



**NORTH DAVIS FIRE DISTRICT
BOARD OF TRUSTEES**

Station 41, 381 North 3150 West
West Point City, UT 84015
(801) 525-2850 ext. 102

*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
Theron Williams, Deputy Fire Chief*

BOARD OF TRUSTEE MEETING

May 19, 2022

Members of the public had the opportunity to attend the meetings in person or via Zoom.

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 be discussed during the scheduled board meeting.

Board Members Present – Chair Nike Peterson, Howard Madsen, Brian Vincent, Annette Judd, Vern Phipps, and Mark Shepherd (via telephone)

Board Members Excused – Gary Petersen, Nancy Smalling, and Vice-Chair Scott Wiggill

Staff Present - Fire Chief Mark Becraft, Deputy Fire Chief Theron Williams, Misty Rogers, and Nicole Nelson

Visitors – None

1. Presentation and Discussion of the North Davis Fire District FY2022-2023 Tentative Budget and FY2021-2022 Amended Budget

Ms. Nelson stated that the FY2022-2023 budget presented to the Board of Trustees included an increase in contributions to “Other Government” for Redevelopment Agency (RDA) contributions, and an increase from \$85,008 to \$120,000 for dispatch fees. In the future, charges for dispatch services will increase as a fee will be assessed using a per call rate.

Chair N. Peterson expressed her appreciation to the Clearfield City Council and City Officials for allowing NDFD to ease into the increased charges for dispatch services.

Ms. Nelson then stated that the FY2021-2022 Amended Budget includes the following:

- In and out items such as property tax and RDA revenues and expenditures.
- Grant revenue in the amount of \$23,500 from Homeland Security for the purchase of a box truck that will be used for county emergency services. The purchase of the truck was 100% funded by the grant. However, NDFD has agreed to sell two trailers and use the revenues to enhance the box truck.
- Incident Fire Recovery revenue has been reduced to \$50,000.
- Fee in Lieu and Property Tax revenue increased to what has been collected to date. NDFD will continue to collect Fee in Lieu and Property Tax revenue in June, July, and August which will be accrued in FY2021-2022.
- Clothing Allowance has increased to allow for the uniform purchase for newly hired employees.

- Subscriptions & Membership have increased to pay for subscriptions to Zoom which has been used for the Board of Trustee meetings, DocuSign, etc.
- Vehicle Maintenance has increased by \$75,000 to allow for the emergency repairs to NDFD apparatus and vehicles and rising fuel costs.
- Collection Contract expenditures has increased for costs.
- NDFD revenue has increased approximately \$495,000, and with the proposed changes the district will return an estimated \$465,000 to fund balance.

Ms. Nelson stated that this amendment will occur in May, however there could be another amendment in June as we near the end of FY2021-2022.

Chief Becraft stated that staffing dynamics with NDFD were changing rapidly. Currently, NDFD is down three Captains, two were retiring and one was out due to an injury. Employees will continue to work a significant amount of overtime to ensure the community is covered.

Deputy Chief Williams stated that NDFD is utilizing social media to reach out to the community and recruit firefighters. He then stated that part-time employees provide coverage when they can, however it is challenging to provide the coverage that the district needs with the current amount of full-time and part-time staff. Industry wide, there is a significant need for more Fire and EMS personnel.

Chief Becraft informed the Board of Trustees that the Human Resource position has been noticed and administration is hopeful that the position will be filled within the next few weeks.

Board Member Vincent motioned to adjourn the work session. Board Member Judd seconded the motion. The motion passed.

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

Board Members Present – Chair Nike Peterson, Howard Madsen, Brian Vincent, Annette Judd, Vern Phipps, and Mark Shepherd (via telephone)

Board Members Excused – Gary Petersen, Nancy Smalling, and Vice-Chair Scott Wiggill

Staff Present - Fire Chief Mark Becraft, Deputy Fire Chief Theron Williams, Misty Rogers, and Nicole Nelson

Visitors – None

1. Call to Order
2. Invocation or Inspirational Thought – *Chair N. Peterson opted to forego the invocation or inspirational thought.*
3. Pledge of Allegiance
4. Citizen Comment – *No comment*
5. Consideration of Approval of Minutes from April 14, 2022, Board of Trustee Meeting

Board Member Shepherd motioned to approve Minutes from the April 14, 2022, Board of Trustee Meeting. Board Member Madsen seconded the motion. The motion passed

6. Consideration of Approval of the North Davis Fire District Bills for April 2022

Board Member Vincent motioned to approve North Davis Fire District Bills for April 2022. Board Member Madsen seconded the motion. The motion passed

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

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

8. Discussion & Consideration of Resolution 2022R-03, Amending the FY2021-2022 Budget for North Davis Fire District.

a. Public Hearing – No comment (*no public in attendance in person or electronically*)

Board Member Vincent motioned to close the public hearing. Board Member Madsen seconded the motion. The motion passed.

b. Action

Board Member Phipps motioned to approve Resolution 2022R-03, Amending the FY2021-2022 Budget for North Davis Fire District. Board Member Judd seconded the motion. The motion passed.

Roll Call Vote:

Chair N. Peterson (non-voting)

Board Member Vincent – Aye

Board Member Shepherd – Aye

Board Member G. Petersen (excused)

Board Member Phipps - Aye

Vice-Chair Wiggill – (excused)

Board Member Madsen – Aye

Board Member Judd – Aye

Board Member Smalling – (excused)

9. Discussion & Consideration Resolution 2022R-02, of Adopting the FY2022-2023 Tentative Budget for North Davis Fire District.

a. Public Hearing – No comment (*no public in attendance in person or electronically*)

Board Member Judd motioned to close the public hearing. Board Member Vincent seconded the motion. The motion passed.

b. Action

Board Member Vincent motioned to approve Resolution 2022R-02, Adoption of the FY2022-2023 Tentative Budget for North Davis Fire District. Board Member Judd seconded the motion. The motion passed.

Roll Call Vote:

Chair N. Peterson (non-voting)

Board Member Vincent – Aye

Board Member Shepherd – Aye

Board Member G. Petersen (excused)

Board Member Phipps - Aye

Vice-Chair Wiggill – (excused)

Board Member Madsen - Aye

Board Member Judd – Aye

Board Member Smalling – (excused)

10. Scheduling of Public Hearing Dates for the Following Items:

- a. Consideration of Adopting a Property Tax Rate for the North Davis Fire District
- b. Consideration of Adopting the North Davis Fire District FY2022-2023 Final Budget

Board Member Judd motioned to hold public hearings for the consideration of Adopting a Property Tax Rate Adoption of the North Davis Fire District Final Budget for FY2022-2023 would be held on June 16, 2022, at 6:30 PM. Board Member Phipps seconded the motion. The motion passed

11. Discussion & Consideration of Resolution 2022R-04, an Interlocal Agreement for "ALS" and "BLS" Agencies Throughout Davis County for the Billing and Collection of Fees for Advanced Life Support Services

Board Member Madsen motioned to approve Resolution 2022R-04, an Interlocal Agreement for "ALS" and "BLS" Agencies Throughout Davis County for the Billing and Collection of Fees for Advanced Life Support Service. Board Member Judd seconded the motion. The motion passed.

Roll Call Vote:

- | | |
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| Chair N. Peterson (non-voting) | Vice-Chair Wiggill – (excused) |
| Board Member Vincent – Aye | Board Member Madsen - Aye |
| Board Member Shepherd – Aye | Board Member Judd – Aye |
| Board Member G. Petersen (excused) | Board Member Smalling – (excused) |
| Board Member Phipps - Aye | |

12. Fire Chiefs Report – Thanked the Board of Trustees for their support.

13. Member City Updates - None

14. Motion to Adjourn

Board Member Madsen motioned to adjourn. Board Member Vincent seconded the motion. The motion passed.

Dated this 18th day of August 2022.



ATTEST:

Misty Rogers

Misty Rogers, District Clerk

N. Peterson

Nike Peterson, Chair