



**NORTH DAVIS FIRE DISTRICT
BOARD OF TRUSTEES**

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

*Tim Roper, Chairman
Howard Madsen, Vice-Chairman
Erik Craythorne, Member
Mark Shepherd, Member
Jerry Chatterton, Member
Nike Peterson, Member
Gary Petersen, Member
Scott Wiggill, Member
Chad Bangerter, Member*

*Mark Becraft, Fire Chief
John Taylor, Deputy Fire Chief*

**NORTH DAVIS FIRE DISTRICT
BOARD OF TRUSTEE MEETING
NOVEMBER 18, 2021**

Board of Trustee Work Session – 6:00 PM

If the Work Session is not completed prior to 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 - Chairman Timothy E. Roper, Vice-Chairman Howard Madsen, Scott Wiggill, Nike Peterson, Mark Shepherd, Gary Petersen, and Chad Bangerter

Board Members Excused – Erik Craythorne and Jerry Chatterton

Staff Present - Fire Chief Mark Becraft, Deputy Fire Chief John Taylor, District Clerk Misty Rogers, and Attorney Andrew Blackburn

Visitors – NDFD Battalion Chiefs' Hadley, Weekes, and Youngberg, NDFD Engineer Iarossi, NDFD Firefighter Stapleton, and Amber King

1. Discussion of Request from Fire Recovery USA

Chief Becraft mentioned that this request (attachment A) from Fire Recovery USA was an addendum to the contract we already have. This addendum gives Fire Recovery the latitude to bill someone that isn't one of our citizens directly if their insurance company doesn't pay. Services to our citizens would remain the same and they will not receive a bill. He said that he would be signing the addendum but just wanted the Board to be aware of it.

2. Discussion of North Davis Fire District Business

Chief Becraft said this item was on tonight's agenda, but he just wanted to quickly discuss the administration policy changes that the Board Members discussed at the last meeting. He recommended the Board not take any action tonight, but discuss what type of resolution the Board Members would like. He was suggesting that since we had three cities and council terms begin in January, NDFD hold our January meeting on the fourth Thursday of the month instead of the third Thursday.

Attorney Andrew Blackburn said he thought this was a good idea. He said Section 13 talked about duties of the Board of Trustees and the election of the Chair and Vice-Chair. He thought the title should be changed and also some of the language should be modified in Sections 14 and 15 to make things more understandable. He said he could make these changes and present it to the Board for review.

3. Discussion of Paramedic Service

Chief Becraft said the paramedic service was actually going really well due to the staff and employees moving on this and helping in the transition. Sheriff Sparks recently requested a meeting with all of the Fire Chiefs and said he was bleeding paramedics, which was in turn bleeding police officers. He said many of his paramedics have left and gone to DWR and the Highway Patrol. Sheriff Sparks said he would still provide paramedic services, but wanted the Fire Chiefs' approval if only one paramedic could show up on a call because of the lack of paramedic providers within DCSO. He then stated that this (changes to the paramedic providers) was moving faster than anyone had anticipated.

Chief Becraft stated that the transition of paramedic providers was not supposed to happen until January 1, 2023 and the District has budgeted for next fiscal year. He said he has purchased the paramedic truck and has gotten the equipment for the paramedics because he wanted to get ahead of things. He has jumped through major hoops with the State to get our paramedic license which we should receive in about 25 days. He has asked the State for a variance that will allow any of our employees that are paramedics be able to operate as a paramedic on any call. Chief Becraft said variance was approved and the reserve battalion truck has been temporarily set up and will be used as a paramedic truck, which they will call Medic 42. The medic truck has been running for almost two weeks and the State will be coming to inspect it next week. The State understands that if the County doesn't have a paramedic, we are going to go on that call as a paramedic. The Chief stated that the District should be getting the paramedic truck we ordered in early to late winter. He then stated that if the District would have waited and ordered the paramedic truck now, we wouldn't be getting it for another 18 months.

Chief Becraft said he asked the Sheriff if the PMA fees could be waived from here on out in order for us to recoup about \$100,000. The Sheriff said he didn't think that would be a problem but we didn't have anything in writing. Board Member Shepherd said he spoke to Commissioner Stevenson and waiving the PMA fees had been approved by the County Commissioners.

Board Member N. Peterson motioned to close the work session. Vice-Chairman Madsen seconded the motion. The motion passed.

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

Board Members Present - Chairman Timothy E. Roper, Vice-Chairman Howard Madsen, Scott Wiggill, Nike Peterson, Mark Shepherd, Gary Petersen, and Chad Bangerter

Board Members Excused – Erik Craythorne and Jerry Chatterton

Staff Present - Fire Chief Mark Becraft, Deputy Fire Chief John Taylor, District Clerk Misty Rogers, and Attorney Andrew Blackburn

Visitors – NDFD Battalion Chiefs' Hadley, Weekes, and Youngberg, NDFD Engineer Iarossi, NDFD Firefighter Stapleton, and Amber King

1. Call to Order
2. Invocation or Inspirational Thought – Board Member N. Peterson
3. Pledge of Allegiance
4. Citizen Comment
5. Consideration of Approval of Minutes from the October 21, 2021 Board of Trustee Meeting

Board Member Bangerter motioned to approve the minutes from the October 21, 2021 Board of Trustee Meeting. Board Member N. Peterson seconded the motion. The motion passed.

6. Consideration of Approval of the North Davis Fire District Bills for October 2021

Board Member N. Peterson motioned to approve the North Davis Fire District bills for October 2021. Board Member Bangerter seconded the motion. The motion passed.

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

Chief Becraft mentioned that revenues and expenditures were coming in on budget. He also referred to the clothing allowance and said at the beginning of the fiscal year, the employees order quite a bit but it balances out as the year goes on. He also said one thing that has affected the clothing allowance budget is our turnover of employees. We buy custom shirts with names on them and then the employee will quit so we are out that money. Chief Becraft said he just received word that we had a blown head gasket on an engine but it was too early to know how much it will cost.

Board Member N. Peterson asked about the employee's sick leave and vacation pay. Ms. Rogers said every year was a guessing game because we don't know how much leave an employee is going to take. There are times we have to amend the budget because there's a lot of sick leave taken but some years there isn't. There isn't an actual amount in the budget, but we like to track how much money is going out on sick and vacation leave.

Vice-Chairman Madsen motioned to approve the North Davis Fire District Financial Report. Board Member Bangerter seconded the motion. The motion passed

8. Consideration of Resolution 2021R-16, Amending the North Davis Fire District Budget for FY2022

Chief Becraft said he contacted most of the Board Members and met with Nicole from our accounting firm regarding the budget amendments for the early employment of staff to cover the

paramedic unit. He said we had the paramedic levy that we were going to have to pay back to the County but then they said we didn't have to pay it. Ms. Rogers stated that we planned to put \$462,000 into Capital Projects. Approximately \$300,000 of that is what the paramedic levy would have been and the rest was what we had planned for in our CIP plan. Instead of contributing the full \$300,000 of that towards the levy, it's proposed that we take \$237,000 of it and use it towards wages to help with the paramedic program. We also proposed reducing part-time wages to put into full-time wages to allow for the hiring of additional people. Chief Becraft mentioned that we were not changing our part-time program, but if we have two additional people, we aren't going to need the coverage or over-time. We aren't taking money from the general fund or impact fees, we are just offsetting our budget.

Board Member G. Petersen said there was some discussion about the tax levy from the County and asked the Chief about the matter. Chief Becraft said hypothetically, the tax levy was no longer there. Board Member G. Petersen said in the future he wanted to be careful that we don't start segregating our funds because that's how the County got into trouble. He said our funds are our funds regardless of where they came from.

Chairman Roper opened the meeting for a public hearing.

- a. Public Hearing – No comment was given.
- b. Action

Board Member Bangerter made a motion to close the public hearing. Vice-Chairman Madsen seconded the motion. The motion passed.

Board Member Bangerter made a motion to approve Resolution 2021R-16. Board Member Wiggill seconded the motion.

Roll Call Vote:

Chairman Roper (*non-voting*)

Board Member Craythorne - excused

Board Member Wiggill - aye

Board Member G. Petersen - aye

Board Member Chatterton - excused

Vice-Chairman Madsen – aye

Board Member N. Peterson – aye

Board Member Shepherd – aye

Chad Bangerter - aye

9. Discussion of the North Davis Fire District Policies Relating to Chapter 2, Board of Trustees

Chief Becraft asked the Board where they wanted to go with this matter and to give administration some direction.

Chairman Roper wanted to state, before any discussion, that he did not want his name to be considered for Chair in January. He thought it was important to have someone else step in and then asked the Board if they wanted to change the wording.

Chairman Bangerter read the wording from the Chapter as follows:

The person so elected shall serve a maximum term of two consecutive years as Vice-Chair or a maximum term of two consecutive years as Chairman. The respective Chairman and Vice-Chair shall also take office on the third Thursday in January of the even numbered years.

Board Member Bangerter wanted to know what the change was between the wording now and in the past.

Board Member G. Petersen said at the time, we had two cities and the Chairman and Vice-Chair were selected to serve for four years but also on the Board was an at large position. Whoever was the Chairman, then the other city had an at large seat meaning it wasn't an elected official and someone from their community served for four years. After those four years, then the other city had the Chair. Every four years, the Chairman would come from the other city. As Sunset came on Board, it was changed to two years. He mentioned that he was looking forward to this discussion because he wanted to know if the Board felt that they had set up the right structure.

Board Member G. Petersen said he thought Chairman Roper was doing a great job and wouldn't mind seeing him continue, but if he didn't want to be considered, then we would be following what we have and maybe this item should be postponed for discussion for another two years.

Board Member N. Peterson said she thought regardless of who was in the Chair's position, it was advocated that we go with the four-year term, like we had with two cities, but to give the Board the discretion to allow them to serve up to two consecutive two-year terms, if they wanted to stay in the position. If there was someone as Chair that was comfortable with it and would like to stay in that position and the Board was alright with it, then they would be allowed to stay for another two years.

Board Member G. Petersen said under the old way the Chairman still had a vote but as it is now, the Chairman does not vote. In his mind, he liked it to be two years because that city only got two votes. He said he wasn't opposed to what Board Member N. Peterson was saying, but it wasn't necessary at this point and he would be in favor of letting time tell if we just left it alone.

Chief Becraft said he thought the wording would be alright this year, but suggested in the future changing the January meeting to the fourth Thursday just to give the Board some more time.

Board Member N. Peterson said even though the consensus was to leave this alone, she wanted to go ahead and make the change requested by the Chief and to bring it back to the December meeting as an action item.

Attorney Blackburn said he would prepare an example on how it should read and present it to the Board in December.

10. Discussion and Consideration of Adopting the North Davis Fire District Board of Trustees Meeting Schedule for Calendar Year 2022

Ms. Rogers wanted to mention that most of the meetings fell on the third Thursday, but due to scheduling conflicts, some of them had to be changed to the fourth Thursday. For example, the January meeting had to be changed to the 27th because there is a chiefs training in St. George. We also thought this would give more time to the cities to make appointments to their boards and also give us time to take care of our elections on that day.

Board Member G. Petersen also suggested to Attorney Blackburn that as he's looking at rewording the Chairman and Vice-Chairman, rather than saying the fourth Thursday, he may just word it to say the first meeting in January just in case it fluctuates.

Board Member G. Petersen made a motion to change the wording for the meeting in January to the first meeting in January. The motion was seconded by Vice-Chairman Madsen. The motion passed.

11. Other

Board Member G. Petersen said he met with Chief Becraft one day and he mentioned that he was receiving the 2021 Chairperson's Award from the Utah Association of Special Districts which was kind of a big deal and quite prestigious. He then read the Resolution. The Board Members congratulated Chief Becraft.

12. Fire Chiefs Report

Chief Becraft reported on the following:

- a. He signed a contract with ETS which is an IT computer company. We are currently working on the transition and it will take about three months. Scott Picket with Structure Computers will be helping us with this transition.
- b. They are working on a schematic design for the new Station 42 which has a lot of glass incorporated into it. We are working on the Freeport site, Station 43, which is coming along well and should be done by the first of the year.

Board Member G. Petersen said at the dedication ceremony for the new fire station, all of the firefighter's names at that time should be put on the dedication plaque because there's a significant sacrifice on their part for having to put up with the transition.

Chief Becraft said we were on budget for the new construction costs. He said every square inch of the building was being utilized. Board Member G. Petersen said he was in favor of having a lot of glass because this was the firefighter's second home and it needed to be comfortable.

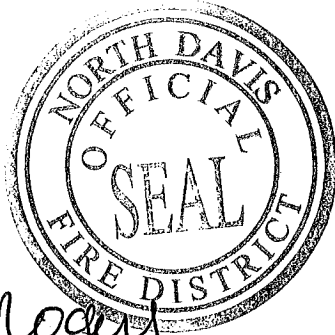
Board Member Bangerter wanted to know if there was a replacement for Deputy Chief Taylor who was leaving December 31st. Chief Becraft stated that things have been moving so fast that this item was placed on the back burner but he said he would be getting an

advertisement out around the first of December. Board Member G. Petersen suggested that the Chief open the position up nationally because there may be someone qualified in Florida that may want to move to Utah. Chairman Roper agreed and said we needed to open it up to all avenues.

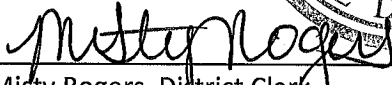
13. Motion to Adjourn

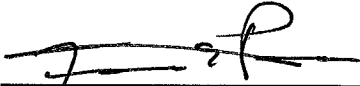
Board Member N. Peterson motioned to adjourn. Board Member G. Petersen seconded the motion. The motion passed.

Passed and adopted the 16th day of December 2021



ATTEST:


Misty Rogers, District Clerk


Timothy E. Roper, Chairman