



NORTH DAVIS FIRE DISTRICT  
BOARD OF TRUSTEES  
LOCAL BUILDING AUTHORITY

Station 41  
381 North 3150 West  
West Point City, Utah 84015  
(801)525-2850

[www.northdavisfireut.gov](http://www.northdavisfireut.gov)

*Brian Vincent, Chair  
Nancy Smalling, Vice-Chair  
Mark Shepherd, Member  
Scott Wiggill, Member  
Annette Judd, Member  
Jerry Chatterton, Member  
Megan Ratchford, Member  
Tim Roper, Member  
Ricky Carlson, Member*

*Mark Becraft, Fire Chief  
Curt King, Deputy Fire Chief*

**Board Meeting Minutes**

**Thursday, November 20th**

Work Session 6:00 PM / Regular Meeting  
6:30 PM or Immediately following Work Session

Board Members Present: Annette Judd, Megan Ratchford, Scott Wiggill, Nancy Smalling, Ricky Carlson, Jerry Chatterton, Brian Vincent

Excused: Tim Roper, Mark Shepherd

Staff Present: Chief Becraft, Deputy Chief King, Misty Rogers, Jamey Maddy

Visitors: Amber King, Nicole King, NDFD Battalion Chief Eric Burney and family, NDFD Captain Phil Garlich, and NDFD A-Shift

Board of Trustees Work Session 6:00 PM

1. Badge Pinning for New NDFD Firefighters or Promoted Employees

Badge Pinning was done for newly promoted Battalion Chief Eric Burney and Captain Phil Garlich.

2. Discussion and Planning for North Davis Fire District

a. NDFD Board of Trustees Annual Meeting Schedule for Calendar Year 2026

Ms. Rogers asked the board to look over the schedule for next year prior to the December meeting. During the December meeting, the Board of Trustees will be asked to approve a 2026 meeting schedule. Board Chair Vincent said that there is a conference over the proposed date in April. Ms. Rogers said that the 2026 calendar that will be presented to the board in December will show the April meeting changed to April 16, 2025.

b. Emergency Purchase of Active Shooter Gear

Chief Becraft started with apologizing to the board. The district bought Active Shooter Gear a few years prior. However, NDFD received a letter saying that the Active Shooter Gear sold to the

district, and numerous other agencies were not certified as originally claimed. The money spent on the purchase of the Active Shooter Gear cannot be returned due to the seller being in prison. It is in an SOP that the firefighters must wear gear in any questionable situation. Chief King has done some research and found a company out of Florida that is reputable. Chief Becraft said he is looking for a head nod towards an emergency purchase. Board Chair Vincent clarified that they are getting one for each seat in the riggs. Chief King explained that the non-certified gear would be used for training rather than thrown away. Board Member Chatterton asked how quickly the vests would be delivered. Chief King said at most it would be 60 days. Board Member Ratchford asked if the current budgeted amount for turnouts would be enough for the vests. Chief Becraft confirmed that more funds would be needed for the emergency purchase.

Board Member Carlson motioned to close the work session. Board Member Smalling seconded the motion. The motion passed.

Board of Trustees Regular Session 6:30 PM (immediately following the Work Session)

Board Members Present: Megan Ratchford, Annette Judd, Ricky Carlson, Nancy Smalling, Brian Vincent, Scott Wiggill

Excused: Mark Shepherd, Tim Roper, Jerry Chatterton

Staff Present: Chief King, Chief Becraft, Misty Rogers, Jamey Maddy

Visitors: Amber King

1. Call to Order
2. Invocation or Inspirational Thought – Megan Ratchford
3. Citizen Comment - None
4. Consideration of Approval of the NDFD Board of Trustees Meeting Minutes from September 2025

Board Member Wiggill motioned to approve the NDFD Board of Trustee Meeting Minutes from September 2025, Board Meeting. Board Member Judd seconded the motion. The motion passed.

5. Consideration of Approval of the North Davis Fire District Bills

Board Member Smalling motioned to approve the North Davis Fire District Bills. Board Member Ratchford seconded the motion. The motion passed.

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

Chief Becraft said the budget is on track and looking good. The majority of property taxes collected typically occur in November and December. Approximately 37.5% of the budget year has elapsed as of today. Wages are in a good place. Ambulance Revenue is being watched and is on track.

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

7. Consideration of Approval of Resolution 2025R-16, Amending the North Davis Fire District Personnel Policy; Chapter 400 Reimbursement of Employee Expenses; Sections 401 through 407

Ms. Rogers said that most of the changes are grammatical and have been discussed with the attorney.

Board Member Carlson motioned to approve Amending Resolution 2025R-016, Amending the North Davis Fire District Personnel Policy; Chapter 400 Reimbursement of Employee Expenses; Sections 401 through 407. Board Member Ratchford seconded the motion. The motion passed.

Roll Call Vote:      Chair Vincent (non-voting)  
                            Megan Ratchford: Yes  
                            Annette Judd: Yes  
                            Ricky Carlson: Yes  
                            Nancy Smalling: Yes  
                            Scott Wiggill: Yes

8. Consideration of Approval of Resolution 2025R-17, Amending the North Davis Fire District Personnel Policy; Chapter 500; Sections 502, 503, 504, and 509

Ms. Rogers informed the board that the changes to the personnel policy include vacation buy back and sick leave roll over being switched from a calendar year to a fiscal year. This will also help with use or lose on vacation hours not being at the end of the year. It is also proposed to remove the years of service award in public safety. The dilemma has been that sometimes people have gaps in service, and it is harder to track, so an award will just be given for years of service to North Davis Fire District.

Board Member Wiggill motioned to approve Resolution 2025R-17, Amending the North Davis Fire District Personnel Policy; Chapter 500; Sections 502, 503, 504, and 509. Board Member Smalling seconded the motion. The motion passed.

Roll Call Vote:      Chair Vincent (non-voting)  
                            Megan Ratchford: Yes  
                            Annette Judd: Yes  
                            Ricky Carlson: Yes  
                            Nancy Smalling: Yes  
                            Scott Wiggill: Yes

9. Consideration of Approval of Resolution 2025R-18, Amending the North Davis Fire District Personnel Policy; Chapter 700; Section 701

Ms. Rogers said the recommended changes in this policy are related to absences from work. The current policy reads “Full-Time employees who are absent from work for three consecutive days without giving proper notice to the District will be considered as having voluntarily terminated.” It is recommended that the language be changed to “Employees who are absent from work for two consecutive days without being excused or giving proper notice will be considered as having voluntarily terminated.” Board Chair Vincent asked if it was discretionary, and Chief Becraft confirmed that it was.

Board Member Ratchford motioned to approve Resolution 2025R-18, Amending the North Davis Fire District Personnel Policy; Chapter 700; Section 701. Board Member Judd seconded the motion. The motion passed.

Roll Call Vote:      Chair Vincent (non-voting)  
                            Megan Ratchford: Yes  
                            Annette Judd: Yes  
                            Ricky Carlson: Yes  
                            Nancy Smalling: Yes  
                            Scott Wiggill: Yes

10. Consideration of Resolution 2025R-19, a Joint Resolution of the North Davis Fire District and West Point City Approving and Adjustment to the Boundaries of the District Within the City.

Chief Becraft stated that the North Davis Fire District has completed all required noticing for the boundary adjustment as per Utah Code. Ms. Rogers then said that on December 16, 2025, the West Point City Council will hold a public hearing and consider approving the boundary adjustments. on

Chief Becraft then said that in the future, the district hopes to enter into a MOU with the county for the area in Unincorporated Davis County. This will allow the district to provide services to area and eventually possibly annex the unincorporated area into the boundaries of the North Davis Fire District in the future.

a. Public Hearing

Board Member Wiggill motioned to open the Public Hearing. Board Member Ratchford seconded the motion. The motion passed.

Board Member Ratchford motioned to close the Public Hearing. Board Member Smalling seconded the motion. The motion passed.

b. Action

Board Member Wiggill motioned to approve Resolution 2025R-19, a Joint Resolution of the North Davis Fire District and West Point City Approving and Adjustment to the Boundaries of the District Within the City. Board Member Judd seconded the motion. The motion passed.

Roll Call Vote: Chair Vincent (non-voting)  
Megan Ratchford: Yes  
Annette Judd: Yes  
Ricky Carlson: Yes  
Nancy Smalling: Yes  
Scott Wiggill: Yes

#### 11. Discussion and Possible Action for Purchase of Emergency Purchase of Active Shooter Gear

Chair Vincent said that there was not any further discussion about the emergency purchase of the Active Shooter Gear. If not, he would accept a motion for approval for the purchase. Board Member Board Member Carlson motioned to approve. Board Member Smalling seconded the motion. The motion passed.

Roll Call Vote: Chair Vincent (non-voting)  
Megan Ratchford: Yes  
Annette Judd: Yes  
Ricky Carlson: Yes  
Nancy Smalling: Yes  
Scott Wiggill: Yes

#### 12. Fire Chiefs Report

Chief Becraft said the Fire Prevention Open Houses were a great success with a lot of participation. He gave a shout out to the NDFD crews for putting the open houses together. Chief Becraft informed the board that the Station 41 sign had been completely installed. The board was then informed that the auditor for the FY2025 budget had been at Station 41 yesterday. The audit is going well, and a final report should be presented to the board during the December 18<sup>th</sup> Board Meeting. Chief Becraft, Chief King, and Captain Oliver went to Wisconsin to spec the new ladder truck. The ladder truck should be delivered to NDFD around August. So far, the cost of the ladder truck is within budget. Chief Becraft stated that in the near future, administration will recommend putting a large down payment on it in lease purchase payment in March. He then recommended not selling current ladder truck.

Chief King mentioned that new hire testing recently took place and four employees were hired. Two are full-time and two are part-time. This should help some with the overtime issue. October was a record month for the district. The crew ran 407 calls during October. 285 calls in Clearfield, 53 in West Point, 38 in Sunset, 11 in Clinton, 9 in Layton, 5 in Syracuse, 1 West Bountiful, 1 South Weber, 1 Hooper, 1 Farmington, 1 Bountiful. Station 42 ran 309 calls and Station 41 ran 98 calls. 125 times there were 2 calls, 15 times there were 3, 1 time there were 4 calls. The district was up 19.35% on call volume and trends upward every month.

Chief King said there have been two structure fires, one this month and one last month. There was a kitchen fire in West Point that A-shift did well on. There was a ceiling fan fire in Clearfield that they

also did well on. The neighborhood in West Point talked about how great NDFD is.

13. Member City Updates

Board Member Smalling said the Veterans program in Sunset was a great event. It was combined with an Agent Orange Memorial groundbreaking. They poured the cement today. She thanked NDFD for coming to the candy crawl. It was great to see the different entities that serve the city.

Board Chair Vincent shared that a new development in West Point City was approved Tuesday night.

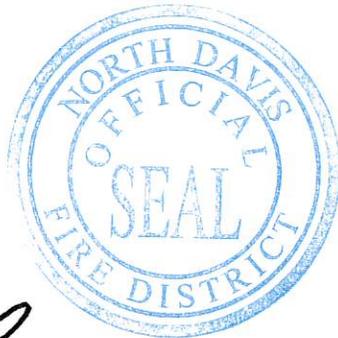
14. Consideration of adjourning into a Closed Session pursuant to one or more of the provisions of Section 52-4-205(1) of the Open and Public Meetings Law

This item was tabled as there was no need to participate in a Closed Session.

15. Motion to Adjourn

Board Member Judd motioned to adjourn. Board Member Smalling seconded the motion. The motion passed.

Dated the 18<sup>th</sup> day of December 2025.



By: Brian Vincent  
BRIAN VINCENT, Chair

ATTEST:

Misty Rogers  
By: \_\_\_\_\_  
MISTY ROGERS, Clerk