



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
OCTOBER 19, 2019**



- 1 The meeting was called to order in the main equipment bay of the fire station by Chairman Tom Cummiskey at 10:00 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 continue the process of our annual update to our strategic plan with STRAP Session #2, which follows this meeting. A working lunch will be provided. He also announced that we will begin our winter board meeting schedule next month. Regular board meetings will be held on the second Saturday at the normal 10:00 am meeting time for November through February.
- 5 Call to the Public/Audience Comments. There were no comments from the public.
- 6 Review and Approve the Minutes for the September 21, 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 September 2019. Treasurer Ruet reviewed the General Fund financial reports for the previous month, and provided a brief summary report. We are 25.00% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 6.5% while YTD expenses are at 21.1%. The end of the month cash balance was \$253,277. The Year-to-Date net gain/loss in our cash position is -\$195,238. The projected year-end cash balance is \$127,813, which is below our board guideline of \$175,000. Chairman Cummiskey pointed out we are still in the tax trough. Referring to our cash balance projections, we expect significant tax revenues for October through December. Treasurer Ruet held a Finance Committee meeting this past Monday. Austerity measures were discussed that are expected to show positive results in January. He also noted that the September monthly charges for ODS were lower than the previous three months, for which he thanked Chief Rodriquez. There will be more discussion of the 5 year STRAP financial model in the STRAP meeting to follow. 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: Finance Committee activities. Treasurer Ruet reported on the Finance Committee meeting of October 14, 2019, during which we established a firm Year 1 baseline (FY20-21) for the upcoming 5 Year STRAP financial plan and discussed areas in the budget where we can cut back on spending. It was noted our Line of Credit is in place with the county, with no further action required, and there are discussions in the legislature to possibly increase the Mill rate to \$3.50. We have included an annual \$9K revenue line item from DW Towers, beginning next fiscal year, for the new tower.
 - b) Status update re: Master Plan Committee Activities including recent Annex exterior refurb work and signage. Chief Rodriquez reported the Annex refurb is complete and the final payment was made. The quality of work is very good. There is a small \$1,600 fee remaining to be negotiated with the contractor. There is some outgassing on the paint on the garage doors. We have a two-year warranty and we will monitor the condition. As a side note, the doors are due for replacement at some point in the future. Work is underway on a two high block stub wall on the west side of the station. There will be a fee for landscape fabric and gravel. Chief has asked electrician Cary Day for an estimate to provide electrical service to the



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Auxiliary shed, the other two fire district sheds and the blue garage. Estimate is expected in 7 to 10 days. Chief is in final negotiations with a sign company to provide signage on the front of the station. Signage will match that specified by Caliente and approved by the county except the size of the letters will be larger, matching the space available on the building. As previously reported, the cost will be covered from donations from this year's Poker Run. Signage for the Admin Wing and Crew Quarters is still under investigation. Chairman Cummiskey stated the board had previously approved the Master Plan Committee's plan and approach, and no further approval is needed for Chief to proceed.

- c) Status update re: Ambulance Purchase. Chief reported he will be traveling to Elkhart, IN next Tuesday to give the final approval of the new ambulance. Once approved it will be drop shipped to FLFD the following week. There will be some minor costs associated with the make-ready activities to put the unit in service (primarily radio hookup related.) Final payment will be made in November or December. Chief and Chairman Cummiskey are planning to visit the Gila River Indian Community with the ambulance to acknowledge their grant donation. Chief acknowledged the contributions of Dick Zimmerman in support of the grant application. Chief took an action to write an article for the November Blast.
- d) Status update re: Auxiliary Recognition Committee. Member Massion acknowledged the efforts of Jan Cummiskey and Donna Brunton in creating a draft list of Auxiliary officers from inception in 1979 to the present. (See attachment.) The community's assistance is desired to assure the list is complete and the spelling of names is accurate. The group will be recognized in a formal ceremony over the July 4, 2020 holiday.



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- e) Discussion and possible action re: review of updated Board Policies 8 (Education and Training), 22 (Non-criminal Justice Fingerprinting), and 23 (Fee Schedule) as well as discussion re redundant policies. Policies, Procedures and Bylaws Chairman Massion presented the subject policies for review and approval by the board. By way of introduction, he thanked Roxie for her efforts to develop a list of our policies and SOGs, review them for redundancy and cross referencing our documents with those of Heber-Overgaard and Timber Mesa to assure completeness. As a result of the review, it was decided no policies will be deleted, and SOG content will be the responsibility of Chief Rodriquez, with oversight approval by the board. Chairman Cummiskey stated that in order to minimize our liability as a fire district, policies and SOGs should be up to date and accurate as written. He thanked Dennis for his diligence in working through the update process. Policies, Procedures and Bylaws Chairman Massion made a motion to approve the policies as presented. Member Tolby seconded, and the motion passed unanimously.
- f) Status update re: Potential Medical Insurance Plan. Chief reported he had discussed the issue with the Chief from Hells-Gate. The new plan implementation is out of the Hells-Gate's Chief's hands, and is with the broker. There is nothing new to report, and Dave does not anticipate any change in the cost of Roxie's coverage in this fiscal year. Discussion ensued about just who is in charge of pursuing the new plan (gatekeeper.) Chief took an action item to contact AFDA to see if there can be a breakout session at the January AFDA Conference. He also took an action to contact John Flynn regarding any alliances in Arizona and neighboring states that we might be able to capitalize on.
- g) Status update re: Grant activities. Chief Rodriquez reported he and John Nelson are preparing purchase orders for the new radios and hose from the FEMA Microgrant. The \$50K grant is a 95/5 cost share, so we will have some cost exposure. Chief suggested a candidate for a follow-on Microgrant (<\$50K) could be for head-to-toe Personal Protective Gear (~\$2,500 per set.) The current \$30K Hazardous Fuels Grant from the State Forestry Division is completed, with 14 properties having been serviced. We are seeking an additional \$75K. As part of future efforts, APS has agreed to clear limbs and trees in the vicinity of their power lines at no cost to the property owners. Due to the expanded scope of the activity, we may need to enlist the services of a grant manager. Chief took an action to determine how far into the future we should be projecting grant income as part of our 5 Year STRAP financial plan. Chief also took an action to identify a target for the Auxiliary's fund-raising efforts in support of the fire district for the upcoming year.



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- h)** Status update re: Reimbursement for winter storm costs. Chief reported there has been no progress on the reimbursement from the state. The amount expected to be reimbursed is on the order of \$3,200.
- i)** Status update re: Cell Tower Status contract and planned construction activities. Chief reported, based on a meeting last Thursday, that all permits are in place and construction is set to begin November 4th. All that remains is for APS to provide power to the site. It was noted that the installation of fiber-optic cable along SR 260 has reached Merzville Rd. and that we should include an empty conduit along with the APS electrical power conduits for future fiber optic hook up to the new tower. There is no cost to FLFD at this time for the infrastructure work. In consideration for locating the new tower on FLFD property, DW towers will begin the on-going \$750/month payment to FLFD in November.
- j)** Discussion and possible action re: FLFD electronic library status and plan. Chief reported that following our recent computer system upgrade, we no longer have a cost-effective way to provide external access to our secure server system and library files. Microsoft is no longer supporting the old software that allowed us to accomplish this access. In the follow-on discussion it was determined that Roxie can provide a copy of specific files via email from our secure server upon request and that all policies and SOGs are on the web site. Therefore, board member external access is not required. There is no further action needed.
- k)** Status update re: POC status. In preparation for today's STRAP meeting, Chief provided the following POC roster update: Trina Cooper, EMT certified, some FF training; Jim Weigold, EMT certified, some FF training; Lou St. Germain, CFR, some FF training; LJ Waggoner, CFR, pursuing EMT certification; Roxie Allen, EMT certified, limited duty; Ted Cary, no longer active; and Grant Cooper, resigned.
- l)** Status update re: Marketing Committee Activities/Plans. Member Tolby reported not much progress has been made. One of the key issues is we don't have a separate fire district mailing list. Further comments will be deferred to the upcoming STRAP session. Chairman Cummiskey added that communication to the public, including the recent operations updates, is highly valuable. It allows board members to answer questions from the public. Any board member can submit a communications update.
- m)** Status update re Chief Rodriguez's annual performance review. Chairman Cummiskey stated for the record he and Chief recently met face-to-face to conduct his annual performance review, which was based on comments and input from all board members, and Chief Rodriguez, and included accomplishments and areas for improvement. He emphasized the actual review is subject to executive privilege and will be provided upon request to board members only. He read into the public record the following summary of Chief Rodriguez's annual performance review:

Overall, Dave's performance over this last year has been very strong with many achievements and accomplishments. The Board is pleased with this performance and it helps demonstrate why Forest Lakes Fires District is acknowledged as one of the very best fire districts in Arizona, a distinction we want to maintain. The Board also acknowledges that Dave has invested significant time and energy this year in getting all this done and we thank him for all his efforts. We note that potential improvement areas are largely administrative in nature, show improvement over the last year, and can be easily resolved if assertively addressed. We are pleased with all of Dave's efforts this year and are glad he continues in his role as our fire chief.

- 9) Fire Chief's Report.** Chief Rodriguez thanked the board for their feedback and input to his recent performance review. He feels we have a strong leadership team, and acknowledged the Auxiliary for their continued support. The Green Waste Transfer Site remains open, is being actively used and will remain open, weather and usage permitting. He presented a chart showing that we continue to experience reduced call volumes, part of which may be the improved safety of side-by-side off road vehicles. Roxie took an action to send the call volume data to the board and include it in the monthly board packets. Chief noted we have the second highest ambulance rates in the state, and that we continue to have a distribution of 1/3 highway, 1/3 forest and 1/3 subdivision for responses. We charge for all our services, including refusals. Insurance information is collected at the scene directly by FLFD personnel, or from DPS. Thus far this month we have had four fatalities from three separate car accidents on SR260. The new Thermal Imaging Camera was used for the fatal accidents to help locate victims and explore the scenes. This was invaluable as the accidents occurred near midnight. The new Thermal Imaging Camera was also used for a recent electrical fire in a resident's home. The camera allowed the crew to quickly locate the source of the problem, which was concealed in a wall, and minimize



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damage to the structure. Our battery powered extractor was used to help remove victims from the fatal accident scenes. Chief thanked the Auxiliary for their support and purchase of the equipment. Maintenance costs are somewhat higher this month. Chief is looking for opportunities to defer maintenance where possible.

- 10 Call to the Public/Audience Comments. There were no comments from the public.
- 11 Fire Board Comments. Quentin Tolby announced his resignation from the board, effective today, for personal reasons. He will follow up in writing with Chairman Cummiskey early next week. Quentin expressed pride in his contributions, and feels the board and fire district are in better shape than when he first joined the board. He feels his announcement at this point in time will allow the board ample time to find a replacement to fill his unexpired term in time to allow his replacement to attend the AFDA Conference in January. Chairman Cummiskey thanked Quentin for his service to the board and community. Quentin said he would not be attending the STRAP session so that he can return to the valley to be with Shirley. He left to a round of applause from all those in attendance. Chairman Cummiskey took an action to write an article for the Blast acknowledging Quentin's service on the board and to the community and soliciting interest from residents to fill Quentin's unexpired term (ends November 30, 2020.)
- 12 Adjournment. There being no further business before the board, the meeting was adjourned at 11:42 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.

Approved by the Forest Lakes Fire District Board on: ___November 9, 2019_____.

A handwritten signature in cursive script that reads "John Hennessey".

John Hennessey, Clerk