



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
AUGUST 17, 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, Member Dennis Massion and Member Quentin Tolby were present.
- 4 Chairman's Welcome and Activity Report. Chairman Cummiskey welcomed all those in attendance. He noted we will begin meeting next month to accomplish our annual update to our strategic plan. See agenda item 8j) for further details.
- 5 Call to the Public/Audience Comments. There were no comments from the public.
- 6 Review and Approve the Minutes for the July 20, 2019 Regular Board Meeting. Member Tolby 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 July 2019. Treasurer Ruet reviewed the General Fund financial reports for the previous month, and provided a brief summary report. We are 8.33% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 1.3% while YTD expenses are at 6.0%. The end of the month cash balance was \$352,546. The Year-to-Date net gain/loss in our cash position is -\$62,916. The projected year-end cash balance is \$158,299, which is below our board mandated minimum of \$175,000. We had higher than normal maintenance and fuel costs this month. Per a question by Member Massion, Chief noted we had three separate unexpected maintenance events this month, but our ordinary expenses are trending as expected. Chairman Cummiskey mentioned that our staffing costs (primarily driven by paramedic coverage) are the reason for the shortfall below \$175K. He noted we added \$40K to the staffing budget line item for this year's budget, and offset the cost with transfers from contingency, resulting in the decreased year end cash balance. With additional cost controls and austerity measures by Chief Rodriquez, Chairman Cummiskey noted he expects the year end cash balance to end up in the \$200K range. Chief Rodriquez stated the flag has been raised, and he will monitor expenses closely and institute said cost controls. Per a question from Member Tolby, Treasurer Ruet reported the drawdown during the tax trough (Jul thru Sep) last year was \$158K. 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) Discussion and possible action re: Master Plan Committee (MPC) activities including possible contract for Annex exterior refurb work. Chief Rodriquez reported that our contractor is working to the approved work scope on the annex (exterior refurbishment plus interior bay space dry wall and electrical repair due to the storm damage). The exterior repair includes new metal roofing over the eastern portion of the annex roof. The contract is for a NTE price of \$29,900. This will be covered by the \$25,000 CAPEX in this year's budget plus the \$5,500 insurance payment for the storm related water damage. Member Tolby made a motion to approve the \$29,900 NTE contract. Member Massion seconded, and the motion passed unanimously. By way of background, MPC Chairman Hennessey summarized that the overall work plan is to address the Annex first, and the back portion of the property second. The annex exterior work, deemed to be the highest priority, will consume our budget for this fiscal year, leaving the annex interior work to repurpose the old office area plus addressing the back-lot beautification to be accomplished next year. The



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MPC Committee (Chairman Hennessey, Chief Rodriguez, Member Tolby, John Nelson, John Fahrendorf, Scooter Bennett, Denny Walter and Roxie Allen) will meet in parallel with the STRAP team to develop budgetary estimates for the remaining work packages to be input to the updated 5-year financial plan.

- b) Status update re: Ambulance Purchase. Chief reported he has a trip scheduled for the second week of October for final acceptance of the new ambulance. It will be complete in all respects (graphics, radios, lights, ...). Delivery is expected by the end of October.
- c) Status update re: Current lease/buy agreements. The current lease-purchase agreement summary was presented by Roxie. (See attachment). We have two more payments on the Toyota truck (B12) and heart monitors. Payments for the new fire station are ongoing until May 2037. The CAT front end loader has a balloon payment due in Feb 2022. This information will be used to support the upcoming STRAP 5-year financial plan update. Member Massion brought up the CAT front end loader balloon payment and questioned how it would be addressed. This will be explored further during the upcoming STRAP update sessions.



FLFD Current
Lease-Buy Agreement

- d) Status update re: Auxiliary Recognition Committee. Auxiliary Recognition Committee Chairman Massion reported the committee, comprised of Donna Brunton, Jan Cummiskey and himself, had its first meeting this past week. Good progress has been made on developing the candidate list of names for recognition, which will be published for public review and comment before being finalized. The second committee meeting will be held Thursday September 12th.
- e) Discussion and possible action re review of updated Board Policies 3 (Recruiting and Hiring) and 4 (New Hires). Policies, Procedures and Bylaws Chairman Massion presented the subject policies, which had been distributed to the board prior to the meeting, for review and discussion. There being no further comment, Chairman Massion made a motion to approve Board Policies 3 (Recruiting and Hiring) and 4 (New Hires) as presented. Member Tolby seconded, and the motion passed unanimously. Chairman Cummiskey thanked Dennis for making continued progress.
- f) Status update re: Potential Medical Insurance Plan. Roxie reported no update was available. She has an action item to contact Angie to try to expedite the process. Chairman Cummiskey noted we have budgeted for the old cost in this year's financial plan. The new plan, with its reduced cost exposure to the district, if implemented this fiscal year, will help address the year-end cash balance shortfall.
- g) Status update re: Grant activities. Chief Rodriguez continues to work with Dick Zimmerman regarding a grant for a side-by-side ATV/UTV patient transport vehicle. The grant would not include a snowplow, nor would it include a trailer to get the unit to the scene. Chief has advised the Auxiliary he is investigating a used/refurbished Thermal Imaging Camera (TIC) in order to control costs. The Auxiliary is focusing its fund-raising efforts this year on the TIC. The Hazardous Fuels grant will be restarted September 4th. This grant uses Department of Corrections' personnel, and is a cost effective way of clearing lots. There are 12 property owners in the work queue who will be covered by the grant, with another 90 on the wait list. APS will work with the crews for tree removal near power lines.
- h) Status update re: Reimbursement for winter storm costs. Chief reported that the reimbursement from FEMA has been adjusted downward to about \$5K. It can be used to help offset cost on the annex refurbishment.
- i) Discussion and possible action re: Cell Tower Status and attorney suggested contract modifications. Chief reported that he, Chairman Cummiskey and Clerk Hennessey have reviewed the changes proposed by our attorney, Bill Whittington, and fully support the proposed changes to the original contract. Bill had previously verbally advised Treasurer Ruet, Member Tolby and Member Massion of the changes. The changed document, including comments from the attorney representing DW Towers, was projected for all to review. Remuneration to the district includes \$750/mo for the tower plus the first user, Verizon. Additional users (T-Mobile and AT&T, e.g.) will increase that amount by \$250/mo per carrier, with all fees increasing annually by 3%. We could end up with 4 or 5 carriers total. DW Towers' legal counsel accepted all changes proposed by attorney Whittington. Chairman Cummiskey noted for the record we



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have done our due diligence, our attorney has submitted his edit and audits, and recommends we proceed with approving the contract for the design and construction of the new cell tower on fire district property. He further noted that the monthly income is nice, but the driving factor is improved cell coverage and improved public safety. Member Tolby made a motion to approve the contract as amended. Member Massion seconded, and the motion passed unanimously.

- j) Discussion and possible action re: Upcoming STRAP process/meetings. Chairman Cummiskey introduced the plan for the 2019 update to our strategic plan. See attachment. He noted this one of the most important things we as a board do each year. It is a living document. We will accomplish the update in four meetings, each to be held in conjunction with board meetings in September through December. Roxie took an action to post meeting notices.



2019 STRAP Plan for
the Plan 190812.pdf

- 9 Fire Chief's Report. Chief Rodriguez reported the Green Waste Transfer Station is now open. Usage rates are somewhat lower than last year, reflecting the fact that everyone did a good job in cleaning up their lots last year. There are no fire restrictions. Steve and Jeanine Daniel are sponsoring the Poker Run again this year, with proceeds going to the fire district. It will begin and end at the annex, and will coincide with the Ice Cream Social, with some carryover anticipated between the two events. The Poker Run will be covered by our umbrella insurance policy coverage, and will be BYOB.
- 10 Call to the Public/Audience Comments. There were no comments from the public.
- 11 Fire Board Comments. Member Tolby thanked everyone for their prayers and support for he and Shirley as she transitions to a Senior Care facility. Quentin has provided 100% of the caretaker responsibility for Shirley in the past. As they transition to this new arrangement, he will have more time on his hands, and looks forward to other ways to spend his time helping out in the community. He is open to suggestions. Chairman Cummiskey stated he will be seeking input from the board members for Chief's upcoming annual performance review, noting this is not a contract year.
- 12 Adjournment. There being no further business before the board, the meeting was adjourned at 11:08 am.

Note: In order to promote openness and transparency, all materials presented at the board meeting are available to be viewed on the FLFD Web Site: flfdaz.com, and following the web site prompts; or by going directly to the URL, flfdaz.com/board-meeting-minutes.