



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

*Nike Peterson, Chairman
Scott Wiggill, Vice-Chairman
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
January 27, 2022**

Board of Trustee Work Session – 6:00 PM

If the Work Session is not completed prior to the scheduled board meeting, the Work Session will continue until all items have been discussed; or be discussed during the scheduled board meeting.

Board Members Present – Chair Nike Peterson, Vice-Chair Scott Wiggill, Mark Shepherd, Howard Madsen, Brian Vincent, Annette Judd, Nancy Smalling, Vern Phipps, and outgoing member Timothy E. Roper

Board Members Excused – Gary Petersen,

Staff Present - Fire Chief Mark Becraft, Deputy Fire Chief Theron Williams, Misty Rogers, Nicole Nelson, and Attorney Andrew Blackburn

Visitors – Amber King and Captain Curt King

Board of Trustee Work Session – 6:00 PM

1. Discussion of North Davis Fire District Business
2. Presentation of the North Davis Fire District Audit for Fiscal Year 2021
Treasurer Nicole Nelson said she would highlight the financial statement and then turn the time over to Heather Christopherson from Ulrich & Associates to present the audit report. Ms. Nelson mentioned that the cash and cash equivalents was at \$2.8 million which was an increase of approximately \$950,000 from the prior year. She indicated the property taxes were up \$750,000 from last year. She said salaries and wages were down a little from the previous year, but the benefits were up. Ms. Nelson continued to discuss the financial statement and stated that over all, the revenue was up \$1.2 million dollars and expenditures were up \$159,000. She referred to Note 13, Tax Abatements, on page 36, and said this was a new disclosure that needed to be included which itemizes any tax abatements. Ms. Nelson commended Misty, Julie and the Chief for keeping track of the day-to-day items which made her job easier and she said she enjoyed working with the District. She then turned the time over to Heather Christopherson with Ulrich & Associates to discuss the external audit.

Ms. Christopherson went over her opinion letter which stated the financial statements presented fairly and materially, everything agreed to what she had tested. She said as a result of the state compliance testing, the only finding she found was the deposits being made within three days of receipt. She stated the finding wasn't a breakdown in internal controls, but because of internal controls they weren't deposited on time. She said although it was a finding, it was not a bad finding.

Chief Becraft informed the board that the district would look into getting remote deposit. Ms. Rogers indicated that there were some times that we didn't make a deposit within three days due to trying to keep duties separated, whoever entered the payment didn't take it to the bank. Ms. Rogers stated that in the future staff will strive to have all deposits made within the three-day requirement.

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

Board Members Present – Chair Nike Peterson, Vice-Chair Scott Wiggill, Mark Shepherd, Howard Madsen, Brian Vincent, Annette Judd, Nancy Smalling, Vern Phipps, and outgoing member Timothy E. Roper

Board Members Excused – Gary Petersen,

Staff Present - Fire Chief Mark Becraft, Deputy Fire Chief Theron Williams, Misty Rogers, Nicole Nelson, and Attorney Andrew Blackburn

Visitors – Amber King and Captain Curt King

1. Call to Order

2. Invocation or Inspirational Thought – Tim Roper

3. Pledge of Allegiance

4. Citizen Comment – None

5. Oath of Office Ceremony

Ms. Rogers asked everyone that was going to be sworn in to stand and raise their right hand. They then repeated the oath of office. Brian Vincent, Nancy Smalling, Vern Phipps, Annette Judd, and Mark Shepherd were sworn in as North Davis Fire District Board of Trustees.

6. Selection of the North Davis Fire District Board of Trustees Chair and Vice-Chair

Vice-Chair Madsen asked for nominations for a new Chair and Vice-Chair.

Board Member Wiggill motioned to appoint Nike Peterson as Chair of the NDFD Board of Trustees. Board Member Shepherd seconded the motion. The motion passed.

Board Member Shepherd motioned to appoint Scott Wiggill as Vice-Chair of the NDFD Board of Trustees. Chair N. Peterson seconded the motion. The motion passed.

7. Appointment of District Treasurer Nicole Nelson

Board Member motioned to appoint Nicole Nelson as the NDFD Treasurer. Board Member Madsen seconded the motion. The motion passed.

8. Appointment of District Clerk – Misty Rogers

Chief Becraft mentioned that Ms. Rogers was very valuable and recommended reappointment.

Board Member Madsen motioned to appoint Misty Rogers as the NDFD District Clerk. Vice-Chair Wiggill seconded the motion. The motion passed.

9. Consideration of Approval of Minutes from the December 16, 2021 Board Meeting

Vice-Chair Wiggill motioned to approve the minutes from the December 16, 2021 Board Meeting. Board Member Madsen seconded the motion. The motion passed.

10. Consideration of Approval of the North Davis Fire District Bills for December 2021

Chair N. Peterson asked about the large amounts for gift cards. Ms. Rogers indicated that each December a \$75 gift card was given to each employee and this year, a Visa gift card of \$50 was given to part-time employees that received their COVID vaccinations.

Board Member Shepherd motioned to approve the NDFD bills from December 2021. Board Member Madsen seconded the motion. The motion passed.

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

Chief Becraft mentioned that we were moving forward in a good direction. He said he was watching wages closely and mentioned that right now there were seven people out with COVID and they were having to use overtime to provide coverage.

Chief Becraft thanked the staff for the construction of Station 43. He said it saved the district a significant amount of money.

Board Member Madsen motioned to approve the NDFD Financial Report. Board Member Vincent seconded the motion. The motion passed.

12. Fire Chiefs Report

Chief Becraft introduced Deputy Chief Theron Williams.

Deputy Chief Williams said he lived in Hooper, has been married for 25 years and has four boys. He grew up in the Taylor area and went to Roy High School. He has worked for Ogden for over 23 years as a full-time firefighter, has worked as the fire marshal, and this last year he was the emergency manager. He said he was excited to be with the district and said it was an amazing fire department being run under Chief Becraft.

Chief Becraft also reported on the following:

- a. With all of the COVID information from the bureau of EMS and the CDC in trying to decide who could come back and when, Chief said they were taking things on a case-by-case basis and if someone had COVID, was not symptomatic, and didn't have a fever, they could come back wearing a mask. He mentioned that he just ordered a number of masks again.
- b. There were two 2-alarm fires in January. One was the Circle Pizzeria in Sunset and the other was the Lakeview Apartments in Clearfield. He said he wanted to give a presentation in a work session of the strategy and tactics used for each fire. He said both fires were difficult fires and the crew did an amazing job. No firefighters or citizens were injured.
- c. The IT, computer and station security is still going on with ETS.
- d. Stations 42 and 43 are still on target and we are close to moving into the temporary relocation. For the new board members, Chief Becraft mentioned that in the past the district purchased the Clearfield Station, Station 42, which sits on an acre and a half. Through studies, they found out it wasn't worth putting money in to repair the building and they were advised to tear it down and rebuild. They found a building to lease as a temporary location at the Freeport Center right off of SR-193. We have been through the RFP process with architects and engineers and Hogan Construction has been selected to build the new Station 42. During the transition, one full-time ambulance will be housed at Station 41. The paramedic crew, one ambulance crew and one engine will be housed at the temporary location. As of now, we are looking at demolition and starting new build by June 1st and then nine months to a year on the build but due to shortages, things could change.
- e. The current medical control doctor is retiring. He has recommended a doctor for us to interview.
- f. The annual Awards Banquet will be held on February 24, 2022 at Warehouse 22 in Syracuse.

- g. Chief asked the new board members to try on some coats for appropriate sizing.
- h. He reminded everyone that the work session in February is scheduled to start at 4:30 pm; however, the time could change.

13. Other

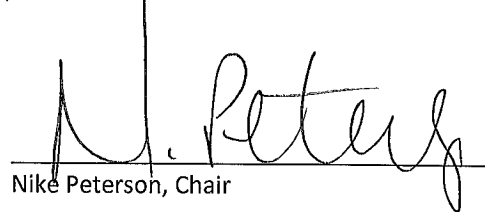
14. Motion to Adjourn

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



ATTEST:


Misty Rogers, District Clerk


Nike Peterson, Chair