



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

February 18, 2016

Minutes from the North Davis Fire District Administrative Control Planning Workshop and Board Meeting held at 5:00 pm on February 18, 2016 at Station 41, 381 North 3150 West, West Point City, Utah 84015.

Board Members Present: Mark Shepherd (Chairman), Gary Petersen (Vice-Chairman), Nike Peterson, Keri Benson, and John Petroff

Board Members Excused: Erik Craythorne and Jerry Chatterton

Members of Staff Present: Chief Mark Becraft, Deputy Chief John Taylor and District Clerk Misty Rogers

NDFD PLANNING SESSION – 5:00 PM

Chief Becraft welcomed those in attendance. He then stated the North Davis Fire District (NDFD) Planning Workshop is a time to reflect on where the district has been, where it currently is, and where it is headed.

NDFD Statistics (NFPA 1710)

Chief Becraft stated the NDFD responded to 3,128 calls in 2015 and each year the NDFD gets busier. A map of the NDFD "1710" response areas were then presented to the Board. Chief Becraft stated because of "chitter-chatter" about Sunset Fire Department joining the NDFD, Sunset City boundaries were included in the "1710" response area map. Chief Becraft informed the Board that Sunset City falls within the "1710" response time for Station 42. He then stated until he receives direction from the NDFD Board or their Councils, a study to incorporate Sunset City into the district will not be conducted.

NDFD, NFPA 1710 Response Area and Time

The NFPA 1710 report allows for a 60 second turnout time and a 4-minute response time for the first arriving unit/and or the initial full alarm assignment within 8-minute response time to 90% of the incidents. All areas within the district fall within NFPA 1710 response times.

Chief Becraft stated with the approval of the Board, three additional full-time employees were hired in FY2016. Because of the hiring of three additional full-time firefighters, the NDFD is capable of deploying a full alarm assignment. Chief Becraft stated with current employee positions, station manning is adequate and additional manpower will not be requested in FY2017.

Chief Becraft stated the new transport engine is a great addition to the NDFD and is being utilized more than initially thought. Mr. Petroff asked if the transport engine would ever be operated by only one employee. Chief Becraft stated no, there will always be a minimum of two employees operating the

engine. He then informed the Board that UFA recently visited Station 41 to view the new Engine. Chief Taylor stated that a department from North Carolina has purchased a transport engine using the NDFD specs.

Personnel and Policy

Chief Becraft stated when necessary the NDFD Personnel Policy and Procedures Manual will be amended. He then stated the NDFD Impact Fees adopted by the Board in November became effective on February 17th.

Auto Aid, Mutual Aid, MOU

Chief Becraft stated no changes are currently being recommended to the Auto Aid and Mutual Aid MOU. However, with the change to Federal Government laws the NDFD may pursue resources from H.A.F.B. when necessary. Chief Becraft stated when possible, the NDFD will assist with Forest Service and Wildland in areas within the state of Utah. However, due to the size of the district the NDFD cannot assist with out of state Forest Service and Wildland. Chief Becraft stated if the district were larger out of state assistance could be applicable. Vice-Chair Petersen asked if the NDFD has an obligation to assist out of state Forest Service and Wildland because of the MOU. Chief Taylor stated no, the NDFD has the authority to refuse.

Fleet Management Projections

Chief Becraft stated the NDFD closely follows a fleet management plan. The district planned to sale the oldest ambulance after the purchase of the new rescue engine. Because of resale value, the district decided to keep the ambulance. Chief Becraft stated because of repairs to other NDFD ambulances, the oldest ambulance is still being utilized.

Chief Becraft stated this year the Board approved a purchase of a ladder truck (possibly from Roy City). Because a new ladder truck should have been purchased in 2005, Chief Becraft recommended purchasing a ladder truck using Capital funds. Mr. Petroff asked which station would house the new truck. Chief Becraft stated the new ladder truck would be housed at Station 41. Chairman Shepherd agreed with Chief Becraft, a ladder truck should have been purchased in 2005.

Chief Becraft recommended continuing to lease purchase the two Frontline Apparatuses and pay cash for all other purchases. He then recommended budgeting \$57,000 in FY2017 for fleet replacement. Chief Becraft clarified that the fleet projection does not include purchase of a Ladder Truck.

Chief Becraft stated with the new impact fees and future growth in both Clearfield and West Point, a considerable amount of revenue may be collected. Depending on the amount of revenue received, Station 41's bond may be paid off early than anticipated. If Station 41's bond is paid off early, the rebuilding of Station 42 could be earlier than expected. Vice-Chair Petersen asked where the new Station 42 would be built. Chief Becraft stated the NDFD owns the land where Station 42 is currently located. Station 42 would likely be torn down and rebuilt in the same location.

NDFD Personnel

Chief Becraft again expressed his appreciation to the Board for adding three additional full-time positions in FY2016. He then stated the FY2016 part-time wages will likely be over budget due to Captain Stone being out on medical leave for nearly two years as well as other unforeseen circumstances. Chief Becraft informed the Board that Mr. Stone has taken a medical retirement and

has expressed his appreciation to the Board and the NDFD for their support. Chief Becraft stated a new Captain will be promoted within the next few weeks.

Chief Becraft stated he had been asked by the Board to review part-time wages. Comparison departments included Roy and South Davis Metro. The wage study indicates that the NDFD part-time wages will need to be increased 20%. Chief Becraft stated pay should be based on the employee's performance. He recommended increasing all part-time wages 20% with a cap of \$19.00 per hour. Chief Becraft stated full-time wages start slightly lower; however, the full-time wage is capped \$5,000 higher than other firefighters. Chief Becraft then informed the Board that NDFD wages cannot be compared to those in the Salt Lake Valley. He then stated because of benefits, a part-time firefighter wage cannot be compared to that of a full-time firefighter. Chief Taylor stated part-time firefighters must choose their schedule one month in advance and shift selections are done on a seniority basis. Mr. Petroff asked the starting wage of a part-time firefighter. Chief Becraft stated if the Board approves the 20% increase to part-time wages, the starting wage will be approximately \$13.80 per hour. Mr. Petroff then asked the starting wage of full-time firefighter. Chief Becraft stated the starting wage for a full-time firefighter is approximately \$11.50 per hour. However, Full-time firefighters have a regular shift, receive health, dental, and retirement benefits and have the capability to earn automatic overtime each pay cycle.

NDFD Code Enforcement

Chief Becraft stated Chief Taylor is "on-top" of Code Enforcement. Chief Taylor pre-plans and meets with cities for their DRC meetings. Mr. Petroff asked if the ISO rating would be affected if the IBC code with no additional requirements were adopted. Chief Becraft and Chief Taylor agreed that adopting the IBC code would likely not affect the ISO Rating.

Emergency Planning

Chief Becraft stated the NDFD actively participates in emergency planning.

Fire Hydrants

Chief Becraft stated fire hydrants in both West Point and Clearfield are GPS located.

NDFD ISO Study

Chief Becraft stated the NDFD was "dinged" for not having a reserve ladder apparatus. He then stated some deployment recommendations are not feasible for the NDFD. Chief Becraft stated it was recommended to keep better training documentation, but overall water supply and public education is great. Chief Becraft stated obtaining an ISO rating lower than 4 is unlikely without a significant amount of money to purchase equipment and manpower.

NDFD Budget and Revenues

Chief Becraft stated the FY2017 Tentative Budget process has started and the budget committee will meet on March 24th at 12:00 pm to discuss the budget. Chairman Shepherd and Chief Becraft agreed that Chairman Shepherd, Vice-Chairman Petersen, Chief Becraft, Deputy Chief Taylor, Treasurer Alan McEwan, and Deputy Clerk Misty Rogers will serve on the budget committee

Chief Becraft informed the Board that the amount of Ambulance Revenue budgeted in FY2017 will be the same as in FY2016. He then stated because of upcoming projects, impact fee revenue in FY2017 will be increased slightly. Chief Becraft informed the Board that the property tax growth will be calculated off of what was received in FY2016 and not off of the projected amount. He then stated a 4% increase

to PEHP Healthcare has been budgeted for FY2017. Both Vice-Chair Petersen and Mr. Petroff recommended budgeting for a 10% increase to the cost of healthcare. Chief Becraft stated because fuel is volatile, FY2017 will budget the same amount as in FY2016. He then stated Capital purchases in FY2017 will include a truck for Chief Taylor, a new extractor and additional radios. Chief Becraft stated the NDFD is progressing and moving in a good direction.

The Planning Session Adjourned at 6:00 PM and the NDFD Administrative Control Board entered into the regular Board Meeting at 6:05 PM.

NDFD ADMINISTRATIVE CONTROL BOARD MEETING – 6:05 PM

Board Members Present: Mark Shepherd (Chairman), Gary Petersen (Vice-Chairman), Nike Peterson, John Petroff, and Jerry Chatterton

Board Members Excused: Erik Craythorne and Keri Benson

Members of Staff Present: Chief Mark Becraft, Deputy Chief John Taylor and District Clerk Misty Rogers

1. Call to Order

2. Citizen Comment

3. Consideration of Approval of Minutes from the January 21, 2016 Administrative Control Board Meeting

Vice-Chairman Petersen motioned to approve the minutes from the January 21, 2016 Administrative Control Board Meeting. Mr. Petroff seconded the motion. The Board unanimously agreed.

4. Consideration of Approval of Bills for January 2015

Mr. Petroff motioned to approve the January 2015 bills for the NDFD. Ms. Peterson seconded the motion. The Board unanimously agreed.

5. Consideration of Approval of Financial Report for January 2015

Chief Becraft stated 62% of the FY2016 budget year has elapsed. The Profit and Loss Report indicates that 60% of the Ambulance Revenue budgeted has been received. Chief Becraft reminded the Board that Ambulance Revenue for FY2016 will continue to be received through August 2016. He then informed the Board that Profit and Loss also indicates full-time wages are under budget but 91% of part-time wages have been spent. Vice Chair Petersen motioned to approve the January 2015 Financial Report. Ms. Peterson seconded the motion. The Board unanimously agreed.

6. Consideration of Approval of Resolution 2016R-1, a Resolution Amending Section 214:1 (Employee Classifications) of the NDFD Policy and Procedures Manual

Chief Taylor stated because the NDFD utilizes Interns, it is necessary to define a "Volunteer Employee" in NDFD Policy and Procedures Manual. Vice-Chairman Petersen recommended only using the term "Volunteer" and not "Volunteer Employee," the Board Agreed. Mr. Petroff motioned to approve Resolution 2016R-1, a resolution amending Section 214:1 for the NDFD Policy and

Procedures Manual providing the definition of a "volunteer". Vice-Chairman Petersen seconded the motion. The Board unanimously agreed.

Roll Call Vote:

Mr. John Petroff - yes
Vice-Chairman Petersen - yes
Ms. Peterson - yes
Chairman Shepherd - yes

7. Fire Chief's Report

Chief Becraft stated in May, the Board will have the opportunity to conduct his evaluation. He then stated the Board will have the ability to enter into a Closed Session as permitted by UCA 52-4-204.

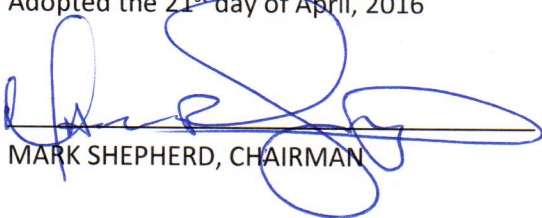
8. Motion to Adjourn

Vice-Chairman Petersen stated the budget for the NDFD has progressed and evolved since the creation of the district. He then expressed his satisfaction with regards to how the NDFD has progressed over the past few years. Chairman Shepherd agreed, he then stated expressed the importance and need of Ambulance Revenue. Vice-Chairman Petersen agreed, Ambulance Revenue is much appreciated. He then stated if it weren't for Ambulance Revenue the district would likely have higher fees.

Chief Becraft agreed with Chairman Shepherd and Vice-Chairman Petersen. He then stated inter-facility transfers also assist the NDFD budget. Chief Becraft then stated if the Certified Tax Rate decreases, the Board will need to determine if the NDFD should complete the Truth in Taxation process. Mr. Petroff expressed his disapproval of completing a Truth in Taxation process for FY2017. He then expressed the importance of not spending all of the revenue being received. The Board expressed their appreciation to Chief Becraft and Chief Taylor.

Mr. Petroff motioned to adjourn. Mr. Chatterton seconded the motion. The Board unanimously agreed.

Adopted the 21st day of April, 2016


MARK SHEPHERD, CHAIRMAN


MISTY ROGERS, DISTRICT CLERK

