

ORACLE FIRE DISTRICT BOARD MEETING MINUTES

November 8, 2023 / **Approved** December 13, 2023

Meeting was officially called to order by acting Chairman Arias, at 6:07 pm, November 8th, 2023, at 1475 W. American Ave., Oracle, AZ.

CALL TO ORDER:

Staff Present at OFD, Chief Jennings, Admin. Manager Acosta, Admin. Assistant Cheney. Jennifer Phillips, CPA, was in attendance to present the annual audit.

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL

Board members present: Clerk Arias, OFDBM Walker, Chairman McNulty, was connected remotely. Absent: OFDBM Guyton and Hill.

3. CALL TO THE PUBLIC

None present.

4. ACCEPTANCE OF THE PREVIOUS MINUTES

Acting Chairman Arias called for a motion to accept the minutes from regular board meeting on October 11th, 2023. OFDBM Walker made the motion to accept the minutes. OFDBM McNulty seconded the motion. All were in favor. Motion carried. Clerk Arias signed all documents.

5. DISCUSSION AND POSSIBLE ACTION REGARDING THE ANNUAL AUDIT FOR FISCAL YEAR 2022 / 2023.

Jennifer Phillips, CPA, presented the annual audit for fiscal year 2022/2023. Once again, there were no issues with this Fiscal Year's Audit. OFDBM Walker made a motion to accept the annual Audit for Fiscal Year 2022/2023. Clerk Arias seconded the motion. All were in favor. Motion carried. Jennifer Phillips was thanked and dismissed.

6. DISCUSSION AND POSSIBLE ACTION REGARDING ADDITIONAL CHARGES / OVERAGES WITH THE CONTRACTOR WORKING ON THE GYM AND BEDROOM REBUILD.

Chief Jennings presented the issues with the overages that the contractor had, over the \$3000.00 dollars that OFD Fire Board had approved. All decided that the overages would not be paid, because there was no verbal or written approval before the overages were charged. OFDBM Walker made a motion to approve not paying for the overages. Clerk Arias seconded the motion. All were in favor. Motion carried.

7. 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 October 2023,

compared to the total year budget and income. Acosta then presented the October 2023 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.

Acting Chairman Arias then asked for a motion to accept all the bank statements, reconciliation documents, the balance sheets, and the Memorandum documents as presented for October 2023. OFDBM McNulty made the motion. OFDBM Walker seconded the motion. All were in favor. Motion passed. Clerk Arias signed all the financial documents.

8. DISCUSSION AND POSSIBLE ACTION REGARDING HR POLICIES.

None this month.

9. CHIEF'S REPORT

Fire Dist.:

- District update / Fires
- East building update
- ISO renewal update

Injuries/ Accidents:

- None

Repairs:

- N/A

Cert/ Firewise:

- Meeting on 11/14 /23

Grant Report:

- Tina will report

Brush Dump:

- Brush burned and dump re-opened on October 17.

Call Load Report:

- See OFD website.

10. ITEMS FOR NEXT MONTH'S AGENDA.

#7,8 and 9.

11. ADJOURNMENT

OFDBM Walker made the motion to adjourn. OFDBM McNulty seconded the motion. All were in favor. Motion carried. Meeting, adjourned at 6:50 PM.

Next REGULAR Board Meeting – Wednesday, December 13, 2023 at 6pm

Minutes respectfully submitted:

Cherie Cheney – Admin. Assistant

Reviewed by OFD Chairman McNulty

or Clerk Arias: _____