



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

**April 21, 2016**

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

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

Board Members Excused: Erik Craythorne

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

**1. Call to Order**

Vice-Chairman Petersen called the meeting to order. Chairman Shepherd arrived at 6:15pm.

**2. Citizen Comment**

No comments received.

**3. Consideration of Approval of Minutes from February 18, 2016**

Mr. Chatterton motioned to approve the minutes from the North Davis Fire District Administrative Control Board meeting held on February 18, 2016. Ms. Peterson seconded the motion. The Board unanimously agreed.

**4. Consideration of Approval of Bills for February 2016 & March 2016**

Ms. Peterson motioned to approve the February 2016 and March 2016 bills for the North Davis Fire District. Mr. Chatterton seconded the motion. The Board unanimously agreed.

**5. Consideration of Approval of Financial Reports for February 2016 & March 2016**

Chief Becraft stated that ambulance revenues are on target, however FY2016 part-time wages will need to be amended. Chief Becraft stated Alan McEwan; the Treasurer of the NDFD will present the FY2016 Amended Budget and FY2017 Final Budget to the Board in May.

Mr. Chatterton motioned to approve the February and March 2016 Financial Report for the North Davis Fire District. Ms. Peterson seconded the motion. The Board unanimously agreed.

**6. Discussion of FY2016/2017 Tentative Budget and FY2015/2016 Amended Budget**

Chief Becraft stated the North Davis Fire District Budget Committee recently met to discuss each item in the FY2017 Tentative Budget. He then stated that he and Chief Taylor also met with Ms. Peterson and Ms. Benson to educate them on the budget process and answer any questions that they may have had.

Chief Becraft stated the FY2017 Tentative Budget is very conservative and does not include projected revenue from the West Point CDA or the ATK EDA. He then stated because of upcoming projects, impact fee revenue for FY2017 had been increased. Chief Becraft stated he is comfortable with approving the FY2017 Tentative Budget.

Vice-Chair Petersen asked if anyone had questions or comments about the FY2017 Tentative Budget. Mr. Petroff expressed concern with a Captain wage (including overtime) potentially being higher than the Deputy Chief's wage. Chief Becraft stated the Captain being referenced has reached a "wage-cap"; the Captain's wages have been adjusted and are now are "red-lined" earlier. Chief Taylor stated two of the current Captains have reached the "wage-cap" and a third is nearing the cap. Chief Becraft stated next year, Administration will conduct a full-time employee wage study. Mr. Petroff and Mayor Shepherd stated the Board may need to discuss the Deputy Chief's wage in a future meeting. Chief Becraft informed the Board that his evaluation will occur in June and the Board has the ability to consider changes to "exempt" employee wages during that meeting.

Ms. Peterson asked when the EMOD (Workers Compensation) numbers will be received. Ms. Rogers stated the Workers Compensation rate for FY2017 should be received anytime.

Chief Becraft informed the Board that there is significant movement between departments. He then expressed the need for the North Davis Fire District to provide attractive benefits to keep quality employees. Vice-Chairman Petersen and Mr. Petroff agreed, they then expressed the importance of keeping employee benefits and wage's a priority. The Board agreed that next year, the district will focus on the employee benefits. Vice-Chairman Petersen recommended using a "brokerage" next year as this may allow for employees to customize a plan according to their needs.

Mr. Chatterton asked how often the "Chiefs" trucks are rotated. Chief Becraft stated the trucks" are rotated approximately every four to five years. The fleet schedule calls for an ambulance to be replaced next year and truck 401 to be replaced in 2018. Chief Taylor stated because of the decreased value of the A-402, it will be used as the "AUX" or as a reserve vehicle. Mr. Chatterton recommended rotating vehicles sooner to provide a higher resale value to the district.

Mr. Petroff asked if the North Davis Fire District will be purchasing a ladder truck from Roy. Chief Becraft stated no, the ladder truck purchase from Roy is no longer an option. However, he will continue to look for 75ft. single axle ladder truck to purchase. Chief Becraft stated the FY2017 Budget will include \$375,000 for the purchase of a new ladder truck.

**7. Consideration of Adoption of Resolution No. 2016R-2, the Fiscal Year 2016/2017 Tentative Budget**

**a. Public Hearing** – no comment

**b. Action** –Vice-Chairman Petersen motioned to approve Resolution No. 2016R-2, the adoption of the FY2017 Tentative Budget. Mr. Chatterton seconded the motion. The Board unanimously agreed.

**Roll Call Vote:**

Ms. Keri Benson – aye

Ms. Nike Peterson – aye

Mr. Jerry Chatterton – aye

Vice-Chairman Gary Petersen – aye

Mr. John Petroff – aye

Chairman Shepherd - aye

**8. Consideration of Scheduling a Public Hearing to Adopt the FY2015/2016 Amended Budget**

Mr. Petroff motioned to hold a public hearing on May 19, 2016 at 6:00 pm for the consideration of adoption of FY2016 Amended Budget. Vice-Chairman Petersen seconded the motion. The Board unanimously agreed.

**9. Consideration of Scheduling a Public Hearing to Adopt the FY2016/2017 Final Budget.**

Vice-Chairman Petersen motioned to hold a public hearing on May 19, 2016 at 6:00 pm for the consideration of adoption of FY2017 Final Budget. Ms. Benson seconded the motion. The Board unanimously agreed.

**10. Consideration of Scheduling a Public Hearing to Adopt the 2016 Calendar Year Property Tax Rate.**

Vice-Chairman Petersen motioned to hold a public hearing on May 19, 2016 at 6:00 pm for the consideration of adoption of the 2016 Calendar Year Property Tax Rate. Mr. Petroff seconded the motion. The Board unanimously agreed. Vice-Chairman Petersen stated if the property tax rate isn't available for the May 19<sup>th</sup> meeting, the public hearing will be tabled until the June 16, 2016 Board meeting.

**11. Fire Chiefs Report**

Chief Becraft stated Chief Taylor has been busy with testing and hiring both part-time and full-time employees.

Chief Taylor stated in March 2016 the North Davis Fire District ran 240 calls and the department remains busy with transfers.

Ms. Rogers stated in the past; the North Davis Fire District participated in a Vantage Point Retirement Health Savings Plan (RHS) with ICMARC. The RHS policy hasn't been used in several years and approximately four years ago, the ability to roll 100% of accrued sick leave into the RHS

was removed from the policy. Ms. Rogers informed the Board that the Vantage Point RHS plan will be discontinued. The Board expressed their support with the discontinuing the Vantage Point Retirement Health Savings Plan with ICMARC.

Chief Becraft stated that he and Chief Taylor will be attending the Fire Rescue International Conference during the scheduled Board Meeting in August. He asked if the Board would like to cancel the August meeting. Chairman Shepherd asked that the August meeting not be cancelled at this time.

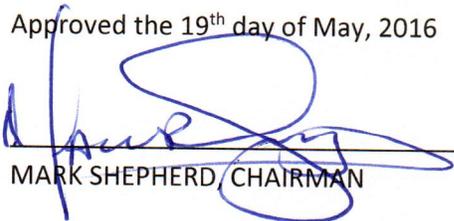
Vice-Chairman Petersen stated on Monday he arrived to work to find an electrical burning smell lingering in his building. He stated the North Davis Fire District responded to his business where they conducted themselves in a professional manner. Vice-Chairman Petersen expressed his appreciation to those who responded to the call.

Ms. Rogers stated the Board Members must participate in a "Special District" training annually. She asked if the Board Members would like to have Mr. LeGrand Bitter provide a personal training to the Board. The Board asked if they could complete the training online. Ms. Rogers stated she and Chief Becraft will contact Mr. Bitter to ask if online training is an option.

**12. Motion to Adjourn**

Vice-Chairman Petersen motioned to adjourn. Ms. Benson seconded the motion. The Board unanimously agreed.

Approved the 19<sup>th</sup> day of May, 2016

  
MARK SHEPHERD, CHAIRMAN

  
MISTY ROGERS, DISTRICT CLERK

