

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

HELD

Tuesday, March 1, 2022

The Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday March 1, 2022, 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 Andy Nilsen, Chairman, Board Clerk Michael Valenza, Board Member Jennifer Haslip, Board Member Eric Rogers and Board Member Andy Lamar. 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, Board Attorney Robert 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.

Approval of minutes:

February 1, 2022 –

Motion

Reg. Mtg

Seconded

Nilsen

Vote

Rogers

Unanimous

Public Appearances: NONE

Community Comments: A Resident thanked the FD for quickly responding to a fire in a trash can at a neighbor that saved the community from what could have been a major fire. Cause was ashes not completely extinguished.

Chief's Report:

Calls for Service calls for the month of October 2021:

9 Calls for service – 4 EMS calls, 1 False Alarm, 2 Public Assists and 1 Brush Fire and 1 Trash Can Fire

Chief and Captain Hollowell attended the annual Captains' Academy. Captain Hollowell also taught at the Prescott Fire Training Center.

Chief again stated Engine 41 has been repaired and back in service. Cost of repairs was approximately \$11,000 and all systems are function properly.

Financial Reporting: Jennifer Haslip, Board Treasurer reviewed December 2021 and January 2022, Financial Statements

Financial Report for December 31, 2021:

1) General Fund	\$ 200,876
2) PNC Payroll Acct	\$12,428
3) Line of Credit	\$0
4) Warrant Credit Balance	\$0
5) Capital Reserve	\$9

Financial Report for January 31, 2022:

6) General Fund	\$ 169,476
7) PNC Payroll Acct	\$12,594
8) Line of Credit	\$0
9) Warrant Credit Balance	\$0
10) Capital Reserve	\$9

Variations to Budget Noted:

Property tax receipts are running a slight negative variance but expect it to be just timing. Jennifer listed the Variations, and following are several of the items listed: Contributions received amount to \$9,400, Insurance proceeds of \$50,000 and the Marijuana tax proceeds \$5,300. Total Revenue YTD is favorable \$64,200. Expenditures are unfavorable in Payroll by approx. \$1,300 and Salaries over by approx. \$21,800 due to Vacation payout. Retirement remains favorable by \$8,100. Overall, expenses are favorable by \$22,200. The FD total net Income is Favorable \$88,600.

Jennifer also noted several Old Outstanding Checks need to be cleared or voided. Also, noted that we need to transfer the excess funds to the Capital Reserve Fund. Also, unplanned items should be excluded from the budget vs actual calculations, including the Marijuana Tax proceeds, Insurance Recovery, Contributions, Vacation Payout and Purchase of the Cardiac Monitor which were not part of the Budget process. Jennifer will maintain a rolling list of similar items throughout the fiscal year.

Motion to Approve the December 31, 2021, Financials made by Andy Nilsen, Seconded by Michael Valenza. No discussion. Vote all in favor, Motion Passed.

Board then discussed potentially moving excess funds from the General Fund and the Payroll Account into a contingency/engine replacement fund. Certain items are unplanned revenues and expenses as well as timing so will review and discuss at a future meeting and reclassify as appropriate.

Motion to Approve the January 31, 2022, Financials made by Andy Nilsen, Seconded by Jennifer Haslip. No discussion. Vote all in favor, Motion Passed.

Lastly, Jennifer Haslip reviewed the PSPRS status, and they are making good progress and will follow up and report next meeting. Estimate the review will result in an additional payment of approx.. \$25,000 as was expected.

Old Business:

Andy Nilsen informed the Board of the status of the legal proceedings against the former District Accountant. The arraignment is being held March 2nd. No further information of the legal matter was discussed. Several Board members were interested in attending.

New Business:

The District has had several payments to vendors that were not made timely and resulted in late fees. Chief recommended changing to Automated Payments for certain expenditures. Will review and adopt controls to assure proper oversight.

Chief was asked to review the current insurance policies and request competitive quotes, noting that we should compare costs and benefits offered.

Board Member Comments:


Eric Rogers thanked the FD for handling the trash can fire and Michael Valenza noted that we should all practice "See Something, Say Something".

Andy Nilsen noted a generous donation from Fawn Hiller to the District. He also thanked the Board for its service.

Community Comments: NONE

Adjournment:

Andy Nilsen, Board Chairman made a motion to adjourn. Michael Valenza seconded the motion and there was no discussion, the motion passed unanimously. The meeting was adjourned at 18:40 hours.

March 28, 2022 by:  Board Clerk, Michael Valenza