

**MINUTES FOR REGULAR MEETING OF THE NORTHERN ARIZONA CONSOLIDATED
FIRE DISTRICT #1 GOVERNING BOARD
Thursday January 19, 2017**

The Governing Board of the Northern Arizona Consolidated Fire District #1 met in regular session this 19th day of January, 2017 at 2485 Northern Avenue, in North Kingman, (Kingman, AZ, 86409).

1. **CALL TO ORDER** – The Meeting was called to order by Board Chair Lewis at 6:00 p.m.
2. **PLEDGE OF ALLEGIANCE** – Board Chair Lewis led in the reciting of the Pledge of Allegiance.
3. **ROLL CALL OF BOARD MEMBERS** – All Board Members were present – Board Chair Lewis, Board Clerk Wilkin, Directors Bailey, Collins, and Riccardi.
4. **APPROVAL OF MINUTES** - The minutes of December 8, 2016 Special Meeting were approved as presented.
5. **REPORTS AND CORRESPONDENCE (for advice and discussion only)**
 - A. Chief's Report – Interim Chief King gave his report in accordance with his memorandum in the Board packets. Board Chair Lewis proceeded to Item 6A on Agenda.
 - B. Financial and Claims Report – The financial reports for November 2016 and December 2016 were approved as presented.
 - C. Committee Reports – There were no committee reports.
 - D. Correspondence and/or other information of importance – Certificate of Participation in Valle Vista Parade of Lights, Certificate of Appreciation from Kingman Very Merry Parade of Lights and Award of 2016 Best Lighted Vehicle from Kingman Downtown Merchant's Association.
6. **DISCUSSION AND POSSIBLE ACTION**
 - A. Confirmation of Interim Fire Chief – Motion made by Director Bailey to confirm appointment of Interim Fire Chief Tim King, seconded by Director Collins. All were in favor, motion passes unanimously. Board Chair Lewis was informed that Items 5B, 5C and 5D needed to be addressed. Board returned to address Items 5B, 5C, and 5D.
 - B. Retention of Legal Counsel – William R Whittington, of Boyle, Cline, Whittington & Stallings, P.L.L.C. located in Prescott, Arizona was in attendance to present Resolution 2017-03, Legal Representation for Northern Arizona Consolidated Fire District. Motion made by Director Collins to Approve Resolution 2017-03, Legal Representation for Northern Arizona Consolidated Fire District, seconded by Director Bailey. Board Chair Lewis and Board Clerk Wilkin were in favor. Director Riccardi wished to abstain. Motion passes with 4 in favor.
 - C. Resolution 2017-01 - Approve City of Kingman IGA for hydrant maintenance – Motion made by Director Bailey to Approve Resolution 2017-01, City of Kingman IGA for Hydrant Maintenance, seconded by Director Collins. Motion passes unanimously.
 - D. Resolution 2017-02 – Approve Renewal of City of Kingman IGA for traffic light preemption – Motion made by Director Collins to Approve Resolution 2017-02, City of Kingman IGA renewal for Traffic Light Preemption, seconded by Director Bailey. Motion passes unanimously.

- E. Fire Chief Recruitment and Selection Process – Director Collins presented proposal in Board Member packets from Brenda Tranchina, Human Resource Strategies, LLC. Stated that outsourcing is needed so the best Fire Chief can be found for direction District is headed. Director Riccardi questioned the opening and closing dates of the Employment Opportunity for Fire Chief that were inserted into Board Member packets by Board Chair Lewis and Board Clerk Wilkin. Example of job posting was already in Board Packets with no opening/closing dates. Motion made by Director Collins to accept Proposal for Fire Chief Recruitment and Selection Process from Brenda Tranchina, Human Resource Strategies, LLC, and seconded by Director Bailey. The motion was opposed by Board Chair Lewis, and Board Clerk Wilkin. Director Riccardi was in favor. Motion passes with 3 in favor, and 2 opposed.
1. Outsource Proposal – Human Resource Strategies, LLC
 2. In-house process
 - a. Recruitment and Selection Committee
 - b. Recruitment and Selection Timeline, including advertisement and application deadline
 - c. Development or Revision of Job Description
 - d. Development of Promotional Strategies, Job Postings and Advertisement
 - e. Determine Substance of Review and Assessment Process
- F. Timeline for 2017-18 FY Budget – Director Collins and Board Clerk Wilkin to join Budget Committee, post notices and keep minutes. Rescinded committee to let Fire Chief work on Budget. Motion made by Board Clerk Wilkin, deciding not to establish a Budget Committee, seconded by Director Collins. The Fire Chief can invite feedback for the Budget. By consensus, Budget Timeline accepted.
- G. Board Policy Manual/By-laws (Discussion and Direction only) – Sample by-laws were in Board Packets. By consensus, modification and development of new, updated Board Policy Manual to be presented at next board meeting.

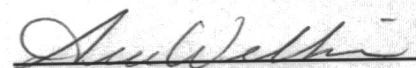
7. **CALL TO THE PUBLIC** – No one spoke.

8. **BOARD MEMBER COMMENTS** - There were no comments.

9. **ADJOURNMENT** – There being no further business, a motion to adjourn was made at 6:45 p.m. by Director Collins, and seconded by Director Bailey.

These minutes were prepared by Lynn Hucker this 23rd day of January, 2017.


Patti Lewis, Board Chair


Sue Wilkin, Board Clerk