

**MINUTES OF THE REGULAR MEETING OF THE  
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS  
September 5th, 2023, 6:00 pm  
1110 E. Friendly Pines Road, Prescott, AZ**

**CALL TO ORDER**

Meeting called to order on September 5th, 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, and Board Clerk Andy Lamar. Board Members Eric Rogers and Michael Valenza were not present. 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 August 1st, 2023, seconded by Haslip. Motion carried unanimously.

**COMMUNITY COMMENTS**

None.

**PUBLIC APPEARANCES**

None.

**CHIEF'S REPORT**

- **Calls for service:** For the month of August - 1 smoke report, 6 EMS, 1 snake, 1 public assist.
- **Fund transfer:** \$39,000 was transferred from the capital reserve to the general fund. An additional \$1,000 will be needed to satisfy additional obligations.
- **A-shift paramedic position:** The firefighter who was entering the nursing program has been delayed and will come back as a reserve firefighter on August 10<sup>th</sup>.
- **Annual Spaghetti Dinner:** Chief thanked everyone who pitched in to help with this event.

**FINANCIAL REPORT**

Financial report for July 2023, given by Treasurer Haslip:

General Fund	(\$149)
PNC Bank (Payroll account)	\$6,000
Line of Credit/Warrants	\$0
Capital Reserve	\$39,003
Capital Reserve – Engine Fund	\$9,323

Overall, the budget to actual net income was favorable by \$3,305. Property tax revenue remains unfavorable by \$3,788, making overall revenue unfavorable by \$2,533.

Apparatus expenses were higher by \$6,517. Uniforms were favorable by \$4,400. Overall, expenses were favorable by \$5,838.

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

**OLD BUSINESS**

1. **GCFD PSPRS audit update:** There was a video conference call on August 31st. Late payment items have been reduced from 42 to 18. The administrator will decide if there will be any penalties, if any, this is expected to be minimal. The board has submitted its rebuttal. There will be a virtual conference call September 19<sup>th</sup>, Jennifer Haslip will attend.
2. **Changing bank from PNC to OneAZ:** The account has been opened by Mike Valenza. Each board member will go to the bank to sign the check signature application form. The county will be able to do an electronic transfer of payroll funds so we will no longer need to write a physical check each pay period.

#### **NEW BUSINESS**

1. **Tier 1 & 2 overfunded account:** PSPRS pensions for tiers 1 and 2 are overfunded. The district will have credit toward the excess contributions, and will be able to utilize the funds for operational expenses until the overfunded amount is reduced to 110%. The exact details of how this will work are not yet known. The Chief will be obtaining supporting documents.

#### **BOARD MEMBER COMMENTS**

Chairman Nilsen thanked Jane Johnson for her generous donation to the district.

#### **COMMUNITY COMMENTS**

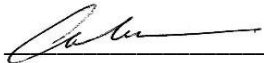
None.

#### **ADJOURNMENT**

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

Meeting adjourned at 6:28 pm.

#### **Prepared by:**



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Andy Lamar, Board Clerk  
Groom Creek Fire District