

ORACLE FIRE DISTRICT BOARD MEETING MINUTES

MAY 16, 2018 / Approved JUNE 12, 2018

Meeting was officially called to order at 5:38 pm, Wednesday May 16, 2018 at 1475 W. American Ave., Oracle, AZ.

CALL TO ORDER / ROLL CALL:

Members Present: Chairman Hill, Clerk Suter, OFDBMs Bristow and McMurry
Members absent: OFDBM Brown / Staff Present: Chief Jennings, Admin. Chief Acosta

1. PLEDGE OF ALLEGIANCE

2. CALL TO PUBLIC No response.

3. ACCEPTANCE OF THE PREVIOUS MINUTES

OFDBM Bristow made a motion to accept the minutes from the regular meeting on April 11, with a correction to #7, in which the BM seconding the motion was corrected from OFDBM Brown to Bristow. Clerk Suter seconded the motion. All were in favor. Motion passed.

Additionally, Clerk Suter made a motion to accept the Executive session minutes from April 11th as presented. This was seconded by OFDBM Bristow. All were in favor. Motion passed.

The Board decided to hold the budget items to the end of the meeting, in case any members of the public arrived for the budget hearing.

6. DISCUSSION AND POSSIBLE ACTION REGARDING PINAL COUNTY WARRANT SIGNATURE RESOLUTIONS FOR THE GENERAL FUND, PENSION FUND, AND EXPLORER FUND.

OFDBM made a motion to approve the warrant resolutions for the Pinal County Treasurer for the OFD General Fund, Pension Fund and Explorer Fund for FY 18/19. Clerk Suter seconded the motion. All were in favor. Motion passed. All three resolutions were signed by all four Board members present.

7. DISCUSSION AND POSSIBLE ACTION REGARDING AN IGA WITH THE PINAL COUNTY ELECTIONS DEPARTMENT.

OFDBM made a motion to enter into an IGA for the upcoming General Elections on November 6, 2018 for two OFD Board positions. OFDBM McMurry seconded the motion. All were in favor. Motion passed. The IGA was signed by Chief Jennings and Clerk Suter.

8. DISCUSSION AND POSSIBLE ACTION REGARDING RESCHEDULING THE JUNE BOARD MEETING.

Chief Jennings proposed moving the meeting up by one day to Tuesday, June 12, 2018, at 5:30pm. The Board members were in agreement with this change.

9. DISCUSSION AND POSSIBLE ACTION REGARDING AN EVALUATION FOR THE CHIEF

The written evaluation, signed by all Board members, was presented to Chief Jennings. Chief Jennings read to the Board the list of goals requested of him. No action was required

10. CHIEF'S REPORT

Fire Dist.:

May Cancer awareness moment-Summer is here. Protect yourself from the sun.

Southeastern Chiefs association update

Thanks to all who helped with the Oaks Festival.

No reported injuries or safety concerns.

Plans are being made for the large-scale drill possible Sept. 29

Horse evacuation update.

ISO report

Cert/Firewise:

Red cross class was on April 28th, approximately ten CERTS took the class for the drill on May 23

Grant Report: NR

Explorers:

Continue to drill and meet, also helped with the oaks festival and fund raising.

Brush Dump: Burned on the 18th

Call Load Report: See OFD website.

11. 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 April 2018. Chief Acosta began the presentation with the April 2018 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), and also displayed the Profit and Loss and Balance sheet for April 2018.

Clerk Suter made a motion to accept the bank statements, reconciliation documents, and balance sheet, as presented. OFDBM McMurry seconded the motion. All were in favor. Motion passed.

12. PUBLIC HEARING REGARDING THE PROPOSED BUDGET FOR 2018/2019. No public attended the hearing.

13. DISCUSSION AND POSSIBLE ACTION REGARDING THE PROPOSED FY 2018/2019 BUDGET.

OFDBM Bristow motioned to approve the posted/proposed budget, with an amendment to allow Chief Jennings to hire a full-time employee, from the Reserve roster, in June of this current fiscal year, with the understanding that the

benefits for this position would not start before the beginning of the new fiscal year. Clerk Suter seconded the motion, with the amendment. All were in favor. Motion passed.

14. **ITEMS FOR NEXT MONTH'S AGENDA.**

- Updated Records Retention schedule and policy
- Pre-funding of PSPRS to 19%
- AFDA conference, July 10-12

Clerk Suter announced that he will be resigning from his position as Board member after the June 2018 meeting due to health issues.

15. **ADJOURNMENT**

Clerk Suter moved to adjourn the meeting. This was seconded by OFDBM Bristow. All were in favor. Motion was passed. Meeting adjourned at 7pm.

Next Board Meeting - Tuesday, June 12, 2018 at 5:30pm

Minutes respectfully submitted,

Tina Acosta – Admin. Chief

Reviewed by OFD Board Clerk Dale Suter