



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
NOVEMBER 9, 2019**



- 1 The meeting was called to order in the main equipment bay of the fire station by Chairman Tom Cummiskey at 10:04 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. There is one open board position due to the resignation of former member Quentin Tolby.
- 4 Chairman's Welcome and Activity Report. Chairman Cummiskey welcomed Sally Rottier, Israel Torres and Laura Garcia to the meeting (only attendees from the public.) He announced we will address the admin assistant opening in agenda item 8I). Roxie has decided to pursue other opportunities. Note: for the record, Chief accepted her resignation on November 7th. He noted we will continue the process of our annual update to our strategic plan with STRAP Session #3, 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 October 19, 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 October 2019. Due to the resignation of our admin assistant the October monthly financial report was not available for board review and possible action. Chairman Cummiskey announced we would table this item to the December meeting.
- 8 Business
 - a) Status update re: Final Details: Ambulance Purchase. Chief announced the new ambulance is expected to be delivered on Monday November 11th.
 - b) Status update re: Auxiliary Recognition Committee. Committee Chairman Massion reported the list of Auxiliary board members slated for recognition over the 2020 July 4th weekend has been posted. He has received no feedback at this time. He will repost and, in addition to the FLFD web site, will include the Library bulletin board.
 - c) Discussion and possible action re: review of updated Board Policies 1 (Administrative Policies), 7 (Drugs and Alcohol), and 9 (Failure Withdrawal From Training). Policies, Procedures and Bylaws Chairman Massion made a motion to approve polices 0001, 0007 and 0009 (previously circulated for board review) as presented. Treasurer Ruet seconded, and the motion was approved unanimously.
 - d) Status update re: Potential Medical Insurance Plan. Chief reported he was in touch with AFDA and was given the name of an insurance broker, who provided contact information of an insurance company who will cover a district with insurance coverage with only one employee. Chief will follow up and report at the next meeting.
 - e) Status update re: Grant activities. Chief reported the ambulance grant will be closed out upon receipt of the ambulance and payment to Medix. Work continues on the FEMA Microgrant for portable radios and new hose. We are pursuing a new Assistance to Firefighter's Grant (AFG) Microgrant in the amount of \$50K for new personal protective gear. Work continues to secure a Hazardous Fuels Grant extension in the amount of \$75K for the upcoming year. This will be enough to address 20 to 25 properties.
 - f) Status update re: Pension Board activities. Chief stated there is nothing new to report. It was suggested that if the reason for the delay in proceeding with pension board activities is lack of availability of the named board members, then perhaps new members who are more available should be added to the board such that a quorum can be achieved so the board to pursue its mission.
 - g) Status update re: Reimbursement for winter storm costs. Chief stated there is nothing new to report.
 - h) Status update re: Cell Tower Construction. Construction started on November 4th with the installation of the base for the new tower. The support building will follow. Improved Verizon service should be in place by spring.



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
NOVEMBER 9, 2019**



- i) Discussion and possible action re: Letter of Resolution re: Revolving Line of Credit. This item was tabled to the December meeting.
 - j) Discussion and possible action re: Blue and White Ambulance Disposition. The new ambulance will replace the Blue and White ambulance. Coconino County District 4 Supervisor Jim Parks has agreed to purchase the old ambulance for \$5K, using Community Improvement funds, for subsequent placement in an Indian community in his district. All agreed this is a win-win proposition. Treasurer Ruet made a motion to declare the Blue and White ambulance surplus and to authorize Chief Rodriguez to complete the transaction with Supervisor Parks. Member Massion seconded the motion, and it passed unanimously.
 - k) Discussion re: Air Ambulance decision making, process and expense. Chairman Cummiskey led an active discussion re: the subject matter, especially as it relates to risk to the fire district. He reported recent social media remarks about the high cost of air ambulance transport reportedly being anywhere from \$30,000 to \$70,000. Chief reviewed the current practice for handling trauma patients, which depends on how the patient presents to the ODS, who are highly trained in medical and trauma response and who are in direct communication with the Banner Payson Medical Center (BPMC) Medical Director/ER staff. The BPMC Medical Director/ER staff, in consultation with the ODS, makes the determination to initiate air ambulance transport. All communications with BPMC are recorded. Patients are advised they can refuse transport if they sign a waiver stating they refuse transport, against medical advice. All decisions are based on what is best for the patient. Cost is not a factor since it is beyond the control of the ODS/BPMC Medical Director/ER staff. Chief summarized by stating there is always some liability with delivering emergency care; that we offer top notch emergency medical care and support, with no changes indicated; that we live in a rural area; our closest Level 1 trauma center is Scottsdale Osborn, a 45 minute ride by helicopter; there are specific protocols for medically induced incidents, such as stroke treatment, head injuries, ...; insurance coverage is a personal issue, over which we have no control; and Arizona Department of Health Services exercises strict control over our rate settings. Treasurer Ruet stated his supplemental insurance coverage includes helicopter transport. Note: residents are advised to review their coverage, especially as it relates to helicopter transport. Chief took an action to contact our attorney, Bill Whittington, to establish our legal exposure, if any, and to contact DHS to understand what the rates are currently set at for air ambulance transport.
 - l) Discussion and possible action re: Authorization to advertise for District job opening. As noted in the Chairman's opening remarks, there is an opening for an admin assistant. Per Policy 0003, the board must approve posting for a replacement, with said posting being for a minimum of five days. Chief feels we are competitive when both salary and benefits are considered. Member Massion made a motion to authorize Chief Rodriguez to post for a replacement. Treasurer Ruet seconded, and the motion passed unanimously. For the record, Chief Rodriguez, as part of the HR duties, has the responsibility of hiring the replacement. Since the admin assistant works closely with the fire board, Chief will coordinate with the board as needed during the process. Member Massion noted it would be good if we could fill the position from within the community if possible.
- 9 Fire Chief's Report. Chief reported he will conduct an expedited process to fill the admin assistant vacancy. Interest has been expressed from three individuals. He will coordinate the job posting with our attorney. Our annual audit is due to kick off in two weeks. Our auditor, Kay Green, has advised we can postpone the audit until January if needed due to Roxie's resignation. Chief will work with Angie Lecher, who filled in for Roxie during her recent medical leave, to assess the need for an extension. The GWTS will be closing soon due to lack of demand. Once the new ambulance arrives



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
NOVEMBER 9, 2019**



we will proceed with radio installation and DHS registration. Chief will include the requirement for Notary Public in the admin assistant job posting.

- 10 Call to the Public/Audience Comments. There were no comments from the public.
- 11 Fire Board Comments. In lieu of the financial report, Treasurer Ruet stated the county treasurer advised our October month ending cash balance is \$411,536.80, reflecting our initial tax revenue receipts and indicating that we are out of the tax trough. Our cash balance will be reduced by approximately \$230K in November, reflecting the payment for the new ambulance.

Chairman Cummiskey acknowledged that Israel Torres has expressed interest in the open board position, and has submitted a biography/resume of his qualifications. He went on to state we have no strict policy on the replacement process. The opening has been advertised in the community via the FLOA Happenings and is on our web site. In order to satisfy our due diligence responsibilities in this regard we will keep the announcement open to allow others time to communicate their interest.

Chairman Cummiskey noted that our decision whether or not to attend the AFDA Conference in January remains an open issue. All board members are current on their training requirements. The decision will be dependent on when a new board member is added.

- 12 Adjournment. There being no further business before the board, the meeting was adjourned at 11:09 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.