

**MINUTES OF THE REGULAR MEETING OF THE  
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS  
August 1st, 2023, 6:00 pm  
1110 E. Friendly Pines Road, Prescott, AZ**

**CALL TO ORDER**

Meeting called to order on August 1st, 2023, at 6:01 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 arrived after the start of the meeting at 6:20pm. 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 July 11th, 2023, seconded by Rogers. Motion carried with Nilsen, Haslip, Lamar and Rogers voting in favor, Valenza was not present for the vote.

**COMMUNITY COMMENTS**

None.

**PUBLIC APPEARANCES**

A representative from the Saunders Company, the board's audit firm, attended by phone. They presented their audit report for the fiscal year ending June 30, 2022. It was noted that the district was deficient in submitting its audit report for 2022 by the 240-day deadline, and that it has been resolved. The audit results were accepted by the board.

**CHIEF'S REPORT**

- **Calls for service:** For the month of July - 10 EMS, 4 snakes, 1 accident, 1 public assist.
- **Capital reserve funds transferred:** \$30,000 was transferred from the capital reserve account to the payroll account to cover the last payroll. This is normal for this time of year due to property taxes not yet having been received.
- **County signers:** The current board members signed an updated county form "Authorized Signers for the District."

**FINANCIAL REPORT**

Financial report for May 2023, given by Treasurer Haslip:

General Fund	(\$47)
PNC Bank (Payroll account)	\$6,000
Line of Credit/Warrants	\$0
Capital Reserve	\$98,699
Capital Reserve – Engine Fund	\$8,061

Overall, the budget to actual net income was favorable by \$29,435. Property tax revenue remains unfavorable by \$10,956, off-district revenue was \$72,339 favorable to budget. Donations \$12,797 favorable. Prop 207 income \$14,312 favorable and resident fees \$7,821 favorable made overall revenue favorable by \$104,467.

Salaries were higher by \$45,389. Wildland Ops unfavorable by \$9,463, Overall, expenses were unfavorable by \$75,032.

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

**OLD BUSINESS**

1. **GCFD PSPRS audit update:** We have received a preliminary report on the audit. The board is continuing to work with the audit committee.
2. **Changing bank from PNC to OneAZ:** Now that the minutes for the July meeting have been officially approved by the board, Mike Valenza can provide them to the bank to get the new account opened.

**NEW BUSINESS**

None.

**BOARD MEMBER COMMENTS**

None.

**COMMUNITY COMMENTS**

A community member asked what PSPRS is, the Chief explained.

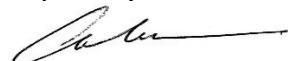
A community member asked when the bear activity meeting was, the Chief gave a summary of the meeting.

A community member asked when stage 2 fire restrictions might be taking effect. The Chief explained the monsoon season has been unusual this year and stage 1 restrictions remain in effect for now.

**ADJOURNMENT**

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

Meeting adjourned at 6:49 pm.

**Prepared by:**

---

Andy Lamar, Board Clerk  
Groom Creek Fire District