



Yucca Fire District

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MINUTES OF REGULAR MEETING OF THE YUCCA FIRE DISTRICT GOVERNING BOARD

The Governing Board of the Yucca Fire District met in regular session on **November 18, 2021 at 4:00 p.m.** The meeting was held at the Yucca Fire Station #1 located at 12349 Frontage Road, Yucca, AZ 96438. 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 Knowles called the meeting to order at approximately 4:00 p.m.

2. ROLL CALL OF BOARD MEMBERS.

- Clerk Karla Carr, Director Jim Fox and Chairman Richard Knowles were present.

3. PLEDGE OF ALLEGIANCE.

- The Pledge of Allegiance was recited.

4. APPROVAL OF MINUTES

A. Regular Meeting Minutes of September 16, 2021

B. Special Meeting Minutes of October 13, 2021

C. Executive Session Meeting Minutes of October 13, 2021

- Staff informed the board that the special meeting minutes of October 13, 2021 were revised on November 10th and posted to the website and emailed to all board members.
 - Clerk Carr motioned to approve 4A and 4C as presented. Director Fox 2nd. All in favor, motion carried.
 - Clerk Carr motioned to approve 4B as revised. Director Fox 2nd. All in favor, motion carried.

5. REPORTS AND CORRESPONDENCE.

A. September and October 2021 Operational Report. (Chief Cunningham)

- Chief Cunningham stated the call summary for October were 9 total calls. 3 EMS calls were run by Yucca Fire, 4 fire calls run by Desert Hills Fire and Golden Valley Fire, 1 car fire and 1 public assist by Desert Hills Fire.

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
 - New posting board installed at station 2.
- Equipment
 - Water leak from the drain valve on unit 1318, parts are on order.
 - Ladder truck sold on Public Auction website for \$4,500.
- With the American Rescue Plan that just passed, Mohave County was issued around 40 million dollars for infrastructure. These funds could be used for broad band for rural areas. Bringing fiber cable to the area would be a huge upgrade. Get with your Supervisor Ron Gould to give him your

thoughts on how the money should be spent for this area. Supervisor Gould's number is 928-453-0735.

- 6. 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 the August, September and October 2021 Financial Reports. (Administration)
- Comptroller Kindelberger stated August income \$2,652.22, expenses \$15,939.82; September income \$7,537.57, expenses \$13,089.51; October income \$58,096.02, expenses \$10,106.55. Balances ending October 31, 2021, warrant account \$143,328.46; payroll account \$4,977.55; petty cash \$38.00. Total cash on hand \$148,344.01.
 - Chairman Knowles motioned to approve the financials as presented. Clerk Carr 2nd. All in favor, motion carried.
- B. Discussion and possible action regarding: Update the Board on the progress of the backlogged accounting; review the completed financials for fiscal years 2019-2020 and 2020-2021. (Administration)
- Comptroller Kindelberger informed the board that per the recommendations of the CPA, staff went back to July 1, 2019 and brought the books current to date. Now we can print checks and financials from QuickBooks. From July 2019 to September 2020 the documents were in disarray, missing documents, missing bank statements. It took a lot of time to recover all these documents. Nothing was properly filed; petty cash was not properly maintained. October 2020 is when GVFD took over the accounting. Now, staff will go back to recreate from FY 2016/2017 up to July 2019. Due to the rumors that data was deleted out of QuickBooks we will be using the QuickBooks backup file from the CPA that they obtained during the 2016 audit. After that is completed, we can contract with a CPA to audit the books. The CPA would not preform an audit with missing years. For fiscal year 19/20 total revenue was \$457,401.82, expenses \$372,762.62; fiscal year 20/21 revenue \$267,393.56, expenses \$277,522.24.
 - Chairman Knowles motioned to approve the year-to-date financials for fiscal years 19/20 and 20/21. Director Fox 2nd. All in favor, motion carried.
- C. Discussion and possible action regarding: Approve payment to ESO Solutions, Inc. for Firehouse records management system from September 1, 2019 to October 31, 2021 in the amount of \$6,768.12. (Cunningham)
- Chief Cunningham informed that board that Firehouse was the system being used for EMS and Fire reporting. When the hospital went to a new system all the fire departments that fall under KRMC followed suit, so everyone would be on the same reporting system. Yucca Fire choose to stay with Firehouse for fire reporting and only moved the EMS to Image Trend. The invoices were not being paid for Firehouse. I compared pricing and Image Trend would be cheaper, so we moved all our reporting to Image Trend. In the next couple weeks we will be downloading all our data from Firehouse to the new server that we just installed.
 - Clerk Carr motioned to approve payment of \$6,768.12 to ESO Solutions. Director Fox 2nd. All in favor, motion carried.
- D. Discussion and possible action regarding: Revise pay scale to be effective January 1, 2022. (Cunningham)
- Chief Cunningham stated that January 1, 2022 the minimum wage will increase to \$12.80. I would like to increase our pay scale effective January 1st and budget each year an increase to keep ahead of minimum wage and stay competitive with other fire districts. Pay has been the main reason we can't attract new employees. New pay scale would be Firefighter or EMT \$13.00; Firefighter/EMT \$13.50 and Firefighter/Paramedic \$15.00. This is in line with other smaller fire districts. Chairman Knowles asked if we could maintain these rates within our budget or will we have to drop down hours to do this. Cunningham stated that we have items budgeted that we have not spent. Also, hours were lower than expected due to shortage of employees to fill shifts. Some months that we

- budgeted 10 days we were only able to staff 5 days. We will be okay the rest of this budget year, next budget year we will have to put more funding in wages.
- Clerk Carr moved to approve the new pay scale effective January 1, 2022. Director Fox 2nd. All in favor, motion carried.
- E. Discussion only: Insurance renewal with VFIS for general liability and garage insurance. (Cunningham)
- Chief Cunningham stated that staff has reviewed the policy and made necessary changes and was able to bring the premiums down from \$13,036 to \$9,594. We added crime coverage for employee dishonesty. Director Fox asked if both station 1 and 2 are owned by Yucca Fire District. Chief answered, yes.
 - No Action
- F. Discussion and possible action regarding: Update posting locations; discuss the water tower at the corner of Frontage Road and 5th Avenue and Station 2 as an official posting location. (Administration)
- Comptroller Kindelberger stated that requirements for posting is the website and one physical location. Staff would recommend removing the posting location at the water tower as it is only blocks from station 1. It has no secure posting board and items are exposed to the elements and being torn down. Chief Cunningham added that Clerk Carr is kind enough to post at station 2 but if she is no longer on the board that could be an issue to get out to that location. I feel that the website and station 1 should be our official posting locations. Clerk Carr stated she was fine with removing the water tower but felt we should keep station 2. Kindelberger stated that we can still post at station 2 as a courtesy to the citizens. Kindelberger stated that we will put out a public notice of this change and send a letter to the Board of Supervisors. Director Fox felt that we should continue to post to station 2 but not mandated to do so, he offered to help with postings at station 2.
 - Director Fox motioned to remove the water tower and station 2 as official posting locations and make proper notice to the public. Clerk Carr 2nd. All in favor, motion carried.
- G. Discussion and possible action regarding: Decide length of time to keep agendas and minutes on the website. (Administration)
- Comptroller Kindelberger stated that there is not a requirement how long agendas and minutes must stay on the website. I have asked other districts what they do, and some are 3 months, 6 months, up to 1 year. One district takes them down as soon as the next agenda or minutes are posted. YFD has agendas and minutes that date back to June of 2015. Staff needs to know how long the board would like to keep them up. Staff recommendation is two years, which would allow the citizens to make a year-to-year comparison for things like budgets or financials. Director Fox initial felt 3 months but agreed with the recommendation. Clerk Carr stated she preferred the 24 months option.
 - Clerk Carr moved to keep the agendas and minutes on the website for 24 months. Director Fox 2nd. All in favor, motion carried.
- H. Discussion and possible action regarding: Approve resolution for implementing a cost recovery program and authorize fire chief to sign any agreements for out of house billing services. (Cunningham)
- Chief Cunningham stated that YFD currently has a billing service in place. Talking to other fire districts I have found other companies that would be better than what we currently use. The current company requires a minimum per year and YFD is not meeting that requirement. This other company has no minimum requirements and also allows in-house billing if we choose. Also, they add their percentage to the amount we bill so we are collecting our full fee as the other company takes their percentage off our billed amount. To contract with this other company, they require a resolution.
 - Clerk Carr motioned to approve the resolution and authorize the fire chief to negotiate a billing agreement. Director Fox 2nd. All in favor, motion carried.
- I. Discussion and possible action regarding: Amend the Yucca Fire District established fee schedule; approve resolution regarding same. (Cunningham)
- Chief Cunningham informed the board that this item is tied to 6H. I was informed that our fee schedule is not in line with insurance standards. Chairman Knowles stated that these prices are more in line with what I would like to see.

- Director Fox motioned to approve the resolution and amend the Yucca Fire District fee schedule. Clerk Carr 2nd. All in favor, motion carried.

J. Discussion and possible action regarding; Discuss renewal of IGA with Golden Valley Fire for management services expiring January 1, 2022. (Cunningham)

- Chief Cunningham informed the board that staff is putting in more hours than initially calculated at the start of this IGA. Therefore, the price needs to be increased to cover those costs. I would like to propose a six-month renewal with an increase of \$700 per month with the goal of having the rest of the accounting backlog completed by June of 2022. Then starting next budget year, we would reduce it back down providing all the backlog is completed. This would also allow for the IGA to renew at the beginning of each budget year making it easier for the budget process. Chairman Knowles stated that for what GVFD has provided YFD; a fire chief, assistant fire chief, fire marshal, comptroller, and administrative assistant, this is less than what we were paying for one chief before. I don't see any issue with this increase.
 - Clerk Carr motioned to move forward with renewing the IGA with Golden Valley Fire and have the fire chief bring back to the board. Director Fox 2nd. All in favor, motion carried. Discussion: Director Fox asked if we did a 6-month IGA then what month will this come back to the board for the full year renewal. Comptroller Kindelberger stated that it would be the May meeting.

K. Discussion and possible action regarding: Set meeting in December for Election of Officers unless board determines no changes are necessary. (Administration)

- Chairman Knowles asked if this election is solely amongst the board member, does it involve the public. Kindelberger replied only the board votes, first the chairman would open the floor for nominations; after nominations the chairman would open the floor to motions. Because this was not an election year, and we have no new members the board can decide to leave the officers as is. Chairman Knowles asked the other board members if they agree to leave the officers in place for the next year, Carr and Fox agreed.
 - Chairman Knowles motioned to leave the officers in place for the next calendar year. Director Fox 2nd. All in favor, motion carried.

7. 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

8. ADJOURNMENT.

- Chairman Knowles motioned to adjourn the meeting at 4:51 p.m. Director Fox 2nd. All in favor, motion carried. Chairman Knowles adjourned the meeting at 4:51 p.m.

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

Date: 11/22/2021