



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



- 1 The meeting was called to order in the main equipment bay of the fire station by Chairman Tom Cummiskey at 10:05 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 Dennis Massion and Member Quentin Tolby were present. For the record, members Massion and Tolby attended telephonically. Chairman Cummiskey confirmed that members Massion and Tolby were able to hear and understand the meeting dialogue.
- 4 Chairman's Welcome and Activity Report. Chairman Cummiskey welcomed all those in attendance. He noted we are almost halfway through the summer season. The number of visitors to the Rim Area has been lower than normal, but he expects activity to pick up with a recent front page article in the AZ Republic highlighting the attractions of the Rim Area. There are many activities planned for the Forest Lakes community.
- 5 Call to the Public/Audience Comments. There were no comments from the public.
- 6 Review and Approve the Minutes for the June 15, 2019 Regular Board Meeting. Treasurer 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 June 2019. Treasurer Ruet reviewed the General Fund financial reports for the previous month, and provided a summary report as this was also the end of the prior fiscal year. We are 100% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 81.2% while YTD expenses are at 72.2%. The end of the month cash balance was \$448,098. The Year-to-Date net gain/loss in our cash position is \$124,398. The year-end cash balance is \$448,098. Without the additional \$250,000 for the new ambulance, the year-end cash balance would be \$198,098, which is comfortably above our board mandated minimum of \$175,000. Treasurer Ruet noted the reduction in the cash balance reported last month (\$500,821) was due primarily to reduced EMS receivables. The EMS income shortfall was mitigated by above plan miscellaneous receivables and contributions and by good fiscal management by Chief Rodriquez, holding YTD expenses below plan to 72.2%. Treasurer Ruet made a motion to approve the financial reports as presented. Member Tolby seconded and the motion 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: Master Plan Committee Activities. Chief Rodriquez reported the three sheds in the rear of the Annex have been relocated to the rear of the fire station in preparation for the installation of the new cell tower. The south side of the property has been graded and the large



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rocks have been relocated to the rear of the property in anticipation of further work in that area. We have asked for and received a new quote for the restoration of the Annex per the original work scope, which includes repainting the existing metal roof to match the color of the fire station roof, fortifying the roof substrate as needed, replacing fascia and T-111 as needed and repainting. The work will take 4 to 6 weeks, weather permitting. Details of the final contract are being negotiated. Chief said he will address signage (lettering) for the new fire station at the August meeting.

- b)** Status update re: Ambulance Purchase. Chief reported our new ambulance is on the assembly line at the manufacturer. Details for the lettering and graphics have been finalized. Expected delivery is late October.
 - c)** Discussion and possible action re: review of updated Board Policies 14 (HIPAA) and 15 (Sick Leave). Policies, Procedures and Bylaws Chairman Massion reported he had distributed copies of the subject policies for board review prior to the meeting. He thanked the committee for their efforts. He noted the policies reference the appropriate Arizona Revised Statutes. There were no questions or concerns. Treasurer Ruet made a motion to approve Board Policies 0014 (HIPAA) and 0015 (Sick Leave) as presented. Member Massion seconded, and the motion passed unanimously.
 - d)** Discussion and possible action re: Auxiliary Recognition Committee. Chairman Cummiskey offered some background comments, strongly endorsing the need for the subject committee. He appointed a committee, as follows: Member Massion, assuming the role as chairman and representing the board; a member of the Auxiliary, to be assigned based on discussions between Member Massion and Auxiliary President Jan Cummiskey; and a community member, whom he recommended be Donna Brunton. Member Massion accepted the assignment, and will meet with Jan and Donna next week. Chief Rodriguez stated he would like to be part of the committee, and suggested Roxie be added as well. Chairman Cummiskey and the board concurred, so we will have a five person committee.
 - e)** Status update re Potential Medical Insurance Plan. Roxie reported that, per Angie Lecher, progress is being made in finalizing the benefits package. The plan itself should be in final form by October, with implementation by January 1st. They are working on ways to reduce the administrative burden of the plan by allowing small districts, like Forest Lakes, to pay into the program directly instead of piggy backing onto a larger district like Hellsgate. Chairman Cummiskey noted this will have a positive impact on our financial picture for the second half of the current fiscal year by reducing our health care expenses.
 - f)** Status update re: Grant activities. Chief said he was very impressed with the grant presentation by Dick Zimmerman at the Auxiliary meeting earlier this morning. He is working with Dick on a grant submittal to Firehouse Subs for a side-by-side EMS transport-capable UTV/ATV. The Hazardous Fuels Grant has been suspended due to questionable practices by some participants (not Forest Lakes.) He is working diligently to get funding restored.
 - g)** Status update re: Reimbursement for winter storm costs. Per a communication for the Governor's Office, cost recovery efforts can proceed to recover ~\$6K due to last winter's storm costs.
 - h)** Status update re: Cell Tower Status. Chief reported the new cell tower will be operational by the end of the year. We have negotiated a \$750/mo lease payment with Verizon, with a 3% YOY increase. Each additional carrier will pay a lease fee (amount TBD.) This supports our initiative to find new sources of income for the fire district. A microwave link will be installed free of charge to support future fiber optic services.
- 9** Fire Chief's Report. Chief Rodriguez reported last month's Open House went well. County Leadership participation was good, and the Q&A session was well received. He will make this a part of future Open Houses. He thanked Roxie, Debbie Skeldon and the Auxiliary for making the event a



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success. There were new faces and new kids in attendance. The Celebration of Life for Dick Bragg was well attended. He thanked the Auxiliary and community members for their support. Monsoon activity is expected to arrive Tuesday or Wednesday of next week. That will bring dry lightning and potential forest fires. He encouraged everyone to continue to do lot cleanup. Fire permits are required for campfires. As part of the permit process, fire fighters go to resident's lots and instruct them on safety procedures. The Pension Board must meet by the end of the year. We are behind schedule to make that happen. With regard to the decrease in EMS receivables last year—that was primarily due to the forest closure and reduced activity on the rim. This year, run rates are up and revenue looks good.

- 10 Call to the Public/Audience Comments. There were no comments from the public.
- 11 Fire Board Comments. Chairman Cummiskey noted it is time to begin preparations for the 2019 STRAP Plan Update. We have a good blueprint to follow for the annual update, which usually kicks off in August. There will be an agenda item for next month to discuss the plan for the plan, with duties and responsibilities.
- 12 Adjournment. There being no further business before the board, the meeting was adjourned at 10:45 am.

Approval for Meeting Minutes

Approved by the Forest Lakes Fire District Board on: Aug 17th, 2019.


