

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

CALL TO ORDER

Meeting called to order on December 5th, 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 was District Fire Chief Ernesto Manzanedo.

APPROVAL OF MINUTES

Chairman Nilsen made a motion to approve the regular meeting minutes of November 7th, 2023, seconded by Rogers. Motion carried unanimously.

COMMUNITY COMMENTS

A community member asked if anyone was opposed to his approaching the county about getting new entering/leaving Groom Creek Fire District signs on Senator Highway.

PUBLIC APPEARANCES

None.

CHIEF'S REPORT

- **Calls for service:** For the month of November – 9 EMS, 1 Auto accident, 1 Smoke, 1 Public assist.
- **Training report:** A new training program is started with the regional communication center where all shifts will spend some time with the dispatchers; A firefighter has applied for the annual Company Officer Academy, a week long class for current company officers and candidates looking to promote into the position; Captain Tillman is doing great in his year-long Paramedic Program and will be on shift during his winter break for the month of December.
- **New Payroll procedure with Yavapai County Treasurer:** The last payroll funds transfer from the county failed and the transfer had to be done in person. The issues have been rectified and the next funds transfer for the payroll should be successful.
- **Prescott Christmas Parade:** A GCFD Engine was in the Prescott Christmas Parade as a request by one of our local community members who has a Zumba dance group.
- **Christmas party:** The GCFD Christmas party will be December 16th at 5:00 pm at the Sky-Y camp.
- **ISO Evaluation:** An independent service from the insurance companies will be coming December 18th for their regular evaluation which occurs every five years.

FINANCIAL REPORT

Financial report for September 2023, given by Treasurer Haslip:

General Fund	\$200,086	Capital Reserve - Undesignated	(\$640)
Line of Credit/Warrants	\$0	Capital Reserve - Engine Fund	\$9,885
Exempt Fund	\$797	Capital Reserve - Total	\$9,245
PNC Bank (Payroll account)	\$26,401		
OneAZ – Checking	\$100		
OneAZ – Savings	\$5		

Overall, the budget to actual net income was unfavorable by \$13,220. Property tax revenue remains unfavorable by \$35,561, making overall revenue unfavorable by \$33,312.

Member retirement expenses were favorable by \$9,451, Apparatus unfavorable by \$7,764. Health insurance was favorable by \$7,417. The Engine Fund was favorable by \$11,480. Overall, expenses were favorable by \$20,092.

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

A \$1,000 imprest amount will be transferred into the new OneAZ payroll account. We are expecting to be able to close the PNC Bank (payroll) account by the first of the year.

OLD BUSINESS

1. **Designated funding source policy:** New section 8 was added to the GFCD Policy document regarding funds raised by the district for a specific purpose must be used for that specific purpose.

Chairman Nilsen made a motion to approve the new policy as stated after discussion, seconded by Haslip. Motion carried unanimously.

2. **Mid-year budget reforecast workshop:** Discussion tabled until the next meeting.

NEW BUSINESS

1. **Election of board officers:** There will be no change in the board officers' positions.

2. **Workmen's comp audit:** Workmen's comp audit has increased premiums approximately an additional \$6,000. Chief will be working with the insurance company regarding the categories for each employee which may have caused the increase.

BOARD MEMBER COMMENTS

Treasurer Haslip asked that an item be added to the next meeting agenda regarding transfer of funds back to the capital reserve.

Chairman Nilsen thanked Susan Seideman and the Zumba Ladies for their generous donations to the district.

COMMUNITY COMMENTS

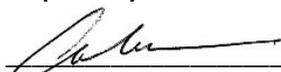
None.

ADJOURNMENT

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

Meeting adjourned at 6:55 pm.

Prepared by:



Andy Lamar, Board Clerk
Groom Creek Fire District