

**MINUTES OF THE REGULAR MEETING OF THE
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS
HELD
Tuesday September 1, 2020**

The Regular Meeting of the Groom Creek Fire District Board of Directors was called to order on Tuesday September 1, 2020 at 6 P.M., at 1110 E. Friendly Pines Road - Prescott, Arizona.

Agenda: Regular Meeting –

Meeting called to order.

Pledge of Allegiance

Roll Call

Present at the meeting were the following members of the Groom Creek Fire Board of Directors. Board Chairman Andy Nilsen, Board Treasurer Jennifer Haslip by telephone and Board Clerk Tom Price, Fire Chief Ernesto Manzanedo. This represents a quorum and the meeting was continued and chaired by Board Chairman Andy Nilsen, according to district bylaws.

Approval of minutes of Previous Meetings:

The minutes of the GCFD Regular Board meeting dated August 4, 2020. Motion by Board Chairman Andy Nilsen Seconded by Board Clerk Tom Price, No discussion, vote was all in favor, Motion passed, Minutes approved as written.

Chief's Report:

Calls for Service: Rather busy month...3 Public assists, 1 EMS, 1 Move patient, 1 Illegal burn, 1 defective appliance, 1 Wires down and 1 Wildfire at Goldwater Lake. The duty Crew under direction of Acting Captain Tillman arrived to find a wildfire at Goldwater Lake and proceeded to attack the fire and with assistance of the Forest Service crews held the fire to approximately one acre. Another job well done by all.

Notice of upcoming training at the City of Prescott Fire training area. This is one of the Districts annual all member training sessions. Many areas of fire response will be performed through out the day by all members including the duty crew. The public is invited to attend this and witness firsthand how the District handles different scenarios that they may encounter at any time. Please let The District personnel know if you are interested in attending on September 9th and 11th, 2020. Chief Manzanedo will be attending on the 11th to do video which will later be posted on the up and coming District Youtube Channel so those unable to attend may view the training via the video.

Chief Manzanedo reviewed the plan on the upcoming annual audit. This will be a remote audit due to the current Covid-19 restrictions that are in place. Chief Manzanedo has been working with the District's the auditor and District Accountant Jackie Moreland to specify individual duties needed to make this happen. This is the first time this has been done and we do not expect any unforeseen problems to arise at this time.

Chief Manzanedo gave a brief overview of the promised 5-year plan he has developed. This is a conservative plan in relation to figures due to unknown real monies to be expected in the future. This is

not a direct budgetary plan but more a strategic plan on staffing and necessary day to day operations projected in the near future.

Financial Reporting:

Board Treasurer Jennifer Haslip began with a brief review of July 31, 2020 financials

Financial Reports for July 31, 2020

- 1) General Fund -\$1,430.47
- 2) Compass Bank \$6,040.66
- 3) Line of Credit \$0.00
- 4) Capital Reserve \$213.54

The General Fund shows a negative amount due to the line of credit has not been updated and the actual Line of Credit should reflect \$21,488.46 this should be rectified in August or Septembers accounting. There has been a delay of posting the monies due to the County Board not applying the tax monies to our account because the actual tax money starts coming in October.

Old Business: GCFD Board Chairman Andy Nilsen reported that the District will not have to go to a formal election in November to move from a 3 person board to a 5 person board. This is due to the fact that there was only 4 members applying for the 4 upcoming open positions. There will be a formal procedure by the County Board on September 3, 2020 regarding the process of expanding the board. Prospective board members will have a procedure to follow prior to appointment to the board positions which will be effective after oath of office in December 2020.

Board Treasurer Jennifer Haslip reported that District is still in the process of the PSPRS reconciliation. We have underfunded for 2018 by \$20,202.84 according to our records. This amount may change due to the fact our current rep at PSPRS has not been in contact with us for some time. Once again please remember the Covid-19 issues have caused everyone a hardship. The PSPRS employees have mostly working from home and outside contact has been very limited. Please note our accounting has shown that we had over collected \$22,532.34 from employees which we will need to remit to them. Jackie Moreland continues to work on 2016 and 2017 and hopes to have them completed by the end of September 2020. We will need to confer with PSPRS from this point forward to see if there are any more issues we need to address.

New Business: Chief Manzanedo gave a report regarding the District's being in Financial Compliance for fiscal year of 2019 – 2020 per Section 48-805 subsection B paragraph 2 and sections 48-806 and 48-806.

GCFD Board Treasurer Jennifer Haslip gave a brief overview regarding 1099 forms due to a couple of retirees. These individuals were in a plan that we are not familiar with and not sure who the fiduciary is/was. We are working on finding who is responsible and to assure that the proper procedures are followed to reconcile this matter.

Board Member Comments: GCFD Board Treasurer wanted to inform the public that he inadvertently not mentioned that during last months meeting dated August 4, 2020 Fire Chief Manzanedo had mentioned the property owners of the Midnight Test Mine on Spruce Mountain along with the District and Native Air have determined that the location is suitable for a helicopter landing pad for air med-evac. This may be very beneficial to any patient not having to endure a rough and lengthy transport down the mountain. Thanks to all involved in this development.

Fire Chief Manzanedo added this evening that he has been able to forward information to the Forest service the location for possible set up of a bucket drop site and crew drop off site if needed. All these developments will greatly aid the residents in the Spruce Mountain area.

Board Chairman Andy Nilsen Wished to thank Tom Catlin for his generous donation to the District. He also wanted to wish for a very speedy recovery and Best Wishes to Pat DeGraff our District Administrative Assistant. Who has recently under gone surgery. He also thanked the Board for their service.

Fire Chief Ernesto Manzanedo wished to thank Board Treasurer Jennifer Haslip, District Accountant Jackie Moreland and District Administrative Assistant Pat DeGraff for their continued hard work to rectify the PSPRS issue.

Community Comments: District 5 Supervisor Mary Mallory introduced herself to the public. She wanted to thank everyone for their support and will continue to serve District 5 as best to her abilities. Supervisor Mallory also mentioned that she is always available to the public and wants to hear from them when questions arise. Supervisor Mallory further pledged to keep the members of her District informed of what the County is doing. She wanted to express her gratitude to the District for their endorsement during the recent election and is very pleased to see what a great organization we have and for what we do. Supervisor Mallory wanted to inform the public of the up coming Prescott Valley Healing Field event. This is a tribute to the persons who lost their lives during 9-11 she and her husband Kirk started a few years ago while she was on the town council. There are 3000 American fags with a name of each person who lost there life on 9-11 All are invited to attend this event which runs September 4, 2020 to September 12, 2020. The location is in Prescott Valley at the City Hall and Police Department. If anyone can assist in setup and or take down the help would be greatly appreciated.

Community member Attorney Bob Miller introduced himself and wished to offer his services to the District.

Adjournment :

-Board Chairman Andy Nilsen made a motion to adjourn. Board Clerk seconded the motion and there was no discussion, the motion passed unanimously. The meeting was adjourned at 6:33 P.M./1833 hours.

Dated September 2, 2020 by _____ Board Clerk Thomas Price

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