

**MINUTES OF THE REGULAR MEETING OF THE  
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS  
HELD  
August 2, 2022**

The Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday August 2, 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 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, Robert Miller, District Attorney 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.

<b>Approval of minutes:</b>	<b><u>Motion</u></b>	<b><u>Seconded</u></b>	<b><u>Vote</u></b>
<b>Regular Meeting July 5, 2022</b>	<b>Nilsen</b>	<b>Rogers</b>	<b>Unanimous</b>

**Public Appearances:** None

**Community Comments:**

**Chief's Report:**

Calls for Service calls for the month of June 2022:

17 Calls for service – 9 EMS calls, 1 illegal burns, 2 snake removal, 2 public assists, 1 rescue and 2 smoke reports.

Chief reported that we received the reimbursement for the Wildland Fires services we provided for the Tunnel Fire amounting to \$10,597. Chief noted that the payroll costs was in June but the reimbursement was received in July.

**Financial Reporting:** Jennifer Haslip, Board Treasurer reviewed June 30, 2022, Financial Statements

**Financial Report for June 30, 2022:**

- |                            |           |
|----------------------------|-----------|
| 1) General Fund            | \$ -1,683 |
| 2) PNC Payroll Acct        | \$11,012  |
| 3) Line of Credit/Warrants | \$0       |
| 4) Capital Reserve         | \$74,397  |

Jennifer Haslip, Board Treasurer, noted that the bank only requires \$5,000 as an imprest amount but we will hold \$6,000 to assure we do not fall below due to unexpected charges.

**Variances to Budget Noted:**

Overall, the Budget to Actual continues to be Favorable by approximately \$9,100. Tax Revenue was unfavorable YTD by approximately \$4,200, while FDAT Revenue (\$3,100), Off District Income (\$13,100), Donations (\$10,900), Insurance proceeds (\$50,000), Resident Services Fees (\$11,100), Prop 207 (\$10,300), and various other categories (\$3,000) were favorable by approximately \$97,300. Expenses were unfavorable by approximately \$88,200, including increases in Payroll (\$78,000), EMS Operations (\$19,500) and various other categories, offset by favorable categories of \$9,300.



Additionally, due to the various unusual items incurred and revenues received throughout the year, an Executive Board Meeting should be held to assess the effect regarding the Bonus to be paid to Chief for the 2022 Fiscal Year. A motion was made by Eric Rogers and Seconded by Jennifer Haslip to hold an Executive Session to assess the fair and just bonus calculation for the Bonus to be paid to the Chief for FY 2022. No further discussion and the Motion passed unanimously. The date agreed was August 22, 2022 at 4:00 PM. Chief opted not to have the meeting open to the public and was invited to attend at his discretion.

Lastly, Jennifer Haslip, Board Treasurer we distribute the Budget reports when they become available so each Board member can review prior to future meetings.

Motion to Approve the June 30, 2022, Financials made by Jennifer Haslip, Seconded by Michael Valenza. No discussion. Vote all in favor, Motion Passed.

**Old Business:**

Revenue from the Crooks Fire distribution was requested possibly netting in a benefit to the District of approximately \$3,000. Chief proposed that we use the net benefit for firefighter supplies. The requested items were reviewed by the Board and Motion was made to authorize the expenditure. Motion made by Andy Nilsen and Seconded by Eric Rogers. No further discussion and the Motion passed unanimously.

**New Business:**

Chief discussed the opportunity to take the staff and equipment off district to participate in wildland fires. He noted that it would give the firefighters more experience as well as raise additional revenues to strengthen the District.

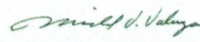
**Board Member Comments:** Michael Valenza asked what involvement the District had for helping the residents with Bears and other dangerous wildlife. Chief stated that it was AZ Fish and Game that would handle any issues.

Eric Rogers also thanked the Chief for the thorough preparation for the presentation of the funds to be expended for the additional supplies purchased from the net proceeds of the Crooks Fire assistance.

**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 18:46 hours.

September 6, 2022 by:  Board Clerk, Michael Valenza