



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

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

Mark Becraft, Fire Chief
John Taylor, Deputy Fire Chief

January 16, 2020 – 5:00 PM
PLANNING SESSION

Meeting minutes from the North Davis Fire District Board of Trustee Planning Session held at Station 41, 381 North 3150 West, West Point City, UT 84015 on January 16, 2020 at approximately 5:00 PM

Board Members Present: Chairman Gary Petersen, Vice-Chairman Mark Shepherd, Howard Madsen, Erik Craythorne, Tim Roper, Chad Bangerter, Jerry Chatterton, Nike Peterson, and Scott Wiggill

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

Visitors: Nicole Nelson

Chairman G. Petersen and Board Members welcomed Chad Bangerter as a new member to the Board. He then turned the meeting over to Chief Becraft.

Chief Becraft mentioned that we've been having these planning sessions for six or seven years now and asked that if anyone had any questions, to please interrupt him. He also stated that he would be going over the information in the 2020 Planning Workshop Agenda (copy attached). The North Davis Fire District responded to nearly 3,500 incidents between all three cities and had fire related loss within the district of approximately \$612,400. NDFD has been averaging 9.5 incidents per day between both stations. Chief Becraft said the ISOA report is due this year and it look at response times and how many personnel are required. He stated that NDFD should have a five-minute response time, which we were really close to. He stated that the median average was 1.33 firefighters per 50,000 to 100,000 which would mean NDFD would need 66 firefighters. Currently NDFD has 6 firefighters at Station 42 and 3.5 at Station 41 and the officer needs to stay with the crew. Chief Becraft said he drove to the corner of unincorporated Davis County then drove to Station 41 and made it within five minutes.

Chief Becraft indicated NDFD is currently in the middle of an impact fee study with Zions Bank. Projections of growth and future needs have been submitted for the study and administration would bring the results to the Board when it's complete.

Chief Becraft said he was currently going through and updating firefighter SOP's (Standard Operating Procedures). Utah Employment Council has been hired and they are moving forward with an employee handbook and policy updates. He wanted to tackle the defensible policies right

away. He mentioned that by joining the Utah Employment Council, they now had access to attorneys, human resource managers and quite a few seminars.

He stated that all auto aid and mutual aid was in place and they were functioning well in Davis County. He said he's been approached by Weber County to put together a task force list. As far as forestry fires, NDFD doesn't have enough resources to participate and Chief Becraft stated that he wouldn't put our communities at risk.

Chief Becraft indicated that Station 42 was the busiest station in the county and might be the busiest in the state. He stated that he, Chief Taylor and M. Rogers had conversations all of the time about personnel and our growth projections. He then reviewed the number of calls each station was receiving and the number of units that would be out on those calls. He said for Station 42 we had a minimum of six people, which includes the captain, and we can never go below that number. He said a lot of departments have changed to full time but he didn't think we were big enough to get rid of the part-time positions.

Deputy Chief Taylor indicated we had a slot open at Station 41 for a fourth firefighter during the day, from 7:00 am to 5:00 pm, to help cover the Battalion Chief who runs a lot of errands and conducts district business during the day but there's only a couple of shifts when that slot is actually filled. That position is filled maybe one-third of the time. Chief Becraft said part-time people can't fill this slot because they are already filling in the 24-hour slots. Deputy Chief Taylor said when we get into a situation where we only have two firefighters at Station 41, we do a mandatory call-back. He stated that most of our part-time firefighters work full time or part-time someplace else so we are limited on calling them back. When we have to call back, we also get into overtime.

Chairman G. Petersen stated that we were also in an economic situation where it's hard to find anyone to work.

Chief Becraft said one of the solutions he had was to still keep us mixed, we need the part-time people to cover but also need the stability of the full-time people. We are looking at different response modes such as not sending two engines on a fire alarm at Freeport, but if it's a water flow, we will send two. This will keep this station manned more. NDFD is far busier than in the past and we are trying to come up with a solution. We are trying to look at how we can cover the sick leave and vacation leave.

Deputy Chief Taylor said we just promoted one of NDFD's part-time people, Curt King, to the Captain position.

Chief Becraft said there's 1,800 high density units going up right now and we are growing.

Chairman G. Petersen indicated that it was 6:00 pm and we had to go into the Trustee meeting.

The planning session ended so that the regular session could be held.

**January 16, 2020 – 6:00 PM
REGULAR SESSION**

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 January 16, 2020 at approximately 6:00 PM

1. **Call to Order:** Chairman G. Petersen called the Board of Trustees Meeting to order
2. **Invocation or Inspirational Thoughts:** Provided by Jerry Chatterton
3. **Pledge of Allegiance**
4. **Citizen Comment:** No Comments.
5. **Administration of the Oath of Office for Newly Appointed Board Members:**
Gary Petersen, Mark Shepherd, Erik Craythorne, Howard Madsen, Jerry Chatterton, Nike Peterson, Tim Roper, Scott Wiggill and Chad Bangerter

M. Rogers read the oath and each board member repeated the oath after her. She mentioned that the years to be served by each Board Member was written on their oaths.

6. **Selection of the North Davis Fire District Board of Trustees Chairman and Vice-Chairman**

M. Rogers said the nomination would come from the Board. The only requirement for chairman was that they have served on the Board for at least two years.

Chairman G. Petersen asked for any nominations.

Board Member Shepherd nominated Tim Roper as the chair.

Board Member T. Roper accepted the nomination. He mentioned that he has been a Council Member for Clearfield City and served on the North Davis Fire District Board for three years now. He said he worked for Zion's Bank as a business analyst but just recently got laid off.

Board Member Shepherd made a motion to nominate Board Member Tim Roper as the Chairman. Board Member Craythorne seconded the motion. The motion passed unanimously.

Chairman G. Petersen then asked for nominations for the Vice-Chairman position.

Board Member Wiggill nominated Howard Madsen as Vice-Chairman. Board Member N. Peterson seconded the motion. The motion passed unanimously.

Board Member H. Madsen accepted the nomination. He said he has served on the North Davis Fire District Board for two years and served 30 years in public safety. He said he enjoys coming to the

Board Meetings and is excited that a member from Sunset City will be involved by serving as the Vice-Chairman of the District.

Board Member Shepherd voted to close the nominations.

Board Member N. Peterson seconded the motion.

The motion passed unanimously

7. Appointment of District Treasurer Nicole Nelson

Board Member S. Wiggill made a motion to appoint Nicole Nelson as District Treasurer.

Board Member H. Madsen seconded the motion.

The motion passed unanimously.

8. Appointment of District Clerk – Misty Rogers

Board Member Shepherd made a motion to appoint Misty Rogers as the District Clerk.

Board Member J. Chatterton seconded the motion.

The motion passed unanimously.

9. Consideration of Approval of Minutes from the December 19, 2019 Board Meeting

Board Member Craythorne made a motion to approve the minutes of December 19, 2019

Board Member H. Madsen seconded the motion.

The motion passed unanimously.

10. Consideration of Approval of the North Davis Fire District Bills for December 2019

Board Member Shepherd made a motion to approve the District bills for December 2019

Board Member J. Chatterton seconded the motion.

The motion passed unanimously.

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

Board Member J. Chatterton made a motion to approve the financial report

Board Member H. Madsen seconded the motion.

The motion passed unanimously.

12. Consideration of Approval of Resolution #2020R-01, an Amendment to the FY2020 Budget

Nicole Nelson said due to the unusual expenditures over the last few months, it was decided to open the fiscal year 2020 budget back up and make some amendments. There was a donation given for televisions for the stations which has been added, IT maintenance was increased by \$3,000 to cover GRAMA requests, an additional \$10,000 was added to equipment maintenance for vehicle repairs, attorney's fees needed to be significantly increased, and there was \$5,000 added in to Utah Employer's Council to redo the employee manual. These amounts would be pulled from the fund balance. She also said the State Auditor's office just came up with new policies to implement and wages may need to be adjusted in April or May.

Board Member N. Peterson asked who donated the money for the televisions. Deputy Chief Taylor indicated the North Davis Fire District Firefighters Association bought the TV's.

Board Member C. Bangerter made a motion to approve Resolution #2020R-01.
Board Member Chatterton seconded the motion.

Roll Call Vote:

Vice-Chairman Shepherd - aye

Chairman Petersen - aye

Board Member Bangerter - aye

Board Member Craythorne – aye

Board Member Roper – aye

Board Member Chatterton – (left early)

Board Member Madsen – aye

Board Member Petersen – aye

13. Fire Chiefs Report

Chief Becraft stated the following:

- We were just finishing up the wage study which he will bring to the Board. He said we were working through a URS audit with some payouts. Tier II firefighters pull from the Fire Insurance Fund so he didn't have an exact percentage or if it would be covered by the employer, state, or both. Currently he's budgeting for the District to cover the Tier II firefighters.
- He mentioned we had some big facilities in the District such as U-Haul and Lifetime and he was taking a good look at the high-rise facts.
- The Western Firechief's Association meeting will be held in Homer, Alaska in May.
- Public safety mental health is a crisis, there's more suicides now. It's something we are being cognizant of and playing an active role. Bloomquist Hale, our counseling company, will be coming to our firefighter's meeting. Chairman G. Peterson said this may need to be brought up in another meeting, but he wanted to know what the insurance company covered as far as counseling and if there was something the District should be covering separately.

Deputy Chief Taylor said prior to a year ago, if any of our firefighters needed assistance, they would go to Bloomquist Hale and their counselors started crying; they didn't know how to help. However, Bloomquist Hale was stepping up and looking at public safety. They're sending counselors on ride-alongs with fire and police. Chief Becraft said we also had a mental training meeting and that the spouses were also invited.

- Chief Becraft mentioned that concealed weapons and said Utah was a right to carry state. He found a good policy that said you can carry but you can't brandish it or leave it at the station. In our communities that we serve, we have active shooters and you have the right to defend yourself. He said if the firefighter wanted to carry, they needed to have a vault where they could lock it up. They needed to be responsible for it so the District wouldn't be responsible for anything that happened. Board Members discussed the matter and asked Chief Becraft to put a policy together and bring it back to the Board.

14. Other

Board Members thanked Chairman G. Peterson for his service as Chairman.

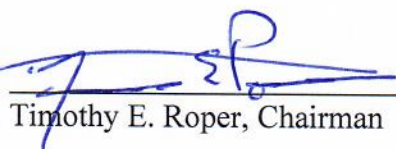
Chief Becraft reminded everyone of the annual awards party on February 5th at 6:00 pm.

15. Motion to Adjourn


Vice-Chairman Madsen motioned to adjourn.
Board Member Shepherd seconded the motion
The Board unanimously agreed.

Passed and adopted the 20th day of February 2020





Timothy E. Roper, Chairman

ATTN: 

Misty Rogers, District Clerk