



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
February 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 February 20, 2020 at approximately 6:00 PM

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

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

Visitors: None

1. **Call to Order:** Chairman Roper called the Board of Trustees Meeting to order
2. **Invocation or Inspirational Thoughts:** Provided by Board Member N. Peterson
3. **Pledge of Allegiance**
4. **Citizen Comment**
5. **Consideration of Approval of Minutes from the January 16, 2020 Board Meeting**
Board Member Shepherd motioned to approve Minutes from the January 16, 2020 Board Meeting.
Board Member Bangerter seconded the motion.
The motion passed unanimously.
6. **Consideration of Approval of the North Davis Fire District Bills for January 2020**
Ms. Rogers informed the board that the transaction detail report included in the packet is different than the prior month. She then stated that the report template used this month will likely be used in the future as it seems to provide better transparency.

Vice-Chairman Madsen motioned to approve the District bills for January 2020.
Board Member Shepherd seconded the motion.
The motion passed unanimously.

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

Chief Becraft stated that employee wages are in line with the current budget, however future amendments to the budget could be necessary if the District experiences any unforeseen events. He then stated that property tax revenue looks promising and ambulance revenue continues to trickle in.

Board Member N. Peterson asked what amount of the employee wages have been expended for "auto overtime" due to full-time employees needing to fill open shifts. Ms. Rogers stated that she did not know, however, several full-time employees have picked up numerous extra shifts to ensure that the District was covered.

Board Member N. Peterson stated that the Financial Report indicates that 90% of the Special Department Allowance budget had been expended. She then asked if the District could finish the budget year without needing a budget amendment for Special Department Allowance purchases. Ms. Rogers stated that most funds within the Special Department Allowance budget are used to pay for the Annual Awards Banquet dinner, awards, the holiday gift card that the employees receive in December, etc. She then stated that the gift cards had been purchased, the awards banquet had been held and paid for and that she could not foresee the Special Department Allowance budget needing a budget amendment.

Board Member N. Peterson stated that she was surprised to see that the District had received 100% of the Contract Services revenue budgeted for in Fiscal Year 2020. Ms. Rogers stated that the reason the District collected 100% of the Contract Service amount in Fiscal Year 2020 is because that is the contract amount that Sunset City paid for six months of service that they received as per their contract.

Chief Becraft stated that Fire Recovery program is a little lower than anticipated, however the program is working well. Ms. Rogers stated that she anticipates that by the end of the Fiscal Year, the District will collect close to what was budgeted.

Board Member G. Petersen motioned to approve the North Davis Fire District Financial Report. Board Member Chatterton seconded the motion.
The motion passed unanimously

8. Consideration of Approval of Resolution #2020R-02, an Amendments the North Davis Fire District Policies

Ms. Rogers stated that the Office of the State Auditor had recently released a Fraud Risk Assessment Guide and Questionnaire that will likely be incorporated into the upcoming audit. She recently met with Nicole Nelson (District Treasurer), Chief Becraft and Deputy Chief Taylor to review the questionnaire and discuss District policy. It was determined that the District's current policy includes language referencing many of the recommendations from the State Auditor however additional language should be added to provide more transparency and better protection for the North Davis Fire District.

Ms. Rogers stated that the Office of the State Auditor has released policy templates and forms for the use by entities. Many of the amendments being proposed to the North Davis Fire District Policies are directly from policy templates provided by the Office of the State Auditor, however the policies needed to be molded to fit the District. Ms. Rogers informed the board

that that many proposed and future amendments to the North Davis Fire District Policies will be incorporated into the North Davis Fire District Personnel Policy and Procedure Manual. She then recommended that the Board approve Resolution #2020R-02, amendments to the North Davis Fire District Policies.

Board Member N. Peterson expressed the need for more specific terms to be used. She stated that the term finance department is too broad and may not allow for the segregation of duties. For example, using the term finance director instead of finance department will provide for clearer separation of duties and better internal controls. Chief Becraft stated that due to the size of the North Davis Fire District, it can be difficult to completely split job titles. Board Member N. Peterson recommended creating a document which shows the separation of duties and job functions.

Board Member Craythorne stated that the Fraud Risk Assessment Guide and Questionnaire released by the Office of the State Auditor seems to be a “one size fits all” approach. He then stated that this approach is difficult for smaller entities and that the District will need to find ways to meet the requirements.

Board Member N. Peterson asked what amendments need to be adopted immediately to comply with the State Auditor and what is merely a recommendation. Ms. Rogers stated that nothing needed to be approved that evening unless the board felt that they were ready to act. However, she would like to have required amendments to the North Davis Fire District Policies approved within the next month. Ms. Rogers stated that discussing the proposed amendments and District policy with the members of the board and important and that she welcomed their input.

Chairman Roper stated that administration has been working with Employee Council and the District Treasurer and there will be more changes to the policy in the coming months. Ms. Rogers expressed the importance of amending the policy the right way and with the right language.

Board Member G. Petersen stated that it is important to use specific terms and correct terminology such as finance director instead of finance department. Using the term finance director will create a segregation of duties.

Board Member Bangerter the North Davis Fire District Policies are a “living and breathing” document and amendments will need to be made to the document in the future. He then motioned to approve the proposed amendments to the North Davis Fire District Policies.

Board Member N. Peterson stated that when Clearfield City has large policy amendments the Council reviews each policy line by line. She then asked how Sunset City and West Point City handle large policy amendments. Board Member Craythorne stated that West Point City staff takes current policy and policy amendments to the Council for review and discussion. He stated that the West Point City Council does not typically go through the policy “line by line”. Vice-Chairman Madsen stated that the Sunset City Council handles policy amendments similar to that of West Point City. Board Member Bangerter stated that it is important to know that the entity attorneys typically review policies before the board acts and that in the future policies will need to change to fit the needs of the District.

Chairman Roper stated that it is important to note that the District does not have an attorney present during the meeting. He then expressed the importance of the board thoroughly reviewing District policy and policy amendments.

Board Member G. Petersen agreed that the policy should be reviewed and discussed again during a future meeting. However, he stated that he is comfortable with approving the amendments the North Davis Fire District Policies. Board Member G. Petersen seconded the motion to approve the amendments to the North Davis Fire District Policies.

Board Member Wiggill agreed that as time goes by and changes occur, amendments will need be made to the District policies.

Board Member Chatterton expressed the importance of reviewing policies, asking questions and/or making recommendations, and having board discussions. He stated that Chief Becraft's door is always open.

Ms. Rogers stated that the discussions with the board have been great. She then stated that in the future, the board may want to meet during work sessions to review policies. No action could be taken during a work session, however the board could discuss policy prior to creating amendments.

Board Member N. Peterson stated that Chapter 11 (Travel), items 4, 6, 9, 10, and 11 of the North Davis Fire District Policies does not reference employees. She asked why the policy did not reference employee travel. Ms. Rogers stated that the travel policy within the North Davis Fire District Policies are board member specific. She stated that the North Davis Fire District Personnel Policy and Procedures Manual will include employee travel. Board Member N. Peterson asked that the title of Chapter 11 be changed to include Board Members and Employees.

Board Member N. Peterson asked why Policy 12.1 (J)(2) states that all duly elected or appointed individual members of the District's Board are authorized to sign checks. Ms. Rogers stated that all members of the Board of Trustees are eligible to be a check signer. However, check signers are typically assigned by the Chairman of the Board. Board Member G. Petersen agreed that the language should include all members of the board.

Board Member N. Peterson asked why Policy 12.1(J)(3)(a) states that the Fire Chief is responsible for maintaining the signature card. Ms. Rogers stated that ultimately the Fire Chief is responsible for the finances of the District. Board Member G. Petersen agreed that maintaining a current signature card should be the responsibility of the Fire Chief/CFO. He stated that in a City, this duty falls on the City Manager.

Board Member Chatterton recommended adding page numbers to the North Davis Fire District Policies. Ms. Rogers stated yes.

Board Member Bangerter amended his motion to approve Resolution #2020R-02, amending the North Davis Fire District Policies with the title of Chapter 11 to include Board Members and Employees.

Board Member G. Petersen seconded the motion.

The motion passed unanimously

Roll Call Vote:

Chairman Roper (non-voting member)

Board Member G. Petersen - aye

Board Member Bangerter - aye

Board Member N. Peterson – aye

Board Member Wiggill – aye

Board Member Shepherd – aye

Board Member Chatterton – aye

Board Member Craythorne – aye

Vice-Chairman Madsen – aye

9. Fire Chiefs Report

- The ISO Rating process will begin in March 2020.
- The Impact Fee Analysis is near completion and the District should hear from Zions Bank soon. A resolution will likely be brought to the board prior to the end of the fiscal year.
- Administration has completed a wage study and any necessary changes will be reflected in the Fiscal Year 2020 Budget
- Administration is in the midst of drafting the Fiscal Year Budget 2021.
- NDFD District Job Descriptions have been updated and vetted through Employee Council.
- NDFD SOP's (Standard Operating Procedures) have been reviewed and will be updated in the near future.
- Public Education has been scheduled with the local elementary schools and the District is excited about the changes to the program. Open House Dates will be sent to each Board Member.
- Paramedic Discussions are continuing and Chief Becraft has been given the task of estimating a cost for 3-paramedics on the North end of Davis County.
- Proposed HB190 will required that all unincorporated areas be contracted with a fire and ems provider.
- Utah Retirement Systems will see an unfunded increase to Tier 2 retirement for Fire and EMS Personnel.
- The NDFD Personnel Policy Manual is being reviewed and edited by Chief Becraft and Ms. Rogers. After the review and edit is complete Employers Council will vet the policy and give recommendations.

Board Member Bangerter asked who the North Davis Fire District uses for an attorney. Chairman Roper stated that the District uses Employers Council for policy advice and legal assistance. And that Todd Godfrey had been utilized in the past to assist with employment law. He then stated that Felshaw King with reviews resolutions but NDFD.

Ms. Rogers recommended that the Board of Trustees consider holding work session when policy is being addressed. Holding work sessions for large items such as policy manuals would allow for group discussions prior to the date of the proposed adoption. Ms. Rogers

stated that work sessions would allow for her to create a better draft of a policy proposed for adoption.

Board Member N. Peterson stated that work sessions can be beneficial for discussing and drafting large policies. She stated that having to amend over and over can become cumbersome however the Board is held accountable for what is in the policy manuals.

Chief Becraft stated that it is his responsibility to take a good policy document to the board. Ms. Rogers stated that administration recently met and attended an investigation training with Employers Council.

Ms. Rogers stated that holding one Board of Trustees meeting per month becomes difficult when trying to draft and adopt policy changes in a timely manner.

Board Member G. Petersen stated that a work session is another meeting of the board and discussion could be held during the board meeting. He stated that the board may need to meet more often and possibly longer.

Board Member Wiggill asked how a Board Member would request that an item added to an agenda and/or a work session be held. Chief Becraft stated that he approves the agenda, therefore Board Members should contact him.

Chairman Roper stated that there will be circumstances when longer meetings will need to be held.

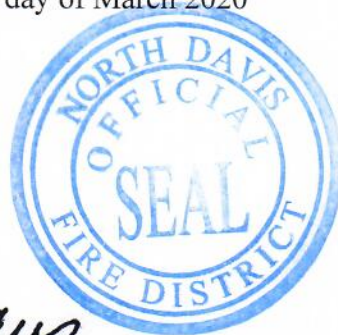
Board Member Bangerter stated that if questions arise prior to the board meeting the Fire Chief should be contacted for clarification.

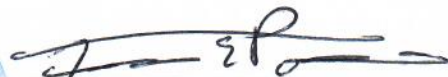
10. Other

11. Motion to Adjourn

Board Member Shepherd motioned to adjourn
Board Member Bangerter seconded the motion
The motion passed unanimously

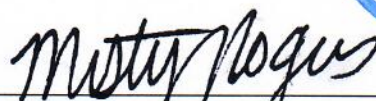
Passed and adopted the 19th day of March 2020





Timothy E. Roper, Chairman

ATTEST:



Misty Rogers, District Clerk