



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

March 15, 2018 – 6:00 PM

Minutes from the North Davis Fire District Administrative Control Board Meeting held at 6:00 pm on March 15, 2018 at Station 41, 381 North 3150 West, West Point City, Utah 84015 with Chairman Gary Petersen presiding.

**Board Members Present:** Chairman Gary Petersen, Nike Peterson, Tim Roper, D. Howard Madsen, Scott Wiggill, Jerry Chatterton and David Nelson

**Board Members Excused:** Erik Craythorne and Mark Shepherd

**Staff Present:** Fire Chief Mark Becraft and District Clerk Misty Rogers

**Staff Excused:** Deputy Chief John Taylor

**Visitors:** Ricky Carlson (Sunset City Council Member)

1. **Call to Order:** Chairman G. Petersen opened the North Davis Fire District Administrative Control Board Meeting.
2. **Invocation or Inspirational Thoughts:** Board Member Madsen provided the invocation.
3. **Pledge of Allegiance:** Repeated by all.
4. **Citizen Comment:** None
5. **Consideration of Approval of Minutes from the February 15, 2018 Administrative Control Board Meeting**  
Board Member N. Peterson motioned to approve the minutes from the February 15, 2018 Administrative Control Board Meeting. Board Member Chatterton seconded the motion. The motion passed unanimously.
6. **Consideration of Approval of the February 2018 Bills for the North Davis Fire District**  
Chief Becraft stated Ms. Rogers had taken extra time to draft a more detailed transaction report. He then asked the board members if the newly drafted transaction report provided them with adequate information. The board members agreed that the new transaction report provides more transparency and that the information within the report is easier to understand. Board Member N. Peterson stated the transaction report for February 2018 listed the purchase of a curio. She then asked where the curio was located. Chief Becraft stated the Fiscal Year 2018 Budget included the purchase of a second curio cabinet (display case) for the foyer at Station 41.

Board Member Roper motioned to approve the February 2018 Bills for the North Davis Fire District. Board Member Nelson seconded the motion. The motion passed unanimously.

7. **Consideration of Approval of the February 2018 Financial Report for the North Davis Fire District**  
Chief Becraft stated the collection of ambulance revenue is showing improvement and in February 2018, the district collected approximately \$97,000 in ambulance revenue. He then stated that property tax revenue is as expected. Chief Becraft stated in near future, the North Davis Fire District Administrative Control Board will be asked to amend



the Fiscal Year 2018 Budget. He stated amending the budget will account for excess funds paid for the attorney fees and other expenses incurred due to the annexation of Sunset City (forklift, tow truck rental, etc.) and the emergency purchase of two Cascade Systems.

Board Member Wiggill asked if the rental of a forklift and tow truck were costs associated with the annexation of Sunset City. Chief Becraft stated yes, equipment from the annexation of Sunset City had been stored in a warehouse in Freeport West. Freeport West recently rented out the unit being utilized to store the equipment from the annexation and the district needed to again move the equipment. Chief Becraft stated the district rented a forklift to move pallets of equipment and a tow truck to relocate a fire engine to Station 41. Board Member Wiggill suggested that Chief Becraft, Chairman G. Petersen and Board Member Madsen (Mayor of Sunset City) discuss the possibility of Sunset City assisting with costs associated with the moving of the equipment.

Board Member Madsen stated during the next Sunset City Council Meeting, he is hopeful that steps will be taken to allow the Fire Chief (Chief Becraft) to dispose of faulty and out-of-date fire equipment and other stored items. He then stated that Council Members will also be asked to rescind the ordinance which allowed Sunset City to annex into the district, ultimately making the referendum a non-issue. Board Member Madsen stated that the "old" Sunset City Fire Station is in the process of being sold to UDOT and UDOT plans to tear the building down. He then stated in future, the Sunset City Council will obtain factual information and properly inform and educating the citizens of Sunset City and revisit the idea of annexing into the North Davis Fire District.

Board Member Chatterton motioned to approve the North Davis Fire District Financial Report for February 2018. Board Member Roper seconded the motion. The motion passed unanimously.

**8. Consideration of Approval of Resolution 2018R-01 an Amendment to the North Davis Fire District Policy and Procedures Manual, 208:1, Introductory Period; 210:1, Promotion; and 301:1, Salary Administration**

Chief Becraft stated in public safety and in surrounding fire departments, the probationary period for an employee is typically one-year. However, the current personnel policy of the North Davis Fire District states that employees the probationary period for an employee is six-months. Chief Becraft stated in most cases, employees are released from probation at six-months; however, there are circumstances when a probationary period must be extended. Once the employee has completed their probationary period, the employee receives an automatic 3% increase to their wage, pushing the employee into a higher step in the wage scale and closer to the wage of an employee who has more years in the fire service. Chief Becraft stated a six-month probationary period is not an adequate amount of time for an employee in public safety to gain actual experience. He stated because of the shift schedules of full-time employees and the number of hours a part-time employee is required to work, it could be months before a firefighter experiences a variety of calls. Chief Becraft also stated that with the proposed wage scale for Fiscal Year 2019, a one-year probationary period will keep employees inline within the scale. Chief Becraft stated a one-year probationary period is not meant to cripple the employee, it is meant to be a benefit to the employee and the district.

Ms. Rogers stated that in her opinion, a six-month probationary period is not an adequate amount of time. She then recommended employees of the North Davis Fire District receive a one-year probationary period.

Chairman G. Petersen asked if employees within their probationary period experience restrictions. He then expressed concern that a one-year probationary period may be too restrictive.

Ms. Rogers stated employees within the probationary period have restrictions with driving. Chief Becraft stated limitations for employees within their probationary period are minimal.

Board Member Madsen stated that he has served in public safety and it is normal for employees to complete a one-year probationary period. He then stated that a one-year probationary period provides the district with an adequate



amount of time to monitor and mentor an employee. Board Member Madsen stated he supports a one-year probationary period.

Chairman G. Petersen asked if surrounding agencies also utilize a one-year probationary period. Chief Becraft stated yes; Roy, Ogden, Clinton, South Davis Metro, etc. utilize the one-year probationary period. He then informed the board that employees of the Roy Fire Department who resign full-time status must separate for 90 days before they can switch to part-time status. Ms. Rogers stated, the North Davis Fire District tries to accommodate employees who switch from full-time to part-time status. She stated if a firefighter resigns full-time status and they are in good standing with the district, the Fire Chief has the ability to move the employee immediately to part-time status.

Board Member Chatterton stated with the current policy, employees are evaluated at two-months and six-months. He then asked how many hours a full-time firefighter works in two months. Chief Becraft stated on an average, a full-time firefighter works a 56-hour work week. Board Member Chatterton expressed concern that in two-months, an employee may not experience firsthand a wide variety of calls. Board Member Chatterton stated that he too supports a one-year probationary period for employees of the North Davis Fire District.

Chairman G. Petersen expressed his appreciation to Board Member Madsen and Board Member Chatterton for their input. He then asked who is responsible to evaluate each employee. Chief Becraft stated each employee is evaluated by their direct supervisor.

Chief Becraft stated the amendment to section 210:1 will allow the Fire Chief to permit qualified employees of the North Davis Fire District to apply for and be considered for a promotion during their introductory period.

Board Member N. Peterson motioned to approve of Resolution 2018R-01 an Amendment to the North Davis Fire District Policy and Procedures Manual, 208:1, Introductory Period; 210:1, Promotion; and 301:1, Salary Administration. Board Member Nelson seconded the motion. The motion passed unanimously.

Roll Call Vote:

Board Member N. Peterson - aye  
Board Member Chatterton - aye  
Board Member Roper -aye  
Board Member Nelson -aye  
Chairman G. Petersen - aye

Chairman G. Petersen stated when possible, board members should discuss action items one meeting and take action during the next board meeting.

**9. Fire Chiefs Report**

Chief Becraft stated administration of the North Davis Fire District is concerned with the mental health of all employees. Recently, firefighters of the North Davis Fire District responded to a difficult incident. Because of the difficulty of the call, the Chiefs reached out the firefighters on duty. One of the firefighters was given administrative leave for the remainder of his shift and a Critical Incident Stress Debriefing (CISD) was held. Chief Becraft stated administration cares deeply about the wellbeing of each firefighter.

Board Member Wiggill asked if the North Davis Fire District has a Post-Traumatic Stress Disorder (PTSD) program to assist the employees of the district. Chief Becraft stated yes, each year the North Davis Fire District holds a suicide prevention seminar for the firefighters and their spouse or significant other. Chief Becraft then stated that the North Davis Fire District also offers an Employee Assistance Program (EAP) to each employee of the district and their families.

Chairman G. Petersen stated the mental health of each employee is of the utmost importance to the North Davis Fire District Administrative Control Board.

10. **Other:** None

11. **Consideration of Adjourning into a Closed Executive Session Pursuant to Utah Code §52-4-205 (1)(a), Discussion of the Character, Professional Competence, or Physical or Mental Health of an Individual.**

Board Member Chatterton motioned for the North Davis Fire District Administrative Control Board to enter into a Closed Executive Session pursuant to Utah Code §52-4-205 (1)(a). Board Member Roper seconded the motion. The motion passed unanimously.

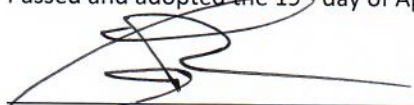
Board Member Roper motioned to open the Closed Executive Session. Board Member Nelson seconded the motion. The motion passed unanimously.

Board Member Chatterton motioned to adjourn the Closed Executive Session and re-enter into the Administrative Control Board Meeting. Board Member N. Peterson seconded the motion. The motion passed unanimously.

12. **Motion to Adjourn**

Board Member Chatterton motioned to adjourn. Board Member N. Peterson seconded the motion. The motion passed unanimously.

Passed and adopted the 19<sup>th</sup> day of April, 2018

  
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Gary Petersen, Chairman

  
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Misty Rogers, District Clerk

