



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, December 18, 2025

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

Board Members Present: Jerry Chatterton, Annette Judd, Megan Ratchford, Brian Vincent, Nancy Smalling, Ricky Carlson, Scott Wiggill

Excused: Tim Roper and Mark Shepherd

Staff Present: Chief Mark Bocraft, Deputy Chief Curt King, Misty Rogers, Jamey Maddy

Visitors: NDFD Employees' Amber King, Austin Busdicker, Samuel Parker, Eric Burney, Branden Netzley, Samuel Williams and family, and Ryan Child with Child Richards

Board of Trustees Work Session 6:00 PM

1. Badge Pinning for New NDFD Firefighters or Promoted Employees

Badge Pinning was done for newly hired part-time firefighter, Sam Williams.

2. Discussion and Planning for North Davis Fire District

Discussion of North Davis Fire District Policy 2.2 Organization of Board of Trustees

Chief Bocraft said he was looking into policy from when the District was organized. Some of the verbiage needed to be amended. There were a few sentences taken out to keep compliance with Special District statutes.

Board Member Carlson motioned to close the work session. Board Member Smalling seconded the motion. The motion passed.

Board of Trustees Regular Session 6:30 PM (immediately following the Work Session)

Board Members Present: Annette Judd, Megan Ratchford, Brian Vincent, Nancy Smalling, Scott Wiggill, Ricky Carlson, Jerry Chatterton, and Mark Shepherd (Virtual)

Excused: Tim Roper

Staff Present: Chief BeCraft, Chief King, Misty Rogers, and Jamey Maddy

Visitors: NDFD Employee Amber King, and Ryan Child with Child Richards

1. Call to Order
2. Invocation or Inspirational Thought – Ricky Carlson
3. Citizen Comment - None
4. Consideration of Approval of the NDFD Board of Trustees Meeting Minutes from November 2025

Board Member Ratchford motioned to approve the NDFD Board of Trustee Meeting Minutes from November 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 Ratchford asked about the refund of a business inspection. Ms. Rogers explained that someone applied for an inspection that was not needed.

Board Member Wiggill 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 ambulance revenue is starting to catch up and looks promising. Property taxes for November came in on target. Vehicle maintenance and wages are within budget.

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

7. Presentation and Acceptance of the North Davis Fire District Audit for Fiscal Year 2025

Ryan Child with Child Richards (NDFD accounting firm) said Ulrich and Associates have audited the financial report ending in June 2025. Everything looks good. They have issued two other reports, one of them being on internal controls, and one of them is on state legal compliance matters. There were no findings this year and the budget is well managed. Overall, this is a good report. Board Member Wiggill thanked the district for managing the budget so well.

Board Member Chatterton motioned to Accept the North Davis Fire District Audit for Fiscal Year 2025. Board Member Smalling seconded the motion. The motion passed.

8. Consideration of Approving the North Davis Fire District Board of Trustees Meeting Schedule for Calendar Year 2026

Board Member Ratchford has a conflict with the March meeting. Due to other conferences and board meetings, they will keep the meeting and allow her to be excused.

Board Member Carlson motioned to approve the North Davis Fire District Board of Trustees Meeting Schedule for Calendar Year 2026. Board Member Judd seconded the motion. All members except for Board Member Ratchford voted to approve the meeting schedule for 2026. The motion passed.

9. Consideration of Resolution 2025R-20 North Davis Fire District Policy 2.2 Organization of Board of Trustees.

Board Member Smalling motioned to approve Resolution 2025R-20 North Davis Fire District Policy 2.2 Organization of Board of Trustees. Board Member Ratchford seconded the motion. The motion passed.

Roll Call Vote:

Chair Vincent (non-voting)
Megan Ratchford: Yes
Annette Judd: Yes
Ricky Carlson: Yes
Nancy Smalling: Yes
Scott Wiggill: Yes
Jerry Chatterton: Yes
Mark Shepherd: Yes

10. Fire Chiefs Report

Chief Becroft said the district participated with the cities and their Santa events. The Christmas lights were put up at the stations. There have been a lot of compliments.

Chief King shared that the month of November was a little slower than other months, but it still was trending up from last year by about 5%. Since the last board meeting, there have been three working structure fires in the district. The safety vests discussed at the last meeting have been ordered.

11. Member City Updates

Board Member Wiggill shared that they have their Santa around the city even this weekend. They appreciate the Fire Department's support with that. There is a lot going on with the 1800 North project, they are excited about the work being done. Recently Sunset City hosted a successful bingo night where nonperishable food items and warm clothing were donated.

Board Chair Vincent shared they had their public hearing for the annexation. They just have to get some papers signed to move forward. Board Member Chatterton stated the salvation army angel tree at the city office.

Board Member Ratchford shared that \$5,200 was raised for Airman's Attic by Clearfield City.

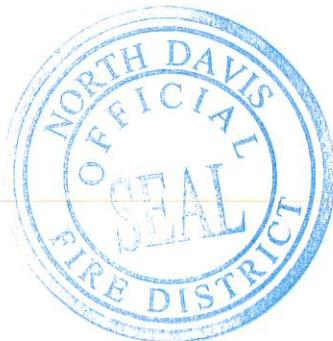
12. Consideration of adjourning into a Closed Session pursuant to one or more of the provisions of Section 52-4-205(1) of the Open and Public Meetings Law

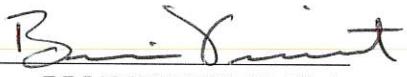
This item was tabled as there was no need to participate in a Closed Session.

13. Motion to Adjourn

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

Dated the 15th day of January 2026.



By: 
BRIAN VINCENT, Chair

ATTEST:

By: 
MISTY ROGERS, Clerk