

**MINUTES OF THE REGULAR MEETING OF THE  
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS  
HELD  
Tuesday, May 9, 2017**

A Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday May 9, 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 –**

- **5 calls for service for the month of March: 3 EMS, 1 Smoke Investigation, & 1 Wildland Fire:** Board Chairman **Terry Hammon** shared his firsthand account of the wildland fire call that had occurred directly across the street from his residence.
- **Yavapai College Cardiac Monitor Donation:** One of our Reserve Firefighter/Paramedics who happens to also serve as a member of the EMS instructor Staff at Yavapai College, David Lattman, was able to secure a donation from the college of a Zoll 3-Lead monitor. This piece of equipment will allow us to finally have a full complement of EMS gear on all of our Suppression Engines.
- **Off District response :** Our Type 3 Wildland Engine was called to provide wildfire response coverage for the areas of agencies sent to battle the Saw Mill in Southern Arizona. This assignment included patrolling all State Lands from Deer Valley, to Superior, to Florence. Although it was a relatively short assignment of 4 days, it was a great training opportunity for many of our new members who were able to come on this assignment. The Fire District will realize approximately \$ 13,000.00 of revenue after travel & personnel expenses are deducted from the reimbursement from Az State Department of Fire & Forestry.
- **Forest Service Burn Piles:** The U.S. Forest Service will burning piles in the areas of Loba Lodge and the Horse Camp. There may be smoldering piles in these areas visible from Senator Highway that will be monitored

by the appropriate authorities through the weekend. A map of the areas targeted will be available at the fire station.

- **Grants:** We have received confirmation from our apparatus builder that the cab and chassis have been secured and they are on schedule for an on time delivery

## **Financial Reporting**

### **1. Account Balances as of 3/31/2017**

- a. General Fund – 19,488.53
  - i. Compass Bank (Payroll) = 5,232.40
  - ii. Compass Bank (Wildland) = 440.18
  - iii. Line of Credit = 100,000.00
- b. Capital Reserve Fund = 4,151.08
- c. Accounts Receivable = 100.00
- d. Taxes Receivable = 129,727.77

### **2. Financial Reports - March 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

Bank Statements / Reports Bank Account Reconciliations

Interim Fire Chief Manzanedo reported that we have received \$18,916.06 in Tax Revenue during the month March, and our current general fund balance is 103,862.01. An additional \$16,650.17 tax revenue has been collected since the April Financials were finalized which brings our tax revenue collected this Fiscal Year To Date to \$478,748.45. This leaves \$24,252.00 of 2016-2017 fiscal year tax revenue still to be collected.

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** – Interim Chief Manzanedo requested that motion be made to adopt the Proposed Tentative Budget that had been reviewed at the Budget Workshop Meeting conducted this past April. *Gary Williams made a motion to adopt the Tentative Budget for 2017-2018, Bob Schulz seconded the motion and the motion passed unanimously.*

**New Business** -- The use of 2016-2017 Capital Reserve Funds totaling 4,151.08 that was generated through donations during this last fiscal year was discussed. Interim Chief Manzanedo requested that \$2,500 be utilized for our next interest payment on our loan with Country Bank and the remaining funds to be used to fund Operations equipment needs that are currently unfunded in the next fiscal year. *Gary Williams made a motion to approve the use of Capital Reserve Funds as requested, Bob Schulz seconded the motion and the motion passed unanimously.*

**Board Member Comments -**

Board Clerk Gary Williams thanked the Board for excusing his absence at the last Board meeting in order to attend to personal matters out of state. Mr. Williams also requested an update on a few unpaid invoices for "Plans Review" for a couple of new construction residences in our District that are past 90 days due. Interim Chief Manzanedo reported that he had spoken with both the resident and their home building contractor and both individuals informed him that they both had discussed an agreement with the former Fire Chief that they would submit "sweat equity" forms to the then current GCFD Hazardous Fuels Mitigation Grant Program that could be applied against the plans review fee. Board Chair Hammon stated that he would seek confirmation of whether or not this agreement existed with former Chief Bentley. The Board Chair continued that if this agreement did indeed exist, then no further action would be required.

Board Clerk Williams also requested an update on the reimbursement of District funds from PAUWIC for grant funded dumpsters that were provided to the community last Spring. Interim Chief Manzanedo assured him that he has been diligently working on securing those funds and will continue to do so until the District is reimbursed.

Several community members asked about the small shed fire that occurred on this last Sunday. Captain Hallowell was in attendance to give his account of the details of he and his crew's actions taken on scene.

**Call to the Public:** Dee Schulz & Margie Navarro reported on their positive experiences at this year's Prescott Basin Drill at Goldwater Lake.

**Adjournment -**

*Gary Williams made a motion to adjourn the meeting and it was seconded by Bob Schulz. The motion carried. Meeting was adjourned at 6:29 P.M.*

**Dated this 9th day of May 2017 by: \_\_\_\_\_ Board Clerk.**

Gary Williams