

ORACLE FIRE DISTRICT BOARD MEETING MINUTES

October 14, 2015 / Approved November 10, 2015

Meeting was officially called to order at 6:15pm, Wednesday October 14, 2015 at 1475 W. American Ave., Oracle, AZ.

CALL TO ORDER / ROLL CALL: Members Present: Chairman Brown, Clerk McMurry, and OFDBM Navarro Members Absent: OFDBMs Bristow and Hill Staff Present: Chief Larry Southard, Asst. Chief Robert Jennings, Admin. Chief Acosta, OFD firefighters.

1. PLEDGE OF ALLEGIANCE.

2. **CALL TO PUBLIC.** No response from the public

3. ACCEPTANCE OF PREVIOUS MINUTES.

OFDBM Navarro made a motion to accept the minutes from September 9, 2015. The motion was seconded by Clerk McMurry. All were in favor. Motion passed.

4. CPA JENNIFER PHILLIPS WILL PROVIDE THE RESULTS OF THE 2014/2015 AUDIT.

Ms. Phillips declared that the Oracle Fire District, once again, had a "clean opinion". The only "material weakness" found was in "internal controls", page 13 of the Fiscal Year 2014/2015 audit, in which she found that, once again, there is a lack of segregation of duties due to short office staffing. Ms. Phillips stated that although this is a shortcoming, it is one that is common with small rural fire districts, such as ours due to their restricted budgets.

Chief Southard reiterated that there is a strong oversight by himself and the Board as he looks over and initials each check that is created to pay an invoice or a payroll liability, and there are two signatures by Board members that are required for each check as well. This means that there are almost always three people checking the work of the Admin. Chief, which is a good mitigation of fraud and error.

5. **CHIEF'S REPORT** – see end of this document.

6. 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 2015. Chief Acosta began the presentation with the September 2015 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 Navarro made a motion to accept the bank statements and reconciliation documents as presented. Clerk McMurry seconded the motion. All were in favor. Motion passed.

7. DISCUSSION AND POSSIBLE ACTION REGARDING CHANGING WORDING IN THE HR MANUAL. CHIEF SOUTHARD RECOMMENDS THE FIRE BOARD APPROVES CHANGES IN THE FOLLOWING AREAS OF THE HR MANUAL:

a. Definitions of employees, pages 109 & 110.

Chief Southard provided copies of the proposed changes to the current policies and explained the reasoning for the change. Clerk McMurry made a motion to accept the changes as presented. OFDBM Navarro seconded the motion. All were in favor. Motion passed.

8. DISCUSSION AND POSSIBLE ACTION REGARDING PURCHASING A SURPLUS AMBULANCE FROM ANOTHER FIRE DISTRICT.

Chief Southard explained that he and the other Chief Officers have been looking Statewide for a used, affordable, ambulance for a while, and had even hoped to have one donated by Golder Ranch, however, their Board requested some sort of compensation for their surplus ambulance. He explained further that we need something in which patients can be placed, out of the elements, while awaiting the Southwest Ambulance, or something in which we could transport the patient to the LZ (helicopter landing zone).

A brief discussion ensued.

Clerk McMurry requested that this item be tabled until the next meeting, when the other Board members would be present. OFDBM Navarro was in agreement. This agenda item is tabled until the November Board meeting.

9. DISCUSSION REGARDING CHIEF SOUTHARD'S UPCOMING RETIREMENT IN JANUARY 2017. THE BOARD MAY VOTE TO GO INTO EXECUTIVE SESSION.

Prior to any discussion, the item was requested, by all members present, to be tabled until the next Board meeting, when the other Board members would be in attendance.

10. ITEMS FOR NEXT MONTH'S AGENDA

Discussion and possible action of FY 2014/2015 Audit.

11. ADJOURNMENT

OFDBM Navarro moved to adjourn the meeting. This was seconded by Clerk McMurry. All were in favor. Motion passed. Meeting adjourned at 7:36pm.

Next Board Meeting: TUESDAY, November 10, 2015 at 6:15pm.

Minutes respectfully submitted, Tina Acosta – Administrative Chief
Reviewed by OFD Board Clerk Bill McMurry:

CHIEF'S REPORT FOR OCTOBER 14, 2015:

Staff Report: A shortage of experienced Reserve Firefighters has been creating scheduling challenges along with placing a burden on some of our part time employees who are working other full time jobs along working nearly full time hours here. We are discussing several ideas to help resolve this issue.

Vehicle Report: All vehicles are currently in service. Three surplus vehicles have been sold. The 1992 GMC water tender sold for \$7,000. The 1997 Ford utility truck sold for \$4,000. The 1997 Chevy rescue truck sold for \$3,200. The 1996 Chevy S-10 is still listed for sale.

Fire Station & Equip Report: The backup generator for the fire station 200 amp electrical service has been having an "over-loading" issue. A breaker in the automatic switch-over box failed and melted the buss bar. The new replacement switch-over box we ordered is too large to fit in the existing location and the smaller old style box is no longer available. By making electrical modifications, BIA/SCIP may require us to install a commercial style meter box. Kevin Brandt of Oracle Electric will coordinate the project with BIA and we will work towards finding the most cost effective and efficient solution, with the least "down-time" for fire station electrical power.

Two new solar powered, motion detector lights have been installed near the entrance door leading into the meeting room. The new lights will provide additional light for the east parking area.

Fire District: Pinal Rural Fire District formation has been approved by the Pinal County Board of Supervisors. The newly formed Fire District will share a common boundary with OFD at approximately Mile Post Marker 107.5 on Highway 77. It is quite likely we'll be dispatched to some of the same emergency incidents along the highway.

Training Report: The four firefighters who went to State Fire School came back with high comments about the training they received. Our base hospital will be holding a CE class here on Saturday, October 17th for EMTs.

Events: A volunteer Appreciation dinner will be held at the Patio Café on October 15th at 5:00 PM. Fire Board members are encouraged to attend along with the on-duty crew.

Current Fire Conditions: Fire conditions have been downgraded to Moderate.

Wildland Fire Report: Invoices for several recent wildland assignments have been submitted to the State Forester's Office for reimbursement. Invoicing for the recent California assignment is in progress.

Grant Report: The WFHF 2015 Grant contract documents are being drafted in Phoenix, as well as a new Crew Use Agreement with the State Forester's Office. Properties needing to be treated under this grant are being identified and prioritized and the owners will be contacted soon.

Donations: None to report.

CERT/Firewise Report: A CERT meeting will be held on October 13th at 4:00. One of the main topics will be planning for a combined CERT and OFD exercise on October 17th. The location will be the Oracle Courthouse. CERT's will deploy their trailer and set up a "Re-hab" station. Teamwork, communications will be emphasized in this training exercise.

Oracle Firewise along with Canyon Community Bank will be holding a community Shred-a-Thon event at the fire station on Saturday October 24th. The Miner News has agreed to run a story about the event.

Brush Dump Report: The Brush Dump has had a lot of use since the July burn and another burn will need to be coordinated soon.

The Oracle Firewise Board purchased and installed two additional signs that warn people of dangers at the brush dump site.