



NOTICE OF PUBLIC MEETING  
Yucca Fire Department  
\*Minutes\*  
12349 Frontage Road  
Yucca, AZ 86438  
REGULAR SESSION  
February 16th, 2021

**1. Call to Order- 4:00 PM**

**2. Roll Call of Members-**

- 1) Kayla Carr Clerk, Richard Knowles Chairman

**3. Pledge of Allegiance-**

- 1) Led by Chief Cunningham

**4. Approval of Minutes:**

- 1) Kayla Carr made a motion to accept the minutes for January 19<sup>th</sup> 2021 as written; Richard Knowles 2<sup>nd</sup>; Carr-Yea; Knowles-Yea; Motion carried.

- January 19<sup>th</sup> 2021 Regular Session Meeting Minutes

**5. REPORTS AND CORRESPONDENCE.**

**A. December 2020 Operational Report. (Chief Cunningham); 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)

- Equipment: Pumper Tender Fire Truck 1318 needs to be taken out of service due to a Def fluid sensor that needs to be replaced, but it is covered by warranty but the only place that can fix it is all the way in Vegas. Once the truck is there in Vegas we have some safety recall work that needs to be done we had a notice sent to us that was just found that was sent in January of 2020 but we do not have any documents that show that it was done. We are unsure how long it will be out of service we were hoping to take it down there on the four days the guys are not working to have it done.
- Discussion with the Mohave County Assessor about the Fire District's response boundaries on I40 which will be discussed later in the meeting.
- Pride Truck Stop it is moving along as planned.
- Still waiting on the title transfer for the boat trailer from the embezzlement.

**6. VOTE TO GO INTO EXECUTIVE SESSION.**

A. The Board of Directors may vote to go into Executive Session on Personnel matters pursuant to A.R.S. §38-431.03(A)(1) to discuss board member applicants for the vacant Board seat on the Yucca Fire District Board.

1. No vote; No executive session.





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**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.*

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

**A. Discussion and possible action regarding: Possible appointment and swear in of a new Yucca Fire Board Member effective immediately; Possible approval of the Resolution for the Board member appointment.**

1. Discussion; Richard Knowles stated that the only applicant who was timely in turning in his application was Jim Fox. Richard Knowles said there was one more applicant but that member was over a month late getting his application turned in.
2. Kayla Carr made a motion to appoint Jim Fox as the new Board Member for the Yucca Fire District and to approved the resolution of the appointment effective immediately; Richard Knowles 2<sup>nd</sup> the motion; Carr-Yea; Knowles-Yea; Motion Carried.
3. Richard Knowles administered the Oath of Office to Jim Fox and officially swore in the new member. Jim Fox's Oath was notarized at the meeting.

**B. Discussion and possible action regarding: Adding the new board member as a signer to all the Yucca Fire District Bank accounts; Possible approval of the Resolution to add the new board member to the YFD bank accounts.**

1. Discussion; Richard Knowles stated that he had an issue with this because he believed that in previous board meetings there was a rule set to only have two people on the bank accounts at a time. Richard Knowles directed Kayla Carr to do some research and see if there was a rule set before we add the new board member on the accounts.
2. No action taken.

**C. Discussion and possible action regarding: Approval of January 2021 Financial Reports. (Mindy)**

1. Discussion; (Mindy) Revenue is \$11,323.04, Expenses is \$15,255.52 which is a net loss of \$3,932.48; Cash on hand; Warrant Account-Operations is \$108,576.23, Warrant Account-Retirement and Pension is \$10,000.36; NBA Payroll Account is \$7,011.98, Petty Cash is \$114.00 for a total of \$125,702.57. Update on the previous books; sorted out about 15 to 20 boxes of paper work by fiscal year and started to key fiscal year 19/20 keyed July and most of August which took about 15 hours just to do those two months and the majority of that time was used for July. Approximant 50 more hours to complete fiscal year 19/20. The issues we keep having are missing documents. We have check stubs with no receipts and situations where I do not have checks or check stubs. We only have the amount and the check number because that is what shows on the bank statement. The goal is to get the finances done because we have some deadlines coming up and we do not want to miss them. Richard Knowles asked if we found anything out about the Retirement and Pension fund yet. Mindy said she did find out the original amount was about \$27,000.00 and Yucca has been tapping into it when they needed money and money was transferred out of it and





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moved into the operating account and then used it. The problem was the previous boards were not paying attention to the financials and was not given bank statements to review.

2. Kayla Carr made a motion to approve the financial statement as presented; Richard Knowles 2<sup>nd</sup>; Carr-Yea; Knowles-Yea; Fox-Yea; Motion carried.

**D. Discussion and possible action regarding: Interstate 40 boundary change.**

1. Discussion; Chief Cunningham stated that back in 2015 Yucca decided for some reason to Annex the strip of the I 40 to Mile post 39 which is in Golden Valley Response area and it has cause a lot of issues with responding because GVFD station is about 5 miles away. When Yucca filed this and it was approved and the state does not really care about who annexes what. Since then when 911 is called for that area Yucca Fire and River Medical gets dispatched to that. So, it is about 14 miles from the Yucca station and again it is 5 miles from a GVFD station. This causes a delay in response times. Sometimes when Yucca would respond there was not even an EMT on the rig and GVFD staffs all their rigs with Paramedics. We talked to the Assessor to see if it was done legally and the Assessor stated it probably was not done legally because all the proper paper work was not filed. Chief Cunningham stated that he would bring this issue up to the board and to see what can be done and with the staffing situation as it is right now there is no way to maintain that. Chief Cunningham recommended that Yucca brings the boundaries back to mile post 26 and GVFD responds to mile post 34 so Yucca can still respond out that for highway calls and that is all Yucca can handle. Kayla Carr asked does it benefit Yucca at all to keep that annex like with billing and finances or would it hurt Yucca to rescind that part of the highway. Chief Cunningham said no, actually you would have a better chance of getting grants without it because you annexed that highway into your district. Yucca can bill outside of the district for calls. Richard Knowles stated that so if we include this and annexed it into our district so we can't bill for it and Chief Cunningham said that is correct. Richard Knowles stated that after we could always try to annex up to mile post 28. Chief Cunningham stated you do not have to annex the highway for that to happen. Kayla Carr asked so this is just the strip of highway not the local area. Chief Cunningham stated this is just the strip of highway nothing else and this would increase your chances of grants and allows you to bill for services.

2. Kayla Carr made a motion to direct staff to make the changes to rescind the boundary limits of the I-40 back to mile post 26; Richard Knowles 2<sup>nd</sup> the motion; Carr-Yea; Knowles-Yea; Fox-Yea; Motion carried.





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**E. Discussion and possible action regarding: Yucca Fire District Burn Permits.**

1. Discussion; Chief Cunningham stated that GVFD just went through changing their burn permits and what GVFD follows the state and there is verbiage that has to be on the permit. Yucca has some verbiage and even some A.R.S things that have nothing to do with the burn permit and does not know what their intent was with this. We would like to change the look of the document to make it cleaner and to have a carbon copy and we would like to change the permit to a 90 day permit because annual burn permits are not even legal in the state of Arizona according to the Fire Marshal's office. The problem with the annual permit is that is we follow the state and the Feds when they issue a burn ban. We would prorate the burn permit so if they can't burn for a month then we let them burn a month after their permit. Chief Cunningham is asking the board to approve the GVFD burn permit for Yucca burn permit just changing the name and to approve the change to a \$10 dollar, 90 day burn permit instead of a \$5/\$25 burn permit. Chief Cunningham also noticed that Yucca was issuing burn permits even to those who are not in the Fire District and do not hold a subscription. The whole program needs to be cleaned up. Kayla Carr asked what happens to those who already paid for their burn permits or the year burn permit. Chief Cunningham stated he doesn't really know how many people have already paid but we will have to honor those and this change would be for the permits.

2. Kayla Carr made a motion to approve the new burn permit and the price of \$10 dollars for 90 days; Richard Knowles 2<sup>nd</sup> the motion; Carr-Yea; Knowles-Yea; Fox-Yea; Motion carried.

**F. Discussion and possible action regarding: Possible approval of a fee schedule; possible approval of a Resolution for the fee schedule.**

1. Discussion; Chief Cunningham stated he has not found a fee schedule or anything that been approved by the board. This fee schedule covers it all to include possible future CPR classes. We based these fees off of GVFD but somethings have changed. Chief Cunningham noticed that Yucca was billing for Out of District responses that did not have a subscription or stuff on the highway that was already annexed into the District. Chief Cunningham stated that they were different charges, different prices and has no idea where they were coming up with those numbers. Richard Knowles stated that the fees looked reasonable. Chief Cunningham stated they can always be revisited and increased or decreased when wanted. Mindy stated that the fee schedule needs to be filed with the County with the resolution.

2. Kayla Carr made a motion to approve and adopt the Yucca Fire District Fee Schedule as proposed and to accept and approve the board resolution for the same; Richard Knowles 2<sup>nd</sup> the motion; Carr-Yea; Knowles-Yea; Fox-Yea; Motion Carried





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### **G. Discussion and possible action regarding: Possible approval of Out of District Service Subscriptions; possible approval of a Resolution for the Out of District Service Subscriptions.**

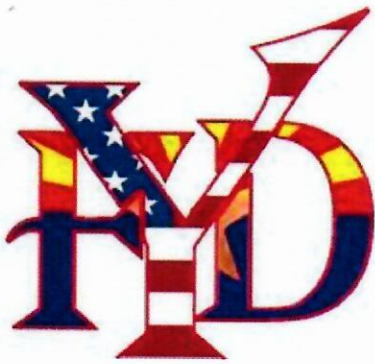
1. Discussion; Chief Cunningham wanted to bring this to the board because he did not know if this was ever approved by the board and did not know where they were getting their numbers and the math was not done correctly. Normally there is a \$100 dollar minimum and we have one for \$9.75 and that is their fee. Chief Cunningham's concern is how far some of these subscriptions are, some of these are about 25 miles out of district and we only have one crew and one station and can be a problem. We need to be responsible. These are so far out and you would be putting the station out of service while they are responding. So it could take them around 40 minutes to respond plus 20 minutes or more to treat and even longer to wait for AMR to respond since Yucca can't transport. Yucca District can't handle this. Richard Knowles stated with our current situation in good conscience we should not be charging pretty much anyone when we only have people here 10 days a month what happens when something happens and no one is here to respond and we already charged them then we may be liable. Richard Knowles believes that the district should not have any subscriptions until the situation improves and we are able to take care of them. Chief Cunningham stated that we only have one that is current and even one that expires in March 2021 and this one is 9 miles out of district. Kayla Carr asked if there was an estimate how far out the subscriptions would be for where would it start and end. Chief Cunningham stated that in GVFD Chief Martin and himself would drive out to the locations and to make sure they can get out there and to see how far it was before we give a subscription. Richard Knowles believes the subscriptions would be a liability for the department and he feels for the people out there but it does not feel right to take their money for a service we cannot provide at the moment. Kayla Carr asked what happens if something happens to someone who lives out of the district and does not have a subscription say their house catches on fire what happens. Chief Cunningham stated that DHFD and GVFD might respond and for medical AMR will respond, AMR covers it all. Kayla Carr stated that she was not ready to approve the new subscriptions just yet until some more research is done. Chief Cunningham stated that he did not want to put the tax payers at risk for an out of district call and this is a liability and it looks like it was a former Chief who signed off the ones we had. Kayla Carr recommended that we revisit this at a later date. Richard Knowles asked what we tell the people in the meantime. Mindy stated that subscriptions had to be board approved and these never were. Richard Knowles stated that as of right now there will be no subscriptions and we should never have had them.

2. No Action on this item.

### **H. Discussions and possible action regarding: Frontier Phone Contract.**

1. Discussion; Chief Cunningham said that we have 4 phone lines and we have a contract with them. There is no reason to have 4 phone lines here. We want to remove 3 out of the 4 lines and keep the number that ends in 2300 and we want to ramp up our internet here because it is





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bad here right now. Chief Cunningham asked if he can get a go ahead to save the department a few hundred dollars a month. Mindy stated the bill is about \$500 a month.

2. Jim Fox made a motion to let Chief Cunningham to do what he needs to do to eliminate those phone lines; Kayla Carr 2<sup>nd</sup> the motion; Fox-Yea; Carr-Yea; Knowles-Yea; Motion carried.

**I. Discussions and possible action regarding: PTO hours for employees.**

1. Discussion; Chief Cunningham brought up the PTO hours the staff was using for vacation and sick pay. Chief Cunningham recommends getting rid of the PTO hours and implementing Sick and Vacation hours and capping the hours because if everyone leaves and cashes it out it could bankrupt a department. We only have one full time guy and only the full time will benefit from the vacation hours. Part time guys get sick time which is 1 hour for every 30 hours. We want to do this soon and cap it at 240 hours. Yucca was paying out all staff members and including POCs where getting PTO hours and if they all up a quit at the same time it would break the bank. Mindy said that previous staff stated it's a law if one person gets paid out everyone gets paid out and Mindy said that is untrue there is no law stating that. All part time gets sick pay and full time gets vacation and sick.

2. The Board directs the staff to write a policy and bring it back before the board for approval.

**8. 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.

- A member of the public had questions about the Pride Truck Stop and the member was directed to get with the Fire Chief after the meeting.

**9. ADJOURNMENT: Kayla Carr made a motion to adjourn the meeting at 5:30 PM; Jim Fox 2nd the motion; Carr-Yea; Fox-Yea; Knowles-Yea; Motion carried.**



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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.*

KC



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Minutes Approved on: 3-16 2021 at 4:05 AM/PM

Name: [Signature] Chairman

Date: 3-16 2021

Name: [Signature] Clerk

Date: 3-16 2021

Name: [Signature] Board Member

Date: 3/16 2021

\*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.

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