

**MINUTES OF THE REGULAR MEETING OF GOVERNING BOARD OF THE
NORTHERN ARIZONA FIRE DISTRICT
THURSDAY, AUGUST 17, 2023**

The Governing Board of the Northern Arizona Fire District met this 17th day of August 2023, at 6:00 p.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 Bailey at 6:00 p.m.
2. **PLEDGE OF ALLEGIANCE** – Chairman Bailey led the Pledge of Allegiance.
3. **ROLL CALL OF BOARD MEMBERS** – Board members present were Chairman Jim Bailey, Director John Bryant, Director Timothy Bonnee, Director Sue Brown and Director Mike Collins
4. **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).
5. **APPROVAL OF MINUTES** –
 - Approval of Executive Meeting minutes of July 19,2023
 - Approval of Special Meeting Minutes of July 19, 2023
 - Approval of Executive Meeting Minutes of July 27,2023
 - Approval of Regular Meeting Minutes of July 27,2023
 - Chairman Bryant motioned to approve the consent agenda meeting minutes.
 - Director Collins seconded, All in favor, motion carried.
6. **REPORTS AND CORRESPONDENCE**
 - A. Chief's Report – Chief Dallman gave his report in accordance with his memorandum and the Monthly Performance Report, both in the board packet.
 - B. Financial Report – No discussion.
 - C. Correspondence – No correspondence provided.
7. **DISCUSSION AND POSSIBLE ACTION RE:**
 - A. **EXECUTIVE SESSION REGARDING DENNIS HOKE'S EMPLOYMENT CONTRACT, SEPARATION FROM EMPLOYMENT AND HIS THREATNED LITIGATION.** The board may vote to go into executive session pursuant to ARS sec. 38-431.03(a) (3) and (4) for discussion or consultation for legal advice with the attorney or the attorneys for the district and discussion or consultation with the attorney or attorneys for the district in order to consider its position and instruct its attorneys regarding the district's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation with regarding to Dennis Hoke's employment contract, termination of employment, and his threatened litigation.
 - Chairman Bailey reminded everyone that executive session is confidential and should not be discussed outside of the room and with people who are present in the meeting.
 - Chairman Bailey made motion to go into executive session regarding Dennis Hoke's employment contract, separation from employment and his threatened litigation at 6:07pm
 - Director Bonnee seconded. All in favor, motion carried.
 - B. **DENNIS HOKE'S SEPARATION FROM EMPLOYMENT– REVIEW, DISCUSSION, AND POSSIBLE ACTION REGARDING DENNIS HOKE'S EMPLOYMENT CONTRACT,**

SEPARATION FROM EMPLOYMENT, RELEASE AND WAIVER AGREEMENT, AND HIS THREATENED LITIGATION.

- No Discussion was done.
 - Director Collins made a motion to approve the settlement and signature of the lease and waiver agreement.
 - Director Bonne seconded the motion. All in favor, motion carried.

C. EXECUTIVE SESSION REGARDING PENDING EECO CHARGE AND MEDIATION. The board may vote to go into executive session pursuant to ARS sec. 38-431.03(a) (3) and (4) for discussion or consultation for legal advice with the attorney or the attorneys for the district and discussion or consultation with the attorney or attorneys for the district in order to consider its position and instruct its attorneys regarding the district's position regarding pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation with regard to the pending EEOC charge and mediation.

- Chairman Bailey reminded everyone that executive session is confidential and should not be discussed outside of the room and with people who are present in the meeting.
 - Chairman Bailey made motion to go into executive session regarding Dennis Hoke's employment contract, separation from employment and his threatened litigation at 6:07pm
 - Director Bonnee seconded. All in favor, motion carried.

D. EEOC CHARGE AND MEDIATION – REVIEW, DISCUSSION, AND POSSIBLE ACTION REGARDING EEOC CHARGE AND MEDIATION AND DELEGATION AND SCOPE OF AUTHORITY TO BOARD CLERK TO ACT ON BEHALF OF BOARD AT MEDIATION.

- No action needed.

E. APPROVAL OF JULY FINANCIAL REPORT.

- Director Collins motioned to approve the July financials as submitted.
- Director Bonne seconded. All in favor, motion carried.

F. REVIEW, DISCUSSION, AND POSSIBLE APPROVAL OF PSPRS FUND POLICY

- Director Collins asked what this was to the administrative assistant, she stated that there is a document that comes out and this is something that needed to be done and posted, it just states that we have this set aside in our budget to pay for PSPRS.
 - Chairman Bailey motioned to approve the PSPRS Fund Policy.
 - Director Brown seconded. All in favor, motion carried.

G. REVIEW, DISCUSSION AND POSSIBLE ADOPTION OF RESOLUTION 2023-006: AUTHORIZING THE CHANGE OF PERSONNEL ON THE BANK ACCOUNT WITH WELLS FARGO BANK.

- Chairman Bailey asked if this was a signature sheet only. The Administrative Assistant stated that it is going to be that but also making her the admin person on the account to make changes to personnel on the account when needed because she has no authority to do so at the moment.
 - Chairman Bailey motioned to approve Resolution 2023-006
 - Director Bonne seconded. All in favor motion carried.

H. REVIEW, DISCUSSION, AND POSSIBLE ACTION ON EVALUATING INTERIM CHIEF DALLMAN'S PAY ADJUSTMENT ACCORDING TO POLICY 1-006 IN THE HR POLICY MANUAL.

- Chairman Bailey stated that this is in the Policy that anyone who is going to be stepping up for more then 4 weeks shall receive a 5% increase to pay. He mentioned that they can either

retrograde the pay to when he first started as interim chief or they can make it effective as of Thursday, August 17, 2023. Director Collins stated that he thinks it should be retroactive.

- Director Collins made a motion for Interim Chief Dallman to receive a 5% increase and make it retroactive.
- Director Bonnee seconded the motion. All in favor, motion carried.

8. ANNOUNCEMENTS –

- Chairman Bailey stated that there is slight changed that need to be made in the By Laws for Board Members, like a change of name and a couple street addresses that need to be changed. He also mentioned that he would like the next Board Meeting to be at Station 33 to bring people in from that area to show them that we are working on getting that station staffed. Chairman Bailey informed the board that we need to reschedule the meeting for the next regular board meeting to the 14th of September or the 28th of September as Interim Chief Dallman will not be here for the September meeting if it remains scheduled on the 21st. The Board agreed that the next board meeting will be held at Station 33 on September 14th, 2023, at 6:00 pm.

9. ADJOURNMENT –

- Chairman Bailey made a motion to adjourn at 7:05pm
- Director Collins seconded. All in favor motion carried.

These minutes were prepared and posted by Megan Dropulic on August 21, 2023.


James Bailey, Board Chairman


Susan Brown, Board Clerk