

**MINUTES OF THE REGULAR MEETING OF THE
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS
HELD
Tuesday, November 5, 2019**

The Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday November 5, 2019 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. 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 October 1, 2019. 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.

Public Appearances: None

Chief's Report:

- **Call for Service :** 6 EMS Calls, 1 Rescue, 3 Public Assists, 2 Fire Alarms and 1 wildland fire.
- The Rescue was performed by the duty crew consisting of Captain Daniel Boutin and Firefighter paramedic Gabi Mendez. This was a trail rescue of an injured hiker. Chief Manzanedo mentioned that the rescue went very well due to the expertise and continuous training of District members. He wanted to commend the crew of a job well done.
- The wildland fire was actually a spot fire that had been smoldering since the earlier prescribed burn last month and increased in size producing a lot of smoke. Captain Nate Hallowell urged that it be totally extinguished due to the concern of the public. Chief Manzanedo agreed with Captain Hallowell and it was extinguished. Additional companies consisting of a Battalion Chief and an engine from Prescott fire were on the original dispatch. Chief Manzanedo commended all involved on a job well done in relation to this incident.

Financial Reporting:

Board Treasurer Jennifer Haslip began with a brief review of August 31, 2019 financials

Financial Reports for August 31, 2019

- 1) General Fund = -\$18,976.83
- 2) Compass Bank = \$3,607.46
- 3) Line of Credit = \$42,959.97
- 4) Capital Reserve = \$0.00

Board Treasurer Jennifer Haslip moved on to September 30, 2019 financials. She explained that the figures were not printed on this evening's agenda due to just receiving the figures prior to the Board meeting.

Financial reports for September 30, 2019

- 1) General Fund = -\$20,051.57
- 2) Compass Bank = \$6,516.70
- 3) Line of Credit = \$99,916.41
- 4) Capital Reserve = 1,323.24

Board Treasurer Jennifer Haslip explained that the figures for the General Fund for August and September were both negative figures due to outstanding checks.

Chief Manzanedo added that the District is just now receiving Tax money from the County, so far we are in receipt of \$239,701.10. This portion will help the District catch up on outstanding bills.

Board Chairman Andy Nilsen motioned to approve August 31, 2019 financials, Treasurer Jennifer Haslip seconded, no discussion, vote was all in favor, Motion passed.

Board Chairman Andy Nilsen made a motion to approve the September 30, 2019 financials, Seconded by Board Treasurer Jennifer Haslip, no discussion, Vote was all in favor, motion passed.

Board Chairman Andy Nilsen mentioned that the former wildland account at Compass Bank was thought to be in the area of \$55.00. The bank updated us that it was closer to \$60.00 and that with monthly fees of \$35.00 it had then dropped down to a negative \$35.00. Subsequently the bank closed the account and will write off the final fee of \$35.00 which brought us to a negative balance.

Board Chairman Nilsen then brought up the balance of the current loan with Country Bank which we owe approximately \$45,000.00, the actual amount due to early principal payments brought the figure down closer to \$35,000.00. He went on to suggest that now may be a good time to possibly look at shopping around for another loan with a lower interest rate so we could possibly pay off the outstanding debt. This may also enable the District to have access to the full amount of around \$250,000.00 which is our max line of credit from the County. We are currently only allowed with the current wording of the bank loan to access \$100,000.00 of the \$250,000.00 without over extending us. Chief Manzanedo mentioned that due to the miscommunications between the Bank and advice of our attorney that the figure with interest is now back up to around \$45,000.00

Chief Manzanedo mentioned that he would be glad to start conversation with the County Treasurer to see if there is a possibility to accessing the full line of credit which would enable the District to pay off the outstanding loan. In addition Board Chairman Nilsen and Board Treasurer also said they would be open to investigating

other financial institutions for a loan to do the same providing the interest rates are not favorable with the County.

Old Business: Update on the GCFD Accountant position. Chief Manzanedo says there has been some interest in the position of GCFD Accountant position, so far a candidate has been interviewed, and the candidate seems to be a good fit to fill the position meeting the District requirements. A background investigation on the potential candidate is currently in process and could be returned to the District in a few weeks.

Discussion with the current District Accountant proved to be positive and she is willing to prepare a transition packet and provide the necessary assistance to a new District Accountant aiding in a smooth transition.

New Business: None

Board Member Comments: Board Chairman Andy Nilsen wanted to mention that he felt that he had neglected to explain back in a previous meeting that the reason the District was moving from a 3 person board to a 5 person board was due to great public interest. This occurred when Former Board Member Gary Williams had stepped down. He wish to thank all those who were interested in being part of the Board and for their support of the District.

Board Chairman Nilsen also wanted to announce and thank the Eggert Family for their very large and generous donation to the District. Board Chairman Nilsen also wanted to thank the Board members for their service.

Chief Manzanedo wanted to mention that Captain Joshua Krueger has been offered a position on the Prescott Fire Department after completing the testing process. Chief Manzanedo wanted to wish him congratulations and thank him for his approximately 10 years of service with the Groom Creek Fire District. Captain Krueger's appointment will be effective in January 2020. This will cause a vacancy in the Captains position and he hopes that this position can be filled by current in house Firefighters who are willing to go thru the process and based on their scoring. If this does not work out the District may have to go outside the District staff. Chief Manzanedo Also mention to Captain Krueger that he is always welcome to work as a reserve to help fill positions. If a current Firefighter is promoted this will also open a position for some of the current reserves.

Community Comments: Community member Mr.Canter. asked if there was any way in which the District could possibly pay down the outstanding loan to help reduce potential additional interest. Board Chairman Andy Nilsen and Board Treasurer Jennifer Haslip referred to earlier conversation in relation to doing just that. The Board is all in favor to trying to pay off the loan as early as possible and will be investigating the possibilities of doing so.

Community member Mr. Jerry Shultz asked if he would be able to have the figures for the September 30, 2019 financials that were not previously published on the November 5, 2019 agenda. Board Treasurer Jennifer Haslip said she would be happy to repeat them so Mr. Shultz could write them down.

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 6:36 P.M.

Dated November 6, 2019 by: _____ **Board Clerk , Thomas Price**