

ORACLE FIRE DISTRICT BOARD MEETING MINUTES

JUNE 14, 2017 / Approved JULY 19, 2017

Meeting was officially called to order at 6:22.p.m, Wednesday June 14th, 2017 at 1475 W. American Ave., Oracle, AZ.

CALL TO ORDER / ROLL CALL:

Members Present: Chairman Hill, Clerk Suter , OFDBM McMurry, and OFDBM Bristow
Members absent: OFDBM Brown

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

Chairman Hill made a motion to accept the minutes from the regular meeting on May 17, 2017, as presented. This was seconded by OFDBM McMurry . All were in favor. Motion carried.

4. DISCUSSION AND POSSIBLE ACTION REGARDING THE REVISED IGA FOR THE MASS NOTIFICATION SYSTEM WITH PINAL COUNTY. Clerk Suter made a motion to accept the revised IGA notification with Pinal county. This was seconded by OFDBM Bristow. All were in favor. Motion was carried.

5. DISCUSSION AND POSSIBLE ACTION REGARDING REFUNDS FOLLOWING THE HALL/PARKER LAWSUIT (PSPRS)

OFDBM Bristow made a motion to accept Chief Jennings recommendation to pay the refund as quickly as possible. This was seconded by OFDBM McMurry. All were in favor. Motion was carried.

6. DISCUSSION AND POSSIBLE ACTION REGARDING RETAINING THE SERVICES OF JENNIFER PHILLIPS, CPA FOR THE FISCAL YEAR OF 2016/2017 ANNUAL AUDIT

Clerk Suter made a motion to retain the services of Jennifer Phillips, and to allow Chief Jennings to sign renewals on the Board's behalf. This was seconded by OFDBM Bristow. All were in favor. Motion was carried.

7. DISCUSSION AND POSSIBLE ACTION REGARDING A NEW SICK LEAVE POLICY FOR ALL NON-FULLTIME EMPLOYEES, WICH WOULD FULFILL REQUIREMENTS OF A.R.S. 23-372, EFFECTIVE JULY 1, 2017

OFDBM Bristow made a motion to adopt the policy as presented. This was seconded by OFDBM McMurry. All were in favor. Motion was carried.

8. CHIEF'S REPORT:

- **Fire Station & Equip Report:** E-691 was involved in a small accident with a local

utility company, the utility hit the engine while on an emergency causing damage to the ladder rack. The utility company is paying for the repairs and replacement of ladders.

- Building update - The permit has been submitted for the new building.
We are currently following our policy to start the bid process.
- We are also looking into framing rooms upstairs for better sleep quality and more privacy for our employees.

• **Fire Update:** Tender 691 is currently on the High Line fire which is in in the scare of the 1990 Dude fire.

• **AFDA-** July 11-13 – who's going?

• **Training:** We are sending 4 individuals to Fire School. We are still waiting to see if we got the grant again this year.

• **Grant Report:** Tina will report

• **CERT/FIREWISE Report:** Cert meeting and Drill was on June 13.

• **Employee Recognition:** Franky Hill received her Master's degree in Business Administration with focus in Finance.

• **Call Load Report:** See OFD webstie at www.oraclefire.org

9. 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 2017. Chief Acosta began the presentation with the May 2017 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 Bristow made a motion to accept the bank statements, reconciliation documents, and balance sheet, as presented, Clerk Suter second the motion. All were in favor. Motion passed.

10. ITEMS FOR NEXT MONTH'S AGENDA.

- Report on the April 2017 General Fund reconciliation
- Capitol replacement plan

11. ADJOURNMENT

Clerk Suter moved to adjourn the meeting. This was seconded by OFDBM Bristow. All were in favor. Motion passed. Meeting adjourned at 8:24pm.

Next Board Meeting – Wednesday July 19, 2017, 6:15pm.

Minutes respectfully submitted,

Lilliana Gallego – Admin. Assistant / Reviewed by OFD Board Clerk Dale Suter.