

**MINUTES OF THE SPECIAL MEETING OF THE NORTHERN ARIZONA FIRE DISTRICT
GOVERNING BOARD
THURSDAY, DECEMBER 2, 2021, 3:00 PM**

The Governing Board of the Northern Arizona Fire District met this 2nd day of December 2021, at 3:00 p.m. for a special meeting, at 2600 E Northern Avenue in Kingman, Arizona.

1. **CALL TO ORDER** – The meeting was called to order by Chairman Jim Bailey at 3:00 p.m.
2. **ROLL CALL OF BOARD MEMBERS** – Board members present: Chairman Jim Bailey, Director John Bryant, Director Sue Wilkin, Director Sue Brown, and Director Mike Collins.

3. **CERTIFICATES OF PARTICIPATION – SELECTION OF TRUSTEE**

Selection of trustee follows up with the Certificates of Participation, there was a trustee agreement that specified what duties the trustee can perform on behalf of the district with regard to holding funds from the sale of the certificates and using those funds for the ground lease purchase agreements. Stifel has made a recommendation to select US Bank, based on their services with Arizona, great service, and commitment to the industry.

Director Bryant made the motion that it is in the best interests of NAFD to select US Bank to serve as Trustee in the Certificates of Participation transaction. Seconded by Chairman Bailey. No further discussion. Motion passed 4:1 with Director Wilkin opposed.

4. **POSSIBLE VOTE TO GO INTO EXECUTIVE SESSION FOR LEGAL ADVICE – EXPIRATION OF KINGMAN IGA AND OPTIONS GOING FORWARD**

Pursuant to A.R.S. § 38-431.03(A)(3), the NAFD Board may vote to go into executive session for discussion or consultation with the attorney for NAFD regarding the transition from the Kingman management IGA and options going forward including options related to contract fire chief, creation of a temporary interim fire chief position, and appointment of an interim fire chief.

Director Collins made motion to go into executive session and that Chief Yeager is essential to the executive session for legal advice and be included in the executive session Seconded by Director Bryant. No further discussion. Motion passed unanimously.

Chairman Bailey admonished the board that executive sessions are confidential pursuant to ARS § 38-431.03(C).

Executive session started at 3:05 pm.

Returned from executive session at 3:55 pm.

Note: Executive Sessions are confidential pursuant to ARS Sec. 38-431.03(C)

5. **EXPIRATION OF KINGMAN MANAGEMENT IGA**

Chief Yeager gave presentation regarding options including from Western Fire Chiefs Association regarding the ability to obtain a temporary qualified professional fire chief placement, a program that would provide/search for an interim fire chief for the district following the expiration of the Kingman management IGA. WFCFA provided a sample Temporary Officer Placement Agreement.

6. **INTERNAL PROCESS FOR POTENTIAL INTERIM FIRE CHIEF**

Chief Yeager gave a presentation providing an overview of the application and interview process of internal candidates, as directed by the Board, for the potential position of Interim Fire Chief. Initially, three applicants submitted resumes and letters of interest, one withdrew from consideration. Two candidates were interviewed by Chief Yeager and Chief Cunningham from

Golden Valley as the two fire chiefs would work most closely with any NAFD interim fire chief. Both candidates interviewed well.

7. POSSIBLE VOTE TO GO INTO EXECUTIVE SESSION – LEGAL ADVICE – EXPIRATION OF KINGMAN IGA AND OPTIONS GOING FORWARD

No Board member moved to go into executive session under this agenda item and the Board skipped this item.

8. POSSIBLE VOTE TO GO INTO EXECUTIVE SESSION – PERSONNEL MATTERS

No Board member moved to go into executive session under this agenda item and the Board skipped this item.

9. AGREEMENT WITH WESTERN FIRE CHIEFS ASSOCIATION (WFC)

The Board discussed entering a potential agreement with WFC. Director Collins asked Chief Yeager for his recommendation. Chief Yeager's recommendation to the Board, due to short time frame and current contract with Kingman expiring December 31, 2021 and to keep the District moving forward, is to reach out to WFC to enter into an agreement for a Temporary Officer Placement Agreement and to get a placement as soon as possible. During the period between the expiration of the Kingman IGA and the placement from WFC, NAFD has the ability to run day-to-day with its current organization structure with the Admin BC. Chief Yeager and Chief Cunningham would provide some support, not under any contract but to NAFD as a neighboring district. The Board can still consider creation of the position of Interim Fire Chief with an internal candidate at the regular December meeting.

Director Bryant made to motion to direct Chief Yeager to contact Western Fire Chiefs Association to facilitate a Temporary Officer Placement Agreement and initiate the process under which WFC will recommend one or more qualified candidates to perform the duties of NAFD Fire Chief on a contract basis and further request that WFC expedite the process and further moved that Chairman Bailey is authorized to sign on behalf of NAFD the WFC agreement in substantially the same form and the template agreement provided by WFC. Seconded by Director Collins. No further discussion. Motion passed unanimously.

10. CREATION OF INTERIM FIRE CHIEF POSITION

The Board postponed this item until the next regular meeting on December 16th, 2021.

11. APPOINTMENT OF INTERIM FIRE CHIEF

The Board postponed this item until the next regular meeting on December 16th, 2021.

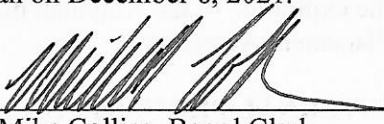
12. ADJOURNMENT – Director Wilkin moved to adjourn the meeting and Director Collins seconded the motion. Passed by unanimous decision.

The meeting was adjourned at 4:04 pm.

These minutes were prepared and posted by Paris Schuman on December 8, 2021.



James Bailey, Board Chairman



Mike Collins, Board Clerk