

**MINUTES OF THE REGULAR MEETING OF THE
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS
April 2nd, 2024, 6:00 pm
1110 E. Friendly Pines Road, Prescott, AZ**

CALL TO ORDER

Meeting called to order on April 2nd, 2024, at 5:59 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. This constitutes a quorum and the meeting was continued and chaired by Chairman Rogers according to district bylaws. Also present were District Fire Chief Ernesto Manzanedo and Attorney for the District Robert Miller..

APPROVAL OF MINUTES

Chairman Rogers made a motion to approve the regular meeting minutes of March 5th, 2024, seconded by Valenza. Motion carried unanimously.

COMMUNITY COMMENTS

None.

PUBLIC APPEARANCES

None.

CHIEF'S REPORT

- **Calls for service:** For the month of March – 6 EMS, 1 Vehicle accident, 1 Assault, 1 Illegal burn, 3 Public assists, 1 False alarm.
- **PSPRS Conference report:** The Chief and Captain Hallowell attended training in Phoenix for new information and regulations related to the pension board.
- **Fire Station remodel consultation report:** Captain Hallowell updated the board on the status of gathering information about remodeling the current station. A local architect visited the station and thought the structure could in fact support a second story. The next step is to expose some of the footings and send pictures of them to the engineering firm for examination.
- **New GCFD/PFD reserve program:** Chief Manzanedo met with Prescott Fire Chief Durr, they will be having quarterly meetings. Since the two departments work together during big incidents, we will be sharing resources and doing ride-a-longs so firefighters can get increased call volume experience and learn from a different type of response model. In an effort to help with both agencies ability to get adequate staffing, we will be coordinating with PFD recruiting individuals who may be better suited for one department or the other.
- **New APS Wildfire Prevention Program:** APS is starting a new public safety program where they would shut off power to certain areas of the community in the event of extremely high risk fire potential.
- **Firewise:** The department is starting Firewise assessments in the community. Requests for personal assessment appointments are now being accepted by the department, contact email Matt with GCFD at: firewise@groomcreek.org.

FINANCIAL REPORT

Financial report for February 2024, given by Treasurer Haslip:

General Fund	\$77,221	Capital Reserve - Undesignated	\$98,853
Line of Credit/Warrants	\$0	Capital Reserve - Engine Fund	\$12,368
OneAZ – Checking	\$990	Capital Reserve - Total	\$111,222
OneAZ – Savings	\$5		

Overall, the budget to actual net income was favorable by \$32,473.

Total revenue was unfavorable by \$30,669. Highlights were Property tax revenue \$40,261 unfavorable, Grant income \$7,595 favorable.

Total expenses were favorable by \$63,142. Highlights were Staff Salaries \$9,356 favorable, Member Retirement \$20,819 favorable, Fuels management \$9,860 unfavorable, Insurance \$7,675 favorable, Capital Improvement Fund \$6,688 favorable, Engine Fund \$22,957 favorable.

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

OLD BUSINESS

- 1. Fire Engine Fundraising Committee report:** Board member Valenza and Chief Manzanedo will be heading up the committee and are looking for members of the community to join. More information will be available after the Apparatus Committee meeting this Thursday.
- 2. Update for the 2023 audit:** The Audit Report was distributed to the board prior to the meeting. Treasurer Haslip will be contacting the auditors to find out why missing the due date (their fault) was not disclosed in the audit report, as it is a statutory violation.
- 3. Possible date for upcoming budget workshop:** A special meeting is scheduled for April 18th at 5:00 pm to discuss the 2024-2025 budget. The new budget is expected to be worked out and approved by the board at the June meeting.

NEW BUSINESS

- 1. Appointment of new board member:** Chairman Rogers made a motion to appoint Michael Gleason to the board to fill the open position until the end of the current term. Seconded by Lamar. Motion carried unanimously. Chief Manzanedo swore him in and administered the oath of office.
- 2. Discuss "New Board Member" worksheet:** The board worked on creating a "New Board Member" worksheet listing the action items that need to be completed when a new board member is elected/appointed to the board..
- 3. Sign Arizona Mutual Aid Compact:** Board Chairman Rogers and Clerk Lamar signed the agreement.

BOARD MEMBER COMMENTS

None.

COMMUNITY COMMENTS

A community member expressed concern over homeowner's insurance cancellations in the area.

ADJOURNMENT

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

Meeting adjourned at 6:55 pm.

Prepared by:



Andy Lamar, Board Clerk
Groom Creek Fire District