

ORACLE FIRE DISTRICT BOARD MEETING MINUTES

May 15, 2024 / Approved June 19, 2024

Meeting was officially called to order by Chairman Arias, at 6:05 pm, May 15th, 2024, at 1475 W. American Ave., Oracle, AZ.

CALL TO ORDER: Staff Present at OFD: Present at OFD, Chief Jennings, Admin. Manager Acosta, Admin. Assistant Cheney.

1. **PLEDGE OF ALLEGIANCE**

2. **ROLL CALL** Board members present: Chairman Arias, OFDBM Walker, OFDBM McNulty, OFDBM Calvert. Absent Clerk Guyton.

3. **CALL TO THE PUBLIC** Franky Hill's family was present for her recognition.

4. **RECOGNITION OF PAST FIRE BOARD MEMBER FRANKY HILL.**

Chairman Arias presented a plaque to retired OFD Board member Franky Hill, on behalf of the OFD Board, Chiefs, and staff, in recognition of her years of service from July 2015 through February 2024.

5. **ACCEPTANCE OF THE PREVIOUS MINUTES FROM APRIL 17.**

Chairman Arias called for a motion to accept the minutes from the regular board meeting on April 17th 2024, and the executive board meeting minutes from April 15th, 2024. OFDBM Walker made the motion to accept both sets of minutes. OFDBM McNulty seconded the motion. All were in favor. Motion carried. Chairman Arias signed all documents

6. **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 and ending balances, income, and expenses, for each bank account and the OFD credit card, for April 2024, compared to the total year budget. Acosta then presented the April 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. Chairman Arias called for a motion to accept all the bank statements, reconciliation documents, the balance sheets, and the Memorandum documents as presented. OFDBM Calvert made a motion to accept all financial documents and memorandums. OFDBM McNulty seconded the motion. All were in favor. Motion carried. Chairman Arias signed all the financial documents.

7. **DISCUSSION AND POSSIBLE ACTION REGARDING HR POLICIES.** Acting

Chief Jennings presented revisions to three existing policies. 1) Surplus property; 2) Physical Examinations; 3) Paid Time Off (PTO). Following discussion

on each policy, Chairman Arias asked for a motion to accept all three updates. OFDBM Walker made a motion to accept the updates as presented for the Physical Examinations and the PTO policies, and for the Surplus Property policy with the revisions determined in the discussion. OFDBM McNulty seconded the motion. All were in favor. Motion carried.

8. CHIEF'S REPORT.

Fire Dist:

- District update / Fires
- Town Hall May 16
- Property at brush dump update

Injuries/ Accidents:

- None

Repairs:

- R-692 will not start.
- T-691 relief valve
- E-692 water/foam leak.

Cert/ Firewise:

- Cert meeting on 05/14/24. Free brush dump 127 loads.

Grant Report:

- Tina will report.

Brush Dump:

- Brush Dump open.

Call Load Report:

- See OFD website.

9. ITEMS FOR NEXT MONTH'S AGENDA..

Confirmation of audit services by Jennifer Phillips for fiscal year 2023/2024.

14. ADJOURNMENT

Chairman Arias called for motion to adjourn. OFDBM McNulty made the motion to adjourn. OFDBM Calvert seconded the motion. All were in favor. Motion Carried. Meeting adjourned, at 7:25pm..

Next REGULAR Board Meeting – Wednesday, JUNE 19, 2024 at 6pm

Minutes respectfully submitted:

Tina Acosta – Administrative Manager

Reviewed by OFD Chairman Arias or Clerk Guyton