

**MINUTES OF THE REGULAR MEETING OF THE
GROOM CREEK FIRE DISTRICT BOARD OF DIRECTORS**

November 5, 2024, 6:00 pm

1110 E. Friendly Pines Road, Prescott, AZ

CALL TO ORDER

The meeting was called to order on November 5, 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, Clerk Annette Starr, and Board Members Andy Lamar and Mick Gleason. 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 Assistant Chief Nate Hallowell.

APPROVAL OF MINUTES

Chairman Rogers made a motion to approve the regular meeting minutes of October 1, 2024, seconded by Board Member Andy Lamar. The motion carried unanimously.

COMMUNITY COMMENTS

None.

PUBLIC APPEARANCES

None.

CHIEF'S REPORT

Calls for service: For the month of October – 2 EMS calls, 1 Trail rescue, 1 car accident with injuries, 2 illegal burns, 2 smoke investigations, 1 call for a broken water line. Chief Manzanedo reported that we received reimbursement for our trip to Utah for a Wildland Deployment, in which we netted about \$19,000. Chief Manzanedo thanked Assistant Chief Hallowell for keeping the paperwork squared away so that he and the District Accountant could get it submitted. As a result, we received the funds in a timely manner.

Monthly Training: Assistant Chief Nate Hallowell gave the training report. He stated that in addition to regular training, our firefighters perform an Annual Breath Down Drill, which is a part of our physical assessment to be able to do this job. There is a benchmark that needs to be met, and this year, it included a treadmill portion, where the firefighters performed the drill using the SCBA (Self-contained breathing apparatus). This gives them a good idea of how long the air in the bottles lasts under working conditions. It also included a blackout drill, where the firefighters crawl through a maze with the air that they have left after the bell rings, simulating getting out of the building with the remaining air. All of our employees performed well.

Grant writing class: District Fire Chief Ernesto Manzanedo and Assistant Chief Nate Hallowell attended a grant writing class hosted by the City of Prescott. Chief Manzanedo reported that they learned a lot from the class, such as the fact that 90% of the available money is from the private sector and foundations versus federal and other agencies. This opened a whole other scope to what is out there, and they are excited to pursue these other avenues. In addition, Assistant Chief Hallowell found a program offered through the State Forestry that allows us to be reimbursed \$500.00 for every EMS call that GCFD responds to on Federal Land, and after our first try, we received a payment about two weeks later. The purpose of this program is to cover personnel and medical supplies.

Audit: The audit was completed last week, and it turned out to be the fastest and shortest audit process we have ever had. This is due to the District Accountant's efficient bookwork, which made their job extremely easy. Pat Degraff's invoicing system and organization skills with the files, also contributed to the success and ease of the process.

FINANCIAL REPORT

Financial report for September 2024, given by Chief Ernesto Manzanedo.

General Fund	(-37,109.99)	Capital Reserve	
Line of Credit	\$1364,50	Undesignated	\$1364.50
OneAZ – Checking	\$24,515	Engine Fund	<u>\$25,614.73</u>
OneAZ – Savings	\$5.00	Total	\$26,979.23

Chairman Rogers made a motion to approve the financial report given, seconded by Board Member Gleason. The motion carried unanimously.

OLD BUSINESS

1. Fire Engine Fundraising Committee Report: Assistant Chief Nate Hallowell reports that there was a committee meeting on October 23, where the committee discussed ways to raise funds for a new fire engine. One of the planned activities is an event dubbed "Groomapalooza". This event will be held at Yavapai College's Prescott Pines Camp facility. It is planned to be a music event, with beer, brats and bounce houses, and it will take place at the large field on the college's property. At the prior meeting, they put together some "department heads" to start getting the structure of this event down. The next meeting is Wednesday, November, 12, at 10:00 am at the fire station. He welcomed anyone from the community who would like to join. Nate also reported that a few of the committee members met at the college property with some of the college staff. A leader from Camp Way was also in attendance; they use the college property to hold events and a summer camp. Everyone there showed excitement and willingness to help us out. We toured the facility to get a better idea of what would be available to us and to talk about issues with being able to sell beer on a college campus. Camp Way is encountering the same issues for its planned events and is working on those issues now. We are looking to hold this event about a year from now and will discuss a possible date at the next meeting. A person from the community asked about the amount we need for the new engine and where we are now regarding funds. Chief Manzanedo answered them by saying that these fundraising events are not intended to be relied on to purchase the new engine, but will be a good idea for a cash flow source to be reintroduced to our district, to be generating funds on a regular basis, so that we don't run into this situation in the future. In the meantime, we are looking at the best options and doing our best with what we have. We are looking to expedite getting a newer apparatus to the fleet because we are relying on the one fire engine, and it is showing wear, so we are looking at strategies to make that happen sooner rather than later. These fundraisers are really meant to help build funds for down the road. This district is very fiscally responsible with the funds that we get, but the cost of a new apparatus is around 1.5 million dollars. It is recommended that the engines be replaced every 10 years, but we are in a routine of every 20 years, so we are looking at raising about \$50,000.00 a year to save toward a future down payment. At this point, we are looking to donors, foundations, grants, and creative financing generated by off-district assignments, as they are a very lucrative revenue stream.

NEW BUSINESS

1. New board officers. Chairman Eric Rogers stated that he and Board Member Andy Lamar would be switching board positions. Due to statutes, board members are supposed to rotate positions. Andy Lamar will be the new Board Chairman for the coming year. The motion was made by Board Member Gleason. Seconded by Clerk Starr.

COMMUNITY COMMENTS

None.

BOARD MEMBER COMMENTS

Board Clerk Starr asked about filling Treasurer Haslip's position. Chief Manzanedo responded that the first statute states that we are not required to have a Treasurer position. Board Member Lamar recognized Clerk Starr for doing a fantastic job on the last minutes, saying that they were her first ones and that they turned out great. Chairman Rogers wanted to say that he appreciated the opportunity to Chair the Board and that the timing of the change was at the right time for him. Board Member Gleason said that Rogers did a great job as Chairman and thanked him. Board Member Gleason also thanked Assistant Chief Hallowell for his great job on the fundraising efforts and for his dedication and loyalty to this community. Chief Manzanedo added that it is wise of the board to consider position changes annually for continuity of training and experience. Cross-training makes a stronger board, and to consider it a matter of protocol for the future.

ADJOURNMENT

Chairman Rogers made a motion to adjourn the meeting, seconded by Board Member Gleason. The motion carried unanimously. The meeting adjourned at 6:21 pm.

Prepared by:

Annette Starr, Board Clerk
Groom Creek Fire District