

ORACLE FIRE DISTRICT BOARD MEETING MINUTES

Tuesday January 6, 2015 / Approved February 3, 2015

Meeting was officially called to order at 6:04pm, Tuesday January 6, 2015 at 1475 W. American Ave., Oracle, AZ.

CALL TO ORDER / ROLL CALL:

Members Present: Chairman Navarro, Clerk McMurry, OFDBMs Bristow, Brown and Smallhouse.

Staff Present: Chief Larry Southard, Admin. Chief Acosta, on-duty Battalion Chief and firefighters.

1. PLEDGE OF ALLEGIANCE.

2. ACCEPTANCE OF PREVIOUS MINUTES.

Chairman Navarro asked the Board members if there were any changes to the Tuesday December 2, 2014 minutes. There were none. OFDBM Bristow made a motion to accept these minutes as provided. The motion was seconded by Clerk McMurry. All were in favor. Motion passed.

3. CALL TO PUBLIC.

No response from public.

4. CHEF'S REPORT - Attached

Chief's Report at end of this document..

5. DISCUSSION AND POSSIBLE ACTION REGARDING A NEW HR POLICIES MANUAL. THE HR MANUAL WAS WRITTEN BY A PROFESSIONAL IN THE HR FIELD. THE DRAFT HAS BEEN REVIEWED AND MODIFIED BY OFD STAFF AND HAS BEEN APPROVED BY CHIEF SOUTHARD AS THE FINAL DRAFT VERSION. ELECTRONIC COPIES HAVE BEEN MAILED TO BOARD MEMBERS FOR THEIR REVIEW. BOARD APPROVAL IS REQUIRED BEFORE ANY NEW POLICIES CAN GO INTO EFFECT.

Following a brief discussion, OFDBM Bristow made a motion to adopt the HR Manual, upon the recommendation of Chief Southard. OFDBM Brown seconded the motion. All were in favor. Motion passed.

6. CONTINUED FROM THE DECEMBER 2, 2014 BOARD MEETING: ELECT A FIRE BOARD CHAIRMAN

After discussion to elect Mrs. Ellie Brown as Chairman, at which point Mrs. Brown asked to make it clear that due to her long work hours, there may be times when she cannot make the meeting or arrives late, but otherwise would be open to accepting the position for one year. Mrs. Brown was reassured that the Clerk or

another board member could Chair the meeting in her absence. OFDBM Bristow made a motion to nominated Mrs. Ellie Brown as Chairman. Clerk McMurry seconded the motion. All were in favor. Motion passed.

Mrs. Ellie Brown accepted the position of Chairman of the Oracle Fire Board.

7. ADJOURNMENT

There was a brief discussion regarding changing the meeting time to 6:30pm, to accommodate newly elected Chairman Brown's work schedule. All were in favor. Decision was made to change the OFD Board meeting time from 6pm to 6:30pm.

Chairman Brown requested a motion to adjourn. This motion was made and seconded. All were in favor. Motion passed.

Next Board Meeting: Tuesday February 3, 2015 at 6:30pm.

Minutes respectfully submitted,
Tina Acosta – Administrative Chief
Reviewed by OFD Board Clerk Bill McMurry

Chiefs Report – February 3rd, 2015

- Financial, Budget & Account Balances Report: Documents will be presented by Admin. Chief Acosta.

A modified Monthly Financial Report showing our State Wildland Contract income and expenses on a separate document is in the process of being created. This will give us a more accurate and timely method of tracking our operation and employee expenses.

- Staff Report: We are exploring a “Stipend” shift to hopefully begin on February 1st. We currently have Reserve Firefighters who work on consecutive days and they are driving home at 8:00 PM only to return for their next shift at 8:00 AM. Existing employees would be paid \$50 to spend the night at the fire station. If they respond to a call they would go on their normal hourly wage for the duration of the call. If this staffing position works well, it will give us 3–person staffing during the night, without the high cost of filling a paid position. The Stipend Shift is pending legal review.

Full time Firefighters met with representatives from a local Firefighter Union. Chief Southard was allowed to sit in on the meeting. Firefighters will decide amongst themselves if they wish to proceed with the process. It doesn't appear that there would be any costs to the Fire District. Chief Southard expresses no opinion.

An OFD Firefighter of the Year will be announced during February and that firefighter will be recognized at the March Fire Board meeting.

- Vehicle Report: All of our first line vehicles are currently in service.

Parts are on order for the emergency code lights for Tender 691. Tender 691 is still in service without the code lights.

- Fire Station & Equip Report: All OFD equipment is currently in service. The “backup” electrical generator has been repaired and the kitchen microwave has been replaced.
- Fire District: Chief Southard is working on the Copper Hills Estates annexation. The Pinal County Assessor’s Office has been very helpful in this process. Letters asking Campo Bonito residents if they are interested in being annexed into the fire district will be mailed out soon.
- Events: Chief’s Southard and Jennings attended the Fire Chief’s Association of Pinal County meeting on January 20th.

Chief Southard and Firefighter Frost have been attending fire drills at Mountain Vista School over the past several months. A meeting with school administrators took place on January 9th to offer some suggestions.

We received an announcement for the annual Elks Lodge Appreciation Dinner event. It will be held on February 28th at 6:30 PM. Firefighters, Fire Board Members and Auxiliary Members are encouraged to attend. This event is to recognize and show appreciation to emergency service workers including: fire, ambulance and law enforcement.

- Current Fire Conditions: Coronado National Forest has downgraded the fire danger to Moderate. Several of the agencies we work closely with are predicting an above average amount of grass fires this fire season.
- Wildland Fire Report: None to report.
- Grant Report: The Florence Wildland crew has been working on the Pinal County Firewise Grant. The Firewise Grant is progressing well and we are at a point where we have stopped advertising it.

Funding from another grant is still available in the amount of \$15,000 to perform more fuels thinning on AZ State Land located at the west side of Oracle. Crews will rotate between both grants to use up the funds.

- Donations: None to report.

- CERT/Firewise Report:

The next CERT meeting is scheduled for February 10th at 4:00. Firewise and CERT's alternate months for holding their meetings and Fire Board members are always welcome to attend. CERT's are in the planning stages for the upcoming Pinal Wildland Team Exercise. Firewise recently elected two new Chairpersons.

- Training Report: Captain Farrell and Firefighter Frost will be attending the National Fire Academy in Emmitsburg MD during the 2nd week of February.

Our Base Hospital held an IV class for EMT's here on Jan 17th. Students of this class are required to set up 10 IV's in a hospital setting at St. Joseph's Hospital before becoming certified to perform this EMS skill in the field.

Annual Physical Fitness Testing was held here on Jan 11th, 18th, and 24th. This is a strenuous physical exercise that includes seven different stations. The stations consist of lifting, dragging, ladder carry, ladder climbing, hose pulling, sledge hammer and carrying hose. Full time and Reserve firefighters are required to complete the course in four minutes, 30 seconds, or less.

The annual Red Card Pack Test and Wildland Refresher class will be held here on Feb 21st.

The Pinal County Wildland Team has decided to hold the annual state wide training exercise once again in Oracle. March 21st is the date of the all-day event.

- Brush Dump Report: The new rate structure for the Brush Dump went into effect on January 1st. Fees for single vehicles, trucks with trailers and dump trucks are \$3.00, \$5.00 and \$10.00 respectively. The public has not voiced concerns over the new fees.

2014 BRUSH DUMP TOTALS:

JAN - 118 TRIPS / FEB - 104 / MAR - 1 / 68 / APR - 132 / MAY - 179

JUNE - 210 / JULY - 154 / AUG - 159 / SEPT - 188 / OCT - 174

NOV - 159 / DEC - 82

1827 TOTAL TRIPS (INCLUDES 33 N/C OR COUPON)

Respectfully submitted by: Fire Chief, Larry Southard