

# MINUTES OF THE REGULAR MEETING OF THE GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS

April 1, 2025, 6:00 pm  
1110 E. Friendly Pines Road, Prescott, AZ

## CALL TO ORDER

The meeting was called to order on April 1, 2025, at 5:59 pm by Board Chairman 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 Chairman Andy Lamar, Clerk Annette Starr, Board Member Mick Gleason. Board Member Rogers was not present. This constitutes a quorum and the meeting was continued and chaired by Chairman Lamar according to district bylaws. Also present were District Fire Chief Ernesto Manzanedo and Assistant Chief Nate Hallowell.

## APPROVAL OF MINUTES

Chairman Lamar made a motion to approve the regular meeting minutes of March 4, 2025, seconded by Mick Gleason. The motion was carried unanimously.

## COMMUNITY COMMENTS

A community member, who is on the Fire Engine Committee, stated that they had talked to Mick Gleason, and they are going ahead with talking to Texas RoadHouse to set up a date for a future fundraiser. The date will be presented to the board at a future meeting, and they will vote to approve it.

## PUBLIC APPEARANCES

Audit Report given by James Saunders with Saunders Company, LTD. Mr. Saunders presented a summary of the audit by phone, and informed the board that they conducted the audit in accordance with the Government Auditing Standards and that the audit evidence obtained was sufficient and appropriate to provide their audit opinions. The audit stated that GCFD has provided adequate documentation showing the Districts current condition, and it was in compliance. The District ended the Fiscal Year with revenues above expenditures. The audit report shows the tests of the Districts compliance as it relates to internal controls and financial reporting. The District is following the adequate procedures to capture correct financial information. The audit found no issues.

## CHIEF'S REPORT

- **A busy month of training:** Chief Manzanedo and Assistant Chief Hallowell participated in three separate training opportunities.
  1. **Annual Officers Training Academy** that took place in Prescott Valley. It was a week-long training in which Assistant Chief Hallowell set up two days of training exercises. The purpose was to practice wildland fire skills, and to learn how to command wildfire incidents, and implement fire suppression strategies.
  2. **Anticipating Fire Behavior class**, which is a new curriculum that replaced an older class called "Advanced Fire Behavior". It is geared towards students that are looking to move into a single resource, such as moving into a company officer level in charge of an engine company, and dealing with everything involving fire fighting, logistical support, all the way through tactics and strategies of fire fighting.
  3. **A county wide simulation in the event of a large-scale emergency** that coincided with a community wide power shut off. It was hosted by APS. There were representatives from the hospital, and included many emergency responders from different agencies from around the county. It was very helpful in learning how different agencies respond and what resources that they have available.
- **New engine update:** Update given by Assistant Chief Hallowell. The order for the new engine has been submitted, and they are working on scheduling a trip to Louisiana to tour the facility. This will most likely take place at the end of April or early May.

## FINANCIAL REPORT

Financial report for February, 2025, given by Board Chairman Lamar.

General Fund	\$121,789.74	Capital Reserve - Undesignated	\$155,133.07
Line of Credit	\$0	Capital Reserve - Engine Fund	<u>\$34,656.67*</u>
OneAZ – Checking	\$1,000	Capital Reserve - Total	\$189,789.74
OneAZ – Savings	\$5.00		

Chairman Lamar made a motion to approve the financial report given, seconded by Board Member Gleason. The motion was carried unanimously.

## OLD BUSINESS

**1. Fire Engine Fundraising Committee Report:** Given by Assistant Chief Hallowell. The committee had its meeting at the fire station on March 26, 2025 at 10 am. At this meeting they were able to get some estimated totals that would be needed to start the event. The cost would be around \$4200.00. Assistant Chief Hallowell has been looking into some 501c3 organizations that may be interested in giving us some money towards the event. He is also looking into sponsors, both of which would reduce the \$4200.00 startup cost. The next meeting will be May 28th, at 10:00 am, at the park.

**2. Discussion on filling vacant Board seat:** The board is short one member, and is looking for someone who has been a property owner for at least one year. Mick Gleason has a possible person in mind.

## NEW BUSINESS

None.

## COMMUNITY COMMENTS

A community member asked how many people live in the GCFD. Chief Manzanedo said that there are about 1200 residential parcels in Groom Creek. About half of them have residential structures, and half of those have full time residence. That community member then expressed how incredibly blessed we are to have this department, and how sad it is that so many residents are not aware.

## BOARD MEMBER COMMENTS

Mick Gleason agreed with the community member. Clerk Starr said that she was proud of our department, and is extremely grateful for everyone involved. Chairman Lamar reminded the board that there are two meetings coming up. The first one on April 8th at 5:00 pm at the station. It will be a special meeting for the Chief to present the 2025-2026 budget. The second meeting is an executive session on April 15th at 2:00 pm at the park to discuss the Chief's contract for 2025-2027.

## ADJOURNMENT

Chairman Lamar made a motion to adjourn the meeting, seconded by Board Member Gleason. The motion was carried unanimously. The meeting adjourned at 6:41 pm.

**Prepared by:**

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Annette Starr, Board Clerk  
Groom Creek Fire District