

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

The Governing Board of the Northern Arizona Fire District met on this 20<sup>th</sup> day of March 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 Tim Bonnee was present via zoom; Director James Bell, and Director Mike Collins were 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).
  - None
5. **APPROVAL OF MINUTES** –
  - A. **Approval of Regular Meeting Minutes of February 20,2025**
    - Director Bailey motioned to approve the agenda meeting minutes as written, Director Bonnee 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:** One personnel member has put in his resignation, and we have offered his position to another potential hire. Station 32 and Station 33 are having roofing issues which have been quoted and in the works of getting it approved to move forward with those repairs. Fire extinguishers. Sprinkler systems and back flows have all been serviced. Chief Cunningham mentioned that we had 345 calls in total; 15 were fire related; and 222 were EMS calls.
    - **Anniversaries:** Chief Cunningham listed the following: Captain Lopez with 2 years and Engineer Gore with 5 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. The Auction has ended for all the items we had listed and are in the final process to be distributed.
    - **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. A crew attended a St. Patrick's Day Parade in Chloride.
    - **Training-** Assistant Chief Dallman stated that there were 934 hours of training.

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

- A. **Approval of February financial report.**

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

- Comptroller Kindelberger stated the Wells Fargo warrant account ending balance as of January 2025: \$4,060,640.71; Wells Fargo payroll account ending balance: \$58,097.39. Income: \$158,554.89; Expenses: \$244,933.77.
  - Director Bonnee motioned to approve the financial reports as listed. Director Bailey seconded the motion. Motion carried unanimously

**Taken out of order.**

**C. Review, Discussion, and Possible Action on consideration of boundary change request from Doc and Michelle Charbonneau; And possible approval of Resolution 2025-002 amendment of the Northern Arizona Fire Districts boundaries.**

- Chief Cunningham explained that he looked into this property and the streets are well maintained so our vehicles can get to the property with no issue. The property is located outside of the district boundaries and there are other properties located in that area that are in our district, and he does not see why we would not include their property.
  - Director Bailey motioned to approve Resolution 2025-002 amending the boundaries to the Northern Arizona Fire District to include the property located at 1615 E Mote Dr. Director Bonnee seconded. Motion carried unanimously.

**D. Review, Discussion, and Possible Action for roof repairs for stations located at 4490 E Able Dr (32) and 4667 Concho Dr (35) from 2<sup>nd</sup> to None Construction; Exceeds Chief's spending limits.**

- Chief Cunningham mentioned that Assistant Chief Dallman had taken him around to the different stations and he noticed that some of the stations needed some improvement, especially the roofs at stations 32 and 35. Assistant Chief Dallman mentioned that he is unsure how old the roof is; a couple different contractors came out to give prices to reroof station 35 to correct the issues. Chairman Bryant asked if this would be a new roof? He also stated that his main concern is the possibility of a change order in case they find something else. Dallman mentioned that there are areas that they could not get to, and it was a big concern but to work that into the price could make it more costly for the bids. Chief Cunningham mentioned that if the board wanted to set a dollar limit to not to exceed but it is something that needs to be done. Director Bailey mentioned that station 32's bid included other cost other than the roof being repaired and asked if that was from the prior issue with that station's roof. Dallman said that a temporary patch was put onto the roof but with heavy rain it is still leaking so that quote is to repair all of the damage that has occurred inside.
  - Director Bailey motioned to approve the roof repairs from 2<sup>nd</sup> to None Construction for \$19,887.00 for station 35 and \$15,620.00 for station 32. Director Bonnee seconded the motion. Motioned 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.

- Director Bailey motioned to go into the executive session. Seconded by Director Bonnee seconded the motion. Motion carried unanimously

**Executive session started at approximately 09:19 am.**

**Meeting reconvened at approximately 10:19 am.**

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

**Table of Contents Page**

**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)**

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

**3 – 010 Promotions**

**3 – 012 Shift Trades**

**Section 4:**

**Table of Contents**

**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**

**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**

- Chairman Bryant motioned to table Item E until the Regular Board Meeting of April to give the Board Members time to review those changes as well as directed the Attorney to review the policy changes. Director Bonnee seconded the motion. Motion carried unanimously.

**8. ANNOUNCEMENTS** – No announcements.

**9. ADJOURNMENT** –

- Director Bailey motioned to adjourn at 10:24 a.m., Director Bonnee seconded the motion. Motioned carried unanimously.

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

---

John Bryant, Board Chairman

---

James Bailey, Board Clerk