



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
JUNE 19, 2021**



The Board and Chief Rodriguez have concluded that enough progress has been made in controlling the pandemic that we now feel it is safe, while still maintaining CDC recommended safety protocols, to reopen the station and to resume holding in person meetings. We began that process with the May 15, 2021 board meeting, and will continue until further notice.

- 1 The meeting was called to order in the main equipment bay of the fire station by Chairman Tom Cummiskey at 10:01 am.
- 2 Chairman Cummiskey led the gathering in 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. All board members were present. We had a quorum of the board. For the record, Chief Dave Rodriguez was in attendance. We had four members of the public in attendance.
- 4 Chairman's Welcome and Activity Report. Chairman Cummiskey noted, as we are all aware, we are in for an extremely hot summer, with lightning caused fires a continuing concern, as is the case in Pine/Strawberry. We have continued to upgrade our equipment, focusing on subdivision fire activity. Our upcoming Strategic Plan Update process will be an opportunity to address equipment upgrades to better address and protect us from forest fires. Chairman Cummiskey also noted that this is our last regular meeting for the current fiscal year.
- 5 Call to the Public/Audience Comments. There were no comments from the public.
- 6 Review and Approve the Minutes for the May 15, 2021 Regular Board Meeting. Member Massion made a motion to approve the minutes as presented. Treasurer Batschelet seconded, and the motion passed unanimously.
- 7 Review and Approve the Financial Statements for May 2021. Treasurer Batschelet reviewed the General Fund financial report for the previous month, and provided a brief summary report. We are 91.66% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 86.4% while YTD expenses are at 74.1%. The end of the month cash balance was \$389,024.67. The Projected Year End Cash Balance is \$362,601.67. Treasurer Batschelet made two additional comments: (1) account #5702, telephone/communications, is overspent due to the board approved fiberoptic installation for the fire station, and (2) there are some minor charges to our credit card account that will be adjusted out by the bank next month. These are due to unauthorized purchases by someone using Chief's and Megan's credit card information. The cards in question have been canceled and replaced. 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
- a) Discussion and possible action re: Final Approval of FY21/22 Budget and FY22/23 Projection. Treasurer Batschelet reported there were no comments from the public on the budget details as presented last month, leaving the budget unchanged. Having completed the budget posting cycle per statute, Treasurer Batschelet made a motion to approve the budget as presented May 15, 2021. Member Torres seconded,



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- and the motion passed unanimously. Admin Assistant Megan Rutherford was assigned the action to format the budget per Board of Supervisor requirements and forward to the County Clerk by June 30, 2021.
- b)** Discussion and possible action re: Approve Annex Space Lease Agreement with Coconino County Sheriff's Office. The lease agreement had been previously distributed to the board prior to the meeting. Chief summarized the agreement as follows: the agreement is with the Sheriff's office; the agreement provides office and living space for Deputy McKeever and a second deputy; and the lease runs for 3 years, starting July 1, 2021, for a monthly consideration of \$400. Member Massion approved the lease as presented. Treasurer Batschelet seconded, and the motion passed unanimously.
 - c)** Discussion and possible action re: Approval of updated Mutual Aid Agreement. The mutual agreement had been previously distributed to the board prior to the meeting. Chief summarized the agreement as follows: there are minor word modifications from the last agreement; training and insurance issues are addressed; requires participants to be NIMS certified (our ODS are 90% compliant); and limited cost recovery is addressed (supplies only). Megan and Chief took an action to verify we have \$5M of liability insurance related to the mutual aid agreement. Clerk Hennessey made a motion to approve the agreement as presented. Treasurer Batschelet seconded, and the motion passed unanimously. In addition, Megan took an action for the July or August Board meeting, to present all our insurance coverages so we can do a due diligence review on them.
 - d)** Status update re: GWS Permit Move to FLFD. Chief reported there has been no movement on this agenda item. He will reach out to FLOA leadership.
 - e)** Status update re: Grant activities. Chief reported the Hazardous Fuels Grant is very active. 22 properties have completed the process, with 40 additional properties assessed. We can fund 50 properties this year, and will soon reach the halfway point. Our Firehouse Subs grant request for a side-by-side rescue vehicle is no longer considered viable. Chief feels we no longer have the staffing needed to use that piece of equipment. Chief took an action to re-review our equipment needs so we can select an item to pursue with Firehouse Subs.
 - f)** Status update re: ASRS Participation. Chief reported we are approved for participation in ASRS beginning July 1st. He expressed his and Megan's appreciation for the board's approval to participate in ASRS.
 - g)** Status update re: Pension Board activities. Chairman Cummiskey reported that Nationwide does not see a way to administer our current Innes approach within their existing processes. The Pension Board will need to meet to determine how we move forward with options that include staying with Innes, having Innes continue on with the old system with Nationwide administering all future contributions, or paying out the old system pension amounts and simply moving forward with Nationwide for all new contributions. Chief took an action to talk to LJ Waggoner, Pension Board Chairman, about scheduling a meeting to discuss our path forward.
 - h)** Status update re: Governmental Advocacy Committee. Governmental Advocacy Committee Chairman Torres noted that the visit by Judy Begay, Coconino County Supervisor-District 4 and Cheryl L. Barlow-Coconino County District 4 Director was very positive for Forest Lakes. The recently announced \$100M funding package by Governor Ducey has many elements to it. We will need to investigate just how this funding is being apportioned, and what the mix of state and federal assistance there is. We will be advocating fire mitigation efforts for the south side Forest Lakes properties. We will be pursuing visits by Tom O'Halleran, our 1st District Congressional Representative as well as Walt Blackman, AZ District 6 House of Representatives. The state budget still has not passed, for many reasons, including distractions caused by the election audit in process.
 - i)** Status update re: Master Planning Committee Activities. Chief reported the exterior perimeter fence has been completed. The lease agreement with the County Sheriff's office is now approved. We will be looking into replacing the three garage doors on the Annex. Adding electric to the Tuff Sheds in the rear of the fire station will be accomplished on an opportunistic basis. This is primarily being driven by electrical contractor availability. We are looking for an opportunity to add our work scope to that of other work being done in the area, resulting in cost savings to the fire district. We also need to be aware of insulation requirements for the Auxiliary's unit with the requirement to house their freezer to support Ice Cream Socials.



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- 9 Fire Chief's Report. Chief reported as follows. With the addition of Starlight to the cell phone tower we now are receiving \$1,000/mo in fees from DW Towers, with the expectation of another \$500/mo if we add two new carriers. A1211 is out of service temporarily due to repairs. The fire near Pine and Strawberry is very active, where they are under an evacuation order. We have signed a two year Cooperative Fire Rate Agreement with the State Forestry Service. Reimbursement is based on the age and condition of our equipment, which ties into the earlier discussion regarding the upcoming STRAP Update. The GWTS has been completely chipped. The Auxiliary and FLOA are coordinating activities for the fourth of July. FLOA is doing a Burgers and Dogs event from noon until 2 pm. They will then invite people to head to the fire station for the Auxiliary's Ice Cream Social, to be held from 2 pm to 4 pm. There is no updated progress on the APS Micro Grid project.
- 10 Call to the Public/Audience Comments. Resident Tom O'Brien expressed support for any efforts to address fire suppression/forest cleanup on the south side. He reported violations where forest access roads from Forest Lakes are being blocked by some residents. Chief reported Forest Service Law Enforcement is aware of the issues.
- 11 Fire Board Comments. Member Torres inquired about requirements for board members to take AFDA sponsored training. Megan was assigned an action to advise on the availability of training.
- 12 There being no further business before the board the meeting was adjourned at 11:11 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.