



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

*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  
August 18, 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 discussed during the scheduled board meeting.*

Board Members Present – Chair Nike Peterson, Vice-Chair Wiggill, Howard Madsen, Brian Vincent, Vern Phipps, Mark Shepherd, Nancy Smalling, and Gary Petersen

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

Excused – Annette Judd

Visitors – NDFD Captains Anthony Iarossi and Curt King, and Amber King

1. Discussion of the North Davis Fire District Fleet and Capital Expense Plan

Chief Becraft stated that he and Treasurer Nicole Nelson have adjusted the CIP for the sale of the Wells Fargo & Haul Mark trailers, cost increases for future purchases, and adjusted purchasing timelines. Chief Becraft reminded the board that the trailers which were sold are Region 1 assets. The funds received for selling trailers (\$11,000) must be used for the Region 1 Box Truck. The future purchase of Truck 42 in 2027 is anticipated to cost \$1.7 million or more. However, the board has the ability to move the purchase up and/or use impact fees to offset the purchase. The draft CIP indicates the following:

- The cost of a new ambulance in 2024 will be \$275,000. Purchasing a new ambulance in FY2024 will put NDFD back on the 4-year ambulance purchase rotation.
- The 2016 Silverado will rotate to be used as a reserve paramedic unit.
- In 2024, the Deputy Chief truck (402) will be replaced, and the current Deputy Chief truck will be rotated to the Battalion Chief truck.

- NDFD does not plan to sell any apparatus the district currently has, because the district is growing and the needs are constantly changing.
- The Region 1 Special Ops Truck is in the process of being painted. Utility Trailer has graciously agreed to paint the truck for the district. This will save the district a significant amount of money.
- SCBA Air packs are listed within the CIP document, however, NDFD has applied for a grant and is anxiously waiting for the grants to be awarded. Even if NDFD is not awarded the grant, the district must replace our SCBA Air packs because Honeywell (the manufacturer) has gone out of business. Replacement parts cannot be obtained, and service cannot be performed. Currently, there is an MSA dealer that is offering a 2-for-1 bottle(s) promotion if bottles are ordered prior to the end of October. This would save the district nearly \$30,000. Additionally, there is a cost increase for the SCBA system in early October. The administration may ask the board to fund the purchase of the SCBAs in September to avoid the cost increase and be eligible for the promotion. The board of trustees will likely need to decide whether they want to purchase the new air packs prior to the grant money being awarded. It is anticipated that the air packs will be delivered within six weeks from purchase.
- Vehicle Exhaust Upgrade for Station 41 had been scheduled for 2025, however, Chief Becraft had been notified that five Air Hawk air units were available to purchase from Hogan Construction due to the over purchase when building the new Layton Fire Station. The cost is lower than originally projected in the CIP. This upgrade will retrofit the bays in Station 41 with air scrubbers, and be the same system used with the new Station 42. If the board of trustee's desires, the upgrade to the vehicle exhaust system could be moved up on CIP and designated funding for the project.

Chief Becraft stated that the construction of the new station is slow but moving forward. He stated that he is nervous about the bidding process due to inflation. However, staff will be vigilant and watch the process closely.

Board Member G. Petersen stated that NDFD may need to hold on to reserves and not want to make big purchasing decisions except for air packs until the construction of Station 42 is complete.

Chief Becraft stated that if the Board of Trustees wants to follow the purchasing schedule for ambulances and trucks, we would need to place an order soon. The district needs to order a new ambulance within the next few weeks if we want it operational in 2024. Chief Becraft stated that it doesn't cost the district up front to order the ambulance, however, it is a liability. Payment is due upon delivery of the ambulance.

Members of the board agreed that it is prudent to commit funds and keep on schedule with the purchase of vehicles and apparatus. Vice-Chair Wiggill acknowledged that a lot of work has been put into the 3-year plan. However, NDFD needs to stay on track and follow the plan. He then stated that both the Chief and Deputy Chief have done a great job and it is important that vehicles and apparatus are kept in good working order and replaced on schedule. Board Member Smalling stated that the NDFD CIP has not changed much, however, the world and inflationary costs have. NDFD is

going to get busier and busier and there is a need for a new ambulance. Board Member G. Petersen, Board Member Phipps, and Vice-Chair Wiggill agreed that NDFD should stay on schedule and order an ambulance.

Chief Becraft then asked if the truck scheduled to be purchased in FY2024 should be ordered, or if the district should wait. Board Member G. Petersen stated yes, the truck should be ordered. The truck being replaced will be utilized as a reserve rescue or battalion. There is still a lot of life left in the truck, but 7 years is long enough. We will need to follow the plan, as it was put in place for a reason.

Chief Becraft stated that, if necessary, NDFD can use Impact Fees to assist with the cost of the new station. If we finish the building and the impact fees are due to be spent, and they are not needed for the building, they could be applied to the purchase of a ladder truck.

Chief Becraft informed the board that the bidding process for the Aggregate Piers is starting. The water table in the area of Station 42 is not, as partially thought. The Aggregate Piers are required, and the cost is still able to be covered in the bond, but the savings are not as high as originally thought. Chief Becraft stated that each quarter, the Board of Trustees will be given Station 42 updates which will include spending and projections. However, if significant changes occur, more frequent updates will be provided. Chief Becraft and Chair N. Peterson expressed concerns that the bids will be higher than the reserved amount. This is the first time the partners have expressed concern about rising costs. Mark from Zion's told us our bond payment would be \$250,000 more than what we have if we had waited to lock in. In that case, we would not be building.

Chief Becraft stated that the district should continue to provide an annual contribution to the CIP and potentially raise annual contributions due to inflation. Ms. Nelson stated that the district's contributions are behind because of inflation. The Board of Trustees can choose to offset this in the future with one-time monies, but we are not anticipating that. Things that the staff needs to put in for review are inflation rates, fleet costs, maintenance costs, and other costs. Board Member G. Petersen stated yes, the truck being replaced will be put into the fleet and we will have a reserve rescue or battalion. There is still a lot of life left, but 7 years is long enough, and we will need to follow the plan, as it was put in place for a reason. In the past, the district would budget a 3% increase per year. However, over the last year or two, this has not been adequate, and we must assess and account for the higher than anticipated increases.

Chief Becraft stated that in September, the Board of Trustees may be asked to approve a purchase of Air packs. This could be prior to the awarding of the FEMA grants.

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

Board Members Present – Chair Nike Peterson, Vice-Chair Wiggill, Howard Madsen, Brian Vincent, Annette Judd, Vern Phipps, Mark Shepherd, Nancy Smalling, and Gary Petersen

Board Members Excused – Annette Judd

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

Visitors – NDFD Captains Anthony Iarossi and Curt King, and Amber King

1. Call to Order

2. Invocation or Inspirational Thought – *Board Member Gary Petersen*

3. Pledge of Allegiance

4. Citizen Comment

Captain Curt King of the North Davis Fire District stated that the firefighters appreciate the changes the board has made on behalf of NDFD. They are in a challenging position and the staff does realize that the Board of Trustees does support them. Captain King thanked the Board of Trustees on behalf of the staff and firefighters.

5. Consideration of Approval of Minutes from May 19<sup>th</sup> and June 16<sup>th</sup> Board of Trustees Meetings. Board Member Shepherd motioned to table the approval of the Minutes from the May 19, 2022, and June 16, 2022, Board Trustee Meeting. Board Member Madsen seconded the motion. The motion passed.

6. Consideration of Approval of the North Davis Fire District Bills for June 2022 and July 2022. Board Member Howard motioned to approve North Davis Fire District Bills for June 2022 and July 2022. Board Member Shepherd seconded the motion. The motion passed.

7. Consideration of Approval of the North Davis Fire District Financial Report: Chief Becraft stated that the FY2021-2022 Budget year has ended, and revenues are looking favorable. In FY2021-2022 the board amended the budget for the purchase of a new computer network, cameras, etc. However, some of the projects didn't finish until FY2022-2023. Therefore, the FY2022-2023 will need to be amended and some items will need to be accounted for in both budget years.

Chief Becraft stated that in FY2021-2022 the Board of Trustees amended the budget to allow for several needed repairs to vehicles; however, some of the repairs did not actually occur until early FY2022-2023. Funds not expended in FY2021-2022 for vehicle maintenance and will need to be included in an upcoming budget amendment for FY2022-2023.

Board Member G. Petersen motioned to approve North Davis Fire District Financial Report for June 2022 and July 2022. Board Member Smalling seconded the motion. The motion passed.

8. Discussion & Consideration of Resolution 2022R-08, Amending North Davis Fire District Personnel Policy for Non-DOT Drug and Alcohol Testing:

Chief Becraft stated that with changes to State Statute it has become necessary to amend the NDFD Personnel Policy for Non-DOT Drug and Alcohol Testing. Many entities in the surrounding area have amended their policies to comply with regulations. The proposed amendment has been reviewed by Andy Blackburn, the NDFD Attorney. It is recommended that the Board of Trustees approve Resolution 2022R-08. Safeguards placed in the policy and specific training will be held to protect the

district and employees. Many variables that we are learning to navigate. Most fire departments do not have to have CDL licenses, just need to be ADO Aerial certified. CDL license has different laws regarding drugs and testing.

Board Member Wiggill stated that education is critical for all employees, regarding the issues of drug testing and all the things that can affect them when at work. He then stated that we count on our employees to determine what is under the influence and we need to back that up from a legal perspective with education and training. The district should cover itself by not segregating or singling someone out.

Deputy Chief Williams pointed out that the wording says reasonable suspicion, and this can be challenging to maneuver. We plan to provide education and training to employees and supervisors. He then stated district software will have scheduled mandatory training that will be tracked by time stamping the date and time of the training for each individual.

Chief Becraft pointed out that crossing a line while driving is what triggers the suspicion of being under the influence for an officer. After they make contact, they have steps to take to determine if their suspicion is likely true. We are training to do the same thing for our officers. Training what to look for and how to handle these situations by behaviors, characteristics, etc.

Ms. Rogers stated that the old policy stated that employees would be tested if damage estimated at more than \$1,000 occurred. The new policy will state that any employee that is in an incident or causes damage will be required to complete a drug screen. This is a safety for both the employee and the district.

Board Member Madsen expressed concern about allowing for a standard gap with what the state allows. He said it is against the law and he does not agree with having different standards. If a policeman stopped the individual, they would be put in jail.

Chief Becraft stated that as the Utah State Law currently sits, it does not stipulate that fire and EMS responders cannot be issued a medical marijuana card. The district has no choice but to comply. Last year, the Utah Chiefs and Union pushed back but were unsuccessful.

It was recommended to approve Resolution 2022-08 with removing "property damage other than damage to district vehicles." Leave just "property damage."

Board Member Vice-Chair Wiggill motioned to approve 2022R-08, Amending North Davis Fire District Personnel Policy for Non-Dot Drug and Alcohol Testing with the removal of "property damage other than damage to district vehicles" and leaving the term "property damage." Board Member G. Petersen 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 - Aye

Vice-Chair Wiggill - Aye

Board Member Madsen – Nay

Board Member Judd – Excused

Board Member Smalling – Aye

Board Member Phipps - Aye

9. Fire Chiefs Report

Chief Becraft informed the board of the following:

- The final bid package for the construction of Station 42 has been released and the numbers should begin to trickle in over the next few weeks.
- Pictures of several fires that NDFD had assisted with in July were shown to the board. During the presentation, Chief Becraft explained the reason why a ladder truck is so important during a fire. He then stated that there had been a fire at the Snack Co. building and steps are being taken to prevent future fires. The Snack Co. fire was the second fire for the company within one month.
- The Medic 42 unit is supposed to reach Utah next week, and lights and sirens will be installed within the next few weeks. Medic 42 will be put into service as soon as possible.
- Chief Becraft will travel to Appleton, WI on Sunday to complete a final inspection on Engine 42. We are hopeful that the new engine will arrive within the next few weeks.
- The UASD Annual Convention will be held at the Davis County Convention Center. Any board member planning on attending should contact Misty to ensure that registration is completed.
- The Fourth of July celebrations went well. However, next year there should be changes to the candy throwing policy.
- Engine 42 push-in ceremony will likely occur in mid-September.

Deputy Chief Williams informed the board of the following:

- Captain Lloyd has been assisting NDFD and Deputy Chief Williams by performing Fire Marshal duties while he is on light duty. The Fire Marshal's duty is extremely busy, and Captain Lloyd has been an asset to the district.
- There are approximately 30 projects in progress within Clearfield City. A few of these are nearing the final stages and there will be a significant number of move-ins to the area.
- There are approximately 17 developments in progress within West Point City. More flag lots are being developed and built upon due to the price of housing. Two additional schools are scheduled to be built within West Point City. The new elementary is under construction and a junior high is projected in the near future.
- There is development occurring within Sunset City and their needs are increasing.
- The North Davis Fire District Fire Prevention Open Houses are scheduled for October 3<sup>rd</sup> and October 6<sup>th</sup>.

- NDFD has implemented a fitness program and members of staff receive a gym membership where they strive to attend the gym a minimum of 8-times per month. The gym membership for employees falls within budget.
- NDFD is working with WorkMed for firefighter METs and physical testing. This is a benefit to the employees as it provides a baseline of health for the employees each year. The district is also looking into a mental health program to incorporate once-a-year fitness testing. The testing is not punitive, it is a positive benefit that we hope will improve the employee's overall health.
- On September 11<sup>th</sup>, NDFD will participate in the 911 stair climb. VASA has agreed to let NDFD utilize their stair-step machines to complete this climb.
- NDFD is growing we need to prepare for the future. The administration is working with UDOT, Davis County School District, and each city to obtain statistics and projections of the fast-approaching.

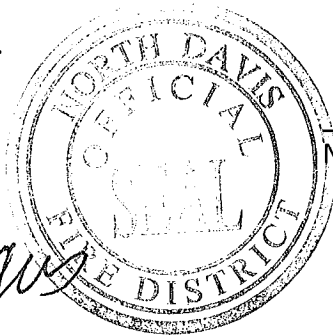
10. Member City Updates

Board Member Smalling expressed her appreciation for NDFD for assisting and engaging with an activity days group.

11. Motion to Adjourn

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

Dated this 15<sup>th</sup> day of September 2022.



*N. Peterson*  
 Nike Peterson, Chair

ATTEST:

*Misty Rogers*  
 Misty Rogers, District Clerk