

# ORACLE FIRE DISTRICT BOARD MEETING MINUTES

APRIL 8, 2020 / Approved May 13, 2020

Meeting was officially called to order at 6:07 pm at 1475 W. American Ave., Oracle, AZ.

## **CALL TO ORDER:**

Staff Present: Chief Jennings, Admin. Manager Acosta, Admin. Assist Cheney  
Board Members present: Clerk Arias

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

### **2. ROLL CALL**

Roll call was called by phone by Chief Jennings. Board members telecommuting, OFDBM Bristow, OFDBM Brown, and Chairman Walker. Board members absent: OFDBM Hill.

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

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

OFDBM Brown made a motion to accept the minutes from the regular meeting on March 11, 2020. This was seconded by OFDBM Bristow. All were in favor. Motion was passed.

### **5. 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 March 2020. Since most of the OFDBM were connected remotely. Acosta began the presentation of the March 2020 actual income and expenses, compared to the total year budget. She stated she is still waiting for worker's comp, so this budget is still a draft. 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. Clerk Arias, at OFD, amended the bank statement to match the reconciliation statement and he signed off on all the financial statements in person with the Admin. Manager. Since this budget is still a draft a special budget meeting is set for April 22<sup>nd</sup>, 2020 at 6pm to finalize budget.

Clerk Arias made a motion to accept the bank statements, reconciliation documents, and balance sheets from March 2020 up to this point. OFDBM Ellie seconded the motion. All were in favor. Motion was passed.

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

See Chief's Report

## **7. DISCUSSION AND POSSIBLE ACTION REGARDING FUTURE MEETINGS**

Special budget meeting to finalize budget scheduled for April 22, 2020 at 6pm.

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

- Fire Dist.:
  - COVID-19 update/crew protection
  - Annexation update
  - Admin Assist. Hiring
  - NFS update/lan
  - Budget-draft
  - Tender update
  - cancelled events
- Injuries/ Accidents: None
  - Repairs:
    - Bathroom complete
- Cert/Firewise:
  - Activity on hold
- Grant Report:
  - Tina will report
- Brush Dump:
  - Update on brush dump/closure
  - Capt. McGovern moving piles
- Call Load Report: See Oracle Fire website for information.

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

No discussion or further action.

## **10. ITEMS FOR NEXT MONTH'S AGENDA.**

Special budget meeting scheduled for April 22 at 6pm at OFD so that budget can be finalized.

## **11. ADJOURNMENT**

OFDBM Brown made a motion to adjourn. This was seconded by Clerk Arias. All were in favor. Motion was passed. Meeting adjourned at 7:23 pm, April 8, 2020.

**Next REGULAR Board Meeting – Wednesday, May 13, 2020 at 6pm**

Minutes respectfully submitted,  
Cherie Cheney – Admin. Assistant

Reviewed by OFD Chairman Walker or Clerk Arias