

## ORACLE FIRE DISTRICT BOARD MEETING MINUTES

**NOVEMBER 9, 2016** / Approved Nov. 14, 2016

Meeting was officially called to order at 6:17.p.m, Wednesday November 9, 2016 at 1475 W. American Ave., Oracle, AZ.

### **CALL TO ORDER / ROLL CALL:**

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

Staff Present: Chief Larry Southard, Admin. Chief Acosta, Asst. Chief Jennings, 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 Oct. 12, 2016, as well as the special meeting minutes on Nov. 4, 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. RECOGNITION OF FIRE BOARD MEMBER MANNY NAVARRO FOR HIS SERVICE TO THE ORACLE FIRE DISTRICT.** OFDBM Navarro was presented with a plaque for his outstanding service on the OFD Board.

**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 October 2016. Chief Acosta began the presentation with the October 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 Brown made a motion to accept the bank statements, reconciliation documents, and balance sheet, as presented. OFDBM Bristow seconded the motion. All were in favor. Motion passed.

### **7. CPA Jennifer Phillips presented the 2015/2016 Audit**

Ms. Phillips presented the FY 15/16 annual audit to the Board.

Following the presentation, a motion was made by OFDBM Bristow to accept the Audit report and was second by OFDBM Navarro. All in favor. Motion was passed.

**8. DISCUSSION AND POSSIBLE ACTION REGARDING AN OFD FRAUD RISK ASSESSMENT POLICY (INTERNAL CONTROL) RECOMMENDED BY CPA**

**JENNIFER PHILLIPS** A Fraud Risk Assessment Policy was presented to the Board. Motion was made by OFDBM Bristow and Second by OFDBM Brown. All in favor. Motion was passed

**9. ITEMS FOR NEXT MONTH'S AGENDA.**

- a. Discussion of HSA Savings for Chief Jennings.
- b. Swearing in of the new Fire Board member, Dale Suter.
- c. Selection and installment of new Officers.

**10. ADJOURNMENT**

Chairman McMurry moved to adjourn the meeting. This was seconded by OFDBM Navarro. All were in favor. Motion passed. Meeting adjourned at 7:38 pm.

**Next Board Meeting – Wednesday December 14, 2016, 6:15pm.**

Minutes respectfully submitted,  
Lilliana Gallego – Administrative Assistant /  
Reviewed by OFD Board Clerk Franky Hill

**CHIEF'S REPORT:** DECEMBER 14th, 2016

**Staff Report:** Staffing continues to be at good levels for covering all shifts.

**Vehicle Report:** All front line vehicles are currently in service. A few vehicles were in for service at Carquest.

**Fire Station & Equip Report:** All equipment is currently in service. Pinal County has stated that they will approve the “plan review process” for the metal storage building permit; after we re-submit the blueprints and other building construction documents. The plans that were submitted to Pinal county were the red-line blue prints and Pinal County needs blue prints that do not have any markings such as original or PDF form. Assistant Chief Jennings will start the process to find them possibly from the engineering firm.

**Fire District:** Many calls to Copper Hills Manager with no luck. Annexation to the East was formally denied by the state.

**Training Report:** Crews continue to train daily. Captain Paul Farrell completed his Fire Officer 1 class (1 semester) also prior Instructor 1

**Events:** Dec 7<sup>th</sup>, 2016. Some staff gathered with their children to help Santa by making the stockings. Santa was in Oracle on Dec. 9th starting at MT. Vista via Life-Net helicopter then to the station.

Christmas Dinner-December 16th at 1800hrs. OFD will provide main course.

**Current Fire Conditions:** Fire conditions displayed on the Coronado National Forest sign have remained at MODERATE.

Locally, fire conditions appear to be worsening as the tall grasses are rapidly drying out. Property owners and occupants will need to place a special emphasis on lessening ladder fuels such as grasses and dead or dry vegetation; especially near structures and other items of high value.

**Wildland Fire Report:** OFD was sent to North Carolina on the Chestnut Knob fire-7000 acers, and the Horton Fire-1,100 acers. The crew returned in the 1st week of Dec.

**Grant Report:** Beginning on November 2nd, the crew was temporarily reassigned to a hazardous fuels project located in Cochise County. They expect to return to Oracle during December.

Assistant Chief Jennings, Admin. Chief Acosta and Captain Farrell for wrote the FEMA 2016 AFG grant. Once again new SCBA equipment has been requested. Grant award announcements should be made during summer 2017.

**Donations:** Donations will be reported during the Fire Board meeting.

**CERT/Firewise Report:** A Firewise meeting was held on December 13th at 4:00. Fire Board members are always welcome to attend. A very special thanks to a group of CERTS and employees for helping decorate and assisting with Santa.

**Brush Dump Report:** A Burn is planned for end of Dec. while MT. Vista in on winter break .

**Call Load Report:** see ofd website.

Respectfully submitted by:

Assistant Fire Chief, Robert Jennings