



**FOREST LAKES FIRE BOARD  
REGULAR SESSION MEETING MINUTES  
APRIL 20, 2019**



- 1 The meeting was called to order in the main equipment bay of the fire station by Chairman Tom Cummiskey at 10:01 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 and Member Dennis Massion were present. Member Quentin Tolby was absent. For the record, Member Massion attended telephonically. Chairman Cummiskey confirmed he was able to hear and understand the proceedings.
- 4 Chairman's Welcome and Activity Report. Chairman Cummiskey welcomed all those in attendance, especially Roxie, who has recently returned from medical leave.
- 5 Call to the Public/Audience Comments. There were no comments from the public.
- 6 Review and Approve the Minutes for the March 16, 2019 Regular Board Meeting. Member Ruet made a motion to approve the minutes as presented. Member Massion seconded, and the motion passed unanimously.
- 7 Review and Approve the Financial Statements for March 2019. Treasurer Ruet exhibited the General Fund financial reports for the previous month, and provided a brief summary report. He stated the finances are in good order. We are 75.0% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 68.3% while YTD expenses are at 58.8%. The end of the month cash balance was \$455,437. This is overstated by \$250,000 due to the ambulance check deposit. The Year-to-Date net gain/loss in our cash position is \$131,493. Projected year-end cash balance is \$499,989, which reflects the fact that we will not complete the purchase of the ambulance in this fiscal year. Treasurer Ruet commented he adjusted expenses downward by about \$10K each month for April, May and June to arrive at the stated year end cash balance projection. He further noted some personnel salaries are over budget, including ODS PM, and adjustments have been made in the budget forecast for next year (to be discussed further in agenda item 8b). Treasurer Ruet made a motion to approve the financial reports as presented. Member Massion 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 Ruet stated the Finance Committee met yesterday to review the proposed budget for next year. Some adjustments were made to the budget presented last month, and will be discussed in detail in agenda item 8b).
  - b) Discussion and possible action re: Board review of first pass FY19/20 budget and FY20/21 projection. Chairman Cummiskey stated for the record what we are trying to accomplish here is the board approval of the budget which will be presented to the public by Treasurer Ruet at the May board meeting. Of interest is that the budget will need to be posted several days ahead of the actual May meeting to comply with the required 30-day window prior to final board approval in June. Treasurer Ruet then addressed the details of the next year's budget and following year's projection, making reference to the 2018 STRAP Update numbers, and using the Chart of Accounts line numbers to allow Member Massion to more easily follow the remarks: 5005, ODS FF payroll, was reduced by \$13K and 5007, ODS PM Payroll, was increased by \$41K to better reflect current actuals; 5053, Workman's Comp, was increased by \$8K to reflect increased salaries; 5057, Health Care Benefits reductions, were pushed out one year to reflect delays in the new plan's implementation; 5100, Insurance, had some minor adjustments to reflect new quotes; 5218, Hazardous Fuels Grant, increased by \$25K; 5220, Non-Capital Equipment reduced by \$25K; 5407, EMS Small Tools, and 5409, Disposables, reduced by \$1.6K and \$6K respectively; 5601, Building R&M, reduced by \$1.5K; 5701, 5702 and 5703, Various Utilities, reduced by \$1K, \$5K and \$2K respectively; 8001, Capital, Vehicles increased by \$240K to reflect the new ambulance purchase being pushed into the next fiscal period; Line 99, Annex Refurb, reduced to \$25K; Line 104, Contingency, reduced to 5% of operational expenses, from 10% in the prior year; Line 106, Other Capital,



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reduced by \$40K; Line 107, Computer/Phone System, added \$8K for new phone system; 4001 and 4002, Property Tax and FDAT, adjusted to reflect guidance from the county; 4011, EMS Receivables, reduced by \$40K to reflect current actuals; 4017, Grant Income, reduced by \$48K to more accurately reflect projected grant income; and 4018, Enterprise Transfers, increased by \$250K to reflect the deferred ambulance purchase. The result is a balanced budget for FY2019-2020 of \$1,292K, and a year end cash balance of \$210K and a projected FY2020-2021 balanced budget of \$1,495K with a year end cash balance of \$190K. Chairman Cummiskey noted we will complete our debt service payments for the Heart Monitors and B12 vehicle in the next fiscal period. Chief Rodriguez stated the 5% contingency account is less than he is used to dealing with, and will require us to watch our spending. Member Massion stated he believes the proposed budget to be conservative, realistic and cautious. Treasurer Ruet made a motion to approve the budget for presentation to the public at the May board meeting. Member Massion seconded the motion, and it passed unanimously.

- c) Discussion and possible action re: Master Plan Committee Activities and Charter Approval. Master Plan Committee Chairman Hennessey presented a status update and a proposed charter for board approval. The committee held its first meeting April 12th. The committee objective is to provide overall guidance for the best use of the FLFD property and facilities. For the record, the committee is comprised of John Hennessey, Board Member and Committee Chair; Quentin Tolby, Board Member; Dave Rodriguez, Chief; John Nelson, Community Member at Large; John Fahrendorf, Community Member at Large; Scott (Scooter) Bennett, Community Member at Large; and Denny Walter, Community Member at Large. Board Chairman Tom Cummiskey is an Ex-Officio Member. A draft list of work scope elements was presented. Available funding was reviewed. It was suggested we consider the overall effort to be broken down into two phases. Phase 1 would cover the Annex. Phase 2 would address everything else. For Phase 1, work would begin in July of this year, and be completed by year end. Emphasis would be on the Annex exterior (stabilizing the foundation, replacing fascia and siding, roof, paint, caulk, ...). Work would then move to the Annex interior: repair storm damage in the bays; demo old office space in preparation for remodel; remodel (see layout in the 2018 STRAP Update document); and specify and procure portable furniture and equipment for the multipurpose conference room once its intended use is finalized. Subject to available funding, we would then consider seasonal equipment storage and a fueling station. For Phase 2, emphasis would be on additional storage space, beautification, cell tower related issues, landscaping, parking, public gathering/picnic area/play area, and RV hookups. Budgetary cost estimates would be developed for pricing input to the STRAP 2019 update sessions in the September/October time frame. Chairman Hennessey presented a draft of the proposed charter for the committee. The charter format follows that of previous committees. After a brief review of the charter, Clerk Hennessey made a motion to approve the charter as presented. Treasurer Ruet seconded, and the motion passed unanimously. Chief Rodriguez commented he has gotten positive feedback from the committee members on the committee's approach to the Master Plan. The next meeting is Friday May 3<sup>rd</sup> at 1 pm in the fire station.
- d) Discussion and possible action re: Ambulance Purchase. Chief Rodriguez reported that subsequent to last month's meeting he has secured two additional bids for the new ambulance. Based on the new bids, he has chosen Medix as our supplier. They offer a quality vehicle at the best value, and were willing to make concessions to tailor the purchase to our needs and affordability. The unit is a Type III Module with a lifetime warranty and is mounted on a Ford F-450 4X4 chassis. It comes with a 3-year, 36,000-mile all-inclusive warranty. It will be supplied with a power load system with a 3-year service agreement. Chief stated the purchase will come in below the \$250K grant award, and that it meets our procurement policy. Dave will meet with the vendor next week to finalize the agreement. Build time is 120 days. Treasurer Ruet made a motion to approve the procurement of the new ambulance from Medix. Member Massion seconded, and the motion passed unanimously.
- e) Discussion and possible action regarding Auxiliary Request List. Chief presented a proposed Auxiliary Request list for discussion. The list was comprised of two items: a Thermal Imaging Camera (TIC) and a new Bar-B-Que grill for the station. He chose to defer a Chest Compression system, which had been previously proposed. He stated his rationale in developing the list was to avoid high cost items at this time. The list was reduced to one item, the TIC, which is deemed to be an essential piece of equipment and expected to cost less than \$10,000. The Bar-B-Que grill was deemed to be a nice to have. It was suggested the community be advised of the need. Treasurer Ruet made a motion to approve Chairman Cummiskey writing a letter to the Auxiliary requesting their financial support to procure a TIC for the fire district. Member Massion seconded the motion, and it passed unanimously.
- f) Status update re: IT Refresh including technical aspects, schedule and cost. Chief reported we can move forward now that Roxie has returned from medical leave. Hardware has been received, and the total cost will be less than the \$20,000 budgeted.



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- g) Status update re: Caliente warranty repairs. Chief reported the water leak in the utility room has been repaired. He stated it will more cost effective for the fire district to handle the cricket/snow diverter repairs. He is undecided whether to pursue an insurance claim. The concrete heaving on the north side of the crew quarters will be handled by Caliente by removing and replacing the defective concrete. Weather conditions will allow the work to begin soon.
  - h) Discussion and possible action regarding updated FLFD Bylaws/Policies. Policies, Procedures and Bylaws Chairman Massion presented a draft revision to Policy 0015, Sick Leave Accrual and Use. The proposed change was to add the ability of employees, under certain conditions, to borrow sick time if they need to go negative due to extensive sickness. Chief stated his research for other districts revealed they do not have similar policies. There was agreement among the board that it is the right thing to do. It demonstrates our commitment to the values stated in our STRAP documents. Member Massion made a motion to approve Policy 0015 as presented. Treasurer Ruet seconded, and the motion passed unanimously.
  - i) Status update re Potential Medical Insurance Plan. Angie Lecher is on vacation, so no progress was made on this agenda item. It will be tabled until next month, at which time we will get a status update and assessment by Roxie as to the suitability of the plan for her circumstances.
  - j) Discussion and possible action re: Appointment of FLFD agent to negotiate reimbursement of recent winter storm costs. Chief reported that as a result of the February snow storm we expended \$8,480 above and beyond our normal spend rate. Since the Governor declared a state of emergency, we are eligible to recover 75% of those costs through FEMA. Two things are required to pursue the cost recovery from FEMA: designation of an application agent and a board resolution approving said applicant agent. Chief presented a Designation of Applicant Agent Form assigning him as the Applicant Agent and Board Resolution 2019-001 appointing Chief Rodriguez as the designated Applicant Agent. If Chief is successful the fire district will be awarded an initial amount equal to 65% of the requested amount, with the remaining 10% due upon completion of a FEMA audit. Treasurer Ruet made a motion to approve both documents as presented. Member Massion seconded, and the motion passed unanimously.
- 9 Fire Chief's Report. Chief Rodriguez reported he has put our financial contribution for the fire district to place equipment on the Mogollon Tower on hold until we determine how much benefit we will derive from the new FLFD fire station cell towers. The Green Waste Transfer Station (GWTS) opens Monday April 22<sup>nd</sup>. Based on collaborative discussions with Wayne Rothwell, President of FLOA, the GWTS will be open 9 am to 4 pm Monday, Thursday, Friday and Saturday until further notice. The restricted hours are intended to better control noise and dust in the community. Periods of fire danger may cause these hours to be expanded. The 2<sup>nd</sup> Annual Wildfire Community Preparedness Day will be held at the GWTS on Saturday May 4<sup>th</sup> from 11 am to 1 pm. Our FLFD Annual Open House will be held on Saturday June 29<sup>th</sup> from 10 am to 1 pm. Roxie and Debbie Skeldon will be handling the event logistics. Lease negotiations are underway with DW Towers for the new fire station towers, including lease payments and free internet service via microwave. The portable tower is expected on site April 23<sup>rd</sup>, with the unit to become operational within two weeks. Chief reported he attended a meeting this past Monday with County and Public Works representatives regarding issues and concerns raised by Dave during the recent snow storm (snow removal equipment overwhelmed by the rapid and heavy snow accumulation, equipment getting stuck, accessibility issues, ...) The meeting also included concerns about road maintenance, especially erosion of the road bed in general, and certain areas in particular. Supervisor Parks was instrumental in getting the meeting set up. The meeting went well. Follow on meetings will be handled by FLOA, with FLFD participation as needed, and are expected to address building relationships, improved communications, enhanced emergency response and potential for an IGA.
- 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 Treasurer Ruet made a motion to adjourn the meeting. Clerk Hennessey seconded. The meeting was adjourned at 11:29 am.

**Approval for Meeting Minutes**

**Approved by the Forest Lakes Fire District Board on: May 18<sup>th</sup>, 2019.**

