



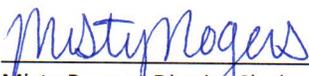
Mike LeBaron, Chairman  
Gary Petersen, Vice-Chair  
Jerry Chatterton, Member  
Erik Craythorne, Member  
Ron Jones, Member  
John Petroff, Member  
Mark Shepherd, Member

**North Davis Fire District  
Administrative Control Board Meeting  
381 North 3150 West, West Point City  
(Station 41)**

**Thursday, November 19, 2015 at 6:00 pm**

1. **Call to Order**
2. **Citizen Comment** (*If you wish to make comment to the board, please clearly state your name and address, keeping your comments to a maximum of 2 ½ minutes. Please do not repeat positions already stated. Public Comment is a time for the Board to receive new information and perspectives*).
3. **Consideration of Approval of Minutes from October 16, 2015 Administrative Control Board Meeting**
4. **Consideration of Approval of Bills for October 2015**
5. **Consideration of Approval of Financial Report for October 2015**
6. **Consideration of Resolution 2015R-6, a Resolution Authorizing Assessment of Reasonable Fees and Charges as a Condition of Development Approval and Establishing Guidelines for Evaluation and Determining When to Assess Such Fees and Charges**
  - a. Public Hearing
  - b. Action
7. **Consideration of Resolution 2015R-7, a Resolution Amending the Policy and Procedures Manual by Adding a New Chapter 13 Relating to Impact Fees**
8. **Consideration of Resolution 2015R-8, a Resolution Fixing & Prescribing a Policy for Impact Fees for Public Safety Facilities; Adopting an Impact Fee Analysis for the Provision of Said Facilities, Establishing a Service Area for Purposes of Equitable Distribution of Public Safety Impact Fees, and Other Related Matters**
  - a. Public Hearing
  - b. Action
9. **Consideration of a Medical Director Agreement Between the North Davis Fire District and Mr. Shay Holley, MD**
10. **Consideration of Resolution 2015R-9, a Resolution Amending the North Davis Fire District Policies Manual, Policy 2.4(A) Board Member Compensation and Reimbursements**
11. **Consideration of Resolution 2015R-10, a Resolution Amending the North Davis Fire District Personnel Policy & Procedure Manual, Section 307:1 Uniform Allowance and Section 505:1 Funeral Leave**
12. **Consideration of Resolution 2015R-11, a Resolution Amending the North Davis Fire District Fee Schedule**
13. **Fire Chief's Report**
14. **Motion to Adjourn**

Dated the 12<sup>th</sup> day of November, 2015

  
Misty Rogers, District Clerk

On Thursday, November 12, 2015, a copy of the foregoing notice was posted in conspicuous view in the front foyer of the North Davis Fire District Offices. The Agenda was also posted on the North Davis Fire District website at <http://northdavisfiredistrict.com> and State of Utah Public Meeting Notice website at <http://pmn.utah.gov>.

Board Members may participate in the meeting via telephonic communication. If a Board Member does participate via telephonic communication, the Board Member will be on speakerphone. The speakerphone will be amplified so that the other Board Members and all other persons present will be able to hear all discussions. In compliance with the Americans with Disabilities Act, individuals needing special accommodations or assistance during this meeting shall notify Misty Rogers, District Clerk, at (801) 525-2850 ext. 102 at least 24 hours prior to the meeting. If you would like to submit written comments on any agenda item they should be received by the District Clerk no later than the Wednesday prior to the meeting at noon. Comments can be emailed to [mrogers@nofires.org](mailto:mrogers@nofires.org).

**NORTH DAVIS FIRE DISTRICT  
ADMINISTRATIVE CONTROL BOARD  
NOVMEBER 19, 2015**

**CITIZEN COMMENT  
AGENDA ITEM - 2**

**Agenda Item:** Citizen Comment

**Information**

**NORTH DAVIS FIRE DISTRICT  
ADMINISTRATIVE CONTROL BOARD  
NOVEMBER 19, 2015**

**APPROVAL OF MINUTES  
AGENDA ITEM - 3**

**Agenda Item:** Consideration of Approval of Minutes from the October 16, 2015 North Davis Fire District Administrative Control Board Meeting.

**Information:** The October 16, 2015 minutes are included in the packet for your review.

**Recommendation:** Approval of the minutes as presented or amended.

If there are any corrections that should be made to the minutes, please contact me at (801)525-2850 ext. 102 prior to the meeting.



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

**October 15, 2015**

Minutes from the North Davis Fire District (NDFD) Administrative Control Board Meeting held on Thursday, October 15, 2015 at 6:00 pm at Fire Station 41, 381 North 3150 West, West Point City, Utah.

Board Members Present: Mike LeBaron (Chairman), Gary Petersen (Vice-Chairman), John Petroff, Erik Craythorne, Ron Jones, and Mark Shepherd

Board Members Excused: Erik Craythorne, Mark Shepherd, and Jerry Chatterton

Members of Staff Present: Mark Becraft, Fire Chief and Misty Roger, District Clerk

**1. Call to Order**

Chair LeBaron called the North Davis Fire District (NDFD) Administrative Control Board Meeting to order.

**2. Citizen Comment**

No comments were given to the NDFD Administrative Control Board.

**3. Consideration of Approval of Minutes from the September 17, 2015 Administrative Control Board meeting**

Vice-Chair Petersen motioned to approve the minutes from the September 17, 2015 NDFD Administrative Control Board meeting. Mr. Jones seconded the motion. The motion passed unanimously.

**4. Consideration of Approval of Bills from September 2015**

Mr. Petroff motioned to approve the September 2015 bills for the NDFD. Vice-Chair Petersen seconded the motion. The motioned passed unanimously.

## **5. Consideration of Approval of Financial Report from September 2015**

Chief Becraft stated the Ambulance Revenue looks as if it is behind, but is actually on target. He then assured the Board that the Ambulance Revenues are on target and the NDFD collects approximately \$77,000 in revenue each month. Chief Becraft reminded the Board that Ambulance Revenue for FY2015 will be collected in July and August 2016.

Chief Becraft stated he continues to closely monitor wages and overtime as several employees of the NDFD are remain off on medical leave or workers comp. Chief Becraft informed the Board that in the spring of 2016 the FY2015 budget may need to be amended if full time employees remain off on medical leave. Chairman LeBaron thanked Chief Becraft for keeping the Board informed of potential budget amendments.

Chief Becraft informed the Board that in the past, the NDFD received a “Per Capita” and could receive “Competitive” grant each year. The two grants have now combined into one “Per Capita Grant” and in the future, the NDFD will receive one grant. Chief Becraft stated in FY2016, NDFD budgeted \$1,300.00 in “Per Capita Grant,” however with the combining of the two grants; the NDFD will receive approximately \$5,100.

Chief Becraft stated the property taxes collected by the NDFD for 2015 will likely continue to increase. He then stated the NDFD will begin to receive property tax revenue in December.

Mr. Petroff stated if an entity accepts the Certified Rate, the entity collects the same amount of revenue as they did the year before in addition to new growth. The only way an entity can capture additional property tax revenue is to maintain the property tax rate by completing the Truth in Taxation process.

Chief Becraft stated the NDFD hasn't raised taxes in the past and he has no intention to do so in the future. However, there may be a time when additional revenue may be needed and the NDFD may need to complete the Truth in Taxation process.

Mr. Jones motioned to approve the September 2015 Financial Reports for the NDFD. Vice-Chair Petersen seconded the motion. The motion passed unanimously.

## **6. Fire Chief's Report**

*Call Volume* - Chief Becraft informed the Board that the NDFD received approximately 251 calls during September 2015. He then stated that 81% of the calls in September were for medical.

*ISO Certification* – Chief Becraft stated ISO Information is unknown.

*Medicaid Legislative Issues* – Chief Becraft stated the Fire Chiefs Association is currently the only association participating in the Medicaid Expansion. He then informed the Board that the NDFD collects \$600 for each “Medicaid” transport. In turn, the NDFD pays the State of Utah approximately \$30 for each Medicaid transport. Chief Becraft informed the Board that approximately 13% of the transports each month are Medicaid transports.

Mr. Petroff asked how many of the calls in September were for Medicaid transfers. Chief Becraft stated the NDFD typically transfers at least two “Medicaid” patients per day. He then explained that inter-facility transfers are considered two calls (to and from). Chief Becraft stated the majority of transfers are for dialysis or doctor’s appointments.

*Annual Awards Banquet* - Chief Becraft informed the Board that the Annual Awards Banquet will be held at 6:00 pm on January 27, 2015 at Station 41. He then stated that the banquet will be catered and the evening will should be enjoyable.

*MIDA Annexation* - Chief Becraft informed the Board that Clearfield City Council has approved the MIDA Annexation Plat and Mylar. He then stated the 60 day waiting period will expire in early December. Upon the expiration of the 60 day waiting period, Clearfield City will “hand deliver” the documents to the Lt. Governor’s office and the Davis County Recorder to ensure the Plat and Mylar are recorded in time for the upcoming tax season.

*Impact Fee Analysis* - Chief Becraft stated the Impact Fee Analysis is nearly complete. The Impact Fee Analysis indicates that Residential Impact Fees will decrease and Commercial Impact Fees will increase. He the stated a representative from Zion’s Bank will present the Impact Fee Analysis to the Board on November 17, 2015. After the presentation, the Board will then be asked to adopt the Impact Fee Analysis by Resolution.

Chief Becraft stated the average Impact Fee assessed for a residential home has been approximately \$230. If the proposed Impact Fees are approved the fee for a residential home will decrease to approximately \$150 but Commercial Impact Fees will increase to approximately \$0.50 per square feet.

Vice-Chair Petersen asked how much of an Impact Fee the NDFD received for the Smith’s pad. Chief Becraft stated the NDFD received approximately \$7,500 in Impact Fee revenue for Smith’s. He then stated that if the proposed Impact Fees were in effect, the NDFD would have received approximately \$75,000 in Impact Fee’s form Smith’s.

The Board expressed concern with the increase to the Commercial Impact Fees. Chief Becraft reminded the Board that they have the authority to approve an Impact Fee that they feel is appropriate. Vice-Chair Petersen expressed concern with not approving the Impact Fee proposed in the Impact Fee Analysis. He then stated if an alternative Impact Fee is approved, Board should have a “darn good reason” as to why the proposed fee was not approved.

Chief Becraft stated it seems as if people living in the “bungalow” in Clearfield City are paying for the service provided to the Big Developments. He then stated for example, “ATK” is in an EDA and the NDFD doesn’t collect any revenue from ATK; however the NDFD and Clearfield City provide EMS services to ATK. Chief Becraft stated higher impact fees for Commercial should be acceptable as it will provide revenue to the NDFD.

Mr. Petroff stated commercial businesses bring employees and an increase in sales tax for entities. Chief Becraft stated agreed, however the NDFD and other Special Districts do not receive sales tax even though they provide EMS and other services to the area.

## **7. Motion to Adjourn**

Chair LeBaron excused Erik Craythorne, Mark Shepherd, and Jerry Chatterton from the meeting. He then stated the NDFD clowns are celebrities. He then stated that Captain Tremea attended a luncheon at a local elementary, and the students recognized Captain Tremea as “Smoke Stack.”

Mr. Petersen expressed his appreciation to Chief Becraft and the members of the Staff for providing the Fire Prevention Open Houses.

Vice-Chair Petersen motioned to adjourn. Mr. Petroff seconded the motion. The motion passed unanimously.

Approved and Adopted this 19<sup>th</sup> day of November 2015.

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MIKE LEBARON, CHAIRMAN

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MISTY ROGERS, DISTRICT CLERK

**NORTH DAVIS FIRE DISTRICT  
ADMINISTRATIVE CONTROL BOARD  
NOVEMBER 19, 2015**

**APPROVAL OF BILLS  
AGENDA ITEM - 4**

**Agenda Item:** Consideration of Approval of NDFD bills for October 2015.

**Information:** A report of expenditures is included in the packet for review.

**Recommendation:** Approval of the NDFD October 2015 Bills as presented.

If there are any questions about the expenditures, please contact me at (801)525-2850 ext. 102 prior to the meeting.

## North Davis Fire District Transaction List by Vendor October 2015

Type	Date	Num	Memo	Account	Clr	Split	Amount
<b>AFLAC</b>							
Bill Pmt -Check	10/06/2015	11066	Acct # AUT72	Cash Zions Bank-G...	*	Accounts Pay...	-633.18
Bill	10/25/2015	383435	Acct # AUT72	Accounts Payable		-SPLIT-	-633.18
Bill Pmt -Check	10/30/2015	11145	Acct # AUT72	Cash Zions Bank-G...		Accounts Pay...	-633.18
<b>Airgas Intermountain Inc</b>							
Bill	10/05/2015	9044...	Order # 1040...	Accounts Payable		Medical Suppli...	-39.75
Bill Pmt -Check	10/06/2015	11067		Cash Zions Bank-G...	*	Accounts Pay...	-44.27
Bill	10/12/2015	9044...	Payer # 2384...	Accounts Payable		Medical Suppli...	-39.75
Bill Pmt -Check	10/15/2015	11091		Cash Zions Bank-G...	*	Accounts Pay...	-191.85
Bill Pmt -Check	10/17/2015	11132	Payer # 2384...	Cash Zions Bank-G...		Accounts Pay...	-8.08
Bill	10/19/2015	9044...	Payer # 2384...	Accounts Payable		-SPLIT-	-8.08
Bill Pmt -Check	10/23/2015	11119	Payer # 2384...	Cash Zions Bank-G...	*	Accounts Pay...	-39.75
Bill	10/26/2015	9044...	Payer # 2384...	Accounts Payable		Medical Suppli...	-27.14
Bill Pmt -Check	10/30/2015	11146	Payer # 2384...	Cash Zions Bank-G...		Accounts Pay...	-27.14
<b>Airpro</b>							
Bill	10/27/2015	53217	Customer ND...	Accounts Payable		Capital Project...	-976.45
Bill Pmt -Check	10/30/2015	11160	Customer ND...	Cash Zions Bank-G...		Accounts Pay...	-976.45
<b>Allen Hadley</b>							
Bill	10/08/2015	Fire P...	Fire Preventi...	Accounts Payable		Special Depart...	-76.40
Bill Pmt -Check	10/08/2015	11090	Fire Preventi...	Cash Zions Bank-G...	*	Accounts Pay...	-76.40
<b>Apparatus Equipment &amp; Service, Inc</b>							
Bill Pmt -Check	10/06/2015	11068		Cash Zions Bank-G...	*	Accounts Pay...	-770.83
<b>Arrow International, Inc</b>							
Purchase Order	10/02/2015	1415		Purchase Orders		-SPLIT-	0.00
Bill	10/02/2015	9338...	Acct # 142135	Accounts Payable		-SPLIT-	-1,666.97
Bill Pmt -Check	10/15/2015	11092	142135	Cash Zions Bank-G...	*	Accounts Pay...	-1,666.97
<b>Batteries &amp; Bulbs</b>							
Bill	10/20/2015	356-2...	Acct # 80152...	Accounts Payable		Equipment Ma...	-279.94
Bill Pmt -Check	10/23/2015	11120	8015252852	Cash Zions Bank-G...	*	Accounts Pay...	-279.94
<b>Blomquist Hale Consulting Group, Inc</b>							
Bill	10/01/2015	OCT1...	OCT15104	Accounts Payable		EA Assistance...	-200.00
Bill Pmt -Check	10/06/2015	11069	OCT15104	Cash Zions Bank-G...	*	Accounts Pay...	-200.00
<b>CenturyLink</b>							
Bill	10/01/2015	Octob...	Acct # O-801...	Accounts Payable		Utilities (Gas,...	-265.22
Bill Pmt -Check	10/15/2015	11093	Acct # O-801...	Cash Zions Bank-G...	*	Accounts Pay...	-265.22
<b>Charlotte Coyle</b>							
Bill	10/03/2015	4782...	Uniform Allo...	Accounts Payable		Clothing Allow...	-58.94
Bill Pmt -Check	10/15/2015	11094		Cash Zions Bank-G...	*	Accounts Pay...	-117.88
<b>Child Support Services</b>							
Check	10/09/2015	10796	PAYROLL D...	Cash Zions Bank-G...	*	Office of Reco...	-553.17
Check	10/23/2015	10801	PAYROLL D...	Cash Zions Bank-G...	*	Office of Reco...	-607.84
<b>Chris L Tremea</b>							
Bill	10/12/2015	Fire P...	Reimburse...	Accounts Payable		Special Depart...	-24.50
Bill Pmt -Check	10/15/2015	11095	Reimburse...	Cash Zions Bank-G...	*	Accounts Pay...	-24.50
<b>Clearfield Aquatic Center</b>							
Check	10/09/2015	10797	PAYROLL D...	Cash Zions Bank-G...	*	Aquatic Cente...	-153.76
Check	10/23/2015	10802		Cash Zions Bank-G...	*	Aquatic Cente...	-160.84
<b>Clearfield City Corp</b>							
Bill	10/01/2015	411.0...	NDFD - 411.00	Accounts Payable		Utilities (Gas,...	-392.73
Bill	10/09/2015	1008-...	Customer #N...	Accounts Payable		Dispatch Servi...	-7,084.00
Bill Pmt -Check	10/15/2015	11096	NDFD - 411.00	Cash Zions Bank-G...	*	Accounts Pay...	-392.73
Bill Pmt -Check	10/23/2015	11121	Customer #N...	Cash Zions Bank-G...	*	Accounts Pay...	-7,084.00
<b>Clearfield City Employees Association</b>							
Check	10/09/2015	10798	PAYROLL D...	Cash Zions Bank-G...	*	Clearfield City ...	-20.00
Check	10/23/2015	10803	Payroll Date ...	Cash Zions Bank-G...	*	Clearfield City ...	-20.00
<b>Colonial Insurance</b>							
Bill Pmt -Check	10/06/2015	11070	E7927130	Cash Zions Bank-G...	*	Accounts Pay...	-45.22
Bill	10/11/2015	7927...	BCN # E792...	Accounts Payable		-SPLIT-	-45.22
Bill Pmt -Check	10/23/2015	11122	BCN # E792...	Cash Zions Bank-G...	*	Accounts Pay...	-45.22
Bill	10/25/2015	7927...	Billing Contro...	Accounts Payable		-SPLIT-	-45.22
Bill Pmt -Check	10/30/2015	11147	Billing Contro...	Cash Zions Bank-G...		Accounts Pay...	-45.22
<b>Comcast</b>							
Bill Pmt -Check	10/06/2015	11071		Cash Zions Bank-G...	*	Accounts Pay...	-860.70
Bill Pmt -Check	10/17/2015	11133	Acct # 8495 ...	Cash Zions Bank-G...		Accounts Pay...	-295.78
Bill	10/19/2015	10/28...	Acct # 8495 ...	Accounts Payable		Utilities (Gas,...	-295.78
Bill	10/23/2015	11/1-...	Acct # 8495 ...	Accounts Payable		Utilities (Gas,...	-564.76
Bill Pmt -Check	10/30/2015	11148	Acct # 8495 ...	Cash Zions Bank-G...		Accounts Pay...	-564.76
<b>Comcast Business</b>							
Bill	10/15/2015	3872...	Acct # 93018...	Accounts Payable		Utilities (Gas,...	-466.21
Bill Pmt -Check	10/23/2015	11123	Acct # 93018...	Cash Zions Bank-G...	*	Accounts Pay...	-466.21

## North Davis Fire District Transaction List by Vendor October 2015

Type	Date	Num	Memo	Account	Clr	Split	Amount
<b>Crown Trophy</b>							
Bill Pmt -Check	10/06/2015	11072	25665	Cash Zions Bank-G...	*	Accounts Pay...	-46.00
<b>Curt King</b>							
Bill	10/05/2015	9/19/...		Accounts Payable		Clothing Allow...	-21.36
Bill Pmt -Check	10/06/2015	11073		Cash Zions Bank-G...	*	Accounts Pay...	-21.36
<b>Dave Youngberg</b>							
Bill	10/12/2015	Fire A...	National Fire ...	Accounts Payable		-SPLIT-	-279.32
Bill Pmt -Check	10/15/2015	11097	National Fire ...	Cash Zions Bank-G...	*	Accounts Pay...	-279.32
<b>Davis County Fire Officers Association</b>							
Bill	10/05/2015	33	NDFD - Mem...	Accounts Payable		Subscriptions,...	-244.00
Bill Pmt -Check	10/06/2015	11074	NDFD - Mem...	Cash Zions Bank-G...		Accounts Pay...	-244.00
<b>Department of Health</b>							
Bill Pmt -Check	10/15/2015	11098	NORTH DAV...	Cash Zions Bank-G...	*	Accounts Pay...	-560.00
<b>Elk Mountain Grpahics</b>							
Bill	10/01/2015	8404	8404	Accounts Payable		Office supply ...	-45.00
Bill Pmt -Check	10/15/2015	11099	8404	Cash Zions Bank-G...	*	Accounts Pay...	-45.00
Bill	10/26/2015	8424		Accounts Payable		Office supply ...	-159.00
Bill Pmt -Check	10/30/2015	11149		Cash Zions Bank-G...		Accounts Pay...	-159.00
<b>ERS</b>							
Bill Pmt -Check	10/23/2015	11124	NDFD - Invoi...	Cash Zions Bank-G...	*	Accounts Pay...	-100.00
<b>Fuelman</b>							
Bill	10/02/2015	NP45...	Acct # BG21...	Accounts Payable		-SPLIT-	-2,504.41
Bill Pmt -Check	10/15/2015	11100	BG2126827	Cash Zions Bank-G...	*	Accounts Pay...	-2,504.41
<b>Grainger</b>							
Bill Pmt -Check	10/06/2015	11075	879775039	Cash Zions Bank-G...	*	Accounts Pay...	-103.50
Bill	10/07/2015	9860...	Acct # 87977...	Accounts Payable		Equipment Ma...	-174.60
Bill Pmt -Check	10/15/2015	11101	879775039	Cash Zions Bank-G...	*	Accounts Pay...	-174.60
<b>Guitar Center</b>							
Bill Pmt -Check	10/06/2015	11076	ARINV28090...	Cash Zions Bank-G...		Accounts Pay...	-304.97
<b>Henry Schein</b>							
Purchase Order	10/01/2015	1406		Purchase Orders		-SPLIT-	-767.51
Bill Pmt -Check	10/06/2015	11077	1292286	Cash Zions Bank-G...	*	Accounts Pay...	-65.50
Bill	10/13/2015	2395...	Acct # 34358...	Accounts Payable		-SPLIT-	-767.51
Bill Pmt -Check	10/15/2015	11102	1292286	Cash Zions Bank-G...	*	Accounts Pay...	-767.51
Bill	10/19/2015	2442...	Acct # 12922...	Accounts Payable		-SPLIT-	-151.49
Purchase Order	10/22/2015	1419		Purchase Orders		Medical Suppli...	-38.78
<b>ICMA Retirement Corporation</b>							
Bill	10/05/2015	15733	Acct #106046	Accounts Payable		Subscriptions,...	-250.00
Bill Pmt -Check	10/15/2015	11103	106046	Cash Zions Bank-G...	*	Accounts Pay...	-250.00
<b>Intermountain WorkMed</b>							
Bill	10/01/2015	LA27...	NORTH DAV...	Accounts Payable		-SPLIT-	-30.00
Bill Pmt -Check	10/15/2015	11104	NORTH DAV...	Cash Zions Bank-G...	*	Accounts Pay...	-30.00
<b>Iris Medical Inc</b>							
Bill Pmt -Check	10/17/2015	11135	September 2...	Cash Zions Bank-G...	*	Accounts Pay...	-5,394.58
Bill	10/26/2015	Septe...	September 2...	Accounts Payable		Collection Con...	-5,394.58
<b>IRS Deposit</b>							
Check	10/09/2015	EFTPS	PAYROLL D...	Cash Zions Bank-G...	*	-SPLIT-	-12,128.10
Check	10/23/2015	EFTPS	PAYROLL E...	Cash Zions Bank-G...	*	-SPLIT-	-12,828.60
<b>Jacob Sobers Clothing Allowance</b>							
Bill Pmt -Check	10/30/2015	11150	Fire School 2...	Cash Zions Bank-G...		Accounts Pay...	-40.00
<b>Jake Rast</b>							
Bill Pmt -Check	10/30/2015	11151	Fire School R...	Cash Zions Bank-G...		Accounts Pay...	-40.00
<b>King &amp; King</b>							
Bill Pmt -Check	10/06/2015	11078	2010-11-000...	Cash Zions Bank-G...	*	Accounts Pay...	-1,500.00
<b>Layton City Fire/Ambulance</b>							
Bill	10/17/2015	27324	Patient # 273...	Accounts Payable		Paramedics	-286.68
Bill Pmt -Check	10/17/2015	11136	7462	Cash Zions Bank-G...		Accounts Pay...	-286.68
<b>LegalShield</b>							
Bill	10/05/2015	Octob...		Accounts Payable		-SPLIT-	-141.53
Bill Pmt -Check	10/15/2015	11105		Cash Zions Bank-G...	*	Accounts Pay...	-141.53
<b>Liberty Mutual</b>							
Bill	10/16/2015	0000...	NDFD	Accounts Payable		-SPLIT-	-266.50
Bill Pmt -Check	10/17/2015	11137	NDFD	Cash Zions Bank-G...		Accounts Pay...	-266.50
<b>Life-Assist Inc</b>							
Purchase Order	10/01/2015	1416		Purchase Orders		Medical Suppli...	-205.30
Bill	10/06/2015	727221	Customer # 8...	Accounts Payable		Medical Suppli...	-205.30
Bill Pmt -Check	10/06/2015	11079	Customer # 8...	Cash Zions Bank-G...	*	Accounts Pay...	-205.30

## North Davis Fire District Transaction List by Vendor October 2015

Type	Date	Num	Memo	Account	Clr	Split	Amount
<b>Lindsay Workman Clothing Allowance</b>							
Bill	10/15/2015	SO-5...	Clothing Allo...	Accounts Payable		Clothing Allow...	-82.98
Bill Pmt -Check	10/15/2015	11106	Clothing Allo...	Cash Zions Bank-G...	*	Accounts Pay...	-82.98
<b>LN Curtis and Sons</b>							
Bill	10/02/2015	3163...	Customer # 3...	Accounts Payable		Capital Projects	-70.86
Bill Pmt -Check	10/15/2015	11107		Cash Zions Bank-G...	*	Accounts Pay...	-190.86
Bill	10/16/2015	8181...	Invoice # 818...	Accounts Payable		Equipment Ma...	-1,213.00
Bill Pmt -Check	10/17/2015	11138	Invoice # 818...	Cash Zions Bank-G...		Accounts Pay...	-1,213.00
Purchase Order	10/19/2015	1420		Purchase Orders		Capital Projects	-7,634.97
Purchase Order	10/19/2015	1421		Purchase Orders		Clothing Allow...	-399.88
<b>Logo Lady</b>							
Bill Pmt -Check	10/17/2015	11139		Cash Zions Bank-G...		Accounts Pay...	-91.00
Bill	10/26/2015	1312	P.O. Mark Ko...	Accounts Payable		Clothing Allow...	-57.00
Bill	10/26/2015	1313	Rhoades, R	Accounts Payable		Clothing Allow...	-10.00
Bill	10/26/2015	1314	King, C.	Accounts Payable		Clothing Allow...	-24.00
<b>Mark Becraft</b>							
Bill	10/05/2015	Octob...	USAD Board ...	Accounts Payable		-SPLIT-	-402.00
Bill Pmt -Check	10/06/2015	11080	USAD Board ...	Cash Zions Bank-G...	*	Accounts Pay...	-402.00
<b>Mark Becraft Per Diem</b>							
Bill	10/30/2015	11/10...	Per Diem - 6 ...	Accounts Payable		Travel and Tra...	-444.00
Bill Pmt -Check	10/30/2015	11152	Per Diem - 6 ...	Cash Zions Bank-G...		Accounts Pay...	-444.00
<b>Mark Weekes clothing allowance</b>							
Bill	10/30/2015	2731...	LA Police Ge...	Accounts Payable		Clothing Allow...	-126.98
Bill Pmt -Check	10/30/2015	11153	LA Police Ge...	Cash Zions Bank-G...		Accounts Pay...	-126.98
<b>McEwan and Company</b>							
Bill Pmt -Check	10/06/2015	11081	1090	Cash Zions Bank-G...	*	Accounts Pay...	-500.00
Bill Pmt -Check	10/17/2015	11140	General Gov...	Cash Zions Bank-G...		Accounts Pay...	-2,868.75
<b>Melodi's Pest Control</b>							
Bill Pmt -Check	10/17/2015	11141	Preventative ...	Cash Zions Bank-G...		Accounts Pay...	-80.00
Bill	10/22/2015	15845	Preventative ...	Accounts Payable		Equipment Ma...	-80.00
<b>Monte Andersen Clothing Allowance</b>							
Bill	10/19/2015	CO14...	Country Outfi...	Accounts Payable		Clothing Allow...	-139.95
Bill Pmt -Check	10/23/2015	11125	Country Outfi...	Cash Zions Bank-G...		Accounts Pay...	-139.95
<b>Moreton</b>							
Bill	10/05/2015	222807	Policy # VFIS...	Accounts Payable		Misc Services	-4,244.00
Bill	10/09/2015	223178	Policy # VFIS...	Accounts Payable		Misc Services	-3,219.00
Bill	10/13/2015	223371	Policy # 5872...	Accounts Payable		-SPLIT-	-70.00
Bill Pmt -Check	10/15/2015	11108	VFISTR2054...	Cash Zions Bank-G...	*	Accounts Pay...	-7,463.00
Bill Pmt -Check	10/30/2015	11154	VFISTR2054...	Cash Zions Bank-G...		Accounts Pay...	-70.00
<b>Napa Auto</b>							
Bill	10/12/2015	5000...	Acct # 1091	Accounts Payable		Vehicle Mainte...	-10.99
Bill Pmt -Check	10/15/2015	11109	Acct # 16101...	Cash Zions Bank-G...	*	Accounts Pay...	-55.98
<b>North Davis Firefighters Association</b>							
Check	10/09/2015	ACH	PAYROLL D...	Cash Zions Bank-G...	*	NDFD Associ...	-175.00
Check	10/23/2015	ACH	Payroll Date ...	Cash Zions Bank-G...	*	NDFD Associ...	-185.00
<b>Office Depot</b>							
Bill	10/05/2015	7965...		Accounts Payable		-SPLIT-	-76.38
Bill	10/05/2015	7972...		Accounts Payable		Office supply ...	-58.56
Bill	10/05/2015	7965...		Accounts Payable		Office supply ...	-29.92
Bill	10/05/2015	7971...	79710997800...	Accounts Payable		-SPLIT-	-57.74
Purchase Order	10/05/2015	1417		Purchase Orders		-SPLIT-	-720.90
Bill Pmt -Check	10/06/2015	11082		Cash Zions Bank-G...	*	Accounts Pay...	-866.28
Bill	10/12/2015	7965...		Accounts Payable		Office supply ...	-58.56
Purchase Order	10/12/2015	1418		Purchase Orders		-SPLIT-	-54.71
Bill	10/12/2015	4103...	Invoice #s 7...	Accounts Payable		-SPLIT-	-720.90
Bill Pmt -Check	10/15/2015	11110		Cash Zions Bank-G...	*	Accounts Pay...	-281.16
Bill Pmt -Check	10/17/2015	11142		Cash Zions Bank-G...		Accounts Pay...	-54.71
Bill	10/19/2015			Accounts Payable		-SPLIT-	-54.71
Purchase Order	10/20/2015	1422		Purchase Orders		-SPLIT-	-26.85
Bill Pmt -Check	10/23/2015	11126	Invoice #s 7...	Cash Zions Bank-G...	*	Accounts Pay...	-720.90
Item Receipt	10/27/2015		Received ite...	Accounts Payable		-SPLIT-	-26.85
Purchase Order	10/28/2015	1423		Purchase Orders		-SPLIT-	-83.77
Item Receipt	10/29/2015		Received ite...	Accounts Payable		-SPLIT-	-83.77
<b>Payroll</b>							
Check	10/09/2015	PRDD	PAYROLL D...	Cash Zions Bank-G...	*	-SPLIT-	-36,225.42
Check	10/23/2015	PRDD	Payroll Date ...	Cash Zions Bank-G...	*	-SPLIT-	-38,317.94
<b>PEHP Flex</b>							
Bill	10/20/2015	100	North Davis ...	Accounts Payable		-SPLIT-	-1,693.49
Check	10/23/2015	10804	PAYROLL D...	Cash Zions Bank-G...	*	Health Insuran...	-518.12
Bill Pmt -Check	10/23/2015	11127	North Davis ...	Cash Zions Bank-G...	*	Accounts Pay...	-1,693.49

## North Davis Fire District Transaction List by Vendor October 2015

Type	Date	Num	Memo	Account	Clr	Split	Amount
<b>PEHP Group Insurance</b>							
Bill	10/22/2015	0121...	Policy # 1131...	Accounts Payable		-SPLIT-	-20,555.12
Bill Pmt -Check	10/23/2015	11128	Policy # 1131...	Cash Zions Bank-G...	*	Accounts Pay...	-20,555.12
<b>Pitney Bowes</b>							
Bill Pmt -Check	10/06/2015	11083	3971470	Cash Zions Bank-G...	*	Accounts Pay...	-50.00
<b>Questar Gas Company</b>							
Bill	10/12/2015	9/12-...	Acct # 84823...	Accounts Payable		Utilities (Gas,...	-65.53
Bill Pmt -Check	10/23/2015	11129	8319361492	Cash Zions Bank-G...	*	Accounts Pay...	-65.53
<b>Rocky Mountain Power</b>							
Bill	10/13/2015	09/10...	Acct # 00815...	Accounts Payable		-SPLIT-	-1,327.32
Bill Pmt -Check	10/23/2015	11130	00815760-00...	Cash Zions Bank-G...	*	Accounts Pay...	-1,327.32
<b>Ross Equipment Company</b>							
Bill	10/02/2015	114732	Acct # 003043	Accounts Payable		-SPLIT-	-730.00
Bill Pmt -Check	10/06/2015	11084		Cash Zions Bank-G...	*	Accounts Pay...	-818.46
Bill	10/15/2015	0010...	Acct # 003043	Accounts Payable		-SPLIT-	-209.11
Bill Pmt -Check	10/23/2015	11131	Acct # 003043	Cash Zions Bank-G...	*	Accounts Pay...	-209.11
<b>Sam's Club MC/SYNCB</b>							
Bill	10/08/2015	8556...	Acct # 5560 ...	Accounts Payable		Equipment Ma...	-418.10
Bill Pmt -Check	10/15/2015	11111	Acct # 5560 ...	Cash Zions Bank-G...	*	Accounts Pay...	-418.10
<b>Scott Call</b>							
Bill	10/10/2015	MAC...	REIMBURSE...	Accounts Payable		-SPLIT-	-32.95
Bill Pmt -Check	10/10/2015	11118	REIMBURSE...	Cash Zions Bank-G...	*	Accounts Pay...	-32.95
Bill Pmt -Check	10/17/2015	11143	Reimburse...	Cash Zions Bank-G...	*	Accounts Pay...	-17.02
Bill	10/19/2015	2015-...	Reimburse...	Accounts Payable		-SPLIT-	-17.02
Bill Pmt -Check	10/30/2015	11155	Winter Fire S...	Cash Zions Bank-G...		Accounts Pay...	-40.00
<b>Shane Dunstan</b>							
Bill	10/12/2015	Trave...	National Fire ...	Accounts Payable		-SPLIT-	-279.32
Bill Pmt -Check	10/15/2015	11112	National Fire ...	Cash Zions Bank-G...	*	Accounts Pay...	-279.32
<b>Sherwin Williams Co</b>							
Bill Pmt -Check	10/15/2015	11113	2309-5376-2	Cash Zions Bank-G...	*	Accounts Pay...	-21.98
<b>Standard Examiner</b>							
Bill Pmt -Check	10/30/2015	11156	26 Weeks of ...	Cash Zions Bank-G...		Accounts Pay...	-114.40
<b>Stryker Sales Corporation</b>							
Bill Pmt -Check	10/06/2015	11085	1789563M	Cash Zions Bank-G...	*	Accounts Pay...	-53.52
<b>Symbol Arts</b>							
Bill Pmt -Check	10/06/2015	11086		Cash Zions Bank-G...	*	Accounts Pay...	-228.60
Bill	10/26/2015	0244...	Customer # 0...	Accounts Payable		Clothing Allow...	-595.00
Bill	10/27/2015	0244...	Customer # 0...	Accounts Payable		Office supply ...	-49.95
Bill Pmt -Check	10/30/2015	11157		Cash Zions Bank-G...		Accounts Pay...	-644.95
<b>Tire World</b>							
Bill	10/31/2015	17901		Accounts Payable		Vehicle Mainte...	-1,681.53
<b>Utah Communications Authority</b>							
Bill	10/05/2015	56600	Acct # NDV001	Accounts Payable		-SPLIT-	-837.05
Bill Pmt -Check	10/06/2015	11087	56408	Cash Zions Bank-G...	*	Accounts Pay...	-350.00
Bill Pmt -Check	10/15/2015	11114	Acct # NDV001	Cash Zions Bank-G...	*	Accounts Pay...	-837.05
Bill Pmt -Check	10/30/2015	11158	Invoice 5692...	Cash Zions Bank-G...		Accounts Pay...	-837.05
<b>Utah Local Governments Trust</b>							
Bill	10/12/2015	Nove...	Acct #16380	Accounts Payable		-SPLIT-	-3,879.35
Bill Pmt -Check	10/23/2015	11134	Acct #16380	Cash Zions Bank-G...	*	Accounts Pay...	-3,879.35
<b>Utah Retirement Systems</b>							
Check	10/09/2015	ACH	PAYROLL D...	Cash Zions Bank-G...	*	Retirement	-6,436.68
Check	10/23/2015	ACH	PAYROLL D...	Cash Zions Bank-G...	*	Retirement	-6,839.02
<b>Utah State Tax Commission</b>							
Check	10/21/2015	10807	Utah Witholdi...	Cash Zions Bank-G...	*	State W/H	-5,811.07
<b>Vantagepoint Transfer Agents - 401</b>							
Check	10/09/2015	10799	PAYROLL 10...	Cash Zions Bank-G...	*	-SPLIT-	-1,803.01
Check	10/23/2015	10805	Payroll Date ...	Cash Zions Bank-G...	*	-SPLIT-	-1,861.51
<b>Vantagepoint Transfer Agents - 457</b>							
Check	10/09/2015	10800	PAYROLL D...	Cash Zions Bank-G...	*	457 Plan W/H	-1,134.36
Check	10/23/2015	10806	Payroll Date ...	Cash Zions Bank-G...	*	457 Plan W/H	-1,198.10
<b>Verizon Wireless</b>							
Bill Pmt -Check	10/15/2015	11115	Acct # 64201...	Cash Zions Bank-G...	*	Accounts Pay...	-1,233.04

**North Davis Fire District  
Transaction List by Vendor  
October 2015**

Type	Date	Num	Memo	Account	Clr	Split	Amount
<b>Visa Zions</b>							
Bill Pmt -Check	10/06/2015	11088	xxxx-xxxx-xxx...	Cash Zions Bank-G...	*	Accounts Pay...	-42.17
Bill	10/20/2015	xxxx-x...	xxxx-xxxx-xxx...	Accounts Payable		-SPLIT-	-131.64
Bill	10/20/2015	xxxx-x...	xxxx-xxxx-xxx...	Accounts Payable		-SPLIT-	-72.65
Bill	10/20/2015	xxxx-x...	xxxx-xxxx-xxx...	Accounts Payable		-SPLIT-	-524.53
Bill	10/20/2015	xxxx-x...	xxxx-xxxx-xxx...	Accounts Payable		-SPLIT-	-12.30
Bill	10/20/2015	xxxx-x...	xxxx-xxxx-xxx...	Accounts Payable		-SPLIT-	-187.81
Bill Pmt -Check	10/27/2015	EFTPS	xxxx-xxxx-xxx...	Cash Zions Bank-G...	*	Accounts Pay...	-131.64
Bill Pmt -Check	10/27/2015	EFTPS		Cash Zions Bank-G...	*	Accounts Pay...	-797.29
Bill	10/27/2015	xxxx-x...		Accounts Payable		-SPLIT-	-18.40
Bill Pmt -Check	10/27/2015	EFTPS		Cash Zions Bank-G...	*	Accounts Pay...	-18.40
Bill	10/28/2015	xxxx-x...		Accounts Payable		Travel and Tra...	-25.00
<b>Waste Management</b>							
Bill	10/01/2015	1813...	Acct# 586-00...	Accounts Payable		Utilities (Gas,...	-72.16
Bill Pmt -Check	10/06/2015	11089	Acct# 586-00...	Cash Zions Bank-G...	*	Accounts Pay...	-72.16
Bill	10/28/2015	1815...	Account # 58...	Accounts Payable		Utilities (Gas,...	-72.25
Bill Pmt -Check	10/30/2015	11159	Account # 58...	Cash Zions Bank-G...		Accounts Pay...	-72.25
<b>West Point City (2)</b>							
Bill	10/01/2015	9/1/2...	Acct # 12855...	Accounts Payable		Utilities (Gas,...	-116.80
Bill Pmt -Check	10/15/2015	11116	Acct # 12855...	Cash Zions Bank-G...	*	Accounts Pay...	-116.80
Bill	10/31/2015	1285...		Accounts Payable		Utilities (Gas,...	-116.80
<b>Wiggins &amp; Co</b>							
Bill Pmt -Check	10/15/2015	11117	Client No. 10...	Cash Zions Bank-G...	*	Accounts Pay...	-400.77
Bill Pmt -Check	10/17/2015	11144	Client # 1061...	Cash Zions Bank-G...	*	Accounts Pay...	-100.00
Bill	10/21/2015	3rd Q...	Client # 1061...	Accounts Payable		Professional S...	-100.00
<b>Zions Bank Bond Payment</b>							
Check	10/30/2015	MDSP	Bond Payme...	Cash Zions Bank-G...	*	-SPLIT-	-19,254.17

**NORTH DAVIS FIRE DISTRICT  
ADMINISTRATIVE CONTROL BOARD  
NOVEMBER 19, 2015**

**FINANCIAL REPORTS  
AGENDA ITEM - 5**

**Agenda Item:** Consideration of Approval of NDFD Financial Report for October 2015.

**Information:** A report of expenditures is included in the packet for review.

**Recommendation:** Approval of the minutes as presented or amended. Please call me if you have any corrections or concerns with the minutes.

If there are any questions about the expenditures, please contact me by phone (801-525-2850 ext. 102) or in person prior to the meeting.

**North Davis Fire District**  
**Profit & Loss Budget vs. Actual**  
 July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Ambulance	293,715.95	935,752.00	-642,036.05	31.4%
EMS Per Capita	0.00	1,300.00	-1,300.00	0.0%
Fee in Lieu	65,442.22	150,000.00	-84,557.78	43.6%
Fire Protection	0.00	1,475.00	-1,475.00	0.0%
Impact Fees	15,112.18	60,000.00	-44,887.82	25.2%
Incident Report	10.00			
Inspection Fees	510.00	1,000.00	-490.00	51.0%
Interest Income-General Fund	3,318.86	13,000.00	-9,681.14	25.5%
Medical Supplies	-523.78			
Miscellaneous Service Revenues	100.00	15,000.00	-14,900.00	0.7%
Permit Fees	0.00	1,500.00	-1,500.00	0.0%
Plan Review Fees	1,425.89	3,500.00	-2,074.11	40.7%
Property Taxes	124,461.07	2,275,826.21	-2,151,365.14	5.5%
PUBLIC CPR CLASSES	-42.80			
Reimburse Dental	0.00			
<b>Total Income</b>	<b>503,529.59</b>	<b>3,458,353.21</b>	<b>-2,954,823.62</b>	<b>14.6%</b>
<b>Gross Profit</b>	<b>503,529.59</b>	<b>3,458,353.21</b>	<b>-2,954,823.62</b>	<b>14.6%</b>
<b>Expense</b>				
Administrative Control Board				
Board of Directors Payroll	6,493.20	25,972.80	-19,479.60	25.0%
<b>Total Administrative Control Board</b>	<b>6,493.20</b>	<b>25,972.80</b>	<b>-19,479.60</b>	<b>25.0%</b>
Administrative Fees	22.50	180.00	-157.50	12.5%
Bank Charges	779.48	3,950.00	-3,170.52	19.7%
Clothing Allowance	14,251.17	22,540.00	-8,288.83	63.2%
Collection Contract(Iris Medica	17,713.46	116,418.56	-98,705.10	15.2%
Computer Maintenance & Supply	299.98	14,100.00	-13,800.02	2.1%
Dental Insurance	4,672.37			
Dispatch Services	35,420.00	85,000.00	-49,580.00	41.7%
EA Assistance Program	1,015.00	2,520.00	-1,505.00	40.3%
<b>Employees Wages</b>				
Full Time Employee Wages				
Auto Overtime	36,884.91	88,936.00	-52,051.09	41.5%
Differential Pay	961.55			
Extended Overtime	558.64			
Hourly Acting Captain	13,934.20			
Retro Pay	178.26			
Salary	19,064.00			
Sick Leave	9,757.47			
Vacation Leave	22,688.68			
Full Time Employee Wages - Other	348,416.44	1,234,115.53	-885,699.09	28.2%
<b>Total Full Time Employee Wages</b>	<b>452,444.15</b>	<b>1,323,051.53</b>	<b>-870,607.38</b>	<b>34.2%</b>
Part-Time Employee Wages	112,511.44	196,124.51	-83,613.07	57.4%
<b>Total Employees Wages</b>	<b>564,955.59</b>	<b>1,519,176.04</b>	<b>-954,220.45</b>	<b>37.2%</b>
Equipment Maintenance & Supply	14,958.94	29,707.00	-14,748.06	50.4%
FICA	41,239.81	118,012.64	-76,772.83	34.9%
Grant Expenses	0.00	1,300.00	-1,300.00	0.0%
Insurance (Health)	54,910.40	209,449.95	-154,539.55	26.2%
Lease Obligation-interest	28,906.37	13,043.14	15,863.23	221.6%
Lease Obligations-principal	108,063.09	123,947.45	-15,884.36	87.2%
Liability Insurance (Risk Manag	21,494.00	52,258.96	-30,764.96	41.1%
Life Insurance	-536.45			
Medical Supplies Expenses	12,635.62	35,850.00	-23,214.38	35.2%
Misc Services	17,613.00	16,095.00	1,518.00	109.4%
Office supply & expenses	4,457.73	8,944.00	-4,486.27	49.8%
Paramedics	7,041.35	40,800.00	-33,758.65	17.3%
Professional Services	14,643.11	64,015.00	-49,371.89	22.9%

**North Davis Fire District**  
**Profit & Loss Budget vs. Actual**  
**July 2015 through June 2016**

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
Retirement	78,110.03	227,920.69	-149,810.66	34.3%
Shipping Charges	192.60	1,000.00	-807.40	19.3%
Small Equipment	8,349.95	27,224.00	-18,874.05	30.7%
Special Department Allowance	3,503.88	13,160.00	-9,656.12	26.6%
Subscriptions, Memberships	5,600.55	12,925.00	-7,324.45	43.3%
Transfer Out General Fund	0.00	231,050.00	-231,050.00	0.0%
Travel and Training				
Airfare	250.00			
Travel Per Diem	112.00			
Travel and Training - Other	14,114.27	32,600.00	-18,485.73	43.3%
<b>Total Travel and Training</b>	<b>14,476.27</b>	<b>32,600.00</b>	<b>-18,123.73</b>	<b>44.4%</b>
Ucan Charges (Radio Supply & Ma	2,930.94	10,900.00	-7,969.06	26.9%
Utilities (Gas,Power,Phones)				
Verizon	1,218.04			
Utilities (Gas,Power,Phones) - Other	16,885.59	69,256.00	-52,370.41	24.4%
<b>Total Utilities (Gas,Power,Phones)</b>	<b>18,103.63</b>	<b>69,256.00</b>	<b>-51,152.37</b>	<b>26.1%</b>
Vehicle Maintenance	25,861.03	89,554.00	-63,692.97	28.9%
Workmans Comp	5,799.23	45,000.00	-39,200.77	12.9%
<b>Total Expense</b>	<b>1,133,977.83</b>	<b>3,263,870.23</b>	<b>-2,129,892.40</b>	<b>34.7%</b>
<b>Net Ordinary Income</b>	<b>-630,448.24</b>	<b>194,482.98</b>	<b>-824,931.22</b>	<b>-324.2%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Capital Projects3				
Gain on Sale of Assets	20,000.00			
<b>Total Capital Projects3</b>	<b>20,000.00</b>			
<b>Total Other Income</b>	<b>20,000.00</b>			
<b>Other Expense</b>				
Capital Projects	72,639.91	0.00	72,639.91	100.0%
Capital Projects1				
Equipment	0.00	101,397.20	-101,397.20	0.0%
Capital Projects1 - Other	976.45			
<b>Total Capital Projects1</b>	<b>976.45</b>	<b>101,397.20</b>	<b>-100,420.75</b>	<b>1.0%</b>
<b>Debt Service</b>				
Interest Expense	19,254.17			
Principal	0.00			
Debt Service - Other	0.00	231,050.00	-231,050.00	0.0%
<b>Total Debt Service</b>	<b>19,254.17</b>	<b>231,050.00</b>	<b>-211,795.83</b>	<b>8.3%</b>
Tax Paid	2.57			
<b>Total Other Expense</b>	<b>92,873.10</b>	<b>332,447.20</b>	<b>-239,574.10</b>	<b>27.9%</b>
<b>Net Other Income</b>	<b>-72,873.10</b>	<b>-332,447.20</b>	<b>259,574.10</b>	<b>21.9%</b>
<b>Net Income</b>	<b>-703,321.34</b>	<b>-137,964.22</b>	<b>-565,357.12</b>	<b>509.8%</b>

**NORTH DAVIS FIRE DISTRICT  
ADMINISTRATIVE CONTROL BOARD  
NOVEMBER 19, 2015**

**RESOLUTION 2015R-6  
AGENDA ITEM - 5**

**Agenda Item:** Consideration of Resolution 2015R-6, a Resolution Authorizing Assessment of Reasonable Fees and Charges as a Condition of Development Approval and Establishing Guidelines for Evaluation and Determining When to Assess Such Fees and Charges

- a. Public Hearing
- b. Action

**Information:** Resolution 2015R-6, included in the packet for review.

**Recommendation:** Approval of Resolution 2015R-6

**RESOLUTION NO. 2015R-6**

**A RESOLUTION AUTHORIZING ASSESSMENT OF REASONABLE FEES AND CHARGES AS A CONDITION OF DEVELOPMENT APPROVAL AND ESTABLISHING GUIDELINES FOR EVALUATING AND DETERMINING WHEN TO ASSESS SUCH FEES AND CHARGES**

WHEREAS, Development activity within the North Davis Fire District (“District”) creates additional demand and need for expansion of services from the District to meet the needs of the public; and,

WHEREAS, the Impact Fees Act authorizes the District to assess impact fees as a condition of development approval to mitigate the impact of new development on public infrastructure; and,

WHEREAS, the District has adopted policies and procedures for assessment of impact fees to mitigate the impact of new development on District infrastructure; and,

WHEREAS, there are sometimes circumstances when development activity within the District creates a need for additional equipment and facilities the cost of which cannot qualify for inclusion as part of an impact fee; and,

WHEREAS, the District is authorized and permitted by law to impose or charge fees other than impact fees as a condition of development approval provided that such fees and charges are reasonable; and,

WHEREAS, the District now desires to establish rules and guidelines for determining when and how to assess reasonable fees and charges as development fees separate and apart from and in addition to impact fees as a condition of development,

NOW, THEREFORE, BE IT RESOLVED BY THE ADMINISTRATIVE CONTROL BOARD OF THE NORTH DAVIS FIRE DISTRICT, as follows:

**Section One:            AMENDMENT OF POLICY AND PROCEDURES**  
**MANUAL**

The Policy and Procedures Manual of the North Davis Fire District is hereby amended by adding a new Chapter 14 entitled “Development Fees” to read as follows:

- |              |                                    |
|--------------|------------------------------------|
| “Chapter 14: | DEVELOPMENT FEES                   |
| Policy 14.1  | Purpose                            |
| Policy 14.2  | Evaluation of Development Activity |

Policy 14.3	Evaluation Factors
Policy 14.4	Evaluation
Policy 14.5	Determination
Policy 14.6	Challenges – Appeals

**Policy 14.1 Purpose**

The Impact Fees Act, (“Act”) provides that political subdivisions such as the North Davis Fire District (“District”) may establish impact fees for “public facilities” as defined in the Act. The District has adopted Impact Fees for the District in accordance with the Act which provisions are set forth in Chapter 13 of the District Policies and Procedures Manual. There are some development activities within the District which create a need for expansion of District services or a need for acquisition of additional equipment the cost of which cannot be included as part of an impact fee.

The District is authorized and permitted by law to impose or charge fees other than impact fees as a condition of development approval provided that such fees and charges are reasonable. The purpose of this Chapter is to establish rules and guidelines for determining when and how to assess reasonable fees and charges as development fees separate and apart from and in addition to impact fees as a condition of development approval.

**Policy 14.2 Evaluation of Development Activity**

Whenever development activity, as defined in the Act, is proposed or occurs, the Fire Chief or designee may evaluate such development activity and make a determination as to whether or not a reasonable development fee should be assessed as a condition of development approval.

**Policy 14.3                      Evaluation Factors**

In making the determination referred to in Policy 14.2 the Fire Chief shall determine the nature of the development activity. A non-exclusive list of development activity which may require a development fee includes, but is not limited to, premises where there are:

- A.     Petroleum products
- B.     Explosives
- C.     Corrosive chemicals or gases
- D.     Radioactive materials
- E.     Medical waste or pathogens
- F.     Other Hazardous Materials as defined by law
- G.     Any materials, conditions or procedures which create an unusual risk of harm or danger to the public, firefighters or other emergency responders

**Policy 14.4                      Evaluation**

After reviewing and evaluating all relevant information pertaining to the proposed or anticipated development activity the Fire Chief or designee shall meet or make a good faith effort to meet the owner or developer responsible for the development activity (“Developer”) for the purposes of reviewing the acquired information with the Developer and to give the Developer an opportunity to provide additional pertinent information and comment.

**Policy 14.5                      Determination**

After reviewing all available and relevant information the Fire Chief shall make a determination as to whether or not there should be a development fee for the development

activity which was reviewed. If a development fee is to be imposed the Fire chief shall issue a written determination (“Determination”) detailing the reasons for such Determination, the amount of the development fee and an explanation of how the amount was determined.

A copy of the Determination shall be served upon the Developer.

**Policy 14.6 Challenges – Appeals**

A. A developer subject to a development fee may within thirty (30) days after service of the Determination file a written objection with the Fire Chief challenging the Determination. Such objection shall explain in detail the reason and basis for the objection.

The Fire Chief shall issue a written decision on the objection within thirty (30) days after it was received; provided, however, the time may be extended if waiting for additional information necessary for making a decision.

B. If a Developer desires to appeal a decision of the Fire Chief the Developer may within thirty (30) days after service of the decision of the Fire Chief request a hearing before the Administrative Control Board. Thereafter, the Administrative Control Board shall schedule a hearing before it or its designee to be held within thirty (30) days from the date of the receipt of the appeal. A written decision on the appeal shall be issued within thirty (30) days after conclusion of the hearing.

C. At any time during the appeal process the District or the Developer may request that the appeal issue or issues be referred to mediation or arbitration. Upon such request the parties shall schedule the appeal for mediation or arbitration.

D. At any time a Developer disagreeing with a Determination may file an action in District Court.”

**Section Two:**            **EFFECTIVE DATE**

This Resolution shall become effective immediately upon passage and adoption.

PASSED AND ADOPTED this 19<sup>th</sup> day of November, 2015.

NORTH DAVIS FIRE DISTRICT  
Administrative Control Board

By: \_\_\_\_\_  
MIKE LEBARON, Chairman

ATTEST:

\_\_\_\_\_  
MISTY ROGERS, Clerk

**NORTH DAVIS FIRE DISTRICT  
ADMINISTRATIVE CONTROL BOARD  
NOVEMBER 19, 2015**

**RESOLUTION 2015R-7  
AGENDA ITEM - 7**

**Agenda Item:** Consideration of Resolution 2015R-7, a Resolution Amending the Policy and Procedures Manual by Adding a New Chapter 13 Relating to Impact Fees

**Information:** Consideration of Resolution 2015R-7, included in the packet for review.

**Recommendation:** Approval of Resolution 2015R-7

**RESOLUTION NO. 2015R-7**

**A RESOLUTION AMENDING THE POLICY AND PROCEDURES MANUAL BY ADDING A NEW CHAPTER 13 RELATING TO IMPACT FEES.**

WHEREAS, Development activity within the North Davis Fire District (“District”) creates additional demand and need for expansion of services from the District to meet the needs of the public; and,

WHEREAS, the Impact Fees Act authorizes the District to assess impact fees as a condition of development approval to mitigate the impact of new development on public infrastructure; and,

WHEREAS, the District has adopted policies and procedures for assessment of impact fees to mitigate the impact of new development on District infrastructure; and,

WHEREAS, the District now desires to amend the Policy and Procedures Manual of the North Davis Fire District to add a new Chapter 13 entitled “Impact Fees,” as a condition of development,

NOW, THEREFORE, BE IT RESOLVED BY THE ADMINISTRATIVE CONTROL BOARD OF THE NORTH DAVIS FIRE DISTRICT, as follows:

**Section One:                    AMENDMENT OF POLICY AND PROCEDURES MANUAL**

The Policy and Procedures Manual of the North Davis Fire District is hereby amended by adding a new Chapter 13 entitled “Impact Fees” to read as follows:

“Chapter 13:                    IMPACT FEES

Policy 13.1                    Purpose

Policy 13.2                    Impact Fees

**Policy 13.1                    Purpose**

The Impact Fees Act, (“Act”) provides that political subdivisions such as the North Davis Fire District (“District”) may establish impact fees for “public facilities” as defined in the Act. Impact Fees are periodically reviewed, revised and amended or replaced by Resolution of the Administrative Control Board.

**Policy 13.2                      Impact Fees**

Impact fees for the District shall be determined, collected and administered in accordance with the Impact Fees Act and the most recent and current Resolution of the Administrative Control Board adopting an Impact Fee policy for the District, which Resolution is adopted and included herein by reference.

**Section Two:                      EFFECTIVE DATE**

This Resolution shall become effective immediately upon passage and adoption.

PASSED AND ADOPTED this 19<sup>th</sup> day of November, 2015.

NORTH DAVIS FIRE DISTRICT  
Administrative Control Board

By: \_\_\_\_\_  
MIKE LEBARON, Chairman

ATTEST:

\_\_\_\_\_  
MISTY ROGERS, Clerk

**NORTH DAVIS FIRE DISTRICT  
ADMINISTRATIVE CONTROL BOARD  
NOVEMBER 19, 2015**

**RESOLUTION 2015R-8  
AGENDA ITEM - 8**

**Agenda Item:** Consideration of Resolution 2015R-8, a Resolution Fixing & Prescribing a Policy for Impact Fees for Public Safety Facilities; Adopting an Impact Fee Analysis for the Provision of Said Facilities, Establishing a Service Area for Purposes of Equitable Distribution of Public Safety Impact Fees, and Other Related Matters

**Information:** Consideration of Resolution 2015R-8, included in the packet for review.

**Recommendation:** Approval of Resolution 2015R-8

## **RESOLUTION NO. 2015R-8**

A RESOLUTION FIXING AND PRESCRIBING A POLICY FOR IMPACT FEES FOR PUBLIC SAFETY FACILITIES; ADOPTING AN IMPACT FEE ANALYSIS FOR THE PROVISION OF SAID FACILITIES, ESTABLISHING A SERVICE AREA FOR PURPOSES OF EQUITABLE DISTRIBUTION OF PUBLIC SAFETY IMPACT FEES, AND OTHER RELATED MATTERS

**WHEREAS**, the North Davis Fire District (the “District”) is a political subdivision of the state of Utah, duly authorized and organized under the provisions of Utah law;

**WHEREAS**, the District has legal authority, pursuant to Title 11, Chapter 36a Utah Code Annotated, 1953, as amended (“Impact Fees Act”), to impose development impact fees as a condition of development approval, which impact fees are used to defray capital infrastructure costs attributable to growth activity;

**WHEREAS**, the District desires to assess impact fees as a condition of development approval in order to appropriately assign capital infrastructure costs to development in an equitable and proportionate manner;

**WHEREAS**, the District provides fire and EMS services to all areas within Clearfield City and West Point City and the unincorporated area adjacent to West Point City (the “Service Area”) and has determined that it is in the District’s best interests to continue to maintain this District-Wide Service Area for purposes of Public Safety Impact Fees;

**WHEREAS**, the District has completed an Impact Fee Analysis, prepared by Zions Bank Public Finance (“Zions Bank”), associated with Public Safety infrastructure within the District-Wide Service Area and has included such study in Exhibit A: “North Davis Fire District Impact Fee Analysis,” attached hereto, and

**WHEREAS**, the District Administrative Control Board (the “Board”) has directed Zions Bank to prepare a written Impact Fee Analysis to be completed for the District and conducted consistent and in compliance with the Impact Fees Act. A copy of said Impact Fee Analysis is included in Exhibit A: “North Davis Fire District Public Safety Impact Fee Analysis.”

**NOW THEREFORE**, be it resolved by the Administrative Control Board of the North Davis Fire District as follows:

### **Section 1      PURPOSE**

This Impact Fee Resolution establishes the District’s public safety impact fee policies and procedures and amends or supersedes Resolution Number 05R-06-2 and Resolution No. 2008R-4, and is adopted pursuant to the requirements of the Impact Fees Act. This Resolution revises currently assessed impact fees for Public Safety Facilities within the District-Wide Service Area, describes certain capital improvements to be funded by impact fees, provides a schedule of

impact fees for differing types of land-use development, and sets forth direction for challenging, modifying and appealing impact fees.

## **Section 2**      **DEFINITIONS**

The following words and phrases shall have the following meanings:

1.      “Development activity” means any construction or expansion of a building, structure, or use, any change in use of a building or structure, or any change in the use of land that creates additional demand and need for public facilities.
2.      “Development approval” means any written authorization from the District that authorizes the commencement of development activity.
3.      “District” means the North Davis Fire District, a Utah Special Service District.
4.      “Impact fee” means a payment of money imposed upon new development activity as a condition of development approval to mitigate the impact of the new development on public infrastructure. “Impact fee” includes development impact fees, but does not include a tax, a special assessment, a hookup fee, a building permit fee, a fee for project improvements, or other reasonable permit or application fees.
5.      “Project improvements” means site improvements and facilities that are planned and designed to provide service for development resulting from a development activity and are necessary for the use and convenience of the occupants or users of development resulting from a development activity. “Project improvements” do not include “system improvements” as defined below.
6.      “Proportionate share” of the cost of public facility improvements means an amount that is roughly proportionate and reasonably related to the service demands and needs of a development activity.
7.      “Public facilities” means public safety improvements within the Service Area.
8.      “Service area” refers to a geographic area designated by the District based on sound planning and engineering principles in which a defined set of the District’s public facilities provides service. The service area for purposes of this Public Safety Impact Fee Resolution includes all of the area within the jurisdictional boundaries of the District-Wide Service Area.
9.      “System improvements” refer both to existing public facilities identified in the Impact Fee Analysis (IFA) designed to provide services within the Service Area and to future public facilities identified in a reasonable plan for capital improvements that are intended to provide service to the Service Area and within the community at large. “System improvements” do not include “Project improvements” as defined above.

10. Definitions contained in the Impact Fees Act are adopted, by reference, to the extent, if any, that such definitions are necessary or desirable to explain or implement this Resolution.

**Section 3**      **WRITTEN IMPACT FEE ANALYSIS**

1. Executive Summary. A summary of the findings of the Written Impact Fee Analysis that is designed to be understood by a lay person is included in pages 4-6: North Davis Fire District Public Safety Impact Fee Analysis and demonstrates the need for impact fees to be charged. A copy of the Executive Summary is included in Exhibit A: North Davis Fire District Public Safety Impact Fee Analysis. The Impact Fee Analysis has been available for public inspection at least fourteen (14) days prior to the adoption of this Resolution.

2. Written Impact Fee Analysis. The District has prepared Exhibit A: North Davis Fire District Public Safety Impact Fee Analysis for the public safety impact fees that identifies the impact upon the public safety system required by the development activity, demonstrates how those impacts on system improvements are reasonably related to the development activity, estimates the proportionate share of the costs of impacts on system improvements that are reasonably related to the development activity, and identifies how the impact fees are calculated. A copy of the Exhibit A: North Davis Fire District Public Safety Impact Fee Analysis has been available for public inspection at least fourteen (14) days prior to the adoption of this Resolution.

3. Proportionate Share Analysis. The District must prepare a Proportionate Share Analysis which analyzes whether or not the proportionate share of the costs of public facilities is reasonably related to new development activity. The Proportionate Share Analysis must identify the costs of existing public facilities, the manner of financing existing public facilities, the relative extent to which new development will contribute to the cost of existing facilities and the extent to which new development is entitled to a credit for payment towards the costs of new facilities from general taxation or other means apart from user charges in other parts of the District. A copy of the Proportionate Share Analysis is included in Exhibit A: North Davis Fire District Public Safety Impact Fee Analysis and has been available for public inspection at least (14) days prior to the adoption of this Resolution.

**Section 4**      **IMPACT FEE CALCULATIONS**

1. Resolution Enacting Impact Fees. The District Administrative Control Board will, by this Resolution, approve an impact fee in accordance with the Written Impact Fee Analysis set forth in Exhibit A: North Davis Fire District Public Safety Impact Fee Analysis.

a. Elements. In calculating the impact fee, the District has included the construction costs, land acquisition costs, costs of improvements, fees for planning, surveying, and engineering services provided for and directly related to the construction of system improvements, and debt service charges if the District might use impact fees as revenue stream to pay principal and interest on bonds or other obligations to finance the cost of system improvements.

b. Notice and Hearing. Before approving the Resolution, the District will hold a public hearing on November 19, 2015 and will make a copy of the Resolution available to the public in the District offices, the Clearfield City Offices, the West Point City Offices and the Davis County Library North Branch in Clearfield at least (14) days before the date of the hearing, all in conformity with the requirements of Utah Code Annotated 10-9a-205. After the public hearing, the District Board may adopt or reject the impact fee Resolution as proposed or amend the impact fee Resolution and adopt or reject it as amended.

c. Contents of the Resolution. The Resolution adopting or modifying an impact fee will contain such detail and elements as deemed appropriate by the District Administrative Control Board, including a designation of the service areas within which the impact fees are to be calculated and imposed. The District-Wide Service Area will be the only service area included in this analysis. The Resolution will include (i) a schedule of impact fees to be imposed for Public Safety or (ii) the formula to be used by the District in calculating the impact fees, or both. A copy of this requirement is included in Exhibit A: North Davis Fire District Public Safety Impact Fee Analysis.

d. Adjustments. The standard impact fee may be adjusted at the time the fee is charged in response to unusual circumstances or to fairly allocate costs associated with impacts created by a development activity or project. The standard impact fee may also be adjusted to ensure that impact fees are imposed fairly for affordable housing projects, in accordance with the local government's affordable housing policy, and other development activities with broad public purposes. The impact fee assessed to a particular development may also be adjusted should the developer supply sufficient written information and/or data to the District showing a discrepancy between the fee being assessed and the actual impact on the system.

e. Previously Incurred Costs. To the extent that the new growth and development will be served by previously constructed improvements, the District's impact fee may include public facility costs and outstanding bond costs related to the Public Safety improvements and previously incurred by the District. These costs may include all projects included in the Impact Fee Analysis which are under construction or completed but have not been utilized to their capacity, as evidenced by outstanding debt obligations and therefore are included in the Written Impact Fee Analysis.

2. Developer Credits. A developer may be allowed a credit against impact fees for any dedications or improvement to land or new construction of system improvements provided by the developer that is (i) identified in the District's Impact Fee Analysis and (ii) required by the District as a condition of approving the development activity. Otherwise, no credit may be allowed.

3. Impact Fee Accounting. The District will establish separate interest-bearing ledger accounts for each type of public facility for which an impact fee will be promulgated in accordance with the requirements of the Impact Fees Act and will ensure that the fees collected

are deposited in the appropriate ledger account. Interest earned on each fund or account shall be segregated to that account.

a. Reporting. At the end of each fiscal year, the District shall prepare a report on each fund or account generally showing the source and amount of all monies collected, earned and received by the fund or account and each expenditure from the fund or account.

b. Impact Fee Expenditures. The District may expend impact fees covered by the Impact Fees Policy only for system improvements that are (i) public facilities identified in the District's reasonable Public Safety Impact Fee Analysis and (ii) of the specific public facility type for which the fee was collected. Impact Fees will be expended on a First-In First-Out ("FIFO") basis.

c. Time of Expenditure. Impact fees collected pursuant to the requirements of this Impact Fees Policy are to be expended, dedicated or encumbered for a permissible use within six years of the receipt of those funds by the District, unless the District Administrative Control Board otherwise directs. For purposes of this calculation, the first funds received shall be deemed to be the first funds expended.

d. Extension of Time. The District may hold previously dedicated or unencumbered fees for longer than six years if it identifies in writing (i) an extraordinary and compelling reason why the fees should be held longer than six years and (ii) an absolute date by which the fees will be expended.

4. Refunds. The District shall refund any impact fees paid by a developer, plus interest actually earned when (i) the developer does not proceed with the development activity and files a written request for a refund; (ii) the fees have not been spent or encumbered; and (iii) no impact has resulted. An impact that would preclude a developer from a refund from a District may include any impact reasonably identified by the District, including, but not limited to, the District having sized facilities and/or paid for, installed and/or caused the installation of facilities based, in whole or in part, upon the Developer's planned development activity even though that capacity may, at some future time, be utilized by another development.

5. Other Impact Fees. To the extent allowed by law, the District Administrative Control Board may negotiate or otherwise impose impact fees and other fees different from those currently charged. Those charges may, at the discretion of the District Administrative Control Board, include, but not be limited to, reductions or increases in impact fees, all or part of which may be reimbursed to the developers who assist in funding growth-related public safety Facilities.

6. Additional Fees and Costs. The impact fees authorized hereby are separate from and in addition to user fees and other charges lawfully imposed by the District, and other fees and costs that may not be included as itemized component parts of the Impact Fee Schedule. In charging any such fees as a condition of development approval, the District recognizes that the fees must be a reasonable charge for the service provided.

7. Fees Effective at Time of Payment. Unless the District is otherwise bound by a contractual requirement, the impact fee shall be determined from the fee schedule in effect at the time of payment in accordance with the provisions of Section 6 below.

8. Imposition of Additional Fee or Refund After Development. Should any developer undertake development activities such that the ultimate density or other impact of the development activity is not revealed to the District, either through inadvertence, neglect, a change in plans, or any other cause whatsoever, and/or the impact fee is not initially charged against all units or the total density within the development, the District shall be entitled to charge an additional impact fee to the developer or other appropriate person covering the density for which an impact fee was not previously paid.

**Section 5**      **IMPACT FEE ANALYSIS**

1. Impact Fee Analysis. The District has completed an Impact Fee Analysis prepared by Zions Bank. The Impact Fee Analysis has been prepared based on reasonable growth assumptions for the District and general demand characteristics of current and fixture recipients of public safety services. Further, the Impact Fee Analysis identifies the impact on system improvements created by development activity and estimates the proportionate share of the costs of impacts on system improvements that are reasonably related to new development activity.

**Section 6**      **PUBLIC SAFETY IMPACT FEE SCHEDULE AND FORMULA**

The proposed fees are based upon general demand characteristics and potential demand that can be created by each class of user. The District reserves the right under the Impact Fees Act (Utah Code 11-36-402(1)(d)) to assess an adjusted fee to respond to unusual circumstances to ensure that fees are equitably assessed. This adjustment may result in a higher impact fee if the District determines that a user would create a greater than normal impact to the services provided.

**Summary of Impact Fee**

*Utah Code 11-36a-304(1)(e): an impact fee analysis shall be based on the requirements of this chapter, identify how the impact fee was calculated.*

The North Davis Fire District impact fee has been calculated with all the above considerations for a single service area.

The total maximum allowable public safety impact fee per household is \$136.68.

TABLE 12: MAXIMUM ALLOWABLE IMPACT FEE PER HOUSEHOLD

<b>Description</b>	<b>Amount</b>
Per Household Buy-In Cost for Fire Station Excess Capacity	\$123.52
Per Household Debt Interest Cost for 2008 Fire Station Bond	\$16.77
Per Household Consultant Cost	\$7.59

Impact Fee Fund Balance Credit	(\$11.20)
<b>Total Maximum Allowable Public Safety Impact Fee Per Household</b>	<b>\$136.68</b>

The total non-residential public safety impact fee is \$560.68 per unit (per 1,000 sf) or \$0.56 per square foot before credits are made for payments on outstanding debt and lease obligations.

TABLE 13: TOTAL IMPACT FEE PER NON-RESIDENTIAL SQUARE FOOT

Description	Amount
Fire Station Buy-In Cost per Non-Resident Unit	\$224.75
Existing Apparatus Buy-In Cost per Non-Resident Unit	\$152.12
New Apparatus Buy-In Cost per Non-Resident Unit	\$161.30
Debt Interest Cost for 2008 Fire Station Bond per Non-Resident Unit	\$15.00
Consult Cost per Non-Resident Unit	\$7.52
Impact Fee Fund Balance Credit per Non-Residential Unit	(\$19.69)
<b>Total Public Safety Impact Fee per Non-Residential Unit</b>	<b>\$560.68</b>
<b>Total Public Safety Impact Fee per Non-Residential Square Foot</b>	<b>\$0.56</b>

The capital lease payments for the fire suppression vehicles included in the impact fee calculation are being made with property tax revenue. As such a credit is issued based on the net present value of the future stream of property tax capital lease payments. Table 14 shows the non-residential net impact fee for the remaining years of the bond assuming a discount rate of four percent.

TABLE 14: NET IMPACT FE PER NON-RESIDENTIAL SQUARE FOOT

Year	Gross Impact Fee per Non-Residential Unit	NPV of Capital Lease Payments	Net Impact Fee per Non-Residential Unit	Impact Fee per Non-Residential Square Foot
2015	\$557.36	\$41.49	\$515.57	\$0.52
2016	\$557.36	\$35.86	\$521.50	\$0.52
2017	\$557.36	\$30.14	\$527.23	\$0.53
2018	\$557.36	\$24.32	\$533.04	\$0.53
2019	\$557.36	\$18.41	\$538.96	\$0.54
2020	\$557.36	\$12.39	\$544.98	\$0.54
2021	\$557.36	\$6.25	\$551.11	\$0.55

Further calculation and presentation is included in the Impact Fee Analysis attached as Exhibit A: North Davis Fire District Public Safety Impact Fee Analysis.

## **Section 7      FEE EXCEPTIONS AND ADJUSTMENTS**

1. Waiver for “Public Purpose”. The District Administrative Control Board may, on a project by project basis, authorize exceptions or adjustments to the then Impact Fee rate structure for those projects the District Administrative Control Board determines to be of such, benefit to the community as a whole to justify the exception or adjustment. Such projects may include facilities being funded by tax supported agencies, affordable housing projects, or

facilities of a temporary nature. The District Administrative Control Board may elect to waive or adjust impact fees in consideration of economic benefits to be received from the developers' activity.

a. Procedures. Applications for exceptions are to be filed with the District at the time the applicant first requests the extension of service to the applicant's development or property.

## **Section 8**      **APPEAL PROCEDURE**

1. Any person or entity that has paid an impact fee pursuant to this Resolution may challenge the impact fee by filing:

- a. An appeal to the District pursuant to paragraphs 2, 3 and 4 of this Section 8;
- b. A request for mediation or arbitration as provided in Utah Code Ann. §11-36a-704 or §11-36a-705; or
- c. An action in state district court as provided in Utah Code Ann. §11-36a-705(9).

2. Application. Any person or entity that has paid an impact fee pursuant to this Resolution may challenge or appeal the impact fee by filing a written notice of appeal with the District within 30 days of the date that the fee was paid or the applicable limitation provisions of §11-36a-702.

3. Hearing. Upon receiving the written notice of appeal, the District shall set a hearing date to consider the merits of the challenge or appeal. The person or entity challenging or appealing the fee may appear at the hearing and present any written or oral evidence deemed relevant to the challenge or appeal. Representatives of the District may also appear and present evidence to support the imposition of the fee.

4. Decision. The hearing panel, which shall consist of the Administrative Control Board or such other person or body as the Board shall designate, shall hold a hearing and make a decision within 30 days after the date the challenge or appeal is filed.

## **Section 9**      **COLLECTION OF IMPACT FEES**

1. Residential Impact Fees. The appropriate city shall collect impact fees for the construction of single family residences and forward those impact fees to the District.

2. Commercial, Industrial, and Multi-Family Impact Fees. The District shall compute, and the appropriate city collect, commercial, industrial, or multi-family residential

impact fees. All responsibility and liability for the computation of the impact fee shall belong to the District.

3. Impact Fees; Generally. In those situations where the city collects an impact fee, at the city offices, the following provisions shall govern:

- a. The paying party shall sign a form acknowledging that payment is for a District impact fee and releasing the city from any claim against the city with respect to such impact fee. If the paying party refuses to sign the form, they shall be required to make payment directly to the District.
- b. The city will make a good faith effort to collect the correct impact fee from the paying party, but will not be liable to the District for errors or mistakes.
- c. The city shall be deemed only an intermediary to receive impact fee payments for the District and shall do it solely for the convenience of those paying the impact fee.
- d. The impact fee shall be regarded as that belonging solely to the District and the city shall in no way be regarded as “imposing” or “collecting” such fee within the meaning of the Impact Fees Act.
- e. The city has not done and has no duty to do, an impact fee analysis with respect to impact fees of the District. The District has in place a procedure for any person, firm or entity to challenge or appeal the assessment or payment of District impact fees and any challenge or protest with respect to District impact fees shall be the responsibility of the District to defend and justify and not that of the city.
- f. The District shall indemnify and hold the city harmless for any loss, expense, injury or damage to the city resulting from any claim against the city in connection with the city receiving payment for District impact fees, including all costs and attorney’s fees incurred by the city in connection with any claim.
- g. The District shall remit, to the city, Thirty Dollars (\$30.00) per impact fee collected, to be paid to the city on a monthly basis. This amount may be increased upon approval of the District Administrative Control Board if the city shows that its costs of collection have increased substantially.
- h. The city may, upon six (6) months notice to the District, cease to collect the impact fee, by referring all further collections to the District offices in West Point, Utah, at the conclusion of the six (6) month period of time.

- i. The District may at any time assume responsibility for collecting its impact fees by giving the city Thirty (30) days advance notice of its intent to do so.

This Resolution shall be effective ninety (90) days after passage and adoption.

PASSED AND ADOPTED this 19<sup>th</sup> day of November, 2015.

NORTH DAVIS FIRE DISTRICT

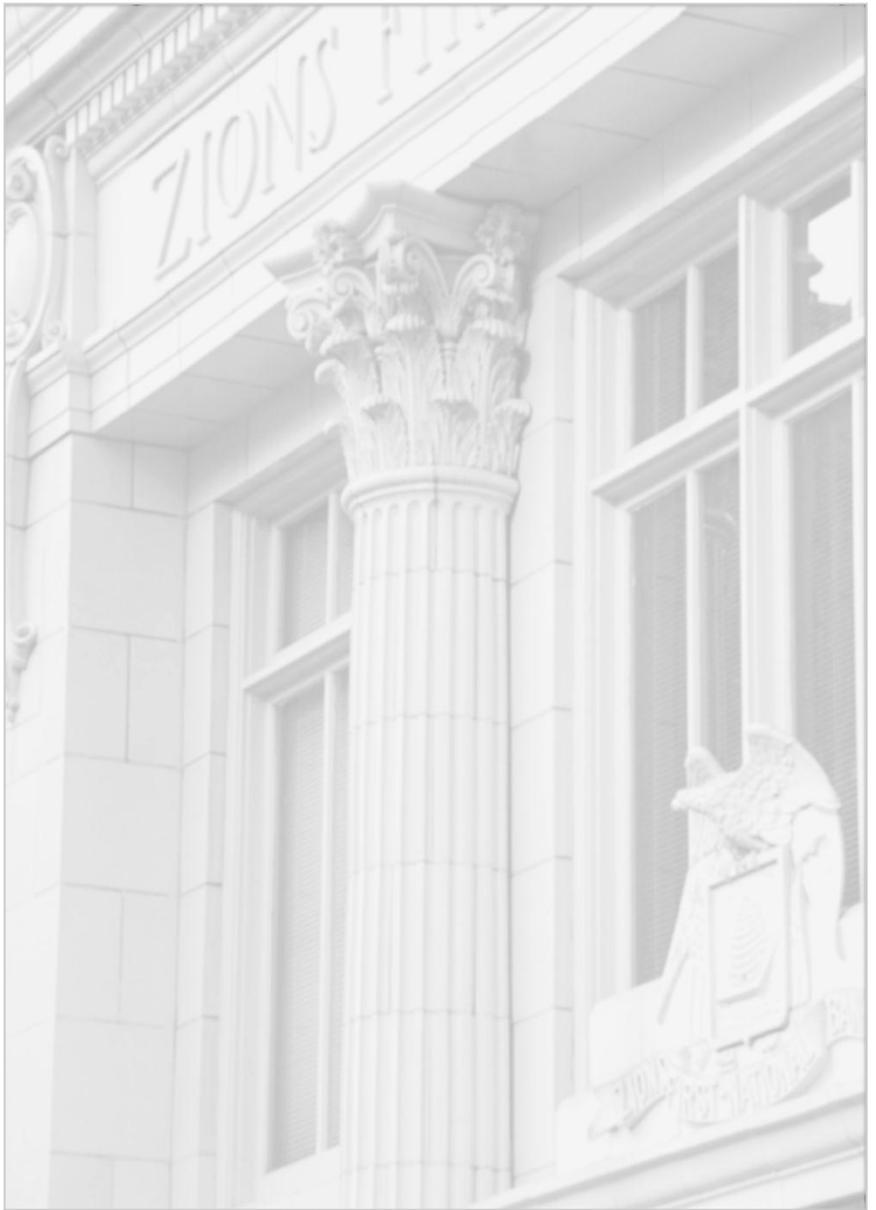
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MIKE LEBARON, Chairman,  
Administrative Control Board

ATTEST:

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MISTY ROGERS, Clerk



## North Davis Fire District

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## Public Safety IFA

**DRAFT**

October, 2015

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## Utah Code Legal Requirements - Impact Fee Analysis

*Preparation of Impact Fee Analysis.* Utah Code requires that “each local political subdivision... intending to impose an impact fee shall prepare a written analysis of each impact fee” (*Utah Code 11-36a-303*).

*Requirements of Impact Fee Analysis.* Section 11-36a-304 of the Utah Code outlines the requirements of an impact fee analysis which is required to identify the following:

- (a) identify the anticipated impact on or consumption of any existing capacity of a public facility by the anticipated development activity;
- (b) identify the anticipated impact on system improvements required by the anticipated development activity to maintain the established level of service for each public facility
- (c) demonstrate how anticipated impacts are reasonably related to the anticipated development activity
- (d) estimate the proportionate share of:
  - (i) The costs for existing capacity that will be recouped; and
  - (ii) The costs of impacts on system improvement that are reasonably related to the new development activity; and
- (a) based on the requirements of this chapter, identify how the impact fee was calculated.

Further, in analyzing whether or not the proportionate share of the costs of public facilities are reasonably related to the new development activity, the local political subdivision or private entity, as the case may be, shall identify, if applicable:

- (a) the cost of each existing public facility that has excess capacity to serve the anticipated development resulting from the new development activity
- (b) the cost of system improvements for each public facility;
- (c) other than impact fees, the manner of financing for each public facility such as user charges, special assessments, bonded indebtedness, general taxes, or federal grants;
- (d) the relative extent to which development activity will contribute to financing the excess capacity of and system improvements for each existing public facility, by means such as user charges, special assessments, or payment from the proceeds of general taxes;
- (e) the relative extent to which development activity will contribute to the cost of existing public facilities and system improvements in the future
- (f) the extent to which the development activity is entitled to a credit against impact fees because the development activity will dedicate system improvements or public facilities that will offset the demand for system improvements, inside or outside the proposed development;

- (g) extraordinary costs, if any in servicing the newly developed properties; and
- (h) the time-price differential inherent in fair comparisons of amounts paid at different times.

**Calculating Impact Fees.** Utah Code states that for purposes of calculating an impact fee, a local political subdivision or private entity may include:

- (a) the construction contract price;
- (b) the cost of acquiring land, improvements, materials, and fixtures;
- (c) the cost for planning, surveying, and engineering fees for services provided for and directly related to the construction of the system improvements; and
- (d) for political subdivision, debt service charges, if the political subdivision might use impact fees as a revenue stream to pay the principal and interest on bonds, notes or other obligations issued to finance the costs of the system improvements.

Additionally, the Code states that each political subdivision or private entity shall base impact fee amounts on realistic estimates and the assumptions underlying those estimates shall be disclosed in the impact fee analysis.

*Certification of Impact Fee Analysis.* Utah Code states that an impact fee facilities plan shall include a written certification from the person or entity that prepares the impact fee facilities plan. This certification is included at the conclusion of this analysis.

*Impact Fee Enactment.* Utah Code states that a local political subdivision or private entity wishing to impose impact fees shall pass an impact fee enactment in accordance with Section 11-36a-402. Additionally, an impact fee imposed by an impact fee enactment may not exceed the highest fee justified by the impact fee analysts. An impact fee enactment may not take effect until 90 days after the day on which the impact fee enactment is approved.

## Executive Summary

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The North Davis Fire District provides fire and EMS services to all areas within Clearfield and West Point cities as well as the unincorporated area adjacent to West Point City. The District provides fire/EMS services to residential and non-residential development.

This IFA is organized based on the requirements of Utah Code 11-36a-304.

### Impact on Consumption of Existing Capacity

*Utah Code 11-36a-304(1)(a): an impact fee analysis shall identify the anticipated impact on or consumption of any existing capacity of a public facility by the anticipated development activity*

The North Davis Fire District currently occupies two fire stations including a 16,410 square foot facility in West Point and a 9,050 square foot facility in Clearfield. The West Point Fire Station serves development in West Point City and the adjacent unincorporated area. The Clearfield Fire Station services development in Clearfield City.

The current level of service for the North Davis Fire District is 0.988 fire facility building square feet per household for residential development and 1.356 fire facility building square feet per 1,000 square feet of non-residential development. There is currently excess fire station capacity to accommodate growth over the next six years. The proposed level of service is 0.854 building square feet per household and 1.169 building square feet per 1,000 square feet of non-residential development.<sup>1</sup>

The District purchased a 2009 Spartan Aerial in 2011 for \$600,000. This vehicle has a projected ten-year life span from the year of purchase with excess capacity to service new growth over the next six years.

### Impact on System Improvements by Anticipated Development Activity -

*Utah Code 11-36a-304(1)(b): an impact fee analysis shall identify the anticipated impact on system improvements required by the anticipated development activity to maintain the established level of service for each public facility;*

The District intends to maintain its proposed level of fire service. There is currently sufficient excess fire station capacity to accommodate residential and non-residential growth over the next six years.

As growth occurs from increased development activity, additional public safety equipment will be necessary to service new development. The District intends to purchase an ambulance/pumper apparatus at a cost of \$636,500<sup>2</sup> to service new development in the next six years.<sup>3</sup>

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<sup>1</sup> The District plans to build a new 18,000 square foot Clearfield City Fire Station in 2025 in place of the existing fire station. Additionally, the District is proposing to build an additional 7,400 square foot Fire Station in West Point in 2030 to maintain NFPA fire response times.

<sup>2</sup> Source: North Davis Fire District

<sup>3</sup> Source: North Davis Fire District Capital Facilities Plan, Horrocks Engineering, April 2015

## Relationship of Anticipated Impacts to Anticipated Development Activity

*Utah Code 11-36a-304(1)(c): an impact fee analysis shall subject to Subsection (2), demonstrate how the anticipated impacts described in Subsections (1)(a) and (b) are reasonably related to the anticipated development activity;*

The demand placed on existing public safety facilities by new development activity is attributed to both residential and non-residential growth. The number of households in the North Davis Fire District is projected to grow from 14,795 in 2015 to 16,096 in 2021. Non-residential square feet are projected to increase from 7,998,957 square feet in 2015 to 8,973,524 square feet in 2021.

As growth occurs as a result of increased development activity, no new building facilities are required within the next six to ten years, but a new ambulance/pumper is required to maintain proposed standards.

The City plans to purchase a new ambulance/pumper apparatus in 2015 to meet the demands of new residential and non-residential growth. The cost of the ambulance/pumper apparatus is \$636,500.<sup>4</sup>

## Proportionate Share Analysis - *Utah Code 11-36a-304(1)(d)(i)(ii)*

*Utah Code 11-36a-304(1)(d)(i)(ii): an impact fee analysis shall estimate the proportionate share of costs for existing capacity that will be recouped; and the costs of impacts on system improvements that are reasonably related to the new development activity;*

*Costs Reasonably Related to Excess Capacity* - The buy-in cost for excess fire station capacity consumed by growth over the next six years is \$123.52 per unit for residential growth and \$0.22 per square foot for non-residential growth.

The fire suppression vehicle buy-in cost is \$0.15 per square foot for non-residential development.

*Costs Reasonably Related to New Development Activity* - The non-residential cost per square foot for the new fire suppression vehicle purchased to service new growth is \$0.16.

In 2008, the District issued \$3.1 million of revenue bonds to finance the construction of the West Point Fire Station. In calculating an impact fee, a local political subdivision or private entity may include debt service charges, if the political subdivision might use impact fees as a revenue stream to pay the principal and interest on bonds, notes, or other obligations issued to finance the costs of the system improvements. The principal and interest on these bonds are being paid with a combination of impact fee revenue and ambulance fee revenue. As such, a portion of the debt service charges may be included in the impact fee calculation. The debt service charge per residential unit is \$16.77 and the debt service charge per non-residential unit is \$15.00.

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<sup>4</sup> North Davis Fire District IFFP, Horrocks Engineers, 2015

## Summary of Impact Fee

*Utah Code 11-36a-304(1)(e): an impact fee analysis shall be based on the requirements of this chapter, identify how the impact fee was calculated;*

The total maximum allowable public safety impact fee per household is \$136.68.

TABLE E1 MAXIMUM ALLOWABLE IMPACT FEE PER HOUSEHOLD

Description	Amount
Per Household Buy-In Cost for Fire Station Excess Capacity	\$123.52
Per Household Debt Interest Cost for 2008 Fire Station Bond	\$16.77
Per Household Consultant Cost	\$7.59
Impact Fee Fund Balance Credit	(\$11.20)
<b>Total Maximum Allowable Public Safety Impact Fee Per Household</b>	<b>\$136.68</b>

The total non-residential public safety impact fee is \$0.56 per square foot before credits are made for payments on outstanding debt and lease obligations.

TABLE E2: TOTAL IMPACT FEE PER NON-RESIDENTIAL SQUARE FOOT

Description	Amount
Fire Station Buy-In Cost per 1,000 SF of Non-Residential	\$224.75
Existing Apparatus Buy-In Cost per 1,000 SF of Non-Residential	\$152.12
New Apparatus Buy-In Cost per 1,000 SF of Non-Residential	\$161.30
Debt Interest Cost for 2008 Fire Station Bond per 1,000 SF of Non-Residential	\$15.00
Consult Cost per 1,000 SF of Non-Residential	\$7.52
Impact Fee Fund Balance Credit per 1,000 SF of Non-Residential	(\$19.69)
<b>Total Public Safety Impact Fee per 1,000 SF of Non-Residential</b>	<b>\$560.68</b>
<b>Total Public Safety Impact Fee per Non-Residential Square Foot</b>	<b>\$0.56</b>

The capital lease payments for the fire suppression vehicles included in the impact fee calculation are being made with property tax revenue. As such a credit is issued based on the net present value of the future stream of property tax capital lease payments. Table E3 shows the maximum allowable non-residential impact fee per square foot through 2021.

TABLE E3: NET IMPACT FEE PER NON-RESIDENTIAL SQUARE FOOT

Year	Gross Impact Fee per 1,000 SF of Non-Residential	NPV of Capital Lease Payments	Net Impact Fee per 1,000 SF of Non-Residential	Impact Fee per Non-Residential Square Foot
2015	\$560.68	\$41.49	\$519.19	\$0.52
2016	\$560.68	\$35.86	\$524.82	\$0.52
2017	\$560.68	\$30.14	\$530.54	\$0.53
2018	\$560.68	\$24.32	\$536.36	\$0.53
2019	\$560.68	\$18.41	\$542.27	\$0.54
2020	\$560.68	\$12.39	\$548.29	\$0.54
2021	\$560.68	\$6.25	\$554.43	\$0.55

## Manner of Financing

*Utah Code 11-36a-304(2)(c)(d)(e)(f)(g)(h): an impact fee analysis shall identify, if applicable: other than impact fees, the manner of financing for each public facility such as user charges, special assessments, bonded indebtedness, federal taxes, or federal grants;*

An impact fee is a one-time fee that is implemented by a local government on new development to help fund and pay for all or a portion of the costs of public facilities that are needed to serve new development. Additionally, impact fees allow new growth to share in the cost of existing facilities that have excess capacity.

*Impact Fee Credits* - The Impact Fees Act requires credits to be paid back to development for future fees that may be paid to fund system improvements found in the IFFP so that new development is not charged twice.

*Extraordinary Costs and Time Price Differential* - It is not anticipated that there will be any extraordinary costs in servicing the proposed public safety facility. Current costs have been used to compute impacts on system improvements required by anticipated development activity to maintain the established public safety level of service.

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# Impact Fee Analysis

The North Davis Fire District provides fire and EMS services to all areas within Clearfield and West Point cities as well as the unincorporated area adjacent to West Point City. The District provides fire/EMS services to residential and non-residential development. The calculations in this analysis are based on one service area.

Public safety facilities as defined by Utah Code include:

- (i) a building constructed or leased to house police, fire or other public safety entities, or
- (ii) a fire suppression vehicle costing in excess of \$500,000.

This IFA is organized based on the requirements of Utah Code 11-36a-304.

## 1 Impact on Consumption of Existing Capacity

*Utah Code 11-36a-304(1)(a): an impact fee analysis shall identify the anticipated impact on or consumption of any existing capacity of a public facility by the anticipated development activity*

The North Davis Fire District currently occupies two fire stations including a 16,410 square foot facility in West Point and a 9,050 square foot facility in Clearfield. The West Point Fire Station serves development in West Point City and the adjacent unincorporated areas. The Clearfield Fire Station services development in Clearfield City. The number of households in the North Davis Fire District is projected to grow from 14,795 in 2015 to 16,096 in 2021.<sup>5</sup> Non-residential development is projected to increase from 7,998,957 square feet in 2015 to 8,973,524 square feet in 2021.<sup>6</sup>

TABLE 1: PROJECTED GROWTH

Year	Households	Non-Residential Square Feet
2015	14,795	7,998,957
2016	15,002	8,153,197
2017	15,212	8,310,613
2018	15,427	8,471,278
2019	15,645	8,635,267
2020	15,868	8,802,656
2021	16,096	8,973,524
<b>Growth</b>	<b>1,301</b>	<b>974,567</b>

The current level of service for the North Davis Fire District is 0.988 fire facility building square feet per household for residential development and 1.356 fire facility building square feet per 1,000 square feet of non-residential development.

<sup>5</sup> Source: North Davis Fire District Public Safety Impact Fee Facilities Plan, Horrocks Engineers, 2015

<sup>6</sup> Non-residential square foot growth for Clearfield and West Point cities was calculated assuming each city's current average square feet per developed non-residential acre (8,000 for Clearfield and 7,000 for West Point), and assuming 75 percent of undeveloped non-residential acreage will be developed as non-residential at build-out. Using these assumptions, the average annual non-residential growth rate for Clearfield is 1.8 percent and 3.9 percent for West Point.

TABLE 2: CURRENT LEVEL OF SERVICE

Description	Total Calls	% of Total Calls	HH/ 1,000 SF	Calls per Unit (HH/1,000 SF)	Fire Station. SF Allocation	Fire SF per Unit <sup>7</sup>
Residential	1,358	57.4%	14,795	0.092	14,614	0.988
Non-Residential	1,006	42.6%	7,999	0.126	10,846	1.356
<b>Total</b>	<b>2,364</b>	<b>100%</b>			<b>25,460</b>	

There is currently excess fire station capacity to accommodate growth over the next six years. The proposed level of service is 0.854 building square feet per household and 1.169 building square feet per 1,000 square feet of non-residential development.<sup>8</sup> Tables 3 and 4 show the consumption of excess fire station capacity over the next six years.

TABLE 3: RESIDENTIAL CONSUMPTION OF EXCESS CAPACITY

Year	Residential LOS SF per HH	Proposed Residential LOS SF per HH	Residential Excess Capacity
2015	0.988	0.854	0.134
2016	0.974	0.854	0.120
2017	0.961	0.854	0.107
2018	0.947	0.854	0.093
2019	0.934	0.854	0.080
2020	0.921	0.854	0.067
2021	0.908	0.854	0.054

TABLE 4: NON-RESIDENTIAL CONSUMPTION OF EXCESS CAPACITY

Year	Non-Residential LOS per 1,000 SF	Proposed Non-Residential LOS Per 1,000 SF	Non-Residential Excess Capacity
2015	1.356	1.169	0.187
2016	1.330	1.169	0.161
2017	1.305	1.169	0.136
2018	1.280	1.169	0.111
2019	1.256	1.169	0.087
2020	1.232	1.169	0.063
2021	1.209	1.169	0.040

A total of 2,763 square feet of excess capacity will be consumed by growth over the next six years.

<sup>7</sup> A non-residential "unit" is described as per 1,000 SF

<sup>8</sup> The District plans to build a new 18,000 square foot Clearfield City Fire Station in 2025 in place of the existing fire station. Additionally, the District is proposing to build an additional 7,400 square foot Fire Station in West Point in 2030 to maintain NFPA fire response times.

TABLE 5: SQUARE FEET OF FIRE STATION CAPACITY CONSUMED OVER THE NEXT SIX YEARS

Year	Residential Fire Building Allocation/SF	Residential Excess Capacity per HH	Residential Excess Capacity	Non-Residential Fire Building Allocation/SF	Non-Residential Excess Capacity per 1,000 SF	Non-Residential Excess Capacity	Total Excess Capacity
2015	14,614	0.134	1,958	10,846	0.187	2,028	3,986
2016	14,614	0.120	1,754	10,846	0.161	1,746	3,500
2017	14,614	0.107	1,564	10,846	0.136	1,475	3,039
2018	14,614	0.093	1,359	10,846	0.111	1,204	2,563
2018	14,614	0.080	1,169	10,846	0.087	944	2,113
2020	14,614	0.067	979	10,846	0.063	683	1,662
2021	14,614	0.054	789	10,846	0.040	434	1,223
<b>Excess Capacity Consumed</b>			<b>1,169</b>			<b>1,594</b>	<b>2,763</b>

Utah Code allows fire suppression vehicles costing in excess of \$500,000 to be included in the impact fee analysis.<sup>9</sup> Utah Code further states that “a political subdivision or private entity may not impose an impact fee on residential components of development to pay for a public safety facility that is a fire suppression vehicle.”<sup>10</sup>

The District purchased a 2009 Spartan Aerial in 2011 for \$600,000. This vehicle has a projected ten-year life span from the year of purchase and excess capacity to service new growth over the next six years.

## 2 Impact on System Improvements by Anticipated Development Activity

*Utah Code 11-36a-304(1)(b): an impact fee analysis shall identify the anticipated impact on system improvements required by the anticipated development activity to maintain the established level of service for each public facility;*

The District intends to maintain its proposed level of fire service. There is currently sufficient excess fire station capacity to accommodate residential and non-residential growth over the next six years.

As growth occurs from increased development activity, additional public safety equipment will be necessary to service new development. The district intends to purchase an ambulance/pumper apparatus in the next six years at a cost of approximately \$636,500 to service new development.<sup>11</sup>

<sup>9</sup> Utah Code 11-36a-102

<sup>10</sup> Utah Code 11-36a-202

<sup>11</sup> Source: North Davis Fire District Capital Facilities Plan, Horrocks Engineering, North Davis Fire District

### 3 Relationship of Anticipated Impacts to Anticipated Development Activity

*Utah Code 11-36a-304(1)(c): an impact fee analysis shall subject to Subsection (2), demonstrate how the anticipated impacts described in Subsections (1)(a) and (b) are reasonably related to the anticipated development activity;*

The demand placed on existing public safety facilities by new development activity is attributed to both residential and non-residential growth. The number of households in the North Davis Fire District is projected to grow from 14,795 in 2015 to 16,096 in 2021. Non-residential square feet are projected to increase from 7,998,957 square feet in 2015 to 8,973,524 square feet in 2021 or an estimated 974,567 total square feet.

As growth occurs as a result of increased development activity, no new building facilities are required, but a new ambulance/pumper is required to maintain proposed standards.

The City plans to purchase a new ambulance/pumper apparatus in 2015 to meet the demands of new residential and non-residential growth. The total cost of the ambulance/pumper apparatus is \$636,500.

### 4 Proportionate Share Analysis

*Utah Code 11-36a-304(1)(d)(i)(ii): an impact fee analysis shall estimate the proportionate share of costs for existing capacity that will be recouped; and the costs of impacts on system improvements that are reasonably related to the new development activity;*

#### Costs for Existing Capacity

The buy-in cost for excess fire station capacity consumed by growth over the next six years is \$124 per unit for residential growth and \$0.22 per square foot for non-residential growth.

TABLE 6: BUY-IN COST FOR FIRE STATION EXCESS CAPACITY

Description	SF of Excess Capacity Consumed	Cost per SF	Cost	Unit Growth	Cost per Unit (HH/1,000 SF)	Cost per SF
Residential	1,169	\$137.47	\$160,702	1,301	\$123.52	
Non-Residential	1,594	\$137.47	\$219,127	975	\$224.75	\$0.22
<b>Total</b>	<b>2,763</b>		<b>\$379,829</b>			

The fire suppression vehicle buy-in cost is \$0.15 per square foot for non-residential development.

TABLE 7: NON-RESIDENTIAL BUY-IN COST FOR FIRE SUPPRESSION VEHICLE EXCESS CAPACITY

Description	% of Calls	Cost Allocation	% Allocated to Growth (2015 - 2021)	Amount Allocated to Growth (2015 - 2021)	Cost per Unit (per 1,000 SF)	Cost per SF
Residential	57.4%	\$344,400	NA	NA	NA	NA
Non-Residential	42.6%	\$255,600	58%	\$148,248	\$152.12	0.15
<b>Total</b>	<b>100%</b>	<b>\$600,000</b>				

## Costs Reasonably Related to New Development Activity

The non-residential cost per square foot for the new fire suppression vehicle purchased to service new growth is \$0.16.

TABLE 8: NON-RESIDENTIAL COST ALLOCATED TO NEW GROWTH FOR NEW FIRE SUPPRESSION VEHICLE

Description	% of Calls	Cost Allocation	% Allocated to Growth (2015 - 2021)	Amount Allocated to Growth (2015 - 2021)	Non-Residential Growth (SF)	Cost per Unit (per 1,000 SF)	Cost per SF
Residential	57.4%	\$365,351	NA	NA		NA	
Non-Residential	42.6%	\$271,149	58%	\$157,266	974,567	\$161.30	\$0.16
<b>Total</b>	<b>100%</b>	<b>\$636,500</b>					

In 2008, the District issued \$3.1 million of revenue bonds to finance the construction of the West Point Fire Station. In calculating an impact fee, a local political subdivision or private entity may include debt service charges, if the political subdivision might use impact fees as a revenue stream to pay the principal and interest on bonds, notes, or other obligations issued to finance the costs of the system improvements.<sup>12</sup> The principal and interest on these bonds are being paid with a combination of impact fee revenue and ambulance fee revenue. As such, a portion of the debt service charges may be included in the impact fee calculation. The debt service charge per residential unit is \$16.77 and the debt service charge per non-residential 1,000 square feet is \$15.00.

TABLE 9: DEBT SERVICE CHARGE

Description	Amount
Debt Service Charge (2015 - 2021)	\$227,728
Percent Paid with Impact Fees <sup>13</sup>	16%
Debt Service Charges Included in Impact Fee	\$36,436
Amount Allocated to Residential	\$21,816
<b>Debt Service Charge per Residential Unit</b>	<b>\$16.77</b>
Amount Allocated to Non-Residential	\$14,620
Non-Residential Growth in SF	974,567
<b>Debt Service Charge per Non-Residential Unit (per 1,000 sq ft)</b>	<b>\$15.00</b>

Utah Code also allows for the inclusion of consultant costs in the calculation of impact fees. The consultant cost per residential unit is \$7.59 and \$7.52 per 1,000 square feet of non-residential development.

TABLE 10: CONSULTANT COSTS

Description	Percent of Calls	Cost Allocation	Unit Growth	Cost per Unit (HH/per 1,000 SF)
Residential	57.40%	\$9,877	1,301	\$7.59
Non-Residential	42.60%	\$7,330	975	\$7.52

<sup>12</sup> Utah Code 11-36a-305(1)(d)

<sup>13</sup> Average, estimate based on payment information from the North Davis Fire District

Description	Percent of Calls	Cost Allocation	Unit Growth	Cost per Unit (HH/per 1,000 SF)
<b>Total</b>		<b>\$17,207</b>		

Impact fees also take into consideration impact fee fund balances. North Davis Fire District has an impact fee fund balance of \$220,611.<sup>14</sup> An impact fee fund balance credit of \$11.20 per household and \$19.69 per 1,000 square feet of non-residential development will be issued based on the total projected additional residential and non-residential development at capacity.

TABLE 11: CREDIT FOR IMPACT FEE FUND BALANCE

Description	Amount
Impact Fee Fund Balance	\$220,611
Amount Allocated to Residential	\$126,631
Credit per Household <sup>15</sup>	\$11.20
Amount Allocated to Non-Residential	\$93,980
Credit per Non-Residential Unit (per 1,000 square feet) <sup>16</sup>	\$19.69

## 5 Summary of Impact Fee

*Utah Code 11-36a-304(1)(e): an impact fee analysis shall be based on the requirements of this chapter, identify how the impact fee was calculated;*

The North Davis Fire District impact fee has been calculated with all the above considerations for a single service area.

The total maximum allowable public safety impact fee per household is \$136.68.

TABLE 12: MAXIMUM ALLOWABLE IMPACT FEE PER HOUSEHOLD

Description	Amount
Per Household Buy-In Cost for Fire Station Excess Capacity	\$123.52
Per Household Debt Interest Cost for 2008 Fire Station Bond	\$16.77
Per Household Consultant Cost	\$7.59
Impact Fee Fund Balance Credit	(\$11.20)
<b>Total Maximum Allowable Public Safety Impact Fee Per Household</b>	<b>\$136.68</b>

The total non-residential public safety impact fee is \$560.68 per unit (per 1,000 sf) or \$0.56 per square foot before credits are made for payments on outstanding debt and lease obligations.

<sup>14</sup> Source: North Davis Fire District, June 2015

<sup>15</sup> Additional projected 11,309 households at capacity

<sup>16</sup> Additional projected 4,774,062 square feet of non-residential development at capacity

TABLE 13: TOTAL IMPACT FEE PER NON-RESIDENTIAL SQUARE FOOT

Description	Amount
Fire Station Buy-In Cost per 1,000 SF of Non-Residential	\$224.75
Existing Apparatus Buy-In Cost per 1,000 SF of Non-Residential	\$152.12
New Apparatus Buy-In Cost per 1,000 SF of Non-Residential	\$161.30
Debt Interest Cost for 2008 Fire Station Bond per 1,000 SF of Non-Residential	\$15.00
Consult Cost per 1,000 SF of Non-Residential	\$7.52
Impact Fee Fund Balance Credit per 1,000 SF of Non-Residential	(\$19.69)
<b>Total Public Safety Impact Fee per 1,000 SF of Non-Residential</b>	<b>\$560.68</b>
<b>Total Public Safety Impact Fee per Non-Residential Square Foot</b>	<b>\$0.56</b>

The capital lease payments for the fire suppression vehicles included in the impact fee calculation are being made with property tax revenue. As such a credit is issued based on the net present value of the future stream of property tax capital lease payments. Table 14 shows the non-residential net impact fee for the remaining years of the bond assuming a discount rate of four percent.

TABLE 14: NET IMPACT FEE PER NON-RESIDENTIAL SQUARE FOOT

Year	Gross Impact Fee per 1,000 SF of Non-Residential	NPV of Capital Lease Payments	Net Impact Fee per 1,000 SF of Non-Residential	Impact Fee per Non-Residential Square Foot
2015	\$560.68	\$41.49	\$519.19	\$0.52
2016	\$560.68	\$35.86	\$524.82	\$0.52
2017	\$560.68	\$30.14	\$530.54	\$0.53
2018	\$560.68	\$24.32	\$536.36	\$0.53
2019	\$560.68	\$18.41	\$542.27	\$0.54
2020	\$560.68	\$12.39	\$548.29	\$0.54
2021	\$560.68	\$6.25	\$554.43	\$0.55

## 6 Manner of Financing

*Utah Code 11-36a-304(2)(c)(d)(e)(f)(g)(h): an impact fee analysis shall identify, if applicable: other than impact fees, the manner of financing for each public facility such as user charges, special assessments, bonded indebtedness, federal taxes, or federal grants;*

An impact fee is a one-time fee that is implemented by a local government on new development to help fund and pay for all or a portion of the costs of public facilities that are needed to serve new development. These fees are usually implemented to help reduce the economic burden on local jurisdictions that are trying to deal with residential and non-residential growth within the area. As a matter of policy and legislative discretion, a City or District may choose to have new development pay the full cost of its share of new public facilities if the facilities would not be needed except to service new development. However, local governments may use other sources of revenue to pay for the new facilities required to service new development and use impact fees to recover the cost

difference between the total cost and the other sources of revenue. Additionally, impact fees allow new growth to share in the cost of existing facilities that have excess capacity.

*Impact Fee Credits* - The Impact Fees Act requires credits to be paid back to development for future fees that may be paid to fund system improvements found in the IFFP so that new development is not charged twice. Credits may also be paid back to developers who have constructed or directly funded items that are included in the IFFP or donated to the District in lieu of impact fees, including the dedication of land for system improvements. This situation does not apply to developer exactions or improvements required to offset density or as a condition for development. Any item for which a developer receives credit must be included in the IFFP and must be agreed upon with the District before construction begins.

In the situation that a developer chooses to construct facilities found in the IFFP in lieu of impact fees, the arrangement must be made through the developer and the District.

The standard impact fee can also be decreased to respond to unusual circumstances in specific cases in order to ensure that impact fees are imposed fairly. In certain cases, a developer may submit studies and data that clearly show a need for adjustment.

At the discretion of the District, impact fees may be modified for low-income housing, although alternate sources of funding for the recreation facilities must be identified.

*Extraordinary Costs and Time Price Differential* - Current costs have been used to compute impacts on system improvements required by anticipated development activity to maintain the established level of service for the fire facilities.

## Certification

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Zions Bank Public Finance certifies that the attached impact fee analysis:

1. includes only the costs of public facilities that are:
  - a. allowed under the Impact Fees Act; and
  - b. actually incurred; or
  - c. projected to be incurred or encumbered within six years after the day on which each impact fee is paid;
2. does not include:
  - a. costs of operation and maintenance of public facilities;
  - b. costs for qualifying public facilities that will raise the level of service for the facilities, through impact fees, above the level of service that is supported by existing residents;
  - c. an expense for overhead, unless the expense is calculated pursuant to a methodology that is consistent with generally accepted cost accounting practices and the methodological standards set forth by the federal Office of Management and Budget for federal grant reimbursement;
3. offsets costs with grants or other alternate sources of payment; and
4. complies in each and every relevant respect with the Impact Fees Act.

## Appendix A

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### NORTH DAVIS FIRE DISTRICT NOTICE OF INTENT TO ADOPT

DRAFT

## Appendix B – Fee as a Condition of Development

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The North Davis Fire District has indicated that a new petroleum storage facility may be built within the North Davis Fire District. This facility would pose potential risks and hazards such as explosion and petroleum fire. Current standards and practices within the fire fighting and fire suppression community recommend that fire departments with petroleum storage facilities have available within their departments a foam generator to deal with and extinguish petroleum fires.<sup>17</sup> The cost of this piece of equipment is approximately \$70,000.<sup>18</sup> The District asked the law firm of King & King to provide them with an opinion regarding possible methods of obtaining the funds for this piece of equipment and their conclusion is as follows:

“The District cannot allocate the cost of the foam generator as part of an impact fee. However, the District may impose a charge on the developer as a condition of development approval if the fee or charge for the foam generator is determined to be reasonable. We recommend that if the District intends to impose such charge that a resolution authorizing such charge be adopted by the Administrative Control Board to amend District policies.”

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<sup>17</sup> Source: North Davis Fire District

<sup>18</sup> Source: North Davis Fire District

**NORTH DAVIS FIRE DISTRICT  
ADMINISTRATIVE CONTROL BOARD  
NOVEMBER 19, 2015**

**MEDICAL DIRECTOR AGREEMENT  
AGENDA ITEM - 9**

**Agenda Item:** Consideration of a Medical Director Agreement between North Davis Fire District and Mr. Shay Holley, MD.

**Information:** Medical Director Agreement for review.

**Recommendation:** Approval of Medical Director Agreement between the North Davis Fire District and Mr. Shay Holley, MD.



# North Davis Fire District

## Medical Director Agreement

Agreement made and entered into this 1<sup>st</sup> day of December, 2015, by and between North Davis Fire District, a body politic of the State of Utah, hereinafter referred to as “NDFD”, and Shay Holley, MD, hereinafter referred to as “Dr. Holley”.

**Whereas**, The State of Utah requires all advanced levels of emergency medical service providers to have a licensed physician acting as the medical director for the provider; and

**Whereas**, NDFD has resolved to contract with a physician to act as medical director to provide medical direction for the Advanced EMT service levels; and

**Whereas**, Dr. Holley is a board certified physician, licensed and practicing emergency medicine in Davis County in the state of Utah; and

**Whereas**, Dr. Holley has extensive experience and expertise in emergency medicine and emergency medical services;

It is agreed as follows:

1. North Davis Fire District hereby contracts with Dr. Holley to act as the medical director for North Davis Fire District Agency;
  - a. To pay Dr. Holley the sum of \$8,400 annually.
  - b. To designate a person responsible for quality assurance and the continuing medical education relative to their EMS operations.
  - c. To promptly notify Dr. Holley of any significant problems, cases, complaints and incidents pertaining to NDFD and its delivery of emergency medical care.
  - d. To provide Dr. Holley on a timely basis with a copy of letters, agendas, memoranda, notices, training schedules and subject materials, and any other materials relative to NDFD’s operation of EMS.
2. It is further agreed;
  - a. That this contract may be cancelled by either party by giving written notice one month prior to cancellation.
  - b. Should the contract fall into cancellation, written notice should also be given to the Utah State Bureau of Emergency Medical Services for record.
  - c. This contract will be in force and remain effective for one year from the date of signing, or until it is replaced by another contract, whichever comes first.

3. It is further agreed that Dr. Holley will adhere to Utah State EMS Rule R426-15-401, which includes knowledge of:
  - a. Design and operation of the local pre-hospital EMS system.
  - b. Local dispatch and communication systems and procedures.
  - c. Development and implementation of patient care standards, including written standing orders and triage, treatment, and transport protocols.
  - d. Qualifications of field personnel involved in patient care through ongoing CME programs and appropriate review and evaluations.
  - e. Development and implementation of an effective quality improvement program, including medical audit, review and critique of patient care.
  - f. Annual review and updates of triage, treatment and transport protocols.
  - g. NDFD personnel who do not comply with NDFD and Davis County protocols, who violate any state EMS rule, or who the medical director determines is providing careless or unsafe emergency medical care. The medical director must notify NDFD of his recommendation for disciplinary action and suspension from patient care.**
  - h. Local EMS council through attendance to all meetings and participation in the coordination and operations of local EMS providers.
4. It is further agreed that Dr. Holley will:
  - a. Be a department certified off-line medical director.
  - b. Be familiar with all EMS rules and the Utah EMS Act.
  - c. Conduct as needed training sessions for all NDFD personnel based upon topics from either himself or NDFD training division.
  - d. Participate in a ride-along program, where he can observe and oversee the EMS operations of NDFD.

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Shay Holley, MD  
Medical Director

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Date

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Mike LeBaron  
Chairman

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Date

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Misty Rogers  
District Clerk

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Date

**NORTH DAVIS FIRE DISTRICT  
ADMINISTRATIVE CONTROL BOARD  
NOVEMBER 19, 2015**

**RESOLUTION 2015-9  
AGENDA ITEM - 10**

**Agenda Item:** Consideration of Resolution 2015R-9, a Resolution Amending the North Davis Fire District Policies Manual, Policy 2.4(A) Board Member Compensation and Reimbursements

**Information:** A Draft Resolution 2015R-9 is included in the packet for review.

**Recommendation:** Approval of Resolution 2015R-9.

**RESOLUTION NO. 2015R-9**

**A RESOLUTION AMENDING THE NORTH DAVIS FIRE DISTRICT POLICIES MANUAL, POLICY 2.4: REIMBURSEMENT OF BOARD MEMBER EXPENSES (A) BOARD MEMBER COMPENSATION AND REIMBURSEMENT AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the North Davis Fire District ("District") is a Special Service District created pursuant to and in accordance with the Utah Special Service District Act, §17A-2-1301 et seq. Utah Code Annotated, 1953 (the "Act"); and

**WHEREAS**, The Administrative Control Board ("Board") adopted the North Davis Fire District Policies on February 17, 2005; and

**WHEREAS**, it is necessary and desirable for the District to amend its Policies from time to time; and

**WHEREAS**, the Board has reviewed said amendments to the District's Policies;

**WHEREAS**, the Board desires to amend Section 2.4 (Reimbursement of Board Member Expenses) of the North Davis Fire District Policy Manual as follows:

A. BOARD MEMBER COMPENSATION AND REIMBURSEMENT

Board members may be compensated as allowed by the provisions of law governing Special Districts as found in Title 17A of the Utah Code.

1. Compensation for Board Chairman shall be **\$4,905.60** ~~3500.00~~ per year to be dispersed in twelve monthly payments.
2. Compensation for Board Members shall be **\$3511.20** ~~2400.00~~ per year to be dispersed in twelve monthly payments.

**NOW, THEREFORE, BE IT RESOLVED, FOUND AND ORDERED** by the North Davis Fire District Administrative Control Board that the proposed amendments to section 2:4 of the North Davis Fire District Policies Manual are hereby adopted, and shall be effective immediately upon passage.

**PASSED AND ADOPTED** by the Administrative Control Board of the North Davis Fire District this 19<sup>th</sup> Day of November, 2015.

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Mike LeBaron  
Chairman

ATTEST:

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Misty Rogers  
District Clerk

**NORTH DAVIS FIRE DISTRICT  
ADMINISTRATIVE CONTROL BOARD  
NOVEMBER 19, 2015**

**RESOLUTION 2015R-10  
AGENDA ITEM - 11**

**Agenda Item:** Consideration of Resolution 2015R-10, a Resolution Amending the North Davis Fire District Personnel Policy & Procedure Manual, Section 307:1 Uniform Allowance and Section 505:1 Funeral Leave

**Information:** A Draft Resolution 2015R-10 is included in the packet for review.

**.Recommendation:** Approval of Resolution 2015R-10.

## RESOLUTION NO. 2015R-10

### A RESOLUTION AMENDING THE NORTH DAVIS FIRE DISTRICT PERSONNEL POLICY AND PROCEDURE MANUAL, SECTION 307:1 UNIFORM ALLOWANCE AND SECTION 505:1 MISCELLANEOUS LEAVES (1) FUNERAL LEAVE AND PROVIDING FOR AN EFFECTIVE DATE

**WHEREAS**, the North Davis Fire District ("District") is a Special Service District created pursuant to and in accordance with the Utah Special Service District Act, §17A-2-1301 et seq. Utah Code Annotated, 1953 (the "Act"); and

**WHEREAS**, The Administrative Control Board ("Board") adopted the North Davis Fire District Policies on February 17, 2005; and

**WHEREAS**, it is necessary and desirable for the District to amend its Policies from time to time; and

**WHEREAS**, the Board has reviewed said proposed amendments to the District's Policies referenced below;

#### 307:1 UNIFORM ALLOWANCE

**Policy:**

It is the policy of The North Davis Fire District to require certain employees to wear uniforms in the performance of their duties.

**Procedure:**

(1) A uniform allowance will be paid to employees of the Fire District who are required to wear a uniform in the performance of their duties. Uniform allowance amount will be determined for each budget year, and will be dependant on budget restrictions. The district will reimburse the employee for the uniform purchase as follows:

- (1) Uniform allowance funds are used to purchase or maintain business- related clothing or equipment.
- (2) Original receipts for purchase or maintenance of uniforms must be turned into the District Fire Chief on a monthly basis. Uniforms, cleaning or accessories in excess of the budgeted amount for each person will not be reimbursed. A check will be issued to cover the amount of the receipt.
- (3) Receipts for clothing that is adaptable for general use (i.e., socks, turtleneck shirts, etc.) will not be accepted.
- (4) Home cleaning of uniforms will be reimbursed at the following rate: \$1.25 per day, per uniform for full-time 24 hour shift firefighters\*\*. Administrative staff working 40 hours per week will be allowed \$308.80 for home cleaning\*. Home cleaning may be paid at the beginning of the year, however, if employment is terminated, the uniform cleaning amount must be repaid to the district for the remaining days for which the allowance was paid.

(2) Other employees designated to wear uniforms will be provided a uniform(s) by the District. The District will provide the uniform and in some cases will provide for the cleaning of the uniform.

(3) If safety shoes are a requirement of the position, the employee will be provided an allowance towards the purchase of safety shoes. The supervisor will be responsible to determine the frequency of the safety shoe purchase.

(1) The District Fire Chief must authorize the requirement of an employee to wear a uniform. Formula for home cleaning: Administrative: 52 weeks x 5 days = 260 days 13 holidays = 247 days x \$1.25 = 308.80 24 hour firefighters: ~~13.5 pay periods x 9 shifts = 121.5 days~~ 30 pay periods x 4- 24 hr shifts = 120 hrs x 1.25 per uniform per day = 150.00

## 505:1 MISCELLANEOUS LEAVES

### Policy:

It is the policy of The North Davis Fire District to permit employees to be absent from work on an authorized short-term basis for circumstances that arise that are not covered by vacation and sick leave hours. To help employees maintain their income during certain authorized absences, the District will provide compensation according to the guidelines below.

### Procedure:

(1) Funeral Leave: The District Fire Chief may grant Funeral leave for full-time employees as follows:

(3) **Death in the Immediate Family**: Three days (24 hours) will be allowed without deduction from sick leave or vacation leave for Regular Full-time Employees. Regular Full-time Employees who are 24-hour Shift Firefighters will be allowed ~~31.8~~ 48 hours of funeral leave without deduction from sick leave or vacation leave. Immediate family is defined as the employee=s spouse, brother, sister, parent, child, stepchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law and grandchild.

(4) **Death in the Extended Family**: One day (8 hours) will be allowed without deduction from sick leave or vacation leave for Regular Full-time Employees. Regular Full-time Employees who are 24-hour Shift Firefighters will be allowed ~~12 hours~~ 24 of funeral leave without deduction from sick leave or vacation leave. Extended family is defined as: uncle, aunt, nephew, niece, grandfather, and grandmother.

(2) **Funeral leave is not counted as time worked for overtime purposes.** However, if any employee uses funeral leave during a week and then works extra hours on the other days to maintain the workload, they will be paid all of the hours used for funeral leave and all of the hours worked at the employee=s regular rate of pay.

(3) Jury Duty/Court Witness Leave: The District recognizes the duty of employees as citizens to serve on juries or as court witnesses. When possible, employees are expected to report to work before and after jury service to perform as many of their regular duties as possible. Employees, who are called to serve as jurors or witnesses on behalf of the District or as a citizen, will have their choice of compensation as follows:

(1) Remit the court paid juror/witness fee to the District and be compensated for regular hours worked; or

(2) Use vacation or compensatory leave for the time away from work and keep the court paid juror/witness fee.

**NOW, THEREFORE, BE IT RESOLVED, FOUND AND ORDERED** by the Administrative Control Board of the North Davis Fire District, Utah that the proposed amendments to section 307:1 Uniform Allowance and Section 505:1 Miscellaneous Leaves (Funeral Leave) of the North Davis Fire District Personnel Policy and Procedure Manual are hereby adopted, and shall be effective immediately upon passage.

**PASSED AND ADOPTED** by the Administrative Control Board of the North Davis Fire District this 19<sup>th</sup> Day of November, 2015.

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Mike LeBaron  
Chairman

ATTEST:

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Misty Rogers  
District Clerk

**NORTH DAVIS FIRE DISTRICT  
ADMINISTRATIVE CONTROL BOARD  
NOVEMBER 19, 2015**

**RESOLUTION 2015R-11  
AGENDA ITEM - 12**

**Agenda Item:** Consideration of Resolution 2015R-11, a Resolution Amending the North Davis Fire District Fee Schedule

**Information:** A Draft Resolution 2015R-11 is included in the packet for review.

**Recommendation:** Approval of Resolution 2015R-11.

**RESOLUTION NO. 2015R-11**

**A RESOLUTION APPROVING AND ADOPTING THE NORTH DAVIS  
FIRE DISTRICT AMENDED FEE SCHEDULE AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, Utah Code Title 17D-1-103(2)(o) Special Districts, General Provisions, authorizes Special Districts to impose or increase a fee for service provided by the special district; and,

**WHEREAS**, the North Davis Fire District has a Fee Schedule in accordance with the laws of the State of Utah and provides other administrative and day-to-day operating costs, which is attached as Exhibit "A"; and,

**WHEREAS**, the North Davis Fire District has completed a Public Safety Impact Fee Analysis; and,

**WHEREAS**, the North Davis Fire District desires to amend the Public Safety Impact Fees; and

**WHEREAS**, pursuant to Utah Code Annotated 26-8A-403 Administrative Rule R426-8-2, the Utah Department of Health, the allowable base ambulance rates were amended and were in effect on June 8, 2015; and

**WHEREAS**, the State of Utah Department of Health, Bureau of Emergency Medical Services by law establishes the maximum rates that can be charged by a licensed ambulance services provider; and,

**WHEREAS** the North Davis Fire District desires to increase ambulance rates to the allowed amount; and,

**WHEREAS**, the North Davis Fire District desires to regulate its ambulance fees per the State allowable amount in accordance with the Department of Health, Bureau of Emergency Medical Services and for said fees to be established by Utah State law; and,

**WHEREAS**, the Administrative Control Board has reviewed the proposed amendments to the North Davis Fire District Fee Schedule and found it to be in the best interest of the Fire District.

**NOW THEREFORE**, be it resolved by the Fee Schedule charged by the North Davis Fire District be those set forth in the attached Exhibit "A".

**NOW, THEREFORE, BE IT RESOLVED, FOUND AND ORDERED** by the Administrative Control Board of the North Davis Fire District, Utah that the proposed amendments to the North Davis Fire District Fee Schedule are hereby adopted, and shall be effective immediately upon passage.

**PASSED AND ADOPTED** by the Administrative Control Board of the North Davis Fire District this 19<sup>th</sup> Day of November, 2015.

NORTH DAVIS FIRE DISTRICT

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Mike LeBaron  
Chairman

ATTEST:

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Mark Becraft  
Fire Chief

# North Davis Fire District Fee Schedule

## Administrative Fee

Photo Copies	\$ .25
8 2-x11 single side	\$ .25
8 2-x11 double sided	\$ .40
Fire/EMS Incident Report	\$15.00
Fire Investigation Report	\$25.00
Fire Code, section/chapter, per page	\$ .25
Budget Report	\$5.00
Return Check Fee	\$21.00

## Public Safety Impact Fees

### Residential

Single Family	\$218.14
Multi-Family/per unit	\$241.91
Nursing Home/Care Facility/per room	\$1306.82

The total maximum allowable public safety impact fee per household is \$136.68.

**Table E1: MAXIMUM ALLOWABLE IMPACT FEE PER HOUSEHOLD**

Description	Amount
Per Household Buy-In Cost for Fire Station Excess Capacity	\$123.52
Per Household Debt Interest Cost for 2008 Fire Station Bond	\$16.77
Per Household Consultant Cost	\$7.59
Impact Fee Fund Balance Credit	(11.20)
<b>Total Maximum Allowable Public Safety Impact Fee Per Household</b>	<b>\$136.68</b>

The total non-residential public safety impact fee is \$0.56 per square foot before credits are made for payments on outstanding debt and lease obligations.

### Business & Institutional

Commercial	\$.05208 sq. foot
Office Space	\$.02812 sq. foot
Church	\$.07649 sq. foot
Industrial	\$.02839 sq. foot

### Commercial

**Table E2: TOTAL IMPACT FEE PER NON-RESIDENTIAL SQUARE FOOT**

Description	Amount
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Fire Station Buy-In Cost per 1,000 SF of Non-Residential	\$224.75
Existing Apparatus Buy-In Cost per 1,000 SF of Non-Residential	\$152.12
New Apparatus Buy-In Cost per 1,000 SF of Non-Residential	\$161.30
Debt Interest Cost for 2008 Fire Station Bond per 1,000 SF of Non-Residential	\$15.00
Consult Cost per 1,000 SF of Non-Residential	\$7.52
Impact Fee Fund Balance Credit per 1,000 SF of Non-Residential	(19.69)
<b>Total Public Safety Impact Fee per 1,000 SF of Non-Residential</b>	<b>\$560.68</b>
<b>Total Public Safety Impact Fee per Non-Residential Square Foot</b>	<b>\$0.56</b>

The capital lease payments for the fire suppression vehicles included in the impact fee calculation are being made with property tax revenue. As such a credit is issued based on the net present value of the future stream of property tax capital lease payments. Table E3 shows the maximum allowable non-residential impact fee per square foot through 2021.

Table E3: NET IMPACT FEE PER NON-PER NON-RESIDENTIAL SQUARE FOOT

Year	Gross Impact Fee per 1,000 SF of Non-Residential	NPV of Capital Lease Payments	Net Impact Fee per 1,000 SF of Non-Residential	Impact Fee per Non-Residential Square Foot
2015	\$560.68	\$41.49	\$519.19	\$0.52
2016	\$560.68	\$35.86	\$524.82	\$0.52
2017	\$560.68	\$30.14	\$530.54	\$0.53
2018	\$560.68	\$24.32	\$536.36	\$0.53
2019	\$560.68	\$18.41	\$542.27	\$0.54
2020	\$560.68	\$12.39	\$548.29	\$0.54
2021	\$560.68	\$6.25	\$554.43	\$0.55

North Davis Fire District Impact Fees, Resolution No. 2015R-8, adopted and effective November 19, 2015  
North Davis Fire District Impact Fees, Resolution No. 05R-06-2, adopted and effective June 6, 2005

## Ambulance Rates

See Utah State Department EMS Reference: <http://health.utah.gov/EMS/rule> R426-16-2 (July 1, 07)

Pursuant to Utah Code Annotated 26-8a-403 Administrative Rule R426-16, the Utah Department of Health hereby orders that the allowable base ambulance rate beginning **June 8, 2015** ~~July 1, 2007 and ending June 30, 2008~~ are as follows:

### Base Rate

Basic Life Support	Ground ambulance Per transport	413.20- 696.00
Advanced Life Support	AEMT ground ambulance per transport	490.60-919.00
Advanced Life Support	Paramedic Ambulance Transfer Service inter-facility transports and paramedic ambulance transports that provide basic life support / per transport	619.70
Advance Life Support	Paramedic ambulance transports that, under physician medical direction, provide basic or intermediate ambulance transports that have paramedics on board to continue advanced life support initiated by a paramedic service – Basic ambulance service / per transport	743.70
Advance Life Support	Intermediate ambulance service / per transport	821.15

### Mileage Rate

Standard Mileage Rate	Per Mile	31.40	<b>31.65</b>
Fuel Fluctuation Rate	When diesel fuel exceeds <del>\$3.75</del> <b>\$5.10</b> per gallon or gasoline exceeds <del>\$4.00</del> <b>\$4.25</b> per gallon; a surcharge of <b>\$.25</b> per mile of transport may be added to the mileage rate.		

### Surcharges

Emergency	Emergency Response	39.75
After Hours Call	After hours is considered to be between 8:00 p.m. and 8:00 a.m.	39.75
Off-Road	When the ambulance is required to travel for ten miles or more on unpaved roads	1.50/mile

### Special Provisions

Waiting Time	Wait time beyond 15 minutes of point of pickup or point of delivery	22.05
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<del>Aid Call/Non-Transport</del>	<del>When an ambulance is summoned to a medical emergency by dispatch agency but does not transport; in addition to appropriate surcharges and cost of supplies.</del>	<del>331.05</del>
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### Miscellaneous Medical Service & Supplies

Supplies and Instruments	per market
Extrications (major)	\$300.00
Extrications (minor)	\$125.00

## Development Plan Reviews

Site Plan Review – Review of site plan for access roads, fire hydrant placement	\$50.00
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## Construction Permit Fees

### **Automatic Fire Sprinkler System Plan Review Fee**

#### **New Construction**

Original/Initial submittal for new installations:

Review of plans, one (1) visual inspection, and one (1) acceptance test

0-3,000 sq. ft.	\$250.00 Per Plan
3,001-10,000 sq. ft	\$350.00 Per Plan
10,001 sq. ft and greater	\$350.00 Per Plan

*(Add \$.005 per sq. ft over 10,000 sq. ft.)*

#### **Remodels**

Original/initial submittal for existing remodels

Review of plans, one (1) visual inspection, and one (1) acceptance test

0-3,000 sq. ft.	\$100.00 Per Plan
3,001-10,000 sq. ft	\$150.00 Per Plan
10,001 sq. ft and greater	\$150.00 Per Plan

*(Add \$.005 per sq. ft over 10,000 sq ft.)*

#### **Re-Review Fees**

Re-review of corrected or rejected plans 3,000 sq ft and greater

\$175.00

#### **Fire Alarm Installations**

Review of plans, one (1) visual inspection, and one (1) acceptance test

Original Alarm System fee

\$300.00 per plan

Re-review of corrected or rejected plans

\$200.00 per plan

#### **Fire Pumps**

Review of plans, one (1) visual inspection, and one (1) acceptance test

Installation of or modification to fire pumps and related  
Fuel pumps, jockey pumps, controllers and generators

\$ 200.00

#### **Flammable / Combustible Liquid Tanks**

Installation of aboveground tanks

for the storage of flammable or combustible liquids

\$110.00 per tank

Installation of underground tanks for the storage of  
flammable or combustible liquids

\$220.00 Per tank

Removal of underground tanks and associated piping  
associated with flammable or combustible liquids.

\$200.00 per tank

#### **Spray booth / Dip Tanks / Powder Coating**

Installation of spray booth, spray room or dip tanks  
utilizing flammable or combustible liquids

\$110.00 per installation

#### **Propane (LPG Installation Over 125-Gallon Water Capacity)**

Review of plans, one (1) visual inspection, and one (1) acceptance test

Fee

\$75.00

**Life Safety Features Plan Review New Construction, Additions or Remodels**

Review of new or existing structures for proper egress, access, lighting and other life safety features	\$75.00
Fireworks Retail sales inspection (indoor/outdoor)	\$ 320.00
Fireworks display / public or private	\$500.00

**Permits not obtained prior to work beginning will be subject to double fees.**

**Cost Recovery / Standby Fee Schedule**

Heavy apparatus- engines, aerials	\$250.00 per hour
Light apparatus- ambulance, grass truck	\$125.00 per hour
Small fleet- Chief vehicle, pick up trucks	\$75.00 per hour
Maintenance & Fuel	additional 66%
Manpower	actual cost

**False Alarm Cost Recovery**

After 2 <sup>nd</sup> false alarm in a calendar year (Jan 1-Dec 31)	\$250.00 plus manpower
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**Miscellaneous Inspections / Service Fees**

Daycare Inspections	\$30.00
Commercial Day Care/Pre-School:	
Type A	\$40.00
Type B (with fire alarm system)	\$75.00
Care Facilities/Nursing Home/Assisted Living Facility	\$150.00
<i>Group homes, rehabilitation facilities for handicapped, substance abuse/rehabilitation</i>	\$75.00
Hydrant Flow Test	\$75.00

**NOTE!** Initial inspection fee includes one (1) follow-up inspection. If additional inspections are needed to gain compliance, initial fee amount will be charged.

**NORTH DAVIS FIRE DISTRICT  
ADMINISTRATIVE CONTROL BOARD  
NOVEMBER 19, 2015**

**FIRE CHIEF'S REPORT  
AGENDA ITEM - 13**

**Agenda Item:** Fire Chief's Report

**Information:**