



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
September 21, 2019**



- 1 The meeting was called to order in the main equipment bay of the fire station by Chairman Tom Cummiskey at 10:03 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 the process of our annual update to our strategic plan with STRAP Session #1, which follows this meeting.
- 5 Call to the Public/Audience Comments. There were no comments from the public.
- 6 Review and Approve the Minutes for the August 17, 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 August 2019. Treasurer Ruet reviewed the General Fund financial reports for the previous month, and provided a brief summary report. We are 16.66% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 2.6% while YTD expenses are at 13.6%. The end of the month cash balance was \$297,075. The Year-to-Date net gain/loss in our cash position is -\$148,641. The projected year-end cash balance is \$139,219, which is below our board guideline of \$175,000. ODS costs continue to exceed our run rate projections. On a positive note, POC costs were higher this month, which should allow some reduction in ODS costs if that trend continues. Treasurer Ruet called on Chief to implement cost controls and austerity measures. Chief Rodriguez noted for the record we had about \$30K of unplanned expenditures with the Forest Service, for which we will be reimbursed (within the next two or three months.) That will help with our projected year end cash balance problem. Treasurer Ruet took an action to call a Finance Committee meeting to discuss both our current expense posture as well as to begin looking at the 5 year STRAP financial model. 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 including recent Annex exterior refurb work and signage. Committee Chairman Hennessey reported the committee met yesterday and reviewed the status of the Annex refurbishment, as well as the overall project elements (back half of the property beautification, fueling station, ...). These will be addressed more completely in the upcoming STRAP session. Chief reported he has several prospective designs and bids for signage for the new station. One of the prospective designs would include signage with low level back lighting. It was emphasized the costs for the design of choice must remain in budget (will not exceed the donated proceeds from the Poker Run.) He is pleased with the overall quality and workmanship on the Annex refurbishment. The final payment is being withheld pending resolution of a minor paint problem on the overhead doors.



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- b) Status update re: Ambulance Purchase. Chief reported he is scheduled to be at the manufacturer's facility October 22nd through the 24th for final acceptance of the new ambulance. The new ambulance will then be transported to Forest Lakes to be fitted with radios prior to being put in service.
 - c) Status update re: Auxiliary Recognition Committee. Member Massion reported the committee will meet again this coming Sunday to continue the process of refining the baseline list of Auxiliary members to be recognized. The recognition event is tentatively scheduled for the weekend of July 4th of next year. Chairman Cummiskey acknowledged Don Detzler, who was in attendance, as one of the more prominent contributors to the Auxiliary in its early years.
 - d) Discussion and possible action re: review of updated Board Policies 5 (Disciplinary Actions) and 6 (Sexual Harassment). Policies, Procedures and Bylaws Chairman Massion presented the subject board policies for final review. Chairman Massion made a motion to approve the policies as presented. Treasurer Ruet seconded, and the motion passed unanimously.
 - e) Status update re: Potential Medical Insurance Plan. Roxie had no updated information to report. Chief took an action to investigate the program further and report back to the board next month. This has a potential impact to the STRAP financial plan.
 - f) Status update re: Grant activities. Chief reported on our FEMA Microgrant for 20 new radios and about ½ mile of new hose. John Nelson reported the total award was about \$42K, with a 95%/5% split, with our share being about \$2K. The grant allows us to upgrade our radios and get our apparatus hose up to date and compliant. John noted the new grant cycle opens up in about three weeks, and grant opportunities should be part of the STRAP update process. Microgrants (<\$50K) are the best avenue for pursuit.
 - g) Status update re: Reimbursement for winter storm costs. Chief reported we have not yet heard from the state on the final reimbursement amount. He is expecting a check in the neighborhood of \$3K to \$4K. He also noted there is an agenda item for the FLOA meeting today regarding our request for community assistance for the storm costs.
 - h) Status update re: Cell Tower Status contract and planned construction activities. Chief reported the contract with DW Towers is in place and they are expecting a building permit to be issued any day. The tower and base buildings are expected to be in place in November, with the system operational for Verizon customers by mid-March. There will be a pre-construction meeting with DW Towers. Time and location to be announced.
 - i) Discussion and possible action re: Public Notice of Meetings address change. Roxie presented an update to our "Public Notice of Meetings" form to change the address from 1522 Merzville Rd. to 1508 Merzville Rd. This is a statutory requirement. Member Massion made a motion to accept the document as presented for submittal to the Coconino County Board of Supervisors. Member Tolby seconded and the motion passed unanimously.
- 9) Fire Chief's Report. Chief reported he is in possession of a check from the Auxiliary in the amount of \$8,014.68 for the purchase of the Thermal Imaging Camera the district had identified as a top priority. This has been on our wish list since about 2010. We were able to get a reduced cost quote by combining our purchase with that of Tucson Fire. TriStar will once again be chipping at our GWTS. The \$30K extension for the Hazardous Fuels Grant has been expended, with 13 property owners having their lots cleared using Sate Forestry crews at less than \$500 out of pocket expense for each property. We partnered with APS for tree removal/branch removal near power lines, who accomplished this at no cost to the property owner. John Nelson is preparing a media release to highlight our successful efforts. There are over 100 property owners wait-listed for lot cleanup. We are pursuing a \$200K grant to accommodate them. This will include services for a grant manager/administrator. The recent Poker Run netted \$9,400. Per agreement with Steve and Jeannine Daniel, the event sponsors, all the proceeds will be used for signage on the new station. AT1211 will



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be out of service for maintenance (new tires and a new exhaust system) with the cost expected to be ~\$5K. Work continues on the outside of the station property. A two-tiered wall will be constructed along the south wall of the station. Work will be accomplished by ODS.

- 10 Call to the Public/Audience Comments. There were no comments from the public.
- 11 Fire Board Comments. Member Massion appreciated the comments by Treasurer Ruet highlighting the need to closely monitor our finances and institute austerity measures. Chairman Cummiskey reported he and Chief met this past Thursday to perform Chief's annual review. He appreciated all the board comments he received as input to the review, and distilled them into a single draft document. His bottom line assessment is that things are going well. He will generate the final review document and have an agenda item next month to report out on the process. Board members were cautioned that all materials related to this topic are subject to Executive Privilege. As a final item, Grandpa Dave had Roxie project a picture of his new grandson, Hudson, proudly being held by his older brother, Mason.
- 12 Adjournment. There being no further business before the board, the meeting was adjourned at 10:43 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.

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