

**MINUTES OF THE REGULAR MEETING OF THE  
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS  
HELD  
Tuesday July 7, 2020**

The Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday July 7, 2020 at 18:00 hours / 6 P.M., at 1110 E. Friendly Pines Road - Prescott, Arizona.

**Agenda: Regular Meeting –**

**Meeting called to order.**

**Pledge of Allegiance**

Fire Chief Ernesto Manzanedo requested a moment of silence For the Helicopter Firefighter who was killed in in a crash while attacking the Polles Fire near Payson today (07-07-2020)

**Roll Call**

Present at the meeting were the following members of the Groom Creek Fire Board of Directors, Board Chairman Andy Nilsen, Board Treasurer Jennifer Haslip, and Board Clerk Tom Price, Fire Chief Ernesto Manzanedo. 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 the GCFD Special Board meeting dated June 8, 2020. Motion by Board Chairman Andy Nilsen Seconded by Board Clerk Tom Price, No discussion, vote was all in favor, Motion passed, Minutes approved as written.

**Community Comments: None**

**Public Appearances: None**

**Chief's Report:**

**Calls for Service :** The month of June 2020 was a rather busy month.

The District had 8 calls for service, 3 EMS calls, 1 lines down, 1 illegal burn, 1 smoke investigation 1 public assist, and 1 change of smoke detector battery. One EMS call was a particular involved call in which the homeowner had fallen off a deck under construction from aa dangerous height. The patient fell missing debris on the ground below but did suffer a compound femur fracture. Crews arrived treated and stabilized the patient who was later flown to Phoenix for surgery. Job well done by Captain Boutin, Firefighter / Paramedic Mendez and Firefighter/ Provisional Paramedic Fitzmaurice Life line ambulance crew and Native Air.

Fire Chief Ernesto Manzanedo gave a brief on the frontline Engine 41 which is currently out of service due the emergency repairs of a tie rod, power steering pump and replacement of the cab to chassis to frame bushings.

Fire Chief Manzanedo also reported that there was a surplus in the general fund which was transferred to the Capital reserve fund due to keeping a balanced

budget. As of this evenings meeting, the funds have been transferred back to the General Fund.

**Financial Reporting:**

Board Treasurer Jennifer Haslip began with a brief review of May 31, 2020 financials

**Financial Reports for May 31, 2020**

- 1) General Fund = \$71,360.92
- 2) Compass Bank = \$6,133.48
- 3) Line of Credit = 0.00
- 4) Capital Reserve = \$13.34

A motion to approve the May 31 financials made by GCFD Board Chairman Andy Nilsen, Seconded by GCFD Board Treasurer Jennifer Haslip there was no discussion, vote was all in favor motion passed.

**Old Business:** GCFD Board Chairman Andy Nilsen reviewed the proposed 2020-2021 budget approved during the June 8, 2020 Special meeting.

The District has followed all procedures regarding the posting and time lines to allow the community to view and ask for clarification of the budget A motion to approve and adopt the 2020-2021 budget was made by GCFD Board Chairman Andy Nilsen, seconded by GCFD Board Treasurer Jennifer Haslip, there was no discussion, vote all in favor, motion passed.

GCFD Chairman Nilsen reviewed a minor change in the wording to the Chiefs contract discussed at the special meeting of June 8, 2020. This was approved by all and signed and dated.

GCFD Chairman Nilsen Reviewed the Notification of the District having published a notice and call for election to fill the next term positions of the board. This was presented in compliance by a letter to the County.

GCFD Board Treasurer Jennifer Haslip reported that District Accountant Jackie Moreland, District Administrative assistant Pat DeGraff are still in the process of working hard to clear up the PSPRS Pension Fund issues. They have completed 2019 and 2020 to date. It has been determined that the District has overpaid approximately \$5,000.00 plus each of the years 2019 and 2020 equaling \$11,834.34. The District Accountant has been working on the 2018 and will soon be working on 2017. This has been a slow process due to The District Accountant experiencing a family emergency recently and with the PSPRS personnel are working from their homes further complicating the process. Please understand there are specific procedures to follow and checks and balances to assure that this reconciliation is done properly to assure we are current and up to date. This is imperative as we need to be sure the District is properly funded for our members pensions.

**New Business:** GCFD Board Chairman Andy Nilsen discussed the need and procedure of the District moving from a 3 person board to a 5 person board to be compliant with County statutes. He made the necessary changes to the By-Laws to reflect this change which will be sometime in December 2020. GCFD Board members reviewed the changes and approved as written. GCFD Board Chairman Nilsen made a motion the accept the changes, seconded by GCFD Board Clerk Thomas Price, there was no discussion, vote all in favor, motion passed.

**Board Member Comments:** Board Chairman Andy Nilsen Wished to thank the Chief and the Captains and Firefighters for their hard work .He wished to thank The District Accountant, GCFD Board Treasurer Jennifer Haslip and GCFD Administrative Assistant Pat DeGraff for their continued hard and dedicated work of resolving the issues with the PSPRS account.

GCFD Board Chairman Nilsen mentioned a letter of appreciation and thanks from Captain Nate Hallowell to the Current Board and the Administration for the recent changes which have help improve benefits for the District employees and their families.

GCFD Board Chairman Nilsen reviewed a rather extensive list of accomplishments which the current board has achieved over the past year since taking office. He wished to thank the Board and Fire Chief Ernesto Manzanedo for his assistance with these accomplishments.

**Community Comments:** Community member Pat DeGraff wished to thank friend and former Realtor Donna Baade who organized the recent morning Coffee and Doughnuts Community Fundraiser for the Fire District. This event raised \$2,251.50 in donations to the District and was well attended by all. There was a mention of a possible future event that would include classic cars and trucks. GCFD Board Chairman Andy Nilsen Wished to thank Donna Baade her efforts and the public for their generous donations.

**Adjournment :**

Board Chairman Andy Nilsen made a motion to adjourn. Board Treasurer Jennifer Haslip seconded the motion and there was no discussion, the motion passed unanimously. The meeting was adjourned at 6:28 P.M./18:28 hours.

**Dated July 8, 2020 by \_\_\_\_\_ Board Clerk Thomas Price**

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