



**NORTH DAVIS FIRE DISTRICT
BOARD OF TRUSTEES**
Station 41, 381 North 3150 West
West Point City, UT 84015
(801)525-2850 ext. 101

*Brian Vincent, Chair
Howard Madsen, Vice-Chair
Annette Judd, Member
Nancy Smalling, Member
Mark Shepherd, Member
Tim Roper, Member
Jerry Chatterton, Member
Megan Ratchford, Member
Scott Wiggill, Member*

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

**BOARD OF TRUSTEE MEETING
March 21st, 2024**

Board of Trustee Work Session – 6:00 PM

If the work session is not completed before the scheduled board meeting, the work session will continue until all items have been discussed or discussed during the meeting.

Board Members Present – Jerry Chatterton, Tim Roper, Annette Judd, Brian Vincent, Megan Ratchford, Scott Wiggill, Howard Madsen (6:17 pm). Nancy Smalling and Mark Shepherd are excused.

Staff Present – Chief Mark Becraft, Deputy Chief Curt King, Deputy Clerk Jamey Maddy

Visitors – Amber King, Jason Oliver, Mark Weekes, Mike Rawlings

1. Call to Order
2. Badge Pinning – *Tabled*
3. Discussion and Planning for Fiscal Year 2025 Budget

Chief Becraft informed the board that behind the scenes we have been working on the budget, but the numbers are not all in yet. We are not ready to present as we do not have final numbers. Next month we will and should dive into it. He asked the board if we could schedule the work meeting a little earlier next month to get through the budget. The Board agreed to start the next work session at 5:30 pm.

Chief Becraft reminded the board that last year we came in with evaluations and we were told they stayed the same from '22 to '23 when they actually came in considerably lower. By holding the rate, which means losing money that could have been recovered. Ambulance Revenue has also been hurting us due to the demographics and what the insurance will pay us.

Chief Becraft reported that we have collected a lot from our fee schedule (over tripled). We agreed not to send people within the district to collections. Every time we can capture money from extrication, car accidents, etc. we do. Board Member Chatterton asked if you transport from an extrication, is that part of what we recover, or is that separate and paid by the auto insurance? Chief

Becraft answered that if you have good auto insurance, they will cover it. Board Member Chatterton asked what the projections are for Medicare/Medicaid with the influx in the population and high-density housing. Chief Becraft says it seems like we are growing more than what they say. There has been a lot of building in the last couple of years, and we have been watching a roller coaster of property tax.

Board Member Chatterton asked if because there is a new makeup on the board, would it be responsible to re-open the discussion of sending people to collections. Chief Becraft said that we could do that, but in his opinion, which is not normal in the industry. He also said that when we go back to the demographics, most of the people they respond to and will not transport do not pay. Board Member Chatterton said that he was okay with that, and he understood.

Board Chair Vincent said that the overarching point is well taken. It is okay to say maybe we should do something different and look again at some of our policies or see if there is a hole somewhere that may need to be plugged with the times changing.

Chief Becraft said that we are proactive in trying to get grants. CDBG grant for an ambulance was put in, and Board Chair Vincent said that the county discussed it being approved. Once they turned it into HUD, they said Clearfield is part of the district and we cannot do that due to them being an entitlement city.

Board Member Chatterton asked about administrative policy and how often we go through it. Chief Becraft answered that unless he is directed by the board, we do not do it. He said that Personnel Policy and Standard Operating Procedures are fluid documents that get updated all the time.

Board Member Ratchford asked if we have a line item where the write-offs happen. Chief Becraft answered that we have it through the billing company. He said that it is a lot of data. Board Chair Vincent asked how often that is reported to us. Chief Becraft said they send it to us often. He also said that a few times a year, he gets a letter from someone asking for their bill to be written off, and he goes through each of them.

Board Member Ratchford provided an example of asking what happens when we spend \$1,000 on a call, and we cannot collect that, do we have a line-item tracking that? Chief Becraft said it is tracked through our projections in revenue.

Board of Trustee Meeting – 6:30 PM or Immediately Following the Work Session

Board Members Present – Jerry Chatterton, Tim Roper, Annette Judd, Brian Vincent, Megan Ratchford, Scott Wiggill, Howard Madsen. Nancy Smalling and Mark Shepherd are excused.

Staff Present – Chief Mark Becraft, Deputy Chief Curt King, Deputy Clerk Jamey Maddy

Visitors – Amber King, Jason Oliver, Mark Weekes, Mike Rawlings

1. Call to Order
2. Invocation or Inspirational Thought – Jerry Chatterton
3. Pledge of Allegiance
4. Citizen Comment
5. Consideration of Approval of Minutes from the February 15, 2024, Board Meeting

Board Member Roper motioned to approve the February 15, 2024, Board Meeting minutes. Board Member Ratchford seconded the motion. The motion passed.

6. Consideration of Approval of the North Davis Fire District Bills for February 2024

Board Member Wiggill motioned to approve the bills for February 2024. Board Member Roper seconded the motion. The motion passed.

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

Chief Becraft highlighted that we do not have our final distribution for taxes. He said that we are on target, but we will have more information next month. The new program that the board approved to collect fees has been making a positive difference. We are about even with wages right now. We will need to make a budget amendment in June for Dispatch fees.

Board Member Ratchford asked what standby fees are. Chief Becraft explained that it is when we go to a venue that is not a city venue and they would pay us to stand by. Board Member Ratchford asked about the uncategorized income for \$35k and what that is for. Chief Becraft said that it was from the ladder truck we sold. Board Member Chatterton asked about the Total Local Building Authority and when the \$86K expenses hit. Chief Becraft said that is the temporary station and moving and the expenses of the building they are going to buy. He said that we are tracking it all with a spreadsheet.

Board Member Judd motioned to approve the North Davis Fire District Financial Report. Board Member Ratchford seconded the motion. The motion passed.

8. Consideration of Resolution No 2024R-03, Amending the North Davis Fire District FY2024 Budget and Local Building Authority FY2024 Budget.

Chair Vincent opened a public hearing for Resolution 2024R-01, Amending the North Davis Fire District FY2024 Budget and Local Building Authority FY2024 Budget.

Chief Becraft said that this was an oversight from our Treasurer. Last month the board voted to amend the budget to move impact fees into the Building Authority. The fees got transferred and are not restricted funds anymore, but this needs to be passed to put them in the Building Authority.

Board Chair Vincent opened the public hearing.

Board Member Roper motioned to close the public hearing. Board Chatterton seconded the motion. The motion passed.

Board Member Chatterton motioned to approve Resolution 2024R-03, Amending the North Davis Fire District FY2024 Budget and Local Building Authority FY2024 Budget. Vice Chair Madsen seconded the motion. The motion passed.

Annette Judd – Yes
Tim Roper – Aye
Howard Madsen – Aye
Brian Vincent (non-voting member)
Scott Wiggill – Yes
Megan Ratchford – Yes

9. Fire Chiefs Report

Chief Becraft mentioned the severe tragedies that happened within the district in the last month. It has been hard on the crews, but they have been handling it well. We lost four youths last month. The calls themselves were responded to quickly and with care. Constant meetings for the new stations, getting dialed in, and crunching numbers. We are still on budget.

Deputy Chief King mentioned numbers from the last month. We had to have Clinton Paramedics come into the district to transport twice, Layton Fire was here twice, and we used Syracuse's ambulance to transfer once. They are getting busy. Last month, we ran 197 calls in Clearfield, forty-nine in Westpoint, thirty-five in Sunset, five in Clinton, 3 in Syracuse, 2 in Layton, Roy once, and Hooper once. We had eighty times last month that two calls were going on in the district, seventeen times that we had three calls, and three times that we had four or more going on.

Deputy Chief King mentioned that we just wrapped up county-wide training. Davis County knocked down some big walls and the whole county did RIT Training. Their primary job is to rescue an injured firefighter. It worked out well, every one of our full-time personnel was able to go to the Layton Training Tower and complete the training. We are going to try and do quarterly training courses as a county this way.

Deputy Chief King talked about bringing UFRA in again for forcible entry training. They used a trailer prop with different doors and things for our crew to practice forcible entry techniques. We received good feedback from our Firefighters.

Deputy Chief King talked about having Meet with the Chiefs meetings this week to update the crew on what is going on and ask whether they have questions/concerns/complaints. It was a good meeting this month and we were able to address their concerns. The big takeaway is that the crews are very happy.

Board Member Chatterton asked how we are doing on staffing issues. Deputy Chief King said that we are fully staffed with full-time staffing, and we are looking at hiring a few more part-timers. He is doing a study on how much the part-timers are covering the openings in the shifts. He stated that we have run 48% of our shifts not fully staffed since January, and we have some ideas on how to address this.

Board Member Chatterton asked about helmets and the budget. Chief Becraft said that we are currently evaluating that. He said it seemed like a good decision at the time, but the feedback is that they cannot hear each other well out on calls. It is part of our PPE budget.

Board Chair Vincent asked about selling the helmets and their expiration dates. Chief Becraft said that we may be able to sell them and give a fire department a good deal. They are not expired.

10. Member City Updates

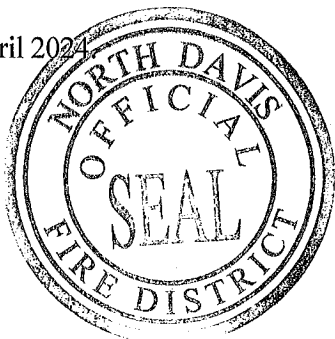
Vice Chair Madsen mentioned the Sunset Easter Egg Hunt is on March 30th. He said that they decided not to have fireworks for safety reasons.


Board Member Roper mentioned the jets in Clearfield. Board Member Ratchford said that they are all bought and there will be a second installment. They compared them to the horses in Ogden.

11. Motion to Adjourn

Board Member Chatterton motioned to adjourn. Board Member Roper seconded the motion. The motion passed.

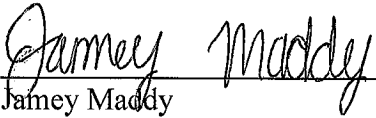
Dated this 25th day of April 2024





Brian Vincent
Chair of the Board of Trustees

ATTEST:



Jamey Maddy
Deputy District Clerk