



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

March 21, 2019
6:00 PM

Minutes from the North Davis Fire District Administrative Control Board Meeting held at 6:00 PM on March 21, 2019 at Station 41, 381 North 3150 West, West Point City, Utah.

Board Members Present: Chairman Gary Petersen, Howard Madsen, Nike Peterson, Tim Roper, Jerry Chatterton, Erik Craythorne, and Scott Wiggill

Board Members Excused: Vice-Chairman Mark Shepherd and 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 Jerry Chatterton
- 3. Pledge of Allegiance:** Repeated by All
- 4. Citizen Comment:** None
- 5. Consideration of Approval of Minutes from the February 21, 2019 Board Meeting**
Board Member Craythorne motioned to approve the minutes from February 21, 2019 North Davis Fire District Administrative Control Board Meeting. Board Member Roper seconded the motion. The motion passed unanimously.
- 6. Consideration of Approval of the North Davis Fire District Bills for February 2019**
Board Member N. Peterson stated that the Expense by Vendor Detail report indicated a credit card purchase at the vendor "Rock Exotica." She then asked what was purchased from the vendor. Chief Becraft stated that the District purchased carabiners from Rock Exotica which will be used in the firefighter's self-extraction kits.

Board Member N. Peterson motioned approve the North Davis Fire District Bills for February 2019. Board Member Chatterton 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 is quickly approaching the end of Fiscal Year 2019, nearly 71% of the budget year has elapsed. He then stated that the amount of ambulance revenue indicated on the report may seem extremely low, however, ambulance revenue received by the District in July, August and September and be reverse it into Fiscal Year 2019.

Chief Becraft stated that District anticipates receiving "final settlement" for property taxes within the next few weeks. He then stated the expenditures from "Professional Services" are currently on target, however

the District has need to purchase additional professional service items such as mylars. Board Member N. Peterson stated that the District spent slightly more for the "Auditor" than what was budgeted. Ms. Rogers stated that the cost of the District audit did cost more than originally budgeted. She then stated that in the budgeted amount for the "Auditor" in Fiscal Year 2020 budget will be increased. Board Member N. Peterson asked if administration anticipates any additional "Auditor" expenditures during Fiscal Year 2019. Ms. Rogers stated no, there should not be any additional "Auditor" expenditures during Fiscal Year 2019.

Board Member Chatterton expressed his concern that 83% of budgeted amount for "Vehicle Maintenance" has been expended. Chief Becraft stated that vehicle expenses are a "moving target" and are dependent upon gas prices, the economy, maintenance issues, etc. Ms. Rogers stated that the District received vehicles and other items from Sunset City when they joined the District. Early in this Fiscal Year, "Vehicle Maintenance" funds were used to pay for the repairs to vehicles that could be sold to other organizations. Ms. Rogers then stated that the Fiscal Year 2019 Budget will likely be amended to include any necessary adjustments to the budget. Chief Becraft informed the board that the District will likely need to increase the budget amount for "Vehicle Maintenance" expenses in the Fiscal Year 2020 Budget.

Board Member Craythorne motioned to approve the Financial Report for the North Davis Fire District. Board Member Chatterton seconded the motion. The motion passed unanimously.

8. Discussion of North Davis Fire District Treasurer

Chief Becraft stated that the District currently utilizes a third-party accounting firm to serve as the Treasurer of the District as well as provide accounting services to administration. He then stated that Title 17 of the Utah Code allows for a District to appoint a board member or an employee to serve as Treasurer. Administration is in the process of reviewing accounting practices and treasurer duties. Dependent upon rules, regulations, staffing, etc., the board could possibly appoint a board member or an employee of the District to serve as Treasurer, possibly saving the District money.

Board Member Craythorne recommended that administration continue to research rules and regulations. He then requested that the Discussion and possible appointment of the North Davis Fire District Treasurer be added to the agenda of the April 2019 board meeting.

9. Discussion of Reorganization of the North Davis Fire District

Chief Becraft stated that Clearfield City acting as the Governing Body has approved a resolution annexing Sunset City into the boundaries of the North Davis Fire District. Signed mylars and proper documentation for the annexation will be delivered to the office of the Utah Lieutenant for final approval. Once final approval is received, Davis County will record the annexation information.

Chief Becraft informed the board that the reorganization of the North Davis Fire District has been lengthy and cumbersome. However, with the help of District staff, Clearfield City acting as the Governing Authority of the North Davis Fire District, and Scott Nelson the reorganization should be completed within the next few months.

10. Discussion of the Organizational Structure of the North Davis Fire District

Chief Becraft stated that if the reorganization of the North Davis Fire District is successful, new rules and procedures pertaining to a Board of Trustees will need to be adopted. He then requested that the board discuss and give administration direction that could be used when the District's attorney drafts a resolution for establishing the Board of Trustees for the North Davis Fire District, adopting of rules for the appointment of members, and the duties and procedures pertaining to the Board of Trustees.

Chairman G. Petersen stated that the reorganization of the North Davis Fire District follows the annexation of Sunset City into the boundaries of the District. With Sunset City joining the District, the organizational structure of the District should change to fairly represent each city encompassed within the District.

Chairman G. Petersen then asked who and when will consider the approval of the reorganization of the North Davis Fire District. Chief Becraft stated that Clearfield City acting as the Governing Body of the North Davis Fire District will have consider final approval of the reorganization of the District. Once the reorganization of the District is finalized, the board of the North Davis Fire District will meet to discuss and consider a resolution drafted by the District attorney establishing the Board of Trustees for the North Davis Fire District, adopting of rules for the appointment of members, and the duties and procedures pertaining to the Board of Trustees.

Board Member Craythorne asked when a resolution establishing the Board of Trustees and rules and procedures would be presented to the board of the North Davis Fire District. Ms. Rogers stated a resolution for the organizational structure, etc. could possibly be presented to the board for discussion and/or action in April, but most likely in May.

Board Member Craythorne then expressed the need for Clearfield City, Sunset City and West Point City to have equal representation on the board. He recommended that three elected officials from each of the cities (Clearfield, West Point and Sunset) be appointed to serve on the board of the North Davis Fire District. Board Member Craythorne stated that if or when the board adopts a new organizational structure, it would likely become effective immediately. The members of the board agreed that the upon adoption of a new organizational structure, the at-large position in the current makeup of the board should dissolve immediately. Chairman G. Petersen stated that after new organizational structure is adopted, Sunset City will need to appoint a third elected official from their city to serve on the board of the North Davis Fire District.

Chief Becraft clarified with the board that a new organizational structure of the board should consist of all elected officials. The board agreed that it would be in the best interest of the District and the communities in which it serves that board members be elected officials from each city who have been appointed to the position.

Board Member Craythorne recommended that the new organizational structure of the board include language with regards to how the chairman and vice-chairman positions are to be filled.

Chairman G. Petersen stated when the North Davis Fire District was created only Clearfield City and West Point City were members. Therefore, the chairman, vice-chairman and at-large position alternated from city to city every four years. Chairman G. Petersen then stated three elected officials from each city (Clearfield, West Point and Sunset) would create a large enough board that another method to determine chairman and vice-chairman could be utilized. He then recommended creating a selection process for the chairman and vice-chairman position which is based on ability and knowledge to ensure that the best candidate from among the group is selected.

Board Member Craythorne stated that he serves on the board of Wasatch Integrated Waste. A few board members of the Wasatch Integrated Waste are assigned to a committee that meets to discuss possible nominations for the chairman and vice-chairman positions. The committee forms a list of potential nominations. A few weeks prior to the Wasatch Integrated Waste Board Meeting, a member of the committee contacts the potential nominations to determine if they are able and willing to serve in different position. Board Member Craythorne stated that reaching out to potential nominations prior to the meeting alleviates the unexpected nomination and anyone not in a position to serve in another capacity. Board Member Wiggill and Chairman G. Petersen expressed their support with Board Member Craythorne's recommendation.

Chairman G. Petersen stated that the North Davis Fire District consists of three cities. He then stated that the nominations committee could consist of the mayor from each city within the District (even if they did

not serve on the board of the North Davis Fire District) or one elected official who has been appointed to the board of the North Davis Fire District.

Board Member Wiggill stated that the mayor from each city could select one elected appointed official to serve on the nominations committee.

Board Member Craythorne stated the District needs to create policy that will allow the board to operate with disfunction.

Chief Becraft stated that the current policy of the North Davis Fire District Administrative Control Board includes "ex officio" members. He then recommended that the "ex officio" language remain in the policy.

Board Member Craythorne, recommended presenting Board Member Nelson with a plaque for his service to the District. The board members agreed.

Chairman G. Petersen expressed the importance of having a board with knowledge and experience. He then recommended that each board member appointments be staggered.

Chairman G. Petersen recommended that administration work with the District attorney to create a draft of the organizational structure of the North Davis Fire District. He then stated that once the document has been drafted it should be forwarded to the board for their review. Chairman G. Peterson then requested that discussion and possible action for the organizational structure of the North Davis Fire District be included on the April 18th board meeting.

11. Fire Chiefs Report

Chief Becraft stated that next month he will be traveling to Sisters Oregon to attend the Western Chiefs President Forum. He then informed the board of the following:

- The District recently completed the "RFP" (Request For Proposals) process for insurance brokerage services. After much consideration, administration agreed to utilize Olympus Brokerage services for in Fiscal Year 2020.
- Accountant fees and duties have been renegotiated with Districts current accounting firm.
- Senate Bill 129 has been passed (public safety) and could possibly be an unfunded mandate in 2020. This could create a 4% increase to the Public Safety Tier 2 retirement system and the District could be responsible to fund the increase.

Ms. Rogers stated that budget discussions have been tentatively scheduled for the following dates:

- April 18, 2019 - Discussion of the Fiscal Year 2020 Tentative Budget
- May 16, 2019 – Public hearing, discussion and consideration of the adoption of the Fiscal Year 2020 Tentative Budget.
- June 20, 2019 – Public hearing, discussion and consideration of the adoption of the Fiscal Year 2019 Amended Budget, Property Tax Rate for calendar year 2019, and the Fiscal Year 2020 Tentative Budget.

Chief Taylor informed the board that he is nearing the conclusion of his master's program and that he is currently working on his capstone. He stated that anonymous survey will be emailed out to employees of the District and members of the board. Chief Taylor asked that each board member take the time to complete the anonymous survey as it would be a benefit to him and the community. He then stated that after the completion of his master's program, the board would have the opportunity to review his capstone document.

12. Other

Board Member Madsen stated that the paramedic program continues to be discussed in great detail. A committee consisting of city managers, fire chiefs and other officials will meet in the near future to discuss the paramedic program, finances, potential paramedic responsibilities, etc. Board Member Madsen then stated that the city managers who are discussing the paramedic program seem to be united and willing coordinate with surrounding agencies. He then expressed the importance of the cities and the North Davis Fire District being involved with paramedic program discussions.

Chairman G. Petersen thanked Board Member Madsen for participating in the paramedic program discussions as well keeping the board apprised of any developments. He then expressed the need to keep paramedic program discussions going even if they encounter minor road blocks.

Chief Becraft stated that in his opinion, the paramedic program would work best if it were an actual countywide program.

13. Motion to Adjourn

Board Member N. Peterson motioned to adjourn. Board Member Chatterton seconded the motion. The motion passed unanimously.

Passed and adopted the 18th day of April, 2019



Gary Petersen, Chairman



Misty Rogers, District Clerk

