



**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*

**December 19, 2019 – 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 December 19, 2019 at approximately 6:00 PM

**Board Members Present:** Chairman Gary Petersen, Vice-Chairman Mark Shepherd, Howard Madsen, Tim Roper (arrived at 6:25 pm), Nancy Smalling (arrived at 6:11 pm), Jerry Chatterton (left at 6:45 pm), Nike Peterson (arrived at 6:47 pm), and Scott Wiggill

**Board Members Excused:** Erik Craythorne

**Staff Present:** Fire Chief Mark Becraft, Deputy Fire Chief John Taylor, Julie Gentry

**Visitors:** Heather Christopherson, Nicole Nelson

1. **Call to Order:** Chairman G. Petersen called the Board of Trustees Meeting to order
2. **Invocation or Inspirational Thoughts:** Provided by Jerry Chatterton
3. **Pledge of Allegiance**
4. **Citizen Comment:** No Comments.
5. **Consideration of Approval of Minutes from the November 25, 2019 Board Meeting**  
Board Member Chatterton motioned to approve the Minutes of November 25, 2019.  
Board Member Madsen seconded the motion.  
The motion passed unanimously
6. **Consideration of Approval of the North Davis Fire District Bills for November 2019**  
Board Member Chatterton motioned to approve the bills for November 2019.  
Board Member Shepherd seconded the motion.  
The motion passed unanimously
7. **Consideration of Approval of the North Davis Fire District Financial Report**  
Chief Becraft indicated that the district received approximately \$1.5 million in property tax revenue that was not reflected in this report. He also said that the district had some unforeseen circumstances within the past few months which caused higher than normal employee wages and increased fees for professional services. Therefore, in discussions with Treasurer Nicole Nelson, she recommended that the Board reopen the budget in January for an amendment to account for those items. Chief Becraft stated after all expenses pertaining to that matter had been accounted for the Board would be asked to amend the Fiscal Year 2020 Budget.

Vice-Chairman Shepherd motioned to approve the Financial Report.  
Board Member Chatterton seconded the motion.  
The motion passed unanimously

**8. Presentation of Fiscal Year 2020 Audit Report**

Chief Becraft stated that the Board had already approved the Fiscal Year 2019 Audit Report, but Nicole Nelson with Child Richards and Heather Christopherson with Ulrich and Associates were in attendance tonight to give a presentation.

Heather Christopher mentioned that in their opinion, they did not find any state compliance findings and no recommendations. She said that staff had done a great job and that she appreciated their support.

Nicole Nelson briefly reviewed some items of the audit with the Board. She mentioned that Chiefs Becraft and Taylor and Misty Rogers all did a great job with budgeting.

The Board thanked Heather and Nicole for their presentations and thanked the Chiefs and Misty for their great work.

**9. Discussion & Consideration of Approval of the North Davis Fire District Board of Trustee Meeting Schedule for Calendar Year 2020**

Board Member Wiggill motioned to approve the Board of Trustee Meeting Schedule for Calendar Year 2020.

Board Member Shepherd seconded the motion.

The motion passed unanimously

**10. Discussion & Consideration of Approval of Resolution No. 2019R-14, Amending the North Davis Fire District Personnel Policy Manual Sections 214: Employee Classification; 403: Assigned Automobiles; 501: Employee Benefits; and 513: Personal Use of Public Property**

Chief Becraft said that there had been concerns with regards to the districts automobile and personal use of district property policies. He then said that the policies being presented are legally binding documents. The automobile policy had been written by the district attorney and the personal use of district property policy had been written by the UASD (Utah Association of Special Districts). Chief Becraft recommended that the Board adopt the policies to protect the district.

Chief Becraft then mentioned that the district was in the middle of a URS (Utah Retirement System) audit. URS is requiring that Board adopt a Resolution indicating that appointed officials were exempt from receiving Tier II or any contribution from URS. There was a certain minimum dollar amount that needed to be met by each Board member in order to qualify for URS contributions which our Board members did not meet. Chief Becraft said the only other change to the Policy was where the Policy stated Administration Control Board, it was changed to Board of Trustees.

Chief Becraft went on to mention that the personal use of public property was nothing different than what we have allowed in the past. The policy was all UASD language. Board Member Wiggill stated that because of the microscope the fire department lives under, it can get quite intensive and usually 99% of it can be explained but some people don't want to be educated on the rules so policies needed to be in place for protection.

Chairman G. Petersen said there were some residents that had concerns about the specific use of the Fire Chiefs' trucks. Chief Becraft said the policy stated that the vehicle could be used to travel 100 miles but if he were required to exceed 100 miles, he needed to inform the Chairman of the Board and the extra miles would be recorded and calculated according to the mileage rate and added to his W-2 at the end of the year. Chairman G. Petersen said the Chief's contract allowed him unlimited personal use of the vehicle and the policy was more restrictive. He then stated that what had previously happened with regards to the Chiefs use of his assigned vehicle was allowed and appropriately used. Board Member Chatterton wanted to know if the contract superseded the policy. Chairman G. Petersen said that needed to be discussed and clarified.

Board Member Shepherd motioned to approve Resolution No. 2019R-14.  
Board Member Roper seconded the motion.  
The motion passed unanimously.

Roll Call Vote:

Vice-Chairman Shepherd - aye	Board Member Roper – aye
Chairman G. Petersen - aye	Board Member Chatterton – absent
Board Member Smalling - aye	Board Member Madsen – aye
Board Member Craythorne - absent	Board Member N. Peterson – aye (based on the staff report)

**11. Discussion & Consideration of Resolution No. 2019R-15, Amending the North Davis Fire District Policy Manual**

Chief Becraft stated that the district had adopted and followed the UASD procurement policy in the past. The procurement policy being proposed has been updated by the UASD. Chief Becraft stated that as the UASD updates their policy the district's policy will automatically be updated.

Board Member Roper motioned to approve Resolution No. 2019R-15.  
Board Member N. Peterson seconded the motion.  
The motion passed unanimously.

Roll Call Vote:

Vice-Chairman Shepherd - aye	Board Member Roper – aye
Chairman G. Petersen - aye	Board Member Chatterton – absent
Board Member Smalling - aye	Board Member Madsen – aye
Board Member Craythorne - absent	Board Member N. Peterson – aye

**12. Fire Chiefs Report**

Chief Becraft said that he has researched several options for the hiring of a professional service to assist administration with the reviewing and updating of district policies. He then said that he spoken with several of his colleagues it was determined that procurement policy in which the district follows would not require an RFP because the cost for the professional service is under RFP threshold; the service would likely be considered sole source. Chief Becraft stated that he had two recommendations, Lexipole and the Utah Employer's Council. Lexipole is well known throughout the nation and used throughout the state of Utah. Lexipole reviews and cross-references policies and SOP's (Standard Operating Procedures). However, Lexipole is very expensive for a district of our size. The initial cost of the Lexipole program is approximately \$30,000 in addition to an annual subscription of \$8,900. Chief Becraft stated that he did not feel comfortable with the cost of Lexipole, so he spoke with several other people that highly

recommended the Utah Employer's Council. Chief Becraft said he talked to Ryan Nelson with the Utah Employer's Council. He was told that for \$5,000 for the first year, the district would receive 30 hours of their time to cross-reference and review district policies and SOP's and to create an employee handbook. The Utah Employer's Council has a legal and human resource team which would help to revise and/or create defensible policies that conform to the districts handbook. They also provide survey training and data for benefits.

Chief Becraft stated that it would be his recommendation that the district become a member of the Utah Employer's Council. He said if the Board wanted to move forward with this program, we would amend the budget to pay \$5,000 upfront, then every year we would budget approximately the same amount for their ongoing service. This would be a year-to-year contract and could be stopped at any time. Chairman G. Petersen said the Chief had the Board's permission to proceed with the program with the Utah Employer's Council.

Chief Becraft indicated that Tier II was looking at a possible six percent increase in retirement contributions which was affecting recruitment and retention. He said he would keep the Board updated.

Deputy Chief Taylor reported that we received nine applications for the Captain's position and all applicants are internal.

**13. Other**

Chairman G. Petersen wished everyone a Merry Christmas and thanked them for their service.

Board Member Wiggill commended the Chiefs and Misty Rogers for the great work they did to receive such a great financial report. He said a lot of times the work went unnoticed.

**14. Motion to Adjourn**

Vice-Chairman Shepherd motioned to adjourn at approximately 7:15 PM.

Board Member N. Peterson seconded the motion

The Board unanimously agreed.

Passed and adopted the 16<sup>th</sup> day of January 2020



  
Tim Roper, Chairman

ATTEST:

  
Misty Rogers, District Clerk