

**MINUTES OF THE REGULAR MEETING OF THE
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS
HELD**

Tuesday, January 4, 2022

The Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday January 4, 2022, 18:05 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 Michael Valenza. This represents a quorum, and the meeting was continued and chaired by Board Chairman Andy Nilsen, according to district bylaws. Also, present were Fire Chief Ernesto Manzanedo and Administrative Assistant to the Board Pat DeGraff.

Notice: The following acronyms may be used throughout this document: GCFD = Groom Creek Fire District, GCFFA = Groom Creek Fire Fighters Association, PSPRS = Public Service Personnel Retirement System, Haz Mat = Hazardous Materials.

Approval of minutes:	<u>Motion</u>	<u>Seconded</u>	<u>Vote</u>
December 7, 2021 – Reg. Mtg	Nilsen	Valenza	Unanimous
December 14, 2021 – Exec. Mtg	Nilsen	Valenza	Unanimous

Public Appearances: None

Community Comments: NONE

Chief's Report:

Calls for Service calls for the month of October 2021:

8 Calls for service – 1 Smoke, 5 EMS calls, 1 False Alarm and 1 Vehicle Roll Over Assistance

District ordered the refurbished Cardiac Monitor, costing \$18,000, which was slightly less than expected.

Chief also stated Engine 41 remains in the repair shop awaiting parts.

County has been receiving emails regarding an individual that has a property that straddles the GCFD and the Walker Fire Protection Association. He Questions why he is paying GCFD property taxes. If continues, the Board will refer him to the County Board of Supervisors, as was advised by the Board Attorney.

Financial Reporting: Jennifer Haslip, Board Treasurer reviewed November 30, 2021, Financial Statements

Financial Report for November 30, 2021:

1) General Fund	\$ 194,843
2) PNC Payroll Acct	\$24,077
3) Line of Credit	\$0
4) Warrant Credit Balance	\$0
5) Capital Reserve	\$9

Budget comparison to actual was approximately \$93,000 favorable for July thru October. Reasons for favorable variance mainly due to the \$50,000 insurance payment, favorable variance from Insurance, PP&E payouts, retirement expenses and miscellaneous items totaling \$73,000 and a negative variance of \$20,000 due to Vacation and Sick Time payouts.

During the December Board Meeting, a Motion was made and approved to reclassify \$71,000 of the positive variance to the Capital Reserve. This was not completed prior to this meeting due to staff time and is expected to be done prior to the February Board Meeting.

Jennifer verified that the PSPRS Reconciliation is still in process but stalled during the Holidays. Jennifer will make a call to the PSPRS to prompt the process to restart.

Motion to Approve the November 30, 2021, Financials made by Andy Nilsen, Seconded by Jennifer Haslip. No discussion. Vote all in favor, Motion Passed.

Old Business:

Due to the lack of hotel rooms at the conference center, no one from the District will be attending the AFDA Winter conference January 20-21 in Tucson.

As the result of the Executive Board Meeting held on December and review of the two resumes received and discussions with the volunteers, it was determined to recommend to the Board to appoint Andy Lamar to fill the vacant position. Motion was made by Andy Nilsen and seconded by Jennifer Haslip. No further discussion and the motion was voted on and unanimously passed.

New Business:

In accordance with the vote held under Old Business, Chief Ernesto Manzanedo proceeded to swear in Andy Lamar as a Board Member.

Due to the addition of Andy Lamar to the Board, a new Bank Account Signature Card will need to be completed. After the minutes are completed, this will be undertaken.

The Board discussed the schedule for the upcoming 7 months for any scheduling conflicts. The only date that was changed was due to the Independence Day Holiday on the Monday before the meeting and it was agreed to move the meeting for July to July 12, 2022. Motion was made by Andy Nilsen, Seconded by Michael Valenza and unanimously passed.

Board Member Comments:

Jennifer Haslip, Treasurer noted that several items that have been approved by the Board to spend outside of the budget will not be considered in the calculation of the Chief's Bonus for the 2022 Fiscal Year.

Community Comments:

Chief added that there will be a District Staff Meeting on January 18th at 07:00 and invited the Board members to attend. Purpose is for each manager to discuss budgeting for the next fiscal year.

Adjournment:

Board Chairman Andy Nilsen made a motion to adjourn. Michael Valenza seconded the motion and there was no discussion, the motion passed unanimously. The meeting was adjourned at 18:38 hours.

January 5, 2022 by:  Board Clerk, Michael Valenza