

North View Fire District
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North View Fire District Board Meeting Minutes
November 28, 2023

The North View Fire District Trustees convened in a Fire Board Meeting session on November 28, 2023, at 5:00 p.m., at the North View Fire Station. Notice of time, place, and agenda of the meeting was electronically mailed to each Trustee to the Utah Public Meeting Notice Site, Standard Examiner, and posted at the North View Fire Station on November 28, 2023. Notice of the 2023 annual meeting schedule was electronically mailed to the Utah Public Notice Website and to the Standard Examiner. Pursuant to the NVFD Electronic Meetings Policy adopted March 16, 2011, One (1) or more trustees may have participated electronically, and the NVFD Station 21 315 E. 2550 N. North Ogden, Utah is designated as the anchor location, where members of the public may monitor and when appropriate, participate in the meeting. After notifying the District Clerk, Trustees may have participated electronically by telephone, Skype, Face time, or any method that facilitates communication electronically.

Present:

Chairperson Timothy Wheelwright Electronically
Vice-Chairperson Jay Johnson
Trustee John Arrington
Trustee Cameron West
Trustee Chris Clark
Trustee Maxwell Jackson
Trustee Meredith Aardema
Chief Kristopher Maxfield

Staff Present:

Deputy Fire Chief Jeremiah Jones
Deputy Chief/ Fire Marshal Ryan Barker
Nicci Roylance, District Clerk
Leonard Call, Treasurer

Public Present:

Sean Lowe

1. Opening Prayer, Reading or Expression of Thought, and the Pledge of Allegiance

Vice-Chairperson Johnson welcomed everyone to the meeting at 5:02 p.m.
Chairperson Wheelwright asked to have Vice-Chairperson Johnson run the meeting due to speaker issues being electronically attended.
Vice-Chairperson Johnson offered a prayer, but no pledge of allegiance due to not having a flag in the room.

2. Consideration to approve the minutes of October 24, 2023.

Trustee Clark made the motion to approve the minutes of October 24, 2023. Trustee Arrington seconded the motion.

Voting on the motion:

Chairperson Wheelwright	aye electronically
Vice-Chairperson Johnson	aye
Trustee Arrington	aye
Trustee Chris Clark	aye
Trustee Maxwell Jackson	aye
Trustee Cameron West	aye
Trustee Meredith Aardema	abstained

3. Consideration to approve the monthly financial transactions for October 24, 2023.

Vice-Chairperson Johnson stated that the monthly financial transactions were distributed by email. Vice-Chairperson Johnson asked if anyone had any questions about the meeting. Trustee Arrington made the motion to approve the October 24, 2023, financial transactions. Trustee Jackson seconded the motion.

Voting on the motion:

Chairperson Wheelwright	aye electronically
Vice-Chairperson Johnson	aye
Trustee Arrington	aye
Trustee Chris Clark	aye
Trustee Maxwell Jackson	aye
Trustee Cameron West	aye
Trustee Meredith Aardema	aye

4. Public Comments

Vice-Chairperson Johnson welcomed the public, which was the District's newest employee Sean Lowe.

5. Discussion and/or action on the restoration of Station 21.

Deputy Chief Barker stated that the restoration was going on and gave an update on the daily activities, which included the painting, tiling, and carpet being installed. Deputy Chief Barker stated that we have gotten the first invoice that needs to be approved. Deputy Chief Barker stated that the mitigation invoice is for \$ 32,052.80 and we have already been paid by the insurance company and deposited a check for \$77,460 so we are reimbursing Paul Davis for their work. Deputy Chief Barker stated that Chief Maxfield addressed that this would be a lot of money and that Deputy Chief Barker needed to look at the District's procurement policy. Deputy

Chief Barker stated that he looked at the States website and Paul Davis is on the State bid and according to our policy if they are on the State bid, we do not have to do an RFP. Trustee Aardema asked if Deputy Chief Barker could catch her up since she was out of town last month and isn't sure she knows what happened at Station 21. Deputy Chief Barker stated that the main bathrooms on the main level had a sewer backup to Jeff Davis's office. Deputy Chief Barker stated that they had to tear up the carpet, tile, and sheetrock. Trustee Arrington asked if the insurance would cover the cost. Deputy Chief Barker stated that the estimate from Paul Davis was \$76,000 the insurance wrote a check for \$77,000 and we had a \$1,000 deductible. Deputy Chief Barker stated that we were hoping to save some money by not tiling the walls in the bathroom. Deputy Chief Barker stated that we would like to carpet the whole carpet space in the front offices. Deputy Chief Barker stated that we did some upgrades in the training room by taking out the cabinets and installing a mini fridge. Chief Maxfield clarified that the approval today would be for just the mitigation invoice. Chairperson Wheelwright asked if there would be two bills and Deputy Chief Barker stated there is one for mitigation and restoration. Vice-Chairperson Johnson stated that the action for tonight would be to approve the mitigation invoice at \$32,052.80. Trustee Aardema made the motion to approve the mitigation invoice of \$32,052.80. Trustee West seconded the motion.

Voting on the motion:

aye electronic	Chairperson Wheelwright	aye electronically
aye	Vice-Chairperson Johnson	aye
	Trustee Arrington	aye
	Trustee Chris Clark	aye
	Trustee Maxwell Jackson	aye
	Trustee Cameron West	aye
	Trustee Meredith Aardema	aye

Nicci Roylance, District Clerk stated that she made a mistake on the minutes that had been dispersed. Nicci Roylance, District Clerk stated that she had included Trustee Jackson on the voting motions when he was excused from the October 24, 2023, meeting. Vice-Chairperson Johnson asked if someone would like to make a motion to approve the October 24, 2023, meeting minutes with the updated corrections. Trustee Arrington made a motion to approve the corrected minutes for the October 24, 2023, meeting. Trustee Clark seconded the motion.

6. Discussion and/or action on using Lexipol for policies.

Chief Maxfield stated that after the UASD conference, we saw some discrepancies regarding our policies. Chief Maxfield stated that we could use Fabian VanCott but it could become expensive and may not be done promptly. Chief Maxfield stated that a company that could help is one of the best companies around. Chief Maxfield stated it is Lexipol and explained that they would work with the Administration for about a year to update our policies and make it work for the District. Chief Maxfield stated

their qualifications and how they could help our District. Chief Maxfield stated that there are different options, but he feels that this would be the best option. Trustee Jackson stated that he agrees that Lexipol is the best option. Chief Maxfield stated the costs of January 1- June 30, 2023, for a one-time cost for the first onboarding cost would be \$8,899, with a total cost of \$12,100 in this fiscal year, after our budget meeting today we have. Trustee Jackson stated that our insurance may offer a discount if we use Lexipol because it would mitigate other costs. Chief Maxfield explained that it is a little steep in cause up front, but next year we would look at \$20,500 but only \$10,800 would be ongoing costs. Chief Maxfield stated that after next year the subscription would be \$10,800 a year as a subscription. Leonard Call, Treasurer stated that he has been impressed with the updating of policies and training that he has seen through Pleasant View Police. Jeff Davis asked if they would take our current policies and change them or update them. Jeff Davis stated that we could save money by not having to send policies to our Legal and possibly save with our insurance as well. Trustee Aardema asked where we would pull the money from. Jeff Davis stated that he would pull it from Professional and Technical and he stated that we should be fine and not overbudget. Chairperson Wheelwright stated that if we engaged Fabian VanCott to what Lexipol could do we would pay more and have a longer wait on policies. Chairperson Wheelwright stated his support for this product. Chief Maxfield stated that we would need to approve the bulk amount for the next fiscal year. Chairperson Wheelwright stated that if we approve the contract, it would be for the full amount till June 30, 2025. Chairperson Wheelwright made the motion to approve the master agreement between Lexipol and North View Fire District. Trustee West seconded the motion.

Voting on the motion:

Chairperson Wheelwright	aye electronically
Vice-Chairperson Johnson	aye
Trustee Arrington	aye
Trustee Chris Clark	aye
Trustee Maxwell Jackson	aye
Trustee Cameron West	aye
Trustee Meredith Aardema	aye

7. Discussion and/or action on approval of the Surplus List.

Nicci Roylance, District Clerk stated that we have a new surplus list with the following items: the hose that needs to be retired, the old phone system that will be destroyed, the old server that has to be destroyed, and the old fax/copy machine that is broken. Trustee Clark made the motion to approve the Surplus List. Trustee West seconded the motion.

Voting on the motion:

Chairperson Wheelwright	aye electronically
Vice-Chairperson Johnson	aye
Trustee Arrington	aye
Trustee Chris Clark	aye
Trustee Cameron West	aye
Trustee Meredith Aardema	aye

8. **Canvass of 2023 NVFD Election Returns and action to certify the 2023 NVFD Election Results.**

Nicci Roylance, District Clerk stated that we were supposed to get the canvass back on November 28, 2023, but they are behind due to the Thanksgiving holiday. Nicci Roylance stated that we need to move the December meeting to an earlier date because the canvass must be certified before December 15, 2023. Nicci Roylance, District Clerk stated that we may need to have two meetings if the audit is not done before December 15, 2023. Discussion was had on whether we would have enough board members to make a quorum on certain dates. Nicci Roylance, District Clerk stated that we will have the December meeting on December 14, 2023, if the auditors can come. Jeff Davis stated that there is a lot of work to do to get the document done in time. Jeff Davis stated that he would talk to the auditors to see if they could make it work. Jeff Davis led a discussion about how the audit works and when it needs to be submitted. Trustee Arrington stated that if we meet on December 14, 2023, then we would not have a meeting on December 26, 2023.

9. **Administrative Report**

Chief Maxfield stated that we are working hard to get ourselves up to full staffing. Unfortunately, we just lost PMA Lt. Leavitt to a Captain position at North Summit Wasatch Fire District, which brought our total number of operations vacancies to 6 (4 FF, 2 LT PMA). We have hired one new firefighter who started work yesterday and has extended offers to two outstanding and well-qualified Lt. PMA applicants, both of whom have been accepted. We are working to establish start dates and complete the onboarding process as soon as possible. We will be interviewing an additional eight firefighter candidates this week to fill our remaining three vacancies. Our goal is to be fully staffed by January 1, 2023.

Chief Maxfield stated that it looks as though we may have been unnecessarily paying social security benefits to the Federal government. Chief Maxfield stated that he is working through the fact-finding process with the Social Security Administration and the State's Auditor's office to determine our next actions. Chief Maxfield stated that if it is determined that we have been paying into the Social Security system without a Section 218 op-in agreement, we will need to hold an election of all eligible employees to determine if we continue to participate. Chief Maxfield stated

that he would update as soon as he received more information. Discussion was had in respect of the full process of the education piece.

Chief Maxfield stated that he had been in contact with AP Triton to determine the condition of our contract with them for the completion of the strategic planning process. Chief Maxfield stated that according to their records, The Master Plan and the Strategic Plan Costs totaled \$69,054. Chief Maxfield stated that we have paid a total of \$65,600.50. We will pay the final 5% (\$3,453.50) at project completion. Moving forward, we will begin working toward our final workshop on February 12-14 by building and distributing surveys online and holding a digital town hall sometime in January. Chief Maxfield stated that in addition to what AP Triton is going to provide, we are working hard on our own to identify areas for planning and improvement for inclusion in the final document, which should be completed in time for the budget in time for budget season.

Chief Maxfield stated that to be more administratively effective, we have been constructing comprehensive assignment portfolios to help us better manage and plan. In addition to clarifying their responsibilities, portfolios will help be used to set goals and estimate future budget needs. Moving forward, I will allow time during the administrative report for each of them to share a bit about what they have going on regarding their portfolio activities. Chief Maxfield stated that he had provided all the Board members with a copy of the portfolio matrix and a copy of each of their portfolio details for your information.

Nicci Roylance, District Clerk stated that some of her priorities are Human Resources and getting some certification. Image Trend 3.5 Nemesis getting it updated before January 1, 2024, Medical Supply, and Elections.

Deputy Chief Jones stated that he is working on hiring, which Chief Maxfield had gone over. Deputy Chief Jones asked if the Board had any questions for him concerning any of his portfolios.

Chief Barker brought up that he oversees the administration department issued fleet vehicles. He mentioned that right now the District does not have a set rotation or policy to rotate the fleet vehicles. Chief Barker stated that he would like to set up a rotation with the admin fleet vehicles. Currently North Ogden City utilizes two different options for their fleet vehicles. North Ogden has a contract with Young Ford and will purchase vehicles each year on the State government bid and then North Ogden City has the option to either sell them to the public or sell them back to Young Ford for the purchase price that North Ogden paid the year before. They also do a 1-yr. lease on the vehicles with a possible option to recoup their money upon the vehicle's sale.

The other option that the District could pursue would be to set up a vehicle stipend for administration and then the administration staff would cover purchasing the

vehicles. The final option would be to keep doing what we are currently doing, which is to replace the vehicles when needed.

The Board had some discussion and Chief Barker stated that he will investigate all options and bring back the proposal for the Board at a future meeting.

10. Chairperson's Report

Chairperson Wheelwright stated that he had nothing at this time.

11. Other and/or Identify matters for future consideration and or action.

Nicci Roylance, District Clerk stated that all the Board members need to get your emails set up with me. If you are available on Friday, December 1, 2023, our IT tech will be here between 11 a.m. and 2 p.m.

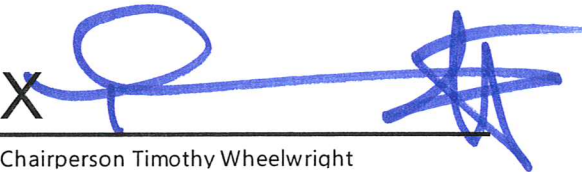
Vice-Chairperson asked our newest employee Sean Lowe to introduce himself. Sean Lowe stated told a little about himself.

12. Adjournment

Trustee West made a motion to adjourn the meeting at 6:07 p.m. Trustee Aardema seconded the motion.

Voting on the motion:

Chairperson Wheelwright	aye electronically
Vice-Chairperson Johnson	aye
Trustee Arrington	aye
Trustee Chris Clark	aye
Trustee Cameron West	aye
Trustee Meredith Aardema	aye

X 

Chairperson Timothy Wheelwright

X *Nicci Roylance*

Nicci Roylance, District Clerk

Date of Approved November 28, 2023, Board Meeting Minutes 12/14/23_____.