

ORACLE FIRE DISTRICT BOARD MEETING MINUTES

JUNE 12, 2018 / Approved JULY 18, 2018

Meeting was officially called to order at 5:37 pm, Tuesday June 12, 2018 at 1475 W. American Ave., Oracle, AZ.

CALL TO ORDER / ROLL CALL:

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

1. PLEDGE OF ALLEGIANCE

2. CALL TO PUBLIC No response.

3. ACCEPTANCE OF THE PREVIOUS MINUTES

Clerk Suter made a motion to accept the minutes from the regular meeting on May 16, as presented. This was seconded by OFDBM Brown. All were in favor. Motion was passed.

4. DISCUSSION AND POSSIBLE ACTION REGARDING THE RETENTION OF JENNIFER PHILLIPS, CPA, TO CONDUCT THE FY 17/18 ANNUAL AUDIT

Clerk Suter made a motion to retain the services of CPA, Jennifer Phillips for the FY 17/18 annual audit

5. DISCUSSION AND POSSIBLE ACTION REGARDING SEC. 6 OF THE FIRE BOARD BY- LAWS (PROCEDURES TO FILL VACANCY)

Line item was moved to next month's agenda.

6. DISCUSSION AND POSSIBLE ACTON REGARDING RECORDS RETENTION SCHEDULE

Line item was moved to next month's agenda.

7. CHIEF'S REPORT

• **Fire Dist.:**

Dale Suter appreciation.

May Cancer awareness moment-Exposure to flame retardants.

Utilize the proper whips to get soot off.

Southeastern Pinal Chiefs association update

No reported injuries or safety concerns.

ISO report

Company drill was held at Mt. Vista, involving wetting the kids on the last day of school.

• **Cert/Firewise:** Newsletter from Fire wise will go out soon.

• **Grant Report:** Tina will report.

• **Explores:** Continue to drill and meet.

• **Brush Dump:** Continues to be used daily.

• **Call Load Report:** Please see OFD website.

8. 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 May 2018. Chief Acosta began the presentation with the May 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).

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

9. ITEMS FOR NEXT MONTH'S AGENDA.

Line item #5 & #6

10. ADJOURNMENT

OFDBM Brown moved to adjourn the meeting. This was seconded by OFDBM McMurry. All were in favor. Motion was passed. Meeting adjourned at 6:47pm.

Next Board Meeting - Wednesday July 18, 2018

Minutes respectfully submitted,
Lilliana Gallego - Administrative Assistant
Tina Acosta - Admin. Chief
Reviewed by OFD Board Clerk Dale Suter: