

**MINUTES OF THE REGULAR MEETING OF GOVERNING BOARD OF
NORTHERN ARIZONA CONSOLIDATED FIRE DISTRICT #1
THURSDAY, APRIL 18, 2019**

The Governing Board of the Northern Arizona Consolidated Fire District #1 met this 18th day of April 2019, at 6:00 p.m. for its regular meeting, at 2485 Northern Avenue in Kingman, AZ 86409.

1. **CALL TO ORDER** – The meeting was called to order by Chairman Bailey at 6:00 p.m.
2. **PLEDGE OF ALLEGIANCE** – Chairman Bailey led the Pledge of Allegiance
3. **ROLL CALL OF BOARD MEMBERS** – Board members present – Chairman Bailey, Board Member Bryant, Board Member Berg and Board Member Wilkin. Board Member Collins was present by phone.
4. **APPROVAL OF MINUTES** (for approval by unanimous consent after corrections/additions)

The motion was made by Board Member Bryant and seconded by Board Member Berg to approve the March 21, 2019 Regular Meeting Minutes and April 4, 2019 Special Meeting Minutes as submitted. Passed by unanimous decision.

5. **REPORTS AND CORRESPONDENCE**

A. Chief's Report

Interim Chief King reviewed the monthly statistics, fire prevention statistics, vehicles and staffing (including 3 POC's hired and 2 more POC's tested, with 1 passing the test), annual physicals completed and PARQ physicals still on going. We have signed a non-financial contract with Sycamore Avenue Clinic for our post-incident W/C accidents due to a recent false-positive TB skin test. Ladder testing is now complete; Aerial passed with flying colors and is NFPA compliant. He also went over the training calendar. Chief reiterated that the flyer disbursed in Valle Vista had a typo. Training continues and we are continuing the training program with Kingman Fire, we are in the process of completing the Wildland Pack Test, we are sending 3 firefighters to the MA300 course in Bullhead, 95% have completed the MCS for the first quarter, we have 7 to 8 participants taking part in the West Coast Netting Extinguisher Training, and we are continuing the annual on-line Fire Core training.

B. Financial Report

There were no questions on the financial reports

C. Progress/Committee Reports

1. 2600 Northern renovation – As of 4/3/2019 the plans were finalized by Marsh and Associates and delivered to NACFD and on 4/5/2019 the engineering plans were submitted to Mohave County Developmental Services. Also, the RFP and Contract were completed and posted on the NACFD website. The RFP was published in whole in the Kingman Daily Miner to run consecutive Tuesdays; April 9 and 16, 2019. On 4/9/2019 letters with the RFP were mailed to commercial contractors in Mohave County, including some in Wickenburg and Core Construction in Phoenix.

A questions was raised asking why we solicited contractors for bids when the approval from the County hasn't been made and it was clarified by Board Clerk Collins that this is common practice.

Chief King also clarified on the two areas of the annual audit that were in question regarding Earned time/Vacation and Extended Leave/Sick Time. The earned time discrepancy was due to the way the prior administration implemented the changes put forth by the State of Arizona with respect to earned time for part-time employees. The earned time was given to the employee as he earned it, however, the time was not entered in the system prior to payroll, therefore it created a negative number in the employee's profile. This has been corrected and now the employees accrue the earn time to use later. The extended leave discrepancy was due to a clerical error. Two employees did have the time earned, however, when payroll was processed, the wrong option was used creating a false-negative in the employee's payroll profile. We are currently looking at the HR Manual Policies and Procedures and may update them for better clarity to avoid this in the future.

Interim Fire Chief handed out a Budget Timeline for FY 2019-2020 to the board members for reference. He also gave each board member a packet showing current budget, actual fiscal year-to-date numbers and the projected budget numbers for the next fiscal year.

6. DISCUSSION AND POSSIBLE ACTION RE:

- A. Approval of March Financial Report. Motion was made by Board Member Bryant and seconded by Board Member Wilkin to approve the March financial report as submitted. Passed by unanimous decision. Motion carried.
- B. Adoption of S.O.P.#102.1: Records Policy: Records Retention Policy. Motion was made to adopt S.O.P. 102.1: Records Policy: Records Retention Policy by Board Member Berg and seconded by Board Member Bryant. Passed by unanimous decision. Motion carried.
- C. Adoption of 2019 Records Retention Schedule. Motion to approve the 2019 Records Retention Schedule was made by Board Member Berg and seconded by Board Member Bryant. Passed by unanimous decision. Motion carried.

7. **CALL TO THE PUBLIC** – No one from the public spoke.

8. **BOARD COMMENTS AND ANNOUNCEMENTS** – Board Chairman asked that the Fire Chief reach out to the board members in response to the verdict of the recent trial to find out if the board would like to make an announcement as a Board.

9. **ADJOURNMENT** – Board Member Bryant moved to adjourn the meeting and Board Member Wilkin seconded it. The meeting was adjourned at 6:30 p.m.

These minutes were prepared and posted by Rhonda Johnson, April 19, 2019

James Bailey, Board Chairman

Mike Collins, Board Clerk