

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

A Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday July 11, 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 & 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 July 11, 2107 & the Special Meeting Minutes for July 15th seconded by Bob Schulz, and it passed unanimously.

Public Appearances:

None

Chief's Report

- **Operations Update – 4 calls for service for the months of July & August: 3 Smoke Investigation, & 2 Illegal Burns, & 1 odor Investigation**
- **Grants: The new Type 6 brush truck is here and in service. Bob Bieth and Volly Andy Nilsen picked up in Wichita Kansas.**
- **Captain Hallowell, Firefighters Bob Bieth and Daniel Boutin, and Reserve Firefighter Logan Wallace are attending this year's Arizona State Fire School in Mesa, AZ. taking place September 7-11, 2017 . They will all be participating in classes that will be teaching them new techniques for structural firefighting , while building on the Fire Science skills they already have. While there is a classroom portion, the focus will be on conducting operations in environments with actual live fire. our personnel were awarded a scholarship that covers the tuition costs for our personnel, and the GCFFA provided the funds for meals, transportation, and lodging.**
- **All of our full time personnel will be attending additional Live Fire training along with our neighboring agencies at Central Arizona Regional Training Academy in Prescott Valley. Theis training will be taking place on September 14, 18, & 28 and the only costs associated with this training will be for backfill at the station while the guys are at the training from 5pm-10pm. The backfill will be provided by Chief Manzanedo and a Reserve Firefighter on each night of training.**

Financial Reporting

1. Account Balances as of 6/30/2017

- a. General Fund = 16,044.72
 - i. Compass Bank (Payroll) = 17,921.29
 - ii. Compass Bank (Wildland) = 520.18
 - iii. Line of Credit = 100,000.00
- b. Capital Reserve Fund = 28,251.53
- c. Accounts Receivable = 359.85
- d. Taxes Receivable = 1,579.32

2. Account Balances as of 7/31/2017

- a. General Fund = -31,229.89
 - i. Compass Bank (Payroll) = 15,293.80
 - ii. Compass Bank (Wildland) = 520.18
 - iii. Line of Credit = 69,000.00
- b. Capital Reserve Fund = 14,002.06
- c. Accounts Receivable = 499.85(GCFFA)

Taxes Receivable = 538,633.24

3. Financial Reports - June & July 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

- Financials have provided to the Board Clerk for review

During his report Chief Manzanedo provided a brief outline of the financial status for the Fire District for the month of July 2017, as well as a summary of the 2016-17 fiscal year.

2016-17 Anticipated Budget Income: \$538,000

RE Tax Revenue: 436,000+ FDAT: 67,000= 503,000 = 503,000

Estimated Donations: 10,000

Off District Revenue: 20,000

Misc. : 5,000

$503,000 + 10,000 + 20,000 + 5,000 = 538,000$

Actual Re Tax Revenue: 432,442.38 + Actual FDAT: 69,889.01 = 502,331

Actual Donations: 53,873.35

Actual Off District: 312,814.40

Actual Misc.: 5,233.71

$502,331 + 53,873.35 + 312,814.40 + 5,233.71 = 874,252.46$

Total Operation Expense: 550,185.86

Unbudgeted Expenses:

Bentley Payout: 30,000

PSPRS Refund Payout: 26,000

PSPRS Contributions: 45,038.71

Off District Personnel: 60,291.77

AD-D Personnel: 59,527.65

Loan & Interest Payment: 45,000 & 2,500

Total Revenue : 55,708.47

2017-18 Anticipated Budget Income: \$546,000

RE Tax Revenue: 468,000.00

FDAT: 74,000

468,000+74,000= 546,000.00

July Operations Expenses+ Off District : 83,320.00

Current General Fund Balance: 9/5/17= 104.89

Current Capital Reserve Balance: 14,007.00

Line of Credit Balance: 35,754.49

The June and July 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 –

Chief Manzanedo presented a brief report on the Special meeting which was conducted on July 15th in order to get formal approval from the Board members in order to release funds from our FEMA Apparatus Grant Award which had been deposited in our account.

New Business --

None

Board Member Comments - Board Chairman Terry Hammon thanked all who supported the fundraising efforts on behalf of the Storey Family during their time of need. He also recognized Captain Nate Hallowell for a job well done on the bay remodeling project that he had completed in order to provide the newly acquired Type 6 Brush Truck Engine a home inside our station, and out of the upcoming winter weather. Last but not least Mr. Hammon wanted to thank Joshua Kruger and all of his assistants hard work and congratulations on the successful Spaghetti fundraiser that was held last Saturday.

Call to the Public: Joanne Read suggested that our agency consider revitalizing our relationship with our Yavapai County Supervisor Jack Smith. The Board assured her that they would take the suggestion and consider inviting him to future Board meeting. Also she wanted to know if our agency would be interested in participating in a "Sister Fire Department" program. The Board and Fire Chief agreed to look into our participation in that program.

Adjournment -

Gary Williams made a motion to adjourn the meeting and it was seconded by Bob Schulz . The motion carried. Meeting was adjourned at 7:23P.M.

Dated this 5th day of September, 2017 by: _____ Board Clerk.
Gary Williams