



**NORTH DAVIS FIRE DISTRICT
BOARD OF TRUSTEES/
LOCAL BUILDING AUTHORITY**
Station 41, 381 North 3150 West
West Point City, UT 84015
(801)525-2850 ext. 101

*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 of Trustee Meeting Minutes
Thursday, December 19, 2024
6:00 PM Work Session / 6:30 PM Regular Board Meeting**

Board Members Present: Chair Brian Vincent, Vice-Chair Nancy Smalling, Tim Roper, Annette Judd, Ricky Carlson, and Megan Ratchford

Excused: Jerry Chatterton, Scott Wiggill, and Mark Shepherd

Staff Present: Chief Mark Becraft and Misty Rogers

Visitors: none

Board of Trustee Work Session – 6:00 PM

- 1- Call to Order
- 2- Badge Pinning for New NDFD Firefighters - *Tabled*
- 3- Discussion of North Davis Fire District
 - a. Calendar Year 2025 Meeting Schedule – Board Member Ratchford stated that she may have a conflict in September.
 - b. Other

Chief Becraft provided the following updates:

- NDFD has promoted a new Fire Captain; the badge pinning will occur in January 2025.
- Annexation within NDFD, doing homework with West Point City and Davis County for two annexations. MIDA, 265 acres in West Point and some unincorporated areas of Davis County. A section of the unincorporated area is currently being serviced by Clinton Fire. If that stays, Clinton Fire will have to drive through NDFD service and boundary area to reach the area. This annexation differs from other annexations but needs to be done over the next year.

Board Member Roper motioned to adjourn the Work Session. Board Member Smalling seconded the motion. The motion passed.

Board of Trustee Meeting – 6:30 PM or Immediately Following the Work Session

Board Members Present: Chair Brian Vincent, Vice-Chair Nancy Smalling, Tim Roper, Annette Judd, Ricky Carlson, and Megan Ratchford

Excused: Jerry Chatterton, Scott Wiggill, and Mark Shepherd

Staff Present: Chief Mark Becraft and Misty Rogers

Visitors: Heather Christopherson (Ulrich)

1. Call to Order

2. Invocation – Chair Vincent

3. Pledge of Allegiance

4. Citizen Comment – none in attendance

5. Consideration of Approval of Minutes from the November 2024 Board Meeting

Board Member Judd motioned to approve minutes from November 2024 Board Meeting. Board Member Smalling seconded the motion. The motion passed.

6. Consideration of Approval of the North Davis Fire District Bills for November 2024

Board Member Roper motioned to approve the North Davis Fire District bills from November 2024. Board Member Judd seconded the motion. The motion passed.

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

Chief Becraft stated ambulance revenues are on target and NDFD has received the bulk of property tax revenue for the fiscal year. It is estimated that at the end of calendar year 2024, NDFD will have had 4,200 calls. It was then said that NDFD is currently down three full-time paramedic positions, and we will continue to hire to fill the open positions. The administration is monitoring the employee wages and overtime closely. It is projected that NDFD will receive a new ambulance in February 2025 and ladder in 2027.

Chair Vincent asked if morale is suffering due to the lack of paramedics. Chief Becraft stated that morale is good for now. The administration is keeping a close eye on that. He then said that wages are competitive, NDFD is not the highest paid, but we are not the lowest.

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

8. Presentation and Acceptance of the North Davis Fire District Audit Report for Fiscal Year 2024 (see attachment A)

Ms. Heather Christopherson with Ulrich & Associates; the independent auditor for the North Davis Fire District presented the FY2024 Audit to the Board of Trustees. In the auditor's opinion, the financial statements and other material information for the FY2024 audited presented fairly, as of June 30, 2024.

Ms. Christopherson recommended that the board read the Management's Discussion and Analysis found on page 3 of the report. It is a narrative that describes changes from last year to this year. On page 10, the Statement of Net Position, reported as if it were an actual business. This report includes cash, accounts receivable, debt, fixed assets, depreciation, Utah Retirement Systems (URS). Some of the pages within the report are URS retirement specific and the district does not have any control over it. The NDFD Net position as of June 30, 2024, was \$7.5 million. The district has more assessments than liability; most is real estate.

Page 11 of the audit report includes full accrual accounting (a breakdown expenses by functions, charges for services to support the function, how expended services related to charges for services). Operations are \$6.8 million; charge \$1.3 million to billed to customers, leaving \$5.5 million funded by property taxes, interest, etc. Ms. Christopherson said that all funds are in a positive position. Overall, the fund balance for NDFD is \$3 million as of June 30, 2024. The FY2024 Amended Budget showed total revenue of \$7.2 million and \$6.5 million in expenditure. However, actual revenue was \$7.16 million, and expenditures were \$6.5 million. Property tax revenue was lower than expected.

Board Member Roper motioned to accept the North Davis Fire District Audit Report for FY2024. Board Member Ratchford seconded the motion. The motion passed.

9. Consideration of Approval of Resolution 2024R-13, Amending the North Davis Fire District Personnel Policy, Chapter 506 Holidays

Board Member Carlson motioned to approve Resolution 2024R-13, Amending the North Davis Fire District Personnel Policy, Chapter 506 Holidays. Board Member Roper seconded the motion. The motion passed.

Roll Call Vote:

Chair Brian Vincent (non-voting)	Vice-Chair Smalling – aye
Board Member Shepherd - excused	Board Member Ratchford – aye
Board Member Roper - aye	Board Member Wiggill - excused
Board Member Chatterton – excused	Board Member Carlson – aye
Board Member Judd - aye	

10. Consideration of Approval of the North Davis Fire District Board of Trustees Meeting Schedule for Calendar Year 2025

Board Member Smalling motioned to approve the North Davis Fire District Board of Trustee Meeting Schedule for Calendar Year 2025. Board Member Judd seconded the motion. The motion passed.

11. Fire Chiefs Report

Chief Becraft stated NDFD's call volume up to date was 4,100 and continued to climb as we near the end of calendar year 2024. Both Station 41 and Station 42 are functioning well, even though NDFD is down paramedic positions. Chief Becraft then reminded the board to be aware and use caution with iSpy.

12. Member City Updates

Vice-Chair Smalling expressed her appreciation for NDFD transporting Santa around Sunset City. It was then said that townhomes will be constructed near Sunset City Hall.

Board Member Roper said that Clearfield City is continuing to see growth. It was then said that the airplane statues are beginning to be placed throughout Clearfield City. He then expressed his appreciation for NDFD transporting Santa around Clearfield City.

Chair Vincent said that West Davis Corridor extending to 1800 North should be complete in 2027. He then expressed his appreciation for NDFD transporting Santa around West Point City.

13. Motion to Adjourn

Board Member Judd motion to adjourn. Board Member Ratchford seconded the motion. The motion passed.


Dated this 19 day of January 2024.





Brian Vincent
Chair of the Board of Trustees

ATTEST:



Jamey Maddy
District Clerk