

**MINUTES OF THE REGULAR MEETING OF THE  
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS  
HELD  
Tuesday, October 1, 2019**

The Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday October 1, 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 Executive Board meeting dated September 3, 2019. Motion by Board Chairman Andy Nilsen Seconded by Board Treasurer Jennifer Haslip, No discussion, vote was all in favor, Motion passed, Minutes approved as written.

**Public Appearances:** None, Although New Yavapai County Board of Supervisors District 5 Mary Mallory and her assistant Cynthia were in attendance.

**Chief's Report:**

- **Call for Service:** A total of 11 calls: 3 EMS Calls, 2 smoke investigations, 1 illegal burn, 1 activated fire alarm 2 Public Assists and 1 rescue at Gold Water Lake, 1 mutual aid call for the Johnson Fire.
- Update on Johnson Fire which was reported on Sunday September 22, 2019. The fire is located up on Lookout Mountain off road 52B on Johnson Ridge. The Chief reported seeing smoke while in town and made some necessary phone calls to get the proper personnel in place. There were also calls to the District Station. Crews that were also nearby were just being released from the Sheridan Fire. The District duty crew consisting of Captain Josh Krueger, Fire fighter Max Fitzmaurice and Fire Fighter Will Smith had done their investigation and were keeping an eye on the fire. Chief Manzanedo mentioned that there were two reserve firefighters on duty at the station and assigned one of them to the fire manning the type 6 rig. Off duty Captain Nate Hallowell was nearby in town and responded to the station. Captain Hallowell also manned the type 6 rig. Once the District had received the Mutual aid call the fire Chief Manzanedo and crews were dispatched to the Lower Wolf Creek Camp Ground to a staging area awaiting assignment. The initial fire grew rather rapidly to approximately 40 acres. The fire was located in a very heavily

wooded and rough terrain area making it difficult for any ground crews to gain access. The first few days consisted of very heavy air support until ground crews were able to work their way in to the seat of the fire. 2 to 3 Hot Shot Crews were able to make a containment line around the fire in one day. As time passed the fire fight continued during daylight hours. At night the air crews were unable to accurately assess the fires growth with the infrared cameras due to the heavy canopy of the trees. Later in the week the Seasonal Fire Crews and the Hot Shots were at their maximum working limit for the season. (the wildland fire crews are limited to a maximum of 1,000 hours per season). Thankfully the weather was in our favor with calm winds, low relative humidity, and some rain fall. Groom Creek Fire crews were placed on standby during the fire to be able to respond to any other fires in the area. Chief Manzanedo was able to allow for Forest Fire Crews that were also on standby to stage at the District 41 station during the day rather than at the staging area at the Prescott Rodeo Grounds. Captain Nate Hallowell and Fire Fighter Robert Tillman hosted the crews providing hot meals and aiding in getting dry clothing. There will be no further press regarding the fire unless conditions change for the worse. There will be Crews monitoring the fire throughout the week manning 3 Engines, 1 Hand Crew, 1 Helicopter and misc. Medical and air support. Chief Manzanedo also commented that there is \$15,000 due to the District for our efforts/participation on the Johnson Fire.

### **Financial Reporting:**

Board Treasurer Jennifer Haslip began with a brief review of June and July 2019 financials which had been previously tabled. Jennifer explained that the General Fund figures were negative amounts due to having to transfer funds to the Capital reserve Fund to cover outstanding checks. This was true for both June and July 2019. The Compass Bank Payroll figure for July had to adjusted from \$18,240.75 to \$8,627.96 as reported in the agenda due to the last payroll of the month cleared the bank on the last day of the month and the District Accountant did not report this to us.

Board Chairman Andy Nilsen motioned to approve the June and July 2019 financials with the corrected figures for July. Board Clerk Tom Price seconded, no discussion, vote was all in favor, Motion passed.

### **Financial Reporting**

#### **a. Financial Reports- June 30, 2019**

- b. General Fund = -\$3,468.87
- c. Compass Bank Payroll = \$7,550.96
  - i. Line of Credit = \$0.00
- d. Capital Reserve Fund = \$49,389.03
- e. Accounts Receivable = 0.00

#### **a. Financial Reports- July 31, 2019**

- b. General Fund= -\$15,229.21
- c. Compass Bank Payroll= \$8,627.96
- d. Capital Reserve Fund= \$643.30
- e. Accounts Receivable= \$0.00

**Old Business:** In June of 2019 the Groom Creek Fire District Fire Board attempted to move from a 3 person board to a 5 person board. This move was instrumental in enabling two board members to speak to each other with out violating the Arizona open meeting law. The District also has reached a certain monetary threshold that enables the GCFD Board to move to a 5 person Board. The GCFD Board went through the process of contacting the County, Our Attorney, and AFDA. On the proper procedures. GCFD Board then moved to a 5 person Board. Also in June Chairman Andy Nilsen went to the County with the GCFD Board Minutes and the oaths of office that we were told was the proper procedure to facilitate the change. While there he was now advised to seek advice from our attorney. GCFD Board Chairman Nilsen did contact the Districts Attorney in June of 2019 and was told that he was out of the country. The attorney did return his call, GCFD Board Chairman Nilsen advised him of the situation and asked that he contact us when he was back in the country. There were 2 questions that were asked of the attorney and we did not hear from the attorney for two months. GCFD Board Chairman Nilsen contacted the attorneys office again on August 29, 2019 and requested an answer, He later received a memo from the attorney stating that we need to return to a 3 person board due to current laws. We have since returned to a 3 person board. The Board will have to follow a rather lengthy and difficult process to make the change back to 5 persons. This may involve petitioning to make this move and then going to the County and working on setting up an election to vote the necessary persons. This could take until December 2020. We are hoping that through some help and possible changes in legislation this process can be expedited. Board Chairman wished to thank Former Board Member Mike Valenza for this efforts and participation in the process.

**New Business:**

1. Discussion due to the recent return from a 5 person board to a 3 person board the Bylaws had to be revised to reflect this change back to 3 persons. Board Chairman Andy Nilsen made a motion to approve the revised Bylaws, seconded by Board treasured Jennifer Haslip, no further discussion, vote all in favor, motion passed.
2. Discussion on ratifying all prior motions, Motion by Board Chairman Nilsen, Seconded by Board Treasurer Haslip, No further discussion, vote all in favor, motion passed.
3. Discussion on how the monthly GCFD Board Meeting Agenda will need to be written up. This will require the agenda be done on the Thursday prior to the first Tuesday Board Meeting. This will allow for the agenda to be posted 24 hours prior to the board meeting. The board minutes will be written and posted to the board members prior to the following months meeting. A discussion of the minutes will be held and if the board members feel that there are any necessary corrections/amendments need to be made they will be done and a vote to approve the minutes will be approved with the corrections/amendments.
4. Discussion regarding the GCFD Accounta was on the table. It was stressed that for some tine now that the GCFD and the GCFD Board has had many unsatisfactory reports, communications and related work that has been contracted with the current District Accountant. Chief Manzanedo, GCFD Board Treasurer Jennifer Haslip, GCFD Board Chairman Andy Nilsen and GCFD Administrative Assistant Pat DeGraff all have gone to great lengths

to make things work with no avail. It has come the consensus of opinion that the District move forward on replacement of the current Accountant. A lengthy discussion regarding the issues and the process to do so was explored. Hopefully a smooth transition can occur when this takes place. The Chief wanted to comment that the Accountant has been working for the District for quite sometime and has been doing a fine job up until recently. The process for replacement will be up to the Chief, Board Chairman Nilsen and Admin. Assistant Pat DeGraff. The actual hiring of the new accountant will be done by the Chief. Motion to replace the current District Accountant was made by Board Treasurer Jennifer Haslip, Seconded by Board Chairman Nilsen, no discussion, vote all in favor motion passed.

**Board Member Comments:** GCFD Board Chairman Andy Nilsen wished to thank County District 5 Supervisor Mary Mallory for her attendance and support. He also wanted to thank the District Personnel on an outstanding performance on the Johnson Fire. Special thanks to Chief Manzanedo and Administrative Assistant Pat DeGraff for their hard work and many hours working on the financials for the District and the payroll. And thanks to the GCFD Board for their work.

**Community Comments:** Community member Dee Schultz asked why there's such a lengthy and possible costly process to replace the current District Accountant, and why Board Treasurer Jennifer Haslip can't do the job. Board Treasurer Haslip commented that she can not do the job as the District Accountant due to a legal conflict of interest being the GCFD Board Treasurer. It is also noted that we are looking for a "Full Line Book Keeper" this person will be able to do all the necessary accounting and related work at a much lower cost than an actual CPA which is not required. Community member Dee Schultz was also concerned that we do not get into the same situation if we don't do a thorough interview. Board Treasurer Haslip replied that we intend to do a thorough search and require this replacement to have specific qualifications and be local as well. It is noted that District Administrative Assistant Pat DeGraff intends to continue to work as the District Administrative Assistant.

County District 5 Supervisor wanted to thank the GCFD Members for their involvement in the Johnson Fire. She also wanted to mention that was so impressed to see the GCFD, GCFD Board and the Community members for their involvement in the betterment of the community.

**Adjournment :**

-Board Chairman Andy Nilsen made a motion to adjourn. Board Treasurer Jennifer Haslip Seconded the motion and there was no discussion, vote all in favor the motion passed unanimously. The meeting was adjourned at 6:52 P.M.

**Dated** ~~October 2, 2019~~ **by:** \_\_\_\_\_ **Board Clerk , Thomas Price**