

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

**October 7, 2025, 6:00 pm
1110 E. Friendly Pines Road, Prescott, AZ**

CALL TO ORDER

The meeting was called to order on October 7, 2025, at 6:03 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, and Board Member Daniel Mort. Board members not present were Eric Rogers and Mic Gleason. 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 September 2, 2025 seconded by Annette Starr. The motion was carried unanimously.

COMMUNITY COMMENTS

A community member asked about a stop sign that might be missing on School House Gulch Road. They were encouraged to contact the county.

PUBLIC APPEARANCES

None.

CHIEF'S REPORT

- **Calls for service:** For the month of September - 3 smoke investigations, 5 public assists, 5 EMS calls, 1 illegal burn.
- **New engine update:** Update given by Assistant Chief Hallowell. The new engine is nearing completion, which is ahead of schedule. It will be ready after a third party inspection by October 21, 2025, and barring any unforeseen delays, Training Officer Dave Blattman and Captain Fitzmaurice will travel to the builder and do their inspection of the engine and drive it back to Prescott.
- **Behavioral Health Conference:** Assistant Chief Hallowell attended a free behavioral health conference offered through The 100 Club on September 24th. He was able to learn of some helpful resources that the department can offer to our firefighters if they are ever in need of help, free of charge to them.
- **Spruce Mountain Community Meeting report:** Chief Manzanedo and the crew from C Shift attended the Spruce Mountain Community meeting. Spruce Mountain desires to be more in touch with us as a part of the district, so that we will be able serve each other more effectively.

FINANCIAL REPORT

Financial report for August, 2025, given by Board Clerk Annette Starr.

General Fund	\$77,714.75	Capital Reserve - Undesignated	\$27,820.89
Line of Credit	\$0	Capital Reserve - Engine Fund	<u>\$39,157.67</u>
OneAZ – Checking	\$1,671.09	Capital Reserve - Total	\$66,978.56
OneAZ – Savings	\$5.00		

Chief Manzanedo thanked the community, Fire District and the Board for the cash liquidity that the department currently has, and how it has come together through the generation of revenue and fiscal responsibility.

Board Chairman Andy Lamar made a motion to approve the financial report given. Seconded by Board Member Daniel Mort. The motion was carried unanimously.

OLD BUSINESS

1. Fire Engine Fundraising Committee Report: Given by Assistant Chief Hallowell. There is nothing new to report. The cornhole tournament is still being planned, which will take place at Friendly Pines Camp on March 22nd, 2026. Friendly Pines Camp will donate the food and proceeds from those sales to the Fire Engine Fund. The next meeting will be on October 15, 2025 at 10 am at the fire station.

2. Capital Improvement Plan: Given by Fire Chief Manazendo. The next item to be considered is from Objective Number Three, which involves the replacement and maintenance of industry compliant equipment such as SCBA's with masks, engine hoses, RIC bag, and a vent saw. The cost for these items has significantly risen since the Capital Improvement Plan was conceived, and it emphasizes the need to increase our annual equipment budget to cover these costs.

NEW BUSINESS

1. Board approval for opening a credit card account for paying agency vendor bills: This card belongs to The District, but will need to have a personal name attached to it, and will need to have a monthly spending limit. After discussion, it was decided that the name attached to the card would be The Districts Accountant Jackie Mooreland, pending her approval, and a \$15,000 limit.

Chairman Lamar made the motion that The Fire District will open a credit card account for the purpose of paying bills electronically from our One AZ checking account. The credit limit requested will be \$15,000. The name on the credit card will be Jackie Mooreland, pending her okay. Seconded by Daniel Mort. The motion was carried unanimously.

2. Final Board approval for new apparatus loan with One AZ :

1. The Board will be approving a vehicle loan from One AZ Credit Union for the purpose of purchasing a new fire truck. The loan amount will be exactly \$500,000. The term will be 10 years, with a 6.5 percent interest rate. There will be no prepayment penalty on this loan. The monthly payment will be under budget at \$5,660.

2. There will be additional fees for taking out the loan that will not be financed into the loan. These fees will be paid in cash upfront. A check will be written to the bank for approximately \$3,000. Chairman Lamar requests the Board approve a maximum of \$4,000, in the event that the fees are slightly over the anticipated \$3,000. This amount covers licensing, application fee, and the loan fee.

3. The Board will submit to the bank the information to pay The US Fire Pump Company with the funds from this loan with a wire transfer in the amount of \$499,500.

Chairman Lamar made a motion to approve the three above terms stated for the loan, approving for us to spend the additional fees up to a maximum of \$4,000, and that The US Fire Pump Company will be the beneficiary of these funds paid by wire transfer. Seconded by Clerk Starr. The motion was carried unanimously.

3. Approval of \$5300 from the Engine Fund to be used for the purchase of communication headsets for the new engine:

Chairman Lamar made the motion to approve Chief Manzanedo to spend \$5,300 for the purchase of this equipment. Seconded by Board Member Daniel Mort. The motion was carried unanimously.

COMMUNITY COMMENTS

A community member suggested that the card be printed up with Jackie/GCFD, to help indicate that it is not a personal thing, but it is this person only representing the credit card.

A community member wishes to donate to the Fire Department using her \$400 tax credit, but could not find the department in the list of eligible recipients, and was wondering if it might be added for next year. They also inquired if the department donated its old equipment to smaller departments. They also wondered if we would need additional parking once the new engine arrived.

BOARD MEMBER COMMENTS

Chairman Lamar thanked the board for their service, and votes contributing to an historic day for the district.

ADJOURNMENT

Chairman Lamar made a motion to adjourn the meeting, seconded by Board Clerk Starr. The motion was carried unanimously. The meeting adjourned at 7:04 pm.

Prepared by:



Annette Starr, Board Clerk
Groom Creek Fire District