



# Golden Valley Fire District

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## MINUTES OF REGULAR MEETING OF THE GOLDEN VALLEY FIRE DISTRICT GOVERNING BOARD

The Governing Board of the Golden Valley Fire District met in regular session on **Wednesday, August 28, 2024, at 9:00 a.m.** The meeting was held at the Golden Valley Fire District Public Safety Training Center, located at 423 South Colorado Road, Golden Valley, AZ 86413. The public will have physical access to the meeting place at 8:45 a.m. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. §38-431.03(A) (3) for legal advice with the district's attorney on matters as set forth in the agenda item. Board members or other participants may attend by telephonic conference. The following topics and any variables thereto will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

### MINUTES

#### 1. CALL TO ORDER

- Chairman DeMaio called the meeting to order at approximately 9:00 a.m.

#### 2. ROLL CALL OF BOARD MEMBERS

- Director Jack Hommel, Clerk Sue Foster, Chairman Tony DeMaio, Director Gary Juneau, and Director George Payntar were present.

#### 3. PLEDGE OF ALLEGIANCE

- The Pledge of Allegiance was recited.

#### 4. PRAYER

- Pastor Mike Willis from Abundant Grace of Laughlin was absent.

#### 5. APPROVAL OF MINUTES – CONSENT AGENDA

##### A. Regular Meeting Minutes of July 24, 2024

- Director Hommel moved to approve the minutes as presented. Clerk Foster 2<sup>nd</sup> the motion. All in favor, motioned carried.

#### 6. REPORTS AND CORRESPONDENCE

##### A. July 2024 Operational Report. (Chief Cunningham)

- Chief Cunningham stated for the month of July there were 321 total calls: 191 EMS and rescue calls and 20 fire-related calls.

##### B. Fire 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)*

- District properties
  - Station 16 HVAC drain line plugged, pan overflowed and damaged some ceiling tiles. The drain line has been repaired.
  - Station 11 Water leak in the main line, repaired.
- Equipment
  - Our two new Attack Units are here and close to being put into service.
  - Engine 121 is back from our mechanic for the air conditioning repair.
  - Attack 115 Fuel leak at the top of the tank.
  -
- Training

- Three Firefighters are going to the State Fire School next week.
- Meetings Attended
  - Mohave County Fire Officers Meeting.
  - AMR meeting, discussion was about another ambulance service possibility coming into the area. It is still in the application process with the State.
- Projects in the works
  - The ARPA Funding Agreement that the board signed at the July meeting was submitted to the Board of Supervisors. The Board of Supervisors approved it earlier this month.
- Thank you
  - None
- Anniversaries
  - Engineer Keynon Martin – 6 years.

**7. BUSINESS.** *Public wishing to speak on agenda items must complete a speaker card and present to the Board Clerk prior to the start of the meeting.*

- A. Discussion and possible action regarding: Approval of July 2024 financial reports. (Administration)
- Comptroller Kindelberger noted for the month of July 2024 the ending register balance for the warrant account at Wells Fargo Bank was \$1,365,962.53. Capital reserve account at Wells Fargo Bank was \$71,365.79. Payroll account at National Bank of Arizona ending register balance \$63,007.47. There was a posting error on the Capital Reserve account by the county. Admin requested to move \$73k from the Operating account to the Capital Reserve account which was our positive cash position at the end of the last fiscal year. The County posted it backwards, they will fix the error this month. Revenue \$177,804.68; Expenses \$357,358.05.
    - Clerk Foster motioned to approve the July 2024 financial reports as presented. Director Hommel 2nd the motion. All in favor, motion carried unanimously.
- B. Discussion only: Review records request for the month of July. (Administration)
- Comptroller Kindelberger read the following:
    - 06/10/24 Strategic Litigation Partners paid the quote of \$258, and the records were sent on 07/31/2024.
    - 07/01/24 LexisNexis, Incident report, no records found.
    - 07/08/24 Art Merrill, Fire Report, sent 08/07/24, no charge.
    - No Action
- C. Discussion and possible action regarding: Addendum to IGA for Shared Employee Services with Northern Arizona Fire District; replace the position of Administrative Assistant with the position of Comptroller. (Cunningham)
- Chief Cunningham stated that we are looking at hiring a full-time assistant for Golden Valley and putting our Comptroller in the shared position. Since we have been doing the shared services, we have discovered that NAFD does not have staff with the knowledge and experience needed in the areas of finance, HR and payroll. If GVFD's fire chief is going to oversee NAFD we need to make sure that it is being done right. Putting the budget together this year for NAFD there were issues that I had to bring Mindy in to help. The goal is to get their staff trained to the level that the assistant can step into the Comptroller position when Mindy retires. I think this is the best way to move forward and Mindy has agreed to do the shared position. What will happen to the shared administrative assistant is that position will go away, and Emily will be laid off, but she can reapply for the full-time administrative assistant at GVFD. We will have a competitive hiring process for the new admin assistant. The Chief asked Mindy to add any comments. Mindy stated that the same thing that happened at GVFD is happening at NAFD, where admin assistants were being promoted into the Office Manager position that were not qualified. I'm hoping we can get two solid administrative assistants at each department and the Comptroller position can concentrate on financials, human resources, payroll, audits and budgets. Chief Cunningham stated that Mindy

has been helping NAFD remotely and I spoke to Chairman Bailey, and he agreed that NAFD needs to be billed for Mindy's time. Mindy needs to be there physically to get a lot of stuff straightened out. This change will put the Comptroller position in the agreement. The staff at NAFD has been notified of the possible change and the conversation with the two employees went well, they understand the need. I think this is a good move because the goal is to someday merge these departments. This addendum will still need to be approved by NAFD board and the two attorneys.

- Chairman DeMaio motioned to approve the addendum to the IGA for Shared Services. Director Hommel 2<sup>nd</sup> the motion. All in favor, motion carried unanimously
- D. Discussion and possible action regarding: Revise the Golden Valley Fire District fee schedule per A.R.S. §48-805(B)(14); approval of resolution regarding same. (Cunningham)
- Chief Cunningham stated that we do not have anything in our fee schedule for solar and we have our first request for a construction permit for solar. We are proposing a \$150 fee for solar, battery and windmills. The board discussed the price being too low and wanted to increase it and put a quantity price step. Chief Cunningham stated that Chief Martin will be here shortly, and we should discuss this with him. Chairman DeMaio stated that we will move to the next item and come back to this when Chief Martin is here for more clarification.
- E. Discussion and possible action regarding: Approval of additional cost of \$6,013 for the order of the two fire engines from Rosenbauer. (Cunningham)
- Chief Cunningham clarifies that the \$6,013 is per engine. We have four change orders for the fire engines that are on order. They only wrote one change order, but it will apply to each engine. Chief Cunningham explained the four change orders in detail to the board and explained each line item. Director Juneau had issues with the cost for the window tint and felt we could get it done cheaper locally. The board asked the Chief to get some quotes on the tint. Chief Cunningham explained that we can remove any line item from these change orders, they do not have to be approved as written. Comptroller Kindelberger noted that the total for the change orders is \$4,449 each vehicle for a total of \$8898. Chief Cunningham requested that the board approve the total and he will get some tint quotes and if necessary, he will deny the tint line item on the change orders. There is one more change order that will be coming from the manufacturer which I could not get in time for this meeting. I am being informed that the change order from the manufacturer will be little or no cost change.
    - Chairman DeMaio motioned to approve up to \$4,449 per engine for the change orders. Director Hommel 2<sup>nd</sup> the motion. All in favor, motion carried unanimously.
- D. Revisit Item: Discussion and possible action regarding: Revise the Golden Valley Fire District fee schedule per A.R.S. §48-805(B)(14); approval of resolution regarding same. (Cunningham)
- Chairman DeMaio asked Chief Martin what the \$150 fee will cover. Chief Martin stated that is for plan review and any inspections required. The board discussed in detail that future projects could be acres of solar panels and or windmill. That this fee needs to be more detailed by number of panels, windmills or by acres. Or it be an hourly rate. The board suggested to table the item but Chief Martin explained that he needs a fee set today because he has a request for solar. Chief Martin suggested that we increase the fee to \$300 and add the (a) to the line item and approve today. Chief Martin and Chief Cunningham will work on a more detailed fee schedule for solar and bring it back to the board later.
    - Chairman DeMaio motioned to add to the fee schedule the solar, battery windmill fee at \$300 and add the (a) to the item and approve the resolution. Clerk Sue Foster 2<sup>nd</sup> the motion. All in favor, motion carried unanimously.

**8. CALL TO THE PUBLIC.** *Consideration and discussion of comments and complaints from the public. Those wishing to address the Golden Valley Fire District Board need not request permission in advance. The Fire District Board is not permitted to discuss or take action on any item raised in the call to the public, unless the item is specifically noticed for discussion or legal action. However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct that staff review the matter or that the matter be placed on a future agenda. The Fire District Board cannot discuss or take legal action on any issue raised during the Call to the Public that is not on the agenda due to restrictions of the Open Meeting Law.*

- None

**9. ADJOURNMENT**

- Chairman DeMaio adjourned the meeting at approximately 10:09 a.m.

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

**Date:** 08/28/2024

By: \_\_\_\_\_  
Sue Foster, Board Clerk

Approved:

DRAFT