

**MINUTES OF THE REGULAR MEETING OF THE
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS
HELD
Tuesday, January 3, 2017**

A Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday January 3, 2017 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 December 6, 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, medical calls, 1 vehicle accident, and 2 Haz-Mat calls for possible gas leaks in the month of December.

2) Grant Update

- SCBA refill station The system is in service and fully operational.
- The grant funded project designed to mitigate the wildfire risk that the overgrowth of vegetation in the Mt. Trittle & Beth Road areas, that we as an agency had decided to not accept a moths ago due to our financial concerns, has been taken on by the City of Prescott's Fuels Management Crew. They will be performing the work in the Groom Creek area within all the of the parameters that the residents of the participating areas had already agreed to previously.

3) Upcoming Full Time Fire Captain & Firefighter Process - Our B - Shift Paramedic Captain Brennan Johnstone has secured a position with the Prescott Fire Department, his tentative start date is February 6, 2017.

As a result we will be conducting a testing process in order to :

a) Replace Brennan's Fire Captain Position that he will be vacating. We will be filling the person internally from our current roster of Firefighters. All 3 have submitted their applications.

b) Then we will need to fill the vacancy created through the promotional testing process. We currently have 3 fully qualified Reserve member on our roster who have applied to test .

3) Financials

Financial Reporting

1. Account Balances as of 11/30/2016

- a. General Fund – 113,830.59
 - i. Compass Bank (Payroll) = 33,179.83
 - ii. Compass Bank (Wildland) = 485.18
 - iii. Line of Credit = 100,000.00
- b. Capital Reserve Fund = 1,333.41
- c. Accounts Receivable = 100.00
- d. Taxes Receivable = 217,858.00

2. Financial Reports – November 2016

The November 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 –
None**

New Business -

1) Interim Chief Evaluation Report:

The Board stated that as a result of the evaluation of the current Interim Fire Chief Manzanedo, that they were impressed with his performance in the position to date, and that another evaluation will be conducted towards the end of the fiscal year.

2) Possible increase for the Interim Fire Chief Discussion:

The Board discussed offering the Interim Fire Chief an hourly pay increase of \$3.00/hr. increase, as a result of his favorable evaluation, for his service in the position to date. At the request of Board chairman Terry Hammon, Mr. Alan Hague and Interim Fire Chief Manzanedo have conducted a preliminary review of the cash flow analysis of our budgeted expenses prior to tonight's meeting. The result of the analysis was that the expected tax revenue to be collected the Fire District for the remainder of the current Fiscal year will be sufficient to cover current as well as the proposed staffing payroll expenses for the remainder of this Fiscal Year, as well as being able to continue confidently with the proposed staffing changes into the upcoming into the next Fiscal Year.

Board Clerk Williams stated that he agreed with the calculations presented by Mr. Hague and Interim Chief Manzanedo and made a motion that the Board approve of the hourly wage increase for the current Interim Fire Chief Position. Board Vice Chairman seconded the motion, and the vote passed unanimously.

3) Additional Full Time GCFD personnel Staffing:

Interim Fire Chief Manzanedo requested that the Board consider making a motion to approve filling the Fire Captain position that had been vacated by the then Assistant Fire Chief Manzanedo, in order to place his full attention on the Fire District's administrative needs left by the former Fire Chief when he suddenly resigned in July. Several community members asked for some clarification on the proposed staffing model.

After the discussion with the community members was completed, Board Clerk Williams Gary Williams made a motion that the Board approve the staffing of the Full Time Fire Captain position that became vacant by now Interim Fire Chief. Vice Chairman Schulz seconded the motion, and when put to a vote, it passed unanimously.

Board Member Comments - None.

Call to the Public: Dee Schultz asked if an microphone could be made available for the next Board meeting since some of the attendees were having difficulty hearing the members when they speak to each other as well as the audience. Interim Chief Manzanedo assured all in attendance that one would be available.

Adjournment -

Gary Williams made a motion to adjourn the meeting and it was seconded by Bob Schulz . The motion carried. Meeting was adjourned at 7:57 P.M.

Dated this 3th day of January 2016 by: _____ Board Clerk.
Gary Williams