

ORACLE FIRE DISTRICT BOARD MEETING MINUTES

OCTOBER 16, 2024 / Approved NOVEMBER 20, 2024

Meeting was officially called to order by Chairman Arias, at 6:00 pm, October 16, 2024, at 1475 W. American Ave., Oracle, AZ.

CALL TO ORDER: Staff Present at OFD: Chief Jennings, Admin. Manager Acosta, Admin. Assistant Cheney.

1. **PLEDGE OF ALLEGIANCE**

2. **ROLL CALL** Board members present: Chairman Arias, Clerk Guyton, OFDBM Calvert, OFDBM McNulty and OFDBM Walker.

3. **CALL TO THE PUBLIC** None Present.

4. **ACCEPTANCE OF THE PREVIOUS MINUTES FROM SEPTEMBER 18, 2024.**

OFDBM Calvert identified an error on the September 18, 2024 minutes and it was corrected. Chairman Arias called for a motion to accept the minutes, with the correction, from the September 18, 2024 board meeting. OFDBM McNulty made a motion to accept the minutes. Clerk Guyton seconded the motion. All were in favor. Motion carried.

5. **DISCUSSION AND POSSIBLE ACTION REGARDING BUDGET MATTERS, MONTHLY FINANCIAL DOCUMENTS INCLUDING BANK RECONCILIATION AND CASH FLOW PROJECTIONS.**

Admin. Manager Acosta presented to the Board the Communication Memorandums that were provided to each Board member prior to the meeting. These had the beginning and ending balances, income, and expenses, for each bank account and the OFD credit card, for September 2024, compared to the total year budget. Acosta then presented the September 2024 bank statements and reconciliation reports for each OFD account (General Fund, Volunteer Pension accounts held at the Pinal County Treasurer's Office, the Chase Bank (payroll account), and the National Bank Visa card. Chairman Arias called for a motion to accept all the bank statements, reconciliation documents, the balance sheets, and the Memorandum documents as presented. OFDBM Calvert made a motion to accept all financial documents and memorandums. OFDBM McNulty seconded the motion. All were in favor. Motion carried. Clerk Guyton signed all the financial documents.

6. **DISCUSSION AND POSSIBLE ACTION REGARDING HR / BOARD AND ADMIN POLICIES.**

Chief Jennings provided the amended OFD Travel / Per Diem Form for the Board's inspection. The amended form will be put into use immediately.

7. **CHIEF'S REPORT.**

Fire Dist:

- District update / Fires
- Update CCFCA

Injuries/ Accidents:

- None

Repairs:

- Backhoe

Cert/ Firewise:

- Cert / Firewise meeting on 10/08/24

Grant Report:

- Grant for incinerator update
- Other grants

Brush Dump:

- Brush Dump closed. – hope to burn soon.

Call Load Report:

- See OFD website.

8. ITEMS FOR NEXT MONTH'S AGENDA..

2024 OFD Fire Board Elections update and Oaths of Office administered for newly-appointed board members.

FY 23/24 Audit presentation to the Board and Chief by CPA Jennifer Phillips.

9. ADJOURNMENT

Chairman Arias called for a motion to adjourn. OFDBM McNulty made the motion to adjourn. Clerk Guyton seconded the motion. All were in favor. Motion Carried. Meeting adjourned at 6:46pm.

Next REGULAR Board Meeting – Wednesday, November 20, 2024.

Minutes respectfully submitted:

Cherie Cheney – Administrative Assistant

Reviewed by OFD Chairman Arias or Clerk Guyton