

## ORACLE FIRE DISTRICT BOARD MEETING MINUTES

December 9, 2015 / Approved Jan 13, 2016

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

### **CALL TO ORDER / ROLL CALL:**

Members Present: Chairman Brown, Clerk McMurry, OFDBMs Bristow and Hill

Members Absent: OFDBM Navarro

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 November 10, 2015. The motion was seconded by Clerk McMurry. All were in favor. Motion passed.

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

### **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. These have the beginning and end balances, income and expenses, for each bank account and the OFD credit card, for November 2015. Chief Acosta began the presentation with the November 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 Hill made a motion to accept the bank statements and reconciliation documents as presented. Clerk McMurry seconded the motion. All were in favor. Motion passed.

Chief Acosta presented an Audit Findings Acknowledgment and Responses form to the Board for their approval and use. Page one, regarding Audit Finding 15-1 was formally reviewed and acknowledged by the Board. The Board members will review page 2, which will be a part of the financial report discussion until all points on the page are discussed and acknowledged.

### **6. DISCUSSION AND POSSIBLE ACTION REGARDING A FIRE BOARD POLICY MANUAL AS REQUESTED BY CPA JENNIFER PHILLIPS DURING THE 2014/2015 AUDIT.**

A draft policy was provided by Chief Southard to the Board members. OFDBM Bristow proposed that all Board members review the draft and to discuss it at the next meeting. Policies will be added, as seen fit, in the future.

**7. DISCUSSION AND POSSIBLE ACTION REGARDING THE SALE OF THE OLD FIRE STATION AT 1010 MT. LEMMON HIGHWAY**

Chairman Brown made a motion to go into Executive Session, due to the nature of the agenda item. This was seconded by Clerk McMurry.

Upon returning to regular session, the Board agreed to proceed with the sale.

**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.**

A date to discuss, in Executive Session, the retirement and annual evaluation of Chief Southard was set for Wednesday, January 6, 2016, at 4pm.

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

OFDBM Bristow requested that the Election of Officers be placed on the January agenda.

**10. ADJOURNMENT**

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

**Next (Executive Session) Board Meeting: Wednesday, January 6, 2016 at 4pm**

**Next (regular) Board Meeting: Wednesday, January 13, 2016 at 6:15pm.**

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

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**Chiefs Report - December 9th, 2015**

**Staff Report:**

Reserve staffing continues to be at low levels. Firefighter interviews were held on December 8th to try and fill a vacant full time position. Interviews for adding a few additional Reserve Firefighters are being planned too.

**Vehicle Report:**

An ambulance was recently purchased from Golder Ranch Fire District. The newly acquired vehicle will not be used as an ambulance in Oracle due to Arizona Department of Health regulations, but rather as a rescue truck. OFD does not provide transport to hospitals, but we do have occasions when we need to put an injured or sick person inside of a vehicle to get them out of the environment. Several equipment items will need to be acquired such as a gurney, a large oxygen tank and EMS jump bags before the rescue truck can be put into service. The batteries for Engine 691 were replaced at a cost of \$431.

**Fire Station & Equip Report:**

A fire hydrant maintenance project has recently been completed along with several other grass cutting projects.

**Fire District:**

The Arizona Fire District Association (AFDA) Winter Conference will be held in

Laughlin NV on January 15th and 16th. Fire Board members interested in attending can request a brochure.

The 50th anniversary of OFD is quickly approaching. The fire district was formed on Valentine's Day 1966 and we will be holding an Open House type of event on Valentine's Day 2016. Planning meetings for the event have been held and more are scheduled soon.

#### Training Report:

Chief Karrer of Golder Ranch FD has invited us to train with his firefighters at their training center in Catalina. We will begin working on a way to backfill shifts so the on-duty firefighters can take advantage of this important training opportunity.

The Florence Wildland Team has had several training events here recently including area familiarization, fire behavior/weather monitoring techniques and practicing firefighting strategies on a sand table.

#### Events:

A Thanksgiving dinner was provided on November 18th to show our gratitude and appreciation for the Florence Wildland Team. Oracle CERT's and Firewise combined forces to purchase, prepare and serve meals to all of the crew members and volunteers.

Santa Claus and Mrs. Claus will be coming to Oracle on December 11th. They will arrive on a helicopter donated by LifeNet EMS, where they will greet several hundred children near the football field at Mountain Vista School. Mr. and Mrs. Claus will then ride in a fire engine around several neighborhoods. At 4.30 Santa will greet children at the fire station.

#### Current Fire Conditions:

Fire conditions remain at Moderate. Grasses are dry enough now to burn, however fire behavior should remain fairly moderate until the warmer spring temperatures and gusty winds arrive. Low humidity, high temperature, wind, and heavy fuels are generally the recipe for wildfire and all four conditions are expected within the next few months. This could be a very rough fire season.

#### Wildland Fire Report:

The Florence Wildland Crew assisted with a cleanup project in the area of the 2014 John Adams Fire. Several property owners participated in the project which removed dead and burned trees near Cody Loop and Paseo Encino.

#### Grant Report:

The WFHF 2015 Grant contract documents are nearly done being processed in Phoenix by the Arizona State Forester. We are hoping to begin fuels thinning work as early as next week.

#### Donations:

Local citizen and retired fleet mechanic Dale Studer has been working on a project to repair the brakes along with a few other items on the old fire engine. Dale has recruited several local citizens to restore some of the truck parts including painting the wheels, refurbishing the wooden hose bed, wood ladder and pike pole. Eventually decals will be ordered for the Engine and it will officially be named Engine One. Oracle Firewise has agreed to fund the project up to

\$1,000. The volunteer mechanics are hoping to have the 1939 International open cab Viper put back together and become a part of the Santa event on Friday and to once again be able to lead the fire department in the Oaks Festival Parade. OFD is very fortunate to have retained its first fire engine and especially to have a group of volunteers who are willing to preserve it.

Chief Jennings has been working with Southwest Gas Company to acquire a donated vehicle to be used for a variety of emergency operations. He will provide the details.

Pinal County Emergency Management has been awarded with money to purchase two CERT trailers. Oracle has been selected to receive one of these new trailers. A meeting to discuss the details took place last month.

Oracle FD has been provided with 300 smoke detectors that are being funded by FEMA. Several volunteer CERT members will receive the required training prior to announcing the program to the public.

#### CERT/Firewise Report:

A CERT meeting was held on December 8th.

A CERT training class was officially announced and it will take place at the fire station on the 2nd through the 5th Saturdays of January 2016.

OFD and Firewise are in the very beginning stages of planning for another community wildfire education and awareness event that could be held in March or April of next year.

#### Brush Dump Report:

The Brush Dump was burned on December 8th. An estimated 1200 loads of brush had been collected since the last burn during the first week of July. The burn was a success and pictures can be viewed on the OFD web site.

Call Load Report: See website for information.

Respectfully submitted by:

Fire Chief, Larry Southard