



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

*Mark Shepherd, Chairman
Gary Petersen, Vice-Chairman
Erik Craythorne, Board Member
Keri Benson, Board Member
Jerry Chatterton, Board Member
Nike Peterson, Board Member
John Petroff, Board Member*

July 21, 2016
6:00 PM

Minutes from the North Davis Fire District Administrative Control Board Meeting held at 6:00 pm on July 21, 2016 at Station 41, 381 North 3150 West, West Point City, Utah 84015.

Board Members Present: Mark Shepherd (Chairman), Gary Petersen (Vice-Chairman), Jerry Chatterton, Nike Peterson, John Petroff, and Erik Craythorne

Board Members Excused: Keri Benson and Erik Craythorne

Members of Staff Present: Chief Mark Becraft, Deputy Chief John Taylor and District Clerk Misty Rogers

Visitors: None

1. **Call to Order** - Chairman Shepherd called the meeting to order.
2. **Citizen Comment** – No comment
3. **Consideration of Approval of Minutes for the NDFD Administrative Control Board Meeting held on May 19, 2016** – Mr. Chatterton motioned to approve the minutes from the North Davis Fire District Administrative Control Board meeting held on May 19, 2016. Mr. Petroff seconded the motion. The Board unanimously agreed.
4. **Consideration of Approval of the May and June 2016 Bills for the North Davis Fire District** – Vice-Chairman Petersen motioned to approve the North Davis Fire District bills for May 2016 and June 2016. Ms. Peterson seconded the motion. The Board unanimously agreed.
5. **Consideration of Approval of June 2016 Financial Report for the North Davis Fire District** – Chief Becraft stated the financial report for June 2016 isn't completely accurate. The report does not reflect Ambulance Revenue which will be collected in July and August for services provided in FY2016 or personal property tax collected which will need to be accrued in FY2016. Chief Becraft then stated the County has yet to collect personal property tax from three of the largest businesses in the Freeport Center.

Ms. Peterson motioned to approve the June 2016 Financial Report for the North Davis Fire District. Vice-Chairman Petersen seconded the motion. The Board unanimously agreed.

Consideration of Approval of Resolution 2016R-7, Amending Section 203 of the North Davis Fire District Policy and Procedures Manual - Chief Becraft stated over the past six years, the NDFD Personnel Policy Manual has been amended to fit the needs of the district. Recently Chief Becraft, Mrs. Rogers and

Felshaw King, the NDFD Attorney discussed the “hiring” and “nepotism” policy. It was determined that the section 203 of the NDFD Policy should be amended to meet state statute.

Chief Becraft stated the NDFD has a responsibility to provide adequate coverage. Recently, the NDFD has lost numerous employees due to paramedic jobs. The dynamics of the NDFD are changing and the district must be creative with the hiring process. For example, the NDFD recently hired a part-time firefighter who works as a full time firefighter in Murray. The new employee lives nearby but wants a part-time job. Chief Becraft stated all over the country there is a tradition of families joining the fire service and at times even working at the same department. Chief Becraft then stated that he has had a positive experience with “nepotism” and the hiring of relatives. If the policy is followed and relatives do not directly supervise one another then there shouldn’t be an issue. Mr. Chatterton agreed with Chief Becraft. Chairman Shepherd and Vice-Chairman Petersen stated if there is no direct supervision and the person is fully qualified the hiring of relatives should be permitted. Mr. Petroff expressed the need to keep proper documentation for discipline, promotions, etc.

Vice-Chairman Petersen motioned to approve Resolution 2016R-7, Amending Section 203 of the North Davis Fire District Policy and Procedures Manual. Ms. Peterson seconded the motion. The Board unanimously agreed.

Roll Call Vote:

Mr. Petroff - aye
Vice-Chairman Petersen - aye
Mr. Chatterton - aye
Ms. Peterson - aye
Chairman Shepherd - aye

6. Fire Chiefs Report

- August 2016 Board Meeting - Chief Becraft stated that he and Chief Taylor will be at the IAFC Conference in San Antonio, Texas during the week of August 15th. He asked the Board if they would like to reschedule or cancel the August 18th Board Meeting. The Board requested the August 18th Board Meeting be cancelled.
- Annual Awards Banquet - Chief Becraft stated the NDFD Annual Awards Banquet has been scheduled for Wednesday, January 25, 2017 at Timbermine.
- 4th of July – Chief Becraft stated the NDFD assisted with a working structure fire in Syracuse before the West Point City Parade. He then stated that both he and Mayor Craythorne received unfavorable remarks from a few parade onlookers because EMS vehicles were placed before the American Flag in the West Point City Parade. Chief Becraft stated he and the members of the NDFD are patriotic, however because of safety concerns the EMS must be first in the parade. Vice-Chairman Petersen and the other Board Members agreed that they too are patriotic but public safety is a concern and EMS must be located at the front of the parade.
- 2003 LaFrance (truck 41) – Chief Becraft stated the refurbishment of the 2003 La France is moving along; hopefully a final inspection will occur at the end of September.

Mr. Petroff stated movement between departments is a struggle for numerous agencies. Mr. Chatterton asked if NDFD is pulling employees from other departments when hiring. Chief Becraft stated yes, departments are taking from one another.

Chief Taylor stated volunteerism isn't what it used to be and the amount of volunteer hours continues to decrease. He then stated that in the first six months of the year, the NDFD ran 1550 calls. In June 2016, the NDFD ran 260 calls, 80% medical and 20% fire.

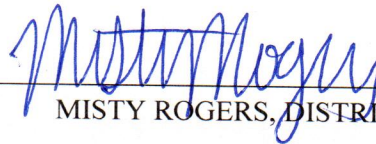
Mr. Chatterton asked how many of the calls from the care centers result in actual transports. Chief Becraft stated nearly all the calls from the care centers are transports. Chief Taylor agreed, he then stated that Rocky Mountain has a policy that if a patient falls they must be transported and sent for evaluation. Chief Becraft stated as the district continues to grow, the call volume will continue to increase. Chief Taylor stated this year alone, the new rescue engine (RE-41) has provided 43 patient transports.

7. **Motion to Adjourn** – Mr. Chatterton motioned to adjourn. Mr. Petroff seconded the motion. The Board unanimously agreed.

Approved the 15th day of September, 2016.



GARY PETERSEN, VICE-CHAIRMAN



MISTY ROGERS, DISTRICT CLERK

