



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

