



# Yucca Fire District

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## MINUTES OF REGULAR MEETING OF THE YUCCA FIRE DISTRICT GOVERNING BOARD

The Governing Board of the Yucca Fire District met in regular session on **Monday, July 18, 2022 at 8:00 a.m.** The meeting was held at the Yucca Fire Station #1 located at 12349 Frontage Road, Yucca, AZ 96438. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. §38-431.03(A) (3) for legal advice with the District's attorney on matters as set forth in the agenda item. Board members or other participants may attend by telephonic conference. The following topics and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

### MINUTES

#### 1. CALL TO ORDER.

- Acting Chair Kayla Carr called the meeting to order at approximately 8:00 a.m.

#### 2. ROLL CALL OF BOARD MEMBERS.

- Clerk Kayla Carr, Director Jim Fox were present. Chairman Richard Knowles arrived late and joined the meeting at 8:03.

#### 3. PLEDGE OF ALLEGIANCE.

- The Pledge of Allegiance was recited.

#### 4. APPROVAL OF MINUTES – CONSENT AGENDA

- A. Regular Meeting Minutes of May 16, 2022
- B. Special Meeting Minutes of May 18, 2022
- C. Executive Meeting Minutes of May 18, 2022
- D. Special Meeting Minutes of June 20, 2022
  - Clerk Carr motioned to approve the minutes on the consent agenda as presented. Director Fox 2<sup>nd</sup>. All in favor, motion carried.

#### 5. REPORTS AND CORRESPONDENCE.

- A. May and June 2022 Operational Report. (Chief Cunningham)
  - Chief Cunningham reported the calls for May and June were 20 calls. During the days the district was not staffed we had 10 calls; 1 EMS call, 3 fire calls (1-brush, 2-vehicle), 1 hazmat call, 1 motor vehicle accident, 3 service calls (1-smoke investigation, 2- illegal burns) and 1 false alarm. Golden Valley ran 8 of the 10 calls and Desert Hills was involved in 6 of the 10 calls. Calls run by Yucca Fire was 7 EMS calls, 1 fire call, 1 motor vehicle accident, 1 service call.
- 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
    - Computer server has been repaired and is back in service.
  - Equipment
    - New truck Attack 1315 is here in the Bay if anyone would like to see it. I can answer any questions about the truck after the meeting.
    - Attack 1325 which was the old attack 1315, needed new steering pump and hoses and air conditioning compressor.

- Water Tender 1328, the older tender, needed new brakes and brake covers, replaced the starter, and performed routine maintenance.
- The back up generator was repaired and now running. It will run the whole station during an outage. It is scheduled to auto start once a week. This generator has its own propane tank separate from the station. Both propane tanks are being monitored for refills.
- Projects in the Works
  - The older Attack and Tender will be moved to station two. Once they are moved, our firefighters will be going out to station 2 to start and check these vehicles every other week. We are hoping to get enough volunteers to utilize the equipment after they are trained. It will be a while until the volunteer program is up and running. There is a lot of training to be done. Drivers training class is scheduled for August for the driver/operators' volunteers. We started with 14 volunteer applicants; we have 5 that want to be driver/operators.

**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.*

A. Discussion and possible action regarding: Approval of the May and June 2022 financial reports.  
(Administration)

- Comptroller Kindelberger stated the May income was \$24,151.16, actual expenses were \$10,550.52. But your report shows expenses of <\$10.37>. This is because of the write off of \$10,560.89 Wells Fargo Bank credit card which was sitting on the balance sheet. June income \$9,708.94, expenses \$36,659.63. Bank balances ending June 30, 2022, warrant account \$168,434.00; payroll account \$8,376.18; petty cash is now zero and staff sees no need to maintain a petty cash going forward. Total cash on hand \$176,810.18.
- Chairman Knowles motioned the approve the financial report as presented. Director Fox 2<sup>nd</sup>. All in favor, motion carried.

B. Discussion and possible action regarding: Adoption of fiscal year 2022/2023 final budget and resolution regarding same. (Cunningham)

- Chief Cunningham stated the overall budget has not changed. Due to the purchase of Attack 1315 and the vehicle using gasoline and not diesel we did split the 8k equally between gas and diesel. We also moved more funding into communications for a needed radio in Attack 1315. Director Fox asked about the raising cost of fuel and if we have enough budgeted. Chief Cunningham stated that we were over budgeted last year for fuel. We left the amount the same just divided it equally, 4k for gas and 4k for diesel. If we exceed the budgeted amount in 22/23 then we will start increasing it.
- Clerk Carr move the Governing Board to adopt the fiscal year 22/23 budget and the resolution. Director Fox 2<sup>nd</sup>. All in favor, motion carried.

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

- Comptroller Kindelberger stated that budget certification must accompany the budget to the County. It states that Yucca Fire District has not incurred any debt or liability in excess of taxes levied.
- Clerk Carr motioned the Governing Board to approve the budget certification. Director Fox 2<sup>nd</sup>. All in favor, motion carried.

D. Discussion and possible action regarding: Revise fee schedule to add rental fees for elections; approval of resolution regarding same. (Cunningham)

- Chief Cunningham stated that Yucca Fire has not been charging the County for use of the fire station for elections. Staff recommends charging \$50.00 per hour with a 4-hour minimum. Which is what Golden Valley Fire charges, we do not charge for drop off or pick up of equipment, just the hours that the polls are open. This is standard practice and staff recommends the board approve this, it is just another way to bring funds to the district.
- Clerk Carr motioned the Governing Board to approve the revised fee schedule and the resolution. Director Fox 2<sup>nd</sup>. All in favor, motion carried.

E. Discussion only: Holding community functions at the fire station. (Cunningham)

- Chief Cunningham stated he has heard some talk that it is the board members fault that no community functions are being held at the fire station. In the past when these functions were being held the fire station was staffed. However, because of lack of funds for staffing and personnel not able to be present it is my recommendation that we do not allow functions to gather at the station with exception of the food pantry. The board has a contract with the food pantry. I'm not aware of what other functions were held at the station, I have not received any request for use of the station. We can't open up the facility to anyone that wants to use it, we don't have the staffing, we have a lot of equipment in the fire station. It is my responsible to protect the taxpayer's money invested in all the equipment at the fire station. If items start coming up missing it falls back on the Fire Chief. It's not the board responsibility to track and control equipment. The board has the responsibility to decide who can use the fire station, but it is my recommendation that until we have more staffing, we don't allow events. If an event can be scheduled when staff is here, again it is up to the board if they want to approve that. I feel we need to keep the building locked up as much as we can when there is not staff here. Clerk Carr noted that in addition to the fire district's property, the food pantry has items stored here. Chief Cunningham stated he thinks the board is acting in the most responsible way to handle this. Some people even question the food pantry use of the fire station. Since I've been involved with this district, we have had no issues with the food pantry. The more functions and people that get involved with this property the more exposure the district has. We have changed all the locks and the food pantry is let in by either a board member or staff. We don't have the ability to lock up the equipment and assets in one room or area. The layout of the fire station it makes it impossible to section off areas. The food pantry needs access to the kitchen and the restroom. That makes it hard to lock any hall doors. I don't want the community getting up set with this board because of what is going on. I would be happy to answer any questions the community may have, call my office. The number to the GVFD admin office is 928-565-3479. Director Fox agreed that if we could schedule a community function on a staffed day and the board comes together and approves it as long as all the bases are covered. But I agree with everything Chief has said. Chairman Knowles stated the board has the final decision, but I have a great deal of confidence in our management by Golden Valley Fire and Chief Cunningham, his ideas and recommendations weight very heavy on me. I have worked with Golden Valley Fire for a long time now and we hired them to manage and if I try to tell them what to do then the management agreement goes out the window. Our decision to have Golden Valley Fire manage us was a great one. Obviously if they presented something totally ridiculous, I would oppose it. Clerk Carr commented that the events were canceled by the prior fire chief two years ago due to Covid-19. To my knowledge, no one has come forward and made a request to use the facility since then.
  - No action.

**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.*

- None.

**8. ADJOURNMENT.**

- Clerk Carr motioned to adjourn the meeting. Director Fox 2<sup>nd</sup>. All in favor, motion carried. Chairman Knowles adjourned the meeting at 8:26 a.m.

**MINUTES prepared by: Mindy Kindelberger**

**Date: 07/18/2022**

By: \_\_\_\_\_  
Board Clerk, Kayla Carr

Approved:

DRAFT