

## **ORACLE FIRE DISTRICT BOARD MEETING MINUTES**

**DECEMBER 10, 2019 / APPROVED JANUARY 8, 2019**

Meeting was officially called to order at 6:00 pm, Wednesday, DECEMBER 10, 2019 at 1475 W. American Ave., Oracle, AZ.

### **CALL TO ORDER:**

Staff Present: Chief Jennings, Admin. Manager Acosta

#### **1. PLEDGE OF ALLEGIANCE**

#### **2. ROLL CALL**

Board members present were Chairman Brown, Clerk Walker and OFBM Bristow. Board member absent were OFDBM Arias and Hill.

#### **3. CALL TO PUBLIC No public.**

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

OFDBM Bristow made a motion to accept the minutes from the regular meeting on November 13, 2019. This was seconded by Clerk Walker. All were in favor. Motion was passed.

#### **5. DISCUSSION AND POSSIBLE ACTION REGARDING ELECTION OF OFFICERS**

Following a brief discussion, OFDBM Bristow motioned to vote Rob Walker in as Chairman, starting at the next regular meeting on January 8, 2020. Chairman Brown seconded the motion. All were in favor. Motion passed.

OFDBM Bristow also nominated OFDBM Arias for the position of Clerk, per the Board by-laws, which "...encourages all Board members to participate in Officer positions." This item will be placed on the January 2020 agenda for discussion and possible action.

#### **6. DISCUSSION AND POSSIBLE ACTION REGARDING PURCHASE OF CERT VEHICLE**

Pinal County Office of Emergency Management (PCOEM) has offered the OFD Cert program (along with Maricopa and Florence Certs) a grant matched vehicle, specifically for use by Cert volunteers to pull the Cert trailer, travel to help other areas, and to attend meetings and trainings. This vehicle could also be utilized by OFD staff, when needed. The OFD portion of the match is 25% of the cost; approximately \$10,000.

Clerk Walker made a motion to move forward with this grant matched purchase and to set aside funds accordingly. OFDBM Bristow seconded the motion. All were in favor. Motion passed.

#### **7. 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 November 2019. The Admin. Manager began the presentation with the November 2019 actual income and expenses, compared to the total year budget. She then displayed 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. OFDBM Bristow made a motion to accept the bank statements, reconciliation documents, and balance sheets from November 2019. Clerk Walker seconded the motion. All were in favor. Motion was passed.

## **8. CHIEF'S REPORT**

- Fire Dist.:
  - Annexation update
  - Reserve Hiring
  - Santa
  - Christmas Dinner
  - AFDA conference Jan. 16-18, 2020
- Injuries/ Accidents:
  - None:
- Repairs:
  - Engine 692 – oil/ antifreeze leak
  - Tender 691 – air leak
  - R-691 radiator
- Cert/Firewise:
  - Continue to meet
- Grant Report: Tina will report.
- Brush Dump: Daily use. Brush has been pushed up.
- Call Load Report: See Oracle Fire website for information.

## **9. DISCUSSION AND POSSIBLE ACTION REGARDING ANNEXATION**

Chief Jennings gave a brief report during the Chief's Report. OFDBM Bristow then asked Chief Jennings to make a flow chart to update the board on how the annexation is progressing and what actions have been taken in meeting the necessary signatures.

## **10. DISCUSSION AND POSSIBLE ACTION REGARDING UPDATED HR POLICIES**

No changes or additions were made to HR policies.

## **11. ITEMS FOR NEXT MONTH'S REGULAR MEETING AGENDA.**

- Items 9 (Annexation) and 10 (HR policies)
- Item 5 regarding election of Clerk's position

## **12. ADJOURNMENT**

Clerk Walker made a motion to adjourn. This was seconded by OFDBM Bristow. All were in favor. Motion was passed. Meeting adjourned at 7:19 pm.

**Next REGULAR BOARD Meeting – Tuesday, January 8, 2020 at 6pm.**

Minutes respectfully submitted, Lilliana Gallego – Administrative Assistant  
Reviewed by OFD Chairman Brown or Clerk Walker