

**MINUTES OF THE REGULAR MEETING OF THE
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS
HELD
June 7, 2022**

The Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday June 7, 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 (telephonically), Board Clerk Michael Valenza, 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, 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:

Regular Meeting May 3, 2022

Special Reg. Meeting May 19, 2022

Motion

Nilsen

Nilsen

Seconded

Rogers /

Rogers

Vote

Unanimous

4 Yes with 1 abstain

Note the one abstention was due to not having read the Minutes of the May 19, 2022, meeting.

Public Appearances: None

Community Comments:

A community member thanked the Board for the hard work to bring the former District accountant to justice.

Chief's Report:

Calls for Service calls for the month of May 2022:

7 Calls for service – 5 EMS calls, 1 car accident and 1 suspicious odor call (propane tank leak)

Chief gave a "shout-out" for all those who supported the Mountain Mayhem mountain bike event. The community turned out in good numbers and was a good event for the District.

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

Financial Report for March 31, 2022:

- 1) General Fund \$ 122,411
- 2) PNC Payroll Acct \$5,996
- 3) Line of Credit \$0
- 4) Warrant Credit Balance \$0
- 5) Capital Reserve \$65,009

Variances to Budget Noted:

Overall, the Budget to Actual continues to be Favorable by approximately \$73,000. Tax Revenue was unfavorable YTD by approximately \$5,700 and expenses were favorable again this month by approximately \$1,750. Other net revenue and expenses has allowed the District to continue to be Favorable YTD versus Budget.

Motion to Approve the April 30, 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 believes we can finalize the outstanding liability. An invoice for \$20,438.91 was issued by PSPRS and the accountant is fairly certain the matter is resolved. It should be noted that the Pension accounts of all firefighters were fully reconciled to each pay period of active duty which should ensure pensions are accurate for all employees. Though we believe the review is complete, some of our historical records are difficult to reconstruct, yet we were able to reconcile all but approximately \$2,000 of payments made. We are relying on PSPRS for the final obligation due to the cost and difficulty in reconstructing historical records.

A motion was made to allocate a portion of the Capital reserve to the Regular Budget to pay the outstanding liability. Motion was made by Michael Valenza and seconded by Eric Rogers. No further discussion and voted unanimously in the affirmative.

Chairman Nilsen updated the Board on the resolution of the plea agreement of the former accountant, Cindy Fulton. The Judge sentenced Ms. Fulton to 3 years in federal prison and 7 years of probation. Also, restitution to be paid to the District amounting to \$136,000.

Election information was shared with the Board. Application and Petition must be submitted no later than July 11th. Michael Valenza to send notice to the Board of Elections that we plan to have an election.

Discussion was held to possibly move the next Board meeting due to the Independence Day Holiday. However, the July 5th date was best for all Board members.

New Business:

None

Board Member Comments: None.

Community Comments: None

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 18:21 hours.

June 29, 2022 by: Michael Valenza Board Clerk, Michael Valenza

Financial Report for March 31, 2022:	
1) General Fund	\$ 122,411
2) PNC Payroll Acct	\$ 88,888
3) Line of Credit	\$ 0
4) Warrant Credit Balance	\$ 0
5) Capital Reserve	\$ 25,000

Variance to Budget Notes:

Overall, the Budget to Actual continues to be favorable by approximately \$73,000. Tax revenue was unfavorable YTD by approximately \$2,700 and expenses were favorable again this month by approximately \$1,750. Other net revenue and expenses has allowed the District to continue to be favorable YTD versus Budget.