



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
MARCH 16, 2019**



- 1 The meeting was called to order in the main equipment bay of the fire station by Chairman Tom Cummiskey at 10:02 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. Kay Green attended telephonically to address agenda item 8a). After completing her presentation she was excused from further participation.
- 4 Chairman's Welcome and Activity Report. Chairman Cummiskey welcomed those in attendance. He addressed the recent snowstorm, which was the worst in ten years. He thanked all who participated in the snow emergency action, especially Chief Rodriguez for his leadership and coordinating the many facets of the response effort.
- 5 Call to the Public/Audience Comments. There were no comments from the public.
- 6 Review and Approve the Minutes for the February 9, 2019 Regular Board Meeting. Treasurer Ruet 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 January and February 2019. Treasurer Ruet exhibited the General Fund financial reports for the previous two months, and provided a brief summary report for each. Although Treasurer Ruet provided summary details for both January and February, only the February numbers are presented as they automatically incorporate the January details. As of the February report, we are 66.6% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 65.4% while YTD expenses are at 52.2%. The end of the month cash balance was \$475,782. The Year-to-Date net gain/loss in our cash position is \$181,718. As expected, we are in the tax trough. Projected year-end cash balance is \$200,720, which is above our board mandated minimum of \$175,000. Treasurer Ruet 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) Discussion and possible action: 2017-18 Audit Results and Report Presentation. As required by our policies and Bylaws, Kay Green presented a discussion of the FLFD annual audit and associated reports as of June 30, 2018. The reports included financial statements, the independent auditor's report, management's discussion and analysis, basic financial statements, required supplementary information and compliance reports and internal controls, all of which had been provided to the board for their review well in advance of the meeting. She provided some details, which included an increase in the fire district's net position of \$70,470. She stated she issued a clean audit opinion, which is the highest allowable rating per generally accepted accounting procedures (GAAP.) She further stated the building finances are in order, there are no material weaknesses and there are no internal control findings. She acknowledged the assistance of Angela Bertram, Roxie Allen and Angie Lecher. Chairman Cummiskey stated he had no questions or concerns. In response to a question from the board as to what we could to improve, she stated we should continue to be vigilant and watch the numbers. She commented our current practice of a detailed monthly review of the financials is more than adequate to maintain vigilance. She complimented the board for properly discharging its fiduciary responsibility; for our oversight, which she said is strong; and for our internal controls, which are strong. She further stated that in her experience, small districts such as ours aren't always as vigilant as they should be. Member Massion made a motion to approve the audit results and report as presented. Member Tolby seconded, and the motion passed unanimously.
 - b) Status update re: Finance Committee Activities. Treasurer Ruet provided a snapshot of the FY2019-2020 Budget Template that will be covered in more detail at next month's board meeting. Several Finance Committee meetings have been held to finalize adjustments to the budget as developed for the 2018 STRAP Update



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published February 9th. Adjustments include the following: reduced the ODS FFI&II payroll by \$13K; increased the ODS PM payroll by \$40K; increase Workman’s Comp by \$9K (in line with increased payroll); reduced health care benefits for FT personnel by \$10K; adjusted Insurance premiums in line with current quotes; reduced non-capital equipment expenditures by \$25K; reduced Disposables by \$6K; reduced Buildings and Grounds R&M by \$1.5K; reduced Utilities by \$7K; shifted planned capital expenditure for Annex refurbishment by \$20K into the next fiscal year; eliminated \$50K in capital expenditures; added \$8K for phone system upgrades; and adjusted tax revenue upward by \$3K, in line with county guidance. The overall balanced budget is at the \$1,082K level. Approval of the proposed budget will be on the April Board meeting agenda. The proposed budget will be presented to the public at the May board meeting, with the final budget to be approved at the June board meeting. Chairman Cummiskey pointed out that in addition to the FY2019-2020 budget, we are required to provide a FY2020-2021 budget projection to the county. In response to a question about plans for the outyears by Member Massion it was noted we have a STRAP goal to: “Look for the opportunity to decrease the Mil rate, when feasible, during the out years of the STRAP period.” This issue will be addressed in the 2019 STRAP Update process which will be conducted later in the year.

- c) Status update re IT Refresh including technical aspects, schedule and cost. Chief Rodriquez reported the IT refresh is progressing well. Hardware has been delivered to Smart Systems and is awaiting installation at FLFD. System implementation will be initiated once Roxie returns from medical leave.
- d) Status update re: Master Plan Committee Activities. Master Plan Committee Chairman Hennessey reported that per the recently published STRAP Update, one of the stated goals is to “Develop a Master Plan by June 30, 2019, for long term utilization of the entire FLFD property, including repurposing of the Annex building.” That allows sufficient time to factor the expenditures into the 2019 STRAP Update. There is one more position to be filled on the committee. Chief and Chairman Hennessey will work to fill that position by the end of the month (hopefully with a resident who can eventually become a candidate for the board) and have an organizational meeting in early April. That leaves a little over two months to conclude the committee’s activities.
- e) Status update re Ambulance Purchase Status. Chief Rodriquez reported the cost for the new ambulance is coming in higher than originally planned. He has removed the power load gurney and its associated maintenance agreement package from the spec. This brings the cost in line with the budget. He reported the new spec is in compliance with Gila River Indian Community requirements. Chief will install one of our other power load gurneys in the new unit. The next step is to generate the final procurement package. The planned delivery date of June 30th may be in jeopardy. In response to a question by Member Tolby, Chief stated we did not competitively bid the procurement but chose to follow the recent purchase process employed by the Gila River Indian Community in procuring a similar ambulance, thereby taking advantage of their due diligence practices. Chief reiterated the current quote is an out-the-door price, with no further adjustments needed.
- f) Discussion and possible action regarding Auxiliary Request List. Chief Rodriquez presented the following items for board review and discussion:

1	Power Load Warranty Red and White	\$5,800.00
2	LifePack Monitor Warranties	
	a) LPK12 - 1 yr	\$385.00
	b) LPK15 Preventative	\$3,020.00
	c) LPK15 4Yr Comprehensive	\$11,860.00
3	Bay Ceiling Fans x 3	
4	New Fire Truck Campaign	
5	Lucas 3 Chest Compression System	\$17,103.00
6	Portable Handheld Radios	
7	Hall Closet Finished in hall - Admin	
8	100" monitor screen for bay	
9	Wireless Speaker System for Bay	
10	Window Coverings for Bay Doors	
11	If No Monitor screen- New Projector	
12	Commercial BBQ Grill for Station	



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The following captures the discussion points:

- Items 1 and 2 were deemed to have less curb appeal than a physical item, such as item 5.
- Item 4 was deemed to be too large in scope for the Auxiliary to handle due to the projected cost. It will also be a grant pursuit.
- Item 5 was deemed the most likely to be acceptable to the Auxiliary. It is also a candidate for a grant opportunity and funding. Due to the projected cost, it might be a multi-year project if no other assistance is forthcoming. One system would be procured. Chief views it as a force multiplier due to our limited staffing profiles.
- Item 6 will be pursued as a grant opportunity.
- The remaining items will be either self-funded, accomplished by the ODS or offered to the public for possible donations.

Chief took an action to refine the projected cost for item 5 and present a recommendation to the board at next month's meeting. If approved by the board, Chairman Cummiskey will document our request to the Auxiliary Board for their consideration.

- g) Discussion and possible action regarding updated FLFD Bylaws/Policies. Policies Procedures and Bylaws Chairman Massion presented a proposed revision to the FLFD Bylaws. Chairman Massion stated committee members John Hennessey and Chief Rodriguez were in agreement with the proposed revision. Following a full board review of the proposed revision, Chairman Massion made a motion to approve the Bylaws as presented. Member Tolby seconded, and the motion passed unanimously. Chairman Massion then presented proposed changes to Procurement Policy 0018 and Capital Equipment and Projects Policy 0019, with brief summary explanations of the changes. There being no further changes or comments, Chairman Massion made a motion to approve the policies as presented. Treasurer Ruet seconded, and the motion passed unanimously.
- h) Discussion and possible action regarding offering Fire District services to properties not located in the District. Chief Rodriguez reported that properties east of FS99 and north and south of State Route 260 are already part of the fire district's tax base. There is no opportunity there to expand our tax revenue. He also reported that Ryan Ranch is not an opportunity for additional tax revenue. It consists of a small number of mostly low dollar properties. Chief will have Sally confirm via email to the board that the properties east of FS 99 and north and south of 260 are being taxed at the \$3.25 mill rate.
- i) Discussion and possible action regarding Caliente roof repairs/COO. Chief reported that all requirements for the final COO have been completed. The document should be issued any day. With regard to the roof repairs, Chief reported we received over 5 feet of snow over a 36 hour period in late February. Subsequently it was discovered that the original design for the roof crickets/snow diverters (installed with clamps to the standing seam metal roof to protect the vent pipes which penetrate the roof) had failed, damaging the vent pipes and associated seals, thereby allowing water incursion into the structure. The method of attachment was selected by the architect so as to not void the warranty on the metal roof. Chief is recommending we attach the crickets/snow diverters directly to the roof. This will void the warranty in the area of the attachment, estimated to be about 30 square feet, while preserving the warranty for the balance of the roof. Caliente will pay for all the required modifications. Treasurer Ruet made a motion to proceed with the Chief's recommendation. Member Tolby seconded, and the motion passed unanimously.
- 9 Fire Chief's Report. At the Chief's direction, Angie Lecher provided an update to the Medical Trust Initiative she is sponsoring. Estimated costs for next year would be less than \$800/mo versus our initial planned expenditure of about \$1,750 per month for Roxie. For planning purposes, she is projecting an annual increase in costs on the order of 4 to 5%. She is on target for a July 1st implementation. It is an employer sponsored plan and costs will be paid directly by the fire district. More details will be forthcoming. Next steps will be to get the final/final package ready for submittal and to get Roxie's approval for the change. There has been no progress on the Pension Board's required meeting due to Roxie's absence. She is an integral part of the process, and action will continue to be deferred until she returns to duty. Chief reported that Angie has some leave time from Hells Gate coming up in April and May that may impact her ability to support the fire district in Roxie's absence. Angie has secured remote access to our file servers that allows her to work remotely in support of the district. Roxie is healing well, albeit slowly. She has a meeting with her doctor on Tuesday, with the hope she will be cleared to drive and can return to Forest Lakes. Her



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return to duty date is TBD, and we would anticipate light duty/half-time initially as she continues to recuperate. Two property owners attended the meeting on the Cell Tower Repeater on Wheels (CROW). The Conditional Use Permit (CUP) has been approved, with delivery and setup expected in mid-April. A community meeting for the permanent Monopine cell tower was held March 9th, with 11 residents attending. There was no opposition from those in attendance. There was one email response from a resident just north of the proposed tower location that requires followup. Chief has responded to some inquiries related to surveyor and easement issues. The new Monopine cell tower could be in place by late summer. Regarding the snowstorm, Chief reported we had 5 feet of snow in a 36-hour period. We had prepared by adding additional staffing and securing a Snow Cat from the Coconino county Sheriff's office. Our Front Loader proved to be invaluable during the snow emergency. Chief estimated we expended \$8,500 in additional costs to support the emergency and is seeking reimbursement from the county emergency management office. Cris Lecher acknowledged the FLFD mutual aid support in response to an EMS call in Pleasant Valley, which required both the Snow Cat and the Front Loader. Chief requested an agenda item for next month to discuss allowing Roxie to go negative on sick leave and vacation time, with the option of paying back some time. She is currently working on week seven of her medical leave. Chief will present a recommendation at next month's meeting. Clerk Hennessey asked Chief to include consideration of the Coconino County HR practices in his recommendation. Chairman Cummiskey asked he also include a discussion on disability. Regarding changes to the retirement plans for Roxie and Chief, Chief reported there does not appear to be a viable option available other than our current 457 plan. He will keep this as an open action item and continue to be vigilant should an option become available.

- 10 Call to the Public/Audience Comments. There were no comments from the public.
- 11 Fire Board Comments. There were no comments from the board.
- 12 There being no further business before the board, the meeting was adjourned at 12:21 pm.