



**FOREST LAKES FIRE BOARD  
REGULAR SESSION MEETING MINUTES  
NOVEMBER 10, 2018**



- 1 The meeting was called to order in the main equipment bay of the fire station by Chairman John Nelson at 10:02 am.
- 2 Chairman Nelson led the assembly in the pledge of allegiance.
- 3 Roll Call of Fire Board Members. In addition to Chairman Nelson, Clerk Hennessey, Treasurer Cummiskey and Member Tolby were present. Member Massion was absent.
- 4 Chairman's Welcome and Activity Report. Chairman Nelson welcomed all in attendance. For the record, he stated meeting minutes had been published for the Joint Auxiliary-Fire Board meeting that immediately preceded last month's board meeting. Fire board approval is not required since it was an informational meeting and no business was discussed.
- 5 Call to the Public/Audience Comments. There were no comments from the public.
- 6 Review and Approve the Minutes for the October 20, 2018 Regular Board Meeting. Treasurer Cummiskey made a motion to approve the minutes as presented. Member Tolby seconded, and the motion passed unanimously.
- 7 Review and Approve the Financial Statements for October 2018. Treasurer Cummiskey exhibited the General Fund financial reports for the previous month and provided a brief summary report. We are 33.3% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 30.05% while YTD expenses are at 25.03%. The end of the month cash balance was \$382,921. We are definitely out of the tax trough. He provided additional details: EMS and Fire receivables are tracking well to plan; staff salaries are higher due to extreme fire conditions, higher call volumes and lack of POC support; employee benefits are correspondingly higher; insurance costs are somewhat higher than projected; and we had some unusual expenditures (storage cabinets for the bay area, batteries for small tools and vehicle repairs.) The Year-to-Date net gain/loss in our cash position is \$71,000. Projected year-end cash balance is \$278,888. He noted the November month-end cash balance as shown reflects debt service payments in November for the new station, heart monitors and B12. Treasurer Cummiskey made a motion to approve the financial reports as presented. Member Tolby 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.
  - 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) Status update re: Building activities. Chief Rodriquez reported Bay Door #4 had some warranty repair work related to its automatic closure feature. Several other minor warranty items remain open. He has requested that the air ducts be cleaned since the AC filters were inadvertently omitted from the bay area units. The final building payment to Caliente will be made in December.
  - b) Status update re: Grant Activities. Chairman Nelson reported the FEMA grant for the new STRYKER unit can be considered closed out. A FEMA microgrant request has been submitted for 1500 feet of supply hose, 1000 feet of attack hose and 20 handheld radios, for a grand total of \$42,400. Chief reported the paperwork is nearing completion for the new ambulance. We expect to receive a check



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from the Gila River Indian Community for \$250,000 in the very near future. Our cost estimate is on target, and we expect zero out of pocket expense. Chief and other members of the specification team will visit Sacaton, which has a new ambulance from the same supplier we have chosen, just to assure all our expectations will be met. We will have 12 months to get the unit in service.

- c) Discussion and possible action regarding acceptance letter for Gila River Indian Community ambulance grant in the amount of \$250,000. On a procedural note, Chairman Nelson noted that Chief Rodriguez had sent a letter of acceptance to the Gila River Indian Community on November 5, 2018 officially accepting the ambulance grant award. Chairman Nelson asked for a board motion to ratify the acceptance letter. Treasurer Cummiskey made the motion to ratify the acceptance letter, Member Tolby seconded, and it passed unanimously. Chief acknowledged the efforts of Todd Whitney, acting on behalf of the Board of Supervisors, to coordinate the approval process. Chairman Nelson acknowledged the efforts of Dick Zimmerman to prepare and coordinate the grant request effort on behalf of the fire district.
  - d) Status update re: Strategic Planning. Chairman Nelson stated the agenda for the upcoming strategic planning session will focus on the detailed financial plan and the updated goals for 2019. The publication target for the plan will be in the first quarter of 2019.
  - e) Discussion and possible action regarding board responsibility to call for an election of trustees for the FLFD 457 pension and benefit plan. Chairman Nelson reported he had met with Larry Innes, who administers our FLFD 457 pension and benefit plan. Larry said it is not unusual for rural fire boards to have a shortage of trustees. Our plan calls for a 7 member board of trustees: the Fire Chief, a fire board member, four firefighters and one lay person. A quorum would then be 4 members. Larry recommended we call for an election of trustees (details to follow) and then change the bylaws to require a 5 member board. An official election would be conducted as follows: 1) identify candidates for the board of trustees (action: Chief); 2) identify all plan participants (action: Roxie); 3) prepare and mail ballots to all plan participants (action: Roxie); 4) tally votes (action: Roxie and Chief); and 5) announce results (action: Chief and Fire Board). Chairman Nelson made a motion the board conduct the election of trustees for the FLFD 457 pension and benefit plan within the next 60 days. Treasurer Cummiskey seconded, and the motion passed unanimously.
  - f) Board Member Oaths of Office. Tom Cummiskey, Dennis Massion and Joe Ruet ran unopposed for the three positions with expiring terms. They have been declared elected by the County. New terms begin December 1. Chairman Nelson administered the Oaths of Office to Tom Cummiskey and Joe Ruet. The oaths were signed and notarized. Both also submitted their Conflict of Interest disclosures. Dennis Massion was absent. His oath of office will be administered immediately preceding the December 8<sup>th</sup> board meeting.
- 9 Fire Chief's Report. The Black Mesa Ranger District completed the burning of the remaining green waste at the Green Waste Transfer Site. The site is now ready to accept new loads. The site is closed until next year, but residents may deposit new loads by contacting Debbie Skeldon or Mary St.Germain. There was no need for FLFD personnel to support the burn operation. Thinning has begun on the north side of 99A. Further meetings have been held with Verizon Wireless regarding poor cell phone coverage. An interim solution calls for the installation of a trailer mounted 100 foot temporary cell antenna by Verizon Wireless, to be located on fire district property. A longer term solution (2 years or so) calls for a permanent 195 foot cell tower to be erected on fire district property, just west of the Annex. Chief displayed a call volume graphic for 2018 year to date calls. Call volume to date is 295. Calls are up, as are transports. Chief reported we have received a check from the insurance company to cover the repair of the water damage to the Annex. He is pursuing a contractor to handle the work.
- 10 Call to the Public/Audience Comments. There were no comments from the public.
- 11 Fire Board Comments. Clerk Hennessey began the board comments by acknowledging we have come the end of the John Nelson era on the fire board. Today is John's last meeting as Chairman and fire board



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member. He joined the board in June 2010 to complete the unexpired term of Brad Pontious. He was elected to the board for two consecutive 4 year terms, in November 2010, and again in November 2014, for a total of 8 ½ years. Chief Rodriguez presented John with a commemorative Honorary Fire Chief helmet, with signatures of the board and staff, stating that it was a pleasure to work with John during his tenure on the board. Treasurer Cummiskey then presented a plaque from the board, which read: *John Nelson...In grateful recognition of 8 ½ years of service to the Board of Directors of the Forest Lakes Fire District...2018*. John thanked everyone for the recognition, stating he plans to continue as a volunteer for the District, providing technical expertise and other support as requested.

12 There being no further business before the board, the meeting was adjourned at 10:45 am.

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