

# ORACLE FIRE DISTRICT BOARD MEETING MINUTES

April 17, 2024 / Approved May 15, 2024

Meeting was officially called to order by Acting Chairman McNulty at 6:00pm, on April 17, 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, OFDBM Walker, Clerk Guyton. Absent Chairman Arias.

3. **CALL TO THE PUBLIC** No comments.

4. **ACCEPTANCE OF THE PREVIOUS MINUTES FROM MARCH 20, MARCH 26 AND APRIL 15.**

Acting Chairman McNulty called for a motion to accept the minutes from the regular board meeting on March 20 2024 and special board meetings on March 26 and April 15 2024. OFDBM Walker made the motion to accept all the minutes. Clerk Guyton seconded the motion. All were in favor. Motion carried. Clerk Guyton signed all documents.

5. **DISCUSSION AND POSSIBLE ACTION REGARDING THE PUBLIC HEARING FOR 2024/2025 BUDGET.**

No comments from the public. Acting Chairman McNulty called for a motion to close the public hearing. Clerk Guyton made a motion. OFDBM Walker 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.**

All board members present reviewed the previously approved FY 24/25 budget with a 2-year forecast, (which included the certifications that the district had not incurred any debt or liability in excess of taxes levied and to be collected, per section 48-805 B and sections 48-807 and that the district complies with subsection F of 48-805.02 D), wages & salaries and PTO scales. Acting Chairman McNulty called for a motion to adopt the approved 2024/2025 budget, 2-year forecast, wages, salaries, and PTO scales. OFDBM Walker made the motion to adopt the package as approved and Clerk Guyton seconded the motion. All were in favor. Motion passed.

Admin. Manager Acosta then 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 March 2024, compared to the total year budget. Acosta then presented the March 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 passed. Clerk Guyton signed all the financial documents.

**7. DISCUSSION AND POSSIBLE ACTION REGARDING ADOPTION OF DFFM IGA.**

Acting Chairman McNulty made a motion to approve the DFFM IGA. OFDBM Walker seconded the motion. All were in favor. Motion passed. Clerk Guyton signed the document.

**8. DISCUSSION AND POSSIBLE ACTION REGARDING GRANTS.**

Chief Jennings explained issues that arose after submission of the FY25 CPF grant. A possible resolution to this issue has been extended by Pinal County. The Subrecipient Agreement was presented to the board. OFDBM Walker motioned to approve the agreement as presented. Acting Chairman McNulty seconded the motion. All were in favor. Motion passed. Clerk Guyton signed the document.

**9. DISCUSSION AND POSSIBLE ACTION REGARDING CHIEF'S REVIEW.**

Item At 6:32pm Chairman McNulty called for a motion to enter executive session to discuss the Chief's review. OFDBM Walker seconded the motion. All were in favor. Motion passed.

At 6:45pm OFDBM Walker called for a motion to re-enter regular session. Chairman McNulty seconded the motion. All were in favor. Motion passed.

**10. DISCUSSION AND POSSIBLE ACTION REGARDING BOARD VACANCY.**

Following interviews conducted on April 15<sup>th</sup>, Oracle Fire District resident Laura Calvert was appointed to complete the term of office through November 2026, which was vacated by Franky Hill. Mrs. Hill will be recognized at a future board meeting for her nine years of service as an OFD Fire Board member. Mrs. Calvert was sworn into office by Acting Chairman McNulty.

**11. DISCUSSION AND POSSIBLE ACTION REGARDING HR POLICIES..**

None this month.

**12. CHIEF'S REPORT.**

**Fire Dist:**

- District update / Fires
- FF1 and 2 class updates
- DFFM Grant / Grants
- Town Hall rescheduled to May 16<sup>th</sup>
- Property at brush dump update

**Injuries/ Accidents:**

- None

**Repairs:**

- R-692 will not start.
- T-691 relief valve

**Cert/ Firewise:**

- Cert meeting on 04/09/24

**Grant Report:**

- Tina will report.

**Brush Dump:**

- Brush Dump open. Plan to burn on the 21st if weather permits.

**Call Load Report:**

- See OFD website.

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

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**14. ADJOURNMENT**

Acting Chairman McNulty called for motion to adjourn. Clerk Guyton made the motion to adjourn. OFDBM Walker seconded the motion. All were in favor. Motion passed. Meeting adjourned, at 7:15pm.

Next REGULAR Board Meeting – Wednesday, May 15, 2024 at 6pm

Minutes respectfully submitted:

Tina Acosta – Administrative Manager

Reviewed by OFD Chairman Arias or Clerk Guyton