



**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, Chairman
Howard Madsen, Vice-Chairman
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
SEPTEMBER 16, 2021**

Board of Trustee Work Session – 6:00 PM

Board Members Present - Chairman Timothy E. Roper, Scott Wiggill, Nike Peterson, Mark Shepherd, Jerry Chatterton, Gary Petersen, and Chad Bangerter

Board Members Excused – Vice-Chairman Howard Madsen and Erik Craythorne

Staff Present - Fire Chief Mark Becraft, Deputy Fire Chief John Taylor, Attorney Andrew Blackburn, District Clerk Misty Rogers, and Treasurer Nicole Nelson

Visitors – None

Andrew Blackburn introduced himself and indicated that he has been retained as legal counsel to assist the District with the day-to-day operations and policies of the district. He has been the Roy City attorney for about twenty years and the Ogden City attorney prior to that. He was looking forward to working with the Board and getting to know everyone.

1. Discussion of the North Davis Fire District, including but not limited to the Capital Improvements Plan (CIP), Station 42 renovation, the Local Building Authority of North Davis Fire District, and bonding.

Chief Becraft asked Nicole Nelson if she would present the budget amendment. Ms. Nelson stated that there are budget changes for the Local Building Authority of NDFD which are for the revenues of the bond proceeds coming in, as well as for the expenditures that will be going out in the next six months and beyond. There is a recommended increase in the Capital Projects Fund for an upgrade to the telephone system at Station 41. Ms. Nelson indicated that she's made most of the adjustments in preparation for the audit and felt fairly confident that her numbers were close. She said that the District were looking at returning around \$950,000 to the fund balance this year, which \$550,000 of that amount is strictly impact fees.

Chief Becraft introduced Scott Lindsley with ETS, an IT corporation to the Board of Trustees. He then stated that ETS is in the process of completing an audit of the Districts phone system.

Mr. Lindsley said he works at Eminent Technical Solutions (ETS) in Layton. He said ETS provides a large range of services in the technical field. When they are asked to provide services to any organization, they want to first understand what their hardware platform and software is like, what their user experience is like and before they get involved in giving a quote, they offer to do a free assessment. A

team of four people came in and spent about six hours between the two stations and they have prepared a packet documenting their findings and will be presenting it to the Board with proposals. They want to be able to provide a phone system that is a true voice-over IP system where you can receive calls outside of the office. They also looked at the District's email service which is outdated and will be recommending an update to Microsoft Office 365. They also looked in depth at cyber security which is a serious threat today. Mr. Lindsley continued to discuss the District's server, internet service providers, and the equipment needed for the new building.

Board Member N. Peterson asked what the pros and cons were in doing this project right now in front of the build-out of the new station versus delaying it. Mr. Lindsley answered that the build-out of the new station would be affected by what infrastructure was in place at Station 41. Creating the right environment at Station 41 that will support the new station will be vital in making sure you can scale the new station to what it needs to be. Placing new equipment in the new station and keeping the old equipment in Station 41 would probably cost more down the road.

Chief Becraft reminded the Board that the bond sale would be on September 28, 2021. He mentioned that a presentation was given which went well and the bond rating came back as expected. We don't have control over the size of our agency and the valuation tax base. The Local Building Authority of NDFD received an issuer rating of AA3 and a lease rating of A1. The issuer rating reflects the district's moderate size, growing service area and tax base. The lease rating reflects the standard lease appropriation legal structure and essential nature of leased assets. Chief Becraft also mentioned that the NDFD Station 42 CM/GC Pre Proposal Meeting will be held September 22, 2021. He indicated that we have secured a lease agreement with Freeport Center for Building 26 with the understanding that we go in and upgrade the facility. It's in a perfect location and, with the Board's approval, he will have the Chairman sign the lease. The District won't have to make payments on the lease until we actually occupy it.

Board Member Shepherd made a motion to adjourn the Work Session. Board Member N. Peterson seconded the motion. The motion passed.

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

Board Members Present - Chairman Timothy E. Roper, Scott Wiggill, Nike Peterson, Mark Shepherd, Jerry Chatterton, Gary Petersen, and Chad Bangerter

Board Members Excused – Vice-Chairman Howard Madsen and Erik Craythorne

Staff Present - Fire Chief Mark Becraft, Deputy Fire Chief John Taylor, Attorney Andrew Blackburn, District Clerk Misty Rogers, and Treasurer Nicole Nelson

Visitors –Chief Craft (Lehi), Battalion Chief Hadley, Battalion Chief Weeks, Battalion Chief Youngberg, Captain Oliver, and members of the Becraft family.

1. Call to Order
2. Invocation or Inspirational Thought – Board Member N. Peterson
3. Pledge of Allegiance
4. Citizen Comment

5. Utah State Fire Chiefs Association and Western Fire Chiefs Association Awards Presentation (*Chief Craft, Lehi*)

Deputy Chief Taylor introduced Chief Craft, the current Fire Chief for Lehi City and also the past president of the Utah Fire Chief's Association. Chief Craft is now the Utah representative to the Western Fire Chief's Committee.

Chief Craft thanked Chief Becraft for everything he has done on behalf of the State Chiefs. He said for about the last six years he's had the privilege of serving with Chief Becraft on the State Chiefs Executive Board. He has also had the opportunity to attend many conferences, in-state and out-of-state, with Chief Becraft and his strive to continue to learn as a leader and to improve fire service in Utah is second to none. He said it has really been an honor to serve with Chief Becraft who leads from the front, by example, in how to truly serve a community. Chief Craft then presented Chief Becraft with an award from the Western Fire Chief's Association for his service of excellence. He also presented Chief Becraft with an award of excellence medal. Chief Craft also awarded Chief Becraft a statue on behalf of the Utah State Fire Chiefs for his nine years of service on the Executive Board of the Utah State Fire Chiefs.

Chief Becraft thanked everyone and said it has been great working with the association and that he would continue to work them.

6. Consideration of Approval of Minutes from the August 12, 2021 Board of Trustee Meeting

Board Member Shepherd motioned to approve the minutes from the August 12, 2021 Board of Trustee Meeting. Board Member G. Petersen seconded the motion. The motion passed.

7. Consideration of Approval of the North Davis Fire District Bills for August 2021

Board Member G. Petersen motioned to approve the North Davis Fire District bills for August 2021. Board Member Chatterton seconded the motion. The motion passed.

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

Chief Becraft mentioned that it was early in the year but the District were moving along and on financials are on target.

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

9. Discussion & Consideration of Resolution 2021R-15, Amending the North Davis Fire District Budget for FY2022

a. Public Hearing – No comment

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

b. Action

Board Member Shepherd motioned to approve Resolution 2021R-15, amending the North Davis Fire District Budget for FY2022. Board Member Bangerter seconded the motion. The motion passed.

Roll Call Vote:

Chairman Roper (*non-voting*)

Vice-Chairman Madsen – excused

Board Member Craythorne - excused

Board Member N. Peterson – aye

Board Member Wiggill - aye

Board Member Shepherd – aye

Board Member G. Petersen - aye

Chad Bangerter - aye

Board Member Chatterton - aye

10. Fire Chiefs Report - Chief Becraft reported on the following:

- a. The District is moving forward with the paramedic licensure and application process.
- b. He has reached out to the Bureau of EMS, the State Health Department, the County Health Department and the Davis County School Superintendent regarding the holding of Fire Prevention Open Houses. It has been decided to not hold the open houses this year due to the Covid virus. He said we are still reaching out to the elementary schools and getting flyers to them and emailing the teachers a curriculum that they can review with the students.
- c. We are having a NDFD employee/family appreciation barbecue on October 2nd at Steed Park.
- d. We are moving along with the construction for the new building and preparing for RFP's, planning and architectural engineering. He and Chief Taylor spent an entire day traveling the Salt Lake valley looking at stations. He said the engine and paramedic trucks were ordered.

11. Other

Chairman Roper thanked Ms. Nelson for helping the district through the bond process, which has been an education for everyone.


Board Member G. Petersen congratulated Chief Becraft on the awards and recognitions he received tonight and for his service to not just the community, but the entire state.

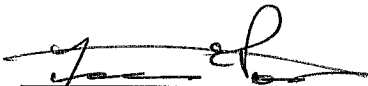
12. Motion to Adjourn

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

Passed and adopted the 21st day of October 2021

ATTEST:


Misty Rogers, District Clerk


Timothy E. Roper, Chairman