

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

HELD

Tuesday, May 7, 2019

A Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday May 7, 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 Jennifer Haslip and Board Chairman Andy Nilsen. Fire Chief Manzanedo represented the Fire District. The presents of a quorum the meeting was continued and chaired by Board Chairman Andy Nilsen, according to district bylaws.

Approval of minutes of Previous Meetings:

Jennifer Haslip made a motion to approve of the regular meeting minutes of April 2, 2019, Andy Nilsen seconded, there was no discussion, the motion passed unanimously.

Public Appearances: A phone conference was conducted with the Saunders Company who preformed the districts annual audit. A discussion was held with questions asked by the board. A copy of the audit is available to the public at the station.

Chief's Report:

- Calls of Service: 5 EMS calls, 1 illegal burn, 1 wild fire .
- Chief gave a short report on the on going investigation on the Tritle Fire.
- The YRMC Medical Direction Contract was renewed and sign by the board.
- Chief announced that there will be a Firewise Pancake Breakfast on May 25th .

Financial Reporting

- a. **Financial Reports – February 28, 2019**
- b. General Fund = 26,996.47
 - i. Compass Bank (Payroll) = 15,017.11
 - ii. Line of Credit = 96,899.60
- c. Capital Reserve Fund = 8,882.85
- d. Accounts Receivable =
- e. Taxes Receivable = 170,337.68

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- 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.

-A motion was made by Jennifer Haslip to approve the financials for the month March. The motion was seconded by Andy Nilsen, there was no discussion, the motion was passed unanimously.

Old Business :

-The executive session scheduled at last month's meeting was cancelled.

-Nomination of two new board members Tom Price and Laura Flood. The motion was made by Andy Nilsen, seconded by Jennifer Haslip, no discussion, motion passed unanimously.

-Nomination of Tom Price for the position board clerk was motioned by Andy Nilsen, seconded by Jennifer Haslip, no discussion, motion passed unanimously.

-The oaths of office were given by Chief Manzanedo to both Tom Price and Laura Flood as new members.

-Discussion on drawing up new District By-Laws was held, and a sample draft to be written up.

- Discussion of the Chiefs new contract was brought up and two sample evaluation forms were reviewed and the possibility of a special meeting may be needed to finalize procedure on the process.

New Business :

-A date for the budget workshop open to the public was set for Monday May 13, 2019 at 10:00 a.m. at the Fire Station.

-A discussion on check signing procedures and getting the new members signatures on file with the bank
And further discussion was held on a board member rotation for check signing

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Board Member Comments:

Chairman Andy Nilsen thanked the board members for their service.

Community Comments:

-A member of the community thanked Chief Manzanado for all his hard work and dedication.

Adjournment : Andy Nilsen made a motion to adjourn. Jennifer Haslip seconded, there was no discussion, the motion passed unanimously. The meeting was adjourned at 7:30 P.M.

Dated May 7, 2019 by: Thomas Price Board Clerk , Thomas Price