

**ORACLE FIRE DISTRICT BOARD MEETING
MONDAY • JANUARY 7, 2013**

The following are the minutes of the Oracle Fire District Board meeting held on Monday, January 7, 2013.

Present: Chairman Bud Bristow, Clerk Charlotte Poole, board members, Ellie Brown, John Doran, and Manny Navarro, Interim Fire Chief Larry Southard, Administration Chief Tina Acosta, Operations Chief Will Ramsey, members of the Oracle Fire Department Chain of Command and various members of the public (who signed in).

#1 PLEDGE OF ALLEGIANCE

Meeting was officially called to order at 6:02 p.m.

#2 CALL TO THE PUBLIC

Interim Chief Larry Southard indicated that on the minutes of the December 1, 2012 meeting, the approval of the minutes was mistakenly omitted. OFDBM Doran pointed out that there a few corrections that needed to be made on the December 1, 2012 minutes.

1. Page 1, eighth bullet point: OFDBM Doran nominated Ms. Poole for the Clerk position not Chairman Bristow.
2. Page 3, ninth bullet point: Chairman Bristow made the motion for the meeting to be adjourned; OFDBM Doran seconded the motion, not OFDBM Brown.

Motion made by OFDBM Doran to approve the minutes of the board meeting December 1, 2012 and corrections, seconded by OFDBM Navarro. No discussion and approved by all board members.

#3 CHIEF'S REPORT

The I-Chief Southard provided the following documents to the OFDBM:

1. Power point presentation on current Chain of Command organizational chart in comparison to Old Chain of Command organizational chart.
2. OFD - Shift Scheduler
3. 2012 Call Load Report
4. OFD Banking & Treasurer Accounts: Synopsis of: General Account, Pension Account, Payroll Account, Firewise Account, and Explorer Account. Revenue and expense descriptions provided respectfully on each.
5. Proposed budget outlay for 2012/2013 (for viewing)
6. Oracle Fire Department Taxing Information
7. Balance Sheet as of October 31, 2012
8. Profit & Loss Statements January through October 2012

I-Chief Southard briefed OFDBM on two public grants.

1. WFHF 2011 Grant - used to thin out heavy fire hazard properties
2. 2008 Sky Island Grant - Grant roughly has \$50K at this time to work with due to an extra \$28K found that was sent to the OFD.

I-Chief Southard briefed OFDBM on the metal storage unit and issues being faced with Pinal County. Original engineering report (drainage report) was done for free but was not accepted by Pinal County. OFD hired an engineer and the report was re-submitted to Pinal County. PC

sent back the report with recommended changes. PC is charging an additional \$750 fee to review the finished paperwork. Chairman Bristow questioned if the building ties to another building? I-Chief indicated that yes it did. OFDBM Navarro questioned what had been spent so far and what expenses remained. I-Chief indicated \$8K in engineering costs, \$1K fee, upcoming \$750 resubmittal fee, permit fees, impact fees.

I-Chief Southard stated that \$30K had been spent in materials. The building was ordered and after being paid in full, the blueprints were received. Several volunteers assisted in getting the building documents prepared for the Plan Review, but help still had to be contracted out. OFDBM Doran asked the size of the building. I-Chief: 50 x 60 building. The building was necessary in order to house materials that are outside in the elements and other OFD property such as vehicles. OFDMB Poole asked what size the doors were. I-Chief: 14 ft. doors.

OFDBM Navarro asked for a timeline. What is left to do, what is next and costs.

I-Chief Southard reported on the rental of the old fire house. The current tenant is in the process of moving out. Is very late on paying anything to the OFD. I-Chief recommends cutting the padlock currently on the door and placing two locks. OFDBM Navarro asked if a time frame had been established for the tenant to move out. I-Chief: He needed until the end of December.

OFDBM Brown asked if there was a contract. I-Chief Southard: Yes. OFDBM Brown suggests that proper notification be given to the tenant before any locks are cut and replaced. Perhaps speaking with the local JP court on landlord/tenant law. OFDBM Doran suggested that I-Chief speak to OFD Attorney Donna Aversa. I-Chief Southard indicated that he would do so.

I-Chief Southard will have paperwork regarding Title 48 at the next board meeting.

Operations Chief Will Ramsay introduced himself and provided a brief history of his 25 years of service to the Oracle Fire Department. Administration Chief Tina Acosta introduced herself and provided a brief history of her three years of service to the OFD. Battalion Chief Robert Jennings introduced himself and provided a brief history of his 17 years plus Explorer years to the OFD. I-Chief Southard introduced Battalion Chief Brian McGinnis (in absentia) and his 14 years of service to the OFD. Deputy McGinnis is also a deputy with the Pinal County Sheriff Department.

I-Chief Southard explained that battalion chiefs are in charge of the three engineers who work full time, Shifts A, B and C. Engineer Albert Ortiz introduced himself to the OFDBM and his years of service. Engineer Ortiz just finished a degree with Pima College in December and mentioned other credentials he had earned while being with the OFD. Engineers McGovern and Wilson were not present. I-Chief stated that each shift has full time experienced personnel on board.

I-Chief briefed the board on CERTS (Community Emergency Response Team). These individuals are not paid, serve dual roles in assisting the Administration side (Tina) and Operations (I-Chief) and are very helpful. Chairman Bristow asked who was in charge of the CERTS. I-Chief: The Battalion Chiefs for fire ground operations and the Administration Chief for non-fire ground.

I-Chief indicated that as of January 1, 2013 a new work schedule was introduced and is in effect; 48/96. This involves 48 hours on and 96 hours off which computes to ten (10) working days a month. The old 24 on and 24 off are no longer in effect. There are currently three fire

fighters that live outside of Oracle. Per Policy & Procedure, reserves and trainees have to live in Oracle.

I-Chief reported that several vehicles are in for repair and that the costs to the department will be substantial. Freightliner will cost approximately \$950 and one of the rescue vehicles is currently at Oracle Ford for repair.

I-Chief thanked Chief Jennings for putting together the Christmas function. It was a success.

Pension Report dated 1222/12. Past Fire Chief Albert Ortiz requested his volunteer and career firefighter pension. Request was approved.

OFDBM Brown asked if the volunteer hours were tracked and if they were reported quarterly for Workman's Compensation. I-Chief indicated that the hours were tracked and kept of record but that there is nothing done at this time with workman's compensation. Eventual work in providing workman's compensation to volunteers will be reviewed.

Chairman Bristow asked who the full time employees are. I-Chief: I-Fire Chief, Administrative Chief, all engineers, three full-time fire fighters (who work Shifts A-B-C) and the Chiefs are part-time. At any time there are two-to-three full time employees at the station.

Chairman Bristow questioned if there was a current target time to get to a fire? I-Chief reported the time is down to five (5) minutes.

I-Chief reviewed the Call Load Report. 2011 = 592 2012 = 512

Chairman Bristow requested bank information. I-Chief pointed out that the information was provided in the paperwork that was given to each BM at the beginning of the meeting. I-Chief asked that the paperwork be reviewed at home as there was much to review. I-Chief also provided the posted budget for last budget year.

I-Chief Southard reported that in February, an Appreciation & Awards Event would be held. Usually this event is held along with another but wants this to be a stand-alone event this year. ANNUAL EVENT: Held by the Elks Club in San Manuel. Awards, recognition and dinner event for all EMS, Law Enforcement, Fire Fighters, ect. Paul Farrell will be presented as the Fire Fighter of the Year. SATURDAY, JANUARY 26, 2013 AT 7:00 P.M. I-Chief invites the board members to please attend. Clerk Poole reminded board that in the event several attend, to remember the open meeting law and not to discuss OFD business.

Chairman Bristow asked I-Chief how the taxing information was established. I-Chief reported \$3.25 per secondary hundred value is the cap and that there is a statue on the limitation on the % of increase. Currently the tax base is \$2.66 per secondary hundred value.

I-Chief thanked the board for their time. Report ended at 7:00 p.m.

#4 on Agenda: Discussion for I-Chief and Administration Chief to attend free on-line webinar on January 16, 2013 hosted by the Arizona Archives and Public Records Division. OFDBM Brown reported that the AAPRD can provide information through on-site visits to assist in maintaining our records for preservation. I-Chief: Perhaps at a later time, have a representative from the AAPRD be a guest speaker at one of the board meetings.

#5 on Agenda: OFDBM Brown and Navarro will not be able to attend the Arizona Fire Districts Association Conference in Laughlin NV on January 18-19, 2013. Chairman Bristow, Clerk Poole, Board Member Doran will attend. Operations Manager Acosta affirmed that the reservations had been made. I-Chief Southard and Admin Chief Acosta were also approved to attend the conference.

#6 on Agenda: I-Chief Southard, Clerk Poole and Board member Doran are interested in attending the 10-day academy in Emmetsburg, Maryland, "Fire Service Financial management". This is one of the few classes offered by the National Fire Academy (NFA) that encourages the Fire Chief to bring along a board member. Classes, tuition, travel and lodging is paid for by FEMA. There are Pre-Requisite classes that must be taken and passed before being eligible to attend. These classes can be taken on-line, ICS 100/200, 700A, ect. Tests are also administered at the academy. **OFDBM Navarro asks that this be put on the next meeting agenda.**

#7 on Agenda: Chairman Bristow made a motion that Clerk Poole, OFDBM Doran and himself, Chairman Bristow, work on the Operations Budget for fiscal year 2013/2014. This motion was based per AFDA Chapter 2, page 18: "Each committee chairperson shall appoint additional committee members from the fire district work force and/or the community." Motion was seconded by Clerk Poole. No discussion. All in Favor/Aye.

#8 on Agenda: Discussion presented to have the draft copy of the "Human Resources Guideline Manual" reviewed by the department (in-house) before having it presented to the board members. OFDBM Brown asked who Brenda Tranchina was. I-Chief: Originally custom built the resources guideline. OFDBM Navarro: The department is to review the HR manual first, suggest changes, additions, then to be presented to the board as a whole? Chairman Bristow: Yes. No motion necessary.

#9 on the Agenda: Much discussion on possible action to appoint two board members to form a special Functions Committee to review and suggest possible modifications to the Oracle Fire District By-Laws. Public member, Julie Szekely, address: 1982 West Linda Vista, Oracle, suggested that OFDBM Doran take the existing by-laws and review them. Clerk Poole requested the appointment of two members to form the committee. Discussion developed regarding the forming of too many committees. Chairperson Bristow: The By-Laws will be reviewed by the department (in-house), suggested changes, additions, ect., and then presented to the board for action.

#10 on Agenda: OFDBM Doran stated that an audit needed to be done for calendar year 2012. I-Chief Southard and Administration Chief Acosta interviewed a possible CPA who had done previous audits at Golder Ranch Fire and Rincon Fire. Motion made by OFDBM Doran to contract with this CPA to perform the audit, second made by Clerk Poole. No discussion. All in favor/ayed.

#11 on Agenda: Discussion and action taken that Meeting Minutes posted are to be the "Approved" version. Agreed that written minutes are to be posted within 72 hours. The recording of the meeting is also available for the public to review. No motion necessary.

#12 on Agenda: I-Chief presentations for future. Verbal, written, power point presentations. Written copies available at meeting or sent by mail if possible. Chairman Bristow requested to review the agenda before it is sent out by Clerk Poole. Much discussion on time line regarding this request. It was agreed by Chairman Bristow and Clerk Poole that the agenda will be reviewed ten (10) days before the next scheduled meeting (by that Thursday). This allows time for changes before being finalized for the Monday meeting. Clerk Poole can then mail the agenda to board members on the Friday before the meeting.

Public member Chuck Smallhouse, address: 1047 South Coronado Ridge Road, Oracle, stated that verbal presentations by the Chief to the public would be better received. Public member,

Julie Szekely, address: 1982 West Linda Vista, Oracle stated, "Verbal with pertinent documents".

#13 on Agenda: I-Chief asked if written comments from the public would be acceptable. Board members: Yes. I-Chief indicated that he would handle "complaints" from the public as they come in. Chairperson Bristow stated that the board must receive copies of anything sent in paper format. I-Chief reported that there were a couple of letters in the office that would be copied and sent to the board members for review.

Public member Julie Szekely, address: 1982 West Linda Vista, Oracle, asked why Clerk Poole was mailing documents to the board. Couldn't they be scanned and sent via e-mail instead. Clerk Poole stated that not all board members had a computer and did not have an e-mail address.

CALL TO PUBLIC

No further Call to the Public was made.

Motion made by OFDBM Doran to adjourn the meeting, second by Clerk Poole. No discussion, all in favor/aye. Meeting adjourned at 8:35 p.m.