

ORACLE FIRE DISTRICT BOARD MEETING MINUTES

October 12, 2016 / Approved Nov. 9, 2016

Meeting was officially called to order at 6:13.p.m, Wednesday October 12, 2016 at 1475 W. American Ave., Oracle, AZ.

CALL TO ORDER / ROLL CALL:

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

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

1. PLEDGE OF ALLEGIANCE

2. CALL TO PUBLIC

A plaque was presented by the Dionne family honoring the life and dedication of Mr. Paul Dionne.

3. ACCEPTANCE OF THE PREVIOUS MINUTES

OFDBM Bristow made a motion to accept the minutes from Sept. 14, 2016 as presented. This was seconded by OFDBM Brown. All were in favor. Motion carried.

4. CHIEF'S REPORT - see end of this document.

5. 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 September 2016. Chief Acosta began the presentation with the September 2016 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 Hill seconded the motion. All were in favor. Motion passed.

6. DISCUSSION AND POSSIBLE ACTION REGARDING BUILDING PERMIT FOR THE STORAGE BUILDING (table from September meeting)

- Will need a new check for permit. Chief southard will take documents to Florence.

- OFDBM Bristow made a motion to pursue building permit. This was second by Clerk Hill

7. DISCUSSION AND POSSIBLE ACTION REGARDING CHIEF SOUTHARD'S UPCOMING RETIREMENT

Date of retirement has been changed to December 31st, 2016. A motion was made by OFDBM Bristow to schedule a workshop for October 19th, 2016. This was second by OFDBM Brown. All were in favor. Motion was carried.

8. ITEMS FOR NEXT MONTH'S AGENDA.

1. Discussion and possible action regarding an OFD Fraud Risk Assessment (internal control) Policy, recommended by CPA Jennifer Phillips.
2. CPA Jennifer Phillips will present the 2015/2016 Audit.
3. Discussion and possible action on determining successive Fire Chief.

9. ADJOURNMENT

Chairman McMurry moved to adjourn the meeting. This was seconded by OFDBM Brown. All were in favor. Motion passed. Meeting adjourned at 8:15pm.

Next Board Meeting – Wednesday November 9, 2016, 6:15pm.

Minutes respectfully submitted,

Lilliana Gallego – Administrative Assistant / Reviewed by OFD Board Clerk
Franky Hill:

Chiefs Report – October 12th, 2016

Staff Report: Staffing has been at good levels for covering all 3 shifts.

Vehicle Report: All front line vehicles are currently in service.

Fire Station & Equip Report: All equipment is currently in service.

Fire District: The annual financial audit is in progress and the field portion of the audit took place on September 29th and 30th. CPA Jennifer Phillips will be placed on the November Fire Board agenda to present the audit report.

Training Report: A multi-agency training exercise was held on September 17th. Approximately 80 emergency responders from 11 different agencies attended the all-day drill. A very special thanks to Robert, Harley, Oracle CERT's, Oracle Firewise and the many sponsors that contributed to the success of the event. Oracle School District held an evacuation drill on October 5th. On-duty firefighters and Chief officers attended.

Events: Due to the many Saturday events during September and October, we have decided to cancel the October fire department picnic. Instead, we'll focus our efforts on having a Christmas dinner event.

Mountain Vista School will be having their annual HOPE Walk on Friday, October 7th. In past years we have used OFD fire apparatus as a barricade by following behind the students walking along the roadways. A planning meeting with school staff will be held on October 6th.

Current Fire Conditions: Fire conditions have been at MODERATE for the past 2 months. Local grasses appear to be drying out, but with the shorter daylight hours and the cooler temperatures, I don't expect to see any major changes in fire risk until the spring of 2017.

Wildland Fire Report: Engine 692 recently returned from a two week assignment in northern California. With the 2016 fire season winding down, this will likely be our final out-of-state deployment for the year. A very special thanks to the wildland firefighters who went on this assignment.

Grant Report: The Florence Wildland Team has been working on other projects; however we are hoping to get them back to Oracle soon so they can resume working on WFHF 2015 Grant projects. We are still waiting to hear from FEMA on status of the AFG 2016 grant that we submitted last spring for new SCBA equipment.

Donations: To be reported during the Fire Board meeting.

CERT/Firewise Report: The next CERT meeting will be held on October 11th at 4:00 PM. The director of Pinal County Emergency Management is planning on attending the meeting to present the CERT members with a new trailer and equipment. Fire Board members are encouraged to attend this very special meeting.

CERT's held a helicopter training class on September 24th. A LifeNet EMS helicopter flight crew and training coordinator held the class at the Oracle Courthouse and the Oracle LZ.

Brush Dump Report: Truckloads of brush continue to be brought in every day of the week. The brush was recently pushed into a long windrow that allows us to receive additional brush. The next brush burn will likely be held during the winter months when fire danger is typically at its lowest risk.

Call Load Report: See website for information..

Respectfully submitted by: Fire Chief, Larry Southard