

## ORACLE FIRE DISTRICT BOARD MEETING MINUTES

NOVEMBER 17, 2021 / Approved December 15, 2021

Meeting was officially called to order by Chairman Hill, at 6:00 pm, November 17th, 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, Clerk McNulty, Walker remotely connected. Board members absent: OFDBM Arias and Brown.

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

**4. ACCEPTANCE OF THE PREVIOUS MINUTES**

Chairman Hill called for a motion to accept the October 2021 board minutes. OFDBM Walker made the motion and Clerk McNulty seconded the motion. All were in favor. Motion passed.

**5. 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 beginning and ending balances, income, and expenses for each bank account and the OFD credit card for October 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. We have now received our Wildland payments. Chairman Hill called for a motion to accept the bank statements, reconciliation documents, the balance sheets, and the Memorandum. OFDBM Walker made the motion and Clerk McNulty seconded the motion. All were in favor. Motion passed. Clerk McNulty signed all the financial documents.

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

No Discussion. This agenda item was resolved at the October 2021 Board meeting.

**7. DISCUSSION AND POSSIBLE ACTION REGARDING EMPLOYMENT OF CONTRACTORS/ EMPLOYEES**

At the October 2021 Board meeting, OFD Board members requested further clarification from Brenda Tranchina (who wrote the OFD HR Manual and occasionally consults for OFD). This clarification was sent in an email to Chief Jennings, which he read out loud to the OFDBM members. It stated that the current position, working for mechanic Louis Sprott, held by the wife of Chief

Jennings, does not constitute a Conflict of Interest, since she currently does not have any financial interest in Louis's business. However, in the future, should she become part owner of the company, this would give her more power in the financial decisions. Therefore, Chief Jennings would need to disclose this with the OFD Board and the OFD Board would need to review the continuation of using this mechanic's services.

Clerk McNulty made a motion to include this email in the minutes for this meeting and to refer back to it in future discussions, if Chief Jennings's wife's position changes in Louie Sprott's business. OFDBM Walker seconded the motion. All were in favor. The motion passed. All OFDBM members present read and signed the email.

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

No policies were presented.

#### **9. CHIEF'S REPORT.**

##### **Fire Dist.:**

- COVID-19 update/crew protection
- Santa
- Year-end events
- Reminder to the Board about Chief's evaluation!

##### **Injuries/ Accidents:**

- None

##### **Repairs:**

- Generator
- R-691
- Backhoe breaks

##### **Cert/Firewise:**

- Statement to be provided.

##### **Grant Report:**

- Tina will report

##### **Brush Dump:**

- Open, burned on the 21st

##### **Call Load Report:**

See OFD website for information.

#### **10. ITEMS FOR NEXT MONTH'S MEETING.** #8, 9, 10 and 11

**9. ADJOURNMENT** Chairman Hill called for a motion to adjourn. Clerk McNulty made a motion, OFDBM Walker seconded the motion. All were in favor. Motion passed. Meeting adjourned at 6:45 pm.

**Next REGULAR Board Meeting –  
Wednesday, December 15, 2021 at 6pm**

Minutes respectfully submitted:

Cherie Cheney – OFD Administrative Assistant

Reviewed by OFD Chairman Hill or Clerk McNulty