

**MINUTES OF THE REGULAR MEETING OF THE
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS
HELD
Tuesday, November 7, 2017**

A Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday November 7, 2017 at 6:00 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 Chairman Terry Hammon. Fire Chief Manzanedo represented the Fire District

Approval of minutes of Previous Meetings:

Gary Williams made a Motion to Approve of the Regular Meeting Minutes of October 3, 2107 and it passed unanimously.

Public Appearances:

None

Chief's Report

- Operations Update – 10 calls for service for the month of October
3 EMS, 5 Smoke Investigation.

Chief Manzanedo reported to the community that Prescott National Forest is planning on continuing several Prescribed burn projects in the Groom Creek area whenever the opportunity presents itself in the coming Fall & Winter months.

Our agency received great reports from the attending Training Officers at the latest Quarterly Training at CAFMA. Live Fire was this quarterly training topic, and our firefighter's performed well. Our fire personnel will be attending these trainings every other month.

The Chief reported that our C-Shift Captain Jim Gillihan has just been hired by Central Arizona Fire & Medical Authority (CAFMA) as their new Training Facility Maintenance Technician. He will be leaving our full personnel ranks by mid November, but has expressed his intention to stay on as a Paramedic Reserve.

Financial Reporting

1. Account Balances as of 9/30/2017

- a. General Fund = 8,632.64
 - i. Compass Bank (Payroll) = 2,527.99
 - ii. Compass Bank (Wildland) = 70.00
 - iii. Line of Credit = 100,000.00
- b. Capital Reserve Fund = 23.58
- c. Accounts Receivable = 0.00
- d. Taxes Receivable = 508,167.72

2. Financial Reports - September 30, 2017

- a. Register of Checks
- b. Register of Warrants
- c. Register of Deposits
- d. Statement of Financial Activities (Income Statement)
- e. Statement of Net Assets (Balance Sheet)
- f. Cash Flow Projection
- g. County Treasurer Reports

Bank Statements / Reports Bank Account Reconciliations

The September 2017 financial statements were provided to the Board Chair and reviewed. *Gary Williams made a motion to approve the Financial Reports, Bob Schulz seconded the motion and the motion passed unanimously.*

Old Business –

457 account for Full Time personnel:

It was reported to the Board at this time that after thorough investigation it was found that the 457 plan that was being offered through Nationwide Investment Group was the best deal available to our personnel, and there would not be any additional cost or administration fees to the district for our personnel to participate in the plan. Captain Krueger spoke on behalf of firefighters interested in participating in the 457 plan, reporting that this plan was really the only plan of this type available. He also explained to all in attendance that this plan was essentially like what is commonly known as a 401k plan, a pre-tax investment account and retirement savings plan that participating members can borrow against as needed.

Gary Williams made a motion to approve the participation of our full-time personnel in the Nationwide 457 Plan, Bob Schulz seconded the motion and the motion passed unanimously.

Sign revised County Property Lease

Chief Manzanedo reported to the Board that the lease for the property that the fire station is built on, has revised the lease, which will need to be signed again, due to some errors in the lease that the county's attorney had discovered, which needed to be corrected. The previous Lease renewal document stated that the county was financially responsible for not only the land the station is built on, but also all property inside the fire station. This is not the understanding that all concerned parties originally had, and the contract has been rewritten to state that the county is only responsible for the land, and the Groom Creek Fire District is responsible for all the facilities of and within the Fire Station. The Chief has reviewed the minor changes and found them to be in order.

New Business -- None.

Board Member Comments - Board Chairman Terry Hammon acknowledged Jerry Shultz and Steven Canter for their work as our current Firewise Committee, and Jerry's recent successful completion of the Firewise Assessment course so that they can continue to provide our community property assessment services. He also acknowledged Pat DeGraf for her ongoing assistance to the Fire District through her volunteer work as an administrative assistant that she has been providing the Fire District every week since September 2016. He also mentioned that he and his wife Ann Marie had address labels available to community members who would like to send any condolence wishes to the Hague Family and needed the mailing address in order to do so.

Call to the Public:

Jerry Shultz reported on the Firewise training that he received from the Arizona State Forestry Office over the previous weekend. He stated that not only was it very informative, but also that our agency had received many compliments on our work to come a recognized Firewise Community.

Jerry Shultz also stated his frustration with our agency's inability to revise our website in a more timely manner. Our board Chairman reassured Mr. Shultz that we are working on it.

Steve Canter shared his gratitude for how promptly all the area resources have responded to the Empire Fire which had occurred earlier in the month off of Beth road.

Mr. Starr commented on he is also getting local incident information from social media outlets

Mrs. Hammon commented on how incidents such as the Empire Fire really emphasizes the importance of the Firewise program.

Mr. Canter asked if the City of Prescott's Fuels crew was still working on the areas around Beth Road and Mt. Tritle. Chief Manzanedo reported that to the best of his understanding, that the work would continue in the area weather permitting. Chief Manzanedo also reported to the community members in attendance that the City of Prescott has recently announced that if there are any community members who have not yet signed up for their Fuels Reduction Program in the Mt. Tritle/Beth Rd. area still have time to sign up. Chief Manzanedo has the contact information for any interested parties.

Adjournment -

Gary Williams made a motion to adjourn the meeting and it was seconded by Bob Schulz . The motion carried. Meeting was adjourned at 6:33P.M.

Dated this 7th day of November, 2017 by: _____ **Board Clerk.**
Gary Williams