

ORACLE FIRE DISTRICT BOARD SPECIAL MEETING MINUTES  
MONDAY JUNE 17, 2013

**APPROVED**

Meeting was officially called to order at 6:08pm, Monday June 17, 2013 at 1475 W. American Ave. Oracle, AZ.

**1. CALL TO ORDER / ROLL CALL:**

Members Present: Chairman Bristow, OFDBM Navarro and Doran.

Members Absent: Clerk McMurry, OFDBM Brown.

Staff Present: Fire Chief Southard, Administrative Chief Acosta

**2. PLEDGE OF ALLEGIANCE**

**3. CALL TO THE PUBLIC**

Charlotte Poole of Oracle stated that it was a good visit with the Firewise Board and representatives of Coronado National Forest last week to walk and discuss the clearing (mastication project) on Forest land between Cody Loop Rd and Mt. Lemmon Hwy, adjacent to many private properties.

**4. APPROVAL OF MINUTES**

Chairman Bristow asked Chief Southard for a recap of minutes that still need to be approved. Chief replied that all four meetings held in May need approval.

OFDBM Doran made a motion to approve past minutes for May. OFDBM Navarro seconded.

Chairman Bristow read revisions to minutes from the May 29, 2013 and June 6, 2013 minutes.

OFDBM Doran made a motion to approve the minutes with the revisions from the May 29 and May 6, 2013 meetings. OFDBM Navarro seconded.

All in favor of first and second motions:

Ayes: Bristow, Navarro and Doran

Nays: None

## **5. DISCUSSION AND POSSIBLE ACTION REGARDING THE 2013/2014 OPERATIONS BUDGET**

Chief Southard referred to the hand out of the 2012/2013 and 2013/2014 budgets. The tax levy has remained the same as last year, however the property tax assessed values have decreased, which results in a 7.99% (8%) decrease in the OFD revenues, or a cut of \$50,000 from the budget.

Chairman Bristow requested an explanation of what was cut. Chief Southard responded that it was mostly from Capital Outlay: to erect a new building for \$30,000. There were additional cuts to Administration expenses, including the Fire Board budget from \$5,000 to \$1,000. These cuts combined to create the \$50,000 decrease necessary. Chief Southard also explained that as Grants and Wildland revenues and expenses are never certain, they have been separated to the bottom of the budget.

Chairman Bristow asked if the personnel coverage would remain the same for the upcoming year. Chief Southard replied that we are trying to keep personnel the same but costs would have to be carefully tracked throughout the year to determine whether staffing would be affected.

Chairman Bristow then opened discussion on wages and salaries. The Chief explained the hourly and step changes, which mostly concern the Captain and Battalion Chief's positions. The Lieutenant position was removed from the ranks. At the time of the change of ranks, there was only one Lieutenant. His rank changed to Engineer, but his wage was 'grandfathered' in. Everything else remained the same. We do not currently have Captains, however, there will be testing opportunities for the current Engineers (of which there are three). The PTO (paid time off) scale (for full-time personnel only) remained the same except that the cap has been dropped from 800 hours to 360 hours. Any employees with an accumulation over 360 at this time have 24 months to reduce the hours down to 360. The Step/Merit increases go up to Step 10 and are tied to performance evaluations, currently taking place. In addition, there have been further cuts made to the Administration costs in order to pay for Holiday Pay, which has never been offered before. This would be made in a form of a stipend offered only to the shift working a State recognized holiday, and would be equivalent to 8 hours of time and a half for the average wage: \$100. At most County and State offices, those not working the holiday are paid straight time, even when not working, however, the current budget constraints will not allow for this. Discussion ensued regarding separating Vacation and Sick leave (PTO includes both), however, it was determined that this would be a long-term liability that would be discussed at another time.

OFDBM member Doran stated that the board had not wanted to increase taxed nor did they want to get rid of employees or cut salaries or wages.

Chairman Bristow called for a motion to pass the budget without any changes. OFDBM Doran made a motion. OFDBM Navarro seconded.

Ayes: Bristow, Doran and Navarro.

Nays: None

**Next regular board meeting will be Monday July 1, 2013 at 6pm**

**6. ADJOURNMENT**

Chairman Bristow called for a motion to adjourn. OFDBM Doran made a motion to adjourn. OFDBM Navarro seconded.

Ayes: Bristow, Doran and Navarro.

Nays: None

Meeting adjourned 6:45pm

Minutes respectfully submitted June 19, 2013,  
Tina Acosta – Administrative Chief