



MEETING MINUTES
JUNE 16, 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 9:59 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 present.
- 4 Chairman's Welcome and Activity Report. Chairman Nelson welcomed all in attendance. He announced that our likelihood of being awarded a FEMA Microgrant in the amount of \$25,000 is looking more favorable. The grant would allow us to procure a second Stryker Power Loader gurney, and would cover all costs except for an extended maintenance agreement. He thanked Roxie for her assistance in working through the FEMA process.
- 5 Call to the Public/Audience Comments. There were no comments from the public.
- 6 Review and Approve the Minutes for the May 19, 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 May 2018. Treasurer Cummiskey exhibited the General Fund financial reports for the previous month, and provided a brief summary report. We are 91.6% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 67.5% while YTD expenses are at 76.4%. The end of month cash balance was \$336,847, which includes a \$150K transfer to the Capital fund. The current projected year end cash balance is listed as \$281,575 and will likely come in between \$275K to \$290K. Expenditures for ODS/POC staffing were somewhat higher this month due to the extreme fire conditions. The Year-to-Date net gain/loss in our cash position is -\$110,597. Treasurer Cummiskey then presented a similar report on the Capital Fund. The month end balance was \$127,296, with no deposits for the month. Monthly warrants of \$1,185 were for anticipated expenditures. There will be a \$26K transfer from the general fund to cover the upcoming payment to Caliente of \$153K. This will zero out the capital account, thereby making it inactive. 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 the Finance Committee has been active this past month addressing three items: a) the final preparation of the FY2018-2019 proposed budget and FY2019-2020 financial projection for publication; b) continued work with Lee Davis of National Bank of Arizona (NBA) to extend the payment due date for the new station debt obligation; and c) finalizing the Legacy Plaque that will be on



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prominent display in the admin wing of the new fire station. Tom will pick up the Plaque Tuesday of next week, in time for Open House/Dedication on June 23rd.

- b) Status update re: June 23 dedication event for the new station. Chief Rodriquez reported the Open House will be from 10 am to 1 pm, with the Dedication taking place at 11 am. Coconino County District 4 Supervisor Jim Parks will be in attendance, along with the normal sponsors/participants. There will be hot dogs and refreshments, plus a large sheet cake provided by the Auxiliary. Unfortunately, there will be no helicopters on display.
- c) Review and approval of a resolution further amending the Lease/Purchase Agreement dated as of May 01, 2017 (the "Original Lease") between the Forest Lakes Fire District (the "Lessee") and ZB, N.A. (the "Bank") by changing the annual Lease Payment Dates of the Amended Lease from May 01 to November 01 of each year thereby extending the maturity date from May 01, 2037 (the "Original Term") to November 01, 2037. This agenda item will be addressed at a later date as we are still awaiting the final documents and resolution language from NBA.
- d) Approval of the proposed budget for FY 2018-2019 and financial projection for FY 2019-2020. By way of introduction, Chairman Nelson stated the proposed budget was presented to the board in April, and to the public at the May board meeting. It has been available for public review on the FLFD website since the May meeting, with a request for comments by the public. There being no comments from the public, Chairman Nelson stated he would entertain a motion to approve the budget documents as presented. Treasurer Cummiskey made a motion to this effect. It was seconded by Member Tolby, and passed unanimously.
- e) Status update re: Building activities. Chief Rodriquez reported there are a few items on the punch list yet to be addressed. This is primarily a scheduling issue due to the difficulty of getting subs to come to Forest Lakes to complete the few small jobs remaining. Chairman Nelson noted there will be a small final payout to Caliente after June.
- f) Discussion and possible action regarding preparations for board member election in November. Resolution 2018-003 calling for an election of three board members at the consolidated election on November 6, 2018 had been previously circulated by Clerk Hennessey for board member consideration. Following a brief summary of the resolution, and there being no further comments, Clerk Hennessey made a motion to accept Resolution 2018-003 as presented. The motion was seconded by Member Tolby and passed unanimously. For the record all five board members were present, and all were in favor, with no abstentions. Clerk Hennessey stated there are some actions he will need to take to call for the election. Chairman Nelson and Clerk Hennessey signed the resolution.
- g) Review and approval of an MOU for the regional SCBA grant. Our project has made it to the technical review, and part of this requirement is review of the MOU for the grant. Chief Rodriquez has signed for FLFD, but this action is for board ratification of that signature. Treasurer Cummiskey made a motion to ratify the MOU signed May 23, 2018 by Chief Rodriquez on behalf of the Fire District. Member Tolby seconded the motion, and it passed unanimously.
- h) Discussion and possible action regarding a formal request to the Auxiliary for funds toward the concrete apron in front of the new station. Chairman Nelson stated it is board practice that any request for funds to the Auxiliary be approved by the board and made in writing by the board Chairman to the Auxiliary President. Since the concrete apron is already in place, any such request regarding Auxiliary support will necessarily be after the fact. Chairman Nelson stated for the record the fire district had received an anonymous donation of \$2,500 to help offset the approximate \$8,000 cost of the apron. Treasurer Cummiskey made a motion to authorize Chairman Nelson to request a donation in the amount of \$2,500 from the Auxiliary to further



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offset the cost of the concrete apron. Member Tolby seconded, and the motion passed unanimously.

- 9 Fire Chief's Report. Chief expressed appreciation for the efforts leading up the potential Microgrant award that will allow us to procure a power load gurney. This is a force multiplier, and is much appreciated by the ODS/POC crews. Chief attended a conference in Las Vegas for the National Fire Protection Association (NFPA). The theme for the conference was technology, and how it will transform the fire service over the next decades to come in ways unimaginable today. There are jobs that will be filled by today's five-year-olds that don't even exist today. It will be an on-going challenge to manage that transition. Tri-Star will be chipping and hauling from the Green Waste Transfer Site (GWTS) next week. Chief appreciates the effort our citizens have made to only dump green waste. But we have to remain vigilant. Tr-Star will be monitoring the percentage of non green materials. If that level exceeds 1%, they could shut down the site, as has happened at the Heber site. In response to Heber residents, Chief has stated the GWTS serves Forest Lakes only. The recent moisture is nice, but it is not enough to lift fire restrictions. There are no closures north of 260. The 377 fire only consumed about 5,000 acres due the coordinated efforts of fire departments across the rim, including Forest Lakes. Our mutual aid program worked well, with support coming to FLFD from Payson FD and Life Star ambulance. We also provided mutual aid support to HOFD. Chief reported he is working with the Department of Corrections on a lower cost program to help with hazardous fuels cleanup of lots in Forest Lakes, possibly using some unspent funds from previous grants, as well as new grant funding. We do not have a bark beetle problem in Forest Lakes. The recent communications issue with Frontier and 911 service did not impact Forest Lakes. Our 911 service does not go through Frontier.
- 10 Call to the Public/Audience Comments. Citizen Mack Hume expressed disappointment that there will be no separate recognition of past POC members and volunteers at the upcoming fire station dedication. At Chief's request, Member Massion stated such a recognition is planned for the Labor Day holiday weekend. Dennis, who is in charge of the recognition event, has a fairly comprehensive list of volunteers and will be soliciting help from community members to assure the list is complete in preparation for that ceremony.
- 11 Fire Board Comments. There were no comments from the fire board.
- 12 There being no further business before the board, the meeting was adjourned at 10:34 am.