

**MINUTES OF THE REGULAR MEETING OF GOVERNING BOARD OF NORTHERN
ARIZONA CONSOLIDATED FIRE DISTRICT #1
THURSDAY, MAY 21, 2020**

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 Consolidated Fire District #1 met via Zoom this 21st day of May 2020, at 6:00 p.m. for its regular meeting, at 2470 East Butler Avenue in Kingman, AZ 86409.

1. **CALL TO ORDER** – The meeting was called to order by Board Chairman Bailey at 6:00 p.m.
2. **PLEDGE OF ALLEGIANCE** – Board Chairman Bailey led the Pledge of Allegiance.
3. **ROLL CALL OF BOARD MEMBERS** – Board members present: Board Chairman Jim Bailey, Director John Bryant, Director Sue Wilkin, Director Erik Berg and Board Clerk Mike Collins were all present via Zoom.
4. **APPROVAL OF MINUTES** (for approval by unanimous consent after corrections/additions)
Chairman Bailey moved to approve the Regular Meeting Minutes of April 16, 2020 as submitted. Director Berg seconded the motion. Passed by unanimous decision. Motion carried.
5. **REPORTS AND CORRESPONDENCE**

A. Chief's Report

Inspections: Due to COVID-19, our business fire inspections have been delayed; however, a plan is in place to make those up. Surplus Vehicles: The Grumman pumper was sold last week to Helmet Peak Fire for \$5000 and the 1994 Pierce has been sold to NASA but they are in COVID lock down, so we are just waiting to complete this purchase. Staffing: We have two firefighter positions to fill, we are holding out for Paramedics. Initially when COVID-19 started, we had Squad 31, that we staffed using POCs and overtime. We have had that out of service for over a month. It did a great job running those calls but call volume has decreased from when COVID first started. Public Surplus: We have been moving a lot of the surplus items that we had cleaned out of stations through the public auction website and have sold almost \$10,000 on various items. Training: AZ FF I & II Certification testing is on hold at the State level. We have four senior members that will test as soon as the State reopens. Miscellaneous: We have a plan going forward regarding the hydrant maintenance in Valle Vista. There hasn't been a regular program for hydrant inspection/hydrant maintenance going back to 2007/2008, before Valle Vista Fire District came into NACFD. Going forward we will be testing hydrants, there are about 30 hydrants once we receive a couple of pieces of equipment and training. When we identify problems, the Truxton Water Company will fix those problem since the hydrant and water are theirs. But we will be responsible for the annual testing and documentation.

Success: If you go back about eight to nine months ago, when the City of Kingman took over, our turn out times were over 3 mins continuously, which is unacceptable. We have cut that time over 50%. We still have some work to do, but it is so much improvement and the guys should be commended for taking it upon themselves to adhere to that standard and expectation set for them. Another area of improvement is mutual aid which was unheard of five to six years ago. Even a couple of years ago it took a lot of work to get approvals to run out of district. In the last couple of

weeks, we have had about five or six structure fires between NACFD and Kingman with a NACFD/Kingman response and it has worked seamlessly and that is a true measure of success when you're talking about the Service Management Agreement, what we're doing with training and the level of expectations.

B. Financial Report – No discussion or questions

6. DISCUSSION AND POSSIBLE ACTION RE:

A. Approval of the April Financial Report. Motion was made by Chairman Bailey to approve the April financial report as submitted. Director Collins seconded the motion. Passed by unanimous decision. Motion carried.

B. Discussion and possible adoption of Resolution 2020-003; Adopting and Approving the Agreement with the Arizona Fire District Worker's Compensation Pool. When the cancer presumption legislation was moving forward, CopperPoint dropped all their fire districts with a 24-hour notice, including large fire districts. At this point, the fire districts started working on a pool that they would govern and manage. They hired a company to manage it – in this case, Ashton Tiffany. It is governed by a board, made up of eight (8) members of the districts. This would go into effect July 1. The one big thing that affects us is our e-Mod, which is extremely high. Anything under 1 is acceptable and considered good, we are at 2.1, which effects our rates. Our quote from the pool is for \$110,000 and the quote from 7710, our current carrier, is \$115,000. The pool also requires a capital outlay. Our capital outlay is 60% of our rate which a little over \$60,000, which can be paid over 4 years or can be paid all at once and will collect interest. Chairman Bailey liked the idea of the rates not going up all the time or the District being dropped. Chief Rhoades added that if we have a problem with the management of it, we have a voice with the board. Director Berg asked how many of these pools has been around for a long time, how many have gone debunk and how can we mitigate that? Chief Rhoades responded that Ashton Tiffany, which manages this pool also manages the school district pools and have been around for a long time. He stated he know there have been others and the way to mitigate it is by the board. If the board is not happy with the way they are managing it, the board can get rid of Ashton Tiffany and hire someone else to manage the pool. Director Berg also asked if there was an option of paying one or two years instead of all four? Chief Rhoades said we could pay the one year, they are giving the districts the options. Director Wilkin suggested paying lump sum, then we would be done with it and nothing is going to change for those years. Director Collins agreed. Chairman Bailey also agreed. Chairman Bailey made the motion to approve and adopt Resolution 2020-003; Adopting and Approving the Agreement with the Arizona Fire District Worker's Compensation Pool. Director Bryant seconded the motion. The vote was 4 yes and 1 no; Director Berg voted no. Passed by majority decision. Motion carried.

C. Discussion of Line of Credit through the Mohave County Treasurer's Office. The County always extends once a year that you can establish a line of credit through them. Our line of credit would be for \$250,000 at 3.25 prime rate and we can cancel at any time. Chairman Bailey commented that he liked the idea of having it and if we waited until the September (tax) collections and if they looked good, we could discontinue it at that point. He also asked if there were any fees. Chief Rhoades said no, and any use of these funds would need board approval. Director Collins expressed his concern that we haven't had a line of credit in quite a while and that he is not a fan. Chairman Bailey said the 12 years they have been in here they have not had a line of credit; but, with the uncertainty of the COVID-19 and we have a second wave where they extend the tax payments, he thinks it's a good idea to have something in place as a safety precaution. Director Berg agreed. Director Wilkin also agreed. If this is approved, we will need to have a Special Meeting to approve this meeting minutes because we must have all the paperwork to the County by June 1. All the Board members agreed they would be available for a special meeting next week to approve the

minutes. The motion was made by Chairman Bailey to approve the Line of Credit through the Mohave County Treasurer's Office for \$250,000. Director Berg seconded the motion. The vote was 4 yes and 1 no; Director Collins voted no. Passed by majority decision. Motion carried.

A Special Meeting will be (tentatively) scheduled for Wednesday, May 27 to approve the minutes.

- D. Approval of Agency Agreement on Accounts Assigned for Collections. Our billing has been going very, very well. It costs us nothing. Chairman Bailey asked if there was something in our billing that states that if they do not pay, they will go to collections? Chief Rhoades said we send three (3) notifications before they are sent to collections; 30-days, 60-days, and 90-days, and all three notices has the notification of collections in them. Chairman Bailey asked what if it is a delay due to an insurance company or something? And yes, if they are communicating with us and we know they intend to pay, we will show them grace on the due date. Motion was made by Director Collin and seconded by Director Berg to approve the Agency Agreement on Accounts Assigned for Collections with Northern Arizona Creditors Service, Inc. Passed by unanimous decision. Motion carried.
- E. Approval of Revised Modified Duty Assignment HR Policy 4-014. This will allow us to modify duty of an injured firefighter while on Workman's Comp. Chairman Bailey made the motion to approve the update, revisions, and changes to the Modified Duty Assignment HR Policy 4-014. Director Collins seconded the motion. Passed by unanimous decision. Motion carried.
- F. Preliminary Adoption of FY 2020-2021 Budget for Posting and Publication. Chief Rhoades reviewed his memo to the Board breaking down his budget. Chairman Bailey commented that he agreed with the 3.12% rather than the 3.25% as he would like to keep the taxes as low as we can. Chairman Bailey made the motion to approve and adopt the Preliminary FY 2020-2021 Budget for the purpose of posting and publication. Director Berg seconded the motion. Passed by unanimous decision. Motion carried.
- G. Discussion and Board Direction regarding Fire District Formation. Over the last several months, some of our constituents have expressed dissatisfaction in the level of service provided by the District and thoughts of being their own district. Our attorney has put together the steps if one of our areas wants to remove themselves from the District. She has offered to do a special meeting where she could present this information, be available for Q and A and provide guidance to those constituents that want that information. Director Collins asked the Chief how much we are spending in Valle Vista right now? Chief referred him the budget he just presented; Valle Vista's projected revenue amount is about \$312,000. The cost for just one firefighter is roughly \$70,000. And we have six full-time firefighters assigned out there, which is \$420,000 just for the firefighters. We do have the breakdown of what we spend at each station. (*Director Collins had another comment but had a bad/slow connection and was unintelligible.*) Chief Rhoades believed he asked where is the actual money being supplemented from? It is from Hualapai, 87% of revenue does come from Hualapai Valley, Districts 31, 32, 33 with 11% from Valle Vista. So, anything we spend out there that is over the \$312,000 is supplemented by the other districts. Director Berg commented that if they want to form their own district and we are losing money, let's give them the information and they can do it. Director Bryant asked, isn't this between them and the Board of Supervisors? What role do we play? We don't, we are just providing them the information. Maybe we can clarify with our constituents some dissatisfaction and where the money is being spent. Chairman Bailey agreed and said we should just give them the information and let them do what they want with it. Director Berg said he was in 100% agreement, that is another \$100,000+ that we can send to our own district. Not that they're not our district right now, but if they want that, then we can put that to use other places. Director Wilkin said she thought the information sheet was laid out pretty well, it states that if you want to start this, form a committee and go from there. Are you trying to go around that, or what? Director Berg answered, that wouldn't be a committee based off of us, it would be a

committee based off of you guys trying to form your own district. Director Wilkin asked, really, so this is a guideline for Valle Vista and has nothing to do with NACFD? Is that what you are saying? Chairman Bailey commented that there have been several meetings where Valle Vista came and were saying that basically they wanted our okay from the NACFD Board so they could proceed with it and the NACFD Board has nothing to do with it. That is an action that the residents from Valle Vista must take up. We are just making our attorney, Donna, available to come and answer questions. She is well versed in laws, fire districts and how they form, she would be someone they could talk to about it. If they are still interested in forming their own district. Director Wilkin wasn't sure if they were right now. She asked if we need to do any type of an action on this tonight? Chairman Bailey said if we wanted the Chief to set up some sort of a meeting with Donna and it would need to be advertised. It was further clarified that the NACFD Board would not be involved in it and that the attorney would be made available just to answer questions that the residents might have regarding form a district. Director Berg stated to Director Wilkin here is what is needed to transpire: you would need to get a board together in Valle Vista that wants to do this, NACFD is only providing the clerical information through the attorney so you are able to do that. Director Wilkin said that it makes sense and that she would pass that along. Chairman Bailey said no action is needed tonight, but if you know of someone who wants to proceed, Donna will do like a town hall meeting. Director Wilkin said she will ask and let the board know. No action taken.

H. Discussion of Board Packet release date. It has been brought up a couple of times with regard to the time frame that the packets are made available. Chairman Bailey stated that there are some delays occasionally in getting the packet because you are waiting on information to put it on the meeting agenda. He thinks that the way it is going, that it's a day or a day and half early, that is plenty of time. Sue has the worst part because she has to drive in from Valle Vista to pick it up. Director Wilkin stated she is happy with anytime that it is available. No action taken.

7. **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 was cancelled 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.

Chairman Bailey stated that for this meeting, the public was encouraged to send their questions, that would have been read in the meeting. They could have dropped them off at the office, mail them in or emailed them in and the deadline was this morning at 9:00am so Rhonda would have time to share those with the Board members. No one responded.

8. **BOARD COMMENTS AND ANNOUNCEMENTS** – No comment or announcement.
9. **ADJOURNMENT** – Chairman Bailey moved to adjourn the meeting and Director Wilkin seconded it. Passed by unanimous decision. Motion carried. The meeting was adjourned at 7:03 p.m.

These minutes were prepared and posted by Rhonda Johnson on May 27, 2020.


James Bailey, Board Chairman


Mike Collins, Board Clerk