



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



- 1 The meeting was called to order in the main equipment bay of the fire station by Chairman Tom Cummiskey at 10:06 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 at the fire station. Member Quentin Tolby attended telephonically.
- 4 Chairman's Welcome and Activity Report. Chairman Cummiskey welcomed all those in attendance. He stated that much was learned at the recent AFDA Conference in Laughlin. More to follow on AFDA in agenda item 8i).
- 5 Call to the Public/Audience Comments. There were no comments from the public.
- 6 Review and Approve the Minutes for the January 12, 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 January 2019. Due to our early winter schedule, the County was not able to get their information to us in a timely manner, resulting in the financial statements not being fully prepared by the time of the meeting. Treasurer Ruet presented an abbreviated summary, highlighting a few numbers, with the understanding that a more detailed review would be conducted at next month's meeting. Treasurer Ruet made a motion to approve the report as presented. Member Massion seconded, and the motion passed unanimously.
- 8 Business.
 - a) Discussion and possible action: 2017-18 Audit Results and Report Presentation. Kay Green was unable to make her presentation at today's meeting, and asked that it be postponed to the March meeting. The audit results and report were available to the board. Chairman Cummiskey stated for the record that the district is in good shape financially, and directed the board members to read the audit report prior to the March meeting. Kay also asked that paperwork she provided be completed so she can send the audit report to the county and state. Chairman Cummiskey, Clerk Hennessey and Chief Rodriguez signed the subject letter as representatives of the Fire District attesting Compliance with Specified Requirements under ARS Title 48, paragraph 805.02(G) for the year ending June 30, 2018. In signing the letter, the said representatives confirmed the following, as of February 7, 2019: 1) The District has not incurred any debt or liability in excess of taxes levied and to be collected and the monies actually available and unencumbered at June 30, 2018 in the district general fund except for those liabilities as prescribed in ARS paragraphs 48-805(B)(2), 48-806 and 48-807; and 2) The District has complied with the budgetary, financial and debt limitation provisions of ARS Title Paragraph 805.02(F). Chairman Cummiskey will place the audit results and report presentation on the March meeting agenda.
 - b) Discussion and possible action regarding Strap Plan Approval. Chairman Cummiskey stated for the record that the 2018 STRAP Plan document and One Page Summary dated 2/9/2019 accurately reflect the discussions conducted during the STRAP working sessions. Member Massion made a motion to approve the publication of the 2018 STRAP Update Document and One Page Summary dated 2/9/2019. Treasurer Ruet seconded, and the motion passed unanimously.
 - c) Status update re: Finance Committee Activities. Treasurer Ruet reported the Finance Committee met on Friday February 8th to do a first pass at the FY2019-2020 and FY 2020-2021 budgets, using the 2018 STRAP Update 5 Year Financial plan dated 2/9/2019 as the starting point. Several line items were identified for potential adjustments, both plus and minus. The committee will meet again before the March board meeting to further develop the proposed budget. We are on track for the budget development process.
 - d) Discussion and possible action regarding IT Cost Estimate. Clerk Hennessey initiated the discussion by referencing an email from Smart Systems regarding the IT writeup he requested for the STRAP Update document. In that email the budget guidance was: \$25K for computer tech refresh and \$8K for an update to the telecom system. The IT budget for this year is \$20K. Chief Rodriguez noted the IT refresh has been



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adjusted downward to less than \$19K, and could be completed this year. The telephone update will be deferred one or two years, based on budget availability. Treasurer Ruet made a motion to proceed with the IT Refresh. Member Massion seconded, and the motion passed unanimously.

- e) Discussion and possible action regarding the proposed Verizon COW agreement. Chief Rodriquez reported that things are moving quickly to get a temporary cell tower on wheels installed on fire district property just west of the new fire station and for a conditional use permit to install a permanent tower just west of the Annex. He presented several renditions for the permanent tower, which will be trimmed out to look like the surrounding trees (dubbed a monopine.) In order to expedite the approval process, Chief has agreed that FLFD will cover the electric charges for the temporary cell tower, which are expected to be minimal. A community meeting is scheduled for Saturday February 23rd from noon to 2 pm at the fire station as part of the conditional use permit process. Wayne Rothwell will represent FLOA. Chief asked that as many board members as possible attend. See agenda item 9 for additional comments. Member Massion made a motion to approve the proposed arrangement in principle. Treasurer Ruet seconded, and the motion passed unanimously.
 - f) Discussion and possible action regarding Auxiliary Request List. Chief Rodriquez proposed two items for the Auxiliary Request List: 1) a side-by-side all-terrain type rescue vehicle, gurney equipped, that can go in the forest where our rescue vehicles cannot; and 2) workout equipment for the ODS in the Annex. The all-terrain type vehicle could also be equipped to help with snow removal around the fire station. Chief will provide additional information, including costs and pictures, at the March board meeting. If approved, the request list will be forwarded to the Auxiliary, which begins meeting in April. Due to the expected cost of the all-terrain type rescue vehicle we will also pursue grant funding, and may supplement with district funds.
 - g) Discussion and possible action regarding updated FLFD Policies. Policies, Procedures and Bylaws Chairman Massion presented a revision to Policy #0020, Warrant Signature Policy. It had been previously circulated to the board for review prior to the meeting. Chairman Cummiskey noted a few minor changes. Chairman Massion made a motion to approve the revision with changes. Treasurer Ruet seconded, and the motion passed unanimously. Chairman Massion will make the changes and have the document published on the web site.
 - h) Discussion regarding offering Fire District services to properties not located in the District. Chief Rodriquez led the discussion for improving district revenues by possibly annexing properties we provide services to but which do not pay property taxes. These properties are outside our normal Service Delivery Area, and include those just east of Forest Lakes along Highway 260 (Rim Resort Store and several residential properties) plus Ryan Ranch. An alternative to annexation would be for us to provide a subscription service to cover the affected areas. The annexation process would be initiated by the board issuing a directive to the Chief to capture the affected areas in our tax base. This would be an 18 to 24 month process. In the meantime, we will continue to provide services. This topic will be on the agenda for next month's meeting. Member Tolby offered to assist Chief Rodriquez in this endeavor.
 - i) Discussion regarding lessons learned at the recent AFDA Conference. Chairman Cummiskey reported he had reviewed his lessons learned with Chief Rodriquez. He asked that each board member share his thoughts with the other board members and Chief Rodriquez via email. We will review these collectively at the March board meeting.
- 9 Fire Chief's Report. Chief Rodriquez reported he has utilized John Nelson (JN Services, LLC) to assist with the IT Infrastructure Refresh, for which John has offered his services at a reduced rate. He also provides invaluable assistance in support of our communications network, including portable radios, and grant writing. He has authored a new web site, flfdaz.org, providing a more user-friendly experience, which he does at no charge. Regarding a retirement plan for Roxie and himself, a topic introduced at the last board meeting, he reported we may be limited in what we can do. We currently offer an alternative 457 retirement plan. The limitations arise due to our small number of regular employees (Chief plus Roxie.) He will continue to



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investigate our options. The Pension Board elections have concluded with the election of the proposed slate of candidates (Trina Cooper, Kyle Eggers, Adam Radney, Mary St. Germain and Scott Vowell.) They plan to meet within the next several weeks. The first order of business will be to designate officers and to amend the bylaws to reduce the board membership from seven to five. This satisfies the fire board's oversight responsibility with respect to the Pension Board. A neighborhood meeting will be held on Saturday February 23rd from 12 noon to 2 pm to discuss the proposed new cell tower to be located on fire district property. The meeting will be handled by Verizon and DW Towers. A meeting notice with 10 days advanced notice will be sent to all residents within a half-mile radius of the proposed site. This is part of the Conditional Use Permit process enforced by Coconino County Community Development. Chief reported the spec for the new ambulance is complete. We anticipate delivery and payment to be made by June 30th. Roxie is doing well and resting comfortably. She is not yet cleared to drive. She thanked everyone for the wonderful flowers. Regarding the final Certificate of Occupancy (COO), Chief reported the final grading and drainage report has been accepted by the county, clearing the way for Caliente to petition the county for the final COO. As part of the process Caliente will deliver As-Built drawings, an Owner's Manual and final specs to the fire district. There are a few punch list and operational issues yet to be resolved by Caliente. Chief then asked Angie Lecher to report on the progress of her efforts to gain approval for her Medical Trust initiative, details of which were covered in last month's meeting minutes. She reported approval was been secured. She is targeting a July 1st date to have the new plans in place, which will include Roxie, resulting in about a 2/3 cost reduction to the district. She is recommending we pursue an HRA (Healthcare Reimbursement Account) in conjunction with the medical plan. The HRA plan has significant advantages to the district over an HSA (Healthcare Spending Account.) Chief will investigate further and report back to board.

- 10 Call to the Public/Audience Comments. There were no comments from the public.
- 11 Fire Board Comments. There were no comments from the board.
- 12 There being no further business before the board, the meeting was adjourned at 11:26 am.

Approval for Meeting Minutes

Approved by the Forest Lakes Fire District Board on: March 16th, 2019.


