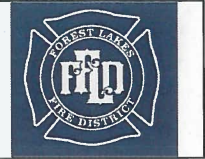




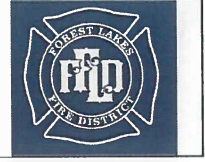
**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
FEBRUARY 15, 2020**



- 1 The meeting was called to order in the main equipment bay of the fire station by Chairman Tom Cummiskey at 10:02 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 Israel Torres were present. For the record, Treasurer Ruet attended telephonically. We had a quorum. Also, for the record, Kay Green, our auditor, attended telephonically to present her audit report, agenda item 8a).
- 4 Chairman's Welcome and Activity Report. Chairman Cummiskey welcomed all those in attendance. For the record, this month's meeting was delayed one week to allow more time to prepare the monthly financials.
- 5 Call to the Public/Audience Comments. There were no comments from the public.
- 6 Review and Approve the Minutes for the January 11, 2020 Regular Board Meeting. Member Massion made a motion to approve the minutes as presented. Member Torres seconded, and the motion passed unanimously.
- 7 Review and Approve the Financial Statements for January 2020. Treasurer Ruet reviewed the General Fund financial reports for the previous month, and provided a brief summary report. We are 58.33% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 48.1% while YTD expenses are at 63.4%. Treasurer Ruet pointed out this percentage is high due to the recent payment we made for our new ambulance. The end of the month cash balance was \$250,068. The Year-to-Date net gain/loss in our cash position is -\$204,298. The projected year-end cash balance is \$213,533, which is above our board guideline of \$175,000. Treasurer Ruet made a motion to approve the financial reports as presented. Member Massion seconded and the motion 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: Annual Audit Report presented by Kay Green CPA. Kay Green of ATLAS CPAs and Advisors PLLC presented the subject report for the Forest Lakes Fire District as of and for the year ended June 30, 2019. The report had previously been circulated to all board members for their review prior to the meeting. As noted previously, Kay attended the meeting telephonically. She conducted a brief review of several aspects of the report, including the new ambulance purchase, which occurred in several sections due to the carryover nature of the funding. She summarized by stating there were no deficiencies, no material weaknesses and no audit findings. She acknowledged the assistance of Roxie Allen, Angela Bertram, Angie Lecher and Megan Rutherford with the compilation of the supporting data. Member Torres made a motion to approve the report as presented. Member Massion seconded the motion. By way of comment, Member Torres thanked Chief Rodriquez and his staff for their work in supporting the audit and providing the board with the added assurance that the district's finances are in good order. Chief acknowledged and stated we are considered a role model for districts our size. There being no further comments, the question was called and the motion passed unanimously. Chairman Cummiskey thanked Kay and she excused herself from the meeting.
 - b) Status update re: FY 20/21 Budget Prep Status and Schedule. Treasurer Ruet provided a status update for the upcoming budget preparation that will yield the FY20/21 proposed budget and the FY21/22 forecast budget. He has created a budget template that reflects the latest Levy Limit Guidance from the county that reflects tax levies some \$10,000 favorable (tax levies plus FDAT) to that shown in the STRAP planning document. Chairman Cummiskey commented the favorable increase is due to new construction plus significant improvements in the



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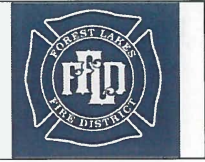


district. Finance Committee meetings will begin next month with the objective of presenting the FY20/21 budget for board approval to publish at the April board meeting. The budget will then be presented to the public at the May board meeting, followed by final approval at the June board meeting.

- c) Status update re: Putting our New Ambulance into service. Chief reported the new all-weather tires for the new ambulance have not yet been delivered. The Blue and White ambulance remains our first out unit, with the Red and White in reserve.
- d) Status update re: Blue and White Ambulance Disposition. Chief reported Coconino County District 4 Supervisor Jim Parks will be at the March board meeting to present a \$5,000 community grant check to the district in exchange for the Blue and White ambulance, which he will take possession of and deliver to Tuba City EMS. The check will be used to help offset the cost of the new all-weather tires for the new ambulance. Chairman Cummiskey will include an agenda item for next month's board meeting to declare the Blue and White ambulance surplus.
- e) Status update re: Grant activities. Chief reported we have received the hose and portable radios as part of the \$42K microgrant. John Nelson submitted the necessary paperwork that will allow us to be reimbursed for the radios and hose grant in approximately 30 days. As reported in agenda item 8d), we will take receipt of a \$5K community grant at next month's board meeting. Member Torres volunteered to draft a letter of thanks to the county board of supervisors for the community grant. He also offered to appear before the board to personally thank them for their financial support. He is in Flagstaff occasionally, and this would not be a problem to appear before the board. Chairman Cummiskey and Member Torres will explore this area further. And, we have received \$25K to close out the green fuels grant from last year. Chief noted we will be submitting a new green fuels grant request for this year, which will exceed last year's request.
- f) Status update re: Pension Board activities. Chief reported he will schedule a meeting with Assistant Chief de Masi, Chairman Cummiskey and two FFs to sort out the actions required to get the pension board activities back on track. He has been provided a sample pension board meeting agenda that will be used to conduct the scheduled meetings.
- g) Status update re: Reimbursement for winter storm costs. Chief advised we have been asked to fill out yet again more paperwork in order to complete the reimbursement application process. Once approved, we can expect to be reimbursed for 75% of \$5,300, with 10% of that amount being held back pending successful completion of an audit.
- h) Status update re: Cell Tower Construction. Chief reported the footings and floor for the support building were completed last week, with concrete block work scheduled to begin on Monday. No firm completion date has been established due to unforeseen weather-related delays.
- i) Status update re: Station signage. Chief reported that the signage on the station above the bay doors was put on hold for the winter and will be addressed in the spring. The overhead signage will be basic in nature, and will include consideration for ground level signs denoting the public/admin wing entrance /parking and the non-public/crew quarter wing/parking area.
- j) Discussion and possible action re: Review of updated Board Policy 17 (Medical Leave). Policies, Procedures and Bylaws Chairman Massion reported he has prepared a draft update for policy 0017, but is awaiting further guidance as to just what needs to be included in the scope of the policy. Chief reported that as far as medical leave is concerned that he and Megan are covered adequately. The wording for worker's compensation is under review, as is the inclusion of a new unfunded mandate known as the Officer Craig Tiger Act to provide traumatic event counseling for public safety employees. There is current legislative activity related to a cancer amendment to provide additional firefighter benefits. Chief is addressing the special case we have for ODS related injuries. Chairman Cummiskey stated we need to protect our firefighters and protect our district. There could be significant budget and liability issues, adding that worker's compensation insurance costs will go up. We may need to explore some type of separate insurance coverage. Chief is investigating how similar sized districts are handling these issues.
- k) Status update re: Auxiliary Recognition effort. Member Massion reported the Auxiliary Board recently held its winter meeting and provided final input to the concept and plaque design for the recognition event. He has held initial discussions with Tempe Trophy for the plaque design. Chairman Cummiskey noted this is a fire board sponsored recognition activity and will include current and past Auxiliary board members. There will be one last review of the list of names before finalizing the plaque design.



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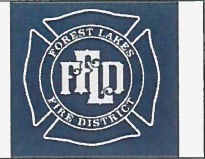
- l) Status update re: Governmental Advocacy Committee. Governmental Advocacy Committee Chairman Torres reported on updates to various legislation before the state legislature, including S1116 (tax exemption for fire service equipment, such as our new ambulance), S1037 (fireworks), S1307 (financial responsibility for provided fire service), S1160 (firefighter related cancer issues) and HB2794 (fire district assistance tax and override.) HB2794 as drafted does not seem to adequately address the Mil rate override issue. Israel will follow up on this. He volunteered to arrange for our state and federal representatives to attend one of our upcoming board meetings as a means of introducing them to our unique needs and providing community outreach.
- m) Status update re: Master Planning Committee Activities. Master Plan Committee Chairman Hennessey reported the basic elements of the master plan are contained in the updated STRAP document. A detailed plan will be published by June 30th. One of the objectives for the updated master plan is to have a fueling station. Chief reported that objective has been accomplished as we now have two 1,000 gallon military grade aluminum all weather diesel fuel tanks with pumps located just behind the new station. The “new to us” tanks were acquired at auction. The final location of the units will be determined as part of the upcoming master plan effort, including consideration for cold weather storage. Thanks to Lou St. Germain and Gene Rottier for attending the auction, making a successful bid for the tanks and transporting them to Forest Lakes.
- n) Discussion and possible action re: STRAP Plan publication Approval. STRAP Chairman Cummiskey reported the final 2019 STRAP Update Document and One-Page Summary had been distributed to the board and Chief for their final review prior to the meeting. Member Massion made a motion to approve both for publication as presented. Member Torres seconded, and the motion passed unanimously. Megan took an action to have John Nelson post the documents to our web site. Clerk Hennessey took an action to provide input to the Forest Lakes Happenings announcing the publication of the STRAP documents.

Note: for the record, Treasurer Ruet excused himself from the meeting at this time.

- 9 Fire Chief’s Report. Chief reported on his attendance at the recent AFDA Conference in Laughlin. The classes were different and informative, and included discussion about mergers, consolidations and joint powers of authority. Megan commented that she found the conference very worthwhile. She was especially impressed with our financial reporting and management after hearing problems some other fire districts expressed during the budget sessions. Chief reiterated that we are best in class for our size districts for fiscal management. We are tentatively on the agenda for the Gila River Indian Community Council meeting on March 4th for a show and tell for the new ambulance. March 18th is a fallback position should the 4th not materialize. Chief reported he and Megan along with Water District staff met with our Coconino County Deputy Treasurer Sue Walka recently to review current process and procedures. The meeting went very well as a couple of streamlining opportunities have been identified for us and the Water District to explore. We will consider a similar meeting with the entire board in the coming months. We continue to be challenged by lack of POC support. We had to bring in another ODS person today due to only one POC available. We are at a critical stage and will need to address the issue in the coming months. Safety of our personnel and equipment are paramount. Chief then reviewed the structure fire that occurred recently immediately behind the fire station. The initial call came in at 10am, with three FLFD ODS responding. They were joined by units from Heber-Overgaard, Christopher-Kohls and Hells Gate. Thanks go out to Grant Cooper, Bill Morehead and Megan for their assistance and to the Auxiliary for financial support to feed the crew members. The cause of the fire is undetermined. Chief reminded everyone to remember defensible space, and not to have/store combustibles near your home/cabin.
- 10 Call to the Public/Audience Comments. There were no comments from the public.
- 11 Fire Board Comments. Chairman Cummiskey, as he had previously announced, stated he wants to have a team building event in the valley to make up for our board’s absence at AFDA. Chief has identified a venue in northeast Mesa. Chief and Megan took an action to determine a suitable date and time in March. Member Massion expressed appreciation that our projected year end cash balance problem, identified last month, had been favorably resolved, as detailed in this month’s Treasurer’s report. It was noted this is in large part due to our on-going fiscally conservative mindset and incorporation of austerity measures, an approach he endorses enthusiastically.
- 12 Adjournment. There being no further business before the board, the meeting was adjourned at 11:43 am.




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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.

Approved by the Forest Lakes Fire District Board on: March 21, 2020.



John Hennessey, Clerk