

**MINUTES OF THE REGULAR MEETING OF THE
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS
July 11th, 2023, 6:00 pm
1110 E. Friendly Pines Road, Prescott, AZ**

CALL TO ORDER

Meeting called to order on Tuesday July 11th, 2023, at 6:03 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, and Board Member Eric Rogers. Board Member Michael Valenza joined by phone. 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 regular meeting minutes of June 6th, 2023, seconded by Rogers. Motion carried unanimously.

Chairman Nilsen made a motion to approve the executive meeting minutes of June 29th, 2023, seconded by Rogers. Motion carried unanimously.

COMMUNITY COMMENTS

None.

PUBLIC APPEARANCES

None.

CHIEF'S REPORT

- **Calls for service:** May - 5 EMS, 1 rescue, 1 wildfire report, 3 smoke reports, 2 public assists; June - 9 EMS, 1 rescue, 1 lines down, 2 public assists.
- **Staffing report:** The firefighter who was on medical leave of absence is now back on shift. One firefighter will be resigning at the end of August to pursue a nursing career. One firefighter will be moving from reserve status to full time. Several applications have been received for reserve firefighter positions.
- **Fourth of July picnic:** There was a large crowd this year, the Chief thanked everyone who participated, and those who contributed to the potluck. A number of generous donations were received.
- **Paramedic program proposal:** There is a new paramedic program available locally that Captain Tillman will be participating in. The total cost is approximately \$20,000. The GCFFA will cover the first \$10,000 of the cost, and GCFD will cover an additional \$10,000 over a period of time.

Chairman Nilsen made a motion to cover the cost of Captain Tillman to attend paramedic school up to a limit of \$10,000, seconded by Rogers. Motion carried unanimously.

FINANCIAL REPORT

Financial report for May 2023, given by Treasurer Haslip:

General Fund	\$61,570
PNC Bank (Payroll account)	\$10,668
Line of Credit/Warrants	\$0.00
Capital Reserve	\$73,184
Capital Reserve – Engine Fund	\$7,435
Excess PSPRS Contributions Receivable	\$1,644

Overall, the budget to actual net income was favorable by \$40,229. Property tax revenue remains unfavorable by \$11,024, off-district revenue was \$72,339 favorable to budget. Donations \$12,171 favorable and resident fees \$7,039 favorable made overall revenue favorable by \$92,479.

Salaries were higher by \$27,760. Wildland Ops unfavorable by \$9,463, Overall, expenses were unfavorable by \$51,250.

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

OLD BUSINESS

- GCFD audit update:** The audit has been issued. The Sanders Company will present their report to the board at next month's meeting.
- Changing bank from PNC to OneAZ:** The bank requires a copy of the meeting minutes where the board authorizes opening the account and authorizes each board member to be a signer on the account.

Member Valenza made a motion to open a new bank account at OneAZ Credit Union, and that each member of the board, Chairman Andy Nilsen, Treasurer Jennifer Haslip, Board Clerk Andy Lamar, Board Member Eric Rogers, and Board Member Michael Valenza are authorized signers on the account. Seconded by Nilsen, motion carried unanimously.
- Improve communication tower:** Board member Rogers spoke with the cell tower company, and the current fire station site is not large enough for the installation of a new communications tower.

NEW BUSINESS

- Boards' procedure for agenda:** The board agreed that where possible, supporting materials for agenda items should be provided to the other board members several business days before the meeting.

BOARD MEMBER COMMENTS

Chairman Nilsen confirmed that the regular meeting in September will be held on schedule, September 5th after the Labor Day weekend.

Chairman Nilsen noted and thanked community members Buzz and Amy Bartella, Noble Jones, Nancy Parkey, and Joan Webster for their generous donation to the district.

Chairman Nilsen also thanked the community for everyone's generous donations at the Fourth of July picnic.

COMMUNITY COMMENTS

A community member made comments about perception of the board from the community's standpoint.

A community member asked about why a new engine is needed. Chief responded with the reasons behind this and that once the specifications are in place for the new engine we will know more specifically what funding is needed.

ADJOURNMENT

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

Meeting adjourned at 7:12 pm.

Prepared by:



Andy Lamar, Board Clerk
Groom Creek Fire District