

**MINUTES OF THE REGULAR MEETING OF THE  
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS  
HELD  
Tuesday, August 02, 2016**

A Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday, August 02, 2016 at 7:30 PM, at 1110 E. Friendly Pines Road - Prescott, Arizona.

**Agenda: Regular Meeting –**

**Roll Call**

| Present at the meeting were the following members of the Groom Creek Fire Board of Directors: Board Chairman Bob Schulz, Board Vice-Chairman Gary Williams, Board Clerk, Interim Fire Chief Ernesto Manzanedo represented the Fire District.

**Approval of minutes of Previous Regular Meeting:**

*Gary Williams made a Motion to Approve the Minutes of the July 5, 2016 Regular Meeting, seconded by Bob Schulz, and it passed unanimously.*

*Gary Williams made a Motion to Approve the Minutes of the July 29, 2016 Special Meeting, seconded by Bob Schulz, and it passed unanimously.*

**Public Appearances**

Shari Turbyfill provided a presentation to the board regarding meeting protocol, and proposed the formation of a formal Governance Committee by interested community members. Her presentation included an informational outline that was made available to the Fire District Board for the meeting. Additional copies were made available to several attending community members. Her presentation included a possible list of duties, scope of practice, and term restrictions for members of the proposed Governance Committee. Upon conclusion of the presentation she asked to submit a motion that the board acknowledge the community member's request to form the Governance Committee and community member John Opitz seconded the motion of acknowledgement.

The board publicly acknowledged the presentation as given, and at then accepted community discussion of the proposed committee formation.

Mr. Opitz questioned the legality of the Board's ability to even form such a committee. The board responded that they would research that point.

Mr. Canter encouraged all in attendance to take advantage of the current opportunity to discuss this proposal further.

Several community members, Mrs. Hammon, Mr. Johnson & Mr. Hague, made motions to table the discussion until community members had an opportunity to thoroughly read the information in order to fully understand what was being proposed.

Several other community members in attendance continued to discuss this subject amongst themselves but also included such topics as improving fundraising efforts, the unfairness of the current tax levy restrictions being imposed on the district, and how Mrs. Turbyfill's presentation could be improved by simplifying the language.

At this time, Fire District Board Member Gary Williams made a motion to table the discussion until a future date, possibly in September at the next regularly scheduled Fire District Board Meeting. Bob Schultz seconded the motion and the vote passed unanimously.

## Chief's Report

**1) Operations Update** – Interim Chief Manzanedo reported 22 calls for service, 13 medical calls for service, 3 lightning fires, and 5 wildland fires and 1 vehicle accident call in the previous month.

Also, as of last Friday during the Special meeting, Ernesto Manzanedo was formally appointed the position of Interim Fire Chief. This appointment comes with no additional compensation or benefits and will last no longer than 1 year from the date of this appointment. The appointment can be made permanent at any time during the next 12 months and evaluation will be made of the Interim Fire Chief's performance at 6 months, and then again at 12 months. The Interim Fire chief will be available as the Engine Captain on C-shift on weekdays during regular office hours of 0700-1600 in order to absorb some of the staffing expenses. He will not receive overtime and will mitigate the additional hours accumulated by reduced office hours.

It is the Interim Fire Chief's intention to discuss at the next regularly scheduled Fire District Board meeting, the possible staffing models which will include a proposed permanent Fire Chief's salary, along with a cash flow report on all fixed expenses that the Fire District incurs every month.

**2) Grant Update** – Interim Fire Chief Manzanedo reported that the Firehouse Subs grant was awarded toward the purchase of a compressor and fill station to be used to refill our SCBA bottles and this system would be a great asset towards the efficiency, safety and health of our personnel, and the district would begin taking delivery of the system beginning in September.

Chief Manzanedo also presented to the Board the possibility of having to refuse the WFHF grant that we have been awarded due to financial concerns of having GCFD Operations to advance the payroll and equipment costs for the first 2 months of the grant.

**3) Donation Drive Update** – Chief Manzanedo reported that the Fire District has collected to date \$14,451.26 in PayPal donations and \$59,746.61 in cash and check donations totaling \$74,197. He stated that these funds have been used to cover daily operational expenses (such as payroll) incurred by the Fire District in order to not have to use our line of credit, thereby avoiding possible interest fees.

**Financial Reporting**

**1. Account Balances as of 06/30/2016:**

- i. General Fund – (225,784.62)
- ii. Compass Bank Payroll – 49.00
- iii. Compass Bank Wildland – 51.00
- iv. Line of Credit – (100,000.00)
- v. Reserve Fund – 208.29
- vi. Accounts Receivable – 279.37
- vii. Taxes Receivable – 4,500

**2. Financial Reports – June 2016**

The June 2016 financial statements were provided by email and reviewed. *Gary Williams made a motion to approve the Financial Reports, Bob Schulz seconded and the motion passed unanimously.*

**Old Business** – Interim Fire Chief Manzanedo reported to all in attendance that the Fire District will fill the staffing vacancy on C-Shift left by Chief Manzanedo, in order to attend to Administrative duties Monday through Friday, by Reserve members who possess all the necessary qualifications of basic wildland, state certified firefighter, and EMT (Paramedic when possible). He also reported that as an agency we are committed to maintaining the same level service even with our reserve ranks that the community has come to expect from the Groom Creek Fire District.

**Board Member Comments** - Vice-Chair Gary Williams made a statement regarding what circumstances lead up to the current financial situation the Fire District.

**Adjournment**

*Gary Williams made a motion to adjourn the meeting and it was seconded by Bob Schulz. The motion carried. Meeting was adjourned at 8:28 P.M.*

Dated this 5th day of July 2016 by: \_\_\_\_\_ Board Clerk.  
Terry Hammon

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