

ORACLE FIRE DISTRICT BOARD MEETING MINUTES

February 10, 2016 / Approved March 9, 2016

Meeting was officially called to order at 6:18pm, Wednesday February 10, 2016 at 1475 W. American Ave., Oracle, AZ.

CALL TO ORDER / ROLL CALL:

Members Present: Clerk McMurry, OFDBMs Bristow, Hill, and Navarro

Members Absent: Chairman Brown

Staff Present: Chief Larry Southard, Asst. Chief Jennings, Admin. Chief Acosta.

1. PLEDGE OF ALLEGIANCE

2. CALL TO PUBLIC

No public

3. ACCEPTANCE OF THE PREVIOUS MINUTES

OFDBM Navarro made a motion to accept the January 6, 2016 minutes as presented. This was seconded by OFDBM Hill. All were in favor. Motion carried. A second motion was made by OFDBM Hill to accept the minutes from January 13, 2016 as written, which was seconded by Clerk McMurry. All were in favor. Motion carried.

4. CHIEF'S REPORT

Please see report at end of this document.

5. DISCUSSION AND POSSIBLE ACTION REGARDING A RECORDS RETENTION POLICY.

Bookkeeper Carol Mahoney reported on her work on Records Retention: the organizing of files dating back to the creation of Oracle Fire District, boxes that she sent to the State Archives in Phoenix, and others that she had shredded, per policy. Mrs. Mahoney feels very strongly that the OFD is in good shape for records retention and archiving. In addition, she has created an OFD Records Retention Policy, which she presented. This agenda item will be placed on next month's agenda for approval.

6. DISCUSSION AND POSSIBLE ACTION REGARDING THE MONTHLY FINANCIAL DOCUMENTS, INCLUDING BANK RECONCILIATION AND CASH FLOW PROJECTIONS.

Board Communication Memorandums were provided to each Board member prior to the meeting. These have the beginning and end balances, income and expenses, for each bank account and the OFD credit card, for January 2016. Chief Acosta began the presentation with the January 2016 actual income and expenses, compared to the total year budget. She then proceeded to display the scanned bank statements and reconciliation reports for each OFD account (General Fund, Volunteer Pension, and Jr. Explorer accounts held at the Pinal County Treasurer's Office, the Chase Bank (payroll account), and the Chase credit card).

OFDBM Bristow made a motion to accept the bank statements and reconciliation

documents as presented. Clerk McMurry seconded the motion. All were in favor. Motion passed.

7. ELECTION OF OFFICERS

Following a brief discussion, OFDBM Bristow made a motion to appoint Clerk McMurry as Chairman. This was seconded by OFDBM Hill. All were in favor. Motion passed. Chairman McMurry then made a motion to appoint OFDBM Hill as Clerk. OFDBM Navarro seconded the motion. All were in favor. Motion passed.

8. DISCUSSION AND POSSIBLE ACTION REGARDING THE SALE AND REZONING OF THE PROPERTY LOCATED AT 1010 E. MT. LEMMON HWY.

Chief Southard explained that the sale had been going well until the survey was submitted (which was originally accepted). However, the buyer now states that he wants a new roof installed and a tent fumigation for termites performed, at an approximate cost of \$10,000, in addition to other costs. The building was listed As-Is, so the Chief does not recommend accepting these new requests. The Board agreed with the Chief and instructed him to proceed with the sale As-Is, no improvements.

9. DISCUSSION AND POSSIBLE ACTION REGARDING DEDICATING 5 FEET OF AMERICAN AVENUE ROAD FRONTAGE TO PINAL COUNTY AS THE NEXT STEP IN OBTAINING A PERMIT FOR THE STORAGE BUILDING AT STATION ONE.

This is a required dedication in order to obtain the building permit, which will allow a right-of-way, for future improvement along American Ave. A check for \$809 will need to be provided to Pinal County for the final plan review. OFDBM Navarro made a motion to accept to dedication of 5 feet of American Ave. to Pinal County. Clerk Hill seconded the motion. All were in favor. Motion passed.

10. DISCUSSION AND POSSIBLE ACTION REGARDING A NEW CONTRACT FROM RURAL METRO (dba MAINSTAY SOLUTIONS) FOR DISPATCHING SERVICES.

The new contract contains an incremental increase in the fee per call from \$18 (our current and only fee with Rural Metro), to \$24 by the fourth quarter of this year, and up to \$25 for 2017, \$25.50 for 2018, and increasing 2.5% with each subsequent year thereafter. The new director, Scott Ghan, who came to OFD to discuss the contract with Chiefs Southard and Acosta, stated that they will be upgrading their system and their ambulances. Chief Southard stated that our only other option is to be dispatched through the Pinal County Sheriff's Office, however, they currently charge \$27 per call and would not be as efficient.

Clerk Hill made a motion to accept the contract from Rural Metro (Mainstay Solutions). Chairman McMurry seconded this motion. All were in favor. Motion passed.

11. ITEMS FOR NEXT MONTHS AGENDA

- a) Set date for budget workshop
- b) Records Retention policy
- c) Copper Hills Annexation

12. ADJOURNMENT

Clerk Hill moved to adjourn the meeting. This was seconded by OFDBM Bristow .

All were in favor. Motion passed.

Meeting adjourned at 8:20pm.

Next (regular) Board Meeting: Wednesday, March 9, 2016 at 6:15pm.

Minutes respectfully submitted,
Tina Acosta - Administrative Chief
Reviewed by OFD Board Clerk Franky Hill

CHIEF'S REPORT - February 10, 2016

Staff Report:

Michael Parra was chosen as the Oracle Firefighter of the Year. Pictures of Michael with his award are posted on the OFD website.

A badge pinning ceremony for Firefighter Rocky Ortiz will be held at the February 10th Fire Board meeting.

Joel Manspeaker has successfully passed the requirements for becoming an Engineer and he has been promoted to that position.

A staff meeting is scheduled for Saturday, February 13th at 8 AM.

Vehicle Report:

All front line vehicles are currently in service.

The recently acquired (ambulance) Rescue Truck is waiting for additional EMS equipment, exterior decals and the two-way radio to be installed before being placed into service.

Fire Station & Equip Report:

All equipment is currently in service except one SCBA unit that is still out for factory repairs.

The property survey for the old fire station has been completed and the buyers list of repairs has also been completed.

Fire District archives and scrapbooks have been moved into a display cabinet in the East Truck Bay.

The building permit application for the steel storage building that has been on hold for several years, has been reactivated. The final step of the process involves dedicating 5 feet of American Avenue roadway and a Plan Review Fee of \$809.

Fire District:

The 50th anniversary of OFD is quickly approaching. To celebrate, we will be holding an Open House type of event on Saturday, April 30th 2016. Oracle Firewise is providing the funding for anniversary souvenir items. An archiving project for displaying the history of OFD is in progress.

Training Report:

An S-130/190 Basic Wildland class for the Florence Wildland Team was held at the fire station during the week of January 11th. A saw class was held on the following week. The saw class was planned so that it could tie into a fuel treatment project under the WFHF 2015 grant.

A base hospital CEU is scheduled for February 20th at 9 AM.

Events:

The Elks Lodge Appreciation Dinner event was held in San Manuel on January 30th.

Current Fire Conditions:

Fire conditions remain at Moderate. Coronado National Forest officials share the same fire concerns over the abundant grasses as we do. The heavy snow has done little to flatten the tall grass and by the grasses remaining vertical, it will present a greater fire hazard.

Wildland Fire Report:

A grass fire near Cedar Ridge Road on February 1st was quickly extinguished by on-duty crews.

Grant Report:

The FEMA AFG has been written and it was electronically submitted on January 14th. A small team of OFD officers worked on writing this grant to replace our aging SCBA equipment.

Wildland crews are scheduled to resume fuels projects during February 2016 under the WFHF 2015 Grant. To date, 21 properties with a combined total of 62 acres have been signed up for hazardous fuels mitigation. Project scheduling will be handled in a way that maximizes productivity by combining adjoining smaller properties into larger projects.

Donations: None to report.

CERT/Firewise Report:

Good progress has been made on the FREE Smoke Alarm and Carbon Monoxide Detector project. Volunteers are providing the labor and the equipment was funded through a FEMA program.

Five local citizens attended a CERT training class that was held at the fire station on January 9, 16, 23, and 30th. A make-up class is scheduled for February 6th. Certificates of completion will be presented at the Fire Board meeting.

Pima County Department of Emergency Management has invited Oracle CERT's to a meeting in Tucson on February 12th. CERT Co-Chairs David Harris, Doug Johnson and Chief Southard will attend.

Brush Dump Report:

The Brush Dump has had a lot of use since the last burning. The next brush burn will need to be done during the month of March. Christmas trees are being accepted at "no-charge".

Call Load Report: see website

Respectfully submitted by: Fire Chief, Larry Southard