

**MINUTES OF THE REGULAR MEETING OF GOVERNING BOARD OF THE
NORTHERN ARIZONA FIRE DISTRICT
THURSDAY, MAY 15, 2025**

The Governing Board of the Northern Arizona Fire District met on this 15th day of May 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 Chairman John Bryant, Director James Bell, Director Mike Collins. Director Jim Bailey and Director Tim Bonnee 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 – CONSENT AGENDA**
 - A. Regular Board Meeting Minutes for April 17, 2025**
 - B. Executive Session Meeting Minutes for April 17, 2025**
 - Director Collins motioned to approve. 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 304 calls in total; 14 were fire-related; and 200 were EMS calls.
 - District properties & Equipment-Chief Dallman
 - Roofing 32 and 35 complete
 - Station 31 project should start on the 15th
 - 321 Tablet repaired
 - Ladder testing is starting this week
 - Engine 331 has fuel in the coolant
 - Tahoe engine replaced and back in service
 - 321 AC repaired
 - Engine 351 back in service
 - Placed old rehab ambulance up for auction several times and winners never pair. Last auction finished last night, if there is no payment we will use another site.
 - Meetings Attended-Chief Dallman
 - Valle Vista Town Hall, MCFOA, Local Fire Chiefs, AMR. Dispatch meeting. Chief Cunningham mentions that it was a good meeting at Valle Vista it put the residents at ease. Chief would like to continue these meetings in the future.
 - Assisted with CPR training at Kingham High School
 - Training-Chief Dallman
 - Training hours this month are 627 hours
 - Held Extinguisher training for Atlas Roofing
 - Update to all Adashi Command Tablets
 - Projects in the Works-Staffing-Chief Dallman

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- One FF Leaving, we are conducting interviews. In discussions Director Bell asked if the department offers exit interviews. Chief Cunningham advised that he does conduct exit interviews.
- Onboarding two new POC's
- Anniversaries-Chief Cunningham
 - Engineer Cameron Knight-6 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.

**A. Discussion and possible action on regarding: Approval of April financial reports.
(Administration)**

- Comptroller Kindelberger noted for the month of April the ending register balance for the warrant account at Wells Fargo was \$4,648,675.69; payroll account ending register balance at Wells Fargo Bank was \$33,888.09. Revenue \$1,086,627.51 and Expenses \$343,568.38.
- Director Collins mentioned to enter motion to approve the April financial reports. Director Bell seconded the motion. All in favor, motion carried unanimously.

B. Discussion and possible action regarding: Intergovernmental Agreement (IGA) with City of Kingman for dispatch services and approval of resolution:

- Chief Cunningham discusses that the two-year contract is up and the expenses did go up by \$26,000 which is a 16% increase. It was stated that the increase is based on call volume.
- Director Collins motioned to approve the Intergovernmental Agreement with the City of Kingman for dispatch services and the resolution. Director Bell seconded the motion. All in favor, motion carried unanimously.

C. Discussion and possible action regarding: Discrepancies in paid leave accruals. (Administration)

- Comptroller Kindelberger states that she completed the audit of the paid leave and put it into a summary for the board. The results of the audit provided that one employee would be pushed into the negative. Director Bell asks how far into the negative for the employee and Kindelberger stated about 53 hours. Kindelberger stated that his bank would be moved to a negative balance, and it would take about 5-6 pay periods to pay it back.
- Director Bell motioned staff to reset the paid time off bank and the extended leave banks to reflect the correct hours effective immediately and any negative balance in the extended leave bank will be covered by the paid time off bank. Director Collins seconded the motion. All in favor, motion carried unanimously.

D. Discussion and possible action regarding: Approval of the PSPRS Funding Policy per ARS 16-225(c) for fiscal year 2026. (Administrative)

- Comptroller Kindelberger states that every year we have to present to the public a notice where we stand on our pension. Currently tier one and two are funded at 96.6% and that is an increase from last year of 94.1%. Tier three is funded at 107.9%.
- Director Collins mentioned to enter the motion to approve the PSPRS Funding Policy for the fiscal year 2026. Director Bell seconded the motion. All in favor, motion carried unanimously.

**E. Discussion and possible action regarding: Amend the fee schedule and approval of resolution.
(Cunningham)**

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- Chief Cunningham provided a fee schedule from the Fire Marshall who could not attend due to prior commitment. The fee schedule also includes changes to administration fees.
 - Director Bell motioned to amend the fee schedule and approval of the resolution. Director Collins seconded the motion. All in favor, motion carried unanimously.

F. Discussion and possible action regarding: Approval of purchase order to GSA Advantage for purchase of wildland gear, exceeds the fire chief's spending limit. (Cunningham)

- Chief Cunningham discusses that these expenses were budgeted for, but they exceeded his spending limit and needed board approval. He explained that the department was in need of an upgrade on this gear for a long time.
 - Director Collins motioned to enter the motion to approve the purchase order to GSA Advantage for \$21,350.87. Director Bell seconded the motion. All in favor, motion carried unanimously.

G. Discussion and possible action regarding: Resignation of Board Clerk, Jim Bailey and election of new Board Clerk. (Bryant)

- Chairman Bryant stated that Jim Bailey resigned as Clerk and the Chairman accepted his resignation. Director Collins nominated Director Bell, of which Director Bell accepted.
 - Director Collins nominated Jim Bell to take the position of Clerk. Chairman Bryant seconded the motion. All in favor, motion carried unanimously.

8. ANNOUNCEMENTS – Chairman Bryant announced that he would like to add to next month agenda to discuss exit interviews and also the Standard Operating Procedure's involved in that process.

9. ADJOURNMENT

- Director Collins motioned to adjourn the meeting. Director Bell 2nd the motion. All in favor, motion carried unanimously. Chairman Bryant adjourned the meeting at approximately 09:29 a.m.

MINUTES prepared by: Rebekah Bancroft
(This is a working draft until board approval)

Date: 05/15/2025
Approved:

John Bryant, Board Chairman

Jim Bell, Board Clerk