

**MINUTES OF THE REGULAR MEETING OF GOVERNING BOARD OF  
NORTHERN ARIZONA CONSOLIDATED FIRE DISTRICT #1  
THURSDAY, OCTOBER 17, 2019**

The Governing Board of the Northern Arizona Consolidated Fire District #1 met this 17<sup>th</sup> day of October 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 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 Member John Bryant and Board Member Sue Wilkin. Board Member Erik Berg was excused, and Board Clerk Mike Collins called in during the Chief's report (at approximately 6:05 pm) and was present (by phone) for the duration of the meeting, including all discussion items and item votes.
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 September 19, 2019 as submitted. Passed by unanimous decision. Motion carried.
5. **REPORTS AND CORRESPONDENCE**

A. Chief's Report

Assistant Fire Chief Jack Yeager gave the Chief's report in Fire Chief Jake Rhoades absence. He reviewed the Operations Report – Statistics: 327 total calls in September, 3,191 year-to-date, with Station 31 being the busiest with 152 calls, Station 32 with 88, Station 33 with 14, and Station 35 with 10. Fire Prevention Statistics: not discussed, advised the Board to read the attached. Vehicles: The insurance for E-311 and E-361 has been approved and we will be scheduling with the vendors for repairs. Fire Trucks Unlimited listed surplus (previously approved by the Board) pricing has been reduced by 20% to move the items. They were also on site to assess the apparatus that we currently have as surplus: 1999 General Ford; 1994 Pierce Dash; 1990 Grumman and 1983 Ford-Westates Type I. E-331 is out-of-service with pump and transfer case issues; receiving quotes for the extensive repairs. E-361 is out-of-service because of the accident, will be scheduling repairs soon. E-311R is out-of-service and is in the shop now. Staffing: NACFD has one open position at this time for the position of Firefighter. The advertising process has already started, and the hiring process will be completed in November. The minimum staffing requirements for the NACFD #1 based on established level of service for the Northern Arizona Consolidated Fire District #1 have been maintained for all stations. Fire Station 35 *has not* experienced any changes in staffing levels and Fire Station 33 is currently being maintained at one member. Equipment: Equipment inventory has been a primary objective with the implementation of the new SCBA and Personal Protective Equipment from the grants obtained, surplus equipment and out-of-compliance items have been relocated to 2600 Northern for inventory and the surplus process. Fitness equipment obtained through grants is being relocated to 2600 Northern for inventory and minor repairs on the equipment. They will be redistributed to the stations. Training: The training audit

has been completed. The certification process has been implemented for those identified individuals not currently certified at Arizona Firefighter I/II. Certification testing will be in May 2020. This month we completed 924.2 hours of training.

Crews participated in the following events: Head Start public education; Explorer Program – provided instruction on ropes, knots and rope systems; Hands-only CPR event at Kingman Airport; September 11<sup>th</sup> Memorial event – Firefighter Park; and the Mohave County Fire Officers meeting.

We continue to implement SOP's, in Administration, Personnel, Operations, Safety, Emergency Medical Services and Training.

The account at Mohave State Bank has been closed and total of funds have been moved to Mohave County Treasurers and are reflected in the monthly financial report under "Reserve Account."

The discussions with Lake Mohave Ranchos Fire District and Golden Valley Fire District regarding the formal establishment of automatic aid for District 39 and 39A encompassing Chloride / Highway 93 mm 51 – 54 is on-going and agreement will be established in fourth quarter 2019.

The Open Meeting Law complaint with the Attorney General has been dismissed. We received a letter from the Attorney General's Office, which reads:

*The complaint pertained to Ratification Resolution No. 2019-001 (the "Resolution"), which was passed at the Board's January 24, 2019 meeting. The complaint alleged that the Board did not properly ratify the matters listed in the Resolution for two reasons: (1) that the Board ratified the Resolution more than 30 days after discovery of the alleged violation; and (2) that the Board did not post the public notice of the Resolution or the detailed written description at least 72 hours' prior to the January 24, 2019 meeting. After reviewing the information provided, the Office is unable to substantiate a violation of the Open Meeting Law in connection with the allegations. This matter is now considered closed.*

That was from Katherine Jessen, Assistant Attorney General, Open Meeting Law Enforcement Team.

B. Financial Report – No discussion or questions

Chairman Bailey asked the Administrative Assistant, Rhonda Johnson, if there was anything worth commenting on: she noted that the only thing new in the financial report is that the Reserve Account was added to the Treasurers account and will now be reflected in the monthly financial report as income. It is now out in the open.

Chairman Bailey reviewed that the Mohave State Bank account has been closed and that is now a Reserve Account with Wells Fargo through the County.

Assistant Fire Chief Jack Yeager also added that last week the annual audit was completed, and the auditors will address the Board members with their findings at a future board meeting; the date to be determined.

6. **DISCUSSION AND POSSIBLE ACTION RE:**

- A. Approval of September Financial Report. There was no discussion. Motion was made by Board Member Bryant and seconded by Board Member Wilkin to approve the September 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. Assistant Fire Chief Keith Eaton reported that they have been working through the process of getting the plans revised and back to the County. At this time, we have all the plans revised, with the exception of the electric, and we are still waiting on that. We hope to get a full set of plans back and into revision with the County within the next couple weeks. Board Member Sue Wilkin asked what he means be revised plans, does he mean completed because before they were incomplete. Chief Eaton confirmed that when the plans are returned, they will be completed.
- C. Approval to Surplus Expired Personal Protection Equipment. This is the equipment that is outdated due to the recent grant – this can no longer be used by the District. We don't send this to other fire departments as they can't use it either, so we usually rely on sending it to high school programs or down to Mexico. Board Member Wilkin made the motion to approve the surplus of our expired Personal Protective Equipment, seconded by Board Member Bryant. Passed by unanimous decision. Motion carried.
- D. Acceptance of Offer for Surplus Vehicle: 1999 Ford F550 Brush Truck for \$12,000.00. This was a surplus item. Question was raised by Board Member Bryant if this was a good price. Chief Yeager explain these have been listed for a long time without any offers; you have an offer on the table. Motion was made by Board Member Bryant and seconded by Board Member Wilkin to accept the offer from Firetrucks Unlimited for the surplus vehicle: a 1999 Ford F550 Brush Truck for \$12,000.00. 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). Arthur Garnica was the only person to speak.
- 8. **BOARD COMMENTS AND ANNOUNCEMENTS** – Board Member Collins asked about the AFDA Conference. Board Member Wilkin questioned why she needed to decide now if the schedule is not out. Chairman Bailey clarified that she does not need to decide now.
- 9. **ADJOURNMENT** – Board Member Wilkin moved to adjourn the meeting and Board Member Bryant seconded it. Passed by unanimous decision. Motion carried. The meeting was adjourned at 6:17 p.m.

These minutes were prepared and posted by Rhonda Johnson on October 21, 2019

  
James Bailey, Board Chairman

  
Mike Collins, Board Clerk