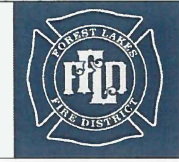




**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
JANUARY 11, 2020**



- 1 The meeting was called to order in the main equipment bay of the fire station by Chairman Tom Cummiskey at 10:03 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, Clerk Hennessey attended telephonically.
- 4 Chairman's Welcome and Activity Report. Chairman Cummiskey welcomed all those in attendance. He noted this is Member Torres' first meeting as a voting board member and presented him with his certificate of appointment.
- 5 Call to the Public/Audience Comments. There were no comments from the public.
- 6 Review and Approve the Minutes for the December 14, 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 December 2019. Treasurer Ruet reviewed the General Fund financial reports for the previous month, and provided a brief summary report. We are 50% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 42.8% while YTD expenses are at 58.8%. Treasurer Ruet pointed out this percentage is high due to the recent \$234,000 payment we made for our new ambulance. The end of the month cash balance was \$235,245. The Year-to-Date net gain/loss in our cash position is -\$213,400. The projected year-end cash balance is \$130,818, which is below our board guideline of \$175,000. Chairman Cummiskey pointed out we are now in the tax trough. He also noted, referring to our cash balance projections, we project higher than normal expenditures in the first quarter of 2020, and will require close monitoring. We explored the implications if our year end cash balance is below our self-imposed target of \$175K. Worst case is we would utilize our line of credit with the county toward the end of the first quarter of our next fiscal year until tax revenues are realized. 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) Status update re: Putting our new ambulance into service. Chief reported there are two issues preventing us from putting the new ambulance into service: 1) winter weather conditions and 2) DHS inspection. The unit was delivered with all-weather tires that are not suitable for the snow and ice conditions we encounter in the winter. DHS must inspect all new units prior to being put into service. Chief will advise when DHS is available for inspection. The Finance Committee is weighing the cost of winter tires versus the time remaining for winter conditions. In response to a question from Clerk Hennessey as to whether or not there are any funds left over from the \$250K grant to procure winter/snow tires, Chief advised that the \$234K purchase price plus an AZ state use tax of 8.7% will slightly exceed the grant monies. Chairman Cummiskey noted the district has received a donation to cover the difference.
 - b) Status update re: Blue and white ambulance disposition. Chief reported that District 4 Supervisor Jim Parks will present a proposal to the county board of supervisors next month to secure a \$5,000 grant, payable to FLFD, for procurement of the blue and white ambulance for use by the Tuba City EMS. The blue and white ambulance will remain in service at Forest Lakes until such time as the new ambulance is put into service.



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- c) Status update re: Grant activities. Chief reported, regarding the radio and hose grant, we are waiting on delivery of the actual 20 radios as the charging and programming equipment has arrived. The hose is on back order with no secure delivery date. The hazardous fuels grant final report was completed by Megan and we are expecting payment from the State in the amount of \$25,000. This will cover the upfront money for the District. The Snowstorm recovery money is reported to be heading our way months after document and reporting requirements were met.
- d) Status Update re: Potential donation to the district and finalization of target for communication to the Auxiliary. Per a letter addressed to the Auxiliary Board, Chairman Cummiskey stated: "This year's primary target is a Lucas Chest Compression unit. Because the cost is relatively high, our request would be that the Auxiliary raise whatever funds it is willing to provide by the end of the coming summer season, make the donation for that amount and the Fire District will cover the rest to purchase the unit in the Fall." He continued "That a parallel but less expensive request, that would actually also benefit the Auxiliary relative to the functions you sponsor, would be the purchase of approximately 8 new tables with about 64 accompanying chairs that would be compatible with the tables and chairs the Fire District currently has." Chief reported that a family in Forest Lakes held a fund raiser for the purchase of the Lucas Chest Compression unit, and that a donation of \$1,400 will be made through the Auxiliary.
- e) Status update re: Pension Board activities. Chief reported no progress has been made. As previously reported the pension board has not met for several years. Although there is a statutory requirement for annual meetings, there is no penalty for non-compliance. Chief will continue to work the issue. Chairman Cummiskey stated the item will remain on future agendas until a resolution is achieved.
- f) Status update re: Reimbursement for winter storm costs. Chief is expecting a check any day now.
- g) Status update re: Cell tower construction. Chief reported overall construction is behind schedule due to weather related issues. The tower itself is up. The simulated pine branches are on site, and some have been installed. We are anticipating a May-June activation. We are already receiving lease payments.
- h) Status update re: Annual audit. Chief reported the initial phase of the audit has been completed by Kay Greene, with no red flags. She is very satisfied with our status. She is still awaiting some information, and will report out to the board at the February board meeting. Chief gave kudos to Megan and Angie for getting us ready for the audit, especially under the circumstances.
- i) Discussion and possible action re: Review of updated board Policies 11 (Public Information) and 12 (Grievance Policy). Policies, Procedures and Bylaws Chairman Massion reported he had previously sent out the subject policies for board review. There being no comments or questions on Policy 0011, Member Massion made a motion to approve the policy as presented. Member Torres seconded, and the motion passed unanimously. Chief Rodriquez led the discussion on Policy 0012, stating the policy could have come into play with Roxie's resignation, and that, upon further reflection, the policy as stated would not have covered the situation adequately. As written, it is intended for a larger department. FLFD has only two full time employees (Dave and Megan). We do have a Fire Chief and Assistant Chief, but no lower command positions to execute the policy as written. Other issues/questions were raised: is everyone covered; board members have no HR involvement, except with regard to the Chief's position, and should not be included in other grievance procedures; should we have an impartial arbiter in cases where the Chief is named as a party by the complainant; and how do Executive Sessions come into play. The issue of approval of Policy 0012 was deferred until the next meeting. On a side note, Megan took an action to get Member Massion copies of the older policies not yet addressed—a dozen or so—so he can initiate updates.
- j) Discussion and possible action re: New Board Committee for Governmental Advocacy. Chairman Cummiskey recommended the board approve the creation of a new, chairman appointed committee to advocate the district's positions with the legislature. The board unanimously supported his recommendation, and Chairman Cummiskey appointed Member Torres to be Chairman of the new Governmental Advocacy Committee, noting that Member Torres has an extensive background in dealing with legislative issues. Member Torres accepted the nomination. Chairman Cummiskey suggested Chief Rodriquez be a full-time member. As board Chairman he would participate as an Ex-Officio member. There was much discussion about the possible avenues for the committee to take, organizations to interact with, relationships to address, ... Chairman Torres reported on background research he had already accomplished on bills coming up before the legislature affecting fire districts. The new legislative session will begin soon, and he has mapped out some strategies for advocacy. He will provide monthly reports to the board. See the Fire Chief's report for additional comments.



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- k) Status update re: STRAP Plan progress. Clerk Hennessey presented a status of the 2019 STRAP Update, along with the plan to present the final document for approval at the February 8th board meeting. All first drafts of the assigned sections were completed except for the Service Level section. Chief Rodriquez led a discussion about the need to address the decreasing level of POC support, and the implications on the financial plan in the out years of the 5-year plan as proposed in Appendix B of the 2019 update. Chief acknowledged our current primary POC members (Lou St. Germain, Trina Cooper and Jim Weigold) for their contributions and their willingness to serve. But we are not getting new POC members to supplement their efforts. Our demographics are changing, and new residents are no longer willing to serve as volunteers. There is a time and training commitment that is beyond what most people are willing to do. He presented a community information article published in 2008 by Sally Kennedy, former Paramedic, coincidentally the same year Dave became Interim Chief, outlining the decreased POC participation problem. The situation has deteriorated ever since, and will be aggressively addressed in the next STRAP Update cycle, beginning in August. Chairman Cummiskey stated that we need not wait until August to begin to address corrective actions. Chief took the action item to rewrite the section on Service Levels to clearly lay out the problem along with proposed solutions.
- 9 Fire Chief's Report. Dave reported he is pursuing a meeting with the county Treasurer's office to address expectations, processes and procedures related to their interaction with the fire district. This is viewed as an opportunity for a clean start with the transition to Megan as our admin assistant. As discussed earlier, District 4 Supervisor Jim Parks is pursuing a grant with the county for Tuba City EMS to acquire the blue and white ambulance. He reported he set up a meeting with Chief Morris of Pine-Strawberry, Member Torres, Laura Garcia and himself to jump start the discussion on governmental advocacy for fire districts like Forest Lakes. The meeting went well, with several promising avenues explored. EMS call volume is down. Everything is working as planned in the admin arena. It will take several months to complete the transition for Megan. Angie commended Megan for her ability to quickly grasp the processes and procedures for her new role. Angie and Megan are exploring the concept of job sharing between Forest Lakes and Hells Gate fire districts. Chief recognized Angie Lecher and Debbie Skeldon for their recent contributions to the fire district to help us get through the transition and annual audit process. Chief and Megan will attend the winter AFDA Conference in Laughlin next week. In response to a question from Member Massion, Chief responded that there is no clear, concise answer as to how many ODS are scheduled at any given time. It depends in part on how many POC are available. There are times when he cannot get two ODS to serve.
- 10 Call to the Public/Audience Comments. There were no comments from the public.
- 11 Fire Board Comments. Clerk Hennessey reported that his wife Pat is doing very well in her recovery from a fractured cervical spine as a result of an automobile accident December 13th. She has been wearing a neck brace 24x7 prior to and after her surgery on December 15th. She is scheduled to meet with her neurosurgeon later this month, and is hopeful she will be able to dispense with the neck brace at that time. She expects some level of physical therapy will be required following that. Chairman Cummiskey noted the board will not attend the winter AFDA session in Laughlin. He also commented that Israel will have the opportunity to attend the summer AFDA Conference along with at least one board member. Since team building is a big reason for AFDA attendance by the board, as an alternative he is planning a working session in the valley this winter, with wives and significant others invited.
- 12 Adjournment. There being no further business before the board, the meeting was adjourned at 11:45 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.

Approved by the Forest Lakes Fire District Board on: February 15, 2020.


John Hennessey, Clerk

