

ORACLE FIRE DISTRICT BOARD MEETING MINUTES

JUNE 12, 2019 / Approved JULY 17, 2019

Meeting was officially called to order at 6:07 pm, WEDNESDAY, June 12, 2019 at 1475 W. American Ave., Oracle, AZ.

CALL TO ORDER / ROLL CALL:

Members Present: Chairman Ramsay, OFDBM Bristow and OFDBM Brown

Members Absent: Clerk Walker, and OFDBM Hill

Staff Present: Chief Jennings, Admin. Manager Acosta, Admin. Assist. Lilliana Gallego

1. PLEDGE OF ALLEGIANCE

2. **CALL TO PUBLIC** No public.

3. ACCEPTANCE OF THE PREVIOUS MINUTES

OFDBM Bristow made a motion to accept the minutes from the regular meeting on May 8, 2019. This was seconded by OFDBM Brown. All were in favor. Motion was passed.

4. DISCUSSION AND POSSIBLE ACTION REGARDING A BOARD MEMBER

VACANCY Chairman Ramsay announced his resignation from the OFD board and that this meeting will be his last. OFDBM Brown then made a motion to direct Chief Jennings to post the new board vacancy. This was seconded by OFDBM Bristow. All were in favor. Motion was passed.

5. DISCUSSION AND POSSIBLE ACTION REGARDING USING THE SERVICES OF JENNIFER PHILLIPS CPA, PLLC FOR THE FISCAL YEAR 2018/2019 FINANCIAL AUDIT

OFDBM Bristow made a motion to continue with the services of Jennifer Phillips, CPA, for the 2018/2019 Financial Audit. This was seconded by OFDBM Brown. All were in favor. Motion was passed.

6. DISCUSSION AND POSSIBLE ACTION REGARDING SIGNING OF THE CERTIFICATION OF NON-INDEBTEDNESS

OFDBM Brown made a motion to accept and sign the form. This was seconded by OFDBM Bristow. All were in favor. Motion was passed.

7. DISCUSSION AND POSSIBLE ACTION REGARDING SIGNATURES OF THE REQUESTED BUSINESS UPDATE AND POWER OF ATTORNEY FORMS FROM THE AZ DEPT. OF REVENUE

OFDBM Bristow made a motion to accept and sign the forms. This was seconded by OFDBM Brown. All were in favor. Motion was passed.

8. DISCUSSION AND POSSIBLE ACTION REGARDING THE FY 2019/2020 PINAL COUNTY RESOLUTION FOR WARRANTS

OFDBM Brown made a motion to accept and sign the forms. This was seconded by OFDBM Bristow. All were in favor. Motion was passed.

9. DISCUSSION AND POSSIBLE ACTION REGARDING THE TWO-YEAR BUDGET FORECAST

OFDBM Brown made a motion to accept and sign the forecast. This was seconded by OFDBM Bristow. All were in favor. Motion was passed.

10. CHIEF'S REPORT

- Cancer Awareness Moment: Its that time of year. Please take measures to protect yourself from the sun.
- Fire Dist.: Promotions • Annexation update
- Volunteer Appreciation Dinner on April 27 at Oracle Inn
- Injuries/ Accidents: No accidents no injuries.
- Repairs: R-692
- Cert/Firewise:
 - Susie Fairbanks and David Harris have stepped up to be co-chairs
 - Certs were deployed to Mammoth to assist in water outage.
 - A Firewise / Cert booth will be set up at the Oaks Festival on Saturday, along with the Firewise trailer from Pinal County and the OFD Kid's Safety House. Smokey Bear and engines from CNF will join the OFD apparatus in the parade and Smokey from DFFM will be at the Firewise booth.
- Grant Report: Tina will report.
- Explorers: Continue to drill/meet
- Brush Dump: Burned on the 30th.
- Call Load Report: See Oracle Fire website for information.

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 May 2019. Tina began the presentation with the May 2019 actual income and expenses, compared to the total year budget. She then displayed 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 new National Bank Visa card.

OFDBM Brown made a motion to accept the bank statements, reconciliation documents, and balance sheets from May 2019, as presented. OFDBM Bristow seconded the motion. All were in favor. Motion was passed.

12. ITEMS FOR NEXT MONTH'S REGULAR MEETING AGENDA.

- Annexation
- Tender
- New Chairman
- New Board member
- HR Policies

13. ADJOURNMENT

OFDBM Brown made a motion to adjourn. This was seconded by OFDBM Bristow. All were in favor. Motion was passed. Meeting adjourned at 7:12 pm.

Next Regular Board Meeting – Wednesday, JULY 17, 2019 at 6pm.

Minutes respectfully submitted,

Lilliana Gallego – Administrative Assistant

Reviewed by OFD Chairman Ramsay or Clerk Walker