

# ORACLE FIRE DISTRICT BOARD MEETING MINUTES

July 8, 2015 / Approved August 12, 2015

Meeting was officially called to order at 6:15pm, Wednesday July 8, 2015 at 1475 W. American Ave., Oracle, AZ.

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

Members Present: Chairman Brown, OFDBM s Bristow and Navarro.

Members Absent: Clerk McMurry Staff Present: Chief Larry Southard, Admin. Chief Acosta, OFD firefighters.

## **1. PLEDGE OF ALLEGIANCE.**

## **2. ACCEPTANCE OF PREVIOUS MINUTES.**

OFDBM Navarro made a motion to accept the minutes from June 10, 2015. The motion was seconded by OFDBM Bristow. All were in favor. Motion passed.

## **3. CALL TO PUBLIC.**

No response from the public. However, during the Financial report presented by Admin. Chief Acosta, Pete Manspeaker of Tucson asked whether we had contingency funds, to which she replied yes and projected a copy of the approved budget so that he, and others, could see the various funds created in the FY15/16 budget.

## **4. CHIEF'S REPORT – see end of this document**

Prior to the Chief's report, there was a pinning ceremony to publicly recognize the achievements of Joel Manspeaker, who was hired as a full-time firefighter / EMT on April 1, 2015, and of Thomas "Bubba" Mathews, who was promoted to the rank of Engineer on July 1, 2015.

Chief's Report and Call Load attached. A few additions the Chief's report are: under Fire Station & Equipment Report, the parts for the SCBA Fill Station arrived on 7/08/2015. Under Donations, there was also a donation of \$50 made by a local resident to thank the crew. And under Brush Dump Report, the brush was burned successfully and without incident on July 6, 2015.

## **5. DISCUSSION AND POSSIBLE ACTION REGARDING REGARDING A PROPOSAL FROM CPA JENNIFER PHILLIPS TO PERFORM THE ANNUAL FINANCIAL AUDIT.**

Chief Southard recommended to the Board that they hire Jennifer Phillips to perform the annual audit for fiscal years 2014 / 2015 as she has done an outstanding job in the past and her fees have remained the same. He had sent her proposal to each Board member in their meeting packets for their review.

The Board acknowledged receipt of her proposal. OFDBM Navarro made a motion to accept the proposal of Jennifer Phillips and to hire her to perform the annual audit. OFDBM Bristow seconded the motion. All were in favor. Motion passed.

#### **6. DISCUSSION AND POSSIBLE ACTION REGARDING AN OPEN BOARD SEAT.**

OFDBM Bristow made a motion to convene in Executive Session in order to discuss the two letters of interest received to date. The motion was seconded by OFDBM Navarro. All were in favor. Motion passed.

7:13pm, OFDBM Navarro made a motion to reconvene into regular session. OFDBM Bristow seconded the motion. All were in favor. Motion passed.

OFDBM Bristow moved to set a time and date to appoint a fellow Board member at a later date when OFD Clerk McMurry could be present. **The date for this Special Meeting was set for Wednesday July 15th at 5pm.** OFDBM Navarro seconded the motion. All were in favor. Motion passed. Staff was instructed to continue advertising the position until this Special Meeting time.

#### **7. DISCUSSION AND POSSIBLE ACTION REGARDING LISTING THE OLD FIRE STATION AT 1010 E. MT. LEMMON HWY FOR SALE.**

Chief Southard presented the paperwork for listing the property, which requires Board signatures. OFDBM Bristow reminded that Board that they had approved for the Chief to take the necessary measures to dispose of this property, per the OFD policies, therefore, the Chairman and Clerk could sign the paperwork. Chairman Brown signed and initialed the listing paperwork. Chief Southard will ensure the document is signed by Clerk McMurry as well.

#### **8. DISCUSSION AND POSSIBLE ACTION REGARDING FINALIZING THE BUILDING PERMIT FOR THE STEEL STORAGE BUILDING.**

Chief Southard stated that now that we are in the new fiscal year, we could move forward with the permitting for the storage building. He will contact a Pinal County Special Districts representative for written legal counsel.

#### **REQUESTS FOR FUTURE AGENDA ITEMS:**

OFDBM Bristow requested that a separate line item be added to the meeting agendas for the Financial Reports and formal recognition of bank reconciliations.

#### **9. ADJOURNMENT**

OFDBM Bristow moved to adjourn the meeting. This was seconded by OFDBM Navarro. All were in favor. Motion passed. Meeting adjourned at 7:30pm

**Next (regular) Board Meeting: Wednesday, August 12, 2015 at 6:15pm.**

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

**CHIEF’S REPORT: July 8, 2015**

**Financial, Budget & Account Balances Report:** Documents will be presented by Admin. Chief Acosta.

**Staff Report:** A Staff Meeting was held on June 20th at 0800 hours. The 2015/2016 budget was discussed along with a number of day to day items.

**Vehicle Report:** All vehicles are currently in service, except those waiting to be sold. Vehicles ready for sale now include: 1992 GMC Top Kick with standard cab and a 1,500 gallon water tank, 1996 Chevy S-10 with standard cab, 1996 GMC 4x4 with standard cab and enclosed commercial utility box and a 1997 Ford 4x4 with standard cab and an open commercial utility box.

**Fire Station & Equip Report:** We are still waiting on parts for the SCBA Fill Station. When the new parts have arrived OFD staff will replace the faulty parts with the new ones.

**Fire District:** The 2015 AFDA Summer Conference was held in Tucson on June 26th and 27th. Recent legislation has made it a requirement for Fire Board members to attend several specific classes and those classes were offered at this conference. Chief’s Acosta, Jennings and Southard, along with 4 Fire Board members attended.

**Training Report:** Saint Joseph’s Hospital held an EMT CEU training event here on June 20th at 0900 hours. The next SJH training will be held on July 18th.

**Events:** An Evacuation pre-planning meeting was held on June 24th. OFD staff, Oracle CERTs, PC Sheriff Deputies, Pinal County Emergency Management and Red Cross Disaster Services attended the meeting.

**Current Fire Conditions:** Fire conditions were downgraded by Coronado National Forest from Very High to High on June 29th. It is more typical to upgrade from Very High to Extreme during the end of June and the beginning of July. Fire conditions are generally downgraded once the monsoon begins.

**Wildland Fire Report:** Engine 692 including a crew of three wildland firefighters, assisted with the Kearney River Fire for several days by doing structure protection.

A few days before the Kearny River Fire we assisted with a wildland fire in the San Pedro River Valley near Dudleyville.

**Grant Report:** The WFHF 2013 Grant has been closed out. The Pinal County Firewise Grant is nearing the end of available funding and will also be closed out.

**Donations:** An appreciative citizen gave one of the the on-duty crews a dinner gift card to express his gratitude “for saving his mother”.

Another appreciative citizen continues to bring donations of fruit and vegetables for the on-duty crews to share.

**CERT/Firewise Report:** The next Firewise meeting will be held at 4:00 on July 14th.

Pinal County Emergency Management has asked us if OFD and Oracle Firewise Board members would meet with representatives from the town of Kearny to talk about the Firewise program.

**Brush Dump Report:** The brush continues to be piled and compacted periodically as we await the arrival of the monsoon rains. A brush burn should be able to happen during the month of July.