

## ORACLE FIRE DISTRICT BOARD MEETING MINUTES

April 13, 2016 / Approved May 11, 2016

Meeting was officially called to order at 6:20pm, Wednesday April 13, 2016 at 1475 W. American Ave., Oracle, AZ.

### **CALL TO ORDER / ROLL CALL:**

Members Present: Chairman McMurry, OFDBMs Bristow, and Brown

Members Absent: Clerk Hill, OFDBM Navarro

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

### **1. PLEDGE OF ALLEGIANCE**

### **2. CALL TO PUBLIC**

No public response.

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

OFDBM Bristow made a motion to accept the minutes from March 9 and March 21, 2016 minutes as presented. This was seconded by OFDBM Brown. All were in favor. Motion carried.

Asst. Chief Jennings gave a brief history of Violet Hartman, recently deceased wife of first Fire Chief Don Hartman, after which he requested a moment of silence.

### **4. CHIEF'S REPORT**

See end of this document.

### **5. 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 March 2016. Chief Acosta began the presentation with the March 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. OFD Brown seconded the motion. All were in favor. Motion passed.

**6. DISCUSSION AND POSSIBLE ACTION REGARDING ENTERING INTO AN IGA WITH PINAL COUNTY FOR THE 2016 FIRE BOARD ELECTION.**

Chief Southard explained that entering into the IGA with Pinal County holds the least liability for the District, as this allows Pinal County to handle the Board elections, then bill us afterwards, which will amount to approximately \$2,000.00, or about 90 cents per ballot. We will have three open seats for the elections this coming Fall. OFDBM Bristow made a motion to enter into the IGA with Pinal County. OFDBM Brown seconded the motion. All were in favor. Motion carried.

July 11 – August 10 is the candidate filing period, after which we will know whether we have enough candidates to fill the positions.

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

Chief Southard went to Florence for an initial meeting. He now needs to schedule a hearing review by the Pinal County Planning staff of Building and Safety.

**8. 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.**

Chief Southard met with Stephanie Soloman of Pinal County, who submitted the survey of the road, made a few years ago, for the dedication of this property. However, the survey shows the inside curve of American Ave. differently than the outside curve. Chief will ask the local surveyor to rewrite his legal description to correct the situation so it can be sent back to Stephanie, reviewed, then presented to the Board for determination as to whether they will deed the property.

**9. DISCUSSION AND POSSIBLE ACTION REGARDING THE ANNEXATION OF COPPER HILLS ESTATES.**

In prior meetings, the Board voted to allow Chief Southard to gather signatures for annexation into the OFD. Asst. Chf. Jennings obtained direction, from State Statute A.R.S. 48-262-I, from Pam Villareal at Pinal County. Per Statute, Chief Jennings has obtained 28 of 40 needed signatures requesting entrance into our Fire District. As these properties are contiguous to the OFD, there will be no need for an impact statement nor a bond. Chief Southard recommended the Board allow the Chiefs to proceed with the annexation. OFDBM Bristow moved to

ask Staff to continue with the annexation. OFDBM Brown seconded the motion. All were in favor. Motion carried.

#### **10. DISCUSSION AND POSSIBLE ACTION REGARDING THE ARIZONA STATE TRUST LAND ANNEXATION.**

The Board decided to table this item until the next meeting.

#### **11. DISCUSSION AND POSSIBLE ACTION REGARDING THE FY16/17 DISTRICT BUDGET.**

Following a discussion of the necessary timeline for presenting the budget, it was determined that a budget workshop would be held on Monday April 25, at 3pm. We could then have the draft budget posted in The Miner on May 4th, and set a public hearing at the June 8th regular meeting, which would fulfill the 30 day posting requirement.

#### **12. ITEMS FOR NEXT MONTHS AGENDA**

- Items 7, 8, 9, 10, & 11 of this agenda.
- Discussion and possible action to accept the Fixed Asset listing for The OFD.
- Discussion and possible action to change the Board meeting time and date.

#### **13. ADJOURNMENT**

OFDBM Brown moved to adjourn the meeting. This was seconded by OFDBM Bristow. All were in favor. Motion passed. Meeting adjourned at 8:05pm.

**Next (special) Board Meeting – Budget Workshop:**

**Monday April 25, 2016, 3pm.**

**Next (regular) Board Meeting: Wednesday, May 11, 2016 at 6:15pm.**

Minutes respectfully submitted,

Tina Acosta – Administrative Chief / Reviewed by OFD Board Clerk Franky Hill

#### **14. CHIEFS REPORT:**

**Staff Report:** Five new part time Reserve Firefighters have been hired to fill several vacant positions.

**Vehicle Report:** All front line vehicles are currently in service. Engine 692 had a portion of the exterior repainted on both sides. Quality Auto Body and Paint of Oracle did the work.

**Fire Station & Equip Report:** The wheelchair ramp leading from the meeting room into the dayroom is in the process of having repairs made. The work includes re-sloping of the ramp and installing new floor tiles. The project should be completed yet this week.

**Fire District:** One of the large land owners of Copper Hills Estates has been gathering annexation request letters from several other property owners. Ten properties have so far requested to be annexed into our fire district.

**Training Report:** Our base hospital will be holding an EMT CE class here on April 16th.

An EMT Refresher class will be held here during the month of May.

**Events:** The Oracle Oaks Festival will take place on April 23rd. Our antique Engine One has had several recent of repairs done and it will be able to participate in this year's parade. A trailer hitch has been installed so Engine One can pull a trailered float.

The 50th anniversary of OFD is coming up on Saturday, April 30th 2016 from 11:00 to 3:00. The final planning meeting was held on April 12th. The Oracle Town Crier Newspaper ran a wonderful article in the April 13th edition about the

**Current Fire Conditions:** Fire conditions have been upgraded to HIGH. We've had several Red Flag Warnings already and it's looking like this coming Friday could also be one.

**Wildland Fire Report:** No fires to report.

Grant Report: Project work on the WFHF Grant has been temporarily put on hold while the Florence Wildland Team is working on a fuels project at the Oracle State Park. That project should be wrapped up during the month of June 2016 and we are hoping to resume defensible space and community fuel break projects in July.

**Donations:** None to report.

**CERT/Firewise Report:** CERT's and Firewise have been busy preparing for the upcoming community events. Each group has done an outstanding job with planning and preparation for the Oracle Oaks Festival and the OFD 50th Anniversary.

Pinal County Emergency Management is working on ordering a CERT trailer for the Oracle CERT's to use during large emergency incidents.

**Brush Dump Report:** The Brush Dump brush piles were burned on March 15th. The burn went very well and all objectives were accomplished. The next burn will take place after the summer monsoon is well in place.

**Call Load Report:** See website for information.

Respectfully submitted by: Fire Chief, Larry Southard