

**MINUTES OF THE REGULAR MEETING OF THE  
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS  
HELD**

· **Tuesday, February 5, 2019**

A Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday February 5, 2019 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 Treasurer Gary Williams and Board Clerk Andy Nilsen. Board Chairman Bob Schultz was present by phone. Fire Chief Manzanedo represented the Fire District. The presents of a quorum the meeting was continued and chaired by Board Clerk Andy Nilsen, according to district bylaws.

**Approval of minutes of Previous Meetings:**

Gary Williams made a Motion to Approve of the Regular Meeting Minutes of December 4, 2018, Bob Shultz seconded, there was no discussion, the motion passed unanimously.

**Public Appearances:** None

**Chief's Report:**

- Calls of Service: 9 calls, 8 EMS, 1 car fire, with no casualties.
- Training occurred in January for EMS and Medic's certification which will now occur in monthly modules. In February training will be rescue for down firefighters.
- Chief discussed the accident with engine 42 and the bay door. The bay door had been repaired and the door on the engine was scheduled for March. Insurance will be covering both.
- Chief remarked on the AFDA conference that he and board member Andy Nilsen attended. Both agreed the conference was very informative.
  
- On the financial report Chief mentioned that the County is able to provide regular balance reports, but they are still not submitting reconciliations reports, which is basically then just a General Fund Balance. The amounts below are based from our bookkeeping soft ware and a current balance from the County. Per the County as of the end of January the general fund has \$114,497.47 and accounts receivable approximately \$135,000 for wildland fires.

## Financial Reporting

### a. Financial Reports - December 31, 2018

- b. General Fund = 29,019.26
  - i. Compass Bank (Payroll) = 764.75
  - ii. Line of Credit = 100,000
- c. Capital Reserve Fund = 6,879.08
- d. Accounts Receivable = unavailable
- e. Taxes Receivable = 333,741.30

2.

- 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 December 2018 financial statements were provided to the Board Treasurer and were reviewed. Gary Williams made a motion to approve the financial reports, Andy Nilsen seconded, there was no discussion. The motion passed unanimously.

**Old Business :** Andy Nilsen thanked the community for the responses to the open board position and added the need shortly to expand the board to five positions, so there will still be openings. Gary Williams commented on the advantage to having a CPA as a board member and nominated Jennifer Haslip to his pending vacancy. Andy Nilsen seconded, there was no discussion, the motion passed unanimously.

Andy Nilsen made a motion to accept the resignation of Gary Williams. Gary Williams seconded, there was no discussion, the motion passed unanimously. A plaque and card from the district was presented to Gary Williams for his many years of service to the Groom Creek Fire District.

**New Business :** According to AFDA an Oath of Office was administered by Chief to Jennifer Haslip. Andy Nilsen made a motion that Jennifer Haslip would be the Board Treasurer. Jennifer Haslip seconded, there was no discussion, the motion passed unanimously.

**Board Member Comments:** Jennifer Haslip noted her excitement to serve on the fire board. Bob Shultz commented how pleased he was to work with Gary on the board for all the years. Andy Nilsen stated that the district was in much better shape for the future thanks to the work Gary, Bob and Terry Hammon.

**Community Comments:** Terry Hammon stated his thanks to Gary Williams for his service.

**Adjournment :**

Andy Nilsen made a motion to adjourn the meeting and it was seconded by Bob Shultz. The motion carried. Meeting was adjourned at 6:16 P.M.

**Dated February 5, 2019 by:**



**Board Clerk , Andy Nilsen**