



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
February 18, 2021**



For the record, as a general rule, the Fire Station remains closed to the public. Access can be achieved on a case by case basis. The board meeting was held in a virtual format using Webex conferencing software. Chief Rodriquez was at the fire station for members of the public to attend if they chose to do so. Chief Rodriquez will monitor the COVID-19 situation closely and determine if, and when, the Fire Station can be reopened to the public.

- 1 The meeting was called to order by Chairman Tom Cummiskey at 11:07 am.
- 2 Due to the virtual meeting format, Chairman Cummiskey dispensed with the pledge of allegiance.
- 3 Roll Call of Fire Board Members. In addition to Chairman Cummiskey, Clerk John Hennessey, Member Dennis Massion, Treasurer Pete Batschelet and Member Israel Torres were in attendance. We had a quorum. Chairman Cummiskey verified that everyone could hear and understand the proceedings.
- 4 Chairman's Welcome and Activity Report. Chairman Cummiskey noted this is the first meeting with the revised meeting day and time of the third Thursday of the month at 11 am. The meeting day and time are acceptable to all board members, and will continue for the next several months. Both Chief Rodriquez and Megan had responded to a 911 call just prior to the meeting and were unavailable. Because the agenda had many items to be reported on by Chief Rodriquez, Chairman Cummiskey took the action to draft a memo to Chief asking for a status update for the record. His update will be presented for approval as an addendum to the regular meeting minutes at the March board meeting.
- 5 Call to the Public/Audience Comments. There were no members of the public in attendance.
- 6 Review and Approve the Minutes for the January 16, 2021 Regular Board Meeting. Member Massion made a motion to approve the minutes as presented. Treasurer Batschelet seconded, and the motion passed unanimously.
- 7 Review and Approve the Financial Statements for January 2021. Treasurer Batschelet reviewed the General Fund financial report for the previous month, and provided a brief summary report. We are 58.33% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 62.0% while YTD expenses are at 52.0%. The end of the month cash balance was \$375,442. The Projected Year End Cash Balance is \$309,069. We are in a very strong position financially. Treasurer Batschelet made a motion to approve the financial reports as presented but with a minor date correction on the cover page. Member Torres seconded, and the motion passed unanimously.

In accordance with the statutory requirements of A.R.S. 48-807, by virtue of accepting the entire detailed financial report the Board certified that:

- a) The District has reconciled all balance sheet accounts for the preceding fiscal month, and the Board has reviewed them.
- b) The District has produced a financial report for the preceding fiscal month, including a register of all checks, warrants, and deposits; a statement of the District's financial activities; and a statement of the District's net assets.
- c) The District has produced a cash flow projection report for the current fiscal year, and said report has been updated to include the actual revenues and expenditures for the preceding fiscal month.
- d) The Governing Board has reviewed the financial reports, the updated cash flow projection report, and all month end fund statements and reports of the preceding month, including any reports provided by the County Treasurer and each of the financial institutions in which the District maintains an account.
- e) The District is in compliance pursuant to A.R.S. 48-807 (N) & (O) and no reports indicate an adverse impact on the ongoing operations or liquidity of the District.

- 8 Business



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- a) Status update re: FY 21/22 Budget Prep Status and Schedule. Treasurer Batschelet reported the Finance Committee met in Q3 and Q4 last year in support of the 2020 STRAP Plan Annual Update. We have a very good basis for developing the FY 21/22 Budget. We expect to receive the Tax Levy worksheet shortly (Megan to provide a status update) and will have our first Finance Committee meeting in March, during which we will make any adjustments for the tax levy as well as any other revenue and expense adjustments. The budget will be presented to the board at the April meeting followed by presentation to the public at the May board meeting. The board is expected to approve the final budget at the June board meeting.
- b) Status update re: GWS Permit Move to FLFD. Due to Chief Rodriguez's absence, this agenda item was tabled. Dave to provide an update for the record.
- c) Discussion and possible action: Lease of Annex space to the Coconino County Sheriff's Office. Chairman Cummiskey reported Chief had met with a representative from the Coconino County Sheriff's office. Lease payments were discussed, including utility expenses, as well as possible renovation costs of the Annex office space. There are implications to the Master Plan, which currently includes proposed modifications to the space for use as a Multi-Purpose Conference Room. Due to Chief Rodriguez's absence, further discussion on this agenda item was tabled. Dave to provide an update for the record.
- d) Discussion and possible action: Review current hourly labor rates and discuss possible increases for inclusion in the upcoming budget cycle. Due to Chief Rodriguez's absence, this agenda item was tabled. Dave to provide an update for the record.
- e) Status update re: Grant activities. Chairman Cummiskey reported the only grant pursuit at this time is for a side-by-side rescue vehicle through Firehouse Subs. Chief has the action item to get quotes for the vehicle. Due to Chief Rodriguez's absence, further discussion on this agenda item was tabled. Dave to provide an update for the record.
- f) Status update re: ASRS Participation. Chairman Cummiskey reported we are awaiting completion of administrative issues. Due to Chief Rodriguez's absence, further discussion on this agenda item was tabled. Dave to provide an update for the record.
- g) Status update re: Pension Board activities. Chairman Cummiskey reported we are still waiting for a year-end report from Innis and Associates regarding the pension fund performance for 2020. Due to Chief Rodriguez's absence, further discussion on this agenda item was tabled. Dave to provide an update for the record.
- h) Discussion and possible action: Review and approve update to Board Policy 24 (Donations). Policies, Procedures and Bylaws Committee Chairman Massion reported the subject policy had been distributed to the board prior to the meeting. There being no changes or comments, he made a motion to approve the policy as presented. Treasurer Batschelet seconded, and the motion passed unanimously.
- i) Status update re: Governmental Advocacy Committee. Governmental Advocacy Committee Chairman Torres reported he has not seen any bills introduced in the legislature regarding Mill rate adjustments. The time limit for introducing new bills has passed except through strike all process. Israel will review the results of our discussion at the Board meeting with Dave to jointly arrive at a suggested approach for moving forward. This approach might involve Dave gathering support from other fire districts regarding mil rate legislation. Israel reported he had prepared and forwarded letters to Chief Rodriguez for all our various elected representatives (federal, state and county) congratulating them and encouraging future dialogue. He will pursue their attendance at Forest Lakes community activities once COVID-19 restrictions are relaxed—perhaps 4th July activities.
- j) Discussion and possible action: STRAP Document approval and publication. Clerk Hennessey reported the 2020 Annual Update and One-Page Summary were distributed prior to the board



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- meeting. Member Torres introduced some comments for consideration to the Annual Update. Clerk Hennessey made a motion to approve the documents as presented, with the incorporation of the suggested comments. Member Massion seconded, and the motion passed unanimously.
- k) Status update re: Master Planning Committee Activities. Master Planning Committee Chairman Hennessey reported Chief is working to engage a contractor to replace the perimeter fence for the property. Chief Rodriguez to provide an update for the record. Following that we will address getting electric to the storage sheds in the rear of the station, and possibly to the blue garage. These expenditures will use up the \$25K allocated for the balance of the fiscal year. We will work with Chief to coordinate the possible lease of the Annex office space to the Sheriff's office, and will modify our plans accordingly.
- l) Discussion and possible action: Provide funding target(s) to the Auxiliary. Chairman Cummiskey reported he and Chief discussed two target items: 1) a replacement heart monitor, and 2) supplemental equipment for the side-by-side rescue vehicle (if we are successful with the grant application.) Nothing has been provided to the Auxiliary until the Board agrees upon the request. Chief Rodriguez to provide an update for the record. A question came up related to the possible refurbishment of our existing heart monitors. Chief was assigned an action item to report out to the board on the question.
- 9 Fire Chief's Report. Due to Chief Rodriguez's absence, this agenda item was tabled. Dave to provide an update for the record, including the status of the Fiber-Optic installation and any on-going communications with APS.
- 10 Call to the Public/Audience Comments. There were no members of the public in attendance.
- 11 Fire Board Comments. Clerk Hennessey, a member of the Finance Committee, reported our YTD property tax and FDAT revenues are running about \$46.8K, or 9.5%, ahead of last year at this time. It looks like we have weathered the COVID-19 concern about a possible negative impact to tax revenues. It was suggested we schedule a decision point in the April/May time frame regarding the feasibility of inviting some of our elected officials (federal, state and county) to our 4th of July festivities, should they occur. We could also include planned recognition of the Auxiliary for all their support to the fire district.
- 12 There being no further business before the board the meeting was adjourned at 12:03 pm.

Note: In order to promote openness and transparency, all materials presented at the board meeting are available to be viewed on the FLFD Web Site: flfdaz.com, and following the web site prompts; or by going directly to the URL, flfdaz.com/board-meeting-minutes.

Approved by the Forest Lakes Fire District Board on: March 18, 2020 .


John Hennessey, Clerk