



Yucca Fire Department

12349 Frontage Road

Yucca, AZ 86438

Minutes

April 21, 2020

Call to order: Meeting called to order at 4:31 pm.

Roll call of Board Members: Present: Karon Lamkin, Richard Knowles, Terry Underhill

Pledge of Allegiance: Karon Lamkin

Approval of March 24th, 2020 and April 15th, 2020 Meeting's Minutes:

Minutes for March 24, 2020; Correction to number of firearms submitted for surplus and sale was annotated as being 4, actual number was 5. Wherefore, Correction of total number of firearms deemed as surplus and sale is corrected to 5 total.

March 24, 2020 Meeting minutes accepted as corrected.

Minutes for April 15, 2020 Emergency Board Meeting: Correction for Item proposed and voted on re: establishing an Advisory Committee. Wherefore, the action was taken out of order, had not been placed on the Agenda, Advisory committee guidelines should have been set up prior to even addressing that and given time for board to review prior, set up a proposal, brought before the board for discussion and possible action. Therefore, it was premature, and action is null and void.

Richard Knowles motioned to null and void April 15th, 2020 action, and that we then take time to research and determine what we want that board to look like and we revisit it at a later time, Terry Underhill 2nd.

Vote: K. Lamkin – Yes, R. Knowles – Yes, T. Underhill – Yes. No Nays, motion carried.

April 15, 2020 Emergency Board Meeting minutes accepted as corrected.

Reports and Correspondence:

Financial Report: Current

County Account:	\$74,000.00
County Reserve:	\$10,000.00
Fire Department's Wells Fargo Account:	\$38,000.00
Payroll:	\$15,221.92 (for 2 pay periods)

Accounts Payable:

ROAD RUNNER SUPPLY \$211.96

UNISOURCE ENERGY 838.01



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INSURANCE CENTER OF KINGMAN \$2,750.00

AFLAC \$188.52

MCINTOSH COMMUNICATION \$336.00

A&B PROPAN \$73.92

TRASH \$92.00

STAPLES \$129.71

Fire Chief's Report: Chief William Leflet:

Calls

1. Medical – 15

2. Fire – 2

3. MVA – 2

4. Unfounded/Canceled/False Alarm – 1

5. Public Assist – 2

Training: In house training with new staff conducted by Mike Schmidt at the station, and the firefighters are taking their tests online

Vehicle Maintenance: 1326 Received in house oil change and updated all LED lighting, replaced windshield wipers, blue duff for the tender.

Operations:

Inspections: None

Projects: None

Repairs/ Maintenance: Between calls, the guys removed weeds around station and cut down some trees that were a nuisance.

Staff/Volunteers/New POC: No new

Activities: None

Volunteers/ New Volunteers: None

New Application: None



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Billing:

- Fire Recovery USA \$1,000.00
- Geo Prison Billed Monthly \$11,200.00

Grants: None

Board Chairman's Report: None

New Business:

Advisory Committee: Discussion regarding who committee needs to be made up of, clerk, individuals with fire department operations background. Need to take time to do research and develop a plan to put it together properly so that it will work. These people will be volunteers and have a lot of experience in the operations of a Fire Department. Further discussion is tabled until COVID -19 is over and the board can meet to develop a plan for the committee and bring to future board meeting for discussion and possible action.

Resolutions: Discussion on the guidelines, samples/examples of Resolutions for a more concise and narrowed record of board actions, i.e. sale of assets. Resolutions will be numbered by Year, Date and the number assigned for that resolution; and shall be kept with records. Samples were provided to T. Underhill to design a proposed form to bring to next meeting as an agenda item for further discussion and possible action.

Bank Account: Discussion pertaining to assuring the two signatures requirement is being upheld by the bank; banks will note on account that two signatures are required but it is the responsibility of the Board to ensure that requirement is enforced. Further discussion in the matter of board members ability to access the account and view the activity and ability to get alerts of charges on the account. W. Leflet will add access for board members to view account activity as well adding members to receive alerts either via text or email.

Fingerprint Cards: We are currently out of compliance with the fingerprinting requirements. Mohave County Sheriff's office only doing nurses during COVID-19, Lake Havasu PD will do them but must have an appointment they are only scheduling 1 person per hour and after 12' o'clock. W. Leflet will check if Mike Schmidt is still certified to do the fingerprinting. If he is then we can have him do them. If not, then those still needing fingerprint cards will need to get them done by Early next week. K. Lamkin directed to coordinate w/ AGAC, and DPS to get fingerprinting in compliance.

Audit: Discussion as to status of financial review of past records. Currently in Limbo because of COVID-19. Pam Ford is doing the financial review of past records. Questions as to the qualification of Pam Ford doing the review. She was an auditor for Walmart for 5 years so there has been certification and bonding ties to that assignment since 2005, she has also been treasurer for LHC Republican Women's and Alzheimer's group. What



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she is doing is a financial review with a summation to include deficiencies she finds. We cannot fix the past, only identify what when wrong and moving forward fix it.

Discussion on having an accountant on a monthly basis for a reasonable fee, which would include doing an annual audit. Board directs R. Knowles to send out RFP's (Request for Proposal) for an accounting firm/individual. Also contact other fire districts and see who/what the use. Then bring those proposals to the board at some point as an agenda item for discussion and possible action.

Power of Attorney: Questions with the power of attorney were addressed and now that the need for it is past, it can now be terminated. Discussed issuing a resolution to do so. T. Underhill will type up a resolution and present it for signatures next week. R. Knowles motioned that we nullify and void the power of attorney. Stamp the actual document and hold it in permanent records. K. Lamkin 2nd,

Vote:

K. Lamkin – Yes, R. Knowles – Yes, T. Underhill – Yes, No Nays, motion carried.

Attorney Fees and Attorneys Responsibilities: Concerns over the accumulation of attorney charges for items that should be addressed by the board first and acted on by the board. Discussion on possible solutions to resolve this issue. Letter to District Attorney that complaints should be directed to the fire board for action, if they choose to as a professional courtesy with to include a copy to our attorney they may do so, but, our attorney unless we direct him to act on it should file it in our files. But we need to have the opportunity to resolve things first. Our attorney should be focused on litigation, not complaints.

R. Knowles recommended that the board prepare a letter to the County Attorney as to how we would like him to handle complaints and why as well to admonish him that unless we can't handle the issue ourselves he shouldn't be able to call our attorney.

R. Knowles Motioned that we write a letter to the County Attorney to address the issue of attorney fees. K. Lamkin 2nd.

Vote:

K. Lamkin – Yes, R. Knowles – Yes, T. Underhill – Yes, No Nays, motion carried

Asset Purchases and Dispositions: Discussion about putting the surplus assets in a resolution, deeming that item as surplus, and direct how to dispose of that asset. The resolution describes the item, states it is to be sold as an "As Is" condition, with no expectations or warnings. It Then directs the board to authorize and declare it be surplus and how to dispose of it. However, an assessment of value needs to be done.

Further discussion includes several optional methods of disposing of surplus items, via online auction, items listed for sale on our website, auction houses, etc... the item and its value will assist in determining method of disposal. R. Knowles will contact Auctions Dynamics and get a proposal from them. Bring that proposal to the board as an agenda item for discussion and possible action.

Chief's Contract: General discussion with current contract. Recommendation that board review and



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revise/revisit the need of a contract. This needs to be done in Executive Session. Board will revisit this during an Executive Session at the next meeting, for discussion and proposal for action.

Assistant Fire Chief Position: W. Leflet proposed appointing Mike Schmidt at the Assistant Fire Chief. He would help supervision on the days the Fire Chief is off duty or away. R. Knowles motioned, That the Board meet with Mike Schmidt in a Board Special Meeting on Friday April 24, 2020, 6:00 pm, at the Yucca Fire Department. The board will go into Executive Session to discuss the Agenda item: Assistant Fire Chief Position, and then come out of Executive Session with discussion and proposed action.

K. Lamkin 2nd

Vote:

K. Lamkin – Yes, R. Knowles – Yes, T. Underhill – Yes, No Nays, motion carried

By-Laws: Current By-Laws are outdated, **Last rewritten on 7th Day of May 1994.** The Policies also need reviewing as well. Recommendation to Look at the Beaver Dam Fire District's By-Laws, and our current By-Laws. Board will review both and will address this agenda item at a later date.

Website Admin: W. Leflet revised the website to address concerns on individuals to be able to readily access board agendas/minutes from home page. Concerns regarding availability for board members to post to website were discussed. W. Leflet will investigate the possibility of adding the surplus items for sale on the website as well. The Facebook Live for meetings will continue. Enabling individuals not able to attend meetings to still be able to watch the board meetings at a time convenient for them, with the addition of a fire board email box, for people who have concerns, suggestions, complaints, etc., which also can be read at board meetings under agenda item Correspondence/Call to Public we can hopefully provide more transparency.

COVID -19: General Discussion reiterating the COVID-19 restrictions. The numbers in Mohave County continue to rise, so in concern we are not letting people come in for the meeting. We are utilizing Facebook Live to make the meeting public. There are no cases in Yucca, and we want to keep it that way. We are not trying to hide anything we are, not trying to keep anybody from asking questions, it is just that we are observing what other Fire Departments, Health Department and Fire District guidelines. However, we have a lot of issues to resolve, so work must continue.

Old Business:

Fire Department Surplus Property Disposition: See Asset Purchases and Disposition section of New Business.

Pilot Project Plans: Project seems to be stalled at the moment.



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Adjournment: Meeting was released for recess at 6:22 pm. Meeting will resume Friday 24 April 2020 at 6:00 pm.

I, William Leflet, Fire Chief of the Yucca Fire District, do hereby swear that I posted the foregoing minutes were posted at the District website, and water tower located in Yucca on Frontage Road, District's Fire Station #1 on Frontage Road, "R" Burger Joint and the Yucca Fire Department web site www.yuccafire.com on April 23rd 2020 before 4:30 pm.

- *Executive Session: Pursuant to Ariz, Rev. Stat. 38-431.03 (A)(3), the Yucca Fire Department Board may,*



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upon a majority vote, enter into an executive session to discuss or consider information that the law require 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.