

MINUTES OF THE REGULAR MEETING OF THE GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS

January 3rd, 2023, 6:00 pm
1110 E. Friendly Pines Road, Prescott, AZ

CALL TO ORDER

Meeting called to order on Tuesday January 3rd, 2023, at 6:02 pm by Board Chairman Andy Nilsen.

Note the following acronyms are used throughout this document: GCFD = Groom Creek Fire District, GCFFA = Groom Creek Fire Fighters Association, PSPRS = Public Service Personnel Retirement System, Hazmat = Hazardous Materials.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present at the meeting were Chairman Andy Nilsen, Treasurer Jennifer Haslip, Board Clerk Andy Lamar, Board Member Eric Rogers and Board Member Michael Valenza. This represents a quorum and the meeting was continued and chaired by Chairman Andy Nilsen according to district bylaws. Also present were District Chief Ernesto Manzanedo, and Attorney for the district Robert Miller.

APPROVAL OF MINUTES

Chairman Nilsen made a motion to approve the meeting minutes with corrections of November 1st, 2022, seconded by Rogers. Motion carried unanimously.

Chairman Nilsen made a motion to approve the meeting minutes of December 6th, 2022, seconded by Valenza. Motion carried unanimously.

COMMUNITY COMMENTS

None

PUBLIC APPEARANCES

Chief Manzanedo remarked that our Fire Science EMT scholarship recipient Matthew Gordon has completed his program and would like to introduce himself to the board next month.

CHIEF'S REPORT

- **December calls for service:** One EMS, one vehicle locked out of area by a fuels crew, one odor report, one illegal burn, one auto accident.
- **Capital Improvement Plan presentation:** Strategic Action Plan Objective 4, "Industry Compliant Equipment Inventory" was presented by the Chief. Eric Rogers will contact Captain Tillman regarding equipment status and recertification of air tanks.
- **Smart and Safe fund:** The December semi-annual contribution was more than expected at \$9,136 versus the budget of \$5,300.
- **PFD Ambulance:** The Chief spoke with Prescott Fire Chief Durre and the district may be receiving an ambulance in the next couple of years at no cost from the City of Prescott.

FINANCIAL REPORT

Financial report for November 30th 2022, given by Treasurer Haslip:

General Fund	\$188,075.32
PNC Bank (Payroll account)	\$17,758.60
Line of Credit/Warrants	\$0.00
Capital Reserve	\$15.30
Excess PSPRS Contributions Receivable	\$39,405

Overall, the budget to actual was favorable by \$25,600. Tax revenue was unfavorable by \$22,300, off-district revenue came in higher than expected at \$72,300. Contributions \$4,500, resident fees \$4,200 made overall revenue favorable by \$62,100.

Salaries were higher by \$30,600 and off-district expense was higher by \$9,500. PP&E was favorable by \$1,600. Liability insurance favorable by \$2,800, health insurance by \$1,800, and workmen's comp unfavorable by \$2,000. Overall, expenses were unfavorable by \$36,500.

PSPRS excess contributions payable in the amount of \$55,101.

\$72,699 will be transferred from the general fund to capital reserve to replenish the fiscal year end 2022 balance.

Chairman Nilsen made a motion to approve the financial report as given, seconded by Haslip. Motion carried unanimously.

OLD BUSINESS

- A. **PSPRS excess contributions:** Checks will be disbursed in the second pay period in January. The county will calculate the interest through this date and add it to our credit.
- B. **Oath of office:** Eric Rogers was sworn in by Chief Manzanedo at the station after the last meeting. Andy Lamar has agreed to be the board clerk. He will notify AFDA and PSPRS of the change.
- C. **Fund drive for new engine:** Pat DeGraff sent out a notice on the District web page requesting additional help from the public. Donations are already being received.
- D. **Review meeting schedule for the next 3-6 months:** The July 4th meeting will be moved one week to July 11th.
- E. **Review check signing schedule for the next year:** We are set up through January 24th. Jennifer Haslip will create a new schedule for 2023. Checks are generally ready by 2:00 pm Monday, and need to be signed by 5:00 pm the same day.
- F. **Bark Beetle Grant proposal:** Chief Manzanedo has applied for the grant. The cost to the district is minimal, and will be reimbursed by the state. The funds can be used for thinning projects anywhere within the district, and is a good opportunity for fuels personnel to gain more experience.

NEW BUSINESS

- A. **Possible bank change for payroll:** The board discussed moving the payroll account to 1AZ Credit Union because the fees are lower and we can avoid the large account minimum balance. It is also a local business. Mike Valenza will be contacting 1AZ Credit Union to get more information about how the new account would work. The board will discuss this matter again closer to the end of the fiscal year.
- B. **GCFD pension fund audit:** PSPRS will be auditing the Pension Board (Local Board as defined by statute and PSPRS) and the Governing Board (Groom Creek Fire District Board) records to determine compliance with current statutes and recalculate/verify contributions made for a two year period ending 12/31/2022. The audit may be expanded to more historical periods, depending upon the findings of the audit. Jennifer Haslip will be the liaison for the audit and she will coordinate with the Pension Board (Local Board) Chief Manzanedo and Jackie Moreland to provide the appropriate documents for the audit. A report will be generated detailing the results once the audit is completed.

BOARD MEMBER COMMENTS

Jennifer Haslip asked if the financials could be available at least three business days before the meeting, and the minutes available at least one week before.

Chairman Nilsen noted and thanked the following community members for their generous donations to the district: Doug Keeling, Steven Canter, Kenneth Kimsey, Nancy Parkey, James and Sandra Grepling, Anena Ward, Tom Price, Joseph and Christine Heffelfinger, and Frank Massas.

COMMUNITY COMMENTS

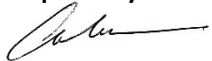
None

ADJOURNMENT

Chairman Nilsen made a motion to adjourn the meeting, seconded by Rogers. Motion carried unanimously.

Meeting adjourned at 7:31 pm.

Prepared by:



Andy Lamar, Board Clerk
Groom Creek Fire District