



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

Timothy E. Roper, Chairman
Howard Madsen, Vice-Chairman
Erik Craythorne, Board Member
Mark Shepherd, Board Member
Jerry Chatterton, Board Member
Nike Peterson, Board Member
Scott Wiggill, Board Member
Chad Bangerter, Board Member
Gary Petersen, Board Member

Mark Becraft, Fire Chief
John Taylor, Deputy Fire Chief

BOARD OF TRUSTEES MEETING MINUTES
THURSDAY, May 20, 2021
5:30 PM WORK SESSION / 6:30 PM BOARD MEETING

Members of public were permitted to attend the meetings in person or via Zoom. The Board of Trustees accepted citizen comments at the designated time via Zoom, email, or in person.

WORK SESSION 5:30 PM

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

Board Members Excused: Chad Bangerter

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

Visitors: Shenelle Salcido (Gilmore & Bell, P.C.)

Chairman Roper welcomed those in attendance and stated that the Board of Trustees would discuss several items which were noticed on the agenda. However, topics may be discussed in a different order than was noticed.

1. Discussion of Creating a Building Authority

Chief Becraft stated that Gilmore & Bell will be assisting with the creation of a Building Authority. He then informed the Board of Trustees that Shanelle Salcido an associate of Gilmore & Bell was in attendance via Zoom and would explain the process of creating a Local Building Authority. Ms. Salcido stated that a Local Building Authority has the ability to issue bonds with collateralizing through a lease agreement. The Local Building Authority is non-profit and will function with the same members of the Board of Trustees. Chief Becraft stated that after the Board of Trustees approves the creation of the Local Building Authority parameters and bylaws will be approved by resolution. Ms. Salcido stated during the May 20th meeting, the Board of Trustees are being asked to approve by resolution Local Building Authority Articles of Incorporation. After the Articles of Incorporation have been approved by the Board of Trustees, Gilmore & Bell will file them with the Department of Commerce. In the June 2021 meeting, the board will be asked to consider approving Bylaws for the Local Building Authority.

Board Member G. Petersen stated that a Local Building Authority is a better way for NDFD to move forward with bonding. NDFD has limited revenue sources and it is common for a district to create a Local Building Authority. Ms. Salcido agreed, then stated that there are hundreds of Building Authorities throughout the State of Utah. Board Member G. Petersen then expressed his support of creating a Local Building Authority.

Board Member N. Peterson asked if the board should consider approving a resolution allowing the Local Building Authority to reimburse NDFD for expenditures that they incur due to the project. Ms. Salcido stated

that the resolution being considered by the Board of Trustees during the regular meeting will allow for the Local Building Authority to reimburse NDFD in accordance with federal tax laws.

2. Fraud Risk Assessment

Ms. Rogers stated that the Board of Trustees oversees operation of North Davis Fire District. Each year, a Fraud Risk Assessment created and implemented by the Office of the State Auditor is presented to the Board of Trustees. NDFD uses many “checks and balances” and separates duties when possible and the results from the Fraud Risk Assessment indicate a low risk for fraud. Ms. Rogers stated that the administration strives to keep good checks and balances, separation of duties, timely reporting, etc.

3. Discussion of the future needs of NDFD, including but not limited to the Capital Improvements Plan, growth, personnel, NDFD FY2021 Budget, NDFD FY2022 Tentative Budget, and Station 42 Update.

Chief Becraft informed the Board of Trustees of the following items.

Impact Fee Study - It became necessary update and amend the NDFD Impact Fee Study. Residential rates will decrease from \$368.30 to \$181.13 and commercial rates will decrease from \$0.20 per square foot to \$0.10 per square foot. Chief Becraft reminded the Board of Trustees that Impact Fee rates are calculated off of growth, call volume, capital projects, current and future projects as well the construction of a new station or the remodeling of an existing station.

Interlocal Paramedic Agreement – During the regular meeting, the Board of Trustees will be asked to enter into a new Interlocal Paramedic Agreement with DCSO (Davis County Sheriff’s Office) and other entities within Davis County. This new Interlocal Paramedic Agreement does not include payback of the paramedic levy to Davis County.

Board Member Shepherd and Board Member Craythorne stated that during a recent COG (Council of Governments) meeting, a comment was made that the media should do a countywide story regarding the upcoming changes to the paramedic service providers. Board Member Shepherd stated that he does not support incorporating a message countywide because it affects each city within Davis County differently. He then stated that NDFD has been proactive, an informational pamphlet informing the community had mailed to each address within the district, posted the pamphlet on the district website, and Tim Vandenaack with the Standard Examiner published an article about the changes. He then stated that entities such as Syracuse is concerned with the backlash that they may receive. Board Member Shepherd stated that he hadn’t received any negative feedback with regards to the messaging sent to the members of the district.

Board Member G. Petersen stated that when the Davis County Sheriff and Commissioners attended a previous NDFD Board of Trustees Meeting, it was made clear that the county would not provide the district any assistance with messaging and noticing for the upcoming changes to the paramedic service providers.

Board Member Wiggill stated that NDFD led the way with informing the community early about the upcoming changes to the paramedic program and the costs associated with the program. He then stated that he had not received any negative feedback from the community. NDFD has done a good job with disseminating the information to the community and it should be up to each city/entity to inform their residents of the coming changes.

Board Member N. Peterson expressed her satisfaction with the pamphlet and messaging the district provided to the community.

Board Member G. Petersen stated that if the media contacts NDFD then the Chief must respond. However, NDFD does not need ask to be included in the countywide messaging because they have been proactive. He then recommended that the pamphlets which were mailed to the members if the district be available during the public meetings and Truth in Taxation hearing.

NDFD Fiscal Year 2022 Tentative Budget - Chief Becraft provided the Board of Trustees with an overview of the FY2022 Tentative Budget.

- Capital Projects – Includes the equipment and defibrillator for the paramedic unit, equipment for the new engine, the defibrillator program, resurfacing of Station 41's parking lot, and the carpet replacement at Station 41.
- Fleet Expenditures – Includes the purchase of a paramedic unit, radio, etc.
- Debt Service – The debt service payments budgeted for in the FY2022 Tentative Budget may change with the timing of bonding.
- Ambulance Revenue – The budgeted amount in FY2022 is similar to what was budgeted in FY2021. Collections are volatile and actual collection could be less than anticipated. The district is responding to more calls however it is difficult to collect. Chief Becraft informed the board that ambulance collections throughout the state are similar to that of NDFD.
- Interest Income – The Final Budget for FY2022 will include a lower amount of interest income.
- Fee in Lieu and Property Tax – Revenues are dependent upon growth and the property tax rate. Administration has determined the dollar amount need to cover necessary costs. However, a tax rate cannot be recommended until Davis County releases the certified tax rate.
- Employee Wages – The FY2022 Budget includes the promotion of three captains and the hiring of three additional full-time firefighters. Chief Taylor has applied for several grants, including the Safer Grant. If awarded the Safer Grant NDFD will be required to hire six additional firefighters and the Safer Grant would provide 100% of funding for their wages and benefits for three years. The FY2022 Budget also includes a 3% increase for all employees who are not on probation (per NDFD policy). If a full-time employee is redlined or wage capped, they will receive a 3% bonus.
- Part-Time Wages - In FY2022, part-time wages will decrease from that budgeted in FY2021. In FY2021, NDFD received Cares Act Funding to which was used to assist with wages.
- Health Insurance - Premiums increased 5.4% in FY2022, NDFD will cost share with the employee. NDFD will pay 78% of the premium for the traditional plan and the employee will pay 22% of the premium. Board Member Chatterton asked how administration budgets for health insurance. Ms. Rogers stated that all full-time employees are typically budgeted either a double or family plan. Chief Becraft stated that NDFD is still waiting for workers compensation and liability insurance premiums for FY2022.
- Disability/Death Benefit – Rates slightly increased in FY2022.
- Clothing/Uniform Allowance – Increased for the hiring of additional personnel.
- Subscription & Memberships - The FY2022 Budget is similar to the FY2021 Budget.
- Travel & Training - The FY2022 Budget includes all trainings prior to COVID-19 in addition to the cost of sending firefighters to paramedic school.
- Equipment Maintenance Supply - The FY2022 Budget could change with the rebuilding of Station 42.
- Vehicle Maintenance – The FY2022 Budget is similar to the FY2021 Budget, administration did increase the amount slightly for the cost for fuel.
- Computer – NDFD is currently implementing the ImageTrend software system, it will replace the ERS reporting system. Chief Becraft stated that ImageTrend is a better solution for NDFD as it is utilized countywide. Board Member N. Peterson asked if ImageTrend will be housed in Clearfield. Chief Becraft stated that ImageTrend is designed to interface with Spillman.
- Communication – The FY2022 but was increased due to the cost of batteries and radio repairs.
- Dispatch Services – The cost of Dispatch Services provided by Clearfield will remain the same. However, there will be a one-time cost for the ImageTrend CAD Distribution System.
- Special Department Allowance – All items prior to COVID-19 have been added back into the FY2022 Budget.
- Grant – NDFD has applied for the SAFER Grant and a grant for SCBA's. If a grant is awarded to NDFD the budget will be amended.
- Collection Contract – Slightly higher in FY2022. Board Member N. Peterson asked why there would be an increase in the cost for IRIS Medical if collections are not increasing. Ms. Rogers stated that a slight

increase for billing was included to ensure adequate funds for paying for ambulance collections. Also, if IRIS collects for payment and ends up having to pay back it could be assessed to the district.

- Medical Supplies – A slight increase in FY2022 as costs continue to increase.
- Misc. Services – Firefighter testing and all other items prior to COVID have been added back into the FY2022 Budget.
- Paramedic Payments – Includes a slight increase in the FY2022 Budget.
- Professional Services – includes funds for public outreach. Chief Becraft stated that in the near future, he would like to discuss negotiating for legal counsel with the Board of Trustees.
- Lease obligation – NDFD will make the final payment on the Crimson in September 2021. The interest payment for the new engine will be made in spring of 2022.
- Debt Service – Due to possible rebuild of Station 42 debt service could change during FY2022.
- Transfer to Capital - \$160,000 will be transferred to Capital Projects and a one-time transfer of the paramedic levy (approximately \$300,00) will be transferred to Capital Projects and used to help setup for paramedic program
- Transfer to Fund Balance – the FY2022 Tentative Budget includes a \$14,290 transfer to Fund Balance.

Chief Becraft stated that Davis County will hold their Taxing Entity Meeting on June 2nd. It is anticipated that property values will increase causing the property tax rate for NDFD to decrease.

Board Member Shepherd asked what will change in the budget when NDFD takes over the paramedic service. Chief Becraft stated that he is hopeful with growth and not having to pay DCSO for paramedic service revenues for the district will stabilize. He then stated with hiring of more full-time firefighters, a portion of part-time wages could possibly be reappropriated to debt service.

Board Member G. Petersen asked how implementing the new paramedic program and the hiring of additional personnel will impact the FY2023 Budget. Chief Becraft stated by FY2023 the District should be collecting the levy from the paramedic services and payments to DCSO for paramedic services will stop. Ms. Rogers stated that she needed to verify that the FY2023 budget projections included the additional personnel and potential increases. She then stated that a draft of future budgets would be provided to the board in June to ensure that they were comfortable with projections.

Board Member Shepherd stated that he would like to ensure that adequate funding will be available for in FY2023 Budget. He stated that he does not want to have to raise property taxes two years in a row. Chairman Roper and Board Member Shepherd agreed that the goal of the Board of Trustees is to make NDFD sustainable.

Board Member Shepherd motioned to adjourn the Work Session. Board Member G. Petersen seconded the motion. The motion passed.

Scheduled Board Meeting – 6:30 PM

Board Members Present: Chairman Timothy E. Roper, Vice-Chairman Howard Madsen, Jerry Chatterton, Mark Shepherd, Gary Petersen, Scott Wiggill, Nike Peterson and Erik Craythorne (left at 6:58 pm)

Board Members Excused: Chad Bangerter

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

Visitors: Engineer Steve Harrington and Christina (resident of the district) and family

1. Call to Order

2. Invocation or Inspirational Thought: Provided by Board Member N. Peterson

3. Pledge of Allegiance

4. Citizen Comment

Christina a resident within the North Davis Fire District stated that in September 2019 she a suffered cardiac arrest event. She wanted to address the Board of Trustees to express her appreciation for the fire department and first responders. Christina called the firefighters of NDFD heroes and then stated that if they would have given up and not kept performing CPR, she would not be alive.

NDFD Engineer Steve Harrington was in attendance and addressed the Board of Trustees. He stated that he and a few other NDFD firefighters received a cardiac arrest call. They were told that paramedics could not be located but would be sent as soon as possible. While in route, the firefighters discussed and planned for the incident. Upon arrival, the patient was assessed, compressions were started, the airway was opened, and medications were given. Paramedics arrived and they worked the patient for nearly 45 minutes without success. Paramedics contacted medical control via telephone to ask permission to stop treatment as everything that could be done for the patient had already been done. However, something began to happen, the patient began to show signs of spontaneous circulation. The patient was transported and a positive outcome was achieved. Engineer Harrington stated that in many cases first responders do not get to see positive outcomes and this experience was remarkable.

Christina's husband thanked Engineer Harrington and the other firefighters for not giving up and listening to their gut feeling while treating his wife. He stated that the outcome looked grim, and it is because of the first responders that he has his wife, and his children have their mother.

Board Member G. Petersen stated that reasons such as these are why the North Davis Fire District and their firefighters are important.

5. Consideration of Approval of Minutes from the March 18, 2021 and April 15, 2021 Board of Trustees Meetings

Vice-Chairman Madsen made a motion to approve the minutes from March 18, 2021 and April 15, 2021 Board of Trustees Meeting. Board Member Chatterton seconded the motion. The motion passed.

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

Board Member N. Peterson asked what was purchased from Best Buy. Ms. Rogers stated that NDFD purchased 8 laptops for the paramedic students to use if they needed. Many of the students were using laptops which were antiquated and not compatible with the required software for the paramedic program. The laptops are the property of NDFD, the students are given the option to use them if needed.

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

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

Chief Becraft stated that property taxes are on target but could potentially be higher than projected. Ambulance revenue is lower than anticipated and NDFD may not collect the full amount of ambulance revenue budgeted in FY2021. Chief Becraft stated that due to new projects and significant development, Impact Fee revenue is higher than expected. However, Impact Fee revenue dependent upon the economy and development, one-time money and can only be used for specific purposes.

Board Member N. Peterson stated that 89% of the vehicle maintenance budget has been expended and wondered if the district would need to amend the FY2021 Budget. Chief Becraft stated that the FY2021

Budget may need to be amended if vehicle maintenance expenditures exceed the budgeted amount. He then stated that if a budget amendment is needed for FY2021 it will occur in June.

Board Member Shepherd made a motion to approve the North Davis Fire District Financial Report. Board Member G. Petersen seconded the motion. The motion passed.

8. Discussion & Consideration of Resolution 2021R-05, Amending the NDFD Impact Fee Study

Chairman Roper opened the public hearing.

a. Public Hearing – No Comment Given
Board Member Shepherd motioned to close the public hearing. Board Member G. Petersen seconded the motion. The motion passed.

b. Possible Action
Board Member G. Petersen motioned to approve Resolution 2021R-05, Amending the NDFD Impact Fee Study. Board Member Shepherd seconded the motion. The motion passed.

Roll Call Vote:

Chairman Roper (non-voting) - aye
Board Member Chatterton – aye
Board Member G. Petersen – aye
Board Member Shepherd – aye

Vice-Chairman Madsen – aye
Board Member Craythorne - aye
Board Member N. Peterson - aye
Board Member Wiggill – aye

Board Member Craythorne exited the meeting.

9. Discussion & Consideration of Resolution 2021R-06, A Resolution Adopting a the NDFD Tentative Budget for Fiscal Year 2022 for the Period of July 1, 2021 and Ending June 30, 2022 and Providing for an Effective Date

Chairman Roper opened the public hearing.

a. Public Hearing – No Comment Given
Board Member G. Petersen motioned to close the public hearing. Board Member N. Peterson seconded the motion. The motion passed.

b. Possible Action
Board Member N. Peterson motioned to approve Resolution 2021R-06, A Resolution Adopting a the NDFD Tentative Budget for Fiscal Year 2022 for the Period of July 1, 2021 and Ending June 30, 2022. Board Member Chatterton seconded the motion. The motion passed.

Roll Call Vote:

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

Vice-Chairman Madsen – aye
Board Member G. Petersen – aye
Board Member Shepherd – aye

10. Discussion & Consideration of Setting a Public Hearing for the NDFD Property Tax Rate for Calendar Year 2021 and the NDFD Final Budget for FY2022 on August 12, 2021

Board Member Shepherd motioned for the North Davis Fire District to complete the Truth in Taxation Process. He then stated that a public hearing for Truth in Taxation and consideration of the NDFD property tax rate will be held on August 12, 2021, at 6:00 PM. Vice-Chairman Madsen seconded the motion. The motion passed.

Board Member G. Petersen asked that the Board of Trustee Meeting scheduled for August 17th be noticed for August 12th. Ms. Rogers stated yes, she then stated that she had scheduled the Truth in Taxation hearing one week prior to the scheduled Board of Trustee meeting in case the board did not want to set a property tax

rate and adopt the budget at the same meeting as the Truth in Taxation hearing. Board Member G. Petersen informed the board that he would be out of town on August 12th, but he supports FY2022 Budget.

11. Discussion & Consideration of Resolution 2021R-07, A Resolution Amending the NDFD Policies, Chapter 12, “Financial Management and Investments” to Include Policy 12.3, “Tax Increment Financing Guiding Principles” and Providing for an Effective Date

Board Member N. Peterson and Board Member G. Petersen expressed their appreciation to Chief Becraft for creating guidelines for the Board of Trustees to follow when considering RDA participation.

Board Member G. Petersen motioned to approve Resolution 2021R-07, A Resolution Amending the NDFD Policies, Chapter 12, “Financial Management and Investments” to Include Policy 12.3, “Tax Increment Financing Guiding Principles” and Providing for an Effective Date. Board Member Shepherd seconded the motion. The motion passed.

Roll Call Vote:

Chairman Roper (non-voting)	Vice-Chairman Madsen – aye
Board Member Chatterton – aye	Board Member G. Petersen – aye
Board Member N. Peterson - aye	Board Member Shepherd – aye
Board Member Wiggill - aye	

12. Discussion & Consideration of Resolution, 2021R-08, A Resolution Approving an Interlocal Agreement Entered into Jointly Between North Davis Fire District and Davis County, and Several Other Governmental Agencies Within Davis County Regarding Paramedic Services and Providing for an Effective Date

Chief Becraft recommended the Board of Trustees enter approve Resolution 2021R-08. The new agreement excludes the paramedic levy payback agreement and changes dates from June 1st to August 31st as this will allow for entities to complete the budget process. The agreement requires NDFD to submit a written plan of how the paramedic services will be provided.

Board Member Wiggill motioned to approve Resolution 2021R-08, A Resolution Approving an Interlocal Agreement Entered into Jointly Between North Davis Fire District and Davis County, and Several Other Governmental Agencies Within Davis County Regarding Paramedic Services and Providing for an Effective Date. Board Member Chatterton seconded the motion. The motion passed.

Roll Call Vote:

Chairman Roper (non-voting)	Vice-Chairman Madsen – aye
Board Member Chatterton – aye	Board Member G. Petersen – aye
Board Member N. Peterson - aye	Board Member Shepherd – aye
Board Member Wiggill - aye	

13. Discussion & Consideration of Resolution 2021R-09, Adoption of a Resolution Providing for the Creation of a Local Building Authority (the “Authority”); Declaring the Official Intent of the District to Reimburse Itself from the Proceeds of Bonds Issued by the Authority; and Related Matters.

Board Member G. Petersen motioned to approve Resolution 2021R-09, Adoption of a Resolution Providing for the Creation of a Local Building Authority (the “Authority”); Declaring the Official Intent of the District to Reimburse Itself from the Proceeds of Bonds Issued by the Authority; and Related Matters. Board Member Shepherd seconded the motion. The motion passed.

Roll Call Vote:

Chairman Roper (non-voting)	Vice-Chairman Madsen – aye
Board Member Chatterton – aye	Board Member G. Petersen – aye
Board Member N. Peterson - aye	Board Member Shepherd – aye
Board Member Wiggill - aye	

14. Fire Chiefs Report

Chief Becraft stated that NDFD is extremely busy with both fire and medical calls. Currently the District is preparing for the testing and hiring of additional personnel, captain promotions, and possible engineer promotions. The rescue unit has been ordered and early discussions regarding the build of the engine should occur soon. Chief Becraft stated that he will continue to reach out and keep the members of the board informed of the happenings in the district. He then stated that the NDFD Policy states that the Fire Chief is the Procurement Officer. He asked the Board of Trustees if every time a new contract pertaining to the rebuild of Station 42 is required, he should present it to the board for their approval before it is approved by Procurement Officer. Board Member G. Petersen and Board Member Shepherd both stated that NDFD does not have a General Contractor. By policy, each item must be presented to and approved by the Board of Trustees until a General Contractor obtained and a final amount authorized. Chief Becraft stated that the contract between NDFD and Blalock needs to be signed. He then asked who should be signing the contract. He stated that the Board of Trustees had approved Blalock for survey, architectural and engineering services. Board Member G. Petersen stated that the feasibility, Geotech services, process, final price, and change orders will be to need to be presented to the Board of Trustees for approval.

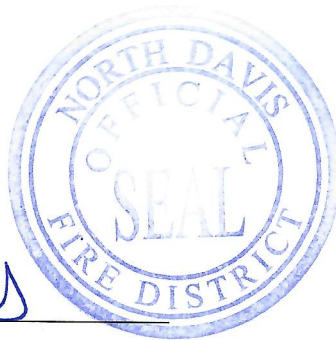
Chief Becraft asked if any members of the Board of Trustees would like to be a part of the touring stations and designing process. Board Member G. Petersen stated that when station tours and design discussions occur inform the board and those who can attend will. He then stated that knowledge is good as it can help the board make educated decisions.

15. Other

16. Motion to Adjourn

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

Passed and adopted the 17th day of June 2021.





Timothy E. Roper, Chairman

ATTEST:



Misty Rogers, District Clerk