

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

October 1, 2024, 6:00 pm

1110 E. Friendly Pines Road, Prescott, AZ

CALL TO ORDER

Meeting called to order on October 1, 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 Annette Starr, Treasurer Jennifer Haslip, 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 was District Fire Chief Ernesto Manzanedo and Assistant Chief Nate Hollowell.

APPROVAL OF MINUTES

Chairman Rogers made a motion to approve the regular meeting minutes of September 3, 2024, seconded by Board Member Gleason. Motion carried unanimously.

COMMUNITY COMMENTS

Thank you from Spruce Mountain Road Maintenance Association to Fire Chief Manzanedo and Assistant Chief Hollowell, for spending so many hours reviewing the roads.

PUBLIC APPEARANCES

None.

CHIEF'S REPORT

- **Calls for service:** For the month of September – 1 Fire alarm, 1 Public assist, 1 illegal burn, 5 EMS calls. 1 Move up to station 72, which is helping to establish a good rapport with Prescott Fire for mutual aid.
- **Monthly Training:** Regular monthly training was for a structure fire drill conducted at a generous community members house. Assistant Chief Hollowell was able to participate in a leadership role, and felt that personnel did a fantastic job, and thanked the community member for the use of their house.
- **Grant writing class:** District Fire Chief Ernesto Manzanedo and Assistant Chief Nate Hollowell will be attending a grant writing class hosted by the City of Prescott, this will help the department to better obtain potential funds for large ticket items.
- **GRIC Grant:** Groom Creek Fire District was awarded a tribal grant by the Gila River Indian Community. Captain Robert Tillman and Captain Max Fitzmaurice applied for a GRIC grant, and were awarded extrication equipment (Jaws of life, Spreaders, Shears and Hydraulic ram) valued at \$49,616.10. The benefit of these new tools is that they deploy faster, due to the fact that they are battery powered and do not require hydraulic hoses. There will be more room in the fire truck storage compartment because the hydraulic power plant is no longer necessary, and gear, such as turnouts, will have lessened exposure to fuel. It will also reduce passive emissions from the off gassing of equipment to sleeping and working quarters.
- **BC Ride Along Program:** Assistant Chief Hollowell will be doing a ride along with Prescott Fire Departments Battalion Chief. He is hoping to continue to build relationships with Prescott Fire, and to enhance our mutual aid. Chief Manzanedo expressed his gratitude to Hollowell for his dedication, doing what needs to be done and stepping up to any challenge.
- **Yavapai College grant update:** Chief Manzanedo was in communication with Yavapai College Grant Writer, Eric Stauff, who after much research, came up with two grant opportunities that were thought to be the best fit for our agency. Unfortunately, one of the two, the Rural Fire Capacity grant, we do not qualify for, due to the fact that we have career fire staff, as opposed to only volunteers. The other is a FEMA Safer grant, which funds are used to improved staffing. It is a four-year grant that is used to retain employees. With this grant, salaries are paid 100% for the first year, reduced by 25% over the next three years, until its termination on the fifth year, at which time, the department is expected to be able to pay the new salaries on its own. Chief Manzanedo thanked Yavapai College for their hard work, and appreciated their contribution.

- **Unrestricted Capital Reserve fund transfer:** As per the last meeting on September 4th, Chief Manzanedo transferred \$150,138.00 to the general fund from the capital reserve fund. It was from the unrestricted account for the Fire Engine Fund.
- **Spruce Mountain Community meeting report:** Chief Manzanedo and Assistant Chief Hollowell attended the annual Spruce Mountain Community meeting. The last couple of months they have been working with the Baldwins, and a couple of their board members to preform property assessments. These assessments are necessary because of the longer response times. The assessments give them better mapping, details of the structures and identifying target hazards, propane tanks and utility lines for example. Knowing these details ahead of time increases response effectiveness, and improved communication with residents to help serve them better.

FINANCIAL REPORT

Financial report for August 2024, given by Treasurer Haslip.

General Fund	(-135,786)	Capital Reserve – Undesignated	\$151,662
Line of Credit	\$135,785	Capital Reserve – Engine Fund	\$22,995
OneAZ – Checking	\$25,046	Capital Reserve – Total	\$174,658
OneAZ – Savings	\$5.00		

Year to date, end of August, we were unfavorable in revenue \$955.00. Property taxes \$5,320 unfavorable, Donations \$2,541 favorable, Sale of an asset \$1,108 favorable, Field Managment \$1,025 favorable. Net of that variance \$955 unfavorable.

Total expenses overall \$31,281 favorable, Staff salaries are the biggest portion at \$8,293 favorable, Fuel Costs \$1,086 unfavorable, Routine Maintenance \$1606.00 favorable, Workers Compensation \$4370.00 favorable, due to not having a payment during the month of July. After discussion between Jennifer Haslip and Chief Manzanedo, it was determined that reason for this is because the invoicing and bill paying is out of sync, so we keep falling short, so at some point it will catch up, and favorable will become unfavorable.

Uniforms \$1,030 favorable, Capital Improvement Fund \$1,668 favorable, Engine Fund \$15,072 favorable, Total expenses 31,281 favorable, Net income \$30,326 favorable. It is mentioned that the Engine Fund and the Capital Improvement Fund are funds that are set aside in the budget for future expenses, that are not incurred on a monthly basis, which makes the favorable because they are not spent on a monthly basis.

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

OLD BUSINESS

1. Fire Engine Fundraising Committee Report: Given by Mick Gleason, who states that there was a meeting on September 11th that he was unable to attend, and was summarized by Pat DeGraff. This meeting of the committee was to brainstorm fund raising ideas, which brought up many possible fundraising events, and applying for grants. The committee will be meeting again on October 9th to discuss the ideas from the September 11th, to narrow down to the ones that will have the biggest benefit, and keeping realistic expectations. Gleason also talked about the possibility of having a person dedicated to search for grants, as he believes that grants would have the greatest financial return.

NEW BUSINESS

1. Appoint Eric Rogers to a board seat for 2024-2028. Eric Rogers apologized for missing the deadline to run for re-election to the board, and stated that after much researching, Andy Lamar was able to find that Rogers could be appointed to the board. Motion was made by Board Member Mick Gleason to appoint Eric Rogers to the board for 2024-2028. Seconded by Clerk Starr. Motion carried unanimously. Chairman Rogers abstained.

COMMUNITY COMMENTS

A community member stated that we need everyone on board for the Fire Engine Fundraiser. It can't just be a small group. We are going to need help to implement the final fundraising events that will be decided upon. Also, to get sponsors, such as businesses, and that those sponsorships would be a tax write off.

A community member suggested using local radio stations to promote our events. She also suggested sale of Fire Department themed greeting cards, ie with a picture of a dog in front of the Fire Station.

A community member talked about a 50/50 raffle to be used at fund raising events.

A community member had a suggestion of posting events on KQNA's community calendar.

BOARD MEMBER COMMENTS

Board Member Mick Gleason ask Chief Manzanedo if propositions 478 and 479, if passed, would we have any access to those funds. Chief Manzanedo said no.

Chairman Eric Rogers thanked Richard Gray, Adam Esposito, Jean Tichenor, Laura Floyd, Gary and Sue Williams, Debbie Whitcomb, and Richard and Angela Grey for their donations.

Chairman Rogers apologized again, and thanked the board members for their service, and the community for coming to the meetings. He said that this is not our Fire District, it is the communities, and we are about to lose a board member who going to be difficult to replace. We need another community member to serve on the board. He thanked Jennifer Haslip, and wished her well on whatever is next in her life. Jennifer said that she would be willing to help out in the future if needed.

Chief Manzanedo also thanked Jennifer for all that she did to get our finances straightened out, because they were a mess, and she did an amazing job getting us to the successful position we are in now.

ADJOURNMENT

Chairman Rogers made a motion to adjourn the meeting, seconded by Board Member Gleason. Motion carried unanimously. Meeting adjourned at 6:38 pm.

Prepared by:

Annette Starr, Board Clerk
Groom Creek Fire District