

**MINUTES OF THE REGULAR MEETING OF THE  
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS  
HELD  
Tuesday, September 15, 2016**

A Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday, September 15, 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 Vice-Chairman Gary Williams, Board Clerk Terry Hammon, 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 August 2, 2016 Regular Meeting, seconded by Terry Hammon, and it passed unanimously.*

**Public Appearances**

Alan Hague, representing the ad hoc community financial review committee, provided a presentation that contained suggestions for the board to consider implementing in order to assist them in obtaining clear and current financial information, so that they may be able to quickly & timely respond to the operations of the fire district. A printed version of the presentation was made available to the fire district board as well as to all in attendance.

The board acknowledged the presentation as given, and the suggestions made by the ad hoc committee, including to provide monthly cash flow analysis reports to be included during the financial reporting portion of the monthly board meetings.

**Chief's Report**

**1) Operations Update** – Interim Chief Manzanedo reported 26 calls for service for the months of July & August. 16 medical calls for service, 2 lightning fires, and 4 illegal burns and 1 vehicle accident call in the previous 2 months.

**2) New Medic** - Interim Chief Manzanedo announced that our "C" shift firefighter Bob Bieth was, as of today, our newest paramedic. Mr. Bieth having received his official certification just hours prior to the meeting, having completed a rigorous 14 month program through Yavapai College.

**3) AZ State Fire School** - Jim Gillihan, Nate Hallowell, Brennan Johnstone and Joshua Krueger were recently awarded scholarships to attend the annual Arizona State Fire School. While there they participated in Basic and Intermediate Live Fire operations and taking classes on Firefighter Fitness, learning on how to maximize their fitness levels by exercising and consuming nutrition according to programs targeting the specialized needs of firefighters.

**4) Grants Update** – Interim Fire Chief Manzanedo reported that the funding for the Firehouse Subs grant was processed this week. The equipment comprising of a compressor and explosion proof fill station to be used to refill our SCBA bottles should be arriving by the end of the month. This system will be a great asset towards the efficiency, safety and health of our personnel.

Interim Chief Manzanedo presented to the Board the possibility of, after a lengthy discussion with our State Forestry representative, being able to accept the Mt. Trittle/Beth Road Hazardous

Fuels Mitigation grant after all. Initially there were financial concerns of having GCFD Operations to advance the payroll and equipment costs for the first 2 months of the grant. It turned out that only the first 4 weeks would need to be covered by Operations. Also, those funds may be provided from the revenue generated from a recent Off-District wildland assignment. The board and the community were assured that we would, as an agency, continue to provide updates as we move forward toward pursuing this grant.

**3) Donation Drive Update** – Chief Manzanedo reported that the Fire District has collected to date \$565.64 in PayPal donations and \$7,675 in cash and check donations totaling \$8,240.64 for July & August. 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 07/31/2016:**

- i. General Fund – 7,574.08
- ii. Compass Bank Payroll – 1,929.00
- iii. Compass Bank Wildland – 10,220.81
- iv. Line of Credit – 3,934.08
- v. Reserve Fund – 208.29
- vi. Accounts Receivable – 279.37
- vii. Taxes Receivable – 0.00

### **2. Financial Reports – July 2016**

The Interim Chief Manzanedo reported that the July 2016 financial statements were provided to the Board Secretary and reviewed by him. *Terry Hammon made a motion to approve the Financial Reports, Gary Williams seconded and the motion passed unanimously.*

**Old Business** – Terry Hammon stated that ad-hoc committees are appropriate, welcome and that they would be utilized whenever that the board deemed appropriate. He continued that the postage utilized for the revised donation letter drive was paid for by community members, and not the fire district, resulting in \$5,400.00 in donations. Mr. Hammon continued by stating that the board welcomed all participation with assisting the department with fundraising efforts, and suggested several events that the district could use assistance with, such as the chili cook-off, the Firewise committee, and Fire Corps as well as assisting the District with improving community communications and public relations.

**New Business** - A motion was made by Gary Williams to adopt the revised Fire District Budget. Terry Hammon seconded it, and it passed unanimously.

**Board Member Comments** - Gary Williams assured those in attendance that the fire district had been in debt before when the district purchased the Type 3 Engine in 2006 and we managed to pay it off successfully. Terry Hammon stated that he intended to see a section for public comment to be added to future agendas, in or for questions could be asked by members of the community. In lieu of that formal agenda item having not been included on tonight's agenda, he would entertain a few comments from the community.

Mr. Opitz commented that the district could save revenue by paying bills directly from our Compass accounts, saving 3.29% by not using our line of credit.

Mr. Turbyfill expressed concern about the community not being included at all levels of the expenditure activities performed by the district.

Mrs. Jonvich asked if there was still a need to pursue future grants for equipment. Interim Chief Manzanedo assured her that unfortunately there was still a need.

**Adjournment**

*Terry Hammon made a motion to adjourn the meeting and it was seconded by Gary Williams. The motion carried. Meeting was adjourned at 8:24 P.M.*

**Dated this 15th day of September 2016 by:** \_\_\_\_\_ **Board Clerk.**  
Terry Hammon