

ORACLE FIRE DISTRICT BOARD MEETING MINUTES

Tuesday March 3, 2015 / Approved April 8, 2015

Meeting was officially called to order at 6:35pm, Tuesday March 3, 2015 at 1475 W. American Ave., Oracle, AZ.

CALL TO ORDER / ROLL CALL:

Members Present: Chairman Brown, Clerk McMurry, OFDBMs Bristow, Navarro, and Smallhouse. Staff Present: Chief Larry Southard, Admin. Chief Acosta, and on-duty firefighters.

1. PLEDGE OF ALLEGIANCE.

2. ACCEPTANCE OF PREVIOUS MINUTES.

OFDBM Bristow made a motion to accept the minutes from February 3, 2015 as written. The motion was seconded by OFDBM Smallhouse. All were in favor. Motion passed.

3. CALL TO PUBLIC.

No response from public.

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

5. DISCUSSION AND POSSIBLE ACTION REGARDING PROCUREMENT AND DISPOSITION OF FIRE DISTRICT EQUIPMENT AND SUPPLIES (CARRIED OVER FROM FEB. 3rd. MEETING).

The new person in charge of Pinal County Special Districts, Pamela Villareal, responded to Chief Southard's question regarding how to surplus equipment and supplies. She stated that the Pinal County Attorney's Office confirmed that the Fire District Board has significant discretion to develop procurement policies. There is a State procurement policy that the Board is welcome to use as a template. Chief Southard suggests we use the policy from Sonoita-Elgin Fire District and revise it to fit our needs. OFDBM Smallhouse said that he saw a State Statute regarding surplus, which he will bring in for the Chief's review.

Procurement policy to be discussed at the April Board meeting.

6. DISCUSSION AND POSSIBLE ACTION REGARDING APPOINTING A BUDGET COMMITTEE TO HOLD PUBLIC BUDGET WORKSHOPS DURING MARCH AND APRIL 2015 (CARRIED OVER FROM FEB. 3rd. MEETING).

Following a brief discussion in which Chief Southard explained that we received

an email from Pamela Villareal to not use the property valuations that had been sent the previous week. Apparently, there may some errors in the calculations and the Assessor's office is working on getting us corrected figures as soon as possible.

With this in mind, Saturday March 14th at 9am was settled upon as a good tentative date for our first public budget workshop, IF we receive the corrected valuations. All Board members will attempt to make the budget workshop. OFDBM Bristow made a motion to set this date for the workshop. OFDBM Navarro seconded his motion. All were in favor. Motion passed.

7. DISCUSSION AND POSSIBLE ACTION REGARDING REMOVING THE JUNIPER TREE IN FRONT OF THE FIRE STATION. FIRE CHIEF RECOMMENDS REMOVAL DUE TO EXTREME SEASONAL ALLERGIES OCCURRING WITH SEVERAL PERSONNEL. BESIDES EMPLOYEE HEALTH ISSUES, THE TREE DROPPINGS MAKE THE CONCRETE SLIPPERY DURING THE RAIN, AND WE ARE NOT FOLLOWING NATIONAL FIREWISE CRITERIA.

A discussion ensued detailing the allergic reactions staff are having to the pollen from the tree, the safety concerns with the debris from the tree on the concrete, as well as overhanging branches over the Station roof, which is not up to Firewise standards. OFDBM Bristow then made a motion to allow Chief Southard to have the tree removed. OFDBM Smallhouse seconded his motion. All were in favor. Motion passed.

8. DISCUSSION AND POSSIBLE ACTION TO CHANGE THE DATE OF THE FIRE BOARD MEETINGS TO ALLOW ADDITIONAL TIME FOR MONTH END FINANCIAL DOCUMENTS TO BE PREPARED. FIRE CHIEF SUGGESTS CHANGING MEETINGS FROM THE FIRST TUESDAY OF THE MONTH TO THE SECOND TUESDAY OF THE MONTH.

Chief Acosta explained that there is often something that happens the Monday and Tuesday of the Board meetings, that prevent her from completing all of the financial reports, such as payrolls that fall on every other Tuesday. One more week would allow time to complete reports and for more checks to clear and to be reconciled. The second Wednesday was suggested in lieu of Tuesday so that the CERT or Firewise meetings do not have to be changed. Chairman Brown suggested moving the time of the meetings to 6:15pm, which would allow her to attend the meetings straight from the van shuttle from Florence. OFDBM Navarro made a motion to change the Fire Board meetings from the first Tuesday of the month to the second Wednesday of the month and to change the time from 6:30pm to 6:15pm. OFDBM Bristow seconded the motion. All were in favor. Motion passed.

9. DISCUSSION AND POSSIBLE ACTION REGARDING MAKING SEVERAL

WORDING AND POLICY CHANGES TO THE RECENTLY ADOPTED HR FIRE DISTRICT POLICY GUIDELINE MANUAL.

Chief Southard recommended that he be allowed to make minor changes and to the newly adopted HR Policies & Procedures, rather than have to wait for an upcoming Board meeting. OFDBM Bristow heard the examples of a couple of typos and thought this could be left to the discretion of the Chief, but stated that anything having to do with budget items, such as employee health insurance, would need to be presented at and heard by the Fire Board. Mr. Bristow made a motion to give Chief Southard the authority to change only small items in the policies and to bring other changes affecting employees or the budget to the Board. Clerk McMurry seconded the motion. All were in favor. Motion passed.

10. ADJOURNMENT.

OFDBM Smallhouse made a motion to adjourn. OFDBM Bristow seconded the motion. All were in favor. Motion passed.

Meeting adjourned at 7:35pm

Next Board Meeting: Wednesday April 8, 2015 at 6:15pm.

Minutes respectfully submitted,

Tina Acosta - Administrative Chief / Reviewed by OFD Board Clerk Bill McMurry

Chiefs Report - April 8th, 2015

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

Staff Report: Reserve Firefighter Joel Manspeaker has been hired to fill a recently vacated full time position. Three vacant Reserve positions have also been filled.

A large juniper tree in front of the fire station was removed on March 11th. The on-duty crews are very appreciative and complaints of allergic reactions to the pollen have ceased.

Vehicle Report: All of our first line vehicles are currently in service.

Fire Station & Equip Report: All OFD equipment is currently in service.

Fire District: A modified Operations Budget document was presented to the Fire Board during a public meeting that was held on March 14th. The new document shows our wildland contract and grant income/expenses to be included within our operations budget; rather than shown separately as the old budget document did. It also shows funds currently being held in the Pinal County

Treasurer account, being shifted into two different Reserve Accounts (pending FB approval).

Training Report:

The Pinal County Wildland Team held their annual state wide training exercise at Mountain Vista School on March 21st. This year's exercise included: Radio Communications, Driving Safety, Entrapment Avoidance, Land Navigation, Mapping and GPS. The all-day event included nine fire departments and five agencies. The *Miner News* covered the event.

Events: The Oracle Oaks Festival is scheduled for April 18th. OFD, CERTs and Firewise will be participating in the parade/festival.

Another Tree Workshop has been scheduled for May 16th. The workshop held during the summer of 2014, was attended by approximately 70 people and we have received a number of requests from the community to hold another one.

Current Fire Conditions: Fire conditions are still at Moderate however CNF has been asked to review and upgrade their Smokey Bear sign if necessary. Chief Southard has asked Pinal County Air Quality Control to discontinue issuing back yard burn permits due to the exceptionally tall grasses this year.

Wildland Fire Report: The Florence Wildland Team was deployed on March 9th to assist on a wildfire in the Phoenix area. Several days later they returned to Oracle and resumed working on Pinal County Firewise Grant projects. They are currently assigned to a fire in the Patagonia area.

Grant Report: Documents for a progress billing to Pinal County have been submitted for a partial payment of the Firewise Grant. Chief Southard and Chief Acosta attended a webinar put on by the State Forester's Office on how to write a WFHF Grant. The next grant that is due on April 10th and will be submitted a day ahead of time.

Donations: A local citizen donated \$50.

CERT/Firewise Report: Oracle CERT's assisted with the Wildland Exercise on February 21st. The CERT trailer was pulled to the event location and used as a re-hab station for the firefighters.

Firewise members assisted with the Firewise booth that the State Forester's Office set up near the Oracle Inn on March 21st.

Both groups are in the planning stages for the Oracle Oaks Festival.

Brush Dump Report: The brush is getting piled high enough that we need to burn fairly soon. This will likely be the last time we can burn until after the monsoon begins and we need to time weather conditions just right, along with the availability of a machine to assist with the extinguishment process.

Call Load Report: Call Load will be on our website under Public Information.

Respectfully submitted by: Fire Chief, Larry Southard