

**MINUTES OF THE REGULAR MEETING OF THE
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS
HELD
Tuesday, April 4, 2017**

A Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday April, 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 Chairman Terry Hammon. Interim Fire Chief Ernesto Manzanedo represented the Fire District

Approval of minutes of Previous Regular Meeting:

Bob Schulz made a Motion to Approve the Minutes of the March 7, 2017 Regular Meeting, seconded by Terry Hammon, and it passed unanimously.

Public Appearances:

None

Chief's Report

1) Operations Update –

- 8 calls for service for the month of March: 5 EMS, 1 Smoke Investigation, 1 Pellet Stove fire, and 1 "structure fire"
- Last Saturday we held our annual Wildland Refresher Training . Learning stations consisted of 10 & 18, fireline construction, water delivery systems, fire weather observations and human factors influencing firefighter performance.
- We would like to host our annual "Firewise Day Pancake Breakfast" on Saturday April 22. Usual time 0800-1100. Proceeds going toward a new fuels reduction program that we are interested in launching.
- Annual Ops Group Basin Drill will be held April 13 & 14 @ Prescott Pines Camp will include a prescribed burn on site.
- GCFD will be conducting a Vehicle Extrication Training Drill on Saturday, April 29th.
- Our dispatch center, PRCC is undergoing renovation including the CAD (computer aided dispatch) equipment. GCFD's initial share of the cost for this renovation, which is based on call volume, will be 1,248 due July 31, 2017 for 3 year contract that will "piggy-back" on Prescott's subscription to the vendor known as Alpine for the newly upgraded dispatch service. This upgrade is requiring us to transition to E-PCR system so that all records can be managed by one vendor that will allow us to remain eligible for Federal Grant Funding in the future and able to maintain a reasonable level of interpretability with all other local emergency response agencies such as Prescott Fire Department and CAFMA. There are several other potential expenses associated with this system upgrade such as, increased dispatch fees, the user interface (tablet, Ipad,) and data

transmission service (Verizon). This system is scheduled to go live next February 2018. Details of the process and potential costs will be shared with the board as they become available.

Account Balances as of February 28 2017

- a. General Fund – 39,076.47
 - i. Compass Bank (Payroll) = 16,047.54
 - ii. Compass Bank (Wildland) = 455.18
 - iii. Line of Credit = 100,000.00
- b. Capital Reserve Fund = 3,765.33
- c. Accounts Receivable = 100.00
- d. Taxes Receivable = 151,823

Interim Fire Chief Manzanedo reported that we have received 16,148.07 in Tax Revenue during the month March, and our current general fund balance is 29,377.37.

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

Old Business – Change of Board meeting time was discussed and a motion was made by Board Chair Terry Hammon to approve a change of the current meeting time, and it was seconded by Vice Chair Bob Schulz from the current time. 1930 to 1800 starting with the next meeting in May.

New Business -- Interim Chief Manzanedo reported that our agency's Employee Health Insurance Renewal is up for its annual renewal. The monthly premium has increased over last year, and he recommended that he and the Board review the details further during the budget workshop taking place at the fire station on April 12th at 1300 hrs.

Also our Intergovernmental Agreement with CAFMA (formally known as Central Yavapai Fire District) is also up for renewal. It was reported to the Board that the contract had been reviewed by the Interim Chief and by Bob Bieth the Fire District's Apparatus Program Manager, and there were no changes in conditions or pricing since agreement had been signed last. A motion was made by the Board Chair to approve renewing the contract with CAFMA for our large apparatus repair and pump testing needs.

Groom Creek Fire District's 2017 Wildland Season Response was discussed. Interim Chief Manzanedo reported that in an effort to maintain our agency's ability to participate in out of district fire response while maintaining continuity of supervision of staff and District business this summer, a seasonal Engine Boss who was capable of taking our agency's apparatus and crew out was discussed. Interim Chief Manzanedo reported that Summit Fire District's Fire Chief (retired) was interested in being available to do so. We are still awaiting confirmation on his availability. In addition Chief Howard's son is a fire suppression contractor who may be willing to take on Nate Hallowell as a trainee when he is not committed to our engine in order to get the experience in the field hours that he needs in order to be signed off as a qualified Engine Boss and then able to relieve Interim Chief Manzanedo of the responsibility of being the District's only qualified Engine Boss who can take our agency's apparatus and personnel on fires. We will continue to pursue these options and keep the Board informed of possible candidates and assignment opportunities as they become available.

Board Member Comments -

Board Chair Terry Hammon reported that we did have a few unpaid invoices for "Plans Review" for a couple of new construction residences in our District that are past 90 days due. He continued that they been made aware of the situation but are still reluctant to pay. He reported that the delinquent homeowners will be sent a final notice, and if we still do not receive an appropriate response, then the case will be sent to a collections agency. The board and the District feel that this is in the best interest of the District and will set the right precedent to future potential residents of Groom Creek.

Call to the Public:

Bebe Mays from Friendly Pines Camp reminded GCFD personnel that their "lake" was available as a fire suppression water source if needed. She requested tha if they could be given a little notice in for them Friendly Pines personnel time to evacuate the campers out of the water prior to suppression operation commencing. Mrs. Mays also presented a very generous donation check to the district to assist with our ongoing fundraising efforts.

Adjournment -

Terry Hammon made a motion to adjourn the meeting and it was seconded by Bob Schulz . The motion carried. Meeting was adjourned at 8:17 P.M.

Dated this 4th day of April 2017 by: _____ Board Clerk.
Gary Williams