

North View Fire District
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North View Fire District Board Meeting Minutes
July 25, 2023

The North View Fire District Trustees convened in a Fire Board Meeting session on July 25, 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 July 25, 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
Vice-Chairperson Jay Johnson
Trustee John Arrington
Trustee Chris Clark
Trustee Meredith Aardema
Trustee Maxwell Jackson
Chief David Wade

Excused:

Trustee Cameron West

Staff Present:

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

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

Chairperson Wheelwright welcomes everyone to the meeting at 5:01 pm. Trustee Jackson led the board in the Pledge of Allegiance and followed with a prayer.

2. Consideration to approve the minutes of June 27, 2023.

Chairperson Wheelwright stated that the minutes had been distributed by email. Chairperson Wheelwright asked if anyone had any questions. Trustee Arrington

stated that he wanted clarification on item number ten. Nicci Royslance, District Clerk clarified the statement and made the changes to the minutes. Trustee Arrington made to motion to accept the amended minutes. Vice-Chairperson Johnson seconded the motion.

Voting on the motion:

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|--------------------------|-----|
| Chairperson Wheelwright | aye |
| Vice-Chairperson Johnson | aye |
| Trustee Arrington | aye |
| Trustee Clark | aye |
| Trustee Jackson | aye |

3. Consideration to approve the monthly financial transactions for June 2023.

Chairperson Wheelwright stated that the monthly financial transactions were distributed by email. Chairperson Wheelwright asked Jeff Davis to give a final result of the year to date. Jeff Davis had distributed the budget to actuals. Jeff Davis stated that we are finished with this year. Jeff Davis gave a summary of the last year's budget to actuals. Jeff Davis stated that there would not need to have an amendment. Trustee Arrington asked some questions concerning the budget and Jeff Davis was able to show him on the budget his answers. Trustee Aardema asked how our Legal was billed. Nicci Royslance, District Clerk stated we pay monthly based on when we use them. Vice-Chairperson asked about some money that could roll over to next year and Jeff Davis clarified it for him. A discussion was had among the trustees concerning last year's budget and what could we change for the upcoming year. Vice-Chairperson Johnson made a motion to accept the June 2023 financial transactions. Trustee Jackson seconded the motion.

Voting on the motion:

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|--------------------------|-----|
| Chairperson Wheelwright | aye |
| Vice-Chairperson Johnson | aye |
| Trustee Arrington | aye |
| Trustee Clark | aye |
| Trustee Jackson | aye |
| Trustee Aardema | aye |

4. Public Comments

Chairperson Wheelwright stated that there was no public present.

5. Discussion and/or action on approval of the Proposed Medical Director Contract.

Deputy Chief Jones stated that he took the agreement that we had with Dr. Grow and made a few changes to the wording in the attachment. Deputy Chief Jones stated that we changed it from expected to a minimum. Deputy Chief Jones stated that he would be meeting with Dr. Grow and letting him know we will be paying him for the first quarter and then we will be giving him sixty-day notice to get us to October. Deputy Chief Jones stated that he reached out to the State to understand the application for the new medical director. Deputy Chief Jones stated the next steps would be to meet with Dr. Grow and then with Dr. Hirschi. Chairperson Wheelwright stated that the conditions for the motion should be 1. Contract approved by Legal 2. The successful termination of Dr. Grow 3. The State's Approval. Trustee Aardema asked if Dr. Hirschi has been in contact with State. Chairperson Wheelwright asked if Dr. Hirschi has seen the contract. Deputy Chief Jones stated that he has not but that he did go over some of the terms of the contract with him. Deputy Chief Jones asked the board for clarification of what they wanted to be done with Dr. Grow. Chairperson Wheelwright stated that if we are going to use Dr. Grow to October 1st then pay him for that first quarter. A discussion among board members was about if Dr. Grow would still be willing to work with us while transitioning to a new medical director. Deputy Chief Jones stated that he felt that Dr. Grow would be professional about it. Trustee Jackson made the motion to approve the contract for the new medical director Dr. Hirschi with modifications of approval with legal, successful termination of Dr. Grow, and the State's approval of Dr. Hirschi. Trustee Aardema seconded the motion.

Voting on the motion:

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|--------------------------|-----|
| Chairperson Wheelwright | aye |
| Vice-Chairperson Johnson | aye |
| Trustee Arrington | aye |
| Trustee Clark | aye |
| Trustee Jackson | aye |
| Trustee Aardema | aye |

6. Discussion and/or action on funding of the remainder of the balance of the Ladder Truck.

Jeff Davis stated that he talked to Zions. The Ladder truck came to 1.2 million for the ladder truck and we had to put down 25% subject to your approval and will be in this budget. Jeff Davis stated that \$300,000 would need to be in this budget and the truck would be delivered in April when the rest would be due. Jeff Davis stated that at that point Zion's interest rate would be about 4.9% on a lease. Jeff Davis stated that we would need to do a \$900,000 lease or loan with a three-year lease. Jeff Davis stated the other option is a \$600,000 lease or loan and we would pay the other \$300,000 at the time we get the truck over three years. Jeff Davis stated that there will be 1.9 million in our fund cap fund, but we don't want to use the full amount of

our fund cap. Jeff Davis stated that he felt good doing the \$300,000 from the fund cap and then doing a \$600,000 lease to purchase. Jeff stated he would like to do monthly payments because it would be saving the district \$8,000 in interest. Jeff Davis stated that if we did an early payoff, he stated that Zions stated that there wouldn't be a problem. Leonard Call discussed that we have some time to do so more research on what we need to do. Chairperson Wheelwright asked if we have any other equipment ordered. Jeff Davis stated that we have a Brush Truck and Deputy Chief Jones stated that we have two Ambulance chassis, but we don't pay till they are delivered. Jeff Davis discussed the amount for the Ladder truck and amend our assigned amount. Chairperson Wheelwright asked about the rest of the amount for the Ladder truck for the last three months of the year and we would need to find the money and may need to do a budget adjustment. Discussion proceeded to discuss if we need to adjust the budget. Chairperson Wheelwright stated that we will need a budget amendment when we know what the terms are for the lease. Chairperson Wheelwright asked if it was paid last year or this year. Jeff Davis stated that it was in this new current year. Chairperson Wheelwright stated that the amendment would need to be an agenda item in August's meeting.

7. Chief's Report

Chief Wade stated that two of our employees resigned, they are Captain Jon Grangroth and Paramedic Sheena Hardman. Chief Wade stated that they are understanding of their circumstances.

Deputy Chief Jones stated that we had a firefighter test. Deputy Chief Jones stated that we had six applicants and only four showed up for the testing. Deputy Chief Jones stated that Chief Wade will be meeting with them for a final interview and then we will put together a list and offer a job offer to one of them. Deputy Chief Jones stated that we will be doing an Engineer Test and a Captain's Test, which will be a great opportunity to move up in their careers.

Chief Wade stated that the last he talked to Eli about the Paramedic Program that they were just waiting to finish the study. Chief Wade stated the best way to get the study moving is through WACOG to get involved to push this to be published.

Chief Wade stated that we had a call with a little girl getting run over by a lawnmower and we had good coordination with dispatch and Ogden police to get her to Ogden Regional. Chairperson Wheelwright asked how she was doing and he gave an update on her. Chief Wade stated that some of our guys were shaken up over the call. Chief Wade stated that we were able to get First Responders First in to talk to our guys within two hours of the call. Chief Wade stated that the next day we had a debriefing with ER staff, firefighters, and dispatch. Chairperson Wheelwright asked if we thanked Ogden PD for their help in that call.

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

Vice-Chairperson Johnson announced that the Hoses won the Gun and Hoses game. Vice-Chairperson Johnson stated that he enjoyed playing the game.

Chief Wade stated with the different city activities, this was the slowest holiday season with fireworks.

9. Closed Executive Session to discuss the character

Trustee Aardema made the motion to open the Closed Executive Meeting. Vice-Chairperson seconded the motion.

Voting on the motion:

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|--------------------------|-----|
| Chairperson Wheelwright | aye |
| Vice-Chairperson Johnson | aye |
| Trustee Arrington | aye |
| Trustee Clark | aye |
| Trustee Jackson | aye |
| Trustee Aardema | aye |

Trustee Aardema made the motion to close the Closed Executive Meeting. Trustee Clark seconded the motion.

Voting on the motion:

| | |
|--------------------------|-----|
| Chairperson Wheelwright | aye |
| Vice-Chairperson Johnson | aye |
| Trustee Arrington | aye |
| Trustee Clark | aye |
| Trustee Jackson | aye |
| Trustee Aardema | aye |

10. Discussion and/or action on approval of the Severance Agreement.

Chairperson Wheelwright stated that the board has received a copy of the Severance Agreement as well as Chief Wade. Chairperson Wheelwright asked if there were any questions from the board. Chairperson Wheelwright stated that this agreement was drafted by our legal team. Trustee Arrington made the motion to accept and present the Severance Agreement as outlined, with the notation from the board that we extremely appreciate Chief Wade's service to this organization. Vice-Chairperson seconded the motion.

Voting on the motion:

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| Chairperson Wheelwright | aye |
|-------------------------|-----|

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|--------------------------|-----|
| Vice-Chairperson Johnson | aye |
| Trustee Arrington | aye |
| Trustee Clark | nay |
| Trustee Jackson | aye |
| Trustee Aardema | aye |

Chairperson Wheelwright stated that per the terms of the agreement, he will execute that before we end tonight.

11. Discussion and/or action on Administrative Job Description and responsibilities.

Chairperson Wheelwright stated that per the agreement, this is not the last day and there will be plenty of time and opportunity to recognize Chief Wade's contribution to this organization.

Trustee Clark asked about the PTO will fit in. Chairperson Wheelwright stated that per the policies in place, Chief Wade will be paid out for his PTO. Chief Wade stated that it will be paid out.

Chief Wade stated that in the AP Triton study, we need an EMS Deputy Chief. Chief Wade stated that after that came out the board asked for the job descriptions and responsibilities. Chief Wade stated that our duties were emailed out earlier that day. Chief Wade stated that the board asked to do a draft of a job description for a Fire Chief. Chairperson Wheelwright stated that having that information was very helpful. Trustee Jackson stated he was impressed by Unified's job duties.

12. Chairperson's Report

Chairperson Wheelwright stated that we are at a historic point in the District as the third Fire Chief's tenure comes to an end and to fill that position. Chairperson Wheelwright stated that he feels a tremendous duty and responsibility to do this duty most transparently. Chairperson Wheelwright stated he shared a proposal for the Fire Chief Selection Process and Timeline and distributed that to the board. Chairperson stated once it is fine-tuned, he will share it with everyone else.

Chairperson Wheelwright discussed the timeline and process and the board would make the final decision. Chairperson Wheelwright outlined that there would be a screening committee that would do the bulk of the work and analysis. Chairperson Wheelwright proposed to include Trustee Clark and Vice-Chairperson Johnson. Chairperson Wheelwright stated that the screening committee would submit a recommendation in assisting the full board in making the final determination. Chairperson Wheelwright stated a timeline for the job posting and job closure. Chairperson Wheelwright stated what would be expected from the candidates during the process of hiring and that would be a fluid moving process in the next few weeks. Chairperson Wheelwright had more discussions with the board on what he would like to see happen during the process of hiring. Chairperson Wheelwright

stated that on December 2023 board meeting the new Chief would give an outline of his/her goal, and key action items over the 2024 calendar year, which would be used to evaluate them over that year with a more deliberate performance appraisal review process annually by the board. Trustee Clark stated that if anyone applies that would be his superior, and he would need to step down from the screening committee. Chairperson Wheelwright stated that this is just a rough draft. Chairperson Wheelwright stated that our Legal gave him all the materials to help to walk through how a selection process should follow. Vice-Chairperson Johnson asked if you are looking for a job, do most people know where to find the job postings. Chief Wade stated that everyone knows where to look if they are trying to advance in their career. Trustee Arrington asked if we need to have Chief Wade stay longer, how would we have Chief Wade stay longer. A discussion was based on who could be stakeholders from the community. Trustee Clark was excused from the meeting.

Deputy Chief Jones stated that from a morale standpoint for him, he has from a loyalty standpoint he was given the opportunity to test for many positions and stayed loyal to the district. Deputy Chief Jones asked if there was something he hasn't done or lacking in. Chairperson Wheelwright stated that it isn't anything that Jeremiah is lacking. Chairperson Wheelwright stated that this will help Deputy Chief Jones and especially if he is selected it is awesome. Chairperson Wheelwright stated that he can imagine how Deputy Chief Jones feels, but it is to help the process, whoever it is that the board has confidence in them. Chairperson Wheelwright stated that throughout the process there will be some weighted factor for someone that is an employee of the District. Chairperson Wheelwright stated they are going about this process in a transparent way. Chairperson Wheelwright stated the reasonings of the board for going through this hiring process. Chief Wade stated he would like the future Chief to protect the brand through interaction with the community. A discussion ensued on the minimum qualifications for the application and administration, and board members gave feedback on what they would like to see with the applicant's vision for the District. Chairperson Wheelwright stated that if you had any feedback to please email the board.

13. Adjournment

Trustee Aardema made the motion to adjourn the meeting at 7:23 pm. Vice-Chairperson Johnson seconded the meeting.

Voting on the motion:

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| Chairperson Wheelwright | aye |
| Vice-Chairperson Johnson | aye |
| Trustee Arrington | aye |
| Trustee Jackson | aye |
| Trustee Aardema | aye |

X

Chairperson Timothy M. Wheelwright

X

Nicci Roylance, District Clerk

Date Minutes approved Aug 22, 23
North View Fire District Board Meeting Minutes of July 25, 2023.