

**MINUTES OF THE REGULAR MEETING OF GOVERNING BOARD OF THE
NORTHERN ARIZONA FIRE DISTRICT
THURSDAY, SEPTEMBER 18, 2025**

The Governing Board of the Northern Arizona Fire District met on this 18th day of September 2025, at 9:00 a.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 Bryant at 9:00 a.m.
- 2. ROLL CALL OF BOARD MEMBERS** - Board members present were Chairman John Bryant, Clerk James Bell, Director Jim Bailey, Director Mike Collins and Director Tim Bonnee appeared via Zoom.
- 3. Pledge of Allegiance**-led by Clerk Bell
- 4. CALL TO THE PUBLIC** - The District may, but is not required to, give the public an opportunity to speak about any issue. A.R.S. §38-431.01(H).
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) Anyone who wishes to speak during this portion of the meeting must sign up to speak prior to the start of the meeting and indicate which discussion item they are addressing. When called, they must identify with the record by clearly stating his/her name and address and shall be limited to one opportunity to speak for no more than two (2) minutes. Members of the Board shall not comment or interact and shall not discuss or take legal action on matters raised during the Call to the Public. Any Board comment must be reserved for the conclusion of the Call to the Public and be limited to directing staff to place an item on a future meeting agenda or directing staff to report back to the Board in writing or to briefly respond to criticism made by those who have addressed the public body during the Call to the Public.
- 5. Approval of minutes-Consent agenda**
 - A. Regular Meeting Minutes for August 25, 2025
 - B. Special Meeting Minutes for August 28, 2025
 - C. Special Meeting Minutes for September 3, 2025
 - D. Special Meeting Minutes for September 9, 2025
 - Clerk Bell motioned to accept the minutes as read. Director Bonnee seconded the motion. All in favor, passed unanimously.
- 6. REPORTS AND CORRESPONDENCE**
 - A. Chief's Report:** The governing body may not propose, discuss, deliberate, or take legal action on this matter unless the specific matter is described in detail. Therefore, action taken as a result of the Chief's report will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date. (A.R.S. 38-431.02. K)
 - District properties & Equipment-Chief Dallman
 - E331R out of service with Power issues
 - B353 is out of service steering issues
 - 302 in shop for repairs.
 - B313 having Relay switch to tank to pump repaired

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- E311R Needs a fan clutch
 - Station 31, Concrete job Completed along with Parking lot striping.
 - Ac Repaired at station 35
 - Bay door at 35 repaired Broken springs
 - Orders have been placed for the approved SCBA Compressors, and EKG Monitors/Lucas devices.
 - Admin Computer repaired, Hard Drive
- Meetings Attended-Chief Dallman
 - meetings attended: MCFOA, Local Fire Chiefs, AMR.
 - Northern Arizona Fire District will be hosting the MCFOA meeting this month Sept 25th.
- Training-Chief Dallman
 - Training hours this month are 425 hours
 - Crews attended monthly Run Review
- Projects in the Works-Staffing-Chief Dallman
 - Firefighter onboarding taking place last week
 - Completed testing for BC and Captains
- Anniversaries-Chief Cunningham
 - Fire Fighter Beauen Bratley-One year
 - Fire Fighter Kaegan Rivedal-Two years

7. BUSINESS: Public wishing to speak on agenda items must sign in on the call to the public log prior to the start of the meeting.

A. Discussion and possible action regarding: Approval of August financial reports. (Administration)

- Comptroller Kindelberger noted for the month of August the ending register balance for the warrant account at Wells Fargo was \$720,907.06, payroll account ending register balance at Wells Fargo Bank was \$45,539.78, revenue \$62,274.90 and Expenses \$365,904.70.
 - Clerk Bell motioned to accept the August financial reports as read. Director Bailey seconded the motion. All in favor, motion carried unanimously.

B. Discussion and possible action regarding: Purchase of extrication tools including proposals from L.N.Curtis and option to combine with Golden Valley Fire District.

- Chief Cunningham asks the board to approve the purchase of extrication tools to replace the 20-year-old tools we have now. He mentions that they cannot be serviced because of their age. Chief states that if they are purchased with the GV extrication tools then there would be a \$1500.00 savings.

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- Clerk Bell motions to combine with Golden Valley Fire District and purchase the extrication tools. Director Tim Bonnee seconded the motion. All in favor, passed unanimously.

C. Discussion and possible action regarding: Purchase of up to three fire-rated vertical file cabinets for the admin office. (Chief Cunningham)

- Chief Cunningham states that the administration office does not have any fire safe file cabinets. He stated that this was placed in the budget and is now presenting it to the board for approval.
 - Director Bell motions to purchase the cabinets. Director Collins seconded the motion. All in favor, passed unanimously.

D. Discussion and possible action regarding: Identify the new primary admin for Intuit QuickBooks.

- Comptroller Kindleberger states that with the change of administration, there needs to be a new administrator for QuickBooks. She states that it should be Rebekah Bancroft who will now be the accounts payable representative.
 - Chairman Bryant motions to appoint Rebekah Elizabeth Bancroft the new Intuit QuickBooks administrator.
Discussion: Clerk Bell asks Rebekah if she is up to the position. Rebekah responds with a yes. Director Bell seconded the motion. All in favor, passed unanimously.

E. Discussion and possible action to approve revisions to revise the following policies in the HR Policy Manual: (Chief Cunningham)

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Section 4:

- 4-001 General Benefits**
- 4-002 Holidays**
- 4-003 Paid Time Off (PTO)**
- 4-004 Extended Leave**
- 4-005 Extended Leave Donation**
- 4-006 Earned Paid Sick Time**

- Chief Cunningham states that these policy corrections and changes were brought to the board earlier this year.
 - Donna from Legal states she noticed some typos in 4006 and a few other typos.
 - Director Bailey states that he believes the policy book is copyrighted and he thinks that it needs to be approved by the writer of the policies (Brenda Tranchina) before approval.

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- Clerk Bell motions to table the motion until the matter above can be looked into and some research be done. Director Bailey seconds the motion. All in favor, passed unanimously.

8. CORRESPONDENCE- Correspondence

- Thank you to Walter Hall for bringing pizza for the guys!!
- Thank you to the Beacon of Hope Hospice team for bringing in a basket of snacks for the guys to enjoy!

• ADJOURNMENT

- Clerk Bell motioned to adjourn the meeting. Chairman Bryant seconded the motion. All in favor, motion carried unanimously. Chairman Bryant adjourned the meeting at 09:19 a.m.

MINUTES prepared by: Rebekah Bancroft
(This is a working draft until board approval)

Date: 09/18/2025
Approved:

John Bryant, Board Chairman

Jim Bell, Board Clerk