

ORACLE FIRE DISTRICT BOARD MEETING MINUTES

JUNE 15, 2022 / Approved JULY 20, 2022

Meeting was officially called to order by Chairman Hill, at 6:10 pm, June 15, 2022 at 1475 W. American Ave., Oracle, AZ.

CALL TO ORDER: OFD Staff Present: Chief Jennings, Admin. Manager Acosta, Admin. Assistant Cheney

1. PLEDGE OF ALLEGIANCE 6:10 pm

2. ROLL CALL Board members present: Chairman Hill, OFDBMs Arias and Walker
Board members Absent: Brown, Clerk McNulty.

3. CALL TO THE PUBLIC. No public.

4. ACCEPTANCE OF THE PREVIOUS MINUTES

Chairman Hill called for a motion to accept the previous special budget meeting minutes from May 3rd, 2022, and the regular board meeting minutes from May 16th 2022. OFDBM Walker made the motion and OFDBM Arias seconded the motion. All were in favor. Motion passed.

5. 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 May 2022, 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. Chairman Hill called for a motion to accept the bank statements, reconciliation documents, the balance sheets, and the Memorandum. OFDBM Arias made the motion and OFDBM Walker seconded the motion. All were in favor. Motion passed. Chairman Hill signed all the financial documents.

6. DISCUSSION AND POSSIBLE ACTION REGARDING HR POLICIES.

Chief Jennings presented a few revisions to the "Standards of Conduct" policy in the OFD HR Manual. These revisions included all volunteers and contractors, and now require confirmation signatures from all employees, volunteers and contractors. Chairman Hill called for a motion to accept the changes as presented. OFDBM Arias made a motion and OFDBM Walker seconded the motion. All were in favor. Motion Passed.

Chief Jennings also presented some changes to the "Employment Categories" policy in the OFD HR Manual, which added volunteers to the trainees section, as well as some additional verbiage. Chairman Hill called for a motion to accept the changes as presented. OFDBM Arias made the motion, and OFDBM Walker seconded the motion. All were in favor. Motion passed.

7. CHIEF'S REPORT.

Fire Dist.:

- Assisting Mammoth Fire
- SPCCA update
- Volunteer program update
- Mutual Aid/ Pinal Rural structure fire.
- Helipad update
- District update

Injuries / Accidents:

- None

Repairs:

- Viper starter
- T-691 air leak (fixed)

Cert/Firewise:

- Thank you to Certs for help on structure fire / Pinal Rural area
- Cert/Firewise meeting 6/14/22
- Certs served lunch at OCC

Grant Report:

- Tina will report

Brush Dump:

- Open

Call Load Report:

See OFD website for information.

8. ITEMS FOR NEXT MONTH'S AGENDA.

None.

9. ADJOURNMENT Chairman Hill called for a motion to adjourn. OFDBM Walker made the motion and OFDBM Arias seconded the motion. All were in favor. Motion passed. Meeting adjourned at 7:05pm.

Next REGULAR Board Meeting –

Wednesday, July 20, 2022 at 6pm

Minutes respectfully submitted: Cherie Cheney, Administrative Assistant

Reviewed by: OFD Chairman Hill or Clerk McNulty