

ORACLE FIRE DISTRICT BOARD MEETING MINUTES

July 13, 2016 / Approved: August 10, 2016

Meeting was officially called to order at 6:17pm, Wednesday July 13, 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

1. PLEDGE OF ALLEGIANCE

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

3. ACCEPTANCE OF THE PREVIOUS MINUTES

Clerk Hill made a motion to accept the minutes from June 8, 2016 as presented. This was seconded by OFDBM Brown. All were in favor. Motion carried.

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

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 June 2016. Chief Acosta began the presentation with the June 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).

A corrected Balance sheet was presented for the date of June 30, 2016. It was noted that the OFD finished the FY15/16 budget year with an estimated surplus of \$5,139.64, with no Reserve Funds actually used.

OFDBM Bristow made a motion to accept the bank statements, reconciliation documents, and balance sheet, as presented. OFDBM Brown seconded the motion. All were in favor. Motion passed.

6. 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 has not been able to meet with the owner of the survey company working on the revisions to American Avenue, therefore, this item will be tabled

and added to the agenda for the August 2016 meeting.

7. DISCUSSION AND POSSIBLE ACTION REGARDING HIRING JENNIFER PHILLIPS TO PERFORM THE FY 2015/2016 ANNUAL AUDIT.

Following a brief discussion, OFDBM Bristow made a motion to hire Jennifer Phillips, CPA, to perform the annual audit for FY15/16. Clerk Hill seconded the motion. All were in favor. Motion carried.

8. REPORT OF CURRENT AND FUTURE STATUS OF THE OFD PSPRS ACCOUNT.

Chief Acosta requested to table this item until she, and Asst. Chief Jennings, attended the PSPRS update class at the upcoming AFDA conference in Glendale. The Board agreed to table this item until the August meeting.

9. DISCUSSION AND POSSIBLE ACTION REGARDING FINANCIAL POLICIES.

Draft Financial policies had been distributed to Board members at the June 2016 meeting. Additionally, CPA Jennifer Phillips had been consulted on the policies and she replied that they "look like standard fire district internal controls that appear to comply with State Statutes".

OFDBM Bristow made a motion to accept the financial policies as presented. Clerk Hill seconded the motion. All were in favor. Motion carried.

10. ITEMS FOR NEXT MONTH'S AGENDA.

Item #6: regarding dedicating road frontage

Item #8: regarding current and future status of the OFD PSPRS account

11. ADJOURNMENT

Clerk Hill moved to adjourn the meeting. This was seconded by OFDBM Bristow. All were in favor. Motion passed. Meeting adjourned at 7:36pm.

Minutes respectfully submitted, Tina Acosta – Administrative Chief
Reviewed by OFD Board Clerk Franky Hill

Next Board Meeting – Wednesday Aug 10, 2016, 6:15pm.

Chiefs Report – July 13, 2016

Staff Report: Interviews were conducted last week for hiring several additional Reserve-Firefighters.

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

Engine 692 was in the repair shop for several days having a major pump repair done.

Rescue 691 recently had all six tires replaced including the rear brakes.

Fire Station & Equip Report: All equipment is currently in service.

Fire District: The 2016 Summer AFDA Conference will be held on July 15th and 16th in Glendale AZ. Robert and Tina are scheduled to attend the two day conference.

The Fire Board election candidate filing period began on July 11th and will close on August 10th. Fire Board candidates are encouraged to file their election documents in Florence during the 30 day filing period.

Training Report: A multi-agency training exercise is in the early planning stages. Robert and reserve firefighter Harley are working together and they will invite some of our neighboring fire departments to participate.

Events: The fire station was the hosting facility for a Free Pet Clinic, which included spaying and neutering. The event was very well attended and people who brought their pets were very appreciative.

Current Fire Conditions: Fire conditions have remained at VERY HIGH. So far we have not entered into the EXTREME category. Extreme fire conditions have historically occurred during the 2nd half of the month of June and they last for approximately 10 days.

Wildland Fire Report: T691 was deployed to the Brown Fire, near Kitt Peak, mid-June.

Grant Report: The Florence Wildland Team has returned to Oracle and they are currently working on fuels thinning projects located in several areas under the WFHF-2015 Grant. Tina is managing this ongoing project which includes: meeting with property owners, making contractual arrangements, previewing potential projects with State Forestry officials, scheduling of projects, providing instructions to the wildland team, site inspections during and after fuels work, and doing the necessary documentation for grant requirements.

Donations: To be reported during the Fire Board meeting.

CERT/Firewise Report: A CERT meeting was held on June 14th and a Firewise meeting will be held on July 12th.

A Firewise committee is currently working on a fire prevention newsletter that will be mailed to Oracle citizens.

The CERT trailer that Pinal County has received funding for has been ordered, as well as much of the equipment it will carry in it. An official presentation of the trailer should occur fairly soon.

Brush Dump Report: Plans to burn the accumulated brush during the upcoming few weeks are being considered. The monsoon seems to be taking a break right now, however when better burning conditions are in the weather

forecast, we'll begin making staff scheduling and equipment operator arrangements.

The brush dump is open from 7:00 AM until 5:00 PM, 365/7. A typical month will have between 200 and 300 loads of loose brush unloaded by home owners and landscape contractors. Oftentimes the accumulated brush burn (before burning) is around 1000 feet long by 20 to 40 feet deep, and the pile reaches 8 to 10 feet tall.

The Firewise Treasurer reported that we are ahead of last year for brush loads. Also, volunteer Cert/Firewise member Dale Suter, would like us to collect donations for the continued restoration and maintenance of the International original fire engine. The funds will be kept in the Firewise bank account.

Call Load Report: See oracle fire website.

Additions to the Chief's report:

Staff: The part-time Receptionist position is temporary, from July through December 2016. The plan permanent part-time Receptionist position should be filled by the beginning of 2017. Also, Firefighter Rocky Ortiz just had a baby boy.

Wildland: Tender 691 was deployed to the Brown Fire, mid-June, near Kitt Peak.
Brush Dump: According to the Firewise Treasurer, we are ahead of last year's trips to the brush dump! Also, one of our Cert/FW volunteers is accepting donations to continue the restoration and maintenance of the original International fire engine, and has suggested that people paying for a trip to the brush dump may elect to donate an extra amount towards this fund. Firewise will

Respectfully submitted by:
Fire Chief, Larry Southard