

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

The Governing Board of the Northern Arizona Consolidated Fire District #1 met this 21st day of March 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 Chairman Bailey at 6:00 p.m.
2. **PLEDGE OF ALLEGIANCE** – Chairman Bailey led the Pledge of Allegiance
3. **ROLL CALL OF BOARD MEMBERS** – Board members present – Chairman Bailey, Board Member Bryant, Board Member Berg and Board Member Wilkin. Board Member Collins was unable to attend.
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 January 24, 2019 Executive Session Minutes, February 25, 2019 Regular Meeting Minutes and March 1, 2019 Special Meeting Minutes as submitted. Passed by unanimous decision.

5. **REQUESTED PRESENTATION AND DISCUSSION**

Jim Saunders of Saunders Company, Ltd presented via phone the results of the Fiscal Year 2017-2018 Annual Financial Audit for Northern Arizona Consolidated Fire District #1 to the Board Members. There was one Internal Control deficiency noted in the audit. Everything else was within compliance. There were no questions for Mr. Saunders from the Board.

6. **REPORTS AND CORRESPONDENCE**

A. Chief's Report

Interim Chief King went over the monthly statistics, vehicle repairs, staffing (including 3 POC's hired and 3 more POC's offered a position), station clean up at Station 38 complete with photos of before and after, Station 39 clean-up is scheduled for April, we completed our annual fire extinguisher tests and ladder testing is scheduled for next week. He also went over the training calendar.

B. Financial Report

There were no questions on the financial reports

C. Progress/Committee Reports

1. 2600 Northern renovation – We received the "Certificate of Occupancy" from Mohave County Development Services, the RFP is complete with all revisions, and requested estimation of building cost from Marsh and Associates. Awaiting completion by Marsh and Associates with possible complete date next week.

2. Budget Committee – Interim Fire Chief said we are looking at the Budget Committee starting April 1 and the District is well within and under in many categories of our current budget.

D. Correspondence

Interim Chief King read a thank you “Orchid” from a family member for Shift C and their response and care for her loved one. We received a letter from FEMA indicating that all corrections have been completed. We also received a letter from Mohave County Development Services containing our “Certificate of Occupancy” for 2600 Northern Ave.

7. **DISCUSSION AND POSSIBLE ACTION RE:**

- A. Approval of February Financial Report. Motion was made by Board Member Wilkin and seconded by Board Member Bryant to approve the February financial report as submitted. Passed by unanimous decision. Motion carried.
- B. Approval of 2018 Audit Report. Board Member Bryant moved to accept the results of the audit and Board Member Wilkin seconded the motion. Passed by unanimous decision. Motion carried.
- C. Adoption of S.O.P. #101: Privacy and Security Policy: Fingerprinting and Criminal Background Check Policy. It was clarified that this is necessary to bring us into compliance with Arizona DPS to do new hire background checks. Motion was made to adopt S.O.P. 101 Privacy and Security Policy: Fingerprinting and Criminal Background Check Policy by Board Member Berg and seconded by Board Member Bryant. Passed by unanimous decision. Motion carried.
- D. Adoption of S.O.P.#102: Records Policy: Public Records Request Policy. Motion was made to adopt S.O.P. 102: Records Policy: Public Records Request Policy by Board Member Bryant and seconded by Board Member Wilkin. Passed by unanimous decision. Motion carried.
- E. Approval of 2019 Fee Schedule. Board Members Bryant and Bailey both believe the fee should be increased to match that of the current county fees. Board Member Berg agreed and stated that with the size of our district and our resources, it is not unreasonable to charge the proposed fee of \$.50 per page and \$1.00 per double-sided pages. Motion to approve the 2019 Fee Schedule was made by Board Member Bryant with the change of the fee from \$.35 per page to \$.50 per page and from \$.70 per double-sided pages to \$1.00 per double-sided pages and seconded by Board Member Berg. Passed by unanimous decision. Motion carried.
- F. Presentation by Ray Ricciardi on the Boundary Change and Separation of Valle Vista from Northern Arizona Consolidated Fire District #1. No board decision was applicable, necessary or taken.

8. **CALL TO THE PUBLIC** – District resident Linda Lucero, resident of Valle Vista, had questions for Chief King regarding a flyer that was posted in her neighborhood. Chief King told her he would speak with her directly after the meeting.

9. **BOARD COMMENTS AND ANNOUNCEMENTS**


No comments or announcements were made by the Board.

10. **ADJOURNMENT** – Board Member Wilkin moved to adjourn the meeting and Board Member Berg seconded it. The meeting was adjourned at 7:00 p.m.

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



James Bailey, Board Chairman



Mike Collins, Board Clerk