



North Davis Fire District
Administrative Control Board Meeting
381 North 3150 West
West Point City, UT 84015

August 15, 2019 - 6:00 PM

Meeting minutes from the North Davis Fire District Board of Trustee Meeting, held at approximately 6:00 PM on August 15, 2019 at Station 41, 381 North 3150 West, West Point City, Utah 84015.

Board Members Present: Vice-Chairman Mark Shepherd, Scott Wiggill, Jerry Chatterton, Nancy Smalling, Tim Roper and Nike Peterson (arrived at approximately 6:15 pm)

Board Members Excused: Gary Petersen, Howard Madsen and Erik Craythorne

Staff Present: Fire Chief Mark Becraft, Deputy Fire Chief John Taylor, District Clerk Misty Rogers

Visitors: Firefighters' Dan Holman and Daren Coleman

1. **Call to Order:** Vice-Chairman Shepherd called the Board of Trustees Meeting to order

2. **Invocation or Inspirational Thoughts:** Provided by Board Member Roper

3. **Pledge of Allegiance**

4. **Citizen Comment:** None

5. **Consideration of Approval of Minutes from the June 20, 2019 Board Meeting**

Board Member Chatterton motioned to approve the minutes from the June 20, 2019 Board of Trustees Meeting

Board Member Wiggill seconded the motion

The motion passed unanimously

6. **Consideration of Approval of the North Davis Fire District Bills for June 2019 and July 2019**

Ms. Rogers stated that Fiscal Year 2019 ended on June 30, 2019 and Fiscal Year 2020 began on July 1, 2019. She then stated that because of timing, adjustments to revenues and expenditures for both fiscal years must be made before the annual audit process begins.

Board Member Roper motioned to approve the bills for June 2019 and July 2019

Board Member Chatterton seconded the motion

The motion passed unanimously

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

Chief Becraft stated that two financial reports were included in the packet. The first report is for Fiscal Year 2019 and the second report is for Fiscal Year 2020. He then stated that adjustments to both revenues and expenditures will be made in both fiscal years and that money will likely be returned to the General Fund in Fiscal Year 2019. He then informed the board that he and Ms. Rogers recently met with a representative from Zions Bank to discuss bonding. The meeting with Zions Bank went well and

interest rates for bonding are extremely low. However, refinancing the current debt service bond would not save the District enough money to justify refinancing.

Board Member Chatterton motioned to approve the North Davis Fire District Financial Report
Board Member Roper seconded the motion
The motion passed unanimously

8. Fire Chiefs Report

Chief Becraft informed the Board of Trustees of the following:

- Fuelman Gas Card fraud - At the discretion of Chief Becraft, all gas cards associated with Fuelman fuel system had been shut-down due to continuous unauthorized charges. Administration has audited all charges listed on the Fuelman bill and the District has only paid Fuelman for authorized charges. The District will work with the State of Utah and Fuelman to determine who is responsible to pay for the unauthorized charges.

Board Member Wiggill asked if the North Davis Fire District could be at risk by not paying for the unauthorized charges. Chief Becraft stated that administration will keep in contact with the State of Utah and Fuelman to ensure that the District remains in good standing.

- Fire Rescue International (FRI) - Administration recently returned from FRI which was held in Atlanta, Georgia. Chief Becraft then stated that the FRI conference was exceptional and the education provided by attending classes and networking will benefit the District. He then stated that while attending a Fire Chiefs meeting, the possibility of Utah participating the Western Fire Rules and Regulations Committee was discussed.
- Mental Health Awareness – Chief Becraft stated that the mental health is extremely important with police and fire. The District is always looking for ways to assist our employees with mental health. Chief Becraft stated that the District must continue to be proactive with mental health awareness. He then stated that he and Deputy Chief Taylor are working towards creating and implementing standard operating procedures with the mental health and wellness of firefighters in mind.
- Zoll Defibrillators – The Zoll Defibrillators which were included in the Fiscal Year 2020 Budget will be delivered next week and training on the new devices will begin immediately. All employees will be required to train on the device. The new defibrillators will allow for Bluetooth and WIFI connectivity.
- Paramedic RFP Committee – Chief Becraft has been and will continue to meet with the Paramedic RFP Committee. Within the next few weeks, the committee will meet with police, fire, dispatch and anyone who could be involved in the process. Chief Becraft stated that recent Paramedic RFP Committee meetings have been productive and those involved have been open to discussion and seem willing to work together to find a solution.
- Layton Apartment Complex Fire – The North Davis Fire District recently assisted a fire at an apartment complex in Layton. Chief Becraft stated that NDFD Firefighters performed exceptionally well and that fire ground discipline is extremely important. He then stated that NDFD Firefighters worked well with the surrounding agencies and their hard work and discipline was noticed by other Fire Chiefs.

- Wildfires – So far, the wildfire season has been quiet and there have not been many firework related incidents.

Board Member Wiggill expressed the importance and need for the mental health assistance for the firefighters and employees of the District.

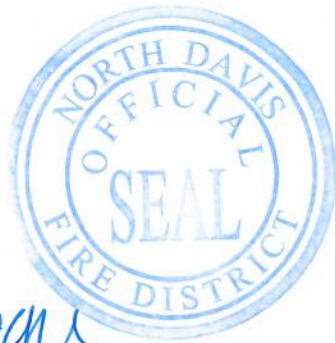
Chief Taylor stated that District will be hosting a mental health awareness class for each firefighter and their significant other. He then expressed the importance of keeping NDFD firefighters physically and mentally healthy.

9. Other

10. Motion to Adjourn

Board Member Chatterton motioned to adjourn the August 15, 2019 Board of Trustees Meeting
Board Member Smalling seconded the motion
The motion passed unanimously

Passed and adopted the 19th day of September, 2019





Gary Petersen, Chairman

ATTEST:



Misty Rogers, District Clerk