

**MINUTES OF THE REGULAR MEETING OF THE
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS
June 4, 2024, 6:00 pm
1110 E. Friendly Pines Road, Prescott, AZ**

CALL TO ORDER

Meeting called to order on June 4, 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 Member 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 and Attorney for the District Robert Miller.

APPROVAL OF MINUTES

Chairman Rogers made a motion to approve the regular meeting minutes of May 7, 2024, seconded by Haslip. Motion carried unanimously.

COMMUNITY COMMENTS

A community member remarked that a great job was done with Firewise Day this year.

PUBLIC APPEARANCES

Representatives from Yavapai College to talk with the board about the college's plans for Prescott Pines Camp. Chairman Rogers introduced James Crockett, Assistant Director, Facilities, Clint Ewell, VP of Finance, Tyran Payne, Chief of Police, and Shanna Collier, Events/Rentals Manager.

A very productive conversation took place between the college representatives, the board, and the audience. Many additional questions were asked and answered, here are some of the highlights:

- Students must be 21 or over to live here. In the first year, the college expects to house 90 to 100 students and 10 employees who would have houses on the site.
- Beginning next year, there will be an operating camp during the summer.
- The college is a state agency, political subdivision, and does not pay taxes or make financial contributions.
- Yavapai College has its own police force, which will have 24-hour presence at the camp and has jurisdiction in all of Groom Creek. In fact, some of the initial residents will be police academy cadets.
- They are working with the VA to be housing medical residency students. There is also interest from the aviation programs as well as gunsmithing. The College has its own Fire Science program which may allow for some interaction with the Fire District.
- The college has interagency mutual aid agreements for all of its locations, which will include Groom Creek.

CHIEF'S REPORT

- **Calls for service:** For the month of May – 6 EMS, 2 Vehicle accidents, 2 Illegal burns, 3 Smoke reports, 2 Public assists, 1 Fire. Chief Manzanedo summarized the response from multiple agencies to the wildfire which was contained to about two acres.
- **Fire Restriction Status:** As of Thursday June 6th, the Groom Creek Fire District is entering Stage One fire restrictions along with the Forest Service and other Yavapai County agencies.
- **Ambulance:** We have sent the city all of our IGA agreements. Engine 42 is not repairable and will be put up at auction, which the City of Prescott will handle for us. They are also going to auction the pump from our old pump truck. Once the lawyers sign off on the ambulance, we will be able to take delivery of it.

- **Firewise Day:** Our annual Firewise Day was held May 25th and was well attended with 30 people. Chief thanked the community members for attending.
- **Promotional Testing Process:** Three candidates, two for the position of Captain and one for a full-time firefighter position passed their testing requirements. The process consisted of an interview process as well as several incidents they had to manage. Both captains scored extremely well. Stewart Cox has been a reserve firefighter here for two years and will become a full-time firefighter.

FINANCIAL REPORT

Financial report for April 2024, given by Treasurer Haslip:

General Fund	\$115,910	Capital Reserve - Undesignated	\$99,208
Line of Credit/Warrants	\$0	Capital Reserve - Engine Fund	\$12,768
OneAZ – Checking	\$20,822	Capital Reserve - Total	<u>\$111,976</u>
OneAZ – Savings	\$5		

Overall, the budget to actual net income was favorable by \$28,458.

Total revenue was unfavorable by \$39,248. Highlights were Property tax revenue \$48,598 unfavorable, Grant income \$7,595 favorable.

Total expenses were favorable by \$67,706. Highlights were Staff Salaries \$9,360 favorable, Member Retirement \$25,340 favorable, Overtime \$6,346 favorable, Fuels management \$13,245 unfavorable, Insurance \$7,578 favorable, Capital Improvement Fund \$8,334 favorable, Engine Fund \$28,695 favorable.

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

OLD BUSINESS

1. **Fire Engine Fundraising Committee report:** Chief Manzanedo and Member Gleason will be having a meeting to go over the quotes that have been received for a new engine.
2. **Adoption of 2024-2025 budget:** This was tabled until the next meeting as we are still waiting for the FDAT figures from the County Treasurer's office.

NEW BUSINESS

1. **OneAZ Bank declaration of signers and officers:** The following three statements were officially read into the minutes:
 - Michael Gleason is to be added onto the OneAZ Credit Union Checking & Savings as a signer.
 - Andrew Nilsen and Michael Valenza are to be removed off of the OneAZ Credit Union Checking & Savings accounts.
 - Andrew Lamar is the new appointed officer on the checking and savings accounts at OneAZ Credit Union.
2. **Check signing calendar:** Treasurer Haslip will create a new check-signing calendar.
3. **Chief's vacation payout:** Chief Manzanedo has requested that a portion of his sick time/vacation payout, which is part of his contract, is paid this year instead of in-full at the end of the contract. Jennifer Haslip recommended we do this in November to make it easier on the budget. Andy Lamar will amend the current contract. After attorney Robert Miller and the Chief have approved the changes they will be proposed to the board at the next regular meeting.

COMMUNITY COMMENTS

A community member thanked the board for everything they've done because it's made a big difference.

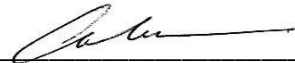
BOARD MEMBER COMMENTS

Our guests from Yavapai College thanked the board for having them and mentioned that you can go to yc.edu/pines on the internet to find out the current status of the property, and there is a feedback/questions form there as well. The college will be hosting an open house later this summer after more renovations have been completed.

ADJOURNMENT

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

Meeting adjourned at 7:12 pm.

Prepared by:

Andy Lamar, Board Clerk
Groom Creek Fire District