



**NORTH DAVIS FIRE DISTRICT
BOARD OF TRUSTEES**

Station 41, 381 North 3150 West
West Point City, UT 84015
(801)525-2850 ext. 101

*Nike Peterson, Chair
Scott Wiggill, Vice-Chair
Mark Shepherd, Member
Howard Madsen, Member
Gary Petersen, Member
Brian Vincent, Member
Annette Judd, Member
Nancy Smalling, Member
Vern Phipps, Member*

*Mark Becraft, Fire Chief
Curt King, Deputy Fire Chief*

**BOARD OF TRUSTEE MEETING
September 21, 2023**

Board of Trustee Work Session – 6:00 PM

Board Members Present – Chair Nike Peterson, Vice-Chair Scott Wiggill, Gary Petersen, Nancy Smalling, Vern Phipps, Brian Vincent, Howard Madsen, and Annette Judd

Board Members Excused – Mark Shepherd

Staff Present - Fire Chief Mark Becraft and Misty Rogers

Visitors – Curt King & Amber King

- Badge Pinning for New NDFD Firefighters – postponed until a future date. Chief Becraft stated that it may be beneficial to add the badge pinning into policy and perform the pinning each time a new person is hired or promoted.
- Fraud Risk Assessment for FY2023
Ms. Rogers stated that Ryan Child, the Treasurer of North Davis Fire District, has completed the Office of the State Auditor Fraud Risk Assessment on behalf of the district. Mr. Child indicated that the risk level for the North Davis Fire District is low, with a score of 375/395. Ms. Rogers stated that Mariah, with Child Richards CPA, visits the district a few times monthly to review credit card purchases and statements, bank reconciliations, revenue tracking, etc. We are working with Child Richards on the FY2023 audit process.

Board of Trustee Meeting – 6:12 PM - Immediately Following the Work Session

Board Members Present – Chair Nike Peterson, Vice-Chair Scott Wiggill, Gary Petersen, Nancy Smalling, Vern Phipps, Brian Vincent, Howard Madsen, and Annette Judd

Board Members Excused – Mark Shepherd

Staff Present - Fire Chief Mark Becraft and Misty Rogers

Visitors – Curt and Amber King

1. Call to Order
2. Invocation or Inspirational Thought – Board Member Vincent

3. Pledge of Allegiance

4. Citizen Comment

5. Consideration of Approval of Minutes from July 27, 2023, Board Meeting

Board Member Phipps motioned to approve the July 27, 2023, Board Meeting minutes. Board Member Judd seconded the motion. The motion passed.

6. Consideration of Approval of the North Davis Fire District Bills for July and August 2023

Board Member Madsen motioned to approve the North Davis Fire District Bills for July 2023 and August 2023. Vice-Chair Wiggill seconded the motion. The motion passed.

7. Consideration of Approval of the North Davis Fire District Financial Report

Approximately 22% of the fiscal year has elapsed. Revenues and expenditures for the fiscal year remain on target; however, there is concern with fuel costs.

The district is currently down two full-time employees with two pending job offers with estimated start dates of mid-October.

Ms. Rogers stated approximately \$15,000 to \$20,000 of auto-overtime will be reversed into fiscal year 2023. It was also noted that one firefighter was out with an injury for 30 days, and his position needed to be filled.

Board Member G. Petersen motioned to approve the North Davis Financial Report. Board Member Smalling seconded the motion. The motion passed.

8. Resolution 2023R-11, Amendment to the FY2024 Wage Study

Chief Becraft stated that it was discovered that the wage span for the position of Deputy Fire Marshal needs to be amended to reflect captain-level rank. It was then recommended that the NDFD Deputy Fire Marshal's salary range be amended.

Vice-Chair Wiggill motioned to approve Resolution 2023R-11, Amending the North Davis Fire District Wages for FY2024. Board Member Madsen seconded the motion. The motion passed.

Roll Call Vote:

Chair N. Peterson (*non-voting member*)
Board Member Shepherd – excused
Board Member Vincent – aye
Board Member Smalling – aye
Board Member Phipps – aye

Vice-Chair Wiggill – aye
Board Member Madsen – aye
Board Member G. Petersen – aye
Board Member Judd – aye

9. Resolution 2013R-12, Amending the NDFD Personnel Policies Concerning Chapter 209, Medical Procedures; Chapter 213, Hours of Work; Chapter 214, Overtime; Chapter 603, Workers Compensation; and Chapter 812, Drug and Alcohol testing.

North Davis Fire District Personnel Policy Amendments Include:

- Chapter 209, Medical Procedures – addition of (3) NDFD firefighters must participate in physical examinations and other health and wellness testing to ensure they are fit for duty.
- Chapter 213, Hours of Work - addition of “Mandatory employee attendance at lectures, meetings, and training programs will be considered hours of work and therefore will be compensated time at a rate of time and one-half if attendance is mandatory” to 214 (7).
- Chapter 214, Overtime – amended 214 (8) to read, “Mandatory Call-Back Pay: When an employee is mandatorily called back to work for less than one hour, the employee will be paid for a minimum of one hour of work at the rate of time and one-half. If the callback work requires more than one hour, the employee will be paid at the rate of time and one-half for the number of hours worked. Calculation of the time starts when the employee begins work. Part-time firefighters are exempt from the mandatory call-back pay provision.”
- Chapter 603; Workers Compensation – amended to follow Worker’s Compensation rules and regulations.
- Chapter 812; Drug and Alcohol Policy – replaced the previously adopted Drug and Alcohol Policy with a new policy approved by the North Davis Fire District attorney.

Vice-Chair Wiggill motioned to amend the NDFD Personnel Policies Concerning Chapter 209, Medical Procedures; Chapter 213, Hours of Work; Chapter 214, Overtime; Chapter 603, Workers Compensation; and Chapter 812, Drug and Alcohol Testing. Board Member Smalling seconded the motion. The motion passed.

Roll Call Vote:

Chair N. Peterson (*non-voting member*)
Board Member Shepherd – excused
Board Member Vincent – aye
Board Member Smalling – aye
Board Member Phipps - aye

Vice-Chair Wiggill – aye
Board Member Madsen – aye
Board Member G. Petersen – aye
Board Member Judd – aye

10. Fire Chiefs Report

- October 2023 Board of Trustee Meeting - canceled, and the board will plan to reconvene in November 2023.
- Promotions – Chief Becraft stated that NDFD Engineer/AEMT Mike Rawlings has been promoted to Deputy Fire Marshal. Deputy Fire Marshal Rawlings's official start date is October 3, 2023.
- The Deputy Chief/Fire Marshal job posting has closed, and selected candidates will provide an oral resume for an interview panel on October 4th.

Vice-Chair Wiggill stated that the job posting for Deputy Chief was sent to State Chiefs, UASD, Indeed, and online. The Deputy Chief will oversee operations and Fire Marshal duties. Chief Becraft plans to interview three or four candidates.

- iSpy Subscription - In the past, Clearfield paid for the iSpy subscription for dispatch software on behalf of NDFD. With the change to the dispatch providers, NDFD will be responsible for subscribing and paying our fee for the iSpy software. The cost is estimated at \$1,900.

Chair N. Peterson stated that Clearfield Dispatch is currently requiring mandatory overtime. If staffing with Clearfield Dispatch decreases, the district must switch immediately to Layton Dispatch.

- Station 42 is moving forward, there is a roof on, and the roofing material will be placed within the next week or two. The brick and glass will be installed soon.
- The NDFD Fire Prevention Open House will be held on October 3, 2023, between 5:00 pm and 8:00 pm at Station 41 in West Point.

11. Member City Updates

Board Member Vincent stated that there had been a structure fire on 300 North in West Point, and the response was great by NDFD, surrounding agencies, and law enforcement.

Mayor Madsen stated that 1300 North is moving along, and paving should occur in early October.

12. Motion to Adjourn

Board Member G. Petersen motioned to adjourn. Vice-Chair Wiggill seconded the motion. The motion passed.

Dated this 16th day of November 2023.



A handwritten signature in black ink, appearing to read "Nike Peterson", written over a horizontal line.

Nike Peterson,
Chair of the Board of Trustees

ATTEST:

A handwritten signature in black ink, appearing to read "Misty Rogers", written over a horizontal line.

Misty Rogers
District Clerk