

**MINUTES OF THE REGULAR MEETING OF GOVERNING BOARD OF
NORTHERN ARIZONA CONSOLIDATED FIRE DISTRICT #1
THURSDAY, NOVEMBER 21, 2019**

The Governing Board of the Northern Arizona Consolidated Fire District #1 met this 21st day of November 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 Clerk Mike Collins, Board Member John Bryant and Board Member Sue Wilkin. Board Member Erik Berg arrived at 6:04 pm. (during the Chief’s report)
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 October 17, 2019 and Special Meeting Minutes of November 7, 2019 as submitted. Passed by unanimous decision. Motion carried.
5. **REPORTS AND CORRESPONDENCE**

A. Chief’s Report

The Operations Report – Statistics: really consistent with last month, reduction in turnout times; call volume really similar to last year. Fire Prevention Statistics: not discussed, please see attached. Vehicles: E-361 that was damaged almost four months ago is up at Fire Trucks Unlimited; we have received insurance payment for this vehicle. Should be back in service in less than 30 days. B-353 was surplus and is gone. Pricing has been reduced by 20% to move the items. Staffing: NACFD has two openings and we did offer the positions to two individuals; conditional on certain criteria being met. The other two candidates we interviewed were offered POC positions and they accepted those positions as well. Staffing has been maintained throughout. Equipment: The SCBA’s and Personal Protective Equipment have been surplus that were approved last month. They have been palleted and will ship out on Monday. Cleaning out of the storage at 2600 is on-going. Training: Focusing on individuals needing certification in Arizona Firefighter I/II. We’ve also been working on Minimum Company Standards, Blue Card Command, Defensive Driving and VFIS Training. Little drop in hours, this month we completed 568 hours of training, due to technology.

Miscellaneous:

Wildland Certification: Working on bring those up to date. Focused on next summer getting our Wildland program up and getting individuals out.

K-PAT: Our physical agility course; all personnel have taken the K-PAT and gone through this, for this year.

After Actions: We have done a couple and have a couple more coming up; these are good training opportunities.

Working with Lake Mohave Ranchos Fire District and Golden Valley Fire District to formalize the coverage of automatic aid in Chloride, which will give us a better response and coverage. Bill Whittington is reviewing it; it should be ready for the December board meeting for approval.

The same thing with the BIA Agreement for the Valentine Station. Coverage will remain the same with some program change. The truck and the station will not be our responsibility. Working on the language at this time.

The claims included in the lawsuit of Wayne Eder v. Northern Arizona Consolidated Fire District #1 have been dismissed and Judge Tuchi has ordered that both parties submit to arbitration. Communication between the Attorney representing the District and Wayne Eder have been in contact to pick an Arbitrator with further information to follow.

Walker & Armstrong has completed the financial audit, they have briefed us earlier this week. They were very pleased with their findings; the checks and balances we have put in place in the last 120 days and the things that were easily accessible after we put these things in place and securing security on our QuickBooks on our server. They will give a full briefing in January.

B. Financial Report – No discussion or questions

6. DISCUSSION AND POSSIBLE ACTION RE:

A. Approval of October Financial Report. There was no discussion. Motion was made by Board Member Wilkin and seconded by Board Member Collins to approve the October 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 the set of plans with the 92 items has been reduced to 9 items; some were as simple as correcting the dates, in addition the dimensions on the ADA bathrooms must be consistent throughout the plans. The goal is a clean set of plans. Looking at the structural aspect, raising the hazard level from storage to a fire station. We are working with the original engineer/builder of that building. He needs a final set of plans to get started. Director Wilkin asked about the septic system and Chief Rhoades said that was being addressed. In addition, Direction Wilkin asked if we needed a new bid since the bid was given off the old set of plans and so much was left off the old set of plans. Chief Rhoades said it was something the Board will have to address this once we receive a clean set of plans. She would like to know what the concerns were that our attorney had in looking over the contract. Chief Rhoades said he will follow up with him and find what those concerns were.

- C. Approval to Surplus Equipment. These items were previously approved for surplus, attached is a list of those items. Chief Rhoades wanted to be more specific and lay out the specific items up for surplus. Board Member Bryant made the motion to approve the surplus of the items listed on the memo regarding the Surplus Equipment/Fire Department Property, seconded by Board Member Wilkin. Passed by unanimous decision. Motion carried.
- D. Approval of All Revised Current Job Descriptions, to include “Employee Sign Off” paragraph at the end of each Job Description: The only thing that has changed in the job descriptions is the employee sign off at the end of the job description as a measure of best practices. By signing off, the employee acknowledges their recognition of the roles and responsibilities of that position. Motion was made by Board Member Berg and seconded by Board Member Collins to approve the addition of the “Employee Sign Off” paragraph at the end of each job description to be added to all the current job descriptions. Passed by unanimous decision. Motion carried.
- E. Approval of New Job Description: (POC) Paid on Call Firefighter A-007 to be added to the HR Policy Manual: This job description matches our Firefighter job description, and this will give every job title a job description. Motion was made by Board Member Berg and seconded by Board Member Bryant to approve the new job description for (POC) Paid on Call Firefighter A-007 to be added to the HR Policy Manual. Passed by unanimous decision. Motion carried.
- F. Approval of New Job Description: Support Services Volunteer A-008 to be added to the HR Policy Manual: Defining the parameters of our volunteers begins with a job description, then each will have their defined roles, such as tender operator, etc. Motion was made by Board Member Bryant and seconded by Board Member Wilkin to approve the new job description for Support Services Volunteer A-008 to be added to the HR Policy Manual. Passed by unanimous decision. Motion carried.
- G. Approval of Proposed Pay Increase for POC’s: The minimum wage laws will change in January, so we had to address this. We also needed to address the need for more POC’s. Chief Rhoades is proposing to raise the rate for Firefighter/EMT to \$14.00/hr. and Firefighter/Paramedic to \$15.50/hr. effective immediately. The minimum wage law did not affect any of our full-time firefighters, only the part-time firefighters. Director Collins asked if this would affect the POC budget. Chief Rhoades explained it would not due to the money saved in overtime. Motion was made by Board Member Bryant and seconded by Board Member Berg to approve the pay increase for POC’s to \$14.00 per hour for Firefighter/EMT and \$15.50 per hour for Firefighter/Paramedic, effective immediately. Passed by unanimous decision. Motion carried.
- H. Approval of Proposed Administrative Assistant Step Increase: Chief Rhoades included a memo as to the specifics regarding this proposal. Director Wilkin voiced her disapproval of the timing of the minutes, the agenda and the board packets and wanted to know why the inserts were given out so late before each Board meeting. Chief Rhoades explained that the agenda must be posted 24 hours before a meeting as a minimum, which they are. The Board packets are released under his direction. Director Collins asked since this is under day-to-day operation, does the Board need to approve this? Chief Rhoades explained that

per the HR Manual, all salary changes come before the Board. The discussion continued as to whether the Board approves step increases or just pay scale changes. Per the new policy manual, the Board does need to approve step increases; this is just the first time since the HR Manual has been approved that a step increase has been proposed. Motion was made by Board Member Collins and seconded by Board Member Berg to approve the step increase for the Administrative Assistant to Step 5, effective immediately. 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** – Chief Rhoades informed the Board that the office will be closed Wednesday and Thursday next week due to office staff taking time off for Thanksgiving. There will be a sign posted in the lobby of Admin, a notice posted on the website and a sign on the door of Admin.
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 6:35 p.m.

These minutes were prepared and posted by Rhonda Johnson on November 26, 2019


James Bailey, Board Chairman


Mike Collins, Board Clerk