

**MINUTES OF THE REGULAR MEETING OF GOVERNING BOARD OF THE
NORTHERN ARIZONA FIRE DISTRICT
THURSDAY, NOVEMBER 17, 2022**

The Governing Board of the Northern Arizona Fire District met this 17th day of November 2022, at 6:00 p.m. for its regular monthly meeting at the Fire Administration Building at 2600 E Northern Avenue, Kingman, Arizona.

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 were Chairman Jim Bailey, Director Sue Wilkin, Director John Bryant, and Director Sue Brown. Board members present via zoom: Director Mike Collins.
4. **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).
5. **APPROVAL OF MINUTES** – Chairman Bailey moved to approve the consent agenda containing the following minutes as submitted. Seconded by Director Wilkin.
Regular Meeting minutes of October 20, 2022.
Passed by unanimous decision.
6. **REPORTS AND CORRESPONDENCE**
 - A. Chief’s Report – Chief Hoke gave his report in accordance with his memorandum and the Monthly Performance Report, both in the board packet.
 - B. Financial Report – No discussion.
 - C. Correspondence – No Correspondence
7. **DISCUSSION AND POSSIBLE ACTION RE:**
 - A. **Approval of the October Financial Report.** Chairman Bailey made the motion to approve the October financial report as submitted. Director Wilkin seconded the motion. There were no questions or comments. Passed by unanimous decision.
 - B. **Review, Discussion, and Possible Action for Social Media Retention Method.** The Board was provided two quotes from ArchiveSocial and a detailed description of what it offers. Chief Hoke explained the District doesn’t have the ability to go back and extract any information on social media accounts. Chief Dallman stated to the Board this is something the State recommends which the District does not have, and it will back up social media accounts and can get data back from 2018. Chairman Bailey made motion to approve contract with ArchiveSocial to back up social media sites. Director Collins seconded the motion. There were no questions or comments. Passed by unanimous decision.
 - C. **Review, Discussion, and Possible Action about Board Member being present during staff meetings.** There was no discussion.

D. Review, Discussion, and Possible Action for updates made to the NAFD HR Policy Manual. The Board received a red-lined and clean copy of the NAFD HR policy manual with proposed changes. Director Bryant asked Chief Hoke if everything was complete for the policy manual to make sure there won't be another future vote, Chief Hoke stated everything is complete. Director Collins made motion to approve NAFD HR policy manual updates. Seconded by Director Brown. There were no questions or discussion. Passed by unanimous decision.

E. Recognition for Sue Wilkin's Board Member Service. Sue Wilkin was elected in 2016 to become a Board Member. For Sue Wilkin's six years of service, The District gifted Sue with a Thank you plaque and cake for celebration. Sue Wilkin let everyone know it's been a pleasure to serve as a Board Member and she cares about the Firefighters and the District and will miss being a member of the Board.

F. Captain Pinning. The District had three personnel that were promoted to Captain. Engineer Bryon Kimber, Engineer Anthony Mandujano, and Firefighter Andrew Stocker were promoted to Captain's to serve the District.

8. ANNOUNCEMENTS – Chairman Bailey asked Chief Hoke for future dates to have Board Session.

9. ADJOURNMENT – Chairman Bailey moved to adjourn the meeting and Director Wilkin seconded it. Passed by unanimous decision. Motion carried. The meeting was adjourned at 6:29 p.m.

These minutes were prepared and posted by Paris Schuman on November 21, 2022.

James Bailey, Board Chairman

Mike Collins, Board Clerk