

## ORACLE FIRE DISTRICT BOARD MEETING MINUTES

November 10, 2015 / Approved December 9, 2015

Meeting was officially called to order at 6:15pm, Tuesday November 10, 2015 at 1475 W. American Ave., Oracle, AZ.

### CALL TO ORDER / ROLL CALL:

Members Present: Chairman Brown, OFDBMs Bristow, Hill and Navarro

Members Absent: Clerk McMurry

Staff Present: Chief Larry Southard, Asst. Chief Robert Jennings, Admin. Chief Acosta.

### 1. PLEDGE OF ALLEGIANCE.

### 2. CALL TO PUBLIC.

No public

### 3. ACCEPTANCE OF PREVIOUS MINUTES.

OFDBM Hill made a motion to accept the minutes from October 14, 2015. The motion was seconded by OFDBM Navarro. All were in favor. Motion passed.

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

Order of agenda was altered due to Asst. Chief Jennings early departure at 7pm.

### 5. DISCUSSION AND POSSIBLE ACTION REGARDING PURCHASING A SURPLUS AMBULANCE FROM ANOTHER FIRE DISTRICT.

Following a brief discussion in which Chief Southard explained that the need for an ambulance, or "Rescue" vehicle, was to remove patients from harsh weather conditions and into a stabilized shelter, and to transport them to the helicopter LZ (landing zone), when there is a life or death situation. Golder Ranch Fire District is asking \$3,000 for the 2008 surplus ambulance.

OFDBM Bristow moved to authorize Chief Southard to make the purchase. OFDBM Navarro seconded the motion. All were in favor. Motion passed.

### 6. DISCUSSION AND POSSIBLE ACTION REGARDING LETTER OF DECLARATION FROM THE PINAL COUNTY TREASURER.

OFDBM Hill made a motion to check the box "Will issue LESS than \$10 million in total debt during the 2016 calendar year". OFDBM Navarro seconded the motion. All were in favor. Motion passed. All Board members present signed the Letter of Declaration.

### 7. DISCUSSION AND POSSIBLE ACTION REGARDING ELIMINATING THE DISTANCE REQUIREMENT FOR RESERVE FIREFIGHTERS WHO RESIDE OUTSIDE OF OFD BOUNDARIES.

Chief Southard explained that the 30 mile radius of the OFD Station has not

improved response from firefighters living outside of the district and is inhibiting the district from hiring qualified Reserves, of which we are in great need.

OFDBM Bristow moved to strike this item B from the Guidelines on page 33 of the Residency Requirement in the OFD HR Manual. OFDBM Hill seconded the motion. All were in favor. Motion passed.

**8. DISCUSSION AND POSSIBLE ACTION TO SCHEDULE A SPECIAL MEETING TO PREPARE FOR CHIEF SOUTHARD'S UPCOMING RETIREMENT ON JANUARY 1st, 2017 AND TO PLAN FOR AN INTERIM FIRE CHIEF.**

After a brief discussion, it was determined that this item would be tabled until the December meeting, at which point a date can be set (for after the holidays) for the special meeting, to be held in Executive Session.

**9. 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 October 2015. Chief Acosta began the presentation with the October 2015 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 Navarro made a motion to accept the bank statements and reconciliation documents as presented. OFDBM Bristow seconded the motion. All were in favor. Motion passed.

**10. DISCUSSION AND POSSIBLE ACTION TO ACCEPT THE ANNUAL FINANCIAL AUDIT PREPARED LAST MONTH BY CPA JENNIFER PHILLIPS.**

OFDBM Bristow was handed his copy of the fiscal year 2014/2015 annual audit and was given a few minutes to read through the report. The other Board members had been given their copy prior to this meeting. OFDBM Bristow requested there be a form created so that the Board can respond to the various findings in Ms. Phillips audit, which will serve as a formal receipt and acceptance of the entire report. Admin. Chief Acosta said she would create such a form to be mailed to the Board prior to the next Board meeting.

OFDBM Bristow made a motion to accept the annual financial report of the FY2014/2015 audit. OFDBM Hill seconded the motion. All were in favor. Motion passed.

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

The annual evaluation of the Fire Chief was requested as an agenda item for the next meeting. Chief Southard stated he would included the evaluation paperwork in the next Board packets.

There was also discussion about the upcoming Thanksgiving meal on November 18th, which will be provided to the Florence Wildland crew, by the Firewise and Cert Volunteer groups, and funded by the Firewise Board and donations. Also, Asst. Chief Jennings has once again organized with a local EMS helicopter to "fly Santa" into the local school yard for a assembly. Santa will then travel back to the Fire Station, to listen to the wishes of local children. Chief Jennings's family will stuff the stockings for the event. Volunteers will help at this event.

## **12. ADJOURNMENT**

OFDBM Bristow moved to adjourn the meeting. This was seconded by OFDBM Hill. All were in favor. Motion passed. Meeting adjourned at 7:38pm.

**Next (regular) Board Meeting: Wednesday, December 9, 2015 at 6:15pm.**

Minutes respectfully submitted,  
Tina Acosta - Administrative Chief  
Reviewed by OFD Board Clerk Bill McMurry

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## **Chiefs Report - November 10th, 2015**

### Staff Report:

Continued from October.....A shortage of experienced Reserve Firefighters has been creating scheduling challenges along with placing a burden on some of our part time employees who are working other full time jobs along with working nearly full time hours here. We are discussing several ideas to help resolve this issue.

### Vehicle Report:

All vehicles are currently in service.

WW Williams is putting together a quote for refurbishing Engine 691. E-691 is a 1998 model and at some point it will need to be refurbished or replaced.

Refurbishing has become popular in the past few years as new engines have continued to increase in price.

The last surplus vehicle has been sold. The 1996 Chevy S-10 was sold on November 3rd for \$2,500.

### Fire Station & Equip Report:

The fire station 200 amp electrical service was having an "over-loading" issue last month causing the Generator Transfer Switch to overheat. Kevin of Oracle Electric replaced the old equipment. BIA and Pinal County approved the work and

the emergency generator has gone back into service.  
The locking safe in Chief Southard's office is getting nearly impossible to open.  
Options to repair it or replace it will be explored.  
A fire hydrant maintenance project is in progress.

**Fire District:**

Pinal County sent a zoning change application for the proposed Arizona Water Company building on American Avenue. This application will provide a guideline for our zoning request of the old fire station on Mount Lemmon Highway.

**Training Report:**

Our base hospital held a CE class here on Saturday, October 17th for EMT's.

**Events:**

A volunteer Appreciation dinner was held at the Patio Café on October 15th. Two Fire Board members attended the dinner event along with the on-duty crew, CERT's and Firewise. Firewise provided funding for the dinner.

**Current Fire Conditions:**

Fire conditions remain at Moderate.

Coronado National Forest has made plans to resume issuing firewood cutting permits for the Oracle area along with expanding a mastication project near the YMCA Camp.

**Wildland Fire Report:**

Invoices for several recent wildland assignments have been submitted to the State Forester's Office for reimbursement. Invoicing for the recent California assignment is in progress.

**Grant Report:**

The WFHF 2015 Grant contract documents are being processed. A new Crew Use Agreement with the State Forester's Office has been prepared and signed. Properties located in the proposed 80 acres to be treated under this grant have been identified and prioritized. A number of the owners have been contacted by mail and so far only two people in the south 40 acres have expressed an interest in the proposed project. Additional properties located in the north 40 acres are in the process of being contacted. The Florence Wildland Team will return soon to begin fuels projects within the project area when the contract documents have been completed and signed.

**Donations:** None to report.

**CERT/Firewise Report:**

A combined CERT and OFD training exercise was held on October 17th. The location of the exercise was the Oracle Courthouse. CERT's deployed their trailer and set up a "re-hab" station. Teamwork and communications were emphasized

in this training exercise.

Oracle Firewise along with Canyon Community Bank held a community Shred-a-Thon event at the fire station on Saturday October 24th. The event was a success.

Brush Dump Report:

The Brush Dump has had a lot of use since the July burn and another burn will need to be coordinated soon. Plans to burn on October 29th were cancelled due to manpower.

The Oracle Firewise Board purchased and installed two additional signs that warn people of dangers at the brush dump site.

Call Load Report: See website for information..

Respectfully submitted by:  
Fire Chief, Larry Southard