

ORACLE FIRE DISTRICT BOARD MEETING MINUTES

FEBRUARY 16, 2022 / Approved MARCH 16, 2022

Meeting was officially called to order by Chairman Walker, at 6:00 pm, February 16th, 2022 at 1475 W. American Ave., Oracle, AZ.

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

1. PLEDGE OF ALLEGIANCE 6:02pm

2. ROLL CALL Board members present: Board members present: Arias, Brown, Clerk McNulty and Walker. Board members Absent: Chairman Hill

3. CALL TO THE PUBLIC No Public present..

4. ACCEPTANCE OF THE PREVIOUS MINUTES

Acting Chairman Walker called for a motion to accept the January 26th, 2022 board minutes. Clerk McNulty made the motion and OFDBM Arias seconded the motion. All were in favor. Motion passed.

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 January 2022, compared to the total year budget and income. Acosta then went over the 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 Walker called for a motion to accept the bank statements, reconciliation documents, the balance sheets, and the Memorandum. Clerk McNulty made the motion and OFDBM Arias seconded the motion. All were in favor. Motion passed. Clerk McNulty signed all the financial documents.

6. DISCUSSION AND POSSIBLE ACTION REGARDING CHIEFS ANNUAL REVIEW.

Acting Chairman Walker called for a motion to enter Executive Session to discuss Employee matters (Chief's annual review). OFDBM Arias motioned to enter Executive Session, seconded by Clerk McNulty. All were in favor. Motion passed. OFD Board entered Executive Session at 6:50pm. Clerk McNulty motioned to return to Regular Session, seconded by OFDBM Arias. All were in favor. Motion passed. OFD Board re-entered Regular Session at 8:26pm..

7. DISCUSSION AND POSSIBLE ACTION REGARDING THE IGA WITH PINAL COUNTY ELECTIONS DEPARTMENT FOR THE TWO OFD BOARD POSITIONS UP FOR RE-ELECTION IN 2022.

Admin. Mgr. Acosta presented the IGA necessary to start the election process

for the two Board member positions which come to term this year. Acting Chairman Walker asked for a motion to accept the IGA with Pinal County Elections Department. Clerk McNulty made the motion and OFDBM Arias seconded the motion. All were in favor. Motion passed. The IGA was signed.

8. DISCUSSION AND POSSIBLE ACTION REGARDING HR POLICIES.

None.

9. CHIEF'S REPORT.

Fire Dist.:

- COVID-19 update/crew protection
- Ask Pinal County Air Quality to consider early Burn Ban due to dry grass/vegetation
- Donation to the District
- Start meeting about selling E-693
- 2022/23 budget update
- Helipad update
- East building update

Injuries/ Accidents:

- None

Repairs:

- Generator
- R-691 back in service

Cert/Firewise:

- Statement to be provided.
- Cancelled meeting due to Covid-19 cases
- Community letter going out soon

Grant Report:

- Tina will report

Brush Dump:

- Open

Call Load Report:

See OFD website for information.

10. ITEMS FOR NEXT MONTH'S MEETING.

- Proposed Policies and Procedures to address "Absence of the Fire Chief".
- Finalize Chief's Evaluation (Executive Session).

11. ADJOURNMENT Clerk McNulty called for a motion to adjourn. Acting Chairman Walker seconded the motion. All were in favor. Motion passed. Meeting adjourned at 8:30 pm.

**Next REGULAR Board Meeting –
Wednesday, March 16, 2022 at 6pm**

Minutes respectfully submitted:

Cherie Cheney – OFD Admin. Assistant

Reviewed by OFD Chairman Hill or Clerk McNulty