

**MINUTES OF THE REGULAR MEETING OF THE
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS
HELD
Tuesday, February 6, 2018**

A Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday February 6, 2018 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 Clerk Gary Williams and 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 January 9, 2018 Terry Hammon Seconded the motion and it passed unanimously.

Public Appearances:

None

Chief's Report :

- Operations Update – 2 EMS calls & 1 Public Assist
- Chief Manzanedo reported that the agency is currently investigating a couple different options for the upgrade and maintenance of our District's website. One option is to enlist the assistance from a former member of our organization, Matt Fay, who had maintained our website when he was still affiliated with our agency. When approached with our initial request, he responded that the current platform that we are using for our website has not been supported by the company who created it, for at least 5 years, and would definitely need some upgrades. No cost of upgrades or associated labor costs were discussed at this time. The other option researched was to acquire a quote from one of our neighboring agencies for what their agency budgets annually for a comparable product and service. Their answer was in the area of \$2,000 annually. Chief Manzanedo reported that he would follow up with Mr. Fay on an in-house solution that our full-time personnel could maintain and upgrade as needed.
- It was reported to all in attendance that the bulk of our Off-District reimbursement revenue has finally been deposited to our General Fund account. Chief Manzanedo reported that after personnel costs and travel expenses the District's net revenue will be approximately \$52,000.

- The Fire Chief officially announced that the fire district would be posting job opportunity in March in order to hire 2 new firefighters and also the intent to test for the captain's position that will be left vacant by Nate Hallowell when he takes his new job with CAFMA in late March.

Financial Reporting

1. Account Balances as of 12/31/2017

- a. General Fund = 66,911.69,
 - i. Compass Bank (Payroll) = 4,933.06
 - ii. Compass Bank (Wildland) = 55.00
 - iii. Line of Credit = 100,000.00
- b. Capital Reserve Fund = 24.69
- c. Accounts Receivable = 0.00
- d. Taxes Receivable = 215,653.01

2. Financial Reports - December 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 November 2017 financial statements were provided to the Board Chair and reviewed. *Gary Williams made a motion to approve the Financial Reports, Bob seconded the motion and the motion passed unanimously.*

Old Business – None

New Business -- None

Board Member Comments - Board Clerk Williams commented on the timely and professional service that he and his family had received when they had to call 9-1-1 for assistance earlier in the week. His only regret was that he had to interrupt their viewing of the Super Bowl in order to do so. As a result, Mr. Williams pledged to purchase a DVR (digital video recorder) for the Fire District so the crews would never have to miss another important televised event due to running a call.

Call to the Public: Bebe Maze, owner of Friendly Pines Camp, asked if our financial state had improved since the last meeting that she had attended there was a report of concern regarding our agency's financial status. Board Chairman, Terry Hammon, assured her that not only had our district's financial state stabilized but that it looks to be good for the foreseeable future as well.

Mrs. Maze also reported on her "gut wrenching experience" evacuating her residents from the camp during the Goodwin Fire. In doing so, she expressed her gratitude and her appreciation, especially to the Yavapai County Emergency Management representative Hugh Vallely, who she felt handled the situation with the utmost calm and compassionate leadership, and was great to witness "good planning in action" in regards to how her campers were evacuated.

Mrs. Maze also reminded the Fire Chief that she had placed a request to have signboard on Marapai Rd. announcing the Monthly Board Meeting time, date, and location. The fire Chief assured her that he had not forgotten, and was slowly but surely working down a list that includes placing a sign on Marapai specifically for that purpose.

Adjournment -

Gary Williams made a motion to adjourn the meeting and it was seconded by Terry Hammon . The motion carried. Meeting was adjourned at 6:21 P.M.

Dated this 9th day of February 6 , 2018 by: _____ Board Clerk.
Gary Williams