

**MINUTES OF THE REGULAR MEETING OF GOVERNING BOARD OF
NORTHERN ARIZONA CONSOLIDATED FIRE DISTRICT #1
THURSDAY, JANUARY 23, 2020**

The Governing Board of the Northern Arizona Consolidated Fire District #1 met this 23rd day of January 2020, 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 Board Chairman Bailey at 6:00 p.m.
2. **PLEDGE OF ALLEGIANCE** – Board Chairman Bailey led the Pledge of Allegiance.
3. **ROLL CALL OF BOARD MEMBERS** – Board members present: Board Chairman Jim Bailey, Board Clerk Mike Collins, Board Member John Bryant and Board Member Sue Wilkin. Board Member Erik Berg 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 Wilkin to approve the Regular Meeting Minutes of December 19, 2019 as submitted. Passed by unanimous decision. Motion carried.
5. **REPORTS AND CORRESPONDENCE**
 - A. Chief's Report
 - Vehicles: E-361 is back in service; E-331 still going through pump check and repairing of valves.
 - Staffing: Hiring processes are complete. Still waiting on reciprocity with our last candidate. Chief Rhoades introduced the Board to Firefighter Garrett Martin, one of our newest firefighters.
 - Training: Firefighter I & II Certification testing is on May 9th, we have 5 individuals who are working on this as this time. In addition, we will be starting volunteer operator training in the next 30 days.
 - Operations Report: Chief Rhoades will have the annual report for 2019 at next month's board meeting. We ended the year with 4,296 runs/calls – we are very stable when looking at days of the week and year to year. When looking at calls by Station within the District, Stations 31 & 32 dominate.
 - B. Financial Report – No discussion or questions
 - C. Correspondence – We received a letter from the Arizona Department of Health Services recognizing Northern Arizona Consolidated Fire District #1 with a Premium EMS Agency Program Certificate.
6. **DISCUSSION AND POSSIBLE ACTION RE:**
 - A. Approval of December Financial Report. There was no discussion. Motion was made by Board Member Bryant and seconded by Board Clerk Collins to approve the December financial report as submitted. Passed by unanimous decision. Motion carried.

- B.** Discussion of the contract between Rosco Construction and Northern Arizona Consolidated Fire District #1 for the remodel of 2600 Northern Ave, into the new Public Safety Complex, including a Fire Station, Fire Administration and maintenance bay. Chief Rhoades explained that we have received word from the County that the plans that had the 92 items are corrected and done. We are delivering the structural plans to the County tomorrow. Once we have both sets of plans, they will be submitted as a total package for review. Director Wilkin asked, “since there have been so many changes to the plans, don’t we need a new bid?” Chief Rhoades explained yes, once we get the plans back there are possibly two or three options we could take. Director Wilkin asked if we are going to keep this on the agenda forever? Chief Rhoades explained it has been left on the agenda so he could give an update each month on the progress or status of this item. He hopes the board will be able to decide regarding this item very soon – perhaps next month.
- C.** Adoption of Resolution 2020-001 Approving the Bank Accounts Policy to be added to the Board of Director’s By-Laws and Policy Manual. Chief Rhoades explained this is another area that the auditors asked us to clean up and have some checks and balances in place regarding our bank accounts. Board Clerk Collins made the motion to adopt Resolution 2020-001 approving and adopting the Bank Account and Financial Policy to be added to the Board of Director’s By-Laws and Policy Manual. Board Member Wilkin seconded the motion. Passed by unanimous decision. Motion carried.
- D.** Approval of \$12,672.00 payment to Benchmark Insurance for FY 2017-2018 insurance payment not paid during that fiscal year, now due. Benchmark Insurance did an internal audit and found that we did not pay our premium for that fiscal year. Rhonda went back and verified that we did not pay this during that time period, which was a couple of years ago. Clerk Collins asked if payroll had gone up and if that is why the premium went up? Rhonda answered no, we just did not pay the premium. Director Bailey asked if we looked back at that fiscal year to see what the ending balance was for this item; were we over/under? He continued, “It would be interesting to see where that money went that year.” Chief Rhoades said he would look into it and report back to the Board at the next meeting. Motion was made by Board Clerk Collins and seconded by Board Member Wilkin to approve spending \$12,672.00 for the payment to Benchmark Insurance for FY 2017-2018 Workman’s Compensation Insurance payment not paid during that fiscal year, now due. Passed by unanimous decision. Motion carried.
- E.** Approval of Battalion Chief Tim King to represent Northern Arizona Consolidated Fire District #1 and its governing board for the preparation of the application for the CDBG Grant. We are pursuing about \$50, 000 for extrication equipment and this will give Tim King permission to canvas the community to get signatures. The motion was made by Board Member Bryant and seconded by Board Clerk Collins to approve the authorization of Battalion Chief Tim King as the Representative of Northern Arizona Consolidated Fire District #1 giving him the authority to act on behalf of the Northern Arizona Consolidated Fire District #1 Governing Board for the preparation of the application for the CDBG Grant. Passed by unanimous decision. Motion carried.
- F.** Approval of the updated KRMC Advanced Life Support Base Hospital Agreement and the revised Business Associate Agreement. This is our annual agreement, nothing has changed.

Motion was made by Board Member Bryant to approve the updated KRMC Advanced Life Support Base Hospital Agreement and the revised Business Associate Agreement. Board Clerk Collins seconded the motion. Passed by unanimous decision. Motion carried.

G. Discussion of current legal representation: Seeking guidance and exploring other options based on current administration concerns. Rhonda passed out the latest bill from the current legal representative – *confidential*. Chief Rhoades is concerned with the attorney’s workload and his timeliness in dealing with our concerns. Director Wilkin said we need to make sure we have somebody that understands and has good experience with Fire Districts. Chief Rhoades agreed. Board Member Bryant made the motion to allow the Fire Administration to explore options for legal representation. Seconded by Board Clerk Collins. Passed by unanimous decision. Motion carried.

7. **CALL TO THE PUBLIC** – The District may, but is not required to, give the public an opportunity to speak to any issue. A.R.S. §38-431.01(H). Rick Veradt addressed the Board, he had questions on our response times for two incidents. Chairman Bailey asked if he had the incident numbers. He stated he did not. Chief Rhoades said he could get those incident numbers. Chairman Bailey said Chief Rhoades would follow up on these concerns.
8. **BOARD COMMENTS AND ANNOUNCEMENTS** – A Special Board Meeting is set for February 4, 2020, to go over the audit with the auditors. At the next Regular Board Meeting, the Chief will have the annual report and the start of the budget timeline to begin the budget process for next fiscal year.
9. **ADJOURNMENT** – Board Member Wilkin moved to adjourn the meeting and Board Member Collins seconded it. Passed by unanimous decision. Motion carried. The meeting was adjourned at 6:24 p.m.

These minutes were prepared and posted by Rhonda Johnson on January 27, 2020.


James Bailey, Board Chairman


Mike Collins, Board Clerk