

# ORACLE FIRE DISTRICT BOARD MEETING MINUTES

April 26, 2023 / Approved May 17, 2023

Meeting was officially called to order by Chairman McNulty, at 6:05 pm, April 26, 2023, 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 Arias, Chairman McNulty and OFDBM Hill  
OFDBM Walker was remotely connected. Chairman McNulty had to leave the meeting due to an emergency, so Clerk Arias took over as acting Chairman.

## **3. CALL TO THE PUBLIC**

No Public in attendance.

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

Acting Chairman Arias made a motion to accept the regular board minutes and executive minutes from March 15, the Special meeting board minutes from April 5. OFDBM Hill seconded the motion to accept the regular, executive, and special board minutes. All were in favor. Motion passed. Clerk Arias signed the minutes.

## **5. DISCUSSION AND POSSIBLE ACTION REGARDING PUBLIC HEARING FOR 2023/2024 BUDGET.**

The public hearing for the FY 2023/2024 Budget was opened at 6:09pm. There was no public in attendance. No discussion or action took place. The public hearing was closed at 6:12pm.

## **6. DISCUSSION AND POSSIBLE ACTION REGARDING ADOPTING 2023/2024 BUDGET.**

Following a brief discussion of the draft budget accepted by the OFD Board at the April 5th, 2023 board meeting, Acting Chairman Arias made a motion to adopt the proposed budget for FY2023/2024, which included a 2 year forecast budget, Certification of Non-Indebtedness, as well as the corresponding Wage and Salary and PTO (Paid Time Off) documents. OFDBM Hill seconded the motion. All were in favor. Motion passed. Clerk Arias the documents.

## **7. DISCUSSION AND POSSIBLE ACTION REGARDING PINAL COUNTY ANNUAL WARRANT RESOLUTION.**

To be discussed at the May meeting.

## **8. DISCUSSION AND POSSIBLE ACTION REGARDING AUDIT ENGAGEMENT LETTER FROM CPA JENNIFER PHILLIPS.**

Acting Chairman Arias made a motion to accept and sign the engagement letter for CPA Jennifer Phillips to perform the annual audit for FY2022-2023. OFDBM

Hill seconded the motion. All were in favor. Motion Passed. Clerk Arias signed the letter.

**9. 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 March 2023, 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 Arias made a motion to accept the bank statements, reconciliation documents, the balance sheets, and the Memorandum, and PTO and wage documents as presented. OFDBM Hill seconded the motion. All were in favor. Motion passed. Clerk Arias signed all the financial documents.

**10. DISCUSSION AND POSSIBLE ACTION REGARDING RESOLUTION FOR R-693.**

A motion was made by Acting Chairman Arias made to approve and adopt Resolution No. 2023-4-26 declaring R693 (2002 Ford F350 "ambulance") as surplus and for sale. OFDBM Hill seconded the motion. All were in favor. Motion passed. Clerk Arias signed the Resolution.

**11. DISCUSSION AND POSSIBLE ACTION REGARDING VACANT BOARD POSITION.**

OFD has received two letters of interest for the vacant fire board position. A date to interview the two candidates will be set soon.

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

No discussion this month.

**13. CHIEF'S REPORT** Chief discussed his report.

**Fire Dist.:**

- District update
- New Captain Jaime Pierson
- East building update

**Injuries / Accidents:**

- None

**Repairs:**

- E-693 sold

**Cert/Firewise:**

- Meeting 4/11/23

**Grant Report:**

- Tina will report.

**Brush Dump:**

- Burn was successful. Now open.

**Call Load Report:**

- See OFD website.

14. ITEMS FOR NEXT MONTH'S AGENDA.

#7, #11 and #12

15. ADJOURNMENT

Acting Chairman Arias made a motion to adjourn. OFDBM Hill seconded the motion. All were in favor. Motion carried. Meeting adjourned at 7:10pm.

**Next REGULAR Board Meeting – Wednesday, May 17, 2023  
at 6pm**

Minutes respectfully submitted:

Cherie Cheney – Admin. Assistant

Reviewed by OFD Chairman McNulty or Clerk

Arias: \_\_\_\_\_