

**MINUTES OF THE REGULAR MEETING OF GOVERNING BOARD OF THE
NORTHERN ARIZONA FIRE DISTRICT
THURSDAY, APRIL 17, 2025**

The Governing Board of the Northern Arizona Fire District met on this 17th day of April 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 Bryant 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, 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).
 - o None
5. **APPROVAL OF MINUTES – CONSENT AGENDA**
 - A. **Regular Board Meeting Minutes for March 20, 2025**
 - B. **Executive Session Meeting Minutes for March 20, 2025**
 - o Clerk Bailey motioned to approve the regular board meeting minutes of March 20, 2025, and the executive session meeting minutes of March 20, 2025, as presented. Director Bell 2nd the motion. All in favor, 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:** Chief Cunningham reported that we had 308 calls in total; 12 were fire-related; and 207 were EMS calls.
 - **District properties & equipment-** Assistant Chief Dallman stated that brush truck 353 rear axle seals, rear brakes hubs were serviced. Unit 331 is still in the shop. Battalion 3 is currently out of service. Engine 331 is out of service they found fuel in the coolant. Engine 311 repairs to the DEF system and an update to the computer. Stations are at full staffing levels. We received some applications for the Administrative Assistant position. One suppression personnel out on injury, due back today. The roofing repairs to station 32 and 35 started on Monday, station 32 should be completed this week.
 - **Meetings Attended-** Assistant Chief Dallman stated that they attended the Mohave County Fire Chief's meeting, EMS meeting and an AMR meeting.
 - **Training-** Assistant Chief Dallman stated that the training hours are 908 for the month. Two firefighters are currently at the firefighter academy and almost done with their testing. Firefighters attended a wildland preparedness training.
 - **Projects in the Works** – Auction of surplus equipment were completed, and items were picked up, the old rehab vehicle went back up for auction and sold, waiting for payment. Moving some computers and refining the server usage. Staff working on budget.
 - **Correspondence-** None
 - **Anniversaries** -Engineer Wayne Kudrna with 4 years.
7. **BUSSINESS: Public wishing to speak on agenda items must sign in on the call to the public log prior to the start of the meeting.**

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A. Review, discussion and possible action on approval of Fiscal Year 23/24 Audit.

- Curtis Bright of Walker and Armstrong addressed the board. Mr. Bright presented a power point presentation of the year end financials. His opinion of the financial statements where they are materially correct and in accordance with the accounting standards. Mr. Bright informed the board of the financial situation of the district, reviewing assets, liabilities, income, expenses and capital reserves. Pension liability did increase by 30% from the prior year. Mr. Bright asked if the board has any questions. The board asked about some deficiencies that were noted in the audit. One was vendors payments that did not have proper approvals attached, the other was payroll rates of pay not matching the personnel file. The Comptroller stated that she will contact the auditor and get the employees' names that were involved and research the issues.
 - Clerk Bailey motioned to approve the FY 23/24 audit as presented. Director Collins seconded the motion. All in favor, motion carried unanimously

B. Review, Discussion, and Possible Approval to go into Executive Session: The Board of Directors may vote to go into Executive Session pursuant to A.R.S. §38-431.03(A)(1) for personnel matters and pursuant to A.R.S. §38-431.03(A)(3) for legal advice regarding discrepancies in paid leave accruals and overtime pay and policy changes.

- Clerk Bailey motioned to enter executive session pursuant to A.R.S. §38-431.03(A)(1) and A.R.S. §38-431.03(A)(3). Director Bell 2nd the motion. All in favor, motion carried unanimously.

**Executive session started at approximately 9:27 a.m.
Meeting was reconvened at approximately 10:42 a.m.**

C. Review, discussion and possible action on personnel matters regarding discrepancies in paid leave accruals and overtime pay.

- Clerk Bailey motioned to postpone this item. Director Bell 2nd the motion. All in favor, motion carried unanimously. Clerk Bailey directed staff to prepare an itemized list of what the accrual banks should be and what they have now along with the differences listed. Then we can call a special meeting.

D. Review, Discussion, and Possible action on revising the following policies in the HR Policy:

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Section 2:

2 – 028 Use of Telephone & Cellular Phones

Section 3:

3 – 001 Compensation Administration

3 – 004 Timekeeping Requirements

3 – 008 Work Schedules (Administrative or Non-Shift Suppression)

3 – 010 Promotions

3 – 012 Shift Trades

Section 4:

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4 - 001 General Benefits

4 - 002 Holidays

4 - 003 Paid Time Off (PTO)

4 - 004 Extended Leave

4 - 005 Extended Leave Donation

4 - 006 Earned Paid Sick Time

4 - 008 Other Insurances: Life, LTD, AD&D, Cancer

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- 4 - 013 Workers' Compensation**
- 4 - 015 Pregnancy and Pregnancy-Related Medical Conditions**
- 4 - 016 Family Medical Leave Act**
- 4 - 017 Personal Leave**
- 4 - 018 Bereavement Leave**
- 4 - 019 Jury Duty / Court Appearance**
- 4 - 020 Military Leave**
- 4 - 021 Educational Assistance**
- 4 - 022 Travel and Per Diem Reimbursement**
- 4 - 023 Employee Assistance Programs**

- Clerk Bailey motioned to postpone this item. Director Collins 2nd the motion. All in favor, motion carried unanimously.

E. Review, discussion and possible action of approval of the March financial report.

- Comptroller Kindelberger stated the Wells Fargo warrant account ending balance as of March is \$3,896,066.46; Wells Fargo payroll account ending balance \$40,066.56. Income: \$120,621.34; Expenses \$286,614.62.
 - Director Collins motioned to approve the financial reports as presented. Director Bell 2nd the motion. All in favor, motion carried unanimously.

F. Review, discussion and possible action on cancellation of credit card issued to Megan Dropulic through National Bank of Arizona card number ending #2691.

- Comptroller Kindelberger informed the board that staff will transfer any automatic charges on this card to another card. The credit card is secure in the administrative office.
 - Director Collins motioned to approve. Director Bell 2nd the motion. All in favor, motion carried unanimously.

G. Review, discussion and possible action on quote from Meza's Concrete Construction Inc to repair the concrete parking lot at station 11.

- Chief Cunningham informed the board that this is the best quote that we received, of \$165,000. Some bids came in for double that amount. Chairman Bryant questioned if the PSI rating of 3000 is enough for the weight of the trucks. Chief Cunningham replied that the PSI rating is the same as what GVFD has and we have had no issues with cracking under the weight of the trucks. Clerk Bailey asked about warranty of work. Chief Dallman stated that he would verify the warranty with the vendor.
 - Clerk Bailey motioned to approve Meza's Concrete Construction to repair the parking lot at station 31 per their bid. Director Collins 2nd the motion. All in favor, motion carried unanimously.

H. Review, discussion and possible action on quote from Emergency Vehicle Repair, LLC to replace the engine in Battalion3; 2019 Chevrolet Tahoe.

- Chief Cunningham reminded the board that last month they approved a \$6k repair to the same vehicle. Once the repair was underway, they discovered metal shavings in the engine and to fix it properly it will be another \$4k. This quote of \$10,202 is the total repair cost.
 - Clerk Bailey motioned to approve the quote from Emergency Vehicle Repair for \$10,202.58 to repair Battalion 3. Director Collins 2nd the motion. All in favor, motion carried unanimously.

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I. Review, discussion and possible action regarding Intergovernmental Agreement (IGA) between GVFD and NAFD for Emergency Response Services for Chloride; approval of resolution regarding same.

- Chief Cunningham informed the board that IGA price has not been updated in two years. Most of the increase is due to the levy rate increase from 3.37 to 3.75. The total increase is \$7,029.49.
 - Director Collins motioned to approve the IGA with the contingency that legal counsel reviews and makes any corrections as needed. Clerk Bailey 2nd the motion. All in favor, motion carried unanimously.

8. ANNOUNCEMENTS – No announcements.

9. ADJOURNMENT

- Director Collins motioned to adjourn the meeting. Director Bell 2nd the motion. All in favor, Chairman Bryant adjourned the meeting at approximately 11:01 a.m.

MINUTES prepared by: Mindy Kindelberger
(This is a working draft until board approval)

Date: 04/17/2025
Approved:

John Bryant, Board Chairman

James Bailey, Board Clerk