

ORACLE FIRE DISTRICT BOARD MEETING MINUTES
SEPTEMBER 13, 2017 / Approved OCTOBER 11, 2017

Meeting was officially called to order at 6:15.p.m, Wednesday September 13, 2017 at 1475 W. American Ave., Oracle, AZ.

CALL TO ORDER / ROLL CALL:

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

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.**

OFDBM Bristow made a motion to accept the minutes from the regular meeting on August 9, 2017, as presented. This was seconded by Clerk Suter. All were in favor. Motion was passed.

OFDBM McMurry then made a motion to accept the minutes from the Special Meeting on August 23, 2017, as presented. This was seconded by OFDBM Brown. All were in favor. Motion passed.

4. DISCUSSION AND POSSIBLE ACTION REGARDING NEW START TIME FOR REGULARLY-SCHEDULED BOARD MEETINGS.

All Board members agreed to change start time to 5:30pm.

5. DISCUSSION AND POSSIBLE ACTION REGARDING THE PINAL COUNTY COMBINED RESOLUTION AFFECTING COUNTY TREASURER TRANSACTIONS FOR FISCAL YEAR 2017/2018.

OFDBM Bristow made a motion to approve the Pinal County Treasurer Resolution for Fiscal year 2017/2018. This was seconded by OFDBM McMurry. All were in favor. Motion was passed.

6. DISCUSSION AND POSSIBLE ACTION REGARDING AMENDING THE FY 17/18 WAGE AND SALARY SCALE TO INCLUDE WORDING ON A "SHIFT LEAD" LINE ITEM FOR \$11.50 PER HOUR, AS WELL AS A \$50 PER SHIFT "HOLIDAY PAY;" BOTH ITEMS FOR RESERVE FIREFIGHTERS.

OFDBM Bristow made a motion to amend the FY 17/18 Wage and Salary scale to include a "Shift Lead" line item for \$11.50 per hour, as well as the PTO schedule to include a \$50 per shift "Holiday Pay." This was seconded by OFDBM Brown. All were in favor. Motion was passed.

7. **CHIEF'S REPORT.** – See end of this document.

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 August 2017. Chief Acosta began the presentation with the August 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, OFDBM Brown seconded the motion. All were in favor. Motion passed.

9. CHIEF'S REPORT.

Fire Station:

- The concrete is complete. Structure may be done by Monday.
- Company picnic will be on Nov. 5th at the park. Invitations will be sent.

Fire updates: Eng. 692 and crew are back from California.

Grant Report: Tina will report

CERT/ FIREWISE Report: We would like to thank Tina and the CERTs for helping in the HOPE walk.

Brush Dump: The Brush Dump continues to fill up quickly.

Call Load Report: See OFD website for information.

10. ITEMS FOR NEXT MONTH'S AGENDA.

- Jennifer Phillips FY 16/17 Audit presentation

11. ADJOURNMENT.

OFDBM McMurry moved to adjourn the meeting. This was seconded by OFDBM Brown. All were in favor. Motion passed. Meeting adjourned at 7:54pm.

Next Board Meeting - **Wednesday, October 11, 2017, 5:30pm.**

Minutes respectfully submitted,

Lilliana Gallego - Administrative Assistant

Reviewed by OFD Board Clerk Dale Suter