



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

June 20, 2019
6:00 PM

Meeting minutes from the North Davis Fire District Board of Trustee Meeting held at 6:00 PM on June 20, 2019 at Station 41, 381 North 3150 West, West Point City, Utah 84015.

Board Members Present: Chairman Gary Petersen, Howard Madsen, Vice-Chairman Mark Shepherd, Erik Craythorne, Scott Wiggill, Jerry Chatterton (arrived at 6:18 pm), Nike Peterson, Tim Roper, Nancy Smalling and Dave Nelson (Dave Nelson was released from the board during the June 20, 2019 board meeting)

Board Members Excused:

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

Visitors: None

1. **Call to Order:** Chairman G. Petersen called the Board of Trustees Meeting to order

2. **Invocation or Inspirational Thoughts:** Provided by Board Member N. Peterson

3. **Pledge of Allegiance**

4. **Citizen Comment:** None

5. **Consideration of Approval of Minutes from the May 16, 2019 Board Meeting**

Board Member Madsen motioned to approve the minutes from the May 16, 2019 Board of Trustees Meeting
Board Member Roper seconded the motion
The motion passed unanimously

6. **Consideration of Approval of the North Davis Fire District Bills for May 2019**

Board Member N. Peterson asked why the District paid Layton City for paramedic services. Ms. Rogers stated that if the need arises, Layton or Roy assists the District with incidents and patient care. Recently, Layton provided paramedic services to a patient of the District. Therefore, the District must pay Layton City for their services.

Board Member N. Peterson asked if the recliners that were recently purchased were included in the Fiscal Year 2019 Budget. Ms. Rogers stated yes; the purchase of new recliners had been included in the Fiscal Year 2019 Budget. She then stated that administration waited until the end of the Fiscal Year 2019 to purchase the recliners.

Board Member Craythorne motioned to approve the North Davis Fire District bills for May 2019
Board Member N. Peterson seconded the motion
The motion passed unanimously

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

Chief Becraft stated that the District will continue to collect property tax revenue for Fiscal Year 2019 for several more months. He then stated that the District will likely collect the full amount of property tax revenue which had been budgeted for in the Fiscal Year 2019. Chief Becraft stated that ambulance revenue continues to

decrease, therefore, the Fiscal Year 2019 Budget Amendment includes a decrease to amount of ambulance revenue budgeted.

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

8. Discussion and Consideration of Resolution 2019R-08, a Resolution approving the Organizational Structure of the North Davis Fire District

Chairman G. Petersen stated that the Organizational Structure of the North Davis Fire District Board of Trustees had been discussed numerous times over the past several months. He then asked if anyone had any questions or concerns with the Resolution 2019R-08 and the Organizational Structure of the North Davis Fire District.

Board Member Craythorne motioned to approve Resolution 2019R-08, a Resolution approving the Organizational Structure of the North Davis Fire District

Board Member Shepherd seconded the motion
The motion passed unanimously

Roll Call Vote:

Board Member Roper -aye	Board Member Madsen – aye
Board Member Wiggill - aye	Board Member Craythorne - aye
Board Member Chatterton - aye	Chairman G. Petersen - aye
Board Member N. Peterson – aye	Vice-Chairman Shepherd – aye
Board Member Nelson abstained from voting as he had recently moved out of the boundaries of the North Davis Fire District.	

On behalf of the North Davis Fire District, Chairman G. Peterson thanked Board Member Nelson for the service provided to the community and the District. He then presented Board Member Nelson with a plaque for his service.

Mr. Nelson stated it has been an honor working with the North Davis Fire District and the board. He stated that the board represents the cities individually, but the North Davis Fire District as a whole.

9. Appointment and Swearing in of North Davis Fire District Board of Trustees

Gary Petersen, Howard Madsen, Mark Shepherd, Erik Craythorne, Scott Wiggill, Jerry Chatterton, Nike Peterson, Nancy Smalling and Tim Roper were sworn in as members of the North Davis Fire District Board of Trustees. As per Resolution 2019R-08, Gary Petersen will remain Chairman and Mark Shepherd will remain Vice-Chairman of the North Davis Fire District Board of Trustees until January 2020. In January 2020, the Board of Trustees will vote and elect Chairman and Vice-Chairman.

10. Discussion and Consideration of Approval of Resolution 2019R-09, Adoption of the Proposed Certified Property Tax Rate for the 2019 Taxable Year for the North Davis Fire District and Providing for an Effective Date (The Board of Trustees can accept the Certified Tax Rate or motion to proceed with the Truth in Taxation process to consider an alternative rate)

Chief Becraft stated that he and Ms. Rogers recently attended the taxing entity meeting at Davis County. He then informed the board that property evaluations within the county are up nearly \$341 million from the previous year. Chief Becraft stated that the current property tax rate of the North Davis Fire District is 0.001205. If the tax rate were held, the District would receive an additional \$216,000 in property tax revenue. Chief Becraft then stated that the certified property tax rate for the North Davis Fire District is proposed at 0.001108. Accepting the certified rate will produce approximately \$2.4 million in property tax revenue for the District. Chief Becraft stated that the proposed budget for Fiscal Year 2020 balances utilizing the certified tax rate of 0.001108. However, the amount of property tax revenue that the North Davis Fire District actually receives can drastically vary from

month to month and year to year. Chief Becraft stated that in many cases Davis County and the Utah State Tax Commission are unsure as to why the actual property tax revenue collected by the District drastically varies.

Public Hearing – No comment
Board Member Shepherd motioned to close the public hearing
Board Member N. Peterson seconded the motion
The motion passed unanimously

Action
Board Member Chatterton motioned to approve Resolution 2019R-09, Adoption of the Certified Property Tax Rate of 0.001108 for the North Davis Fire District and Providing for an Effective Date
Board Member Craythorne seconded the motion
The motion passed unanimously

Roll Call Vote:

Board Member Roper - aye	Board Member Madsen – aye
Board Member Wiggill - aye	Board Member Craythorne - aye
Board Member Chatterton - aye	Board Member Smalling – aye
Chairman G. Petersen - aye	Board Member N. Peterson - aye
Vice-Chairman Shepherd – aye	

11. Discussion and Consideration of Approval Resolution 2019R-10, the Adoption of the North Davis Fire District Fiscal Year 2020 Final Budget and Appropriating Funds for the Purposes Set Forth Therein for the Period Beginning July 1, 2019 and Ending June 30, 2020

Chief Becraft stated that liability and workers compensation insurance premiums decreased nearly \$16,000 in Fiscal Year 2020. He then stated that Impact Fees will be used to pay for debt service during Fiscal Year 2020. Chief Becraft informed the board that if Impact Fees were not used to pay for the debt service payment during Fiscal Year 2020, the District would likely need additional revenue.

Chairman G. Petersen stated that the Fiscal Year 2020 is “tight” and the District will likely “squeak” by in some circumstances.

Chief Becraft then reminded the board that the Firefighter Retirement for Tier 2 employees could drastically change within the next few years. He then stated that changes to Firefighter Retirement will be state mandated and the District will be required to participate.

Public Hearing - no comment
Board Member Chatterton motioned to close the public hearing
Board Member Madsen seconded the motion
The motion passed unanimously

Action
Vice-Chairman Shepherd motioned to approve Resolution 2019R-10, the Adoption of the North Davis Fire District Fiscal Year 2020 Final Budget and Appropriating Funds for the Purposes Set Forth Therein for the Period Beginning July 1, 2019 and Ending June 30, 2020
Board Member N. Peterson seconded the motion
The motion passed unanimously

Roll Call Vote:

Board Member Roper - aye	Board Member Madsen – aye
Board Member Wiggill - aye	Board Member Craythorne - aye
Board Member Chatterton - aye	Board Member Smalling – aye
Chairman G. Petersen - aye	Board Member N. Peterson - aye
Vice-Chairman Shepherd – aye	

12. Discussion and Consideration of Approval of Resolution 2019R-11, the Adoption of the North Davis Fire District FY2019 Amended Budget

Chief Becraft stated that the Fiscal Year 2019 Amended Budget includes the reduction of ambulance revenue and fee in lieu. He then stated that the expenditure amounts for the Healthcare Finance Assessment, IRIS Medical (collection contract), employee wages and vehicle maintenance have been increased.

Ms. Nicole Nelson with Childs Richards CPA (the North Davis Fire District Treasurer) stated that overall changes to the Fiscal Year 2020 Amended Budget are good. She then stated that changes within the Amended Budget included the following:

- Employee wages were extremely close, therefore an additional \$10,000 had been added to the budget.
- Impact fees are difficult to project and are considered to be one-time money. Several new projects were constructed during the Fiscal Year 2019 budget year; therefore, Impact Fee revenues were increased.
- CDRA/RDA's, the amount of money that the CDRA/RDA's receive are pre-determined and the District does not have control over the funds.

Public Hearing - no comment

Vice-Chairman Shepherd motioned to close the public hearing

Board Member N. Peterson seconded the motion

The motion passed unanimously

Action

Board Member Craythorne motioned to approve Resolution 2019R-11, the Adoption of the Fiscal Year 2019 Amended Budget for the North Davis Fire District

Board Member Chatterton seconded the motion

The motion passed unanimously

Roll Call Vote:

Board Member Roper - aye

Board Member Wiggill - aye

Board Member Chatterton - aye

Chairman G. Petersen - aye

Vice-Chairman Shepherd - aye

Board Member Madsen - aye

Board Member Craythorne - aye

Board Member Smalling - aye

Board Member N. Peterson - aye

13. Fire Chiefs Report

Chief Becraft stated that he had recently been asked to serve on three committees:

- Davis County Paramedic Feasibility Study
- Legislative Committee for Tier 2 during interim
- Paramedic Fees (PMA Fees) – Chief Becraft stated that over the years, there has been intermittent contracts and inconsistent fees charged to departments by Davis County Sheriff's Office (DCSO). He then stated that the administration and the District have a good working relationship with DCSO, however, the rate being paid by departments to DCSO for their services should be fair and equitable.

Ms. Rogers informed the board that that the District utilizes the Fuelman Network through the State of Utah. It was recently discovered that a few of the District's fuel cards had been compromised. As a result, administration is working with the State of Utah to shut-down compromised cards and distinguish authorized charges from unauthorized charges.

Chief Becraft stated that currently it is unclear as to where the fuel cards had been compromised. Once the administration had been notified that fuel cards had been compromised, employees were instructed to only obtain fuel for District vehicles and apparatus at the Clearfield City shops.

Board Member Chatterton asked where the District typically fuels vehicles and apparatus. Chief Taylor stated the District typically fuels at the Clearfield City shops, Walt's or Maverik. However, there are circumstances when fuel has been obtained from another gas station.

Chief Becraft, Chief Taylor and Ms. Rogers again clearly stated that the District is unaware as to where the cards were compromised.

14. Other

Board Member Wiggill thanked Dave Nelson for his service to the North Davis Fire District as well as the communities in which he represented. He then welcomed Nancy Smalling to the North Davis Fire District Board of Trustees.

Chairman G. Petersen asked that Board Member Smalling introduce herself to the board. Board Member Smalling stated that she is native to Utah and has lived in Davis County for her entire life. She stated she was a Firefighter/EMT in Kaysville for three years and the fire service holds a special place in her heart. Board Member Smalling stated that she lives in Sunset City and serves on the Sunset City Council, the board of the Davis County Mosquito Abatement, and assists with the Sunset City Youth Council. Board Member Smalling then expressed her excitement to serve on the board of the North Davis Fire District.

15. Motion to Adjourn

Board Member Chatterton motioned to adjourn the June 20, 2019 Board of Trustees Meeting
Vice-Chairman Shepherd seconded the motion
The motion passed unanimously

Passed and adopted the 15th day of August, 2019.



Gary Petersen, Chairman



Misty Rogers, District Clerk

