

ORACLE FIRE DISTRICT BOARD MEETING MINUTES

September 9, 2015 / Approved October 14, 2015

Meeting was officially called to order at 6:20pm, Wednesday September 9, 2015 at 1475 W. American Ave., Oracle, AZ.

CALL TO ORDER / ROLL CALL:

Members Present: Clerk McMurry, OFDBM s Bristow, Hill and Navarro.

Members Absent: Chairman Brown Staff Present: Chief Larry Southard, Asst. Chief Robert Jennings, Admin. Chief Acosta, OFD firefighters.

1. PLEDGE OF ALLEGIANCE.

2. CALL TO PUBLIC. No response from the public.

3. ACCEPTANCE OF PREVIOUS MINUTES.

OFDBM Navarro made a motion to accept the minutes from August 12, 2015. The motion was seconded by Clerk McMurry. All were in favor. Motion passed.

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

Prior to the Chief's report, Chief Southard called for a break to present some awards to some private citizens who helped on a recent rescue incident, followed by cake, which was presented in recognition of the hard work and efforts of many of our staff and volunteers.

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, for July and August 2015. These Memorandums had the beginning and end balances for each account, per month. Chief Acosta began the presentation with the August 2015 actual numbers, compared to the total year budget. She then proceeded to display the scanned bank statements and reconciliations for each OFD account (General Fund & Volunteer Pension accounts held at the Pinal County Treasurer's Office and the Chase Bank (payroll account). OFDBM Bristow requested that Chief Acosta add the income and expenses for each account on the Memorandum to enhance the summary provided on the Memorandum. This will be done on the financial presentation next month.

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

6. DISCUSSION AND POSSIBLE ACTION REGARDING CHANGING POLICY WORDING IN THE HR MANUAL. CHIEF SOUTHARD RECOMMENDS THE FIRE

BOARD APPROVES CHANGES IN THE FOLLOWING AREAS OF THE HR MANUAL:

Definitions of employees.

a "Work to rest ratio" policy for employees returning from extended wildland assignments.

b Employee Uniform Allowance.

c Credit Card policy. Chief Southard provided copies of the current policies and explained the reasoning for each change. OFDBM Hill made a motion to accept the changes as presented. Clerk McMurry seconded the motion. All were in favor. Motion passed.

7. DISCUSSION AND POSSIBLE ACTION REGARDING THE SALE OF THE OLD FIRE STATION AND SEEKING A ZONING CHANGE.

Chief Southard explained that he has been researching how to change the current zoning on the property for sale at 1010 E. Mt. Lemmon Hwy from GR, General Rural, which requires a residential structure on the property, to commercial. Building or placing a house on the property would be nearly impossible given the current building (garage) size and the setbacks from the property boundaries. There are 7 nearby properties which are zoned commercial, so the zoning request should be relatively easy and commercial zoning could make the property more sellable.

The fee for the rezoning request would be around \$3,500 – \$4,000, and would take from 6 months to 1 year for a determination. The Pinal County Supervisor for our area Pete Rios told Chief Southard that he would help. Now that we have a Capital Outlay fund, this rezoning request fee could be covered within our current budget. Chief Southard stated that he would need to go to Florence to obtain more information.

Clerk McMurry made a motion to accept the proposal to request rezoning of the "Old Station" and to pay the fee from the fiscal year 2015/2016 Capital Outlay fund. OFDBM Navarro seconded the motion. All were in favor. Motion passed.

8. ADJOURNMENT

Prior to adjourning, OFDBM Bristow made a request to Chief Southard to add a permanent agenda item to future agendas, asking the Board if any members had anything to add to the next month's agenda.

OFDBM Bristow moved to adjourn the meeting. This was seconded by OFDBM Hill. All were in favor. Motion passed. Meeting adjourned at 8:45pm.

Next (regular) Board Meeting: Wednesday, October 14, 2015 at 6:15pm.

Minutes respectfully submitted,

Tina Acosta – Administrative Chief / Reviewed by OFD Board Clerk Bill McMurry

9. CHIEF'S REPORT: September 9th, 2015

Staff Report: Several firefighters will be recognized for their outstanding performance during a recent motor vehicle accident that included a complex rescue operation. A group of hunters will also be recognized for their assistance during the rescue.

Staffing and backfilling of shifts has been challenging this past month. Chief Officers are exploring ways to increase staffing while trying to stay within our budget.

A staff meeting will be announced soon. All employees are encouraged to attend.

Vehicle Report: All vehicles are currently in service.

Engine 692 was in Tucson for mechanical service including a few small repairs. The old Rescue truck has been sold for \$3,200. Several people have looked at the other three vehicles we have listed for sale, but we have not received any solid offers on them.

Fire Station & Equip Report: Five handheld radios were taken to Action Communication for repairs.

One of the recliner chairs in the Dayroom had to be disposed of. The remainder of the recliners and the kitchen chairs will need to be replaced in the near future. The OFD website is in the process of being updated and modified. Changes are turning out nicely and we very much appreciate the effort and talent of Kate Horton for managing our website.

Fire District: The Pinal County Treasurers Office sent new Signature Forms for the Fire Board to sign. Those forms will be available at the meeting.

Training Report: Four firefighters will be attending State Fire School in Mesa beginning September 10th. Captain Farrell will be attending a Company Officer class and three firefighters will be learning new firefighter skills at one of the Phoenix area fire department training centers.

Golder Ranch Station 378 came to Oracle for another joint training exercise. Quality Auto Body and Paint donated two vehicles located in their rear storage lot for the extrication exercise.

Events: An appreciation dinner event for axillary volunteer CERT's and Firewise will be held at the Patio Café on October 15th at 5:00 PM. Fire Board members and our on-duty firefighters are invited to attend this special event. A fire department BBQ is being discussed. Chief Officers have decided to ask the firefighters if they would like this annual event to be continued.

Current Fire Conditions: Fire conditions continue to be HIGH. The timing and the quality of the 2015 monsoon has been beneficial for reducing community wildfire risks.

Wildland Fire Report: Engine 692 was dispatched under our state contract to assist with the Chorro Fire in Southern California. Shortly afterwards they were

reassigned to the Mad River Complex Fire in Northern California. The crew returned home after nearly four weeks of being gone.. The type 3 engine is now back in service and we are trying to assemble another crew in hopes of getting another assignment.

Brush 691 was also dispatched under our state contract to assist with several fires in the Dudleyville area that have burned in the San Pedro River Basin. We are very pleased to have all of our firefighters returned safely home and we appreciate the many sacrifices they have made to help our neighbors.

Grant Report: We have received the official announcement that we have been awarded with the WFHF-2015 Grant written by Admin Chief Tina Acosta. This grant will help us to continue the important and ongoing fuels reduction work in areas located near Coronado National Forest and especially with reinforcing sections of our Community Fuel Break. The contractual part of this \$70,000 grant should be completed between the State Forestry Division and OFD sometime during October with project work beginning shortly afterwards.

Donations: None to report.

CERT/Firewise Report: CERT's and Firewise continue to work with the fire department and other emergency agencies to improve disaster communication and CERT roles in the event of a catastrophic wildfire or other major emergency event.

An upgraded Emergency Notification System (ENS) has recently been put into service. A revised map and updated phone numbers, including many cell phone numbers has been inputted into the system. A form to request cell phone numbers be added to the ENS can be obtained at the fire station office... or on our website www.oraclefire.com

A local business and a local homeowner have been selected by the Firewise Board to receive 2015 Firewise Property of the Year awards. They will be recognized at the next Firewise meeting on September 8th.

Brush Dump Report: The brush dump continues to be well used by local citizens. Oracle Firewise is looking into making some additional signs for the entrance area.

Call Load Report: See OFD website.

Respectfully submitted by:
Fire Chief, Larry Southard