

**MINUTES OF THE REGULAR MEETING OF THE
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS
May 2nd, 2023, 6:00 pm
1110 E. Friendly Pines Road, Prescott, AZ**

CALL TO ORDER

Meeting called to order on Tuesday May 2nd, 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 of April 4th, 2023, seconded by Rogers. Motion carried unanimously.

Chairman Nilsen made a motion to approve the special meeting minutes of April 20th, 2023, seconded by Rogers. Motion carried unanimously.

Chairman Nilsen made a motion to approve the executive meeting minutes of April 27th, 2023, seconded by Rogers. Motion carried with four in favor. Haslip abstained as she was not present at the meeting for these minutes.

COMMUNITY COMMENTS

None.

PUBLIC APPEARANCES

None.

CHIEF'S REPORT

- **Calls for service:** 4 EMS, 2 smoke, 1 lines down, 3 move patient.
- **Blue Cross and Blue Shield update:** Blue Cross Blue Shield has reached an agreement with YRMC. The district will be staying with the current insurance provider.
- **Capital Improvement Plan presentation:** Strategic Action Plan Objective 5, "Replace WT42" and Objective 6, "Health, Safety and Fitness Needs." \$1,000 will be added to the training budget for new fiscal year to provide for Peer Fitness Instructor training.
- **Staffing report:** Having a lot of difficulty finding new reserve firefighters, Chief is gearing up for another recruitment. One firefighter is still on medical leave of absence. More information on whether they will be able to return to work may be available by next month, though it is looking very positive.

FINANCIAL REPORT

Financial report for February 2023, given by Treasurer Haslip:

| | |
|--------------------------------|----------|
| General Fund | \$47,000 |
| PNC Bank (Payroll account) | \$5,962 |
| Line of Credit/Warrants | \$0.00 |
| Capital Reserve - Undesignated | \$72,734 |
| Capital Reserve - Engine Fund | \$5,435 |
| PSPRS Accounts Receivable | \$17,422 |

Overall, the budget to actual net income was favorable by \$36,400. Property tax revenue remains unfavorable by \$8,700, off-district revenue was \$72,000 favorable to budget. Contributions \$10,000, resident fees \$5,800 made overall revenue favorable by \$89,500.

Salaries were higher by \$8,100 and off-district expense was higher by \$27,900. Medicare/Medicaid was unfavorable by \$3,700, Wildland Ops unfavorable by \$14,400, Insurance was favorable by \$12,000. Overall, expenses were unfavorable by \$53,100.

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

Treasurer Haslip stated the Information for the financial report for March 2023 was not yet available. The report for March will be provided along with next month's financial report.

OLD BUSINESS

- 1. Motion on Fire Chief's position contract:** The Attorney for the district Bob Miller the made some comments about the procedure of approving the Chief's contract and the legal issues associated with it. Approving the new contact was tabled, and an executive session will take place to discuss these issues. Member Rogers made a motion to have the executive session, seconded by Nilsen. Motion carried unanimously. The executive board meeting will be held May 9th at 5:30 pm.
- 2. Discuss and approve fiscal budget:** A special meeting of the board will take place immediately following the executive session (as discussed above in old business item 1) to discuss and approve the new budget. Note executive sessions are closed to the public.
- 3. New Engine fund:** The board, which is ultimately responsible for this fundraising, will be scheduling a meeting in the near future to discuss how to proceed.
- 4. PSPRS pension fund audit:** The pension board met during the past month. The remaining findings are in the process of being corrected. Several items came out of this including retaining additional legal counsel, improvements to the district web site, submission of minutes to PSPRS, and the timing of PSPRS payments from the district.

NEW BUSINESS

- 1. GCFD fiscal audit discussion:** There was some miscommunication with the board's long-time audit provider and completing the audit report within the 240-day limit after the fiscal year end was not met, as per ARS 48-253 A and B. The board has contacted the auditors and GCFD management regarding this matter. GCFD management is working on completing the audit, targeting its completion near the end of May, 2023 or shortly thereafter. A finding will be included in the district's annual audit related to this, and penalties could be assessed. Procedures need to be put in place to make sure this does not happen in the future before the audit is issued and the representation letter is signed.
- 2. Station communication tower:** A discussion took place about possible ways to improve communications in the area for emergency services as well as the community, possibly improving the existing radio tower at the fire station or adding a new tower altogether. Member Rogers will contact the cell tower company to get more information about how a tower of that type would be implemented in this specific location to see if that is a viable option.
- 3. Changes in the agenda based on the Board of Supervisors:** Chairman Nilsen had some suggestions about how to improve the district's current meeting agenda form. A discussion took place with the board and the attorney for district.

BOARD MEMBER COMMENTS

Chairman Nilsen noted and thanked community members Chris and Claudia Starr for their generous donation to the district.

COMMUNITY COMMENTS

A community member made some comments regarding a possible new antenna or cell tower.

ADJOURNMENT

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

Meeting adjourned at 7:23 pm.

Prepared by:



Andy Lamar, Board Clerk
Groom Creek Fire District