

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

Tuesday, November 01, 2016

A Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday November 1, 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 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 October 04, 2016 Regular Meeting, seconded by Bob Schulz, and it passed unanimously.

Public Appearances

Joshua Krueger - Meet & Confer Resolution :

Mr. Krueger made a presentation to the board introducing a MOU of a Meet & Confer agreement. The intent of this agreement is to maintain the current culture of openness and access to the board and administration for all types of inquiries and discussions, that current staff enjoys. This agreement would ensure that the current and future GCFD Firefighters would always have a seat at the discussion table. Upon completion of Mr. Krueger's presentation which included a printed handout that spelled out of the details of the proposal ,Terry Hammon asked that this topic be put on the agenda for the next regularly scheduled board meeting for discussion and possible action as New Business.

Committee Reports - Pat De Graff - Donation Drive Committee

Ms. De Graff reported 11 checks received equaling 3,00.00 and a Pay Pal donation (which has been occurring monthly)for 50.00 bringing the total for the month of October donations to \$3,050. She thanked the those in attendance for their generous contributions, and stated that she would like to suggest that as a cost effective solution to providing all donation drive contributors a tax deduction receipt, to have individuals stop by the fire station to pick them up. The community made several other suggestions such as to also post something on various social media sites and the GCFD website. It was also requested that a "Thank You!" sign be put up at the corner of Senator Hwy. and School House Gulch Rd.

Additional Committee Reports-

Terry Hammon speaking on behalf of the Financial Committee

Mr. Hammon acknowledged a suggestion made by the Community Financial Committee to switch from our current accounting system to an accrual system. He stated that it was something the board would look into it, but Alan Hague(who was unable to attend tonight's' meeting) who is acting as a financial advisor for the board, suggested to the Board members that this change could be costly and that now was not a good time to implement that.

Chief's Report

1) Operations Update – Interim Fire Chief Manzanedo reported 11 calls for service, 8 medical calls for service, 1 vehicle accident, and 2 Public Assists in the previous month.

2) Grant Update – Interim Fire Chief Manzanedo reported that Firefighter Bob Bieth and Captain Nate Hallowell have been working diligently on completing their work on securing an appropriate vendor to build our grant funded Type 6 wild land response brush truck. The final specifications have outlined as to what is absolutely required to be qualified according to national response standards for a vehicle of this type. They are also seeking to secure the documentation that will state that the vendor can deliver by the date as determined by who provided the grant funding.

Also an update on the status of our Air Refill Station Grant was given by Interim Chief Manzanedo. The has been delivered to our station and full funded by Firehouse Subs. GCFD had to turn down an additional grant by the AZ State Homeland Security Grant for essentially the same items that were funded by Firehouse Subs, an inquiry was made as to request to use the Homeland security grant funds for different items that still met the criteria of the program parameters. We were denied that option to do so.

A reminder was also made to those in attendance that there will be 5% of the Type 6 Brush Truck Expense that will not be covered by the grant and is not a budgeted expense, but the GCCFA has pledged to cover that expense.

3) Staff Meeting Report – Pat De Graff has been volunteering her time on Mondays and Thursdays as an Admin Assistant tracking and recording all of the \$250/1000 donations and our agencies Am Ex bills into our accounting program, Quick Books, in an effort to streamline our operations, while improving efficiency. Starting January 1, 2017, our agency's SOP's will be undergoing a formal review by all of our staff members in order to determine that all of our governing policies and procedures were appropriate to how our agency operates and comprehensive in their scope as an informational document. Our goal is to have them completed and submitted, throughout the year to the Board for approval, by the end of 2017.

Financial Reporting

1. Account Balances as of 09/30/2016:

- i. General Fund – 66,902.02
- ii. Compass Bank Payroll – 2,864.20
- iii. Compass Bank Wildland – 35.00
- iv. Line of Credit – 100,000.00
- v. Reserve Fund – 208.29
- vi. Accounts Receivable – 100.00
- vii. Taxes Receivable – 402,553.00

2. Financial Reports – September 2016

The September 2016 financial statements were provided to the Board Clerk and reviewed. *Terry Hammon made a motion to approve the Financial Reports, Gary Williams seconded and the motion passed unanimously.* Interim Fire Chief Manzanedo announced to the board that all future donations would be kept in the District's Capital reserve Fund.

There was an increase in the payroll pay out which exceeded the expected Cash flow initially planned for due to additional overtime for full time personnel covering the district for crews performing annual off site Live Fire training at the Prescott Training Center.

Old Business –

1. The request made by Interim Fire Chief Manzanedo for funds for initial start up costs of approximately \$8,000.00 for the Mt. Tritle Fuels Grant was discussed and put to a vote by the board. **Terry Hammon asked for a motion to vote on refusing the request. Gary Williams made a motion to put the matter to a vote. There was a short discussion made by the board members prior to the vote, and the vote passed unanimously, and the request to approve the funds request was denied,** and as a result, the Groom Creek Fire District will not have a fuels program this year.

New Business - Interim Fire Chief Manzanedo made a request for approval for the release of information from the Yavapai Co. Deputy Attorney's Office to our auditors, Saunders & Co. **Gary Williams made the motion to approve the release of the information as requested. Terry Hammon seconded the motion, with no discussion and a unanimous vote of aye by the board,** the motion was carried to approve the authorization to release the information as requested by the County Deputy Attorney's Office of Yavapai County

Board Member Comments - None.

Call to the Public: John Opitz asked if we were able to make our payment to the bank on our loan, and Interim Chief Manzanedo assured him that it had been done this week, and that our line of credit was at \$100,000.00 available, and that there were funds in the General Fund as of October 31, 2016 with a balance of 84,962.33.

Dave Lattman asked if with us refusing the Fuels Grant, would another agency be granted the funds. Interim Chief Manzanedo replied that yes the next requestor on the list would have an opportunity to accept the grant award as a result of our refusal.

Paul Williams asked if any of the homeowners who had committed to having work done had been asked if they would be willing to cover the initial start up costs in order to get the work done. Interim Chief Manzanedo replied that the interested parties had been contacted and they were not interested in advancing the funds needed.

Bebe Mays asked who were exactly were the homeowners being affected by this grant and Interim Chief Manzanedo informed her that the grant was to treat the Mt. Tritle and Beth Road areas.

Adjournment

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

Dated this 4th day of October 2016 by: _____ Board Clerk.
Terry Hammon

Deleted: