

**MINUTES OF THE REGULAR MEETING OF THE  
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS  
HELD  
Tuesday, July 6, 2021**

The Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday July 6, 2021, 18:00 hours., at 1110 E. Friendly Pines Road - Prescott, Arizona. **Note that these Minutes were derived from the recording made during the Meeting and the Board Clerk drafted these minutes from the recording.**

**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 Member Eric Rogers. 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, GCFD Attorney Bob Miller 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.

<b>Approval of minutes:</b>	<b><u>Motion</u></b>	<b><u>Seconded</u></b>	<b><u>Vote</u></b>
<b>June 10, 2021 – Special Reg. Mtg</b>	<b>Nilsen</b>	<b>Rogers</b>	<b>Unanimous</b>
<b>June 17, 2021 – Executive Meeting</b>	<b>Nilsen</b>	<b>Rogers</b>	<b>Unanimous</b>

**Public Appearances:** None

**Community Comments:** None

**Chief's Report:**

Calls for Service calls for the month of June 2021:

13 Calls for service - 6 EMS calls, 6 Public Assistance calls and 1 smoke report

Thanked everyone for attending the 50<sup>th</sup> Anniversary celebration.

July 7<sup>th</sup> Forest Servest will rescind entrance restrictions.

Held pinning ceremony for the new hires during meeting.

Presented appreciation tokens for Board Members to Andy Nilsen, Eric Rogers and Jennifer Haslip for support of the District. Also, thank others for their continued support of the function of the District.

**Financial Reporting:** Jennifer Haslip, Board Treasurer reviewed May 31, 2021 Financial Statements

**Financial Report for May 31, 2021** (Note amounts were updated subsequent to posting of the Agenda)

1) General Fund	\$69,969
2) Compass Bank	21,068
3) Line of Credit Balance	0
4) Capital Reserve	7,737

Motion to Approve the April 30, 2021 Financials made by Andy Nilsen, Seconded by Eric Rogers. No discussion. Vote all in favor, Motion Passed.

**Old Business:**

Discussed the history of the budget process and results from prior year and estimated using May financials to help validate using estimated amounts through June 30<sup>th</sup>.

Approved adoption of the 2021/2022 Budget (Motion by Andy Nilsen, seconded by Jennifer Haslip, approved unanimously by the Board)

Note that we added certain fire fighters to the Health Plan beginning July 1, 2021 for 2022 Fiscal Year and will purchase cardiac care equipment to enhance the services available to the residents of the District. The cardiac care equipment was purchased with excess funds in the Capital Reserve from FYE June 30, 2021.

Added to the Old Business the review and approval of the Bonus for Chief Manzanedo. The 360 Reviews by the Chief's reports were received and summarized but the Board Member reviews have not been received and evaluated. As the result the Board tabled the approval of the bonus as specified in the July 1, 2019 through June 30, 2021 Employment Contract

The Board discussed the various changes to the Chief's new contract and approved the Contract Renewal for July 1, 2021 through June 30, 2023.

Discussed in detail and approved additional Internal Controls to be implemented to improve the financial and management controls of the District.

**New Business:**

Adoption of 2012 ICC Fire Code & IWUI Code. Motion made by Andy Nilsen, seconded by Jennifer Haslip, Approved unanimously by the Board.

**Board Member Comments:**

GCFD Board Chairman Andy Nilsen thanked Eric Rogers and Mike Daniels for organizing the Fund Raiser at the Pinehurst Station. The event raised \$1,100 for the District.

Donations from:

Mike & Kelly Daniel  
Carol & Raymond Sorenson  
Buzz & Amy Bartella  
Mike "Gator" Baker  
Various other cash donations

Also, thanked the following individuals for their donations at the 50<sup>th</sup> Anniversary Celebration:

Tom Price, Terry & Anna Marie Hammon and James & Sandra Grepling

Other General Donations:

David Johnson, Claudia Starr, Elizabeth Orr, Susan Seideman, Lisa Nag and Laura Flood

**Community Comments:**

None.

**Adjournment:**

Board Chairman Andy Nilsen made a motion to adjourn. Eric Rogers seconded the motion and there was no discussion, the motion passed unanimously. The meeting was adjourned at 19:11 hours.

July 26, 2021 by:  Board Clerk, Michael Valenza