

ORACLE FIRE DISTRICT BOARD MEETING MINUTES

JUNE 19, 2024 / Approved July 10, 2024

Meeting was officially called to order by Acting Chairman McNulty, at 6:05 pm, June 19th, 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, Acting Clerk Calvert. Absent Clerk Guyton, OFDBM Walker. Chairman Arias was connected remotely.

3. **CALL TO THE PUBLIC** None Present.

4. **ACCEPTANCE OF THE PREVIOUS MINUTES FROM MAY 15.**

Acting Chairman McNulty called for a motion to accept the minutes from the regular board meeting on May 15, 2024. Acting Clerk Calvert made the motion to accept the minutes. Acting Chairman McNulty seconded the motion. All were in favor. Motion carried. Acting Clerk Calvert signed all documents.

5. **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 May 2024, compared to the total year budget. Acosta then presented the May 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 Arias made a motion to accept all financial documents and memorandums. Acting Clerk Calvert seconded the motion. All were in favor. Motion carried. Acting Clerk Calvert signed all the financial documents.

6. **DISCUSSION AND POSSIBLE ACTION REGARDING SALE OF ASSETS/SURPLUS.**

Chief Jennings explained that OFD has two portable light units, a spare CERT trailer, and the Kid's Safety House trailer that need to be considered as surplus to donate or sell them, as they are no longer working or being utilized. Chairman Arias called for a motion to declare these 3 items as surplus property so the Chief can decide whether to sell or donate them. Acting Chairman

McNulty made the motion. Acting Clerk Calvert seconded the motion. All were in favor. Motion carried.

7. DISCUSSION AND POSSIBLE ACTION REGARDING RETAINING AUDIT SERVICES FROM JENNIFER PHILLIPS FOR FISCAL YEAR 2023/2024..

Chief Jennings proposed retaining the CPA services of Jennifer Phillips for the Fiscal year 2023/2024 annual audit. Acting Chairman McNulty called for a motion to retain Jennifer Phillip's services. Acting Clerk Calvert made the motion. OFDBM Arias seconded the motion. All were in favor. Motion carried.

8. DISCUSSION AND POSSIBLE ACTION REGARDING HR POLICIES.

No items.

9. CHIEF'S REPORT.

Fire Dist:

- District update / Fires
- Property at brush dump update

Injuries/ Accidents:

- None

Repairs:

- R-692 will not start.
- T-691 relief valve – repaired
- E-692 water/foam leak – repaired
- East Bay A/C – repaired

Cert/ Firewise:

- Cert meeting on 06/11/24.

Grant Report:

- Grant for incinerator update
- Tina will report.

Brush Dump:

- Brush Dump open.

Call Load Report:

- See OFD website.

10. ITEMS FOR NEXT MONTH'S AGENDA..

#8 : Revise this agenda item to: Discussion and possible action regarding HR / Admin / Board policies as a permanent item.

11. ADJOURNMENT

Acting Chairman McNulty called for motion to adjourn. Acting Clerk Calvert made the motion to adjourn. OFDBM Arias seconded the motion. All were in favor. Motion Carried. Meeting adjourned at 6:54pm.

Next REGULAR Board Meeting – TBD – Possibly July 10, 2024

Minutes respectfully submitted:

Tina Acosta – Administrative Manager

Reviewed by OFD Chairman Arias or Clerk Guyton