



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

**October 20, 2016
6:00 PM**

Minutes from the North Davis Fire District Administrative Control Board Meeting held at 6:00 pm on October 20, 2016 at Station 41, 381 North 3150 West, West Point City, Utah 84015.

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

Board Members Excused: Jerry Chatterton and Erik Craythorne

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

- 1. Call to Order:** Chairman Shepherd welcomed those in attendance.
- 2. Citizen Comment:** None
- 3. Consideration of Approval of Minutes from the NDFD Administrative Control Board Meeting held on September 15, 2016.**

Ms. Rogers stated one minor name change had been made to the minutes. Vice Chairman Petersen motioned to approve the minutes from the September 15, 2016 Administrative Control Board Meeting. Mr. Petroff seconded the motion. The motion passed unanimously.

- 4. Consideration of Approval of NDFD Bills for September 2016**

Vice Chairman Petersen motioned to approve the NDFD bills for September 2016. Ms. Peterson seconded the motion. The motion passed unanimously.

- 5. Consideration of Approval of NDFD Financial Reports for September 2016**

Chief Becraft stated because property tax revenue in FY2016 was less than what was received in FY2015, the district is moving forward cautiously. A spending freeze has been implemented, services such as pest control are being discontinued and to eliminate unneeded overtime, monthly officer meetings have been canceled. Chief Becraft and Chief Taylor are meeting with each Captain and their crew while they are on duty.

Ms. Peterson asked if the property tax revenue shortfall will be a long-term situation. Chief Becraft stated the volatility of property tax and personal property tax are concerning and it is unclear if the shortfall will continue in the future. Over the past few months, Chief Becraft and Ms. Rogers have discussed the shortfall of property tax revenue with Davis County. The discussions with the county have yet to produce any justification for the shortfall. Chief Becraft stated the volatility of property tax revenue can be seen when reviewing historical information. For example, in 2014 the NDFD received \$2,326,000.00 in property tax revenue (including fee in lieu), in 2015 the NDFD received \$2,378,000.00 in property tax revenue (including fee in lieu), and in 2016 the NDFD received \$2,211,000.00 in Property Tax revenue (including Fee in Lieu).

Chief Becraft stated this is the first time in the history of the North Davis Fire District that same revenue as the previous year in addition to growth hasn't been received. He stated that if administration would have known of the

property tax shortfall Truth in Taxation (TNT) would have been recommended. Chief Becraft stated administration has been prudent in spending and stayed within budget. Vice-Chairman Petersen agreed that the district has spent funds in an appropriate manner; the concern is specifically with regards to property tax revenue. Mr. Petroff stated if the NDFD has collected less property tax than the previous years, the district should appeal to the tax commission and request a new certified rate.

Chief Becraft informed the board that service calls continue to increase. The amount of self-pays is also increasing, and the number of insurance payments are decreasing. Chief Becraft stated because the NDFD doesn't receive sales tax, they rely on revenue from property tax and personal property tax. He then stated because of the volatility of property tax, the board may need to consider holding Truth in Taxation (TNT) next year. Mr. Petroff stated next year, the NDFD may receive an increase in property tax from RDA's located in the district. Chief Becraft stated personal property tax is collected differently than property tax. He then stated when Worthington Foods moved out of the area, the district lost approximately \$30,000 in personal property tax revenue. Mr. Petroff recommended administration contact Davis County in November and request they investigate as to why the district didn't receive the same revenue as that in 2015.

Chief Becraft informed the Board that the district will begin to pay for "line of duty death" starting in 2018. He stated participating in the program will be a benefit as well as reduce the liability for the district.

Vice-Chairman Petersen motioned to approve the September 2016 Financial report for NDFD. Ms. Peterson seconded the motion. The motion passed unanimously.

6. Consideration of Approval of Resolution 2016R-9, A Resolution Amending Section 510 of the NDFD Policies and Procedures Manual; Employee Service Awards

Chief Becraft stated the dynamics at the NDFD are changing and many of the employees have worked for other fire departments. Employees should be recognized for both the years of service to the NDFD as well as the years they have spent in fire service. If the budgeted, employees will be recognized for the number of years in the fire service as well as the number of years at the NDFD. Chief Becraft then recommended allowing for "on the spot awards" for employees who have gone beyond the call. An "on the spot award" will be a gift card valued at a maximum of \$50. Gift cards will be treated and documented as petty cash and accountability procedures will apply.

Vice-Chairman Petersen expressed his satisfaction to the on-the spot recognitions. Chief Becraft stated many employees use their skills from other vocations to save the NDFD money. He "on the spot" recognitions will show the employee that administration and the board appreciate the service they provided to the district.

Mr. Petroff and Vice-Chairman Petersen recommended amending the NDFD Personnel Policy and Procedures manual to allow a one-time bonus be paid annually to employees who have reached their maximum in their pay range. Chief Becraft stated employees who have reached the maximum of their pay grade could receive a lump sum bonus if certain criteria are met using the scoring system currently used.

Mr. Petroff motioned to approve Resolution 2016R-9, Amending Section 510 of the NDFD Policies and Procedures Manual; Employee Service Awards. Ms. Benson seconded the motion. The motion passed unanimously.

Roll Call Vote:

Ms. Peterson – Aye

Ms. Benson – Aye

Vice-Chairman Petersen – Aye

Mr. Petroff – Aye

Chairman Shepherd - Aye

7. Consideration of Approval of Resolution 2016R-10, A Resolution Adopting the Natural Hazard Pre-Disaster Mitigation Plan as Required by the Federal Disaster Mitigation and Cost Reduction Act of 2000

Chief Taylor stated the Davis County Emergency Management Team has compiled a pre-disaster mitigation plan. The plan was submitted to FEMA and approval was granted. Chief Taylor stated each city had the opportunity to submit information into the disaster plan and all entities involved in the plan have the opportunity to adopt it by resolution. Adopting Resolution 2016R-10 will allow the NDFD to apply for a FEMA mitigation grant. There is no cost to the district and the plan should be presented to each city in the near future.

Vice-Chairman Petersen motioned to approve Resolution 2016R-10, the adoption of the Natural Hazard Pre-Disaster Mitigation Plan as Required by the Federal Disaster Mitigation and Cost Reduction Act of 2000. Ms. Benson seconded the motion. The motion passed unanimously.

Roll Call Vote:

Mr. Petroff – Aye
Vice-Chairman Petersen – Aye
Ms. Benson – Aye
Ms. Peterson – Aye
Chairman Shepherd - Aye

8. Fire Chief's Report

Chief Becraft stated the NDFD Open Houses were a success. He stated Loretta Park wrote an article about the Open Houses and the clown program. This article has gone national and will likely be featured in fire magazines. Vice-Chairman Petersen and Ms. Peterson expressed their satisfaction with the obstacle course provided for kids. Chief Taylor stated a few of the firefighters designed and created the obstacle course together on their own time and with their own money, and Vice-Chairman Petersen expressed the importance of the NDFD providing education to the public.

Chief Becraft stated the refurbishment of Ladder 41 is nearly complete. Chief Becraft and Chief Taylor will fly to Las Vegas and drive the truck home sometime in November. Chief Becraft informed the board of a bill being proposed by Senator Fillmore. The bill would require that all positions be appointed positions. Mr. Petroff stated the bill also requires that the positions be elected and not a board of elected officials. Chief Becraft stated the he will follow this bill and keep the board informed. Chairman Shepherd stated the NDFD will act if the bill passes.

Chief Taylor stated in September the district responded to 281 calls (204 EMS and 77 fires).


9. Motion to Adjourn

Vice-Chairman Petersen motioned to adjourn. Ms. Peterson seconded the motion. The motioned passed unanimously.

Passed and adopted the 17th day of November 2016.



GARY PETERSEN, VICE-CHAIRMAN



MISTY ROGERS, DISTRICT CLERK

