



**MEETING MINUTES
AUGUST 18, 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 announced that the most significant activity for this past month was the completion of the Chief's annual performance review. There is more to follow under agenda item 8f).
- 5 Call to the Public/Audience Comments. There were no comments from the public.
- 6 Review and Approve the Minutes for the July 21, 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 July 2018. Treasurer Cummiskey exhibited the General Fund financial reports for the previous month, which is the first one for the new fiscal year, and provided a brief summary report. We are 8.3% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 2.5% while YTD expenses are at 8.1%. The end of month cash balance was \$236,121. We are deep into the tax trough, and we had unusual expenditures for the month in that we had three payrolls, three benefit occurrences, Legacy plaque expense and extra staffing due to the July 4th holiday. The Year-to-Date net gain/loss in our cash position is -\$76,233. Projected year-end cash balance is \$277,274. Chairman Nelson pointed out our minimum cash balance occurs in September, and is a healthy \$184,563, reinforcing that the district is in good financial condition despite having just completed the new fire station. He also complimented Tom and Roxie on their exemplary actions to control finances and produce timely financial reports. As noted in last month's meeting, the Capital Fund is inactive, with a \$0 balance, so there is no report in this regard. He noted we continue to receive donations. The upcoming STRAP sessions will provide a look at our future finances. 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: Finance Committee activities. Treasurer Cummiskey reported that the Committee had developed the new year's Cash Flow Projection, a rather involved task. He further stated the Finance Committee's attention will be focused on the upcoming STRAP meeting discussions, which start September 15th, and will result in updated 5- and 10-year financial projections, as well as our first pass at next year's annual operating plan.
 - b) Status update re: Building activities. Chief Rodriguez reported on several punch list items. The garage door springs will be moved higher so as to avoid any contact with the doors during operation. It appears they were installed 2 inches too low. Once the change has been made and proper operation verified we will schedule the paint contractor to repaint the doors. Some minor adjustments remain to resolve the plumbing/water hammer issue. Concrete catch basin work was accomplished on both sides



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of the main driveway. Corrugated pipe connections and manifolds have been framed and concrete poured. Work is expected to be completed next Tuesday when additional concrete will be added and steel grates installed. Many thanks to John Wahlstrom who is donating the work. Chief will explore closing out our final payment to Caliente by the end of September.

- c) Status update re: Volunteer Recognition committee. Dennis Massion began by thanking Roxie Allen, Sally Kennedy and John Hennessey for their help in bringing this project to a successful conclusion. He displayed a scaled down sample of the final plaque, for which everyone voiced approval. The plaque will be displayed in the Admin wing entry, alongside the Legacy plaque. As currently envisioned the plaque will be 3 ½ ft wide by 3 ft high. There will be a posting in the Happenings with the final list to appear on the plaque, along with the criteria for selecting names to be displayed, requesting any final comments. A posting will also be on display at the Library asking for final public comment. Dennis also noted recognition for Fire Board members and Auxiliary Board members is planned for next summer during one of the major holidays.
- d) Status update re: capital equipment audit. Roxie displayed the results of the audit, stating the audit is complete. It is a major input to creating the district's depreciation schedule and associated annual financial audit, a statutory requirement.
- e) Discussion and possible action regarding preparations for board member election in November. Clerk Hennessey reported he has been informed by the County Elections Department that three candidates submitted nominating papers for the three open positions on the board for the November elections: Tom Cumiskey, Dennis Massion and Joe Ruet. Per standard procedure, we expect to be notified officially by the elections department within the next 30 days that the election will be declared and the question will not appear on the ballot. This means all three candidates will be joining Quentin Tolby and John Hennessey on the new board beginning December 1st. We once again have a very strong leadership team for the district. With Joe being new to the board, Clerk Hennessey read a brief review of his background. Joe retired from the Gilbert Police Department in 2015 with 27 years experience as a police officer. He has 20 years of administration and management experience as a police lieutenant. He graduated from the FBI National Academy in 1997. He has a Bachelor's Degree from the University of Phoenix in Business Management. He has been serving on the FLFD Auxiliary Board since his appointment last year.
- f) Discussion and possible action regarding Chief's annual review. Chairman Nelson reported he and Chief Rodriguez accomplished his annual review per the agreed upon procedure. All board members had input into the review. The detailed review was distributed to all board members with the admonition the document is subject to executive privilege and is not a public document. Chairman Nelson provided summary comments of the review: completed on August 10, covering the period since the September 2017 review; we are pleased with the overall performance of the District under Dave's leadership; completion of the new fire station is the most significant accomplishment; we are serving our public very well, and they appreciate it; we are financially and organizationally sound, with a solid plan for the future; we have identified some commonly perceived areas for further improvement; and specific goals for the next year will be established through the strategic planning process. Clerk Hennessey added that we are in a good place, and much of the credit belongs to Chief Rodriguez.
- g) Discussion and possible action regarding process for Chief's contract renewal. Chairman Nelson reported Chief's contract expires on October 31, 2018. Since contract discussions are normally held in Executive Session, he will set up an Executive Session as part of the September 15th regular board meeting. He and Chief Rodriguez discussed the contract renewal process as part of the annual review. One option proposed for board consideration prior to the Executive Session is to have the contract duration be 5 years versus 2 years.
- h) Discussion and possible action regarding changes to Policies: Procurement, Capital, and Fingerprinting. Policies, Procedures and Bylaws Chairman Massion reported these items are under review. One area that needs more attention is the Pension Fund and its associated Board of Trustees. Chief Rodriguez has the action item in this regard. Chairman Massion is proposing that final actions



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- be postponed until the new board is seated. Chief expressed appreciation for the support of Dennis and Treasurer Cummiskey in this effort.
- i) Discussion and possible action regarding changes to Standard Operating Guidelines (SOGs). Chief Rodriquez has the action to provide updated SOGs in November to the board for their consideration and approval. Chief reported there has been no progress on this item.
- 9 Fire Chief's Report. Chief Rodriquez reported FLFD hosted a Firewise Assessor training program sponsored by the State Forestry Service. The training focused on assessing firewise standards. A second session is planned for the fall. In response to a question from Treasurer Cummiskey as to how this effort relates to what Quentin reported on last month, Chief replied that they are separate, but collaboration needs to be pursued further. Chief reported there are changes to the Green Waste Transfer Station operation being imposed by Tri-Star. Pine needles are no longer considered a renewable energy source since they do not burn in the incinerator process at the power company, but simply crystallize, and create a very negative cost and maintenance impact. Chief is working with FLOA President Wayne Rothwell to determine what impacts this has to our existing lease agreement for the site and on-going talks for an extension. We will continue to accept pine needles at the site. It may boil down to the Forest Service simply burning the waste at an appropriate time. In response to a question about a rumor that we are considering an Air Curtain Destructor to dispose of the waste, Chief replied that he had done some preliminary investigation regarding cost (between \$100K and \$200K) and had been advised we had a very negative experience with the same type of equipment several years ago, the result being that he does not see that as a viable solution for us. The new STRYKER Power Load Gurney will be installed in R1212 next week. In response to a question regarding grant status, Chief reported we have been turned down by the Governor's Office of Highway Safety for our training grant request; we are awaiting feedback on our grant request to the Gila River Indian Community; and the regional SCBA grant has been awarded, with preparations for implementation on-going. There will be maintenance actions for AT1211 and B12. The Green and White ambulance has not been sold. Equipment deemed usable has been removed and we need to plug up the resulting holes before advertising for sale. Chief closed his remarks by stating we will be hosting a Pot Luck on Labor Day, Monday September 3rd, from 11 am to 1 pm, at the fire station, to honor volunteers who served the department from 1976 through 2008. The department will provide hamburgers, hot dogs and liquid refreshments. Attendees are asked to bring a side dish to share.
- 10 Call to the Public/Audience Comments. Resident Don Detzler provided some first-hand feedback on the operation of the previous Air Curtain Destructor. He said it was labor intensive, was a 24-hour operation, required a means of loading the unit and its operation resulted in spot fires in the neighboring forest, requiring crews with 5-gallon water packs to go out and extinguish the fires. Chief thanked Don for his observations and feedback, and supplemented them with reports he had received about roots burning underground, with fire traveling to the surrounding area. He stated we need to find an alternative solution.
- 11 Fire Board Comments. Clerk Hennessey took the opportunity, as an extension of his report on the upcoming election progress, to state that by a simple process of elimination it was obvious that Chairman Nelson will not be part of the new board beginning in December. He has shepherded the district well over the last several years as Chairman, and overall as a member of the board for a total of eight years once he steps down. He thanked Chairman Nelson for a job well done.
- 12 There being no further business before the board, the meeting was adjourned at 10:44 am.

Approval for Meeting Minutes

Approved by the Forest Lakes Fire District Board on: September 15th, 2018.


