



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

**January 10, 2019  
5:00 PM Planning Meeting / 6:00 PM Regular Meeting**

**Minutes from the North Davis Fire District Administrative Control Board Planning Meeting held at 5:00 PM on January 10, 2019 at Station 41, 381 North 3150 West, West Point City, Utah 84015 with Chairman Gary Petersen presiding.**

**Board Members Present:** Chairman Gary Petersen, Vice-Chairman Shepherd, Howard Madsen, Nike Peterson, Tim Roper and Jerry Chatterton

**Board Members Excused:** Erik Craythorne & Dave Nelson

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

**Visitors:** None

Chief Becraft stated that the North Davis Fire District Administrative Control Board Planning Meeting would discuss items within the 2019 Planning Workshop Agenda (Attachment A).

Chief Taylor stated that the North Davis Fire District had responded to approximately 3,439 incidents during Fiscal Year 2018 (July 1, 2017-June 30, 2018). This is an average of 9.42 incidents per day between both Station 41 and Station 42. This is an increase of approximately 1.5 calls per day from the prior year. Chief Taylor stated that the North Davis Fire District is extremely busy and that nearly 30% of district calls that were responded to overlapped with another call. He then provided the board with response statistics for the district.

Board Member Wiggill asked if Station 42 is adequate in size and space. Chief Taylor stated that approximately six years ago, Station 42 was remodeled. He then stated that though Station 42 is serving at capacity it is functioning well. Chief Becraft agreed, he then stated that with the current needs of the district, Station 42 is adequate. However, as growth occurs and the needs of the district and call volumes changed, manning could be shifted to other stations.

Board Member Chatterton asked if response areas are realigned regularly. Chief Taylor stated no, depending on incidents and circumstances within the district, Station 41 and Station 42 could be dispatched into each other's response areas or auto aid or mutual aid could be utilized. Chief Becraft stated that actual response areas are not frequently realigned. He stated that realigning response areas affect numerous agencies and could cause a delay with dispatching. Therefore, realignments only occur when absolutely necessary.

Chief Taylor stated that at the request of Roy Fire, the North Davis Fire District will assist them with some inter-facility transfers. He stated the additional transfers will provide some additional revenue to the district.

Chief Becraft stated that the North Davis Fire District strives to meet NFPA (National Fire Protection Association) 1710 Standards (see Attachment A). And, in most cases, the District is meeting NFPA Standards. Chief Becraft stated that the District needs are being met, however in the future the needs of the district will likely change. Chief Becraft stated that administration is busy and workloads will continue to increase. If the Fiscal Year 2019 or Fiscal Year 2020 Budget allows, the District will hire a part-time office person to assist and ease some of the burdens being experienced by the Executive Secretary.

Board Member Wiggill agreed that the North Davis Fire District is busy and growth will continue. He then expressed his support with the hiring of a part-time employee to assist the Executive Secretary with clerical duties.

Chief Becraft stated that the Standard Operating Procedures (SOP) and Policy and Procedures Manual of the North Davis Fire District have been updated over the years. As standards and the needs of the District change, SOP's and Policies will continue to be updated. Chief Becraft informed the Administrative Control Board that auto aid, mutual aid and Memorandums of Understandings (MOU's) are in place and are utilized when necessary. He then stated that due to the size of the North Davis Fire District and the available resources, firefighters and/or resources could not be sent out of the state to assist other agencies without putting the District at risk.

Chief Becraft stated that with Sunset City joining the District, the North Davis Fire District Fleet Projection plan needed to be revised. Because the District purchased two ambulances in Fiscal Year 2018, the next ambulance is scheduled to be purchased in Fiscal Year 2023, this will start the pattern of three-year rotations (see Attachment A).

Board Member Madsen expressed the importance of following the fleet replacement schedule and replacing vehicles and apparatus' sooner if needed. Chief Becraft stated that over the past nine years, the District has created, implemented and followed the Fleet Projection plan. He stated that the District's equipment is in good condition and maintained well and that if the Fleet Projection plan equipment will last and remain reliable. Chairman G. Petersen stated that it is important for the District to plan for future purchases of vehicle. He then stated that the North Davis Fire District pays "cash" for purchase of ambulances, trucks, etc. and only lease purchases are for fire engines. Chairman G. Petersen stated that planning and budgeting for repairs and replacement of vehicles is a fiscally responsible action by the board.

Chief Becraft stated that growth of the district will determine if additional stations are needed, fleet replacement schedules, etc. He then stated that revenue generated by "growth" within the District covers "growth" and that inflation is funded by tax increases. Chairman G. Petersen agreed, he then stated that as the dynamics of the District change, the future will determine if additional stations, firefighters, apparatuses are needed.

Board Member Wiggill stated that he is hopeful that the wage increases given to employees at the beginning of Fiscal Year 2019 were enough to decrease employee turnover. He then expressed the importance and the need of repairing and replacing equipment and vehicles regularly and earlier if necessary. Board Member Wiggill stated that it is imperative that the District not "fall behind" or "neglect equipment." Chairman G. Petersen agreed, he then stated that in the past the District had a fleet replacement program and equipment was not being replaced regularly. Over the past several years, a Fleet Projection plan has been created and followed. He then stated that each year the Administrative Control Board approves the budget for the District. Within the budget, funds are set aside into the "Fleet Fund" for the future purchase of equipment and vehicles.

Chief Becraft stated that budget committee will meet within the next few months to create a conservative budget for Fiscal Year 2020. He then stated that nearly all of the businesses within the District have had inspections by the firefighters. The goal of the District is to provide education and to create a positive relationship with business owners. Chief Becraft then stated that the North Davis Fire District will continue to assist West Point City, Clearfield City and Sunset City with emergency planning.

Chief Becraft stated the North Davis Fire District strives to provide quality fire and emergency services to the communities in which they serve. Administration strives be fiscally responsible while providing the best care possible. He then informed the board that Tier 1 of the Utah Retirement Systems has been funded and the money shortage will not be the responsibility of the District. Chief Becraft informed the Administrative Control Board that changes to Tier 2 of the Utah Retirement System were being discussed by the legislature.

Chief Taylor informed the board that Administration and the Battalion Chief's recently met to discuss the vision of the North Davis Fire District. Each Battalion Chief has taken the vision for the department and shared it with the Captain and firefighters on their shift.

Chairman G. Petersen closed the Planning Session at 6:30 PM and then opened the North Davis Fire District Administrative Control Board Meeting at 6:30 PM.

**Minutes from the North Davis Fire District Administrative Control Board Meeting held at 6:30 PM on January 10, 2019 at Station 41, 381 North 3150 West, West Point City, Utah 84015 with Chairman Gary Petersen presiding.**

**Board Members Present:** Chairman Gary Petersen, Vice-Chairman Shepherd, Howard Madsen, Nike Peterson, Tim Roper and Jerry Chatterton

**Board Members Excused:** Erik Craythorne & Dave Nelson

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

**Visitors:** None

1. **Call to Order:** Chairman G. Petersen opened the Administrative Control Board Meeting.
2. **Invocation or Inspirational Thoughts:** Provided by Board Member N. Peterson
3. **Pledge of Allegiance**
4. **Citizen Comment:** None
5. **Appointment and Swearing in of North Davis Fire District Board Members (Item Tabled)**
  - Mayor Mark Shepherd
  - Council Member Nike Peterson
  - Council Member Tim Roper

Vice-Chairman Shepherd motioned to table the appointment and swearing in of the North Davis Fire District Board Members. Board Member N. Peterson seconded the motion. The motion passed unanimously.

6. **Organization of the North Davis Fire District Administrative Control Board**
  - a. Appointment of Treasurer - Julie Bashford
  - b. Appointment of District Clerk – Misty Rogers

Vice-Chairman Shepherd motioned to appoint Julie Bashford as the Treasurer and Misty Rogers as the District Clerk of the North Davis Fire District. Board Member N. Peterson seconded the motion.

7. **Consideration of Approval of Minutes from the December 20, 2018 Board Meeting**

Board Member Roper motioned to approve minutes from the December 20, 2018 Administrative Control Board Meeting. Board Member Chatterton seconded the motion. The motion passed unanimously.
8. **Consideration of Approval of the North Davis Fire District Bills for December 2018**

Board Member N. Peterson asked for an explanation as to why the District had paid specific contractors' minimal amounts of money. Ms. Rogers stated that over the past few years, West Point City had been overcharging contractors for residential impact fees. The District discovered the mistake and refunded the overpayments to each affected contractor. She then informed the board that as per the North Davis Fire District Impact Fee Analysis, each city will be deducting service fee \$30.00 from what is owed to the District.

Board Member Chatterton motioned to approve the North Davis Fire District Bills for December 2018. Vice-Chairman Shepherd seconded the motion. The motion passed unanimously.
9. **Consideration of Approval of the North Davis Fire District Financial Report**

Chief Becraft stated that ambulance revenue and property tax collections are on target and the District has collected nearly \$166,000 in impact fees.

Vice-Chairman Shepherd motioned to approve the North Davis Fire District Financial Report. Board Member Chatterton seconded the motion. The motion passed unanimously
10. **Fire Chiefs Report**

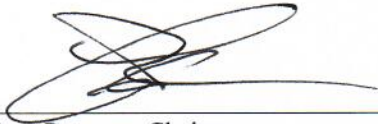
Chief Becraft thanked the North Davis Fire District Administrative Control Board for their support of the firefighters and administration.

11. Other

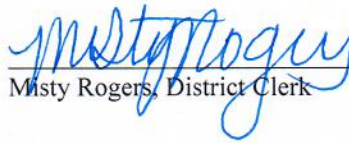
12. Motion to Adjourn

Vice-Chairman Shepherd motioned to adjourn. Board Member <sup>W. Peterson</sup> seconded the motion. The motion passed unanimously.

Passed and adopted the 21<sup>st</sup> day of February 2019



Gary Petersen, Chairman



Misty Rogers, District Clerk

