

**MINUTES OF THE REGULAR MEETING OF THE
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS
HELD
Tuesday January 5, 2021**

The Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday January 5, 2021 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 Board Clerk Tom Price, Fire Chief Ernesto Manzanedo. Board Members Eric Rogers and Michael Valenza by telephone. This represents a quorum and the meeting was continued and chaired by Board Chairman Andy Nilsen, according to District bylaws. The following acronyms may be used throughout this document; GCFD = Groom Creek Fire District, GCFFA = Groom Creek Fire Fighters Association, AFDA = Arizona Fire District Association, PSPRS = Public Service Pension Retirement System, ARS =Arizona Revised Statute.

Approval of minutes of Previous Meetings:

The minutes of the GCFD Regular Board meeting dated December 1, 2020. Motion by Board Chairman Andy Nilsen Seconded by Board Clerk Tom Price, there was no discussion, Vote was all in favor, Motion passed, Minutes approved as written.

Chief's Report: Fire Chief Ernesto Manzanedo gave an update on the mechanical state of Engine 42. Chief Manzanedo stated that the water leak which has been an issue with Engine 42 has been fixed. Captain Daniel Boutin was able to remove the fitting from the Engine and did some repairs and then took the part to a machine shop which was able to do some further repairs. The part has been replaced on Engine 42 and is now back in service and no longer leaking. This repair was accomplished by in house labor and the machine shop at the cost of around \$100.00. Thanks to Captain Boutin for his time and expertise enabling the District to save a considerable amount of money for this repair.

Calls for service: Chief Manzanedo reported there were 2 EMS calls for the month of December 2020.

Financial Reporting:

Board Treasurer Jennifer Haslip stated that there was some missing information for the November 2020 financials so they are incomplete at this time. She suggested that they be tabled until February's meeting. GCFD Board Chairman Andy Nilsen Made a motion to table the November 2020 financials until the February 2, 2021 meeting. Seconded by GCFD Board Treasurer Jennifer Haslip, there was no discussion, vote all in favor, motion passed.

Old Business: GCFD Board Chairman Andy Nilsen reported that the bank check signature card has been completed and that the newly implemented rotation for signing the checks can begin. GCFD Board member Michael Valenza stated that he has a copy for the Districts records.

Thanks to GCFD Board Treasurer Jennifer Haslip for her time drawing up the Check signing procedure and the rotation calendar. GCFD Board Chairman made it a point that it is the responsibility of those who are scheduled to sign on any particular date they must make arrangements for a suitable replacement if they are unable to make that date.

GCFD Board Chairman Andy Nilsen Motioned to approve the check signing procedure guidelines, Seconded by GCFD Board Treasurer Jennifer Haslip, there was no discussion, Vote all in favor motion approved. GCFD Board Chairman Andy Nilsen Motioned to approve the check signing rotational calendar, Seconded by GCFD Board Treasurer Jennifer Haslip, there was no discussion, Vote all on favor, motion approved.

GCFD Board Chairman Andy Nilsen revisited the request by the GCFFA to be absorbed by the GCFD. This matter has been on hold due to the need of the GCFFA and the GCFD Attorney Bob Miller have not been able to meet and discuss legalities. GCFFA Representative Captain Daniel Boutin will be in attendance at the February 2, 2021 meeting and discussion may take place then. GCFD Board Chairman Andy Nilsen made a motion to table the discussion until the February 2, 2021 meeting, Seconded by Board Clerk Tom Price, there was no discussion, Vote was all in favor, Motion approved.

GCFD Board Treasurer Jennifer Haslip gave a brief update of the ongoing reconciliation of the PSPRS account. Jennifer stated that they are still experiencing communication problems with the PSPRS staff due to the Covid 19 restrictions. There has been forward progress but at a slow pace. The reconciliation has found that The District has received a total of 5 checks in the past which had been returned and since voided due to a clerical error which they were applied to the wrong accounts. Jennifer stated they totaled around \$5,000.00, the District may have to repay this to the correct accounts in PSPRS. Jennifer also stated that there are some additional issues which must be addressed.

New Business: The District Board Chairman Andy Nilsen stated that the District board will need to have an Executive Board Meeting. A Motion by GCFD Board Chairman Andy Nilsen was called for under ARS 38-431.03 for an Executive Board Meeting to be held Thursday January 14, 2021 at 6:00 p.m./1800 hours at the District Fire Station 1110 E. Friendly Pines Rd. Motion Seconded by GCFD Board member Eric Rogers, there was no discussion, Vote was all in favor, Motion approved.

Board Member Comments: GCFD Board Chairman Andy Nilsen has spoken with AFDA representative “Kelly” regarding the reappointed and the newly appointed members to the District Board. She has the members names and they will need to complete the mandatory continuing education modules within the next 12 months. AFDA has been working on getting the modules online to comply with the current Covid 19 guidelines.

GCFD Board Chairman Andy Nilsen wished to thank the following community members in no particular order for their generous donations to the District; Ann Reynolds, Paul Copeland, Arena Ward, Marsha Tanner, Joe Heffelfinger, Laura Flood and Elaine Ault.

Condolences to GCFD Attorney Bob Millers wife Tessa for the recent passing of her Father.

Congratulations to GCFD Firefighter Paramedic Gabi Mendez and family on the recent birth of their 6lb. 8oz. Daughter, all are doing well!

Community Comments: Community member Tom Catlin asked if the acronyms used in the meetings and in the minutes be defined for those who may not be familiar with them. This shall be addressed in the future, thank you for your concern. GCFD Administrative Assistant Pat DeGraff wish to clarify that in the “Check signing procedural document” Checks are signed every other week rather than 2 times per month. GCFD Board Treasurer Jennifer Haslip stated she shall make the correction.

Board Chairman Andy Nilsen made a motion to adjourn. Board Clerk Thomas Price seconded the motion and there was no discussion, the motion passed unanimously. The meeting was adjourned at 6:24 P.M./1824 hours.

**Dated January 6, 2016, 2021 by _____ Board Clerk
Thomas Price**

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