

ORACLE FIRE DISTRICT BOARD MEETING MINUTES

February 17, 2021 / Approved March 17, 2021

Meeting was officially called to order by OFBM Brown, at 6:05 pm, February 17, 2021 at 1475 W. American Ave., Oracle, AZ.

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

1. PLEDGE OF ALLEGIANCE

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

3. CALL TO THE PUBLIC No public present.

4. ACCEPTANCE OF THE PREVIOUS MINUTES

OFDBM Brown called for a motion to accept the minutes, for the regular board meeting on January 20, 2021 and the Special Budget meeting on January 29, 2021. OFDBM Hill made the motion and Clerk McNulty seconded the motion. All were in favor, motion passed.

5. DISCUSSION AND POSSIBLE ACTION REGARDING THE BUDGET AND/OR 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 ending balances, income, and expenses, for each bank account and the OFD credit card, for January 2021, compared to the total year budget and income. Tina then went over the 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 National Bank Visa card.

OFDBM Brown called for a motion to accept the bank statements, reconciliation documents, and balance sheets from January 2021. OFDBM Hill made the motion and Clerk McNulty seconded the motion. All were in favor. Motion passed. Clerk McNulty signed all the financial documents.

6. DISCUSSION AND POSSIBLE ACTION REGARDING SWEARING IN OF ONE BOARD MEMBER FROM THE LAST ELECTION CYCLE.

This discussion will be postponed until next board meeting.

7. DISCUSSION AND POSSIBLE ACTION REGARDING OFFICER ELECTIONS.

Due to illness, Chairman Arias has stepped down from the position of Chairman of the Board. OFDBM Hill volunteered to replace OFDBM Arias as Chairman of the Board. Clerk McNulty made a motion to accept OFDBM Hill as Chairman of the OFD Fire Board. OFDBM Brown seconded the motion. All in favor, motion passed.

8. DISCUSSION AND POSSIBLE ACTION REGARDING EMPLOYEE RETENTION.

Clerk McNulty made a motion to leave the Regular session and enter into Executive Session to discuss employee matters at 6:39pm. Chairman Hill seconded the motion. All were in favor. Motion passed. Executive session ended and regular session resumed at 7:05pm.

9. DISCUSSION AND POSSIBLE ACTION REGARDING CHIEF EVALUATION FOR 2020. New evaluation forms were created for Employees, Chief Officers, and Admin staff. A special meeting to discuss the 2020 evaluation for Chief Jennings was set for March 6th, at 9:00am. Each OFD Board Member will complete an evaluation form on the Chief and OFDBM Brown will consolidate them into one. Chief Jennings will be available for questions at the meeting.

10. DISCUSSION AND POSSIBLE ACTION REGARDING HR OR BOARD BY-LAW POLICIES. Chief A draft Uniform policy to be added to the OFD Board By-laws was presented to the Board and discussed. Additionally, Chief Jennings recommended making the Employment Eligibility Lists (page 14 of the OFD HR Manual) inactive as our District is not large enough to require such a policy. However, if the need arises in the future, it would be easy to reactivate the policy. OFDBM Brown called for a motion. Chairman Hill motioned to accept the addition of the Uniform policy to the OFD Board By-laws and inactivate the Employment Eligibility Lists in the OFD HR Manual. Clerk McNulty seconded the motion. All were in favor. Motion passed.

11. CHIEF'S REPORT

Fire Dist.:

- Pinning of new Fulltime FF Marasa and FF Huerta
- COVID-19 update/crew protection
- Tender update
- Board uniforms
- Medical update
- Extrication donation from Chandler FD via Three-Points FD

Injuries/ Accidents:

- None

Repairs:

- Engine 691 block heater
- Generator block heater

Cert/Firewise:

- Meeting on 2/9/21 -report. Next meeting March 9

Grant Report:

- Tina will report

Brush Dump:

- Open / still working on better system for monitoring.

Call Load Report:

See OFD website for information.

12. ITEMS FOR NEXT MONTH'S AGENDA

Line items #6, #9 and #10.

13. ADJOURNMENT

OFDBM Brown asked for a motion to adjourn. Chairman Hill made the motion to

adjourn. This was seconded by Clerk McNulty. All were in favor. Motion passed.
Meeting adjourned at 7:47 pm.

Next REGULAR Board Meeting – Wednesday, March 17, 2021 at 6pm.

Minutes respectfully submitted: Cherie Cheney – OFD Administrative Assistant
Reviewed by OFD Chairman Walker or Clerk McNulty