



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

January 21, 2016

Minutes from the North Davis Fire District Administrative Control Board Meeting held on January 21, 2016 at 6:00 pm 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: Fire Chief Mark Becraft and District Clerk Misty Rogers

Visitors: Kathryn Murray

1. Call to Order

Vice-Chairman Petersen welcomed those in attendance.

2. Citizen Comment

No comment.

3. Swearing in of New North Davis Fire District Administrative Control Board Members

Mrs. Rogers officiated the "swearing-in" of Ms. Keri Benson and Ms. Nike Peterson to the North Davis Fire District Administrative Control Board.

4. Organization of the North Davis Fire District Administrative Control Board

Vice-Chairman Petersen informed those in attendance that every four years, Clearfield City or West Point City will represent the district with the Chairman position. The City that does not provide the Chairman will appointment someone to serve in the "at-large" position. Vice-Chair Petersen stated that Clearfield City has had the Chairman position for the past three years and will maintain the position for one more year. He then nominated Mr. Mark Shepherd to serve as the Chairman of the North Davis Fire District Administrative Control Board. Ms. Peterson seconded the motion. The passed unanimously.

Mr. Petroff nominated Mr. Gary Petersen to serve as the Vice-Chairman of the North Davis Fire District Administrative Control Board. He then recommended appointing Mr. Alan McEwan with McEwan & Company to serve as the Treasurer and Ms. Misty Rogers to serve

as the Clerk of the North Davis Fire District. Chairman Shepherd seconded the motion. The motion passed unanimously.

5. Consideration of Approval of Minutes from December 17, 2015 Administrative Control Board Meeting

Mrs. Rogers informed the Board that minor grammatical corrections have been made to the minutes. Mr. Petroff motioned to approve the minutes from the December 17, 2015 Administrative Control Board Meeting. Vice-Chairman Petersen seconded the motion. The motion passed unanimously.

6. Consideration of Approval of North Davis Fire District Bills for December 2015 Vice-Chairman Petersen motioned to approve the December 2015 Bills for the North Davis Fire District. Ms. Peterson seconded the motion. The motion passed unanimously.

7. Consideration of Approval of North Davis Fire District Financial Report for December 2015

Chief Becraft stated Ambulance and Property Tax Revenues are on target. He then stated wages are holding steady but because of unforeseen injuries to full time employees, part-time wages will likely become over budget in the near future. Chief Becraft stated the FY2016 budget may need to be amended in spring.

Chief Becraft informed the Board that Captain Stone will be taking a medical retirement and a full-time employee has mentioned the possibility of leaving employment. Chief Becraft stated situations such as these are difficult to plan and budget for. He then stated if Captain Stone takes a medical retirement his employment with the NDFD must be terminated. Once employment has been terminated Workers Compensation will then provide Captain Stone with a benefit. It will then be left up to Captain Stone to complete the retirement process with URS. Chief Becraft stated after Captain Stone is terminated, a promotion to the position of Captain will happen within the department.

Mr. Petroff asked Chief Becraft if he has any other budget concerns. Chief Becraft stated no, revenues and wages are on target. He then reminded the Board that at the end of FY2015, approximately \$200,000 had been returned to the General Fund.

Vice-Chairman Petersen motioned to approve the North Davis Fire District Financial Report for December 2015. Mr. Petroff seconded. The motion passed unanimously.

8. Discussion of MIDA Annexation

Chief Becraft informed the Board that the MIDA Annexation has been approved by the Lt. Governor and recorded with Davis County. The annexation area will be included on the 2016 tax rolls. Chief Becraft expressed his appreciation Nancy Dean, the Clearfield City Recorder for her assistance.

9. Fire Chief's Report

Chief Becraft informed the Board that the litigation for an accident which occurred approximately four years ago has been settled. He then stated that the NDFD received an ISO rating of 4 and it is unlikely that the NDFD will ever receive a lower rating due to budget constraints. Chief Becraft stated the cost savings for residential and commercial will be substantial.

Chief Becraft informed the Board that in 2015 the NDFD received approximately 3,200 calls and 80% of the calls received were for medical. He then stated response time is approximately 5.89 minutes.

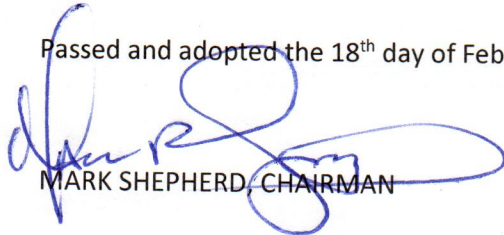
Chairman Shepherd asked where the majority of the calls are received from. Chief Becraft stated the majority of the calls received in 2015 were dispatched to the Clearfield Station and many of the calls were "911" calls from care centers. Chief Becraft stated that Station 42 is one of the busiest stations in the County.

Chief Becraft reminded the Board that Annual Awards Banquet will be held at Pranzo Italiano on January 27, 2016 at 6:00 pm. He then encouraged the Board to attend the Planning Workshop on Thursday, February 18th at 5:00 pm.

10. Motion to Adjourn

Chairman Shepherd welcomed Ms. Peterson and Ms. Benson to the North Davis Fire District motioned to adjourn. Vice-Chairman Petersen seconded the motion. The motioned passed unanimously.

Passed and adopted the 18th day of February, 2016.


MARK SHEPHERD, CHAIRMAN


MISTY ROGERS, DISTRICT CLERK

