



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 Bocraft, Fire Chief
Curt King, Deputy Fire Chief

Board Meeting Minutes Thursday, June 19, 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, Scott Wiggill, and Megan Ratchford

Excused:

Staff Present: Chief Mark Bocraft, Deputy Fire Chief Curt King, Clerk Misty Rogers, Deputy Clerk Jamey Maddy, and Attorney Andrew Blackburn

Visitors: Maria Reyes, Amber King, Austin Busdicker, Shaylee Voth, Lance Lundahl, Elizabeth Lundahl, Izan Padilla, Jaxton Taylor, Jessica German, Rylan Barnett Guests for the badge pinning

Board of Trustees Work Session 6:00 PM

1. Badge Pinning for New NDFD Firefighters or Promoted Employees

Badge pinning of two NDFD Firefighters who were recently hired, Lance Lundahl and Shaylee Voth.

2. Statutory Requirements Update for Budget Adoption and Truth in Taxation - Attorney Blackburn

Andrew Blackburn went over the budgetary process that NDFD has done in the past. There are a few different ways that the process could be done, however, the process NDFD currently uses is clear and straightforward. Board Member Shepherd said that a few years back, you did not have to hold a truth in taxation to hold the rate. Chief Bocraft shared that they do not like the term "holding the rate" anymore, and they would prefer a dollar amount. Board Member Shepherd talked about this year's current situation and what growth looks

like in our cities. Andrew Blackburn talked about the code not being clear on these things, but that there are different ways to do it. We wanted to play it safely, but in the future, we could look at alternatives.

3. Discussion and Planning for the North Davis Fire District Fiscal Year 2026 Budget and Capital Improvements Plan (CIP)

CIP that the board has been exposed to has not changed at all. It is just a formality that you adopt for accounting reasons. As far as the 2026 budget is concerned, in our financial report the only thing that changed is an increased amount of tax revenue and we deferred money back into capital. We also changed the parade candy due to the parade in Sunset being moved from June to July.

Board Member Chatterton asked what areas we have revenue that might change between now and August. Chief Becraft said that we are comfortable with the ambulance billing. We were very conservative with our budget for this. This year's budget is right on target. If there was going to be a shortfall, that might be where it would fall. If that did happen, we do have money in reserve. We are getting busier, which might offset that cost if that happens. We do balance the budget.

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

We are looking to increase budgeted revenues. It will be a net decrease in our budgeted expenses, due to our insurance and RDA expenses. We are increasing vehicle maintenance by about \$80k.

Board Member Chatterton asked how often the health insurance comes up, and it is yearly. We have a broker, and when they proposed the rates from PEHP, we had them reach out, and we did go to market. We got Regence, SelectHealth, and United. This was still the best option. The cost savings were not enough to make big switches.

Board Member Shepherd motioned to adjourn the Work Session. Board Member Wiggill seconded the motion. The motion passed.

Board of Trustee Meeting – 6:32 PM

1. Call to Order
2. Invocation or Inspirational Thought – provided by Board Member Shepherd
3. Citizen Comment – no comment

4. Consideration of Approval of the NDFD Board of Trustee Meeting Minutes from May 15, 2025.

Board Member Chatterton motioned to approve the minutes of the May 15, 2025, meeting. Board Member Judd seconded the motion. The motion passed.

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

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

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

Chief Becraft said that we are on target for ambulance service and everything looks good. With the amendment, we have a balanced budget. He thanked the staff for doing the work to keep us balanced. Wages are always something that is difficult to anticipate. We are covered and doing okay.

Board Chair Vincent asked how we are doing on overtime. Treasurer Reyes said that we are on target. Chief Becraft talked about firefighters having automatic overtime.

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

7. Acceptance of North Davis Fire District Fraud Risk Assessment – Treasurer

Treasurer Reyes says that each year, the Board of Trustees must complete the Fraud Risk Assessment for NDFD. There is only one section that NDFD did not receive points for, NDFD does not have a formal audit committee. We have good separation of duties, so there the risk of fraud is low risk of fraud. NDFD scored 375 points out of a total of 395 points.

Board Member Carlson has motioned to accept the NDFD Fraud Risk Assessment. Board Member Judd seconded the motion. The motion passed.

8. Consideration of Approval of Resolution 2025R-05, Amending the North Davis Fire District Budget for FY2025

a. Public Hearing – no comment given

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

b. Action

Board Member Judd motioned to approve Resolution 2025R-05, Amending the North Davis Fire District Budget for FY2025. Board Member Roper seconded the motion. The motion passed.

Roll Call Vote:

Chair Vincent - nonvoting
Vice-Chair Smalling – Yes
Board Member Judd – Yes
Board Member Chatterton - Yes
Board Member Shepherd - Yes
Board Member Roper - Yes
Board Member Carlson – Yes
Board Member Ratchford – Yes
Board Member Wiggill - Yes

9. Consideration of Approval of Resolution 2025R-06, Adopting the North Davis Fire District CIP Plan

Board Member Wiggill motioned to approve Resolution 2025R-06, Adopting the North Davis Fire District CIP Plan. Board Member Smalling seconded the motion. The motion passed.

Roll Call Vote:

Chair Vincent - nonvoting
Vice-Chair Smalling – Yes
Board Member Judd – Yes
Board Member Chatterton - Yes
Board Member Shepherd - Yes
Board Member Roper - Yes
Board Member Carlson – Yes
Board Member Ratchford – Yes
Board Member Wiggill - Yes

10. Consideration of Approval of Resolution 2025R-07, Amending the North Davis Fire District Personnel Policy; Chapter 213, Hours of Work; Chapter 214, Overtime; Chapter 216, Employee Classification

District Clerk Rogers reminded the board that the NDFD Battalion Chief positions would be moving to exempt positions, calling for policy changes. She mentioned that if they are forced back, they will get straight time rather than overtime, which is okay per FSLA rules.

Board Member Chatterton motioned to approve Resolution 2025R-07, Amending the North Davis Fire District Personnel Policy; Chapter 213, Hours of Work; Chapter 214, Overtime; Chapter 216, Employee Classification. Board Member Roper seconded the motion. The motion passed.

Roll Call Vote:

Chair Vincent - nonvoting
Vice-Chair Smalling – Yes
Board Member Judd – Yes
Board Member Chatterton - Yes
Board Member Shepherd - Yes
Board Member Roper - Yes
Board Member Carlson – Yes
Board Member Ratchford – Yes
Board Member Wiggill - Yes

11. Consideration of Approval of Resolution 2025R-08, Adopting the North Davis Fire District Wage Study

Board Member Shepherd motioned to approve Resolution 2025R-08, Adopting the North Davis Fire District Wage Study. Board Member Chatterton seconded the motion. The motion passed.

Roll Call Vote:

Chair Vincent - nonvoting
Vice-Chair Smalling – Yes
Board Member Judd – Yes
Board Member Chatterton - Yes
Board Member Shepherd - Yes
Board Member Roper - Yes
Board Member Carlson – Yes
Board Member Ratchford – Yes
Board Member Wiggill - Yes

12. Consideration of Approval of Resolution 2025R-09, Adopting a Certified Property Tax Rate for the North Davis Fire District

District Clerk Rogers stated that the Certified Tax Rate for the North Davis Fire District is 0.001557% and will generate \$6,827,300 in revenue.

a. Public Hearing – no comment given

Board Member Chatterton motioned to close the public hearing. Board Member Ratchford seconded the motion. The motion passed.

b. Action

Board Member Wiggill motioned Approval of Resolution 2025R-09, Adopting a Certified Property Tax Rate of 0.001557 for the North Davis Fire District. Board Member Shepherd seconded the motion. The motion passed.

Roll Call Vote:

Chair Vincent - nonvoting

Vice-Chair Smalling – Yes

Board Member Judd – Yes

Board Member Chatterton - Yes

Board Member Shepherd - Yes

Board Member Roper - Yes

Board Member Carlson – Yes

Board Member Ratchford – Yes

Board Member Wiggill - Yes

13. Consideration of Approval of Resolution 2025R-10, Adoption of the North Davis Fire District Final Budget for FY2026

a. Public Hearing – no comment given

Board Member Chatterton motioned to close the public hearing. Board Member Smalling seconded the motion. The motion passed.

b. Action

Board Member Shepherd motioned to approve Resolution 2025R-10, Adoption of the North Davis Fire District Final Budget for FY2026. Board Member Ratchford seconded the motion. The motion passed.

Roll Call Vote:

Chair Vincent - nonvoting

Vice-Chair Smalling – Yes

Board Member Judd – Yes

Board Member Chatterton - Yes
Board Member Shepherd - Yes
Board Member Roper - Yes
Board Member Carlson – Yes
Board Member Ratchford - Yes

14. Consideration of Approval of Resolution 2025R-11, Adoption of the North Davis Fire District Fee Schedule for FY2026

District Clerk Rogers said the changes to the fee schedule were for “cleanup” and to show current rates being charged by Fire Recovery USA.

a. Public Hearing

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

b. Action

Board Member Carlson motioned Approval of Resolution 2025R-11, Adoption of the North Davis Fire District Fee Schedule. Board Member Smalling seconded the motion. The motion passed.

Roll Call Vote:

Chair Vincent - nonvoting
Vice-Chair Smalling – Yes
Board Member Judd – Yes
Board Member Chatterton - Yes
Board Member Shepherd - Yes
Board Member Roper - Yes
Board Member Carlson – Yes
Board Member Ratchford - Yes

15. Consideration of Approval of Resolution 2025R-12, Nomination for Reappointment of Mark Becraft, Fire Chief to the Utah Association of Special Districts

Chief Becraft has served for 13 years, and this is the first time he is coming up for election. He said that he loves serving on that and feels like they have made a difference legislatively, and he would like to continue to serve.

Board Member Chatterton motioned for Approval of Resolution 2025R-12, Nomination for Reappointment of Mark Becraft, Fire Chief, to the Utah Association of Special Districts. Board Member Smalling seconded the motion. The motion passed.

Roll Call Vote:

Chair Vincent - nonvoting
Vice-Chair Smalling – Yes
Board Member Judd – Yes
Board Member Chatterton - Yes
Board Member Shepherd - Yes
Board Member Roper - Yes
Board Member Carlson – Yes
Board Member Ratchford – Yes
Board Member Wiggill – Yes

16. Fire Chiefs Report

Deputy Chief King sent a link to the board through their emails so that they could see the update call volume for the district. It has been added to the NDFD website as well. This will allow the public to access district data. For May, NDFD ran 349 calls. Ninety-four times we had two or more calls at a time, fourteen times we had three calls at a time, and one time we had four or more calls.

We have been getting things ready for the 4th of July. We have all our apparatus staffed for that night. Syracuse and Clinton will also be listening in and helping us. We had our Battalion Truck have a brake issue. One of our captains took it on himself to get the parts and fix it himself, which saved NDFD a lot of money.

17. Member City Updates

Board Member Wiggill said that on the 1300 North project, they started building townhomes. They are clearing the lot, which could mean several things for us. The skateboard competition is on July 11th at North Park, and they are requesting an ambulance. Sunset Fun Days are on July 12th, and we are excited to have the fire department in the parade that day. The new school is opening in the Fall.

Board Member Shepherd said that the 4th of July is coming up. We have a second concert coming up prior to that. The first of the two new hotels are coming in. They have also started clearing the ground on Crush Golf. Lakeside is expected to start this Fall. The off-ramp at 193 is looking good.

Board Chair Vincent said West Point started their 700 South project. It is going to be expanded, and it is in conjunction with Syracuse City. They have a new Public Works director. The West Davis Corridor has started moving some dirt to get through the city.

18. Consideration of 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

Board Member Shepherd motioned to adjourn into a Closed Session pursuant to UCA 52-4-205(1), a. discussion of the character, professional competence, or physical or mental health of an individual. Board Member Ratchford seconded the motion. The motion passed.

19. Motion to Adjourn

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

Dated the 17th day of July 2025.

By:


BRIAN VINCENT, Chair

ATTEST:

By: 
MISTY ROGERS, Clerk

