

**MINUTES OF THE REGULAR MEETING OF THE  
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS  
HELD  
Tuesday, December 06, 2016**

A Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday December 6, 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 Bob Schulz, Board Clerk Gary Williams, Board Chairman 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 November 01, 2016 Regular Meeting, seconded by Bob Schulz, and it passed unanimously.*

**Public Appearances:**

None

**Chief's Report**

**1) Operations Update** – Interim Fire Chief Manzanedo reported 6 calls for service, 3 medical calls, 1 vehicle accident, and 2 Public Assists in the month of November.

C-shift is still being covered for the first 12 hours by Interim Chief Manzanedo from 0700-1600 which saved the district 1,506 this month, and filling the remainder of the shift with a reserve Firefighter vs. Full time firefighter, the district saved an additional \$408.00, making the total saved between both staffing strategies = \$1,968.00 for November.

Saunders & Co. , the company who conducted our audit, submitted a document for the Board to sign which certified that our District had to their knowledge had not incurred any debt or liability in excess of taxes levied and to be collected by the District.

**2) Grant Update**

– Interim Fire Chief Manzanedo reported that the contract has been signed with Unruh of Kansas to build our grant funded Type 6. They were able to provide us a guaranteed delivery date, which is required by the grant funding agency. Terry Hammon did suggest that we look into available extensions for completing the build of the Type 6 engine.

- The grant funded refill station still is the process of being put into service. We are able to do the work in house once we have the remaining electrical wiring specs.

## **Financial Reporting**

### **1. Account Balances as of 10/31/2016:**

- i. General Fund – 36,408.66
- ii. Compass Bank Payroll – 17,545.77
- iii. Compass Bank Wildland – 57,420.12
- iv. Line of Credit – 100,000.00
- v. Reserve Fund – 208.29
- vi. Accounts Receivable – 510.00
- vii. Taxes Receivable – 227,783

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

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

## **Old Business –**

1. The board revisited the discussion of adopting the Meet and Confer MOU, Joshua Krueger was in attendance in order to answer any questions that the Board may have come up with since his presentation at the November Board meeting. After a brief introduction by the Interim Fire Chief, the Board Chairman asked that the Board entertain a motion to adopt the proposed resolution for the Firefighters meet and Confer MOU as proposed at the November Board meeting. Gary Williams made the motion to accept the MOU as proposed, and Vice Chair Schulz seconded the motion. The discussion item was then put to a vote, which passed unanimously, and was put into affect immediately.

## **New Business -**

2. The Interim Fire Chief introduced the discussion and possible action on adopting a 457 Supplemental Pension Plan at the request of the GCFD firefighters. Alan Hague suggested from the community that personnel should look into other options, such as IRA accounts that may be a more cost effective for the interested individuals. Also he suggested that there may be extensive reporting requirements associated with sponsoring our personnel for a 457 program of this kind that we, as an organization, had not taken into consideration. There was some discussion amongst all those in attendance, and as a result, the Board decided to table the issue until more information could be obtained.

**Board Member Comments - None.**

**Call to the Public:** Pat De Graff thanked the Hammons for their donating the funds to purchase a "Thank You" sign for the community in order to thank them for their generosity in their support of the Fire District's \$250/1000 Donation Drive.

Community member and community financial group advisor, Alan Hague reported that he had met with Interim Fire Chief Manzanedo regarding our monthly finance report and stated that we were ahead of our taxes collected in Payroll expenses, but we also saw \$150,000 increase in income from wildland assignments, and \$40,000 more in donations than we had expected. Our district did expect to have collected \$70,000 more in tax revenue by the end of October, but will be realized with Nov/Dec tax receipts. Also the Payroll was 30,000 over due to the severance payments made this year that were not budgeted for. As such, he did suggest that a review of the annual budget and how it is to be distributed over the next 6 months due to changes on the income side of our finances. Mr. Hague did report that we are not able to switch to an accrual accounting system from our current cash based accounting system.

**Adjournment**

***Bob Schulz made a motion to adjourn the meeting and it was seconded by Gary Williams. The motion carried. Meeting was adjourned at 8:00 P.M.***

**Dated this 4th day of December 2016 by: \_\_\_\_\_ Board Clerk.**  
Gary Williams