



**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
October 20, 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, Annette Judd, Mark Shepherd, and Nancy Smalling

Excused – Gary Petersen and Vern Phipps

Staff Present - Fire Chief Mark Becraft, Deputy Fire Chief Theron Williams, Deputy Clerk Misty Rogers, and Human Resource Coordinator Jamey Madsen

Visitors – Firefighter Ryerson, Firefighter Bassett, Captain King, Amber King, Battalion Chief Hadley, and Battalion Chief Youngberg

1. Review NDFD Current Fee Schedule and Discuss Recommended Changes

Chief Becraft stated that NDFD has been working with First Professional Services for ambulance billing and services provided. The district already has a fee schedule which by resolution adjusts with the market.

Deputy Chief Williams stated that the administration has been reviewing the current NDFD Fee Schedule in addition to completing a fee schedule study using surrounding agencies. During the current meeting, the board will be updated on findings as well as asked for their opinion. Deputy Chief Williams is hopeful to have a draft fee schedule to present to the board in November and a final draft ready for adoption in December with an effective date of January 1st.

Deputy Chief Williams posed the question, should NDFD charge the respective cities a fireworks permit fee? Over the years, NDFD has not charged member cities a permit fee for vendor displays and inspections for city events. There are clerical and staffing costs associated with all fireworks displays and events. Charging a fee to the member cities for their displays would help to offset the cost of providing on-duty NDFD staff at the events. Deputy Chief Williams provided an impact-by-city event to the board (*attachment A*). The analysis breaks down the staffing cost for the West Point City and Clearfield City 4th of July celebrations. For events such as these, should NDFD charge each city an hourly standby fee for required personnel? Deputy Chief Williams asked if anyone had a recommendation. The board gave no recommendation.

Deputy Chief Williams stated that most cities have a way to enforce a fire code by adopting specific Fire Marshal language. The NDFD attorney has been given the task to research and working with member city attorneys to potentially draft needed language. Currently, NDFD has “no teeth” to enforce the fire code, unless it is considered to be a life safety event. If deemed a life safety event, the building or project can be flagged, and any life safety events must be resolved.

Chair N. Peterson stated that currently, NDFD performs blood draws for Clearfield City PD at no charge. The question was posed, should NDFD continue to perform blood draws as requested and implement a fee for those services, or should blood draws for PD be discontinued?

Chair N. Peterson asked if the board would recommend including in the fee schedule.

Deputy Chief Williams asked that members of the board contact him with questions and/or recommendations before the November meeting.

2. Discuss Station 42 Funding

Chair N. Peterson asked if anyone would like to discuss Station 42 and funding before the regular meeting.

Chief Becraft stated that he had not heard from any board member regarding Station 42 and its construction since the previous meeting.

3. Review Policy Recommended Language Changes to Chapter 2 of the North Davis Fire District Policy Manual

Chief Becraft stated that Attorney Andy Blackburn drafted language found in Chapter 2, Section 12 of the North Davis Fire District to include the Chair with the advice and consent of the board to appoint members of the board to participate on a committee.

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

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, Mark Shepherd, and Nancy Smalling

Excused – Gary Petersen and Vern Phipps

Staff Present - Fire Chief Mark Becraft, Deputy Fire Chief Theron Williams, Deputy Clerk Misty Rogers, and Human Resource Coordinator Jamey Madsen

Visitors – Firefighter Ryerson, Firefighter Bassett, Captain King, Amber King, Battalion Chief Hadley, and Battalion Chief Youngberg

1. Call to Order
2. Invocation or Inspirational Thought – Chair N. Peterson
3. Pledge of Allegiance

4. Citizen Comment – *No comment provided in person or electronically*
5. Consideration of Approval of Minutes from September 15, 2022, and October 5, 2022, Board Meetings.
Board Member Madsen motioned to approve the minutes from the September 15th and October 5th Board Meetings. Board Member Judd seconded the motion. The motion passed.
6. Consideration of Approval of the North Davis Fire District Bills for September 2022
Board Member Judd motioned to approve the bills for September 2022. Board Member Smalling seconded the motion. The motion passed.
7. Consideration of Approval of the North Davis Fire District Financial Report
Board Member Shepherd motioned to approve the North Davis Fire District Financial Report. Board Member Vincent seconded the motion. The motion passed.

8. Discuss Funding Adjustment for Station 42 Construction and Provide Formal Recommendations for Station 42 Current Bid
Chief Becraft asked that the board inform staff if they should proceed with the construction of Station 42 as approved as well as how and when the board will amend the budget to account for the funds.

Chair N. Peterson read allowed a message from Board Member G. Petersen and Board Member Phipps to the board (Attachment B).

Board Member Shepherd agreed that the station should be built as approved because it would likely cost more time and money to try to redo the design and process.

Board Member Madsen stated that Station 42 needs to be constructed right and the space is needed. The district will need to find the money to fund the project.

Chair N. Peterson asked that any board member objecting to moving forward with the construction of Station 42 should provide an objection statement to the board. No comments were provided by the board. Chair N. Peterson instructed staff to move forward with the construction of Station 42 as approved.

9. Discussion and Possible Action, Consideration of Resolution # 2022R-09; Amending Chapter 2 of the North Davis Fire District Policy Manual
Vice-Chair Wiggill motioned to approve 2022R-09, Amending Chapter 2 of the North Davis Fire District Policy Manual. Board Member Shepherd seconded the motion. The motion passed.

Roll Call Vote:

Chair N. Peterson (non-voting)	Vice-Chair Wiggill - Aye
Board Member Vincent – Aye	Board Member Madsen – Aye
Board Member Shepherd – Aye	Board Member Judd – Aye
Board Member G. Petersen – (excused)	Board Member Smalling – Aye
Board Member Phipps – (excused)	

10. Fire Chiefs Report

Chief Becraft informed the Board of Trustees that he has been attending the dispatch meetings and that the MOPA system has been completely installed at Station 41. The new paramedic truck should arrive by the end of next week, and the district has requested a second bid for the AV system at Station 41. Chief Becraft then

introduced Jamey Maddy to the Board of Trustees and then stated that the administration recommends that Jamey be appointed Deputy Clerk in November.

Deputy Chief Williams shared good deeds that had occurred within the district and with members of the community. He then asked Battalion Chief Youngberg to address the board. Battalion Chief Youngberg shared significant information from a 48-hour shift that his crew had worked.

Deputy Chief Williams stated that the ambulance billing changeover to First Professional Services is nearly complete. We are waiting for final approval from Medicare/Medicaid. Anticipate billing to begin next week.

NDFD Firefighters have started fitness testing and it seems to be well received. Firefighters will complete a mental health assessment in November, this will be a bi-annual assessment that firefighters will be required to complete.

Fire Marshal - High-density housing is moving forward and many of the current projects are finishing up. However, high-density housing is not projected to slow down. Recently, a citizen contacted NDFD to report a fire suppression system at a condo facility within the district. After Deputy Chief Williams confirmed the out-of-service system an immediate fire watch was implemented, and a private company was required to be present at the site and walk each floor of the building every hour until the system was fixed and up and running. Deputy Chief Williams in addition to fire marshal duties, call volumes will continue to increase. This is a busy time of year and there are typically more fire calls during the winter months.

The NDFD website has been frustrating, the administration is holding weekly meetings where updates are going to be required. The current website for the district is old-school and inefficient. The administration hopes to mainstream the district website and create an interactive webpage. The administration is hopeful that the website upgrade will be completed early in 2023.

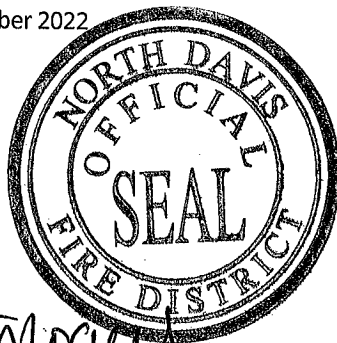
Deputy Chief Williams updated the board with staffing numbers (*attachment A*).

11. Motion to Adjourn

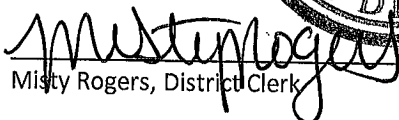
Board Member Shepherd apologized to Deputy Chief Williams for his behavior and the comments in which he made during a previous board meeting.

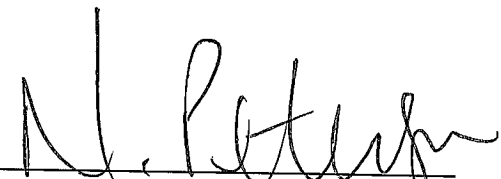
Board Member Shepherd motioned to adjourn. Board Member Vincent seconded the motion. The motion passed.

Dated this 17th day of November 2022



ATTEST:


Misty Rogers, District Clerk


Nike Peterson, Chair

Attachment A



North Davis Fire District Board Meeting October 2022

NDFD Member City Event Manning Analysis – Clearfield City

Employee	Date	Event		Hours	Total Compensation
	7/4/2022	Clearfield Fireworks	Overtime	4.5	\$130.65
	7/4/2022	Clearfield Fireworks	Overtime	6	\$182.92
	7/4/2022	Clearfield Fireworks	Overtime	5	\$269.50
	7/4/2022	Clearfield Fireworks	Overtime	5	\$184.89
	7/4/2022	Clearfield Fireworks	Overtime	5	\$130.79
	7/4/2022	Clearfield Fireworks	Overtime	4.75	\$131.77
	7/4/2022	Clearfield Fireworks	Overtime	5	\$203.08
	7/4/2022	Clearfield Fireworks	Overtime	5.5	\$202.13
	7/4/2022	Clearfield Fireworks	Overtime	5	\$168.26
	7/4/2022	Clearfield Fireworks	Overtime	6.5	\$258.62
	7/4/2022	Clearfield Fireworks	Straight	3.5	\$69.93
Total				55.75	\$1,932.55

Employee	Date	Event		Hours	Total Compensation
	7/4/2022	Clearfield Parade	Overtime	4	\$215.60
	7/4/2022	Clearfield Parade	Overtime	3.5	\$91.56
	7/4/2022	Clearfield Parade	Overtime	3.5	\$91.56
	7/4/2022	Clearfield Parade	Overtime	4	\$162.47
	7/4/2022	Clearfield Parade	Overtime	2.5	\$81.88
	7/4/2022	Clearfield Parade	Overtime	3.5	\$117.78
	7/4/2022	Clearfield Parade	Overtime	4	\$129.05
	7/4/2022	Clearfield Parade	Overtime	4	\$110.97
	7/4/2022	Clearfield Parade	Overtime	1.5	\$59.68
	7/4/2022	Clearfield Parade	Overtime	4.5	\$267.69
	7/4/2022	Clearfield Parade	Straight	3	\$59.94
Total				38	\$1,398.17
COMBINED TOTALS				93.75	\$3,330.72

Attachment A

NDFD Member City Event Manning Analysis - West Point City					
Employee	Date	Event		Hours	Total Compensation
	7/4/2022	West Point Fireworks	Overtime	4.5	\$ 187.47
	7/4/2022	West Point Fireworks	Overtime	6.75	\$ 176.57
	7/4/2022	West Point Fireworks	Overtime	4	\$ 147.14
	7/4/2022	West Point Fireworks	Overtime	5	\$ 145.17
	7/4/2022	West Point Fireworks	Overtime	5	\$ 138.71
	7/4/2022	West Point Fireworks	Overtime	5	\$ 126.87
	7/4/2022	West Point Fireworks	Overtime	4.5	\$ 267.69
Total:				34.75	\$ 1,189.61

Employee	Date	Event		Hours	Total Compensation
	7/4/2022	West Point Parade	Overtime	3	\$ 91.46
	7/4/2022	West Point Parade	Overtime	4.5	\$ 187.47
	7/4/2022	West Point Parade	Overtime	1.5	\$ 55.47
	7/4/2022	West Point Parade	Overtime	1.5	\$ 41.61
	7/4/2022	West Point Parade	Overtime	3.5	\$ 128.74
	7/4/2022	West Point Parade	Overtime	2.5	\$ 63.46
	7/4/2022	West Point Parade/Fireworks/Park	Straight	16	\$ 349.13
	7/4/2022	West Point Parade	Overtime	3.5	\$ 91.56
	7/4/2022	West Point Parade/Fireworks/Park	Straight	12.5	\$ 280.43
Total:				48.5	\$ 1,289.33
COMBINED TOTALS				83.25	\$ 2,478.94

NDFD Member City Event Manning Analysis - Sunset City					
Employee	Date	Event		Hours	Total Compensation
	7/15/2022	Sunset City Skateboard Comp	Overtime	5	\$ 130.79
	7/16/2022	Sunset Fireworks	Overtime	3	\$ 107.80
	7/16/2022	Sunset Fireworks	Overtime	4	\$ 147.91
	7/16/2022	Sunset Fireworks	Overtime	2.5	\$ 148.72
	7/16/2022	Sunset Parade	Overtime	2	\$ 118.97
TOTAL				16.5	\$ 654.20

Staffing:

June 2022

Not Filled:	18
Callback:	20
Mandatory:	2

July 2022

Not Filled:	25
Callback:	26
Mandatory:	2

August 2022

Not Filled:	10
Callback:	1
Mandatory:	0

September 2022

Not Filled:	14
Callback:	4
Mandatory:	6

October 1–18, 2022

Not Filled:	6
Callback:	2
Mandatory:	0

JANUARY THROUGH OCTOBER 18, 2022

NATURE	TOTAL
911 Unknown	2
Abdominal Pain	55
Agency Assist	11
Allergic Reaction	10
Animal Bite	7
Animal Problem	1
Assault	38
Auto Pedestrian	26
Back Pain	32
Blood Draw	32
Breathing	219
Business Assist	2
Cardiac Arrest	47
Chest Pain	112
Choking	11
Citizen Assist	4
CO Alarm	45
CO Poisoning	1
Convulsions	120
Diabetic Problem	64
Dumpster Fire	14
Electrical Fire	4
Elevator	12
Entrapment	1
Eye Problems	6
Fall	418
Family Fight	13
Fire (Misc)	4
Fire Alarm	204
Grass Fire	38
Gunshot Wound	1
Hazardous Material	4
Head Pain	11
Heart Problem	60
Heat/Cold Expos	7

BY CITY	TOTAL
Clearfield	2522
Clinton	68
Farmington	1
Hill AFB	4
Hooper	4
Kaysville	2
Layton	27
South Weber	1
Sunset	391
Syracuse	53
West Haven	2
West Point	408
TOTAL	3483

BY AGENCY HANDLED	TOTAL
CLINTON	4
Dispatch	5
Davis County Sheriffs	1
Layton	9
Syracuse	4
TOTAL	3483

EMS CALLS	2907
FIRE CALLS	576
TOTAL	3483

			TOTAL
CLEARFIELD	MEDICAL	2179	2522
	FIRE	343	

Attachment A

Hemorrhage	78
Illegal Burn	21
Industrial Accident	2
Intoxication	4
Juvenile Problem	5
Medical	5
Medical Alarm	31
Motorist Assist	3
Overdose	107
PD Accident	10
PI Accident	212
Poisoning	3
Pregnancy	4
Psychiatric	110
Sick Person	309
Smoke Scare	15
Stabbing	3
Stroke	66
Structure Fire	90
Suicide	3
Suicide Attempt	14
Suspicious Incident	9
Suspicious Odor	28
Transfer	327
Traumatic Injury	80
Unconsciousness	160
Unknown Medical	18
Utility Problem	48
Vehicle Fire	20
Wash Down	14
Welfare Check	48

SUNSET	MEDICAL	319	391
	FIRE	72	
WEST POINT	MEDICAL	332	408
	FIRE	76	
OTHER CITIES	MEDICAL	77	161
	FIRE	84	