

**MINUTES OF THE REGULAR MEETING OF GOVERNING BOARD OF
NORTHERN ARIZONA CONSOLIDATED FIRE DISTRICT #1
THURSDAY, JULY 25, 2019**

The Governing Board of the Northern Arizona Consolidated Fire District #1 met this 25th day of July 2019, at 6:00 p.m. for its regular meeting, at 2485 Northern 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, Board Clerk Mike Collins, Board Member Erik Berg, Board Member John Bryant and Board Member Sue Wilkin.
4. **APPROVAL OF MINUTES** (for approval by unanimous consent after corrections/additions)
The motion was made by Board Member Bryant and seconded by Board Member Wilkin to approve the June 20, 2019 Regular Meeting Minutes as submitted. Passed by unanimous decision. Motion carried.
5. **REPORTS AND CORRESPONDENCE**

A. Chief's Report

Interim Chief King reviewed the monthly statistics: 352 calls in June; fire prevention statistics: 28 burn permits, 10 business inspections, 0 Knox Box and 2 juveniles completed the Fire Prevention Program. Vehicles: E-311R fixed oil leaks; E-341 fixed fuel solenoid and cap lift lock was rebuilt; E-321 replaced turbo; 1992 GMC water tender was sold for \$10,000, there's a 10% commission with Firetrucks Unlimited, leaving a net of \$9,000; 1980 Mack water tender was picked up last Tuesday and GovDeals.com received \$6,705.00, the check should be in the mail. Staffing: Northern Arizona Consolidated Fire District #1 is at full staffing except for the Fire Chief and the Fire Prevention Specialist positions. We have 1 new volunteer on staff with his Fire Fighter I & II. Equipment: the SCBA has been ordered and should arrive any day now and the PPE were ordered and the remained is expected to arrive the week of August 9.

Training: Battalion Chief Scott is working directly with the KFD Training Officer to develop 3rd quarter MCS; Blue Card manuals distributed to all the fire stations; Fire Core, annual online training, in process of building the program to mirror the KFD program.

B. Financial Report

Chief King explained we were over \$187,604.21 in expenditures, more than our tax revenue; however, we have this money in capital assigned. We spent money on the Alleyway Project during last fiscal year, but we will receive the money in this next fiscal year. There were no questions on the financial reports.

C. Progress/Committee Reports

1. 2600 Northern Renovations. The Building Committee met with Rosco Construction to present finished contract between Rosco Construction and Northern Arizona Consolidated Fire District #1 for the remodel of 2600 Northern Ave, into the new Public Safety Complex, including a Fire Station, Fire Administration and

maintenance bay. Marsh and Associates are working on addressing the WILLDAN Engineering report and also any changes made during the value engineering. Rosco Construction finalized bid/contract will be submitted to the Board for approval.

- D. Correspondence
Northern Arizona Consolidated Fire District #1 received a Certificate of Membership 2019 from KAMMA.

6. The governing board voted to go into Executive Session for legal advice pursuant to ARS § 38-431.03 (A)(3) and to give instructions to legal counsel pursuant to ARS § 38-431.03 (A)(4)

Motion was made by Board Member Bryant and seconded by Board Member Collins to go into executive session for legal advice. Passed by unanimous decision. Motion carried.

6A. Issues relating to possible use of E-311 out of District for personal use.

6B. Adoption of Resolution 2019-007 Approving the Management Agreement between Northern Arizona Consolidated Fire District #1 and City of Kingman Fire Department (City).

6C. Approval of the contract between Rosco Construction and Northern Arizona Consolidated Fire District #1 for the remodel of 2600 Northern Ave, into the new Public Safety Complex, including a Fire Station, Fire Administration, and maintenance bay

6D. Letter received from the Attorney General's Office re: possible Open Meeting Law violations.

6E. Administration office hours

7. DISCUSSION AND POSSIBLE ACTION RE:

A. Approval of June Financial Report. There was no discussion. Motion was made by Board Member Collins and seconded by Board Member Bryant to approve the June financial report as submitted. Passed by unanimous decision. Motion carried.

B. Adoption of Resolution 2019-006 Approving and Authorizing Renewal of IGA Between Northern Arizona Consolidated Fire District #1 and the City of Kingman (City) for the Utilization of Traffic Light Preemption Devices. There is no cost involved with this agreement and Northern Arizona Consolidated Fire District #1 has been in this agreement for years. Motion was made by Board Member Bryant to approve the adoption of Resolution 2019-006 approving and authorizing the renewal of IGA between Northern Arizona Consolidated Fire District #1 and the City of Kingman (City) for the utilization of traffic light preemption devices and seconded by Board Member Berg. Passed by unanimous decision. Motion carried.

C. Adoption of Resolution 2019-007 Approving the Management Agreement Between Northern Arizona Consolidated Fire District #1 and the City of Kingman Fire Department (City). There was no discussion. Motion was made by Board Member Bryant and seconded by Board Member Collins to approve the adoption of Resolution 2019-007 approving the management agreement between Northern Arizona Consolidated Fire District

#1 and City of Kingman Fire Department (City). Passed by unanimous decision. Motion carried.

- D. Approval of the contract between Rosco Construction and Northern Arizona Consolidated Fire District #1 for the remodel of 2600 Northern Ave, into the new Public Safety Complex, including a Fire Station, Fire Administration and maintenance bay. The motion was made by Board Member Bryant and seconded by Board Member Wilken to table the item for the attorney to review the contract. Passed by unanimous decision. Motion carried.
- E. Issues relating to possible use of E-311 out of District for personal use. The need for a policy was discussed along with what is personal and what is necessary while on shift. Motion was made by Board Member Collins directing Interim Fire Chief Tim King to write an SOP for use of equipment for personal use and seconded by Board Member Wilkin. Passed by unanimous decision. Motion carried.
- F. Administration office hours. Motion was made by Board Member Collins and seconded by Board Member Bryant directing Interim Fire Chief Tim King to write a policy for the administration office hours. Passed by unanimous decision. Motion carried.
- G. Fire Administration requests that the fire district board change the time of the monthly board meeting to 4PM. Due to overtime and the minutes being posted the same day it has been suggested changing the time of the monthly board meeting. It was discussed regarding board's ability to be present at that time, the public's ability to be present at that time and what the benefits might be either way. It was decided that the board needs more time to think this change through. Board Member Bryant made the motion to table this item and Board Member Collins seconded the motion. Passed by unanimous decision. Motion carried.
- H. Contract for Services for the audit of Fire District for the years ending in 2019, 2020, 2021 or any portion thereof. Northern Arizona Consolidated Fire District #1 currently uses Saunders Company and their three-year contract is up for renewal for another three years. Curtis Bright and Jay Parke with Walker & Armstrong, LLP have also submitted a proposal and were contacted by phone to answer any questions the Board members had regarding their auditing services. They explained that they cannot direct us but can give us options, as they cannot audit themselves. They do offer assistance and training, can give guidance when asked that may alleviate audit errors prior to an audit and have good client services – they want to be contacted. It was decided that “fresh eyes” on the books would probably be a good idea. The amended motion was made by Board Member Collins to approve the services with Walker & Armstrong for one year, not to exceed \$14,000.00 for the year 2019 and seconded by Board Member Bryant. Passed by unanimous decision. Motion carried.
- I. Possible response to the July 8, 2019 letter from the Office of the Arizona Attorney General re: Open Meeting Law issues. The amended motion was made by Board Member Bryant and seconded by Board Member Berg authorizing the Interim Fire Chief Tim King to contact the Arizona Ombudsman-Citizens' Aide office to see about their availability to provide the requisite training here and the alternative if they are not able to do so to make arrangements for legal counsel to provide training and in either case to authorize that training only after the Chairman of the Board approves. Passed by unanimous decision. Motion carried.

- J. Surplus of SCBA packs, bottles, valves, RIT bags, fit tester and other NACFD equipment or supplies that are no longer in use. The amended motion was made by Board Member Berg to approve the surplus of the recommended SCBA packs, bottles, valves, RIT bags, fit tester and other NACFD equipment or supplies that are no longer in use and seconded by Board Member Bryant. Passed by unanimous decision. Motion carried.
8. **CALL TO THE PUBLIC** – Arthur Garnica stated he did not want Jake Rhoades as the Fire Chief of Northern Arizona Consolidated Fire District #1 and was unhappy with the discussion of the letter from the Arizona Attorney General’s office regarding Open Meeting Law during tonight’s meeting. Rick Veradt stated his concern and his disapproval of the Interim Fire Chief Tim King, the bid process, and his recent records request – he went on to withdraw his current records request.
10. **BOARD COMMENTS AND ANNOUNCEMENTS** – No comments or announcements.
11. **ADJOURNMENT** – Board Member Collins moved to adjourn the meeting and Board Member Berg seconded it. The meeting was adjourned at 7:58 p.m.

These minutes were prepared and posted by Rhonda Johnson, July 30, 2019



James Bailey, Board Chairman



Mike Collins, Board Clerk