



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
Thursday, September 18, 2025

Work Session 6:00 PM / Regular Meeting
6:30 PM or Immediately following Work Session

Board Members Present: Tim Roper, Annette Judd, Brian Vincent, Jerry Chatterton, Scott Wiggill, and Nancy Smalling (virtual)

Excused: Megan Ratchford, Mark Shepherd, and Ricky Carlson

Staff Present: Misty Rogers, Chief Becraft, Chief King

Visitors: Mike Rawlings, Amber King, NDFD Firefighter Todd Smith and his family

Board of Trustees Work Session 6:00 PM

1. Badge Pinning for New NDFD Firefighters or Promoted Employees

Badge pinning of newly hired NDFD Firefighter Todd Smith.

2. Discussion and Planning for North Davis Fire District

- Chief Becraft provided an update regarding the future annexations and boundary adjustments. NDFD will complete a boundary adjustment for three annexed areas located within the boundaries of West Point City. The Board of Trustees will be asked to amend Resolution 2025R-013 during the regular meeting to include all three areas in the upcoming boundary adjustment. Both NDFD and West Point City are required to approve a resolution of intent and provide a 60-day waiting period before action can be taken. Administration hopes that the full process can be completed before December 31, 2025. If not, it will be completed in 2026. In the future, NDFD plans to work with MIDA (Military Installation Development Authority) to annex the area north of Clearfield into the boundaries of NDFD. In addition, NDFD plans to work with Davis County and enter into a MOU (Memorandum of Understanding) to provide Fire and EMS services to areas of Unincorporated Davis County for at least one year. Statute states that after one year of providing services to the unincorporated area, NDFD can access the area into the boundaries of NDFD.

- Station 41 Upgrade Update – The resurfacing of the Station 41 truck bay is complete, and the painting of Station 41 is nearly complete. The outdoor lighting for both stations, the installation of the west door, and the window coverings or tint for the Station 41 training room should be completed within the next few weeks. Chief King thanked the Board of Trustees for providing the updates to Station 41. The employees are appreciative of the improvements being made to the station.

Board Member Chatterton motioned to close the work session. Board Member Roper seconded the motion. The motion passed.

Board of Trustees Regular Session 6:17 PM (immediately following the Work Session)

Board Members Present: Tim Roper, Annette Judd, Brian Vincent, Jerry Chatterton, Scott Wiggill, and Nancy Smalling (Virtual)

Excused: Megan Ratchford, Mark Shepherd, and Ricky Carlson

Staff Present: Misty Rogers, Chief Becraft, Chief King

Visitors: Mike Rawlings, Amber King,

1. Call to Order
2. Invocation or Inspirational Thought – Jerry Chatterton
3. Citizen Comment - None
4. Consideration of Approval of the NDFD Board of Trustees Meeting Minutes from August 21, 2025

Board Member Roper motioned to approve the NDFD Board of Trustee Meeting Minutes from August 21, 2025, Board Meeting. Board Member Judd seconded the motion. The motion passed.

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

Board Member Wiggill 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 stated that NDFD is within budget and revenues are on target for FY2026. The board was then reminded that administration will continue closely watching ambulance revenues as the results from the recently mandated billing processes are starting to be seen. NDFD has made the final payment for the GMP (Hogan Construction) for the construction of Station 42.

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

7. Consideration of Amending of Resolution 2025R-013, Intent to Adjust the North Davis Fire District Boundaries to Include More of West Point City.

Board Member Judd motioned to approve Amending Resolution 2025R-013, Declaring Notice of Intent to Perform Boundary Adjustment with West Point City. Board Member Chatterton seconded the motion. The motion passed.

Roll Call Vote: Chair Vincent (non-voting)
Vice-Chair Smalling - aye
Board Member Judd - aye
Board Member Chatterton - aye
Board Member Wiggill - aye
Board Member Roper – aye

8. Consideration of Approval of Resolution 2025R-14, Amending the North Davis Fire District Personnel Policy; Chapters 301, 302, 303, 304, 305, 306, and 307 of the North Davis Fire District Personnel Policy Manual

Board Member Wiggill motioned to approve Resolution 2025R-14, Amending the North Davis Fire District Personnel Policy; Chapters 301, 302, 303, 304, 305, 306, and 307 of the North Davis Fire District Personnel Policy Manual. Board Member Judd seconded the motion. The motion passed.

Roll Call Vote: Chair Vincent – non-voting
Vice-Chair Smalling - aye
Board Member Judd - aye
Board Member Chatterton - aye
Board Member Wiggill - aye
Board Member Roper – aye

9. Consideration of Approval of Resolution 2025R-15, Policy 1.2 Adoption, Amendment, and Repeal or Ordinances, Resolutions, Policies, and Other Regulations of the North Davis Fire District Policy Manual

Changes to Policy 1.2 included “Adoption, amendment, or repeal of Board policies and resolutions requires approval by a majority vote of a quorum in a meeting of the Board. In the event that an emergency is deemed to exist by the majority of the Board members, and said emergency is recorded in the official minutes, a guideline or policy can be suspended or amended in the course of a single meeting. An emergency is defined as an unforeseen circumstance or circumstances requiring immediate action so as to promote the public good. All procedures shall be in accordance with the Utah Open Meeting law.”

Board Member Chatterton motioned to approve Resolution 2025R-15, Policy 1.2 Adoption, Amendment, and Repeal of Ordinances, Resolutions, Policies, and Other Regulations of the North Davis Fire District Policy Manual. Board Member Roper seconded the motion. The motion passed.

Roll Call Vote: Chair Vincent (non-voting)
Vice-Chair Smalling - aye
Board Member Judd - aye

Board Member Chatterton - aye
Board Member Wiggill - aye
Board Member Roper – aye

10. Fire Chiefs Report

- NDFD Fire Prevention Open Houses will be held on September 29th at Station 42 and October 1st at Station 41.
- Battalion Chief Weekes will be retiring in October. Captain Burney has been promoted to Battalion Chief on C-Shift. Paramedic Garlich has been promoted to Captain for A-shift.
Call Volume Report - August 2025 – NDFD calls were up nearly 50 calls. Of those calls, 73% were medical related. In August, NDFD ran 257 in Clearfield City, 11 calls Clinton City, 1 call in Kaysville City, 5 calls in Layton City, 45 calls in Sunset City, 8 calls in Syracuse City, 1 call in Weber County, 49 calls in West Point City, and 1 call in Garland. The call in Garland was due to NDFD covering Garland Fire during the funeral for the fallen police officers.
Frequency - In August, NDFD had 125 times when there were overlapping calls, 110 times when there were two calls occurring at one time, 15 times when three calls occurred at one time, and at one time. Call volumes are trending upward and NDFD crews are adapting and performing well.
- Battalion Chief and Captain Promotional Testing - Both Chief Becraft and Chief King stated that the promotional testing process went well, and all candidates performed better than in the past. The growth in testing and leadership skills improved significantly since last year. NDFD is lucky to have capable people who possess the skills to promote in the future. It was then stated that even though not everyone promoted, all are leaders by their peers.
- Paramedic School - NDFD is sponsoring three of our own firefighters to attend paramedic. Classes begin within the next few weeks.

11. Member City Updates

- Board Wiggill stated that the new Sunset Jr. High is open and operating. Both Nancy Smalling and Scott Wiggill are up for election in 2025. And, the New Veteran's Park near City Hall has been selected for the location of the Agent Orange Memorial. They are hopeful that the monument will be completed by Veteran's Day 2025.
- Board Member Roper stated that Crush Golf located in Legend Hills is taking shape and eventually, a hotel will be built in that area. Clearfield is hopeful that the construction of Lakeside Square will begin next year. The next round of jets will be placed in the near future and Clearfield has two complete murals, and one more underway within areas of the city.
- Board Member Chatterton stated that West Point City is growing.
- Chair Vincent reported that the West Davis Corridor in design up to 1800 North is nearly complete and construction should be finished near the end of 2027. The Environmental Impact Study moving into Weber County will begin shortly. UDOT was surprised how quickly West

Davis Corridor has filled and much of the construction had not been slated until approximately 2025. However, due to the demand it will likely occur before that.

- Chief King requested that each entity provide him with contact information for their Youth Council Advisors.

12. 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 – Tabled

13. Motion to Adjourn

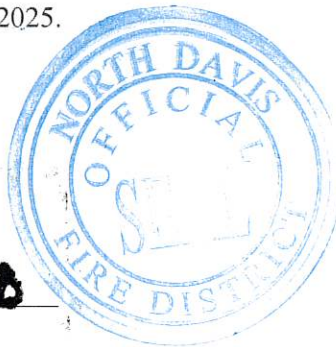
Board Member Judd motioned to adjourn. Board Member Chatterton seconded the motion. The motion passed.

Dated the 20th day of November 2025.

ATTEST:

By: Misty Rogers

MISTY ROGERS, Clerk



By: Brian Vincent

BRIAN VINCENT, Chair