

## ORACLE FIRE DISTRICT BOARD MEETING MINUTES

OCTOBER 19, 2021 / Approved November 17, 2021

Meeting was officially called to order Chairman Hill, at 6:10 pm, October 19th, 2021 at 1475 W. American Ave., Oracle, AZ.

**CALL TO ORDER:** Staff Present at OFD: Chief Jennings, Admin. Manager Acosta, Admin Assist. Cheney

### **1. PLEDGE OF ALLEGIANCE 6:10pm**

**2. ROLL CALL** Board members present: Chairman Hill, OFDBM's Brown and Arias, Clerk McNulty. Board members absent: OFDBM Walker. Special guest Jennifer Phillips, presenting the 2020/2021 audit results.

**3. CALL TO THE PUBLIC** None Present.

### **4. ACCEPTANCE OF THE PREVIOUS MINUTES**

Chairman Hill called for a motion to accept the September 2021 board minutes. OFDBM Brown made the motion and OFDBM Arias seconded the motion. All were in favor. Motion passed.

### **5. DISCUSSION AND POSSIBLE ACTION REGARDING 2020/2021 AUDIT PRESENTED BY JENNIFER PHILLIPS**

The Fiscal Year 2020/2021 Audit was presented by Jennifer Phillips, CPA, to the Oracle Fire Board. For the third year in a row, OFD was given a "clean audit," with "no identified findings or responses."

### **6. 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 September 2021, 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 Brown seconded the motion. All were in favor. Motion passed. Clerk McNulty signed all the financial documents.

### **7. DISCUSSION AND POSSIBLE ACTION REGARDING PINAL COUNTY/ PHI HELIPAD LEASE AGREEMENT**

Chief Jennings explained that Pinal County made some modifications to the sub-lease agreement for the Oracle helipad. The revised Oracle helipad non-inclusive lease agreement was reviewed by the Oracle Fire Board members. Clerk McNulty made a motion to accept and sign the revised agreement. OFDBM Arias seconded the motion. All were in favor. Motion passed.

## **8. DISCUSSION AND POSSIBLE ACTION REGARDING EMPLOYMENT OF CONTRACTORS/EMPLOYEE'S**

To avoid a semblance of Conflict of Interest, Chief Jennings disclosed to the Oracle Fire Board that his wife now works for Louie Sprott, one of several contracted mechanics for OFD. Mrs. Jennings is working as a bookkeeper and representative for Louie's company. Mrs. Jennings has also expressed interest in becoming a partial owner of the business. After reviewing the OFD HR Conflict of Interest policy and hearing about an email communication between Chief Jennings and Brenda Tranchina (HR Specialist who wrote our HR policies manual), in which Ms. Tranchina stated that she did not see a breach of the OFD Conflict of Interest policy, OFDBM Brown suggested that we obtain another document from Ms. Tranchina stating specifically that this situation is not a Conflict of Interest. The Oracle Fire Board can review this document at the next board meeting. Clerk McNulty made a motion to accept the disclosure from Chief Jennings, subject to the review of this written document from Ms. Tranchina noting that the situation is not a Conflict of Interest. OFDBM Arias seconded the motion. All were in favor. Motion Passed.

## **9. DISCUSSION AND POSSIBLE ACTION REGARDING HR POLICIES.**

No policies were presented.

## **10. CHIEF'S REPORT.**

### **Fire Dist.:**

- COVID-19 update/crew protection
- Medical update
- Fire Trucks unlimited tour – E-691 refurbish
- Crew is back from Northern Cal.

### **Injuries/ Accidents:**

- R-691 passenger side middle box door.

### **Repairs:**

- Generator
- E-692 front bushings/ cab mounts etc.
- R-691
- Backhoe breaks
- Explorer . . .

### **Cert/Firewise:**

- Statement to be provided.

### **Grant Report:**

- Tina will report

### **Brush Dump:**

- Open

### **Call Load Report:**

See OFD website for information.

## **11. ITEMS FOR NEXT MONTH'S MEETING. #7, #8.**

**9. ADJOURNMENT** Chairman Hill called for a motion to adjourn. Clerk McNulty made a motion, OFDBM Brown seconded the motion. All were in favor. Motion passed. Meeting adjourned at 7:40 pm.

**Next REGULAR Board Meeting -  
Wednesday, November 17, 2021 at 6pm**

Minutes respectfully submitted:

Cherie Cheney - OFD Administrative Assistant

Reviewed by OFD Chairman Hill or Clerk McNulty