



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
APRIL 15, 2021**



For the record, as a general rule, the Fire Station remains closed to the public. Access can be achieved on a case-by-case basis. The board meeting was held in a virtual format using Webex video conferencing software. Chief Rodriguez will monitor the COVID-19 situation closely and determine if, and when, the Fire Station can be safely reopened to the public. See comment on agenda item 4 regarding the May 15th board meeting.

- 1 The meeting was called to order by Chairman Tom Cummiskey at 11:02 am.
- 2 Due to the virtual meeting format, Chairman Cummiskey dispensed with the pledge of allegiance.
- 3 Roll Call of Fire Board Members. In addition to Chairman Cummiskey, Clerk John Hennessey, Member Dennis Massion, Treasurer Pete Batschelet and Member Israel Torres were in attendance. We had a quorum of the board. For the record, Chief Dave Rodriguez and Admin Assistant Megan Rutherford were in attendance. Chairman Cummiskey verified that everyone could hear and understand the proceedings. There were no members of the public in attendance.
- 4 Chairman's Welcome and Activity Report. The main topic of today's meeting will be the board review of the proposed FY2021-2022 budget and the FY2022-2023 budget forecast as developed by the Finance Committee. As discussed at last month's meeting, the board will resume in person meetings at our Saturday May 15th meeting at 10:00 am. See agenda item 11 for additional comments regarding reopening the station (for board meetings only.)
- 5 Call to the Public/Audience Comments. There were no members of the public in attendance.
- 6 Review and Approve the Minutes for the March 18, 2021 Regular Board Meeting. Treasurer Batschelet 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 March 2021. Treasurer Batschelet reviewed the General Fund financial report for the previous month, and provided a brief summary report. We are 75.00% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 69.9% while YTD expenses are at 63.4%. The end of the month cash balance was \$311,889.34. The Projected Year End Cash Balance is \$309,282. Pete noted account number 5300 was somewhat higher due to ambulance repairs and that account numbers 5702 and 5206 should be considered together as the chart of accounts is being rebalanced. We are in a very strong position financially. Treasurer Batschelet made a motion to approve the financial reports as presented. Member Torres 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



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
APRIL 15, 2021**



- a) Status update re: FY 21/22 Budget and FY22/23 Projection Board Presentation. Treasurer Batschelet reviewed the budget spreadsheet, previously distributed to the board, which contains the details of the subject budget and forecast (attached.) The focus was on columns K and N.



20210414 Pete eMail
Budget File for Preser

It was noted this is the last review by the board members prior to presenting the budgets to the public at the May board meeting. As usual, the Not-To-Exceed budget is balanced, with expenses equal to revenues. The budget includes best practices adjustments for inflation as well as a contingency line item equal to 10% of total expenses minus debt service and capital expenditures. The following discussion points are captured for the record:

- ODS support has been increased due to anticipated decrease of POC participation.
- Participation in the Arizona State Retirement System (ASRS) is included for Chief and Megan. Note: The participation rate for FLFD is 12.41% for the first 12 months. The rate is matched by both Chief and Megan. The participation rate is adjusted annually.
- Participation in the 457 Qualified Alternative Plan is included for all personnel. Note: The participation rate for FLFD is 1.5% of payroll, with employees contributing 6.0%.
- The balloon payment for the FEL is included for February 2022, thereby retiring the Lease-Purchase Agreement with Caterpillar Financial.
- Tax revenue is somewhat understated for FY2022-2023. It will be adjusted once we get the final number from the county assessor.
- EMS revenues are very strong but may be impacted by potential summer forest closures.
- End of the year cash balances look very good and will help as we deal with potential equipment upgrades in the out years.

There being no changes to the prepared materials, the board agreed that Treasurer Batschelet prepare the presentation for the public at the May board meeting, which usually includes only high level, summary numbers. The final presentation will be posted on the web site prior to the meeting.

- b) Status update re: GWS Permit Move to FLFD. Chief reported there has been no progress. Member Massion pointed out that the FLOA Board will be meeting in person at Forest Lakes on Saturday and this issue can be addressed by Dave at that time.
- c) Status update re: Grant activities. Chief reported that lot clearing under the Hazardous Fuel Grant has begun. Some 20 lots have been identified. Kudos to John Nelson for his grant management efforts. The GWTS opens tomorrow. Hours are 8 am to 5 pm, Monday through Saturday.
- d) Status update re: ASRS Participation. Chief and Megan reported we have been approved to participate in ASRS effective July 1st. All that remains is to clean up some paperwork details.
- e) Status update re: Pension Board activities. Chief reported that Pension Board Chairman LJ Waggoner has been in touch with Nationwide regarding moving administration of our 457 Qualified Alternative Plan from Innis and Associates to Nationwide. We anticipate the Pension Board will work towards holding a meeting before the May fire board meeting. The representative from Nationwide will be invited to join us. We will update status at that time.
- f) Status update re: Governmental Advocacy Committee. Governmental Advocacy Committee Chairman Torres reported that SB 1108 dealing with the potential Mill rate increase is dead. The Mill rate increase may be resurrected as a budget line item. Chairman Cummiskey took an action to invite District 4 Supervisor Judy Begay to our May board meeting.



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
APRIL 15, 2021**



- g) Status update re: Master Planning Committee Activities. Master Planning Committee Chairman Hennessey asked Chief Rodriguez to report on the status of several items being worked as part of the master plan. Work on the new perimeter fence will begin in the next two weeks, weather permitting. Dave is waiting to meet with the electrical contractor regarding providing electric to the Tuff sheds and blue garage. He has been in contact with the Sheriff's office regarding the lease of annex space at a proposed cost of \$400/month, all expenses included. He is awaiting their response.
 - h) Discussion and possible action re: Declare existing fencing to be surplus. Member Massion made a motion to declare the existing chain link perimeter fence surplus. Treasurer Batschelet seconded, and the motion passed unanimously. As previously mentioned, Member Massion pointed out that the FLOA Board will be meeting in person at Forest Lakes on Saturday and this issue can be addressed by Dave at that time.
 - i) Status update re: Provide funding target(s) to the Auxiliary. Chief has identified a new heart monitor as a possible funding target for the Auxiliary. He briefly reviewed the specifications and photo of the Zoll Heart Monitor, which he recommends since it integrates with our iPads and our data management system. The new monitor would replace one we currently have on loan and would fit nicely into our staggered heart monitor replacement strategy. Chairman Cummiskey took an action to notify the Auxiliary.
- 9 Fire Chief's Report. Chief reported the new fiber-optic internet service is up and running. There has been a significant improvement in service with no down time thus far. He is in negotiation with Frontier regarding the cost of maintaining our existing phone service while eliminating their DSL internet service. The APS Microgrid system is expected to be in service at the end of summer 2022. Annex repurposing work scope will be dictated by the potential lease agreement with the Sheriff's Office. Smart Systems has advised us we are not vulnerable to the recently publicized hacking problems. Web site updates are ongoing. Please advise Megan if you find a specific area that needs to be addressed. We are in continuing discussions with State Forestry Management for an agreement to recover costs associated with our response to wildfires. We are also updating our mutual aid agreements with our mutual aid partners.
- 10 Call to the Public/Audience Comments. There were no members of the public in attendance.
- 11 Fire Board Comments. Member Massion asked Chief to comment on the fire danger for the summer. Chief reported he has been advised that fires we would normally expect in June can now be anticipated in May. The Forest Service is on high alert. Residents are encouraged to take advantage of the opening of the GWTS to clear their properties. Regarding the protocols for reopening the fire station to in person fire board meetings, Chief took an action to research CDC guidelines and publish his recommendations prior to the May meeting. Board members concurred they are comfortable with complying with CDC guidelines. The reopening protocols for board meetings should also be communicated via the Forest Lakes NEWS E-Blast Information Station sponsored by FLOA.
- 12 There being no further business before the board the meeting was adjourned at 12:22 pm.

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.