



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

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 MINUTES
THURSDAY, APRIL 15, 2021
6:00 PM WORK SESSION / 6:30 PM BOARD MEETING

WORK SESSION 6:00 PM

Members of public were permitted to attend the meetings in person or via Zoom. The Board of Trustees permitted citizen comment at the designated times via Zoom, email, or in person.

Board Members Present: Chairman Timothy E. Roper, Vice-Chairman Howard Madsen, Jerry Chatterton (arrived at 6:25pm), Mark Shepherd, Gary Petersen, Chad Bangerter, and Erik Craythorne (via Zoom, left at 7:10pm)

Board Members Excused: Scott Wiggill and Nike Peterson

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

Visitors: None

Chairman Roper welcomed those in attendance and then turned the time over to Chief Becraft.

1. Discussion of the future needs of NDFD, including but not limited to the Capital Improvements Plan, growth, personnel, NDFD FY2021 Budget, NDFD FY2022 Tentative Budget, and Station 42 Update

Chief Becraft stated that the Board of Trustees will be asked to amend the FY2021 Budget during the regular meeting. He stated that funds within the budget will be moved from one line item to another to pay for items such as the engineering services for Station 42, public outreach information for the paramedic program, and the purchase of the new engine for accounting purposes. In addition, the budget amendment indicates approximately \$45,000 being returned to fund balance. Chief Becraft stated that engineering services provided by Blaalock will cost approximately \$12,000; this includes a feasibility and geotechnical study. He then stated that the Langdon Group estimated that it would cost the District approximately \$20,000 if they were to assist NDFD with public notification for the changes to the paramedic service. Chief Becraft stated that the estimate provided by the Langdon Group did not fall within the budget of the District, so he searched for an alternative solution.

Chief Becraft stated that Council Member Marie Dougherty from Clinton City had recently released a post on her social media site informing the residents of Clinton City of the changes occurring to the current paramedic program. Chief Becraft stated that he had contacted Ms. Dougherty to discuss her article and the possibility of her writing an article specific to the needs of NDFD. Ms. Dougherty and provided a public outreach article to Chief Becraft for NDFD. Chief Becraft stated that Ms. Dougherty did not want to accept payment for the article but ultimately agreed to accept payment of \$300 for her time and efforts.

Chief Becraft stated that approximately \$16,000 from the "Multi-Use Helmet" line in the Capital Projects will be reallocated to the "Equipment". The remaining funds within the "Equipment" account will be used to purchase additional sets of turnout gear for new hires or other district firefighters. Chief Becraft stated that the FY2021 Budget may need a final amendment in June, prior to the ending of the fiscal year.

Board Member G. Petersen recommended that Chief Becraft provide Tim Vandenack with the Standard Examiner an exclusive interview in hopes of him publishing an article regarding the upcoming changes to paramedic program. He then stated that he had recently learned that when Davis County started the paramedic program in 1978 there were no professional firefighters within the county. The firefighters were volunteer and there were no ambulances. The growth between then and now is enormous and the services provided must evolve with the needs of the district.

Chief Becraft stated that the purchase of a F-450 Paramedic Unit listed in the NDFD Capital Improvements Plan had been approved by the Board of Trustees earlier in the year. Due to chassis being on backorder and the 9-to-12-month buildout, the truck will be ordered within the next few weeks to ensure that it will be ready in time for startup of the paramedic program.

Chief Becraft stated that the last Impact Fee Study completed a few years ago included the construction of a third station. However, needs of the district have changed and the rebuilding or remodeling of Station 42 is a better option. Therefore, the Impact Fee Study must be amended to eliminate the third station and including the rebuilding or remodeling of Station 42. The study completed by Zions Bank will drastically decrease the residential and commercial fees. Residential fees will decrease from approximately \$368 to \$188 and commercial rates will decrease from approximately \$0.20 per square feet to \$0.10 per square feet. Chief Becraft then informed the Board of Trustees that the District could collect our own Impact Fees saving. This could save the District from paying a \$30 administrative fee charged by the cities for each building permit. Board Member G. Petersen stated that he would lean on the recommendation of Chief Becraft with regards to collecting Impact Fees in house. He stated that collecting Impact Fees in house will require more in person customer service.

Deputy Chief Taylor stated that there have been cases when projects have slipped between the cracks between the cities and the District. He stated that collecting fees in house would likely bridge the gap to ensure that all requirements are being met and all fees are being collected.

Chief Becraft stated that the District will begin changing EMS software from ERS to ImageTrend. The majority of the county currently uses or plans to utilize ImageTrend in the near future. The CAD Interface is a one-time fee of approximately \$3500 and within the next few years, dispatch could be a virtual dispatch. As a result, the District will put station alarming changes on hold until Station 42 is rebuilt or remodeled.

Chief Becraft stated that the budget committee consisting of him, Chairman Roper, Vice-Chairman Madsen, Treasurer Nelson, and Ms. Rogers have met to discuss the FY2022 Budget. The draft of the tentative budget which was included in the packet are close to what is expected for the final budget. Chief Becraft stated that the NDFD is waiting for final costs for liability and workers compensation insurances. He stated that the draft budget is conservative and transparent and that he is willing to meet with anyone to discuss the needs of the District and the Fiscal Year 2022 Budget. Chief Becraft stated that temporary housing and storage for Station 42 is not included in the tentative budget. Because of this, the FY2022 Budget may need to be amended to include the costs in the future.

Chief Becraft stated that Mark Anderson from Zions Bank had informed him that bonding rates have slightly decreased. Within the next few months, Zions Bank and will assist the NDFD with creating a Building Authority. It is anticipated that within the next few months, the Board of Trustees will have a draft resolution to review and consider approving.

Board Member Shepherd motioned to close the Work Session. Board Member G. Petersen seconded the motion. The motion passed.

Scheduled Board Meeting – 6:30 PM

Members of public were permitted to attend the meetings in person or via Zoom. The Board of Trustees permitted citizen comment at the designated times via Zoom, email, or in person.

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

Board Members Excused: Scott Wiggill and Nike Peterson

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

Visitors: Curt King & Steve (*via Zoom, joined the meeting at 7:00 PM*)

1. Call to Order

2. Invocation or Inspirational Thought: Provided by Board Member G. Petersen

3. Pledge of Allegiance

4. Citizen Comment: None

5. Consideration of Approval of Minutes from the March 18, 2021 Board of Trustees Meeting

Vice-Chairman Madsen stated that comments made during the March 18, 2021 Board of Trustee Meeting were not included in the minutes. He asked that the minutes be amended to include him stating that he would second a motion if Board Member Wiggill made a motion to allow the Fire Chief to contract with a public relations firm. Ms. Rogers recommended that approval of the March 18th minutes be tabled until the May 15th meeting. This would allow her time to communicate with Vice-Chairman Madsen, relisten to the audio minutes, and make any necessary changes.

Board Member Chatterton made a motion to table the approval of the minutes from the March 18, 2021 Board of Trustees Meeting. Board Member Shepherd seconded the motion. The motion passed.

6. Consideration of Approval of the North Davis Fire District Bills for March 2021

Board Member Shepherd made a motion to approve the North Davis Fire District Bills for March 2021. Board Member G. Petersen seconded the motion. The motion passed.

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

Chief Becraft stated that ambulance revenue is lagging, property tax revenue is as expected, and impact fee revenue is up. He then reminded the board that the impact fee revenue collected in this fiscal year is not typical of a normal year. Administration will continue to closely monitor employee wages.

Board Member G. Petersen made a motion to approve the North Davis Fire District Financial Report. Board Member Bangerter seconded the motion. The motion passed.

8. Discussion & Consideration of Resolution 2021R-04, A Resolution Amending the NDFD Budget for Fiscal Year 2021 and Providing for an Effective Date

Chairman Roper opened the public hearing. Board Member G. Petersen stated that this item had been discussed in during the Work Session. If any member of the public were in attendance during the regular meeting, staff would have presented the item again. However, since there were no visitors in attendance, he would motion to close the public hearing.

Board Member Bangerter asked that the minutes clearly state that there were no members of the public in attendance in person or via Zoom, therefore there were no public comments given or received.

Board Member G. Petersen made a motion to approve Resolution, 2021R-04, Amending the NDFD Budget for Fiscal Year 2021. Board Member Chatterton seconded the motion. The motion passed.

Roll Call Vote:

Chairman Roper (non-voting member)
Board Member Bangerter - aye
Board Member Chatterton - aye
Board Member Shepherd - aye
Board Member G. Petersen - aye

Vice-Chairman Madsen – aye
Board Member N. Peterson (*excused*)
Board Member Craythorne (*excused*)
Board Member Wiggill (*excused*)

9. Discussion & Consideration of Allowing the Fire Chief to Enter into a Contract with a Public Relations Firm to Assist NDFD with Public Education for Upcoming Changes and Needs of the District

Chief Becraft stated that this item could be eliminated as a public relations firm was no longer needed. The estimate that he had gotten from the public outreach firm was approximately \$20,000 and more than the District could afford. Chief Becraft stated that he found a better way to inform the community of the changes to the paramedic service. A public outreach document specific to the needs of NDFD had been drafted by Ms. Dougherty and it had been emailed to the members of the board for their input. Chief Becraft stated that he had received positive feedback from members of the board. He then stated that the public outreach document will be printed and mailed to each household and business within the district. In addition, the informational document will be placed on the NDFD website for public viewing.

Board Member G. Petersen stated that the letter drafted by Ms. Dougherty and emailed to the Board of Trustees is likely better than what a public relations firm would provide to the District. He then expressed his support of Ms. Dougherty's article.

Vice-Chairman Madsen stated that this was not the process in which the board agreed to. He then stated that he objected to process of eliminating the board vote. Vice-Chairman Madsen stated that during the previous Board of Trustee Meeting Board Member G. Petersen made it very clear that no contract should be signed or action taken until the Board of Trustees could review and discuss the message which would be provided to the community. He then stated that the process requested by Board Member G. Petersen during the March meeting had been "side stepped" and the Chief found another way.

Board Member G. Petersen stated that the process hadn't been side stepped. Previously, the board did not know that the public outreach firm provided an estimate of \$20,000 and an alternative solution had been discovered. The information obtained since the last meeting accomplished what was asked. Vice-Chairman Madsen stated that the new information should have been presented to the Board of Trustees and voted upon.

Board Member Shepherd stated that the public outreach document had been emailed out to the board prior to the meeting. Each board member should have responded to the Chief with any comments or concerns. Vice-Chairman Madsen stated that he had not seen the public outreach document. Board Member Bangerter provided Vice-Chairman Madsen with Chief Becraft's copy of the public outreach document. Board Member Shepherd apologized and said that he was under the impression that each board member had reviewed the document.

Board Member G. Petersen recommended delaying the item until the end of the meeting to allow Vice-Chairman Madsen time to review the document. Vice-Chairman Madsen stated it is a "mute" issue as a decision had already been made. He stated that he wanted to vote on the issue in March, however there were Board Member G. Petersen thought more information was needed and should be presented to the Board of Trustees before a decision should be made. Chairman Roper stated that he believed the previous concern the board had with regards to the cost. Vice-Chairman Madsen stated in his opinion that was not the only concern.

Board Member Shepherd stated that no action had been taken by the board. Chief Becraft asked Vice-Chairman Madsen if had an opportunity to review the public outreach document and if he had any comments. Vice-Chairman Madsen stated again, it is a "mute" issue as a decision had already been made. Board Member Bangerter stated that any issues and concerns should be discussed by the Board of Trustees and that he was disappointed that a draft of the document hadn't been included in the

packet. He then stated that he understands Vice-Chairman Madsen's concerns, however the solution provided by Chief Becraft is a better option than spending \$20,000 to hire a public relations firm. Board Member Chatterton stated that he believed the public outreach document is likely better than what a public outreach firm could provide and a much lower cost. Board Member Shepherd stated that the document is thorough and informative.

Vice-Chairman Madsen stated that someone should make a motion to proceed. Board Member Shepherd motioned for Chief Becraft to proceed using the document drafted by Ms. Dougherty for public outreach. Vice-Chairman Madsen seconded the motion. The motion passed. Board Member G. Petersen thanked Vice-Chairman Madsen for his questions and comments.

10. Discussion of Standards and Guidelines Pertaining to Tax Increment Financing

Chief Becraft stated that at the request of the Board of Trustees he has drafted standards and guidelines for CRA (community redevelopment agency) participation. A copy of the document had been sent to Mr. Randy Sant to review; however, he has not yet provided feedback. Chief Becraft stated that having standards and guidelines will provide the Board of Trustees with direction when considering CRA participation.

Board Member Shepherd stated that the Board of Trustees must consider TIF (tax increment financing) and entity participation. Each entity must decide if the development is going to happen with or without entity participation. NDFD must be guided and see the benefit in order to participate. For example, if a developer requests that the District participate in a CRA for the development of a vacant parcel of ground the Board of Trustees must determine if the District can afford to service the area without receiving tax revenue from the development.

Board Member G. Petersen stated that the intent of having standards and guidelines to follow will make it known in advance that each developer must meet criteria in order for NDFD to participate. He then stated that NDFD does not receive sales tax therefore and is dependent upon property tax revenue.

Board Member Shepherd stated limiting participation for 10 to 12 years can be challenging. He then recommended changing the language from 10 to 12 years to may limit the time frame.

Board Member G. Petersen agreed that the Board of Trustees should plan ahead for CRA participation. He the expressed his support of implementing standards and guidelines for the board to follow when determining participation.

11. Fire Chiefs Report

Chief Becraft informed the board that NDFD currently has eight firefighters enrolled in paramedic courses or paramedic prerequisite courses. In addition, the District recently hired five new firefighters, two of which are already have their paramedic certification.

Board Member Chatterton asked how sending firefighters to paramedic school will impact the District. Chief Becraft stated that one firefighter is enrolled the paramedic program at UVU, one firefighter is enrolled in paramedic program at Weber State, and six firefighters are enrolled in the program at Bridgerland Applied Technology College. Prerequisite classes are currently being attended and the paramedic program will start in September 2021 and end sometime in July 2022. Students who are on duty on designated class dates will be given administration leave to allow them to attend class. If the employee is off duty, they are expected to attend classes on their personal time. The District will ensure coverage for those who will be attending school during their normal work schedule. In the spring of 2022, paramedic students will complete their required preceptorship hours. A District vehicle will be available for the students to use to travel to and from class.

Board Member Chatterton asked if the NDFD firefighters being sent paramedic school have signed an agreement to stay with the District after they complete the program. Chief Becraft stated yes, each firefighter that the District is sending to paramedic school has signed an agreement to stay with NDFD for two-years after receiving their paramedic certification or payback will be required.

Deputy Chief Taylor stated that over the years, many firefighters have obtained their paramedic certification and left NDFD to work for an agency where they can use their certification. He then stated that when the District is granted a paramedic license, many previous firefighters will want to return and work for the District.

Board Member G. Petersen asked if NDFD will have paramedics ready and possibly in service before the January 1, 2023 deadline. Deputy Chief Taylor stated that he and Chief Becraft would like to have the NDFD paramedic unit stocked and ready to put in service in August 2022. This would allow NDFD paramedics to respond with Davis County Sheriff paramedics. Board Member G. Petersen stated that he liked the idea of having seasoned paramedics help with mentoring. Deputy Chief Taylor stated that the firefighters sponsored by the District already receive mentoring when they work alongside of DCSO Paramedics. Chief Becraft agreed, then stated that due to NDFD's call volumes, NDFD AEMT's receive a great deal of experience.

12. 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

At approximately 7:17 PM, Board Member Shepherd motioned to enter into a Closed Meeting pursuant to Utah Code §52-4-205 (1)(a), Discussion of the Character, Professional Competence, or Physical or Mental Health of an Individual. Board Member Chatterton seconded the motion. The motion passed.

Roll Call Vote:

Chairman Tim Roper (*non-voting member*)
Board Member Mark Shepherd – Aye
Board Member Chad Bangerter – Aye

Vice-Chairman Howard Madsen – Aye
Board Member Jerry Chatterton Aye
Board Member Gary Petersen – Aye

Board Members Present: Chairman Roper, Vice-Chairman Madsen, Board Member Shepherd, Board Member Bangerter, Board Member Chatterton, and Board Member G. Petersen

Members of Staff Present: Ms. Rogers and Deputy Chief Taylor exited the room. Chief Becraft met with the Board of Trustees in Closed Session, he then left room allowing the Board of Trustees to meet in private.

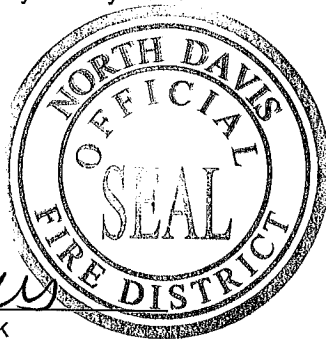
After the Board of Trustees exited the Closed Session. Chief Becraft, Deputy Chief Taylor and Ms. Rogers re-entered the room and began recording the regular meeting.

13. Other

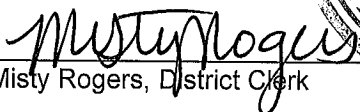
14. Motion to Adjourn

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

Passed and adopted the 20th day of May 2021



ATTEST:


Misty Rogers, District Clerk


Timothy E. Roper, Chairman