

**MINUTES OF THE REGULAR MEETING OF GOVERNING BOARD OF NORTHERN
ARIZONA CONSOLIDATED FIRE DISTRICT #1
THURSDAY, JULY 16, 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 from remote locations this 16th day of July 2020, at 6:00 p.m. for its regular meeting. The Zoom meeting website, meeting phone number and meeting ID were all listed on the Agenda, that has been posted.

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, and Board Clerk Mike Collins were all present via Zoom from remote locations. Director Erik Berg was excused for family.
4. **APPROVAL OF MINUTES** (for approval by unanimous consent after corrections/additions)
Director Bryant moved to approve the Regular Special Meeting Minutes of June 18, 2020, the Special Meeting Minutes of June 30, 2020 at 4pm, the Executive Session Meeting Minutes of June 30, 2020 and the Special Meeting Minutes of June 30, 2020 at 5pm, as submitted. Director Wilkin seconded the motion. Passed by unanimous decision. Motion carried.
5. **REPORTS AND CORRESPONDENCE**

A. Chief's Report

- a. Fire Hydrants: Maintenance on the fire hydrants out at Valle Vista has been completed. Fountain Hills will start next week. Staffing: Hiring process still in progress. We still have a position for Captain, we have extended that a couple of weeks. Our focus is on medics. There is a shortage of medics, regionally. Training: We had 890 hours for the month of June, most of that is attributed to our Engineer class. Revenue: The report Rhonda has put together is looking good and showing progress. Miscellaneous: We did receive a grant from W.A.C.E.M.S. for COVID-19 Provider Assistance for \$1,963.00 to help pay for PPE, etc. Congratulation to Nick Wilsey, who was accepted into the Management Fire Office Program at the National Fire Academy. Next month is the one-year mark of the Management Services Agreement and Chief Rhoades will do a presentation per that IGA at the first board meeting in September. He will be presenting this to the City Council as well. Operations Report: We had a total of 372 calls in June, with Engine 311 being our busiest engine by far, taking nearly 50% of the calls for the District.

Chairman Bailey asked if anyone had applied laterally for the Captain's position. Chief responded that we have had one individual from Lake Havasu and another that reached out to him yesterday. There is just some hesitation to apply given the up-coming elections. Several have reached out to us and said they would apply, but they are just uncertain of the future and they don't want to leave their current position. We have run into the same dilemma with our firefighters as well. Chairman Bailey said that is understandable.

B. Financial Report – No discussion or questions

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

- A. Approval of the June Financial Report. Motion was made by Chairman Bailey to approve the June financial report as submitted. Director Wilkin seconded the motion. Passed by unanimous decision. Motion carried.
- B. Approval of Amended FY 2020-2021 Budget and Amended FY 2021-2022 Projected Budget to reflect end of year calculations per Mohave County Treasurer. Once we had the final numbers from the County, we just need to update the Capital Assigned from my projected total of \$1,912,374.23 to the actual, which is \$1,946,924.74. That is the only change in the budget. The Projected Budget is just a 5% increase across the line items, with the exception of the Election item, it is not in there. Motion was made by Chairman Bailey to approve the amended FY 2020-2021 Budget and the amended FY 2021-2022 Projected Budget. Seconded by Director Bryant. Passed by unanimous decision. Motion carried.
- C. Discussion and possible adoption of Resolution 2020-009 Approving the IGA between the City of Kingman, Northern Arizona Consolidated Fire District #1, Golden Valley Fire District, Pinon Pines Fire District, Pine Lakes Fire District and Lake Mohave Ranchos Fire District for Dispatch Services. This is a cleanup with the addition of three items due to accreditation requirements. (Items 4.1.8, 4.3.5 and 4.3.7) We still have to go through the agreement process again next year. Chairman Bailey made the motion to adopt Resolution 2020-009 approving the IGA between the City of Kingman, Northern Arizona Consolidated Fire District #1, Golden Valley Fire District, Pinon Pines Fire District, Pine Lakes Fire District and Lake Mohave Ranchos Fire District for Dispatch Services. Director Collins seconded the motion. Passed by unanimous decision. Motion carried.
- D. Discussion and possible approval of revised Workers' Compensation, HR Policy 4-013. Chief Rhoades explained that with the change from 7710 Worker's Comp to the AZ WC Pool, we had to change the processes of what we need to do with Securis and their protocols. Chairman Bailey made the motion to approve the revised Workers' Compensation, HR Policy 4-013, seconded by Director Collins. Passed by unanimous decision. Motion carried.
- E. Discussion and guidance on RFP 20-001. We had 7 bids, with the lowest being \$749,000.00 from Creeker Construction and the highest at \$1,727,630.00 from GCON. When we opened the bid from Creeker, their contractor list was not in there. We have triple checked their bid. We have not reached out to any of the vendors. Chief asked the board for guidance. He has reached out to our attorney, Donna Aversa, who has advised that since the subcontractor list was not included in the Creeker bid packet, it is not a legitimate bid.

Director Collins stated that he has worked with four of these contractors and has sent bids to another one; therefore, he recused himself from this process. Chairman Bailey stated that Director Collins has stated that he has a possible conflict with working with a number of these vendors, so Mike will not participate in any discussion or vote.

Chairman Bailey also has had a discussion with the attorney, and she did say that since they (Creeker Construction) did not send a complete proposal as requested, we should take them out of the process. The way Chairman Bailey understood the RFP, we start with the lowest to the highest and whoever meets the requirements is the one who gets the contract. Chief Rhoades said he was

correct and clarified that Precise Builders, Inc was the next lowest bid and they did submit a complete bid packet, so if the board chooses, we will start the discussions with them. If that does not work, we will bring it to the board at the next meeting with a report and move to the next lowest bid.

Director Wilkin asked if this contractor's bid has been verified. Chief Rhoades stated that it has been verified and they have submitted a complete bid packet. Director Wilkin asked what are you negotiating after you have a bid? Chief Rhoades explained he would try to establish the scope of work of the project, establish a contract for legal review and perhaps negotiate on the price. Chairman Bailey asked if this includes a "not to exceed" number? Chief Rhoades explained that would come back to the board in "contract language," whatever that language is. Director Wilkin asked, with the COVID virus going on, perhaps contractors have had to stop building during this. If this happens again, do we need to put something about that in there? Chief said we could definitely have something in the contract to address that, time of completion, or something along those lines.

Chairman Bailey made the motion to give Chief Rhoades and his administrative staff direction to enter into discussions with Precise Builders, Inc for RFP 2020-001. Seconded by Director Wilkin. Vote was 3 yes and 1 abstaining (Director Collins). Passed by majority decision. Motion carried.

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.

Virtual Meeting – Public Comments May be Submitted to the Fire Administration Office

No comments were submitted.

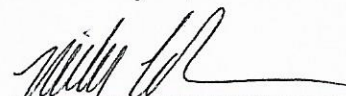
8. **BOARD COMMENTS AND ANNOUNCEMENTS**

No board comments or announcements.

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 6:28 p.m.

These minutes were prepared and posted by Rhonda Johnson on July 21, 2020.


James Bailey, Board Chairman


Mike Collins, Board Clerk