



**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
December 15, 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, Howard Madsen, Brian Vincent, Annette Judd, Mark Shepherd, Nancy Smalling, Vern Phipps, and Gary Petersen

Excused – Scott Wiggill

Staff Present - Fire Chief Mark Becraft, Deputy Fire Chief Theron Williams, Deputy Clerk Misty Rogers, Attorney Andrew Blackburn, Firefighter McCreary, Firefighter Cason, Chief Youngberg, Lisa Youngberg, Firefighter Rampton, Firefighter Montgomery, Firefighter Bassett. Firefighter Busdicker, Chief Hadley, Chief Weekes, and Captain Oliver

Visitors – Craig Gray, and family

Chief Williams stated that as leaders of the community, they do not always have the opportunity to assist medically firsthand. A previous patient came into the station to thank the crew for saving his life during a medical incident. The incident that Chief Williams was referring to was a cardiac arrest incident that had our crews had been dispatched. When the call came in, Chief Williams realized that he was near the address and determined that he assist on the scene. Chief Williams pointed out that we don't always get to talk about the good things. Chief Williams asked Craig Gray to talk about the situation, and he said it will be emotional. "It happened on the 24th of May. I was home watching Jeopardy and like everyone else I tried to answer the questions. Fortunately, my wife was there, she had barely been home for 5 or 10 minutes. I was gone. No pain, nothing, gone. I didn't wake up until Thursday and didn't know where I was."

He continues by saying that fortunately, close family members were contacted after his wife called 911. Family started CPR until EMTs arrived. Two gentlemen arrived; Chief Williams was one of them. Not a heart attack. Had a heart block and his heart just stopped. No warning. They were able to get a heartbeat, and to intubate him. When he arrived at the hospital, code blue was called. He states that he didn't wake up until Thursday. Wouldn't be here without the people in this room, his family, and NDFD first responders. Lucky to have this program in a small community. The expertise and equipment they have is incredible. The statistics are that 94% don't survive this condition.

Mr. Gray thanked the NDFD first responders for what they did. He then expressed his support to the board. The first responders are the true heroes. The staff on that call were Chief Williams, Robert McCreary, Shea Cason, Chief Youngberg, Ryan Rampton, Kyle Montgomery, and Holly Bassett.

1. Discussion of Changes to the North Davis Fire District Fee Schedule
NDFD administration has been reviewing the current fee schedule and the fee schedules of surrounding departments. During the review, it was discovered that many other entity fees are also significantly below the actual cost of providing the service. State statute allows for fees to be assessed for services as long as the fees are reasonable.

When considering fee amendments administration had to determine what it would cost the department in employee wages, software, and supplies to recoup the work that goes into it. The proposed fee schedule includes the addition of "charging language" to the document to allow the Fire Marshal to issue citations and documents with follow-up. This is rarely needed; however, it gives the latitude to use it if necessary. Chief Williams stated that Legrand with the Utah Association of Special Districts has agreed that NDFD could implement the fee.

Chief Becraft stated since the reorganization to a local district, we don't have to have cities collect our impact payments. With the new payment program and website implementation, NDFD would like to collect our own impact fees. This will allow the district to keep from paying service fees for cities to collect the impact fees.

The addition of fee for a fire watch has been added to the fee schedule. There are circumstances where it may be difficult for a property owner to hire a company to provide a fire watch right off the bat. NDFD firefighters could complete the fire watch until a fire watch company can be obtained. This proposed fee would allow for one firefighter to remain onsite and walk the premises every hour. Chief Williams stated that NDFD must strive to work with customers.

Board Member Shepherd asked about the difference between explosives vs. fireworks displays. Chief Williams stated that the fireworks display fee includes the review of the site, the fire marshal will work directly with the company, and a fire marshal will standby during the firework show.

Chief Williams stated that a fee for fire hydrants and valves can also be found in the proposed fee schedule. It was stated that there could be times when a contractor needs a district to test water pressure. This is rare, however, there is a need to have the language included in the fee schedule in case it occurs. It is preferred that a Fire Protection Engineer do the procedure. However, there could be circumstances where it is warranted for the district to perform the function.

Board Member Shepherd asked if other agencies appreciate NDFD reviewing the fee schedule. Chief Williams stated yes, many agencies said that they need to do the same thing.

It was then stated that the Board of Trustees could act on this item in the regular session, or it could be brought back to the board in January.

2. Discussion of Automatic Aid Agreement between the Secretary of the Air Force acting by and through the Commander of Hill Air Force Base pursuant to the authority of 42 U.S.C. § 1856a and North Davis Fire District. This item was tabled.
3. Discussion of NDFD Board of Trustee Meeting Schedule for Calendar Year 2023
Ms. Rogers informed the board that the February meeting will begin at 4:30 PM as it is the planning session.
4. Discussion of North Davis Fire District Board of Trustee Committee Assignments
Chair N. Peterson stated that the North Davis Fire District Policy allows for the Board of Trustees to assist the district by serving on committees. It was then asked if any board member other than the Chair and Vice-Chair would like to assist with the budget process. There were not any members of the board that volunteered to assist the administration with the budget process.

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

Board of Trustee Meeting – 6:40 PM or Immediately Following the Work Session

Board Members Present – Chair Nike Peterson, Howard Madsen, Brian Vincent, Annette Judd, Mark Shepherd, Nancy Smalling, Vern Phipps, and Gary Petersen

Excused – Scott Wiggill

Staff Present - Fire Chief Mark Becraft, Deputy Fire Chief Theron Williams, Deputy Clerk Misty Rogers, Attorney Andrew Blackburn, Firefighter Bassett, Firefighter Busdicker, Chief Hadley, and Captain Oliver

Visitors

1. Call to Order
2. Invocation or Inspirational Thought – Ms. Rogers
3. Pledge of Allegiance

4. Citizen Comment – *No comment provided in person or electronically.*

Chief Becraft informed the board that Firefighter/Paramedic Bassett has resigned and is moving to Arizona. She was hired six years ago, and she has excelled. Holly has given a lot to NDFD and the community.

Chair N. Peterson asked Holly if she wanted to opportunity to come up.

Paramedic Bassett thanked Chief Becraft for his comments. Holly said a lot has happened in the past six years. It has been an amazing opportunity and she loves NDFD. Has gotten an offer from Gilbert Fire and she plans to attend their academy.

Board Member G. Petersen expressed his appreciation to Holly and expressed his support.

Board Member Shepherd stated that Holly will be missed.

5. Consideration of Approval of Minutes from October 20, 2022, Board of Trustee Meeting
Board Member Smalling motioned to approve the minutes from the October 20, 2022, Board Meeting. Board Member Judd seconded the motion. The motion passed.
6. Consideration of Approval of the North Davis Fire District Bills for October and November 2022
Board Member G. Petersen motioned to approve the bills for October and November 2022. Board Member Madsen seconded the motion. The motion passed.
7. Consideration of Approval of the North Davis Fire District Financial Report
Chief Becraft brought up the change in the ambulance billing company. With the changes to the way NDFD is billing, we are able to bill up to \$400 more per call.

Property Tax Revenue - NDFD is at 77% of the collection for the fiscal year.

Vehicle Maintenance will need to be amended due to the repairs that occurred over two fiscal years.

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

8. Appointment of North Davis Fire District Deputy District Clerk – Jamey Maddy
Board Member Phipps motioned to appoint Jamey Maddy as the North Davis Fire District Deputy Clerk. Board Member Shepherd seconded the motion. The motion passed.

9. Appointment of North Davis Fire District Interim Treasurer – Ryan Child with Child Richards CPA

Chief Becraft informed the board of Treasurer Nicole Nelson’s progress and health. The district is in the middle of the audit for FY2022 and Child Richards is working diligently to finish up the process. Ryan Child with Child Richards has spoken with the State due to the timing of the audit and our current Treasurer’s concerns. The State Auditor’s office has stated that we will be complying even if the report is submitted after December 31st.

Board Member G. Petersen motioned to appoint Ryan Child as the North Davis Fire District Interim Treasurer. Board Member Smalling seconded the motion. The motion passed.

10. Discussion and Consideration of Approving the North Davis Fire District Board of Trustee Meeting Schedule for Calendar Year 2023

Board Member Judd motioned to approve the North Davis Fire District Board of Trustee Meeting Schedule for the Calendar Year 2023. Board Member G. Petersen seconded the motion. The motion passed.

11. Discussion and Consideration of Resolution 2022R-10 Amending the North Davis Fire District Fee Schedule

a. Public Hearing – no comment

Board Member Shepherd motioned to close the public hearing. Board Member G. Petersen seconded the motion. The motion passed.

b. Possible Action

Board Member Phipps motioned to approve Resolution 2022R-10 Amending the North Davis Fire District Fee Schedule. Board Member Madsen seconded the motion. The motion passed.

Roll Call Vote:

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

12. Fire Chiefs Report

Chief Becraft – Station 42 update, permits have been pulled. The district has ordered the new generator for Station 42, but there is a 52-week waiting schedule. The footing, foundation, and flatwork has started. There is a wait on rebar. Board Member G. Petersen asked if NDFD has a photography service to document the process of the station’s building. Chief Williams stated that the board will be provided with the link to see the progress.

Dispatch – difficult situation and Chief Becraft is working closely with each city and the county. MOPA (station alarming) must talk to Clearfield and Layton dispatch. There is still much to come and will likely change as dispatch finalizes.

UCAN – changing constantly and now mandating phase 2 compliance by a certain date. In the middle of evaluating radios to ensure that NDFD is phase 2 compliant.

Special Ops 42 box truck has been painted, stickers have been placed, and lights are being installed.

To keep with the fleet schedule, an ambulance that was set to be replaced next fiscal year has been ordered, but it is back ordered for 2-2 ½ years.

Chief Williams - First Professionals is coming along and seeing a \$400 increase per call. Why would that be? The new billing service seems to be more thorough. In-house NDFD has implemented a QA/QI program. There is an

individual who has been assessing each report to ensure the quality and information has been included. Working well.

Mental House Bill in 2022, mandating First Responders receive mental health for them and their family. This includes retirees. NDFD has implemented a bi-annual employee mental health assessment with Jeff Denning. Has realized peer support is very important. NDFD received a mental health grant of \$29,000.

AFG Grant – NDFD did not receive the SCBA grant. NDFD will apply for an AFG grant for the purchase of gurneys. Many departments obtained the gurneys using cares act funding.

Hiring – For the moment, NDFD is fully staffed, we are now at 15 part-time and fully staffed full-time. Good news, as of today we are in a good spot.

The NDFD Website is set to launch on January 1st. There is much work to be involved and we are striving to be ready.

Chief Williams opened up the floor for questions. Board Member Vincent asked where NDFD received the Mental Health Grant from. Chief Williams stated that the State of Utah. Jeff Denning had recommended that NDFD apply for the grant.

Originally started the website process with ETS. Had to have a frank conversation with regard to timing. NDFD has decided to utilize Streamline for the platform. We think this is the right avenue. A crucial component was the fee schedule and being able to take payments. ETS just didn't know, and with Streamline it was really quick. ETS is a great company, we just feel like this is a different direction we needed to go.

13. Member City Updates

Board Member Shepherd stated that Clearfield City just received drawings for a “Jack-in-the-Box” restaurant. Hill Air Force Base is concerned that 1800 North ramp will not happen due to delays and without funding assistance from the State of Utah. Northrup Gruman is going to take another building at Freeport Center. 5600 and 1800 N is not being widened. 5600 took priority due to Northrup Gruman. Started to move the gate south and will start in the spring.

Board member Madsen stated that he is happy with the service they are getting from NDFD.

Board member Smalling stated they are looking forward to Santa driving through Sunset on Saturday.

Board member Vincent stated that the building has slowed down.

14. 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 – Annual Evaluation of Fire Chief Becraft

- a. Board Member Shepherd 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 and the meeting will be held at Station 41 in the training room. Annual Evaluation of Fire Chief Becraft. Board member Smalling seconded the motion. The motion passed.

Attendees - Fire Chief Mark Becraft, Deputy Clerk Misty Rogers, and Attorney Andrew Blackburn (Chief Becraft & Ms. Rogers stayed in the Closed Session for a short time and then was excused from the meeting)
Excused – Scott Wiggill

- b. Board Member Shepherd motioned to open the Closed Session Pursuant to §52-4-205 (1)(a), Discussion of the Character, Professional Competence, or Physical or Mental Health of an Individual – Annual Evaluation of Fire Chief Becraft. Board member Vincent seconded the motion. The motion passed.

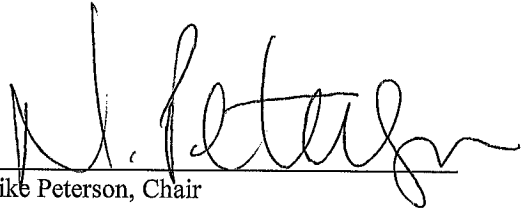
- c. Board Member Shepherd motioned to adjourn the Closed Session and re-enter into the regular session. Board member G. Petersen seconded the motion. The motion passed.

15. Possible Action from the Closed

16. Motion to Adjourn

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

Dated this 16th day of February 2023.



Nike Peterson, Chair

ATTEST:



Misty Rogers, District Clerk