

ORACLE FIRE DISTRICT BOARD MEETING MINUTES

November 18, 2020 / Approved December 16, 2020

Meeting was officially called to order by Chairman Walker, at 6:03 pm, Wednesday, November 18, 2020 at 1475 W. American Ave., Oracle, AZ.

CALL TO ORDER:

Staff Present at OFD: Chief Jennings, Admin. Manager Acosta, Admin. Assistant Cheney.

1. PLEDGE OF ALLEGIANCE

2. **ROLL CALL** Roll call was conducted by Chairman Walker. Board members present: OFDBM Brown, and Clerk Arias. Board members absent: OFDBM Hill.

3. **CALL TO THE PUBLIC** No public response.

4. ACCEPTANCE OF THE PREVIOUS MINUTES

Chairman Walker called for a motion to accept the minutes for the regular board meeting on October 21, 2020. OFDBM Brown made the motion, Clerk Arias seconded the motion. All were in favor, motion passed.

5. PRESENTATION, DISCUSSION, AND POSSIBLE ACTION REGARDING THE ANNUAL AUDIT FOR FISCAL YEAR 2019/2020.

Jennifer Phillips (CPA/ Auditor) presented the OFD annual audit for FY19/20. There were no findings or issues found. Ms. Phillips stated that it was a "clean" audit. Chairman Walker called for a motion to accept the Audit for 2019/2020. Clerk Arias made the motion to accept and OFBM Brown seconded the motion. All were in favor. Motion passed. Jennifer was then dismissed to return home.

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 ending balances, income, and expenses, for each bank account and the OFD credit card, for October 2020. The Admin. Manager began the presentation with the October 2020 actual income and expenses, compared to the total year budget, including the Wildland expenses and income. She then went over the 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 National Bank Visa card.

Chairman Walker called for a motion to accept the bank statements, reconciliation documents, and balance sheets from October 2020. OFBM Brown made the motion and Clerk Arias seconded the motion. All were in favor. Motion passed. Clerk Arias signed all the financial documents.

7. DISCUSSION AND POSSIBLE ACTION REGARDING ANNEXATION

Chief Jennings contacted the Pinal County Special District's Liaison, Pamela

Villareal, to check on the status of the annexation. He was told that no complaints had been filed with the Superior Court by the final date of November 9, 2020. Additionally, a letter was sent to OFD Fire Board Chairman Rob Walker by Flo Villaverde, GIS Annexations with the State of Arizona Department of Revenue, in an email, stating that that the recorded Resolution #2020-10-08 had been received and that we should notify the county assessor as soon as possible to ensure processing and application of any tax levy for tax year 2021. Scott McMullen, from the Pinal County Assessor's Office, then responded to the group email that their office had received all the necessary documents to proceed with the tax levy on the newly annexed parcels. The annexation is final and will be removed from the OFD Board meeting agenda.

8. DISCUSSION AND POSSIBLE ACTION REGARDING UPDATED HR POLICIES.

No policies presented.

9. DISCUSSION AND POSSIBLE ACTION REGARDING A VACANT FIRE BOARD POSITION.

A couple applications have been received for the vacant board position. The OFD Board members will preview the applications. A tentative date for December 1st, 2020 at 6:30pm was set to review the applications and prepare for interviews.

10. CHIEF'S REPORT

Fire Dist.:

- Pinning of new Fulltime FF Marasa and FF Huerta
- COVID-19 update/crew protection
- Annexation update
- Tender update
- Out of state fires.
- Medical update

Injuries/ Accidents:

- None

Repairs:

- Engine 691

Cert/Firewise:

- Firewise Assessor's Class 11/14/2020

Grant Report:

- Tina will report – Nothing new to report

Brush Dump:

- Closed – trying to find a time to safely burn.

Call Load Report:

See OFD website for information.

11. ITEMS FOR NEXT MONTH'S AGENDA #8 and 9.

12. ADJOURNMENT

Chairman Walker asked for a motion to adjourn. Clerk Arias made the motion to adjourn. This was seconded by OFBM Brown. All were in favor. Motion passed. Meeting adjourned at 6:45 pm.

Next REGULAR Board Meeting – Wednesday, December 16, 2020 at 6pm.

Minutes respectfully submitted, Cherie Cheney – OFD Administrative Assistant
Reviewed by OFD Chairman Walker or Clerk Arias