



NORTH DAVIS FIRE DISTRICT
BOARD OF TRUSTEES
Station 41, 381 North 3150 West
West Point City, UT 84015
(801)525-2850 ext. 102

Timothy E. Roper, Chairman
Howard Madsen, Vice-Chairman
Erik Craythorne, Board Member
Mark Shepherd, Board Member
Jerry Chatterton, Board Member
Nike Peterson, Board Member
Scott Wiggill, Board Member
Chad Bangerter, Board Member
Gary Petersen, Board Member

Mark Becraft, Fire Chief
John Taylor, Deputy Fire Chief

BOARD OF TRUSTEES MEETING
March 19, 2020 – 6:00 PM

Meeting minutes from the North Davis Fire District Board of Trustee Meeting held at Station 41, 381 North 3150 West, West Point City, UT 84015 on March 19, 2020 at approximately 6:00 PM

Board Members Present: Chairman Timothy E. Roper, Vice-Chairman Howard Madsen (via telephone), Chad Bangerter, Jerry Chatterton, Nike Peterson (via telephone), Scott Wiggill, Gary Petersen, and Mark Shepherd (via telephone)

Staff Present: Fire Chief Mark Becraft, Deputy Fire Chief John Taylor, and Misty Rogers

Excused: Erik Craythorne

Visitors: None

1. Call to Order: Chairman Roper called the Board of Trustees Meeting to order

2. Invocation or Inspirational Thoughts: Provided by Ms. Rogers

3. Pledge of Allegiance

4. Citizen Comment: None

5. Consideration of Approval of Minutes from the February 2020 Board Meeting

Board Member Wiggill stated that the minutes from the February 2020 Board Meeting did not indicate that he was present and voted in favor of Resolution 2020R-02. He asked that the February 20, 2020 minutes be corrected. Ms. Rogers apologized and stated that Board Member Wiggill's attendance and his vote in favor of Resolution 2020R-02 would be added.

Board Member Wiggill motioned to approve the minutes from the February 2020 Board Meeting with the addition of Board Member Wiggill and his vote being added to the minutes. Board Member G. Petersen seconded the motion.
The motion passed unanimously.

Board Member N. Peterson asked that Ms. Rogers take a roll call vote since there were members of the Board attending electronically. Ms. Rogers agreed.

Roll Call Vote:

Chairman Roper (non-voting member)	Board Member Chatterton – aye
Board Member Shepherd (via telephone) – aye	Board Member G. Petersen- aye
Board Member N. Peterson (via telephone) – aye	Board Member Bangerter - aye
Vice-Chairman Madsen (via telephone) – aye	Board Member Wiggill – aye

6. Consideration of Approval of the North Davis Fire District Bills for February 2020

Ms. Rogers stated that she had mistakenly included the December bills in the March packet, therefore approval of the bills for February 2020 would need to be tabled until a future meeting.

Board Member Bangerter motioned to table the approval of the February 2020 bills.

Board Member G. Petersen seconded the motion.

The motion passed unanimously.

Roll Call Vote:

Chairman Roper (non-voting member)	Board Member Chatterton – aye
Board Member Shepherd (via telephone) – aye	Board Member G. Petersen- aye
Board Member N. Peterson (via telephone) – aye	Board Member Bangerter - aye
Vice-Chairman Madsen (via telephone) – aye	Board Member Wiggill – aye

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

Chief Becraft stated that finances of the District are in good shape. He then informed the board that administration has been purchasing extra supplies and equipment in preparation for the Coronavirus (COVID-19).

Board Member Wiggill motioned to approve the NDFD Financial Report.

Board Member G. Petersen seconded the motion.

The motion passed unanimously.

Roll Call Vote:

Chairman Roper (non-voting member)	Board Member Chatterton – aye
Board Member Shepherd (via telephone) – aye	Board Member G. Petersen- aye
Board Member N. Peterson (via telephone) – aye	Board Member Bangerter - aye
Vice-Chairman Madsen (via telephone) – aye	Board Member Wiggill – aye

8. Discussion & Consideration of Resolution 2020R-03, Amendments to the North Davis Fire District Policies regarding Electronic Meetings

Chief Becraft stated that if an emergency arises and a meeting of the Board of Trustees is needed, all board members need to have the ability to call-in and hold an electronic meeting. Allowing the board to meet electronically during an emergency such as a disaster or pandemic will protect the District and the communities we serve. Chief Becraft stated that the Administrative Policies allow for the Chairman or Vice-Chairman to make decisions in emergency situations, however, the board will still need to convene at some point.

Board Members asked if noticing requirements would need to be met if an entire electronic meeting needed to be held. Ms. Rogers stated yes, under normal circumstances 24-hour noticing is required. However, if an Emergency Meeting were needed, different noticing requirements would apply.

Board Member G. Peterson stated that the Chairman and Vice-Chairman can approve purchases and give the Fire Chief direction. However, having the capability to hold an electronic meeting in certain circumstances is important.

Ms. Rogers stated that Board Member N. Peterson (attending the meeting via-telephone) messaged her stating that the audio being used for the conference call was having technical difficulties. Ms. Rogers asked that the Chairman summarize the discussion before a vote was taken. She then informed the Board of Trustees that her audio recorder was also having technical difficulties and that some of the discussion may not have been recorded. Ms. Rogers stated that she would closely monitor the recorder, however, there could potentially be more issues with the recording of the meeting.

Board Member Chatterton expressed concern that the proposed policy requires Board Members who will be participating in the meeting electronically provide 24-hour's notice. Board Member G. Petersen stated that a 24-hour notice was a courtesy to staff and the public. Board Member Bangerter and Board Member G. Petersen agreed that if an emergency meeting were needed, the 24-hour notice would not apply.

Board Member G. Peterson motioned to approve Resolution 2020R-03, amending the North Davis Fire District Policies regarding Electronic Meetings.

Board Member Chatterton seconded the motion.

The motion passed unanimously

Roll Call Vote:

Chairman Roper (non-voting member)	Board Member Chatterton – aye
Board Member Shepherd (via telephone) – aye	Board Member G. Petersen- aye
Board Member N. Peterson (via telephone) – aye	Board Member Bangerter - aye
Vice-Chairman Madsen (via telephone) – aye	Board Member Wiggill – aye

9. Discussion & Consideration of Resolution 2020R-04, Local Emergency Declaration by the North Davis Fire District

Chief Becraft stated that it is unclear if a Special or Local Service District falls under a State and Federal FEMA umbrella. Therefore, it is recommended that the Board of Trustees approve Resolution 2020R-04, the North Davis Fire District Declaring a Local Emergency due to COVID-19. Chief Becraft stated that declaring the Local Emergency could allow the District to potentially qualify for assistance from FEMA and the Federal Government. He then stated that passing the Local Emergency Declaration would not harm the District in any way.

Board Member Bangerter asked that Chief Becraft provide an overview of the Local Emergency Declaration to the board. Chief Becraft stated that the North Davis Fire District would be Declaring an Emergency within the District, just like Davis County and the State of Utah have already done. He then stated the declaration will expire in 30 days; however, it could be extended by the Board of Trustees if necessary.

Chief Taylor stated that if the District incurs additional costs specific to the disaster, the Local Emergency Declaration will call the District to request cost reimbursement from FEMA or the State of Utah. He then stated that in most cases, a State of Emergency Declaration is declared by a County or State first. However, in the COVID-19 situation, the Federal Government filed a Declaration of Emergency first.

Board Member Bangerter asked if approving Resolution 2020R-04 will officially declare a State of Emergency for the District as a result of Coronavirus. Chief Becraft stated yes, declaring the State of Emergency will allow for the North Davis Fire District to prepare for the COVID-19 pandemic.

Chairman Roper stated that the State of Utah and Davis County have filed a State of Emergency and cities are covered under their declaration. However, it is unclear if a Special or Local Service District is covered under their umbrella. Declaring a Local Emergency will ensure that the District is covered.

Chief Taylor stated that the NDFD must declare an emergency in order to require all employees to return to work. The Emergency Declaration will allow for the District to callback employees and obtain needed supplies.

Board Member Wiggill stated that the District is required to have an Emergency Declaration in place before financial assistance could be obtained from FEMA.

Board Member Shepherd stated that it is premature for the District to file a Local Emergency Declaration. He then stated that Clearfield City, West Point City, and Sunset City have all avoided declaring an emergency. Board Member Shepherd again stated that it is premature and too early to foresee what will happen with COVID-19.

Board Member Bangerter asked Board Member Shepherd “what would it hurt or harm” to file the Local Emergency Declaration. Board Member Shepherd asked if there is a “need” for the declaration. He then stated that he believes that it is premature to declare a Local Emergency as there is only a small number of COVID-19 cases within the county.

Board Member N. Peterson asked if it would be appropriate to approve the Emergency Declaration now because the North Davis Fire District Board of Trustees only meets once per month. She then stated that it is easier for a city council to declare an emergency as they typically meet weekly or bi-weekly.

Board Member Shepherd asked who has the authority at the North Davis Fire District to declare an emergency? He stated that at Clearfield City, the Mayor (himself) has the authority to declare an emergency.

Board Member Roper stated that if the Fire Chief declares that a local emergency exists, the Chairman of the Board of Trustees can declare a State of Emergency on behalf of the North Davis Fire District.

Board Member Bangerter stated a district is set up differently than a city and it is unclear if the NDFD falls under the umbrella of the County or State. He then stated due to the frequency that the Board of Trustees meets and as an added protection to the District, he supports approving the resolution.

Chief Becraft said that if Davis County or the State of Utah had reassured him that the District did fall under the umbrella of the State or County, there would be no need for the District to Declare a Local Emergency.

Board Member G. Petersen stated that he agreed with Board Member N. Peterson. The Board of Trustees only meets once per month and waiting may require an emergency meeting by the board. Declaring a Local Emergency will ensure that the District could seek FEMA assistance if necessary. Board Member G. Petersen then stated that pandemics grow and are full of uncertainty and that no one can predict how the District will be affected by COVID-19. He then expressed the need for the District to get ahead of the potential situation and approve Resolution 2020R-04.

Board Member Chatterton stated that he has attended several FEMA trainings and it is taught that to qualify for FEMA assistance an emergency must be declared. He then stated that paperwork must be in order to receive assistance from FEMA.

Ms. Rogers stated that Resolution 2020R-04, Local Emergency Declaration by the North Davis Fire District will expire after 30-days. The Board of Trustees has the option to extend the declaration for an additional 30-days if they choose.

Board Member Wiggill motioned to approve Resolution 2020R-04, Local Emergency Declaration by the North Davis Fire District.

Board Member Chatterton seconded the motion.

The motion passed with 6 ayes and 1 nay.

Roll Call Vote:

Chairman Roper (non-voting member)	Board Member Chatterton – aye
Board Member Shepherd (via telephone) – nay	Board Member G. Petersen- aye
Board Member N. Peterson (via telephone) – aye	Board Member Bangerter - aye
Vice-Chairman Madsen (via telephone) – aye	Board Member Craythorne – aye

10. Discussion of Future Amendments to the North Davis Fire District Policies

Board Member Chatterton motioned to table the discussion of future amendments to the North Davis Fire District Policies.

Board Member G. Petersen seconded the motion.

The motion passed unanimously.

Roll Call Vote:

Chairman Roper (non-voting member)	Board Member Chatterton – aye
Board Member Shepherd (via telephone) – aye	Board Member G. Petersen- aye
Board Member N. Peterson (via telephone) – aye	Board Member Bangerter - aye
Vice-Chairman Madsen (via telephone) – aye	Board Member Craythorne – aye

11. Fire Chiefs Report

Chief Becraft provided the Board of Trustees with the NDFD Organizational Chart (Exhibit A). He then stated that the North Davis Fire District has been extremely busy responding to fire and ems incidents, gas leaks caused by the earthquake, and preparing for the COVID-19 pandemic. Preparing for the COVID-19 emergency has included the purchasing of MRE's and condiments, paper products, cups, silverware, spray bottles, cleaning supplies, masks, cots, blankets, extra medical supplies, PPE (personal protective equipment), decontamination supplies, and adding fuel to the stations vaults. Chief Becraft stated that all the items purchased are long lasting and could be used for any type of emergency. He then stated in the future, the District should consider purchasing two-way radios that could be used in case the current radio system is overloaded or out of service.

Board Member Bangerter stated that he has been involved with the CERT program and he is aware that each city may have items which could benefit the District.

Board Member Chatterton stated that West Point City has HAM radio capability.

Ms. Rogers stated that Board Member Shepherd and Board Member N. Peterson had ended their electronic participation at approximately 7:00 pm.

Chief Becraft stated that the District has currently spent approximately \$15,000 for emergency supplies and the medical supplies will be ongoing. He then stated the purchase of 20 two-way radios will cost approximately \$6,000. Chief Taylor stated that each two-way radio costs approximately \$300 each from JComm; however, a battery conditioner and other types of accessories could be purchased.

Board Member Wiggill stated the battery conditioner will help prolong the life of the batteries.

Board Member Bangerter asked how the District will pay for the emergency supply purchases. Ms. Rogers stated that at the beginning of the fiscal year less employees were utilizing health insurance, this has left unused funds available to be used. In the future, the Board of Trustees will likely be asked to amend the Fiscal Year 2020 Budget and funds will be re-appropriated. Chief Becraft stated that Ms. Rogers is tracking all purchases.

Chief Becraft stated that administration will be researching teleconference options for the Board of Trustees. He then stated that the NDFD Impact Fee Study will likely be presented to the board within the next few months and paramedic discussions continue to occur. Chief Becraft stated that funding for the paramedic program has not been determined. Board Member Bangerter asked if property taxes will need to be raised to fund the paramedic program. Chief Becraft stated he was unsure.

12. Other

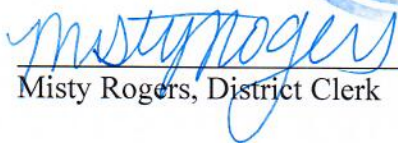
13. Motion to Adjourn


Board Member Chatterton motioned to adjourn.
Board Member G. Petersen seconded the motion.
The motion passed unanimously.

Passed and adopted the 16th day of April 2020



ATTEST:


Misty Rogers, District Clerk


Timothy E. Roper, Chairman