

# ORACLE FIRE DISTRICT BOARD MEETING MINUTES

January 17, 2024 / Approved February 21, 2024

Meeting was officially called to order by acting Chairman McNulty, at 6:05 pm, January 17, 2024, at 1475 W. American Ave., Oracle, AZ.

**CALL TO ORDER:** Staff Present at OFD, Chief Jennings, Admin. Manager Acosta.

## 1. **PLEDGE OF ALLEGIANCE**

## 2. **ROLL CALL**

Board members present: Clerk Arias, OFDBM Guyton, Chairman McNulty, OFDBM Walker. Absent: OFDBM Hill

## 3. **CALL TO THE PUBLIC** None present.

## 4. **ACCEPTANCE OF THE PREVIOUS MINUTES**

Chairman McNulty called for a motion to accept the minutes from regular board meeting on December 13, 2023. OFDBM Walker made the motion to accept the minutes. Clerk Guyton seconded the motion. All were in favor. Motion carried.

## 5. **DISCUSSION AND POSSIBLE ACTION REGARDING BUDGET MATTERS, MONTHLY FINANCIAL DOCUMENTS INCLUDING BANK RECONCILIATION AND CASH FLOW PROJECTIONS.**

Board Communication Memorandums were provided to each Board member prior to the meeting. These had the beginning and ending balances, income, and expenses, for each bank account and the OFD credit card, for December 2023, compared to the total year budget and income. Acosta then presented the December 2023 bank statements and reconciliation reports for each OFD account (General Fund, Volunteer Pension accounts held at the Pinal County Treasurer's Office, the Chase Bank (payroll account), and the National Bank Visa card.

Acting Chairman McNulty requested a motion to accept all the bank statements, reconciliation documents, the balance sheets, and the Memorandum documents as presented for December 2023. OFDBM Walker made the motion. Clerk Guyton seconded the motion. All were in favor. Motion passed. Clerk Guyton signed all the financial documents.

## 6. **DISCUSSION AND POSSIBLE ACTION REGARDING SAMPLE MOTIONS**

**GUIDE.** Following a discussion on the motion guide as presented, the Fire Board decided to table this item until the next meeting to allow Chief Jennings time to clarify the verbiage in the Motions Guide. OFDBM Walker made a motion to table this item and Acting Chairman McNulty seconded the motion. All were in favor. Motion passed.

## 7. **DISCUSSION AND POSSIBLE ACTION REGARDING DFFM GRANT.**

Chief Jennings presented the DFFM Grant, which the Chiefs would like to gear towards the purchase of a new fire engine, since our two main engines are about 20 years old. Chief Jennings explained that if the grant were awarded to OFD,

there would still be a portion of the cost that would need to be covered by the District, either from Capital Outlay or Reserves Funds or with a Lease to Purchase agreement. Acting Chairman McNulty moved to approve the pursuit of the DFFM grant, with the understanding that the District would need to cover a portion of the cost of a new engine, either from the Capital Outlay or Reserve Funds or by a Lease/Purchase contract and also understanding that a strategic plan to purchase a new engine will need to be created if the grant is not awarded to OFD. Clerk Guyton seconded the motion. All were in favor. Motion passed.

#### **8. DISCUSSION AND POSSIBLE ACTION REGARDING HR POLICIES.**

Following a discussion related to another HR policy that needs to be considered for update, Acting Chairman McNulty called for a motion to accept the update to the HR policy in the Employment Category section, related to Reserves. Clerk Guyton made the motion to accept the update, which was seconded by OFDBM Walker. All were in favor. Motion Passed.

#### **9. CHIEF'S REPORT**

##### **Fire Dist.:**

- District update / Fires
- FF1 and 2 class updates
- DFFM Grant

##### **Injuries/ Accidents:**

- None

##### **Repairs:**

- N/A

##### **Cert/ Firewise:**

- Meeting will be on 01/10 /24

##### **Grant Report:**

- Tina will report

##### **Brush Dump:**

- [Brush Dump open.](#)

##### **Call Load Report:**

- See OFD website.

#### **10. ITEMS FOR NEXT MONTH'S AGENDA.**

#6 & 8

#### **11. ADJOURNMENT**

OFDBM McNulty made the motion to adjourn. Clerk Guyton seconded the motion. All were in favor. Motion carried. The meeting was adjourned at 7:15 PM.

Next REGULAR Board Meeting – Wednesday, February 21, 2024 at 6pm

Minutes respectfully submitted:

Tina Acosta – Administrative Manager

Reviewed by OFD Chairman Arias or Clerk Guyton