

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

HELD

Tuesday, November 2, 2021

The Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday November 2, 2021, 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, Board Clerk Michael Valenza 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 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>
October 5, 2021 –	Reg. Mtg	Nilsen	Rogers	Unanimous
October 12, 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:

9 Calls for service - 5 EMS calls, 3 False Alarm calls and 2 Personal Service calls

Chief also noted the passing of Ann Reynolds, Celebration of Life November 13th at Ruffner Funeral Home.

2 of 3 Shifts attended Save-Your-Own training in PV. 3rd shift will attend the training in November.

Registered Warrant program is in full force and going well. As a result, we do not have to access the Line of Credit. Noted again we are one of two districts using the program on a test basis.

Tentative date for the annual Christmas Party is December 11th for the District. (Subsequent to the meeting the date was changed to Tuesday, December 14th at 5:00 PM)

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

Financial Report for September 30, 2021:

1) General Fund	\$ 0
2) Compass Bank	\$6,760
3) Line of Credit	\$0
4) Warrant Credit Balance	\$-28,257
5) Capital Reserve	\$9

Budget comparison to actual was approximately \$90,000 favorable for July thru September. Reasons for favorable variance mainly due to the \$50,000 insurance payment and \$9,000 favorable receipts from tax revenues. Also, numerous favorable savings from payroll related expenses.

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

Jennifer verified that the PSPRS Reconciliation is in process.

Old Business:

Andy Nilsen asked for names to fill the open position on the board. Will add to the agenda until filled. Several names were mentioned but not formally put forth for consideration. Tammy Garrigus and Andy Lamar are interested. Goal is to have the position filled before winter weather begins.

New Business:

Cardiac Monitor purchase was detail by the Chief. Decided to purchase 1, refurbished monitor and cost approximately \$21,000 and used prior year excess capital funds and was not part of the current year budget.

Motion was made to approve the purchase by Andy Nilsen and seconded by Eric Rogers. No discussion and unanimously approved.

Discussed the policy manual for vacation and sick time accruals. The Chief's was verified by Valenza and he will also verify for all the remaining personnel.

Discussed possibility of paying out the unused Sick and Vacation for the Chief on an annual basis. However, since the Chief's contract is a 2-year contract so to do so annually would not follow the contract terms. No action taken.

AFDA Winter Conference will be held on January 20-21 at Casino Del Sol. Any Board Members who would like to attend need to let the Chairman know. Expenses of the conference will be paid by the District.

Board Member Comments:

Eric Rogers brought up the matter of trees at the stations that need to be removed or trimmed. Chief will research who is responsible for the trimming and cost of the work needed. In addition, roof repairs are also need and will be determined.

Jerry Schultz has stepped down from the Firewise Program and we thank him for his service

Community Comments:

None

Adjournment:

Board Chairman Andy Nilsen made a motion to adjourn. Jennifer Haslip seconded the motion and there was no discussion, the motion passed unanimously. The meeting was adjourned at 18:29 hours.

December 6, 2021 by:  Board Clerk, Michael Valenza