



NOTICE OF PUBLIC MEETING
Yucca Fire Department
Minutes
12349 Frontage Road
Yucca, AZ 86438
REGULAR SESSION
October 16th, 2020

1. Call to Order- 10:04 AM

2. Roll Call of Members-

a) Kayla Carr Clerk, Richard Knowles Chairman.

3. Pledge of Allegiance-

a) Led by Kayla Carr (Clerk)

4. Approval of Minutes:

a) September 18th 2020, September 22nd 2020 and September 30th 2020.

b) Richard Knowles Motioned to accept and approve the minutes as they are written; Kayla Carr 2nd; Carr-Yea; Knowles-Yea; Motion carried.

5. Financial Update and Chief's Report:

a) Richard Knowles stated that the department does not have a Chief just yet so there is no Chief to give a report yet.

b) Richard Knowles asked Mindy Kindelberger to inform the board on the financials for the department.

c) Mindy Kindelberger stated that she could only give us our bank statement because there are no books. Warrant operating account as of September 30th 2020 is \$55,475. The Retirement and Pension account is \$10,000. The National Bank of Arizona operation account which is technically not allowed to have more than one operating account and that is supposed to be held by the County and the amount is \$7,042.94. The National Bank of Arizona payroll account is \$6,131.26. Cash on hand is \$78,650.14. Mindy Kindelberger also stated that everything is in boxes and disorganized and that the Quickbooks stop at 2018 so there is no way to get a statement or balance sheet we have to go back and the only way to have an audit is to go back and recreate those documents and that will take a lot of time. This department is averaging \$11,800 per pay period and that expenses need to be brought under control.

d) Richard Knowles asked if there was no documentation in the computer for the past 3 to 4 years. Mindy replied with 2016 is complete and that there was an audit done in 2016. 2017 looked complete but there was no income listed for a few months which is odd because you always have some kind of revenue coming in. So there are things missing in 2017. Mindy also stated that the books stop completely in March 2018. Mindy spoke to a CPA and stated the



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5. Financial Update and Chief's Report: Continued

department needs to go back one year July 2019 and go from there and then we could have an audit. Richard Knowles then asked about how the audits need to be turned into the county every year when completed. Mindy stated that is correct.

NEW BUSINESS:

6. DISCUSSION AND POSSIBLE ACTION FOR: REVIEW PROPOSAL FROM GVFD FOR A MANAGEMENT AGREEMENT:

a) Richard Knowles stated that Dave Cunningham is the Chief from Golden Valley Fire and Mindy Kindelberger is Golden Valley Fire's Comptroller. Richard Knowles then asked if Dave Cunningham could read the proposal.

b) Richard Knowles gave Dave Cunningham the floor. Dave Cunningham then spoke about his experience in the Fire Service and his back ground. Dave Cunningham also stated that between himself and his other Chief there is about 50 years of experience. Dave Cunningham stated that Golden Valley can help the Yucca Fire District but there will have to be some changes due to the financial situation. Dave Cunningham then read the Golden Valley Fire Department's Management proposal to the public.

c) Richard Knowles motioned to move forward with a management agreement with Golden Valley Fire; Kayla Carr 2nd; Carr-Yea; Knowles-Yea; Motion carried.

7. DISCUSSION AND POSSIBLE ACTION: APPOINTMENT OF AN INTERIM FIRE CHIEF:

a) Richard Knowles stated that the department has been without a Fire Chief for a bit because there was no one to appoint and that Dave Cunningham is willing to step in while the agreement is being done. Kayla Carr said that the department would greatly benefit from Dave Cunningham being the Chief.

b) Richard Knowles motioned to appoint Dave Cunningham as Interim Fire Chief and to get him an Oath of office; Kayla Carr 2nd; Carr-Yea; Knowles-Yea; Motion carried.

8. DISCUSSION AND POSSIBLE ACTION: STAFFING RECOMMENDATIONS AND CHANGE OF PAY PERIOD ENDING DATES AND PAY DATES:

a) Dave Cunningham stated that to work with both departments to get on the same pay schedule but would need to get with ADP to figure it out. Mindy Kindelberger stated that right now Yucca has a 7 day hold back on payroll as to GVFD has a 3 day hold back. Chief Cunningham then stated that changes need to happen and happen soon and the biggest outflow from Yucca is Personnel and the only way to fix it is not to be fully staffed 24/7, Yucca does not have the



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**8. DISCUSSION AND POSSIBLE ACTION: STAFFING RECOMMENDATIONS AND CHANGE OF PAY PERIOD
ENDING DATES AND PAY DATES: Continued**

revenue to staff it 24/7. He stated that the accounts are hemorrhaging and we have to stop the bleeding. Until the department can figure out how much the department still owe vendors will dictate the department's coverage. He also spoke on what happens when a Fire Department fails, the County will take over and no one wants to be ran by the County that is why Fire Departments join forces.

b) No Action; will be handled by the Chief.

**9. DISCUSSION AND POSSIBLE ACTION: TO AUTHORIZE THE GVFD COMPTROLLER ONLINE ACCESS TO
THE NBA ACCOUNT TO MANAGE BANK ACCOUNT AND DEBIT/CREDIT CARD ACCOUNTS:**

a) Richard Knowles stated that Mindy Kindelberger needs the access to properly do her job. Kayla Carr agreed that she needs access.

b) Kayla Carr motioned to authorize the GVFD Comptroller online access to the National Bank of Arizona accounts to manage bank account and debit/credit card accounts; Richard Knowles 2nd; Carr-Yea; Knowles-Yea; Motion Carried.

**10. DISCUSSION AND POSSIBLE ACTION: TO AUTHORIZE ISSUE OF CREDIT CARD FROM NBA ACCOUNT
WITH A SPENDING LIMIT:**

a) Mindy Kindelberger discussed reasons why the department needs a credit card. Also that it would have no names listed on it and it would be locked in the accounting office and with restricted use. Mindy also recommend a limit of \$1,500.

b) Richard Knowles motioned to approve a credit card from National Bank of Arizona with a spending limit of \$1,500 dollars for use by the management staff and the board in the name of the Yucca Fire District; Kayla Carr 2nd; Carr-Yea; Knowles-Yea; Motion carried.

**11. DISCUSSION AND POSSIBLE ACTION: TO CLOSE THE NBA OPERATING ACCOUNT AND TRANSFER
ANY FUNDS TO THE NBA PAYROLL ACCOUNT:**

a) Richard Knowles motioned to close the National Bank of Arizona operations account ending in 8721 and to transfer the funds to the payroll account with National Bank of Arizona and to do a resolution for the bank stating such; Kayla Carr 2nd; Carr-Yea; Knowles-Yea; Motion carried.



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12. DISCUSSION AND POSSIBLE ACTION: TO DIRECT THE MOHAVE COUNTY TREASURER TO TRANSFER ANY FUNDS FROM THE RETIREMENT AND PENSION ACCOUNT TO THE OPERATIONS ACCOUNT:

- a) Mindy Kindelberger talked about the financial situation now that it would be better to move the \$10,000 dollars from the R&P account and put it into the Operations account and the R&P account will not be closed so if down the line the department could use it again.
- b) A member of the public stated that there is a former Yucca Fire Member that is entitled to that money and that member can claim it at any time since that member retired from Yucca. Mindy Kindelberger stated that we would have to find the documents.
- c) No Action; The Chairman will reach out to the former Fire Member.

13. DISCUSSION AND POSSIBLE ACTION: THE YFD WEBSITE DOMAIN RENEWAL:

- a) Richard Knowles offered to make a donation for the payment.
- b) Richard Knowles motioned to pay the bill without reimbursement; Kayla Carr 2nd; Carr-Yea; Knowles-Yea; Motion carried.

14. DISCUSSION AND POSSIBLE ACTION: REMOVE ACCIDENT/SICKNESS FROM INSURANCE POLICY:

- a) Mindy Kindelberger said that this is a supplemental/add on and normally you would not offer this and this covers them off the job and it is about \$2,100 dollars. The staff did not even know about it. Kayla Carr stated that if it is not necessary and the department can't afford it then we should remove it and possibly revisit it sometime down the line. Richard Knowles stated that he wanted to possibly search and get quotes from other insurances. Mindy Kindelberger stated that the policy date is November 1st.
- b) Kayla Carr motioned to remove the accident/sickness coverage from the insurance policy; Richard Knowles 2nd; Carr-Yea; Knowles-Yea; Motion carried.

15. DISCUSSION AND POSSIBLE ACTION: UPCOMING FRIENDS FOR YUCCA EVENT:

- a) Kayla Carr addressed the Member leading the event about the usage of the department's parking lot and the restrooms and also asked about food handlers cards and if they are taking precautions because of COVID-19. The FFY member stated yes to both. Richard Knowles brought up the concerns about the liability issues with insurance. The FFY member stated that the Fire District has always covered the events in the past. Richard Knowles stated that is for Fire District events. Mindy Kindelberger recommended to the FFY member that they go online and buy event liability insurance for about \$150 to \$300 dollars for one event. If the Fire District sponsors the event it may be covered by the department and the district will have to look into the insurance to see if it is covered.
- b) No Action



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16. DISCUSSION AND POSSIBLE ACTION: CLOSE THE CHASE BANK ACCOUNT:

- a) No Action; Richard Knowles directed Mindy Kindelberger to investigate the account and get 7 years of statements.

17. DISCUSSION AND POSSIBLE ACTION: CHANGE THE YFD REGULAR MEETING DATES AND TIMES TO THE 3RD TUESDAY OF EACH MONTH AT 4:00 PM:

- a) Richard Knowles stated that since we have new staff this date and time would work best from them and the board. Kayla Carr agreed that that date and time would work for her as well. Richard Knowles stated we will need to let the Board of Supervisors know of the change of date.
- b) Kayla Carr motioned to change the regular meeting dates and times to the every third Tuesday of each month at 4:00PM; Richard Knowles 2nd; Carr-Yea; Knowles-Yea; Motion carried.

OLD BUSINESS:

18. DISCUSSION AND POSSIBLE ACTION: APPROVAL OF LOAN RELEASE AGREEMENT AND LOAN REPAYMENT:

- a) Richard Knowles read the Loan Release Agreement to the public the document also stated that it was an unlawful loan and the money must be returned to the loaners in the amount of \$15,000 dollars.
- b) Richard Knowles motioned to accept the Loan Release Agreement as it is written; Kayla Carr 2nd; Carr-Yea; Knowles-Yea; Motion carried.
- c) Richard Knowles directed staff to prepare a check for repayment.

19. Call to the Public:

- a) Kayla Carr motioned to open the Call of the Public; Richard Knowles 2nd; Carr-Yea; Knowles-Yea; Motion carried.
- b) The public addressed concerns for the following:
 - 1. What happens if they call 911 and the department is shut down for that time frame?
- c) Chief Cunningham responded that River Medical covers the area and for Fire service there are other departments who could respond but would have a little longer response time.
 - 2. Member of the public expressed appreciation for the board and the people who are working to try to fix the issues.



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5. ADJOURNEMENT: Richard Knowles motioned to adjourn the meeting at 11:19 AM; Kayla Carr 2nd; Carr-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: _____, 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.

10

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Minutes Approved on: 11-17 2020 at 4:05 AM/PM

Name: [Signature] Chairman Date: 11-17 2020

Name: [Signature] Clerk Date: 11-17 2020

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