

**MINUTES OF THE REGULAR MEETING OF THE
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS
HELD**

Tuesday, December 06, 2011

A Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday, December 06, 2011 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: Chairman Robert Schulz, Vice-Chairman Gary Williams and Board Clerk Terry Hammon. Chief Bentley represented the Fire District.

Approval of minutes of Previous Regular Meeting:

Terry Hammon, seconded by Gary Williams, made a Motion to Approve the Minutes of the November 01, 2011 Regular Meeting and it passed unanimously.

Public Appearances

None

Chief's Report

- 1) **SOP Update** – Chief Bentley presented the Board with the modified Policies to accommodate the proposed shift schedule change. He stated that the “trade policy” was intentionally not written into policy to avoid a complete endorsement and administrative responsibility. Jeff Archer explained the procedure that the crews agreed to follow.
- 2) **Operations Report** – Chief Bentley reported that there were 8 calls for service including 5 EMS calls. The Chief also update the Board with the changes to the Volunteer and Reserve Firefighter programs as a means of being more inclusive in the future.
- 3) **Miscellaneous** –
 - a. Chief Bentley stated that progress was made with the State Forestry Division to process all outstanding invoices and that they are approved for payment; however, no payment has been received to date.
 - b. The Chief also provided information on the Insurance renewal and he said that the renewal cost was within \$100 of last year's coverage for the Liability and Vehicles. He reported that the Accident and Sickness policy is being recalculated to remove the 24 hours Accidental Death coverage and that would save approximately \$3000 and reduce the premiums by 50%.
 - c. The Chief discussed a meeting that he had attended on Monday Dec. 5th in Bagdad, AZ. The District has been asked to prepare a proposal to provide fire protection and ambulance services to the area. The Board was in favor of moving forward and the Chief will submit a proposal with the next week.

Financial Reports

- 1) **Account Balances as of 12/05/11:**
 - General Fund – (111,070.71)
 - Compass Bank – 3,085.68
 - Line of Credit – (100,000.00)
 - Reserve Fund – 11.18
 - Accounts Receivable – 219,074.96

- 2) **Budget Report** – The Chief said that an additional 93,090.55 in tax revenues were received in November and the Line of Credit was reduced by approximately \$8,000. These changes were not reflected in the account balances reported. A year to date budget report was provided.

Old Business

1. **Shift Schedule** – The Chief reported that all policies and procedures were in place to move forward with the shift schedule change and that a maximum of 72 hours on duty would be allowed. Other concerns that were discussed by the Board and the Fire Chief at the previous meeting have been mitigated and the schedule will be implemented on a 6 month trial basis effective January 01, 2012.

New Business

1. **Pellet Mill** – Chief Bentley presented the Board with the possibility of purchasing a pellet mill and moisture sensor as a means of providing some utilization of the biomass created from the fuels projects. The Chief shared some research he has done for a small scale pellet mill and fuel moisture sensor. The pellet mill price was \$4395 and the moisture sensor was priced at \$895. *Gary Williams made a motion to approve the purchase. Bob Schulz seconded the motion. It carried unanimously.*

Board Member Comments

None

Adjournment

Terry Hammon made a motion to adjourn the meeting and Gary Williams seconded. The motion carried. Meeting was adjourned at 8:31 P.M.

Dated this 8th day of December 2011 by: _____ Board Clerk.
Terry Hammon