

**MINUTES OF THE REGULAR MEETING OF THE
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS
HELD
Tuesday, April 3, 2018**

A Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday April 3, 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, Vice Chairman Bob Shultz 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 March 6, 2018 Terry Hammon Seconded the motion and it passed unanimously.

Public Appearances:

Saunders & Co. presented an overview of their findings via teleconference. The reporting Auditor James Saunders stated that the district was compliant in all areas of state and federal statutes. He continued, that our annual budget thresholds were honored and that previously identified internal control issues have been addressed and resolved. Mr. Saunders stated in closing that the statement of "going concern" which had been included in previous audits could now be removed from their reporting as of this latest review of our agencies financial reports.

Chief's Report :

- Operations Update – 4 EMS calls
- Chief Manzanedo reported that The "You Rake it, We take It" Program is officially underway. This program was such a success last year we decided to do it again this year,. All residents of Groom Creek are eligible to participate. Groom Creek Fire District Personnel will pick up any curbside bagged pine needle and leaf litter. The district only requires a formal request by the resident and a fee of \$1.00 a bag. Currently a termination date for the program has been set.
- We are proud to announce our 2 newly hired full time firefighter/EMTs, Robert Tilman and Gabi Mendez. Please stop by the station to meet our newest members of our Groom Creek Fire Family.
- We have just completed our annual Physical Agility Test commonly known as the "Wildland Pack Test". This exercise is required by all members of our agency fulltime and Reserve alike, and consists of hiking 3 miles with a 45 lb. pack in under 45 minutes. All in attendance did very well and all who participated met or exceeded the test requirements.

- Brian Cole who has recently retired from CAFMA has agreed to sign on with our agency as a Reserve and as our designated Engine Boss for Off District Wild Land Fire Assignments in order for Chief Manzanedo to remain in District to oversee daily operations during this areas forecasted extreme fire season, while still providing our personnel excellent fireline experience while generating additional revenue for the District. He will be compensated at the Single Resource rate for his first assignment in exchange for not accepting any single resource opportunities until he has performed as Engine Boss for our agency. After he has completed that commitment to us, then he would be free to pursue single resource assignments. If he should take out an apparatus as an engine boss for our agency, after the initial assignment, he would be compensated at the usual engine boss rate thereafter.
- Our agency has just received it's ISO rating and Chief Manzanedo explained the newly revised rating system, and the current rating earned by the personnel of Fire District. Our district has improved its rating going from a 8b to 3y, which is an improvement of "3". Several factors played into this and given the size of our community, number of apparatus and personnel on our roster, this is quite an achievement. Board Chair Hammon did comment that this improved rating could have a positive impact on the insurance rates of residents, and that individuals should consult with their home insurance representatives to see if there are savings to be realized.

Financial Reporting

1. Account Balances as of 2/28/2018

- a. General Fund = 9,022.48
 - i. Compass Bank (Payroll) = 5,453.30
 - ii. Compass Bank (Wildland) = 55.00
 - iii. Line of Credit = 100,000.00
- b. Capital Reserve Fund = 579.05
- c. Accounts Receivable = 0.00
- d. Taxes Receivable = 183,009.73

2. Financial Reports - February 28, 2018

Register of Checks

- a. Register of Warrants
 - b. Register of Deposits
 - c. Statement of Financial Activities (Income Statement)
 - d. Statement of Net Assets (Balance Sheet)
 - e. Cash Flow Projection
 - f. County Treasurer Reports
- Bank Statements / Reports Bank Account

The March 2018 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 – Adoption of Proposed Budget

A dialogue was continued from the previous meeting regarding a potential pay increase for our full time personnel. Chief Manzanedo reported that currently proposed budget for the 2018-19 could still be balanced with the proposed increases to full time Captain's position, with the condition that Chief Manzanedo continue to fill the currently vacant A-Shift Captain position at the ALS Reserve rate. He did report that the District would be in a better position financially in the next fiscal year to fund the Captains position, and if we chose to do so, staff the vacant firefighter position with a full time member. He continued reporting that these increases were calculated with the understanding that a number of prioritized apparatus were to be completed this early on in the coming fiscal year.

New Business -- None

Board Member Comments : Mrs. Hammon asked if we have had any response to the Rake it, Take it program since she had indicated to interested parties on the local social media outlet that all inquiry regarding this program could be directed towards Chief Manzanedo at the Fire Station. Chief Manzanedo agreed with that approach and he thanked her for proactive effort.

Call to the Public: None

Adjournment -

Gary Williams made a motion to adjourn the meeting and it was seconded by Terry Hammon . The motion carried. Meeting was adjourned at 6:30 P.M.

Dated this 3rd day of April , 2018 by: _____ Board Clerk.
Gary Williams