



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
DECEMBER 14, 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 (by telephone), and Treasurer Joe Ruet were present. Member Dennis Massion was absent. A quorum was declared. See item 6 below.
- 4 Chairman's Welcome and Activity Report. Chairman Cummiskey welcomed the attendees noting that today is historic for FLFD. First, he welcomed new admin Megan Rutherford. Second, he welcomed Israel Torres who will be sworn in to replace Quentin Tolby. He then turned the attendees' attention to our new ambulance that was on display in the bay. He expressed our best wishes to John and Pat Hennessey as they prepare for her surgery after her recent car accident. He noted we will continue the process of our annual update to our strategic plan with STRAP Session #4, our final session, which follows this meeting.
- 5 Call to the Public/Audience Comments. There were no comments from the public.
- 6 Community member Israel Torres had expressed his interest in filling the position on the Board vacated by former member Tolby. After an extended due diligence period allowing all interested parties to seek this appointment, the Board agreed that Mr. Torres would be the best candidate. Therefore, Mr. Torres was asked to step forward and Chairman Cummiskey administered the oath of office. Upon completion, now Member Torres completed all necessary paperwork which Megan will forward to the County as appropriate. Former member Tolby's term is scheduled to end as of November 2020 and Member Torres was appointed to fill the remainder of that term.
- 7 Review and Approve the Minutes for the November 9, 2019 Regular Board Meeting. Treasurer Ruet made a motion to approve the minutes as presented. Clerk Hennessey seconded, and the motion passed unanimously.
- 8 Review and Approve the Financial Statements for October and November 2019. Due to the resignation of our former admin assistant, the October monthly financial report was not available for board review in November. Therefore, thanks largely to the efforts of Angie Lecher who stepped in to help with their completion, Treasurer Ruet reviewed both months' results. Treasurer Ruet did point out that our current forecast shows us with a year end cash balance below our guideline amount of \$175,000. Therefore, the Finance Committee, which includes Chief Rodriguez, will work to maximize revenues and decrease expenditure for the rest of the fiscal year to bring our balance back into compliance. Treasurer Ruet made a motion to approve the Financials for both months as presented. Clerk Hennessey seconded. Motion carried unanimously.
- 9 Business
 - a) Status update re: Final Details: Ambulance Purchase. Chief stated the new ambulance was delivered as expected. It still needs to have lighting and radios installed. At that point, it will be inspected by the State inspectors and then placed into service. These events are all expected to be completed in the next month.
 - b) 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 even with only one employee. He stated that AFDA itself will not take a sponsorship role. Angie Lecher, who was present at the meeting and who has been a key player in getting this process moving, reported that the broker and insurance company are now up and running and that they will be accepting applicants in Q1, 2020. Chairman Cummiskey noted that this is excellent news but somewhat moot for us now as we don't have anyone who needs this kind of coverage at this time.
 - c) Status update re: Grant activities. Chief reported the payment to Medix was made in November essentially closing out the Gila River Tribe grant. 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.



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
DECEMBER 14, 2019**



- d) Discussion and possible action re: a request to the FLFD Auxiliary for 2020's target funding opportunity. Chairman Cummiskey began the discussion by noting that a community member is planning a large yard sale with all proceeds to benefit the Fire District, probably via the Auxiliary. The community member requested identification of an item we will be focusing on for purchase that he could use as a marketing tool. Likewise, the Auxiliary recommends that the FLFD Board provide them with guidance as to our annual request so they also can use it for marketing purposes. The Chairman then turned the topic over to Chief Rodriguez who provided the Board with a brief video explaining the capabilities of the requested automated chest compression unit that we have discussed previously. The Chief stated that, while we have some other items we will pursue via the grant process, the chest compression unit would be his recommendation for 2020 for referral to the Auxiliary. After discussion, the Board agreed with the Chief's recommendation. Clerk Hennessey motioned, Treasurer Ruet seconded and the motion was approved unanimously. Chairman Cummiskey took the action to prepare a letter to be sent to the Auxiliary Board making this request.
 - e) Status update re: Pension Board activities. Chief stated there is nothing new to report since he has been unable to assemble all the named board members for a meeting. He stated that his plan at this point is to attempt to reshape the membership on the Board based on availability and work to convene a more ad hoc Board gathering to complete the required annual responsibilities. Chairman Cummiskey stated that this will be an ongoing agenda topic until that meeting has been held.
 - f) Status update re: Reimbursement for winter storm costs. Chairman Cummiskey began with a recap of why we are even still dealing with this since we had a number of new attendees to the Board meeting. Chief followed up with the comment that he continues to try to reach out to the appropriate authorities and will continue to work with them to get a commitment from them funding the monies the District unilaterally spent for our community members.
 - g) Status update re: Cell Tower Construction. Construction has started with the installation of the base for the new tower. The "branches" for the monopole have been delivered. However, due to the muddiness in the subdivision causing instability at the worksite, the actual pieces of the monopole have not yet been delivered. So, both its construction as well as the construction of the support building are on hold until weather permits resumption. Nonetheless, he stated that improved Verizon service is still expected to be in place by spring.
 - h) Status update re. Blue and White Ambulance Disposition. The new ambulance will replace the Blue and White ambulance. Coconino County District 4 Supervisor Jim Parks has now stated that his plans for reassigning the ambulance have somewhat fallen apart but that he will continue to work the process. In the meanwhile, we will continue to use the ambulance. If it can't be donated or otherwise reassigned, the District will ultimately use its usual process to sell it or otherwise dispose of it.
- 10 Fire Chief's Report. Chief reported that he is excited to have Megan as our new administrative assistant. He noted that all the necessary steps were followed during the hiring process including the 5 day posting period and review of all candidates of which he reported there were several. However, he determined Megan, especially with her background, was easily the most qualified and therefore the hiring process was completed. He also thanked Angie Lecher profusely for all her help with bringing Megan up to speed and for preparing the October and November financial statement. He said we would be far behind the power curve at this point had Angie not stepped up to help
- 11 Call to the Public/Audience Comments. There were no comments from the public.
- 12 Fire Board Comments: Clerk Hennessey welcomed Israel Torres to the Board and thanked him for his participation. Chairman Cummiskey invited the attendees to attend this afternoon's final 2019 strategic planning session.



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
DECEMBER 14, 2019**



13 Adjournment. There being no further business before the board, the meeting was adjourned at 10:57 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.

DRAFT