

ORACLE FIRE DISTRICT BOARD MEETING MINUTES
AUGUST 8, 2018 / Approved SEPTEMBER 12, 2018

Meeting was officially called to order at 5:39 pm, Wednesday August 8, 2018 at 1475 W. American Ave., Oracle, AZ.

CALL TO ORDER / ROLL CALL:

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

Staff Present: Chief Jennings, Admin. Mgr. Acosta, Admin. Asst. Lilliana Gallego

1. PLEDGE OF ALLEGIANCE

2. CALL TO PUBLIC No response.

3. ACCEPTANCE OF THE PREVIOUS MINUTES

OFDBM Brown made a motion to accept the minutes from the meeting on July 18. This was seconded by OFDBM Ramsay. All were in favor. Motion was passed. OFDBM Brown then made a motion to accept Minutes from meeting on June 12. This was seconded by Chairman Hill. All were in favor. Motion was passed.

4. DISCUSSION AND POSSIBLE ACTION REGARDING AMENDING FIRE BOARD BY-LAWS Line item was moved to next month's agenda.

5. DISCUSSION AND POSSIBLE ACTION REGARDING RECORDS RETENTION SCHEDULE Line item was discussed. Board agreed to retain current OFD policy, which follows Arizona Retention Schedule.

6. DISCUSSION AND POSSIBLE ACTION REGARDING SHIRTS FOR BOARD MEMBERS Board agreed on light blue Polo shirts. Chief Jennings will make an order.

7. DISCUSSION AND POSSIBLE ACTION REGARDING PAID SICK LEAVE POLICY Line item was moved to next month's agenda.

8. DISCUSSION AND POSSIBLE ACTION REGARDING SIMPLE PENSION UPDATE Line item was discussed. OFDBM Bristow made a motion to encourage the Oracle Volunteer Firefighter's Relief Pension board to continue its efforts to try to get on one retirement system. This was seconded by OFDBM Brown. All were in favor. Motion was passed.

9. DISCUSSION AND POSSIBLE ACTION REGARDING A RESOLUTION ON OFD FIRE BOARD WARRANT SIGNATURES FOR THE PINAL COUNTY TREASURER'S OFFICE

OFDBM Bristow made a motion to accept the resolution form for the Pinal County Treasurer's Office. This was seconded by Chairman Hill. All were in favor. Motion was passed.

Board members signed the resolution giving OFDBM Ramsay the ability to sign warrant checks for the Oracle Fire District.

10. DISCUSSION AND POSSIBLE ACTION REGARDING A RESOLUTION ON CANCELING THE NOVEMBER 2018 ELECTION FOR TWO OPEN BOARD MEMBER POSITIONS ON THE ORACLE FIRE DISTRICT BOARD

Pinal County Elections Department told Tina that there were no other nominations submitted for the two open Board positions, other than those submitted by OFDBMs Bristow and Hill, however, the write in period continues until August 22nd. If there are no other nominations submitted, the PC Elections will submit a Resolution to the PC Board of Supervisors requesting that the elections for the OFD Board be canceled and they will notify us thereafter.

11. CHIEF'S REPORT

- **Cancer Awareness Moment:**

Don't just focus on cancer while at work. Be aware at all times.
Home project, side jobs, etc..

- **Fire Dist.:**

Eng. 692 is back in California.

- **Injuries/ Accidents:** No accidents no injuries.

- **Repairs:**

Front office AC was repaired but still may need to be replaced.

- **Cert/Firewise:**

Certs were deployed to Mammoth two days s to assist with the water issue. Positive feedback from the Firewise letter that went out.

- **Grant Report:** Tina will report.

- **Explorers:**

Looking for a few more recruits.

- **Brush Dump:**

Continues to be used daily, hope to burn soon.

- **Call Load Report:** Please see OFD website for information.

12. 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 July 2018. Tina began the presentation with the July 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 Ramsay made a motion to accept the bank statements, reconciliation documents, and balance sheet, as presented, OFDBM Bristow seconded the motion. All were in favor. Motion pass

13. ITEMS FOR NEXT MONTH'S AGENDA.

Line item # 4 and #7

14. **ADJOURNMENT**

OFDBM Ramsay moved to adjourn the meeting. This was seconded by OFDBM Bristow. All were in favor. Motion was passed. Meeting adjourned at 7:23pm.

Next Board Meeting - Wednesday September 12, 2018

Minutes respectfully submitted,

Lilliana Gallego - Administrative Assistant

Reviewed by OFD Board Clerk McMurry or Chairman Hill