



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
JUNE 15, 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. For the record, Clerk Hennessey attended telephonically.
- 4 Chairman's Welcome and Activity Report. Chairman Cummiskey reported he and FLOA President Wayne Rothwell attended a meeting in Flagstaff in support of the Conditional Use Permit (CUP) application presentation for a Monopine Cell Tower to be installed on fire district property by DW Towers. The CUP was approved. In preparation for the permanent tower installation all three storage sheds behind the Annex were relocated to their new home behind the fire station.
- 5 Call to the Public/Audience Comments. There were no comments from the public.
- 6 Review and Approve the Minutes for the May 18, 2019 Regular Board Meeting. Treasurer Ruet 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 May 2019. Treasurer Ruet reviewed the General Fund financial reports for the previous month, and provided a brief summary report. We are 91.6% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 79.4% while YTD expenses are at 67.2%. The end of the month cash balance was \$500,821. The Year-to-Date net gain/loss in our cash position is \$167,019. Projected year-end cash balance is \$500,311. Without the additional \$250,000 for the new ambulance, the year-end cash balance would be \$250,311. Treasurer Ruet noted there were no out of the ordinary budget line items, and everything is in order. 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) Discussion and possible action re: Final approval of the FY19/20 budget and FY20/21 projection. Treasurer Ruet presented the FY19/20 budget and FY20/21 projection for final board approval prior to submittal to the county board of supervisors. It is the same as presented for public review at last month's board meeting. The budget was posted for the required 30 days, and there were no public comments. Member Massion made a motion to approve the budget as presented for submittal to the county board of supervisors. Member Tolby seconded, and the motion passed unanimously.



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- b) Status update re: Master Plan Committee Activities. In Chief's absence due to response to a 911 call, Chairman Cummiskey reported the Master Plan Committee had met recently and had laid out a plan for the next 60 days (June and July) that called for grading and cleanup along the southern border of the property, moving the storage sheds from behind the Annex and refurbishing the exterior of the Annex. The paint scheme for the Annex (excluding the block, which will remain natural) will be color coordinated to match the new station.
 - c) Status update re: Ambulance Purchase. Chairman Cummiskey reported the new ambulance procurement is proceeding well, with an expected delivery date of October 1st.
 - d) Status update re: Board Policy Currency. Policies, Procedures and Bylaws Chairman Massion presented a list of policies for possible update. After discussion it was agreed Chairman Massion would convene a committee meeting to bring specific recommendations for revisions back to the board, including Sick Pay and Vacation payout updates.
 - e) Status update re Potential Medical Insurance Plan. Roxie advised there is nothing new to report.
 - f) Status update re: Reimbursement for recent winter storm costs. Chief Rodriquez, having returned from the 911 call, reported he had submitted additional information to FEMA, as requested, and that the resubmittal is under evaluation. He anticipates a final resolution by July/August.
 - g) Status update re: Cell Tower Status. Chief reported the CUP has been approved and final contract negotiations with DW Towers are underway, including counteroffers for the financial contribution to the fire district.
 - h) Status update re: Open House. Chief reported that preparation is underway for our 8th annual Open House on June 29th from 10 am to 1 pm.
- 9 Fire Chief's Report. Chief Rodriquez reported the Green Waste Transfer Site (GWTS) is back in full operation. The site has been chipped and hauled away. Resident use has been lighter than normal, but is expected to increase once more residents are back in Forest Lakes for the summer. Fire season preparations are ramping up. Chief is meeting with Forest Service personnel next week to discuss potential work on a fire break on the south side. Lot clearing under the new State Forestry Service grant is proceeding. Cost to residents is significantly reduced with the use of Department of Corrections personnel doing the lot clearing work. Trees are being cut down and hauled away, but there is no pine needle raking service available. There is a waiting list, with priorities set by the district, and interested residents can sign up at the fire station.
- 10 Call to the Public/Audience Comments. There were no comments from the public.
- 11 Fire Board Comments. Chairman Cummiskey noted he will add two agenda items next month: discussion of potential grant opportunities and discussion on the new computer system upgrade, which did not go as smoothly as expected.
- 12 Adjournment. There being no further business before the board, the meeting was adjourned at 10:52 am.

Approval for Meeting Minutes

Approved by the Forest Lakes Fire District Board on: July 20th, 2019.

A handwritten signature in cursive, appearing to read 'John Cummiskey', written over a horizontal line.