

# ORACLE FIRE DISTRICT BOARD MEETING MINUTES

DECEMBER 18, 2024 / Approved JANUARY 15, 2025

Meeting was officially called to order by Acting Chairman McNulty, at 6:00 pm, December 18th, 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: Acting Chairman McNulty, Clerk Guyton, OFDBM Walker. Chairman Arias and OFDBM Calvert were absent.

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

4. **ACCEPTANCE OF THE PREVIOUS REGULAR AND EXECUTIVE MINUTES FROM NOVEMBER 20, 2024.** Acting Chairman McNulty called for a motion to accept the minutes from the November 20th, 2024 board meeting. OFDBM Walker 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 November 2024, compared to the total year budget. Acosta then presented the November 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. Acting Chairman McNulty called for a motion to accept all the bank statements, reconciliation documents, the balance sheets, and the Memorandum documents as presented. OFDBM Walker made a motion to accept all financial documents and memorandums. Clerk Guyton 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.** None.

7. **DISCUSSION AND POSSIBLE ACTION REGARDING 2025 OFD FIRE BOARD OFFICERS.**

Following a discussion regarding election of officers for 2025, OFDBM Walker volunteered for the position of Chairman and OFDBM Calvert was nominated to be the Clerk. OFDBM Walker made a motion to elect himself as Chairman and to elect OFDBM Calvert as Clerk. Clerk Guyton seconded the motion. All were in favor. Motion carried.

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

Items 8 & 9 were combined into one per Acting Chairman McNulty. OFDBM Robert Walker was sworn into his newly elected four-year term of office on the Oracle Fire District Governing by Acting Chairman McNulty.

**9. CHIEF'S REPORT.**

**Fire Dist:**

- District update / Fires
- Brush Dump property update
- Employee staffing update

**Injuries/ Accidents:**

- None

**Repairs:**

- Chief 691 – transmission went out
- <sup>a</sup> T-691 rear brakes are fixed

**Cert / Firewise:**

- Cert / Firewise meeting on 12/02/24

**Grant Report:**

- Grant for incinerator update
- Other grants

**Brush Dump:**

- Brush Dump is open.

**Call Load Report:**

- See OFD website.

**10. DISCUSSION AND POSSIBLE ACTION REGARDING EMPLOYEE MATTERS/ CHIEF EVALUATION.**

To discuss employee matters, Acting Chairman McNulty motioned to enter into Executive Session at 6:36pm. OFDBM Walker seconded the motion. All were in favor. Motion Carried.

Acting Chairman McNulty motioned to re-enter regular Session at 6:52pm. OFDBM Walker seconded the motion. All were in favor. Motion Carried.

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

No additional items added.

**12. ADJOURNMENT**

OFDBM Walker motioned for adjournment, followed by Clerk Guyton who seconded the motion. All were in favor. Motion Carried. The meeting was adjourned at 6:55pm.

Next REGULAR Board Meeting – Wednesday, JANUARY 15, 2024.

Minutes respectfully submitted:

Cherie Cheney – Administrative Assistant

Reviewed by OFD Chairman Arias or Clerk Guyton