

**MINUTES OF THE REGULAR MEETING OF THE
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS
HELD
September 6, 2022**

The Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday September 6, 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 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.

| Approval of minutes: | <u>Motion</u> | <u>Seconded</u> | <u>Vote</u> |
|--|----------------------|------------------------|--------------------|
| Regular Meeting August 2, 2022 | Nilsen | Rogers | Unanimous |
| Executive Meeting August 22, 2022 | Nilsen | Valenza | Unanimous |

Public Appearances: None

Community Comments: Community member thanked the District for the Spaghetti Dinner.

Chief's Report: Tabled for next meeting (Chief was out of town at off-district assignment)

Financial Reporting: Jennifer Haslip, Board Treasurer reviewed July 31, 2022, Financial Statements

Financial Report for July 31, 2022:

| | |
|----------------------------|------------|
| 1) General Fund | \$ -20,195 |
| 2) PNC Payroll Acct | \$6,000 |
| 3) Line of Credit/Warrants | \$15,533 |
| 4) Capital Reserve | \$74,397 |

Note 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 was favorable by approximately \$16,200. Tax Revenue was favorable by approximately \$3,400, Off-District Income \$9,200 and Donations \$2,000. Expenses were also net favorable by approximately \$600, including increases in Payroll, and various positive and negative amounts due mostly to timing of payments for expenses.

Chairman Nilsen also noted that the process for the Line of Credit vs Registered Warrants is different than what we understood. He noted that borrowings under the Line of Credit will be used first and then any additional funding needed will come from Registered Warrants. He has asked for clarification as well as the interest rate.

The Chairman also advised the board of a refund from United HealthCare for excess premiums paid vs claims paid. The district needs to analyze if any of the refund needs to be split with the firefighters.

Jennifer noted that the approval of the Audit Report will be delayed due to not receiving the final draft from the auditors and should be tabled.

Motion to Approve the July 31, 2022, Financials was made by Michael Valenza and seconded by Jennifer Haslip. No discussion. Vote all in favor, Motion Passed.

Old Business:

The Chairman noted that per a phone call from the county the election has been cancelled due to no opposition to Board Members currently serving.

Regarding the Bonus to be paid to Chief for the FY ended June 30, 2022, a vote needed to be taken to authorize the payment of the Bonus and how much. First criteria, related to goals, was determined to be met by the Chief and that the related \$1,000 bonus should be paid. Motion was made by Andy Nilsen, seconded by Eric Rogers. No further discussion and the motion was unanimously passed. As for the Second criteria, related to the Capital Plan, the motion approval was tabled to the next meeting to allow the Chief to present the Plan.

New Business:

None

Board Member Comments:

Chairman Nilsen discussed the successful Spaghetti Dinner and raised approximately \$1,800. In addition, the District received a substantial donation from Chris and Claudia Star and we thanked them for their generosity.

The District also received a letter from the prior District attorney that his rates were going up. However, his services were terminated when the new attorney was appointed.

Community Comments: Homeowner with the adjoining property to the Firehouse was still exhibiting significant soil erosion and that the measures taken are helping but wanted to know if anything further needs to be done. It was suggested that the planting of vegetation would help.

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 18:35 hours.

October 3, 2022 by:  Board Clerk, Michael Valenza