

**MINUTES OF THE REGULAR MEETING OF GOVERNING BOARD OF THE  
NORTHERN ARIZONA FIRE DISTRICT  
THURSDAY, MARCH 18, 2021**

**NOTICE:** Due to Coronavirus/COVID-19, Arizona Executive Order #2020-18, and CDC recommendations on social distancing, the building is closed to the public and this meeting will be conducted electronically. Members of the public may call in to hear the live audio by joining the Zoom meeting. Public comment or audio is not allowed during the meeting and attendants are to listen only, per the guidance published by the Attorney General for the State of Arizona.

The Governing Board of the Northern Arizona Fire District met via Zoom from remote locations this 18<sup>th</sup> day of March 2021, at 6:00 p.m. for its regular monthly meeting. The Zoom meeting website, meeting phone number and meeting ID were all listed on the Agenda that has been provided and posted.

1. **CALL TO ORDER** – The meeting was called to order by Board Chairman Jim Bailey at 6:00 p.m.
2. **ROLL CALL OF BOARD MEMBERS** – Board members present: Board Chairman Jim Bailey, Director John Bryant, Director Mike Collins, Director Sue Wilkin, and Director Sue Brown, were all present via Zoom from remote locations.
3. **APPROVAL OF MINUTES** (for approval by unanimous consent after corrections/additions)  
Chairman Bailey moved to approve the Regular Meeting minutes of February 18, 2021 and the Special Meeting minutes of March 8, 2021, as submitted. Director Brown seconded the motion. There were no questions or comments. Passed by unanimous decision. Motion carried.
4. **REPORTS AND CORRESPONDENCE**
  - A. Chief's Report – Due to the cyber-attach at the City of Kingman, data was unavailable for February.
  - B. Financial Report – No discussion
  - C. Correspondence – No discussion. An Orchid was submitted to Kingman Orchids and Onions thanking the firefighters for making sure their home was safe, dated February 8, 2021.
5. **DISCUSSION AND POSSIBLE ACTION RE:**
  - A. **Approval of the February Financial Report.** Motion was made by Chairman Bailey to approve the February financial report. Director Wilkin seconded the motion. There were no questions or comments. Passed by unanimous decision. Motion carried.
  - B. **Discussion and possible approval of contract with Appraisal Company.** Director Wilkin asked if this was the only one we got back? Chairman Bailey clarified that we didn't get any back and because we didn't get any back, we reached out to the first person who said they could do the whole thing, Director Bryant stated that there were no complaints with the Department of Real Estate on these guys. They have a clean record. Motion was made by Chairman Bailey to approve the proposal of \$5,500 and the Engagement Letter from Taylor Ross, Certified General Real Estate Appraiser, for the appraisal of District property at 2470 E Butler Avenue and 2485 E Northern Avenue. Director Collins seconded the motion. There were no questions or comments. Passed by unanimous decision. Motion carried.

- C. Response from the Attorney General Office Open Meeting Law Enforcement Team (OMLET).** Attorney Donna Aversa explained that the Open Meeting Law Enforcement Team was looking at two specific allegations and as you can see from the letter, they were unable to sustain either of those allegations of open meeting law violation and the file is closed.
- D. Discussion and possible approval of the Facets Consulting proposal to assist the City of Kingman and NAFD – Feasibility Study.** Director Bryant asked if this is the one we are splitting with the City of Kingman. Chairman Bailey confirmed we are splitting the cost. Motion was made by Chairman Bailey to approve the Facets Consulting Proposal of \$20,000, with the understanding that the City of Kingman has agreed to pay half. Director Bryant seconded the motion. There were no questions or comments. Passed by unanimous decision. Motion carried.
- E. Discussion and possible action regarding the use of district email accounts by the board members.** Chairman Bailey addressed the board members regarding the use of the District email or their personal email for District business. Attorney Donna Aversa advised the board members and recommended that if they can use the District email, to do so. But, if you choose to use your personal email, it is your choice, but just be aware that there are some risks in using your personal email to do District business. Because of the public records laws, as applied to the District, there are a couple of statutes that come into play. They are under the Public Records section of A.R.S. §39 121.01 (B)(C). Each of you, as a public official, are obligated to keep records necessary and reasonably appropriate to maintain an accurate record of your official activities. The Ombudsman has a lot of information readily available on-line about public records. One of the things they post on their website is a pamphlet and on page 41, they go into some FAQs. One of the questions was, are emails from a personal email account public record? The answer was, yes, it is the content of the email, not the location of an email. So, you absolutely may use your personal email, but it is possible you may be subject to a public records request based on your personal email account. If you use your District email, all that would be handled under the District server. Chairman Bailey asked Donna if we need the board members to sign any type of a waiver if they choose to not have a District email. She did not feel that was necessary. Director Wilkin stated that she has been using her personal email since 2017 and she is not worried about it. Chairman Bailey asked the board members to please let Rhonda know if they no longer want their District email and she can take care of those for them. This will save the District a little bit of money and time.
- F. Discussion and possible approval of UNS Letter of Agreement and payment of \$16,692.75 for the estimated construction cost of primary distribution facilities.** Chairman Bailey explained that we knew we would have to upgrade the electric on the new station due to the greater demand for power. This is for underground service, no overhead power lines that can be affected by weather. There is also approximately \$4,900 that will be credited back to the fire district after a year. Director Wilkin thought it was expensive. Director Bryant confirmed that we did not need three bids. Chairman Bailey explained that they are the only ones who provide this service in Kingman. Director Wilkin stated, I think we are stuck with UniSource here. Chairman Bailey agreed and stated because of that, they can charge what they want. In addition, we need 230/220 in the building for compressors, etc. and the higher demand for all the lights, outlets, and internet. We need it and there is no way around it. Chairman Bailey made the motion to approve the Letter of Agreement with UniSource and the payment of \$16,692.75 to UniSource for the estimated construction cost of primary distribution facilities to be paid out of the Capital Assigned account. Director Wilkin seconded the motion. There were no questions or comments. Passed by unanimous decision. Motion carried.

- 6. 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).

Call to the public has been suspended due to the guidance of the Center for Disease Control (CDC) and the recommendation and approval of the Attorney General's Office, letter dated March 13, 2020, due to the impact of the COVID-19.

Public comments can still be submitted by the public in writing – including your name and address – to the NAFD Fire Administration office either through email, dropped off at the Admin office, or by mail. Comments must be received by 9:00 am on the morning of the meeting. All comments will be shared with the Board of Directors and made a part of the public record. Members of the public are welcome to watch or listen to the meeting via Zoom.

*No comments were received.*

7. **ANNOUNCEMENTS** – Administrative Assistant Rhonda Johnson reminded the newly elected board members that the required Statutory Training is coming up Friday, April 23, 2021, and that they are already registered. Chairman Bailey asked if there was a location yet? Rhonda explained it will be here in Mohave County at the Mohave County building downtown.
8. **ADJOURNMENT** – Chairman Bailey moved to adjourn the meeting and Director Wilkin seconded it. Passed by unanimous decision. Motion carried. The meeting was adjourned at 6:20 p.m.

These minutes were prepared and posted by Rhonda Johnson on March 22, 2021.

---

James Bailey, Board Chairman

---

Mike Collins, Board Clerk