



**FOREST LAKES FIRE BOARD
REGULAR SESSION MEETING MINUTES
SEPTEMBER 18, 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 Call to Order. The meeting was called to order in the main equipment bay of the fire station by Clerk John Hennessey at 10:03 am.
- 2 Pledge of Allegiance. Clerk Hennessey led the gathering in the pledge of allegiance.
- 3 Roll Call of Fire Board Members. In addition to Clerk Hennessey, Treasurer Pete Batschelet and Member Israel Torres were in attendance at the fire station. Chairman Tom Cummiskey and Member Dennis Massion attended via teleconference. We had full representation of the board. For the record, Chief Dave Rodriguez and Admin. Assistant Julie Mattila were in attendance. We also had ten members of the public in attendance.
- 4 Chairman's Welcome and Activity Report. Clerk Hennessey turned over the meeting to Chairman Cummiskey, who welcomed Judy Begay, Coconino County Supervisor-District 4, and Cheryl L. Barlow-Coconino County District 4 Director. This is Judy's second visit to Forest Lakes as she continues to build a strong relationship with our community. He also thanked Clerk Hennessey for chairing the meeting in his absence. Note: Keith Brekhus, District Director for Congressman Tom O'Halleran, joined us later in the session. Chairman Cummiskey then returned control of the meeting to Clerk Hennessey.
- 5 Call to the Public/Audience Comments. There were no comments from the public.
- 6 Review and Approve the Minutes for the August 21, 2021, Regular Board Meeting. Chairman Cummiskey made a motion to approve the minutes as presented. Treasurer Batchelet seconded, and the motion passed unanimously.
- 7 Review and Approve the Financial Statements for August 2021. Treasurer Batschelet reviewed the General Fund financial report for the previous month and provided a brief summary report. We are 16.66% through the year. In relation to our published Not-To-Exceed (NTE) budget, YTD revenue is at 8.7% while YTD expenses are at 15.1%. The end of the month cash balance was \$248,399.42. The projected year end cash balance is \$285,564.42 which is comfortably above our board mandated minimum of \$175,000. He noted the large expense projection for February 2022 that reflects the \$74,000 balloon payment for the front-end loader, which completely retires the debt service for that piece of equipment. In addition, we have the normal expenditures for insurance coverage, which occurs over a single payment period, thereby distorting the monthly cash balance. We have unusual repair and maintenance costs associated with AT1211 as well as the annex repair due to the recent storm damage. 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:

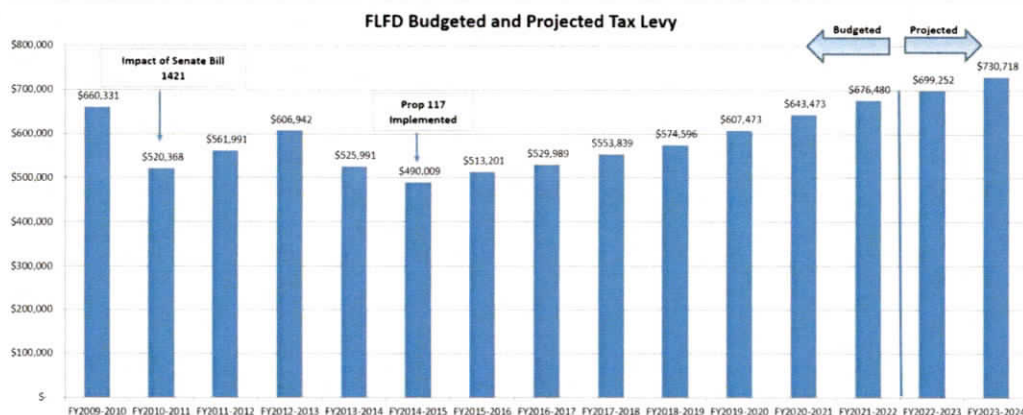
- a) The District has reconciled all balance sheet accounts for the preceding fiscal month, and the Board has reviewed them.
 - b) The District has produced a financial report for the preceding fiscal month, including a register of all checks, warrants, and deposits; a statement of the District's financial 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) Status update and possible board approval of costs associated with the Annex storm damage repair. Chief Rodriguez reported the annex damage claim has been assessed at \$31,576.58, less the \$1,000.00 deductible. We are still searching for a qualified contractor. In the event the settlement does not cover all the damage, we will file a follow-on claim with VFIS, our insurance carrier.



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- b) Discussion re: possible refund to FLFD due to Trans Western Pipeline settlement. Chief reported the initial refund discussed with FLFD is smaller than we anticipated. He will follow up with the county treasurer.
- c) Discussion and possible action re: Heart Monitor Purchase. Chief reported that thanks to Auxiliary and Charity event donations plus district funds we are well positioned to complete the procurement of a new heart monitor. He is conducting a cost benefit analysis to determine which option is best for us, new versus refurbished. Lead time for a refurbished unit is about one month and about 2 months for new.
- d) Status update re: GWTS Permit Move to FLFD. There is nothing new to report.
- e) Status update re: Grant activities. Chief reported we are about at 50% utilization for this two-year grant, which is intended to help us, as a community, achieve fire wise standards.
- f) Status update re: Sheriff's Occupancy of Annex Offices. Occupancy has been put on hold pending completion of storm related damage.
- g) Status update re: Pension Board activities. Chairman Cummiskey reported last month the need for a formal communication to Nationwide. During the intervening month, that communication was made with Nationwide responding affirmatively. Therefore, Nationwide has the green light to establish our program with them and we have the green light to end our relationship with Innes.
- h) Status update re: Governmental Advocacy Committee. Governmental Advocacy Committee Chairman Torres welcomed our special visitors Judy Begay, Cheryl Barlow, and Keith Brekhus. He appreciates the opportunity for them to better understand the special needs the residents of Forest Lakes have as a community. Keith made a special presentation as a representative of Congressman O'Halleran, a US flag that was flown over the US Capitol. Chairman Torres continues to maintain open communications with all our elected officials, so they are aware of our changing needs and requirements.
- i) Status update re: Master Planning Committee Activities. Chief reported that in addition to the annex damage there were significant drainage issues related to our neighbors to the south and flows around our buildings. There were also increased flows onto our property as a result of channeling changes by our public works department. We are also addressing adding electrical service to our storage sheds behind the fire station as well as the blue garage. The newly installed perimeter pipe fence along the southern boundary experienced some settling damage due to the excessive rain.
- j) Discussion re: FLFD Tax levy and Mil rate history. Clerk Hennessey displayed a chart and supporting data showing our Mil rate history since FY2009-2010. This is background data for the upcoming STRAP sessions where the recently passed legislation will be addressed that allows fire districts to increase the Mill rate limit from its current \$3.25 to \$3.50 in equal increments over a two-year span. The Mil rate for FLFD has been held to \$3.25 since FY2013-2014. The impact to Forest Lakes residents for the change in Mil rate from \$3.25 to \$3.50, if implemented, is estimated to be about \$60.00 per year per property owner.



- k) Status update re: Planning for the upcoming STRAP plan meetings. Due to scheduling conflicts with various board members, the initial STRAP session will most like occur as a special meeting on Saturday November 6th, with the second session to follow the board meeting on November 20th. The November 20th session will depend on board action at the October board meeting to set our winter meeting schedule. Treasurer Batschelet noted we will have a tough challenge to address our on-going needs, including rolling stock replacement over the next 4 to 5 years (see Chief's report.)



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- 9 Fire Chief's Report. By way of background information for our upcoming Strategic Planning (STRAP) sessions, Chief Rodriguez presented his Apparatus Replacement Schedule recommendations, using the National Fire Protection Association (NFPA) guidelines, which are rigidly adhered to by valley fire departments:

National Fire Protection Association (NFPA)



NFPA has the following recommendations for replacement of Engines, Ladders, Water Tenders, and Command Vehicles:

- | | |
|--|---|
| <p>Engines</p> <ul style="list-style-type: none"> • 10-Year Front Line Service • 5-Year Reserve/Back-Up Service • 15-year Service Life Span. <p>Water Tender</p> <ul style="list-style-type: none"> • 15-year Front Line Service • 5-year Reserve/Back-Up Service • 20-year Service Life Span. <p>Command Vehicles</p> <ul style="list-style-type: none"> • 10-year Front Line Service Life Span. No reserve/Back-Up Service. | <p>Mini Pumper</p> <ul style="list-style-type: none"> • 8-Year • 3-5-Year Reserve • 13-Year Service Life Span. <p>Ambulance</p> <ul style="list-style-type: none"> • 14-year life expectancy. |
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Chief noted these NFPA guidelines need to be tailored to Forest Lakes, where our service area covers 325 to 350 sq miles of rugged forest roads. Our challenge is to balance our service delivery model with affordability. The following replacement schedule is extracted from our 2020 STRAP update. Of particular interest are the replacement costs, which are escalating faster than our inflation estimates. Our honored guests, Judy, and Keith, offered to assist where possible with the county, federal and state grant monies, including those from the proposed infrastructure bills before Congress.

| Rolling Stock | Debt | Warranty | Comments | FY2021-2022 Budget Forecast | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 |
|------------------|------|------------------|---|-----------------------------|--------------------------|--------------------------|--------------|-----------|-----------|
| Engine 1211 | \$0 | N/A | Replace in 2 - 3 years; estimated cost of \$450,000 and trade in value of \$20,000 | Possible \$75,000 grant | Possible \$200,000 grant | Possible \$175,000 grant | | | |
| Rescue 1211 | * | Through Feb 2021 | Life expectancy through 2030 and then evaluate | | | | | | |
| Rescue 1212 | \$0 | N/A | Back up ambulance; perhaps budget for another \$20,000 in five years | | | | | | |
| Tender 1211 | \$0 | N/A | Lease to forest service for \$87/sf which is half its value due to age; how often do we lease it? | | | | | | |
| Battalion 12 | \$0 | N/A | 3 - 4 years left of life expectancy; tires every 2 years; | | | Possible grant | Need a grant | | |
| Attack 1211 | \$0 | N/A | 5 years left until it goes into reserve | | | | See Notes | See Notes | |
| Attack 1212 | \$0 | N/A | 5 - 6 years left until it goes into reserve | | | | | See Notes | See Notes |
| Front End Loader | \$0 | N/A | Balloon Pymt in 2022 accounted for in STRAP | | | | | | |

As can be seen, our replacement plan relies heavily on grant income. We are fortunate to have excellent grant writers who have donated their time and talents to most recently secure grant funding in the amount of \$480,000 to procure a new ambulance (R1211) and a new mini pumper (A1211). Engine 1211 was procured in 2005 using grant funding for then-year cost of \$250,000 (current replacement cost is about twice that amount.) We have also made judicious use of district funds and Lease-Purchase Agreements (LPAs) to procure the Chief's vehicle (B1211) and the Front-End Loader (L1211.) Our backup ambulance, R1212, was procured for the remarkable amount of \$5,000, thanks to Chief's many contacts in the fire service. Member Torres thanked Chief Rodriguez for his leadership in so effectively managing our equipment and staffing, for which he frequently hears positive, rave reviews.

- 10 Call to the Public/Audience Comments. There were several comments regarding the dust situation in Forest Lakes due to external drive through camper traffic on Sheep Springs Rd. While not within our authority to address, the complaint is included here for the record. As noted by Roberta Schweikert, who initially brought up the issue, apparently Google Maps directs campers in the area surrounding Forest Lakes to use Sheep Springs Rd. to access the camp sites. Deputy McKeever offered to talk to Roberta following the meeting.



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- 11 Fire Board Comments. There were none.
- 12 Adjournment. There being no further business before the board, the meeting was adjourned at 11:23 am. Supervisor Begay was then invited to deliver some prepared remarks, which are captured as supplemental meeting minutes.

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.

Contact Information for Our Special Guests

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| <p>Judy Begay, Supervisor – District 4 Board of Supervisors 219 E. Cherry Ave. Flagstaff, AZ 86001 Phone: 928.679.7154 jbegay@coconino.az.gov</p> | <p>Cheryl Barlow, District 4 Director Board of Supervisors 219 E. Cherry Ave. Flagstaff, AZ 86001 Phone: 928.679.7164 cbarlow@coconino.az.gov</p> |
| <p>Keith Brekhus, District Director Office of Congressman Tom O’Halloran, 1st District Arizona 405 North Beaver St., Suite 6 Flagstaff, AZ 86001 Phone: 928.304.9540 keith.brekhus@mail.house.gov</p> | |

Flag Presentation Following Board Meeting



From Left to Right: Clerk Hennessey, Supervisor Begay, Member Torres, Director Brekhus, Chief Rodriquez and Member Batschelet

Approved by the Forest Lakes Fire Board on: October 16th, 2021

John Hennessey 