



Yucca Fire Department
12349 Frontage Road
Yucca, AZ 86438
REGULAR SESSION MINUTES
August 21st, 2020

DRAFT OF MINUTES

1. CALL TO ORDER- 5:30 p.m. 8/21/2020.
2. ROLL CALL OF BOARD MEMBERS – Chairperson, M. Shore, Member R. Knowles. Also attending is Assistant Chief Schmidt and Bookkeeper Pam Ford
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF MEETING MINUTES
 - A. Regular Meeting Minutes of July 30, 2020. **Motion to approve made by Shore, 2nd by Knowles, VOTE: YEA-2;NAY-0; M/C APPROVED**
 - B. Special Session Meeting Minutes of August 12, 2020. Motion to approve made by Shore, 2nd by Knowles, **VOTE: YEA-2;NAY-0; M/C APPROVED**

Executive session Minutes of 5/22/2020;6/5/2020;6/19/2020;7/30/2020 copies given to Member Knowles. Motion to table for discussion and possible action for these executive Session Minutes at 9/18/2020 mtg. made by Shore, 2nd by Knowles, VOTE: YEA-2;NAY-0; M/C

5. MONTHLY FINANCIAL REPORTS

Petty Cash \$ 134.00

NBAZ – General Account \$14,045.75

NBAZ – Payroll Account \$ 300.00

Warrant Account \$77,170.50 (8/13-8/21/2020)



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Total Bills to pay now \$ 2,687.28

Payroll – Paid 8/13/2020 \$10,871.84

August Bills to pay – as of 8/30/2020 \$13,587.28

(includes **Estimate** of 8/27/2020 payroll \$10,900.00)

Member Knowles asked for the checks written to be listed individually:

Vehicle Repair \$ 42.50

Frontier \$ 433.90

UniSource Elect. (Station #2) \$ 26.71

Work Comp \$2,004.17

Pest Control \$ 180.00

Total \$2,687.28

Financial Reports Motion to approve and sign checks made by Knowles; 2nd by Shore; VOTE: YEA-2;NAY-0; M/C

6. REPORTS AND CORRESPONDENCE

A. Fire Chief's Report **-Investigating online training**

B. Board Chairperson's Report - **None**



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7. **CALL TO THE PUBLIC**

- A. Discussion re: Request to Speak Form located on www.yuccafire.com, click on 'Notifications' on the Heading Bar, click on 'Call to the Public'; screen will come up to fill out the Form; to Submit the request – click on the – 'Send Message' tab.

Member Knowles indicated that this may be the place to discuss 'decorum statement' on Website and stated this was not discussed by the board nor was this a board decision. Ms. Ford stated she did not place this item on the website, possibly hacked. Ms. Ford and Chief Schmidt only ones to have passwords. Security issues to be investigated; possibly done prior to July 30, 2020 when password was changed. Per Chief Schmidt, all has now been removed from the website.

8. **OLD BUSINESS**

- A. Discussion and possible action re: Attorney Fees. Ms. Ford to negotiate payment, discount and/or payment plan.

Shore made a motion to discuss; 2nd by Knowles. VOTE: YEA-2;NAY-0; M/C

Per letter from Atty Whittington of 8/21/2020, offering a 25% discount on fees; YFD will accept these terms, but request time to investigate accounts to fulfill. Cost of attorney is \$175.00 per hour; Current bill is \$8159.69, with 25% discount total to be paid will be \$6119.77. **An email to be sent to Attorney Whittington BY MEMBER KNOWLES with notification that a two (2) week time frame will apply. Motion to pay full amount of \$6119.77 by Knowles; 2nd by Shore; VOTE: YEA-2;NAY-0; M/C**

9. F. **Motion by Shore to move Item 9.F. from NEW BUSINESS to this position for continuity, 2nd by Knowles; .VOTE: YEA-2;NAY-0; M/C**

- 9.F. Discussion and possible action re: Revise spending limit policy of \$5,000.00 set for the Fire Chief by the Board on February 17, 2015, to now be a \$500 limit.



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After much discussion the following motion and amendment was made which will result in a Resolution:

Revise spending limit Policy set by the Board on 2/17/2015 to now be a \$500 limit with the stipulation that the Chief can call any two (2) board members and get his invoice approved without a Board Meeting. Any emergency deemed by the Fire Chief that is over \$500, the board has approved the Chief to call two (2) Board Members for verbal approval, and once the paperwork is printed, Board Members sign the check. The motion is to include a Resolution stating this and to include all Board Members and Bookkeeper. This motion was made by Chairperson Shore, 2nd by Member Knowles. VOTE: YEA-2;NAY-0; M/C

- B. Discussion and possible action re: Bonding Requirements, Insurance to cover possible theft, insurance coverage for possible breach of fiduciary duty. **Covered in above (9.F). Ms. Ford to advise Insurance Company for letter to accept.**
- C. Update re: 2 Boats and 2 Trailers to be moved to Station #2. **DONE**
- D. Discussion and possible action re: suggestions and recommendations for amendments to the current YFD By Laws by current Board Members. **Due to New member coming on board in September, 2020; Motion to table until the 9/18/2020 meeting made by Shore; 2nd by Knowles; VOTE: YEA-2;NAY-0; M/C**
- E. Discussion and update re: Fingerprinting compliance with DPS and A.R.S. 48-805.(A)(3); current Employees to be in process of fingerprinting by August 21, 2020. **Per Chief Schmidt, we have begun the process and have had 3 employees fingerprinted at a cost of \$20 ea. Applies to all employees, including Board members. Ms. Ford in contact with DPS to get user agreement so YFD can have their own OCA number.**
- F. Update re: Yucca Fire District & COVID-19. **Per Chief Schmidt, will open up the fire hall for the YFD BOARD MEETING to the public with only allowing 6' social distancing, temperatures taken, masks are required.**



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- G. Discussion and possible action re: Input from Chief Schmidt re: COVID-19 and ADOSH/OSHA requirements re: masks. **Per Chief Schmidt, Unless the dispatch call indicates that a mask is required, responders are not required to wear a mask.**
- H. Update re: Fiscal Year Audit – Requires CPA. Chairperson Shore has made initial contact with CPA firms in Mohave County. **Per letter from Whittington gave several contacts that could result in acquiring a CPA. Chairperson Shore will make this contact.**
- I. Discussion and possible action re: NBAZ account for credit/debit card, update by Ms. Ford. **Ms Ford presented to the board a “PREPAID RELOADABLE DEBIT/CREDIT CARDS” PRESENTATION. Discussion regarding two (2) cards with limit of \$500, that could be reloadable through bank. Ms. Ford to continue investigation. Item tabled until 9/18/2020 meeting; motion made by Shore; 2nd by Knowles; VOTE: YEA-2;NAY-0; M/C**
- J. Discussion of HIPPA. **Chief Schmidt indicated he would receive HIPPA Law information on 8/24/2020, and will share with Member Knowles. Since YFD does transmit electronic information, there are rules in place to be followed.**
- K. Discussion and update re: AT&T telephone/internet costs. Landline vs. cell based phone legality to be addressed later. **Ms Ford contacted Frontier for internet data usage; they don’t track. AT&T bills by data usage with 30 GBPS. AT&T is sending a device that will provide information for a more accurate quote. Member Knowles asked about speed, no information now.**
- L. Discussion and possible action re: District Vehicles use and in compliance with insurance requirements. **Per Chief Schmidt, volunteer and equipment are both in compliance with insurance requirements. Member Knowles replied he thought that all equipment had to be ‘housed’ at the YFD, but will have to do more investigation of policy.**



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- M. Discussion and possible action re: Job Descriptions. Fire Chief, Interim Fire Chief, Assistant Chief, and Bookkeeper. **Per member Knowles, Bookkeeper had already been discussed. Member Knowles made a motion that policy modification on Chief vs Assistant Chief Job Description be made, 2nd by Shore. VOTE: YEA-2;NAY-0; M/C**
- N. Discussion and possible action re: Attorney Mr. Whittington to write a letter of Release and send to loaner for their signature and return. **Per conversation with Whittington and Shore on 8/21/2020, such letter of release is forthcoming sometime next week.**
- O. Discussion and possible action re: safety issues relating to transportation of patients.
Discussion; no action.
- P. Discussion and possible action re: Protocol for altering/posting documents on YUCCA FIRE DEPARTMENT Website and access; Board corner.
Motion to discuss by Shore; 2nd by Knowles. VOTE: YEA-2;NAY-0; M/C

Discussion on protocol and access to YFD website. Member Knowles asked about password access if Ms. Ford and/or Chief Schmidt were unavailable, so Board could continue. Chief Schmidt to let member Knowles know where book listing information is kept, if necessary. Concern is electronic administration . Legality on what is there and what can/or cannot be changed or altered., i.e. minutes. May be amended or addendum, but Never deleted. Our protocol is to follow the law, and Nothing should ever be deleted, only do addendums, ratifications, resolution amendment or updates separately to avoid the indication of impropriety.

Possibility of Policy to be made (would reference the proper ARS #). Discussed Ratification which is a change to be made within 30 days and would be a correction of something that has happened in the meeting; with 72 hour notification, and must be stated exactly what is ratified and why. This is totally different than addendum. After 30 days ratification would be null and void and would need to be voted on in a new meeting.



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Per recommendation of Attorney Whittington's letter of 8/21/2020, Executive Session Minutes of September 2019 should be removed from YUCCA FIRE DEPARTMENT Website. Ms. Ford to remove ASAP.

Member Knowles made a motion to table for further investigation for 9/18/2020 meeting; 2nd by Shore; VOTE: YEA-2;NAY-0; M/C

9. **NEW BUSINESS**

A. Discussion re: "PROPOSAL OF **RURAL METRO** ON MANAGEMENT AND STAFFING OF YUCCA FIRE DISTRICT" dated 6/16/2020.

Recommendation of Board that this RURAL METRO letter be posted on the YFD website for residents to comment on at the next meeting. Shore thought that costs to residents would be Personal Property Taxes Plus a subscription; and that it would have to be put to a ballot vote of residents. Initiator Knowles said he thought there would be no additional costs other than Personal Property Taxes and that it could be done by a majority vote of the YFD Board. Ms. Ford asked to upload letter to the YFD website ASAP.

B. Discussion re: Prison Emails re: Background checks on Employees and Board Members. **Shore made a motion for discussion; Knowles declined to 2nd ; VOTE: YEA-1, NAY-1 Motion did not carry. Member Knowles said he would make outline and provide ARS reference number for this item on the Executive Agenda prior to the 9/18/2020 meeting. Shore made a motion to table this item until the 9/18/2020 meeting and it be put on the EXECUTIVE SESSION AGENDA; 2nd Knowles. VOTE: YEA-2;NAY-0; M/C**

C. Discussion and possible action re: Employees Wildland Payroll payments & Reimbursement from the Dept. of Forestry & Fire Management.



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Discussion of Wildlands and future income when we have trained personnel; discussion of 'TASK BOOK' and how personnel are qualified through the State of Arizona. Confirmed discussion of two (2) prepaid cards with one (1) be dedicated to Wildlands personnel.

Chief Schmidt to write Policy to institute for future monies to be paid in a more timely fashion via an electronic paper trail.

Member Knowles discussed having a contractual liability for employees so that after we have trained them that they would not pursue a career somewhere else.

Board examined Budget papers and noted that the Wildlands money is Budgeted (allocated) and expect full reimbursement by the State. Motion made by Knowles to pay existing personnel \$4956 for salary due...no overtime since personnel is salaried employee; 2nd by Shore. VOTE: YEA-2;NAY-0; M/C

D. Discussion re: Arizona Fire Districts Workers' Compensation Pool (AZFDWCP0 vs. current carrier Technology Insurance Company

1. Discuss New Application for Compensation Pool
2. Discuss current Workers Compensation Policy
3. Discuss Time frames for Current Workers Comp and New Compensation Pool

Presentation made by Ms. Ford regarding 3 years pay records required to apply to AZFDWCP; but will significantly decrease amount of Workers' Comp that we will have to pay. Exact figures won't be known until application is approved. Some records have been with Wells Fargo and some with ADP, so there is no easy standard to extract information. Ms. Ford indicated that at the time QuickBooks up and running, Payroll will be moved to in-house. This is HIGH PRIORITY to reduce the costs of the YFD.



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- E. Discussion and possible action re: Exact contents that will be comprised as to what the ‘Board Packet’ is to be. **Discussion that Financial Reports, of course, would be in the packet, but also any other information that would be of use to a Board Member when discussing the agenda.**

Member Knowles stated that since the Executive Session held behind closed doors, we must follow ARS guidelines so there are no questions of not being totally in compliance and legal. Time of Publishing Agenda and Minutes, Meeting Times and ARS Statues for Executive Sessions are to be full focus.

DATE OF NEXT MEETING: September 18, 2020 at 5:30 p.m. at 12349 Frontage Road, Yucca, AZ.

10. ADJOURNMENT at **7:17 P.M.**

Notice of DRAFT Meeting Minutes dated and posted on the Yucca Fire Department web site www.yuccafire.com on this date: 08/26/2020 @ 9:00 A.M. local time, By: PAM FORD.

I, DILLON HASKELL of the Yucca Fire District, do hereby swear that I posted the foregoing DRAFT meeting 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:
08/26/2020 @ 9:00 A.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 person 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.