



**North Davis Fire District  
Board of Trustees  
381 North 3150 West  
West Point City, UT 84015**

September 18, 2019 – 7:00 PM

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 September 18, 2019 at approximately 7:00 PM

**Board Members Present:** Chairman Gary Petersen, Erik Craythorne, Scott Wiggill, Jerry Chatterton, Tim Roper and Nike Peterson

**Board Members Excused:** Vice-Chairman Mark Shepherd, Nancy Smalling and Howard Madsen

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

**Visitors:** Mark Sessions, Maria Allred

- 1. Call to Order:** Chairman Petersen called the Board of Trustees Meeting to order
- 2. Invocation or Inspirational Thoughts:** Provided by Board Member Chatterton
- 3. Pledge of Allegiance**
- 4. Citizen Comment:**

Chairman G. Petersen requested that anyone providing comment to the Board of Trustees limit their comments to 2 ½ minutes.

Mark Sessions - 430 N 3425 W, West Point City, Utah 84015

Mr. Sessions stated that he had been informed by an “individual” that a District owned vehicle was being used for personal use and that there was a photograph for proof. He then stated that on July 20, 2019 the District owned vehicle issued to Chief Becraft was seen in Bear Lake pulling four-wheelers and transporting family members. Mr. Sessions stated that “his Google Maps” indicates that Bear Lake is nearly 120 miles away from the North Davis Fire District.

Mr. Sessions stated that his concern with personal use of District property led him to contact several members of the Board of Trustees to discuss the personal use of District vehicles. During those discussions Mr. Sessions learned that the contract between the North Davis Fire District and Chief Becraft allowed for the personal use of his District vehicle. Therefore, on July 20, 2019 there was no wrong doing and Chief Becraft was not in violation of his contract. Mr. Sessions expressed his

frustration and then requested that the contract with Chief Becraft be amended to exclude personal use and to define when, where, and how the District vehicles could be used.

Mr. Sessions informed that Board of Trustees that “two people” had requested that he contact Senator Todd Weiler to discuss House Bill 163 which went into effect July 2019. He stated that his discussion with Senator Weiler included the scenario of Chief Becraft using his District vehicle for personal and asking if the personal use of the District vehicle would be in violation under House Bill 163. Senator Weiler’s response to Mr. Sessions was that he was out of town and would contact him when he returned.

Mr. Sessions then stated that he had sent a copy of House Bill 163 to Chief Becraft and Chairman Gary Petersen to review, however their actions did not meet his approval. Therefore, he stated that he had printed out House Bill 163 and would read aloud UCA 63A-3-110, Personal Use of Expenditures of State Officers and Employees.

Chairman G. Petersen informed Mr. Sessions that the 2 ½ minutes which he had been allotted had ended. He asked if there was anything additional Mr. Sessions wanted to say besides reading the Bill.

Mr. Sessions stated that he was asking the board from one friend to another to renegotiate Chief Becraft’s contract. He then stated that it is not uncommon for the Fire Chief to only be permitted to use their District vehicle within their county or the adjoining county and not for personal use.

Chairman G. Petersen asked Mr. Sessions if he had a copy of Chief Becraft’s contract. Mr. Sessions stated no, he did not have a copy of the contract. He then stated that Chief Becraft had informed him that he could file a GRAMA request with the District to obtain a copy of the contract. Chairman G. Petersen thanked Mr. Sessions for his input and asked if there were anyone else in attendance that would like to provide comments to the board.

**5. Consideration of Approval of Minutes from the August 15, 2019 Board Meeting and the September 4, 2019 Special Meeting**

Ms. Rogers stated that the minutes from the Special Meeting held on September 4, 2019 were amended to include the time the Board entered and exited the closed session as well as more clearly define the need for the meeting.

Board Member N. Peterson motioned to approve the minutes from the August 15, 2019 and September 4, 2019 Board of Trustees Meetings  
Board Member Roper seconded the motion  
The motion passed unanimously

**6. Consideration of Approval of the North Davis Fire District Bills for August 2019**

Board Member N. Peterson asked why the District recently paid Wex Bank. Ms. Rogers stated that the payment for fuel purchases made by the District are remitted to Wex Bank. She then stated Fuelman and Robert Slade with the State of Utah Fuel Network have been contacted to discuss the unauthorized fuel charges which occurred in June 2019. Mr. Slade reassured Ms. Rogers that the



District would not be liable for the unauthorized charges and that the District's credibility would not be harmed in anyway.

Board Member Craythorne motioned to approve the North Davis Fire District Bills for August 2019

Board Member Chatterton seconded the motion

The motion passed unanimously

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

Chief Becraft stated that approximately 25% of the Fiscal Year 2020 budget year has elapsed. He then stated that ambulance revenues have shown improvement and the contract for services program is showing success. Ms. Rogers stated that the new contract for services program implemented in this fiscal year is listed on the financial statement as "Fire / Incident Recovery" income. She then stated that the District has collected approximately 10.8% of the budgeted amount for the Fiscal Year.

Chief Becraft said over the past several years, the District has tried to increase security by installing new door locks at each station, adding emergency buttons which connect directly to dispatch and glass for the receptionist area at Station 41. Chief Becraft stated that he believes that it is time to have video monitoring (no audio) of the Districts parking lot and business areas (not the training room or the living quarters). He then stated that he had received a bid from ADT and other bids could be obtained. The bid from ADT includes up to eight cameras to be used for recording for approximately \$4,000. This would allow monitoring of each station to be viewed from viewed from mobile devices. Chief Becraft stated that the only person who would have access to the recording files would be the District's IT person.

Board Member N. Peterson wanted to know how much of that bid included space for retention of those video records. Chief Becraft stated that the ADT system quoted would be a separate stand-alone system and would not feed into the server. After 60 days, the recording would be erased. Board Member N. Peterson and Chairman G. Petersen both asked if the District would be required, by state law, to retain the video record longer than 60 days because the District is a governmental entity. Chief Becraft stated that he would need to research retention requirements and report back to the board.

Board Member Craythorne asked if ADT has a reoccurring monthly fee. If so, what is the monthly fee. Chief Becraft stated that the reoccurring monthly fee would be approximately \$180 for both stations.

Board Member N. Peterson stated that Clearfield City had to redo their fee schedule because redacting information took so long and becomes a cumbersome project. She then expressed concern that the District does not have the capabilities needed for the surveillance system.

Board Member Wiggill asked if the monitoring system would be used for security purposes or for data record purposes. He then stated that storage requirements for data are held to a much higher standard than for security purposes.

Board Member Craythorne stated that there are several options available for security monitoring. He then recommended that other bids be obtained.

Chairman G. Petersen asked Chief Becraft to continue to research, gather more information and obtain additional bids.

Board Member Roper motioned to approve the North Davis Fire District Financial Report  
Board Member Craythorne seconded the motion  
The motion passed unanimously

**8. Consideration of Approval of Resolution 2019R-12, Approving an Interlocal Agreement with Roy City for the Billing and Collection of Fees for Paramedic Services Rendered During Ambulance Transport**

Chief Becraft stated that both the North Davis Fire District and Roy Fire provide ambulance service. The North Davis Fire District typically utilizes Davis County for paramedic services, however on occasion Roy Fire must be utilized. Because both the North Davis Fire District and Roy Fire are required to pay the QAZ (Ambulance Assessment) and billing fees the contract between Roy and the District will allow for a percentage of mileage and surcharges to be deducted from the paramedic fee that the District will pay to Roy for paramedic services.

Board Member Craythorne motioned to approve Resolution 2019R-12, Approving an Interlocal Agreement with Roy City for the Billing and Collection of Fees for Paramedic Services Rendered During Ambulance Transport  
Board Member Chatterton seconded the motion  
The motion passed unanimously

Roll Call Vote:

Board Member Roper - aye	Board Member Wiggill - aye
Board Member N. Peterson - aye	Board Member Craythorne – aye
Board Member Chatterton – aye	Chairman G. Petersen (non-voting member)

**9. Consideration of Approval of Resolution 2019R-13, Approving an Interlocal Agreement for Mutual Aid Fire Protection Agreement Between Roy City and North Davis Fire District**

Board Member N. Peterson motioned to approve Resolution 2019R-13, Approving an Interlocal Agreement for Mutual Aid Fire Protection Agreement Between Roy City and North Davis Fire District  
Board Member Roper seconded the motion  
The motion passed unanimously

Roll Call Vote:

Board Member Roper – aye	Board Member Wiggill - aye
Board Member N. Peterson - aye	Board Member Craythorne - aye
Board Member Chatterton – aye	Chairman G. Petersen (non-voting member)



## 10. Fire Chiefs Report

Chief Becraft informed the Board of Trustees of the following:

- North Davis Fire District Open Houses - September 23, 2019 (Sunset City Hall), September 26, 2019 (Station 42 in Clearfield) and October 2, 2019 (West Point)
- Utah Association of Special Districts (UASD) Annual Conference will be held in early November. Any Board Member wishing to attend the conference to obtain the required board member training should contact Ms. Rogers.
- North Davis Fire District Annual Awards Banquet will be held at Warehouse 22 in Syracuse on February 5, 2020 at 6:00 pm.
- Honor Flight – Chief Becraft and John Meek would be leaving on the Honor Flight at 2:00 am the following morning. Chief Becraft thanked the Board of Trustees for allowing North Davis Fire District to participate in the Honor Flight program.
- Mental Health Training and PTSD training for all of the firefighters and their spouses/significant others will be held on October 16 at 6:30 pm. The District will provide dinner for those attending.
- Paramedic RFP Update - Chief Taylor is collecting data from the entire county which will be used during the process. There is a significant amount of call volume on the North end of the county. The Paramedic RFP process in early discussions and funding discussions have not occurred. Chief Becraft stated that all parties involved agree that the paramedic program should be positive for all citizens and communities involved.
- Leadership Retreat – A mandatory Leadership retreat for all officers of the District will be held on December 2<sup>nd</sup>. The retreat will include policy review in addition to leadership, strategy and tactics training.
- Impact Fee Study – Within the next few months, the District will begin working with Zions Bank to complete an Impact Fee Study.
- 2006 Suburban – The Suburban was taken to TNT Auction to be sold within the next few days.

Deputy Chief Taylor stated that the North Davis Fire District Firefighters had recently been called out to assist with three large wildland fires. He then stated that NDFD Firefighters have been praised on their exceptional performance and their ability to work well with other agencies. Deputy Chief Taylor stated that during the latest fire, the NDFD Firefighters assisted Layton Fire by manning their station for medical calls. He then thanked Board Member N. Peterson, Board Member Roper and Board Member Wiggill for dropping treats off to the NDFD Firefighters. Deputy Chief Taylor stated that the support that the NDFD Firefighters and administration receive from the board is much appreciated.

## 11. Other

Board Member N. Peterson asked Chief Becraft, Deputy Chief Taylor and Ms. Rogers to report back on the FRI (Fire Rescue Int) Conference in which they attended in August.

Deputy Fire Chief Taylor stated that he spent a significant amount of time in technology classes. Technology is progressing and the District must be aware of and plan for technological changes and progression. He then stated that the defibrillators recently purchased by the District include technological advances that are a benefit to the patient, caregiver and hospital. Deputy Chief Taylor stated that as technological advancements come, the District will be required to adapt. He then stated



that a new RFP (Request for Proposal) has been released for the development of digital system instead of an analog system.

Ms. Rogers stated that this was her first-time attending FRI Conference and that she did not know what to expect. She stated that the fire Human Resource (HR) organization is different from any other HR organization. There are different rules for FSLA and it was hard to find training. Ms. Rogers stated that she sat in on several classes that talked about the mental well-being of the firefighters and administrative training specific fire departments. She stated that the FRI conference provided her with specific training for her position and that she was grateful that she had the opportunity to attend.

Chief Becraft stated that he attended several leadership trainings and discussions. One training in particular was a “round-table” discussion about current technology in the Western states, wildfire and wildland policy, etc. Chief Becraft stated that as a Western States Representative, he was able to get Utah a seat on the Wildland Policy Committee.

Board Member Chatterton asked Chief Becraft if the Paramedic discussions include the need to the need to consolidate dispatch centers. Chief Becraft stated that paramedic discussions have included the need to reach NFPA standards and the possible consolidation of dispatch services. He then stated that no decisions have been made, however discussions have been beneficial.

Board Member Chatterton expressed his appreciation of the Firefighters of the North Davis Fire District. He then congratulated the NDFD Firefighters for always elevating their performance and giving 100% not matter of the type of call they are responding to.

Board Member Craythorne stated that he was reading through the Syracuse City Council information. The information included a fire department update and the average response times for fire departments in surrounding area. Board Member Craythorne stated that the average response time for the North Davis Fire District has been quicker than any of the other departments included in statistic. He then expressed his appreciation of the Firefighters of the District.

## **12. Consideration of Adjourning into a Closed Session**

The purpose of the meeting was to convene a closed session of the Board of Trustees to discuss the character, professional competence or physical or mental health of an individual (Pursuant to UCA §52-4-205)

Board Members Present: Chairman Gary Petersen, Scott Wiggill, Jerry Chatterton, Tim Roper and Nike Peterson

Board Members Excused: Vice-Chairman Shepherd, Howard Madsen, Nancy Smalling and Erik Craythorne

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

Board Member Chatterton Motion to Open a Closed Session to discuss the character, professional competence or physical or mental health of an individual (Pursuant to UCA §52-4-205) at approximately 8:05 PM.

Board Member Wiggill seconded the motion

The board unanimously agreed

Board Member Wiggill motioned to adjourn the closed session and enter into the general session at approximately 8:54 PM.

Board Member N. Peterson seconded the motion

The board unanimously agreed.

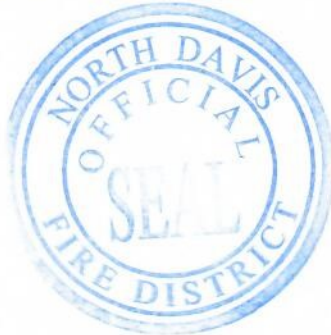
**13. Motion to Adjourn**


Board Member N. Peterson motioned to adjourn the September 18, 2019 Board of Trustees Meeting

Board Member Chatterton seconded the motion

The motion passed unanimously

Passed and adopted the 19 day of December 2019



  
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Gary Petersen, Chairman

ATTEST:

  
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Misty Rogers, District Clerk