



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

*Gary Petersen, Chairman
Mark Shepherd, Vice-Chairman
Erik Craythorne, Member
Howard Madsen, Member
Jerry Chatterton, Member
Nike Peterson, Member
Tim Roper, Member
Scott Wiggill, Member
Nancy Smalling, Member*

*Mark Becraft, Fire Chief
John Taylor, Deputy Fire Chief*

November 25, 2019 – 7:00 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 November 25, 2019 at approximately 7:00 PM

Board Members Present: Chairman Gary Petersen, Vice-Chairman Shepherd, Howard Madsen, Erik Craythorne, Tim Roper, Nancy Smalling, Jerry Chatterton, and Nike Peterson

Board Members Excused: Scott Wiggill

Staff Present: Fire Chief Mark Becraft, Deputy Fire Chief John Taylor, District Clerk Misty Rogers, Attorney Todd Godfrey and Attorney Gary Crane

Visitors: Chris & Michelle Tremea, Mark Sessions, Don Beatty and Tammy Long

- 1. Call to Order:** Chairman G. Petersen called the Board of Trustees Meeting to order
- 2. Invocation or Inspirational Thoughts:** Provided by Vice-Chairman Shepherd
- 3. Pledge of Allegiance**

Chairman G. Petersen stated that agenda item number 10 (closed/executive meeting) and number 11 (potential action on the closed/executive session) would be held prior to agenda items five, six, seven and eight.

- 4. Closed Meeting to discuss the character and professional competence or physical or mental health of an individual pursuant to UCA 52-4-205**

Board Member Madsen motioned to convene a closed session of the Board of Trustees at approximately 7:15 PM.

Board Member Roper seconded the motion

The motion passed unanimously

Roll Call Vote:

Vice-Chairman Shepherd - aye
Board Member Petersen - aye
Board Member Smalling - aye
Board Member Craythorne - aye

Board Member Roper – aye
Board Member Chatterton – aye
Board Member Madsen – aye
Chairman Petersen – aye

Board Members Present: Chairman Gary Petersen, Vice-Chairman Shepherd, Howard Madsen, Erik Craythorne, Tim Roper, Nancy Smalling, Jerry Chatterton, and Nike Peterson and Attorney Gary Crane

Board Members Excused: Scott Wiggill

Vice-Chairman Shepherd motioned to open a Closed Session to discuss the character, professional competence or physical or mental health of an individual (Pursuant to UCA §52-4-205).

Board Member Roper seconded the motion

The board unanimously agreed

Vice-Chairman Shepherd motioned to adjourn the closed session and enter the general session.

Board Member N. Peterson seconded the motion

The board unanimously agreed.

The board entered back into the regular session.

5. Potential action on the closed session discussion on personnel matters

Vice-Chairman Shepherd motioned to accept the resignation of Chris Tremea and accept a severance package as negotiated by the North Davis Fire District Attorney in exchange for a release of all grievances against the District

Board Member Craythorne seconded the motion

The board unanimously agreed

Roll Call Vote:

Vice-Chairman Shepherd - aye

Board Member Petersen - aye

Board Member Smalling - aye

Board Member Craythorne - aye

Board Member Roper – aye

Board Member Chatterton – aye

Board Member Madsen – aye

Chairman Petersen – aye

Attorney Todd Godfrey and Attorney Gary Crane were excused from the Board of Trustees meeting.

6. Citizen Comment:

Chairman G. Petersen requested that anyone providing comment to the Board of Trustees limit their comments to 2 ½ minutes.

No comments were received

7. Consideration of Approval of Minutes from the September 18, 2019 Board of Meeting

Board Member Craythorne motioned to approve the minutes from the September 18, 2019 Board of Trustees Meetings

Board Member Chatterton seconded the motion

The motion passed unanimously

8. Consideration of Approval of the North Davis Fire District Bills for September and October 2019

Board Member Shepherd motioned to approve the North Davis Fire District Bills for September 2019 and October 2019.

Board Member N. Peterson seconded the motion

The motion passed unanimously

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

Chief Becraft stated that due to unforeseen costs, the District will likely need to amend the Fiscal Year 2020 budget.

Board Member Roper motioned to approve the North Davis Fire District Financial Report

Board Member Smalling seconded the motion

The motion passed unanimously

10. Presentation of the North Davis Fire District Audit Report for Fiscal Year 2019

Chief Becraft stated that the North Davis Fire District Audit Report for Fiscal Year 2019 is good. There were no findings and internal controls were deemed acceptable. Chief Becraft then stated that the District returned approximately \$158,000 to the General Fund.

Board Member Craythorne motioned to approve the North Davis Fire District Audit Report for Fiscal Year 2019

Board Member Madsen seconded the motion

The motion passed unanimously

11. Fire Chiefs Report

Ms. Rogers stated that in January 2020, all members of the Board of Trustees will need to be reappointed. Each City within the District shall by Resolution appoint three (3) Members to the Board of Trustees. Upon receiving the appropriate Resolution from each City, such Board members shall be sworn in as Members of the Board of Trustees. Each Member so appointed shall be at all times an elected City Council Member or Mayor of the appointing City. Five (5) of the initial Members of the Board of Trustees shall serve a term of four (4) years. Four (4) members of the initial Board of Trustees shall serve a term of two (2) years and each term thereafter shall be for a period of four (4) years so that all terms shall not expire at the same time. The Board of Trustees shall determine how the terms of office shall initially be decided. Ms. Rogers stated that she would contact the recorder from each city and ask them to add the appointment resolutions to their first council meeting in January (*see exhibit A*).

Board Member Chatterton stated that the policy indicates that the Chairman of the Board of Trustees would be non-voting. He then recommended amending the policy to state that in the case of a tied-vote, the Chairman would cast the tie-breaking vote. The members of the board agreed seemed to agree.

Chief Becraft informed the Board of Trustees of the following:

- Boundary Line Adjustment - Clearfield City and Syracuse City are working on a boundary line adjustment. It is believed that the boundary line adjustment will have minimal impact on the District.

- ISO Evaluation – The District will complete another ISO (International Organization for Standardization) evaluation during calendar year 2020.
- Structure Fire – Crews from the District recently assisted Syracuse with a structure fire at Pizza Factory. Chief Becraft stated that he did not know the cause of the fire.
- Policy Amendments – The December Board of Trustees meeting could include discussion and possible amendments to the following North Davis Fire District policies:
 - Replacing Administrative Control Board with Board of Trustees
 - Updating the procurement and purchasing policy
 - Minor grammatical and other minor amendments
 - North Davis Fire District Personnel Policy Manual
 - Personal Use of District Property
 - District Vehicle Use
 - North Davis Fire District Policy Manual – amendments will include changing “Administrative Control Board” to “Board of Trustees”.
 - Disciplinary Policy

The Board of Trustees recommended that administration request proposals for a consultant who will review and update all of the District policies updates. Chief Becraft stated that he will obtain a quote from Lexipol. The Board agreed that several bids should be obtained, and throughout the entire policy. Chief Becraft stated that the several items will need to be updated while even though we will be requesting proposals. The Board agreed that policies will need to be amended, however the District will likely hire a consultant in the near future.

Board Member Chatterton recommended that Chief Becraft contact LeGrand Bitter to ask for consulting firm recommendations. Chief Becraft stated that he has already contacted LeGrand and two of the policies that will be presented to the Board in December were drafted by Mark Anderson.

Deputy Chief Taylor stated that on December 2, 2019 an Officers Retreat will be held. Leadership improvement, tactical and operation planning and much more will be discussed.

12. Other

Ms. Rogers asked that she be excused from the Board of Trustees meeting in December. She stated that Ms. Gentry will likely attend on her behalf.

Vice-Chairman Shepherd stated that Lifetime Products will be breaking ground on a 700,000 facility in Clearfield within the next few months.

Board Member Chatterton thanked Ms. Rogers for of the work she does on behalf of the North Davis Fire District.

13. Motion to Adjourn

Vice-Chairman Shepherd motioned to adjourn at approximately 8:30 PM.

Board Member Madsen seconded the motion

The Board unanimously agreed.

Passed and adopted the 19th day of December 2019



A handwritten signature in black ink, appearing to read "Gary Petersen", written over a horizontal line.

Gary Petersen, Chairman

ATTEST:

A handwritten signature in black ink, appearing to read "Misty Rogers", written over a horizontal line.

Misty Rogers, District Clerk