

**MINUTES OF THE REGULAR MEETING OF THE
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS
HELD
Tuesday, April 5, 2022**

The Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday April 5, 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:	<u>Motion</u>	<u>Seconded</u>	<u>Vote</u>	
March 1, 2022 –	Reg. Mtg	Nilsen	Rogers	Unanimous

Public Appearances: None

Community Comments: None

Chief's Report:

Calls for Service calls for the month of February 2021:

 10 Calls for service – 6 EMS calls, 2 Illegal Burns, 1 Electrical Line Down and 1 Smoke Report

Captain Boutin attended Live Fire Training Drills and Firefighters, Robert Tillman, Max Fitzmaurice and Harvey Smith attended the Basin Drills.

Chief met with the new Chief for Prescott Fire Department. They had a very good meeting including exploring training opportunities for our Firefighters to do joint training with the Prescott Fire Department as well as interchanging our Firefighters with theirs to give cross training experiences.

Chief informed the Board of a Bill proposed to provide a 0.01% sales tax levy that would benefit only Fire Districts. The proceeds could benefit the District about \$300,000 to \$500,000 annually. He asked all present to please support the measure if it is successfully put on the ballot.

The Chief discussed the matter of one Firefighter that is having Covid related issues and needs extended time off to recover. The Firefighter has asked for a leave-of-absence (non-compensated) to recover. Chief and he will see how his recovery goes and address the matter at the end of April. It was also discussed further in New Business. Open shifts will be covered with Reserves and Chief will fill in for any additional open shifts.

Fuels Program will begin in April. The program includes the Rake-And-Take Program as well as the Rake-And-Bag Program. The program will do additional clearing services for dead and down trees for smaller standing trees. Service is at a cost of \$300 per day. The team is booked through September.

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

Financial Report for February 28, 2022:

1) General Fund	\$ 128,810
2) PNC Payroll Acct	\$7,285
3) Line of Credit	\$0
4) Warrant Credit Balance	\$0
5) Capital Reserve	\$9

Variances to Budget Noted:

Overall, the Budget to Actual is Favorable by approximately \$74,000. Jennifer listed the Variances and following are several of the items listed: Net Revenue is Favorable approximately \$69,000. Favorable items include: Contributions - \$9,400, Insurance proceeds - \$50,000 Resident Fees - \$3,500 and the Marijuana tax proceeds \$5,300. Net Expenditures are Favorable by approximately \$4,400. Expenditures variances include Favorable/(Unfavorable) as follows: Payroll – (\$1,600), Salaries – (\$26,000) (due primarily to Vacation payout), Retirement - \$8,300, Insurance - \$18,500, Audit - \$5,400, Apparatus Expenses - \$5,400 and Vehicle Repair – (\$5,600). The FD total net Income is Favorable approximately \$74,000. The reduction in the Favorable position was expected due primarily to timing of Revenues and Expenditures.

Jennifer also presented a summary of Variances that will be excluded from Chief's bonus calculation at Fiscal Year End.

The Board discussed if we should formally move the positive income to Capital Reserve. After the discussion the Board decided to make the move.

Motion to Approve the February 28, 2021, Financials made by Jennifer Haslip, Seconded by Andy Nilsen. No discussion. Vote all in favor, Motion Passed.

Old Business:

Jennifer Haslip reviewed the PSPRS status, and they are making good progress. The agency issued an invoice for \$20,438 and may have an additional \$1,000.

Discussed the potential for paperless billing and payment for certain recurring vendor payments. Due to the County's control over the bank accounts, may not even be possible, but will continue to explore.

New Business:

Continued the discussion of the C-Shift related to the Firefighter mentioned above that has Covid related health issues. Discussed whether we should continue health benefits during his absence period. Asked Chief to review the District's policies regarding this matter so it can be documented. The Board agreed to continue the benefits but will explore whether to make it a matter of policy

The Board Chairman proposed to hold an executive Board Meeting to discuss the legal proceedings against the former District Accountant. The date of April 7th at 4:00 PM was agreed. The motion was made by Andy Nilsen, Seconded by Eric Rogers. No further discussion and was voted unanimously by the Board.

Jennifer discussed the Check Signing procedures related to the Payroll amount. She noted adjustments to the amount of funding due to deposits made directly to the Payroll account. The Deposits are due primarily to PayPal made donations or Prop 207 funds received. The accountant will provide support for differences between the current payroll and amount of funding.

The Chairman then brought up the discussion of the possible Cost of Living Adjustment due to the current inflationary situation we are in. After a lengthy discussion of the need to give relief to the Firefighters and the budget restraints for the budget, the Board agreed to grant a one-time Bonus to each Firefighter. A motion was made by Michael Valenza to pay a 1-time bonus of \$1,000, Seconded by Eric Rogers. No further discussion and the motion passed

unanimously. The Continued inflationary impact will be included in the Payroll Budget discussion for the Fiscal Year 2022-2023.

Board Member Comments: None

Community Comments: A community member noted the benefit the community receives from the Fire District and the amount the Firefighters get paid needs to reflect the benefits we receive. He acknowledged that the \$1,000 will be appreciated but we need to think through the compensation paid to the Firefighters, considering the funds available to the District. All members of the Board agreed with the sentiments offered by the community member.

Adjournment:

Andy Nilsen, Board Chairman made a motion to adjourn. Eric Rogers seconded the motion and there was no discussion, the motion passed unanimously. The meeting was adjourned at 19:34 hours.

May 1, 2022 by:  Board Clerk, Michael Valenza