



**FOREST LAKES FIRE BOARD  
REGULAR SESSION MEETING MINUTES  
DECEMBER 8, 2018**



*Prior to the official board meeting, the Oath of Office was administered to Dennis Massion by Acting Chair John Hennessey. Dennis ran unopposed for one of the three positions with expiring terms. He has been declared appointed by the County. Admin Assistant Roxie Allen confirmed that all three newly appointed board members had completed Open Meeting Law training as required and that all appropriate documentation has been completed.*

- 1 The meeting was called to order in the main equipment bay of the fire station by Acting Chairman John Hennessey at 10:05 am.
- 2 Acting Chairman Hennessey led the assembly in the pledge of allegiance.
- 3 Roll Call of Fire Board Members. In addition to Acting Chairman Hennessey, Board Members Tom Cummiskey, Quentin Tolby, Dennis Massion and Joe Ruet were present.
- 4 Chairman's Welcome and Activity Report. For the record, Acting Chairman Hennessey stated that he had assumed the role of Chairman for the meeting following the retirement of former Chairman John Nelson. He will continue in this role until Agenda item 8a), when a new chairman will be elected by the board. At that time, the meeting will be turned over to the elected chairman. He will continue his previous role as Clerk for the purpose of publishing meeting minutes. He recognized the presence of Todd Whitney, Director, Coconino County Emergency Services, who was instrumental in coordinating the county's efforts for our successful ambulance grant by the Gila River Indian Community. We are anticipating the arrival of District 4 Supervisor Jim Parks, who will present the \$250,000 check from the Gila River Indian Community to the fire district. Note: the actual presentation occurred after the meeting had adjourned. Chief Rodriquez accepted the check on behalf of the fire district. There is some action required by our attorney, Bill Whittington, before the check can be processed.
- 5 Call to the Public/Audience Comments. There were no comments from the public.
- 6 Review and Approve the Minutes for the November 10, 2018 Regular Board Meeting. Member Cummiskey made a motion to approve the minutes as presented. Member Ruet seconded, and the motion passed unanimously.
- 7 Review and Approve the Financial Statements for November 2018. Member Cummiskey exhibited the General Fund financial reports for the previous month, which had been prepared under his guidance as Treasurer, and provided a brief summary report. We are 41.6% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 38.8% while YTD expenses are at 34.4%. The end of the month cash balance was \$377,347. Tax revenues are decreasing as we approach the second tax trough (December through March.) He provided additional details: expenses reflected our initial Lease Purchase Agreement (LPA) payment for the new station of ~\$60K (reduces to ~\$45K annually in the out years.) We will make our final payment of about \$20K to Caliente next month for the new station construction. The Year-to-Date net gain/loss in our cash position is \$60,321. Projected year-end cash balance is \$221,268. This is a decrease from last month's projection, and will require further analysis. He expects the final year end cash balance to more in line with the initial projection of \$277K. Member Cummiskey made a motion to approve the financial reports as presented. Member Massion seconded the motion and it 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.



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- 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
- a) Motion and possible action re: Election of Chairman, Clerk and Treasurer. (Designation of new officers is required whenever there is a change in Board membership.) Acting Chairman Hennessey led the election process for the chairman position. Member Tolby made a motion to nominate Tom Cummiskey for the position of Chairman. Member Massion seconded. There being no other nominations, the motion passed unanimously. At this point, Acting Chairman Hennessey turned over control of the meeting to Chairman Cummiskey. Member Massion made a motion to nominate John Hennessey for the position of Clerk. Member Tolby seconded. There being no other nominations, the motion passed unanimously. Member Tolby made a motion to nominate Joe Ruet for the position of Treasurer. Member Massion seconded. There being no other nominations, the motion passed unanimously.
  - b) Motion and possible action re: Appointment of committee chairmen for Finance Committee, Strategic Planning (STRAP) Committee, Master Planning Committee, and Policies/Procedures/Bylaws Committee. (Appointment of new committee chairmen is required whenever there is a change in Board membership.) Chairman Cummiskey proposed the following committee chairman positions: Joe Ruet for the Finance Committee; himself for the STRAP Committee; Dennis Massion for the Policies, Procedures and Bylaws Committee; and John Hennessey for the Master Planning Committee. Member Ruet made a motion to ratify the chairmanships as presented. Member Tolby seconded, and the motion passed unanimously.
  - c) Status update re: Building activities. Chief Rodriquez reported the final payment to Caliente was made on December 1<sup>st</sup>. He will arrange for a personal visit with Caliente in the near future to thank them personally for their part in the construction our new fire station. There are some minor warranty issues remaining. Discussions continue with the county regarding grading and drainage. We expect any remaining issues to be resolved and a final COO to be issued in January.
  - d) Status update re: Grant activities. Chief Rodriquez acknowledged the assistance of Todd Whitney in successfully closing out the grant application process for the new ambulance. Gila River Indian Community required the grant award be processed through, and accepted by, the County. The specification for the new ambulance is nearing completion. Procurement activities continue for the SCBA grant (which is 90% funded, with \$78K having been set aside for FLFD.) We are pursuing additional grant requests (Firehouse Subs, AZ Assistance to Firefighters, ...)
  - e) Status update: Election of trustees for the FLFD 457 pension and benefit plan. Chief Rodriquez reported we have five (5) fire department personnel who are willing to serve as trustees: three (3) On Duty Staff (ODS), one (1) Paid on Call (POC) and one (1) Support. Several meetings will need to take place to finalize the election of trustees. The new trustees will be in place in the first quarter of next year.
  - f) Discussion re: 2018 STRAP Update. Clerk Hennessey reported we are on schedule for publishing the update. The commitment date for publication is by the end of the first quarter, but we should be able to have the report published in February. This report, and the annual financial plan, are the two most significant items produced by the fire district.
  - g) Status update re: Annual financial audit. Roxie reported Kay Green has completed the field work required for the annual audit. This included a thorough review of all construction documents



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- related to the construction of the new fire station. She was impressed with the quality of the record keeping. The report should be available later this month. Her in-person report to the board will be scheduled for the February board meeting.
- h) Motion and possible action re: Expense reporting and reimbursement for board member expenses for the AFDA conference. Roxie recommended we revert to our prior years expense handling process. All attendees would receive per diem plus mileage allowance for travel to Laughlin. Luncheons will be covered by the conference fee. Member Massion made a motion to accept the recommendation to revert to per diem plus mileage allowance for all attendees. Member Tolby seconded, and the motion passed unanimously.
- 9 Fire Chief's Report. Chief Rodriquez reported he attended a meeting with Verizon, DW Towers and FLOA President Wayne Rothwell regarding a new 150-foot cell phone tower to be located on FLFD property. A site visit has been scheduled for December 13<sup>th</sup> to review potential locations. Verizon has accelerated funding for the new tower for what is expected to be a two-year project. Note: modifications to Brookbank have been rejected since its capability has been maxed out. They also discussed an interim solution calling for a trailer mounted 100-foot high tower on FLFD property. Community input will be needed. Chief is working with Community Development for the required conditional use permit (CUP). Consideration will be given to disguising the appearance of the tower so it blends into the surroundings. He is emphasizing the public safety/emergency communications nature of the request and is anticipating an expedited process.
- 10 Call to the Public/Audience Comments. Todd Whitney gave a brief summary of his experience and background along with his vision for how he plans to address his Emergency Services role. He wants to form partnerships with fire districts, citing Forest Lakes and Blue Ridge as examples. Chief said such a partnership would have been invaluable during the January 2010 snowstorm emergency.
- 11 Fire Board Comments. Clerk Hennessey commented that we have another strong board and he looks forward to working with the new board and continuing our long history of board excellence. Chairman Cumiskey strongly endorsed the comment.
- 12 There being no further business before the board, the meeting was adjourned at 10:49 am.

**Approval for Meeting Minutes**

**Approved by the Forest Lakes Fire District Board on: January 12<sup>th</sup>, 2019.**

A handwritten signature in cursive, appearing to read 'John Hennessey', written over a horizontal line.