

**MINUTES OF THE REGULAR MEETING OF THE  
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS  
November 7th, 2023, 6:00 pm  
1110 E. Friendly Pines Road, Prescott, AZ**

**CALL TO ORDER**

Meeting called to order on November 7th, 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, and Board Members Eric Rogers and 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**

Member Valenza made a motion to approve the regular meeting minutes of October 3rd, 2023, seconded by Rogers. Motion carried unanimously.

**COMMUNITY COMMENTS**

None.

**PUBLIC APPEARANCES**

None.

**CHIEF'S REPORT**

- **Calls for service:** For the month of October – 4 EMS, 2 public assist, 1 snake, 1 Hazmat.

**FINANCIAL REPORT**

Financial report for September 2023, given by Treasurer Haslip:

General Fund	(\$46,873)	Capital Reserve - Undesignated	(\$640)
Line of Credit/Warrants	\$0	Capital Reserve - Engine Fund	\$9,323
PNC Bank (Payroll account)	\$5,997	Capital Reserve - Total	<u>\$8,683</u>
OneAZ – Checking	\$100		
OneAZ – Savings	\$5		

Overall, the budget to actual net income was favorable by \$28,569. Property tax revenue remains unfavorable \$3,812, making overall revenue unfavorable by \$513.

Member retirement expenses were favorable by \$6,818, Apparatus unfavorable by \$6,619. Health insurance was favorable by \$12,365. Overall, expenses were favorable by \$29,082.

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

Chief will be moving the \$640 from the general fund to capital reserve to make up the deficit in the capital reserve account.

**OLD BUSINESS**

None.

## NEW BUSINESS

- 1. Lease resolution:** Board member Rogers made a motion that the district implement the new accounting policy, pronouncement 87, required by the GASB (Government Accounting Standards Board) regarding any leases the district might make of more than \$10,000. Motion seconded by Nilsen. Motion carried unanimously. Chairman Nilsen and Board Clerk Lamar signed the official form to adopt resolution 2023-01 regarding this policy.
- 2. Designated funds source policy:** The board discussed needing a formal policy in place so that funds designated by the public for a specific purpose (such as new engine fund donations) won't be used for any other purpose. Chief will write a new policy for review at the next regular meeting.
- 3. Mid-year budget workshop:** A discussion took place regarding whether a mid-year budget workshop is needed. This was tabled until the next meeting so that a proposed budget could be put together.
- 4. The unused "exempt" account:** There is an old "exempt" account which has not been used for a long time. Member Valenza made a motion to move the entire \$797.19 balance of this account to the engine fund. Seconded by Rogers. Motion carried unanimously.

## BOARD MEMBER COMMENTS

Chairman Nilsen thanked Dave and Donna Litrell for their generous donation to the district.

## COMMUNITY COMMENTS

None.

## ADJOURNMENT

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

Meeting adjourned at 6:54 pm.

## Prepared by:



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Andy Lamar, Board Clerk  
Groom Creek Fire District