

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

Tuesday, December 7, 2021

The Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday December 7, 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>
November 2, 2021 – Reg. Mtg	Nilsen	Rogers	Unanimous

Public Appearances: None

Community Comments: NONE

Chief's Report:

Calls for Service calls for the month of October 2021:

6 Calls for service – 1 Illegal Burn, 2 Smoke, 1EMS calls and 2 Personal Service calls

Chief announced the final date and time for the Christmas Party: December 14th at 5:30 at the Sky Y Camp dining hall.

District ordered the refurbished Cardiac Monitor, costing \$18,178, which was slightly less than expected.

Chief discussed the Apparatus Replacement Plan that will be developed by way of a committee and requested a member of the Board to participate. Eric Rogers agreed to serve on the committee.

Chief also described the status of the Front-Line Engines and the repairs needed. All repairs needed are in the process of being completed.

Chief also discussed the combing with the various Districts and Departments to allow our District to join requests for out of District assistance and share qualified leaders when we do not have leaders available. Also, will help with training and compensation for firefighters that participate.

Financial Report for October 31, 2021:

- | | |
|---------------------------|------------|
| 1) General Fund | \$ 203,252 |
| 2) PNC Payroll Acct | \$6,757 |
| 3) Line of Credit | \$0 |
| 4) Warrant Credit Balance | \$0 |
| 5) Capital Reserve | \$9 |

Budget comparison to actual was approximately \$71,000 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 totaling \$41,000 and a negative variance of \$20,000 due to Vacation and Sick Time payouts.

Motion was made to reclassify the positive variance to the Capital Reserve. Motion was made by Jennifer Haslip, seconded by Andy Nilsen. No further discussion and agreed unanimously by the Board.

Jennifer verified that the PSPRS Reconciliation is still in process and making progress.

Motion to Approve the October 31, 2021, Financials made by Andy Nilsen, Seconded by Jennifer Haslip. No discussion. Vote all in favor, Motion Passed.

Old Business:

Andy Nilsen noted the AFDA Winter conference will be held January 20-21 in Tucson and determined that Andy Nilsen, Michael Valenza and Chief will attend from the District.

Andy Nilsen asked for names to fill the open position on the board. Two individuals were mentioned, Tammy Garrigus and Andy Lamar are interested.

Andy asked if the Vacation and Sick Time calculations for payroll are in accordance with policies and agreements. Michael Valenza discussed and review with the Accountant and appeared to be in order.

New Business:

In accordance with the statutes, the Board will hold an Executive Session to review the candidates mentioned under Old Business. Date proposed was December 14th at 4:30. Motion was made by Andy Nilsen, seconded by Michael Valenza. No discussion and agreed unanimously by the Board.

Board Member Comments:

Andy Nilsen noted that numerous donations were made in the name of Ann Reynolds amounting to \$1,715 from the following individuals: Irene Upshur, Fritzi Mevis, Teresa Rochon, Irina Ashamalla, Lee Painter, Charles & Sandra Neese, Letitia Saville, Casey & Cheryl Berry, Amy & Buzz Bartylla, Gerald Copeland, Terry & Anna Marie Hammon, Claudia & Chris Starr and Chuck & Pat DeGraff

Community Comments:

NONE

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 18:32 hours.

January 4, 2022 by:  **Board Clerk, Michael Valenza**