



**FOREST LAKES FIRE BOARD  
REGULAR SESSION MEETING MINUTES  
JANUARY 12, 2019**



- 1 The meeting was called to order in the main equipment bay of the fire station by Chairman Tom Cummiskey at 10:00 am.
- 2 Chairman Cummiskey led the assembly in the pledge of allegiance.
- 3 Roll Call of Fire Board Members. In addition to Chairman Cummiskey, Clerk John Hennessey, Treasurer Joe Ruet, Member Quentin Tolby and Member Dennis Massion were present.
- 4 Chairman's Welcome and Activity Report. Chairman Cummiskey welcomed all those in attendance. He stated that 2018 was an outstanding year, highlighted by the completion of the new fire station. We are entering a new year with a new board, and he is looking forward to another successful year.
- 5 Call to the Public/Audience Comments. There were no comments from the public.
- 6 Review and Approve the Minutes for the December 8, 2018 Regular Board Meeting. Member Massion 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 December 2018. Treasurer Ruet exhibited the General Fund financial reports for the previous month, and provided a brief summary report. We are 50.0% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 60.6% while YTD expenses are at 42.0%. He noted the YTD revenue is somewhat overstated since it includes the \$250,000 check for the new ambulance. If that is backed out, YTD revenue is 42.4%. The end of the month cash balance was \$579,756. This again is somewhat overstated due to the ambulance check deposit. He also noted expenses reflect our final payment of \$21,040 to Caliente for the new station construction. The Year-to-Date net gain/loss in our cash position is \$257,191. This again is somewhat overstated due to the ambulance check deposit. Projected year-end cash balance is \$178,927. Treasurer Ruet commented he expects to adjust expenses downward by about \$10K each month for January, February and March, which will increase the year end cash balance projection by about \$30K. Member Massion 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 including C of O status. Chief Rodriquez reported he hosted a meeting at FLFD with Coconino County engineering department and public works personnel and our civil engineer of record (Stephen Irwin, SWIAZ) regarding the actions needed to achieve the final Certificate of Occupancy (COO) related to drainage. They reviewed the underground piping design, catch basin design, retaining wall design and construction, and overall drainage. The County has placed the responsibility on Chief Rodriquez and Stephen Irwin to provide As-Built drawings to the county so that a final COO can be issued. Note: a companion set of drawings and specs is needed for the overall station design and construction in order to obtain the final COO. Chief will work with Caliente on this part of the requirement. In response to a question from Member Massion, Chief replied everything in the new station is working well. The snow load from the recent snow was



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handled quite well by the Front End Loader, with assistance from Grant Cooper with the FLDWID back hoe. Temporary covers will be made for the AC units to prevent damage from snow being shed from the metal roof.

- b) Discussion and possible action regarding design of planned cell phone tower. Chief Rodriquez reported that following several years of behind the scenes work by FLFD and FLOA, culminated by a petition delivered to Verizon signed by nearly 600 residents, we have a commitment from Verizon to install a permanent single stem 150 foot cell tower on FLFD property (just west of the Annex.) This will be a multi-year effort, and its planning and execution will be the responsibility of FLFD. This is appropriate, since public safety and improved 911 response were the driving forces behind securing the new tower. An interim solution will be provided by Verizon as well: a temporary 100 foot cell-tower on wheels (COW), again to be located on FLFD property. The temporary tower may be in place by Memorial Day weekend. Chief pointed out that the location for the tower(s) was determined by Verizon engineers. The process will be kicked off with a February 3<sup>rd</sup> pre-application meeting with the county. Public meetings will be held as part of the process. It was noted that while the permanent tower has a 360 degree field of view, the temporary tower only has a 180 degree field of view. Chief agreed to ask Verizon if they could perhaps provide a second COW so the entire community could be covered while the permanent solution is being put in place. [Note: January 14<sup>th</sup> update—Verizon response is no, per Chief Rodriquez.] He will also inquire about the possibility of having the permanent tower trimmed out to look like a pine tree. Chairman Cummiskey stated since the tower will be built on FLFD property, and may involve some remuneration to the district, that a motion is in order documenting board approval. Treasurer Ruet made a motion stating the board strongly supports and approves placing a permanent tower on FLFD property. Member Massion seconded, and the motion passed unanimously.
- c) Status update re: Grant activities. Chief Rodriquez reported we are in the final stages of closing out the SCBA grant. The check for the new ambulance has been deposited. He plans to meet with the ambulance manufacturer at the upcoming AFDA Conference in Laughlin. Additional grants are being pursued through Assistance to Firefighters and Firehouse Subs. We received a \$30,000 extension for Hazardous Fuels Mitigation.
- d) Status update: Election of trustees for the FLFD 457 pension and benefit plan. Chief Rodriquez reported a ballot will be mailed out shortly for the election of trustees for our 457 plan. A total of 5 candidates will be elected. Named candidates on the ballot include Trina Cooper, POC; Mary St. Germain, Support; and Kyle Eggers, Adam Radney and Scott Vowell, ODS. Write-ins are accepted. Per the plan documents, Chief Rodriquez and Chairman Cummiskey are also trustees.
- e) Discussion re: 2018 STRAP Update/Strategic Planning Committee. STRAP Chairman Hennessey reported we are on plan to finalize the document by mid-February, with publication by the end of the month. We are awaiting draft inputs as follows: Smart Systems for the Facilities/Master Plan; the Five-Year Budget Projection; the Executive Summary; and the One-Page Summary.
- f) Status update re: Annual financial audit. Roxie reported Kay Green will be at the February board meeting to present the Annual Financial Audit Report to the board. Field work is complete, and there are no issues. The report will be provided to board members prior to the meeting.
- g) Status and 2019 planned activities for the Policies/Procedures/Bylaws Committee. Policies/Procedures/Bylaws Chairman Massion reported he plans to have three policies reviewed and updated by the committee this year. Committee members include Chief Rodriquez and John Hennessey. He will provide detailed plans to Chairman Cummiskey within the next month. He noted that SOGs fall under the purview of Chief Rodriquez.
- h) Status and 2019 planned activities for the Finance Committee. Finance Committee Chairman Ruet reported the committee members include Chairman Cummiskey, Clerk Hennessey, Chief Rodriquez and Admin Assistant Roxie Allen. He will hold several meetings over the next two months in preparation for the annual budget process, with milestones of presenting the tentative budget to the



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- board in April and to the public in May, with final presentation for board approval in June. The Forest Lakes Tax Levy Limit Worksheet, due in February, kicks off the budget preparation process.
- i) Status and 2019 planned activities for the Master Planning Committee. Master Planning Committee Chairman Hennessey reported he envisions a five person committee, including fellow board member Quentin Tolby, Chief Rodriquez, Community Member-at-Large John Nelson and a second community member (TBD). He reviewed a draft charter for the committee along with a strawman list of prospective issues to be addressed: Evaluation of all current land and buildings as related to FLFD mission and operations; Repairs and updates to the Annex (old fire station) building; Repurposing and furnishing of the Annex interior; Potential partner users of Annex space (e.g., US Post Office); Storage facilities/sheds; Parking; Signage; Snow removal and excess storage; Drainage; Landscaping and beautification; Communication structures: towers and antennas, including possible leased space; Future upgrades for new fire station; Long term plans for crew quarters and equipment space; West side of the property (public gathering/picnic area, added parking, future storage structures, etc.); and Fuel Cells. The committee will work closely with the Finance Committee so expenditures can be included in future forecasts. In response to a question from Member Massion, Chief stated the most urgent need for the Annex is to complete the roof repairs and repair interior structural damage from the rain storms of last year as well as repairs and upgrades to the exterior (fascia, siding, caulking, paint, foundation walls, ...). He reported that cracking in the foundation walls on the south side appears to have stabilized.
  - 9 Fire Chief's Report. Chief Rodriquez reported he plans to meet with our new ambulance provider at Laughlin. A new fiber optics line is being planned that will connect Holbrook to Payson. There is no timeline at present, but it will benefit Forest Lakes tremendously once completed. Our new cell phone tower will be a timely addition. Chief asked that the board take under advisement pursuit of a retirement plan that will cover both him and Roxie. He feels our current 457 Plan does not adequately address Roxie's retirement needs. We are in good financial shape and are financially stable, and he feels it is time to address the issue. FLDWID has implemented just such a plan that covers its three full time personnel. He asked that we consider undertaking a cost/feasibility study. He then introduced Angie Lecher to talk about ways to provide improved, quality health care at reduced costs to a small rural fire district such as ours. Angie is well known to us at Forest Lakes. Along with husband Chris, she has been an ODS member for several years. She is also the Business Manager at Hells Gate Fire District. She has formed a consortium to address how to deliver quality health care to fire districts in Arizona at reduced costs. As the consortium manager, she will manage the efforts and has identified a company willing to work with them. Preliminary results are very promising. She will be at AFDA and will be happy to discuss the details further. Chief reported Roxie will be out of the office for about six weeks, starting January 24<sup>th</sup>, for surgery and recovery. Angie has agreed to help to fill in by covering office duties on Mondays. Tuesdays through Fridays will be covered by Mary St. Germain, Debbie Skeldon and Lupe Alvarez.
  - 10 Call to the Public/Audience Comments. There were no comments from the public.
  - 11 Fire Board Comments. Chairman Cummiskey asked Chief Rodriquez about the current status of the Green Waste Transfer Site (GWTS). In response Chief replied the site is closed for the winter. It is currently operating under a one year contract extension with the Forest Service. A five year extension is being pursued. He cautioned there are still issues related to dust concerns by residents along the Wildcat Rd. access path to the site.
  - 12 There being no further business before the board, the meeting was adjourned at 10:52 am.