

**MINUTES OF THE REGULAR MEETING OF THE
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS
October 3rd, 2023, 6:00 pm
1110 E. Friendly Pines Road, Prescott, AZ**

CALL TO ORDER

Meeting called to order on October 3rd, 2023, at 6:01 pm by Board Clerk Andy Lamar.

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 Board Clerk Andy Lamar, Treasurer Jennifer Haslip, Board Member Eric Rogers, and Board Member Michael Valenza. Board Chairman Andy Nilson was not present. This represents a quorum and the meeting was continued and chaired by Board Clerk Andy Lamar according to district bylaws. Also present was District Chief Ernesto Manzanedo.

APPROVAL OF MINUTES

Clerk Lamar made a motion to approve the regular meeting minutes of September 5th, 2023, seconded by Haslip. Rogers voted in favor of the motion, Valenza abstained.

COMMUNITY COMMENTS

None.

PUBLIC APPEARANCES

None.

CHIEF'S REPORT

- **Calls for service:** For the month of September - 3 EMS, 1 snake, 1 public assist, 1 odor investigation, 1 hazmat.
- A letter was received from a community member thanking the department for assistance.
- There is a new statute regarding leased vehicles. This will be discussed at the next regular meeting.

FINANCIAL REPORT

Financial report for August 2023, given by Treasurer Haslip:

General Fund	(\$3,892)
PNC Bank (Payroll account)	\$6,000
Line of Credit/Warrants	\$0
OneAZ – Checking	\$100
OneAZ – Savings	\$5
Capital Reserve	(\$689)
Capital Reserve – Engine Fund	\$9,323

Overall, the budget to actual net income was favorable by \$17,689. Property tax revenue was unfavorable by \$2,734, overall revenue was unfavorable by \$154.

Vehicle maintenance was unfavorable by \$5,975. Health insurance was favorable by \$12,728, Engine fund favorable by \$5,740. Overall, expenses were favorable by \$17,535.

There are several categories where there are variances from budget. Unfavorable due to higher than expected engine repair. Member retirement and insurance costs are significantly favorable.

Treasurer Haslip recommended the board to adopt a new policy that restricts the use of designated capital reserve funds for operating purposes for discussion at the next meeting.

The board is also considering a mid-year budget workshop to re-forecast several areas of the budget.

The agenda for the next meeting agenda will include a discussion regarding scheduling a special meeting for the budget and restricting the use of designated capital reserve funds..

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

OLD BUSINESS

1. **GCFD PSPRS audit update:** The audit was approved with the district. They were very complimentary, even though we did have some findings. Formal approval will take place at their next meeting which is sometime in October.
2. **Changing bank from PNC to OneAZ:** The account is open and ready to go. Two members still need to sign the signature cards at the bank. The approximately \$6,000 remaining balance from the PNC account will be transferred to the general fund.
3. **Tier 1 & 2 overfunded account:** The Chief spoke with PSPRS and confirmed the balance will be used to credit future payments, approximately a \$22,600 credit.

NEW BUSINESS

1. **New firefighter pinning ceremony:** Matthew Gordon was pinned as a new firefighter. Matthew has graduated from the Firefighter one and two academy, Basic Wildland Fire one and two, and has earned his EMT certification. Matthew is also the fuels crew supervisor for the department. Cake and ice cream were enjoyed after the meeting in celebration.

BOARD MEMBER COMMENTS

Member Rogers may have an attorney for PSPRS. More information is forthcoming.

Member Valenza presented the district with a donation from a charity fun-run he is involved with.

COMMUNITY COMMENTS

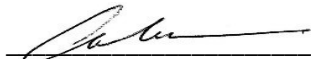
None.

ADJOURNMENT

Board Clerk Andy Lamar made a motion to adjourn the meeting, seconded by Rogers. Motion carried unanimously.

Meeting adjourned at 6:45 pm.

Prepared by:



Andy Lamar, Board Clerk
Groom Creek Fire District