

ORACLE FIRE DISTRICT BOARD MEETING MINUTES

MONDAY, October 7, 2013 • APPROVED 11/04/2013

Meeting was officially called to order at 6:03pm, Monday, October 7, 2013 at 1475 W. American Ave., Oracle, AZ.

CALL TO ORDER / ROLL CALL:

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

Members Absent: None

Staff Present: Fire Chief Southard, Admin. Chief Acosta

Special Guest: Jennifer Phillips, CPA, PLLC

Public Present:

1. PLEDGE OF ALLEGIANCE.

2. APPROVAL OF PREVIOUS MINUTES.

Chairman Bristow presented the minutes from the August 5th board meeting and asked if anyone had any questions or comments. There were none. OFDBM Doran made a motion to accept the August minutes as presented. Clerk McMurry seconded. All were in favor. Motion passed.

Chairman Bristow then presented the minutes from the September 9th board meeting. There were no questions or comments. OFDBM Doran made a motion to accept the September minutes as presented. Clerk McMurry seconded. All were in favor. Motion passed.

3. CALL TO PUBLIC.

No response from public.

4. FINANCIAL REVIEW REPORT FROM CPA JENNIFER PHILLIPS.

Ms. Phillips distributed bound copies of the Fiscal Year 2012/2013 Financial Report to all board members and staff. Ms. Phillips explained the difference between the 2012 Audit that she recently presented. An audit is much more in depth and includes policies and procedures. In a Financial Review, there are no recommendations, simply a financial report prepared in accordance with the American Institute of Certified Public Accountants and the State of Arizona. She directed everyone to the first page, in which she states that her review did not find the need for any material modifications, in order to be in conformity. She gave the Oracle Fire District a "clean" opinion, which is the best. Following a brief discussion regarding the two pensions: PSPRS and the Volunteer Firefighter's Pension, Ms. Phillips concluded her presentation.

OFDBM Doran made a motion to accept the FY12/13 Financial Review as

presented by Ms. Phillips. OFDBM Navarro seconded. All were in favor. Motion passed.

5. CHIEF'S REPORT – Attached

Also attached: September Financial Report and the September Call Load Report.

Note: In response to the Chief's report of Dental Insurance having been dropped due to budget constraints, board members requested a quote to add dental coverage back to the Health Insurance plan for full-time staff. Admin. Chief Acosta will acquire and present this cost at the November board meeting.

Chairman Bristow requested a social gathering or "Meet and Greet" for Board members, Staff and Volunteers, sometime over the holidays. Chief Southard said that he would look into it.

6. DISCUSSION AND POSSIBLE ACTION TO MODIFY THE JULY 1st, 2013 PTO DOCUMENT.

This subject was tabled at the September meeting. After lengthy discussion, Chairman Bristow made a motion to leave the PTO as is: meaning that the excess hours accumulated by Chief Southard would have to be used (or lost) within two years of this new fiscal year (July 1, 2013), during which time Chief Southard would not accrue vacation/sick time. OFDBM Brown stated that this does not seem right and said that she would provide a copy of the Vacation / Sick Leave policies from Pinal County, to use as guidance.

OFDBM Doran then made a motion to table the item. OFDBM Brown seconded. All were in favor. Motion passed.

7. DISCUSSION AND POSSIBLE ACTION REGARDING THE PURCHASE OF FC-691 FROM CHIEF SOUTHARD.

This subject was tabled at the September meeting, when Chief Southard was requested to present the Kelly Blue Book value of the 2002 Ford Explorer, as of December 1, 2012 (the day the OFD board was sworn in) that he purchased, new, exclusively for OFD related use. OFDBM Doran stated that the Title for the vehicle is registered under Oracle Fire District, however Larry Southard is listed as the Lienholder and owner. A discussion ensued. Chief Southard stated that he never claimed the purchase of the vehicle, nor the expenses as part of his income tax.

OFDBM Brown recommended that a legal document be drawn up by the OFD legal counsel (Donna Aversa) and presented to the board at the next meeting. This document should include the Excellent valuation from Kelly Blue Book, as the vehicle has been kept in excellent condition and has very low miles.

OFDBM Brown made a motion regarding the possible purchase of the Lien on the 2002 Ford Explorer, that all of the pertinent information be taken to our legal counsel to draft a legal document for the SALE of the Lien against the 2002 Explorer, TO the Oracle Fire District. OFDBM Navarro seconded. All were in favor. Motion passed.

8. DISCUSSION AND POSSIBLE ACTION REGARDING SIGNATURES ON GRANT DOCUMENTS.

Chief Southard explained the need to proceed quickly on any possible grants, and therefore requested authorization to sign grant documents, as the Representative of the Oracle Fire District.

OFDBM Doran made a motion to authorize Chief Southard to sign grant documents, as the representative of the Oracle Fire District. OFDBM Navarro seconded. All were in favor. Motion passed.

9. ADJOURNMENT.

OFDBM Doran made a motion for the meeting to adjourn. This was seconded by OFDBM Brown. All were in favor. Motion passed.

Meeting adjourned 8:06pm. **Next regular board meeting: Monday November 4th, 2013 at 6pm.**

Minutes respectfully submitted,
Tina Acosta - Administrative Chief