

**MINUTES OF THE REGULAR MEETING OF THE
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS
HELD
Tuesday May 5, 2020**

The Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday May 5, 2020 at 6 P.M., at 1110 E. Friendly Pines Road - Prescott, Arizona.

Agenda: Regular Meeting –

Meeting called to order.

Pledge of Allegiance:

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 Regular Board meeting dated April 7, 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: Community member Jerry Schulz inquired about the annual bike race and the annual fun run. Fire Chief Manzanedo stated that due to the current status with the Covid 19 virus the bike race is postponed indefinitely, as for the fun run it is still undetermined at this time as well as any other social events. These will be addressed as the usual time approaches and the District will have to follow the Governors guidelines for social gatherings.

Public Appearances: None

Chief's Report:

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

Fire Chief Ernesto Manzanedo gave a brief overview of a single motor vehicle accident on Wolf Creek Rd. Acting Captain Tillman did exceptionally well on the incident, as well as all others involved. The crash involved two patients who later signed off and were not transported. Along with Groom Creek, Prescott Fire responded with one Engine, and a Battalion Chief, 2 YCSO Sheriffs Deputies, and 2 Lifeline Ambulances. As for the other responses for the month details were unavailable due to the data base being down at the time of this meeting. Fire Chief Manzanedo will update at the next scheduled meeting.

Fire Chief Ernesto Manzanedo gave an update on the new Firefighters. One of the New Firefighters is a Paramedic who is currently 24 hour shift ready. The other two who have completed their prerequisite District training although they are awaiting the final assessment of their EMT certification. to be shift ready. The assessment

center is not in operation at this time due to the Covid 19 shut down. All have well educated working out well, and have been active with the Department and active with the Fuels Program.

Fire Chief Manzanedo also stated that the District has been receiving approximately 5 new applicants per week to come on board as Reserves. All these applicants have been well qualified and eager to become members. These requests will be review and be addressed as needed.

Shift staffing has been comprised of the current full time Captains, Acting Captain Tillman and current reserves. The new Firefighters have also been active with additional help to the daily shifts.

There is a fire ban in place mandated by the Prescott National Forest This ban restricts al open fires in the forest at this time. As of 5P.M. May 6, 2020 there will be an additional ban on recreational shooting in the Forest. These bans shall remain in effect until further notice. Warming fires are acceptable at private residences at this time, it is strongly suggested to have a screen in place over the fire to help prevent any stray embers. Burning of yard debris is still allowed at this time as long as a permit has been issued for the specific time, date and location. Please notify the District if you are going to burn and ALWAYS use caution when lighting any fire.

Financial Reporting:

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

Financial Reports for March 31, 2020

- 1) General Fund - \$1,430.47
- 2) Compass Bank - \$5,997.00
- 3) Line of Credit - \$6,719.11
- 4) Capital Reserve - \$12.87
- 5) Property Tax Receivables - The District is currently on track at this time

Old Business: Board Treasurer Jennifer Haslip reported that District Accountant Jackie Moreland, District Administrative assistant Pat DeGraff have been working hard to clear up the PSPRS Pension Fund issues. They have completed 2020 to dated and are currently working on 2019. This will take some time due to the PSPRS personnel are working from their homes. The work may include several previous years previous allocations to be brought up to date. We are fortunate that when the District changed to a new Accountant these issues became evident. In time everything shall be brought up to date and correct.

GCFD Board Chairman Andy Nilsen stated that he had spoken to the County Special Districts regarding the District regarding the 3 to a 5 member board change. He was then directed to the Elections department. He stated that we do plan to have an election . The Elections department is to be forwarding a outline for the election process to the District shortly.

Board Chairman Andy Nilsen mentioned the Chiefs contract and Bonus Clause are soon approaching. These issues need to be addressed prior to the end of the current physical year. Evaluation forms shall be issued to the full time Personnel the Chief and the Board members to complete by May 28, 2020.

New Business: There will be a special meeting scheduled at the regular monthly meeting of June 2020 to review the Chief's evaluation, contract and his physical year goal achievement bonus, as well as the 2020-2021 Budget.

Board Member Comments: Board Chairman Andy Nilsen Wished to thank the Chief and the Captains and Firefighters for their hard word and the necessary precautions that they have taken to protect themselves and the public during this time due to the Covid 19 Virus.

Board Chairman Andy Nilsen mentioned that the District has received 3 generous donations recently. Donations from District residents- Christine Wolf, Nancy Parkey and Eric Oken. The District wishes to than all for their generous donations.

Fire Chief Ernesto Manzanedo wished to thank Board Treasurer Jennifer Haslip, District Accountant Jackie Moreland and District Administrative Assistant Pat DeGraff for their continued hard work to rectify the PSPRS issue.

Community Comments: Community member Dee Shultz asked if the District is ahead or behind on the payments to the PSPRS account. District Board Treasurer stated that we are not sure at this time. For 2020 we are ahead on payments, and as for the previous years it is yet to be determined. The District pension is 167% funded at this time so we are in very good shape. We will make any necessary adjustments to the account when the investigation has been completed.

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 6:44 P.M./18:44 hours.

Dated May 6, 2020 by _____ Board Clerk Thomas Price

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