



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
April 16, 2020 – 6:00 PM
(Amended Minutes)

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 April 16, 2020 at approximately 6:00 PM. This public meeting was held electronically in accordance with the March 18th, 2020 Executive Order 2020-5 issued by Governor Herbert: 2020-5: Suspending the Enforcement of Provisions of Utah Code § 52-4-202 and § 52-4-207, and Related State Agency Orders, Rules, and Regulations, Due to Infectious Disease COVID-19 Novel Coronavirus

The public had the ability to monitor or listen to the meeting electronically as well as provide public comment by joining the Zoom Meeting or connecting via telephone. Members of the public also had the opportunity to participate in the Citizen Comment item via email prior to the meeting. Comments must have been emailed to mrogers@nofires.org prior to the 6:00 PM Board Meeting. The subject line must have been designated as "Citizen Comment - April 16, 2020 Board of Trustees Meeting" and the email body must have included the citizens first & last name and address and a succinct statement of their comment.

Board Members Present: Chairman Timothy E. Roper (at Station 41), Vice-Chairman Howard Madsen (via Zoom), Chad Bangerter (via Zoom), Jerry Chatterton (via Zoom), Nike Peterson (via Zoom), Scott Wiggill (via Zoom), Gary Petersen (via Zoom), Mark Shepherd (via Zoom) and Erik Craythorne (via Zoom)

Staff Present: Fire Chief Mark Becraft, Deputy Fire Chief John Taylor, and Misty Rogers (all at Station 41)

Excused: None

Visitors: None

- 1. Call to Order:** Chairman Roper called the Board of Trustees Meeting to order.
- 2. Invocation or Inspirational Thoughts:**
- 3. Pledge of Allegiance:**
- 4. Citizen Comment:**
- 5. Consideration of Approval of Minutes from the March 2020 Board Meeting**

Board Member Shepherd motioned to approve the minutes from the March 2020 Board Meeting.
Board Member G. Petersen seconded the motion.
The motion passed unanimously.

Roll Call Vote:

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

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

Board Member Craythorne motioned to approve the February and March 2020 bills. Board Member Chatterton seconded the motion.
The motion passed unanimously.

Roll Call Vote:

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

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

Chief Becraft said that ambulance revenue is moving along and that property taxes revenues could possibly be higher than anticipated. He then said that one hundred percent of the funds budgeted for the purchase of medical supplies during the budget year had been expended as a result of the COVID-19 Pandemic. Chief Becraft informed the board that FEMA may release a stimulus package in which first responders may receive extra Medicaid money to assist with the costs associated with the pandemic.

Board Member G. Petersen motioned to approve the NDFD Financial Report. Board Member Madsen seconded the motion.

The motion passed unanimously.

Roll Call Vote:

Chairman Roper (non-voting member)
Vice-Chairman Madsen (via Zoom) – Aye
Board Member Chatterton (via Zoom)– Aye

Board Member Shepherd (via Zoom) – Aye
Board Member G. Petersen (via Zoom) - Aye
Board Member N. Peterson (via Zoom) – Aye
Board Member Bangerter (via Zoom) – Aye
Board Member Wiggill (via Zoom) – Aye
Board Member Craythorne (via Zoom) – Aye

8. Discussion & Consideration of Resolution 2020R-05, Extending Local Emergency Declaration by the North Davis Fire District for an Additional 30-days.

Chief Becraft stated that because of the uncertainty of the COVID-19 Pandemic, the Davis County Emergency Operations Center (EOC) and other health agencies were recommending extensions of emergency declarations. He then recommended that NDFD’s Local Emergency Declaration be extended for an additional 30-days. as it would likely allow the District to qualify for FEMA reimbursement.

Board Member G. Petersen commented that it would be a prudent to extend the Local Emergency Declaration because of the uncertainty of COVID-19. He then stated that the fire district plays a role not only in the fire issues, but also the health issues.

Board Member N. Peterson agreed and asked if the mechanism for declaring a state of emergency for the fire district needed to come from the Chief or the Board. Chief Becraft said that because it is unclear if NDFD falls under the umbrella and receives protection from the State or FEMA, it was his recommendation to extend the Local Emergency Declaration. He then stated that the District has been applying to FEMA for reimbursement for about 75 percent of the costs incurred so far.

Board Member Bangerter asked if the extension would provide coverage until May 30th. Chief Becraft said that declaration specifically stated 30-day increments. Misty Rogers mentioned that she felt more comfortable extending the emergency declaration every 30 days by resolution, not just a ratification vote as this would provide an actual adopted document to send to FEMA. She said this was a new Resolution that just extended the original Resolution. Board Member G. Petersen stated that if that means the clock starts today for another 30-days, then at our next meeting, if it had to be extended again, we would have a gap between May 16th and May 21st. He then stated that the board should extended 30-days from the beginning Resolution, then they should extend 30 days from when that one expired and so on. Board Member Bangerter said the wording that bothered him was the second to last paragraph where it stated that “... a local emergency exists in North Davis Fire District response area, and shall remain in effect for no longer than 30-days, unless ratified by the North Davis Fire District Board of Trustees, and continue for up to an additional 30-days.” He said we were ratifying the original Resolution which gave us the ability to continue for another 30-days, but not allow us to extend it as written. The original Resolution declared the emergency for 30-days but gave the ability to extend to 60-days if ratified by the board. He then stated that the District should be covered until April 30th with the original Resolution and ratification by the board would extend coverage for another 30-days (May 30th). Chairman Roper asked if the board could just do an amendment to the Resolution and wanted to know the best way to proceed. Board Member G. Petersen said that the board is not amending the resolution; they are only exercising the right to extend the declaration for another 30-days. Chief Becraft said that extending the Local Emergency

Declaration should provide coverage to the District through the May 28th Board Meeting. He then stated that more COVID-19 Pandemic information should be available by the May 28th meeting.

Board Member Shepherd motioned to extend the Local Emergency Declaration by the North Davis Fire District. Board Member Bangerter seconded the motion.

The motion passed.

Roll Call Vote:

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

9. Discussion of North Davis Fire District Impact Fee Analysis

Chief Becraft said the Impact Fee Analysis has been completed and the District is at capacity. He said that the Draft Impact Fee Analysis being presented changed considerably from the previous Impact Fee Analysis and a fee increase for residential and a fee decrease for commercial occurred. The analysis recommends the commercial square footage fee to decrease to \$0.20 a square foot and the residential fee increase from \$136.68 to \$368.30. The Impact Fee Analysis shows the growth in housing and commercial and the impact it has on the district. The analysis calculates the cost for capital improvements, apparatus, a remodel to Station 42, and an additional station in the future. This does not account for the paramedic program slated for the future. The growth incurred over the past ten years has been substantial and the call volume will increase. We will be asking for public comment in May. Chief Becraft asked the board if they had any questions.

Board Member G. Petersen asked what was considered non-residential? For example, are nursing homes considered residential or non-residential? Chief Becraft answered that facilities such as nursing homes are considered residential for the bedrooms and non-residential for commercial and common space. Board Member G. Petersen asked if the commercial rates decreased because the District is not receiving as many commercial calls? Chief Becraft said he is unsure; however, the amount of new construction for residential is likely more than that of commercial.

Board Member Chatterton asked if an apartment building is considered one building permit or one unit. Deputy Chief Taylor answered that that each apartment building is issued a building permit, however the number of units in each building are counted and assessed separately on the permit. For example, there are six different apartment buildings being built by the Smith's in West Point. The District would receive six different impact fees based on how many units there are in each building. There is also a club house which is non-residential, and the District would assess \$0.56 a square foot for that building. The Clearfield Junction project is a mixed use where there's residential units and commercial space. The District would receive approximately \$136 per unit for

each residential unit plus \$0.56 a square foot for the commercial space and any common space like a gym.

Board Member G. Petersen said Chief Becraft mentioned the improvements to Station 42, he then asked if the Impact Fee Study would need to be modified if the improvements were not approved. Chief Becraft said that he did not think it would need to be modified because it just indicates what is needed as capital growth for the district. He then said it follows the standard that they use for number of calls and population being served and how much of an impact it had on the District.

Board Member N. Peterson commented that she was glad to see the analysis recognize that anticipated growth is in the residential sectors. She then stated that commercial impact fees being lowered, and the District will have the opportunity to collect from the development with the higher demand for service. Board Member N. Peterson stated that several years ago Clearfield City reduced impact fees for commercial development. The reduction to commercial impact fees has helped to promote commercial growth and more cost effective. She then asked when this item would be scheduled for a potential discussion and action. Chairman Roper indicated it additional discussion and consideration for action would be on May 28th.

Chairman Roper excused Board Member Shepherd from the meeting due to another commitment he had to attend.

10. Discussion of the North Davis Fire District Budget for Fiscal Year 2021

Chief Becraft said that staff has worked diligently on the tentative budget while preparing for the COVID-19 Pandemic. He asked the board if they had any questions.

Board Member G. Petersen said he thought it was discussed and determined last year that the prior year's budget information would be placed next to the tentative budget information so that the board could see the changes from year to year. He then wanted to know if it was possible to add the prior budget year's information to the tentative budget document. Misty Rogers said that she did not add the prior year's budget information to the Capital Projects page. However, she did believe that the prior year's information was placed on the side of each page of the tentative budget document. Board Member G. Petersen said he has not looked at the tentative budget document in detail. Board Member Bangerter said this budget was set up differently than the city's budget. He stated that his city's budget lists the tentative budget and budget information for 2019 and 2018. Board Member Bangerter stated that the advantage to producing a budget document like his city's is that the board can look at it quickly and see what was budgeted and spent. He then stated that it is easier to explain to a resident why so much money was spent on a certain thing.

Ms. Rogers said she did not list individual wages from the prior year, but the board could see the differences between the tentative budget and the total from the prior year. She then stated that tentative budget includes the proposed amount and the prior year amount for Retirement, Health Insurance, Subscriptions and Memberships, Travel and Training, and Office Supplies. Ms. Rogers stated that she did not breakdown individual items in Equipment Maintenance for the prior year because she moved items from one page to another. Board Member Bangerter said that the budget

document made sense to him, but it just looked different from what he is used to seeing since he was a new board member.

Board Member G. Petersen said in looking at wages the budgeted amounts for the prior year (FY2020) did not show. He then stated that it was a surprise to see that the wages in the tentative budget increasing nearly \$400,000 without a presentation for the differences from last year to this year. Chief Becraft apologized and said he thought the information was given out to everyone. He said that Utah Retirement Systems Tier II increased due to a state mandate in retirement. The District had to increase retirement contributions nearly \$80,000 to fund the Tier II mandate. Chief Becraft stated that health insurance premiums increased approximately \$120,000. Ms. Rogers noted that at the beginning of last fiscal year several employees eligible for benefits either stayed on their parent or spouse's insurance plan or took single health insurance coverage. Since then, the District has had numerous employment changes and the District has more employees and their families utilizing the health insurance program than ever before. Chief Becraft went on to state that administration completed a wage study and added an additional part-time human resource position. He then stated that the District is struggling to keep adequate manning with part-time staff. In many cases to keep from running below minimum manning, the District is paying significant amounts of overtime. Chief Becraft stated that many of the surrounding departments have done away with part-time positions, however he feels that NDFD is not big enough nor did he want to get rid of part-time. He stated that part-time employees are valuable and important to the District. However, at the end of the day, the District has a difficult time getting part-time employees to come back to work to cover sick leave when the District is running short. There for the tentative budget proposes the hiring of an additional six full-time firefighter positions and three Captain promotions. Chief Becraft stated that the hiring of additional positions is probably the biggest part of the increase. Chief Becraft stated with the COVID-19 Pandemic, if an employee works full-time for another agency, some of those agencies are saying they cannot work part-time at another agency because it puts them at risk from working their full-time jobs. He said again that he values the part-time people and wants to keep them in the mix.

Chief Becraft stated Travel and Training line items are budgeted close to what they were last year. However, if the COVID-19 Pandemic continues, the District will save a large amount of the money because many trainings and conferences could be through August. He then stated that Capital Expenditures indicate a remodel of Station 42. There are six people currently assigned to Station 42 and the building is being used at full capacity. The Paramedic Program could be up and running within a year or two and NDFD will likely have a unit which would need to be assigned to Station 42. Chief Becraft stated that the county agrees that if the paramedic program succeeds, a paramedic unit should run out of Station 42. He then stated that the District has a diverse group of firefighters, including women, and that station was not built to house six people and provide adequate facilities. Chief Becraft said that a state contractor looked at the Station 42 and agreed that there is enough square footage to remodel and adequately house six people and make code compliant. The current space at Station 42 is not being utilized correctly. Chief Becraft stated that eventually the District would like to build another station then they could take Station 42 down to four people.

Chairman Roper said that running short at Station 42 takes employees and the Battalion Chief away from Station 41. He then stated that in many cases the Battalion Chief is playing several roles, acting

as the station Captain and running as the second person on an incident. Many times, Station 41 has only two people on duty and if they are dispatched to a call, the station is left empty. Chairman Roper stated running short is a big issue and adds liability to the District. He then stated that if the board cuts the proposed six positions, the District will likely end up paying significant amounts of overtime.

Board Member G. Petersen said station manning is not a new problem and it is something NDFD has been dealing with for a while. He indicated the tentative budget included a lot of improvements and the budget has been tight for several years. Board Member G. Peterson asked what mechanism the board would use to balance the budget because it would not be revenues. Chief Becraft said this tentative budget would be balanced with impact fees and fund balance. He then stated that adding six additional full-time firefighter positions to the current staffing is his recommendation for minimum manning. If the Board wanted to do business as usual and cut the six proposed positions administration would, however the District will likely continue to be understaffed. Chief Becraft stated that it is a bad year to increase the budget, especially with the COVID-19 Pandemic. That is why this year the increase would be covered by impact fees and fund balance. However, the use of impact fees and fund balance would not be sustainable or a permanent solution. Board Member G. Petersen said he agreed with Chief Becraft and just wanted to know where the money was coming from. He stated that wages and insurance were ongoing expenses but if the District were reducing reserves in order to meet the budget, then the District would have a problem next year because we would not have money to meet that budget.

Chairman Roper indicated that this budget did not reflect impact fees which will likely be received from the Lifetime Products project. He said the District should not count impact fee revenue until having received them. Chief Becraft indicated that if the board wanted to cut the six new positions, he would but he also wanted to make the board aware that FEMA had a Safer Grant for new positions and that Deputy Chief Taylor plans to submit an application. He asked Chief Taylor to give a little more information about that grant. Deputy Chief Taylor said the Safer Grant was federal funding that provides 75 percent of the wages and benefit costs for an entry level firefighter for the first two years and 35 percent of wages and benefits for the third year. After that, the District would be liable for the full cost of the position. Chief Taylor stated that a requirement to the Safer Grant is that there cannot be a reduction in force for those positions for a minimum of five years. Board Member G. Petersen wanted to know if that funding was a good reliable source. Deputy Chief Taylor said that the District has not applied for the Safer Grant in the past. He then stated that the grant is for new positions only, not current positions. The application period is open through May, the grant awarded in June, and funding would start July 1. Board Member Bangerter wanted to know what the chances were on the District receiving the grant. Chief Taylor said it probably depended on how well he wrote the grant and how many departments across the nation put in for the grant. He said the grant was for six hundred million dollars.

Board Member Bangerter wanted to know what the six positions would cost the district. Chief Becraft answered it is for six full-time positions and three Captain promotions. The new positions would put manning at six at Station 42 and four at Station 41 with a battalion on duty. Board Member G. Petersen said from his previous experience working on the budget, it would round out to be about \$100,000 each for the entry level and captain positions. He also asked if adding the six

new positions would reduce the part-time wages by about \$600,000? Chief Becraft said it could, however part-time wages were not reduced because the District ends up using the funds to cover leave. He then expressed his concern with operating with minimum staffing and providing adequate coverage. Chief Becraft stated that surrounding agencies are hiring for full-time. For example, Layton plans to hire eight, Syracuse plans to hire four, and Roy is currently hiring. Chief Becraft stated that the District needs to stay competitive or employees will leave. A board member asked what will happen if the District hires for the six positions but do not receive the grant? Chief Becraft said that the board should commit to the positions and if District receive the grant impact fee and fund balance may not have to be used.

Board Member G. Petersen said the Capital Projects fund is viewed as the Districts reserves. He stated that the District began the current year budget at \$831,000, which is already a few hundred thousand below what it used to be. Over the past few years, the District has used reserves. Board Member G. Peterson stated with the Station 42 improvements costing \$393,000, the District would end the year at \$529,000 and he thought it was dangerously low. Chief Becraft said there was the capital fund and the general fund. He agreed and said he did not like spending the reserves, however there is a need for more manning, and that it is his responsibility to educate and inform the board that District has been running at minimum staffing. Administration is asking for what is needed and what our neighbors are providing. He then stated that using reserves in the tentative budget was just a way to balance the budget this year and letting the Board know that that there are decisions that needed to be made in the future. Chief Becraft stated that proposed positions will help with the increased call volume and the minimum staffing levels on a working structure fire. He mentioned that the District has had 24 different employees within the last two years. Ms. Rogers stated that nine of those employees were full-time and the other 15 plus were part-time. She said it was very intimidating to bring this budget to the board because it had so much in it. However, administration has seen several times where there was only minimum staffing and full-time employees are staying to ensure the District is covered. She then said that a several employees are easily working 130 hours during a pay cycle because we cannot get part-time to fill leave.

Board Member Bangerter said the two biggest things he saw on this tentative budget were the remodel for the station and the employees. Between the two we were looking at \$800,000 to \$1,000,000. As far as the employees, he asked the Chief if six positions were the minimum or if four positions would for now or even three this year and three next year. Board Member N. Peterson said the proposed positions would provide one captain and one additional employee per shift. She said the District automatically uses multiples of three because of the rotation. Chairman Roper mentioned that there had been discussions about manning before all the pandemic stuff. He said that the board needs to make a crucial decision on moving forward with the tentative budget. The proposed positions and the station remodel are essential; however, the board must decide to move forward with or remove the new positions and the station remodel. Chairman Roper stated that parts of Station 42 are outdated and he out of compliance and he welcomed anyone to walk through that station. Board Member Bangerter stated that if we were to hire six employees now, we would not be able to house them. He asked do we do the remodel now and then hire the employees next year? Chairman Roper said he thought we needed to do both.

Board Member N. Peterson said the station remodel is a one-time expense and should be considered separate from the additional positions. The station remodel is a onetime expense; however, the additional positions is an operational cost that would continue year after year. Board Member N. Peterson said she too is nervous to pull funds from impact fees or fund balance. However, the station remodel is a onetime expense. She then expressed her concern with how often the West Point station (Station 41) is understaffed because manning is being pulled to Clearfield. Board Member N. Peterson asked how they will they answer public inquiry if the District does not have adequate staffing. She then stated that parts of Station 42 are not code compliant and the District and the city are enforcers of that code. She then stated that speaking as a woman, there are not adequate facilities at that station to for the women. There are liability issues in not providing those services and facilities for your employees. This could create issues with regards to providing facilities for men and women, gender neutral and transgender. Board Member N. Peterson expressed the need for the board to have additional discussions regarding the remodel of Station 42. She if the board were alright with the liability it puts on the district for not making the needed changes.

Board Member G. Petersen said with regards to liability, if we were a voluntary fire department, then you have what you have and you provide what you can provide and you can't be held liable because you don't have a full-time fire department. He said the same pertains to this district. He did not believe the District's liability would grow if we provided services within the budget recommendations that we had. Board Member G. Petersen said it did not mean that they should not be looking for ways to provide the best services possible. He then stated that normally, if the board were to talk about a major item like spending the money to remodel a fire station, it would have come to the board in a precursor meeting of whether we should pursue this as an option.

Board Member G. Petersen went back to staffing and said as we changed and added the Battalion Chiefs, it was the decision at that time that Station 41 wouldn't have a captain at all times and the Battalion Chief would act as captain because we couldn't fund another captain position. He said there was a middle ground where we could still do three positions and our Battalion Chief could still act as the captain at Station 41. He said he got a little nervous budgeting for the six new positions, especially if the District were looking at a grant that they did not know if they would receive. He indicated that he agreed with Board Member N. Peterson regarding the capital project fund and impact fees.

Chairman Roper indicated that he wanted to bring up the new fire station just as an item that needed to be discussed. Board Member Madsen said he understood the need to remodel the station, however felt like they were being put into a position to where they had to do it or else in a year or two we they would be in trouble. Chairman Roper stated that he was in no way bringing it to the board as an "or else," he said he just thought it needed to be brought to the board as an item that needed to be discussed as we looked at the budget. This was done before the pandemic and because of COVID-19, there may need to be some very big cuts. Chairman Roper stated that the impact on the economy is currently unknown and it is difficult to project what will happen in the future. That is why he thought it was important for the board to have this discussion. Board Member G. Petersen indicated that he too was worried about the economy and expected the home values to go down. He said he felt like the current environment would have led to the presentation of a conservative budget rather than a growth in the budget, which was being presented tonight.

Chairman Bangerter said he felt this was a beginning to discussions regarding these items and he appreciated that they were being brought up for further discussion.

Board Member Craythorne said the needs for remodeling that station are not something new to the board, they were discussed ten years ago and have only gotten worse. He stated that the remodel is being talked about as a line item in the budget and there probably needed to be more discussion on the groundwork first. Board Member Craythorne stated that he did not want to throw money into a remodel and still have a bad building in the end. He said it is a great discussion, but it is going to take some time to further discuss the needs and the wants of the District. He then expressed the need to err on the side of being conservative and then stated that NDFD could still provide services with the current staffing and without the remodel.

Chairman Roper asked if the board would like the station remodel and the proposed positions be removed from the tentative budget draft and they work with them down the road. Board Member G. Petersen said he thought that they had time to discuss these items. Ms. Rogers stated that a tentative budget must be approved by May and a final in June. The reason why she pushed to have these items in the budget was so they would be brought up for discussion. Ms. Rogers then stated that because a line item was in the tentative budget did not mean it had to happen in the final budget. For example, even if the remodel shows up in the capital projects line it did not mean that it must be done. She stated again that she felt that these items needed to be discussed by the board. Board Member G. Petersen said these were all valid needs that needed to be done but it is whether the District can accomplish it. He said as a board their biggest responsibility is to pass a budget. If they put something in the budget, it is the same as giving authority to spend it so they must be careful.

Chairman Roper asked if the District should consider truth and taxation. Board Member Craythorne said they should consider going through the process and notice it. He said things were changing so rapidly right now and things may change by August when the decision needed to be made.

Chief Becraft thanked the board for their input. He said he did not want the tentative budget to be a sticker shock but just wanted to educate the board on what the minimum standard was, and it is at least a captain on every engine and at least three firemen. If we have two firemen, then we will do what we are supposed to, but the safety and manning issues are real. The whole platform for our part-time people were mainly gone. He just wanted to try and keep up with the standard and volume that we had compared to our neighboring communities.

Chairman Roper wanted more clarification from the board and said they would remove the remodel out of the tentative budget but wanted to know if the six new positions should be removed as well. Board Member Bangerter said he would like a couple of days to review the budget and find out more information before items were removed. Board Member G. Petersen agreed with Board Member Bangerter and that the board had another meeting before approving tentative budget. Chairman Roper asked the board if they would like to schedule an extra meeting to discuss the tentative budget and the needs of the District. Board Member Chatterton said that all board members need to take a closer look at the budget and contact Chief Becraft or Ms. Rogers if they

had any questions. Board Member Bangerter said he did not think an extra meeting and would give the Chief or Misty a call if he had any questions.

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

Chief Becraft said that he had just received a rough draft of the employee policy and it was headed for legal review. He said the board should hopefully receive a draft copy in about a week. Chief Becraft stated that the employee policy is a large document that needed to be looked at by the board.

Ms. Rogers said Board Members N. Peterson and Chatterton have been in to review the Administrative Policy. There were some grammatical errors and some things that we were not sure we needed in the policy. She asked the board members if they have had a chance to review the policy. She went through some of the changes that she thought needed to be made. She said on page 36, item number 5 and 10, Board Member N. Peterson wanted some changes made and asked if she could comment on those items. Board Member N. Peterson said she wanted to remove this item because as a board, they only had the authority to hire and fire one person and that would be the chief officer. After that, the fire chief had the authority to do the hiring from there down. She said her concern was that the way it was written, it could be construed that a hire had not come to the board for a review. She thought it was unnecessary and should not be in the policy.

Board Member Bangerter said he agreed with Board Member N. Peterson. As it allowed for an employee to go over the fire chief and to the board prior to administration reviewing the situation. Chairman Roper agreed. He said Board Member Madsen had another commitment and would be leaving the meeting. Board Member Chatterton agreed with the rewriting of item number 5 to be for information purposes only to the board.

Ms. Rogers said because the policy already included the board code of ethics, page 138 was omitted. She reminded the board members to complete and return the Conflict of Interest, Code of Ethics and HIPPA (Health Insurance Portability and Accountability Act) forms that were emailed to them. She said at the last meeting there was a discussion about changing the finance officer to finance director, which has been done. The district personnel policy would include an organizational chart that would indicate where everyone fits in the organization for clarification.

Chairman Roper said there was not any action that needed to take place at this time, it was for discussion purposes only. He then requested that each board member review and get familiar with it the document.

10. Fire Chiefs Report

Chief Becraft reported on the following:

- a. The District is receiving daily updates from the state, county, and health officials regarding Covid-19 and making sure our firemen were staying safe. Administration is keeping track of the emergency supplies being purchased for Covid-19 which, presently, was around \$29,000. The District is in the process of asking FEMA for reimbursement of these items and the District may receive reimbursement as a Medicaid provider and could possibly receive reimbursement for wages due the pandemic. Chief Becraft stated that he receives list of people within the District who have tested positive for the virus. This information is only used in case that we get a call out to

them. Chief Becraft stated that the District has masks and PPE for all the firefighters, however we could run out of quickly. The stations are still on lockdown and employees are having their temperatures taken regularly. The District already has an auto aid and mutual aid agreement in place with the surrounding cities. If the District were to enter a red status with forty percent of our personnel or the surrounding departments personnel lost to the virus, people could automatically be placed into those positions.

Chief Becraft mentioned that all the money being spent on this pandemic is not in vain. The District is more prepared than ever to take care of the communities in the future. It is money well vested.

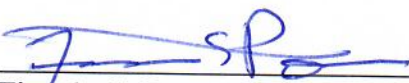
- b. Deputy Chief Taylor is busy with development and inspections.
- c. Chief Becraft said he is been assigned to the Tactical Working Advisory Committee for the Hill Air Force Base use plan.

11. Other

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 28th day of May 2020



Timothy E. Roper, Chairman

ATTEST:



Misty Rogers, District Clerk

