

NOTICE OF PUBLIC MEETING  
Yucca Fire Department  
\*Minutes\*  
12349 Frontage Road  
Yucca, AZ 86438  
SPECIAL SESSION  
September 8th, 2020

**1. Call to Order- By Chairman Richard Knowles at 10:00 AM**

**2. Roll Call of Members-**

a) Kayla Carr Board Member (Clerk); Richard Knowles, Board Member (Chairman)

**3. Pledge of Allegiance-**

a) Led by Richard Knowles (Chairman)

**4. Statement from Richard Knowles (Chairman):**

a) Richard Knowles addressed the public about an executive session that the board would move it to a later time in the meeting and the Assistant Chief was to bring his personnel file for the review in executive session and Richard Knowles advised him to remove anything that was dealing with medical. The Assistant Chief stated that he only will provide his Oath of Office to the board.

**NEW BUSINESS:**

**5. Discussion and Possible Action Item Yucca Fire District Code of Ethics:**

a) Board member Kayla Carr made a motion to move item 13 Code of Ethics for discussion and possible action prior to the Executive Session. Richard Knowles 2<sup>nd</sup>. Carr-Yea; Knowles-Yea. Motion Carried.

b) Board member Kayla Carr talked about adopting a Code of Ethics into the policy, Kayla Carr also stated where she pulled the verbiage from (Fire Academy Training Book/ Essentials for Firefighting). Kayla Carr stated that all Fire Personnel must abide by a set Code of Ethics. Also Kayla Carr offered to have the public take a look at them as well.

c) Board member Richard Knowles read out loud to the public the Code of Ethics as they were written. To include the statement of understanding with signature line for the employees.

d) Member Kayla Carr motioned to adopt the Code of Ethics into the Yucca Fire District Policy. Member Knowles 2<sup>nd</sup>, Carr-Yea; Knowles-Yea; Motion Carried.

**Executive Session: Personnel Matters Per A.R.S. § 38-431.03(A)(1)**

**Richard Knowles Motioned; Kayla Carr 2<sup>nd</sup>, Carr- Yea; Knowles Yea; Motion Carried at 10:11 AM**

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**6) Reconvened From Executive Session at 11:03 AM**

**7) Call to the Public:**

a) Richard Knowles motioned to have a Call to the Public; Member Kayla Carr 2<sup>nd</sup>; Carr- Yea; Knowles- Yea

b) The Public had the floor:

- Member of the public addressed concern for the Assistant Chief and his position and also with concerns about not being able to house the Fire District's water tender at the volunteer's home.
- Member of the public also addressed concerns for the Assistant Chief and his position with Yucca and then voiced concerns about Richard Knowles appointment with the previous board.
- Member of the public also addressed the public attendees about how people need to do research before they make certain statements.
- Member of the public made statements about Richard Knowles appointment.

c) Richard Knowles made a motion to end the Call of the Public; Kayla Carr 2<sup>nd</sup>; Carr-Yea; Knowles-Yea; Motion Carried.

**8) Discussion and Possible action: Swear in new member Kayla Carr:**

a) Richard Knowles stated since the member's oath and appointment was completed that there is no need to do the swearing in. No action taken.

**9) Discussion and Possible action: Accept Marilyn Shore's Resignation:**

a) Richard Knowles read out loud Marilyn Shore's Resignation letter to the public.

b) Richard Knowles made a motion to accept the resignation of Marilyn Shore; Kayla Carr 2<sup>nd</sup>; Carr-Yea; Knowles-Yea; Motion carried.



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**10) Discussion and Possible action: Assign board seats, Chairman and Clerk:**

- a) Richard Knowles read out loud the Yucca Bylaws in regarding the board seat titles.
- b) Member Kayla Carr motioned to assign the title of Chairman to Richard Knowles; Knowles 2<sup>nd</sup>, Knowles-Yea; Carr-Yea; Motion carried.
- c) Member Richard Knowles motioned to assign the title of Clerk to Kayla Carr; Carr-Yea; Knowles-Yea; Motion carried.

**11) Discussion and Possible action: Resolution for bank to remove Assistant Chief from Warrant account Wells Fargo and add Member Kayla Carr as signer:**

- a) Richard Knowles made a motion to do a resolution to remove the Assistant Chief from the Wells Fargo (Warrant Account) and add Member Kayla Carr as a signer; Kayla Carr 2<sup>nd</sup>, Carr- Yea; Knowles-Yea; Motion carried.

**12) Discussion and Possible action: Resolution to remove Marilyn Shore from National Bank of Arizona and to add new member Kayla Carr to the accounts:**

- a) Richard Knowles made a motion to do a resolution to remove Marilyn Shore from the bank accounts and to add new member Kayla Carr to the accounts; Kayla Carr 2<sup>nd</sup>; Knowles- Yea; Carr; Yea; Motion carried.

**13) Discussion and Possible action: Access for board to all websites, social media and computers/programs:**

- a) Richard Knowles made a motion to Table this discussion and action due to having to get more things together for this topic; Kayla Carr 2<sup>nd</sup>; Knowles- Yea; Carr- Yea; Motion carried.

**14) Discussion and Possible action: Access for all board to all documents including but not limited to files and payroll:**

- a) Richard Knowles made a motion to revise the agenda item because it was not clear enough and it was being misunderstood with choice of verbiage used and to revisit it when it becomes clearer; Kayla Carr 2<sup>nd</sup>; Carr-Yea; Knowles-Yea; Motion carried.

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**15) Discussion and Possible action: Access to facility keys and pass codes:**

- a) Richard Knowles made a motion to strike this item from the agenda; Kayla Carr 2<sup>nd</sup>; Carr-Yea; Knowles-Yea; Motion carried.

**16) Discussion and Possible action: All equipment to be kept at the Fire Station (Water Truck):**

- a) Kayla Carr made a statement about having to do some more research to see what the proper protocol/rules/policies are before the board can make a proper decision.
- b) Richard Knowles made a statement about how the board had already discussed it with the Assistant Chief and will continue to discuss it with him since this is in the Assistant Chief's area.
- c) Richard Knowles made a motion to Table this item until proper investigation/researching is completed; Kayla Carr 2<sup>nd</sup>; Knowles-Yea; Carr-Yea; Motion carried.

**17) Discussion and Possible action: Payment of agreed sum to Attorney Whittington:**

- a) Richard Knowles stated that this was already agreed upon in a previous meeting.
- b) Kayla Carr stated that since it was already voted on in a previous meeting then the agreement should be upheld.
- c) Richard Knowles made a motion to get the attorney paid as soon as possible; Kayla Carr 2<sup>nd</sup>; Knowles- Yea; Carr- Yea; Motion carried.

**18) Discussion and Possible action: Upcoming meeting with the public, representative from Rural Metro and the board:**

- a) Richard Knowles advised the public to show up and ask questions with the representative from Rural Metro on Thursday September 10<sup>th</sup> at 2:00 PM.

**a)Adjourned: Kayla Carr made a motion to adjourn the meeting, Richard Knowles 2<sup>nd</sup>, Carr-Yea; Knowles-Yea; Motion carried. Adjourned at 11:30 AM.**

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Yucca Fire Department

\*Minutes\*

12349 Frontage Road

Yucca, AZ 86438

SPECIAL SESSION

September 8th, 2020

I, \_\_\_\_\_ of the Yucca Fire District, do hereby swear that I posted the foregoing Minutes at the water tower located in Yucca on Frontage Road, District's Fire Station #1 on Frontage Road, and "R" Burger Joint on Frontage Road, on this Date and Time: \_\_\_\_\_, 2020 @ \_\_\_\_\_ A.M/P.M

I, \_\_\_\_\_ of the Yucca Fire District, do hereby swear that I posted the foregoing Minutes at the Yucca Fire Department web site [www.yuccafire.com](http://www.yuccafire.com) on this Date and Time: \_\_\_\_\_, 2020 @ \_\_\_\_\_ A.M/P.M

\*Executive Session: Pursuant to Ariz, Rev. Stat. 38-431.03 (A)(2) and (A)(3), the Yucca Fire Department Board may, upon a majority vote, enter into an executive session to discuss or consider information that the law requires be maintained as confidential. Such a session will not be open to the public. Matters on the agenda may be discussed in Executive Session for the purpose of obtaining legal advice on those matters.

*Pursuant to the Americans with Disabilities Act (ADA) the Board endeavors to ensure the accessibility of its meetings to all persons with disabilities. Reasonable accommodations will be made upon request for persons with disabilities or for those who speak English other than very well. If you need an accommodation for a meeting, please call the Fire Department at (928)766-2300 at least 48 hours prior to the meeting so that an accommodation can be arranged.*



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REGULAR SESSION/EXECUTIVE SESSION  
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Minutes Approved on: Sep 18 2020 at 5:34 AM/PM

Name: [Signature] Chairman Date: Sep 18 2020

Name: [Signature] Clerk Date: Sep 18 2020

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