

**MINUTES OF THE REGULAR MEETING OF THE  
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS  
HELD  
Tuesday, December 1, 2020**

The Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday December 1, 2020 18:00 hours., 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, Board members Eric Rogers and Mike Valenza, Fire Chief Ernesto Manzanedo. This represents a quorum and the meeting was continued and chaired by Board Chairman Andy Nilsen, according to district bylaws.

A note of condolence by Board Chairman Andy Nilsen regarding the recent passing of Firefighter/Paramedic Gabby Mendez's Brother and GCFD Attorney Bob Miller's Mother. Blessings to you and your family's.

**Approval of minutes of Previous Meetings:**

Minutes for GCFD Regular Board meeting dated November 3, 2019. Motion by Board Chairman Andy Nilsen Seconded by Board Clerk Tom Price, No discussion, vote was all in favor, Motion passed, Minutes approved.

**Community Comments:** None

**Public Appearances:** None

**Chief's Report:**

**Calls for Service:** 4 EMS calls, 1 illegal burn, 1 public assist, 1 odor investigation (propane leak).

Fire Chief Ernesto Manzanedo gave an overview on the recent repairs to the Command Vehicle. The truck had a check engine light warning, this turned out to be oxygen sensors. A shop in town would have charged \$800.00 to replace them. Captain Daniel Boutin was able to buy the parts for around \$100.00 and did the repairs in house. The repairs only a very short time and this fixed the problem. Chief Manzanedo wanted to thank Captain Boutin for his dedicated performance and attention to detail in the timely manner. Captain Boutin was able to save the District a great sum due to completing the repairs in house. Thank you, Captain Boutin for a job well done.

**Financial Reporting:**

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

**Financial Reports for October 31, 2020**

- 1) General Fund \$162,397.00

- 2) Compass Bank \$6,050.00
- 3) Line of Credit \$70,139.27
- 4) Capital Reserve \$219.20

Board Chairman Andy Nilsen motioned to approve January 31, 2020 financials, Treasurer Jennifer Haslip seconded, no discussion, vote was all in favor, Motion passed.

**Old Business:** Update on PSPRS by GCFD Board Treasurer Jennifer Haslip, she stated that GCFD Accountant Jackie Moreland has finally been able to have conversation with a PSPRS rep who has been helpful. Jackie has been diligently working to resolve the finals for 2017.

Board Chairman Andy Nilsen mentioned that on November 17, 2020 at 12:00 noon Jennifer Haslip and Michael Valenza were sworn in as members of the GCFD Board.

Board Chairman Andy Nilsen brought up that in the By-Laws the organizational positions could be changed by the newly formed 5 persons make up if any of the members wished to do so. None of the members wished to assume different positions at this time, so the current board shall remain the same for the time being. Board Chairman Andy Nilsen Motioned to keep the current board as is, Seconded by Board Member Mike Valenza, no discussion Vote all in favor, Motion passed.

Board Chairman Andy Nilsen once again brought up the request by the Groom Creek Fire Fighters Association request to be absorbed by the GCFD. This request was tabled at the November 3, 2020 meeting due to the absence of Board Treasurer Jennifer Haslip. He suggested to table the conversation once again due to the absence of Captain Daniel Boutin and GCFD Board Attorney Bob Miller. Board Chair Andy Nilsen Motioned the discussion be tabled to the January 5, 2021 meeting, Seconded By Board Treasurer Jennifer Haslip, there was no discussion, Vote all in favor, Motion passed.

**New Business:** Board Chairman Andy Nilsen brought up the possibility of a GCFD check signing rotation now that the new 5 persons board has been seated. This would enable all Board members to be able to assume the responsibility of this roll. He stated that he would have to get the required documentation from the BVVA Bank so all members signatures would be on file. He mentioned that due to the current Covid-19 restrictions the signatures may need to be done at the Prescott Valley Bank Branch. (as of Wednesday December 2, 2020 time of the drafting of this current document, the Board has been advised that this cannot be accomplished until a later date per BVVA Bank). As soon as the restrictions are lifted the Board will complete this documentation. The check signing shall remain as done in the past. Board Treasurer Jennifer Haslip stated that she will draft a check signing rotation calendar and a check signing procedural reference list to assure that all sessions are done according the same.

**Board Member Comments:** Board Chairman Andy Nilsen wished to thank Lauren and Doug Keeling for their very generous donation to the District. He wished to thank Board Member Eric Rogers for his donation of servicing a District vehicle. He wished to welcome the newly appointed Board members Eric Rogers and Michael Valenza. He wished to thank the Board for their work.

He mentioned that due to the current Covid-19 restrictions the annual District Christmas Party will not be held this year.

**Community Comments:** Jerry Shultz wished to thank the District for their work, he also wished to thank the District for their following the strict Covid-19 social distancing and related precautions.

Chief Manzanedo gave a brief update on the District paying off the outstanding balance on the loan in November 2020. Chief Manzanedo further mentioned that in doing so the district has received the titles back for District equipment held as collateral on the loan. Chief Manzanedo mentioned that by paying off the loan in a timely fashion the District should be eligible for a larger line of credit with the County if needed in the future due to proving financial responsibility

**Adjournment :**

Board Chairman Andy Nilsen made a motion to adjourn. Board Member Mike Valenza seconded the motion and there was no discussion, the motion passed unanimously. The meeting was adjourned at 1834 hours (6:34 P M)

**December 2 2020 by: \_\_\_\_\_ Board Clerk, Thomas Price**