

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

CALL TO ORDER

Meeting called to order on February 6th, 2023, at 6:01 pm by Board Chairman Eric Rogers.

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 Eric Rogers, Board Clerk Andy Lamar, Treasurer Jennifer Haslip, and Board Member Michael Valenza (by phone). This represents a quorum and the meeting was continued and chaired by Chairman Eric Rogers according to district bylaws. Also present was District Fire Chief Ernesto Manzanedo.

APPROVAL OF MINUTES

Chairman Rogers made a motion to approve the regular meeting minutes of January 9th, 2024, seconded by Haslip. Motion carried unanimously.

Chairman Rogers made a motion to approve the special regular meeting minutes of January 31st, 2024, seconded by Haslip. Motion carried unanimously.

COMMUNITY COMMENTS

A community member thanked the previous chairman Andy Nilsen for all of the work he's done and the position he had.

PUBLIC APPEARANCES

None.

CHIEF'S REPORT

- **Calls for service:** For the month of January – 2 EMS, 1 Illegal burn, 1 Water line break, 1 Car accident, 1 Public assist.
The acting battalion chief on duty the night of the car accident sent an email showing his appreciation for the district's quick response and involvement at the scene rescuing and assisting the patients.
- **Annual baseline fitness assessment:** The Fire District's Fitness Assessment form was passed out which showed the requirements for the annual fitness assessment..
- **Station remodel:** The district is pursuing an engineering inquiry and possibly a bid for adding a second story to a portion of the current fire house.
- **Pension board meeting:** A pension board meeting is scheduled for Thursday February 15th at 10:00 am.

FINANCIAL REPORT

Financial report for December 2023, given by Treasurer Haslip:

General Fund	\$232,065	Capital Reserve - Undesignated	(\$582)
Line of Credit/Warrants	\$0	Capital Reserve - Engine Fund	<u>\$12,174</u>
Exempt Fund (now closed)	\$0	Capital Reserve - Total	<u>\$11,592</u>
PNC Bank (Payroll account)	\$6,452		
OneAZ – Checking	\$1,965		
OneAZ – Savings	\$5		

Overall, the budget to actual net income was favorable by \$11,502.

Total revenue was unfavorable by \$44,112. Highlights were Property tax revenue \$48,721 unfavorable.

Total expenses were favorable by \$55,614. Highlights were Staff Salaries \$6,512 favorable, Member Retirement \$15,751 favorable, Fuels Management \$6,405 unfavorable, Insurance \$17,833 favorable, Capital Improvement Fund \$17,219 favorable, Engine Fund \$5,002 favorable.

A deposit will be made to the capital reserve to bring the overdrawn balance up to zero.

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

OLD BUSINESS

- 1. Returning \$639.71 to the Engine Fund from the General Fund:** The Engine Fund was credited the \$639.71 owed from the closing of the exempt account.
- 2. Closing PNC account:** The account has been closed and the funds withdrawn will be deposited into the general fund.
- 3. Workmen's Comp audit payment and reimbursement:** The request to split the Chief's salary into two categories (in an effort to reduce the amount owed) was denied, so the amount owed from the audit stands. The district also received a credit for pension payments that were made during Covid that will not be used, resulting in a net credit to the district.
- 4. Fire engine fundraising committee report:** Board member Mike Valenza has accepted the position of Committee Chairman and is putting together a team, which will consist of any other board members who want to participate, Chief Manzanedo, and GCFFA Chairman Captain Hallowell. The committee will be reaching out to any interested community members who would like to participate.

NEW BUSINESS

- 1. New board chairman:** Board member Valenza made a motion that Eric Rogers is the new Board Chairman. Seconded by Haslip. Motion carried unanimously.

BOARD MEMBER COMMENTS

Treasurer Haslip mentioned that the year-end audit deadline for 2023 is approaching.

COMMUNITY COMMENTS

Previous Board Chairman Andy Nilsen offered his assistance to the board and the new Board Chairman if needed.

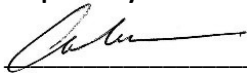
A community member asked about the status of the district acquiring the work center property on Friendly Pines and how remodeling the station would play into that. The district is currently looking at all available options.

ADJOURNMENT

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

Meeting adjourned at 6:32 pm.

Prepared by:



Andy Lamar, Board Clerk
Groom Creek Fire District