

**MINUTES OF THE REGULAR MEETING OF THE
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS
March 7th, 2023, 6:00 pm
1110 E. Friendly Pines Road, Prescott, AZ**

CALL TO ORDER

Meeting called to order on Tuesday March 7th, 2023, at 6:06 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 was District Chief Ernesto Manzanedo.

APPROVAL OF MINUTES

Chairman Nilsen made a motion to approve the meeting minutes of February 7th, 2023, seconded by Rogers. Motion carried unanimously.

COMMUNITY COMMENTS

None.

PUBLIC APPEARANCES

None.

CHIEF'S REPORT

- **Calls for service:** 2 EMS, 1 lines down, 1 false alarm, 4 public assists.
- **Blue Cross and Blue Shield update:** While there is no immediate plan to change carriers, the Chief is seeking quotes from other insurance companies including Kairos (the carrier for Central Arizona Authorities) and United Healthcare Network.
- **PFD ambulance:** This is still in process as we are waiting for the ambulance to get finished and approved the state so we can take delivery of it.
- **Staffing report:** One firefighter is still on medical leave of absence.
- **Fuels update:** PFD has restructured and there may be a transition period where they may not be able to do a lot of the fuels work they have scheduled. Some of it is here in Groom Creek and neighboring areas, we may be able to subcontract some of that work.
- **Capital Improvement Plan presentation:** Strategic Action Plan Objective 5, "Facilities Needs." A discussion took place regarding a number of items needing replacement including a computer, appliances, landscaping and roofing needs for the station.

FINANCIAL REPORT

Financial report for January 2023, given by Treasurer Haslip:

General Fund	\$69,751
PNC Bank (Payroll account)	\$5,965
Line of Credit/Warrants	\$0.00
Capital Reserve – Undesignated	\$72,734
Capital Reserve – Engine Fund	\$5,335
Excess PSPRS Contributions Receivable	\$21,985

Net income was favorable to budget by \$87,000. Budget variances were FDAT \$2,500, off-district revenue \$72,000, property taxes (\$8000), donations \$10,000, resident fees \$5,300, Prop 207 \$3,800, other items \$1,400.

Expenses were unfavorable to budget by (\$63,400). Budget variances were Medicare/Medicaid (\$7,100), Salaries (\$49,700), PPE \$4,600, Utilities (\$1,700), Wildland ops (\$9,500), Insurance \$3,300, Professional fees (\$2,300), other items (\$1000).

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

OLD BUSINESS

- A. **New engine fund update:** The board will be having a special meeting in April to discuss how to move forward with this.
- B. **GCFD pension fund audit:** The audit is still in process. The audit board from PSPRS found several small items that may need correction.

NEW BUSINESS

- A. **Fire Chief's contract renewal:** The Chief's contract ends June 30th of this year. A special meeting will take place in April for the board to discuss a new contract for the next two years.
- B. **Budget workshop:** The board will convene during the month of April to begin the process of creating the budget for the next fiscal year. The new budget will take effect July 1st.

BOARD MEMBER COMMENTS

Chairman Nilsen noted and thanked the following community members for their generous donations to the district: Kenneth Kimsey.

COMMUNITY COMMENTS

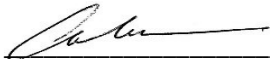
None.

ADJOURNMENT

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

Meeting adjourned at 7:17 pm.

Prepared by:



Andy Lamar, Board Clerk
Groom Creek Fire District