



**NORTH DAVIS FIRE DISTRICT
BOARD OF TRUSTEES**
Station 41, 381 North 3150 West
West Point City, UT 84015
(801)525-2850 ext. 101

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

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

**BOARD OF TRUSTEE MEETING
January 25th, 2024**

Board of Trustee Work Session – 6:00 PM

If the Work Session is not completed before 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 – Scott Wiggill (via Zoom), Annette Judd, Nancy Smalling, Mark Shepherd, Howard Madsen, Brian Vincent, Tim Roper, Jerry Chatterton, Megan Ratchford

Staff Present - Fire Chief Mark Becraft, Deputy Fire Chief Curt King, Clerk Misty Rogers, and Deputy Clerk Jamey Maddy

Visitors – Amber King, Mike Rawlings, Allen Hadley, Dave Youngberg, Mark Kortright, Mariah Reyes, Noah Ryerson, Jason Sorensen, Heather Christopherson

1. Badge Pinning – Tabled
2. Fire 101 Presentation

Chief Becraft explained that we are presenting what we do every day on a tactical level. Chief Youngberg started the presentation by talking about the Battalion Chiefs having different responsibilities on top of the day-to-day, with his being EMS. He explained the staffing at each firehouse. We usually have 12 firefighters on staff daily if nobody is sick, on vacation, etc. He explained the different trucks and their purposes. It was stated that Clearfield City is statistically busier house and gets more medical calls than West Point. Chief Youngberg said that the Battalion Chiefs usually spend the first hour and a half to three hours figuring out the staffing for the shift. The minimum staffing is 10. He discussed the different levels of calls, such as Alpha, Bravo, Charlie, Delta, and Echo. He went into a thorough and detailed explanation of how and why the units work the way they do.

Chief Hadley explained that although there are significantly fewer fires than medical calls, they are much more labor-intensive. The standard for fire calls is 14 firefighters. North Davis Fire has mutual aid agreements with other agencies to help manage fires and cover medical calls during a fire. Chief Hadley pointed out that running calls are not all the crews do; they also have training, maintenance, chores, etc.

3. Fire Chief Reports

Chief Becraft said that he did not have anything for the work session.

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

Board Members Present – Scott Wiggill (via Zoom), Annette Judd, Nancy Smalling, Mark Shepherd (exited at 6:43 pm), Howard Madsen, Brian Vincent, Tim Roper, Jerry Chatterton, Megan Ratchford

Staff Present - Fire Chief Mark Becraft, Deputy Fire Chief Curt King, Clerk Misty Rogers, and Deputy Clerk Jamey Maddy

Visitors – Amber King, Mike Rawlings, Allen Hadley, Dave Youngberg, Mark Kortright, Mariah Reyes, Noah Ryerson, Jason Sorensen, Heather Christopherson

1. Call to Order
2. Invocation or Inspirational Thought: Board Member Tim Roper
3. Pledge of Allegiance
4. Swearing in of Newly Appointed North Davis Fire District Board Members

District Clerk Maddy swore in Board Members Jerry Chatterton, Nancy Smalling, Howard Madsen, Annette Judd, Brian Vincent, Tim Roper, and Megan Ratchford.

5. Discussion and Appointment of North Davis Fire District Board of Trustee Chair and Vice-Chair

Board Member Shepherd motioned for Brian Vincent to serve as Chair of the North Davis Fire District Board of Trustees. Board Member Roper seconded the motion. The motion passed.

Scott Wiggill - Aye
Jerry Chatterton - Aye
Nancy Smalling - Yes
Howard Madsen - Yes
Annette Judd - Aye
Brian Vincent - Yes
Tim Roper - Aye
Megan Ratchford - Aye

Board Member Shepherd motioned for Howard Madsen to serve as Vice-Chair of the North Davis Fire District Board of Trustees. Board Member Smalling seconded the motion. The motion passed.

Scott Wiggill - Yes
Jerry Chatterton - Aye
Nancy Smalling - Yes
Howard Madsen - Yes
Annette Judd - Aye
Brian Vincent - Aye
Tim Roper - Aye
Megan Ratchford – Aye

6. Appointment of North Davis Fire District Clerk Misty Rogers and Deputy District Clerk Jamey Maddy

Board Member Wiggill motioned to appoint Misty Rogers as District Clerk and Jamey Maddy as Deputy Clerk of the North Davis Fire District. Board Member Smalling seconded the motion. The motion passed.

Scott Wiggill - Aye
Jerry Chatterton - Aye
Nancy Smalling - Yes
Howard Madsen - Yes
Annette Judd - Aye
Brian Vincent - Yes
Tim Roper - Aye
Megan Ratchford - Aye

7. Appointment of the North Davis Fire District Treasurer

Vice Chair Madsen motioned to appoint Mariah Reyes as Treasurer of the North Davis Fire District. Board Member Jerry Chatterton seconded the motion. The motion passed.

Scott Wiggill - Aye
Jerry Chatterton - Aye
Nancy Smalling - Yes
Howard Madsen - Yes
Annette Judd - Aye
Brian Vincent - Yes
Tim Roper - Aye
Megan Ratchford - Aye

8. Citizen Comment - None

9. Consideration of Approval of Minutes from December 21, 2023, Board Meeting.

Board Member Judd motioned to approve the December 21, 2023, Board Meeting minutes. Board Member Roper seconded the motion. The motion passed.

10. Consideration of Approval of the North Davis Fire District Bills for December 2023.

Vice Chair Madsen motioned to approve the bills for December 2023. Board Member Smalling seconded the motion. The motion passed.

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

Chief Becraft said we received a large tax amount recently. We are a little behind on medical, but we are still on track with the budget. Chair Vincent asked about being behind and if it is just a matter of catching up. Chief Becraft said that other agencies are also behind. He said it is picking up but is a moving target.

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

12. Presentation and Acceptance of the North Davis Fire District Audit Report for Fiscal Year 2023.

Heather Christopherson, the external auditor for the district, presented the report to the Board. She thanked Misty and Mariah for their help preparing the report. She went over the highlights of the report. "The Financial statements referred to present fairly, in all material aspects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of North Davis Fire District, as of June 30, 2023." (See Exhibit A)

Board Member Roper motioned to approve the North Davis Fire District Audit Report for Fiscal Year 2023. Board Member Chatterton seconded the motion. The motion passed.

13. Fire Chiefs Report

Chief Becraft reminded the board that the Annual Awards Banquet will be held on February 29th at Talia's Event Center. We also have W2s that have been handed out. Construction on Station 42 is going well and is on budget. Chief Becraft said he would like to have a budget committee again if the board feels it will be beneficial. Check signers need to be assigned. Jerry Chatterton and Megan Ratchford volunteered. The Chair was asked to get an answer on this no later than next Tuesday.

Chief King reported that we have run 216 medical calls this month. He reported that we reached international news with Firefighter Logan Hadley rescuing "Bob" the dog from the frozen lake. Chief King highlighted all of B-shift for their work on the call. He called out A-shift for doing a great job on a basement fire, which is very difficult. C-shift was highlighted for a trauma in Sunset that included Life Flight. Life Flight called and asked that the crews get recognized for their work on this patient.

Chief King thanked the board for the Deputy Fire Marshal position because Mike Rawlings has been very busy and doing a great job. He thanked Misty and Jamey for their work on the financial and HR side. He also thanked Amber King for doing a great job on the billing side.

Clerk Rogers informed the board that she would email the board member training. She highlighted some paperwork the board was given regarding our organizational chart and duty descriptions. (See Exhibit B)

14. Member City Updates

Jerry Chatterton said that he went on a tour of the stations with Chief Becraft and gave a shout-out to the crews working at Freeport Center. He said we have a great fire department run by a great chief and his staff.

Board Member Madsen said the fire district did a great job on the Life Flight save the other day.

Board Member Roper welcomed Board Member Ratchford and said that she will be a great addition to the board.

Brian Vincent mentioned the opening of Legacy Highway and the change it has made regarding traffic going South. He mentioned that more commercial businesses will come in due to the opening.

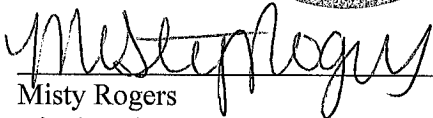
15. Motion to Adjourn

Board Member Chatterton motioned to adjourn. Board Member Roper seconded the motion. The motion passed.

Dated this 15th day of February 2024



ATTEST:


Misty Rogers
District Clerk


Brian Vincent
Chair of the Board of Trustees