



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 Bangertler, Board Member
Gary Petersen, Board Member

Mark Becraft, Fire Chief
John Taylor, Deputy Fire Chief

BOARD OF TRUSTEES WORK SESSION
November 19, 2020 – 6:00 PM

Meeting minutes from the North Davis Fire District Board of Trustee Work Session held on November 19, 2020 at 6:00 PM with Station 41 being an anchor location. Utah State Public Health Order 2020-17 dated October 14, 2020 declared a statewide public health emergency. The public's participation in the Board of Trustee meeting was only available via Zoom because attendance may present a substantial risk to the health and safety of others. No other physical meeting location was available for the general public. The public was invited to participate (listen, comment, monitor) during the open portions of the meeting electronically via Zoom or by telephone.

Board Members Present: Chairman Timothy E. Roper, Vice-Chairman Howard Madsen, Erik Craythorne, Jerry Chatterton, Nike Peterson, Scott Wiggill, Mark Shepherd, Gary Petersen, and Chad Bangertler (*Board Members attended the meeting via Zoom video or audio*)

Staff Present: Fire Chief Mark Becraft, Deputy Fire Chief John Taylor, District Clerk Misty Rogers, and Human Resource Coordinator Jessica Bezzant (*staff members attended board meeting via Zoom*)

Visitors: None

Work Session – 6:00 PM

Any item not fully addressed prior to the scheduled board meeting was addressed in the continuation of the Work Session which was held immediately following the Board of Trustee meeting.

1. Paramedic Update (exhibit A)

Chief Becraft stated that Chief Taylor had graciously prepared the presentation of the North Davis Fire District Paramedic Program (exhibit A) which he would be presenting to the Board of Trustees. Items presented to the Board of Trustees included the history of EMS in Davis County and the current Paramedic Service being provided in Davis County. A service comparison between an EMT Advanced and an EMT Paramedic, in addition to Standard of Care requirements found in State Administrative Code R426-4-200 and NFPA 1710, were presented to the Board of Trustees. Chief Becraft stated that Davis County has grown, and it will continue to grow, and the need for both Paramedic service and law enforcement are evident. He then informed the Board of Trustees that there is a funding shortfall for the Paramedic Program because the Paramedic Tax levy set by Davis County and the Sheriff's office had not been increased since 1983.

During the spring of 2019, City Managers, County officials, Fire Chiefs, Davis County Sherriff's Office, and Dispatch began to meet and discuss the Paramedic service. Preliminary discussions included study areas, sub-committees for coverage, service area and delivery, revenues, and expenses. In the Spring of 2020,

the Sub-committees met to report and discuss their findings, transition timelines, interlocal agreements, education, and financial aspects with County taxes. During these discussions, Fire Chiefs determined that a good level of service and delivery was extremely important. It was determined that a "Borderless System" is needed regardless of the geopolitical boundaries. Mutual aid agreements will continue, automatic vehicle location (AVL) would likely be used, the closest ALS unit would be dispatched to the emergency, and a countywide Paramedic training would be needed. Paramedic response vehicles must be staffed with two licensed paramedics and all additional paramedic units must be non-transport mobile rescues. Those involved in the paramedic discussions agreed that a new paramedic program must enhance, not hinder, service.

Chief Becraft stated that the number of ALS calls with a paramedic on board continues to increase each year. If the District provides a paramedic program, paramedic fees will no longer be paid to Davis County Sheriff's Office and the funds will stay with NDFD, except in cases when another agency provides the paramedic service instead of the District. Projected PMA fees paid to Paramedic Providers, the tax levy, and the possibility of the FEMA SAFER Grant were presented to the board. Chief Becraft informed the Board of Trustees that the startup of the Paramedic Program with nine paramedics was roughly \$1,151,693. However, some of the expenses are already budgeted for in the District's current Capital Improvement Plan (CIP).

Chief Becraft stated that every entity that enters into the interlocal agreement for the Paramedic Program will be required to adapt to provide a specific level of service. For example, Clinton City will need to add two additional bedrooms to their station. Chief Becraft stated that an NDFD rescue truck (paramedic truck) must be located at Station 42 in Clearfield. Station 42 is the best location for the rescue truck due to call volume and number of ALS incidents in the District and the surrounding cities. Chief Becraft informed the Board of Trustees that Station 42 currently houses six firefighters and has six bedrooms, four toilets, and two showers. Housing two paramedics at Station 42 will increase the number of bedrooms, showers, and toilets needed at the station. Station 42 could be remodeled to meet the needs of the department; however, the entire upper floor of Station 42 would need to be remodeled to create eight bedrooms and adequate restroom facilities for an 8-person duty crew. Chief Becraft stated that a remodel of Station 42 would cost roughly \$570,000.

Chief Becraft presented the Paramedic Service Timeline which had been drafted by Davis County. An interlocal agreement for all participating entities will be presented for approval in January or February 2021. He then stated that the goal is to have the Paramedic Program up and running prior to January 2023. Davis County hopes to discontinue paramedic service January 2023. The hypothetical timeline is in exhibit A. Chief Becraft stated that he has a desire for the NDFD Paramedic Program to be up and running by approximately August 2022 as this will hopefully allow for a smooth transition. Chief Becraft asked if the Board of Trustees would allow him to expand on the education and training requirements of a paramedic. He then requested that during the Board of Trustees meeting, the board give him permission to move forward with the planning and preparing for paramedic training and education.

Chairman Roper stated that it is important that the Board of Trustees must plan for the Paramedic Program and the needs and requirements of the District. Board Member Wiggill asked if the District has funds set aside to initiate the training and education. Chief Becraft stated that the January 2023 deadline is sooner than originally anticipated, therefore, funds had not been allocated for the Paramedic

education and training in Fiscal Year 2021. However, there is money available within the General Fund which could be utilized for the education and training. Chief Becraft stated that the Board of Trustees could, with a vote, give him permission to start the training and education process for the Paramedic Program knowing that the budget would be amended in the Spring. He then stated that NDFD has a Firefighter who just received her Paramedic license and suggested reimbursing the firefighter for part of their educational expenses, in addition to increasing their wage, to put them in line with other paramedics.

Board Member G. Petersen stated that without an amended budget approved by the Board of Trustees, they could not give Chief Becraft permission to initiate the training and education for the Paramedic Program. Chief Becraft stated that an amended budget, which would include the training and education, would be presented to the Board of Trustees in December.

Board Member N. Peterson asked if there is a plan to educate and inform residents of the change to the Paramedic Service. She then recommended utilizing a third-party public relations company to ensure that the residents are kept informed. Chief Becraft stated that the committee has agreed that there will need to be a public reach program throughout Northern Davis County, Municipalities, and Districts. She then requested that the District obtain a third-party bid for the utilization of a public relations company. Vice-Chairman Madsen stated that the paramedic committee he has been on has had discussions regarding the need for public education and information for the change to the Paramedic Service. He then stated that Sunset City has a City Council Member who is very experienced in public relations and public outreach. Board Member Bangerter stated that the Sunset City Council Member could be an asset in the public relations; however, a professional service should be utilized to ensure that adequate public outreach is met. Board Member Bangerter stated that when Sunset was in the process of joining NDFD he assisted in public outreach and education. He stated that a professional public relations company should have been utilized to ensure that the public received the appropriate information in an appropriate manner.

Board Member Shepherd motioned to adjourn the Work Session and enter the regular scheduled North Davis Fire District Board of Trustee Meeting. Board Member N. Peterson seconded the motion. The Work Session adjourned at approximately 6:30 PM.

Roll Call Vote

Chairman Roper (non-voting member)
Board Member N. Peterson - aye
Board Member Wiggill - aye
Board Member Craythorne - aye
Board Member Bangerter – aye

Vice-Chairman Madsen – aye
Board Member G. Petersen – aye
Board Member Chatterton - aye
Board Member Shepherd – aye

2. **Capital Improvements Plan**
3. **Other**



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John Taylor, Deputy Fire Chief

BOARD OF TRUSTEES MEETING
November 19, 2020 – 6:30 PM

Meeting minutes from the North Davis Fire District Board of Trustee Meeting held on November 19, 2020 at 6:35 PM with Station 41 being an anchor location. Utah State Public Health Order 2020-17 dated October 14, 2020 declared a statewide public health emergency. The public's participation in the Board of Trustee meeting was only available via Zoom because attendance may present a substantial risk to the health and safety of others. No other physical meeting location was available for the general public. The public was invited to participate (listen, comment, monitor) during the open portions of the meeting electronically via Zoom or by telephone.

Board Members Present: Chairman Timothy E. Roper, Vice-Chairman Howard Madsen, Erik Craythorne, Jerry Chatterton, Nike Peterson, Scott Wiggill, Mark Shepherd, Gary Petersen, and Chad Bangerter *(Board Members attended the meeting via Zoom video or audio)*

Staff Present: Fire Chief Mark Becraft, Deputy Fire Chief John Taylor, District Clerk Misty Rogers, and Human Resource Coordinator Jessica Bezzant *(staff members attended board meeting via Zoom)*

Visitors: Cameron Peterson *(via Zoom)*

Items not fully addressed during Work Session which was held immediately prior to the scheduled Board of Trustee Work Session were addressed during the Board of Trustee Meeting.

- 1. Call to Order:** Chairman Roper called the meeting to order.
- 2. Invocation or Inspirational Thought:** Provided by Chairman Roper
- 3. Pledge of Allegiance:** Repeated by All
- 4. Presentation from Clearfield High School Football Team**
Mr. Cameron Peterson stated that on behalf of the Clearfield High Football Team, he would like to thank the North Davis Fire District for providing the ice for the team during the football season. Board Member N. Peterson stated that due to COVID-19 and the strict safety and health requirements that sports teams were required to follow, need for ice during each game and practice could have been problematic and costly for the team if it were not for the help from the North Davis Fire District. She then thanked the District for supporting Clearfield High.
- 5. Citizen Comment:** No Comment
- 6. Consideration of Approval of Minutes from the October 15, 2020 Board Meeting**

Board Member N. Peterson made a motion to approve the minutes from the October 15, 2020 Board Meeting. Board Member Wiggill seconded the motion. The motion passed.

Roll Call Vote:	Chairman Roper (non-voting member)	Vice-Chairman Madsen – aye
	Board Member N. Peterson - aye	Board Member G. Petersen – aye
	Board Member Wiggill - aye	Board Member Chatterton – aye
	Board Member Craythorne - aye	Board Member Shepherd – aye
	Board Member Bangerter – aye	

7. Consideration of Approval of the North Davis Fire District Bills for October 2020

Board Member N. Peterson asked why the District refunded a developer \$0.16. Ms. Rogers stated that the developer had overpaid his Impact Fee by \$0.16 and state law requires that the overpayment be refunded.

Board Member G. Petersen made a motion to approve the North Davis Fire District bills from October 2020. Vice-Chairman Madsen seconded the motion. The motion passed.

Roll Call Vote:	Chairman Roper (non-voting member)	Vice-Chairman Madsen – aye
	Board Member N. Peterson - aye	Board Member G. Petersen – aye
	Board Member Wiggill - aye	Board Member Chatterton – aye
	Board Member Craythorne - aye	Board Member Shepherd – aye
	Board Member Bangerter – aye	

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

Chief Becraft stated that expenditures of Fiscal Year 2021 were mostly as expected. However, due to the emergency purchase of two HVAC units for Station 42, the Equipment Maintenance and Supply budget will need to be amended before the end of the fiscal year. Chief Becraft then turned the time over to Ms. Rogers.

Ms. Rogers stated that financials for the North Davis Fire District looked good; ambulance revenue and property tax collection continues. She then stated that expended employee wages are as anticipated even with paying more overtime to full-time firefighters to cover open shifts. Ms. Rogers stated that the Fiscal Year 2020 Audit is underway and a report to the Board of Trustees should occur in December.

Board Member N. Peterson asked why some line items within the Medical Supply budget show that they are 100% expended. Ms. Rogers stated that administration is using these lines to track the number of items and money that is being spent for the specific procedures. The overall category is correct, the line items are specifically for informational and future ordering purposes.

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

Roll Call Vote:	Chairman Roper (non-voting member)	Vice-Chairman Madsen – aye
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Board Member N. Peterson - aye
Board Member Wiggill - aye
Board Member Craythorne - aye
Board Member Bangerter – aye

Board Member G. Petersen – aye
Board Member Chatterton – aye
Board Member Shepherd – aye

Chief Becraft asked if the Board of Trustees could discuss the possibility of amending the Fiscal Year 2021 budget. Chairman Roper stated yes. Chief Becraft stated that with the upcoming Paramedic Program there is a desire to enroll NDFD employees into paramedic school soon. He then asked if the Board of Trustees would allow for the District to enroll select employees into paramedic school and other educational courses beginning in January 2021. Chief Becraft requested that the board approve an education/tuition reimbursement for Firefighter Coyle. Firefighter Coyle recently successfully completed paramedic school. Chief Becraft then stated that because the paramedic program is coming to the District, he would like to increase Firefighter Coyle's wage to coincide with paramedic wages in the NDFD wage scale in hopes of keeping them as an employee.

Board Member N. Peterson stated that she supports the District providing financial assistance for paramedic school. However, there should be a contract or agreement that requires the employee to stay employed as a paramedic with the North Davis Fire District for a specific length of time after their certification is obtained, or a payback agreement. Chief Becraft agreed with Board Member N. Peterson and then stated that the contract will likely state that the employee will be required to stay with the District for a minimum of two-years.

Board Member G. Petersen asked if the two-year period would begin after paramedic certification is obtained. Chief Becraft stated yes, the employee would be required to serve the District as a paramedic for a minimum of two-years. Board Member G. Petersen asked if the Davis County Sheriff's Office (DCSO) is certain they will end paramedic service in January 2023. Chief Becraft stated that the timeline is nearly set and the Interlocal Agreement which will be presented to each entity within the next few months states that DCSO will cease to provide paramedic service as of January 2023. Chief Becraft stated that administration has a desire for the NDFD Paramedic Program to be up and running by August or September 2022 as this will hopefully allow for a smooth transition. He then stated that the timeline for someone to complete paramedic school is dependent upon if they have their prerequisites completed or not. Paramedic school is a nine-to-twelve-month program and should be started by September 2021 to ensure completion by September 2022. Board Member G. Petersen asked if the existing NDFD policy allows for educational expenses. Chief Becraft stated the NDFD policy allows for tuition reimbursement if it was budgeted for in the fiscal year. It also allows for the District to provide required training to employees. Chief Becraft stated that the Fiscal Year 2021 budget will need to be amended to allow for the approximately \$60,000 in paramedic education expenditures and the wage increase for Firefighter Coyle. He then stated that if the District requires specific training, the policy states that the District will provide it. Board Member G. Petersen stated that he supports the education and reimbursing Firefighter Coyle, however, he wanted to ensure that the reimbursement and educational request coincide with District policy. Chief Becraft stated that he would verify that District policy allows for the reimbursement and assisting educational expenses.

Chairman Roper asked if any board member had issue with allowing Chief Becraft to start the enrolling of selected employees into educational courses and reimbursing Firefighter Coyle for a portion of her

education costs. Board Member G. Petersen stated that without an amended budget, the Board of Trustees could not authorize the use funds to reimburse Firefighter Coyle or education enrollment expenses. Chief Becraft stated that in December an amended budget will be presented to the Board of Trustees for consideration.

Board Member G. Petersen asked if a paramedic employed by NDFD will be paid a paramedic wage prior to the startup of the paramedic program. Chief Becraft stated yes, that is what is happening with other agencies and the District must compete to keep employees. Board Member G. Petersen asked if the District would consider employing paramedics from DCSO. Chief Becraft stated yes, because the District will need seasoned paramedics and applicants from DCSO will be considered for a lateral transfer. However, they may need to obtain their firefighter certifications.

Board Member Bangerter asked how the District plans to fund the paramedic program, including wages, purchasing vehicles and equipment. He asked if the District would receive funds from the tax levy or if taxes will need to be increased. Chief Becraft stated that in January 2023, Davis County will drop the paramedic tax levy and the District will pick up the tax levy. The District will also keep the fees being paid to DCSO for paramedic services as revenue and the District will likely need to increase the property tax rate. Board Member Bangerter expressed concern with ensuring that the District will have adequate funding available for vehicle and equipment purchases and housing solutions. Chief Becraft stated that NDFD Capital Improvement Plan provides a strategy to meet the timeline. Chairman Roper stated that the Board of Trustees must discuss and plan for the needs of the District.

Board Member G. Petersen explained that the paramedic tax levy currently being assessed by Davis County will stop and the District will absorb the tax levy by increasing the property tax rate. He then stated that it is likely that the District will need to increase the property tax rate even more. Board Member G. Petersen expressed frustration that the tax levy currently being assessed by Davis County is not enough to fund the cost of paramedic service. He then stated that Davis County is funding the current paramedic service with other sources, but they are only willing to give up the current paramedic tax levy. Chairman G. Petersen expressed his frustration by saying that if the county is only willing to give up the paramedic tax levy and not the full cost to fund the paramedic program, the county will receive a "windfall" with tax. This will force the District to raise taxes.

Board Member N. Peterson stated that the county has left the paramedic tax levy at one rate for a significant length of time creating a shortfall for the program. Instead of raising the paramedic tax levy rate, the county chose to fund the paramedic program with alternative sources. Board Member N. Peterson stated that giving up the paramedic tax levy and not the full funding amount is a disservice to the District. She then stated that NDFD, not the county, will take the political hit for the tax increase. Board Member N. Peterson recommended that those agencies involved in the paramedic discussions push and request that the county provide a more equitable funding.

9. Discussion and Consideration of Resolution, 2020R-15, Amending the NDFD Policies; Policy 2.2 Organization of Board of Trustees; Policy 3.1 Preparation for Board Meeting; Policy 3.2 Board Meeting Agenda, and Policy 3.3 Notice and Location of Meetings

Chief Becraft recommended amending the administrative policy with minor language changes such as "regular" to "scheduled" meeting for transparency.

Board Member G. Petersen made a motion to approve Resolution, 2020R-15, Amending the NDFD Policies; Policy 2.2 Organization of Board of Trustees; Policy 3.1 Preparation for Board Meeting; Policy 3.2 Board Meeting Agenda, and Policy 3.3 Notice and Location of Meetings. Board Member Chatterton seconded the motion. The motion passed.

Roll Call Vote:	Chairman Roper (non-voting member)	Vice-Chairman Madsen – aye
	Board Member N. Peterson - aye	Board Member G. Petersen – aye
	Board Member Wiggill - aye	Board Member Chatterton – aye
	Board Member Craythorne - aye	Board Member Shepherd – aye
	Board Member Bangerter – aye	

10. Discussion and Consideration of Resolution 2020R-16, Amending the NDFD Personnel Policy and Procedures Manual; Section 213 (Hours of Work); Section 301 (Salary Administration); 302 (Performance Pay); Section 305 (Job Evaluation); and Section 808 (Disciplinary Procedure)

Ms. Rogers notified that the resolution number on the agenda is correct, however, the number on the document within the packet is not. She then stated that the resolution number has been updated on the documents which will be signed if approved.

Chief Becraft stated that the attached policies have been reviewed and vetted again by Employers Council. It was the recommendation of Employers Council to leave the term “generally” to allow for flexibility if necessary. Chief Becraft stated that the District believes in and will practice progressive discipline, however, there may be circumstances when action must be taken immediately. If progressive discipline cannot be followed, the Fire Chief would need to be notified immediately.

Board Member N. Peterson expressed concern with using the term “generally” as it could allow for someone to stray away from policy. She then recommended to completely remove the word “generally” from the policy. Ms. Rogers stated that she understood Board Member N. Peterson’s concern, however leaving the word “generally” was a recommendation from Employers Council as it would allow for a deviation from the progressive discipline policy if necessary. Board Member N. Peterson asked if it is the desire of the Board of Trustees to be rigid or flexible and the term “generally” favors administration, not the employee. She stated that if the word “generally” remains, then reasons as to why deviation from progressive discipline could occur. Board Member N. Peterson stated that discretionary calls are difficult to defend. Ms. Rogers stated that she understood Board Member N. Peterson’s concern. She then stated that language to the policy could be added if the board desired. However, not all circumstances can be listed as why and when the deviation from the policy could occur. Chief Becraft stated that an employee cannot be terminated without cause and all employees are permitted due process. He then stated that progressive discipline is warranted and desired in most cases, however there could be circumstances to bypass progressive discipline and an employee may need to be placed on paid administrative leave for the safety and wellbeing of the employee, public, and other members of the department. Chief Becraft stated that all employees are given due process, however the word “generally” could be removed from the policy.

Board Member Bangerter stated that he understands the concerns of Board Member N. Peterson and Board Member G. Petersen, however the policy has been reviewed and vetted numerous times by the Districts legal department. He stated that administration and the board have done their due process and

he would feel comfortable approving the policy as presented. However, he also supported removing the word "generally" from policy.

Board Member G. Petersen made motion to approve Resolution, 2020R-16, Amending the NDFD Personnel Policy and Procedures Manual; Section 213 (Hours of Work); Section 301 (Salary Administration); 302 (Performance Pay); Section 305 (Job Evaluation); and Section 808 (Disciplinary Procedure), removing the word "generally" from policy. Board Member Shepherd seconded the motion. Board Member Chatterton recommended adding the word "will" after the word "they" in section (3)(1) "they" to the policy.

Board Member G. Petersen made motion to approve Resolution, 2020R-16, Amending the NDFD Personnel Policy and Procedures Manual; Section 213 (Hours of Work); Section 301 (Salary Administration); 302 (Performance Pay); Section 305 (Job Evaluation); and Section 808 (Disciplinary Procedure), removing the word "generally" and adding the word "they". Board Member Shepherd seconded the motion. The motion passed 7 ayes to 1 nay.

Roll Call Vote:	Chairman Roper (non-voting member)	Vice-Chairman Madsen – aye
	Board Member N. Peterson - nay	Board Member G. Petersen – aye
	Board Member Wiggill - aye	Board Member Chatterton – aye
	Board Member Craythorne- aye	Board Member Shepherd – aye
	Board Member Bangerter – aye	

Board Member G. Petersen asked that Board Member N. Peterson educate the board as to why she voted nay to the approval of policy. Board Member N. Peterson stated that she supports most of the policy, however there should be strong language and circumstances when deviation from progressive discipline would be acceptable.

- 11. Discussion of the North Davis Fire District Board of Trustees Meeting Schedule for Calendar Year 2021**
Ms. Rogers asked that the Board of Trustees review the draft meeting schedule for calendar year 2021 and let her know of any needed changes. She then stated that administration would like to hold a Board of Trustee retreat within the next few months.

12. Fire Chiefs Report

Chief Becraft introduced Human Resource Coordinator Jessica Bezzant to the Board of Trustees. He then turned the time over to Deputy Chief Taylor. Deputy Chief Taylor stated that extrication equipment, which had been awarded to the District from Firehouse Subs, has been received and put into use. Freeport Center recently had a working fire in their hood system, and they are working diligently to resolve the problem. Chief Taylor stated that staffing has been difficult over the past few weeks. Employees have been off duty due to sickness, injuries, and COVID-19. Also, three part-time employees have resigned their position with the District so that they can attend paramedic school for their full-time department.

Chief Becraft stated that the new personnel policy has been presented to the employees of the North Davis Fire District. All employees were given a copy of the policy and were required to acknowledge receipt of the document. Chief Becraft informed the board that Doug Robinson, a member of the peer support group for the area recently passed away. He stated that Doug was an asset to NDFD and fire service. Chief Becraft informed the board that the "Families First Act" does not apply to first responders

if the Board of Trustees passes a resolution opting out. However, that is not the desire of administration and we are working with employees who may need to take leave due to a COVID-19 diagnosis or exposure. Chief Becraft stated that the District is working with the State of Utah to become a COVID-19 testing site for first responders.

13. Other - Motion to Adjourn and Enter Back into the Work Session

Items not fully addressed during the Work Session which was held immediately prior to the scheduled Board of Trustee Meeting were addressed during the Board of Trustee Meeting. Board Member N. Peterson made a motion to adjourn and enter back into the Work Session. Board Member Shepherd seconded the motion. The motion passed.

Roll Call Vote:	Chairman Roper (non-voting member)	Vice-Chairman Madsen – aye
	Board Member N. Peterson - aye	Board Member G. Petersen – aye
	Board Member Wiggill - aye	Board Member Chatterton – aye
	Board Member Craythorne - aye	Board Member Shepherd – aye
	Board Member Bangerter – aye	

Board Member G. Petersen made a clarification for a comment previously made by Board Member Bangerter that the District would have one paramedic vehicle with two-paramedics manning the vehicle on duty at one time. Board Member G. Petersen stated that the District surely needs two paramedic vehicles in fleet in case one vehicle is out of service. He then stated that one paramedic vehicle for the District does not seem adequate for the size of the area. Board Member Bangerter said it seems the District would provide less service than what was being received from DCSO. He then expressed the need for further discussion soon. Chief Becraft stated that all information from the paramedic discussions, committees, etc. are listed in the NDFD Capital Improvement Plan (CIP). He then indicated that the Board of Trustees needs to discuss the CIP in the near future.

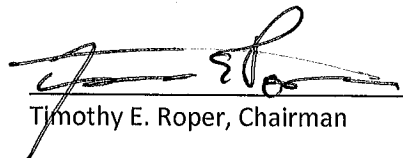
Board Member G. Petersen clarified that no approval has been given by the Board of Trustees for the CIP plan. Chief Becraft agreed and stated that discussions will be held soon. Board Member G. Petersen stated that everyone should “think outside the box.”

14. Motion to Adjourn

Board Member Bangerter made a motion to adjourn. Vice-Chairman Madsen seconded the motion. The motion passed.

Passed and adopted this 17th day of December 2020.





Timothy E. Roper, Chairman

ATTEST:



Misty Rogers, District Clerk

EXHIBIT A

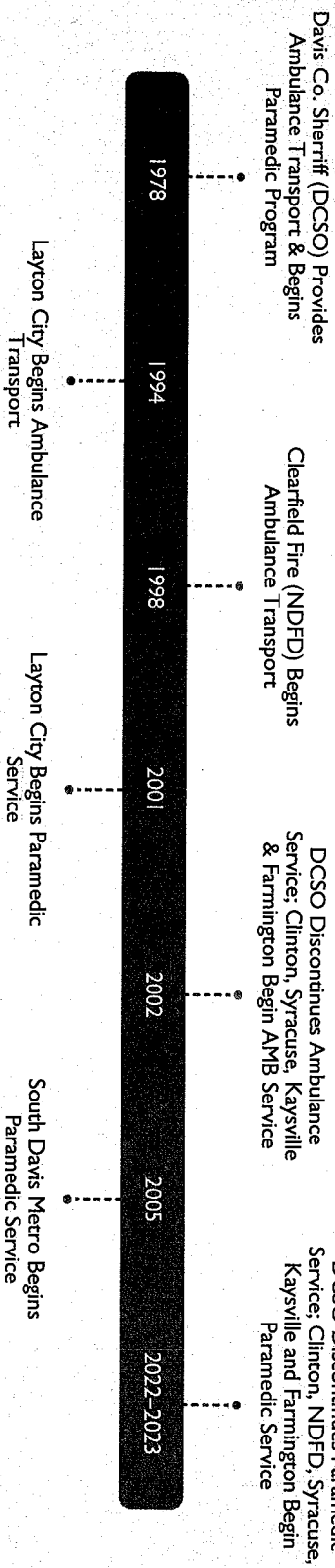
NORTH DAVIS FIRE DISTRICT PARAMEDIC PROGRAM DISCUSSION

HISTORY, CURRENT SERVICE, PROVIDER
DISCUSSIONS, PROJECTED TRANSITION TIMELINE
AND EXPENSES

Prepared by Deputy Chief Taylor & Chief Mark Beecraft



HISTORY OF EMS IN DAVIS COUNTY



CURRENT PARAMEDIC SERVICE

- 9 Paramedic Units (8 partially Funded through paramedic tax levy)
 - Davis County Sherriff's Office 4 Units
 - Layton City Fire Department 2 units
 - South Davis Metro Fire 3 units

SERVICE COMPARISON

EMT ADVANCED



- 96 - 140 hours of training
 - Includes 10-20 hours of field internship and clinical training
- Intermediate level of EMT training
 - Advanced life support techniques including IV access and medication administration

EMT PARAMEDIC



- 1200-1500 hours of training
 - Includes >700 hours of field internship and clinical training.
- Highest level of EMT Training
 - Advanced airway techniques including intubation.
 - Advanced cardiac training and medication administration

- **Standard of Care**
 - State Administrative Code R426-4-200
 - Two Paramedics to the scene of 911 calls requiring Advanced Life Support
 - NFPA 1710
 - ALS on scene within 8 minutes from dispatch, 90% of the time
- **Why?**
 - As Davis County has grown, the need for both Paramedic service and law enforcement have also grown
- **Issues**
 - Increased response times
 - One paramedic response
 - Billing and supplies

PARAMEDIC SERVICE DISCUSSIONS

PARAMEDIC SERVICE DISCUSSIONS

- Discussed amongst Fire Chiefs for several years
- **Spring 2019-Discussions Begin**
 - **Included:** City Managers, County Officials, Fire Chiefs, Sherriff's Office, Dispatch
 - **Study Areas (sub-committees): Coverage, Service Delivery, Revenue, Expenses**
- **Spring 2020**
 - Sub-committees reported findings
 - **Study Areas:** Transition Timeline, Interlocal Agreements, Education, Financial Aspects with County Tax.
- **Fall 2020**

PARAMEDIC SERVICE DISCUSSIONS COVERAGE AREAS (ELEVEN PARAMEDIC UNITS)

- **NFPA 1710:** ALS on-scene in less than 8 minutes from dispatch, 90% of the time.
- **North Davis County** (Sunset, Clinton, Clearfield, West Point, Syracuse and HAFB)
 - Three paramedic units- Station #21, Station #31, Station #42
- **Layton City** (Layton, South Weber, HAFB)
 - Three paramedic units – Station #51, Station #52, Station #53
- **Central Davis County** (Kaysville, Fruit Heights, and Farmington)
 - Two paramedic units – Station #61, Station #71
- **South Davis Metro Fire** (Centerville, Bountiful, W. Bountiful, NSL, Woods Cross)
 - Three paramedic units – Station #81, Station #82, Station #83

PARAMEDIC SERVICE DISCUSSIONS SERVICE DELIVERY

- **Borderless System** (regardless of geopolitical boundaries)
 - Continued use of mutual aid agreements
 - Automatic Vehicle Location (AVL) dispatch closest ALS unit for emergencies.
 - Countywide Paramedic training to ensure continuity.
- **Response Units**
 - Paramedic response vehicles must be staffed with two licensed paramedics
 - All additional paramedic units must be non-transport mobile rescues
- State of Utah Emergency Medical Services System Act, Utah Code (26-8a-4)
- Utah Administrative Code R426, Emergency Medical Services, Sec. 4, Operations
- Davis County EMS Council

PARAMEDIC SERVICE DISCUSSIONS REVENUE

2017	3336 total Calls	2782 EMS (83% of all calls)	1006 ALS (36% of EMS Calls)	682 PMA (68% of ALS Calls)	\$47,020 To Provider
2018	3426 total Calls	2830 EMS (83% of all calls)	1014 ALS (36% of EMS Calls)	688 PMA (68% of ALS Calls)	\$61,158 to Provider
2019	3446 Total Calls	2900 EMS (84% of all calls)	1062 ALS (37% of EMS Calls)	759 PMA (71% of ALS Calls)	\$88,843 to Provider

**PARAMEDIC
SERVICE
DISCUSSIONS
REVENUE**

Projected PMA fees paid to Paramedic Providers for
FY 2021

\$104,887 (would remain in NDFD Budget. On average
this amount has increased \$15K to \$20K per year)

Tax levy of 0.000119 (2020 rate) switches from county
to cities and districts.

NDFD Tax Rate Value \$2,542,715,967 X 0.000119 =
\$302,583

FEMA SAFER Grant (Jan / Feb 2021) (\$767,313)

75% of wages and Benefits First Two Years (\$575,485)

35% of wages and Benefits Third Year (\$268,560)

PARAMEDIC SERVICE DISCUSSIONS EXPENSES

- Paramedic Squad Vehicle, equipment and Personal Protective equipment \$286,680
 - (one Time Cost)
- Tuition, Books and Fees for Paramedic Program 4 individuals at \$15K each \$60,000
 - (one Time Cost)
- Wages and Benefits (without FEMA SAFER Grant) \$767,313
- Estimated incidental costs (Training, Supplies, Maintenance, Fuel, etc.) \$37,700
- Total for Start up and First Year (not including station 42 remodel) \$1,151,693

PARAMEDIC SERVICE DISCUSSIONS EXPENSES

- Remodel of Station 42. Currently there are only 6 bedrooms, 4 toilets, and 2 showers.
- The entire upper floor would need to be remodeled to create 8 bedrooms and adequate bathroom facilities for an 8-person duty crew.

• Estimated Cost: 3000 square feet	
• Engineering Analysis:	\$60,00
• Construction (\$160-\$170 per sq')	\$480,000 - \$510,000
• Total Project	\$540,000 - \$570,000

PARAMEDIC SERVICE DISCUSSIONS TIMELINE

