

## ORACLE FIRE DISTRICT BOARD MEETING MINUTES

APRIL 20, 2021 / Approved MAY 19, 2021

Meeting was officially called to order by Chairman Hill, at 6:04 pm, April 20, 2021 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: Chairman Hill, Clerk McNulty, OFDBMs Arias, Brown and Walker.

**3. CALL TO THE PUBLIC** No public present.

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

Chairman Hill called for a motion to accept the minutes, for the regular and executive meetings on March 17, 2021. OFDBM Brown 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 March 2021, 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, and Jr. Explorer accounts held at the Pinal County Treasurer's Office, the Chase Bank (payroll account), and the National Bank Visa card.

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

Chief Jennings recommended closing the Explorer account at the Pinal County Treasurer's Office, as the program will not be revived again in the near future. All board members agreed with the Chief's decision and that he has the authority to carry this out.

### **6. DISCUSSION AND POSSIBLE ACTION REGARDING FY 2021/2022 BUDGET.**

Chief Jennings presented 3 draft budgets, along with corresponding spreadsheets calculating Employee Related Expenses (EREs) and discussed each one. Following the presentation, OFDBM Walker motioned to accept Draft #1, which was seconded by OFDBM Brown. All were in favor, motion passed.

**7. DISCUSSION AND POSSIBLE ACTION REGARDING THE POSSIBILITY OF RESCHEDULING THE REGULAR MAY BOARD MEETING DATE.**

The Board stated that this was not necessary.

**8. DISCUSSION AND POSSIBLE ACTION REGARDING CHIEF EVALUATION FOR 2020.**

OFDBM Brown made a motion to leave the Regular session and enter into Executive Session to discuss employee matters at 6:57pm. OFDBM Walker seconded the motion. All were in favor. Motion passed.

At 7:11pm, Clerk McNulty motioned to return to regular session, OFDBM Arias seconded the motion. All were in favor. Motion passed. Executive session ended and regular session resumed at 7:11pm.

**9. DISCUSSION AND POSSIBLE ACTION REGARDING HR POLICIES.**

No new policies were presented.

**10. DISCUSSION AND POSSIBLE ACTION REGARDING CHIEF'S REPORT. CHIEF'S REPORT.**

**Fire Dist.:**

- Pinning of new Fulltime and FF Huerta update
- COVID-19 update/crew protection
- Tender update
- Medical update
- Margo Fire
- Reader board update
- CNF update (Oracle fuel break)

**Injuries/ Accidents:**

- None

**Repairs:**

- Backhoe tires (new)

**Cert/Firewise:**

- CERT deployment (Van)
- Volunteer Appreciation 4/13/21
- In-person Meeting on 4/13/21 - report
- Fire assessment class

**Grant Report:**

- Tina will report

**Brush Dump:**

- Open/ free brush dump day on May 1st

**Call Load Report:**

See OFD website for information.

**11. ITEMS FOR NEXT MONTH'S MEETING.**

Item #6, regarding adopting the budget at a public budget hearing, to take place during the regularly scheduled board meeting on Wednesday, May 19, 2021, at 6pm.

**12. ADJOURNMENT**

OFDBM Brown motioned to adjourn, which was seconded by Clerk McNulty. All were in favor. Motion passed. Meeting adjourned at 7:55pm.

**Next REGULAR Board Meeting and Public Budget Hearing –  
Wednesday, May 19, 2021 at 6pm**

Minutes respectfully submitted:

Tina Acosta – OFD Administrative Manager

Reviewed by OFD Chairman Hill or Clerk McNulty