

**MINUTES OF THE SPECIAL MEETING OF THE NORTHERN ARIZONA
CONSOLIDATED FIRE DISTRICT #1 GOVERNING BOARD
THURSDAY, APRIL 4, 2019, 2:00 p.m.**

Special Meeting scheduled for 2:00 PM on April 4, 2019

1. **CALL TO ORDER** – the meeting was called to order by Chairman Bailey at 2:00 PM
2. **PLEDGE OF ALLEGIANCE** – Chairman Bailey led the Pledge of Allegiance
3. **ROLL CALL OF BOARD MEMBERS** – All board members were present. Chairman Bailey, Clerk Collins, Board Member Berg, Board Member Bryant and Board Member Wilkin.
4. **DISCUSSION AND POSSIBLE ACTION RE:**
 - A. Approval of the completed engineering plans from Marsh and Associates. Motion was made to approve the complete engineering plans from Marsh and Associates by Board Member Bryant and seconded by Board Member Berg with no further discussion. Passed by unanimous decision.
 - B. Possible action directing staff to submit the NACFD Board approved engineering plans to Mohave County Developmental Services in order to receive a permit for construction. Motion was made to direct staff to submit the NACFD Board approved engineering plans to Mohave County Developmental Services in order to receive a permit for construction by Board Member Berg and seconded by Board Member Bryant with no further discussion. Passed by unanimous decision.
 - C. Approval of the RFP and associated contract for the procurement of construction services to remodel the commercial building located at 2600 Northern Ave. Kingman AZ. The question was raised about the involvement of Strytek Engineering since their name was listed in the letter from the attorney's office. It was clarified that we did not hire Strytek, we hired Marsh and Associates, who are out of Tucson, Arizona and will be doing work through the local office of Strytek and there will be no additional cost. Strytek may be hired by Marsh and Associates as a sub, but we will not pay any additional costs for subs, it is included in our price from Marsh and Associates. The second question was in respect to the concrete not being included in the plans. It was clarified that these plans are for a building remodel and does not include any concrete or grounds remodel or improvement. Motion was made to approve the PFR and associated contract for the procurement of construction services to remodel the commercial building located at 2600 Northern Ave, Kingman, AZ by Board Member Bryant and seconded by Board Member Wilkin with no further discussion. Passed by unanimous decision.
 - D. Possible action directing Administrative staff to publicly advertise the Request for Proposal according to the NACFD procurement policy SOP 100.01: Section G **Specified Professional and Construction Services costing more than \$100,000.**

Motion was made to direct administrative staff to publicly advertise the Request for Proposal according to the Northern Arizona Consolidated Fire District #1 Procurement Policy SOP 100.01: Section G **Specified Professional and Construction Services costing more than \$100,000** by Board Member Berg and seconded by Board Member Bryant with no further discussion. Passed by unanimous decision.

5. **BOARD MEMBER COMMENTS** – Clerk Collins suggested we do a video of the property at 2600 Northern Avenue, Kingman, AZ prior to the construction work for documentation in the event more damage is done by the construction crews. Chief King agreed and thought we should also include video of the fences, parking lot lights, etc.
6. **ADJOURNMENT** – Board Member Wilkin moved to adjourn the meeting and Board Member Bryant seconded it. The meeting was adjourned at 2:15 PM

These minutes were prepared and posted by Rhonda Johnson on April 4, 2019

James Bailey, Board Chairman

Mike Collins, Board Clerk

Pending Approval