



Mark Shepherd, Chairman
Gary Petersen, Vice-Chair
Jerry Chatterton, Member
Erik Craythorne, Member
Keri Benson, Member
Nike Peterson, Member
John Petroff, Member
Mark Shepherd, Member

**NORTH DAVIS FIRE DISTRICT
Administrative Control Board Meeting
And Planning Workshop
Station 41, 381 North 3150 West, West Point City**

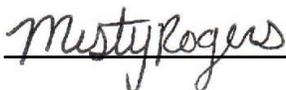
**February 18, 2016
Planning Workshop – 5:00 pm**

1. NDFD Statistics
2. NDFD, NFPA 1710 Response Area and Time
3. NDFD Personnel and Policy
4. NDFD Fleet Management Projections
5. NDFD Personnel
6. NDFD Code Enforcement
7. NDFD Budget and Revenues

**Administrative Control Board Meeting
Immediately Following the Planning Workshop**

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 January 21, 2016 Administrative Control Board Meeting.
4. Consideration of Approval of Bills for January 2015
5. Consideration of Approval of Financial Report for January 2015
6. Consideration of Approval of Resolution 2016R-1, a Resolution Amending Section 214:1 (Employee Classifications) of the NDFD Policy and Procedures Manual.
7. Fire Chief's Report
8. Motion to Adjourn

Dated the 11th day of February, 2016



On Thursday, February 11, 2016 a copy of the foregoing notice was posted in conspicuous view in the front foyer of the North Davis Fire District Offices, on the North Davis Fire District website at <http://northdavisfiredistrict.com> and State of Utah Public Meeting Notice website at <http://pmn.utah.gov>. - Dated this 11th day of February 2016 – Misty Rogers, District Clerk

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.



ADMINISTRATIVE CONTROL BOARD
SUMMARY SHEET

FEBRUARY 18, 2016

Agenda Item: Citizen Comments

Information:

Recommendation:



ADMINISTRATIVE CONTROL BOARD
SUMMARY SHEET

FEBRUARY 11, 2016

Agenda Item: North Davis Fire District Administrative Control Board Meeting Minutes

Information: Minutes from the January 21, 2016 North Davis Fire District Administrative Control Board Meeting.

Recommendation: Approve the minutes as presented or amended. Please call with any corrections.



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

January 21, 2016

Minutes from the North Davis Fire District Administrative Control Board Meeting held on January 21, 2016 at 6:00 pm at Station 41, 381 North 3150 West, West Point City, Utah 84015.

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

Board Members Excused: Erik Craythorne and Jerry Chatterton

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

Visitors: Kathryn Murray

1. Call to Order

Vice-Chairman Petersen welcomed those in attendance.

2. Citizen Comment

No comment.

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

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

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

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

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

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

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

6. Consideration of Approval of North Davis Fire District Bills for December 2015

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

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

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

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

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

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

8. Discussion of MIDA Annexation

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

9. Fire Chief's Report

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

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

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

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

10. Motion to Adjourn

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

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

MARK SHEPHERD, CHAIRMAN

MISTY ROGERS, DISTRICT CLERK



ADMINISTRATIVE CONTROL BOARD
SUMMARY SHEET

FEBRUARY 18, 2016

Agenda Item: Approval of North Davis Fire District Bills for January 2016

Information: A report of all expenditures for the month of January 2016 are included in this packet.

Recommendation: Approve the expenditure of bills for January 2016 as presented.

North Davis Fire District Transaction List by Vendor January 2016

Type	Date	Num	Memo	Account	Clr	Split	Amount
A-1 Uniforms							
Bill	01/15/2016	37386		Accounts Payable		Clothing Allow...	-128.64
Bill Pmt -Check	01/20/2016	11328		Cash Zions Bank-G...		Accounts Pay...	-128.64
Bill	01/20/2016	37405		Accounts Payable		Clothing Allow...	-101.76
Bill	01/21/2016	37410		Accounts Payable		-SPLIT-	-163.76
Bill Pmt -Check	01/28/2016	11348		Cash Zions Bank-G...		Accounts Pay...	-265.52
Bill	01/29/2016	37430		Accounts Payable		-SPLIT-	-114.64
Bill Pmt -Check	01/31/2016	11364		Cash Zions Bank-G...		Accounts Pay...	-114.64
AAA Fire Safety & Alarm, Inc							
Bill Pmt -Check	01/31/2016	11365	Acct # 27551...	Cash Zions Bank-G...		Accounts Pay...	-336.00
AFLAC							
Bill Pmt -Check	01/01/2016	11299	Accout # AU...	Cash Zions Bank-G...	X	Accounts Pay...	-633.18
Bill	01/25/2016	679293	Acct # AUT72	Accounts Payable		-SPLIT-	-949.77
Bill Pmt -Check	01/31/2016	11366	Acct # AUT72	Cash Zions Bank-G...		Accounts Pay...	-949.77
Airgas Intermountain Inc							
Bill Pmt -Check	01/01/2016	11300	Payer 2384711	Cash Zions Bank-G...	X	Accounts Pay...	-27.14
Bill	01/04/2016	9046...	Payer # 2384...	Accounts Payable		Medical Suppli...	-40.72
Bill Pmt -Check	01/08/2016	11315		Cash Zions Bank-G...	X	Accounts Pay...	-197.89
Bill	01/11/2016	9047...	Payer # 2384...	Accounts Payable		Medical Suppli...	-39.75
Bill	01/18/2016	9047...	Payer # 2384...	Accounts Payable		Medical Suppli...	-27.14
Bill Pmt -Check	01/20/2016	11329	Payer # 2384...	Cash Zions Bank-G...	X	Accounts Pay...	-39.75
Bill	01/25/2016	9047...	Payer # 2384...	Accounts Payable		Medical Suppli...	-44.27
Bill Pmt -Check	01/28/2016	11349	Payer # 2384...	Cash Zions Bank-G...		Accounts Pay...	-27.14
Bill	01/31/2016	9933...	Payer # 2384...	Accounts Payable		Medical Suppli...	-149.89
Bill Pmt -Check	01/31/2016	11367		Cash Zions Bank-G...		Accounts Pay...	-207.73
Allen Hadley							
Bill	01/20/2016	7710...	Clothing Allo...	Accounts Payable		Clothing Allow...	-192.64
Bill Pmt -Check	01/20/2016	11330	Clothing Allo...	Cash Zions Bank-G...		Accounts Pay...	-192.64
Apparatus Equipment & Service, Inc							
Bill Pmt -Check	01/01/2016	11301		Cash Zions Bank-G...	X	Accounts Pay...	-2,353.86
Bill	01/31/2016	10181		Accounts Payable		Vehicle Mainte...	-630.57
Bill Pmt -Check	01/31/2016	11368		Cash Zions Bank-G...		Accounts Pay...	-630.57
AZ Fire and Burn Educators Association							
Bill	01/19/2016	2016 ...	Shane Dunst...	Accounts Payable		Subscriptions,...	-105.00
Bill Pmt -Check	01/20/2016	11331	Shane Dunst...	Cash Zions Bank-G...	X	Accounts Pay...	-105.00
Blomquist Hale Consulting Group, Inc							
Bill Pmt -Check	01/01/2016	11302		Cash Zions Bank-G...	X	Accounts Pay...	-220.00
Bill	01/04/2016	jan16...		Accounts Payable		EA Assistance...	-220.00
Bill Pmt -Check	01/31/2016	11369		Cash Zions Bank-G...		Accounts Pay...	-215.00
Blueline Services							
Bill Pmt -Check	01/08/2016	11316		Cash Zions Bank-G...	X	Accounts Pay...	-100.00
Bill	01/31/2016	24823		Accounts Payable		-SPLIT-	-150.00
Bill Pmt -Check	01/31/2016	11370		Cash Zions Bank-G...		Accounts Pay...	-150.00
CenturyLink							
Bill	01/07/2016	Jan 1,...	Acct # O-801...	Accounts Payable		Utilities (Gas,...	-265.22
Bill Pmt -Check	01/20/2016	11332	Acct # O-801...	Cash Zions Bank-G...	X	Accounts Pay...	-265.22
Bill Pmt -Check	01/31/2016	11371	Acct # O-801...	Cash Zions Bank-G...		Accounts Pay...	-265.22
Child Support Services							
Check	01/15/2016	11461	PAYROLL D...	Cash Zions Bank-G...	X	-SPLIT-	-520.63
Check	01/29/2016	11467	Payroll Date ...	Cash Zions Bank-G...		-SPLIT-	-668.09
Clearfield Aquatic Center							
Check	01/15/2016	11463	PAYROLL D...	Cash Zions Bank-G...		Aquatic Cente...	-170.86
Check	01/29/2016	11468	Payroll Date ...	Cash Zions Bank-G...		Aquatic Cente...	-143.35
Clearfield City Corp							
Bill	01/01/2016	.44.0...	ACCOUNT # ...	Accounts Payable		Utilities (Gas,...	-235.07
Bill Pmt -Check	01/01/2016	11303	ACCOUNT # ...	Cash Zions Bank-G...	X	Accounts Pay...	-235.07
Bill	01/08/2016	0108-...	NOR-001 - D...	Accounts Payable		Dispatch Servi...	-7,084.00
Bill Pmt -Check	01/08/2016	11317	NOR-001 - D...	Cash Zions Bank-G...	X	Accounts Pay...	-7,084.00
Bill Pmt -Check	01/31/2016	11372	Acct. 411.00	Cash Zions Bank-G...		Accounts Pay...	-224.55
Clearfield City Employees Association							
Check	01/15/2016	11464	PAYROLL D...	Cash Zions Bank-G...		Clearfield City ...	-15.00
Check	01/29/2016	11469	Payroll Date ...	Cash Zions Bank-G...		Clearfield City ...	-10.00

North Davis Fire District Transaction List by Vendor January 2016

Type	Date	Num	Memo	Account	Clr	Split	Amount
Colonial Insurance							
Bill	01/03/2016	7927...	BCN D79271...	Accounts Payable		-SPLIT-	-45.22
Bill Pmt -Check	01/08/2016	11318	BCN D79271...	Cash Zions Bank-G...	X	Accounts Pay...	-45.22
Bill Pmt -Check	01/13/2016	11344	BCN - E7927...	Cash Zions Bank-G...	X	Accounts Pay...	-45.22
Bill	01/17/2016	7927...	BCN - E7927...	Accounts Payable		-SPLIT-	-45.22
Bill	01/31/2016	7927...		Accounts Payable		-SPLIT-	-36.91
Bill Pmt -Check	01/31/2016	11373		Cash Zions Bank-G...		Accounts Pay...	-36.91
Comcast							
Bill	01/16/2016	1/28-...	Acct # 8495 ...	Accounts Payable		Utilities (Gas,...	-302.39
Bill	01/23/2016	2/1-2/...	ACCT # 8495...	Accounts Payable		Utilities (Gas,...	-571.90
Bill Pmt -Check	01/28/2016	11350	VOID:	Cash Zions Bank-G...		Accounts Pay...	0.00
Bill Pmt -Check	01/28/2016	11361	Acct # 8495 ...	Cash Zions Bank-G...		Accounts Pay...	-302.39
Bill Pmt -Check	01/31/2016	11374	ACCT # 8495...	Cash Zions Bank-G...		Accounts Pay...	-571.90
Comcast Business							
Bill	01/15/2016	4054...	Acct # 93018...	Accounts Payable		Utilities (Gas,...	-483.21
Bill Pmt -Check	01/28/2016	11362	Acct # 93018...	Cash Zions Bank-G...		Accounts Pay...	-483.21
Coy Langston (2)							
Bill	01/29/2016	Clean...	Cleaning Allo...	Accounts Payable		Clothing Allow...	-151.90
Bill Pmt -Check	01/31/2016	11375	Cleaning Allo...	Cash Zions Bank-G...		Accounts Pay...	-151.90
Crown Trophy							
Bill	01/22/2016	26446	NDFD - Awar...	Accounts Payable		Special Depart...	-1,375.75
Bill Pmt -Check	01/28/2016	11351	NDFD - Awar...	Cash Zions Bank-G...		Accounts Pay...	-1,375.75
DCSO							
Bill	01/15/2016	Dece...	December 20...	Accounts Payable		Paramedics	-3,391.05
Bill Pmt -Check	01/28/2016	11352	December 20...	Cash Zions Bank-G...		Accounts Pay...	-3,391.05
Department of Health							
Bill Pmt -Check	01/01/2016	11304	Ambulance A...	Cash Zions Bank-G...		Accounts Pay...	-8,801.47
Bill	01/07/2016	6H50...	Ambulance A...	Accounts Payable		Collection Con...	-8,801.47
Eide Bailly							
Bill Pmt -Check	01/01/2016	11305	Client # 1088...	Cash Zions Bank-G...	X	Accounts Pay...	-8,000.00
Bill	01/07/2016	EI003...	Client # 1088...	Accounts Payable		Professional S...	-8,000.00
Fuelman							
Bill	01/01/2016	NP46...	ACCOUNT # ...	Accounts Payable		-SPLIT-	-2,580.36
Bill Pmt -Check	01/01/2016	11306	BG2126827	Cash Zions Bank-G...	X	Accounts Pay...	-2,580.36
Bill Pmt -Check	01/31/2016	11376	BG2126827	Cash Zions Bank-G...		Accounts Pay...	-1,868.70
Henry Schein							
Purchase Order	01/05/2016	1441		Purchase Orders		-SPLIT-	-1,590.74
Bill	01/06/2016			Accounts Payable		-SPLIT-	-1,590.74
Bill Pmt -Check	01/20/2016	11333	1292286	Cash Zions Bank-G...	X	Accounts Pay...	-1,590.74
ICMA Retirement Corporation							
Bill	01/07/2016	16052	PLAN # 1060...	Accounts Payable		Subscriptions,...	-250.00
Bill Pmt -Check	01/08/2016	11319	106046	Cash Zions Bank-G...	X	Accounts Pay...	-250.00
International Association of Arson Invest							
Bill	01/02/2016	84998	MEMBER ID ...	Accounts Payable		Subscriptions,...	-30.00
Bill	01/02/2016	84934	MEMBER ID ...	Accounts Payable		Subscriptions,...	-30.00
Bill Pmt -Check	01/08/2016	11320		Cash Zions Bank-G...	X	Accounts Pay...	-60.00
Iris Medical Inc							
Bill	01/17/2016	Dece...		Accounts Payable		Collection Con...	-7,594.05
Bill Pmt -Check	01/28/2016	11353		Cash Zions Bank-G...		Accounts Pay...	-7,594.05
IRS Deposit							
Check	01/15/2016	eftps	PAYROLL D...	Cash Zions Bank-G...	X	-SPLIT-	-12,580.84
Check	01/29/2016	eftps	Payroll Date ...	Cash Zions Bank-G...		-SPLIT-	-12,511.94
John Taylor							
Bill Pmt -Check	01/31/2016	11377	6157105-5501	Cash Zions Bank-G...		Accounts Pay...	-28.92
Kevin Lloyd							
Bill	01/24/2016	IAAI -...		Accounts Payable		Travel Per Diem	-204.00
Bill Pmt -Check	01/31/2016	11378		Cash Zions Bank-G...		Accounts Pay...	-204.00
King & King							
Bill Pmt -Check	01/01/2016	11307	2012-5-00172	Cash Zions Bank-G...	X	Accounts Pay...	-525.00
Bill	01/04/2016	916	2012-5-00172	Accounts Payable		-SPLIT-	-525.00
Knox Company							
Bill	01/21/2016	INV0...		Accounts Payable		-SPLIT-	-1,510.00
Bill Pmt -Check	01/28/2016	11354		Cash Zions Bank-G...		Accounts Pay...	-1,510.00
Layton City Fire/Ambulance							
Bill	01/07/2016	27794	Patient # 277...	Accounts Payable		Paramedics	-286.68
Bill	01/17/2016	27856	Call # 8588 P...	Accounts Payable		Paramedics	-286.68
Bill Pmt -Check	01/20/2016	11334	7462	Cash Zions Bank-G...	X	Accounts Pay...	-286.68
Bill Pmt -Check	01/28/2016	11355	7462	Cash Zions Bank-G...		Accounts Pay...	-286.68

North Davis Fire District Transaction List by Vendor January 2016

Type	Date	Num	Memo	Account	Clr	Split	Amount
LegalShield							
Bill	01/05/2016	JAN 2...	GROUP # 01...	Accounts Payable		-SPLIT-	-141.53
Bill Pmt -Check	01/08/2016	11321	GROUP # 01...	Cash Zions Bank-G...	X	Accounts Pay...	-141.53
Bill Pmt -Check	01/31/2016	11379	GROUP 011...	Cash Zions Bank-G...		Accounts Pay...	-125.57
Liberty Mutual							
Bill	01/18/2016	0000...	Client # 0000...	Accounts Payable		-SPLIT-	-266.50
Bill Pmt -Check	01/28/2016	11356	Client # 0000...	Cash Zions Bank-G...		Accounts Pay...	-266.50
LN Curtis and Sons							
Bill Pmt -Check	01/01/2016	11308		Cash Zions Bank-G...	X	Accounts Pay...	-505.73
Logo Lady							
Bill	01/13/2016	1350		Accounts Payable		Clothing Allow...	-48.00
Bill	01/13/2016	1348		Accounts Payable		Clothing Allow...	-72.00
Bill	01/13/2016	1349		Accounts Payable		Clothing Allow...	-24.00
Bill	01/13/2016	1351		Accounts Payable		Clothing Allow...	-24.00
Bill Pmt -Check	01/20/2016	11335		Cash Zions Bank-G...	X	Accounts Pay...	-168.00
Bill Pmt -Check	01/20/2016	11343	VOID:	Cash Zions Bank-G...	X	Accounts Pay...	-78.00
Lowes							
Bill	01/31/2016	9045...	Acct # 99006...	Accounts Payable		-SPLIT-	-21.97
Bill Pmt -Check	01/31/2016	11380		Cash Zions Bank-G...		Accounts Pay...	-38.58
Mark Weekes							
Bill	01/19/2016	01/16...	REIMBURSE...	Accounts Payable		Equipment Ma...	-6.38
Bill Pmt -Check	01/20/2016	11336	REIMBURSE...	Cash Zions Bank-G...	X	Accounts Pay...	-6.38
McEwan and Company							
Bill Pmt -Check	01/20/2016	11337		Cash Zions Bank-G...	X	Accounts Pay...	-4,556.25
Melodi's Pest Control							
Bill	01/19/2016	15938	Station 41	Accounts Payable		Equipment Ma...	-80.00
Bill Pmt -Check	01/20/2016	11338	Station 41	Cash Zions Bank-G...		Accounts Pay...	-80.00
Misty Rogers							
Bill	01/26/2016	Reim...	Reimburse...	Accounts Payable		Special Depart...	-1,077.65
Bill Pmt -Check	01/26/2016	11347	Reimburse...	Cash Zions Bank-G...	X	Accounts Pay...	-1,077.65
Moreton							
Bill Pmt -Check	01/01/2016	11309	VFISTR2054...	Cash Zions Bank-G...	X	Accounts Pay...	-4,244.00
Bill	01/05/2016	227769	Policy # VFIS...	Accounts Payable		Liability Insura...	-4,244.00
Bill Pmt -Check	01/31/2016	11381	VFISTR2054...	Cash Zions Bank-G...		Accounts Pay...	-4,244.00
Napa Auto							
Bill Pmt -Check	01/08/2016	11322	ACCOUNT # ...	Cash Zions Bank-G...	X	Accounts Pay...	-53.96
North Davis Firefighters Association							
Check	01/15/2016	ACH	PAYROLL D...	Cash Zions Bank-G...	X	NDFD Associ...	-190.00
Check	01/29/2016	ach	Payroll Date ...	Cash Zions Bank-G...	X	NDFD Associ...	-180.00
Office Depot							
Bill	01/01/2016	8148...	ACCOUNT # ...	Accounts Payable		-SPLIT-	-8.70
Bill	01/01/2016			Accounts Payable		-SPLIT-	-2.35
Bill Pmt -Check	01/01/2016	11310		Cash Zions Bank-G...	X	Accounts Pay...	-163.41
Bill	01/06/2016	8148...	Acct # 41036...	Accounts Payable		Office supply ...	-2.84
Bill	01/06/2016	8148...	Acct 41036931	Accounts Payable		Office supply ...	-2.84
Purchase Order	01/06/2016	1446		Purchase Orders		Office supply ...	-24.06
Purchase Order	01/08/2016	1442		Purchase Orders		-SPLIT-	-375.40
Bill	01/14/2016	8179...	Acct 41036931	Accounts Payable		Office supply ...	-4.94
Purchase Order	01/20/2016	1443		Purchase Orders		Office supply ...	-14.39
Bill	01/25/2016	8197...	Acct # 41036...	Accounts Payable		Office supply ...	-14.39
Credit	01/27/2016	8188...	Acct 41036931	Accounts Payable		-SPLIT-	280.53
Bill Pmt -Check	01/31/2016	11382		Cash Zions Bank-G...		Accounts Pay...	-114.20
Payroll							
Check	01/15/2016	PRDD	PAYROLL D...	Cash Zions Bank-G...	X	-SPLIT-	-37,943.20
Check	01/29/2016	PRDD	Payroll Date ...	Cash Zions Bank-G...	X	-SPLIT-	-36,110.34
PEHP Flex							
Check	01/29/2016	11470	Payroll Date ...	Cash Zions Bank-G...		-SPLIT-	-509.78
PEHP Group Insurance							
Bill Pmt -Check	01/01/2016	11311	Policy # 1131	Cash Zions Bank-G...	X	Accounts Pay...	-20,555.12
Bill	01/01/2016	0121...	Policy # 1131	Accounts Payable		-SPLIT-	-20,555.12
Bill Pmt -Check	01/20/2016	11339	Policy # 1131	Cash Zions Bank-G...	X	Accounts Pay...	-20,555.12
Pitney Bowes Inc							
Bill Pmt -Check	01/28/2016	11357	VOID: Acct. ...	Cash Zions Bank-G...		Accounts Pay...	0.00
Purchase Power							
Bill	01/18/2016	Janua...	Acct. # 8000...	Accounts Payable		Office supply ...	-50.00
Bill Pmt -Check	01/28/2016	11363	Acct. # 8000...	Cash Zions Bank-G...		Accounts Pay...	-50.00

North Davis Fire District Transaction List by Vendor January 2016

Type	Date	Num	Memo	Account	Clr	Split	Amount
Questar Gas Company							
Bill	01/13/2016	12/11...	Acct # 84823...	Accounts Payable		Utilities (Gas,...	-1,184.55
Bill	01/13/2016	12/12...	Acct# 83193...	Accounts Payable		Utilities (Gas,...	-1,015.65
Bill Pmt -Check	01/20/2016	11340	8319361492	Cash Zions Bank-G...	X	Accounts Pay...	-2,200.20
Rocky Mountain Power							
Bill Pmt -Check	01/13/2016	11345	00815760-00...	Cash Zions Bank-G...	X	Accounts Pay...	-1,165.14
Bill	01/15/2016	12/8/...	Acct # 00815...	Accounts Payable		Utilities (Gas,...	-1,165.14
Ross Equipment Company							
Bill	01/21/2016	0010...	Acct # 003043	Accounts Payable		-SPLIT-	-657.91
Bill Pmt -Check	01/28/2016	11358	Acct # 003043	Cash Zions Bank-G...		Accounts Pay...	-657.91
Ryan Rhoades,							
Bill Pmt -Check	01/08/2016	11323	Cleaning Allo...	Cash Zions Bank-G...	X	Accounts Pay...	-151.00
Bill	01/12/2016	Clean...	Cleaning Allo...	Accounts Payable		Clothing Allow...	-151.00
Scott Call							
Bill	01/18/2016	4916...		Accounts Payable		Equipment Ma...	-16.61
Bill Pmt -Check	01/20/2016	11341		Cash Zions Bank-G...	X	Accounts Pay...	-16.61
Shay Holley							
Bill	01/01/2016	Janua...	Physician Ad...	Accounts Payable		Professional S...	-700.00
Bill Pmt -Check	01/01/2016	11298	Physician Ad...	Cash Zions Bank-G...	X	Accounts Pay...	-700.00
Bill Pmt -Check	01/31/2016	11383	NDFD Physic...	Cash Zions Bank-G...		Accounts Pay...	-700.00
Standard Plumbing Supply							
Bill	01/25/2016	FDJQ...		Accounts Payable		Equipment Ma...	-390.17
Bill Pmt -Check	01/31/2016	11384		Cash Zions Bank-G...		Accounts Pay...	-390.17
Symbol Arts							
Bill Pmt -Check	01/08/2016	11324	CUSTOMER ...	Cash Zions Bank-G...	X	Accounts Pay...	-110.00
Bill	01/21/2016	0250...	Customer No...	Accounts Payable		-SPLIT-	-510.00
Bill	01/25/2016	0250...	CUSTOMER ...	Accounts Payable		Misc Supplies	0.00
Bill	01/25/2016	0250...	CUSTOMER ...	Accounts Payable		Special Depart...	-35.00
Bill Pmt -Check	01/28/2016	11359	Customer No...	Cash Zions Bank-G...		Accounts Pay...	-510.00
Syracuse City Fire							
Bill	01/05/2016	Ice R...	Class Materi...	Accounts Payable		Travel and Tra...	-72.00
Bill Pmt -Check	01/08/2016	11325	Class Materi...	Cash Zions Bank-G...	X	Accounts Pay...	-72.00
Tire World							
Bill Pmt -Check	01/01/2016	11312		Cash Zions Bank-G...	X	Accounts Pay...	-1,747.69
Utah Local Governments Trust							
Bill	01/13/2016	Febru...	Acct # 1638	Accounts Payable		-SPLIT-	-3,805.59
Bill Pmt -Check	01/13/2016	11346	Acct # 1638	Cash Zions Bank-G...	X	Accounts Pay...	-3,805.59
Utah Retirement Systems							
Check	01/15/2016	ACH	PAYROLL D...	Cash Zions Bank-G...	X	Retirement	-6,824.51
Check	01/29/2016	ach	Payroll Date ...	Cash Zions Bank-G...	X	Retirement	-6,924.20
Vantagepoint Transfer Agents - 401							
Check	01/15/2016	11465	PAYROLL D...	Cash Zions Bank-G...	X	-SPLIT-	-1,426.34
Check	01/29/2016	11471	Payroll Date ...	Cash Zions Bank-G...		-SPLIT-	-1,550.61
Vantagepoint Transfer Agents - 457							
Check	01/15/2016	11466	PAYROLL D...	Cash Zions Bank-G...	X	457 Plan W/H	-1,186.24
Check	01/29/2016	11472	Payroll Date ...	Cash Zions Bank-G...		457 Plan W/H	-1,191.09
Verizon Wireless							
Bill Pmt -Check	01/01/2016	11313	Account # 64...	Cash Zions Bank-G...	X	Accounts Pay...	-1,559.02
Visa Zions							
Check	01/11/2016	eftps	xxxx-xxxx-xxx...	Cash Zions Bank-G...	X	-SPLIT-	-115.40
Check	01/11/2016	eftps	xxxx-xxxx-xxx...	Cash Zions Bank-G...	X	Equipment Ma...	-21.17
Check	01/26/2016	eftps	xxxx-xxxx-xxx...	Cash Zions Bank-G...	X	-SPLIT-	-273.00
Check	01/26/2016	eftps	xxxx-xxxx-xxx...	Cash Zions Bank-G...	X	-SPLIT-	-296.16
Check	01/26/2016	eftps	xxxx-xxxx-xxx...	Cash Zions Bank-G...	X	Travel and Tra...	-40.49
Check	01/26/2016	eftps	xxxx-xxxx-xxx...	Cash Zions Bank-G...	X	-SPLIT-	-527.27
Waste Management							
Bill Pmt -Check	01/01/2016	11314	Acct # 586-0...	Cash Zions Bank-G...	X	Accounts Pay...	-72.71
Bill	01/29/2016	1823...	ACCT # 586-...	Accounts Payable		Utilities (Gas,...	-71.74
Bill Pmt -Check	01/31/2016	11385	ACCT # 586-...	Cash Zions Bank-G...		Accounts Pay...	-71.74
Weidner & Associates							
Bill Pmt -Check	01/31/2016	11386		Cash Zions Bank-G...		Accounts Pay...	-636.00
West Point City (2)							
Bill	01/01/2016	DEC...	ACCOUNT # ...	Accounts Payable		Utilities (Gas,...	-114.00
Bill Pmt -Check	01/08/2016	11326	ACCOUNT # ...	Cash Zions Bank-G...	X	Accounts Pay...	-114.00
Bill Pmt -Check	01/31/2016	11387	Acct # 12.85...	Cash Zions Bank-G...		Accounts Pay...	-121.75

North Davis Fire District Transaction List by Vendor January 2016

Type	Date	Num	Memo	Account	Clr	Split	Amount
Wiggins & Co							
Bill	01/07/2016	2015 ...	Client Code 1...	Accounts Payable		Professional S...	-55.00
Bill Pmt -Check	01/08/2016	11327	CLIENT # 10...	Cash Zions Bank-G...	X	Accounts Pay...	-610.21
Bill Pmt -Check	01/20/2016	11342	Client Code 1...	Cash Zions Bank-G...	X	Accounts Pay...	-55.00
Bill	01/20/2016	4th Qt...	Client Code1...	Accounts Payable		-SPLIT-	-217.05
Bill Pmt -Check	01/28/2016	11360	Client Code1...	Cash Zions Bank-G...		Accounts Pay...	-217.05
Zions Bank Trustee							
Check	01/19/2016	MDSP	JANUARY 20...	Cash Zions Bank-G...	X	Trustee Acct- ...	-19,254.17



ADMINISTRATIVE CONTROL BOARD
SUMMARY SHEET

FEBRUARY 18, 2016

Agenda Item: Approval of North Davis Fire District Financial Report for January 2016.

Information: The Financial Report for the month of January 2016 are included in this packet.

Recommendation: Approve the North Davis Fire District Financial Report for January 2016 as presented or amended.

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

	Jul '15 - Ju...	Budget	\$ Over Bud...	% of Bud...
Ordinary Income/Expense				
Income				
Ambulance	561,730.40	935,752.00	-374,021.60	60.0%
Assistance to Firefighters	25.00			
EMS Per Capita	0.00	1,300.00	-1,300.00	0.0%
Fee in Lieu	105,355.86	150,000.00	-44,644.14	70.2%
Fire Protection	1,409.71	1,475.00	-65.29	95.6%
Impact Fees	20,490.62	60,000.00	-39,509.38	34.2%
Incident Report	10.00			
Inspection Fees	720.00	1,000.00	-280.00	72.0%
Interest Income-General Fund	7,805.23	13,000.00	-5,194.77	60.0%
Medical Supplies	-4,087.73			
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	2,684.10	3,500.00	-815.90	76.7%
Property Taxes	1,809,689.12	2,275,826.21	-466,137.09	79.5%
PUBLIC CPR CLASSES	-42.80			
Reimburse Dental	0.00			
Uncategorized Income	1,164.00			
Total Income	2,507,053.51	3,458,353.21	-951,299.70	72.5%
Cost of Goods Sold				
Cost of Goods Sold	346.69			
Total COGS	346.69			
Gross Profit	2,506,706.82	3,458,353.21	-951,646.39	72.5%
Expense				
Administrative Control Board				
Board of Directors Payroll	11,230.80	25,972.80	-14,742.00	43.2%
Administrative Control Board - Other	1,755.60			
Total Administrative Control Board	12,986.40	25,972.80	-12,986.40	50.0%
Administrative Fees	22.50	180.00	-157.50	12.5%
Bank Charges	2,227.10	3,950.00	-1,722.90	56.4%
Clothing Allowance	18,287.01	22,540.00	-4,252.99	81.1%
Collection Contract(Iris Medica	51,292.06	116,418.56	-65,126.50	44.1%
Computer Maintenance & Supply	4,588.54	14,100.00	-9,511.46	32.5%
Dental Insurance	7,960.72			
Dispatch Services	65,896.00	85,000.00	-19,104.00	77.5%
EA Assistance Program	1,670.00	2,520.00	-850.00	66.3%
Employees Wages				
Full Time Employee Wages				
Auto Overtime	54,560.48	88,936.00	-34,375.52	61.3%
Differential Pay	2,307.72			
Extended Overtime	3,368.69			
Hourly Acting Captain	31,807.80			
Retro Pay	1,686.23			
Salary	45,753.60			
Sick Leave	32,627.43			
Vacation Leave	55,938.99			
Full Time Employee Wages - Other	590,653.22	1,234,115.53	-643,462.31	47.9%
Total Full Time Employee Wages	818,704.16	1,323,051.53	-504,347.37	61.9%
Part-Time Employee Wages	178,652.51	196,124.51	-17,472.00	91.1%
Employees Wages - Other	8,640.52			
Total Employees Wages	1,005,997.19	1,519,176.04	-513,178.85	66.2%
Equipment Maintenance & Supply	19,222.90	29,707.00	-10,484.10	64.7%
FICA	73,252.53	118,012.64	-44,760.11	62.1%
Garnishment	-248.41			
Garnishment W/H	-236.96			
Grant Expenses	0.00	1,300.00	-1,300.00	0.0%
Insurance (Health)	96,540.80	209,449.95	-112,909.15	46.1%

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

	Jul '15 - Ju...	Budget	\$ Over Bud...	% of Bud...
Lease Obligation-interest	28,906.37	28,927.50	-21.13	99.9%
Lease Obligations-principal	108,063.09	108,063.09	0.00	100.0%
Liability Insurance (Risk Manag	50,177.00	52,258.96	-2,081.96	96.0%
Life Insurance	407.43			
Medical Supplies Expenses	17,382.49	35,850.00	-18,467.51	48.5%
Misc Services	6,015.41	16,095.00	-10,079.59	37.4%
Misc Supplies	62.30			
Office supply & expenses	6,177.55	8,944.00	-2,766.45	69.1%
Paramedics	21,616.82	40,800.00	-19,183.18	53.0%
Payroll Expenses	-7,791.28			
Professional Services	45,791.61	64,015.00	-18,223.39	71.5%
Retirement	135,974.69	227,920.69	-91,946.00	59.7%
Shipping Charges	201.73	1,000.00	-798.27	20.2%
Small Equipment	11,643.87	27,224.00	-15,580.13	42.8%
Special Department Allowance	8,872.15	13,160.00	-4,287.85	67.4%
Subscriptions, Memberships	7,336.03	12,925.00	-5,588.97	56.8%
Transfer Out General Fund	0.00	231,050.00	-231,050.00	0.0%
Travel and Training				
Airfare	250.00			
Travel Per Diem	2,417.00			
Travel and Training - Other	19,472.50	32,600.00	-13,127.50	59.7%
Total Travel and Training	22,139.50	32,600.00	-10,460.50	67.9%
Ucan Charges (Radio Supply & Ma				
RPG001	80.00			
Ucan Charges (Radio Supply & Ma - Other	5,511.84	10,900.00	-5,388.16	50.6%
Total Ucan Charges (Radio Supply & Ma	5,591.84	10,900.00	-5,308.16	51.3%
Utilities (Gas,Power,Phones)				
Verizon	6,201.62			
Utilities (Gas,Power,Phones) - Other	30,989.32	69,256.00	-38,266.68	44.7%
Total Utilities (Gas,Power,Phones)	37,190.94	69,256.00	-32,065.06	53.7%
Vehicle Maintenance	45,079.64	89,554.00	-44,474.36	50.3%
Workmans Comp	4,975.67	45,000.00	-40,024.33	11.1%
Total Expense	1,915,273.23	3,263,870.23	-1,348,597.00	58.7%
Net Ordinary Income	591,433.59	194,482.98	396,950.61	304.1%
Other Income/Expense				
Other Income				
Capital Projects3				
Gain on Sale of Assets	20,000.00			
Total Capital Projects3	20,000.00			
Total Other Income	20,000.00			
Other Expense				
Capital Projects				
Equipment	0.00	0.00	0.00	0.0%
Capital Projects - Other	80,134.91	101,397.20	-21,262.29	79.0%
Total Capital Projects	80,134.91	101,397.20	-21,262.29	79.0%
Capital Projects1	976.45			
Debt Service				
Interest Expense	0.00			
Principal	38,025.00			
Debt Service - Other	0.00	231,050.00	-231,050.00	0.0%
Total Debt Service	38,025.00	231,050.00	-193,025.00	16.5%

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Accrual Basis

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

	<u>Jul '15 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Bud...</u>
Interest Expense	-946.01			
Tax Paid	2.57			
Total Other Expense	<u>118,192.92</u>	<u>332,447.20</u>	<u>-214,254.28</u>	<u>35.6%</u>
Net Other Income	<u>-98,192.92</u>	<u>-332,447.20</u>	<u>234,254.28</u>	<u>29.5%</u>
Net Income	<u>493,240.67</u>	<u>-137,964.22</u>	<u>631,204.89</u>	<u>-357.5%</u>



ADMINISTRATIVE CONTROL BOARD
SUMMARY SHEET

FEBRUARY 18, 2016

Agenda Item: Consideration of Amending Section 214:1 (Employee Classifications) of the NDFD Policy and Procedures Manual.

Information: The amendment to Section 214:1 (Employee Classifications) NDFD Personal Policy and Procedures Manual clarifies the number of hours "Part-Time" Fire Employee may work per month and provides a classification and definition for "Volunteer Employee's."

Recommendation: Approval of Resolution 2016R-1, A Resolution Amending the North Davis Fire District Personnel Policy and Procedure Manual, Section 214:1 Employee Classifications

RESOLUTION NO. 2016R-1

A RESOLUTION AMENDING THE NORTH DAVIS FIRE DISTRICT PERSONNEL POLICY AND PROCEDURE MANUAL, SECTION 214:1 EMPLOYEE CLASSIFICATIONS 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;

EMPLOYEE CLASSIFICATION

Policy:

It is the policy of The North Davis Fire District to classify employees, as defined below, for the purposes of compensation administration. The District may supplement the regular workforce as needed with part-time, seasonal or temporary employees, or other forms of flexible staffing.

Procedure:

- (1) The classification of employees working for the District is defined as follows:
 - (1) Appointed Officials: An Appointed Official is a member of the Administrative Control Board who is duly appointed by the Clearfield City Council and the West Point City as specified in Resolution 2004R26.
 - (2) Full-Time Regular Employee: A Full-Time Regular Employee is an employee who is paid for not less than 2,080 hours in a calendar work year and whose position is designated as a position, which will receive full benefits.
 - (3) Full-Time Regular Firefighter: A Full-Time Regular Firefighter is an employee who is paid for not less than 2880 hours in a calendar work year and whose position is designated as a position, which will receive full benefits.

- (4) Part-Time Regular Employee: A Part-Time Regular Employee is an employee who may not work more than 1560 hours in a calendar work year and does not receive any benefits provided by the District.
- (4) Part-Time Fire Employee: A Part-Time Firefighter may work no more than 200 hours per month and will not receive any benefits provided by the District.
- (5) Seasonal Employee: A Seasonal Employee is an employee who works more than 60 calendar days but no longer than 190 calendar days and will not receive any benefits provided by the District.
- (6) Temporary Employee: A Temporary Employee is an employee who works less than 60 calendar days and will not be paid any benefits provided by the District.
- (7) Volunteer Employee: A Volunteer Employee is an employee who provides services without receiving compensation or benefits provided by the District.
- (8) Conditional Status: An employee working in the Introductory Period is considered as Conditional Status.
- (9) District Fire Chief: The District Fire Chief is the Chief Administrative Officer of the District, is appointed by the Administrative Control Board and serves at the pleasure of the Administrative Control Board. The District Fire Chief is responsible to the Administrative Control Board for the administration of all District affairs and works under the general guidance and direction of the Chairman, Administrative Control Board, and established policies and procedures of the District.
- (10) Nonexempt Employee: A Nonexempt Employee is any employee who is required by the Fair Labor Standards Act (FLSA) to account for his time by completing a time record in order to receive payment for time worked.
- (11) Exempt Employee: An Exempt Employee is any employee who is not required by the Fair Labor Standards Act (FLSA) to account for his time by completing a time record in order to receive payment for time work and will not receive overtime/comp time compensation for hours worked in excess of 40 per week.

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 214:1 Employee Classifications 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 18th Day of February, 2016

Mark Shepherd, Chairman

ATTEST:

Misty Rogers, District Clerk



ADMINISTRATIVE CONTROL BOARD
SUMMARY SHEET

FEBRUARY 18, 2016

Agenda Item: Fire Chief Report

Information:

Recommendation: