

December 1, 2012

Oracle Fire District Board Meeting

Minutes of the (the initial) Oracle Fire District Board meeting held on Saturday December 1, 2012 at 0900 hours.

Present: OFD Attorney Donna Aversa, Battalion Chief Larry Southard, Albert Ortiz, Newly elected Board members Ellie Brown, "Manny" Navarro, Charlotte Poole, "Bud" Bristow, and John Doran, five Cert volunteers, two firefighters, one administration employee and twelve public.

- The meeting was officially called to order at 0905 hours, followed by the pledge of allegiance.
- BC Southard welcomed the new Board members and administered the oath of office (0910 hours).
- BC Southard introduced District Attorney Donna Aversa.
- Welcome to the Board by former elected Fire Chief Albert Ortiz Sr.
- A welcome and orientation slide show was presented by BC Southard (created by Kate Horton). The slideshow illustrated the legal obligations, as well as the roles and duties of each Board member. It also explained the importance of choosing a Chairperson and Clerk and appointing an interim Fire Chief/Manager.
- Ms. Aversa gave each Board member a handout of orientation materials and reviewed each item. She stressed the abundance of materials available to help them get started, the Open Meeting laws and the need to understand and abide by them, their administrative and Fiduciary duties and the need, before the end of the meeting, to choose a Chairman and Clerk, and to appoint an interim Fire Chief/Manager. The dates of January 19 and 20th, 2013 were given for the bi-annual Arizona Fire Districts Association convention in Laughlin, Nevada. She explained that there will be classes for newly elected Fire Board members, as well as for Human Resources and other very important Fire District related issues. Tina (Office Manager) will be available to make both conference and hotel reservations).
- A nomination of Bud Bristow for Chairman of the Board was made by Mr. Doran, seconded by Ms. Poole. All were in favor of Bud Bristow for Chairman.
- John Duran nominated Ms. Poole for the Clerk position. Ms. Poole, in turn, nominated Ms. Brown, which was seconded by Mr. Navarro. Ms. Brown

questioned the role requirements and time commitment, and Ms. Poole offered to help with the Clerk duties, if Ms. Brown would take and type the minutes from the public meetings. Ms. Poole and Mr. Navarro retracted their nomination and second for Ms. Brown and the nomination of Ms. Poole held. A unanimous vote was made in favor of Ms. Poole, who accepted the position of Clerk, with the understanding that Ms. Brown would take and execute meeting minutes.

- A question was asked regarding Board meetings and Ms. Aversa responded that if someone from the public asks a question, during the Call to the Public, the Board cannot respond, however, the item could be later addressed by Staff or placed on the agenda for a future meeting. In addition, Ms. Aversa stated that if a person from the public criticizes the Board, the Board, at this point, has the right to respond. Mr. Doran questioned whether a response to criticism would be in the best interest of the Board or OFD. Ms. Aversa discussed the use of "speaker cards".
- Call to the Public was made. Ms. Doran recommended that, if there were new people to the meeting, that the Board start the meeting with general information such as the location of restrooms, drinking water, etc.
- A break was called at 1035 hours. Meeting resumed at 1050 hours.
- Kevin Armbrust, Co-Chair of the Oracle Firewise Board, presented to the new Board a cake purchased by Firewise for the Board as a welcome.
- Chairman Bristow brought up the agenda item to appoint an interim Chief. Mr. Doran requested the Board go into Executive Session to discuss this matter. Ms. Aversa replied that they could, but for "legal advice" only. A motion was not necessary as the possibility of an Executive Session is written into the agenda.
- Executive session was called at 1110 hours and the OFD Board retired to the Day Room.
- Public cut and enjoyed Firewise cake.
- Meeting was called back to order at 1120 hours
- Mr. Doran made a motion to discuss the job requirement for hiring a Fire Chief, which was seconded by Mr. Navarro. He then made a motion to discuss hiring an interim Fire Chief, also seconded by Mr. Navarro.
- Mr. Navarro explained that the Board was aware that there was already an OFD employee managing the day-to-day operations of the Fire Department, so he made a motion to appoint Battalion Chief Larry

Southard for the interim Fire Chief position, as he had already been managing the operations of the Department.

- A unanimous vote was made to appoint Larry Southard as interim Chief for Oracle Fire Department.
- A discussion of the original motion regarding the job requirements ensued.
- Ms. Aversa stated that the Board was not bound to "Robert's Rules", which is even more complicated for Fire Districts. If an item is on the agenda, there does not have to be a motion made before discussion, however, this will be up to the Board to determine how they wish to run their meetings.
- Ms. Brown suggested waiting until the next budget was out before discussing the Chief's job requirements. Ms. Poole replied that the information is available before that time. Ms. Poole made a motion that discussion on the job requirements for the Fire Chief's position be placed on the agenda for the next month. Mr. Doran seconded.
- Chairman Bristow asked about the process in reviewing qualifications and Ms. Aversa offered to gather information in advance of the next Board meeting.
- Ms. Poole made a motion to hold a "Special Board Meeting" Monday December 17th at 6pm to discuss "an initial timeline or other plan to appoint (or hire) a Fire Chief, which was seconded by Ms. Brown.
- It was determined that all Oracle Fire Department (OFD) Board members will be authorized signers for the various bank accounts and that there needs to be two signatures to authorize a check. Tina suggested to set a day per week for Board members to stop into the office to sign checks (preferably Tuesday afternoons, or Wednesday mornings, as paychecks are created every other Tuesday (next paychecks Tuesday December 4, 2012).
- Tina is to provide a December calendar of events, drills and trainings for the Board members.
- The Board vocalized agreement with already scheduled holiday events, which would be the Annual Staff Christmas dinner, Friday December 21st, at 6pm and Santa at the Station, Saturday December 22nd, 3-5pm.
- Chief Southard explained that these holiday events would be funded by the OFD Recreation Fund, which is comprised of donations from the public and bi-weekly withholdings of \$2.00 per paycheck from employees; therefore not public funds.
- A discussion was held to determine a date for regular monthly Board

meetings. Ms. Poole made a motion that the regular meetings be held on the first Monday of each month, with exception to Holidays (as it has been in the past), seconded by Mr. Doran. The motion passed unanimously.

- Chief Southard will continue to work on agendas and review with Chairman Bristow prior to each meeting. Tina will create a form for staff and/or public to request to add an item to the agenda. Items considered for the monthly meeting will be accepted no later than the Monday preceding the regular monthly meeting date.
- A call was made for Public comment. Former elected Fire Chief Ortiz handed his Department credit card to the Chairman.
- Public member W. Chopak asked for clarification of the "Rec. Fund Activities". A discussion ensued. Ms. Poole stated that his questions and comments would be considered for next month's agenda.
- Tina asked if the Board or the Chief sign Rec. Fund checks. Item tabled until next meeting.
- John Duran made a motion for the meeting to be adjourned, seconded by Ms. Brown.
- Meeting adjourned at 1215 hours.

Respectfully submitted,

Tina Acosta, Office Manager

Approved unanimously by OFD Board on January 7, 2012

Charlotte Poole
Clerk of the Board