

ORACLE FIRE DISTRICT BOARD MEETING MINUTES

MAY 16, 2022 / Approved JUNE 15, 2022

Meeting was officially called to order by acting Chairman Hill, at 6:04 pm, May 16, 2022 at 1475 W. American Ave., Oracle, AZ

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

1. PLEDGE OF ALLEGIANCE 6:04 pm

2. ROLL CALL Board members present: Chairman Hill, Clerk McNulty, OFDBMs Arias and Walker. Board members Absent: Brown.

3. CALL TO THE PUBLIC. No public.

4. ACCEPTANCE OF THE PREVIOUS MINUTES

Chairman Hill called for a motion to accept the previous Fire Board Minutes from April 20, 2022. Clerk McNulty made the motion and OFDBM Walker seconded the motion. All were in favor. Motion passed.

5. DISCUSSION AND POSSIBLE ACTION REGARDING PUBLIC HEARING FOR THE FY 2022/2023 BUDGET.

The public hearing for the FY 2022/2023 Budget was opened at 6:08pm. There was no public in attendance. No discussion or action took place. The public hearing was closed at 6:09pm, following a motion by Clerk McNulty and seconded by OFDBM Arias. All were in favor. Motion passed.

6. DISCUSSION AND POSSIBLE ACTION REGARDING ADOPTING FY 2022/2023 BUDGET.

Following a brief review and discussion of the draft budget, accepted by the OFD Board at the April 20, 2022 board meeting, Clerk McNulty made a motion to approve the proposed budget for FY2022/2023, which included a 2 year forecast budget, Certification of Non-Indebtedness, as well as the corresponding Wage and Salary and PTO (Paid Time Off) documents. This was seconded by OFDBM Walker. All were in favor. Motion passed. All budget related documents were signed by Chairman Hill and Clerk McNulty.

7. DISCUSSION AND POSSIBLE ACTION REGARDING THE PINAL COUNTY ANNUAL WARRANT RESOLUTIONS.

The resolutions for the OFD General Fund and Pension Fund, both accounts held at the Pinal County Treasurer's office, were presented to the Board. OFDBM Walker motioned to accept these resolutions, seconded by Clerk McNulty. All were in favor. Motion passed. All documents and signature cards were signed.

8. DISCUSSION AND POSSIBLE ACTION REGARDING A NEW PROPOSAL FROM CPA JENNIFER PHILLIPS.

Following the presentation of the proposal to conduct the annual audit for the current fiscal year 2021/2022 audit, a motion was made to accept the proposal from Jennifer Phillips by OFDBM Walker, which was seconded by Clerk McNulty. All were in favor. Motion passed.

9. DISCUSSION AND POSSIBLE ACTION REGARDING BUDGET MATTERS, MONTHLY FINANCIAL DOCUMENTS INCLUDING BANK RECONCILIATION AND CASH FLOW PROJECTIONS.

Board Communication Memorandums 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 2022, compared to the total year budget and income. Acosta then went over the 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 Hill called for a motion to accept the bank statements, reconciliation documents, the balance sheets, and the Memorandum. OFDBM Arias made the motion and OFDBM Walker seconded the motion. All were in favor. Motion passed. Clerk McNulty signed all the financial documents.

10. DISCUSSION AND POSSIBLE ACTION REGARDING A RESOLUTION TO DECLARE E-693, E-693 PUMP, AND THE FORD EXPLORER AS SURPLUS AND TO AUTHORIZE THE SALE OF THESE ITEMS.

Following a brief discussion, OFBBM Arias made a motion to adopt and sign Resolution #2022-05-16a: Declaration of Surplus and Sale of Assets for E-693, the pump from E-693, and the Ford Explorer. This motion was seconded by Clerk McNulty. All were in favor. Motion passed.

11. DISCUSSION AND POSSIBLE ACTION REGARDING HR POLICIES.

No policies presented.

12. CHIEF'S REPORT.

Fire Dist.:

- Thank you to all who helped with the free brush day.
- Fire drill at Mt Vista.
- Assisting Mammoth Fire
- SPCCA meeting March 21 update
- Next meeting June 13 at 1800 hrs
- Volunteer program update
- Mutual aid update

Injuries/ Accidents:

- None

Repairs:

- Viper starter
- C-691 - window

Cert/Firewise:

- Statement to be provided.
- Cert meeting 5/10/22
- Community newsletter sent
- Free brush day - May 7, 2022

Grant Report:

- Tina will report

Brush Dump:

- Burned on 4/24/22

Call Load Report:

See OFD website for information.

13. ITEMS FOR NEXT MONTH'S AGENDA.

#11 Discussion and possible action regarding HR Policies.

14. ADJOURNMENT Chairman Hill called for a motion to adjourn. Clerk McNulty made the motion and OFDBM Brown seconded the motion. All were in favor. Motion passed. Meeting adjourned at 7:00 pm.

Next REGULAR Board Meeting –

Wednesday, June 15, 2022 at 6pm

Minutes respectfully submitted: Tina Acosta – OFD Admin. Manager

Reviewed by: OFD Chairman Hill or Clerk McNulty