

**MINUTES OF THE REGULAR MEETING OF THE  
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS  
HELD  
Tuesday, December 5, 2017**

A Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday December 5, 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 and Board Clerk Gary Williams. 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 November 7, 2107 and it passed unanimously.

**Public Appearances:**

None

**Chief's Report**

- Operations Update – 2 EMS calls & 1 Smoke Investigation.
- Annual Audit has been completed, a detailed report of their findings will be made available in January. It was reported by Chief Manzanedo that the personnel from Saunders's & Co. conducting the audit, very complimentary about the administrative improvements, such as our revised internal control procedures, that our agency was now implementing.
- Chief Manzanedo reported that our meeting with the ISO representative went very well. Our agency will be participating in a performance assessment that will be video recorded, and based on our performance rating during this assessment that may reduce homeowners insurance rates district wide.
- The fire district received an anonymous donation in the amount of \$2,000.00. Thank you to the donor from our Fire District.

## **Financial Reporting**

### **1. Account Balances as of 10/31/2017**

- a. General Fund = 100,107.85
  - i. Compass Bank (Payroll) = 17,299.36
  - ii. Compass Bank (Wildland) = 55.00
  - iii. Line of Credit = 100,000.00
- b. Capital Reserve Fund = 24.63
- c. Accounts Receivable = 0.00
- d. Taxes Receivable = 311,094.27

### **2. Financial Reports - October 31, 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
- h. Bank Statements / Reports Bank Account Reconciliations

The October 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 – Fire Station Lease Renewal**

Chief Manzanedo provided the details of the process that we having been going through in order to renew our lease agreement with Yavapai County. All in attendance were reassured that the Lease Renewal will be completed and good for another 10 years.

### **New Business --**

#### **Discontinuing GCFD sponsored AD staff for Off District**

Chief Manzanedo reported to Board of his intent to discontinue sponsoring personnel for Seasonal "AD" assignments for Off District Fire Response and/or Incident Management Team Response, due to a growing concern over potential liability exposure to the District Chief Manzanedo was not seeking any action by the board at this time, but was asking for any feedback on the matter by the Board in the coming weeks.

**New Business Cont. --**

**New Staffing for the remainder of the 17/18 Fiscal Year**

Chief Manzanedo reported that until we have more information regarding the possibility of any our current staff being hired elsewhere this year, he would like to hold off on any hiring process, and to remain covering the post left vacant with the resignation of Jim Gillihan until the end of the fiscal year. There were no objections raised by the board or any community members in attendance.

**Board Member Comments - None**

**Call to the Public:**

**Adjournment -**

*Gary Williams made a motion to adjourn the meeting and it was seconded by Bob Schulz . The motion carried. Meeting was adjourned at 6:26 P.M.*

**Dated this 5th day of December, 2017 by: \_\_\_\_\_ Board Clerk.**  
Gary Williams