



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

September 15, 2016  
6:00 PM

Minutes from the North Davis Fire District Administrative Control Board Meeting held on September 15, 2016 at 6:00 pm at Station 41, 381 North 3150 West, West Point City, Utah 84015.

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

Board Members Excused: Chairman Mark Shepherd, Keri Benson and Erik Craythorne

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

1. **Call to Order:** Vice-Chair Petersen welcomed those in attendance.

2. **Citizen Comment:** None

3. **Consideration of Approval of the Minutes from the July 21, 2016 North Davis Fire District Administrative Control Board**

Mr. Petroff motioned to approve the minutes from the North Davis Fire District Administrative Control Board Meeting held on July 21, 2016. Mr. Chatterton seconded the motion. The motion passed unanimously.

4. **Consideration of Approval of North Davis Fire District Bills for July 2016 and August 2016**

Ms. Peterson asked why the detail report for the NDFD lists a payment of \$700 to Mr. Shay Holley. Chief Taylor stated Dr. Shay Holley is the NDFD Medical Advisor and he is paid \$700 per month. Chief Becraft stated that the fee being paid to the Medical Advisor is minimal for the service being provided. Mr. Chatterton motioned to approve the July 2016 and August 2016 Bills for the North Davis Fire District. Ms. Peterson seconded the motion. The motion passed unanimously.

5. **Consideration of Approval of North Davis Fire District Financial Report for July/August 2016**

Ms. Peterson motioned to approve the North Davis Fire District Financial Report for July/August 2016. Mr. Petroff seconded. The motion passed unanimously.

6. **Consideration of Approval of Resolution 2016R-8, a Resolution Authorizing and Approving Renewal of an Interlocal Cooperation Agreement with the Military Installation Development Authority**

Chief Becraft informed the board that the MIDA Interlocal Agreement must be renewed. He stated Felshaw King; the NDFD Attorney has reviewed and recommends the approval of Resolution 2016R-

8, an Interlocal Cooperation Agreement with the Military Installation Development Authority. Chief Becraft stated Starbucks is currently the only business within the MIDA boundaries. However, there is rumor a hotel may be built within the boundaries. Ms. Peterson stated there have been discussions with regards to making 650 North a 24-hour gate to help facilitate businesses in the area. Vice-Chairman Petersen motioned to approve Resolution 2016R-8, a Resolution Authorizing and Approving Renewal of an Interlocal Cooperation Agreement with the Military Installation Development Authority. Mr. Chatterton seconded. The motion passed unanimously.

Roll Call Vote:

Mr. John Petroff – aye  
Mr. Jerry Chatterton – aye  
Ms. Nike Peterson – aye  
Vice-Chairman Petersen - aye

**7. Fire Chief's Report**

Chief Becraft stated the board had recently been notified of the concerns with regards to property tax and personal property tax revenue. He then stated the district is promised the same revenue as the previous year in addition to new growth. However, because property tax and personal property tax revenue is volatile budgeting can be extremely difficult. Chief Becraft stated when creating a budget for the NDFD, the budget committee creates a conservative budget by examining previous revenues, expenditures and budgets. Chief Becraft stated in FY2015 the NDFD received \$2.6 million in property tax and personal property tax revenue combined. He then stated it is likely the NDFD will only receive \$2.2 million in property tax and personal property tax revenue creating a shortfall in FY2016 and possibly in FY2017. Chief Becraft stated that he and Ms. Rogers have spent significant amount of time speaking with the Jonathan Lee, Heidi VorDecker and Hollie at Davis County trying to find the reason for the shortfall. Chief Becraft stated the audit for FY2016 doesn't look great; however the shortfall isn't a result of overspending. It is a result of the volatility of property tax revenue. Vice-Chairman Petersen agreed with Chief Becraft. He stated the discrepancy in property tax revenue hadn't been discovered until the ending of the FY2016 and into the beginning of the FY2017. Vice-Chairman Petersen stated the actual shortfall amount will not be known until the end of the FY2016 audit. He then clarified that the shortage is not a result of irresponsible spending or the lack of proper budgeting. The shortage is a result of the County's collection and disbursements.

Mr. Petroff stated he had recently been contacted by Davis County to discuss the property tax revenue concern of the NDFD. The County has asked that the NDFD allow them more time to investigate and research property tax revenue, collections and disbursements. Mr. Petroff stated property taxes are volatile and it can be difficult to project new growth.

Chief Becraft stated each month; the NDFD receives a statement showing the property tax revenues being disbursed to the district. However, the statement only gives a dollar amount for specific years and doesn't not state whose taxes are included in the disbursements. Chief Becraft stated it would be helpful if the statement provided by the County showed the business name(s) included in the disbursement

Vice-Chairman Petersen stated the revenue received in FY2015 had never been questioned by the County. Therefore, the committee determined the revenue must be accurate and the collected revenues were used to determine both the FY2016 and FY2017 budget.

Chief Becraft stated he questions if the NDFD certified rate has been calculated incorrectly. He then stated the NDFD budget committee (Chief Becraft, Chief Taylor, District Clerk Rogers, Mark Shepherd, Gary Petersen and Alan McEwan) has done its due diligence. He then stated because of the unknown with the property tax revenue and the audit, administration has implemented a spending freeze that will stay in effect until additional data is obtained. He then assured the board that cash flow and reserve funds are healthy and the NDFD will operate as normal. The proactive steps being taken by administration are to keep the district in good standing. Vice-Chairman Petersen agreed, he stated the yearend audit may be in the "red" as a result of missing revenue.

Chief Taylor stated over the last 257 days, the NDFD has responded to 1,716 calls, this equates to approximately 6.68 calls per day. The NDFD has provided 1,204 transports and 1,653 patient contacts (a transport rate of 70%) and Rescue Engine 41 has provided 51 patient transports this year alone. The NDFD has been involved with 479 non-EMS calls, 33 auto aid calls, 90 fires and 26 of those were structure fires. A few of the fires have required the call back of staff and the NDFD has been required to pay overtime. The dollar value in fire related losses is over \$6 million (Albion's loss is approximately \$5 million). Chief Taylor stated 57.6% of the calls the NDFD receives overlap. Chief Becraft informed the Board that last shift ran 24 calls in a 48 hours period. Chief Taylor then provided the Board with call statistics and presented a power point presentation showing many of the fires within the district in 2016.

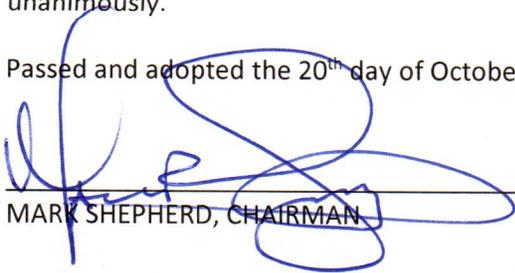
Chief Taylor stated as a precaution and for potential health concerns, Albion is being asked to release a list of chemicals which were in their lab to fire departments who responded to their fire. He then stated five aerials and nearly 2 million gallons of water were used to fight the Albion fire.

Chief Becraft and the Board agreed, the safety of the employees is a must and adequate gear and safety will not be compromised.

**8. Motion to Adjourn**

Mr. Petroff motioned to adjourn. Mr. Chatterton seconded the motion. The motioned passed unanimously.

Passed and adopted the 20<sup>th</sup> day of October, 2016.

  
MARK SHEPHERD, CHAIRMAN

  
MISTY ROGERS, DISTRICT CLERK

