

**MINUTES OF THE REGULAR MEETING OF THE  
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS  
HELD  
May 3, 2022**

The Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday May 3, 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 Treasurer 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. Board Clerk, Michael Valenza prepared these minutes from the recording provided by Chief Manzanedo

**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:**

**Regular Meeting April 5, 2022**

**Executive Meeting April 7, 2022**

**Motion**

**Nilsen**

**Nilsen**

**Seconded**

**Haslip**

**Rogers**

**Vote**

**Unanimous**

**Unanimous**

**Public Appearances:** None

**Community Comments:**

A community member thanked the District and Firefighters for keeping the community well informed of the status of the Crooks Fire.

**Chief's Report:**

Calls for Service calls for the month of April 2022:

5 Calls for service – 4 EMS calls and 1 Illegal Burn

Chief reviewed the Crooks Fire with the Board. Noted that the District provided a water tender the first day of the fire and then provided a water trailer for the duration of the fire. The District also prepared to assist if needed for the Mt. Tritle area in the event the fire crested Mt. Tritle. As of May 5<sup>th</sup>, all residents were able to return to their homes.

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

**Financial Report for March 31, 2022:**

- |                           |           |
|---------------------------|-----------|
| 1) General Fund           | \$ 95,753 |
| 2) PNC Payroll Acct       | \$5,998   |
| 3) Line of Credit         | \$0       |
| 4) Warrant Credit Balance | \$0       |
| 5) Capital Reserve        | \$9       |

**Variances to Budget Noted:**

Overall, the Budget to Actual continues to be Favorable by approximately \$63,000. Revenue was favorable YTD by approximately \$65,000 and expenses were over by approximately \$1,500.

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

**Old Business:**

Jennifer Haslip reviewed the PSPRS status and are very close to finalizing the outstanding liability. The review continues to show that the outstanding liability will be approximately \$21,000

Chief continues to study 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. The Chief was directed to look into the use of a dedicated credit card to be used to make payments.

**New Business:**

The board discussed the need to be better prepared to review financial issues prior to the Board Meetings so that Board Members can consider and be prepared to make decisions at the Board Meetings. All schedules and research should be done prior to the meeting so that decisions can be made with the proper information.

It was decided and agreed by the Chief to forward all meeting agendas to Board Members prior to posting to the public to allow for comments and edits.

It was proposed and agreed to a Special Regular Board Meeting to review and discuss the 2022/2023 Budget. The date decided was May 19, 2022 at 4:00 PM. This meeting is open to the public and the community was invited to attend.

Andy Nilsen, Board Chairman, reviewed the deadlines for the upcoming Board Election. He noted that Nilsen, Rogers and Valenza are all up for reelection, noting that if all are unopposed then the Board of Supervisors will declare the three Current Board Members reelected.

In conjunction with the Sentencing Hearing for Cindy Fulton, former District Account, for fraud against the District, Andy Lamar, Board Member, prepared a statement to be sent to the Court along with a supporting petition, signed by residents of the District. All residents will be encouraged to come to the station to support the petition and will so be stated on the District website. In addition, Jennifer Haslip, Board Member, prepared and read the statement that will be submitted by the Board Members asking for the maximum sentence possible according to the statute due the severity of the crime committed against the District and its residents.

The Board discussed the possible moving of the July Board Meeting from July 5<sup>th</sup> (due to the Independence Day Holiday) to the following week. Due to the Board Members not clear on their schedules, the matter was tabled and will be discussed at the June 7<sup>th</sup> Board Meeting.

**Board Member Comments:** Jennifer Haslip thanked the Firefighters and Chief for their diligence in keeping the community informed and safe during the Crooks Fire.

**Community Comments:** Again, a community member thanked the District for its work during the Crooks Fire. The Chief then gave more details of the nature and progression of the Fire.

**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 19:00 hours.

June 5, 2022 by: Michael D. Valenza Board Clerk, Michael Valenza

1) General Fund	\$0
2) PNC Payroll Act	\$0
3) Line of Credit	\$0
4) Warrant Credit Balance	\$0
5) Capital Reserve	\$0

Overall, the Budget to Actual continues to be favorable by approximately \$83,000. Revenue was favorable YTD by approximately \$65,000 and expenses were over by approximately \$1,500.