



**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, Chair
Howard Madsen, Vice-Chair
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
December 16, 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 - Chair Timothy E. Roper, Vice-Chair Howard Madsen, Scott Wiggill, Nike Peterson, Mark Shepherd, Gary Petersen, Jerry Chatterton (via Zoom), Erik Craythorne, and Chad Bangerter

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 Captain King, and Anthony Iarossi

1. Discussion of North Davis Fire District Business

Chief Becraft started off with the administrative policy which attorney Blackburn has reviewed and turned the time over to him.

Attorney Blackburn recommended cleaning up the language within the policy from “Chairman” to “Chair” or “Vice-Chair.” He also said as he was looking at the policy (section 5), he noticed that it said “shall” have a work session and since it wasn’t always necessary to have a work session, he thought it would be better to change that to “may” have a work session. He thought the wording from Section 12 entitled General Power of Board of Trustees should be put into Section 2. Section 4 talks about Board Membership which was also mentioned in Section 9 so he moved that section. The prior Section 10 entitled Organization of Board of Trustees has been reworded to indicate how an election of the Chair and Vice-Chair would occur. Referring to Section 11, he said there was no need to talk about reorganization because that’s already been done. Section 13 has also been moved so that section won’t be needed.

Board Member Bangerter asked if the term Chair and Vice-Chair would be changed throughout the policy for consistency. Attorney Blackburn said yes.

The Board of Trustees and Attorney Blackburn discussed the current reading that states that the chair and vice-chair to take office on the fourth Thursday of January of the even numbered years. Attorney Blackburn recommended the language be changed to state that the term of the Chair and Vice-Chair will begin at the first Board of Trustees meeting in January, after the vote is taken.

Chief Becraft provided the Board of Trustees with updates from the past several months.

- He showed a rough map of the temporary location of Station 42 at the Freeport Center and reported on the temporary location improvements and remodeling. Chief Becraft informed the board that much of the work had been done by Battalion Chief Youngberg, Battalion Chief Weekes, Captain Montgomery, Deputy Chief Taylor, and other NDFD employees. He said they were coming in below budget on the transitional costs and could make the move by the end of January, if necessary. We are way ahead of schedule but it isn't anticipated that the demo of the current Station 42 will be until June.
- Paramedics are running and the actual license will be final within the next few weeks. The reserve truck is currently being used as the paramedic unit (Medic 42) until the paramedic squad arrives in late winter, early spring. As of today, we have had 310 medical / 106 ALS calls and 47 PMA's. We are working through some confusion but all in all, things were going really well.

Vice-Chair Madsen asked what will happen to the current truck being used as the paramedic unit. Chief Becraft stated that after the paramedic squad arrives, the current truck will be used as the reserve battalion chief or chief truck. Vice-Chair Madsen mentioned purchasing a pull-out organizer for the back of the reserve truck.

- He gave an update on the construction of Station 42. Everything was out for bid and they're waiting for numbers and working with Clearfield City as far as form-based code but the layout has not changed. The District will need to ask Clearfield City for a variance for some trees.

Board Member N. Peterson motioned to close the work session. Board Member Bangerter seconded the motion. The motion passed.

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

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

Board Members Excused – Nike Peterson and Mark Shepherd left at approximately 6:50 PM.

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 Captain King, and Anthony Iarossi

1. Call to Order
2. Invocation or Inspirational Thought: Provided by Board Member G. Petersen
3. Pledge of Allegiance
4. Citizen Comment
5. Consideration of Approval of Minutes from the November 18, 2021 Board of Trustee Meeting

Board Member Shepherd motioned to approve the minutes from the November 18, 2021 Board meeting. Board Member Craythorne seconded the motion. The motion passed.

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

Board Member N. Peterson asked why NDFD paid for signs for the UASD. Ms. Rogers informed the Board of Trustees that she assisted with the UASD Annual Convention in November. The District purchased signs for the convention and the UASD reimbursed the District for the expense.

Board Member G. Petersen motioned to approve the North Davis Fire District Bills for November 2021. Board Member Craythorne seconded the motion. The motion passed.

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

Chief Becraft said things were moving along. Ambulance revenue at 50%. Fee In Lieu and Property Tax received in December is a significant amount of the revenue for the budget. Impact Fees at 100%. Payables including wages are holding steady. The Local Building Authority budget for the temporary housing of Station 42 is under budget.

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

8. Discussion and Consideration of Resolution 2021R-17, Amending the North Davis Fire District Policies Relating to Chapter 2; Board of Trustees

Attorney Blackburn recommended deleting the sentence “the Chair and the Vice-Chair shall begin their elected positions on the fourth Thursday of January in even numbered years.” He then asked that when a motion to approve is made referencing the deletion of the mentioned sentence.

Board Member Bangerter motioned to approve Resolution 2021R-17, Amending the North Davis Fire District Policies Relating to Chapter 2; Board of Trustees with the deletion of the last sentence and indicating the fourth meeting in January. the Board Member Craythorne seconded the motion. The motion passed.

Roll Call Vote:

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

Vice-Chair Madsen – aye
Board Member Shepherd – aye
Board Member Bangerter – aye
Board Member Wiggill – aye

9. Fire Chiefs Report - Chief Becraft reported on the following

- NDFD joined with each city in their Christmas celebrations. The District has hired six new full-time firefighters and several students in paramedic school. Do have six new hires and moving forward. Have students in paramedic school.
- NDFD Annual Awards Banquet will be held on February 24th at Warehouse 22. An invitation will be sent out within the next few weeks.
- Administration is gearing up and planning for the FY2023 Budget and Board of Trustee Planning Workshop.
- Deputy Chief Taylor’s retirement celebration will be held at Station 41 on December 29th. All city staff are welcomed to attend.

Board Member Bangerter asked if it is appropriate to bring a gift to Deputy Chief Taylor. Chief Becraft stated that if someone would like to bring a gift to Deputy Chief Taylor for his retirement it would be acceptable.

- The Deputy Chief position has been posted and applications are currently being accepted. The closing for the applications is December 20th at 5:00 pm. Interviews are scheduled for December 30th. The interview panel will have a few board members, city managers, the state fire marshal and other stellar individuals.

10. Consideration of Adjourning into a Closed Session Pursuant to §52-4-205 (1)(a), Discussion of the Character, Professional Competence, or Physical or Mental Health of an Individual – Chief Becraft’s Evaluation – Attorney Blackburn remained in the Closed Session.

Board Member Shepherd and Board Member N. Peterson left the board meeting at approximately 6:50 PM.

Board Members Present - Chair Timothy E. Roper, Vice-Chair Howard Madsen, Scott Wiggill, Gary Petersen, Jerry Chatterton (via telephone), Erik Craythorne, and Chad Bangerter

Board Members Excused – Nike Peterson and Mark Shepherd

Board Member Wiggill motioned to adjourning into a Closed Session Pursuant to §52-4-205 (1)(a), Discussion of the Character, Professional Competence, or Physical or Mental Health of an Individual. The meeting is to be held in the training room at Station 41. Board of Trustees. Board Member Madsen seconded the motion. The motion passed

Roll Call Vote:

Chair Roper (non-voting member)

Vice-Chair Madsen – aye

Board Member Craythorne – aye

Board Member G. Petersen – aye

Board Member Bangerter – aye

Board Member Wiggill – aye

Board Member Chatterton - aye

Board Member * motioned to return into the regular session. Board Member * seconded the motion. The motion passed.

11. Other

Chair Roper extend their appreciation over the past few years. Paramedic program, new fire station, and continuing to change culture. He then stated that the Board of Trustees would like to provide Chief Becraft with a 3% increase to his wage and a \$6,000 bonus.

Board Member Craythorne motioned to approve a 3% wage increase and a \$6,000 bonus for Chief Becraft. Vice-Chair Madsen seconded the motion. The motion passed.

Chief Becraft thanked the Board of Trustees and expressed his love for NDFD.

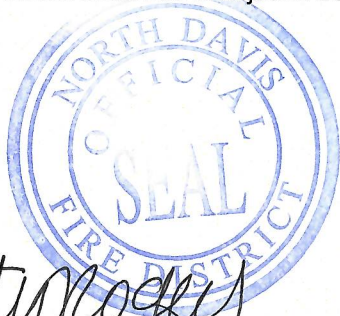
Chair Roper expressed the boards gratitude to Deputy Chief Taylor for all that he has done for NDFD. The board is appreciative of his service.

Chief Becraft stated that Deputy Chief Taylor is part of the NDFD family.

Deputy Chief Taylor stated that he started almost 27 years ago with Clearfield Fire.

12. Motion to Adjourn

Board Member Craythorne motioned to adjourn. Board Member G. Petersen seconded the motion.



ATTEST:

Misty Rogers

Misty Rogers, District Clerk

N. Peterson

Nike Peterson, Chair