

**MINUTES OF THE SPECIAL MEETING OF THE NORTHERN ARIZONA FIRE DISTRICT
GOVERNING BOARD
MONDAY, MARCH 8, 2021, 5:00 PM**

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 attendance is 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 this 8th day of March 2021, at 5:00 p.m. for a Special Meeting.

1. **CALL TO ORDER** – the meeting was called to order by Chairman Jim Bailey at 5:00 pm
2. **ROLL CALL OF BOARD MEMBERS** – Board members present: Chairman Jim Bailey, Director John Bryant, Director Sue Wilkin, and Director Sue Brown were all present via Zoom from remote locations. Director Mike Collins joined the Zoom meeting at 5:13 pm during Discussion Item 3D and participated in all votes from that item through the end of the meeting.
3. **DISCUSSION AND POSSIBLE ACTION RE:**
 - A. **Discussion and possible approval of an Appraisal Company.** Chief Rhoades reported that we did put out the RFQ for both the Appraisal Co. and a Commercial Realtor. We had a couple of people reply to simply say they did not have enough time to get to it, so we did not get any responses to either RFQ. The Donna, the District's attorney, suggested that since both these items 3A & 3B are so inter-related, they should be considered together. Director Bailey asked Chief Rhoades if he had reached out to anyone. Chief Rhoades said he did reach out regarding both of these (realtor and appraiser) to Keller Williams, just from knowing the name Keller Williams, and spoke with a Steve Petrauschke. They are willing to do it. Their standard rate for commercial property is 8 to 10% depending on the appraised amount of the property. Donna suggested that it would be best that the contract be brought back to the board for approval, but they can delegate the leg work to the Chief to streamline things. Eight to ten percent for commercial is normal. It is important that the appraiser is comfortable with the type of property that this is and there might be a requirement for an environmental impact study. Questions were raised, do we get a realtor first or an appraiser first? Director Wilkin stated, we need to do the appraisal first otherwise you don't know what you should be charging for this property. Donna agreed. Chief Rhoades stated that the realtor said he would not list it until he gets an appraisal which could take up to 4 to six weeks, depending on the appraiser. The listing price would refer to this appraisal as the cost. Chairman Bailey made the motion to approve Chief Rhoades to come back to the board with a contact from Keller Williams and an appraisal company. Seconded by Director Bryant. Passed by unanimous decision. Motion carried.
 - B. **Discussion and possible approval of a Commercial Realtor.** Discussed in Item A.
 - C. **Discussion and possible approval of Grant EMW-2020-FG-05103.** Chief Rhoades explained we just received this grant for \$78,849.71. Our match on this is \$3,942.49. This is for the FEMA Assistance to Firefighters Grant Program – COVID-19 Supplemental. This will take care of those expenses that we have not only used but also help us build up our cache of COVID-19 and EMS supplies. The \$3,942.49 match, we currently have budgeted, we will take it out of the EMS Supplies line. Chairman Bailey made the motion to approve

Grant EMW-2020-FG-05103 and Director Bryant seconded the motion. Passed by unanimous decision. Motion carried.

D. Discussion and possible approval of Proposed District Organizational Feasibility Study.

Chief Rhoades explained if we go back a couple of years to the question of what does an IGA look like for management services – one agency we looked at was Flagstaff and Summit. Summit being the District up there and Flagstaff being a municipality. They are exactly two years ahead of us in this process. One thing they did that we did not was to look at a feasibility study of the IGA. Given the last year and a half of service that we have provided, I think it is time to take a look. We have had complaints about the level of service, we've had an operational structure / organizational structure that has spanned years and is still in place. I think having a third-party analysis look at this, similar to what Flagstaff and Summit did. They did do a Joint Feasibility Study between them and Summit. Chief suggested they could evaluate the results of the IGA to-date, including itemized financial commitments of both organizations, the scope of services provided and compliance with national standards best practices for like-sized organizations, provide an operational risk analysis of the existing staffing models and the financial requirements for and of those and re-structuring the political and response area and related hazards, write and recommend for the IGA that provides operational efficiencies equally beneficial to the City and the District and provide a financial analysis for extending the IGA to include operational and administrative functions of command staff officers. A few questions we would like to have answered, what is the value and feasibility of continuing the IGA for management services to the City of Kingman and Northern Arizona Fire District, what changes would they recommend to improve the current IGA, both short-term and long-term, and should the City and District consider a Joint-Powers Agreement and another form of legal agreement for administrative and operational services in the future? The City Manager has agreed to the City of Kingman paying for half of cost of this study. We have reached out to Kevin Roach, who has done several studies in the state of Arizona as well as nationally and he would do this study for \$20,000 of which the City would pay half. Both the City and the District have a vested interest in this. If we look back to why we started this entire thing, it was for the doing the best thing for the community. Because the City would be paying for half, they would be provided a copy of the study as well. We are looking at a 60- to 90-day timeline. Chairman Bailey thought it was worth while to find out what is going well or not well and get recommendations on how to improve it or how to move forward. Director Collins asked if that is something we have to send out to bid or sole source, if you will? Donna stated that generally you don't have to go out to bid for professional services, unless you have a policy in place that says otherwise. Particularly because this is a 50/50 project between the City and the District. Director Wilkin stated that she thought Donna raised a good point, that a dis-interested party do this. Chief Rhoades and Chairman Bailey agreed. Chairman Bailey made the motion to have Chief Rhoades move forward with the Feasibility Study and come back to the board with a contract and the price. Director Collins seconded the motion. Passed by unanimous decision. Motion carried.

E. Discussion and possible approval to authorize the Chief to expend up to \$50,000 of funds from Capital Assigned for station furnishings, fixtures, appliances, and equipment for the new Station 31 at 2600 Northern Ave.

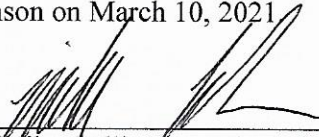
Chief Rhoades explained that when the board approved the funds for this project, it was not taken into account the necessary items needed to move in. Chairman Bailey made the motion to approve the authorization of Chief Rhoades to expend up to \$50,000 of funds from Capital Assigned for Station furnishings, fixtures, appliances, and equipment for the new Station 31 at 2600 Northern and Director Bryant seconded the motion. Passed by unanimous decision. Motion carried.

- F. Update on Small Claims complaint filed regarding records requests.** Donna explained that a lawsuit was brought in Small Claims Court in Mohave County related to a records request and someone wanting a refund regarding the documents requested based on the contents. The claim was for \$428. As with all claims that are brought to the District, it went to the insurance carrier and the insurance carrier assigned defense counsel to handle this matter. In this particular case, Chief and I had a discussion because as the attorney for the District, it is more than a claim for \$428. It is the potential setting of a precedent regarding a response to small claims. Chief Rhoades explained that the resident of Valle Vista that requested these reports were given the reports. He didn't like the content of them. He *did* receive the documents requested. Donna reiterated, that's what the response to small claims court is – you were provided what you requested. The fact that you don't like the contents is irrelevant and so you are not entitled to a refund. Chief has a good handle on this with defense counsel.
4. **ANNOUNCEMENTS** – Chief Rhoades announced that he is working with the National Guard to use our stations as a vaccine site. We will have more information on our website and the County will release this information. March 22, 2021, they will be at our station in Valle Vista all day and at the Truxton station from 8 to 12 on March 23. In addition, Chief Rhoades also informed the board that the City of Kingman is still off-line electronically. The best way to reach him is by text or phone right now. Chairman Bailey also asked which email addresses the board members wanted to use. Donna suggested adding this to the next board meeting as an agenda item and Chairman Bailey agreed.
5. **ADJOURNMENT** – Chairman Bailey moved to adjourn the meeting and Director Wilkin seconded the motion. Passed by unanimous decision. Motion carried. The meeting was adjourned at 5:33 pm.

These minutes were prepared and posted by Rhonda Johnson on March 10, 2021



James Bailey, Board Chairman



Mike Collins, Board Clerk