



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
MAY 18, 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, noting the increase in attendance by the public and the resumption of Auxiliary Board meetings reflect the approaching summer season.
- 5 Call to the Public/Audience Comments. There were no comments from the public.
- 6 Review and Approve the Minutes for the April 20, 2019 Regular Board Meeting. Member Massion made a motion to approve the minutes as presented. Member Tolby seconded, and the motion passed unanimously.
- 7 Review and Approve the Financial Statements for April 2019. Treasurer Ruet reviewed the General Fund financial reports for the previous month, and provided a brief summary report. He stated the finances are in good order. We are 83.3% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 77.4% while YTD expenses are at 63.3%. The end of the month cash balance was \$522,918. The Year-to-Date net gain/loss in our cash position is \$194,206. Projected year-end cash balance is \$500,009, which reflects the fact that we will not complete the purchase of the ambulance in this fiscal year. Treasurer Ruet noted some personnel salaries are over budget, including ODS PM, and we continue to closely monitor these items. Treasurer Ruet made a motion to approve the financial reports as presented. Member Tolby seconded the motion and it 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: Finance Committee Activities. Treasurer Ruet reported the Finance Committee has met several times over the last several months, resulting in the creation of the budget for FY19/20 and the projection for FYFY20/21. He thanked fellow committee members Chief Rodriquez, Chairman Cummiskey, Clerk Hennessey and Admin Asst Roxie Allen for their support in this process.
 - b) Discussion and possible action re: Public review of FY19/20 budget and FY20/21 projection. Treasurer Ruet presented the public review of the subject budgets. By way of background, he reported the following: the FY19/20 Budget is a balanced "not to exceed" proposal, based on the recently completed Strap Plan exercise; regulations require we prepare a two year budget view with the second year being a budgetary estimate; unlike the current year, each year includes a 5%



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contingency expense, funded from reserves, if needed; debt service payments (\$45,000 per year) for the new station are added to the annual budget; \$250,000 Grant funds for new ambulance to be delivered at the end of the summer, carried over to the new budget; and the biggest driver is staffing for full service with paramedics. For reference, he exhibited the approved FY2018-2019 budget, making the following points: costs are up for personnel salaries and employee benefits as well as insurance and department administration; costs are down for buildings and grounds, utilities and debt service. Capital expenditures reflect the carryover of the new ambulance purchase, a new fire truck (assuming grant funding), funding for the refurbishing the Annex and a phone system upgrade. Revenues reflect a reduction in EMS billings. He further reported the estimated year end cash balance for FY18/19 is \$500K, which includes grant funding for a new ambulance; year end cash balance for FY19/20 is \$210K, and for FY20/21 is \$190K, all of which exceed the board mandated minimum of \$175K. The proposed budget is posted on the web site and will be on the June meeting agenda for formal board approval. In response to a question from the floor, Chief Rodriguez reported we have an 80% collection rate on ambulance and fire billing.

- c) Status update re: Master Plan Committee (MPC) Activities. MPC Chairman Hennessey deferred to Chief Rodriguez to summarize the results of the May 3rd committee meeting, which was chaired by Chief Rodriguez. Chief reported the committee did a site walk, discussing the need for parking along the southern boundary of the property up to the tree line, including the agreement we have with FLOA for overflow event parking. It was agreed the large pile of dirt on the back property can be redistributed around the site. The blue garage is in good shape and is being used for storage of items that can be declared surplus to reduce our overall footprint requirement for storage. Trailer parking (dry camping) can be accommodated for ODS just west of the temporary cell tower. Immediate priorities are the much needed repairs to the Annex, and moving the storage sheds behind the Annex to make way for the permanent cell tower. Based on funding availability, we may be able to pursue the overhead fueling station requirement. MPC Chairman Hennessey went on to report the third committee meeting will be held on Friday May 24th at 10:00 am at the fire station to review the immediate work priorities and to continue the strategic planning efforts of the committee in support of the upcoming STRAP Update, which will begin in the August time frame.
- d) Discussion and possible action re: Ambulance Purchase. Chief reported on his successful trip to the Medex facility in Elkhart, IN to discuss the specs for the new ambulance. The graphics package is being finalized. Once the spec is approved, there will be a 90- to 120-day build time, establishing an end of the summer target date for delivery. In regard to a question regarding the disposition of the Blue and White ambulance Chief stated there has been discussion about donating the ambulance to County Supervisor Jim Parks, who would then donate it to an Indian community in Coconino County. There is little residual value for the ambulance. A decision will be made in the September time frame.
- e) Status update re: Auxiliary Funding Request. Chairman Cummiskey reported the Auxiliary Board has approved our request to fund, wholly or in part, a Thermal Imaging Camera. We have promised to deliver supporting documentation to the Auxiliary to assist in their fund raising activities.
- f) Status update re: IT Refresh including technical aspects, schedule and cost. Chief reported Smart Systems has been on-site all week to support server migration and installation of new work stations. The system will be faster and will provide increased storage space. The system will be closely monitored for two weeks to make sure everything is working properly. Member Massion reported he needs assistance/training in accessing e-Mail and files on the server.



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- g) Status update re: Remaining new station repairs. Chief reported there are two repair issues to be resolved with Caliente; sidewalk heaving on the north side of the station and faulty door sweep operation on the door entering the crew quarters. Repair of the roof crickets will be handled by the fire district.
 - h) Status update re Potential Medical Insurance Plan. Potential cost savings of the new medical insurance plan have been deferred at least one year pending final plan approval by regulatory agencies and flow down of plan details.
 - i) Status update re: Reimbursement for recent winter storm costs. Chief reported that additional data has been provided to Coconino County Emergency Management to support our request for reimbursement of about \$9K in additional costs incurred by the district during the February 2019 snowstorm for added EMS coverage and roadway clearing. Since the expected reimbursement will not cover all costs, FLOA has pledged to provide funds to help close the shortfall.
- 9 Fire Chief's Report. Chief reported the Conditional Use Permit meeting for the new permanent cell tower will be held in Flagstaff on May 29th with Chairman Cummiskey and FLOA President Rothwell attending. ABC has been placed on selected roadbeds to help restore the roadways in the community. Repairs to address Annex roof leaks have been successfully completed by On Duty Staff (ODS). The summer fire season is going to be hotter and more intense this year, requiring more equipment and staffing. We have experienced a reduction in Paid On Call (POC) staffing. We are down to 1 ½ POC members. The Forest Service will provide medical response training for incidents in the forest on May 29th. Wyatt Wong has approached Chief with an alternative to Copper Point for Workmen's Compensation Insurance coverage that promises to reduce our costs. Dust abatement remains a concern for residents along the route for travel to and from the GWTS.
- 10 Call to the Public/Audience Comments. FLOA President Wayne Rothwell announced that we have secured a ten-year extension of the agreement with the Forest Service for operation of the Green Waste Transfer Station (GWTS), until 2029. Per the agreement, FLFD and FLOA continue to share the operational/maintainer/administrative responsibilities for the GWTS.
- 11 Fire Board Comments. Member Massion expressed concern that the Auxiliary support group has not been recognized with a separate dedication. Dennis agreed to work with Auxiliary President Jan Cummiskey to assemble the list of all Auxiliary members so that they get proper recognition.
- 12 Adjournment. There being no further business before the board, the meeting was adjourned at 10:49 am.