



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
OCTOBER 20, 2018**



- 1 The meeting was called to order in the main equipment bay of the fire station by Chairman John Nelson at 10:04 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 at the fire station. Member Massion attended telephonically, and confirmed he was able to hear and understand the meeting dialogue.
- 4 Chairman's Welcome and Activity Report. Chairman Nelson welcomed all in attendance. He acknowledged he is enjoying a book authored by board member Judge Quentin Tolby ("Honest, Judge,"). He reported we had just completed a joint Fire Board/Auxiliary Board meeting (see separate meeting minutes.) He participated in an IT Infrastructure Update meeting with representatives from Smart Systems, Chief Rodriquez and Roxie yesterday. Chief Rodriquez will address this further in his Chief's Report, agenda item 10.
- 5 Call to the Public/Audience Comments. There were no comments from the public.
- 6 Review and Approve the Minutes for the September 15, 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 Minutes for the September 15, 2018 Executive Session. Treasurer Cummiskey made a motion to approve the minutes as presented. Member Tolby seconded, and the motion passed unanimously. Chairman Nelson reminded everyone these minutes are subject to executive privilege.
- 8 Review and Approve the Financial Statements for September 2018. Treasurer Cummiskey exhibited the General Fund financial reports for the previous month and provided a brief summary report. We are 25% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 7.6% while YTD expenses are at 19.7%. The end of the month cash balance was \$157,866. He noted we are somewhat below our self-imposed minimum cash balance target of \$175,000, and provided additional details: tax revenues have not yet picked up; 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 (defibrillator e.g.) We are about to emerge from the tax trough. The Year-to-Date net gain/loss in our cash position is -\$165,274. Projected year-end cash balance is \$243,920. He noted the November month-end cash balance as shown is predicated on making the Lease Purchase Agreement (LPA) payment for the new station in November. 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.
- 9 BUSINESS



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- a) Status update re: Building activities. Chief Rodriguez reported we are down to two remaining punch list items, the most significant being the bay floors. Caliente is working to resolve the issue. Chief is withholding the final payment pending an acceptable resolution. There is some landscaping work remaining on the back side of the station. We are still getting excess water from the county yard flowing onto our property. It has been reduced in volume, but remains a concern for our grading and drainage related to the final Certificate of Occupancy (COO). There is no hard and fast date related to when the final COO is issued. Tom Cummiskey stated he would like to see signage on the front of the station. Dave reported there has been turnover in the Coco Community Development Department, and that is hindering progress.
- b) Discussion and possible action regarding Grant Activities. Chief Rodriguez reported the ambulance grant from the Gila River Indian Community is expected to be approved at their meeting on October 25th. Proceeds will come from Indian Gaming revenues. Once approved we will have six months to get the unit in service. A team has been working on the ambulance specification and has decided to adopt the Gila River Indian Community specification as is with the added requirement of a 4WD chassis. Chief thanked Dick Zimmerman for his efforts to make this happen. John Nelson has authored a grant proposal for \$75K for SCBAs to replace our ageing, obsolete equipment. He will have a conference call with FEMA in early November. We are pursuing a grant for 20 new radios. Ours are 2003/2006 vintage and cost more to repair than replace. Regarding the grant for the new ambulance, which will replace the current R1211 (B&W unit), Chairman Nelson asked for a motion for the board to accept the grant from the Gila River Indian Community. In related discussion, Chief stated there are no additional costs anticipated to put the unit in service. The specification includes a new Power Load System, with associated maintenance and extended warranty costs. Further discussion related to the disposition of the B&W ambulance was deferred to the upcoming STRAP Session #2. Treasurer Cummiskey made a motion to approve acceptance of the grant. Member Tolby seconded, and the motion passed unanimously.
- c) Status update re: Strategic Planning. Chairman Nelson stated the strategic planning session will follow the conclusion of the board meeting. The focus will be on the vehicle plan, capital expenditures and the 5/10 year financial plan.
- d) Discussion and possible action regarding draft contract for Chief Rodriguez for the period of November 1, 2018 through October 31, 2020. There were no changes to the draft contract previously circulated for board and Chief review. Chief stated it continues to be an honor to serve. Treasurer Cummiskey made a motion to approve the contract as presented. Member Tolby seconded the motion, and it passed unanimously. Roxie had prepared a signature copy, which Chairman Nelson, Clerk Hennessey and Chief Rodriguez signed.
- e) Discussion and possible action regarding board responsibility to call for an election of trustees for the FLFD 457 pension and benefit plan. By way of introduction to the agenda topic, Chairman Nelson provided the following. The 457 plan is a retirement plan provided by the district and includes matching funds from the district. The plan is overseen by a Board of Trustees, selected from the participants, and is administered by Innes and Associates. The plan is functioning as intended financially, but is missing the oversight provided by the Board of Trustees. Their last meeting was in 2013. Per the plan's bylaws, the fire board is responsible for calling for an election of the trustees. Note: Chief has repeatedly called for a trustee meeting, with no response from the participants, which include Paid on Call (POC) and On Duty Staff (ODS). He has recently sent an email soliciting interest in the board of trustees, with one POC member responding positively, and no response yet from the ODS. Chief feels he will be able to populate the board of trustees, and that an election is about a month away. A suggestion was made by Treasurer Cummiskey that once the new board is elected, they should review the bylaws and perhaps reduce the size of the board from its current level of 9 to 5.



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- f) Discussion and possible action regarding formation of a new building committee to advise the board on the next phases of development for the annex and overall FLFD property. It was suggested the name of the committee be the Master Planning Committee, and that it address the overall site plan, repurposing the annex, disposition of the blue garage and overall site grading and drainage. The committee is currently comprised of John Nelson and Joe Ruet. John has put out feelers to solicit additional members. Since there is no urgency associated with the committee, further action will be deferred until the new board is seated on December 1st.
- 10 Fire Chief's Report. FLOA has secured a 1 year extension for the Green Waste Transfer Site. Pending successful completion of a forest service required archaeological site survey, FLOA should be able to secure an additional 5 year extension. Tri-Star has begun accepting our green waste, and is onsite with their chipping equipment. The power plant that receives the green waste has installed new equipment to process the Tri-Star loads from Forest Lakes. In the event this process fails, we intend to burn the site quarterly. We have been approached by NewsChannel 3 in the valley to install a weather station, including a camera, at the fire station. Rick Crabbs is coordinating the discussion. There will be a meeting next Tuesday with representatives from Verizon and DW Towers to explore the installation of a cell phone tower on fire station property. There is no commitment, and we would need assurances that the new tower would improve cell phone communications. Chief noted that the new cell tower at the 300 road did not have the desired improvement. Chief was unsure of any revenue streams that would result, if any. There has been great coordination between FLOA (Wayne Rothwell), FLFD and Jim Parks, District 4 representative in this regard. The County Board of Supervisors is considering legislation that would hold Verizon accountable, since the poor service is a public safety issue. The annex experienced water related storm damage due to the recent heavy rains. We are working with the insurance adjuster to establish repair plans. AT1211 is undergoing warranty repair work in the valley. The IT infrastructure meeting with Smart Systems yesterday resulted in a positive go-forward approach that should improve our computer systems and can be implemented within the \$20K allocated in the budget. Scott Moody will be presenting the details of the plan shortly, which will be implemented with some sense of urgency.
- 11 Call to the Public/Audience Comments. In response to a question from Joe Ruet, Chief explained that the cell tower at the 300 road provided some limited improvement but did not have the overall effect planned. He wants to avoid a similar situation if we place a tower on our property.
- 12 Fire Board Comments. Clerk Hennessey reported, for the record, in response to a notice from the Coconino County Elections Department re: the next consolidated election on March 12, 2019, that he completed the "Notice of Election" form stating FLFD will not have an election at that time. Member Massion reported that the updates to the policies and procedures remains a work in progress. Treasurer Cummiskey asked that Clerk Hennessey coordinate the procedures required related to the installation of the new board members.
- 13 There being no further business before the board, the meeting was adjourned at 10:53 am.