



Yucca Fire Department
12349 Frontage Road
Yucca, AZ 86438
REGULAR SESSION MINUTES
July 30th, 2020

1. CALL TO ORDER – 4:00 P.M.
2. ROLL CALL OF BOARD MEMBERS – No Roll Call Taken.
3. VOTE TO GO INTO EXECUTIVE SESSION FOR LEGAL ADVICE PURSUANT TO
A.R.S. § 38-431.03(A)(3) AND A.R.S. § 38-431.03(A)(1)

Call for the Motion to go into Executive Session made by Chairperson Shore. Motion made to go into Executive Session made by Member Knowles, 2nd by Chairperson Shore. Discussion opened by YFD Attorney Mr. Whittington for the minutes to reflect that the motion is for Legal Advice for Item A-i to xii on the first page of the Agenda and Item A-i to ii on the second page of the Agenda for Legal Advice A.R.S. 38-431.03(A)(3) and eventually for personnel issues under A.R.S. 38-431.03(A)(1). Mr. Whittington called for Amendment to the original Motion. Chairman Shore stated the amended motion, as listed above, and Member Knowles 2nd the Amended Motion. VOTE: Knowles, Yea; Shore, Yea; NAY – 0; Amended Motion Carried.

4. RECONVENE INTO PUBLIC SESSION – 6:00 P.M.

CALL TO ORDER AT 6:00 P.M.

5. ROLL CALL OF BOARD MEMBERS: MARILYN SHORE, CHAIRPERSON,
RICHARD KNOWLES, MEMBER

6. PLEDGE OF ALLEGIANCE

7. APPROVAL OF MINUTES

A. Member Knowles took exception to the minutes of sessions 6/24/2020, 6/25/2020, 6/29/2020, 7/3/2020, 7/17/2020, 7/24/2020, since those meetings did not happen. Chairperson Shore initialed each of those minutes for acknowledgment that they were reviewed. Approval of Minutes: Motion by R Knowles, 2nd by M Shore, to accept the minutes of the June 19, 2020 Regular Meeting minutes. VOTE: Knowles, Yea; Shore, Yea; NAY – 0. Motion Carried.

8. APPROVAL OF MONTHLY FINANCIAL REPORTS

Ms. Ford informed the Board and the public that when she started as the YFD Bookkeeper it was discovered that there were severe irregularities with the current QuickBooks on the YFD computer. No deposits or credits had been posted since July 2019. They were just using the software to print checks.



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Ms. Ford said that there was a QuickBooks expert coming on Tuesday to assist in removing the old software prior to installing the new software.

A. Petty Cash:	\$ 223.05
B. Nat'l Bank of AZ – General Account	\$ 3,500.00
C. Nat'l Bank of AZ – Payroll Account	\$ 22,764.29
D. Wells Fargo Checking Account	\$ 7,363.19
E. Warrant Account	\$ 74,013.19
F. Total Bills to Pay Now	\$ 7,026.58
G. Payroll 7/10 – 7/23/2020	\$ 10,735.73
H. August Bills to pay – as of 7/30/2020	\$ 13,286.64
(Includes <u>Estimate</u> of August 13 th payroll)	\$ 10,800.00

7. **REPORTS AND CORRESPONDENCE:**

A. Fire Chief's Report – None – Fire Chief responded to a Fire

1. Training
2. Station Repair
3. Equipment acquisition

B. Fire Board Chairman's report

Member Knowles to provide copy of Oath of Office to Ms. Ford for the files.

Chairperson Shore stated that if there are any documents roaming the community that belongs to the Fire District, please bring them back.

Chairperson Shore made statement about innuendos, social media posts, and local drama.

Board Member Knowles stated that he stood by what he said and what he had done, and he did state that he misspoke Chairperson Shore's name.

8. **CALL TO PUBLIC – None**

9. **OLD BUSINESS**

A. Re: Fill Vacancy on YFD Board.

1. R Knowles nominated Kayla Carr; No 2nd, VOTE: Knowles Yea; Shore NAY; Motion not carried.
2. M Shore nominated Deana Merriman; No 2nd, VOTE: Shore Yea, Knowles NAY; Motion not carried.



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3. Chairperson Shore explained the process now will go to the Board of Supervisors after the expiration of 90 days of the last member leaving the YFD Board, which will be August 5th.
- B. Re: Attorney Fees: Chairperson Shore made a motion to appoint Ms. Ford to negotiate payment discount and plan payment. 2nd Member Knowles. VOTE: Shore Yea, Knowles, Yea, NAY=0, motion carried.
- C. Discussion and possible action re: Bonding requirements; insurance to cover possible theft, insurance coverage for possible breach of fiduciary duty.
- Per Legal Advice for Insurance Company Bond purposes, Chairperson Shore made a motion to appoint Ms. Ford to continue working with the Insurance Company to formulate...
- Interruption by Member Knowles to make a motion of \$500.00 limit for everyone, including Ms. Ford, Chief Schmidt, board members, everyone to have a \$500.00 limit, with the statement that we will adjust the policy later. 2nd by Chairperson Shore. VOTE: Shore Abstain, Knowles, Yea, NAY = 0, motion not carried. Even though the video showed that the motion carried, Chairperson Shore did not indicate "Yea", therefore the motion was not carried.
- D. Chairperson Shore now has all documents needed to title 2 boats (YAMAHA AND BAYLINER). Will make appointment at DMV. Member Knowles made a motion to move the boats and any other equipment to Station #2 within one week; 2nd by Shore. VOTE: Shore Yea, Knowles, Yea, NAY = 0, motion carried.
- E. Chairperson Shore made a motion that each Board member will make a recommendation and suggestions for amendments to the current By-Laws prior to the next Board Meeting; 2nd by Member Knowles. VOTE: Shore Yea, Knowles, Yea, NAY = 0, motion carried.
- F. Captain Kudrna has finished his fingerprint class. This is a PRIORITY item to be monitored by Chief Schmidt. Discussion by Member Knowles as to the violation in the law that all employees must be fingerprinted. Chairman Shore stated that this item is only listed as 'update' on the Agenda, so there will be no action regarding or allowed for this issue. Will defer to Chief Schmidt, and the Board will put a priority on this issue.
- G. Update re: Yucca Fire District & COVID-19. No update – Chief Schmidt off to a Fire.
- H. Station #2 Now covered with new insurance policy. Conditions of building – no update.



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- I. Ms. Ford reported that parts arrived for repair of bay double door repair. Repairs will be made after August 4, 2020 election at Fire Department.
- J. No update on Pride (Pilot fuel) station status
- K. Members of Board received YFD Handbook/ bylaws for review.
- L. Per Ms. Ford, bookkeeper, Audit is due 240 days after end of Fiscal year. To keep cost of CPA low, Member Knowles made a motion that Chairperson Shore investigate local CPA's, educational institutions, etc. Shore 2nd the motion. VOTE: Shore Yea, Knowles, Yea, NAY = 0, motion carried.

5. NEW BUSINESS

- A. Discussion for Ms. Ford to Call NBAZ to investigate a low cost account in order to have a credit/debit card for purchases under \$500. Motion made by member Knowles, 2nd by Shore. VOTE: Shore Yea, Knowles, Yea, NAY = 0, motion carried.
- B. Discussion of HIPPA.
- C. Ms. Ford still waiting to talk to AT&T. Landline vs cell based phone legality.
- D. Discussion of passwords for YFD website, Ms. Ford to investigate.
- E. Call for Election. Motion made by Member Knowles, 2nd by Shore; VOTE: Shore Yea, Knowles, Yea, NAY = 0, motion carried.
- F. Discussion of process for using District Board attorney, recommendation to keep costs low.
- G. Discussion of District Vehicles use, being in compliance with insurance requirements.
- H. Table of discussion of job descriptions. Motion by Shore, 2nd by Knowles. VOTE: Shore Yea, Knowles, Yea, NAY = 0, motion carried.
- I. Discussion of contacting loaner for their update. Member Knowles agreed to contact.
- J. Discussion tabled for input from Chief Schmidt re: COVID-19 and ADOSH/OSHA requirements re: masks. Motion by shore, 2nd by Knowles. VOTE: Shore Yea, Knowles, Yea, NAY = 0, motion carried.



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- K. Discussion tabled for input from Chief Schmidt. Motion by shore, 2nd by Knowles. VOTE: Shore Yea, Knowles, Yea, NAY = 0, motion carried.

DATE OF NEXT MEETING: August 21, 2020 at 5:30 p.m. at 12349 Frontage Road, Yucca, AZ.

6. Motion to Adjourn meeting at 7:02 p.m. by Shore, 2nd by Knowles. VOTE: Shore Yea, Knowles, Yea, NAY = 0, motion carried.

MINUTES APPROVED:

Marilyn J. Shore
BOARD CHAIRPERSON

8-21-2020
DATE

[Signature]
BOARD MEMBER

8/21/2020
DATE

N/A
BOARD MEMBER (CLERK)

N/A
DATE

I, Dillon Hasbell of the Yucca Fire District, do hereby swear that I posted the foregoing Approved 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: 08/22/2020 @ 12:00 P.M.

Notice of Approved Meeting Minutes dated and posted on the Yucca Fire Department web site www.yuccafire.com on this date, 08/22/2020 @ 12:00 P.M. local time, By: DAH FORD

*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.