

North View Fire District
315 E. 2550 N.
North Ogden, UT 84414
www.northviewfire.com
Phone: 801-782-8159
Fax: 801-782-3532

North View Fire District Board Meeting Minutes
February 22, 2024

The North View Fire District Trustees convened in a Fire Board Meeting session on February 22, 2024, at 5:00 p.m., at the North View Fire Station. Notice of time, place, and agenda of the meeting was electronically mailed to each Trustee to the Utah Public Meeting Notice Site, Standard Examiner, and posted at the North View Fire Station on February 22, 2024. Notice of the 2023 annual meeting schedule was electronically mailed to the Utah Public Notice Website and to the Standard Examiner. Pursuant to the NVFD Electronic Meetings Policy adopted March 16, 2011, One (1) or more trustees may have participated electronically, and the NVFD Station 21 315 E. 2550 N. North Ogden, Utah is designated as the anchor location, where members of the public may monitor and when appropriate, participate in the meeting. After notifying the District Clerk, Trustees may have participated electronically by telephone, Skype, Face time, or any method that facilitates communication electronically.

Present:

Chairperson Timothy Wheelwright
Vice-Chairperson Jay Johnson
Trustee Cameron West
Trustee Chris Clark
Trustee Kristen Mechem
Trustee Meredith Aardema
Chief Kristopher Maxfield

Excused:

Trustee Arrington

Staff Present:

Deputy Fire Chief Jeremiah Jones
Deputy Chief/ Fire Marshal Ryan Barker
Nicci Roylance, District Clerk
Leonard Call, Treasurer
Jeff Davis, Accountant

Public Present:

None

1. Opening Prayer, Reading or Expression of Thought, and Pledge of Allegiance.

Chairperson Wheelwright welcomed everyone to the meeting at 5:18 p.m. Trustee West led us in the recitation of the Pledge of Allegiance, then read, "When we choose to work together, we honor the interconnectedness of our duties and the shared responsibility we hold for each other's safety and well-being. Through collaboration,

we discover our greatest strength, unlocking the potential to overcome blazes and emergencies that may seem insurmountable when faced alone. As we serve together, let us embrace diversity within our board, recognizing the unique skills and perspectives each of us brings to the table. Let us foster thoroughness, ensuring that every voice is heard and every contribution valued. Through the exchange of opinions, the goals, we build bridges of understanding and forge bonds of solidarity that make us stronger.

In our shared mission to serve, let us be guided by compassion, empathy, integrity, and a commitment to the safety of those who reside and visit our great cities.

May our efforts be fueled by a spirit of camaraderie, teamwork, and dedication. And may the legacy we create be not only strong but also honorable. “

2. Consideration to approve the minutes of January 25, 2024.

The board reviewed and approved the minutes with a motion from Vice-Chairperson Johnson. Trustee Aardema made a second motion.

Voting:

	Chairperson Wheelwright	aye
aye	Vice-Chairperson Johnson	aye
excused	Trustee John Arrington	excused
aye	Trustee Chris Clark	aye
	Trustee Kristen Mechem	aye
	Trustee Cameron West	aye
	Trustee Meredith Aardema	aye

3. Consideration to approve the monthly financial transactions for January 2024.

The Board reviewed the monthly financial transactions for January 2024. Jeff Davis noted that the budget was on track overall, with some adjustments required for specific expenses, such as a new brush truck. Trustee Aardema made the motion to approve the January 2024 financial transactions. Trustee Clark made a second motion.

Voting:

	Chairperson Wheelwright	aye
	Vice-Chairperson Johnson	aye
	Trustee John Arrington	excused
	Trustee Chris Clark	aye
	Trustee Kristen Mechem	aye
	Trustee Cameron West	aye
	Trustee Meredith Aardema	aye

4. Appointing of District Clerk Nicci Roylance and Treasurer Leonard Call.

Trustee West asked to have these motions separated by the person. Trustee West made the motion to appoint Nicci Roylance as the District Clerk. Trustee Aardema seconded the motion. Trustee Aardema motioned to appoint Leonard Call as Treasurer. Vice-Chairperson Johnson seconded the motion. There was a discussion regarding potential conflicts of interest due to Leonard Call serving as the Mayor of Pleasant View. However, it was clarified that his appointment was based on expertise and familiarity with financial operations rather than political affiliation. Trustee Aardema made a motion to appoint Leonard Call as Treasurer. Vice-Chairperson seconded the motion.

Voting:

Chairperson Wheelwright	aye
Vice-Chairperson Johnson	aye
Trustee John Arrington	excused
Trustee Chris Clark	aye
Trustee Kristen Mechem	aye
Trustee Cameron West	aye
Trustee Meredith Aardema	aye

5. Public Comments

There was no public in attendance.

6. Discussion and/or action on the Boardable Presentation.

A demonstration of Boardable, an online system for managing meeting information and documentation, is given. Features include managing agendas, documents, discussions, tasks, and votes. The Board had a discussion with considerations for features like embedded Zoom and recordkeeping capabilities. Some Trustees were skeptical about Boardable's usefulness but considered its potential benefits for streamlining document management and improving accessibility to meeting materials. Chairperson Wheelwright wanted to centralize documentation repositories and facilitate communication, acknowledging the potential benefits of using Boardable. The Board had concerns if there was a month-to-month cost or a contract. Chairperson Wheelwright stated he thought it would be a month-to-month payment. Trustee West made a motion to approve the use of Boardable. Trustee Mechem seconded the motion.

Chairperson Wheelwright	aye
Vice-Chairperson Johnson	aye
Trustee John Arrington	excused
Trustee Chris Clark	aye
Trustee Kristen Mechem	aye

Trustee Cameron West	aye
Trustee Meredith Aardema	nay

7. Discussion and/or action on approving the Interlocal Cooperation Agreement for the Paramedic Aboard Charges.

The Board discussed and approved an agreement on the Paramedic Aboard charges, ensuring administrative efficiency and collaboration. Trustee West motioned to approve the Interlocal Cooperation Agreement for the Paramedic Aboard Charges. Trustee Clark seconded the motion.

Voting:

Chairperson Wheelwright	aye
Vice-Chairperson Johnson	aye
Trustee John Arrington	excused
Trustee Chris Clark	aye
Trustee Kristen Mechem	aye
Trustee Cameron West	aye
Trustee Meredith Aardema	aye

8. Discussion and/or action of the Presentation of the draft of the Strategic Planning.

Chief Maxfield presented the progress made during the strategic planning process, including establishing the District's mission, vision, and values. Chief Maxfield focused on setting a vision and goals for the future, with plans to finalize the strategic plan by March 28, 2024. Chief Maxfield presented and reviewed an internal strengths and weaknesses analysis, identifying areas for improvement and prioritization. Chief Maxfield explained the strategic planning process, which included engagement efforts, including digital town halls and surveys, highlighting the importance of stakeholder input in decision-making. Chief Maxfield reported the findings of external studies and reports commissioned by the county and other entities, integrating this information into the strategic planning process. Chief Maxfield emphasized the importance of understanding the challenges faced by decision-makers and the need for comprehensive analysis before making decisions. Chief Maxfield's presentation outlined the following:

- Data Collection and key performance indicators: Identified as weak areas
- Quality assurance (QA) program: Currently lacking for fire and medical services.
- Administrative bandwidth: Stretched to the maximum
- Policies and procedures: Being updated and batched for future adoption
- Community risk reduction, health and safety program, grants, human resource management, accident investigation, ISO tracking, fleet replacement plan, and facilities planning: Identified as areas needing improvement.

Chief Maxfield outlined the development and wellness strengths and weaknesses as follows:

- Identified weaknesses: Youth and inexperience, limited paramedic employee growth and opportunities, morale and retention issues.
- Positive aspect: Cultural focus on wellness and mental health

Chief Maxfield explained the Response and Service Analysis with the following points:

- Concentration, reliability, and distribution: Key focus areas for response analysis
- Concentration: Ensuring sufficient resources at the incident site
- Reliability: Addressing call volume and resource availability
- Distribution: Proper allocation of resources across the service area
- Findings: Current shortcomings in meeting NFPA and ISO standards, challenges in paramedic service, and distribution issues impacting response times.
- Recommendations: Accreditation pursuit, administrative improvements, and training initiatives.

Chief Maxfield presented the Vision Statement, which is:

To be recognized as the preeminent all-hazards response provider in the State of Utah by providing the highest level of service. To be recognized regionally as a fire department that trains intensively and completely with quality, cutting-edge techniques and equipment. To be the most desirable place to work across the region for new and experienced personnel alike. To be known for making a positive impact on the community and improving people's lives.

Chief Maxfield proposed to add administrative positions to address organizational needs. This includes creating positions such as an Administrative Battalion Chief, among others, to enhance efficiency and management within the department. Chief Maxfield reviewed the response recommendations and minimum staffing levels to potentially increase minimum staffing levels to ensure adequate coverage, particularly in areas with high call volumes. Concerns were raised about current staffing levels and their impact on response times.

Chief Maxfield explained the ISO deficiency and personnel distribution addressed the deficiencies in ISO (Insurance Services Office) ratings and discussed the need for additional personnel and resources to address coverage gaps, especially in areas with higher population density.

Chief Maxfield presented the future planning and master plan, which emphasized the importance of long-term planning, including the need for a staffing plan and a

25-year station master plan to accommodate projected population growth and ensure adequate service provision.

Deputy Chief Jones and Lt. Paramedic Lowe presented the Paramedic Program options, including maintaining the status quo, implementing a one-on-one model with a paramedic at each station, and an intercept model. Each option was evaluated regarding its potential impact on staffing, service delivery, and financial considerations. Cost estimates were provided for implementing changes to the paramedic program and expanding staffing levels. There was also discussion about contractual obligations and potential monetary savings resulting from changes to the program.

Chief Maxfield led a discussion and analysis of the current number of firefighters per square mile, revealing that the district would still rank last even with increased staffing to recommended levels. Similar analysis showed that even with significant increases in personnel, the district would still lag behind peers in terms of firefighters per 1000 citizens. Discussion and suggestions were to engage with local officials and community members to garner support for proposed service upgrades.

Chief Maxfield presented the station planning and Harrisville Station for a 25-year station plan, which included the potential addition of the Harrisville station. Consideration was given to the station staffing master plan, contingent upon the decision to add the Harrisville station, with the timeline for its construction estimated at two years. Chief Maxfield discussed the financial implications, including the Harrisville station project's cost and the associated debt service. The city of Harrisville had passed a resolution to finance the project, pending an interlocal agreement with the Fire District.

The discussion touched upon the uncertainty of grant funding due to delays in governmental budget approvals. The potential impact on the District's ISO rating was also highlighted, with consideration for improving the rating through strategic planning and station additions. The Board considered the optimal locations for future fire stations based on call volume density and distribution analysis. Additionally, the potential impact of station additions on the District's ISO rating and long-term goals were discussed, focusing on providing adequate service coverage to underserved areas.

Vice-Chairperson Johnson suggested increasing community engagement through features in local publications like Connection magazine and podcasts to inform citizens about the District's strategic plans, station additions, and other initiatives.

9. Discussion and/or action on approval to move forward on an Impact Fees Study

Deputy Chief Barker presented to the board that a study would update various factors affecting fee calculations and potentially increase revenue for the department. The board considered approving a proposal from Zions Bank for an

impact fee study. Trustee West motioned to accept the Proposal of Zions Bank for the Impact Fees Study. Vice-Chairperson Johnson seconded the motion.

Voting:

Chairperson Wheelwright	aye
Vice-Chairperson Johnson	aye
Trustee John Arrington	excused
Trustee Chris Clark	aye
Trustee Kristen Mechem	aye
Trustee Cameron West	aye
Trustee Meredith Aardema	aye

10. Administration Report

Deputy Chief Jones gave a report on the upcoming final inspection of the brush truck, and a discussion was had on budget adjustments that would be needed to take delivery. Updates were provided on ongoing projects.

11. Chairperson's Report

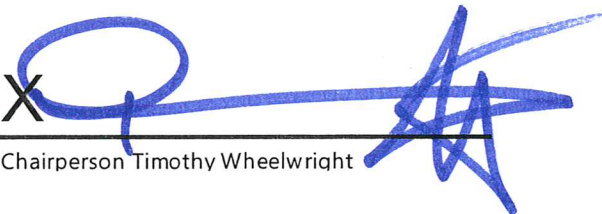
Chairperson Wheelwright the administration for their work.

12. Other and/or Identify matters for future consideration and or action.

No specific future agenda items were proposed during this meeting.

13. Adjournment

Vice-Chairperson Johnson motioned to adjourn at 7:43 p.m. Trustee Aardema seconded the motion.

X 
Chairperson Timothy Wheelwright

X 
Nicci Roylance, District Clerk

Date of approved February 22, 2024, Board Meeting Minutes March 28, 24