

**MINUTES OF THE REGULAR MEETING OF GOVERNING BOARD OF THE
NORTHERN ARIZONA FIRE DISTRICT
THURSDAY, February 20, 2025**

The Governing Board of the Northern Arizona Fire District met on this 20th day of February 2025, at 9:00 a.m. for its regular monthly meeting at the Fire Administration Building at 2600 E Northern Avenue, Kingman, Arizona.

1. **CALL TO ORDER** – The meeting was called to order by Chairman Bryant at 9:00 a.m.
2. **PLEDGE OF ALLEGIANCE** – Chairman Bailey led the Pledge of Allegiance.
3. **ROLL CALL OF BOARD MEMBERS** – Board members present were Board Clerk Jim Bailey, Chairman John Bryant, Director James Bell, and Director Mike Collins. Director Tim Bonnee was absent.
4. **CALL TO THE PUBLIC** – The District may, but is not required to, give the public an opportunity to speak about any issue. A.R.S. §38-431.01(H).

5. **APPROVAL OF MINUTES –**

A. Approval of Regular Meeting Minutes of January 23, 2025

- Director Collins motioned to approve the agenda meeting minutes as written
- Director Bell seconded the motion. Motion carried unanimously

6. **REPORTS AND CORRESPONDENCE**

A. Chief's Report: The governing body may not propose, discuss, deliberate, or take legal action on this matter unless the specific matter is described in detail. Therefore, action taken as a result of the Chief's report will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date. (A.R.S. 38-431.02. K)

- **Operations report:** Two new hires have been doing on boarding this week, the will be able to start over the next few weeks on shift. Station 33 should be open on all shifts after that. Station 32 and Station 33 are having roofing issues and those are being worked on to repair. A company donated roof trust for a training prop. Chief Cunningham mentioned that we had 390 calls in total; 19 were fire related; and 325 were EMS calls.
- **Anniversaries:** Chief Cunningham listed the following: Assistant Chief Dallman with 18 years, Captain Mandujano with 4 years, and Captain Hood with 3 years.
- **Correspondence-** None
- **District properties & equipment-** Assistant Chief Dallman stated that Engine 351's tank that had a leak has been repaired and placed back on to the engine, there are a few other items that are being worked on currently. Battalion 3 has had some known engine issues with the valves leaking, there is an agenda item that relates to this topic. Engine 311R is still pending the completion of having a new engine installed. The Old Rehab truck that was approved for Surplus is on the auction website and has 14 days left for auction.
- **Meetings Attended-** Assistant Chief Dallman mentioned that they attended the following monthly meetings: Mohave County Fire Chief's meeting, NAFD command staff meeting, and meeting with AMR.
- **Training-** Assistant Chief Dallman stated that there were 910 hours of training.
 - Chief Cunningham mentioned that the administration staff has been working on the financials, so the board packets look a bit different and that is why Comptroller Kindleberger is here to speak to the board.

**MINUTES OF THE REGULAR MEETING OF GOVERNING BOARD OF THE
NORTHERN ARIZONA FIRE DISTRICT
THURSDAY, February 20, 2025**

7. DISCUSSION AND POSSIBLE ACTION RE:

A. APPROVAL OF JANUARY FINANCIAL REPORT.

- Comptroller Kindelberger stated that the board packets look different; everything in the packet is required by ARS statute. Wells Fargo warrant account ending balance as of January 2025: \$4,185,889.01; Wells Fargo payroll account ending balance: \$117,911.41. Income: \$343,246.06; Expenses: \$523,541.72. Expenses were higher than usual due to a third pay date in January, which happens twice a year. Comptroller Kindelberger is working on correcting the codes in payroll and cleaning up the balance sheet that is showing things that are not supposed to be on it and auditing the balance sheet that was not being audited properly if at all back to 2005. Director Collins asked if our auditors or the person that we hired should have been catching this and Comptroller Kindelberger stated that staff at the time were writing off balances so the auditors would not have known that was an issue because that item's balance would be zero.
 - Director Collins motioned to approve the financial reports as listed. Director Bailey seconded the motion. Motion carried unanimously

B. Review, Discussion, and Possible Action revising HR Policy 4-003 Paid Time Off; PTO accrual for non-exempt administrative or non-shift suppression personnel

- Chief Cunningham noted that admin staff is going through policy's trying to clean things up and one of them was that accruals from administrative staff to the Suppression staff is. Administrative personnel work 70% of what the suppression personnel work, but the accrual is 32% less than suppression. Cunningham mentioned that we are wanting to increase the administrative personnel's PTO accrual to match the percentage of Suppression accrual rate. With a new pay period starting 02/21/2025 we would like it to be effective as of then.
 - Director Bailey motioned to approve the revision of HR Policy 4-003 Paid time off effective 02/21/2025. Director Collins seconded the motion. Motion carried unanimously

C. Review, Discussion and Possible Approval on quote from Emergency Vehicle Repair for repair on 2019 Chevrolet Tahoe (Battalion 3) Engine; Exceeds Chief's spending limits.

- Assistant Chief Dallman noted that there is a leak from the valves and there is a kit that can fix the issue as the Tahoe is running very rough and is an issue with that year of Tahoe but is not a recall leaving to cost to fix it on the district. Director Bailey asked if we have it repaired, can they confirm it will last? Chief Cunningham stated that, that is a question we ask to make sure it is the most cost effective route. Director Collins asked because of it being a standard vehicle we should be able to take it anywhere to be fixed; Assistant Chief Dallman noted that he is usually the cheapest and does all the work on all our vehicles already.
 - Director Bailey motioned to approve the quote from Emergency Vehicle Repair for repair on 2019 Chevrolet Tahoe in the amount of \$6,693.26. Director Bell seconded the motion. Discussion: Director Collins mentioned that since it was not a specialized vehicle per policy do they have to have 3 quotes from different places before voting on a repair over the chief's spending limit. Director Bailey stated he does not believe that is not in the policy. Call for vote: Motion carried unanimously

D. Review, Discussion and Possible Action to Surplus miscellaneous tools and equipment; approval of resolution 2025-001; declaring certain assets as surplus property and providing for their disposal.

- Chief Cunningham stated that the list on the resolution is just items that we no longer use or no longer serviceable. Director Bailey asked if these items are being sold as individual items or if they will be sold in a group of items, Cunningham mentioned that it just depends on the item.
 - Director Collins motioned to approve resolution 2025-001.
 - Director Bell seconded the motion. Motioned carried unanimously.

**MINUTES OF THE REGULAR MEETING OF GOVERNING BOARD OF THE
NORTHERN ARIZONA FIRE DISTRICT
THURSDAY, February 20, 2025**

8. **ANNOUNCEMENTS** – No announcements.

9. **ADJOURNMENT** –

- Director Bailey motioned to adjourn at 9:25 a.m.
- Director Collins seconded the motion. Motioned carried unanimously.

These minutes were prepared and posted by Megan Dropulic on February 20, 2025.



John Bryant, Board Chairman



James Bailey, Board Clerk