

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

Tuesday, April 2, 2019

A Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday April 2, 2019 at 6:00 PM, at 1110 E. Friendly Pines Road - Prescott, Arizona.

Agenda: Regular Meeting –

A moment of silence was held in memory of Board Chairman Bob Schultz who past away recently.

Roll Call

Present at the meeting were the following members of the Groom Creek Fire Board of Directors, Board Treasurer Jennifer Haslip and Board Clerk Andy Nilsen. 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.

A point of order was called by Andy Nilsen to make a motion to adjourn the March 5th meeting which had been omitted. The motion was seconded by Jennifer Haslip, there was no discussion and it was passed unanimously.

Approval of minutes of Previous Meetings:

Jennifer Haslip made a motion to approve of the regular meeting minutes of March 5, 2019, Andy Nilsen seconded, there was no discussion, the motion passed unanimously.

Public Appearances: None

Chief's Report:

- Calls of Service: 3 EMS calls, 3 calls to move a patient, 1 Hazmat call, 1 call to change a battery, 1 rescue at Goldwater lake .
- Training – training occurred for the annual wildland refresher and pack test.

Financial Reporting

- a. **Financial Reports - February 28, 2019**
 - b. General Fund = 56,692.24
 - i. Compass Bank (Payroll) = 5,442.52
 - ii. Line of Credit = 96,899.60
 - c. Capital Reserve Fund = 8,679.41
 - d. Accounts Receivable =
4,500 100 Club Grant for Structural Turnout Gear
50,000 Off District Reimbursement
 - e. Taxes Receivable = 191,239.00
- 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

- Jennifer Haslip gave a description of the financial report. Chief Manzanedo Stated he had implemented a purchasing freeze until some of the outstanding funds owed begin to come in to the district. Andy Nilsen remarked that the line of credit is actually an amount owed and that because the county has not removed the amount owed, they will not be charging the district interest.

-A motion was made by Jennifer Haslip to approve the financials for the month January as they were previously tabled. The motioned was seconded by Andy Nilsen, there was no discussion, the motion was passed unanimously.

-A motion was made at the same time by Jennifer Haslip to approve the February financials. Andy Nilsen seconded the motion, there was no discussion and the motion passed unanimously.

Old Business :

-Update information from Yavapai County Special Districts and Elections Departments: Andy Nilsen informed the board and public of the information received in regards to the inquiry to expand the present board from three members to five. ARS 48-803 allows for a district with less than 4000 residents to be a board of 3 or 5. Special Districts Coordinator Kim Kapin was contacted and stated that they would need all minutes pertaining to the change as well as copies of any oath of offices. Kim Kapin also stated that we would need to update our by-laws. This prompted an investigation of all of the By-laws and previous meetings minutes by Andy Nilsen and the district Administrative Assistant, going back as

far as were available. Records of the minutes from 2007 and 2016 provided that the district was currently compliant with a three person board.

The elections department would need to know any plans the district would have to hold an election, and the terms of the elected officers.

-Motion and discussion on moving from a 3 person board to a 5 person board: A motion was made by Jennifer Haslip to move from a 3 person board to a 5 person board. Andy Nilsen seconded, there was no further discussion, the motion passed unanimously.

New Business :

-3 board member positions available to be placed in notice on the website: A motion was made by Andy Nilsen for Chief Manzanedo to place a notice on the district's website to the public of the available board positions. Jennifer Haslip seconded, there was no discussion, and the motion passed unanimously.

-Discussion of ratification of District By-laws: Available By-laws documents were handed out for future discussion and for any changes the board may want to make. The discussion was tabled at this time.

-Fire District Board changes: Jennifer Haslip made a motion to nominate Andy Nilsen as Board Chairman. Andy Nilsen seconded, a discussion was held as to the importance of having a board chairman, after the passing of Bob Schultz. The motion passed unanimously. Andy Nilsen also agreed to act as interim board clerk until the position could be filled.

- Discussion of upcoming executive session: A possible request for an executive session had been made. A motion was made to have a executive session to discuss a performance evaluation of fire district operations for Friday April 5th at 12:00pm. Jennifer Haslip seconded, there was no discussion, the motion passed unanimously.

- Discussion of Fire Chief contract renewal: A discussion was opened for the Fire Chief's contract to be renewed at the end of June. As the present board has not yet participated in a contract renewal, the possibility of receiving help from an outside source was discussed. The board was also informed of evaluation forms that the district already possesses.

Board Member Comments:

-The information that Chief Manzanedo had previously provided about services for former Chairman Bob Shultz was repeated: A service will be held at the park across from the fire station on April 27th at 11:30 and a potluck is to follow.

Community Comments:

-A member of the community asked if the fire station could possibly provide drinks and table service.
- A member of the community advised that executive sessions can only be held for certain reasons and that the evaluation forms should be in the station files.

Adjournment : Andy Nilsen made a motion to adjourn. Jennifer Haslip seconded, there was no discussion, the motion passed unanimously. The meeting was adjourned at 6:39 P.M.

Dated April 2, 2019 by:  Board Chairman and acting Clerk ,
Andy Nilsen