



NOTICE OF PUBLIC MEETING  
Yucca Fire Department  
\*Minutes\*  
12349 Frontage Road  
Yucca, AZ 86438  
REGULAR SESSION  
July 20th, 2021

**1. CALL TO ORDER- 4:00 PM**

**2. ROLL CALL OF MEMBERS-**

1. Kayla Carr Clerk, Jim Fox Board Member, Richard Knowles Chairman

**3. PLEDGE OF ALLEGIANCE-** Led by Jim Fox

**4. APPROVAL OF MINUTES ~ CONSENT AGENDA**

- A. Special Meeting Minutes of June 15, 2021
- B. Regular Meeting Minutes of June 15, 2021
- C. Special Meeting Minutes of July 5, 2021

1. Jim Fox made a motion to approve the Consent Agenda as presented; Kayla Carr 2<sup>nd</sup> the motion; Carr-Yea; Fox-Yea; Knowles-Yea; Motion carries.

**5. REPORTS AND CORRESPONDENCE.**

**A. June 2021 Operational Report.** (Chief Cunningham)

- 1. Firehouse was not working so no report on Firehouse.
- 2. EMS- YFD ran 5 EMS 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/Equipment

1. AC units are up and running. 1 bay unit had a capacitor replaced and all was serviced.

2. Personnel; Wayne Kundra was hired full time by Northern Arizona so now he is only part time with YFD. YFD has no more full time personnel. Trying to work around their schedules to get them scheduled here. Another member of YFD was hired full time by Northern Arizona and now we only have one and we try to use him when we can. There are no more shifts like B shift but there will be staff on the 23<sup>rd</sup> and the 24<sup>th</sup>. We have to be careful not to have the part time guys get overtime which is 212 hours in a 28 day period. With fewer people we have it is harder to do so we will be plugging more people in the schedule, it is a work in progress.

3. Equipment; Chief Martin and myself went out to Station 2 along with Jim to look at the pump at station 2. The pump would not turn on during the first trip. On the next trip we noticed that it turned on then shut off, we noticed they wired a 220 unit on a 110. We will have to do some re-wiring to get that operational and we will be back on that next week. We had 15 air packs with 15 masks and 30 bottles donated by Mohave Valley Fire Department.



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**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.*

1. No members of the public asked to speak on agenda items at this time.

**A. Discussion and possible action regarding: Approval of June 2021 Financial Reports. (Administration)**

1. Revenue \$17,180.94; Expenses \$17,829.19 for a total net loss of \$648.25. The Warrant Account-Operations \$119,500.12; NBA-Payroll Account \$4,039.19; Petty Cash \$96.00 for a total of \$123,635.31.
2. Kayla Carr made a motion to approve the June 2021 Financial Reports as presented; Jim Fox 2<sup>nd</sup> the motion; Carr-Yea; Fox-Yea; Knowles-Yea; Motion carries.

**B. Discussion and possible action regarding: Adoption of Fiscal Year 2021/2022 Final Budget and resolution regarding same. (Chief Cunningham)**

1. Only changes made to the budget are the capital and the contingency funds. Reflects the bank balances as of July 1<sup>st</sup> 2021.
2. Kayla Carr made a motion to adopt the Fiscal Year 2021/2022 Final Budget and resolution; Jim Fox 2<sup>nd</sup> the motion; Carr-Yea; Fox-Yea; Knowles-Yea; Motion carries.

**C. Discussion and possible action regarding: Approval and signature of Budget Certification pursuant to ARS § 48-802.02. (Administration)**

1. This Certification must be turned in with the budget and it states that the Board certifies that the District has not incurred more debt in excess of the taxes.
2. Jim Fox made a motion to approve the Budget Certification; Kayla Carr 2<sup>nd</sup> the motion; Carr-Yea; Fox-Yea; Knowles-Yea; Motion carries.

**D. Discussion and possible action regarding: Proposed changes to the By-Laws of the Yucca Volunteer Fire District. (Chief Cunningham)**

1. The bylaws were approved in 1994 and attached in the packet is the redline version with some suggestions like removing Volunteer from the name of the district. Richard Knowles stated the board will review the suggestions and the bylaws are a work in progress. Mindy stated that since the Board is a 3 person board and levied taxes are less than \$500,000 dollars a year the Board is allowed to have a meeting every other month but must hold a meeting in July. Richard Knowles asked staff for more recommendations on the bylaws. Kayla Carr stated that she did not have anything to compare them to, so right now she has no input at the moment.

2. No Action.



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**E. Discussion and possible action regarding: Discuss changing the day of week for the board meetings to Thursday. (Administration)**

1. Chief Cunningham stated that it would work better for the staff due to the work it takes to put together the Board packets and the agendas. Also, that way the Board would have more time to review the packets prior to the meetings. Kayla Carr stated the only issue for her was it might cause some issues with her posting the Minutes. Mindy stated that you have 3 business days to get them posted but in the future the Administration will be taking over the Minutes. Kayla Carr recommend that we table this until the next meeting that way when we change the bylaws to every other month and we could change the day of the meeting at the same time.
2. Kayla Carr made a motion to table this agenda item until the next meeting; Jim Fox 2<sup>nd</sup> the motion; Carr-Yea; Fox-Yea; Knowles-Yea; Motion carries.

**F. Discussion and possible action regarding: Offer to settle debt from Wells Fargo Bank for credit card. (Administration)**

1. Mindy stated that the YFD received a letter from Wells Fargo bank to settle an outstanding balance of \$15,086.99. Their offer is for 45% of the balance which is \$6,789.15 which expires July 18<sup>th</sup>. Tried to respond to them by letter and by messages but no one has responded yet. Requested to find out whose names were on those cards because the account number listed on this is a consolidated account number many billings under this account number, so we do not know whose debt this is. Mindy stated that she went through the Wells Fargo Account file and that account stopped in November 2019. The question is, is this debt fraud. There is a letter to Former Chief Leflet in dispute of fraud on the credit card but this is the only correspondence in regards to that debt. Richard Knowles stated that we need to find out everything about that debt before we make any payment. Mindy stated we had/have investigations for fraud and embezzlement on past employees and only the Board can approve this payment.
2. No Action

**G. Discussion and possible action regarding: Sell parcel #245-14-273, discuss options for selling parcel; approval of surplus property resolution. (Chief Cunningham)**

1. Chief Cunningham recommended that the property be sold and asked how the Board would like to proceed. Chief Cunningham would recommend starting off at the Public Surplus listed at the value and the buyer would pay all the costs. Chief Cunningham asked what the Board would like to do if it does not sell via Public Surplus or through a Realtor. Richard Knowles stated that we can revisit this at another meeting if it does not sell. Kayla Carr asked the staff which way would be the best to get the most money for that lot. Chief Cunningham stated Public Surplus which the buyer is responsible for the fees.



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**G. Discussion and possible action regarding: Sell parcel #245-14-273, discuss options for selling parcel; approval of surplus property resolution. (Chief Cunningham) (Continued)**

2. Kayla Carr made a motion to sell parcel 245-14-273 and to approve the surplus resolution; Jim Fox 2<sup>nd</sup> the motion; Carr-Yea; Fox-Yea; Knowles-Yea; Motion carries.

**H. Discussion and possible action regarding: Energy audit and status of electric usage. (Chief Cunningham)**

1. The audit could not be completed due to the HVAC systems not being serviced. As of 5-28-2021 we moved to the Small General Service Plan and our bill was reduced \$168.00. The YFD just has too many appliances running all the time and it uses up a lot of energy. The problem is a lot of energy being used. We will not see costs going down until it starts cooling off. Jim Fox asks will we be staying under the 12,000 kilowatts. Mindy stated that we are at 6,800 kilowatts. There is nothing much we can do to change the energy use. Chief Cunningham recommended that the Food Pantry start unplugging the appliances in the bay and re-plugging them in when they come in. Kayla Carr stated that since we have less staff then could we get rid of one the white refrigerators in the kitchen it might not make a huge difference but it would be one less appliance running. Chief Cunningham stated that he is already working on that. Chief Cunningham also addressed an air flow concern within the building.

2. No Action.

**I. Discussion and possible action regarding: Renewal of the Yucca Community Food Pantry Facility Use Agreement expiring on September 18, 2021. (Clerk Carr)**

1. Kayla Carr stated the few changes from the old contract to the new contract like a semiannual contract, change in payment and payment date, and also in the termination time frames. Staff recommended that the contract should be a month to month with an automatic renewal that way we do not have to keep having meetings about the YCFP contract. Staff had concerns with the 90 days and a 6 month agreement that means this would have to be addressed every 3 months. Kayla Carr stated the Pantry needed 90 days because St. Mary's needs that long to cancel the deliveries. Richard Knowles stated he does not see a problem with the food pantry being here but would like to see a month to month agreement. Chief Cunningham recommends that the pantry pays half of the electric bills with a minimum of \$250 that way they are not always paying \$500 each month. Kayla Carr addressed concerns with a month to month agreement. Chief Cunningham stated that this has nothing to do with trying to remove the Food Pantry from the Fire District. Kayla Carr asked what happens when we bring in more staff and the bill spikes really high and have to split the bill. Kayla Carr asked would it be possible to do a minimum of 250 and a maximum of



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**I. Discussion and possible action regarding: Renewal of the Yucca Community Food Pantry Facility Use Agreement expiring on September 18, 2021. (Clerk Carr) (Continued)**

500 since the pantry only operate off of donations. Chief Cunningham stated that would be up to the Board but remember it is tax payers' money so you would have to make it fair. Richard Knowles stated that since we are now on the Small General Service Plan it would be very unlikely the bill would hit over \$1,000. The high months are June, July and August. Kayla Carr recommended that this item be tabled that way everyone could review possible changes and address this at the August meeting. The contract is still valid until September 18<sup>th</sup> 2021. Richard Knowles directed Mindy to work with Terry Underhill to revise the contract.

2. Kayla Carr made a motion to table this item until the next meeting; Jim Fox 2<sup>nd</sup> the motion; Carr-Yea; Fox-Yea; Knowles-Yea; Motion carried.

**7. CALL TO THE PUBLIC.** Consideration and discussion of comments and complaints from the public. Those wishing to address the Yucca 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.

1. None

**8. ADJOURNMENT: Jim Fox made a motion to adjourn the meeting at 5:01 PM; Kayla Carr 2nd the motion; Carr-Yea; Fox-Yea; Knowles-Yea; Motion carried.**

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 YFD Station #2 16458 S. Johnson Ln, on this Date and Time: \_\_\_\_\_, 2021 @ \_\_\_\_\_ A.M/P.M

*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.*