



**MEETING MINUTES  
SEPTEMBER 15, 2018 REGULAR SESSION  
FOREST LAKES FIRE DISTRICT BOARD**



- 1 The meeting was called to order in the main equipment bay of the fire station by Chairman John Nelson at 10:00 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, Member Tolby and Member Massion were in attendance.
- 4 Chairman's Welcome and Activity Report. Chairman Nelson welcomed all in attendance. He thanked all involved for their efforts in hosting the very successful volunteer recognition event over the Labor Day holiday. He noted there is an executive session as part of the agenda to be held in the FLDWID conference room to discuss Chief's new contract. Our strategic planning kickoff meeting will commence at 11:30 with the anticipation we would conclude in time for everyone to attend the FLOA Annual Meeting at 2:00.
- 5 Call to the Public/Audience Comments. There were no comments from the public.
- 6 Review and Approve the Minutes for the August 18, 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 August 2018. Treasurer Cummiskey exhibited the General Fund financial reports for the previous month and provided a brief summary report. We are 16.7% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 3.7% while YTD expenses are at 12.5%. The end of month cash balance was \$196,048. We are deep into the tax trough. The Year-to-Date net gain/loss in our cash position is -\$121,797. Projected year-end cash balance is \$277,274. 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 Rodriguez reported that Caliente is addressing our remaining plumbing issue, which is being covered under warranty. One remaining warranty item remains to be addressed by the door contractor. Our painting contractor will be scheduled to repaint the bay doors. Thanks to John and Wendy Walstrom and Achen-Gardner Construction, our landscaping, grading and drainage is nearing completion. Thanks to Bill Morehead and Grant Cooper for drilling holes in front of the admin and crew quarters for planting trees, shrubs and flowers. Thanks to the Home Center in Heber-Overgaard for donating the two Bobcat augurs used to drill the holes. Thanks to Scooter and Chris Bennett and Denny and Jayne Walter for procuring/donating our new 40' flagpole with flags for the new station. Thanks to Scooter, Denny, Bill Morehead and Grant Cooper for installing the flagpole. It was accomplished on 9/11/18, with Scooter scribing the date on the concrete support pad.
  - b) Status update re: Grant Activities. Chief Rodriguez announced we have been awarded a \$250,000 grant by the Gila River Grants Review Committee for our ambulance replacement project. Chief acknowledged Dick Zimmerman for his efforts for writing the successful grant. Work will begin with



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the assistance of the Maintenance Director with Superstition Fire/Medical to draft the specification for the ambulance, which will have a 4WD chassis and include its own STRYKER Power Load gurney and its associated warranty. Coconino County Board of Supervisor approval of the resolution formally accepting the grant is expected at their September 25<sup>th</sup> meeting. The deadline for submitting to Gila River is September 28<sup>th</sup>. The SCBA Committee representing various fire districts on the mountain top has recommended the purchase of equipment from Curtis. Twenty bottles and face masks are earmarked for FLFD.

- c) Status update re: Strategic Planning. Chairman Nelson reported the initial STRAP update session will begin at 11:30 with Chief Rodriguez kicking off the session with the presentation of the State of the Department message, including his list of the Top 5 Priorities for the district.
- 9 Fire Chief's Report. In addition to items already reported, Chief added that the green waste at the GWTS will be burned this winter once there is sufficient snow on the ground. The burn will be supervised by the Black Mesa Ranger District. Chief presented a map of the calls we have responded to, overlaid on our service delivery area (326 sq. mi.), with legends for medical, fire, service, MVAs, ATV/UTVs, and law enforcement assist. Call volumes are up in September, and transports are increasing.
- 10 Call to the Public/Audience Comments. There were no comments from the public.
- 11 Vote to go into Executive Session re Personnel Matters Pursuant to A.R.S. § 38-431.03(A)(1) re: Chief Rodriguez's employment contract. Treasurer Cummiskey made a motion to adjourn to executive session. Member Tolby seconded, and the motion passed unanimously. The meeting was adjourned at 10:22 am.
- 12 Reconvene from Executive Session. The meeting was reconvened at 11:19 am. Discussion and possible action re: Chief Rodriguez's employment contract. Chairman Nelson reported that board and Chief discussed a renewed contract and will proceed in that direction. Clerk Hennessey will draft the contract, with minor changes as discussed, for board review prior to the October board meeting. Motion and possible action to approve the new contract will be on the October agenda.
- 13 Fire Board Comments. There were no comments from the board.
- 14 There being no further business before the board, the meeting was adjourned at 11:20 am.

**Approval for Meeting Minutes**

**Approved by the Forest Lakes Fire District Board on: October 20th, 2018.**

  
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