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

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
Wednesday, May 15, 2025
Work Session 6:00 PM / Regular Meeting
6:30 PM or Immediately following Work Session

Board Members Present: Chair Brian Vincent, Tim Roper, Ricky Carlson, Jerry Chatterton, Annette Judd, Mark Shepherd, Nancy Smalling

Excused: Scott Wiggill, Megan Ratchford

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

Visitors: Mike Rawlings, Amber King, Jessica German, Chris Correa

Board of Trustees Work Session 6:00 PM

1. Badge Pinning for New NDFD Firefighters or Promoted Employees – tabled until next meeting.
2. Officer Development Award
   Chief Becraft presented Deputy Chief King with an award from UFRA. Chief Becraft thanked him for working on his professional development. At the request of Chief Becraft, Deputy Chief King explained the requirements to earn this award.
3. Discussion and Planning for the North Davis Fire District Fiscal Year 2026 Budget and Capital Improvements Plan
   Chief Becraft said that we have been working hard on this to get to where we are at. The FY2026 tentative budget will be presented to the board tonight. There is one minor change to the tentative budget, HB1665 Firefighter Cancer Bill made Workers Comp come back nearly double across the state. We had to add $30,000 in revenue to balance the tentative budget. We received a phone call earlier today, and the renewal will be less

than thought. Everything else is coming in on target. The wages in public safety are volatile and we have employees asking for information. Chief Becraft is asking if the board passes the tentative budget, can we start meeting with employees to go over wages. Board Chair Vincent gave the go-ahead.

4. Discussion and Planning for the North Davis Fire District Fiscal Year 2025 Budget Amendment

   Chief Becraft said that the budget amendment will be brought to the board next month for the annexation funds and vehicle maintenance. There will also be one for radios. We were told that we needed to be phase 1 compliant, however, everything being rolled out is phase 2 compliant. This causes a big problem. We have 8 radios that need to be replaced to make our fleet completely phase 2 so that they won't miss any traffic. We either have to put this into the budget next year, or we could do a budget amendment, which Chief Becraft recommends. This is a $30,000 price list for those 8 radios. The fiscal year it comes out of will depend on when the radios arrive.

   Board Member Chatterton asked if the $30,000 included the ones being replaced throughout the year or if it is only the 8 radios needing to be updated. Chief Becraft said that this is in addition. From here on out, we just have to maintain the radios.

Board of Trustee Meeting – 6:30 PM

1. Call to Order

2. Invocation or Inspirational Thought – provided by Board Member Carlson

3. Citizen Comment – no comment

4. Consideration of Approval of the NDFD Board of Trustee Meeting Minutes from April 23, 2025

   Board Member Shepherd motioned to approve the minutes from the April 23, 2025 meeting. Board Member Smalling seconded the motion. The motion passed.

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

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

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

   Chief Becraft reported that approximately 90% of the budget year has elapsed. We are looking on target and we are up in impact fees. Wages are looking pretty even and we are keeping an eye on medical supplies. We are cutting it close but should be okay. Board Chair Vincent asked about ambulance revenue being at 75% and if that is through April? Chief Becraft said yes.

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

7. Discussion and Consideration of Approval of Resolution 2025R-02, Amending the NDFD Personnel Policy Chapter 700 Absence From Work

   Board Member Chatterton motioned to approve Resolution 2025R-02, Amending the NDFD Personnel Policy Chapter 700 Absence From Work. Board Member Roper seconded the motion. The motion passed.

   Roll Call Vote:

   Chair Vincent - non voting

   Vice Chair Smalling – Yes

   Board Member Judd – Yes

   Board Member Chatterton - Yes

   Board Member Shepherd - Yes

   Board Member Roper - Yes

   Board Member Carlson – Yes

8. Discussion and Consideration of Approval of Resolution 2025R-03, Adoption of the North Davis Fire District Tentative Budget for Fiscal Year 2026

   Public Hearing: no comment given.

Board Member Shepherd motioned to close the public hearing. Board Member Judd seconded the motion. The motion passed.

Board Member Shepherd explained that a motion to complete the Truth in Taxation process with a public hearing date in August should be made. Discussion regarding the property tax rate, final budget adoption, Truth in Taxation process, and noticing requirements were had between members of the board, Ms. Rogers, and Chief Becraft. Board Member Shepherd explained that a motion to complete the Truth in Taxation process with a public hearing date should be made. The Board of Trustees did not have to wait until June to set a date for a Truth in Taxation hearing. Ms. Rogers stated that the NDFD attorney (Andy Blackburn) recommended the Board of Trustees follow the agenda as written and set a public hearing date to consider property tax rate and final budget in June. Then, in June the Board of Trustees could either approve the certified rate and final budget, or motion to complete the Truth in Taxation process in August. Ms. Rogers informed the board that Attorney Blackburn will research the information provided by Board Member Shepherd when preparing for next year's budget adoption. However, this year the Board of Trustees should proceed with the agenda and set a public hearing date to consider property tax rate and final budget in June. Then, in June the board could either approve the certified rate and final budget, or motion to complete the Truth in Taxation process in August.

Board Member Shepherd stated that adopting the tentative budget says that the district wants to complete the Truth in Taxation process because the property tax revenue amount is listed in the budget. Budget adoption statutory requirements were then discussed and Ms. Rogers stated that Utah Code for Special District requires that a tentative budget be adopted in May and a final budget be adopted in June, unless the entity desires to complete the Truth in Taxation process. Ms. Rogers stated that she believed a property tax rate and/or dollar amount would be noticed in a specific way and that is one reason that she recommended following the agenda. Ms. Rogers stated that entities will not be provided with a property tax rate and/or valuations until the first week in June. In her opinion, it is preliminary for the Board of Trustees to motion to hold a Truth in Taxation until the final numbers are received from Davis County. The revenue currently being projected for the FY2026 budget is based off of what NDFD was promised in FY2025. Board Member Shepherd stated that the rate is based on the rate in the tentative budget. That budget could change; however, it is still the same budget.

The Truth in Taxation is based on whatever rate will be necessary to maintain the budget.

Board Member Shepherd motioned to approve Resolution 2026R-03, Adoption of the North Davis Fire District Tentative Budget for Fiscal Year. Board Member Smalling seconded the motion. The motion passed.

Roll Call Vote:

Chair Vincent - none voting

Vice Chair Smalling – Yes

Board Member Judd – Yes

Board Member Chatterton - Yes

Board Member Shepherd - Yes

Board Member Roper - Yes

Board Member Carlson - Yes

9. Discussion and Consideration of Setting Public Hearing Dates for the consideration of adoption of the North Davis Fire District Property Tax Rate and Fiscal Year 2026 Final Budget.

   Board Member Shepherd stated that the property tax rate is unknow. Ms. Rogers agreed, but we will have a property tax rate and revenue before our next meeting. She recommended the Board of Trustees follow the agenda as written and set a public hearing date to consider property tax rate and final budget in June. Then, in June the Board of Trustees could either approve the certified rate and final budget, or motion to complete the Truth in Taxation process in August. The "consideration" in the June meeting allows for the board to review the final property tax rate and revenue sources. The Board of Trustees could then either approve the certified rate and final budget, or motion to complete the Truth in Taxation process in August.

Discussion regarding the property tax rate, final budget adoption, Truth in Taxation process, and noticing requirements were had between members of the board, Ms. Rogers, and Chief Becraft. Board Member Shepherd explained that a motion to complete the Truth in Taxation process with a public hearing date should be made. The Board of Trustees did not have to wait until June to set a date for a Truth in Taxation hearing. Ms. Rogers stated that the NDFD attorney (Andy Blackburn) recommended the. Ms. Rogers informed the board that Attorney Blackburn will research the information provided by Board Member Shepherd when preparing for next year's budget adoption. However, this year the Board of Trustees should proceed with the agenda and set a public hearing date to consider property tax rate and final budget on June 19, 2025. Then, during that meeting, the board could either approve the certified rate and final budget, or motion to complete the Truth in Taxation process and hold a public hearing on August 21, 2025.

Board Member Shepherd then stated that we could have "jumped" this process as we did not need to adopt a tentative budget. Ms. Rogers disagreed and stated that state statute requires that we adopt a tentative budget in May (fiscal year entity). Chair Vincent stated that this is not the way that they do the process in his city. Board Member Shepherd agreed with Chair Vincent. Board Member Shepherd stated this process is confusing and he cannot understand why we are doing this process. He does not want to argue with Attorney Blackburn; it is now how it's been done over the years. Ms. Rogers stated again that Attorney Blackburn has agreed to further research noticing and budget adoption requirements and changing our process in the future, however for this budget we need to follow this process. Ms. Rogers stated that in her personal opinion, it is preliminary for the Board of Trustees to motion to hold a Truth in Taxation until the final numbers are received from Davis County. Board Member Shepherd stated that the property tax rate is "irrelevant" the income NDFD receives from the county is flat. He then stated we can project growth. Chief Becraft stated that personal property tax can vary each year, and it could affect our revenue and rate. Board Member Shepherd stated that it shouldn't. When we set a budget, we already know our property tax revenue from the prior year in addition to growth.

Board Member Judd motioned to hold a public hearing on June 19, 2025, to consider a property tax rate. Boad Member Chatterton seconded the motion. The motion passed.

Ms. Rogers asked if the motion included a public hearing and consideration of final budget for FY2026. Board Member Shepherd stated that the motion included it.

10. Fire Chiefs Report

Deputy Chief King reported that last month there was a question about having a link to some of the data, and he is working with Captain Harrington for a solution. Rather than giving out a link, we are putting together a Fire Board Report that pulls numbers talking about the district. We will put a link on our website so that the general public can also see it. It will be emailed out to the board.

Deputy Chief King provided the numbers for April. Clearfield there were 244 incidents, West Point had 60, Sunset had 42, Syracuse has 8, Clinton had 6, and Layton had 3. Calls in progress stayed about where we have been. Our call percentage is up 7.2% from this time last year. We dropped a percent from last month. We are anticipating a busy summer with fires compared to the past. We are looking to fill a part-time position.

Fire Marshal has been very busy this month. Lots of inspections, growth, and investigations. It is hard to keep up with the business inspections, plus the new buildings going up and all of their plans that need to be reviewed. Board Member Shepherd asked if we do self-inspections like Layton does. Deputy Fire Marshal Rawlings said that no, we do not. Sometimes we do inspections and discover the fire extinguisher hasn't been checked in years. Board Member Shepherd said that we could tell them that they are liable if they check that something is done that isn't really done, and we could go out every five years.

Chief Becraft said that the legal description for the annexation is almost done, and then we will work with our attorney to get that posted and get all three of those sections. Mida has been really good to work with.

11. Member City Updates

Board Member Shepherd said that Clearfield is working on some murals. They are working round two of their planes. The Fourth of July will be the same this year.

Board Member Carlson said 1800 is moving along in Sunset. Board Vice Chair Smalling said that City Days are July 12th, and they are changing up the park activities due to park access, but the parade routes will be the same.

Board Chair Vincent said that things will be the same for the fourth, except that they will have bigger fireworks.

12. Consideration and possible 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:
    a. Discussion of the character, professional competence, or physical or mental health of an individual
    b. Strategy session to discuss collective bargaining
    c. Strategy session to discuss pending or reasonably imminent litigation
    d. Strategy session to discuss the purchase, exchange, or lease of real property
    e. Strategy session to discuss the sale of real property

    Motion to adjourn out of Closed Session

13. Consideration of Motion to Adjourn

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

Dated the 19 day of June 2025.

NORTH DAVIS FIRE DISTRICT OFFICIAL SEAL

By: _____
BRIAN VINCENT, Chair

ATTEST:

By: _____
MISTY ROGERS, Clerk