

**MINUTES OF THE REGULAR MEETING OF THE
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS
January 9th, 2024, 6:00 pm
1110 E. Friendly Pines Road, Prescott, AZ**

CALL TO ORDER

Meeting called to order on January 9th, 2024, 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 and Attorney for the District Robert Miller.

APPROVAL OF MINUTES

Chairman Nilsen made a motion to approve the regular meeting minutes of December 5th, 2023, seconded by Rogers. Motion carried unanimously.

COMMUNITY COMMENTS

None.

PUBLIC APPEARANCES

None.

CHIEF'S REPORT

- **Calls for service:** For the month of December – 1 EMS, 2 False alarms, 1 Illegal burn, 1 Smoke, 1 Public assist.
- **ISO Evaluation:** The district achieved an excellent score of 3Y, the highest rating possible for the district with the current infrastructure, where many of the best agencies score only 15 or so (lower number being better).
- **Upcoming grant opportunities:** The District will be applying for a grant from the Gila River Tribal Organization for new vehicle extrication equipment. The board was provided with a resolution to apply for the grant (see next item).

We are also looking into the State of Arizona's Fire and Forestry department grant which could be worth up to \$400,000. These funds could be used for fire suppression equipment or possibly the new engine.

- **Possible resolution needed for tribal grant:** The resolution needs to be approved by the board and signed in order to apply for the Gila River Tribal Organization grant.

Chairman Nilsen made a motion for the resolution to apply for the tribal grant, seconded by Rogers. Motion carried unanimously. The resolution was then signed by the board chairman Andy Nilsen and the board clerk Andy Lamar.

- **New fire station proposal:** Captain Hollowell gave a report on information obtained regarding possible new station sites at the corner of Senator Highway and Marapai, as well as the Forest Service Work Center location near Senator Highway and Friendly Pines. He has been working with representatives from the Forest Service to get more information on what the district's options might be at either of these two sites.
- **Fund transfer \$797.20 from the Groom Creek FD Exempt account into the Engine Fund:** The "exempt" account has been closed and the funds moved to Capital Reserve. See old business.

FINANCIAL REPORT

Financial report for November 2023, given by Treasurer Haslip:

General Fund	\$215,300	Capital Reserve - Undesignated	\$157
Line of Credit/Warrants	\$0	Capital Reserve - Engine Fund	\$10,585
Exempt Fund (now closed)	\$0	Capital Reserve - Total	\$10,742
PNC Bank (Payroll account)	\$6,455		
OneAZ – Checking	\$5,850		
OneAZ – Savings	\$5		

Overall, the budget to actual net income was favorable by \$18,364.

Total revenue was unfavorable by \$37,387. Highlights were Property tax revenue \$42,128 unfavorable.

Total expenses were favorable by \$55,751. Highlights were Staff Salaries \$10,689 favorable, Member Retirement \$13,535 favorable, Fuels Management \$5,380 unfavorable, Insurance \$20,387 favorable, Engine Fund \$14,350 favorable.

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

OLD BUSINESS

- Returning \$639.71 to the Engine Fund from the General Fund:** It appears the \$797.20 from the exempt account was transferred to the Capital Reserve rather than the engine fund. Tabled until next meeting so the proper adjustment transaction is made.
- Closing PNC account:** Treasurer Haslip will be closing the account and depositing the remaining balance of approximately \$6,455 into the general fund.
- Mid-year budget reforecast workshop:** Tabled to wait for a more accurate revenue forecast due to property tax revenue falling short of expectations. This will likely occur when the January financials are closed.
- Meeting for an update for fundraising for the new engine:** A special meeting of the board will be scheduled for Tuesday January 23rd, 2024, at 5:00 pm to discuss fundraising objectives.
- Workmen's Comp audit payment and reimbursement:** Chief Manzanedo is continuing to work with the insurance provider regarding possible adjustments that need to be made regarding the amounts due.

NEW BUSINESS

None.

BOARD MEMBER COMMENTS

Treasurer Haslip remarked that we need to figure out who will act as Chairman of the Board for future meetings. Andy Lamar stated that since he is the current Board Clerk, he is tasked with leading the next meeting, with an agenda item to decide how we are going to fill the Chairman role going forward. Jennifer then asked if it would make sense to add this to the agenda for the upcoming special meeting. The board agreed and this will be added as an agenda item to the special meeting on January 23rd. Mike Valenza added that since several members are up for re-election in the fall, that should be part of the same discussion.

Chairman Nilsen thanked Nancy Parkey, Jerry and Ann Marie Hammon, Doug and Bobbie Keeling, Janice Simmons, and David Sparks for their generous donations to the district.

Chairman Nilsen also thanked Chief Manzanedo, and the attorney for the District, Robert Miller for his counsel and advice.

Chairman Nilsen then made the following statement and provided the board with an official letter of resignation.

To the Groom Creek Fire District Board, please accept this as my formal resignation from the Groom Creek Fire District Board and the Pension Board. It has truly been my pleasure to serve alongside you. I know each of you hold the community and our fire district in the highest regard. And so, for the last time, I thank the board for their service.

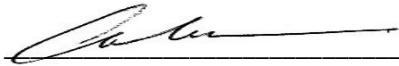
COMMUNITY COMMENTS

None.

ADJOURNMENT

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

Meeting adjourned at 7:03 pm.

Prepared by:A handwritten signature in dark ink, appearing to read 'Andy Lamar', is written over a horizontal line.

Andy Lamar, Board Clerk
Groom Creek Fire District