

**MINUTES OF THE REGULAR MEETING OF THE  
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS  
May 7th, 2024, 6:00 pm  
1110 E. Friendly Pines Road, Prescott, AZ**

**CALL TO ORDER**

Meeting called to order on May 7th, 2024, at 6:00 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, Clerk Andy Lamar, Treasurer Jennifer Haslip, and board Members Michael Valenza and Mick Gleason. This constitutes a quorum and the meeting was continued and chaired by Chairman 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 April 2nd, 2024, seconded by Haslip. Motion carried unanimously.

Chairman Rogers made a motion to approve the special meeting minutes of April 18th, 2024, seconded by Valenza. Motion carried unanimously.

Chairman Rogers made a motion to approve the special meeting minutes of April 25th, 2024, seconded by Valenza. Motion carried unanimously.

**COMMUNITY COMMENTS**

None.

**PUBLIC APPEARANCES**

The Saunders company presented a summary of their audit findings by phone. Everything was found to be in compliance with the exception of one item - that the audit report was filed three days past the deadline (but within the grace period). This was due to the auditor being late in completing the report. There is further discussion on this topic under new business.

**CHIEF'S REPORT**

- **Calls for service:** For the month of April – 12 EMS, 1 Vehicle accident, 2 Illegal burns, 1 Lockout, 1 Public assist.
- **Ambulance:** The ambulance which was offered to us from the City of Prescott is now available. Chief Manzanedo and Captain Boutin are assessing the vehicle to determine its condition and maintenance costs.
- **Engine 42:** With reserve engine 42 out of commission it is possible there may be something available from the City of Prescott in September. The City of Prescott also has a contract with Central Arizona Fire and Medical Authority that allows them to participate in a shared resource contract which allows them to share apparatus and people between agencies. They are looking into allowing GCFD to participate in that as well.
- **Firewise Day:** May 25<sup>th</sup> will be our annual Firewise Day from 10:00 am to 12:00 noon. We are going to have representatives from the Forest Service, State Department of Fire and Forestry and Yavapai County Emergency Management here to give talks including evacuation technology. There will be a barbecue after the presentation.

## FINANCIAL REPORT

Financial report for March 2024, given by Treasurer Haslip:

General Fund	\$40,442	Capital Reserve - Undesignated	\$98,855
Line of Credit/Warrants	\$0	Capital Reserve - Engine Fund	\$12,368
OneAZ – Checking	\$1,000	Capital Reserve - Total	\$111,223
OneAZ – Savings	\$5		

Overall, the budget to actual net income was favorable by \$42,998.

Total revenue was unfavorable by \$36,281. Highlights were Property tax revenue \$43,886 unfavorable, Grant income \$7,595 favorable.

Total expenses were favorable by \$79,269. Highlights were Staff Salaries \$9,342 favorable, Member Retirement \$23,060 favorable, Fuels management \$11,985 unfavorable, Insurance \$12,501 favorable, Capital Improvement Fund \$7,501 favorable, Engine Fund \$25,826 favorable.

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

## OLD BUSINESS

None.

## NEW BUSINESS

- 1. Transfer of the Fire Engine Fundraising Committee chairman position:** Mike Valenza stated that this would be his last meeting because he and his wife are taking an 18-month mission in Albania. Board member Mick Gleason volunteered to be the new chair for the committee, with Chief Manzanedo as vice-chair. The Apparatus Committee is still waiting on a couple of final quotes to determine how much money will need to be raised.
- 2. Discuss what happened with the 2023 audit and Saunders status as our auditor:** Jennifer Haslip explained that we had one finding this year and it was that were delinquent in filing the audit report. Though we reached out to the auditors a number of times prior to the deadline, they were unable to produce the report in a timely fashion. The auditors reported that they had some technology issues which caused the report to be late for us as well as some of their other clients. They also missed reporting the late report as a finding, which is a statutory requirement, and the report had to be re-issued. It would be worthwhile to look at what other options are available and what the pricing would be. Chief Manzanedo will be contacting the auditors and letting them know that they are being put on notice that they need to be sure going forward that we are in compliance 100 percent..
- 3. Discuss and possibly adopt 2024-2025 budget:** The new budget is tentative until we get final numbers from the county. We should be able to adopt the new budget at next month's regular meeting..

## COMMUNITY COMMENTS

A community member asked if there was any update on a new fire station location or remodel of the existing station. Chief Manzanedo responded that we have had some significant staffing changes as well as apparatus issues, and that may put the brakes on any remodeling or expansion of the station for the time being.

A community member asked why we need an ambulance. Chief Manzanedo answered that we have to reduce the impact on our first out engine, and it's also a big advantage to have the ability to provide EMS service and get our patients out of the elements, and a heated ambulance is an excellent application for that. The ambulance will not be used for transportation of patients.

A community member asked if the Fire District was concerned about the purchase of Prescott Pines Camp by Yavapai College. Chief Manzanedo responded that the college is in communication with the district and more information will be provided as it becomes available.

## BOARD MEMBER COMMENTS

Chief Manzanedo commented that we have received our first restitution payment from Cindy Fulton of \$150.

Mike Valenza thanked everyone for letting him serve the community (this is his last meeting as a member of the board).

Mick Gleason thanked Jennifer Haslip for all the hard work she has put in assisting with the budget and accounting functions.

Chairman Rogers thanked the following people for their generous donations to the district: Christine Heffelfinger, Lupe Frost, Maria Celli, Marlene Slayton, Cecilia Plantek, Nancy Parkey, Gabi Mendez, Daniel Boutin, Chris and Claudia Starr in memory of Buzz Bartella.

**ADJOURNMENT**

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

Meeting adjourned at 6:45 pm.

**Prepared by:**



---

Andy Lamar, Board Clerk  
Groom Creek Fire District