

# ORACLE FIRE DISTRICT BOARD MEETING MINUTES

NOVEMBER 20, 2024 / Approved DECEMBER 18, 2024

Meeting was officially called to order by Chairman Arias, at 6:00 pm, November 20, 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. OFDBM Walker was absent.

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

4. **ACCEPTANCE OF THE PREVIOUS MINUTES FROM OCTOBER 16, 2024.**

Chairman Arias called for a motion to accept the minutes from the October 16, 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 FY23/24 AUDIT PRESENTED BY JENNIFER PHILLIPS.**

The FY 23/24 Audit was presented by Jennifer Phillips, CPA, PLLC. Amongst the mandatory financial and annual reports was that there was not any significant findings for the fiscal year. Chairman Arias called for a motion to accept the FY 23/24 Budget Audit as presented. OFDBM Calvert made a motion to accept the FY 23/24 Audit. OFDBM McNulty seconded the motion. All were in favor. Motion carried.

6. **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 October 2024, compared to the total year budget. Acosta then presented the October 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.

**7. DISCUSSION AND POSSIBLE ACTION REGARDING HR/BOARD AND ADMIN POLICIES.** None at this time.

**8. DISCUSSION AND POSSIBLE ACTION REGARDING 2024 OFD FIRE BOARD ELECTIONS UPDATE.**

Admin. Manager Acosta stated that there were no other candidates for the three open Fire Board positions for the Oracle Fire District. The cancellation of the OFD November 5, 2024 election was included in a general resolution passed by the Pinal County Board of Supervisors in September 2024. Admin. Manager Acosta distributed confirmation letters to Paul Arias and Robert Guyton and congratulated them on their reappointments for another four-year term. As OFDBM Walker was absent at this meeting, this item will appear on the December 2024 agenda.

**9. DISCUSSION AND POSSIBLE ACTION REGARDING OATH OF OFFICE ADMINISTERED FOR NEWLY APPOINTED BOARD MEMBERS.**

OFDBM McNulty performed the swearing in ceremony for newly reappointed board members Paul Arias and Robert Guyton. As OFDBM Walker was absent at this meeting, this item will appear on the December 2024 agenda.

**10. CHIEF'S REPORT.**

**Fire Dist:**

- District update / Fires
- Update Safety house, light plants donation
- Brush Dump property update
- Christmas party, Dec 17, 2024 – five or six pm?
- Employee staffing update

**Injuries/ Accidents:**

- None

**Repairs:**

- Backhoe is back
- Chief 691 – transmission went out
- T-691 rear brakes needed to be fixed

**Cert/ Firewise:**

- Cert / Firewise meeting on 11/12/24

**Grant Report:**

- Grant for incinerator update
- Other grants

**Brush Dump:**

- Brush Dump: Burned on 11/16/24

**Call Load Report:**

- See OFD website.

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

See items 8 and 9.

**12. 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 7:04pm.

Next REGULAR Board Meeting – Wednesday, December 18, 2024.

Minutes respectfully submitted:

Cherie Cheney – Administrative Assistant

Reviewed by OFD Chairman Arias or Clerk Guyton