

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

**CALL TO ORDER**

Meeting called to order on Tuesday June 6th, 2023, at 6:00 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 regular meeting minutes of May 2nd, 2023, seconded by Rogers. Motion carried unanimously.

Chairman Nilsen made a motion to approve the executive meeting minutes of May 9th, 2023, seconded by Rogers. Motion carried unanimously.

Chairman Nilsen made a motion to approve the special meeting minutes of May 9th, 2023, seconded by Rogers. Motion carried unanimously.

**COMMUNITY COMMENTS**

None.

**PUBLIC APPEARANCES**

None.

**CHIEF'S REPORT**

- **Calls for service:** Due to technical difficulties, this month's calls for service were not available. The department assisted the burn camp along with the Forest Service, Prescott Fire, and Central Arizona Fire Medical Authority by putting together and filling a large swimming pool for the kids.
- **Capital Improvement Plan presentation:** Strategic Action Plan Objective 7 was originally intended to establish succession planning for the Chief's position. A new plan has since been developed with the recent staffing model that will go into effect this July. Objective 8, "New Station," addresses the need for improving the current station or building a new one.
- **Staffing report:** One firefighter is still on medical leave of absence. There are a number of tests and qualifications that need to be completed before they can return to work. We're optimistic that these will be completed this month.
- **Firewise Day:** The annual FireWise day was Saturday May 27th. The event was very successful with about 30 people in attendance. A number of homeowners signed up for FireWise assessments.

**FINANCIAL REPORT**

- Financial report for March 2023, given by Treasurer Haslip:

General Fund	\$6,085
PNC Bank (Payroll account)	\$6,034
Line of Credit/Warrants	\$0.00
Capital Reserve	\$73,184
Capital Reserve – Engine Fund	\$6,435

Excess PSPRS Contributions Receivable \$12,049

Overall, the budget to actual net income was favorable by \$26,471. Property tax revenue remains unfavorable by \$11,202, off-district revenue was \$72,339 favorable to budget. Donations \$11,171, resident fees \$6,207 made overall revenue favorable by \$89,714.

Salaries were higher by \$46,639. Medicare/Medicaid was unfavorable by \$3,902, Wildland Ops unfavorable by \$9,463, Insurance was favorable by \$9,166. Overall, expenses were unfavorable by \$63,243.

- Financial report for April 2023, given by Treasurer Haslip:

General Fund	\$119,465
PNC Bank (Payroll account)	\$6,033
Line of Credit/Warrants	\$0.00
Capital Reserve	\$73,184
Capital Reserve – Engine Fund	\$7,435
Excess PSPRS Contributions Receivable	\$7,114

Overall, the budget to actual net income was favorable by \$39,938. Property tax revenue remains unfavorable by \$8,391, off-district revenue was \$72,339 favorable to budget. Donations \$12,171, resident fees \$6,350 made overall revenue favorable by \$96,938.

Salaries were higher by \$44,084, Wildland Ops unfavorable by \$9,463, Insurance was favorable by \$10,958. Overall, expenses were unfavorable by \$57,000.

- Approval of financial reports:

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

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

#### OLD BUSINESS

- Sign Chief's new contract:** Each of the five board members as well as Chief Manzanedo officially signed the Chief's new contract.
- GCFD audit update:** There was a finding in the audit that the district missed the 240-day deadline for filing the audit report. The auditors have asked the board to come up with a process to ensure that this does not happen in the future. The Chief will be working with board member Valenza and the district's accountant to create an event calendar listing all the important dates for audit requirements as well as other important items. The new calendar will be emailed to each board member for approval by June 14th. Motion made by Valenza to adopt this policy, seconded by Rogers. Motion carried unanimously.
- New FDAT numbers and fiscal budget:** FDAT income will be slightly higher than expected. There is no need to update the budget at this time.
- A motion to discuss a special regular meeting for New Engine fund:** This item has been tabled until after the apparatus committee meets again, scheduled in August of this year.
- Changing bank from PNC to OneAZ:** Chief Manzanedo and board member Valenza will work on getting the new account at OneAZ opened and signature cards signed. The board will coordinate with the district's accountant as to the timing of moving funds and making sure payroll and other ACH transactions are processed in the correct account.
- Improve communication tower:** Board member Rogers is gathering more information. This item is tabled until next month.

#### NEW BUSINESS

- Chief's remaining bonus for 2022 contract:** Motion made by member Rogers to pay Chief Manzanedo the remainder of his 2022 bonus based on his current contract. Seconded by Nilsen. Motion carried unanimously.
- Chief's review and letter for file, and possible discussion of executive session:** Each board member as well as Chief Manzanedo received a Performance Evaluation sheet to be completed and filed at the station, anonymously, by June 19th. Treasurer Haslip will condense the findings and email the results to each board member. Motion made by Chairman Nilsen to hold an executive session to discuss the results on June 29<sup>th</sup> at 5:00 pm. Seconded by Rogers, motion carried unanimously.

**BOARD MEMBER COMMENTS**

Chairman Nilsen thanked the Pinehurst community for their generous donation to the district.

Please remember that the July regular meeting of the fire district is scheduled for July 11<sup>th</sup> due to the July 4<sup>th</sup> holiday.

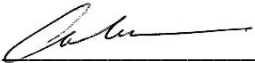
**COMMUNITY COMMENTS**

None.

**ADJOURNMENT**

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

Meeting adjourned at 6:58 pm.

**Prepared by:**

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Andy Lamar, Board Clerk  
Groom Creek Fire District