



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

May 19, 2016

Minutes from the North Davis Fire District Administrative Control Board Meeting held at 6:00 pm on May 19, 2016 at Station 41, 381 North 3150 West, West Point City, Utah 84015.

Board Members Present: Mark Shepherd (Chairman), Gary Petersen (Vice-Chairman), Jerry Chatterton, Keri Benson, John Petroff, and Erik Craythorne

Board Members Excused: Nike Peterson

Members of Staff Present: Chief Mark Becraft and District Clerk Misty Rogers

Visitors: Alan McEwan (McEwan & Company)

1. **Call to Order** - Chairman Shepherd called the meeting to order.
2. **Citizen Comment** - No comment
3. **Consideration of Approval of Minutes for the NDFD Administrative Control Board Meeting held on April 21, 2016** - Mr. Petroff motioned to approve the minutes from the North Davis Fire District Administrative Control Board meeting held on April 21, 2016. Vice-Chairman Petersen seconded the motion. The Board unanimously agreed.
4. **Consideration of Approval of the April 2016 Bills for the North Davis Fire District** - Mr. Craythorne motioned to approve the North Davis Fire District bills for April 2016. Mr. Chatterton seconded the motion. The Board unanimously agreed.
5. **Consideration of Approval of April 2016 Financial Report for the North Davis Fire District** - Chief Becraft stated ambulance and property tax revenues are on target. He then informed the Board that personal property tax has yet to be received. Mr. Chatterton motioned to approve the April 2016 Financial Report for the North Davis Fire District. Mr. Craythorne seconded the motion. The Board unanimously agreed.
6. **Consideration of Approval of Resolution 2016R-3, the Adoption of the North Davis Fire District FY2015/2016 Amended Budget for the Period Beginning July 1, 2015 and Ending June 30, 2016** – Mr. Alan McEwan, the Treasurer of the North Davis Fire District stated because of numerous payouts to full-time employees who resigned employment with the NDFD and the hiring of new employees both part-time and full-time wages must be amended. Mr. McEwan then provided the NDFD Board with proposed amendments to the FY2016 budget (*See Exhibit A*).

Mr. McEwan reminded the Board that the FY2016 Ambulance Revenue will continue to be collected through July 2016 and August 2016. He then stated in FY2015, funds were appropriated for the purchase of a new fire engine. Because the NDFD received the engine in FY2016, the funds must be booked into FY2016.

- a. Public Hearing (adoption of the NDFD FY2015/2016 Amended Budget) - no comment
Vice-Chairman Petersen motioned to close the public hearing for the adoption of the NDFD FY2015/2016 Amended Budget for the Period Beginning July 1, 2015 and Ending June 30, 2016. Mr. Petroff seconded the motion. The Board unanimously agreed.
- b. Action - Mr. Petroff motioned to approve Resolution 2016R-3, the adoption of the NDFD FY2015/2016 Amended Budget for the Period Beginning July 1, 2015 and Ending June 30, 2016. Mr. Craythorne seconded the motion. The Board unanimously agreed.

Roll Call Vote - Mr. Petroff - aye
Mr. Craythorne - aye
Vice-Chairman Petersen - aye
Mr. Chatterton - aye
Ms. Benson - aye
Vice-Chairman Shepherd - aye

7. Consideration of Approval Resolution 2016R-4, the Adoption of the North Davis Fire District FY2016/2017 Final Budget and Appropriating Funds for the Purposes Set Forth Therein for the Period Beginning July 1, 2016 and Ending June 30, 2017 - Chief Becraft stated it is the intention of the NDFD to accept the proposed 2016 property tax rate. The Board Members agreed, the NDFD should accept the 2016 property tax rate as proposed by Davis County. Changes from the FY2016/2017 Tentative Budget to the FY2016/FY2017 Final Budget include the following:

- Workers Compensation – The rates for worker’s compensation in FY2017 have increased 83.4%.
- Ambulance Revenue – An increase from tentative budget.
- Permanent Employee Wages – Adjustments were made to wages as a result of new hires and “payouts” for full-time employees either leaving the NDFD or changing to part-time status.
- Overtime Wages
- Merit-Pay, F.I.C.A., and Retirement
- Liability Insurance (Moreton) – The rates for liability insurance for FY2016 have increased 4%.
- Transfer to Capital Budget - \$115,994.45

- a. Public Hearing – no comment
Mr. Craythorne motioned to close the public hearing for the adoption of the NDFD FY2016/2017 Final Budget for the Period Beginning July 1, 2016 and Ending June 30, 2017. Ms. Benson seconded the motion. The Board unanimously agreed.

b. Action - Mr. Chatterton motioned to approve Resolution 2016R-4, the adoption of the North Davis Fire District FY2016/2017 Final Budget for the period beginning July 1, 2016 and ending June 30, 2017. Ms. Benson seconded the motion. The Board unanimously agreed.

- Roll Call Vote - Ms. Benson - aye
- Mr. Chatterton - aye
- Vice-Chairman Petersen - aye
- Mr. Craythorne - aye
- Mr. Petroff - aye
- Vice-Chairman Shepherd - aye

8. **Consideration of Approval of Resolution 2016R-5, Amending the North Davis Fire District Policies and Procedures Manual, Section 3, Performance Pay and Providing for an Effective Date** - Chief Becraft stated the PEP Evaluation program is good, however the full intent of the program is not being met. He stated a well performing employee should receive a 2%-3% merit increase each year. However, the current performance scale provides a well performing employee with a significantly lower merit increase than intended. Chief Becraft stated an employee should be compensated for their performance. He and Ms. Rogers recommended amending the progression chart as follows:

<u>Performance Evaluation Score</u>	<u>% of Salary Increase</u>
4.32 – 5.00	4.00%
4.11 – 4.31	3.75%
3.90-4.10	3.50%
3.75-3.89	3.25%
3.60-3.74	3.00%
3.45-3.59	2.75%
3.30-3.44	2.50%
3.15-3.29	2.25%
3.00-3.14	2.00%
2.85-2.99	1.75%
2.70-2.84	1.50%

Chairman Shepherd expressed his concern with allowing an employee to score below a 3.00. He stated allowing an employee to fall below a 3.00 may give the impression that it is okay to fall below the minimum acceptable level of performance. The Board Members agreed to accept the proposed scale as it could be adjusted in the future if necessary. Ms. Rogers informed the Board that amendment to the policy also includes the removal of the "one-time lump sum payment" option. Mr. Petroff and Chairman Shepherd expressed concern removing the "one-time lump sum option" from the policy. They agreed that there may be times when an employee has reached their wage-cap but should be compensated with a "lump sum payment." Chief Becraft informed the Board that even if an employee has reached their wage-cap, they are still eligible for and receive overtime. Chairman Petersen stated because employees are eligible for and receive overtime, a "lump sum payment" may not be necessary. Chief Becraft stated wages studies will continue to be conducted.

Vice-Chairman Petersen motioned to approve Resolution 2016R-5, amending the North Davis Fire District Policies and Procedures Manual, Section 3, Performance Pay and providing for an effective date. Mr. Craythorne seconded the motion. The Board unanimously agreed.

Roll Call Vote - Vice-Chairman Petersen - aye
Mr. Chatterton – aye
Ms. Benson - aye
Mr. Craythorne - aye
Mr. Petroff - aye
Vice-Chairman Shepherd - aye

- 9. Fire Chiefs Report** - Chief Becraft informed the Board that Deputy Chief Taylor is out of town. He then stated the department has been extremely busy with calls, mutual aid, working fires, and transfers. Chief Becraft stated that Medicaid revenue remains at 6-7%.
- 10. Consideration of Presentation of Chief Becraft's Annual Evaluation** - Chief Becraft stated it is an honor to serve and represent the NDFD. He then stated that he is the only contract employee of the NDFD and both he and Chief Taylor are exempt employees who are on call 24 hours per day 7 days per week. Chief Becraft stated he completed his PEP Evaluation and he scored himself high in leadership and incident command. He stated that he leads by example and represents the NDFD in an upright fashion on a local, state, and national level. Currently Chief Becraft serves on the Board of the UASD, Davis County Fire Officers Association and the Utah State Fire Officers Association. Chief Becraft informed the Board that he and a few other departments recently abstained from a vote because it wasn't in the best interest of the NDFD. Because of the size of the district, both Chief Becraft and Chief Taylor are extremely busy and must juggle more than most people in the same position. Chief Becraft asked the NDFD Board to consider providing him with a 2%-5% merit increase or a bonus as his contract allows. Mr. Petroff stated that Chief Becraft represents the NDFD in a reputable fashion and is well respected by many of his peers. Vice-Chairman stated he agreed with the way in which Chief Becraft scored himself. He then asked Chief Becraft if there is an area in which he could do better. Chief Becraft stated yes, the district doesn't have the same resources as a city. Chief Becraft and Ms. Rogers will continue to learn and improve with the Human Resources functions within department. Chief Becraft then stated that over the past few years he has mentored Deputy Chief Taylor. He then stated that Chief Taylor is a great Deputy Chief and he recently obtained his Bachelor's degree in Emergency Services Administration. Chief Becraft stated Chief Taylor is an asset to the NDFD.

Chief Becraft stated he isn't perfect, however he strives for perfection. Chief Becraft is certified as a Chief Executive Officer Level 2 and he will continue to provide leadership and attend conferences. Chief Becraft stated the NDFD is small and should grow in appropriation with the communities in which it serves. Vice-Chairman Petersen agreed with Chief Becraft, because of the size of the district Chief Becraft must act as both the Fire Chief and the Administrator for the NDFD. Mr. Chatterton applauded Chief Becraft for his ability to "mend fences" between entities.

11. Consideration of Adjourning into a Closed Executive Session Pursuant to §52-4-205 (1)(a), Discussion of the Character, Professional Competence, or Physical or Mental Health of an Individual - Mr. Chatterton motioned to adjourn into a Closed Executive Session Pursuant to §52-4-205 (1)(a), Discussion of the Character, Professional Competence, or Physical or Mental Health of an Individual. Ms. Benson seconded the motion. The Board unanimously agreed.

Roll Call Vote - Mr. Petroff - aye
Vice-Chairman Petersen - aye
Mr. Chatterton - aye
Ms. Benson - aye

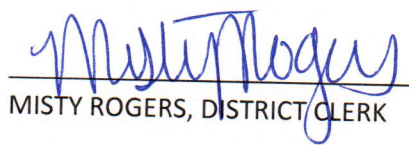
12. Consideration of Action Resulting from Closed Executive Session - The Board adjourned the Closed Executive Session and re-entered the regular meeting. Chairman Shepherd stated Chief Becraft represents the NDFD in an admirable fashion and the NDFD Board has agreed to provide Chief Becraft with a 5% increase to his wage. Chief Becraft thanked the Board for the wage increase as well as their continued support. Vice-Chairman Petersen motioned to approve a 5% increase too Chief Becraft's wage. Mr. Chatterton seconded the motion. The Board unanimously agreed.

Roll Call Vote - Ms. Benson - aye
Vice-Chairman Petersen - aye
Mr. Chatterton - aye
Mr. Petroff - aye
Vice-Chairman Shepherd - aye

13. Motion to Adjourn - Ms. Benson motioned to adjourn. Vice-Chairman Petersen seconded the motion. The Board unanimously agreed.

Approved the 21st day of July, 2016.


MARK SHEPHERD, CHAIRMAN


MISTY ROGERS, DISTRICT CLERK