



**NORTH DAVIS FIRE DISTRICT**  
**BOARD OF TRUSTEES**  
Station 41, 381 North 3150 West  
West Point City, UT 84015  
(801)525-2850 ext. 102

*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**  
**August 20, 2020 – 6:00 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 August 20, 2020 at approximately 6:00 PM.

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

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

**Excused:**

**Visitors**

1. **Call to Order:** Chairman Roper called the Board of Trustees Meeting to order.
2. **Invocation or Inspirational Thoughts:** Board Member N. Peterson.
3. **Pledge of Allegiance:**
4. **Citizen Comment:**
5. **Consideration of Approval of Minutes from the July 16, 2020 and August 6, 2020 Board Meetings**  
Board Member Shepherd motioned to approve the minutes from the July 16, 2020 and August 6, 2020 Board Meetings. Board Member Chatterton seconded the motion. The motion passed.
6. **Consideration of Approval of the North Davis Fire District Bills for July 2020**  
Board Member N. Peterson stated that there were two new vendors that she hadn't seen before. The first was Zoll Medical and the other was Nuance. Ms. Rogers answered that Zoll Medical was our defibrillator program which we paid once a year and Nuance was the PDF convertor. Board Member Bangerter asked if there were a total amount paid for the month. Ms. Rogers answered that it didn't show on this month, but she would show the total amount paid in the future.

Board Member G. Petersen made a motion to approve the NDFD bills for July 2020. Board Member Shepherd seconded the motion. The motion passed.

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

Chief Becraft mentioned that ambulance revenues looked pretty steady. Last week two air conditioner units went out at Station 42 which needed to be replaced and the ice machine at Station 41 needed to be repaired. We're a little bit heavy on overtime but we have two new people hired which will help out.

Board Member N. Peterson made a motion to approve the Financial Report. Vice-Chairman Madsen seconded the motion. The motion passed.

**8. Presentation of the North Davis Fire District FY2021 Draft Budget**

Chairman Roper opened the meeting for public comment regarding the North Davis Fire District FY 2021 draft budget.

**9. Public Hearings:** No comments.

Board Member Shepherd made a motion to close the public hearing. Board Member N. Peterson seconded the motion. The motion passed.

**10. Discussion and Consideration of Resolution 2020R-12, Adoption of the FY2021 Budget for the North Davis Fire District and Appropriating Funds for the Purpose Set Forth Therein for the Period Beginning July 1, 2020 and Ending June 30, 2021 and Providing for an Effective Date**

Chief Becraft said there wasn't many changes made to the last draft presented. The part-time clothing allowance was adjusted because of the turn-over we have had. We increased the collection contract for fire recovery by \$20,000. Regarding Computer Maintenance, last week we made a lot of enhancements for teleconference and the wireless recorder needed for meetings so that is being re-evaluated. The money received for the Cares Act Funding is being counted as one-time money and the budget is not being based off of that. Board Member G. Petersen stated that even though it was one-time money, it's still in the budget as revenue and still in the calculations. Chief Becraft mentioned that the County may still allocate money for the supplies we purchased regarding Covid19 which wasn't put into the budget. Chief Becraft also stated that the three percent wage increase was added in, and the three Captain positions were removed.

Board Member Bangarter made a motion to approve Resolution 2020R-12, adopting the FY2021 Budget for the North Davis Fire District. Board Member Shepherd seconded the motion. The motion passed.

**Roll Call Vote:**

Chairman Roper (non-voting member)	
Vice-Chairman Madsen (via Zoom) –	Aye
Board Member Chatterton –	Aye

Board Member Shepherd –	Aye
Board Member G. Petersen -	Aye
Board Member N. Peterson –	Aye
Board Member Bangerter –	Aye
Board Member Wiggill –	Aye
Board Member Craythorne (via Zoom) –	Aye

**11. Discussion and Consideration of Resolution 2020R-13, Approval of an Intercounty Automatic Aid Fire Agreement and Providing for an Effective Date**

Chief Becraft stated that this agreement did not include EMAC or NMAS deployments, this was Weber and Davis Counties giving auto aid and they were not paid. All city attorneys have reviewed and approved the agreement. We are not liable if another fire department comes into our area and a fireman gets hurt or killed. We can deploy units county-wide a lot faster. Board Member G. Petersen motioned to approve Resolution 2020R-13, approval of an Intercounty Automatic Aid Fire Agreement. Board Member Chatterton seconded the motion. The motion passed.

Roll Call Vote:

Chairman Roper (non-voting member)	
Vice-Chairman Madsen (via Zoom) –	Aye
Board Member Chatterton –	Aye
Board Member Shepherd –	Aye
Board Member G. Petersen -	Aye
Board Member N. Peterson –	Aye
Board Member Bangerter –	Aye
Board Member Wiggill –	Aye
Board Member Craythorne (via Zoom) –	Aye

**12. Fire Chief's Report**

Chief Becraft reported on the following:

- Referring back to the EMAC deployment, he said California did an EMAC deployment from Utah for 130 engines. He mentioned that we were in that EMAC system but it had to be a certain type and we had to be willing to do it. NMAS is the National Mutual Aid System which is not a wildland aid, it's more of an earthquake type system. All fire departments enter their inventory into this system so they know what's available and can be deployed.
- We've been working diligently on the final draft of the Personnel Policy and it's gone through legal review. It's almost done and will be presented to the Board soon.
- Chief Becraft brought up Senate Bill 3752 which is Cares Act money through Congress. They are declaring that local and special service districts are essential function districts and are looking at changing the language so that essential districts could get direct funding.
- We have Region I training money for SUSAR (State Urban Search and Rescue), USAR (Urban Search and Rescue) and Hazmat Task Force. We have some personnel trained in these areas, but we are looking at getting additional training for other personnel.

**13. 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.**

Some Board Members wanted to know if going into a Closed Session was necessary. Chairman Roper stated that it was on the agenda because of past discussions but said it could be “pushed” off. He said he wanted a majority of this discussion out in the open but wasn’t sure if the contracts should be discussed in a closed session. Chief Becraft stated that if they were going to talk about details of the contract, he would feel more comfortable discussing it in a closed session but would feel alright discussing the other matters out in the open. Chairman Roper asked the Chief if he would present some of the items he was asked to review.

Chief Becraft said he was presented with some goals from the Board that were a little difficult to interpret. He said he worked diligently on this matter and said documents would be emailed to each Board Member. He said he’s been instructed to come up with a plan to make the District financially sustainable for now and in the future. He created a North Davis Fire District Master Plan and Capital Improvements Plan 2020 to 2028. He met with our accounting firm and tried to brain storm some capital expenditures with our limited revenues. He also looked at the fleet program and extending the life of some of the apparatus. He discussed some of the items with the Board and said a workshop or planning session may be needed to discuss everything in detail with the Board.

Board Member G. Petersen complimented the Chief for the work he’s done and agreed that a work session needed to be planned. Chief Becraft also mentioned that UCA is mandating that everyone in the State change their station and learning systems within two to three years which would cost approximately \$100,000 per station and he’s included that in his plan.

Chief Becraft said another item he was asked to do was restructure the budgeting process. He said he’s already implemented that change and he was moving in that direction. He said he and Chief Taylor took a good look at operations and tried to determine how they could be safe and cover our auto-aid and mutual-aid and still continue to provide services to our communities. He said they realigned a lot of duties except for the drivers and AEMT’s. One major issue was having an officer on an engine and having enough manpower at Station 41. For the time being they came up with a solution to realign Chief Taylor’s duties to cover more fire operations, which he presently does, and also the realignment of himself. Chief Becraft said he would still go on fires, but not as many, and would be more involved in an administrative role and helping on a day-to-day operation of the District. He said the Battalion Chiefs were running with the units and there would be an officer on the engines. He said we were going to try and fill a position at Station 41 with part-time help so we always had four people here, and Station 42 would never drop below six people, it can’t. He said Chief Taylor would be the immediate

supervisor of all six officers and he would be helping Chief Taylor with Fire Marshall matters to help him out.

Board Members discussed the dates and times for having a work session and incorporating it into the regular meetings.

Board Member Bangerter said they probably needed to table item number 13 and suggested the Board Members have a chance to review the plan presented by Chief Becraft and then take certain items to discuss in a workshop, rather than discussing the entire plan at one time. Our ultimate goal in presenting this to the Chief was to make the District better and it's going to take more time than one work session to discuss everything. We could start the work sessions at 6:00 to go for an hour and then start our regular meeting at 7:00. Other Board Members agreed. Board Member G. Petersen suggested advertising the work session to go from 6:00 to 6:30 just in case the work session finished early then they could go ahead and start the regular meeting, or include the work session in the regular meeting.

Chief Becraft said the budget process was difficult because he tried to get feedback from the Board, but wanted to be fully transparent and include the entire Board on everything. He said we have had budget committees in the past, but things have changed and maybe the best way was to start budget discussions at the first of the year during the workshops. Board Member N. Peterson agreed with that idea. She said at Clearfield City they did something similar so that everyone was on board the whole way through. Board Member G. Petersen said at West Point they had a two-day session at the beginning of the year to discuss matters.

Chief Becraft asked if the meetings could include a work session at the beginning to review and discuss these items. He thought this would be more advantageous than having committees so that everyone was on board. Chairman Roper said he would take a look at it.

Board Members thanked the Chief for all of his work he put into this plan.

At approximately 7:30 PM, Board Member N. Peterson motioned to adjourn 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. Board Member Bangerter seconded the motion. The motion passed.

Roll Call Vote:

Chairman Roper (non-voting member)	
Vice-Chairman Madsen (via Zoom) –	Aye
Board Member Chatterton –	Aye
Board Member Shepherd –	Aye
Board Member G. Petersen -	Aye
Board Member N. Peterson –	Aye

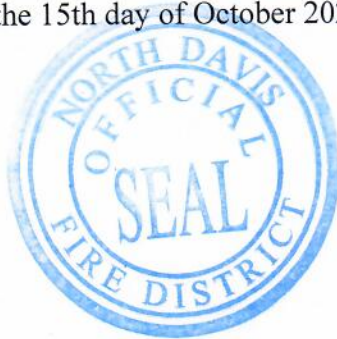
Board Member Bangerter – Aye  
Board Member Wiggill – Aye  
Board Member Craythorne (via Zoom) – Aye

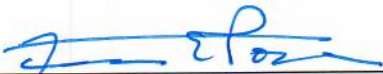
**14. Other**

**15. Motion to Adjourn**

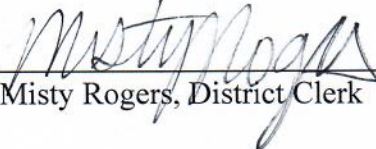
At approximately 8:19 PM, the board adjourned the Closed Session and Regular Meeting. Board Member Shepherd motioned to adjourn. Board Member Bangerter seconded the motion. The motion passed.

Passed and adopted the 15th day of October 2020.



  
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Timothy E. Roper, Chairman

ATTEST:

  
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Misty Rogers, District Clerk