



**MEETING MINUTES
JULY 21, 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 10:03 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. For the record, Chairman Nelson confirmed that both sides were able to hear and understand the dialogue.
- 4 Chairman's Welcome and Activity Report. Chairman Nelson welcomed all in attendance. He announced that we have been awarded a FEMA Microgrant in the amount of \$24,951 to procure a second Stryker Power Loader gurney. It will cover 95% of procurement and installation costs. An extended maintenance agreement will be an additional cost for us. In the interest of brevity, he summarized the contents of a recent posting in the Happenings acknowledging the tremendous support the fire district has received from the community and the Auxiliary over the past ten years, and specifically for the new station. Because the message is important to the district's operation, the posting is included here in its entirety:

As Chairman of the Forest Lakes Fire District Board of Directors, I want to express our appreciation for the amazing support from our community. The Legacy tree in the new fire station is a graphic tribute to all who donated so generously to make our awesome new station a reality. The FLFD Auxiliary has played a vital role in this whole process. In addition to processing all of the Legacy donations as charitable contributions, the Auxiliary also donated over \$25,000 directly from the funds that they raised independently.

The FLFD Auxiliary has been a consistent source of financial aid to the Fire District and our community for many years. They have raised and donated over \$150,000 over the past decade. These donations have made it possible for us to purchase important items that we could not otherwise afford. A prime example is the updated heart monitor that Auxiliary generosity enabled us to purchase in 2016.

We urge broad community participation in the Auxiliary. To become a member or to run for the Board of Directors, contact President Chris Bennett: chrisb2763@gmail.com. Please join us for the Auxiliary Board meeting on the third Saturday of each month at 9am at the fire station, followed by the Fire District Board meeting at 10am.

To continue that theme, Auxiliary Treasurer Joe Ruet presented a check for \$1,393, the proceeds from the 2018 Charity Ride, to Chairman Nelson.

In closing Chairman Nelson encouraged everyone to support the Auxiliary by joining the group, attending meetings and by volunteering to become a board member. Board member elections are being held at next month's meeting.

- 5 Call to the Public/Audience Comments. There were no comments from the public.
- 6 Review and Approve the Minutes for the June 16, 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 June 23, 2018 Special Board Meeting. Treasurer Cummiskey made a motion to approve the minutes as presented. Member Tolby seconded, and the motion passed unanimously.
- 8 Review and Approve the Financial Statements for June 2018. Treasurer Cummiskey exhibited the General Fund financial reports for the previous month, which is also the year-end, and provided a brief summary report. We are 100.0% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 72.8% while YTD expenses are at 83.5%. The end of month cash balance was \$306,464, which is also the year-end cash balance. It is expected when year-end audits are performed the cash balance will be adjusted downward to about \$278K. Expenditures for ODS/POC staffing were once again somewhat higher this month due to the extreme fire conditions. The Year-to-Date net gain/loss in our cash position is -\$131,994. When adjusted for grant income, we end up at 111% of budgeted revenue and 101% of budgeted expenses. Tom complimented Chief



**MEETING MINUTES
JULY 21, 2018 REGULAR SESSION
FOREST LAKES FIRE DISTRICT BOARD**



and Roxie on their ability to control finances. He then presented a similar report on the Capital Fund, which will be the last report until such time as a new project is opened. The month end balance was \$0, thereby making it inactive. Chairman Nelson complimented Treasurer Cummiskey on the quality of his work and presentations as we navigated our usual financial transactions with the added complexity of the building program/capital fund activities. 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

- a) Status update re: Finance Committee activities. Treasurer Cummiskey reported the county has approved our budget submittal for FY2018-2019. Following the Open House and Dedication, we continue to receive donations to the Legacy fund.
- b) Status update re: Building activities. Building Committee Chairman Hennessey gave cost/revenue summary from inception to date for the building effort. He noted this is a near final report.

| New Station Cost/Revenue Summary (As of 7/21/18) | | | |
|---|------------------|-----------------|---|
| Costs (Source: Cost Spreadsheet) | | \$K | Costs projected to year end |
| | Hard | \$ 1,083 | Building, foundation, grading, plumbing, electric, project management, ... |
| | Soft | \$ 199 | Architect fees, permits, inspections, septic, drainage, FFE, water main relocation, APS fees for underground electric, |
| | Total | \$ 1,281 | |
| Revenues (QuickBooks) | | | |
| | LPA | \$ 697 | Zion Bank--Net of \$700K less transaction fees |
| | Legacy | \$ 394 | Individual, Business, Auxiliary. Per Tom C. summary. |
| | Transfers | \$ 198 | Internal FLFD funds |
| | Total | \$ 1,288 | |



MEETING MINUTES
JULY 21, 2018 REGULAR SESSION
FOREST LAKES FIRE DISTRICT BOARD



- c) Status update re: Volunteer Recognition committee. Member Massion reported the following:
 - i) A preliminary final list of volunteers has been generated based on input from numerous community and fire district personnel.
 - ii) The list covers the period from the inception of the fire district in 1976 to the name change from Forest Lakes Volunteer Fire District to Forest Lakes Fire District in 2008 when we switched to our current Combination Staffing Model.
 - iii) There are currently 170 names on the list, which is intended to be all inclusive.
 - iv) It is understood that there will be a wide range of participation for the volunteers listed.
 - v) We will spend the next week or so scrubbing the list, following which it will be posted on the web site, with a notice in the Happenings, asking for public comment. Chief asked that Sally Kennedy be included as part of the final review.
 - vi) A standalone recognition cookout for the community to honor and recognize volunteers will be scheduled for the upcoming Labor Day weekend. The date will be announced so as not to conflict with other community activities and allow proper recognition of our past volunteers.
 - vii) Long term, a plaque will be placed on prominent display in the fire station to recognize the volunteers. For the cookout, if the plaque is not available, names will be prominently displayed on poster boards for all to see.
- d) Discussion and possible action regarding proposed amendments to the Bylaws. Member Massion, Chairman of the Policies, Procedures and Bylaws (PP&B) Committee, has been working with Treasurer Cummiskey, past Chairman of the PP&B Committee, to modify the Fire District Bylaws. A draft revision was circulated for comment to the board members. There were no substantive changes made by the board. Treasurer Cummiskey made a motion to approve the document as presented, with minor changes to be incorporated. Member Tolby seconded, and the motion passed unanimously. Clerk Hennessey will sign the document for the record. Also, for the record, Chief Rodriguez stated he was OK with the proposed changes.
- e) Discussion and possible action regarding updates to the Standard Operating Guidelines (SOGs). PP&G Chairman Massion, Treasurer Cummiskey and Chief Rodriguez have been reviewing the district's SOGs. Improvements have been identified, especially in the area of streamlining to make them more understandable and easier to implement and administer. Chief agreed to have a revised set of SOGs for board consideration by November 1st. Chairman Nelson reminded all that the SOGs are owned by Chief Rodriguez, but approved by the board.
- f) Discussion and possible action regarding changes to the Policies and Procedures. PP&G Chairman Massion reported that the district's policies and procedures need to be updated and tightened up. Proposed changes to the Procurement Policy, Capital Policy and Fingerprinting Policy will be presented at next month's meeting for board consideration. Treasurer Cummiskey questioned if the Fingerprinting Policy should be an SOG.
- g) Discussion and possible action regarding preparations for board member election in November. Clerk Hennessey reported the Call for Election, per requirements, has been posted twice in the Payson Roundup (July 6th and July 20th.) Thus far we have three residents who have submitted candidate nomination packets: Tom Cummiskey, Dennis Massion and Joe Ruet. Filing period ends August 8th. If there are no additional applications, the County Board of Supervisors will declare the election. If this ends up being the case, we will have another very strong board, continuing our long history of outstanding community and board member participation and guidance.
- h) Discussion and possible action regarding process for Chief's annual review. Chairman Nelson stated our Bylaws require the board to conduct an annual review of the Chief's performance. The proposed process will be the same as last year. Chairman Nelson will prepare a draft review based on his assessment, Chief's self-assessment and board member input. Chief and Chairman



MEETING MINUTES
JULY 21, 2018 REGULAR SESSION
FOREST LAKES FIRE DISTRICT BOARD



Nelson will then meet one-on-one for the formal review, the output of which will be the final review document, which is not a public record. Target completion date is the end of August. Chairman Nelson will send out background material for all participants to support the process. As a heads up, board members should be prepared to have their assessment completed by mid-August. Following completion of the review, the leadership team will focus their attention on the Chief's new employment contract. His current contract expires October 31st.

- i) Discussion and possible action regarding establishment of a "firewise" committee to develop recommendations for bringing unoccupied lots into compliance with hazardous fuels standards. Member Tolby presented some thoughts, ideas and concepts regarding the creation of a subject committee. It would be primarily focused on unoccupied lots. He coined the phrase "Safe, Clean and Beautiful" to describe the expected result and benefit to the community. It is estimated some 25 to 30 such lots can be identified for the initial thrust. It is envisioned we would require a volunteer group operating under the auspices of the fire district, with a charter that defines roles and responsibilities of the group. There could be assistance from other groups in the community. Quentin took the action item to decide what the next steps are and to create a draft charter for the group, including establishing communication channels and proposed goals. It was agreed coordination would be needed with other existing and planned efforts such as the Hazardous Fuels grants program, including the extension efforts planned by Chief Rodriquez and the Forest Service (see Chief's report.) There would need to be careful consideration for just how much we could push the program. By way of example of what might be able to be accomplished, Quentin related a story about how he contacted one such property owner, who happened to live in California. She was happy to pay for getting her lot cleaned up, and used a contractor from a list provided by Quentin. Quentin was not directly involved with the cleanup, but facilitated the process. Chairman Nelson reminded everyone that the Board Chairman is responsible approving committee charters, and agreed to provide a template for Quentin to use to create his draft charter, as well as volunteering himself and Chief to assist.
 - j) Discussion regarding the strategic planning process for 2018. Chairman Nelson stated it was time to start the 2018 strategic planning (STRAP) update process. The effort will kick off in August, and typically takes about 5 sessions to complete. The STRAP update document reflects a comprehensive state of the department assessment with plans for the next 5 years, including a rolling 5-year/10-year financial plan. It is the basis for creating the next fiscal year's operating budget. We will follow the same process as used last year, with the first meeting tentatively scheduled for August 31st. Public participation is encouraged and welcomed.
- 10 Fire Chief's Report. Chief Rodriquez gave a brief summary of this year's forest fire activity, which included one fire in our area, and highlighted the cooperative effort between the fire district and the forest service. He reported he is working on an extension of the Hazardous Fuels Grant using an innovative approach for labor that will leverage the existing funds with any new funds available. It will remain a 90/10 grant, and has potential for collaboration with the firewise efforts previously reported. It will address all lots and properties. It will also positively impact the Green Waste Transfer Site operation by providing more high density solid waste so the overall product of the chipping and hauling effort by Tri-Star will have higher energy content and be more in line with what the power plant operator needs. The proposed innovative approach for labor uses Department of Corrections personnel. Where a high hazard lot would cost on the order of \$6,000 with today's approach, that cost would be reduced to \$1,000 to \$1,500, with an out of pocket expense to the homeowner of 10%, or \$100 to \$150. It is understood there may be a negative impact on private contractors, but our number one objective is reducing hazardous fuels. Maps are being prepared for the subdivision based on prior grant activity. Consideration is being given to allowing re-entry for those who have used prior grant funding.



**MEETING MINUTES
JULY 21, 2018 REGULAR SESSION
FOREST LAKES FIRE DISTRICT BOARD**



- 11 Call to the Public/Audience Comments. Judy Nelson reported that based on her experience with FLOA that some community members would be willing to become directly involved in lot cleanup activity. She also stated there may be resources available at the county level. Quentin will meet with Judy after the meeting to follow up on her suggestions.
- 12 Fire Board Comments. In response to a question regarding the status of our grant activity by Treasurer Cummiskey, in particular the new engine in our current STRAP, Chairman Nelson offered the following: the pursuit of the new engine grant at \$450K would be part of the next FEMA grant cycle, which opens in January; as previously reported, we have been awarded a Microgrant for ~\$25K for a second Stryker Power Loader; as previously reported, Chief is pursuing an extension of our current Hazardous Fuels Grant; Richard Zimmerman is pursuing a grant through the Governor's Office of Highway Safety for \$6K for staff training; and we are pursuing a regional grant, with Pinetop taking the lead, for SCBAs. There are positive indications this grant is moving forward, with Chief attending a meeting last Thursday.
- 13 There being no further business before the board, the meeting was adjourned at 11:22 am.

DRAFT