

North View Fire District  
315 E. 2550 N.  
North Ogden, UT 84414  
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North View Fire District Special Board Meeting Minutes  
December 14, 2023

The North View Fire District Trustees convened in a Fire Board Meeting session on December 14, 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 December 14, 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  
Chief Kristopher Maxfield

Excused: Trustee Cameron West  
Trustee Maxwell Jackson

Staff Present:

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

Public Present:

Thomas Hezseltine- Squire Auditor  
Kristen Mechem - Electronically

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

Chairperson Timothy Wheelwright welcomed everyone to the special meeting at 5:03 p.m. Trustee Arrington led the board in the Pledge of Allegiance and said a prayer.

2. Consider approval of the minutes of November 28, 2023.

Vice Chairperson Johnson moved to approve the minutes of November 28, 2023.  
Trustee Clark seconded the motion.

Voting on the motion:

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

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

Trustee Arrington moved to approve the financial transactions for November 2023.  
Vice-Chairperson Johnson seconded the motion.

Trustee Arrington thanked the District accountant, Jeff Davis, for reviewing the financials with him before the meetings. Trustee Arrington asked about the LBA fund concerning the impact fees. Jeff Davis, accountant, stated that these come in quarterly. Trustee Arrington asked about the salaries and wages being a little high and wanted to know if that was from Chief Wade's severance. Jeff Davis stated that it is from overtime and hiring new employees. Jeff explained that we are paying overtime, but our benefits are lower because we do not have to pay benefits off of overtime. Trustee Arrington asked about the Books and Subscriptions being over budget. Jeff Davis stated that our UASD dues went up due to our higher budget, so it puts the District in a different category for the dues. Trustee Arrington asked about computer services and if they would be over on that line item. Jeff Davis stated that we had to replace some equipment and did not see the District going over budget.

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

4. Public Comments

Chairperson Wheelwright stated that there was no public present.

5. Discussion and/or action on the 2022-2023 Fiscal Audit

Jeff Davis, the Accountant, stated that the Audit was sent to each Board member, and he turned it over to Thomas Hezseltine to give a summary of the Audit. Thomas Hezseltine stated his appreciation for letting them come into the District and for the

help of Jeff Davis and Nicci Roylance. Thomas Hezseltine stated the independent audit report in the first paragraph is the auditor's opinion. Thomas Hezseltine stated that, in their opinion, the basic financial statements referred to above are presented fairly in all material respects. Thomas Hezseltine stated it is the best grade that can be given. Thomas Hezseltine explained the auditor's responsibilities. Thomas Hezseltine explained the audit report and its different parts. Thomas Hezseltine stated that they follow the state's compliance requirements. Thomas Hezseltine again stated that we complied. Thomas Hezseltine stated on the compliance of the Public Notice Meeting site that all minutes for Board Meetings were uploaded within three days of the meeting. Thomas Hezseltine stated that one month's minutes were not uploaded to the Public Notice Website. Thomas Hezseltine indicated that they did find it on the District's website, but to be within compliance, it needs to be on the Public Notice Website. Thomas Hezseltine stated that it was noted in the Audit but did not change the overall summary opinion of the audit. Vice-Chairperson Johnson asked if that would be considered a finding. Thomas Hezseltine stated that it would not be considered a finding. Trustee Arrington asked about the LBA being put into one fund and if it should be referenced in the opening paragraph. Thomas Hezseltine stated that Note 1 discusses the LBA as part of the North View Fire District. Discussion was had concerning the LBA and the District as different entities and the confusion of the financials as they have been incorporated into the general fund. Thomas Hezseltine explained the rules of GASB in the context of the LBA and District. Chairperson Wheelwright asked if the verbiage for LBA in the audit was correct and sufficient for the audit. Chairperson Wheelwright clarified that we do not need to reference the LBA other than how the audit is referenced.

Jeff Davis expressed his gratitude to Squire for how efficient their system is in uploading and working with them. Jeff Davis stated that there are a few things he would be addressing. Jeff Davis discussed page four, the second bullet, which is the net position increase. Jeff Davis stated that we had expenses of \$5,406,000, and those are less than the revenues that we brought in of \$5,883,000 by about \$477,000. Think of that as the debt income, and we are positive in the net position. The net position of \$7,357,000 as equity, if you go to page 6, it gives you 2023, so total assets of \$13 million if you add deferred outflows, think of them as a unique type asset we are \$14 million, look at the net position of \$7 million overall our equity is 50% of our assets of what we own. Jeff Davis stated that we are in a good position. Jeff Davis explained the general fund as a short-term view, and the net fund would be our long-term view. Jeff explained the fund balances and what funded the bond. Jeff Davis stated that we are setting \$1.9 million for capital outlay. Jeff Davis discussed why the LBA has been put into the general fund. Jeff Davis discussed the graphs in the audit on page 7, which shows our revenue source. On page 8, the chart shows the total expenses.

Leonard Call, Treasurer, stated that the history of the fund balances is essential and shows how the funds are growing come budget season. Leonard Calls stated to make sure we are educating the board on the history of how our funds are

increasing in answers to the citizens. Trustee Aardema motioned to accept the 2022-2023 Fiscal Audit. Vice-Chairperson Johnson seconded the motion.

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

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

Nicci Roylance, District Clerk, stated that the Canvass returned on December 5, 2023. Nicci Roylance stated that in District 1, which is Harrisville, Kristen Mechem won with 397 votes, which was 35.26% of the votes. Nicci Roylance stated that Kristen Mechem could take office after January 1, 2024, after 12:00 p.m. Nicci Roylance stated that she would get in contact with Kristen Mechem to get her informally sworn in after January 1, 2024. The Board members welcomed her. Vice-Chairperson Johnson motioned to certify the 2023 NVFD Canvass Results. Trustee Clark seconded the motion.

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

7. Discussion and/or action on the Station Renovation Payment to Paul Davis.

Deputy Chief Barker stated that almost everything is done, just some cabinets to be put in and some plumbing done in the men's bathroom. Deputy Chief Barker stated that we received the invoice from Paul Davis, have some concerns with it, and are trying to work it out. He stated that they are asking for a down payment of \$37,000, and we will work out the line items with Paul Davis. Chairperson Wheelwright asked how much the Trust had paid, and Deputy Chief Barker stated that we had received a check for \$78,000 and that once it was all completed, they would send another \$24,000 to cover the rest. The whole restoration will be covered. Trustee Aardema asked what we were disputing and if it was a significant amount. Deputy Chief Barker stated that there are some discrepancies in changes that should have saved the District money, and it is not reflected in the line items. Chief Maxfield noted that we are doing our due diligence to ensure it is correct. Trustee Aardema motioned to approve the \$73,661.99 or up to that amount. Trustee Arrington seconded the motion.

Chairperson Wheelwright	aye
Vice-Chairperson Johnson	aye

Trustee Arrington	aye
Trustee Chris Clark	aye
Trustee Meredith Aardema	aye

8. Discussion and/or action on Miscellaneous Surplus List.

Deputy Chief Barker stated this is an ongoing action item and that we are trying to clean up the station. Deputy Chief Barker stated that we have nine tire rims, five tires, and rims that all come from older ambulances, carpet bases, tiles, and light ballasts. Trustee Arrington asked what is declared as surplus. Deputy Chief Barker stated that if the items are not valued, we can dispose of them without notifying the public. A discussion was had on our procurement policy regarding our surplus list. Trustee Arrington motioned to approve the Miscellaneous Surplus List. Vice-Chairperson Johnson seconded the motion.

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

9. Discussion and/or action on Department-Issued Vehicles.

Deputy Chief Barker stated that we do not have a policy for department-use vehicles and asked for guidance on the policy. Deputy Chief Barker read the policy to the Board. Chairperson Wheelwright asked to table it till next month's agenda. Chief Maxfield stated that Lexipol would address it pretty soon. Deputy Chief Barker gave an update on the State rate. Discussion was had amongst the Board members of the different options to lease the vehicles. Chief Maxfield stated the downside is having to come up with the money this spring. Chairperson Wheelwright asked how they determine how many you can lease in a year. Deputy Chief Barker stated that it depends on how many vehicles they have available.

10. Discussion and/or action to approve the Automatic Aid Agreement with the County Update.

Chief Maxfield stated that this is a standard update with the addition of Washington Terrace to the Automatic Aid Agreement. It has gone to legal and just needs to be approved. Trustee Aardema motioned for the approval of the Automatic Aid Agreement. Trustee Clark seconded the motion.

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

**11. Discussion and/or action to approve entering into a Municipal Advisor Agreement with Zions Public Finance Division for the Harrisville Fire Station 23 consulting work.**

Chief Maxfield stated that he talked with Mark Anderson about how to move forward with the Harrisville station. Chief Maxfield stated that there would not be any money changing hands. He will be just consulting on our behalf so that we have our own advisor. Chief Maxfield stated that it went to legal and approved it. Vice-Chairperson Johnson motioned to approve the Municipal Advisor Agreement with Zions Public Finance Division for the Harrisville Fire Station. Trustee Arrington seconded the motion.

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

**12. Discussion and/or action on 2024 Board Meeting Dates**

Chairperson Wheelwright stated that on the Agenda, I had the wrong year; Nicci Roylance, District Clerk, stated that she would have to change it. Nicci Roylance read off the dates and discussed keeping it on the fourth Tuesday or changing it to the fourth Thursday. The Board decided that they would like to meet on the fourth Thursday. Trustee Aardema motioned to change our Board Meetings to the fourth Thursday for the 2024 year. Vice-Chairperson Johnson seconded the motion.

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

**13. Administration Report**

Chief Maxfield stated that we will be fully staffed in the upcoming weeks. Chief Maxfield stated he feels that we have some great candidates. Chief Maxfield explained how we will be doing our probationary period with the new hires. Chief Maxfield stated that we have smoothed out some of our staff meeting overtime line items and are able to level out. Chief Maxfield stated that Nicci and Captain Griffin are over the PPE program and that in the coming years, you may see an increase in budget in that line item to get that program caught up. Discussion was had on how many candidates applied for the firefighter positions and how we keep a roster of candidates to hire. Trustee Arrington asked if we are fully staffed. Chief Maxfield stated that with these new hires, we are fully staffed. Chief Maxfield stated he

wanted the administration to go over their portfolios. Deputy Chief Jones stated that he was working on staffing and crewsense the software for staffing. Deputy Chief Jones stated he has been working on the new hire booklet that has different areas that the probationary hires will need to work on during their six months. Deputy Chief Jones stated that if the Board would like to look at it he would get them a copy.

Nicci Roylance stated that she has been working on ImageTrend to go live with the new program and with some set backs was unable to meet that deadline. Nicci Roylance stated that we will be going live before the States deadline of December 31, 2023. Nicci Roylance stated that her and her committee have been working on PPE of getting the PPE recorded into the software app GearTracker to track the PPE better.

Chief Maxfield expressed his gratitude to the administration for their hard work on their portfolios.

#### 14. Chairperson's Report

Chairperson Wheelwright stated he did not have anything at this time.


#### 15. Other and/or Identify matters for future consideration and or action.

Vice-Chairperson Johnson expressed his gratitude for working hard on the audit.

#### 16. Adjournment

Trustee Aardema motioned to adjourn the meeting at 6:17 p.m. Vice-Chairperson Wheelwright seconded the motion.

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

X   
Vice Chairperson Timothy Wheelwright  
JAY JOHNSON

X Nicole Roylance  
Nicci Roylance, District Clerk

Date of Approved December 14, 2023, Board Meeting Minutes JANUARY 25, 24