

## ORACLE FIRE DISTRICT BOARD MEETING MINUTES

June 8, 2016 / Approved July 13, 2016

Meeting was officially called to order at 6:15pm, Wednesday June 8, 2016 at 1475 W. American Ave., Oracle, AZ.

### **CALL TO ORDER / ROLL CALL:**

Members Present: Chairman McMurry, Clerk Hill, OFDBMs Bristow, Brown, and Navarro Staff Present: Chief Larry Southard, Asst. Chief Jennings, Admin. Chief Acosta, staff.

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

2. **CALL TO PUBLIC** No public response.

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

OFDBM Bristow made a motion to accept the minutes from May 11, 2016 as presented. This was seconded by OFDBM Brown. All were in favor. Motion carried.

4. **CHIEF'S REPORT.** See end of this document.

Additions to the Chief's report: Captain Paul Farrell recently received his Associates Degree in Fire Science. And Firefighter Rocky Ortiz was recognized at a public event in Phoenix for saving someone's life while off-duty. Chief Southard and two of our Certs attended the ceremony. Finally, the on-duty crew and members of the Certs helped empty the Old Fire Station, after the closing of the sale.

#### **5. DISCUSSION AND POSSIBLE ACTION REGARDING DEDICATING 5 FEET OF AMERICAN AVENUE ROAD FRONTAGE TO PINAL COUNTY AS THE NEXT STEP IN OBTAINING A PERMIT FOR THE STORAGE BUILDING AT STATION ONE.**

Chief Southard met with the owner of the survey company working on the revisions to American Avenue . He has not had the time to complete the revisions but will get the revised plans back to us soon. This will be an agenda item for the July meeting.

#### **6. DISCUSSION AND POSSIBLE ACTION REGARDING THE PROPOSED 2016 / 2017 OPERATIONS BUDGET.**

A budget workshop was held, the draft budget was advertised, and now Chief Southard recommends that the Board approve the proposed budget, including wage and PTO scales, for fiscal year 2016 / 2017. The tax rate remains unchanged.

OFDBM Navarro made a motion to approve the proposed budget, wage, and PTO scale, for fiscal year 2016 / 2017. OFDBM Bristow seconded the motion. All were in favor. Motion carried.

#### **7. DISCUSSION AND POSSIBLE ACTION REGARDING THE MONTHLY FINANCIAL DOCUMENTS, INCLUDING BANK RECONCILIATION AND CASH FLOW PROJECTIONS.**

Prior to the monthly cash flow presentation, Chief Acosta provided a copy of draft Financial Policies to each Board member and requested they review them for discussion and possible action at the July meeting. OFDBM Bristow asked Chief Acosta to send the draft to Jennifer Phillips, CPA, for her opinion.

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 May 2016. Chief Acosta began the presentation with the May 2016 actual income and expenses, compared to the total year budget. She then proceeded to display the scanned 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 Chase credit card).

OFDBM Bristow made a motion to accept the bank statements and reconciliation documents as presented. Clerk Hill seconded the motion. All were in favor. Motion passed.

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

1. Item #6: regarding dedicating road frontage
2. Financial Policies
3. Report of current and future status of the OFD PSPRS account
4. Discussion and possible action regarding hiring Jennifer Phillips to perform the FY2015/2016 annual audit

#### **9. ADJOURNMENT**

Clerk Hill moved to adjourn the meeting. This was seconded by OFDBM Brown. All were in favor. Motion passed. Meeting adjourned at 7:40pm.

**Next Board Meeting – Wednesday July 13, 2016, 6:15pm.**

Minutes respectfully submitted,

Tina Acosta – Administrative Chief / Reviewed by OFD Board Clerk Franky Hill:

#### **Chiefs Report – June 8, 2016:**

**Staff Report:** Staffing levels have improved a lot over the past month. The recent hiring of five Reserve Firefighters was timely, and our employee roster is looking good while we enter into this year's wildfire season.

**Vehicle Report:** All front line vehicles are currently in service.

Chief Jennings worked with Mark of Corporate Signs in Tucson, to get the decals installed on the recently acquired ambulance that has been named "Rescue 692".

Decals were also installed on the Ford F-150 and that truck has been designated as Support 691.

**Fire Station & Equip Report:** Chief Southard and the property buyer of the old fire station attended a meeting in Florence on May 10 with Pinal County Planning staff. The meeting went well enough that the buyer offered to move forward with the re-zoning himself and to enter into escrow to close the sale of the property. OFD Board Chairman Bill McMurry signed the closing documents on May 26th and the property sale was recorded in Florence on the following day.

Moving out of the old fire station went well and was completed on time by on-duty crews. The Oracle Storage facility (north of the lower Circle K) stated they had no available vacancies. As moving day approached, Chief Southard made the decision to purchase a 10 x 12 Tuff Shed style of building to store all of the small items from the old station.

Our annual hose testing process is nearly completed. Hose is inspected and pressure tested annually in an effort to identify any deficiencies or safety concerns.

**Fire District:** The 2016 Summer AFDA Conference will be held on July 15th and 16th in Glendale AZ. Fire Board members are always encouraged to attend these functions. Mandatory Fire Board training classes don't appear to be offered during this conference; however an on-line study class is now available for those who have not previously taken the training.

**Training Report:** On-duty crews continue with daily training. Golder Ranch FD has been invited to send crews to Oracle and participate with us.

Our base hospital is scheduled to hold a CEU class here for EMT's on June 4th. A "make-up" Wildland Refresher class, including a Red Card Pack Test was held here on May 14th. OFD Engine Boss/Wildland Trainer Rocky Ortiz taught the class.

**Events:** The evacuation preparedness presentation that was held at the Oracle Community Center on May 19 went very well. Speakers included Pinal County Sheriff Paul Babeu, DPS Sargent Vern Havens, Pinal County Emergency Management Art Carlton, Red Cross Disaster Services Austin Creswell, Oracle Firewise Co-chair Mary Harris and Arizona State Representative TJ Shope.

**Current Fire Conditions:** Fire conditions have remained at HIGH and Red Flag Warnings have been frequent.

**Wildland Fire Report:** A grass fire on May 20th near Robles Road was quickly extinguished by on-duty crews. The fire was contained to approximately one acre.

An OFD brush truck along with a crew of three OFD wildland firefighters was sent to assist with the La Sierra Fire, under our contract with the Arizona Forestry Division. The fire located in the Coronado National Forest west of Nogales AZ, apparently started across the international border and grew to just under 5000 acres before being contained on the US side.

**Grant Report:** Project work on the WFHF Grant has continued to be placed on hold while the Florence Wildland Team is working on a fuels project east of the Oracle State Park. The crew supervisor stated that they are planning on resuming fuels thinning work in Oracle during the first week of July.

Chief Southard and Chief Acosta toured several upcoming grant project areas with one of the grants persons from Phoenix Forestry Division, along with the crew supervisor from the Tucson office. At this time it's looking like we'll be able to move directly from the current WFHF Grant into the FEMA Grant that Chief Acosta has been working on. The FEMA Grant is location specific; however it will focus on several areas located outside of WFHF project areas.

**Donations:** A gurney has been donated for Rescue 692. Firefighter Harley VanCoillie was instrumental in obtaining the donated gurney. Obtaining additional medical equipment and supplies for R-692 is still being explored. Any other donations will be announced during the meeting.

**CERT/Firewise Report:** Oracle CERT's and Firewise did an outstanding job with planning and preparation for the community evacuation preparedness event held on May 19th. The event was well attended by the community.

April and May have been very busy months with holding three major community events and we're all looking forward to a break before planning for any future events.

**Brush Dump Report:** The brush dump is used every day and continues to be a very popular method for people disposing of yard trimmings. We'll be looking forward to when we can burn the piles again. The next burn will take place once the monsoon is well established.

**Call Load Report:** See website.

Respectfully submitted by: Fire Chief, Larry Southard