

**MINUTES OF THE REGULAR MEETING OF THE
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS
HELD
Tuesday, June 6, 2017**

A Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday June 6, 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:

Gary Williams made a Motion to Approve the Minutes of the April 5 & May 11, 2017 Regular Meeting, seconded by Bob Schulz, and it passed unanimously.

Public Appearances:

- **Jim Saunders** , representing the GCFD auditing resource , Saunders & Co. , called the station with their Annual Audit Teleconference in order to provide us with a summary of our audit for the 2016-17 fiscal year . They found all GCFD financial reporting practices to be within compliance according to all state and federal standards. The only deficiency found was found with an internal control policy that allowed some funds to be deposited into our accounts without knowing exactly where they came from or what the intended purpose was for. Mr. Saunders did state that these internal control issues have since been corrected. Mr. Saunders also stated that as per Yavapai County statute, GCFD was compliant with all our Budgeting requirements and have not overspent beyond the budget filed with County, and that we appeared to be in good shape.

- **Elisabeth Haugan** representing the Yavapai Humane Society Presentation of proceeds for a 2016 Calendar fundraiser. She presented a check to the Groom Creek Fire District for 1,764.00.

Chief's Report

1) Operations Update –

- **7 calls for service** = 1 wildland fire, 5 EMS, & 1 public assist
- Interim Fire Chief Manzanedo reported on a recent wildfire within our district, that started within minutes of our station being toned out one of our EMS calls.
- **GCFD received a donation from grateful community member:** A resident who lived near the location of the fore mentioned wildfire wanted to show their appreciation of our firefighter's professional and efficient fire suppression activities by donating \$500.00 to our agency.
- **GCFD Pine Needle Pick Up Program:** Interim Chief Manzanedo reported that this new program has been a very successful substitute program in the absence of a grant funded community dumpster program. 543 bags of pines needles have been disposed of through this program since we started implementing it in May 2017.

- **Level 2 Fire Restrictions Now in effect:** Interim Fire Chief Manzanedo reviewed the parameters of the new ly implemented fire restrictions.

Financial Reporting

Financial Reporting

1. Account Balances as of 4/30/2017

- a. General Fund – 85,941.98
 - i. Compass Bank (Payroll) = 6,406.26
 - ii. Compass Bank (Wildland) = 445.18
 - iii. Line of Credit = 100,000.00
- b. Capital Reserve Fund = 6,902.21
- c. Accounts Receivable = 100.00
- d. Taxes Receivable = 27,045.75

2. Financial Reports - April 30, 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 April 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 – Gary Williams made a motion to adopt the proposed 2017-18 Budget. Bob Schulz seconded the motion and was then put to a vote which passed unanimously.

A motion was also made to approve the expenditure of \$500.00 of funds in order to build an enclosure to house the R41 ATV, since it will have to be moved outside in order to house the new Type 6 engine that we will be taking delivery of sometime this month.

The board announced that a special session meeting would be held on June 15th in order to conduct the Interim Chief's final Performance Review. The results of the evaluation will assist the Board determine if the current Interim Fire Chief will be placed in the position permanently as of July 1, 2017, or if another candidate will be recruited.

New Business --

The Board approved a motion to renew our Workman's Compensation Insurance Policy with our current provider, Copperpoint.

Interim Chief Manzanedo informed the Board of a new Federal Law that requires our agency to make 25 hours of paid sick time available to all of our Reserve Firefighter members who collect wages, not matter how small the compensation.

The interim Chief also informed the board that it was time to retain our Financial Audit Company, Saunders & Co. for our annual audit. He also reported that if our agency would commit to a 3 year service contract with Saunders and Co. , we would receive a substantial discount. The Board, although very satisfied with their performance, asked the Chief to get 2 other quotes from neighboring agencies who have comparable audit needs before we commit to a Three Year contract.

Board Member Comments - None

.Call to the Public:

Anne Marie Hammon has started a fund raising drive for a family in our community who needed financial assistance due to their new born daughter needing chemo therapy after being recently being diagnosed with cancer. The funds raised will cover the costs associated with travel and lodging to Phoenix for the treatments.

Also several community members asked about participating in the Firewise program.

Dee Schultz asked about the details associated with covering the costs disposing of the pine needles collected during our Community Pine Needle Pick Up Program, and the details associated with acquiring a permit to burn on private property.

Adjournment -

Gary Williams made a motion to adjourn the meeting and it was seconded by Bob Schulz . The motion carried. Meeting was adjourned at 7:24 P.M.

Dated this 9th day of June 6, 2017 by: _____ Board Clerk.
Gary Williams