

**MINUTES OF THE REGULAR MEETING OF THE  
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS  
HELD  
June 4, 2019**

The Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on June 4, 2019 at 10:00 A.M., at 1110 E. Friendly Pines Road - Prescott, Arizona.

**Meeting called to order.**

**Pledge of Allegiance**

**Roll Call**

-Present at the meeting were the following members of the Groom Creek Fire Board, Board Chairman Andy Nilsen, Board Treasurer Jennifer Haslip, Board member Laura Flood and Board Clerk Tom Price. Fire Chief Manzanedo represented the Fire District. This represents a quorum and the meeting was continued and chaired by Board Chairman Andy Nilsen, according to district bylaws.

**Approval of minutes of Previous Meetings:**

-The minutes of Regular Board meeting dated May 20, 2019. Motion by Board Chairman Andy Nilsen Seconded by Board member Laura Flood. No discussion, vote was all in favor, Motion passed, Minutes approved as written.

**Public Appearances: None**

**Chiefs Report:**

- Chief Manzanedo reported the past months calls.
- Update on budget, The District is to receive a slight increase from FDAT than originally predicted.
- Update on Firefighters salaries, and Captains salaries. Staff meeting scheduled to do reviews .and increases due to be effective in July 2019.
- Reported that Captain Krueger's wife delivered a healthy baby girl, wished them congratulations.

**Financial Report:** Presented and explained new figures.

- Chief Manzanedo explained how he has been able to keep the District under budget by limiting salary increases, hiring, and vacation days for the staff. With the change in financials it is projected to get the Captains and the Firefighters back up to schedule on salary increases.
- Treasurer Jennifer Haslip is preparing for the upcoming audit and she stated that some figures were unavailable due to not having access to figures until beginning of this current meeting.
- Treasurer Jennifer Haslip suggested that those figures should tabled until next meeting after she has been able to do a proper review. Motion by Board Chairman Andy Nilsen, Seconded by Laura Flood. No discussion, Vote was all in favor, Motion passed.

**Old Business:**

- Board Chairman Andy Nilsen reported the following:
- The District Board has been updated and changed from a 3 member Board to a 5 member board.
- Updated District By-laws were ratified.
- District Policy #100-1o was discussed with changes to reflect cash flow limit for the Chief to increase the amount from current \$1,000.00 to \$5,000.00
- All checks less than \$500.00 only needing one signature. And all checks over \$500.00 requiring two signatures.
- Discussion on Chiefs contract renewal and new Evaluation Form. Further action to be discussed at a Executive session on June 10, 2019 at 10:00 A.M..
- Further clarification on check signing and rotation to be clarified at the Executive session also.
- Board Chairman Andy Nilsen thanked the Board for their cooperation in getting these tasks completed.

**New Business:**

- Board Chairman Andy Nilsen mentioned the current vacancy on the Board, and would like to accept the application of District resident Michael Valenza for this position. Motion made by Chairman Nilsen, Seconded by Board Clerk Price. No discussion, Vote all in favor, motion passed.
- Oath of office given by Chief Manzanedo.
- Board member Laura Flood has turned in her resignation due to personal reasons. Laura only intended to to be an interim member to help in the formation for the current 5 member board. She intended to resign once this occurred and a suitable replacement was assigned to replace her.
- Board Chairman Andy Nilsen accepted her resignation with the appointment of new member Michael Valenza.

**Board Member comments;**

- Board Chairman Andy Nilsen thanked the Board Member Laura Flood for her service.
- Former Board member Laura Flood stated that she has been looking for another property. Laura stated that her actual property line which is adjacent to the rear of the fire station is actually closer to the rear of the fire station and that the stations propane tank is on her property. This was noted just for clarification for reference if her property is sold at a later date.

**Adjournment :**

- Board Chairman Andy Nilsen made a motion to adjourn. Board Clerk Tom Price seconded the motion and there was no discussion, the motion passed unanimously. The meeting was adjourned at 6:34 P.M.

Dated June 5, 2019 by: Thomas Price Board Clerk, Thomas Price