allowance	-150.00
King & King	Bill	02/01/2018	Attorney Fee	Accounts Payable	Attorney	-50.00
	Bill Pmt -Check	02/05/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-50.00
LegalShield	Bill	02/13/2018	Employee Withholding	Accounts Payable	Legal W/H	-25.80
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-25.80
Legend Data Systems, Inc.	Bill	02/20/2018	Par Tags	Accounts Payable	Misc. Equipment	-23.90
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-23.90
Liberty Mutual	Bill	02/16/2018	Employee Withholding	Accounts Payable	-SPLIT-	-242.44
Life-Assist Inc	Bill	02/12/2018	Medical Supplies	Accounts Payable	-SPLIT-	-759.80
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-759.80
	Bill	02/23/2018	Medical Supplies	Accounts Payable	Medical Supplies Expenses	-568.80
LN Curtis and Sons	Bill	02/06/2018	Turnout Boots	Accounts Payable	Misc. Equipment	-385.00
	Bill	02/20/2018	Turnout Boots	Accounts Payable	Misc. Equipment	-385.00
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-770.00
	Bill	02/22/2018	Helmet (2)	Accounts Payable	-SPLIT-	-480.00
	Bill	02/24/2018	Turnout Gloves	Accounts Payable	-SPLIT-	-65.00
	Bill	02/26/2018	Structure Boots	Accounts Payable	-SPLIT-	-340.75
	Bill	02/28/2018	SCBA Annual Testing	Accounts Payable	Equipment Maint. & Supply	-3,912.00
Logo Lady	Bill	02/27/2018	Uniform Purchase - Stoker	Accounts Payable	Clothing Allowance	-36.00
	Bill	02/27/2018	Uniform Purchase - Judson	Accounts Payable	Clothing Allowance	-84.00
	Bill	02/27/2018	Uniform Purchase - Hadley	Accounts Payable	Clothing Allowance	-34.00
	Bill	02/27/2018	Uniform Purchase - Combe	Accounts Payable	Clothing Allowance	-77.00
	Bill	02/27/2018	Uniform Purchase - Love	Accounts Payable	Clothing Allowance	-17.00
	Bill	02/27/2018	Uniform Purchase - Sholly	Accounts Payable	Clothing Allowance	-36.00
	Bill	02/27/2018	Uniform Stock	Accounts Payable	Clothing Allowance	-1,958.00
Lowes	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-932.20
			Cable Ties, Mount, Batteries			81.66
			Ice Melt, Coffee Maker			34.95
			Credit - Tax Exempt			-2.21
			DWLT Tool, Mounting Tape, Wood, etc.			652.52
			Dewalt OSC Kit, DW Multi Tool			165.28

**North Davis Fire District
Transaction List by Vendor
February 2018**

DRAFT

	Type	Date	Memo	Account	Split	Amount
MES - Northwest	Bill	02/13/2018	Uniform Shirt - Sholly	Accounts Payable	-SPLIT-	-50.03
	Bill	02/15/2018	Uniform Shirt - Judson	Accounts Payable	Clothing Allowance	-50.44
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-141.92
	Bill	02/27/2018	Uniform Shirt - Combbe	Accounts Payable	Clothing Allowance	-50.87
Mike Rawlings *	Bill	02/01/2018	Per Diem (2018 Arson Conference 2/25/18-2/28/18)	Accounts Payable	Travel and Training	-146.00
Moreton	Bill	02/13/2018	8th Installment - Liability Insurance	Accounts Payable	Liability Insurance	-4,584.00
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-4,584.00
Myles Combe	Bill	02/05/2018	Uniform Cleaning Allowance	Accounts Payable	Clothing Allowance	-75.50
	Bill Pmt -Check	02/05/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-75.50
	Bill	02/28/2018	Uniform Cleaning Allowance	Accounts Payable	Clothing Allowance	-34.48
Napa Auto	Bill	02/07/2018	Spark Plug, Clean-R-Carb, Etc.	Accounts Payable	-SPLIT-	-18.66
	Bill	02/07/2018	Fast Org Pumice, Car Wash	Accounts Payable	-SPLIT-	-35.97
	Bill	02/09/2018	Blue Def	Accounts Payable	Vehicle Maintenance	-40.00
	Bill	02/09/2018	Blue Def	Accounts Payable	Vehicle Maintenance	-20.00
	Bill	02/18/2018	Blue Def	Accounts Payable	Vehicle Maintenance	-20.00
	Bill	02/19/2018	Cable	Accounts Payable	Vehicle Maintenance	-11.73
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-86.41
	Bill	02/23/2018	Wiper	Accounts Payable	Vehicle Maintenance	-22.98
	Credit	02/24/2018	Core Deposit	Accounts Payable	Vehicle Maintenance	18.00
	Bill	02/24/2018	Core Charge, Battery	Accounts Payable	-SPLIT-	-156.99
	Bill	02/26/2018	Blade	Accounts Payable	Vehicle Maintenance	-35.98
	Bill	02/26/2018	Antifreeze	Accounts Payable	Vehicle Maintenance	-15.98
	North Davis Firefighters Assoc.	Check	02/09/2018	Payroll Date 02/09/2018	Cash Zions Bank-Gen Fund	NDFD Association Dues
Check		02/23/2018	Payroll Date 2/23/2018	Cash Zions Bank-Gen Fund	NDFD Association Dues	-170.00
Office Depot	Purchase Order	02/13/2018	Ink	Purchase Orders	Office supply & expenses	-70.29
	Bill	02/13/2018	Labels	Accounts Payable	Office supply & expenses	-13.35
	Bill	02/15/2018	Ink	Accounts Payable	Office supply & expenses	-70.29
	Bill	02/15/2018	HDMI Pigtail	Accounts Payable	Computer Maint & Supply	-89.07
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-220.17
Payroll	Check	02/09/2018	Payroll Date 02/09/2018	Cash Zions Bank-Gen Fund	-SPLIT-	-40,343.11
	Check	02/23/2018	Payroll Date 2/23/2018	Cash Zions Bank-Gen Fund	-SPLIT-	-38,219.27
PEHP Flex	Check	02/23/2018	Payroll Date 2/23/2018	Cash Zions Bank-Gen Fund	-SPLIT-	-1,339.36
PEHP Group Insurance	Bill	02/20/2018	Health Insurance - February 2018	Accounts Payable	-SPLIT-	-26,538.61
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-26,538.61
PEHP Long Term Disability	Bill	02/03/2018	PEHP Long Term Disability	Accounts Payable	-SPLIT-	-39.63

**North Davis Fire District
Transaction List by Vendor
February 2018**

DRAFT

	Type	Date	Memo	Account	Split	Amount
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-39.63
Rocky Mountain Power	Bill	02/20/2018	Utilities	Accounts Payable	-SPLIT-	-914.01
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-914.01
Shay Holley	Bill	02/01/2018	Physician Advisor - February 2018	Accounts Payable	Medical Advisor	-700.00
SHI	Purchase Order	02/27/2018	Computer Software	Purchase Orders	-SPLIT-	-377.26
Standard Examiner	Bill Pmt -Check	02/05/2018	Noticing	Cash Zions Bank-Gen Fund	Accounts Payable	-63.25
Utah Communications Inc	Bill	02/12/2018	Repair of Radio	Accounts Payable	Equipment Maint. & Supply	-116.68
Utah Local Governments Trust	Bill	02/13/2018	Life Insurance & Employee Withholdings	Accounts Payable	-SPLIT-	-1,008.76
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-1,008.76
Utah Retirement Systems	Check	02/09/2018	Payroll Date 02/09/2018	Cash Zions Bank-Gen Fund	Retirement	-6,985.28
	Check	02/23/2018	Payroll Date 2/23/2018	Cash Zions Bank-Gen Fund	Retirement	-6,987.50
Utah State Firefighters Assoc.	Bill	02/20/2018	Membership - Judson, Stoker	Accounts Payable	-SPLIT-	-50.00
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-50.00
Utah State Tax Commission	Check	02/09/2018	Payroll Date 02/09/2018	Cash Zions Bank-Gen Fund	State W/H	-5,447.95
Utah Valley University	Bill	02/01/2018	Testing - King & Love	Accounts Payable	-SPLIT-	-80.00
	Bill Pmt -Check	02/22/2018	Testing - King & Love	Cash Zions Bank-Gen Fund	Accounts Payable	-80.00
	Bill	02/22/2018		Accounts Payable	-SPLIT-	-70.00
Vantagepoint Transfer Agents - 401	Check	02/09/2018	Payroll Date 02/09/2018	Cash Zions Bank-Gen Fund	-SPLIT-	-1,700.74
	Check	02/23/2018	Payroll Date 2/23/2018	Cash Zions Bank-Gen Fund	-SPLIT-	-1,700.74
Vantagepoint Transfer Agents - 457	Check	02/09/2018	Payroll Date 02/09/2018	Cash Zions Bank-Gen Fund	-SPLIT-	-1,076.90
	Check	02/23/2018	Payroll Date 2/23/2018	Cash Zions Bank-Gen Fund	-SPLIT-	-1,109.64
Verizon Wireless	Bill Pmt -Check	02/05/2018	Cell Phone & Hot Spots	Cash Zions Bank-Gen Fund	Accounts Payable	-1,298.95
Visa Zions	Check	02/27/2018	Rogers	Cash Zions Bank-Gen Fund	-SPLIT-	-663.26
			Winegars - Drinks for Officer Meeting			11.20
			McDonalds - Food for Officer Meeting			41.05
			Summit Safety - Ansi Coat			195.58
			Amazon - Sunset City Easter Egg Hunt			44.90
			Amazon - Sunset City Easter Egg Hunt			50.69
			Amazon - Sunset City Easter Egg Hunt			37.98
			Amazon - Sunset City Easter Egg Hunt			281.86
	Check	02/28/2018	Becraft	Cash Zions Bank-Gen Fund	-SPLIT-	-3,892.96

**North Davis Fire District
Transaction List by Vendor
February 2018**

DRAFT

Type	Date	Memo	Account	Split	Amount
		Hilton - St. George - Chief's Conference			121.99
		Quick & Clean			14.00
		Timbermine - Annual Banquet			3,420.00
		Quick & Clean			14.00
		Aarons Jewelery - Soldering of Pins			140.00
		Amazon - Cell Phone Case for 401			19.17
		Amazon - Extreme Ownership Books			116.69
		Tricked out Accessories - Cell Phone Case for 401			59.99
		Amazon - Return of 401 Cell Phone Case			-12.88
Check	02/28/2018	Hadley	Cash Zions Bank-Gen Fund	-SPLIT-	-137.20
		Lowes - Water Softner Salt			53.70
		Golden Ginger - A Shift Lunch Meeting			83.50
Check	02/28/2018	Rogers	Cash Zions Bank-Gen Fund	-SPLIT-	-974.29
		CMS Medicare Application Fee			569.00
		Amazon - Ink for Printer			288.99
		Amazon - Leadership Book			86.32
		Amazon - Charging Cables			29.98
Check	02/28/2018	Taylor	Cash Zions Bank-Gen Fund	-SPLIT-	-1,858.38
		Hilton Garden St. George - Chief's Conference			121.99
		Hilton Garden St. George - Chief's Conference			239.50
		Hilton Garden St. George - Chief's Conference			119.75
		RC Willy - Curio for Station 41			818.99
		Amazon - Extreme Ownership			33.34
		Kohls - Uniform Purchase			241.36
		Costa Vida - County Chiefs Monthly Meeting			6.51
		Quick & Clean			14.00
		Maverik - Drinks for Duty Crew on Sunset Structure Fire			18.20
		Monoprice - IT Cables			244.74
Check	02/28/2018	Tremea	Cash Zions Bank-Gen Fund	-SPLIT-	-538.48
		Simon Says - Pub Ed Supply			35.00
		Pricilla Mosse - Pub Ed Supply			188.60
		Tropicana Hotel - AZ Fire School Educators Program			157.44
		Tropicana Hotel - AZ Fire School Educators Program			157.44
Check	02/28/2018	Weekes	Cash Zions Bank-Gen Fund	-SPLIT-	-626.98
		IAAI Conference (Rawlings)			250.00
		IAAI Membership (Rawlings)			130.00
		Smiths - Refreshments for Hazmat Training			53.15
		Smiths - Batteries			13.86
		Office Depot - Ink for BC Printer			179.97
Weidner & Associates	02/15/2018	Helmet	Accounts Payable	Misc. Equipment	-280.00

North Davis Fire District
Transaction List by Vendor
February 2018

DRAFT

	Type	Date	Memo	Account	Split	Amount
West Point City (2)	Bill	02/01/2018	Utilities	Accounts Payable	Utilities (Gas,Power,Phones)	-129.00
	Bill Pmt -Check	02/05/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-129.00
Westland Ford	Bill	02/03/2018	Ambulance 423 Repair	Accounts Payable	Vehicle Maintenance	-1,681.26
	Bill Pmt -Check	02/22/2018		Cash Zions Bank-Gen Fund	Accounts Payable	-1,681.26
Wiggins & Co	Bill Pmt -Check	02/22/2018	Payroll Services	Cash Zions Bank-Gen Fund	Accounts Payable	-664.60



February 15, 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. The Financial Report includes information from July 1, 2018 to March 12, 2018. As of March 12, 2018, 69.86 % 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.

DRAFT

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	451,389.12	1,146,479.68	-695,090.56	39.4%
Contract Services	136,862.85	89,338.86	47,523.99	153.2%
Donations	2,650.00			
EMS Per Capita	0.00	3,000.00	-3,000.00	0.0%
Fee in Lieu	97,000.17	170,264.66	-73,264.49	57.0%
Fire Protection	1,113.58	1,475.00	-361.42	75.5%
Fire Works Display	0.00	0.00	0.00	0.0%
Impact Fees	26,640.72	150,000.00	-123,359.28	17.8%
Incident Report	0.00	0.00	0.00	0.0%
Inspection Fees	900.00	1,000.00	-100.00	90.0%
Interest Income-General Fund	13,998.82	14,000.00	-1.18	100.0%
Miscellaneous Service Revenues	15.04	1,500.00	-1,484.96	1.0%
Permit Fees	220.00	1,500.00	-1,280.00	14.7%
Plan Review Fees	3,894.28	3,500.00	394.28	111.3%
Property Taxes	2,076,678.53	2,313,696.00	-237,017.47	89.8%
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	2,811,338.11	4,195,754.20	-1,384,416.09	67.0%
Gross Profit	2,811,338.11	4,195,754.20	-1,384,416.09	67.0%
Expense				
800 Communications	229.65	11,040.00	-10,810.35	2.1%
Administrative Control Board				
Board of Directors Payroll	23,500.00	30,000.00	-6,500.00	78.3%
Total Administrative Control Board	23,500.00	30,000.00	-6,500.00	78.3%
Administrative Fees	0.00	0.00	0.00	0.0%
Bank Charges	3,379.43	4,890.00	-1,510.57	69.1%
Clothing Allowance	24,374.35	26,737.50	-2,363.15	91.2%
Collection Contract				
Health Care Finance Assessment	20,957.15	38,976.00	-18,018.85	53.8%
IRIS Medical	39,675.24	72,000.00	-32,324.76	55.1%
Collection Contract - Other	0.00	0.00	0.00	0.0%
Total Collection Contract	60,632.39	110,976.00	-50,343.61	54.6%
Computer Maintenance & Supply				
Computer Maint & Supply	10,454.14	19,000.00	-8,545.86	55.0%
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	14,682.14	24,330.00	-9,647.86	60.3%
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	56,672.00	85,000.00	-28,328.00	66.7%
EA Assistance Program	2,030.00	2,760.00	-730.00	73.6%
Employees Wages				
Full Time Employee Wages				
Auto Overtime	78,151.84	105,323.35	-27,171.51	74.2%
Differential Pay	3,461.58	5,000.06	-1,538.48	69.2%
Hourly Acting Captain	66,079.41	80,000.00	-13,920.59	82.6%
Retro Pay	2,782.88			
Salary	72,450.51	107,205.80	-34,755.29	67.6%
Sick Leave	36,662.71			
Vacation Leave	77,709.27			
Full Time Employee Wages - Other	659,541.65	1,206,023.10	-546,481.45	54.7%
Total Full Time Employee Wages	996,839.85	1,503,552.31	-506,712.46	66.3%

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	180,177.18	264,956.17	-84,778.99	68.0%
Employees Wages - Other	0.00	0.00	0.00	0.0%
Total Employees Wages	1,177,017.03	1,768,508.48	-591,491.45	66.6%
Equipment Maintenance & Supply	23,736.23	36,517.00	-12,780.77	65.0%
FICA	88,515.29	137,545.71	-49,030.42	64.4%
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	6,073.77	10,572.12	-4,498.35	57.5%
Dental Insurance	0.00	0.00	0.00	0.0%
Disability Insurance	211.52	343.45	-131.93	61.6%
Life Insurance	1,077.67	2,802.60	-1,724.93	38.5%
Insurance (Health) - Other	156,319.61	293,610.21	-137,290.60	53.2%
Total Insurance (Health)	163,682.57	307,328.38	-143,645.81	53.3%
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	65,838.00	61,311.55	4,526.45	107.4%
Medical Supplies	0.00	0.00	0.00	0.0%
Medical Supplies Expenses	24,883.46	50,175.00	-25,291.54	49.6%
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	31,434.34	47,150.00	-15,715.66	66.7%
Office supply & expenses	8,704.22	9,840.00	-1,135.78	88.5%
Paramedics	25,307.11	48,000.00	-22,692.89	52.7%
Payroll Expenses	890.16			
Professional Services				
Accountant Fees	12,856.25	22,800.00	-9,943.75	56.4%
Attorney	8,800.00	10,200.00	-1,400.00	86.3%
Auditor	9,000.00	8,000.00	1,000.00	112.5%
Blueline Drug Testin	651.39	1,200.00	-548.61	54.3%
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	5,600.00	8,400.00	-2,800.00	66.7%
Payroll Administration	4,095.70	6,480.00	-2,384.30	63.2%
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	2,883.75	0.00	2,883.75	100.0%
Total Professional Services	57,332.28	66,667.00	-9,334.72	86.0%
Retirement	155,743.51	258,423.51	-102,680.00	60.3%
Shipping Charges	0.00	0.00	0.00	0.0%
Special Department Allowance	16,172.31	20,115.00	-3,942.69	80.4%
Subscriptions, Memberships	10,735.92	12,359.00	-1,623.08	86.9%
Travel and Training	29,887.42	53,410.00	-23,522.58	56.0%
Unemployment	3,000.43			
Utah Disability Death Benefit	0.00	2,470.00	-2,470.00	0.0%
Utilities (Gas,Power,Phones)				
Verizon	11,540.93	18,000.00	-6,459.07	64.1%
Utilities (Gas,Power,Phones) - Other	31,289.97	54,765.00	-23,475.03	57.1%
Total Utilities (Gas,Power,Phones)	42,830.90	72,765.00	-29,934.10	58.9%

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

	Jul '17 - Jun...	Budget	\$ Over Bud...	% of Budget
Vehicle Maintenance	45,356.92	87,954.00	-42,597.08	51.6%
Workmans Comp	38,397.22	49,299.83	-10,902.61	77.9%
Total Expense	2,332,264.74	3,931,757.42	-1,599,492.68	59.3%
Net Ordinary Income	479,073.37	263,996.78	215,076.59	181.5%
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	14,975.59	11,400.00	3,575.59	131.4%
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	0.00	0.00	0.00	0.0%
Total Capital Projects Exp 3	396,233.30	388,566.51	7,666.79	102.0%
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	429,142.12	618,969.51	-189,827.39	69.3%
Net Other Income	-429,142.12	-618,969.51	189,827.39	69.3%
Net Income	49,931.25	-354,972.73	404,903.98	-14.1%



ADMINISTRATIVE CONTROL BOARD
SUMMARY SHEET

March 15, 2018

Agenda Item: Resolution 2018R-01 an Amendment to the North Davis Fire District Policy and Procedures Manual, 208:1, Introductory Period; 210:1, Promotion; and 301:1, Salary Administration.

Information: Administration would like to change the Introductory Period (probationary period) from six months to one-year. In addition, if a promotion is to be made the Fire Chief should have the latitude to permit an employee within their Introductory Period to apply for the position, if they are qualified.

Recommendation: Administration recommends approving Resolution 2018R-01, an Amendment to the North Davis Fire District Policy and Procedures Manual, 208:1, Introductory Period; 210:1, Promotion; and 301:1, Salary Administration.

RESOLUTION NO. 2018R-01

A RESOLUTION AMENDING THE NORTH DAVIS FIRE DISTRICT POLICY AND PROCEDURES MANUAL, 208:1, INTRODUCTORY PERIOD; 210:1, PROMOTION; AND 301:1, SALARY ADMINISTRATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the North Davis Fire District (“District”) is a Special Service District created pursuant to and in accordance with the Utah Special Service District Act, §17A-2-1301 et seq. Utah Code Annotated, 1953 (the “Act”); and

WHEREAS, The Administrative Control Board (“Board”) adopted the North Davis Fire District Policies on February 17, 2005; and

WHEREAS, it is necessary and desirable for the District to amend its Policies from time to time; and

WHEREAS, the Board has reviewed said amendments to the District’s Policies.

NOW, THEREFORE, BE IT RESOLVED by the Administrative Control Board of the North Davis Fire District, Utah as follows:

SECTION 1: AMENDMENT OF POLICIES

Section 208:1, Introductory Period; Section 210:1, Promotion; and Section 301:1, Salary Administration of the North Davis Fire Personnel Policy and Procedures Manual are hereby amended by the Administrative Control Board and adopted in the form attached hereto:

SECTION 2: Effective Date

This Resolution shall become effective upon adoption.

PASSED AND ADOPTED by the Administrative Control Board of the North Davis Fire District this 15th Day of March, 2018.

Gary Petersen, Chairman

ATTEST:

Misty Rogers, District Clerk

INTRODUCTORY PERIOD

Policy:

It is the policy of The North Davis Fire District that all new employees and all present employees transferred or promoted to a new job will be on Conditional Status and should be carefully monitored and evaluated for an initial introductory period. (See Employee Classification, Chapter 214). After satisfactory completion of the introductory period, those employees will be evaluated as provided for in the Performance Appraisals policy. (See Performance Appraisals, Chapter 303.)

Procedure:

(1) Normally, the introductory period should last at least ~~six months~~one-year. Supervisors should observe carefully the performance of each employee in a new job position. Where appropriate, weaknesses in performance, behavior, or development should be brought to the employee's attention for correction.

(2) Supervisors should prepare a written evaluation of all full-time, part-time regular and part-time fire employee's job performance by the end of the first ~~two-six~~ months and again at the end of ~~six months~~one-year on the new job. (See Performance Appraisals, Chapter 303.) At the end of the first ~~six months~~year, the evaluation should include a recommendation whether the employee should continue in the position. Copies of the evaluations are included in the employee's personnel file. (See Personnel Records, Chapter 901.)

(3) Employees generally will be allowed to continue in their new positions if they are given both a satisfactory evaluation by the end of their initial six-month employment period and their supervisor's endorsement to continue in the job. Employees who do not receive a satisfactory evaluation and endorsement may be given additional time in 30-day increments to demonstrate their ability to do the job, if the supervisor feels additional time is warranted in order to achieve acceptable job performance.

(4) Supervisors may recommend the termination of a newly hired, promoted, or voluntarily transferred employee at any time. A recommendation for termination should be submitted in writing to the District Fire Chief for review and should include an evaluation and a list of actions taken to assist the employee. (See Termination of Employment, Chapter 216.) Action to terminate part-time employees must have the prior approval of the District Fire Chief with notice being forwarded to the Administrative Control Board for information. Action to terminate full-time employees must have the prior approval of the District Fire Chief in consultation with the Administrative Control Board. (See Disciplinary Procedure, Chapter 808.)

(5) Newly hired full-time employees generally are eligible for all employee benefits. Transferred or promoted employees, although evaluated according to this policy, remain eligible for all benefits while demonstrating their ability to perform their new jobs. The introductory period will

be extended by the number of work days missed because of a leave of absence in excess of 14 calendar days. (See Vacation Leave, Chapter 502; and Leave of Absences, Chapter 702.)

(6) At the discretion of management, voluntarily transferred or promoted employees who are unable to perform satisfactorily in their new jobs may be returned to their original jobs, if a vacancy exists, or may be terminated. (See Transfer, Chapter 209; and Promotion, Chapter 210.)

(7) At all times, including after successful completion of the introductory period, employment with the District is considered to be "at-will," and the employment relationship may be terminated at any time for any lawful reason by either party. (See Employment-At-Will, Chapter 106.)

210:1

PROMOTION

Policy:

It is the policy of The North Davis Fire District to encourage employees to apply for promotions to higher-level positions when vacancies occur. It is the District's policy to hire the most qualified candidate for vacant positions. All promotions will be on a competitive basis.

Procedure:

(1) All employees are encouraged to seek advancement opportunities and to obtain promotion and career guidance from their supervisor, Department Captain, and the District Fire Chief.

(2) Employee eligibility for promotion will be determined by the requirements of the new job. In addition, to be considered, employees must have held their current position for at least one year, have a satisfactory performance record, and have no disciplinary actions during the same period. However, the district Fire Chief has the authority to consider qualified candidates who are still within the Introductory Period.

(3) Job openings and promotions for which management solicits candidates from within the District will normally be posted on the District's Job Announcement Board. When job openings or promotion opportunities are posted:

- (1) Interested employees must submit an application and required certifications to the District Fire Chief by the posted closing date.
- (2) The District Fire Chief may, at his discretion, solicit outside candidates during or after the posting period.

(4) Employee candidates for promotion will normally be screened and selected on the basis of attendance and work records, performance appraisals, and job-related qualifications including, in some instances, aptitude or achievement tests. Seniority may be considered if two or more candidates are judged to be equally qualified based on merit, work record, and other qualifications. In addition, employees seeking promotion will be required to pass a drug screen and may be required to have a medical examination if the examination is job-related and consistent with business necessity. (See Medical Procedures, Chapter 206.)

(5) Promoted employees will be subject to the provisions of the Introductory Period policy in their new positions. The vacated job will not be held for return rights. (See Introductory Period, Chapter 208.) The employee remains an at-will employee at all times and the employment-at-will relationship is not altered by a promotion or completion of the subsequent introductory period.

(6) Pay for promoted employees will be handled as outlined in Salary Administration, Chapter 301.

301:1

SALARY ADMINISTRATION

Policy:

It is the policy of The North Davis Fire District to pay compensation that is nondiscriminatory and market competitive as much as possible. However, all compensation policy decisions must take into consideration the anticipated effect upon the District's budget and overall financial condition.

Procedure:

(1) It is the intent of the District to consider prevailing practices related to cost-of-living and market trends in establishing wages and salaries. This may be done once per year and the District may utilize either market survey results or consumer price index (CPI) data on a national or local level or both. The Administrative Control Board will make changes to the salary schedule relative to cost-of-living as follows:

- (1) All full-time and regular part-time employees in a position that has been assigned to a grade classification will receive the salary adjustment. Any employee whose salary falls in the Red Circle Rate will be eligible ~~for one-half of any~~ a market adjustment given at the discretion of the North Davis Fire District Administrative Control Board. (see paragraph (7) below).

- (2) When across-the-board salary adjustments are awarded, they will be effective on the date determined and approved by the Administrative Control Board.
- (3) The total compensation value of the position, including benefits, must be considered. Base salary plus cost of benefits equals the total compensation value. In comparing benefit packages provided in the labor market, the District may evaluate both the level and the cost of benefits provided as well as other factors as deemed appropriate.

(2) The District Fire Chief is responsible for coordinating the continuing internal review of all compensation and for making sure that each job is evaluated and assigned a job grade and salary range. (See Job Evaluation, Chapter 305.) This review should determine whether compensation accurately and fairly reflects each individual's responsibilities and performance.

- (1) If it is determined that a position has not been properly classified according to the job grade and salary range, the position will be reclassified to a new grade to bring the position in line with the market.
- (2) If the grade for the position is downgraded, the employee currently in the position will continue to receive their current salary. Any new employee hired in the position will receive the salary of the new grade.
- (3) If the grade for the position is upgraded, the employee currently in the position will receive a salary adjustment equal to the difference between the minimum of the new grade and the minimum of the old grade. This will allow the employee to maintain the same position on the salary scale.

(3) The District Fire Chief will, when considered appropriate, participate in or conduct compensation surveys covering other employers with similar jobs. This and other available information should be used to help set pay policy and to determine the relative competitive position of the District's pay structure.

- (1) Market analysis will be conducted on the midpoint (average wage of people in a similar position) for the position. The market midpoint average will be compared to the District's midpoint for the corresponding position.
- (2) A regression line will be calculated to compare the District's midpoint to the market midpoint. Recommendations to adjust the District's midpoint will be considered. Generally, adjustments will not be made for changes less than one percent (1%).
- (3) Employees assigned to grades where the midpoint is identified as needing to be adjusted, will receive a salary adjustment commensurate with the recommended midpoint adjustment not to exceed the midpoint for the assigned grade.

(4) Salary for New Hires: New employees generally will be hired at the starting rate assigned to their job grade. Supervisors and the District Fire Chief may recommend higher starting rates depending on an applicant's experience or skill level or other competitive considerations as follows:

- (1) An employee cannot be recruited for the position at the beginning rate; or
- (2) The qualifications of the applicant selected for the position exceed the minimum requirements and the individual can be expected to perform at a higher level of performance.
- (3) An applicant may be offered one percent (1%) above the minimum for every year of directly related education or experience which exceeds the number of years required to meet the minimum qualifications of the position. Initial placement may not exceed 95% of the midpoint of the pay range unless authorized by the District Fire Chief.

The District Fire Chief shall monitor recommended starting rates for compliance to policy and must inform the Administrative Control Board of appointments that are recommended to be made at rates higher than the minimum.

(5) All full-time, part-time regular and part-time fire employees being appointed as a new hire will receive a minimum of two evaluations by their immediate supervisor during their Introductory Period (see Chapter 208).

- (1) These evaluations normally will be conducted at the end ~~of two of six months months and again at the end of six months and again at the end of one year.~~
- (2) Full-time Employee: At the end of the ~~six-month~~one-year Introductory Period, the new hire will be eligible for a three percent (3%) increase on their starting salary provided they have an evaluation score of 60% and their supervisor's recommendation to continue in the job.
- (3) If the full-time employees Introductory Period is extended, they will not be eligible for an increase until they have an evaluation score of 60% and their ~~supervisor's~~supervisor's recommendation to continue in the job.
- (4) The date the full-time employee successfully completes the Introductory Period will become their permanent evaluation date. ~~After a full-time sworn police officer completes the Introductory Period, the permanent evaluation date will be 18 months from the date of hire. After a full-time employee completes the Introductory Period, the permanent evaluation date will be due June 1st of each year.~~

Formatted: Superscript

(5) Part-time Employee: An evaluation score of 60% and their ~~supervisor's~~ ~~supervisor's~~ recommendation to continue in the job will mark the completion of the Introductory Period for a part-time employee. A part-time employee will be eligible for a wage increase in accordance with Performance Pay, Section 302 on their one-year anniversary date.

(6) A part-time ~~employee~~ ~~employees~~ permanent evaluation date is their one-year anniversary date.

(6) Salary for Promoted Employees: Employees who are promoted will be subject to the Introductory Period as described in Chapter 208. During this period, their immediate supervisor in the new position will evaluate them.

(1) Evaluations normally will be conducted at the end ~~of two months~~ ~~of six months~~ and again at the end ~~of six months~~ ~~of one year~~.

(2) The promoted employee will receive a 5% increase on the employee=s current pay rate at the time of promotion. If the 5% increase does not place the employee at the minimum pay rate for the new position, he will receive the minimum pay rate of the new grade.

(3) At the end of ~~the six month~~ ~~the one-year~~ Introductory Period, the promoted employee will retain the pay increase provided they receive an evaluation score of at least 60% and their supervisor=s recommendation to continue in the job.

(4) If the promoted employee receives an evaluation score of 59% or below, they will lose the pay increase granted at the time of the promotion and may be terminated or returned to their previous position if a vacancy exists.

(5) A promoted employee is not eligible for a 3% wage increase at the completion of the Introductory Period.

(7) Red-Circle Rate: Red-Circle Rate is the rate of pay for an employee which falls above the current maximum salary for the pay grade to which assigned, reclassified, or transferred.

(1) Any employee in this category who has been voluntarily assigned, reclassified or transferred or has been reclassified because of disciplinary reasons shall be placed on a salary freeze for a period of two years. During that time, they shall be eligible for one-half of any general adjustment (i.e., market adjustment) given. During the two-year period, if the employee=s rate of pay falls back within the assigned pay range, the freeze shall be lifted. At the end of the two years, if the employee=s rate of pay still falls above the maximum of the pay range, that employee=s pay rate shall be reduced to the maximum of the assigned position.

(2) Any employee in this category who has been involuntarily assigned, reclassified or transferred (i.e., position abolished, reorganization, etc.), will stay on the salary freeze and be eligible for one-half of any general adjustment (i.e., market adjustment) given until their rate of pay falls back within the assigned pay grade. During the freeze, the employee will not be eligible for a base pay ~~increase, but~~ increase but will be eligible for an annual lump sum payment as defined in Performance Pay, Chapter 302. This does not apply to involuntary transfers due to disciplinary measures.

(8) Special Skills Pay: Employees, who on their own initiative, acquire additional training to obtain certifications or a higher level of expertise in their area of responsibility are eligible for a one-time base pay adjustment from 1% to 5% based upon developed criteria. Employees who have a special skill that is not required of the position but is used on a regular basis to benefit the District (i.e., acts as an interpreter) may receive a specified monthly amount of pay while he is using the skill.

(9) Temporary Assignments: Employees who are designated to fill a higher level position (normally supervisory) on a temporary basis while the position is vacant or the incumbent is on extended leave, will receive a salary adjustment. They will be eligible for the wage adjustment for time served in the position in excess of two weeks. The wage adjustment amount will be a 5% increase or at least the minimum amount for the grade of the position they are temporarily filling. The adjustment will normally be made at the completion of the temporary assignment and will be retroactive back to the date of appointment.

Revised 5/16/2013

(10) Supervisors are responsible for conducting a compensation review in conjunction with a performance review with each employee at least annually. Compensation decisions generally should be based on performance. (See Performance Appraisals, Chapter 303.)

(11) Supervisors, when conducting compensation reviews, should show employees the relationship between pay and job performance, length of service, and other significant factors. In addition, supervisors should make clear that overall compensation includes numerous non-cash benefits paid by the District on each employee's behalf. (See Disclosure of Benefits, Chapter 501.)