South Davis Metro Fire Service Area

The South Davis Metro Fire Service Area Administrative Committee held a meeting on June 4th, 2026, at 3:00 p.m., located at 255 South 100 West, Bountiful 84010

COMMITTEE
Bryce Haderlie - Chair
Ken Leetham – Vice Chair
Brant Hanson
Duane Huffman
Gary Hill - excused
Scott Parke

STAFF PRESENT
Jeff Larsen, Fire Chief
Jessica Hardy, Finance/HR Director
Hunter Stone, Data Analyst/Accountant- excused
Todd Godfrey, Legal Counsel
Nikki Thompson, Administrative Assistant

Summary- June

The South Davis Metro Fire Administrative Committee met to review and recommend several fiscal year budget items for the board's approval. The committee approved FY25-26 budget amendments including a $27,000 increase in interest revenue and creation of a $210,000 Wildland Enterprise Fund to track wildland operations separately. They also recommended adoption of the FY26-27 interim budget with a proposed property tax levy of 0.000603, pending final certified tax rate from the county.
The committee reviewed the fraud risk assessment (scoring 355/395 points, very low risk) and the property tax impact statement, both scheduled for board presentation at the June 15th meeting.
Operationally, the department reported strong wildland preparedness with all frontline brush trucks fully outfitted, four new recruits graduated and working on shift, and three new ambulances delivered. The Committee also initiated the process to acquire a water tender through the federal FEPP program.

FY25-26 Budget Amendments

- General fund amendments proposed: $27,000 increase in interest revenue and corresponding operations expenditure increase due to unforeseen circumstances in the past year. 05:44
- Enterprise Fund (Fund 51) created a Wildland operations account with $210,000 in revenue and expenditures, moving it from the general fund. Future Wildland revenue will be receipted directly into Fund 51. 06:14
- Wildland revenue came from multiple deployments: supplementing Layton's Wildland team three times, sending an ambulance to the Monroe fire, and a state compact deployment to Oregon last fall. 07:18
- Wildland program revenue enabled the agency to outfit all frontline brush trucks to surpass state-required equipment standards, positioning them well for the upcoming interface challenges. 08:01

FY26-27 Interim Budget

- Preliminary certified tax rate received at $8,102,637 (as of June 2) based on approximately $15 million in property valuation, representing roughly 1% growth as projected. 19:23
- Interim budget proposes property tax levy of 0.000603 with plan to adjust to final certified rate (expected around June 8-13) and decrease use of fund balance from approximately $500,000. 19:45
- Interim budget includes all proposed expenditures (including new position and increased health insurance costs) regardless of property tax decision, with any shortfall covered by additional fund balance if needed. 22:42
- Discussion on consistency with legislative intent: new position included in interim budget but recruitment will not begin until after September when property tax increase is certified, avoiding appearance of forcing the board's hand. 24:38
- Interim budget will show proposed property tax increase as separate restricted revenue line items that cannot be spent until adopted, following state guidance. Three resolutions will be adopted at the June 15 meeting for interim budget, tax levy rate, and property tax impact statement. 26:07
- Timeline concerns: final certified tax rate may not arrive until June 13 despite county meeting on the 8th, potentially requiring an additional admin committee meeting before the June 15 board meeting. 28:53

Property Tax Process

- FY26-27 property tax impact statement was reviewed with no changes from previous meetings. The statement and accompanying schedule must be formally adopted at the June 15th Board meeting. 14:02
- The board met on May 18th and were 'very pleased and impressed' with the budget proposal, recognizing the extensive work done and unique circumstances with new legislation. The use of fund balance strategy was well received. 15:05
- The Administrative Committee formalized its recommendation to ensure the property tax impact statement is properly adopted by resolution at the next board meeting. 16:21
- By June 22 (for rate setting) and June 30 (for interim budget adoption), three resolutions must be adopted along with required public statements during the Board meeting. 30:07
- An information pamphlet is being prepared to accompany county tax notices, with a draft distributed for committee review. Feedback indicated the pamphlet should focus more on South Davis Metro Fire operations and less on explaining Utah's general property tax system. 31:13
- Board members are required to formally notify their respective city councils about the proposed property tax increase by appearing on council agendas (similar process to the Recreational district, sewer district, and waste district). The Fire District will provide the necessary language and information. 33:52
- The District must also post a list from the county of all entities proposing property tax increases, which must appear on the website front page and be available at public meetings. 36:06
- Public hearings are scheduled for June 15 (interim budget adoption) and August 3 (final budget), with required postings to occur around July 15 for the August hearing. 36:21

Fraud Risk Assessment

- Utah State Auditor requires completion of fraud risk assessment for fiscal year ending June 30th, 2026. South Davis Metro Fire scored 355 out of 395 points, indicating very low risk. 09:17
- Committee members shared experiences with audit committees (meeting 2-4 times annually) that review financial processes, fraud topics, and provide education for governing board members on internal operations. 10:18
- Audit committee topics discussed by other jurisdictions include cash handling, AP processes, and operational changes like transitioning to cashless operations (golf course example from North Salt Lake). 12:36

Fire Operations Update

- Call volume decreased from 621 calls in April to 593 calls in May, with no significant incidents. Several difficult medical calls occurred but nothing remarkable in any of the member cities. 37:31
- Increased activity is being observed on east side trail systems and Skyline Drive, which is now fully open. The department is monitoring these areas closely as usage increases. 37:51
- All three ambulances ordered have been delivered to Salt Lake with final touches being completed; delivery is expected to be early next week. The vendor (Professional Sales and Service) met their obligations, so no late penalty fees will be imposed despite previous delays. 38:15
- Four new recruits graduated at the end of May and are currently working on shift, performing well in their new roles. 38:53

Wildland Fire Preparedness

- All frontline brush trucks (type six vehicles) are now fully outfitted and ready for deployment, with an expanded equipment checklist to ensure readiness for neighboring city assistance or district-wide responses. 39:02
- The department has achieved what leadership believes is the best wildland program ever, with the highest levels of training, competency, and experience. This represents a significant improvement over previous informal approach. 39:28
- The improvements are attributed to the wildland program logistics captain working with finance, resulting in superior preparation compared to earlier methods. 39:49

Water Tender Acquisition

- In January 2025, the Board approved seeking a water tender through two grant processes: BLM and a federal program (FEPP). Several candidates were reviewed but deemed unsuitable until recently. 40:27
- A promising water tender was identified in Utah County two weeks ago. A Bountiful City mechanic, Fire District Logistics Captain, and the Fire Warden inspected it and unanimously recommended acquisition if possible. 41:09
- The tender needed to be claimed quickly, or it would be offered to neighboring states. While no possession has occurred yet and no documents have been signed, the district has initiated the process to move forward. 41:57

- Under the FEPP agreement, the district would take possession and cover insurance while keeping it operational. The federal partners retain ownership, conduct annual inventories, and will retrieve the vehicle if major mechanical failures occur or if the district no longer needs it. 42:33
- Estimated maintenance costs are $8,000-$10,000 annually (as originally reported), though actual costs are uncertain. The Fire Warden recommends positioning it on the east side interface as a critical water resource, particularly given this year's fire concerns. 43:09

Fire Chief Report

- Chief Larsen attended City Council meetings with Centerville, Bountiful, and North Salt Lake City regarding firework restriction mapping for the upcoming season. 40:02
- No cities chose to make any adjustments to their existing firework restriction maps. These decisions have been communicated to police chiefs for enforcement coordination. 40:10
- The Committee thanked Chief Larsen and staff for their support of Memorial Day activities, with appreciation extended to all participating personnel. 45:16
- Chief Larsen was formally appointed as Fire Chief at the previous board meeting. Committee members congratulated them on the appointment and expressed confidence in their leadership moving forward. 45:46
- Chief Larsen expressed gratitude for the Committee's ongoing support and advice, emphasizing their appreciation for being able to call or visit with questions as they continue in the role. 45:59

Chair Report

Nothing to report

The meeting was adjourned by Mr. Hanson.

Bryce Haderlie – Chair

N. Thompson

Nicole Thompson, Secretary

Decisions

- *Minutes approved with amendments adding 'as described above' after 'option three' and 'use of fund balance' in the updated budget section. 05:05*
- *Committee recommends approval of FY25-26 budget amendments to the board, including a $27,000 increase in interest revenue and operations expenditures, plus creation of a $210,000 Wildland Enterprise Fund. 08:51*
- *Committee approves presenting the fraud risk assessment (scoring 355/395 points, very low risk) to the board at the June meeting for fiscal year ending June 30, 2026. 13:32*
- *Committee recommends the FY26-27 property tax impact statement to the board for formal adoption via resolution at the June 15 meeting. 16:56*

- *Committee approves budget highlights memo with amendments: adding tax increase and fund balance highlights under General Fund, correcting 'Western Region' and 'CPI' typos, and including the new deputy chief position. 18:43*
- *Recruitment for the new deputy chief position will not begin until after the final budget is adopted (post-September certification). 23:54*
- *Committee recommends adoption of the interim budget as presented, with proposed property tax levy of 0.000603 and adjustments pending final certified tax rate. 27:53*
- *No adjustments to firework restriction maps for Centerville, Bountiful, and North Salt Lake; existing mapping boundaries remain unchanged for the 2026 season. 40:02*
- *Chief Larsen was appointed as Fire Chief for South Davis Metro Fire (announced at the previous board meeting). 45:43*